

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, May 19, 2022, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. There will be a Webex video conference option available.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 19th day of May 2022.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, STA Board Chair

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

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

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

BOARD MEETING

Thursday, May 19, 2022

1:30 – 3:00 p.m.

STA Boardroom

1230 W Boone Avenue, Spokane, WA

with Webex Video Conference Option

WebEx Video Conference Joining Option:

Board Members: [Join Here](#)

General Public: [Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 2495 444 5764

Password: 2022

AMENDED AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Ed Steeber, Fixed Route Supervisor - Retirement (*Brandon Rapez-Betty*)
 - B. Mary-Beth Fitzgerald, Fixed Route Operator – Retirement (*Brandon Rapez-Betty*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the April 21, 2022, Board Meeting – Corrections/Approval
 - B. April 2022 Vouchers (*Monique Liard*)
 - C. West Plains Connector Project Cooperative Agreement Approval (*Karl Otterstrom*)
 - D. Connect Spokane: Phase I Revisions (Resolution) (*Karl Otterstrom*)
 - E. Sprague Line Design & Engineering Work Order Approval (*Karl Otterstrom*)
 - F. City of Spokane Riverside Avenue Cooperative Improvement Project (*Karl Otterstrom*)
 - i. Project Order Authorization
 - ii. Budget Adjustment Approval
6. Board Action – *None*
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
8. Planning & Development Committee: *25 minutes*
 - A. Chair Report (*Al French*)
 - i. I-90 Valley High Performance Transit-Public Outreach Summary and Evaluation Results (*Karl Otterstrom*)
 - ii. 2023-2028 Transit Development Plan: 2023-2025 Service Improvement Program (*Karl Otterstrom*)
 - iii. 2023-2028 Transit Development Plan: 2023-2028 Capital Improvement Program (*Monique Liard*)

9. Performance Monitoring & External Relations Committee: *25 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 2021 Community Perception Survey Results Summary (*Brandon Rapez-Betty*)
 - ii. 2021 Bus Rider Survey Results Summary (*Brandon Rapez-Betty*)
 - iii. Fare Policy Revisions: Preliminary Proposal – Zero-Fare for Youth (*Karl Otterstrom / Monique Liard*)
10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2022 Financial Results Summary (*Monique Liard*)
 - C. April 2022 Sales Tax Revenue (*Monique Liard*)
 - D. March 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. First Quarter 2022 Performance Measures (*Brandon Rapez-Betty*)
 - F. First Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
 - G. 2023-2028 Transit Development Plan: Identify Major Activities (*Karl Otterstrom*)
 - H. Unified Planning Work Program Update (*Karl Otterstrom*)
12. New Business: (*none*)
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*McAloon Law PLLC*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of May 19, 2022, Board Meeting:

Saturday, May 21, 2022	4:00 p.m.
Monday, May 23, 2022	10:00 a.m.
Tuesday, May 24, 2022	8:00 p.m.

Next Committee Meetings (Location TBD) Wednesday:

Planning & Development	June 1, 2022, 10:00 a.m.
Performance Monitoring & External Relations	June 1, 2022, 1:30 p.m.
Board Operations	June 8, 2022, 1:30 p.m.

Next Board Meeting (Location TBD):

Thursday, June 16, 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.

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 comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be read at the meeting. Comments must be received by 9:00 a.m. the day of the meeting. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

To provide **Oral Public Expressions** via telephone or computer, please complete this [form](#) and email it to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.

To provide **Written Public Expressions** to be read at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 4A : ED STEEBER – FIXED ROUTE SUPERVISOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Ed Steeber retired on April 28, 2022, having provided almost 21 years of service to STA. He began his career at STA in July of 2001 as a Coach Operator and quickly worked his way up to the role of Trainer before being promoted to Fixed Route Supervisor in 2006, a position he held until his retirement. Ed exemplified safety with 20 years of safe driving and played an important role in the development and implementation of the Employee Recognition Committee.

Ed cared deeply about the mission of Spokane Transit, the public that we serve, and the Operators in his care and could often be found taking the time to coach, counsel, and encourage.

Thank you, Ed, for your 20 plus years of service and dedication to STA!

STA wishes you the best in your retirement.

RECOMMENDATION TO BOARD: Recognize Ed Steeber for his 20 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 4B : MARY BETH FITZGERALD – COACH OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Mary Beth Fitzgerald is retiring with 30 years of service to STA. She began her career with STA in April 1992 and is well known for her cheerful disposition and positive attitude. Throughout her career she earned numerous customer compliments, Quality Counts awards, and is an 18-year recipient of a Safe Driving award.

In addition to the care shown for her customers, Mary Beth also sought little ways to brighten the day of her fellow Operators. STA is thankful for her years of excellent service and wish her luck in her next adventure.

Thank you, Mary Beth, for your 30 years of service and dedication to STA and the community!

Congratulations on your retirement.

RECOMMENDATION TO BOARD: Recognize Mary Beth Fitzgerald for her 30 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer  Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 5A : MINUTES OF THE APRIL 21, 2022, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the April 21, 2022, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer ESM

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the April 21, 2022, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities Representative (Millwood)
Ex Officio
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Dan Dunne, Small Cities Representative (Liberty Lake)
Ex Officio

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS:

Sherry Little, Cardinal Infrastructure

1. **Call To Order and Roll Call**

Chair Grover called the meeting to order at 1:35 p.m. and the Clerk conducted roll call.

2. **Approve Board Agenda**

Mr. Hattenburg moved to approve the agenda as presented. Ms. Wilkerson seconded, and the motion passed unanimously.

3. **Public Expressions**

There were no public expressions.

4. **Recognitions And Presentations**

A. **Years of Service Awards - Recognition**

Ms. Williams recognized employees for their successive years of service with STA who have reached milestones of 5 years, 10 years, and 15 years. She thanked them for their continued contributions to the success of the agency.

5. Public Hearing

A. Connect Spokane Phase I Draft Revisions for Public Comment

Chair Grover opened the public hearing at 1:40.

Mr. Otterstrom presented background on Connect Spokane. He noted the goal to set forth a vision and policy framework to guide decisions made by STA’s Board of Directors, staff, and partnering agencies that will further STA’s mission and vision. He said the plan was adopted in 2010 and last updated in 2019. He reviewed the purpose and need for an update including assumptions, integrated planning horizon for comprehensive & strategic initiatives, and the integrated timelines.

Mr. Otterstrom reviewed the elements of Phase I, which will inform Strategic Planning efforts and Phase II elements to update, which will be informed by Strategic Planning efforts.

Chair Grover asked for questions or comments from board members. There were none. Chair Grover opened the meeting for public comments. After calling three times for public comments, none were forthcoming, and Chair Grover closed the Public Hearing at 1:47.

6. Board Action – Consent Agenda

- A. Approval of Minutes of March 17, 2022, Board Meeting
- B. Approval of the following March 2022 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 616359 – 616775	\$ 7,858,738.11
Worker’s Comp Vouchers (March)	ACH – 2286	\$ 149,101.75
Payroll 3/11/2022	ACH – 3/11/2022	\$ 1,916,709.30
Payroll 3/25/2022	ACH – 3/25/2022	\$ 1,494,539.48
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,418.03
MARCH TOTAL		\$ 11,424,506.67

- C. Increase of Contract Value for the Fare Collection System - Authorized 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.
- D. Plaza Security Office Carpet Contract: Final Acceptance - Accepted the contract with Great Floors, LLC for the carpeting project as complete and authorize release of retainage security subject to receipt of such certificates and releases as required by law.
- E. Bus Schedule Printing: Award of Contract - Approved an award of contract, effective May 1, 2022, to National Color Graphics with prices held firm for the first year and price adjustments for years two through five tied to the Consumer Price Index for All Urban Consumers/All Cities Average (CPI-U).
- F. Web Development & Maintenance Services: Award of Contract - Approved a motion to give CEO authority to negotiate and award a five (5) year, sole source contract to Zipline Communications, Inc. for Web Development & Maintenance Services, not to exceed \$100,000 annually.
- G. Federal Transit Administration Section 5310 Program Adjustments - Approved a motion to authorize the Board approve \$138,507 in additional STA local funding to provide additional funding for, and extend the terms of, eligible Section 5310 Program projects selected in September 2021.

Mr. Hattenburg moved to approve Consent Agenda 6A through 6G. Ms. Stratton seconded, and the motion passed unanimously.

7. Board Action – Other

A. 2021 Year-End Performance Measure Summary and Proposed 2022 Goals

Mr. Rapez-Betty reviewed metrics for the year-end 2021 Performance Measures.

He advised the results and goals were shared with the Performance Monitoring & External Relations Committee on April 6th and the Committee recommended forwarding to the Board consent agenda. Upon review at the Board Operations Committee, Ms. Haley moved to have this presented to the Board. Mr. French seconded, and the motion passed unanimously.

He reminded the Board that a full set of the 2021 Year-End Performance Measures were posted on the website for review at this link: [Year-End 2021 Performance Measures](#).

Mr. Rapez-Betty reviewed the metrics on the Staff Report which represented the proposed 2022 Performance Measure goals. The staff report annotated changes in green to symbolize a new metric or updated goal for 2022 and compared each proposed measure with the metric for the 2021 year, as well as the status at year end.

Mr. Rapez-Betty offered to answer questions. None were forthcoming.

The recommendation was read by Mr. Rapez-Betty. **Review the 2021 Year-End Performance Measures results and recommend the approval of the 2022 Performance Measure goals as presented on the attached staff report.**

Ms. Wilkerson moved to approve as presented. Ms. Haley seconded, and the motion passed unanimously.

8. Board Operations Committee

A. Chair Report (*Chris Grover*)

Mr. Grover asked Mr. Otterstrom to provide a summary report on the Washington State Transit Support Grant item that was reviewed at the Board Operations Committee meeting.

i. Washington State Transit Support Grant Discussion

Mr. Otterstrom provided background and information on the Move Ahead Washington program enacted last month which among other things, includes \$50M for the Division Bus Rapid Transit (BRT) project. He noted the Transit Support Grant Program creates a financial incentive for fare policy changes. To be eligible, transit agencies must enact a zero-fare policy for riders ages 18 years old and younger. Based on programmed expenditures, STA could receive \$6.46M annually.

The first biennium currently underway, contains a supplemental budget increase to allow for 1/3 of the year's program funding for this new grant program. To be eligible STA would need to revise and submit its fare policy to the State Department of Transportation (WSDOT) to demonstrate that youth ages 18 and younger are eligible for zero fare. To receive a grant allocation within the current biennium (ending June 30, 2023), verification must be submitted by October 1, 2022.

He reviewed other policy considerations and said understanding exactly what projects or costs are eligible for reimbursement will be key. He reminded members that under the Civil Rights Act, any changes to the fare policy require a Title VI Analysis, as well as the fact that STA currently has a goal of at least 20% farebox recovery.

Based on ridership trends and accounting for foregone revenue for the ages 6-12 who will be eligible for fare free under the fare system approved by the Board this year, approximately \$500,000 to \$900,000 per year in foregone fare revenue will result. There will also be additional requirements as part of the Climate Commitment Act.

Mr. Otterstrom informed on other operational considerations and provided a conceptual timeline for implementation. He noted, if it is the Board's desire, staff can come back in May with a preliminary proposal focused on policy revisions and consider everything known at that point relative to WSDOT's requirements for funding distribution, eligibility, reporting requirements, etc. That would be the basis and beginning point for rider and community outreach.

In June, staff could present a draft recommendation for zero-fare for riders 18 and younger and provide a draft Title VI Equity Analysis. In July, staff would have a public hearing, with the final policy revision approved by the Board through a resolution.

Mr. Otterstrom advised that staff briefed the Board Operations Committee, and they supported the change and bringing it to the full Board. Based on that interest, staff offered a potential motion should the Board wish to give staff direction on moving forward to the next step in terms of developing and ensuring STA adheres to federal and state law as well as operational requirements. He asked Chair Grover if there was anything he wanted to add or if there were questions.

Chair Grover reiterated that Board Operations Committee members were in favor of moving forward but felt the Board needed to hear the summary and background behind the grant and be informed on potential steps to take moving forward. He asked if there were questions from members. Ms. Stratton asked the Chair if he wanted a motion. He confirmed he would be open to a motion. There were no further questions.

Ms. Stratton moved to direct staff to begin drafting policy revisions, for further board consideration and action, related to revenue and fares that would allow STA to be eligible for the Washington State Transit Support Grant Program, and address relevant federal, state and operational requirements. Mr. Hattenburg seconded, and the motion passed unanimously.

9. Planning & Development Committee

A. Chair Report (*Al French*)

In Mr. French's absence, Chair Grover asked Mr. Otterstrom to provide a briefing and a review of items presented to the Planning & Development Committee.

i. 2023-2028 Transit Development Plan: Planning Guidance

Mr. Otterstrom presented STA's hierarchy of plans as a pyramid that includes the Strategic Plan, STA Moving Forward (STAMF), Transit Development Plan (TDP), with the Annual Plan & Budget at the top. He noted the TDP comprises a six-year term of programming for service, capital and other activities. He noted staff provided an overall timeline to the Planning & Development Committee.

He shared a list of proposed guidance statements for the 2023-2028 plan and offered a few slides with language that accompanied the guidance elements. He noted these are basically the same as the 2022-2027 TDP, with one addition.

- Foster & Sustain Quality
- Maintain a State of Good Repair
- Recover and Expand Ridership
- Proactively Partner in the Community
- Advance & Adapt the System Growth Strategy
- *Respect & Reflect the People of our Region (proposed new guidance statement)*

The proposed language (with no action today), to include with the new guidance statement that help support other elements and priorities which speak to the needs of various populations STA serves and draws its employees from is proposed to read: *As the public transit provider for the Spokane region, we are committed to attracting and retaining a staff that reflects the people of our region that we serve daily. We listen and engage with our diverse communities, as we know that having varied perspectives helps generate better ideas to serve the region.*

Mr. Otterstrom reminded this is presented to the Board for feedback with the goal that this be incorporated into the Draft Transit Development Plan for review and comment and then back to the Board in June for a public hearing. He offered to answer any questions.

Ms. Wilkerson applauded the statement, saying STA has always been forward thinking and going down this road to be as inclusive as we can be, knowing all the people served in the region, makes sense. She thanked Mr. Otterstrom and the committee that brought it forward.

Ms. Bowers commented on the new measure and asked what kind of measurements STA has identified going forward with this new guidance? Mr. Otterstrom replied that the guidance statements in the TDP are separate from operating indicators. He said STA has overall priority statements to earn and retain the community trust, etc., and those are the standard throughout the agency. This metric is specific to how the TDP is assembled. STA doesn't tie performance measures to the TDP guidance statements. This helps frame the plan and reflect the activities and programs.

Ms. Meyer agreed this is not part of STA's quantifiable objectives but said there are measurable ways to track our objectives for hiring with diversity in mind. Those exist and staff are looking at additional ways, including Title VI and beyond, to understand not just diversity but underserved communities.

Ms. Wilkerson added that just having the statement out in the public is significant to her. She said we have to put it out there before we can start measuring ourselves against it. The first step is to actually speak to it, put it in the community, and then start holding ourselves accountable to it.

Ms. Bowers agreed with Ms. Wilkerson and said her concern isn't as much about what STA does internally as to what is done externally. How does STA measure the impacts to the community? I know we follow a lot of regulations through the State and government on equal opportunities and keeping track of who we hire and the different communities that we come from. It's more difficult to measure the community.

Chair Grover thanked everyone for their questions, comments, and discussion.

ii. 2023-2028 Transit Development Plan: Forecast Assumptions

Ms. Liard reviewed the Forecast Assumptions. She also reviewed Sales Tax Revenue, noting this represents the largest revenue source for STA and shows the historical voter-approved funding to indicate how the growth rate has developed. She highlighted the very strong economy in Spokane area during 2021, despite the pandemic. Ms. Liard said staff historically provide a baseline assumption to ensure we are anchored and not reacting to what is happening currently. The annual growth rate assumption has been 2.5 to 3.0 percent. Ms. Liard discussed the actual tax collection relative to budget and noted the very conservative 2021 budget in response to the pandemic.

She advised the recommendation for sales tax forecast is to move forward at 3.5% growth per year based on 2022 budgeted sales tax revenue. She noted staff contacted Grant Forsyth at Avista to validate STA's assumption relative to what he would view as a reasonable 6–7-year growth rate for the region. His models also produced the 4.0-4.5% increase but there are factors at play, and he believed these factors would reduce that 4.0-4.5% to a more conservative estimate of 3.5%.

Ms. Liard offered to answer questions. There were none. She provided historical context to inform what has been done relative to fare revenue and shared how STA fares compare favorably against the 22 other agencies in the American Bus Benchmarking Group (ABBG) in this category.

Assumptions taken into consideration include ridership growth, the City Line service in 2023, Division Line service in late 2027, and farebox recovery goal of at least 20%. She advised there is currently no fare increase recommendation, which is at the Board's discretion to start that conversation, but said to realign with the farebox recovery goal, staff assumed a \$0.25 increase in 2026. She discussed specifics of other revenue.

Ms. Liard reviewed the expenditure assumptions which included:

- Annual budget provides the baseline for operating expenses
- City Line introduced in 2023 along with *STA Moving Forward* and near-term investment service changes through 2026
- Operating expenses grow at 3% annually beginning in 2023, with incremental costs added in support of all implemented service changes, and continue through 2028
- Fully fund the Capital Improvement Program through the TDP period (2023-2028)

Ms. Liard reviewed overall Next Steps of May 19th Board review of the Service Improvement and Capital Improvement Program and the Board Adoption of the Transit Development Plan on July 21st.

Chair Grover thanked Ms. Liard and asked if there were any questions. None were forthcoming. He expressed his agreement that it was prudent to assume the 3.5% growth assumption.

10. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley discussed the Consent Agenda items that the Performance Monitoring & External Relations (PMER) committee recommended. She thanked the Board for approving. In addition to the Consent Agenda items, the committee voted to reappoint Ms. Susan Grey to Citizen Advisory Committee.

Chair Grover asked for questions from members. None were forthcoming.

11. CEO Report

Ms. Meyer reported the following topics.

Fixed Route ridership grew 23% for the month of March and 24% year-to-date; Paratransit saw a 53% increase and 45% year-to-date. Vanpool ridership increased and they added 4 new groups (one a group of STA Mechanics).

On-time performance of 96% for both Fixed Route and Paratransit exceeded the respective goals of 93%.

Revenue from voter approved sales tax collected on retail sales in January was reviewed. The actual received was \$7.6M which is 2.1% above budget (\$89,000).

The CDC mask mandate was rescinded by a federal judge in Florida. The Transportation Security Administration and most transit agencies, including STA, have announced they will no longer enforce the mask requirement. STA is continuing to welcome anyone who wishes to wear a mask. Should a mask requirement be reissued, STA will return to mask compliance.

City Line Update noted the arrival of rolled tube steel which was the primary driver of the delayed extended schedule for launching the City Line to July 2023. Future Systems is fabricating the shelters and working on markers and light poles. The installation by Wesslen will begin in June. April is the official end of Core Construction.

The City Line Steering Committee toured the City Line route from Brown's Addition through West Spokane, Downtown, U-District, Gonzaga, and east to SCC. Ms. Meyer shared a photo and talked about the area they stopped downtown.

Ms. Meyer introduced STA's advisor, Sherry Little, of Cardinal Infrastructure, to provide a federal legislative update.

Ms. Little thanked the Board and expressed her pleasure at being here, stating she brings news from Washington, DC. She said President Biden presented \$142.3B for FY2023 which is an unprecedented amount of funding for infrastructure. The Capital Investment Program housed within the Federal Transit Administration (FTA) saw a \$602M increase which increases the FTA budget for the Capital Investment Program to \$2.85B. What this means for STA is growth in the program which is the home of the City Line's current grant as well as providing great opportunity for Division BRT.

Ms. Little advised the FTA is experiencing an increase in their formula programs. For STA, this means the 5307 Program funds can be used for preventive maintenance and STA expects to experience a \$3M per year increase for a total of about \$11M per year, primarily used at STA for preventive maintenance, which is the most appropriate way to use that source of funding.

The 5311 Program is a pass-through program. It enables local partners to help us with enhanced mobility for seniors and people with disabilities. She noted the anticipated improved service as a result of investment.

A big jump in discretionary competitive programs at FTA means the Bus and Bus Facilities Grant Program is going to experience growth. STA plans to apply for Bus and Bus Facilities, as well as the Low-No Program, and are uniquely positioned to be successful in that respect. She summarized that this is good news coming out of Washington as it relates to matching federal funding sources with STA priorities. Ms. Little offered to answer questions. Chair Grover thanked Ms. Little for the information and asked for questions. None were forthcoming.

Ms. Meyer continued the CEO report and provided an update on STA's Recruitment and Retention Incentive program. She reviewed the eligibility requirements for the recruitment, employee incentive, and the employee referral incentive. She shared three weeks of positive experience and thanked the Board for supporting the funding for the program.

Bloomsday is returning on May 1st and STA is pleased to be a part of this community event. Information was provided about the trade show, bus passes, fares for Bloomsday, and the pickup and drop off locations.

Ms. Meyer talked about the new campaign "Drive Your Career" developed by the Communications Team aimed at recruiting applicants. She noted flyers will be available at the STA Bloomsday tradeshow booth and recruiting posters will also be on display.

STA launched a new website on April 18th. Ms. Meyer reported that 80% of STA's website traffic comes from mobile devices and the new website improves the experience for mobile devices and has better accessibility tools for non-English speaking and other visitors who may have a visual disability.

A ribbon cutting ceremony at the new Eagle Station at Eastern Washington University (EWU) will be held tomorrow at 9am. Ms. Meyer reminded of STA plans for double decker buses to serve EWU and congratulated Mr. Otterstrom and his team for this new facility that works so well for the campus.

Ms. Meyer mentioned the upcoming STA Board Workshop on Strategic Planning on May 19th from 11:30a – 1:15p, will be held in person at STA, with a virtual option.

Chair Grover thanked Ms. Meyer and asked for questions.

Ms. Wilkerson said she was pleased to see the growth in Paratransit ridership and asked what the department was looking at if the trajectory continues to improve at the same rate. Ms. Meyer advised that Paratransit is currently operating at about 1,000 to 1,100 trips per weekday. At peak service prior to the pandemic, they operated at 1,500 trips per day. STA has enough vehicles and are hiring drivers, with the plan being to be able to continue to provide every trip requested.

Mr. Hattenburg commented on the On-Time Performance and said it is great news to spread around to people, stating 96% on-time is pretty hard to beat. Ms. Meyer agreed that STA drivers do an amazing job.

With there being no further questions, Chair Grover thanked Ms. Meyer and thanked Ms. Little for joining the Board today.

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2022 Financial Results Summary
 - C. March 2022 Sales Tax Revenue
 - D. February 2022 Operating Indicators
 - E. May 2022 Minor Service Change
13. New Business – none

14. Board Members' Expressions: 5 minutes

Chair Grover commented on the financial information and said the high quality of service STA provides in such a cost-efficient way is amazing. He offered kudos to staff for providing an excellent service at a reasonable cost and being good stewards of public funds. He also thanked the Board members who volunteer their time and commented how obvious it is from the questions and interactions of members that they are passionate about STA.

Mr. Zappone advised he is using his bike on the bus, and it's been a great experience and he expressed his gratitude to STA for providing the service.

15. Executive Session (McAloon Law PLLC): (none)

16. Adjourn

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:57 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

May 19, 2022

AGENDA ITEM 5B : APRIL 2022 VOUCHERS

REFERRAL COMMITTEE: n/a

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

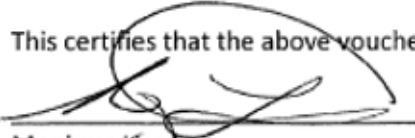
SUMMARY: The following warrants and ACH transfers for the period of April 1 through 30, 2022, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 616776 – 617240	\$ 4,257,340.24
Worker’s Comp Vouchers (April)	ACH – 2286	\$ 123,881.60
Payroll 04/08/2022	ACH – 04/08/2022	\$ 1,914,202.31
Payroll 04/22/2022	ACH – 04/22/2022	\$ 1,512,146.69
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,076.92
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 5,602.79
APRIL TOTAL		\$ 7,818,250.55

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO COMMITTEE: Information only.

