

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, April 20, 2023, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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 20th day of April 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual links:

Board Members-Password (if asked): 2023

<https://spokanetransit.webex.com/spokanetransit/j.php?MTID=m7f8614f6d12458aa236e8f5656f564fc>

Guest attendees-Password (if asked): 0423

<https://spokanetransit.webex.com/spokanetransit/j.php?MTID=m7f8614f6d12458aa236e8f5656f564fc>

Phone in Number: 1-408-418-9388

Event #: 2490 309 6081

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lori Kinnear, 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, April 20, 2023
1:30 – 3:00 p.m.

In person at STA Boardroom
w/virtual joining option
1230 West Boone Avenue, Spokane, WA

Optional Virtual Joining Link: [Join here](#)

Board Member Password (if asked): 2023

Guest Password (if asked): 0423

Call in Number:: 1-408-418-9388

Event #: 2490 309 6081

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Employee Recognition Awards (*Nancy Williams*)
 - B. First Quarter 2023 Years of Service (*Nancy Williams*)
5. Public Hearing: *10 minutes*
 - A. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative (*Karl Otterstrom*)
Comments may be addressed to Hamid Hajjafari at hhajjafari@spokanetransit.com
(*Action at the May Board meeting*)
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the March 16, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the March 2023 Vouchers (*Monique Liard*)
 - C. Amendment to Resolution 801-22 (Tariff Policy) (Resolution) (*E. Susan Meyer*)
 - D. 2022 Service Change Bus Stops Phase 2: Site License Agreements and Temporary Construction Easements (*Otterstrom*)
 - E. Plaza Suite 200 Build Out Contract-Final Acceptance (*Brandon Rapez-Betty*)
 - F. Procurement Rollup Door Replacement – Final Acceptance (*Brandon Rapez-Betty*)
7. Board Action - Other: *20 minutes*
 - A. City Line Promotional Period (*Carly Cortright*)
 - B. City Line Celebratory Events (Resolution) (*Carly Cortright*)
 - C. Connect Fare Collection System: Administrative Fees (Resolution) (*Monique Liard*)
8. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
 - B. Transit Support Grant (*Karl Otterstrom*)
9. Board Operations Committee: *minutes*
 - A. Chair Report (*Lori Kinnear*)

10. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Al French*)
 - i. 2024-2029 Transit Development Plan: Planning Guidance (*Karl Otterstrom*)
 - ii. 2024-2029 Transit Development Plan: Financial Assumptions (*Monique Liard*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2023 Sales Tax Revenue (*Monique Liard*)
 - C. February 2023 Financial Results Summary (*Monique Liard*)
 - D. February 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - E. May Service Change (*Karl Otterstrom*)
 - F. Spokane Public Schools Connect Fare Card Update (*Carly Cortright*)
14. New Business: *5 minutes*
15. Board Members' Expressions: *5 minutes*
16. Executive Session (*Etter McMahon*): (*none*)
17. Adjourn

Cable 5 Broadcast Dates and Times of April 20, 2023, Board Meeting:

Saturday, April 22, 2023	4:00 p.m.
Monday, April 24, 2023	10:00 a.m.
Tuesday, April 25, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	May 3, 2023, 10:00 a.m.
Performance Monitoring & External Relations	May 3, 2023, 1:30 p.m.
Board Operations	May 10, 2023, 1:30 p.m.

Next Board Meeting :

Thursday, May 18, 2023, 1:30 p.m. STA Boardroom, 1229 West Boone Avenue, Spokane, Washington (*a virtual joining option will be available*)

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

April 20, 2023

AGENDA ITEM 4A: EMPLOYEE RECOGNITION AWARDS – 1st QUARTER 2023 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: Employees are nominated to the Employee Recognition Committee for embodying and displaying STA's core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. Nominations include a description of why that employee is being proposed for the recognition and whether they display the additional attributes of communication, leadership, safety, effort, problem solving skills, creativity, and helpfulness. Employees are nominated by their peers. A list of award winners is attached.

RECOMMENDATION TO BOARD: Receive report.