Spokane Transit Authority
Vouchers - April 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/01/2022	616776	Francis Avenue Hardware	2279	310.16
04/01/2022	616777	ADT Commercial	2462	611.76
04/01/2022	616778	Amazon Capital Services Inc	2098	152.58
04/01/2022	616779	The Arc of Spokane	2361	5,147.70
04/01/2022	616780	Northwest Center Services	2271	26,975.88
04/01/2022	616781	Amalg Transit Union #1015	1055	26.52
04/01/2022	616782	Appleway Chevrolet Inc	1068	129.04
04/01/2022	616783	Association of Washington Cities	1076	1,150.00
04/01/2022	616784	Battery Systems Inc	1089	2,837.16
04/01/2022	616785	Blanchard Electric & Fleet Supply	2589	507.30
04/01/2022	616786	Calvary Spokane	1136	103.46
04/01/2022	616787	Camp Chevrolet	1024	531.30
04/01/2022	616788	Lithia Motors Support Services	1024	1,029.92
04/01/2022	616789	Canon Financial Services Inc	1154	826.23
04/01/2022	616790	Center for Transportation and the Environment	2335	10,000.00
04/01/2022	616791	QWEST Corporation	1148	921.20
04/01/2022	616792	QWEST Corporation	1148	136.37
04/01/2022	616793	City of Spokane	1601	2,036.67
04/01/2022	616794	Coffman Engineers Inc	1162	16,842.38
04/01/2022	616795	Comcast	1170	113.65
04/01/2022	616796	Comcast	1170	1,001.27
04/01/2022	616797	Complete Office LLC	2202	660.37
04/01/2022	616798	CompuNet Inc	1166	46,113.90
04/01/2022	616799	Cummins Inc	1027	2,142.20
04/01/2022	616800	El Jay Oil Co Inc	1003	8,065.34
04/01/2022	616801	Fastenal Company	1249	2,154.89
04/01/2022	616802	Gordon Truck Centers Inc	1018	33,652.76
04/01/2022	616803	Gard Communications Inc	1272	909.62
04/01/2022	616804	SPX Corporation	1268	7,927.61
04/01/2022	616805	Gillig LLC	1279	9,712.58
04/01/2022	616806	H & H Business Systems	1298	65.68
04/01/2022	616807	Halme Construction Inc	2090	17,087.00
04/01/2022	616808	Humanix Corp	1329	2,706.21
04/01/2022	616809	KnowBe4 Inc	2357	16,690.08
04/01/2022	616810	KV Solar Solutions	2702	1,633.50
04/01/2022	616811	Les Schwab Tire Centers of Washington Inc	1393	1,167.49
04/01/2022	616812	Magaldi & Magaldi Inc	1416	485.90
04/01/2022	616813	Q49 Solutions LLC	2594	109.00
04/01/2022	616814	Mohawk Manufacturing & Supply Co	1011	105.82
04/01/2022	616815	Motion Auto Supply Inc	1012	47.32
04/01/2022	616816	Black Realty Management Inc	1658	18,536.43
04/01/2022	616817	NAPA Auto Parts Inc	1014	15,347.63
04/01/2022	616818	The Aftermarket Parts Company LLC	1015	4,515.62
04/01/2022	616819	Noregon Systems Inc	2099	2,180.00
04/01/2022	616820	Office Depot Inc	1483	35.35
04/01/2022	616821	Pacific Office Solutions	2288	5,948.09
04/01/2022	616822	Pacific Office Solutions	2288	1,192.24
04/01/2022	616823	Romaine Electric Corporation	1548	335.95
04/01/2022	616824	SBA Towers II LLC	1569	2,309.96
04/01/2022	616825	Society For Human Resource Management	1555	229.00
04/01/2022	616826	Six Robblees Inc	1017	403.63
04/01/2022	616827	Spokane Neighborhood Action Partners	2571	5,448.92
04/01/2022	616828	SocketLabs	2484	1,375.00
04/01/2022	616829	STA Operations	1556	112.12
04/01/2022	616830	Standard Digital Print Co Inc	1623	52.01
04/01/2022	616831	Tennant Sales & Service Company	1647	2,209.65
04/01/2022	616832	Trapeze Software Group	1669	4,428.12
04/01/2022	616833	Trapeze Software Group	1669	19,998.23
04/01/2022	616834	Uline Inc	2401	167.61
04/01/2022	616835	Jeffrey Oien	2155	2,756.12
04/01/2022	616836	Walt's Mailing Service	1976	3,038.89
04/01/2022	616837	Walter E Nelson Co	1721	1,871.43
04/01/2022	616838	Washington State	1709	8,493.01
04/01/2022	616839	Washington State Department of Transportation	1709	236.03
04/01/2022	616840	Linda M Polley	1731	4,968.55
04/01/2022	616841	Verizon	2142	185.57
04/01/2022	616842	Zipline Communications Inc	2492	17,780.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/08/2022	616843	Inland Welding Supply Inc	1032	964.38
04/08/2022	616844	ABM Industry Groups LLC	1066	2,970.00
04/08/2022	616845	Ash & Rowan Hardware LLC	2278	129.89
04/08/2022	616846	Francis Avenue Hardware	2279	82.80
04/08/2022	616847	CBS Reporting Inc	1035	900.00
04/08/2022	616848	ADT Commercial	2462	1,730.97
04/08/2022	616849	AFSCME	1328	344.56
04/08/2022	616850	AFSCME	1328	118.00
04/08/2022	616851	Alcobra Metals Inc	2140	109.21
04/08/2022	616852	Aloha Island Grill	1051	3,567.53
04/08/2022	616853	Alsco Inc	2196	4,649.31
04/08/2022	616854	Amazon Capital Services Inc	2098	1,287.74
04/08/2022	616855	Amalg Transit Union #1015	1055	21,270.16
04/08/2022	616856	Amalg Transit Union #1598	1056	940.15
04/08/2022	616857	Avista Corporation	1081	39,243.33
04/08/2022	616858	Battery Systems Inc	1089	2,615.48
04/08/2022	616859	BDI	1022	54.05
04/08/2022	616860	Daniel H Brunner Trustee	1124	2,454.13
04/08/2022	616861	California Department of Child Support Services	1130	525.68
04/08/2022	616862	Lithia Motors Support Services	1024	161.01
04/08/2022	616863	Cardinal Infrastructure LLC	2059	12,500.00
04/08/2022	616864	Carquest Auto Parts	1025	139.75
04/08/2022	616865	The Coeur D'Alenes Company	2441	629.16
04/08/2022	616866	Consolidated Electrical Distributors	1133	50.19
04/08/2022	616867	QWEST Corporation	1148	1,402.17
04/08/2022	616868	Centurylink	1148	75.00
04/08/2022	616869	Child Support Enforcement Agency	1825	392.30
04/08/2022	616870	Cintas Corporation No 2	2383	48.30
04/08/2022	616871	City Glass Spokane Inc	2599	942.85
04/08/2022	616872	City of Cheney - Utility	1158	450.53
04/08/2022	616873	City of Spokane	1601	11,668.48
04/08/2022	616874	City of Spokane	1601	0.00
04/08/2022	616875	Clean Concepts Group Inc	1471	799.74
04/08/2022	616876	Coleman Oil Company LLC.	2683	90,310.21
04/08/2022	616877	Comcast	1170	196.65
04/08/2022	616878	CompuNet Inc	1166	1,381.07
04/08/2022	616879	Consolidated Irrigation	1177	22.00
04/08/2022	616880	Continental Door Company	1986	2,947.75
04/08/2022	616881	FreeForm by Contract Resource Group	1178	817.50
04/08/2022	616882	Michael Hugh Maycumber	1179	2,452.50
04/08/2022	616883	Cravens, Inc	2705	150.00
04/08/2022	616884	Creative Bus Sales Inc	1233	88.81
04/08/2022	616885	Corporate Translation Services Inc	2158	2.85
04/08/2022	616886	Cummins Inc	1027	5,301.19
04/08/2022	616887	Cummins Allison	1192	2,674.86
04/08/2022	616888	Delta Dental of Washington	1726	58,247.06
04/08/2022	616889	DeVries Business Records Management Inc	1766	58.00
04/08/2022	616890	Employee Advisory Council	1236	513.50
04/08/2022	616891	El Jay Oil Co Inc	1003	11,609.21
04/08/2022	616892	Wireless Investors LLC	2517	1,073.65
04/08/2022	616893	Robert S Letson	2206	5,809.49
04/08/2022	616894	Fastenal Company	1249	698.99
04/08/2022	616895	FedEx	1808	224.51
04/08/2022	616896	First Transit Inc	2430	378,354.13
04/08/2022	616897	FP Mailing Solutions	1878	3,000.00
04/08/2022	616898	Gordon Truck Centers Inc	1018	26,221.52
04/08/2022	616899	Galls LLC	1271	5,335.16
04/08/2022	616900	SPX Corpration	1268	2,415.53
04/08/2022	616901	Gillig LLC	1279	10,400.87
04/08/2022	616902	W.W. Grainger Inc	1285	6,483.14
04/08/2022	616903	Great Floors LLC	1288	95.00
04/08/2022	616904	Gruber Technical Inc	2127	3,994.45
04/08/2022	616905	GTS Interior Supply	1994	248.33
04/08/2022	616906	Humanix Corp	1329	14,074.38
04/08/2022	616907	IR Specialty Foam LLC	1345	1,515.18
04/08/2022	616908	John Davenport	2706	58.75
04/08/2022	616909	Kaiser Foundation Health Plan of Washington	1296	337,204.35
04/08/2022	616910	Kaiser Foundation Health Plan of Washington	1296	46,596.65
04/08/2022	616911	Kaiser Foundation Health Plan of WA Options Inc	1295	3,377.76
04/08/2022	616912	Kaiser Foundation Health Plan of WA Options Inc	1295	27,202.24
04/08/2022	616913	Konecranes Inc	1367	2,681.40

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/08/2022	616914	M & L Supply Co Inc	1413	116.07
04/08/2022	616915	Maintenance Solutions	1418	606.04
04/08/2022	616916	McClintock & Turk Inc	2652	79,430.75
04/08/2022	616917	Q49 Solutions LLC	2594	157.51
04/08/2022	616918	Modern Electric Water Co Inc	1439	1,102.25
04/08/2022	616919	Mohawk Manufacturing & Supply Co	1011	405.83
04/08/2022	616920	Motion Auto Supply Inc	1012	183.65
04/08/2022	616921	Black Realty Management Inc	1658	15,559.43
04/08/2022	616922	NAPA Auto Parts Inc	1014	3,397.96
04/08/2022	616923	National Color Graphics Inc	1455	843.66
04/08/2022	616924	Joshua Wade/Just a couple of moms Catering LLC	2707	1,568.44
04/08/2022	616925	The Aftermarket Parts Company LLC	1015	3,773.22
04/08/2022	616926	Norco Inc	1467	3,180.84
04/08/2022	616927	CSWW Inc	1102	151.33
04/08/2022	616928	North 40 Outfitters	1102	510.06
04/08/2022	616929	North 40 Outfitters	1102	227.89
04/08/2022	616930	Paul Schott	903	144.18
04/08/2022	616931	Pacific Office Solutions	2288	4,716.88
04/08/2022	616932	Pacific Power Group LLC	1496	201.07
04/08/2022	616933	Premera Blue Cross	1521	324,641.48
04/08/2022	616934	Prisma International Inc	2431	244.35
04/08/2022	616935	Proterra Inc	2519	67,250.40
04/08/2022	616936	Pure Filtration Products Inc	1531	763.36
04/08/2022	616937	Multi Service Technology Solutions Inc	2146	235.25
04/08/2022	616938	S T A - Well	1557	372.50
04/08/2022	616939	Schindler Elevator Corporation	1930	344.59
04/08/2022	616940	Sherwin-Williams	1580	501.63
04/08/2022	616941	Six Robblees Inc	1017	63.27
04/08/2022	616942	Spokane County Treasurer	1603	0.00
04/08/2022	616943	Spokane House of Hose Inc	1605	1,147.55
04/08/2022	616944	Standard Digital Print Co Inc	1623	8.72
04/08/2022	616945	Stanley Convergent Security Solutions	1624	870.52
04/08/2022	616946	Solid Waste Systems Inc	2514	301.14
04/08/2022	616947	Tacoma Screw Products, Inc.	2708	31.74
04/08/2022	616948	Terminal Supply Inc	1648	24.20
04/08/2022	616949	United Way of Spokane County	1684	231.15
04/08/2022	616950	US Bank	1678	38,192.54
04/08/2022	616951	Jeffrey Oien	2155	103.55
04/08/2022	616952	Veracity Networks	2461	1,174.31
04/08/2022	616953	Voith US Inc	2460	10,367.98
04/08/2022	616954	American Federation of State County 2 WA Council	1705	1,593.08
04/08/2022	616955	Walter E Nelson Co	1721	197.15
04/08/2022	616956	Wesco Group LLC	2368	4,008.66
04/08/2022	616957	Western States Equipment	1740	6,709.01
04/08/2022	616958	Wex Bank	2642	18,445.99
04/08/2022	616959	Whitworth Water District	1746	25.53
04/08/2022	616960	Zayo Group LLC	2321	12,534.95
04/15/2022	616961	4Imprint Inc	1263	1,662.66
04/15/2022	616962	Ash & Rowan Hardware LLC	2278	23.15
04/15/2022	616963	Continental American Insurance Company	2682	1,940.46
04/15/2022	616964	Alcobra Metals Inc	2140	260.60
04/15/2022	616965	AlSCO Inc	2196	2,372.25
04/15/2022	616966	Amazon Capital Services Inc	2098	2,266.35
04/15/2022	616967	Amerigas 1790	1064	6.37
04/15/2022	616968	ArchiveSocial Inc	1920	2,988.00
04/15/2022	616969	ATS Inland NW LLC	1916	9,968.05
04/15/2022	616970	Avista Corporation	1081	15,718.83
04/15/2022	616971	Battery Systems Inc	1089	206.06
04/15/2022	616972	Blanchard Electric & Fleet Supply	2589	411.70
04/15/2022	616973	Budinger & Associates Inc	2149	170.46
04/15/2022	616974	Lithia Motors Support Services	1024	137.49
04/15/2022	616975	Cardinal Infrastructure LLC	2059	12,500.00
04/15/2022	616976	The Coeur D'Alenes Company	2441	3,139.25
04/15/2022	616977	City Glass Spokane Inc	2599	212.55
04/15/2022	616978	City of Medical Lake	1424	75.61
04/15/2022	616979	City of Spokane	1601	420.00
04/15/2022	616980	Coleman Oil Company LLC.	2683	189,335.46
04/15/2022	616981	Comcast	1170	158.13
04/15/2022	616982	Complete Office LLC	2202	325.76
04/15/2022	616983	Occupational Health Centers of Washington PS	2313	105.00
04/15/2022	616984	Conseal Containers LLC	1176	347.65

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/15/2022	616985	Copiers Northwest Inc	2429	267.24
04/15/2022	616986	Washington State Dept of Corrections	1708	310.86
04/15/2022	616987	Critical Data Strategies LLC	2003	20,660.00
04/15/2022	616988	Cummins Inc	1027	27.93
04/15/2022	616989	DeVries Business Records Management Inc	1766	270.00
04/15/2022	616990	El Jay Oil Co Inc	1003	1,019.37
04/15/2022	616991	Esco Institute Ltd	1881	80.00
04/15/2022	616992	Fastenal Company	1249	219.85
04/15/2022	616993	Ferguson Enterprises Inc	1252	211.06
04/15/2022	616994	First Data Merchant Services Corporation	1257	3,022.60
04/15/2022	616995	FP Mailing Solutions	1878	1,000.00
04/15/2022	616996	Gordon Truck Centers Inc	1018	6,313.33
04/15/2022	616997	Galls LLC	1271	2,207.89
04/15/2022	616998	Gillig LLC	1279	25,864.06
04/15/2022	616999	Glass Doctor	1308	360.46
04/15/2022	617000	W.W. Grainger Inc	1285	157.29
04/15/2022	617001	H & H Business Systems	1298	565.61
04/15/2022	617002	Hotsy of Spokane LLC	2370	329.73
04/15/2022	617003	HRA Veba Trust	1415	23,221.62
04/15/2022	617004	Humanix Corp	1329	12,494.68
04/15/2022	617005	IBI Group	1336	49,461.60
04/15/2022	617006	Idaho State Tax Commission	2504	8,606.05
04/15/2022	617007	Insight Public Sector	2490	5,422.75
04/15/2022	617008	William Corp	1363	435.83
04/15/2022	617009	KPFF Inc	2510	51,004.19
04/15/2022	617010	L&E Park LLC	2391	3,978.38
04/15/2022	617011	Liberty Lake Sewer and Water District	1396	134.03
04/15/2022	617012	Loomis Armored US LLC	1408	4,654.20
04/15/2022	617013	Michael Boodel	1804	660.00
04/15/2022	617014	M & L Supply Co Inc	1413	24.61
04/15/2022	617015	Maintenance Solutions	1418	588.05
04/15/2022	617016	Mascott Equipment Company	2650	78.67
04/15/2022	617017	Michelin North America Inc	2325	46,298.49
04/15/2022	617018	Q49 Solutions LLC	2594	109.00
04/15/2022	617019	Mohawk Manufacturing & Supply Co	1011	479.41
04/15/2022	617020	MultiCare Health Systems	2453	3,690.00
04/15/2022	617021	Black Realty Management Inc	1658	11,731.95
04/15/2022	617022	NAPA Auto Parts Inc	1014	3,446.40
04/15/2022	617023	Legend Investments Inc	1454	1,006.24
04/15/2022	617024	NATIONWIDE	2592	511.04
04/15/2022	617025	The Aftermarket Parts Company LLC	1015	2,189.51
04/15/2022	617026	Norlift Inc	1470	784.25
04/15/2022	617027	Nwestco LLC	1474	457.38
04/15/2022	617028	Tammy Lynne Glidewell	1282	2,413.00
04/15/2022	617029	Office Depot Inc	1483	364.00
04/15/2022	617030	Brett Curtis	903	121.00
04/15/2022	617031	Chris Camarata	903	110.00
04/15/2022	617032	Pacific Office Solutions	2288	852.71
04/15/2022	617033	Pacific Power Group LLC	1496	383.07
04/15/2022	617034	Multi Service Technology Solutions Inc	2146	375.22
04/15/2022	617035	Refrigeration Supply Dist	1541	133.77
04/15/2022	617036	Schindler Elevator Corporation	1930	8,234.84
04/15/2022	617037	Securitas Security Services USA Inc	1574	28,772.92
04/15/2022	617038	The Sherwin-Williams Co	1580	107.54
04/15/2022	617039	Six Robbles Inc	1017	5,294.31
04/15/2022	617040	Spokane County Solid Waste	1603	123.06
04/15/2022	617041	Spokane County Environmental Services	1603	440.51
04/15/2022	617042	Spokane House of Hose Inc	1605	957.08
04/15/2022	617043	Spokane Power Tool	1608	92.63
04/15/2022	617044	Spokane Tin & Sheet Iron Works. INC	2709	218.00
04/15/2022	617045	Spokane Valley Power Tool	1615	39.24
04/15/2022	617046	Standard Digital Print Co Inc	1623	464.78
04/15/2022	617047	Solid Waste Systems Inc	2514	376.66
04/15/2022	617048	Symetra Life Insurance Company	1562	17,626.78
04/15/2022	617049	Torre Refuse & Recycling LLC	2676	72.00
04/15/2022	617050	Trapeze Software Group	1669	11,134.36
04/15/2022	617051	Trapeze Software Group	1669	42,782.50
04/15/2022	617052	Tyler Technologies Inc	1675	189,716.29
04/15/2022	617053	URM Stores Inc	1677	297.72
04/15/2022	617054	Verizon Wireless LLC	1686	11,853.23
04/15/2022	617055	Washington State	1209	14,948.22

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/15/2022	617056	State of Washington	1208	1,423.82
04/15/2022	617057	Walter E Nelson Co	1721	654.47
04/15/2022	617058	Waste Management Spokane	1702	373.55
04/15/2022	617059	Whites Boots Inc	1744	196.19
04/22/2022	617060	Access Information Holdings	2340	486.92
04/22/2022	617061	AFSCME	1328	367.75
04/22/2022	617062	AFSCME	1328	118.00
04/22/2022	617063	Alsco Inc	2196	2,301.09
04/22/2022	617064	Amazon Capital Services Inc	2098	701.57
04/22/2022	617065	Northwest Industrial Services LLC	1058	204.48
04/22/2022	617066	Northwest Center Services	2271	30,918.40
04/22/2022	617067	Amalg Transit Union #1015	1055	21,387.86
04/22/2022	617068	Amalg Transit Union #1598	1056	940.15
04/22/2022	617069	Amalgamated Transit Union	1057	204.11
04/22/2022	617070	Avista Corporation	1081	4,839.11
04/22/2022	617071	Battery Systems Inc	1089	2,770.14
04/22/2022	617072	Blanchard Electric & Fleet Supply	2589	248.88
04/22/2022	617073	Daniel H Brunner Trustee	1124	2,454.13
04/22/2022	617074	California Department of Child Support Services	1130	525.68
04/22/2022	617075	Carquest Auto Parts	1025	604.79
04/22/2022	617076	CDW-Government	1132	15,424.58
04/22/2022	617077	QWEST Corporation	1148	250.19
04/22/2022	617078	Centurylink	1148	56,223.22
04/22/2022	617079	Child Support Enforcement Agency	1825	392.30
04/22/2022	617080	City of Spokane	1601	131.00
04/22/2022	617081	Coffman Engineers Inc	1162	4,068.42
04/22/2022	617082	Coleman Oil Company LLC.	2683	30,225.21
04/22/2022	617083	Kathleen M Collins	1163	5,000.00
04/22/2022	617084	CompuNet Inc	1166	675.56
04/22/2022	617085	Occupational Health Centers of Washington PS	2313	105.00
04/22/2022	617086	Continental Door Company	1986	211.50
04/22/2022	617087	Copiers Northwest Inc	2429	41.85
04/22/2022	617088	Cravens, Inc	2705	60.00
04/22/2022	617089	Creative Bus Sales Inc	1233	75.42
04/22/2022	617090	Dow Jones S Company,	2698	158.05
04/22/2022	617091	Downtown Spokane Development Association	1217	424.00
04/22/2022	617092	Leslie Enterprises Inc	1891	147.15
04/22/2022	617093	Employee Advisory Council	1236	538.50
04/22/2022	617094	Esco Institute Ltd	1881	120.00
04/22/2022	617095	Fastenal Company	1249	973.46
04/22/2022	617096	Ferguson Enterprises Inc	1252	81.79
04/22/2022	617097	The Fig Tree	2465	150.00
04/22/2022	617098	Freedman Seating Company	1827	8,660.66
04/22/2022	617099	Gordon Truck Centers Inc	1018	12,437.37
04/22/2022	617100	Galls LLC	1271	73.58
04/22/2022	617101	Gillig LLC	1279	12,446.16
04/22/2022	617102	W.W. Grainger Inc	1285	228.13
04/22/2022	617103	H & H Business Systems	1298	1,070.10
04/22/2022	617104	Horizon	1321	39.18
04/22/2022	617105	Humanix Corp	1329	2,333.05
04/22/2022	617106	IBI Group	1336	2,751.30
04/22/2022	617107	Imperial College Projects Limited	1339	24,250.00
04/22/2022	617108	William Corp	1363	52.81
04/22/2022	617109	JOTFORM Inc	2614	11,144.16
04/22/2022	617110	Kershaw's Inc	1374	130.22
04/22/2022	617111	KHQ - Spokane	2575	700.00
04/22/2022	617112	KPFF Inc	2510	42,931.58
04/22/2022	617113	Laird Plastics	1383	187.51
04/22/2022	617114	Lithographic Reproductions Inc	1403	1,330.89
04/22/2022	617115	Luminator Technology Group Inc	1009	1,087.51
04/22/2022	617116	Magnetic Ticket & Label Corporation	2627	7,135.50
04/22/2022	617117	Maintenance Solutions	1418	303.02
04/22/2022	617118	McAloon Law PLLC	2178	8,980.20
04/22/2022	617119	Michelin North America Inc	2325	48,908.04
04/22/2022	617120	Car Wash Partners Inc	1436	149.07
04/22/2022	617121	Mohawk Manufacturing & Supply Co	1011	2,110.21
04/22/2022	617122	Motion Auto Supply Inc	1012	86.64

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/22/2022	617123	Muncie Reclamation and Supply Co	1013	268.45
04/22/2022	617124	Black Realty Management Inc	1658	12,150.34
04/22/2022	617125	NAPA Auto Parts Inc	1014	12,676.63
04/22/2022	617126	National Color Graphics Inc	1455	2,907.03
04/22/2022	617127	The Aftermarket Parts Company LLC	1015	2,081.74
04/22/2022	617128	Norlift Inc	1470	125.67
04/22/2022	617129	Northwest Lift & Equipment LLC	1952	978.94
04/22/2022	617130	Office Depot Inc	1483	179.67
04/22/2022	617131	Pacific Power Group LLC	1496	5,507.22
04/22/2022	617132	Rehn & Associates	2395	316.00
04/22/2022	617133	Romaine Electric Corporation	1548	3,598.40
04/22/2022	617134	S T A - Well	1557	393.50
04/22/2022	617135	Safety-Kleen Systems Inc	1564	4,978.91
04/22/2022	617136	SageView Advisory Group LLC	1955	9,625.00
04/22/2022	617137	Schetky Northwest Sales Inc	1570	485.89
04/22/2022	617138	Securitas Security Services USA Inc	1574	15,014.22
04/22/2022	617139	Six Robbles Inc	1017	108.38
04/22/2022	617140	Source Incorporated of Missouri	2074	958.12
04/22/2022	617141	Spokane Public Facilities District	1941	2,968.00
04/22/2022	617142	Spokane County Treasurer	1603	200,000.00
04/22/2022	617143	Spokane House of Hose Inc	1605	3,549.94
04/22/2022	617144	Standard Digital Print Co Inc	1623	588.52
04/22/2022	617145	Summit Rehabilitation Associates PLLC	1638	608.00
04/22/2022	617146	Swiftly Inc	2480	137,763.94
04/22/2022	617147	Thermo King Northwest	1650	361.02
04/22/2022	617148	United Way of Spokane County	1684	186.15
04/22/2022	617149	Utilities Plus	2606	42.00
04/22/2022	617150	Verizon Wireless LLC	1686	2,590.13
04/22/2022	617151	American Federation of State County 2 WA Council	1705	1,597.42
04/22/2022	617152	Walter E Nelson Co	1721	716.70
04/22/2022	617153	Wells Fargo Financial Leasing Inc	1735	701.27
04/22/2022	617154	Wells Fargo Financial Leasing Inc	1735	359.70
04/22/2022	617155	Washington Self-Insurers Association	1728	199.00
04/22/2022	617156	Washington State Transit Assoc	1715	550.00
04/29/2022	617157	Ash & Rowan Hardware LLC	2278	55.07
04/29/2022	617158	Continental American Insurance Company	2682	1,940.46
04/29/2022	617159	Alsco Inc	2196	2,246.47
04/29/2022	617160	Amazon Capital Services Inc	2098	2,069.63
04/29/2022	617161	Northwest Industrial Services LLC	1058	463.40
04/29/2022	617162	Auto B Clean Inc	1077	934.33
04/29/2022	617163	Appleway Chevrolet Inc	1068	139.04
04/29/2022	617164	Avista Corporation	1081	1,162.30
04/29/2022	617165	Battery Systems Inc	1089	15,768.02
04/29/2022	617166	Blanchard Electric & Fleet Supply	2589	256.19
04/29/2022	617167	Big Ass Holding LLC	2591	2,316.26
04/29/2022	617168	The Braun Corporation	1117	1,447.35
04/29/2022	617169	Lithia Motors Support Services	1024	1,607.60
04/29/2022	617170	Consolidated Electrical Distributors	1133	831.29
04/29/2022	617171	QWEST Corporation	1148	443.15
04/29/2022	617172	City of Spokane	1601	29,450.00
04/29/2022	617173	City of Spokane	1601	375.28
04/29/2022	617174	City of Spokane	1601	270.00
04/29/2022	617175	Coffman Engineers Inc	1162	9,867.92
04/29/2022	617176	CompuNet Inc	1166	18,947.29
04/29/2022	617177	FreeForm by Contract Resource Group	1178	195.25
04/29/2022	617178	El Jay Oil Co Inc	1003	2,232.30
04/29/2022	617179	Elite Entry Systems LLC	2632	8,072.45
04/29/2022	617180	Employment Security Department	1237	55,729.19
04/29/2022	617181	Fastenal Company	1249	3,627.67
04/29/2022	617182	FedEx	1808	865.99
04/29/2022	617183	FedEx Freight	2346	48.49
04/29/2022	617184	Francotyp-Postalia Inc	1878	173.31
04/29/2022	617185	Gordon Truck Centers Inc	1018	61,313.14
04/29/2022	617186	Galls LLC	1271	3,165.51
04/29/2022	617187	Gard Communications Inc	1272	1,043.75

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/29/2022	617188	General Parts Distribution, LLC	2690	304.87
04/29/2022	617189	SPX Corporation	1268	1,659.41
04/29/2022	617190	Gillig LLC	1279	17,931.98
04/29/2022	617191	GLACIER SUPPLY GROUP LLC	2695	280.50
04/29/2022	617192	Global Traffic Technologies, LLC	2700	4,600.26
04/29/2022	617193	Grimco, Inc	2696	897.16
04/29/2022	617194	Chris Grover	2442	236.92
04/29/2022	617195	H W Lochner Inc	1405	34,804.40
04/29/2022	617196	Pamela Haley	2043	585.00
04/29/2022	617197	Horizon	1321	907.09
04/29/2022	617198	Humanix Corp	1329	5,186.40
04/29/2022	617199	Idaho State Tax Commission	2504	4,838.24
04/29/2022	617200	William Corp	1363	271.67
04/29/2022	617201	Kaiser Foundation Health Plan of WA Options Inc	1295	2,814.80
04/29/2022	617202	Kaiser Foundation Health Plan of WA Options Inc	1295	24,646.40
04/29/2022	617203	KEPRO	2258	1,114.28
04/29/2022	617204	Modern Electric Water Co Inc	1439	1,172.35
04/29/2022	617205	Mohawk Manufacturing & Supply Co	1011	470.98
04/29/2022	617206	Muncie Reclamation and Supply Co	1013	1,233.43
04/29/2022	617207	NAPA Auto Parts Inc	1014	4,433.60
04/29/2022	617208	National Color Graphics Inc	1455	626.75
04/29/2022	617209	NATIONWIDE	2592	511.04
04/29/2022	617210	Nelson Nygaard Consulting Associates Inc	2185	25,752.58
04/29/2022	617211	Netmotion Software Inc	1461	599.89
04/29/2022	617212	The Aftermarket Parts Company LLC	1015	1,640.30
04/29/2022	617213	Office Depot Inc	1483	388.64
04/29/2022	617214	Pacific Office Solutions	2288	1,422.94
04/29/2022	617215	Pacific Power Group LLC	1496	2,400.76
04/29/2022	617216	Multi Service Technology Solutions Inc	2146	225.68
04/29/2022	617217	Romaine Electric Corporation	1548	1,076.57
04/29/2022	617218	Safety-Kleen Systems Inc	1564	1,529.11
04/29/2022	617219	Screen Tek LLC	2636	381.50
04/29/2022	617220	Securitas Security Services USA Inc	1574	12,751.21
04/29/2022	617221	Senske Lawn & Tree Care Inc	2194	107.91
04/29/2022	617222	Sno Valley Process Solutions Inc	2469	1,209.00
04/29/2022	617223	Spokane County Treasurer	1603	91.24
04/29/2022	617224	Spokane Hardware Supply	1604	139.65
04/29/2022	617225	Spokane House of Hose Inc	1605	1,190.58
04/29/2022	617226	Sun Supply Inc.	2710	64.88
04/29/2022	617227	Symetra Life Insurance Company	1562	17,599.48
04/29/2022	617228	Terminal Supply Inc	1648	1,009.34
04/29/2022	617229	Uline Inc	2401	34.34
04/29/2022	617230	USSC Acquisition Corp	1676	124.25
04/29/2022	617231	Caracal Enterprises LLC	2419	6.40
04/29/2022	617232	Washington State	1704	17,963.06
04/29/2022	617233	Washington State	1209	1,789.92
04/29/2022	617234	Washington State	1710	15,356.42
04/29/2022	617235	Washington State Dept of Labor and Industries	1208	611.70
04/29/2022	617236	Walter E Nelson Co	1721	6,555.25
04/29/2022	617237	Mike Walters	1722	260.26
04/29/2022	617238	Waste Management Recycle America	1702	384.22
04/29/2022	617239	Wesco Group LLC	2368	2,548.58
04/29/2022	617240	Verizon	2142	5,564.85
TOTAL APRIL ACCOUNTS PAYABLE				4,257,340.24
04/01/2022-04/30/2022	ACH	WORKER'S COMPENSATION	2286	123,881.60
TOTAL APRIL WORKER'S COMPENSATION DISBURSEMENTS				123,881.60
04/08/2022	728168-728187	PAYROLL AND TAXES PR 07, 2022	VARIES	1,914,202.31
04/22/2022	728188-728228	PAYROLL AND TAXES PR 08, 2022	VARIES	1,512,146.69
TOTAL APRIL PAYROLL AND TAXES				3,426,349.00
04/19/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,076.92
04/19/2022	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	5,602.79

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
		TOTAL APRIL EXCISE TAX DISBURSEMENT		10,679.71
		TOTAL APRIL DISBURSEMENTS FROM TO1 ACCOUNTS		7,818,250.55
		TOTAL APRIL DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL APRIL DISBURSEMENTS TO1 & TO5 ACCOUNTS		7,818,250.55

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 5C : WEST PLAINS CONNECTOR PROJECT COOPERATIVE AGREEMENT APPROVAL

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Melinda Rehfeldt, Associate Transit Planner

SUMMARY: On December 16, 2021, the Spokane Transit Board of Directors passed Resolution No 790-21, programming funding for near term investment opportunities throughout the region. This included \$2 million in financial support to fund transit elements of the West Plains Connector Project. The West Plains Connector Project will include full street improvement including improvements for accessible bus stops and multi-modal elements along 6th Avenue between Craig Road and Russell Street. This project will expand transit connectivity as a new transit pathway as identified in Spokane Transit plans for service extension to northwest Airway Heights.

A cooperative funding agreement is proposed to advance the board's intent to support the West Plains Connector Project. As proposed, the cooperative agreement will commit funding of up to \$2,000,000.00 or 80% of the total project cost, whichever is less, to the City of Airway Heights, for the West Plains Connector Project with a projected timeline of two years for design and construction. Currently, route 61 service operates on 6th Avenue between Russel Road and Lawson Road. The West Plains Connector Project, with full street improvements on 6th Avenue between Whitetip Avenue to Craig Road, allows transit service to extend route 61 along 6th Avenue from Lawson Road to Craig Road. This will include three new bus stop pairs and upgrading existing bus stops with ADA pads and accessible access when permitted.

Key provisions of the agreement as attached in draft form:

- Full street improvements on 6th Avenue between Whitetip Avenue and Craig Road
- Include three new bus stop pairs and upgrading existing bus stops
- Upgrade access to existing bus stops such as ADA pads, sidewalk & curb ramps

RECOMMENDATION TO COMMITTEE: Recommend the board authorize the CEO execute the West Plains Connector Project Cooperative Agreement with the City of Airway Heights, providing funding of up to \$2,000,000.00 or 80% of the total project cost.

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

RECOMMENDATION TO BOARD: Approve a motion to authorize the CEO execute the West Plains Connector Project Cooperative Agreement with the City of Airway Heights, providing funding of up to \$2,000,000.00 or 80% of the total project cost.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer 

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY
AND
CITY OF AIRWAY HEIGHTS

WEST PLAINS CONNECTOR COOPERATIVE AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into by and between the **City of Airway Heights** (“City”), a Washington State municipal corporation, and the **Spokane Transit Authority** (“STA”), a Washington State municipal corporation; each individually referred to as “Party” and collectively referred to as “Parties”.

WHEREAS, chapter 39.34 Revised Code of Washington (the Interlocal Cooperation Act), authorizes counties and cities to contract with each other to perform certain functions which each may legally perform; and

WHEREAS, the City is a strategic partner in the West Plains Connection Project, as further detailed in Exhibit A, attached hereto and incorporated herein (the “Project”); and

WHEREAS, the Project includes improvements to the City right of way along 6th Avenue between Craig Road and Russell Street, as further detailed in Exhibit B, attached hereto and incorporated herein (“City Improvements”); and

WHEREAS, STA desires to cooperate with the City to complete “Transit Improvements”, as further detailed in Exhibit C, attached hereto and incorporated herein, during the City’s construction of City Improvements to improve public transit services in the City and surrounding areas; and

WHEREAS, on December 16, 2021, STA’s Board of Directors passed Resolution 790-21, programming funding for near-term transit investment opportunities throughout the region, including financial support to fund the Transit Improvements; and

WHEREAS, STA and the City desire to collaborate on the planning, design and construction of Transit Improvements during completion of the City Improvements on the Project.

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the Parties’ understanding of the terms and conditions under which the City will construct Transit Improvements for STA during completion of the City Improvements on the Project.

2. RESPONSIBILITIES

A. City

- 1) The City shall be responsible for completing all elements of the City Improvements, including, but not limited to, design, engineering, permitting, public outreach, procurement and construction. All elements shall be substantially complete on or before December 31, 2024.
- 2) The City shall cooperate with STA to design and construct Transit Improvements in accordance with STA's then current design and development standards. The City shall obtain from STA's Chief Planning & Development Officer, or their designee, written approval of the final design of Transit Improvements prior to commencement of engineering for same.
- 3) Not less than quarterly, the City shall submit to STA an itemized progress invoice evidencing the percent of completion of actual design, engineering, construction and related administration costs of the Transit Improvements. Such invoice shall detail, at a minimum, original budget amount, costs incurred through the last day of the invoice period, estimated remaining costs, and estimated total costs through completion of the Transit Improvements.

B. STA

- 1) STA shall provide the City with current Transit Improvements design and operating criteria for incorporation into the design and construction of City Improvements.
- 2) STA shall cooperate with the City to complete the design and construction of Transit Improvements.
- 3) STA shall contribute the lesser of \$2,000,000.00 (two million dollars and zero cents) or eighty percent (80%) of the cost of Transit Improvements, paid in accordance with Section 1.A.2), to the City for Transit Improvements constructed on the Project and approved by STA. Upon receipt of invoice from the City in accordance with Section 1.A.2), STA shall submit payment within thirty (30) days of receipt of such invoice.

3. TERM

This Agreement shall commence upon the last date of execution and end upon receipt of final payment by the City from STA, unless terminated earlier in accordance with Section 4 herein.

4. TERMINATION

This Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party. Upon termination of this Agreement, STA shall only be financially responsible for Transit Improvements that are completed through the date of termination and mutually accepted by the Parties.

5. LIABILITY

The City shall defend, indemnify and hold harmless STA, its officers, directors, employees and agents, from any claim, damage, loss, liability, injury, cost and expense arising out of the acts or omissions of the City, its officers, employees, agents, representatives and contractors in connection with this Agreement, except to the extent of the negligence of STA, its officers, directors, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the

City solely on behalf of STA, its officers, directors, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.

STA shall defend, indemnify and hold harmless the City, its officers, directors, employees and agents, from any claim, damage, loss, liability, injury, cost and expense arising out of the acts or omissions of STA, its officers, directors, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, directors, employees, agents, representatives and contractors. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, directors, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.

Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, and each Party specifically waives any immunity under Title 51 RCW. The Parties have specifically negotiated this provision.

6. NOTICES

All notices, requests, claims, demands and related communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by regular mail, postage prepaid; (3) by registered or certified mail, postage prepaid, return receipt requested; or (4) by email, read receipt requested, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) three (3) business days after the date of mailing by regular mail, postage prepaid; (3) upon receipt after dispatch by registered or certified mail, postage prepaid; or (4) upon confirmation of read receipt when transmitted by email.

City of Airway Heights	Spokane Transit Authority
Albert Tripp City Manager City of Airway Heights 1208 S Lundstrom St Airway Heights, WA 99001 E: atripp@cawh.org P: (509) 244-5578 x112	Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: contracts@spokanetransit.com P: (509) 325-6000

7. COMMUNICATIONS

Any administrative or operational communications required by the Parties' obligations to perform under this Agreement shall be directed to the Parties' designated representatives below:

City of Airway Heights	Spokane Transit Authority
Heather Trautman Principal Planner City of Airway Heights 1208 S Lundstrom Airway Heights, WA 99002 E: htrautman@cawh.org P: (509) 244-2552	Melinda Rehfeldt Associate Transit Planner Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: mrehfeldt@spokanetransit.com P: (509) 343-1697

Communications to be given hereunder shall be deemed sufficient if given (1) in person; (2) by mail, postage prepaid; or (3) by email, addressed to the representative of the Parties as set forth above, or as may be revised by written notice in accordance with Section 5 of this Agreement.

8. NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all contractors and subcontractors of every tier comply with federal, state and local nondiscrimination laws, including but not limited to the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, to the extent those laws are applicable.

9. COMPLIANCE WITH LAWS

The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.

10. GOVERNING LAW & VENUE

This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

11. ENTIRE AGREEMENT

This Agreement and its attachments constitute the entire Agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.

12. MODIFICATION

No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.

13. ANTI-KICKBACK

No officer or employee of the City or STA, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

14. ASSIGNMENT

Neither Party may assign its interest in this Agreement without the express written consent of the other Party.

15. SEVERABILITY

In the event any portion of this Agreement should become invalid or unenforceable, the rest of the Agreement shall remain in full force and effect.

16. PUBLIC RECORDS ACT

The Parties to this Agreement understand and acknowledge that the Parties are each a municipal corporation of the State of Washington subject to the Public Records Act, RCW 42.56, *et seq.*

17. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

18. ELECTRONIC SIGNATURES

A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of any original executed copy of this Agreement or such other ancillary agreement for all purposes.

19. RCW 39.34 REQUIRED CLAUSES

- A. Purpose. See Section 1.
- B. Duration. See Section 3.
- C. Organization of Separate Entity and its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. Administration. The City of Airway Heights representative in Section 7 shall serve as the administrator for completion of all cooperative efforts undertaken by this Agreement.
- E. Responsibilities. See Section 2.
- F. Agreement To Be Filed. The City shall file this Agreement and any amendment with the City Auditor or, in the alternative, place the Agreement and any amendment on the City's website or other electronically retrievable public source.

G. Financing. Each Party shall be responsible for the financing of its contractual obligations under its normal budgetary process.

H. Termination. See Section 4.

I. Disposition Of Property. Title to the property acquired, installed or constructed by the City in the performance of this Agreement shall vest in the City upon completion and shall remain with the City upon termination or expiration of this Agreement.

J.

[signatures on the following page]

DRAFT

20. SIGNATURES

The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

City of Airway Heights

Spokane Transit Authority

By: Albert Tripp
Title: City Manager

By: E. Susan Meyer
Title: Chief Executive Officer

Date: _____

Date: _____

Attest:

Attest:

By: XXX
Title: XXX

By: Dana Infalt
Title: Clerk of the Authority

Date: _____

Date: _____

EXHIBIT A
WEST PLAINS CONNECTOR PROJECT

Fund Transit Elements of Airway Heights Downtown Plan and West Plains Connector Project

Potential near-term investments
S-14.01

Service improvements/expansion
6th Avenue from Russel St. to Craig Rd.

PROJECT BACKGROUND

City of Airway Heights and City of Spokane leadership teamed with S3R3 Solutions to develop the West Plains Connection project (westplainsconnection.com), a multimodal plan to improve vehicle, transit, pedestrian, and bicycle mobility. The plan includes improvement or extension of 6th Avenue, 10th Avenue, and 12th Avenue with a 2-lane boulevard or 3-lane *urban collector*, including bike lanes or multiuse paths, separated sidewalks, and transit stops for 3.65-miles from Craig Road to Campus Drive. Airway Heights, the Kalispel Tribe, and the Transportation Improvement Board are aligning to fund the Phase I extension from Craig Road to Hayford Road. The plan is supported by WSDOT, both Cities, Spokane County, and SRTC. Airway Heights leadership is looking for financial support with extension of 6th Avenue, transit, and ped/bike facilities from Craig Road to Russell Road.

U.S. Route 2 provides almost exclusive access to Airway Heights and the West Plains area of Spokane. The Highway is congested several hours per day, analytically with ADT approaching 1.0 volume-to-capacity limits, and with intersections functioning below local concurrency and WSDOT LOS capacity standards. Congestion impacts safety with collision densities ranging from 2.0 to 3.0 collisions per mmvt with 30 collisions per mile per year.

There is need to provide transit and active transportation improvements in the West Plains, a strong emphasis of the project. The project will provide context sensitive designs, per the request of the community through a strong public involvement process.

Project Benefits: When complete, Craig Road to Campus Drive, the West Plains Connection will:

- Serve 460 (ranging from 30%-60% Area Median Income) and 76 (80% Area Median Income) existing and future low-income housing units, of which 46 will serve individuals and families with disabilities.
- Serve an estimated 1600 existing households from King Street to Craig Road, of which 50 units are reserved for senior housing. These households have a median annual income ranging from \$38.8K-\$47.7K. These ranges are less than the County Median household income of \$56.9K.
- Provide multimodal and transit access to jobs, education, child care, health care and other services within and around the Airway Heights area.
- Promote growth and job creation by providing improved access to developable properties.
- Reduce congestion and improved safety by diverting local traffic from U.S. 2.
- Provide a commute/recreational active multimodal corridor for Airway Heights and Spokane.
- Improve emergency response times by reducing congestion and increasing route choices.

PRELIMINARY ESTIMATED COST

\$3,517,000 (City/Private Match
including TBD and REET)

DEPLOYMENT STEPS (Ideal)

- Funding acquisition, 2021/22
- Project Designs, 2022
- Project Bidding, 2022/23
- Construction 2023/24

RESOURCING

City to manage design and construction with STA staff time to assist with administration, consulting management, and construction administration.

EXHIBIT A
 WEST PLAINS CONNECTOR PROJECT
 PROJECT MAP

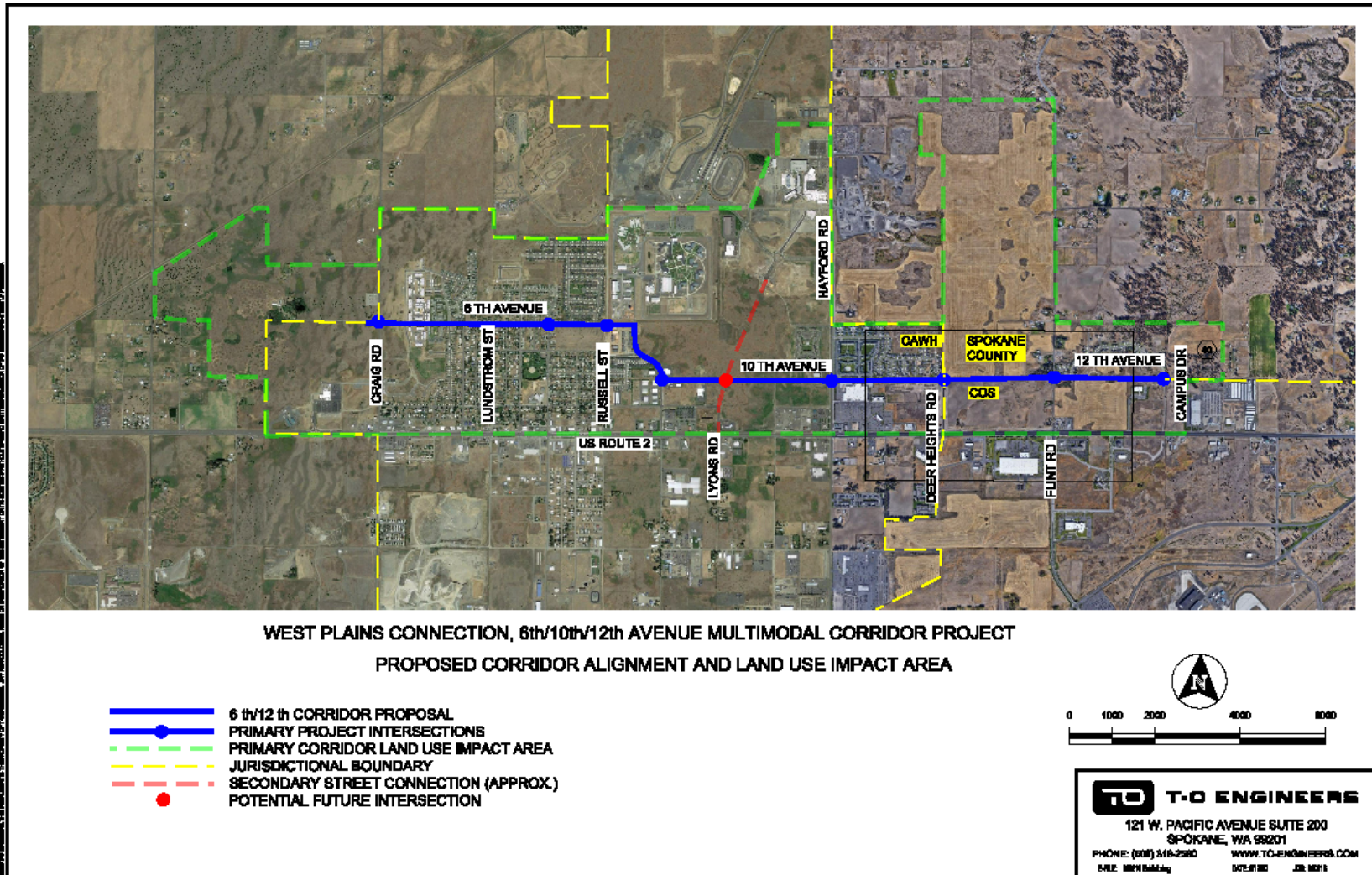
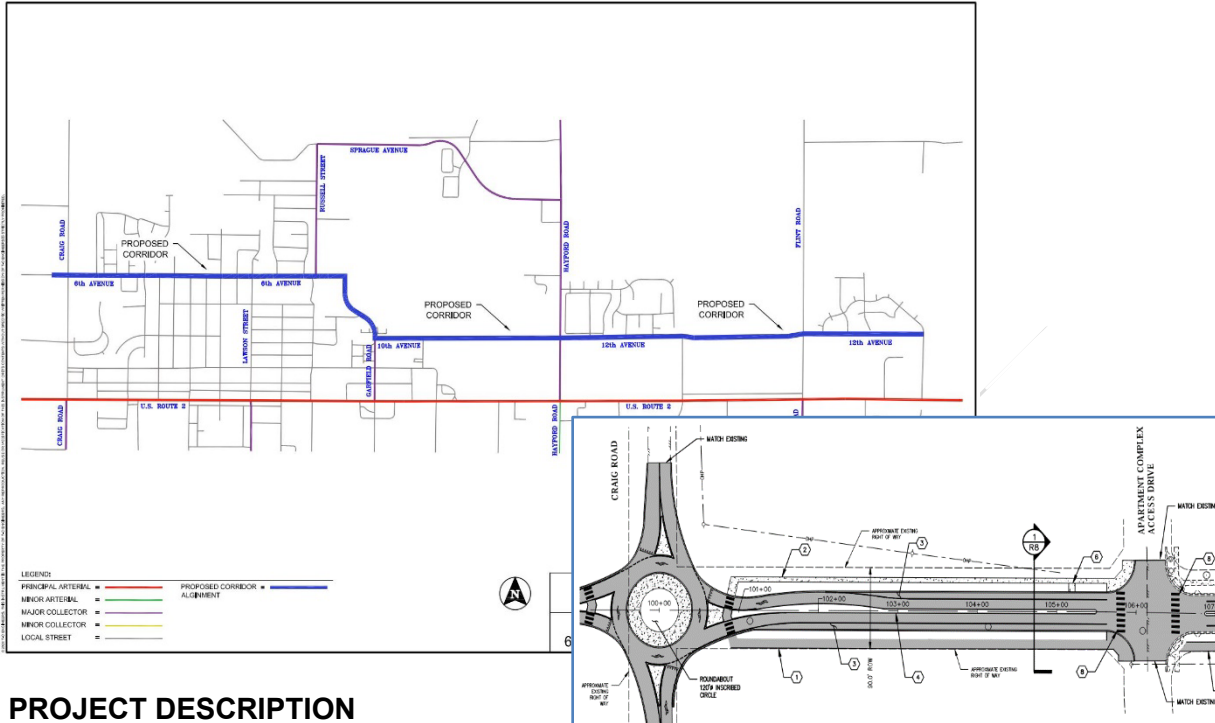


EXHIBIT B
CITY IMPROVEMENTS

6TH Avenue Multimodal Improvement Project

Potential near term investments
S-09

Service improvements/expansion
6th Avenue from Russel St. to Craig Rd.



PROJECT DESCRIPTION

A partnership between the City and STA to construct partial street and multimodal improvements for a mile of 6th Avenue, Craig Road to Russell Street. This includes full street improvements west of Craig Road; 10-foot widening to new curb south from Aspen Street to Russell Street; the addition of a 10-foot multiuse paths on the south side; boulevard islands for select segments; and STA stops both in directions (every ¼-mile). North widening and sidewalk would be developed later by the City. The concept is open to discussion with STA. Financial participation would include the City and possibly private development with match to be defined in coordination with STA. The West Plains Connection design report can be provided upon request.

PRELIMINARY ESTIMATED COST

Total	\$3,517,500
Demolition	\$ 401,500
New Road & Widening	\$ 891,000
Multiuse Pathway	\$ 398,500
Drainage/Landscape	\$ 225,500
Contingency	\$479,000
General/Mob/Consult/CM	\$922,000
ROW Assumption	\$200,000

Description (Major Features)

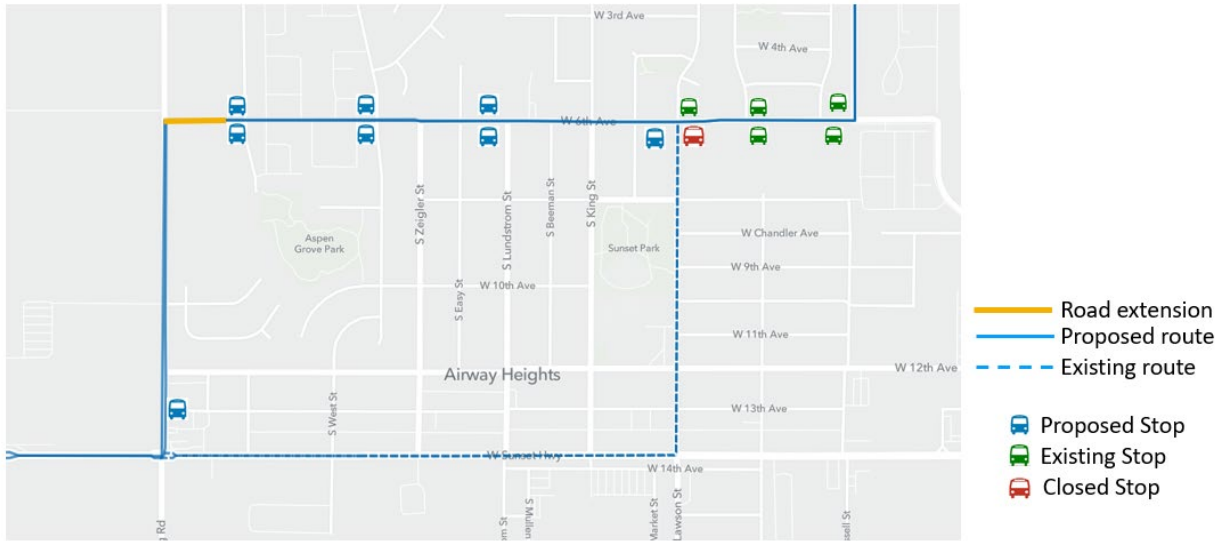
- Full street construction for 600-feet.
- Widening for 3,700-feet
- Multiuse pathway for 5,300-feet
- Storm drainage/swales
- STA Transit, every ¼-mile (both sides)
(Roundabout above is a future Tribe improvement)

DEPLOYMENT STEPS (Ideal)

- Funding acquisition, 2021/22
- Project Designs, 2022
- Project Bidding, 2022/23
- Construction 2023/24

Note: The roundabout at Craig Rd and Hwy 2 is NOT included in this scope and is subject to completion by the Spokane Tribe of Indians. This scope is preliminary and subject to revision due to changes in City funding; provided, the scope of Transit Improvements shall not be reduced, limited or modified due to changes in City funding.

EXHIBIT C TRANSIT IMPROVEMENTS



Note: The proposed route is subject to the construction of a roundabout by the Spokane Tribe of Indians at the intersection of Craig Rd and US Highway 2.

On Street	At Street	Direction	Location	Potential Improvement
6th	Lawson	Eastbound	Farside	ADA pad, existing curb ramp might need an upgrade, sidewalk needed.
6th	Lawson	Westbound	Nearside	ADA pad
6th	Lundstrom	Eastbound	Near the intersection.	ADA pads, sidewalk, curb ramps.
6th	Lundstrom	Westbound	Near the intersection.	ADA pads, sidewalk, curb ramps.
6th	Aspen	Eastbound	Near the intersection.	ADA pad to bridge the sidewalk and the curb.
6th	Aspen	Westbound	Near the intersection.	ADA pad to bridge the sidewalk and the curb.
6th	Whitetip	Eastbound	Near the intersection.	ADA pad to bridge the sidewalk and the curb.
6th	Whitetip	Westbound	Near the intersection.	ADA pad to bridge the sidewalk and the curb.
Craig	13th	Northbound	Inbound/northbound stop needed on Craig.	ADA pad, sidewalk.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 5D : CONNECT SPOKANE PHASE I REVISIONS (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: Connect Spokane is STA’s Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Highlights of the draft changes in the Phase I elements were presented during the Committee’s April meeting, with a public hearing held at the April 2022 Board meeting, and adoption proposed at the May 2022 board meeting.

BACKGROUND: Work that initially began in 2020 was put on pause due to the pandemic until February 2021, when the work program was again presented at the April 2021 Planning and Development (P&D) Committee meeting, followed by updates on the process at the September 2021 P&D Committee meeting, February 2022 P&D Committee meeting, and April 2022 P&D Committee meeting.

The proposed updates are attached and described briefly in the table below.

Phase I Elements (2022)	What Updating	Why?
Fixed Route	Streamlining classification system for clarity, update service span, headway policies	Inform and ensure that Strategic Plan recommendations are consistent with most current policy regarding span and service
High Performance Transit	Revised corridor configurations, formalizing corridor development plan process, new HPT implementation policies	Provide foundation for Strategic Plan to inform future vision
System Infrastructure	Expanded facility types and hierarchy, new technology policies, new maintenance and administrative section	Provide policy basis for new infrastructure development
Fare Revenue	Payment methods, new discounts	Incorporate anticipated revisions to support new fare collection system
Monitoring & Improvement	Hierarchy of plans	Introduce Strategic Plan into hierarchy of plans

A public hearing on the proposed revisions was held at the April 21, 2022, Board meeting, and no public comment was received.

The draft amendments, both in a redline version and a clean copy, of the May 2022 Update to *Connect Spokane* may be found at the following link:

<https://www.spokanetransit.com/projects-plans/comprehensive-plan>

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 795-22, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ESM Legal Counsel LM

RESOLUTION NO. 795-22

A RESOLUTION FOR THE PURPOSE OF AMENDING CONNECT SPOKANE: A COMPREHENSIVE PLAN FOR PUBLIC TRANSPORTATION; AMENDING RESOLUTION NO. 769-19 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; and,

WHEREAS, on May 16, 2019, by Resolution No. 769-19, the STA Board of Directors adopted its current comprehensive plan known as Connect Spokane: A Comprehensive Plan for Public Transportation (Comprehensive Plan); and,

WHEREAS, the STA Board of Directors recognizes the need to update specific sections - High Performance Transit, Fixed Route Service, System Infrastructure, Revenues and Fares, and Monitoring and Improvement - of the Comprehensive Plan to inform other ongoing planning efforts at the agency to ensure that recommendations are consistent with the most current policy; and,

WHEREAS, the STA Board of Directors recognizes the need to provide a foundation in the Comprehensive Plan for ongoing planning efforts to inform the future direction and vision of the agency; and,

WHEREAS, the STA Board of Directors recognizes the need to provide a policy basis in the Comprehensive Plan for new infrastructure development as STA continues to implement and expand the High Performance Transit (HPT) network; and,

WHEREAS, the STA Board of Directors recognizes the need to incorporate the recently adopted revisions to the Fare Policy into the Comprehensive Plan; and,

WHEREAS, a Washington State Environmental Policy Act Checklist was completed for the proposed amendments to the Comprehensive Plan and a Determination of Non-Significance was issued on April 19, 2022; and,

WHEREAS, on April 21, 2022, the STA Board of Directors held a duly noticed public hearing on the proposed amendments to the Comprehensive Plan and heard no opposition to the proposed amendments.