2023 EMPLOYEE RECOGNITION WINNERS

January 2023	1st	Kristian Botts	Payroll Specialist
January 2023	2 nd	Chris Baughn & Janet Luib	Coach Operator & Timekeeping Specialist
January 2023	3 rd	Wade Babcock	Coach Operator
February 2023	1st	Mary McMahon	Accounting Specialist
February 2023	2 nd	Dammon Myers	Associate Building Maintenance Specialist
February 2023	3 rd	Zack Ray	Coach Operator
March 2023	1st	Bobby Davis	Coach Operator
March 2023	2 nd	Zack Ray	Coach Operator
March 2023	3 rd	Mark Fischer	Fixed Route Supervisor

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 4B : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

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

30 Years

Fixed Route Supervisor
Vern Mullett

Operations Specialist
Alex Sharp

25 Years

Paratransit Van Operator
Tani Taie

Buyer
Wendy Caro

20 Years

Fixed Route Coach Operator
Edward Irvine
Ted Wise

15 Years

Sr Transit Planner
Damian Fleskes

Fixed Route Supervisor
Adam Curryer
Samuel Hairston

Fixed Route Coach Operator
Michael Hanson

Paratransit Van Operator
Michael Kunder

PM Vehicle Technician
Veniamin Astapenko

10 Years

Buyer
Kory Sullivan

5 Years

Human Resources Specialist
Andrew Tackett

Transit Officer II
Mark Green

Fixed Route Coach Operator

Stephanie Burchell

Eric Cogswell

James Dempsey

Jason Harris

James Johnson

Eric Ledoux

Justin Marshall

Kristie Parham

Joshua Smith

Paratransit Van Operator

Jocelyn Wycoff

Fixed Route Vehicle Maintenance Lead

Zachery Schultz

General Repair Vehicle Technician

Paul Antl

Custodian

Natalya Astapenko

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 5A : PUBLIC HEARING:

A. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Chairman will conduct the public hearing as follows:

1. Open the public hearing.
2. Call upon staff for a presentation. *(Karl Otterstrom)*
3. Ask the board for questions or comments
4. Open for comments from the public (ask 3 times for comments)
5. Close the hearing

RECOMMENDATION TO COMMITTEE: Conduct public hearing.
(Action at May 18, 2023, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report – 05A – Public Hearing: Division Street Bus Rapid Transit: Refined Locally Preferred Alternative

Presented: STA Board Meeting – April 20, 2023

SUBJECT: DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE

SUMMARY: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA is currently conducting preliminary engineering and design work along with specific planning activities, to support conceptual design and the key milestone of the Project Development submittal for the FTA Small Starts program. Staff will review the draft recommendation and provide an overview of proposed outreach and approval steps.

BACKGROUND: In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service would look like on Division Street as well as other factors that support transit service, such as land use and access to stations. A key success of the *DivisionConnects* study was the adoption by the STA Board of Directors of Resolution No. 785.21, establishing the Division Street BRT Locally Preferred Alternative (LPA).

The LPA for Division Street called for bus rapid transit (BRT) with several elements, which are as follows:

Element	Description
Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Termini	Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2
Southern Termini	Spokane Central Business District near the STA Plaza
Alignment (Exhibit A.1)	Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of "Y": short- and long-term phased approach
Station Locations	Major intersections and destinations (see Exhibit A.2). All stations will meet ADA accessibility requirements
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the "Y"
Other Multimodal Treatments	Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

In Spring 2022, STA kicked off the preliminary engineering and environmental scoping phase of Division Street BRT. Among other early phase work, the project team has sought to refine the alignment definition for Division Street BRT for the north and downtown (south) terminus, as well as refine station locations. This effort has engaged key stakeholders, including Spokane County, City of Spokane, and the Washington State Department of Transportation (WSDOT). The project team also engaged property and business owners along the alignment and gathered direct feedback from Downtown Spokane Partnership (DSP).

The LPA refinements, as depicted in the corridor map in Figure 1, will be presented as a draft recommendation for consideration by the STA Board of Directors and include routing in downtown Spokane (Figure 2), routing in in the northern terminus (Figure 3), and the approximate station locations (Table 1).