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

Section 1. The STA Board of Directors hereby adopts the amendments shown in Exhibit A, attached hereto and incorporated herein, to the following chapters of the Comprehensive Plan:

Part II “Services”
High Performance Transit
Fixed-Route Service

Part III “Activities and Programs”
System Infrastructure
Revenues and Fares
Monitoring and Improvement

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Comprehensive Plan.

Section 3. Resolution No. 769-19, Exhibit A, is hereby amended as set forth herein, effective upon adoption of this resolution.

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 19th day of May 2022.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Chris Grover
STA Board Chair

Approved as to form:

Laura McAloon
Attorney for Spokane Transit Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 5E : SPRAGUE LINE DESIGN AND ENGINEERING WORK ORDER APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: The Sprague Line project will be the third High Performance Transit (HPT) Line in the region. Staff is seeking Board authority for the Chief Executive Officer (CEO) to execute a work order with IBI Group for design, agency coordination, and bid support under the existing, Board-approved, design and engineering services contract (17-STA-574).

BACKGROUND: The Sprague Line is an important element of the envisioned High Performance Transit Network and a commitment of the *STA Moving Forward* plan. This project will implement pedestrian and service improvements along the existing Route 90 corridor, to include HPT amenities at approximately 33 stop locations including the Valley Transit Center. Funding for Sprague HPT includes State Regional Mobility Grant (RMG) dollars with matching local *STA Moving Forward* funds. In December 2021, the STA Board of Directors approved the Sprague Line Corridor Development Plan (CDP), providing greater details for implementation of the Sprague Line in terms of the locations of stations and stops, supporting infrastructure investments, and planned service levels.

The first phase of Sprague Line implementation is anticipated to consist of improvements that are within the public right-of-way with expected construction in 2023. The second phase will include all other improvements with expected construction in 2024. IBI Group is under contract to provide design and engineering services for the Sprague Line under contract no. 17-STA-574, executed July 27, 2017. Staff have worked with IBI Group to prepare a scope of work for design and engineering tasks in a pending work order that includes:

- **Project Management and Coordination** – Includes regular project team meetings, project communications, and agency/stakeholder coordination
- **Corridor Transit Operations Analysis** – Evaluate feasibility of additional pedestrian crossings, Business Access Transit (BAT) lanes, and Transit Signal Priority (TSP)
- **Design** – Concept, 50%, and 100% cost estimates and design with associated agency review and approval
- **Outreach Support** – Graphics and visualizations to assist with public outreach and approvals
- **Bid Period Support** – Technical support during the Invitations for Bid (IFB) period

As a work order within an established architectural and engineering services contract, the value is predicated on the actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel expenses. Based on the level of estimated effort, the work order is proposed to have a not-to-exceed value of \$1,199,908. Staff performed a cost analysis by comparing proposed costs with an independently

prepared cost estimate and previously completed work. Based on the analysis, staff concluded that the proposal is fair and reasonable. Staff recommends a 5% contingency be authorized for unanticipated scope adjustments that may arise during this effort.

Sprague HPT currently has a Board-approved corridor budget of \$6.5 million, with an additional \$1.2 million for amenities for a total project budget of \$7.7 million. Staff has determined there is sufficient budget for this work order and recommend approval.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute a work order with IBI Group for Sprague High Performance Transit design under existing contract #17-STA-574 for an amount not to exceed \$1,199,908 and to provide for 5% contingency for unforeseen additional requirements or services.

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

RECOMMENDATION TO BOARD: By motion, authorize the CEO to execute a work order with IBI Group for Sprague High Performance Transit design under existing contract #17-STA-574 for an amount not to exceed \$1,199,908 and to provide for 5% contingency for unforeseen additional requirements or services.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 5F : CITY OF SPOKANE RIVERSIDE AVENUE COOPERATIVE IMPROVEMENT
PROJECT: BUDGET ADJUSTMENT AND PROJECT ORDER AUTHORIZATION

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Tara Limon, Associate Transit Planner

SUMMARY: The City of Spokane is preparing for construction on Riverside Avenue, including two eastbound High Performance Transit stations incorporated into the design of the street improvement project through cooperative agreement. To proceed with construction, board approval is needed to a) adjust the project budget to reflect bid results, and b) authorize the CEO to execute the construction project order because it will now exceed \$1 million.

BACKGROUND: Starting in June 2022, the City of Spokane will undertake a grind and overlay and restripe of Riverside Avenue from Monroe to Division that is to be substantially completed this year. Coordinated with this project, Spokane Transit requested two eastbound bus stations be constructed, on Riverside at Bernard and Washington to serve high ridership areas in downtown. The station designs include foundations for future amenities such as, light poles, a ticket vending machine, bus shelter, marker, and conduit for electrical service. The stations include accessible boarding and alighting, railings and crosswalks across the adjacent bike lane for pedestrians to access the stations. The stations will be used by multiple bus routes, including planned High Performance Transit investments, including the Sprague Line and the I-90/Valley HPT Corridor. Integrating the improvements into the City's project avoids costly retrofits and allows current bus routes to utilize the new stations.

As authorized by the Board in December 2018, cooperative projects between the City of Spokane and STA are managed through the Master Design and Construction Agreement (contract no. 2018-10267) with an aggregate \$5 million in agreement authority. On December 17, 2020, the Board authorized the CEO to execute a project order to that agreement for the purpose of "Eastbound Bus Stop and Intersection Improvements – Riverside Avenue," with a not-to-exceed value of \$600,000, an amount aligned with the value provided for in the adopted 2021-2026 Capital Improvement Program to cover both design and construction of the transit improvements.

Spokane Transit and the City of Spokane executed a project order (no. 10267-0013) on July 9, 2021, for the design phase of the eastbound stations in the amount of \$63,250. This action anticipated a second project order for the construction phase of the project where the cumulative encumbrances (design and construction) would be applied against the \$600,000 in authorization provided by the Board in December 2020. The City of Spokane completed the design phase of the Riverside Avenue project in early 2022, including for the eastbound stations. The City advertised the project for bids in March 2022 and received construction bids on April 4, 2022. The bid items for the STA related two eastbound bus stations, including a proportionate share of common costs in the bid, totals \$877,428, representing an amount in excess of the approved budget and authority conveyed in December 2020. The increase over the original estimate can be attributed to rapid cost escalations and unique site conditions at the eastbound station locations that were not fully determined in 2020 when the budget was originally established, and the project order approval was requested.

Providing for construction contingency and construction management and engineering costs as provided in the table below, along with committed design costs and bid results, the STA improvements embedded in the City’s project require an additional \$530,000 in STA funding.

The table below outlines the projects expenditures relative to the proposed budget adjustment and to the project order authorization. As indicated above, Board approval is required to increase the project budget. Because the construction phase project order is over the initial \$600,000 request and is now estimated to be in excess of \$1 million, Board authorization is required pursuant to the STA Procurement Resolution governing third-party contracts.

Riverside Avenue Cooperative Improvement Project	
Board Authorized Project Order - December 2020	\$600,000
Design Phase Project Order (No. 10267-0013)	63,250
Remaining Authorized Project Order Funding	\$ 536,750
Additional Project Costs - Construction	
STA Construction Items - HPT Stops	\$877,428
Construction 10% Admin Reserve/Contingency	90,274
Construction Management, Inspection, Testing (10%)	99,048
<i>Construction Phase Costs Subtotal</i>	<i>\$1,066,750</i>
Additional Project Order Authority Needed	\$530,000
Revised Budget (Authorized + Additional Authority)	\$1,130,000

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, authorization for the CEO to execute a project order for the Eastbound Bus Stop and Intersection Improvements – Riverside Avenue, with the City of Spokane for construction in the amount of \$1,066,750.

Recommend the Board approve by motion, an increase in the amount of \$530,000, for a revised total of \$1,130,000 for the overall budget of CIP #805, Eastbound Riverside Avenue High Performance Transit Improvements.

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

RECOMMENDATION TO BOARD:

- i) By motion, authorize the CEO to execute a project order for the Eastbound Bus Stop and Intersection Improvements – Riverside Avenue, with the City of Spokane for construction in the amount of \$1,066,750.
- ii) By motion, approve an increase in the amount of \$530,000, for a revised total of \$1,130,000 for the overall budget of CIP #805, Eastbound Riverside Avenue High Performance Transit Improvements.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

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

REFERRAL COMMITTEE: Board Operations (*Grover*)

SUBMITTED BY: Chris Grover, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 8A : PLANNING AND 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 8Ai: I-90 VALLEY HIGH PERFORMANCE TRANSIT: PUBLIC OUTREACH
SUMMARY AND EVALUATION RESULTS

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Hamid Hajjafari, Senior Transit Planner

SUMMARY: STA recently conducted public outreach to garner input on potential alternatives and a preferred architecture for High Performance Transit in the I-90/Valley Corridor. Staff shared with the Planning and Development Committee key takeaways from this outreach, along with preliminary findings from an alternatives evaluation process in conjunction with the planning process. A copy of the slide presentation is provided for review.

BACKGROUND: As part of the *STA Moving Forward* plan, Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90/Valley High Performance Transit (HPT) project extends from Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership.

During February and March 2022, STA made presentations on the study to multiple city councils and to the Kiwanis Club of Spokane. An online open house was held on March 2. STA also conducted an online survey in which over 450 respondents participated. The results show significant support for the project and provided key input for elements that should be prioritized.

STA is currently wrapping up an evaluation of project scenarios. Along with the public and technical stakeholder input received to date, the evaluation will inform efforts to prepare a draft corridor development plan. The primary findings of alternatives evaluation demonstrate a strong ridership response based on service and infrastructure investments in the corridor.

RECOMMENDATION TO BOARD: Information only.

P&D Item 5D

I-90 Valley High Performance Transit: Public Outreach Summary and Evaluation Results

Purpose:

For information.

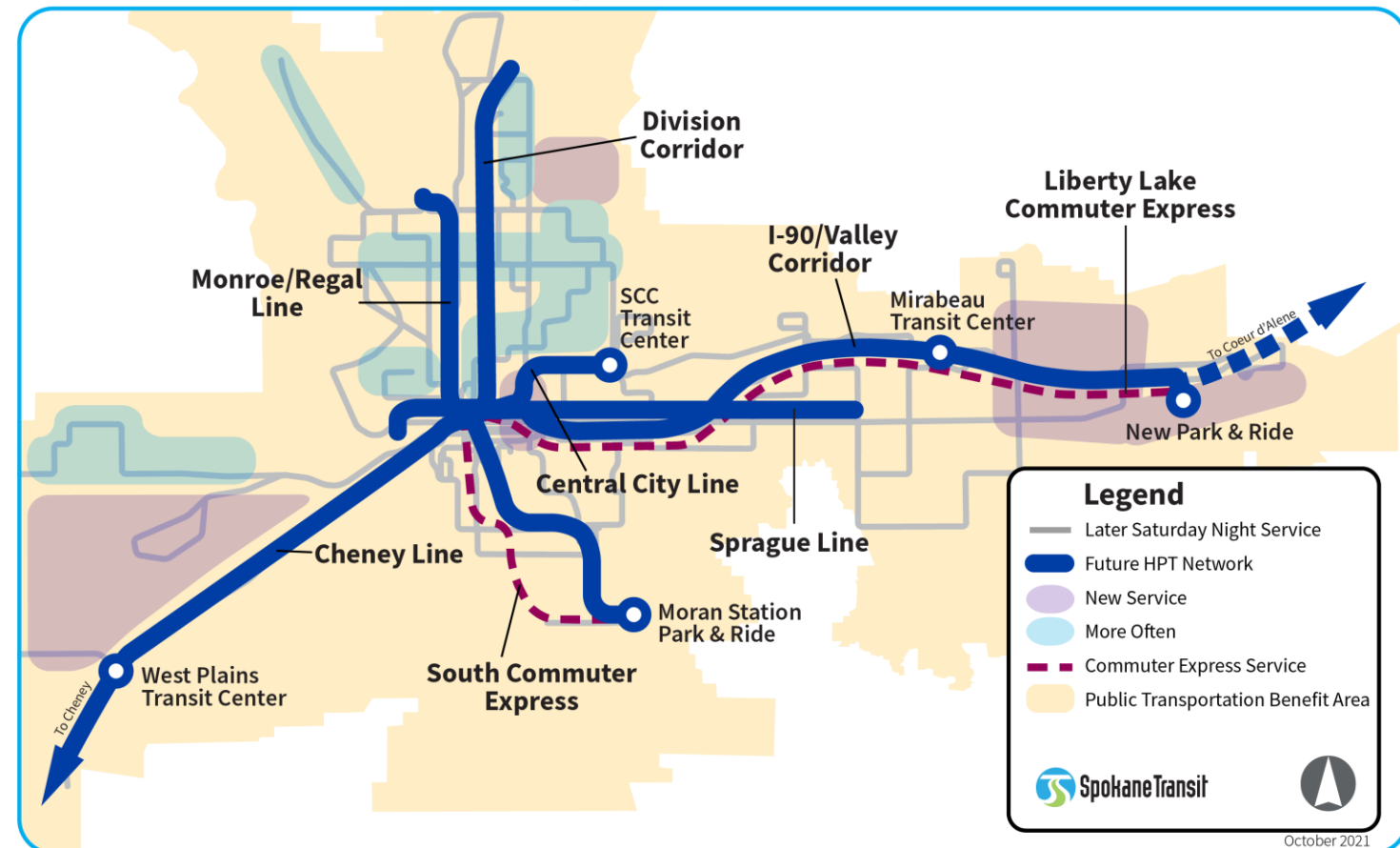
Corridor Planning Purpose

- When finalized, the I-90/Valley Corridor Development Plan will
 - Define service architecture to meet a variety of transportation needs
 - Identify candidate and preferred locations of new stations and corridor infrastructure
 - Provide a road map for planned and possible future phases of corridor build-out
 - Support the planning effort's objectives to support **economic vitality**, advance **transportation equity**, promote **integrated solutions**, engage **our community**, model **regional cooperation** and enhance **community identity and environment**

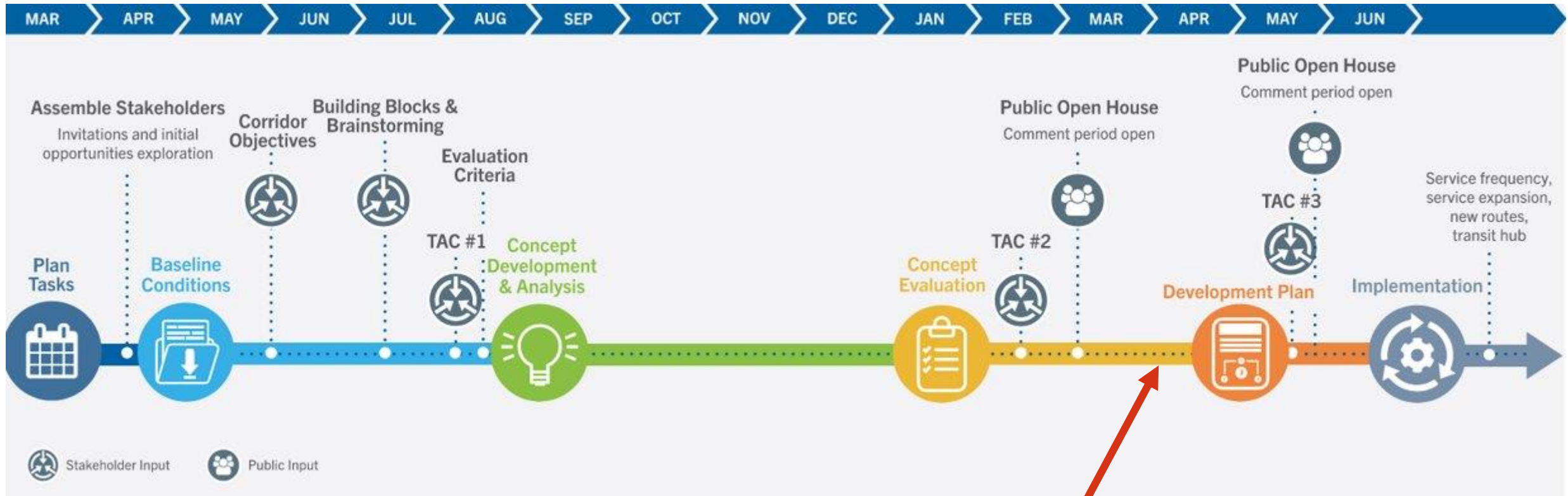
Relationship to *STA Moving Forward*

- I-90/Valley is one of six High Performance Transit (HPT) corridors slated for improvements in *STA Moving Forward (STAMF)*
- *STAMF* commitments include capital and operating projects to be launched in 2025:
 - A new transit center
 - Expanded commuter parking east of Sullivan Road
 - Direct, not-stop peak hour service between Liberty Lake and Spokane
 - Night and weekend service
 - Extend service to Post Falls and Coeur d'Alene on a two-year pilot basis through a cross-state partnership

STA Moving Forward 10-Year Plan

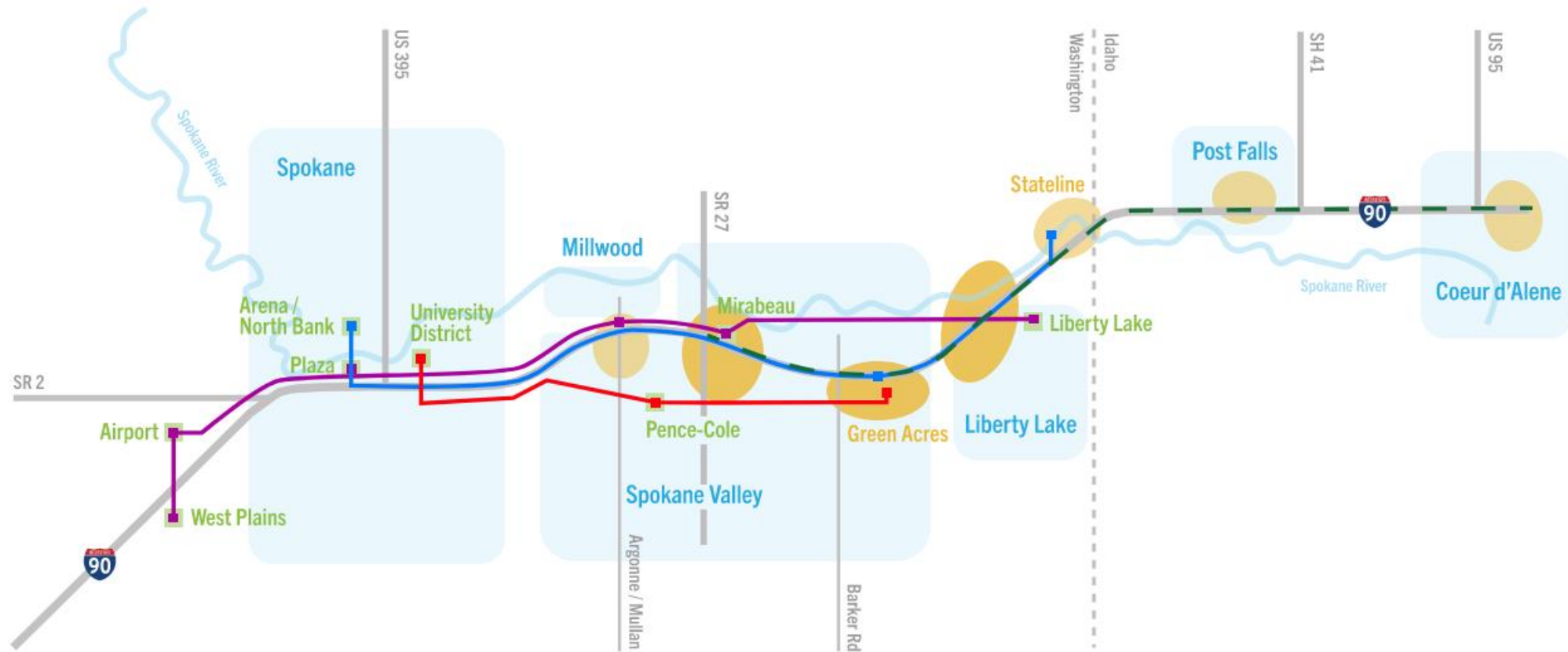


Planning Timeline



We are here

Preferred Scenario for HPT Architecture



Public Outreach

- Presented to elected officials in February and March, including County Commissioners and all city councils in the corridor that are within Spokane County
- Convened online public open house on March 2
- Presented to Valley Kiwanis on March 29
- Received over 450 responses to online survey soliciting input on the corridor and priorities for the plan
 - Respondents are self-selected rather than random sample
- Promoted online open house and online survey through social and printed media

Alternatives Evaluation

- Developed key metrics for three distinct future alternatives predicated on the preferred architecture
- Solicited feedback from local jurisdiction staff, particularly WSDOT, on key elements
- Performed travel demand modeling using the SRTC's regional model
- Aggregated preliminary data results for multiple account evaluation

Preliminary Findings – Outreach & Survey

- There is general support for additional transit investments
- Night and weekend service and improved frequency lead by a wide margin as the most improvements according to survey respondents
- Spokane County residents support connecting bus service to Idaho (77%) more than Idaho residents (41%)
- Stateline, Sprague and Argonne were identified as the top preferred interchanges for new park-and-ride locations
 - Stateline may provide reasonable strategy for addressing increasing traffic demand from Kootenai County in the coming decade
- Strong interest in exploring ways to ensure investments support connectivity to jobs and destinations in an area more broadly defined than the I-90 corridor

Preliminary Findings – Alternatives Evaluation

- All alternatives appear to result in a multi-fold increase in ridership in the corridor compared to the 2045 baseline
 - Service frequency and improved access are key elements of these outcomes
 - Validates the preferred architecture, including connectivity to West Plains
- The *STA Moving Forward* park and ride investment east of Sullivan Road performs better closer to Barker Road than Harvard Road
- Mirabeau Park and Ride continues to provide value for connectivity and park and ride demand
 - Opportunity to explore ways to improve facility for passengers and buses
- New connectivity at Argonne Road and integrated service to northeast Spokane Valley appear to promising in terms of ridership response

Next Steps

- May – Begin drafting Corridor Development Plan
- May 18 – Reconvene Technical Advisory Committee to help develop draft plan
- June 1 – Present draft Corridor Development to Planning and Development Committee
- June – Gather feedback on the plan
 - Online survey
 - Forum hosted by Greater Spokane Valley Chamber of Commerce
 - Public hearing before STA Board of Directors
- July – Finalize plan for board action

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 8Aii: 2023-2028 TRANSIT DEVELOPMENT PLAN: 2023-2025 SERVICE IMPROVEMENT PROGRAM

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Matt Kenney, Senior Transit Planner

SUMMARY: The Service Improvement Program (SIP), updated annually as described in *Connect Spokane* policies MI 3.3.3 and MI 3.4, outlines the planned fixed-route service changes set to take place in 2023, 2024 and 2025. Developed in close coordination with the agency’s financial projections, the SIP will become a section of the 2023-2028 Transit Development Plan (TDP). Staff presented an overview of the significant service changes to be included in the TDP to the Planning and Development Committee. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2022. STA will launch the City Line, introduce new routes, and complete investments in multiple High-Performance Transit (HPT) corridors during this three-year span (2023-2025) as well as implement service improvements identified in the Near Term Investments plan. There are a number of improvements that are explicitly called out in the *STA Moving Forward* plan that are indicated as such with an asterisk (*). Near Term Investments improvements are indicated with a caret (^).

2023-2025 Service Improvements

<p>2023 Overview: The most significant changes are planned to take place in 2023 with the start of the City Line and were approved by the Board in 2021.</p>
<ul style="list-style-type: none">• Implement the City Line* from Browne’s Addition to Spokane Community College via Downtown Spokane, the University District, Gonzaga University and E. Mission Avenue.
<ul style="list-style-type: none">• Adjust Plaza zone assignments consistent with the Board-adopted Plaza Operations Study roadmap.
<ul style="list-style-type: none">• Upgrade Route 11 Plaza/Arena Shuttle^ service to include weeknight and weekend service.
<ul style="list-style-type: none">• Implement a new route that operates between S. Madison Street and 14th Avenue (current Route 42 end-of-line) and E. Mission Avenue and N. Napa Street via Shriners Hospital, Deaconess Hospital, the STA Plaza, University District, E. Martin Luther King Jr. Way and E. Trent Avenue. This new route replaces portions of the existing Routes 29 S.C.C. and 42 South Adams.
<ul style="list-style-type: none">• Increase Route 27 Crestline (renamed from “Hillyard” August 2022) weekday peak frequency to every 15 minutes*.

<ul style="list-style-type: none"> Implement a new route between Spokane Community College and the Valley Transit Center via Upriver Drive and Argonne/Mullan Roads. The new route primarily serves Spokane Valley, but in Spokane, it would serve the Minnehaha neighborhood along E. Euclid and E. Frederick Avenues as a replacement to the discontinued Route 39 Mission due to the City Line providing service on Mission Avenue.
<ul style="list-style-type: none"> Extend Route 94 east from Argonne and Mullan Roads to provide new service on E. Broadway Avenue between Argonne/Mullan and University Roads as well as absorb the current Route 95 August 2022 pattern and end at the Amazon warehouse on Garland Avenue north of the Spokane River in Spokane Valley[^]. Discontinue Route 95 as a result.
<ul style="list-style-type: none"> Implement a new shuttle route that would provide service to the new Amazon warehouse in Airway Heights near S. Hayford Road on W. McFarlane Road[^].
<ul style="list-style-type: none"> Modify Routes 60 Airport and 61 Hwy to operate on Sunset Blvd instead of in Browne’s Addition due to the City Line serving the Browne’s Addition neighborhood. Route 60 will also be extended from the Spokane International Airport to serve the Amazon warehouse along Geiger Blvd. This will allow Route 63 Airway Heights to be modified to provide a more direct trip on Hayford Road.
<p>2024 Overview: Route 90 is set to transition to “The Sprague Line” and renumbered to Route 9*. Double Decker coaches are also set to operate on the Cheney HPT corridor.</p>
<p>2025 Overview: Several more <i>STA Moving Forward</i> improvements are set for implementation including upgrading service levels on the I-90/Valley Corridor. Changes will be predicated on the final Corridor Development Plan for the I-90/Valley Corridor and additional public feedback leading up to 2025.</p>
<ul style="list-style-type: none"> Implement a new route connecting the Logan and Lincoln Heights neighborhoods*.
<ul style="list-style-type: none"> Improve Route 61 Hwy 2 weekday peak frequency to every 15 minutes. Improve weekend frequency to every 30 minutes*.
<ul style="list-style-type: none"> Update Route 74 Mirabeau/Liberty Lake to include weeknight and weekend service*.
<ul style="list-style-type: none"> Provide more weekday peak oriented trips on Routes 172 Liberty Lake Express and Route 773 Meadowwood Express (new route beginning service August 2022)*.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 8Aiii: 2023-2028 TRANSIT DEVELOPMENT PLAN: 2023-2028 CAPITAL IMPROVEMENT PROGRAM

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Monique Liard, Chief Financial Officer
Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: Staff will provide an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2023-2028.

BACKGROUND: A major element of the state-required Transit Development Plan (TDP) is the Capital Improvement Program (CIP). The CIP is developed in accordance with *Connect Spokane*, including the following policy:

SI-5.1 Capital Improvement Program (CIP)

STA shall maintain a Capital Improvement Program that shall cover a period of no less than six years and be in general conformance with the Comprehensive Plan. To enable STA to make educated, coordinated, and financially sound capital investments, a 6-year Capital Improvement Program must be developed. This program will be reviewed annually.

The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the TDP and Service Implementation Plan, connects the long-range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The preliminary capital programs table attached to this item covers the years 2023 – 2028 and is the central component of the capital improvement program.

A capital project is a significant investment project intended to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.). The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories:

- Vehicles
- Facilities - Maintenance & Administration
- Facilities – Passenger & Operational
- Technology
- High Performance Transit Implementation

In addition to the five categories of capital programs, the draft CIP, to be incorporated into the draft TDP, will identify:

- Section 5307 Program of Projects
- Section 5310 Apportionment Program
- Section 5339 Bus and Bus Facilities
- Fleet Replacement Plan
- Unfunded Projects

The draft CIP will be compiled and presented at the June committee meeting within the draft TDP.

RECOMMENDATION TO BOARD: Information only.

New Projects
 Near-Term Investments
 Excludes Unfunded Projects

Program Category	Program Name	ID/Req #	Project Name	Project Status	Expenditure PTD			QTY	2023 by Funding Source			2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2028 Total	2023-2028	
					Budget Control	through 12/31/2021	Remaining Balance		2023 - Local	2023 - State	2023 - Federal								
Vehicles	Fixed Route Fleet - Expansion	533	Fixed Route Fleet Expansion-2023-Signature Coaches - MF	Not Started	8,240,000	-	8,240,000	7	2,099,488	3,190,512	2,950,000	8,240,000	-	-	-	-	-	8,240,000	
		904	Fixed Route Fleet Expansion-2025	Not Started	7,274,635	-	7,274,635	12	-	-	-	-	-	7,274,635	-	-	-	7,274,635	
		905	Fixed Route Fleet Expansion-2026	Not Started	1,873,220	-	1,873,220	3	-	-	-	-	-	-	1,873,220	-	-	1,873,220	
	Fixed Route Fleet - Expansion Total					17,387,855	-	17,387,855	22	2,099,488	3,190,512	2,950,000	8,240,000	-	7,274,635	1,873,220	-	-	17,387,855
	Fixed Route Fleet - Replacement	361	Fixed Route Fleet Replacement BEB-2023	Preliminary	3,093,000	-	3,093,000	3	3,093,000	-	-	3,093,000	-	-	-	-	-	3,093,000	
		486	Fixed Route Fleet Replacement (BEB)-2023	Not Started	12,100,000	-	12,100,000	10	5,979,500	-	6,120,500	12,100,000	-	-	-	-	-	12,100,000	
		492	Fixed Route Fleet Replacement-2026	Not Started	7,492,879	-	7,492,879	12	-	-	-	-	-	7,492,879	-	-	-	7,492,879	
		493	Fixed Route Fleet Replacement-2024	Not Started	10,005,569	-	10,005,569	17	-	-	-	-	10,005,569	-	-	-	-	10,005,569	
		494	Fixed Route Fleet Replacement-2025	Not Started	8,814,887	-	8,814,887	12	-	-	-	-	-	8,814,887	-	-	-	8,814,887	
		568	Fixed Route Fleet Replacement (BEB)-2021/2023	Work in progress	10,691,768	3,754,367	6,937,401	6	4,442,227	900,000	1,595,174	6,937,401	-	-	-	-	-	6,937,401	
		570	Fixed Route Fleet Replacement (BEB)-2025-MF	Not Started	5,022,172	-	5,022,172	4	-	-	-	-	-	5,022,172	-	-	-	5,022,172	
		836	Fixed Route Fleet Replacement (BEB)-2023	Not Started	4,204,359	-	4,204,359	3	2,165,416	-	2,038,943	4,204,359	-	-	-	-	-	4,204,359	
		877	Fixed Route Fleet Replacement-2027	Not Started	3,858,834	-	3,858,834	6	-	-	-	-	-	-	-	3,858,834	-	3,858,834	
		962	Fixed Route Fleet Replacement (BEB)-2023	Not Started	3,447,000	-	3,447,000	3	3,447,000	-	-	3,447,000	-	-	-	-	-	3,447,000	
		Fixed Route Fleet - Replacement Total					68,730,468	3,754,367	64,976,101	76	19,127,143	900,000	9,754,617	29,781,760	10,005,569	13,837,059	7,492,879	3,858,834	-
	Non-Revenue Vehicles	760	F/R Supervisor Vehicles	Not Started	75,000	-	75,000	2	-	-	-	-	75,000	-	-	-	-	75,000	
		776	Security Vehicles	Not Started	80,000	-	80,000	2	-	-	-	-	-	80,000	-	-	-	80,000	
		778	F/R Service Vehicles	Not Started	90,000	-	90,000	2	-	-	-	-	-	90,000	-	-	-	90,000	
		818	Supervisor Support Vehicles	Not Started	90,000	-	90,000	2	-	-	-	-	-	-	90,000	-	-	90,000	
		879	Security Patrol Vehicles	Not Started	90,000	-	90,000	5	-	-	-	-	-	-	-	90,000	-	90,000	
		880	Supervisor Support Vehicles	Not Started	300,000	-	300,000	5	-	-	-	-	-	-	-	300,000	-	300,000	
		932	Shelter Response Truck	Not Started	52,000	-	52,000	1	-	-	-	-	-	-	52,000	-	-	52,000	
		944	Security Support Vehicle	Not Started	50,000	-	50,000	1	-	-	-	-	-	-	-	-	50,000	50,000	
	Non-Revenue Vehicles Total					827,000	-	827,000	20	-	-	-	-	75,000	170,000	142,000	390,000	50,000	827,000
	Paratransit Vans	487	Paratransit Fleet Replacement-2023	Not Started	1,313,293	-	1,313,293	15	322,293	-	991,000	1,313,293	-	-	-	-	-	1,313,293	
		489	Paratransit Fleet Replacement-2024	Not Started	1,352,691	-	1,352,691	15	-	-	-	-	1,352,691	-	-	-	-	1,352,691	
		491	Paratransit Fleet Replacement-2025	Not Started	1,393,272	-	1,393,272	15	-	-	-	-	-	1,393,272	-	-	-	1,393,272	
		837	Paratransit Fleet Replacement-2026	Not Started	1,435,070	-	1,435,070	15	-	-	-	-	-	-	1,435,070	-	-	1,435,070	
878		Paratransit Fleet Replacement-2027	Not Started	1,478,122	-	1,478,122	15	-	-	-	-	-	-	-	1,478,122	-	1,478,122		
961		Paratransit Fleet Replacement-2028	Not Started	1,522,466	-	1,522,466	15	-	-	-	-	-	-	-	-	1,522,466	1,522,466		
Paratransit Vans Total					8,494,914	-	8,494,914	90	322,293	-	991,000	1,313,293	1,352,691	1,393,272	1,435,070	1,478,122	1,522,466	8,494,914	
Vanpool Vans	595	Vanpool Replacement 2023	Not Started	550,000	-	550,000	11	550,000	-	-	550,000	-	-	-	-	-	550,000		
	761	VanPool Replacement 2024	Not Started	575,000	-	575,000	11	-	-	-	-	575,000	-	-	-	-	575,000		
	826	Vanpool Replacement 2025	Not Started	605,000	-	605,000	11	-	-	-	-	605,000	-	-	-	-	605,000		
	827	Vanpool Replacement 2026	Not Started	635,000	-	635,000	11	-	-	-	-	-	635,000	-	-	-	635,000		
	881	Vanpool Replacement 2027	Not Started	665,000	-	665,000	11	-	-	-	-	-	-	665,000	-	-	665,000		
	947	Vanpool New/ Replacement 2028	Not Started	700,000	-	700,000	11	-	-	-	-	-	-	-	-	700,000	700,000		
Vanpool Vans Total					3,730,000	-	3,730,000	66	550,000	-	-	550,000	575,000	605,000	635,000	665,000	700,000	3,730,000	
Vehicles Total					99,170,237	3,754,367	95,415,870	274	22,098,924	4,090,512	13,695,617	39,885,053	12,008,260	23,279,966	11,578,169	6,391,956	2,272,466	95,415,870	
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	207	Diesel Underground Storage Tank (UST) Replacement and Grou	Work in progress	8,008,000	352,237	7,655,763	0	1,500,000	-	-	1,500,000	-	-	-	-	-	1,500,000	
		324	Boone Facility Fire Alarm Upgrade	Not Started	350,000	-	350,000	0	175,000	-	-	175,000	-	-	-	-	-	175,000	
		745	West Boone Avenue Crosswalk	Not Started	150,000	-	150,000	0	-	-	-	-	150,000	-	-	-	-	150,000	
		779	Capital Replacement of BEB Electric Charging-2023-2027	Not Started	530,914	-	530,914	0	100,000	-	-	100,000	103,000	106,090	109,273	112,551	-	530,914	
		829	Sun Room Removal	Not Started	750,000	-	750,000	0	730,000	-	-	730,000	-	-	-	-	-	730,000	
		876	Steam Pit Lift	Not Started	150,500	-	150,500	0	-	-	-	-	-	-	-	150,500	-	150,500	
		908	Boone NWG Battery Electric Bus (BEB) Charging Infrastructure A	Not Started	2,800,000	-	2,800,000	0	10,000	-	2,000	12,000	2,188,000	600,000	-	-	-	2,800,000	
		917	Audit, Electrical System for N&S Boone	Not Started	300,000	-	300,000	0	-	-	-	-	300,000	-	-	-	-	300,000	
		918	Electrical System Upgrade N/S Boone 2026	Not Started	2,890,000	-	2,890,000	0	-	-	-	-	-	1,390,000	1,500,000	-	-	2,890,000	
		920	HVAC, Capital Replacement M&A Facilities 2023-2027	Not Started	177,350	-	177,350	0	25,000	-	-	25,000	26,250	40,000	42,000	44,100	-	177,350	
		921	HVAC, Capital Replacement M&A Facilities 2028-2032	Not Started	365,520	-	365,520	0	-	-	-	-	-	-	-	-	-	66,150	365,520
		926	Overhead Garage Door Replacement 2023-27	Not Started	345,093	-	345,093	0	65,000	-	-	65,000	66,950	68,958	71,027	73,158	-	345,093	
		927	Overhead Garage Door Replacement 2028 -32	Not Started	400,058	-	400,058	0	-	-	-	-	-	-	-	-	75,353	400,058	
		963	Capital Replacement of BEB Electric Charging-2028-2032	Not Started	615,474	-	615,474	0	-	-	-	-	-	-	-	-	115,927	615,474	
		Boone - Preservation and Enhancements Total					17,832,909	352,237	17,480,672	0	2,605,000	-	2,000	2,607,000	2,834,200	2,205,048	1,722,300	380,309	257,430
Fleck Center - Preservation and Improvements	787	Fleck Center Drain/Slab UST	Not Started	240,000	-	240,000	0	-	-	-	-	-	240,000	-	-	-	240,000		
	862	Fleck Bus/Van Wash Replacement	Not Started	700,000	-	700,000	0	-	-	-	-	-	700,000	-	-	-	700,000		

New Projects
 Near-Term Investments
 Excludes Unfunded Projects

Program Category	Program Name	ID/Req #	Project Name	Project Status	Expenditure PTD			QTY	2023 by Funding Source			2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2028 Total	2023-2028		
					Budget Control	through 12/31/2021	Remaining Balance		2023 - Local	2023 - State	2023 - Federal									
Fleek Center - Preservation and Improvements Total					940,000	-	940,000	0	-	-	-	-	940,000	-	-	-	-	940,000		
Facilities - Maintenance & Operational	Miscellaneous Equipment and	858	Mobile Aerial Work Platform	Not Started	17,000	-	17,000	0	17,000	-	-	17,000	-	-	-	-	-	17,000		
		861	Big Fan Install	Not Started	85,000	-	85,000	0	-	-	-	-	85,000	-	-	-	-	85,000		
		867	Drill Press Replacements	Not Started	30,000	-	30,000	0	-	-	-	-	-	-	30,000	-	-	30,000		
		875	Walk-behind Scrubber	Not Started	15,500	-	15,500	1	15,500	-	-	15,500	-	-	-	-	-	15,500		
		913	Bandsaw, Industrial	Not Started	10,000	-	10,000	0	-	-	-	-	10,000	-	-	-	-	10,000		
		915	Main Boone TI Projects 2023-2027	Not Started	530,914	-	530,914	0	100,000	-	-	100,000	103,000	106,090	109,273	112,551	-	530,914		
		916	Main Boone TI Projects 2028-2032	Not Started	615,477	-	615,477	0	-	-	-	-	-	-	-	-	115,928	115,928		
		919	Hunter Front End Alignment System	Not Started	47,000	-	47,000	0	47,000	-	-	47,000	-	-	-	-	-	47,000		
		922	Lift, six post replacement	Not Started	87,500	-	87,500	0	-	-	-	-	-	-	-	87,500	-	87,500		
		923	Milling Machine, Industrial Variable Speed	Not Started	20,000	-	20,000	0	20,000	-	-	20,000	-	-	-	-	-	20,000		
		924	Miscellaneous Equipment and Fixtures 2023-2027	Not Started	214,980	-	214,980	0	40,000	-	-	40,000	41,200	42,436	44,558	46,786	-	214,980		
		925	Miscellaneous Equipment and Fixtures 2028-2032	Not Started	255,844	-	255,844	0	-	-	-	-	-	-	-	-	48,189	48,189		
		930	Press	Not Started	25,000	-	25,000	0	-	-	-	-	-	25,000	-	-	-	25,000		
931	Shear, Metal Power	Not Started	30,000	-	30,000	0	30,000	-	-	30,000	-	-	-	-	-	30,000				
Miscellaneous Equipment and Fixtures Total					1,984,215	-	1,984,215	1	269,500	-	-	269,500	239,200	173,526	183,831	246,837	164,117	1,277,011		
Facility Master Plan Program					1,000,000	47,800	952,200	0	400,000	-	-	400,000	-	-	-	-	-	400,000		
		549	Mission & Green Acquisition	Work in progress																
		828	Facilities Master Plan Update	Not Started	600,000	-	600,000	0	500,000	-	-	500,000	-	-	-	-	-	500,000		
Facility Master Plan Program Total					1,600,000	47,800	1,552,200	0	900,000	-	-	900,000	-	-	-	-	-	900,000		
Facilities - Maintenance & Administration Total					22,357,124	400,037	21,957,087	1	3,774,500	-	2,000	3,776,500	3,073,400	3,318,574	1,906,131	627,146	421,547	13,123,298		
Facilities - Passenger & Operational	Park and Ride Upgrades	754	Five Mile Mobility Hub Preliminary Design	Not Started	235,000	9,221	225,779	0	19,400	-	35,600	55,000	-	-	-	-	-	55,000		
		900	South Hill P&R Improvements	Not Started	700,000	-	700,000	0	575,000	-	-	575,000	50,000	-	-	-	-	625,000		
		902	West Plains Transit Center Retrofit & Layover	Not Started	208,811	-	208,811	0	158,811	-	-	158,811	-	-	-	-	-	158,811		
		928	Park and Ride Major Preservation 2023-2027	Not Started	106,182	-	106,182	0	20,000	-	-	20,000	20,600	21,218	21,854	22,510	-	106,182		
		929	Park and Ride Major Preservation 2028-2032	Not Started	123,091	-	123,091	0	-	-	-	-	-	-	-	-	23,185	23,185		
		Park and Ride Upgrades Total					1,373,084	9,221	1,363,863	0	773,211	-	35,600	808,811	70,600	21,218	21,854	22,510	23,185	968,178
		Plaza Preservation and Improvements	765	STA Plaza Loudspeaker System Replacement	Not Started	45,000	-	45,000	0	-	-	-	-	45,000	-	-	-	-	45,000	
			845	Plaza Preservation and Improvements 2023-2027	Not Started	273,420	-	273,420	0	51,500	-	-	51,500	53,045	54,636	56,275	57,964	-	273,420	
			958	Plaza Preservation & Improvements 2028-2032	Not Started	316,971	-	316,971	0	-	-	-	-	-	-	-	-	59,703	59,703	
			959	Plaza Building and Systems Assessment	Not Started	300,000	-	300,000	0	300,000	-	-	300,000	-	-	-	-	-	300,000	
		Plaza Preservation and Improvements Total					935,391	-	935,391	0	351,500	-	-	351,500	98,045	54,636	56,275	57,964	59,703	678,123
		Route & Stop Facility Improvements	464	Rural Highway Stop Improvements 2022-2025	Not Started	700,000	-	700,000	0	100,000	-	-	100,000	175,000	250,000	-	-	-	525,000	
			743	Service Change Bus Stops 2021-2023	Work in progress	1,850,940	301,546	1,549,394	0	249,394	-	-	249,394	-	-	-	-	-	249,394	
753	Transit Shelter Lighting Retrofits 2020-2024		Not Started	175,000	-	175,000	0	35,000	-	-	35,000	35,000	-	-	-	-	70,000			
791	MF: 2024 Service Change Operational Requirements		Not Started	215,000	-	215,000	0	-	-	-	-	10,000	205,000	-	-	-	215,000			
822	Bus Stop Improvements - 2026		Not Started	100,000	-	100,000	0	-	-	-	-	-	-	100,000	-	-	100,000			
823	Operational Improvements - 2026		Not Started	200,000	-	200,000	0	-	-	-	-	-	-	200,000	-	-	200,000			
824	Transit Shelter Replacement - 2022-2026		Not Started	207,500	-	207,500	0	40,000	-	-	40,000	41,500	43,000	44,500	-	-	169,000			
887	2023 Bus Stop Accessibility Improvement Project		Not Started	205,250	-	205,250	0	128,750	-	-	128,750	26,500	-	-	-	-	155,250			
888	Bus Stop Accessibility Improvement Project 2024-2028		Not Started	1,116,250	-	1,116,250	0	51,500	-	-	51,500	185,500	218,000	224,000	230,000	177,000	1,086,000			
894	Cooperative Projects 2022-2027		Not Started	3,000,000	-	3,000,000	0	500,000	-	-	500,000	500,000	500,000	500,000	500,000	-	2,500,000			
896	Indian Trail Layover Improvement Project		Not Started	225,000	-	225,000	0	75,000	-	-	75,000	125,000	25,000	-	-	-	225,000			
898	Route Segment Investment Projects		Not Started	1,767,500	-	1,767,500	0	309,000	-	-	309,000	344,500	354,250	364,000	395,750	-	1,767,500			
899	Shelters & Lighting Program		Not Started	991,200	-	991,200	0	216,300	-	-	216,300	233,200	239,800	190,400	61,500	-	941,200			
903	Whitworth University Comfort Station	Not Started	354,257	-	354,257	0	284,172	-	-	284,172	25,000	-	-	-	-	309,172				
957	Mead & East Hillyard	Not Started	436,500	-	436,500	0	-	-	-	-	-	21,825	65,475	261,900	87,300	436,500				
Route & Stop Facility Improvements Total					11,544,397	301,546	11,242,851	0	1,989,116	-	-	1,989,116	1,701,200	1,856,875	1,688,375	1,449,150	264,300	8,949,016		
Near Term Investments	948	Bus Stops for Hayford & McFarlane (West Plains)	Not Started	600,000	-	600,000	0	359,000	-	-	359,000	198,000	23,000	-	-	-	580,000			
	949	New Bus Stops & Comfort Stn -Spokane Valley	Not Started	794,000	-	794,000	0	479,400	-	-	479,400	256,000	38,000	-	-	-	773,400			
	950	East Fifth Avenue Bus Stop Accessibility & Improvements	Not Started	348,000	-	348,000	0	211,700	-	-	211,700	92,220	29,580	-	-	-	333,500			
	951	Implement Capital Improvements for Plaza/Arena Service	Not Started	2,246,000	-	2,246,000	0	1,147,190	-	-	1,147,190	681,180	309,430	-	-	-	2,137,800			
Near Term Investments Total					3,988,000	-	3,988,000	0	2,197,290	-	-	2,197,290	1,227,400	400,010	-	-	-	3,824,700		
Facilities - Passenger & Operational Total					17,840,872	310,768	17,530,104	0	5,311,117	-	35,600	5,346,717	3,097,245	2,332,739	1,766,504	1,529,624	347,188	14,420,017		
Technology	Business Systems Replacement	841	Enterprise Asset Management System Implementation	Not Started	1,100,000	-	1,100,000	0	-	-	-	750,000	350,000	-	-	-	1,100,000			
		Business Systems Replacement Total					1,100,000	-	1,100,000	0	-	-	-	750,000	350,000	-	-	-	1,100,000	

New Projects
 Near-Term Investments
 Excludes Unfunded Projects

Program Category	Program Name	ID/Req #	Project Name	Project Status	Expenditure PTD			QTY	2023 by Funding Source					2023-2028						
					Budget Control	through 12/31/2021	Remaining Balance		2023 - Local	2023 - State	2023 - Federal	2023 Total	2024 Total		2025 Total	2026 Total	2027 Total	2028 Total		
Technology	Capital Program Management	763	Project Management Software	Not Started	306,000	-	306,000	0	206,000	-	-	206,000	-	-	-	-	-	206,000		
	Capital Program Management Software Total					306,000	-	306,000	0	206,000	-	-	206,000	-	-	-	-	-	206,000	
	Communications Technology Upgrades	796	Digital Monitors for Customer Information	Not Started	745,000	1,897	743,103	0	433,103	-	-	433,103	-	-	-	-	-	-	433,103	
		946	MDC Replacement	Not Started	360,000	-	360,000	0	-	-	-	-	360,000	-	-	-	-	-	360,000	
		Communications Technology Upgrades Total					1,105,000	1,897	1,103,103	0	433,103	-	-	433,103	360,000	-	-	-	-	793,103
	Fare Collection and Sales Technology	431	Fixed Route Fare Collection System Update	Work in progress	5,890,000	1,322,631	4,567,369	0	2,436,359	-	-	2,436,359	-	-	-	-	-	-	2,436,359	
		907	Genfare Farebox Upgrade	Not Started	2,500,000	-	2,500,000	0	2,500,000	-	-	2,500,000	-	-	-	-	-	-	2,500,000	
	Fare Collection and Sales Technology Total					8,390,000	1,322,631	7,067,369	0	4,936,359	-	-	4,936,359	-	-	-	-	-	4,936,359	
	Security and Access Technology	608	Park and Ride Camera System - Hastings	Not Started	71,500	-	71,500	0	-	-	-	-	71,500	-	-	-	-	-	71,500	
		609	Park and Ride Camera System - Liberty Lake	Not Started	85,900	-	85,900	0	-	-	-	-	85,900	-	-	-	-	-	85,900	
		610	Park and Ride Camera System - South Hill	Not Started	74,600	-	74,600	0	-	-	-	-	74,600	-	-	-	-	-	74,600	
	Security and Access Technology Total					232,000	-	232,000	0	-	-	-	232,000	-	-	-	-	-	232,000	
	IS Network Equipment	835	STA Campus Network Equipment - 2023	Not Started	40,000	-	40,000	0	40,000	-	-	40,000	-	-	-	-	-	-	40,000	
		883	Interior Firewalls	Not Started	300,000	-	300,000	0	300,000	-	-	300,000	-	-	-	-	-	-	300,000	
		886	Wi-Fi Controllers	Not Started	20,000	-	20,000	0	20,000	-	-	20,000	-	-	-	-	-	-	20,000	
		934	Network Switch Replacement	Not Started	720,000	-	720,000	0	-	-	-	-	-	720,000	-	-	-	-	720,000	
		938	Plaza Network Additions	Not Started	260,000	-	260,000	0	260,000	-	-	260,000	-	-	-	-	-	-	260,000	
	IS Network Equipment Total					1,340,000	-	1,340,000	0	620,000	-	-	620,000	-	-	720,000	-	-	1,340,000	
	IS Datacenter Equipment	935	Storage Appliance Update	Not Started	140,000	-	140,000	0	-	-	-	-	140,000	-	-	-	-	-	140,000	
		940	Plaza Data Center Build Out	Not Started	190,000	-	190,000	0	190,000	-	-	190,000	-	-	-	-	-	-	190,000	
IS Datacenter Equipment Total					330,000	-	330,000	0	190,000	-	-	190,000	140,000	-	-	-	-	330,000		
IS Cyber Security Enhancements	936	Cyber Security Technologies	Not Started	270,000	-	270,000	0	120,000	-	-	120,000	75,000	75,000	-	-	-	-	270,000		
IS Cyber Security Enhancements Total					270,000	-	270,000	0	120,000	-	-	120,000	75,000	75,000	-	-	-	-	270,000	
IS Infrastructure Equipment	336	Fiber Communications	Work in progress	1,282,838	516,538	766,300	0	103,000	-	-	103,000	106,100	109,300	112,600	115,900	119,400	-	666,300		
	939	Plaza Infrastructure Upgrades	Not Started	90,000	-	90,000	0	90,000	-	-	90,000	-	-	-	-	-	-	-	90,000	
IS Infrastructure Equipment Total					1,372,838	516,538	856,300	0	193,000	-	-	193,000	106,100	109,300	112,600	115,900	119,400	-	756,300	
IS End User Equipment	937	Desktop and Laptop Refresh	Not Started	580,000	-	580,000	0	380,000	-	-	380,000	200,000	-	-	-	-	-	580,000		
941	Desktop and Laptop Refresh	Not Started	653,000	-	653,000	0	-	-	-	-	-	-	428,000	225,000	-	-	-	653,000		
IS End User Equipment Total					1,233,000	-	1,233,000	0	380,000	-	-	380,000	200,000	-	428,000	225,000	-	-	1,233,000	
Technology Total					15,678,838	1,841,065	13,837,773	0	7,078,462	-	-	7,078,462	1,863,100	534,300	1,260,600	340,900	119,400	-	11,196,762	
High Performance Transit Implementation	Central City Line	347	Design and Construction	Work in progress	85,410,407	40,435,112	44,975,295	0	3,277,036	-	7,736,959	11,013,995	8,000,000	-	-	-	-	19,013,995		
	Central City Line Total					85,410,407	40,435,112	44,975,295	0	3,277,036	-	7,736,959	11,013,995	8,000,000	-	-	-	-	19,013,995	
	Cheney Line	764	Cheney Corridor Improvements	Work in progress	4,490,000	1,046,677	3,443,323	0	1,887,618	945,705	-	2,833,323	-	-	-	-	-	-	2,833,323	
	Cheney Line Total					4,490,000	1,046,677	3,443,323	0	1,887,618	945,705	-	2,833,323	-	-	-	-	-	-	2,833,323
	Division Line	830	Division Line - PE and NEPA Scoping	Not Started	3,500,000	16,688	3,483,312	0	1,483,312	-	-	1,483,312	-	-	-	-	-	-	1,483,312	
	895	Division Line BRT: Project Development	Not Started	12,000,000	-	12,000,000	0	1,800,000	-	-	1,800,000	4,600,000	4,600,000	1,000,000	-	-	-	-	12,000,000	
	956	Division BRT Construction and Implementation	Not Started	182,000,000	-	182,000,000	0	-	-	-	-	-	9,100,000	45,500,000	72,800,000	54,600,000	-	-	182,000,000	
	Division Line Total					197,500,000	16,688	197,483,312	0	3,283,312	-	-	3,283,312	4,600,000	13,700,000	46,500,000	72,800,000	54,600,000	-	195,483,312
	I-90/Valley Line	469	Mirabeau Transit Center Improvements	Not Started	8,488,000	-	8,488,000	0	870,600	996,800	-	1,867,400	3,395,200	2,970,800	-	-	-	-	8,233,400	
	477	Park & Ride Expansion East of Sullivan (formerly LL Park and Ride)	Not Started	5,562,000	-	5,562,000	0	570,400	653,200	-	1,223,600	2,224,800	1,946,200	-	-	-	-	-	5,394,600	
	545	Preliminary Engineering I-90 HPT Corridor Facilities	Work in progress	812,500	304,044	508,456	0	10,000	-	40,000	50,000	-	-	-	-	-	-	-	50,000	
	955	Argonne Station Park and Ride	Not Started	11,000,000	-	11,000,000	0	-	-	-	-	550,000	2,750,000	5,500,000	2,200,000	-	-	-	11,000,000	
	I-90/Valley Line Total					25,862,500	304,044	25,558,456	0	1,451,000	1,650,000	40,000	3,141,000	6,170,000	7,667,000	5,500,000	2,200,000	-	-	24,678,000
	Incremental HPT Investments	470	Plaza HPT Platforms	Work in progress	2,317,217	974,059	1,343,158	0	75,000	-	-	75,000	-	-	-	-	-	-	75,000	
	805	MF: Eastbound Riverside Avenue HPT Improvements	Work in progress	1,000,000	2,931	997,070	0	400,000	-	-	400,000	-	-	-	-	-	-	-	400,000	
Incremental HPT Investments Total					3,317,217	976,989	2,340,228	0	475,000	-	-	475,000	-	-	-	-	-	-	475,000	
Monroe-Regal Line	479	Monroe-Regal Shelter and Stop Enhancements	Work in progress	5,810,798	2,458,592	3,352,206	0	2,710,071	-	-	2,710,071	142,635	-	-	-	-	-	2,852,706		
542	Moran Prairie Park and Ride Construction	Work in progress	4,752,718	-	4,752,718	0	19	-	-	19	-	-	-	-	-	-	-	19		
897	Monroe-Regal Line HPT Branding	Not Started	688,937	-	688,937	0	618,000	-	-	618,000	20,937	-	-	-	-	-	-	638,937		
Monroe-Regal Line Total					11,252,453	7,251,505	4,009,948	0	3,328,090	-	-	3,328,090	163,572	-	-	-	-	-	3,491,662	
Sprague Line	540	Sprague HPT Improvements	Work in progress	6,556,000	833,871	5,722,129	0	2,032,807	2,017,900	-	4,050,707	500,000	171,422	-	-	-	-	4,722,129		
901	Sprague Line HPT Branding	Not Started	1,207,607	-	1,207,607	0	51,500	-	-	51,500	530,000	545,000	81,107	-	-	-	-	1,207,607		