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 6A : MINUTES OF THE MARCH 16, 2023, BOARD MEETING - CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the March 16, 2023, 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 MC

Attachment

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

BOARD OF DIRECTORS

Minutes of the March 16, 2023, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Al French, Spokane County, *Chair Pro Tempore (Virtual)*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities Representative (Liberty Lake)
Dan Sander, Small Cities (Millwood) *Ex Officio*
Don Kennedy, Small Cities (Medical Lake) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Josh Kerns, Spokane County
Karen Stratton, City of Spokane *(Virtual)*
Pamela Haley, City of Spokane Valley
Zack Zappone, City of Spokane
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
Van Wert and Oreskovich, P.C. *(Virtual)*
Michael Connelly, Etter, McMahon,
Lamberson, Van Wert and Oreskovich, P.C.

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Mr. Dunne moved to approve the March Board Agenda. Ms. Wilkerson seconded, and the motion passed unanimously.

3. Public Expressions

Chair Kinnear called for public expressions in person and online. There were none.

4. Board Action – Consent Agenda

Ms. Haley moved to approve Consent Agenda Items 5A through 5G. Mr. Zappone seconded, and the motion passed unanimously.

A. Minutes of the February 16, 2023, Board Meeting – Corrections/Approval

B. Approval of the February 2023 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (February)	Nos. 620807 – 621228	\$ 5,024,025.22
Worker's Comp Vouchers (February)	ACH – 2286	\$ 119,248.46
Payroll 02/10/2023	ACH – 02/10/2023	\$ 2,418,772.81
Payroll 02/24/2023	ACH – 02/24/2023	\$ 1,808,477.70
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,558.22
FEBRUARY TOTAL		\$ 9,377,082.41

4. Board Action – Consent Agenda, continued

- C. 2023 Title VI Program Adoption (Resolution)
- D. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4): Award of Contract
- E. 100% Rideshare Subsidy for STA Employees
- F. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) - Temporary Construction Easements
- G. Appleway Station Park and Ride Property Acquisition: Right of Entry Permit

5. Board Action – Discussion

A. July 2023 Service Revisions: Final Recommendation

Mr. Otterstrom provided a presentation and noted this was a moderate service change. He reviewed the background that explained the challenge and proposed response, as well as public outreach and implementation timeline.

Mr. Otterstrom advised staff are seeking action on the final recommendation prior to the service change July 16th. He said this approval is being sought prior to beginning the bidding process with operators next month as the schedules need to be locked down in the next week or so to deliver everything planned for this summer.

He reviewed the outreach activities, and the final July 2023 Service Changes with revisions from draft to final. He noted the final report had been posted online and was linked in the packet here <https://www.spokanetransit.com/projects/july-2023-service-revisions/>. He reviewed the key revisions, key to planning and proposed changes, the recommended revisions, as well as other considerations. Performance Monitoring and External Relations Committee recommended the Board approve, by motion, the July 2023 Service Revisions Final Recommendation as presented following a discussion regarding a promotional period for the City Line.

Chair Kinnear thanked Mr. Otterstrom and asked if there were questions. Mr. Grover asked if the May 24 date for getting to the full-service level is solely dependent on staffing. Mr. Otterstrom confirmed. There were no additional questions.

Chair Kinnear advised the Performance Monitoring and External Relations Committee recommended the Board have a discussion regarding a promotional period for City Line. Chair Kinnear asked Performance Monitoring and External Relations Committee Chair Haley to advise how she would like to proceed. Ms. Haley reiterated that the recommendation was to approve the service revisions. She advised Mr. Zappone requested a discussion regarding a promotional period for the City Line where it would be free for a certain period of time. Ms. Haley said the goal is to decide if the Board is interested in a free period to start the conversation and then discuss the length of time.

Chair Kinnear started the discussion with her thought of a promotional period from launch on July 15 to Labor Day weekend. She asked the members to start there and that she wanted to hear from other members as to whether they support or want something different.

Extensive discussion ensued with options presented to staff to come back with a report on the impacts of each promotional period. The periods to review were from City Line launch and beyond:

- No Promotional Period (0 Days)
- Two Weeks (14 days)
- Through Labor Day (51 days)
- Through the end of the Holiday Season (168 days)
- Until May 2024 (308 days)

Following the discussion, Chair Kinnear clarified the Board is voting today on the July 2023 Service Revisions Final Recommendation that Mr. Otterstrom set out. This concludes the discussion portion, and the Board can consider what the promotional piece would look like next month.

Chair Kinnear read the recommendation before the Board: “Approve the July 2023 Service Revisions – Final Recommendation as presented (following the discussion we just had regarding a promotional period for City Line)”.

Ms. Haley moved to approve the July 2023 Service Revisions – Final Recommendation as presented. Mr. Zappone seconded, and the motion passed unanimously.

Chair Kinnear noted the Board had not approved the Board Agenda. A motion was received, seconded and passed unanimously to Approve the Agenda, as indicated under Agenda Item 2 on page one.

6. Board Discussion

A. Reduced Fare Categories

Chair Kinnear introduced the reduced fare categories topic with Ms. Meyer and STA Board Member. Ms. Meyer clarified this item is requested by Mr. Zappone. She advised that staff did not provide information on the slide or cover sheet, and he will make a presentation.

Mr. Zappone thanked the staff and legal counsel for helping provide background information through this process. He said he wanted to talk briefly about a low-income fare program and three potential issues to discuss as a Board that he thought deserved attention.

Mr. Zappone mentioned hearing about need from community members and shelter providers and discussed passes and the number of clients being served by the Community Access Pass program.

He presented three questions for the Board to consider:

1. Should STA look into establishing a low-income fare program? Something similar to Orca Lyft or that the other agencies have implemented – that could be a discounted fare and/or a fully subsidized fare.
2. If yes, then we have a couple choices. 1) Continue under our current Comprehensive Plan where STA does not do Means testing but looks to community partners to Means test. If there is no outside agency, then it goes to “B” - Should STA do means testing itself. He admitted he didn’t fully understand all those challenges.
3. Under what timeline should we consider a low-income fare program if we decide we should pursue? He argued that we should decide by the end of this year. He recognized a lot of consideration with City Line and staff having a lot of work ahead of them through City Line. He proposed a consultant could do this work, even if that consultant starts after July. They could do that work rapidly. He proposed using funds in the reserves to pay for a consultant to look into this process.

Chair Kinnear called for questions.

Ms. Wilkerson and Mr. Kerns offered comments regarding need and past efforts on this subject. Ms. Meyer shared information pertaining to the Comprehensive Plan, advising that it influences this fare idea in particular. She said the Comprehensive Plan is due to be reviewed and updated this year starting in July at the P&D committee, with a final plan, after lots of public outreach, sometime in the spring of 2024. She explained the current Comprehensive Plan section on Revenues and Fare Policies discusses increasing ridership and an objective of a minimum of 20% farebox recovery. Section 2.5 states, *“STA supports opportunities for low-income individuals to use public transportation at a discounted cost. Opportunities for low-income individuals to use public transportation should be made available through community partners that subsidize the purchase of the standard fare instrument rather than as a direct STA discount or special fare structure.”* She advised this section addresses Means testing or determining eligibility and also selling directly to people. There’s a cost and an impact to implementation but we should update the Comprehensive Plan before we contemplate a fare that is inconsistent with it.

There was additional discussion regarding other transits and low-income fares and the reporting to track the metrics as well as the amount of time required to change a Comprehensive Plan. Chair Kinnear thanked everyone for the robust discussion and stated, we’re going to move on now to the Board Report on City Line Implementation.

7. Board Report

A. City Line Implementation Update (*Karl Otterstrom*)

Mr. Otterstrom provided an update on the City Line. He reviewed the Schedule, Financial, recently completed and underway tasks, and focused the balance of his report on customer experience and the new ways customers will be able to ride with All-door boarding, off-board station fare validation, center stations, and bikes on board. He covered new ways to engage with customers through digital displays.

He concluded his update by advising only 121 days until launch!

8. Board Operations Committee

A. Chair Report

Chair Kinnear advised the Board had approved the items the Committee recommended and asked Mr. Otterstrom if she missed anything. He advised there were actions on easements and right of way permits under consent agenda.

Board retreat planning is under way. Various scenarios are being considered and expect to nail down something next month.

Rules of Procedure edits are ongoing.

9. Planning and Development Committee

A. Chair Report:

Mr. French advised the items P&D referred to the Board for approval today.