										2023 by Funding Source								
Program Category	Program Name	ID/Req #	Project Name	Project Status	Expenditure PTD			QTY	2023 -			2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2028 Total	2023-2028
					Budget Control	through 12/31/2021	Remaining Balance		Local	State	Federal							
High Performance Transit	Sprague Line Total				7,763,607	833,871	6,929,736	0	2,084,307	2,017,900	-	4,102,207	1,030,000	716,422	81,107	-	-	5,929,736
	West Broadway Line	952	West Broadway Line Improvements	Not Started	1,880,000	-	1,880,000	0	564,000	-	-	564,000	940,000	376,000	-	-	-	1,880,000
		953	Broadway Cooperative Reconstruction Infrastructure	Not Started	400,000	-	400,000	0	40,000	-	-	40,000	240,000	120,000	-	-	-	400,000
		954	Broadway Supporting Amenities	Not Started	200,000	-	200,000	0	-	-	-	-	60,000	100,000	40,000	-	-	200,000
	West Broadway Line Total				2,480,000	-	2,480,000	0	604,000	-	-	604,000	1,240,000	596,000	40,000	-	-	2,480,000
High Performance Transit Implementation Total					338,076,184	50,864,887	287,211,297	0	16,390,363	4,613,605	7,776,959	28,780,927	21,203,572	22,679,422	52,121,107	75,000,000	54,600,000	254,385,028
Grand Total					493,123,255	57,171,123	435,952,131	275	54,653,367	8,704,117	21,510,176	84,867,659	41,245,577	52,145,001	68,632,511	83,889,626	57,760,601	388,540,975

Allocation by Funding Source																		
Local												54,653,367	30,165,648	36,005,059	27,962,661	24,700,466	15,461,981	188,949,181
State												8,704,117	3,624,600	7,324,770	16,898,850	21,758,160	14,998,620	73,309,117
Federal												21,510,176	7,455,329	8,815,172	23,771,000	37,431,000	27,300,000	126,282,677
Total												84,867,659	41,245,577	52,145,001	68,632,511	83,889,626	57,760,601	388,540,975

Allocation by Financial Status																		
Status Quo												50,617,150	25,162,942	28,217,582	14,867,036	8,315,226	296,400	127,476,336
Moving Forward												32,813,509	14,447,635	10,565,594	-	-	-	57,826,738
New Projects												1,437,000	1,635,000	13,361,825	53,765,475	75,574,400	57,464,201	203,237,901
Total												84,867,659	41,245,577	52,145,001	68,632,511	83,889,626	57,760,601	388,540,975

Allocation by Procured/Managed																		
Procured												40,809,553	15,073,960	23,990,402	12,845,227	6,751,242	2,436,582	101,906,966
Managed												44,058,106	26,171,617	28,154,599	55,787,284	77,138,384	55,324,019	286,634,009
Total												84,867,659	41,245,577	52,145,001	68,632,511	83,889,626	57,760,601	388,540,975

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 9A : PERFORMANCE MONITORING AND 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.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 9Ai: 2021 COMMUNITY PERCEPTION SURVEY RESULTS SUMMARY

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff will present a summary report of the annual Community Perception Survey.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 9Aii: 2021 BUS RIDER SURVEY RESULTS SUMMARY

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff will present a summary report of the annual Bus Rider Survey.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 9Aiii: FARE POLICY REVISIONS: PRELIMINARY PROPOSAL - ZERO-FARE FOR YOUTH

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: The following draft fare policy revision is being presented for review.

BACKGROUND: In January 2022, the Board of Directors approved, by resolution, updates to STA's fare policy which encompassed 1) the incorporation of new fare types enabled by the new system, 2) the broadening of discount programs which encourage ridership and enhance access and equity, and 3) the simplification of the policy document itself.

At the April 2022 Board meeting, STA staff reviewed recent state legislation that created the Transit Support Grant Program. The Transit Support Grant Program was created to provide direct funding allocations for transit agencies for public transportation needs. To be eligible for the \$1.45 billion in state funding for this program over the 16-year period, agencies must implement a "zero-fare policy" for youth ages 18 and younger.

STA has projected it would be allocated approximately \$6.4 million annually under the assumption that all transit agencies participate in the program beginning with the 2023-2025 biennium. A proration is in effect for the 2021-2023 biennium with STA eligible to receive approximately \$2.2 million of this first tranche of funding with a zero-fare youth policy in place on or before October 1, 2022.

The Board directed staff to begin drafting policy revisions, for further board consideration and action, related to revenue and fares that would allow STA to be eligible for the Washington State Transit Support Grant Program, and address relevant federal, state, and operational requirements.

Fare Structure Proposal and Operational Considerations

Staff has included, for review, the fare policy accompanied by proposed fare structure tables reflecting the adoption of a zero-fare policy both prior to and after the implementation of STA's new fare collection system. The draft resolution for any action resulting from the evaluation of this proposed revision will be presented to the Board in July 2022.

Staff recognizes that this policy revision has operational implications, including age verification, distribution of fare media, and anticipated ridership demand changes, particularly related to transportation to and from schools. Staff will present associated recommendations to support the implementation of the policy revision.

Public Outreach

STA is seeking public input on the proposed fare policy. Beginning in early May, STA will undertake a public outreach campaign, including a public survey, to collect feedback on the proposed fare policy. Staff will collect feedback for board review.

Importantly, this engagement effort will be done in a way to advance transportation equity. The Federal Transit Administration requires transit agencies to analyze any fare change for potential impacts to populations protected under Title VI of the Civil Rights Act along with executive orders that aim to ensure government action does not impose a disparate impact on minority populations or a disproportionate burden on low-income populations (as defined by STA policy in *Connect Spokane*).

Staff will return in June with a draft Title VI analysis of the fare policy as proposed. STA will be seeking input from a variety of perspectives, including organizations that serve or collaborate with Title VI populations to receive feedback on how the fare policy change can advance community goals related to equity and inclusion. Feedback and findings from these outreach activities, including the draft Title VI Fare Equity Analysis, will be presented to the STA Board in June in conjunction with a public hearing.

RECOMMENDATION TO BOARD: Information only.

STA POLICY

01-006 Fares

The Board of Directors shall structure fares establishing a base fare, categories of prepaid fares, special fare programs, and the pricing of such fares and programs.

Spokane Transit Authority (STA) shall establish and maintain an equitable and effective fare system in support of Connect Spokane, STA's Comprehensive Plan for Public Transportation. STA's fare structure will comply with all Federal and State regulatory requirements. STA's fare structure shall be designed with a primary goal of encouraging ridership.

This policy applies to all STA fare services.

Approval Authority

The Chief Executive Officer will present to the Board of Directors for approval all proposed discounts to base fare rates, including special fare rates and services such as pilot programs and community events.

The Chief Executive Officer will provide notice to the Board of Directors of the following:

- A. The result of Universal Transit Access Pass (UTAP) agreements
- B. Agreements for bulk pass purchases over \$200,000
- C. Fare suspensions or reductions resulting from a declared emergency
- D. Adoption of new fare media and modifications to existing fare media

The Board of Directors may delegate approval authority under this policy to a designee.

APPROVED BY

Chief Executive Officer


E. Susan Meyer

01.10.2022
Date

Effective: January 20, 2022

RELATED INFORMATION

Board Resolution 791-22, Fares, Zones and Passes – Adopted 01/20/2022

[Fixed Route and Paratransit Fares](#)

[Vanpool Fares](#)

[Special Event Fares](#)

[Connect Spokane: A Comprehensive Plan for Public Transportation](#)

[Bylaws of the Spokane County Public Transportation Benefit Area](#)

[RCW 36.57A.230 through 36.57A.245 – Public Transportation Fares](#)

[Title VI, Civil Rights Act of 1964](#)

[Title VI Equity Analysis](#)

[Public Outreach Summary](#)

[STA Available Fare Types by Media](#)

[STA Fare Programs](#)

[STA Fare Media](#)

Fixed Route and Paratransit Fares *(currently in effect)*

GENERAL PUBLIC Fare Type	Adult (1)	Reduced Fare (2)			Paratransit (3)
		Youth (Ages 6-18)	Student	Reduced Fare	
Two-Hour Pass / Cash	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	N/A
7-day Rolling Pass	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	N/A
31-day Rolling Pass	\$ 60.00	\$ 40.00	N/A	\$ 30.00	N/A
Monthly Pass (4)	N/A	N/A	\$ 52.00	N/A	N/A
Paratransit Monthly Pass	N/A	N/A	N/A	N/A	\$ 60.00
Summer Youth Pass (5)	N/A	\$ 60.00	N/A	N/A	N/A
Shuttle Park (6)	\$ 40.00	N/A	N/A	N/A	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(2) Reduced Fare programs require verification of eligibility.

(3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)

(4) Monthly Student Pass is priced as a 31-day adult pass with discount applied, subject to enrollment and verification by STA in accredited educational program

(5) Three-month youth pass valid June through August *(currently piloted at no cost to rider)*

(6) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement

Fixed Route and Paratransit Fares *(proposed to be in effect)*

GENERAL PUBLIC Fare Type	Adult (1)	Reduced Fare (2)			Paratransit (3)
		Youth (Ages through 18) (5)	Student	Reduced Fare	
Two-Hour Pass / Cash	\$ 2.00	No Cost	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	No Cost	\$ 4.00	\$ 4.00	N/A
7-day Rolling Pass	\$ 17.00	No Cost	\$ 17.00	\$ 17.00	N/A
31-day Rolling Pass	\$ 60.00	No Cost	N/A	\$ 30.00	N/A
Monthly Pass (4)	N/A	N/A	\$ 52.00	N/A	N/A
Paratransit Monthly Pass	N/A	N/A	N/A	N/A	\$ 60.00
Summer Youth Pass (5)	N/A	No Cost	N/A	N/A	N/A
Shuttle Park (6)	\$ 40.00	N/A	N/A	N/A	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(2) Reduced Fare programs require verification of eligibility.

(3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)

(4) Monthly Student Pass is priced as a 31-day adult pass with discount applied, subject to enrollment and verification by STA in accredited educational program

(5) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to rider so long the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels

(6) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement

Fixed Route and Paratransit Fares *(effective with fare collection system implementation)*

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider-In-Training (Ages 6-12)	Rider's License (Ages 13-18) (7)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	No Cost	No Cost	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	No Cost	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	No Cost	\$ 48.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	No Cost	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A

GROUP SALES (9)			
Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
Two-Hour Pass	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 2.00	\$ 4.00
7-day Rolling Pass	\$ 17.00	N/A	N/A
Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(2) Reduced Fare programs require verification of eligibility.

(3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)

(4) Allows for travel up to two (2) consecutive hours after initial validation

(5) Maximum fare charged per day when paid with a smart card or mobile app

(6) Maximum fare charged per calendar month when paid with a smart card or mobile app

(7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to rider so long the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels

(8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park agreement

(9) Limited use fare types available for quantity purchases only and not available to the general public

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the April 6, 2022, Planning and Development Committee, the April 6, 2022, Performance Monitoring and External Relations Committee, and the April 13, 2022, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 13, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
& Interim Chief Communications and Customer
Service Officer

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

This item was not presented for a motion. Legal Counsel, Laura McAloon, confirmed that approval of the agenda is not required.

3. CHAIR'S COMMENTS

Chair Grover noted Brett Lucas' move to STA to serve within the Planning Department.

4. COMMITTEE ACTION

a. March 9, 2022, Committee Minutes

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

5. COMMITTEE DISCUSSION

a. Washington State Transit Support Grant

Mr. Otterstrom provided background information relating to *Move Ahead Washington*. Key details include increased funding for transit and the Transit Support Grant Program with its financial incentive for fare policy changes. Grant eligibility includes a fare policy revision to include zero-fare for youth ages eighteen and younger. Verification of this policy revision for STA must be submitted to the Washington State Department of Transportation by October 1, 2022. Operational considerations include determining a method for age verification for the Connect Card, coordination between STA and Spokane Public Schools for leveraging public transit services for more high school students, the Board-approved Summer Youth Card extension through September 15, 2022, and the beta testing for the new fare collection system in August and September 2022. Chair Grover, Ms. Haley, Ms. Kinnear, and Mr. French shared their support in pursuing the grant funding and the required policy changes to be in place on or before October 1, 2022, and to present this item for discussion to the Board next week.

6. COMMITTEE CHAIR REPORTS

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

Mr. French turned over the floor to Mr. Otterstrom to present. Mr. Otterstrom shared that an adjustment to the Section 5310 Program was presented as a recommendation for the committee to allow this item to be presented at the Board meeting next week. This adjustment concerns American Rescue Plan funds for year 2021. The City of Spokane Valley's crossing project next to City Hall is ineligible for ARP funds under Section 5310. To remediate this issue, STA is recommending replacing those funds through a cooperative project between STA and the City of Spokane Valley. Mr. Otterstrom continued and explained that major planning guidance and preliminary revenue and expenditure assumptions relating to the transit development projects were discussed at the committee meeting. Included in the discussion were draft changes to Connect Spokane, which have been placed on the Board agenda next week. The redline copy is available on the website and noticed in the paper for public feedback. Mr. French shared that he and Tim Hattenberg were at the meeting and discussed the growth and expenditure rate for 2023. Mr. French stated that he and Mr. Hattenberg support the projected rate being presented to the Board. They understand that the inflation rate is accelerating, and they are hopeful it will slow.

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

Ms. Haley shared that Susan Gray was reappointed to the Citizen Advisory Committee for her second, three-year term. Ms. Haley stated the committee voted on the item for the Plaza Security office carpeting. Great Floors was selected through a state contract, and the amount of the project is approximately \$35k. Ms. Haley shared that the committee voted to award the contract for bus schedule printing to National Color Graphics, as they were the only proposal received. The quoted price of \$540k for a five-year term was deemed fair and reasonable. The

committee voted to recommend the Board approve the contract. The committee also recommended the Board approve a sole-source contract with Zipline Communications. STA has a current contract with Zipline for communications services, and it was determined that it would be best to retain Zipline as they have exceeded expectations, their cost is fair and equitable, and duplicate work and additional expenses would be required to change companies.

7. INCREASE OF CONTRACT VALUE FOR THE FARE COLLECTION SYSTEM

Ms. Liard shared the background regarding the Board-approved contract with INIT Innovations in Transportation, Inc. in November 2020, for a modernized fare collection system. Additional items identified in implementation are being recommended for Board approval, and they include the following:

- Optional Features
 - Retail Network
 - Open Payments
 - Mobile Application Enhancements
 - Paratransit Integration
 - Translation of Mobile Application
- Technical Changes and City Line Delay
- Fare Media Inventory

Ms. Haley moved to 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, Mr. French seconded, and the motion passed unanimously.

8. BOARD OF DIRECTORS AGENDA APRIL 21, 2022

Ms. Haley moved to remove item 6G. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals from the Board Consent Agenda and add as a Board Action item, Mr. French seconded, and the motion passed unanimously.

Ms. Haley moved to approve the Board of Directors amended agenda, Ms. Kinnear seconded, and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 11, 2022

There were no questions or comments.

10. CEO REPORT

Ms. Meyer asked Mr. Otterstrom to address the committee regarding the partnership between STA and Spokane Public Schools. Mr. Otterstrom shared that an STA transportation workgroup has partnered with Spokane Public Schools to research efficiencies and optional community resources for STA to provide enhanced transportation services for their students. The SPS Board is meeting this evening, and Mr. Otterstrom shared the agenda items for the meeting as follows:

- Route efficiency
 - Stop consolidation
 - School bus arrival times
 - Walk-zone radius expansion
 - Additional transportation service options
 - Additional vehicle types
 - After-school sports

Ms. Meyer shared that this has been an ongoing project for SPS, and their process and planning were in motion prior to the availability of the transit support grants and zero fare for youth. The Board decision regarding STA's acceptance of the grant can enhance opportunities for youth transportation for school and related activities and increase youth ridership with STA. Ms. Meyer stated that a link to the SPS Board's presentation will be forwarded to the STA Board members.

Ms. Meyer shared information from STA's All Employee Meetings that took place on April 12, 2022. Four meetings occurred throughout the day to accommodate various employee schedules. Employees were compensated for their time at the meetings, and food was provided. Employee attendance and participation was higher than any previous All Employee Meeting.

Ms. Meyer provided details regarding the Regional Bus Tour scheduled for April 14, with Amanda Wyma-Bradley, Senior Advisor on Transportation and Economic Development from Senator Patty Murray's office, and many regional transportation stakeholders. STA is providing a 40-foot Battery Electric Bus for the tour.

11. NEW BUSINESS

Mr. French shared information regarding a presentation at an APTA conference many years prior, for maximizing communications systems on buses. Since advertisements are no longer posted on the outsides of buses, Mr. French asked if an opportunity exists for the bus intercom systems to announce the approaching of retailers who would pay for such services as a method for raising money for STA. Ms. Meyer advised there are positives and negatives to this approach, and it was determined that the risks are greater than the potential reward, and therefore, STA has not pursued the idea.

12. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:21 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the April 6, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Karen Stratton, City of Spokane
Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Brandon Rapez-Betty, Chief Operations Officer /
Interim Chief of Communications & Customer
Service Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources and Labor
Relations Officer
Vicki Clancy, Executive Assistant to the Chief
Planning and Development Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Mrs. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE MARCH 2, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the March 2, 2022, Planning and Development Committee meeting minutes. Chair French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM ADJUSTMENTS

Mr. Karl Otterstrom reviewed proposed adjustments related to the Section 5310 Program to address funding awards approved by the STA Board of Directors in a way consistent with recent guidance from the Federal Transit Administration (FTA). STA is a designated recipient of FTA funding for the Section 5310 Program. The primary goal is to improve mobility for seniors and individuals with disabilities. STA is responsible for contracting and providing oversight for nonprofits selected through the annual Section 5310 Call for Projects. On June 25, 2021, the FY 2021 Call for Projects included \$683,500 in federal grants and STA local funds. In September 2021, seven projects were selected for funding, with revisions made in December 2021. FTA recently determined that the City of Spokane Valley's ADA Pedestrian

Hybrid Beacon Signal project does not meet the overall intent of the Section 5310 program and is ineligible for funding. This determination poses a risk to the overall Program of Projects as originally selected. It is STA's desire to ensure continuity of operations for non-profit agencies who are intended recipients of federal funds, and to identify an alternative funding source for the City of Spokane Valley's project. Mr. Otterstrom reviewed the proposed funding revisions and will require Board approval for an additional \$138,507 in STA local funds, among other adjustments. STA believes that there will be a better opportunity to solicit projects as the Coordinated Public Transit – Human Services Transportation Plan is prepared, and STA's strategic planning effort may inform opportunities to expand federal funding.

Mr. Tim Hattenburg moved to recommend the Board approve \$138,507 in additional STA local funds to provide additional funding for, and extend the terms of, eligible Section 5310 Program projects selected in September 2021. Chair French seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

Due to technical difficulties, Agenda Item 5B was presented prior to Agenda Item 5A.

5. REPORTS TO COMMITTEE

A. 2023-2028 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of STA's Transit Development Plan (TDP), is that the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee reviewed the proposed guiding statements for the 2023-2028 TDP that have been updated based on discussion from the March Planning & Development Committee meeting. The additional guidance statement provides heightened awareness of the need to consider diversity by ensuring that underrepresented individuals are included. The Committee reviewed the new draft text.

Mr. Hattenburg appreciated the opportunity to review the new language. Chair French asked if the growth in the Native American community in our region would impact this guidance statement. Mr. Otterstrom responded that staff addresses the variety of minority populations in our area through the continual updates to the STA Title VI plan. Next steps include a review with the Board of the new guidance statement at the April Board of Directors meeting. Guidance will be incorporated into a Draft Plan for public review and comment in June.

B. 2023-2028 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Monique Liard presented. As part of the preparation of the 2023-2028 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2023-2028 forecast. Staff is recommending that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2021. Sales tax is forecasted at 3.5% growth per year based on 2022 budgeted sales tax revenue. Chair French agrees with the 3.5%.

Chair French requested that it be made abundantly clear that the Fare Revenue Assumption is a projection for financial modeling purposes only to avoid the public from assuming that the Board has approved a fare increase for 2026. Ms. Liard agreed to make edits accordingly.

Chair French inquired about the 1.0% growth rate on interest earnings income and if there is an opportunity to better that rate by managing internally as opposed to going through the county system or some other mechanism. Ms. Liard is in the process of analyzing the ability to lengthen the term and maturity of the investments.

Chair French asked if STA would be subjected to any impact from the carbon tax regarding fuel costs. Ms. Susan Meyer responded that there were no known impacts.

Ms. Liard reviewed next steps including a public hearing at the June 16, 2022, Board meeting and adoption at the July 21, 2022, Board meeting.

C. CONNECT SPOKANE: PHASE I DRAFT REVISION FOR PUBLIC COMMENT

Mr. Otterstrom presented. Connect Spokane is STA's Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Highlights of the draft changes in the Phase I elements were presented which includes updating agency planning framework to formally recognize the placement of a multi-year strategic plan within the framework. Mr. Otterstrom reviewed the assumptions, integrated planning horizon, and updated high performance transit (HPT) vision map. A public hearing has been scheduled for the April 2022 Board meeting. Adoption will be proposed at the May 2022 board meeting.

Mr. Otterstrom reviewed the elements in detail with proposed revisions. In addition to providing the full redline draft sections that are included in this meeting's packet, Mr. Otterstrom reviewed additional revisions made since early March.

Mr. Hattenburg thanked staff for all of the efforts on this project and many others.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

March 2022 Voter-Approved Sales Tax Update – Revenue collected on January retail sales: 4.2% above March 2021 actual (\$0.3M), 12.1% YTD above 2021 actual (\$2.8M), and 8.8% YTD above budget (\$2.1M). March revenue over March budget is only \$89,000.

Transit Support Grant – The new Washington State Transit Support Grant is part of the 16 year, \$17 billion Move Ahead Washington package of transportation investments. This funding is available for operating or capital expenditures provide a transit agency establishes a zero-fare policy for youth ages 18 and under for all modes, and that sales tax rate will remain at voter approved levels (or increased). Ms. Meyer discussed the approach and considerations for a possible zero-fare policy.

Strategic Planning Workshop – scheduled for May 19, 2022, for the Board – in person, with virtual as an option.

Mask Mandate – Transit Security Administration (TSA) has extended the mask mandate on trains, planes, and buses and in stations through April 18.

Retention and Recruitment Plan – Ms. Meyer will provide a month-end report at the next Board meeting on the impact of the Retention and Recruitment Plan that the Board approved. STA has a new class of coach operators totaling 18 people.

Chair French asked Ms. Susan Meyer and Ms. Laura McAloon if consideration has been given to the impact of the legislature passage of new laws regarding the Open Public Meetings act that would require agencies to continue to allow for remote involvement in public meetings, especially for public comment. Ms. Meyer responded that STA's current process is compliant with the new law. When STA begins in-person meetings, a virtual option will be available for attending and for public comment. Ms. McAloon confirmed STA is consistent with state law.

7. COMMITTEE INFORMATION -- *None*
8. MAY 4, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW
9. NEW BUSINESS
10. COMMITTEE MEMBERS' EXPRESSIONS -- *None*
11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:07 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 4, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department

Spokane Transit Authority
1230 West Boone Ave.
Spokane, WA 99201

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the April 6, 2022, Meeting
Via Virtual WebEx

MEMBERS PRESENT

Pam Haley, City of Spokane Valley*
Josh Kerns, Spokane County
Veronica Messing, City of Cheney (*Ex-Officio*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Lori Kinnear, City of Spokane
Zack Zappone, City of Spokane

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 Human Resources and Labor
Relations Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

**Committee Chairwoman*

GUESTS

Emily Arneson, Ombudsman & Accessibility Officer
(*Staff liaison to Citizen Advisory Committee*)

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

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

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the March 2, 2022, Committee Meeting**

Mr. Kerns moved to approve the March 2, 2022, Committee meeting minutes. Ms. Haley seconded, and the motion passed unanimously.

B. **Citizen Advisory Committee: Member Reappointment**

Ms. Arneson provided background of the Citizen Advisory Committee (CAC) and advised they are requesting approval of the reappointment of Ms. Susan Gray to a second three-year term on the committee. She provided information on the CAC's charter and Ms. Gray's qualifications.

Mr. Kerns moved to approve the reappointment of Susan Gray to the Citizen Advisory Committee for a second three-year term, commencing immediately. Ms. Haley seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals

Mr. Rapez-Betty presented the 2021 Year-End Performance Measures Summary and Proposed 2022 Goals in tandem. Each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

Mr. Rapez-Betty advised the full packet of performance measure results for year-end 2021 may be viewed on the STA website through the link provided on the cover page.

He noted the 2022 Action Plan included in the packet provides details of the 2022 Performance Measure goals, noting that many remain the same for the coming year. Any goals that have changed were annotated in green. Mr. Rapez-Betty called out the updated 2022 ridership goals:

- Fixed Route goal: increase 20.3% over 2021 year-end ridership, which represents a 10% increase over 2020, to approximately 5.2M trips
- Paratransit goal: increase 11.2% over year-end 2021 ridership, to approximately 277,000 trips
- Vanpool goal: increase 25.7% above 2021 year-end ridership and stabilize ridership at approximately 88,000 rides in 2022

Mr. Kerns moved to approve as presented and forward to the Board consent agenda. Ms. Haley seconded, and the motion passed unanimously.

2. Plaza Security Office Carpet Final Acceptance

Mr. Rapez-Betty explained this request is for the release of final payment of the Security Office carpet. The worn carpet was removed and replaced with a more durable, long lasting darker carpet. Great Floors, LLC was the contractor, and the work was completed on February 9, 2022. The budget for this project was \$35,330.72.

Mr. Kerns moved to accept the contract with Great Floors, LLC for the carpeting project as complete and authorize release of retainage security subject to receipt of such certificates and releases as required by law. Ms. Haley seconded, and the motion passed unanimously.

3. Award of Contract Bus Schedule Printing

Mr. Rapez-Betty provided background information on this project which included that STA currently maintain 34 individual printed schedules and have an estimated 1.35M schedules printed annually. The schedules are stocked at Boone, the Plaza, on the bus, and at various locations around the region. Mr. Rapez-Betty explained the current contract expires April 30, 2022. During the RFP process the current vendor, National Color Graphics, was the only response received. The five-year contract is estimated to be valued at \$555,000 with a firm price for contract year one (1). Price adjustments, if any, for years two (2) through five (5) will be allowed in accordance with the annual non-seasonally adjusted percentage change in the Consumer Price Index – Urban Consumers (CPI-U) for the month of December.