10. Performance Monitoring and External Relations Committee

A. Chair Report

Ms. Haley noted the Performance Monitoring and External Relations Committee forwarded items approved here today. Discussion on Student Fare Cards and Connect Card fees was also discussed.

i. 2022 Unaudited Financial Report

Ms. Liard reviewed the preliminary year end 2022 results. As a debt-free agency, she reiterated the importance of having funds in reserve to be able to accomplish the projects in the Capital Projects and Transit Development Plans. She shared the timeline for state auditors' process to review the finances and offered to answer questions. There were none.

11. CEO Report

Ms. Meyer reported on the following:

- Ridership through February 2023 as compared to 2022 and year-to-date. Fixed Route, Paratransit, and Vanpool saw increases month-over month and year-to-date. Zero Fare Youth Ridership was provided as a subset of Fixed Route to answer the previous question about the amount of ridership increase attributable to the youth. Zero Fare Youth accounted for 111,784 of the 628,823 Fixed Route trips in February.
- Voter approved Sales tax revenue totaled \$10,261,069 collected in December, paid in February, compared to Budget of \$9,799,005, resulting in a difference of \$462,064, or 4.7%.
- Monthly fare revenue from January 2021 to date for Fixed Route was \$974,188, Paratransit \$69,052, and Vanpool \$48,800, for total revenue as of February 2023 \$1,092,040 .
- Connect Card ridership accounted for 50% of total ridership.
- Recruitment and Retention program included total hiring since the beginning of the year, hiring comparison month over month and year over year, and coach operator turnover.
- A legislative update was provided. Ms. Meyer reviewed the budgets coming up and bills STA is watching. She explained how they may affect STA.
- City Line Launch details in the works. Save the date July 15 (Saturday-first day of service) and July 18 (Tuesday - ribbon cutting and official launch date).
- STA sold 70K passes in CAP program last year. CM Stratton mentioned housing partnerships. Kendall Yards is an example of that, providing passes for everyone who lives and/or works in Kendall Yards. The developer pays for the passes and also buys passes for WC Community Center. They get them from Mr. Frank.

12. Board Information

- A. Committee Minutes
- B. February 2023 Sales Tax Revenue (*Monique Liard*)
- C. January 2023 Operating Indicators (*Brandon Rapez-Betty*)
- D. January 2023 Financial Results Summary (*Monique Liard*)
- E. 2024-2029 Transit Development Plan: Develop Mid-Range Planning Guidance (*Karl Otterstrom*)
- F. Draft SRTC 2024-2025 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
- G. 2022 State Audit Timeline (*Monique Liard*)
- H. Division Street Bus Rapid Transit: Project Update (*Karl Otterstrom*)
- I. 2022 Year-End Performance Measures (*Brandon Rapez-Betty*)

13. New Business

There was no New Business

14. Board Member Expressions

Chair Kinnear asked for comments.

Mr. French commented that with a good handle on what the revenues for 2022 were, could staff provide the board an update report on our commitment to the voters of 20% farebox recovery in the next month or two.

Ms. Bowers asked about funding gained through the program supporting Youth Zero Fare – in addition to Mr. French’s request – to show the offset of farebox revenue. Ms. Bowers complimented Mr. Otterstrom on the icons he is using.

Mr. Dunne thanked Mr. Otterstrom for his City Line report. He suggested buses announce the next stop using special guest voices. He’d love to hear Mark Few or Commissioner French announce the next stop.

Mr. Zappone asked about the state funding STA is eligible to receive because we offer Zero Fare to 18 and under. He thought there were some requirements about how that funding is supposed to be spent equitably or with a focus towards equity. He asked staff to bring that information.

Mr. Zappone said he thinks there are two tracks for the Board to consider a new, discounted, income-based fare: 1) as part of or after the Comprehensive Plan review and 2) expanding the existing Community Access Pass program beyond discounted pass sales to non-profit organizations. He would like to move forward and is looking for direction.

Mr. Bynaker asked about the purple lights at the West Plains Transit Center. Mr. Rapez-Betty advised staff were changing them out.

Mr. Grover said he was excited for July 15th launch of City Line and offered kudos to staff for all their work. Ms. Haley and Chair Kinnear agreed with his compliments to staff.

15. Executive Session

None

16. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 2:58 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 6B : MARCH 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

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

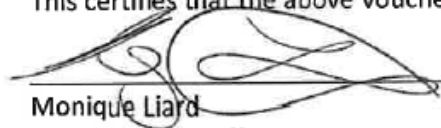
SUMMARY: The following warrants and ACH transfers for the period of March 1 through 31, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 621229 – 621680	\$ 16,233,491.03
Worker's Comp Vouchers (March)	ACH – 2286	\$ 154,280.47
Payroll 03/08/2023	ACH – 03/08/2023	\$ 2,478,847.72
Payroll 03/24/2023	ACH – 03/24/2023	\$ 1,873,291.23
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,152.78
MARCH TOTAL		\$ 20,745,063.23

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - March 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/03/2023	621229	ABM Industry Groups LLC	1066	1,110.00
03/03/2023	621230	Continental American Insurance Company	2682	1,912.02
03/03/2023	621231	Amazon Capital Services Inc	2098	958.23
03/03/2023	621232	Steven W Niles Jr	2276	174.40
03/03/2023	621233	Avista Corporation	1081	4,275.98
03/03/2023	621234	Troy Q Gaines	2672	1,810.60
03/03/2023	621235	Lithia Motors Support Services	1024	637.71
03/03/2023	621236	Canon Financial Services Inc	1154	1,090.74
03/03/2023	621237	CDW-Government	1132	337.01
03/03/2023	621238	QWEST Corporation	1148	970.98
03/03/2023	621239	QWEST Corporation	1148	144.36
03/03/2023	621240	Cintas Corporation No 2	2383	536.87
03/03/2023	621241	City of Spokane	1601	298.45
03/03/2023	621242	Coffman Engineers Inc	1162	13,075.98
03/03/2023	621243	Comcast	1170	1,091.79
03/03/2023	621244	Comcast	1170	118.65
03/03/2023	621245	CompuNet Inc	1166	7,628.98
03/03/2023	621246	Cummins Inc	1027	1,689.26
03/03/2023	621247	Elite Entry Systems LLC	2632	3,347.04
03/03/2023	621248	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	21,831.00
03/03/2023	621249	FedEx Freight	2346	70.80
03/03/2023	621250	Flynn BEC LP	2479	842.56
03/03/2023	621251	Gordon Truck Centers Inc	1018	7,620.57
03/03/2023	621252	Gard Communications Inc	1272	1,296.25
03/03/2023	621253	The General Store	1956	53.29
03/03/2023	621254	Gillig LLC	1279	4,027.05
03/03/2023	621255	H & H Business Systems	1298	402.47
03/03/2023	621256	Hogan Mfg Inc	1008	569.58
03/03/2023	621257	Humanix Corp	1329	3,907.64
03/03/2023	621258	Idaho State Tax Commission	2504	5,509.73
03/03/2023	621259	William Corp	1363	110.07
03/03/2023	621260	Luminator Holding LP	1009	1,658.81
03/03/2023	621261	McClintock & Turk Inc	2652	12,382.40
03/03/2023	621262	Michelin North America Inc	2325	51,394.03
03/03/2023	621263	Mohawk Manufacturing & Supply Co	1011	452.68
03/03/2023	621264	Nanonation Inc	2554	42,371.77
03/03/2023	621265	NAPA Auto Parts Inc	1014	2,551.94
03/03/2023	621266	National Color Graphics Inc	1455	212.55
03/03/2023	621267	NATIONWIDE	2592	569.52
03/03/2023	621268	Argosy Credit Partners Holdings LP	2006	2,320.67
03/03/2023	621269	The Aftermarket Parts Company LLC	1015	1,299.28
03/03/2023	621270	Newark element14	1463	395.45
03/03/2023	621271	Noregon Systems Inc	2099	1,177.20
03/03/2023	621272	Norlift Inc	1470	241.89
03/03/2023	621273	North 40 Outfitters	1102	21.77
03/03/2023	621274	CSWW Inc	1102	164.75
03/03/2023	621275	Office Depot Inc	1483	9.82
03/03/2023	621276	Albertsons/Safeway	903	79,852.00
03/03/2023	621277	Oxarc Inc	1002	3,317.45
03/03/2023	621278	Pacific Power Group LLC	1496	466.01
03/03/2023	621279	SBA Towers II LLC	1569	2,488.98
03/03/2023	621280	Six Robbles Inc	1017	619.12
03/03/2023	621281	Spokane Neighborhood Action Partners	2571	5,128.13
03/03/2023	621282	Spokane County Good Roads Association	1598	350.00
03/03/2023	621283	Spokane Hardware Supply	1604	784.11
03/03/2023	621284	Spokane House of Hose Inc	1605	82.97
03/03/2023	621285	Spokane Optical Company LLC	1607	250.00
03/03/2023	621286	Stoneway Electric Supply Co	1633	13.68
03/03/2023	621287	Summit Rehabilitation Associates PLLC	1638	77.50
03/03/2023	621288	Symetra Life Insurance Company	1562	20,349.85
03/03/2023	621289	U S Postal Service	1680	290.00
03/03/2023	621290	US Bank	1678	34,487.64
03/03/2023	621291	Verizon Wireless LLC	1686	4,523.82
03/03/2023	621292	Washington State	1209	4,361.85
03/03/2023	621293	Washington State Dept of Labor and Industries	1208	3,959.62
03/03/2023	621294	Wesco Group LLC	2368	626.46
03/03/2023	621295	Wesslen Construction Inc	2651	127,934.58
03/03/2023	621296	Westmatic Corporation	1742	153.15
03/03/2023	621297	Yakima County Credit Service	2786	1,693.53