Mr. Kerns moved to recommend the Board approve an award of contract, effective May 1, 2022, to National Color Graphics with prices held firm for the first year and price adjustments for years two through five tied to the Consumer Price Index for All Urban Consumers/All Cities Average (CPI-U). **Ms. Haley seconded, and the motion passed unanimously.**

4. Sole Source Contract Award: Web Development & Maintenance Services

Mr. Rapez-Betty explained STA has a current Professional Services Agreement with Zipline Communications Inc. (DBA Zipline Interactive) which expires in June 2022. In 2019 STA received no responses to the RFP, which is why STA entered into a Professional Services Agreement with Zipline Communications Inc. on February 1, 2020. Interviews with local providers were held before commencing this agreement. Zipline Communications, Inc. is a local service provider who has proven the ability to stay within budget and use resources wisely.

Mr. Rapez-Betty described the work being performed which includes integration of data for customer use. Current efforts include the website redesign and the expansion of real time data, trip planning and notifications; expanding capacity for content management; and continued API development and data quality refinements. The funding for this contract would be utilizing the existing Communications Web Services budget of \$172,500. The annual NTE amount for Web Development and Maintenance is \$100,000.

Staff recommended the Committee review and recommend the Board approve a motion to give CEO authority to negotiate and award a five (5) year, sole source contract to Zipline Communications, Inc. for Web Development & Maintenance Services, not to exceed \$100,000 annually.

Mr. Kerns moved to approve as presented. Ms. Haley seconded, and the motion passed unanimously.

B. Board Discussion Agenda *(no items were presented this month)*

5. REPORTS TO COMMITTEE *(no items were presented this month)*

6. CEO REPORT

- Ms. Meyer reported the March 2022 voter-approved sales tax revenue, collected on January sales, showed an increase of 4.2% above March 2021 actual (\$0.3M), 12.1% year-to-date above 2021 actual (\$2.8M), and 8.8% year-to-date above budget (\$2.1M).
- Ms. Meyer discussed the new Washington State Transit Support Grant which is part of the *Move Ahead Washington Program* that the legislature approved, and the Governor signed. This program covers sixteen (16) years and has been allocated \$16.0B in revenue for transportation investments. In order to be eligible for the Transit Support Grant the following requirements must be met: maintain voter-approved sales tax rate for transit, or seek voter approval to increase rate; and provide zero-fare service to youth 18 and under effective 10/1/2022. If STA agrees to the policy changes, the estimated STA funding for 2022 would be \$2.2M. The Biennium amount for 2023-2025 would be \$6.4M. Funding can be used to pay for zero-fares and any operating or capital cost.

Ms. Meyer pointed out some items the Board will need to take into consideration including the October 1, 2022, state deadline, and the October new fare system implementation. Also, the K-

12 school year starts between late August and early September. Other items to consider are the foregone revenue due to the Zero Fare implementation, and how those funds will be replaced by the grant. In addition, a decision would need to be made on other expenditures STA would use for improvements in transit service.

The STA Board decision process is as follows:

- April 13: Board Ops (process)
 - April 21: Board of Directors
 - May 4: Committee (PMER)
 - May 19: Board of Directors
 - June 16: Board of Directors - Decision
- Ms. Meyer shared the good news about our Retention and Recruitment Plan and how it has already benefited STA with the hiring of eighteen (18) Coach Operators. There will be a report at the April 21st Board Meeting about all the new hires since the incentive plan was put into place.
 - A Board Workshop is scheduled for May 19th from 11:30am – 1:15pm prior to the Board Meeting to discuss Strategic Planning. There is a possibility of an in-person meeting, but a virtual option will also be offered.

7. COMMITTEE INFORMATION

- A. February 2022 Operating Indicators
- B. May 2022 Minor Service Change
- C. February 2022 Financial Results Summary
- D. March 2022 Sales Tax Revenue

8. May 4, 2022 - COMMITTEE MEETING DRAFT AGENDA REVIEW

The May 4, 2022, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

None

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:13 p.m.

The next committee meeting will be held on Wednesday, May 4, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11B: MARCH 2022 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: n/a

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

SUMMARY: Attached are the March 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, March year-to-date revenue is 14.0% (\$4.8M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 7.0% lower than budget
- Sales Tax Revenue is 8.8% higher than budget
- Federal & State Grant Revenue is 36.6% higher than budget
- Miscellaneous Revenue is 1.7% higher than budget

Operating Expenses

Overall, March year-to-date operating expenses are 6.8% (\$1.5M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.8% lower than budget
- Paratransit is 11.4% lower than budget
- Vanpool is 11.1% lower than budget
- Plaza is 15.8% lower than budget
- Administration is 3.9% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - March 2022

30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000

Totals:
2021 YTD Actual \$ 36,140,705
2022 YTD Actual \$ 38,836,648 (14.0%)
2022 YTD Budget \$ 34,068,659
2022 Amended Budget \$ 145,244,932



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
■ 2021 YTD Actual	1,537,784	23,568,866	10,520,067	513,988
■ 2022 YTD Actual	1,734,435	26,410,388	10,279,759	412,066
■ 2022 YTD Budget	1,864,726	24,275,933	7,522,713	405,287
2022 YTD Budget Variance	-7.0%	8.8%	36.6%	1.7%
2022 Amended Budget	7,458,902	106,074,026	30,090,854	1,621,150

(1) Above amounts exclude grants used for capital projects. Year-to-date March state capital grant reimbursements total \$76,264 and federal capital grant reimbursements total \$2,615,811.

Spokane Transit Operating Expenses⁽¹⁾ - March 2022

20,000,000
18,000,000
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000

Totals:

2021 YTD Actual	\$ 18,810,160
2022 YTD Actual	\$ 20,982,433 (-6.8%)
2022 YTD Budget	\$ 22,510,122
2022 Amended Budget	\$ 93,987,403
Fuel:	
2021 YTD Actual	\$ 623,464
2022 YTD Actual	\$ 1,123,569 (-3.1%)
2022 YTD Budget	\$ 1,159,364
2022 Amended Budget	\$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
■ 2021 YTD Actual	12,942,555	2,936,541	109,821	422,238	2,399,005
■ 2022 YTD Actual	14,070,974	3,319,154	146,544	517,082	2,928,679
■ 2022 YTD Budget	14,936,512	3,747,876	164,810	614,406	3,046,518
2022 YTD Budget Variance	-5.8%	-11.4%	-11.1%	-15.8%	-3.9%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	15,540,568

(1) Operating expenses exclude capital expenditures of \$3,736,122 and Street/Road cooperative projects of \$0 for year-to-date March 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11C : APRIL 2022 SALES TAX REVENUE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Attached is the April 2022 voter-approved sales tax revenue information. April sales tax revenue, which represents sales for February 2022, was:

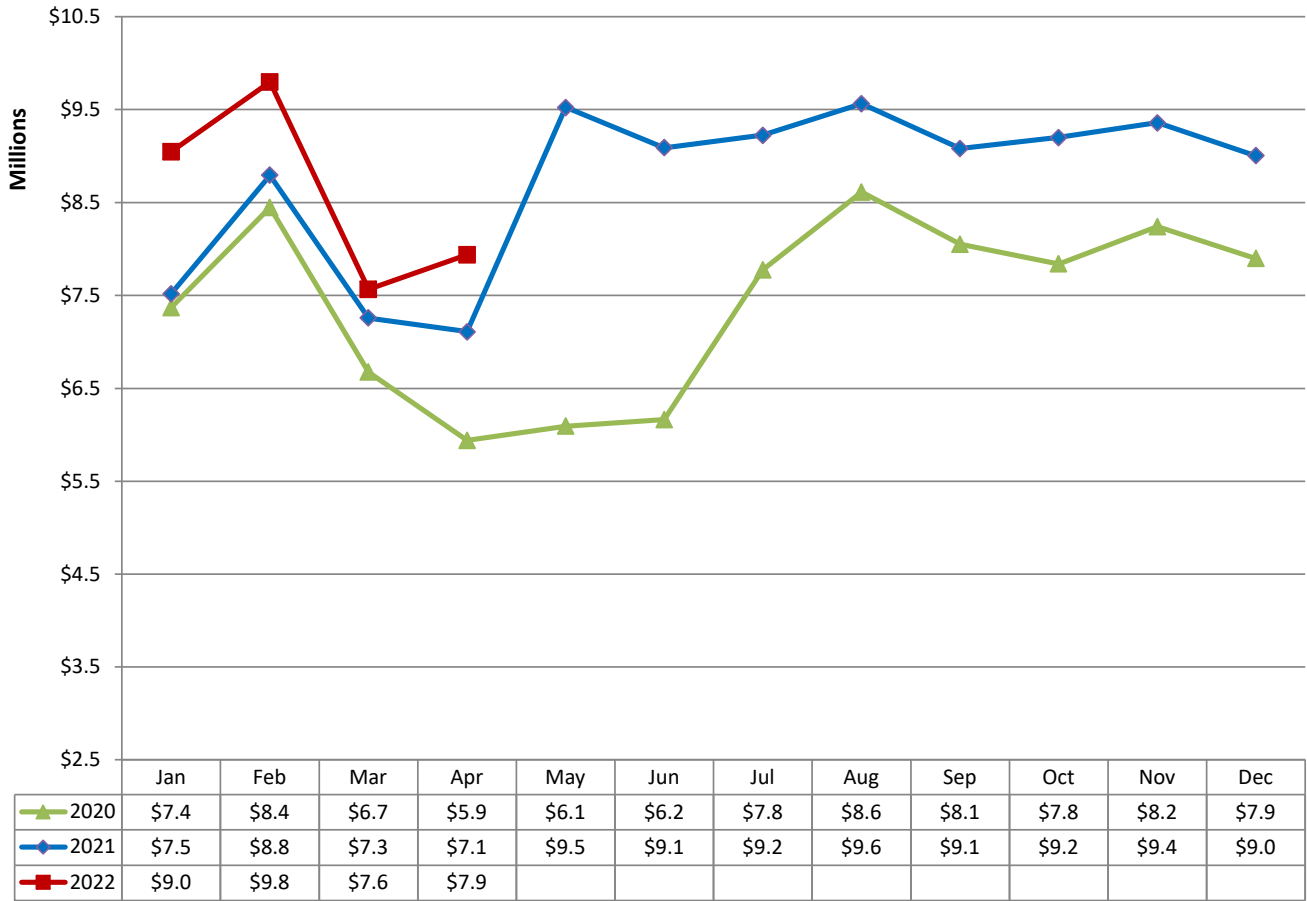
- 8.4% above 2022 budget
- 8.7% above YTD 2022 budget
- 11.7% above 2021 actual
- 12.0% above YTD 2021 actual

Total taxable sales for February 2022 were *up* 11.7% from February 2021 while February 2022 YTD sales were *up* 7.9% compared with February 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 7.8% (\$35.2M) in February 2022 vs February 2021 and is *up* by 5.3% (\$48.5M) February 2022 YTD vs 2021 YTD
 - Automobile Dealers *increased* 9.9% or \$16.8M February 2022 YTD over 2021 YTD
 - Other Misc. Store Retailers increased 14.3% or \$16.0M February 2022 YTD over 2021 YTD
 - Building Material and Supplies Dealers *increased* 4.1% or \$3.6M February 2022 YTD over 2021 YTD
 - Electronics and Appliance Stores *increased* 5.8% or \$3.4M February 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 7.2% or \$3.3M February 2022 YTD over 2021 YTD
- Construction *decreased* by 10.1% (\$-15.0M) in February 2022 vs February 2021 and is *down* by 13.6% (\$-40.5M) February 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 64.3% (\$41.5M) in February 2022 vs February 2021 and is *up* 45.3% (\$58.3M) February 2022 YTD vs 2021 YTD

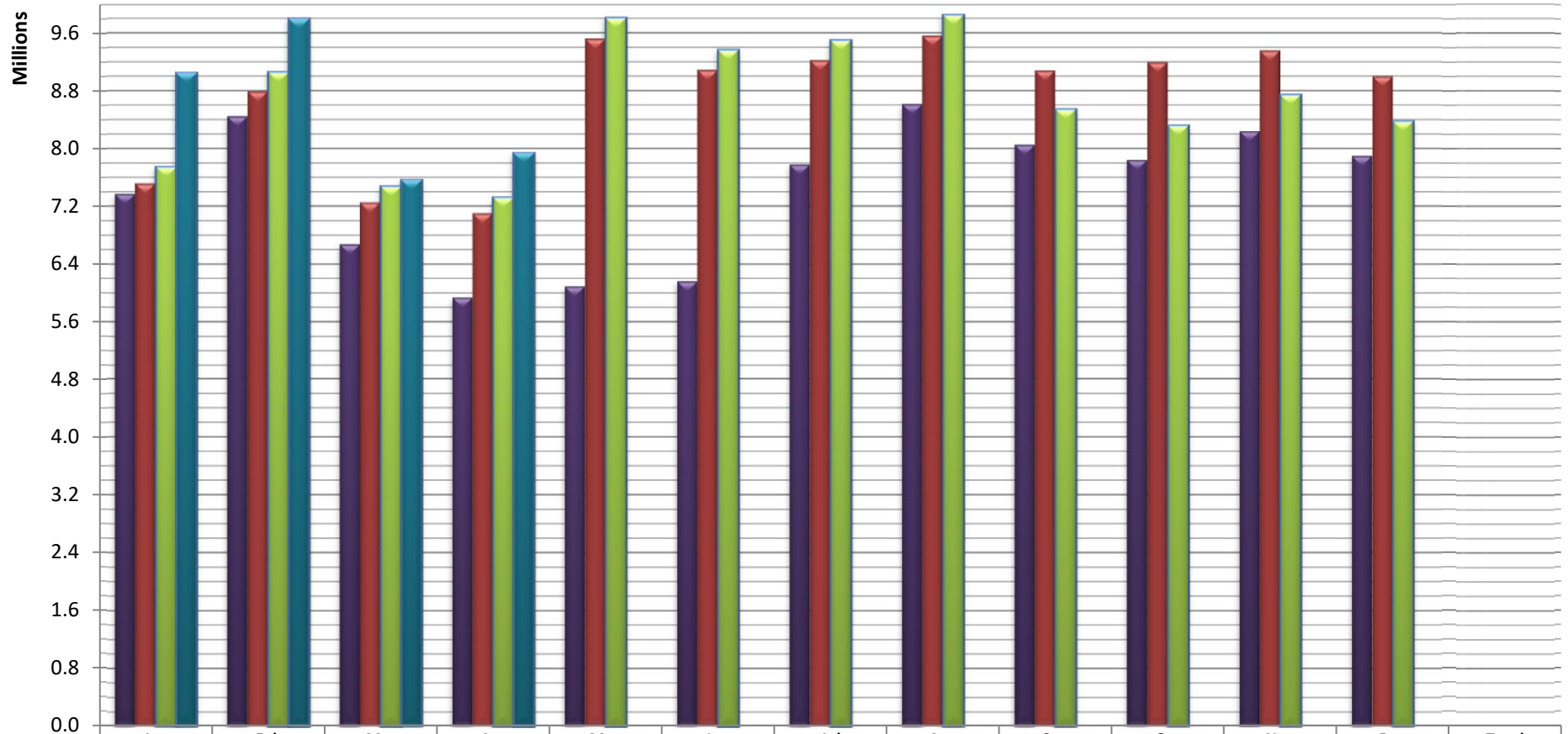
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-April 2022⁽¹⁾



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

2020 - 2022 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020 Actual	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	8,241,404	7,898,954	89,108,597
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
2022 Budget	7,742,654	9,058,507	7,474,772	7,321,892	9,808,971	9,363,081	9,500,425	9,850,096	8,541,727	8,317,585	8,743,306	8,380,001	104,103,017
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	-	-	-	-	-	-	-	-	34,348,714
\$ Mo. Var.	1,529,907	1,004,338	307,276	829,693	-	-	-	-	-	-	-	-	
% Mo. Var.	20.4%	11.4%	4.2%	11.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	1,529,907	2,534,245	2,841,521	3,671,214	-	-	-	-	-	-	-	-	
% YTD Var.	20.4%	15.5%	12.1%	12.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	16.8%	12.2%	8.8%	8.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11D : MARCH 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: March 2022 had the same number of weekdays compared to March 2021.

FIXED ROUTE

The March 2022 total monthly ridership increased 23.4% (552,094 vs. 447,481) in March 2022 compared to March 2021

Average weekday ridership increased 25.3% (21,019 vs. 16,776) in March 2022 compared to March 2021.

Detailed breakdown:

- Adult Ridership increased 28.7% (338,430 vs. 262,945) in March 2022 compared to March 2021
- Youth Ridership increased 198.0% (2,199 vs. 738) in March 2022 compared to March 2021
- 5.5% (75,712 vs. 71,774) in March 2022 compared to March 2021
- CCS Pass Ridership increased 50.6% (19,706 vs. 13,082) in March 2022 compared to March 2021
- Eagle Pass Ridership increased 463.2% (32,791 vs. 5,822) in March 2022 compared to March 2021

PARATRANSIT

Total Ridership for Paratransit has increased 53.2% (28,781 vs. 18,787) in March 2022

Detailed breakdown:

- Directly operated service increased 29.9% (15,725 vs. 12,106) in March 2022
- Contracted service increased 94.4% (11,460 vs. 5,895) in March 2022
- Special Use Van ridership increased 103% (1,596 vs. 786 in 2021) in March 2022

VANPOOL

Vanpool customer trips were up 19.6% in March 2022 vs. 2021 (7,631 vs. 6,378)

Vanpool vans in service increased 3.2% (64 vs 62 in 2021) in March 2022

CUSTOMER SERVICE/PASS SALES

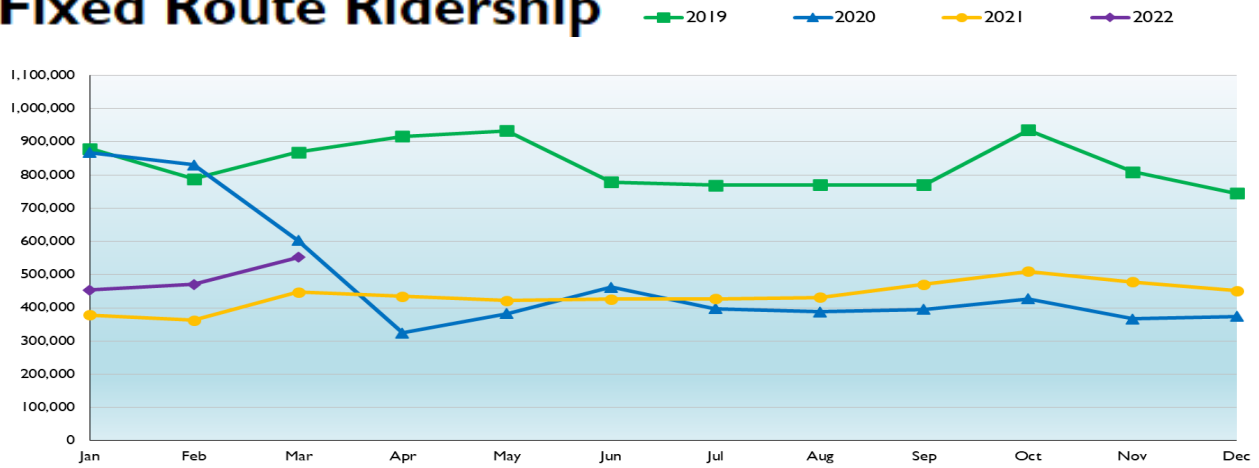
Total monthly pass sales decreased 11.7% (5,434 vs 4,863 in 2021).

Adult Pass/Smartcard monthly pass sales decreased 49.7% (3,044 vs. 2,034 in 2021)

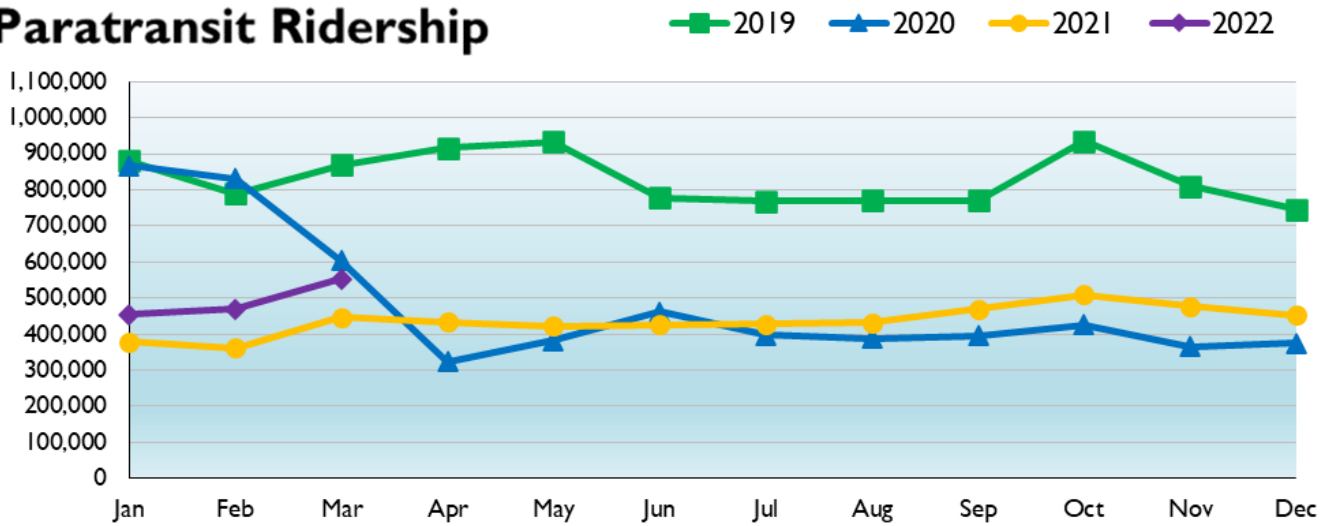
- Shuttle Park monthly sales increased 75.2% (214 vs. 122 in 2021)
- 7-Day Pass/Smartcard monthly sales decreased 25.2% (449 vs. 600 in 2021)
- ESBP monthly sales increased 16.7% (239 vs. 251 in 2021)
- Group Sales increased 123.6% in March 2022 (13,590 passes vs. 6,079 in 2021)
- UTAP monthly rides increased 146.4% (65,375 vs. 26,531 in 2021) Community Access Pass (CAP) program sold 4,397 2hr passes and 2,829 Day passes in March. These passes are included in the pass sales above.

RECOMMENDATION TO BOARD: Information only

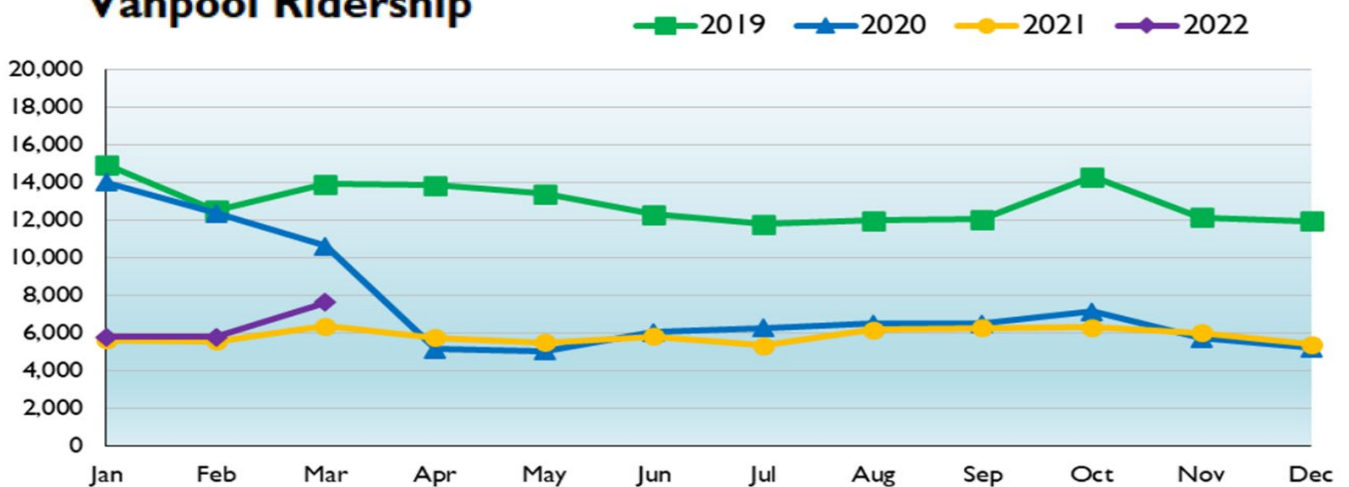
Fixed Route Ridership

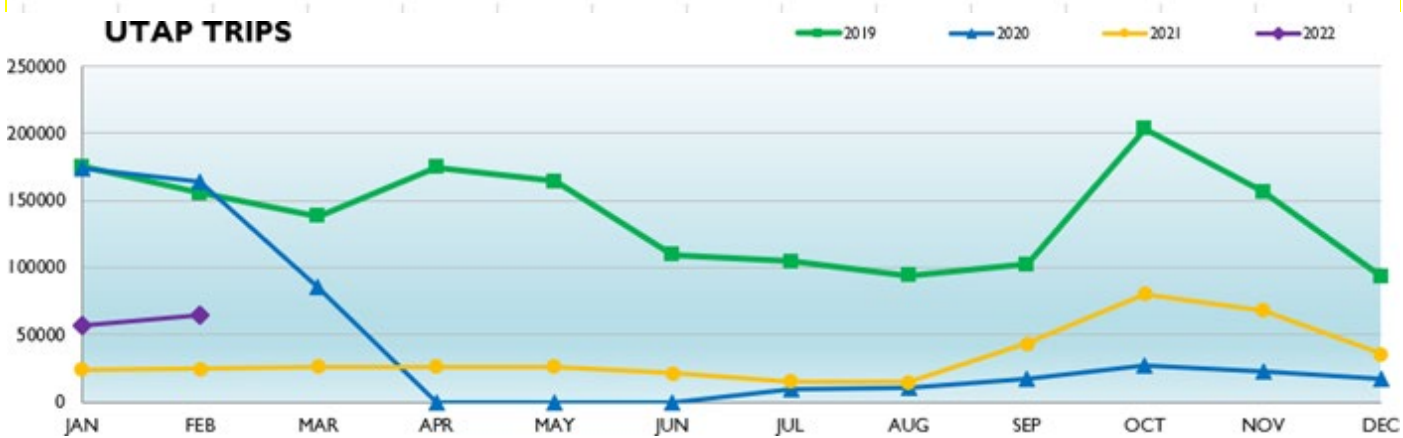
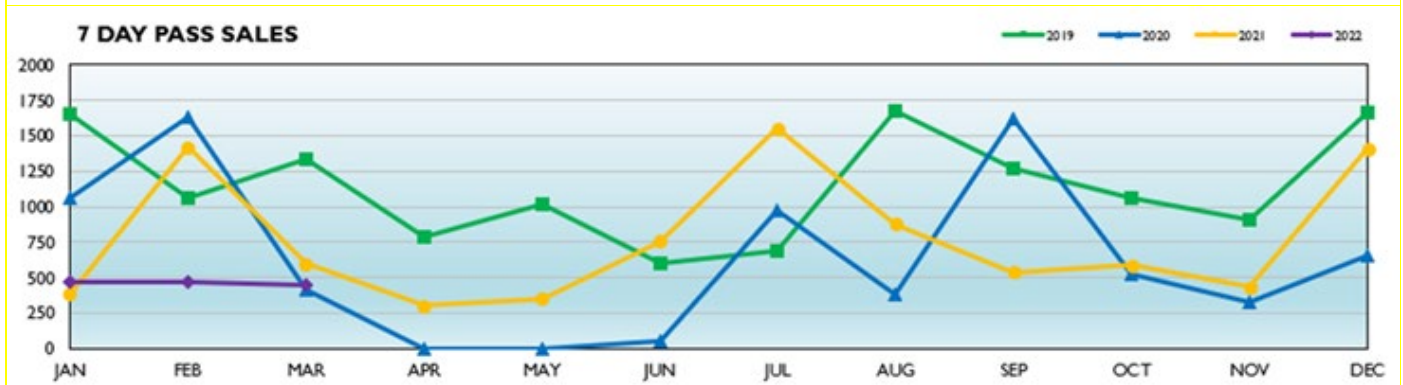
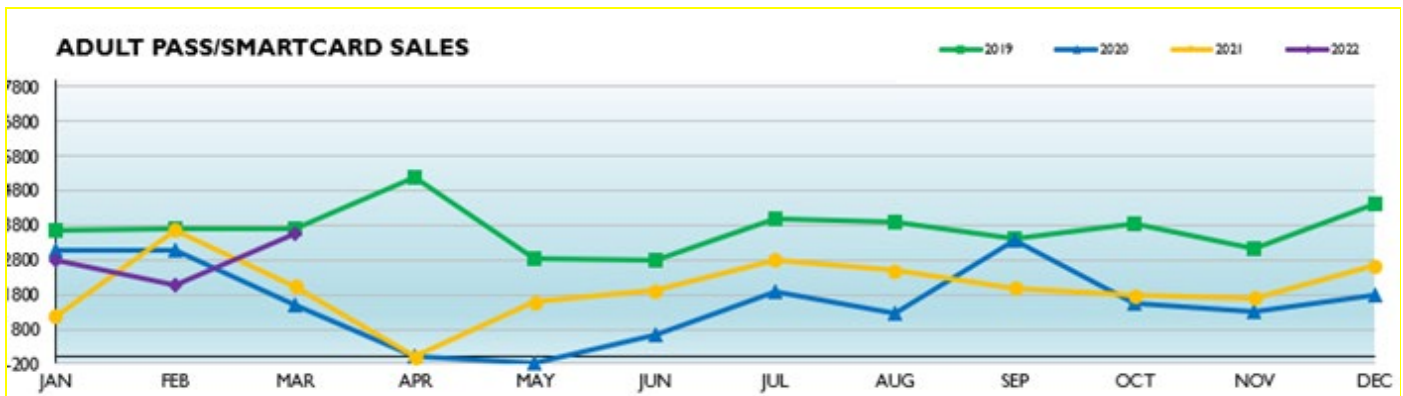
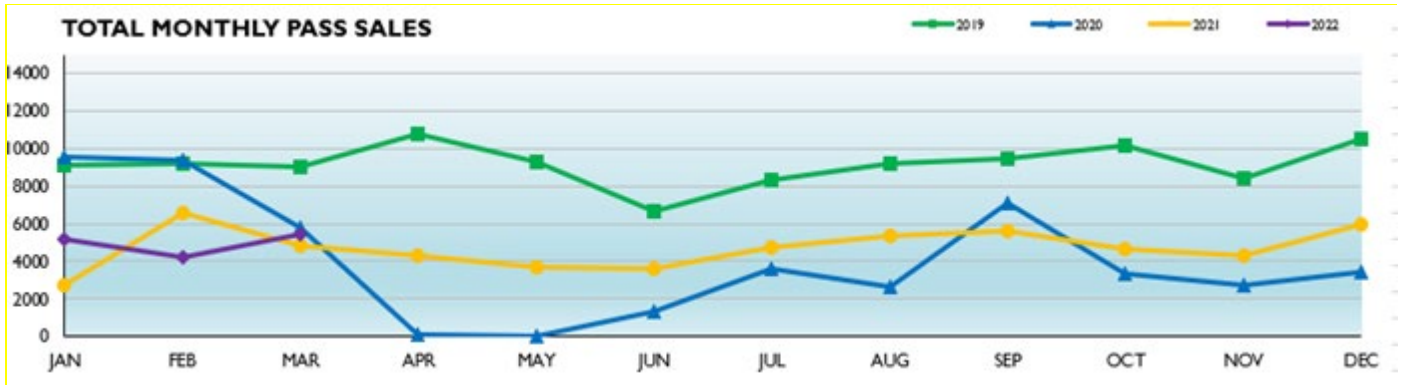


Paratransit Ridership



Vanpool Ridership





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11E: 1st QUARTER 2022 PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: A summary set of the 1st Quarter 2022 Performance Measures is attached. The complete report has been posted to the STA website at: [1st Quarter 2022 Performance Measures](#)

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

Ensure Safety

Preventable Accident Rate

Both Fixed Route and Paratransit did better than the goal of 0.08 and 0.10 preventable accidents per 10,000 miles respectively.

- At 0.07, Fixed Route was lower than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.06, Paratransit was significantly below STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Ridership for Fixed Route ended the quarter up 8.9% compared to our ridership year in 2021. Fixed Route provided 1,507,366 in 2022 vs. 1,305,548 in 2021. The ridership goal for Fixed Route in 2022 is 20.3% increase from 2021 (approximately 6.3 million trips).
- Ridership for Paratransit ended the quarter up 3.4% compared to our ridership year in 2021. Paratransit provided 133,482 in 2022 vs. 91,709 in 2021. The ridership goal for Paratransit in 2022 is 11.2% increase from 2021 (approximately 277,000 trips).
- Ridership for Vanpool ended the quarter up 29.5% compared to our ridership year in 2021. Paratransit provided 51,811 in 2022 vs. 49,546 in 2021. The ridership goal for Vanpool in 2022 is 25.7% increase from 2021 (approximately 88,000 trips).

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 12.96
- Paratransit PPRH was 2.20

Provide Excellent Customer Service

On Time Performance

1st Quarter Performance Measures

Page 2

Fixed Route and Paratransit are both performing above the annual goal.

At 95.9% Fixed Route met STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).

- Paratransit on time performance was 96.4% exceeding the goal of 93%.

Professional and Courteous

Quality Counts! has been suspended since March 2020. Suspended due to the pandemic.

Operator Ride Checks

- Paratransit has completed 9 of 48 but remaining on target to reach the annual goal.
- Fixed Route ride checks will begin in May but remains on target.

Exemplify Financial Stewardship

Cost per Passenger

Fixed Route and Paratransit continue to exceed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State.

- Fixed Route cost per passenger was \$11.41 which is 61.4% of the urban systems' average.
- Paratransit cost per passenger was \$56.03 which is 66.2% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery).

Fare collection continued to be significantly down due to ridership.

- Fixed Route farebox recovery is 10.7%, below the goal of 20%.
- Paratransit farebox recovery is 4.0%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only

Performance Measurement

First Quarter 2022

How a great city moves.™

Priorities and Objectives

1. Ensure Safety
2. Earn and Retain the Community's Trust
3. Provide Excellent Customer Service
4. Enable Organizational Success
5. Exemplify Financial Stewardship

Ensure Safety

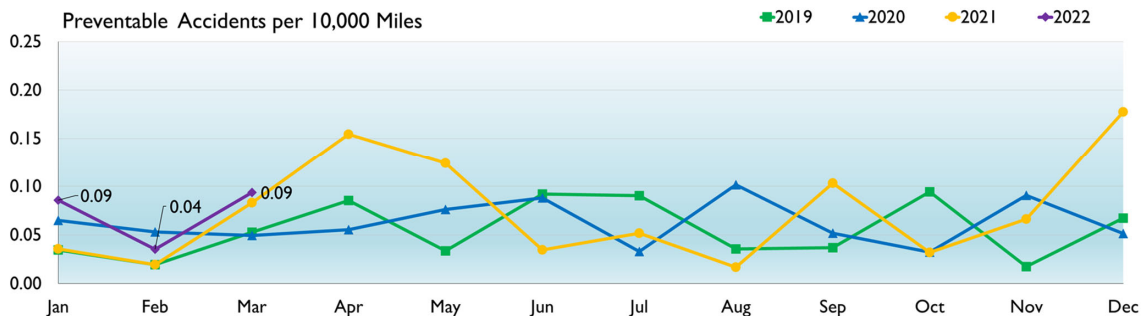
Performance Measures:

- Preventable Accident Rate
- Injury Rate
 - Workers Comp Time Loss
 - Claims per 1,000 Hours

Preventable Vehicle Accidents Fixed Route

Goal:
 ≤ 0.08 per
 10,000 miles

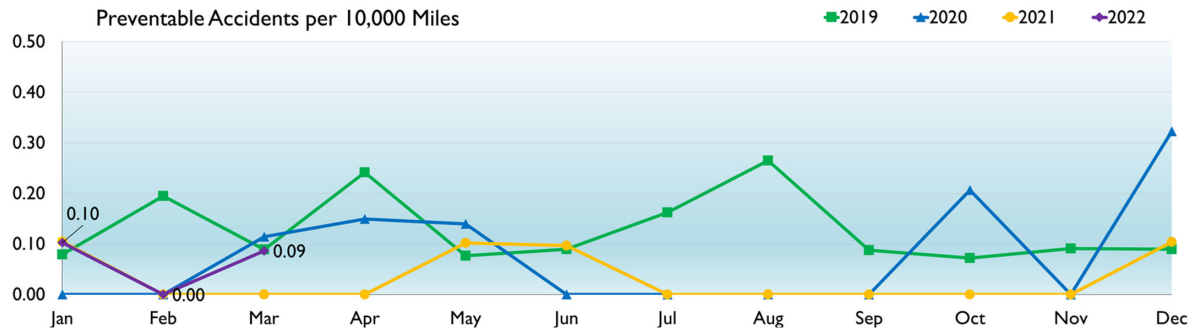
	2019	2020	2021	2022
January	2	4	2	5
February	1	3	1	2
March	3	3	5	6
April	5	3	9	0
May	2	4	7	0
June	5	5	2	0
July	5	2	3	0
August	2	6	1	0
September	2	3	6	0
October	6	2	2	0
November	1	5	4	0
December	4	3	11	0
Total Prev. Accidents	38	43	53	13
YTD Preventables per 10,000 miles	0.06	0.06	0.08	0.07



Preventable Vehicle Accidents Paratransit

Goal:
 ≤ 0.10 per
 10,000 miles

	2019	2020	2021	2022
January	1	0	1	1
February	2	0	0	0
March	1	1	0	1
April	3	1	0	0
May	1	1	1	0
June	1	0	1	0
July	2	0	0	0
August	3	0	0	0
September	1	0	0	0
October	1	2	0	0
November	1	0	0	0
December	1	3	1	0
Total Prev. Accidents	18	8	4	2
YTD Preventables per 10,000 miles	0.13	0.07	0.04	0.06

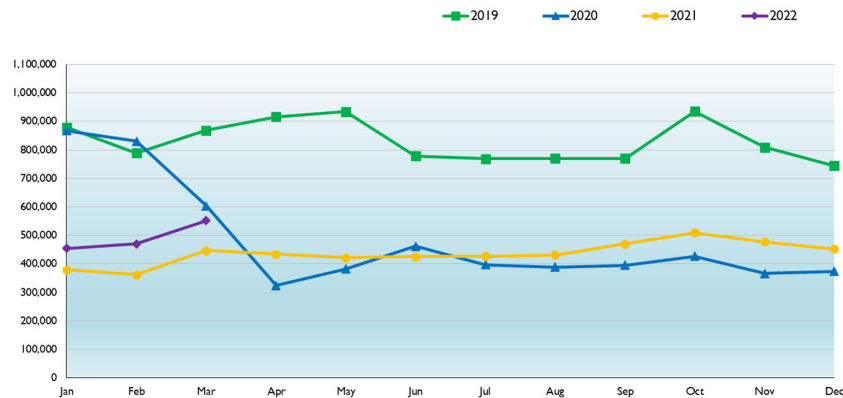


Earn & Retain the Community'

4 Performance Measures:

- Ridership
- Service Effectiveness
(Passengers per Revenue Hour)
- Customer Security
- Public Outreach

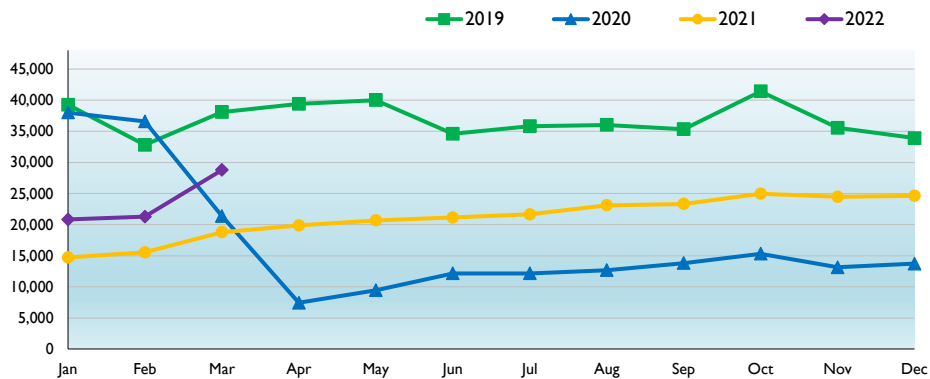
Ridership – Fixed Route



2019 = 9,971,798
 2020 = 5,817,776
 2021 = 5,238,135
 2022 = 6,300,000 (objective)

GOAL: 20.3% INCREASE OVER 2021 RIDERSHIP
1st Quarter - Year to Date Result: 24.2% Increase

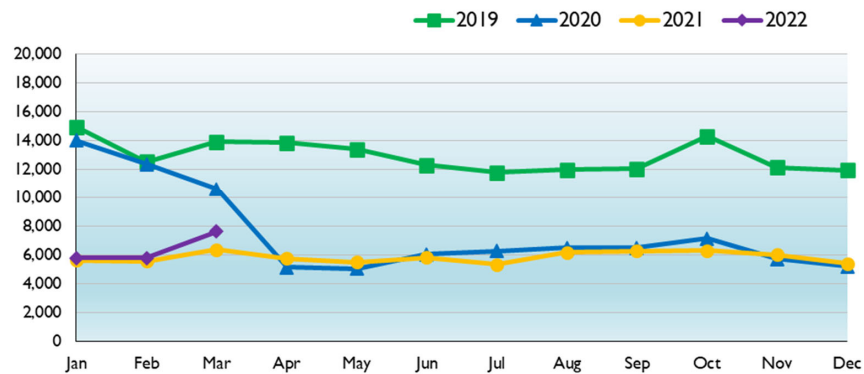
Ridership – Paratransit



2019 = 442,186
 2020 = 205,815
 2021 = 252,857
 2022 = 277,000 (objective)

GOAL: 11.2% INCREASE OVER 2021 RIDERSHIP
1st Quarter -Year to Date Result: 44.5% Increase

Ridership – Vanpool



2019 = 155,262
 2020 = 90,770
 2021 = 70,298
 2022 = 88,000 (objective)

GOAL: 25.7% INCREASE OVER 2021 RIDERSHIP
Ist Quarter - Year to Date Result: 9.3% Increase

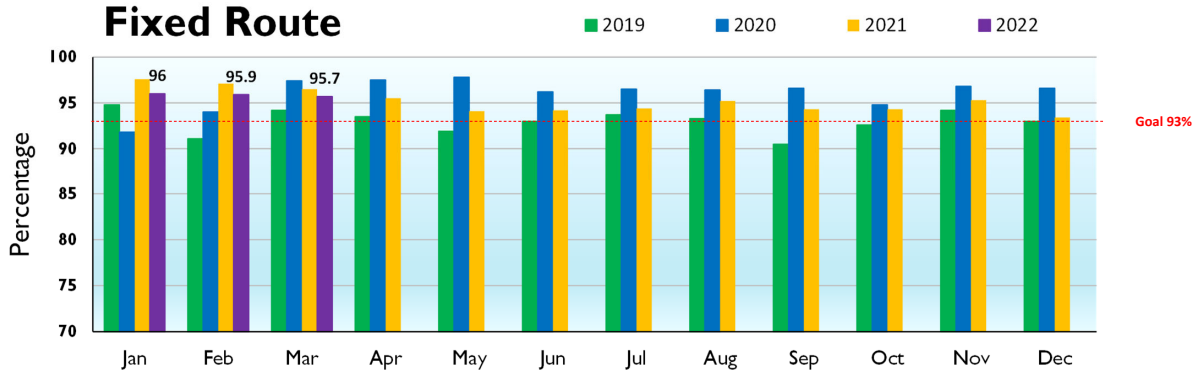
Provide Excellent Customer Service

7 Performance Measures:

- On-Time Performance
- CS Call Center/Paratransit Reservations
 - Abandoned Calls
 - Customer Service Response Time
- Professionalism and Courtesy
- Driver Announcements / Introduction
- Cleanliness of Coach / Van
- Complaint Rate
- Maintenance Reliability

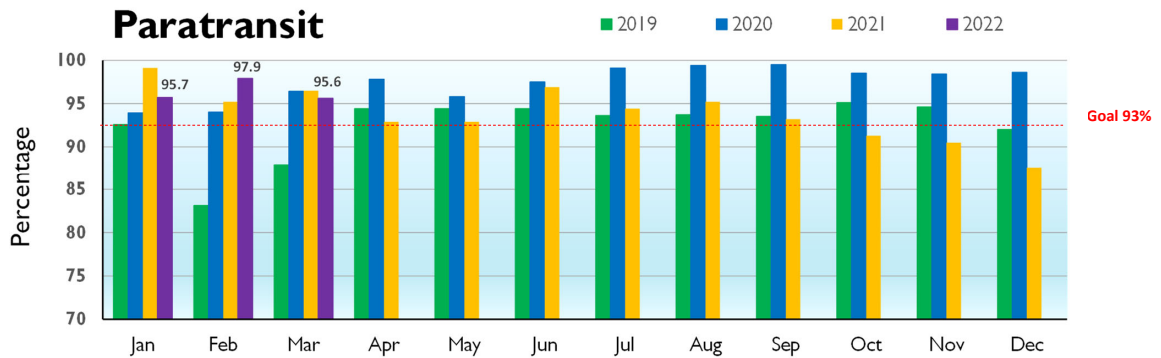
On-Time Performance

YTD
Average =
95.9%



On-Time Performance

YTD
Average =
96.4%



Enable Organizational Success

3 Performance Measures:

- Training Rate
- Annual Employee Evaluations
- Governance

Ride Checks / Ride Along

RIDE CHECKS/RIDE ALONGS

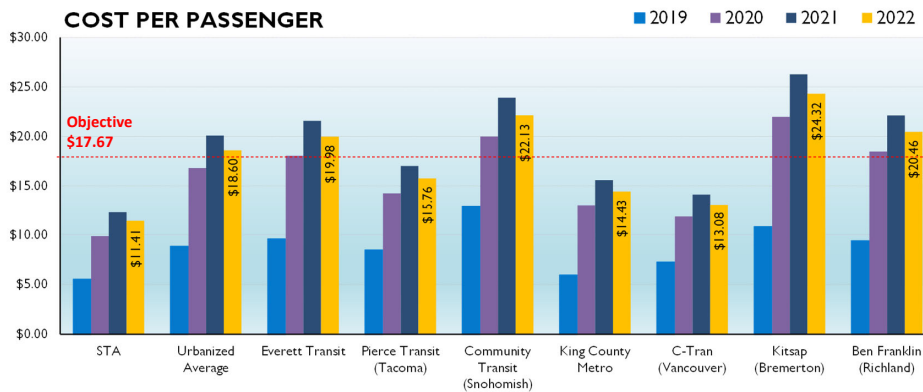
	2020	2021	2022	Goal
Fixed Route	88 of 295 completed*	Suspended due to COVID	0 out of 306 Completed	100% of operators checked annually
Paratransit	53 of 53 completed	Suspended due to COVID	9 out of 48	100% of operators checked annually

Exemplify Financial Stewardship

5 Performance Measures:

- Cost Effectiveness
- Cost Efficiency
- Cost Recovery from User Fees
- Maintenance Cost
- Financial Capacity
 - Financial Management
 - Service Level Stability
 - Ability to Sustain Essential Capital Investments
 - Public Perception

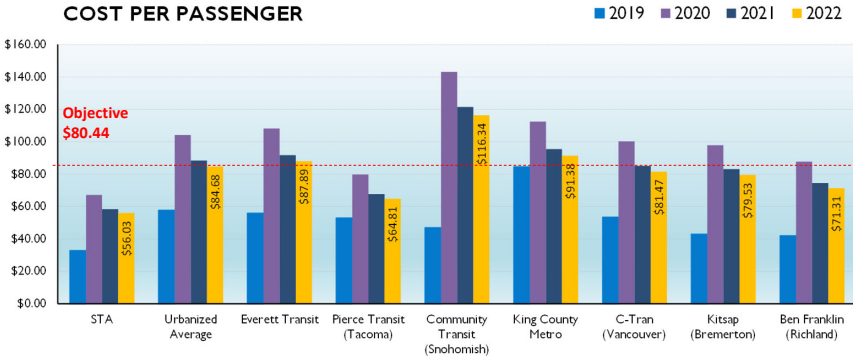
Cost Effectiveness – Fixed Route



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2022 Status: 61.4% (STA - \$11.41 / Urban Average - \$18.60)

Cost Effectiveness-Demand Response (Paratransit)



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS
2022 Status: 66.2% (STA - \$56.03 Urban Average - \$84.68)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11F : 1st QUARTER 2022 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Matt Kenney, Senior Transit Planner

SUMMARY: A total of 18 comments related to fixed route service and stops were received by the Planning and Development Department during the first quarter of 2022. Of the comments received, seven were related to requests for new service, three were related to existing service, and eight were related to bus stops. The comments are summarized below. It is also noted if any applicable comments are addressed by the *STA Moving Forward* plan.

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

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the 1st Quarter of 2022. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

NEW SERVICE COMMENTS

One request for service to the Family Engagement Center on McDonald Road in Spokane Valley. *Location is in low density neighborhood and less than a half mile from existing bus service. Does not warrant new fixed-route bus service.*

One request for service to the Amazon Warehouse in Spokane Valley. *Route 95 will be modified in August 2022 to serve the new facility.*

NEW SERVICE COMMENTS

One request for a direct route between Cheney (EWU) and the Spokane International Airport. *Cheney and Spokane Airport are connected by way of the West Plains Transit Center. Ridership generation does not warrant a direct route.*

One request to provide bus service to Five Mile Prairie. *Not included in STA Moving Forward.*

One request for service to the Upriver Drive and Argonne Road area. *Service planned to be introduced in July 2023.*

One request to provide service from the Indian Trail neighborhood to North Central High School. *New Route 36 will connect the existing Route 23 with North Central High School in August of this year.*

One request for service along US-195 south of I-90. *Board authorized STA to search for a future park & ride location in the area, although there are no current plans to add service.*

EXISTING SERVICE COMMENTS

One question about the scheduling of the 7:03 a.m. Saturday morning trip on Route 62 and how it differs from the other morning trips. *The schedule for this trip is designed to get workers from the Medical Lake Hospital facilities back to Spokane following their shifts.*

One request to replace an on-board announcement that had gone missing for Regal and 37th Avenue. Question about the Valley Hospital announcement. *Staff replaced the announcement that was inadvertently removed from Regal Street and 37th Avenue. Staff found no issues with the announcement for the Valley Hospital and customer was unable to be contacted for clarification.*

One complaint about Route 144 laying over outside of the boarding area at Moran Station. *Operator paddles for these trips were modified alerting drivers to proceed directly to the boarding zones once clear of the previous bus to load passengers. Supervisory staff also monitored the situation and alerted operators of the new instructions.*

BUS STOP COMMENTS

One complaint from homeowner about trash in the yard near bus stop in 2500 block of N. Freya on Route 39. *Installed trash can at location. Resident was informed the stop will go away with the implementation of the City Line in 2023.*

BUS STOP COMMENTS

One complaint from homeowner about the bus stop at Broadway and Nettleton on Route 21. Claims cars have been broken into by passengers at stop. *Staff informed homeowner there are no current plans to relocate the stop but will review in the future corridor project.*

One request for a trash can to be installed at the stop at Appleway and Theirman Road on the outbound Route 90. *Trash can installed.*

One complaint regarding trash at the Division and Buckeye stop on the inbound Route 25. *Stop will eventually have a shelter. Trash can installed until the shelter arrives.*

One request for a trash can to be installed on the inbound Route 23 at Indian Trails Road and Barnes Road. *Trash can installed.*

One request for a trash can to be installed at the Flora Road and Mission Avenue stop on the Route 95. *Request was denied as the stop doesn't meet the ridership parameters that would merit a trash receptacle.*

One request for a bench to be placed at the Mission Avenue and Dakota Street stops in both directions on Route 39. *Stop is slated to be removed with the commencement of the City Line in 2023. A request for benches was sent to the City's advertising bench contractor.*

One request for a bus stop to be placed near 9746 W. Sunset Highway from the manager of the new Mod Pizza at that location. *Due to the attributes of US-2 at that location, a stop is unable to be placed at that location. Changes in 2023 will place service on Deer Heights Road.*

RECOMMENDATION TO BOARD: Information only

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11G : 2023-2028 TRANSIT DEVELOPMENT PLAN: IDENTIFY MAJOR ACTIVITIES

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: As part of the annual preparation of the agency's transit development plan, the Planning & Development Committee reviews the planned major activities for the agency for inclusion in the 2023-2028 Transit Development Plan (TDP).

BACKGROUND: According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan. The 2022-2027 TDP may be viewed on STA's website at:
<https://spokanetransit.com/projects-plans/transit-development-plan>.

The 2023-2028 TDP is expected to be adopted in July 2022 and will include the Capital Improvement Program and the Service Improvement Program.

The Planning and Development Committee began the process of updating the TDP at their March meeting by reviewing last year's Mid-Range Planning Guidance. The draft 2023-2028 Major Activities are listed on the next page. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2023-2028 TDP in June for broader public input.

RECOMMENDATION TO BOARD: Information only.

Major Activities 2023-2028

Draft 4/29/2022

Customer Technology & Communication

- Transition customers to an online, account-based, contactless fare system
- Implement an updated website and digital notification system
- Implement a digital signage system throughout the transit network, including at stations and onboard buses
- Market the launch of the City Line in 2023 and communicate about BRT benefits
- Communicate with the public about STA's plans for fleet electrification

Service Development

- Launch City Line revenue service (2023)
 - Implement service changes and improvements concurrent with City Line launch
 - Implement final stages of STA Plaza Operational Analysis Phasing Plan
- Introduce added service in the I-90/Valley corridor, including pilot service to Post Falls and Coeur d'Alene (2026)
- Complete *STA Moving Forward* service improvements (2023-2026)
- Launch Division BRT and related network improvements (2027-2028)

Facilities and Fleet

- Conduct Fleet replacement (2023-2028)
 - Expand fleet composition with additional electric coaches and double-decker coaches
 - Implement Cheney Line: HPT stations, enhanced stops and other corridor improvements
 - Implement Sprague Line: HPT stations, enhanced stops and other corridor improvements
 - Implement I-90/Valley Line: Expand commuter parking capacity east of Sullivan Road, construct new transit center in the corridor
- Implement annual Transit Asset Management Plan updates

System Management

- Implement FTA Safety Management Systems (SMS)
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities
- Complete Public Transportation Improvement Conference (PTIC) quadrennial review (2022, 2026)

Planning

- Expand fleet transition plan to include fleet beyond fixed route (2022-2023)
- Update *Connect Spokane: A Comprehensive Plan for Public Transportation* (2021-2023)
- Develop Strategic Plan to identify new needs and planning beyond *STA Moving Forward* (2022-2023)
- Update Facilities Master Plan (2023-2024)
- Establish strategic project list to deliver through next planning horizon of 2035 (2023-2024)
- Conduct Five Mile Mobility Hub Study
- Division BRT
 - Complete Preliminary Engineering (2022-2023)
 - Complete Project Development Phase (2023-2025)
- Complete Title VI Program update (every three years)
- Develop Shared Mobility policies and strategies

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 19, 2022

AGENDA ITEM 11H: UNIFIED PLANNING WORK PROGRAM UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area. These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization, including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each cycle, STA submits a description of the planning activities it will engage in over the identified State Fiscal Years.

The current UPWP was approved by the SRTC Board of Directors on June 10, 2021 and covers the Fiscal Years July 1, 2021 – June 30, 2023.

On January 20, 2022, STA received a \$405,000 grant awarded under the Federal Transit Administration's Pilot Program for Transit-Oriented Development (TOD) Planning. The grant will be administered by Spokane Transit to fund planning activities undertaken by the City of Spokane and Spokane County. Federal regulations require that all federally funded transportation planning activities to be conducted in a metropolitan area be included in the UPWP. This requirement applies to the TOD planning grant. There is no action required by the STA Board, but the amendment will require SRTC approval.

RECOMMENDATION TO BOARD: Information only.