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/10/2023	621298	K9 Pest Detectives LLC	2551	1,689.50
03/10/2023	621299	Inland Welding Supply Inc	1032	710.05
03/10/2023	621300	AFSCME	1328	694.29
03/10/2023	621301	AFSCME	1328	118.00
03/10/2023	621302	Amazon Capital Services Inc	2098	3,828.67
03/10/2023	621303	Northwest Industrial Services LLC	1058	264.86
03/10/2023	621304	APS Inc	1841	275.77
03/10/2023	621305	Northwest Center Services	2271	30,674.27
03/10/2023	621306	Amalg Transit Union #1015	1055	21,818.87
03/10/2023	621307	Amalg Transit Union #1598	1056	1,006.72
03/10/2023	621308	TCS Technologies LLC	2766	6,126.89
03/10/2023	621309	Avista Corporation	1081	60,130.12
03/10/2023	621310	Battery Systems Inc	1089	332.53
03/10/2023	621311	Continental Battery Systems	2589	52.81
03/10/2023	621312	Daniel H Brunner Trustee	1124	2,458.63
03/10/2023	621313	Zeal Endeavors LLC	2788	229.46
03/10/2023	621314	Budinger & Associates Inc	2149	225.20
03/10/2023	621315	California Department of Child Support Services	1130	485.07
03/10/2023	621316	Lithia Motors Support Services	1024	184.46
03/10/2023	621317	Canon Financial Services Inc	1154	497.86
03/10/2023	621318	CDW-Government	1132	21,275.38
03/10/2023	621319	Consolidated Electrical Distributors	1133	229.27
03/10/2023	621320	QWEST Corporation	1148	1,358.73
03/10/2023	621321	ChargePoint Inc	2717	11,543.10
03/10/2023	621322	Child Support Enforcement Agency	1825	392.30
03/10/2023	621323	City Glass Spokane Inc	2599	354.25
03/10/2023	621324	City of Cheney - Utility	1158	608.18
03/10/2023	621325	City of Medical Lake	1424	79.88
03/10/2023	621326	City of Spokane	1601	8,482.13
03/10/2023	621327	Coffman Engineers Inc	1162	2,043.52
03/10/2023	621328	Coleman Oil Company LLC.	2683	179,278.91
03/10/2023	621329	Comcast	1170	204.65
03/10/2023	621330	Compensation Connections LLC	2724	960.00
03/10/2023	621331	Consolidated Irrigation	1177	22.00
03/10/2023	621332	Corporate Translation Services Inc	2158	66.42
03/10/2023	621333	Cummins Inc	1027	638.61
03/10/2023	621334	DeVries Business Records Management Inc	1766	58.00
03/10/2023	621335	Dow Jones \$ Company,	2698	166.77
03/10/2023	621336	Dunn & Bybee Tool Co	2207	3,455.00
03/10/2023	621337	Employee Advisory Council	1236	719.50
03/10/2023	621338	El Jay Oil Co Inc	1003	3,911.85
03/10/2023	621339	Elite Entry Systems LLC	2632	2,564.00
03/10/2023	621340	Energy Saving Products Inc	1238	1,911.21
03/10/2023	621341	Fastenal Company	1249	3,193.67
03/10/2023	621342	FedEx	1808	350.63
03/10/2023	621343	Francotyp-Postalia Inc	1878	147.15
03/10/2023	621344	Gordon Truck Centers Inc	1018	7,995.63
03/10/2023	621345	Future Systems US Inc	2320	4,741.50
03/10/2023	621346	Galls Parent Holdings LLC	1271	3,713.29
03/10/2023	621347	Genfare LLC	1268	4,274.29
03/10/2023	621348	Gillig LLC	1279	14,587.54
03/10/2023	621349	GovernmentJobs.com Inc	2473	2,979.72
03/10/2023	621350	W.W. Grainger Inc	1285	4,252.64
03/10/2023	621351	H & H Business Systems	1298	2,303.30
03/10/2023	621352	Hogan Mfg Inc	1008	1,453.88
03/10/2023	621353	IBI Group	1336	36,052.42
03/10/2023	621354	IL DCS and Family Services	2768	276.53
03/10/2023	621355	Iowa Child Support Recovery Unit	2779	480.52
03/10/2023	621356	Jacobs Engineering Group Inc	2285	15,679.59
03/10/2023	621357	Mountain Broadcasting LLC	2761	2,025.00
03/10/2023	621358	KEPRO	2258	1,205.06
03/10/2023	621359	Kershaw's Inc	1374	211.29
03/10/2023	621360	Kirk's Automotive Inc	1007	93.20
03/10/2023	621361	Lithographic Reproductions Inc	1403	142.79
03/10/2023	621362	Maintenance Solutions	1418	299.85
03/10/2023	621363	McGuire Bearing Company	1010	147.77
03/10/2023	621364	Modern Electric Water Co Inc	1439	1,262.34
03/10/2023	621365	Mohawk Manufacturing & Supply Co	1011	1,486.93
03/10/2023	621366	Black Realty Management Inc	1658	5,464.93
03/10/2023	621367	NAPA Auto Parts Inc	1014	4,295.21
03/10/2023	621368	Legend Investments Inc	1454	154.64
03/10/2023	621369	National Color Graphics Inc	1455	1,226.25

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/10/2023	621370	The Aftermarket Parts Company LLC	1015	12,133.02
03/10/2023	621371	Tammy Lynne Glidewell	1282	1,339.50
03/10/2023	621372	Office Depot Inc	1483	127.48
03/10/2023	621373	GAJHIA COLVIN	901	44.00
03/10/2023	621374	Oxarc Inc	1002	204.72
03/10/2023	621375	Pacific Office Solutions	2288	3,692.92
03/10/2023	621376	Pacific Power Group LLC	1496	78.72
03/10/2023	621377	The Pape Group Inc	1860	126.74
03/10/2023	621378	Provisional Services, Inc.	2697	1,272.57
03/10/2023	621379	Pure Filtration Products Inc	1531	922.66
03/10/2023	621380	News Radio 920	2318	1,715.00
03/10/2023	621381	Multi Service Technology Solutions Inc	2146	111.17
03/10/2023	621382	Romaine Electric Corporation	1548	160.18
03/10/2023	621383	S & A Systems Inc	2223	8,369.54
03/10/2023	621384	S T A - Well	1557	586.50
03/10/2023	621385	Safety-Kleen Systems Inc	1564	1,173.57
03/10/2023	621386	Schetky Northwest Sales Inc	1570	82.59
03/10/2023	621387	Securitas Security Services USA Inc	1574	25,065.32
03/10/2023	621388	Six Robbles Inc	1017	1,017.85
03/10/2023	621389	Spokane County Treasurer	1603	132.22
03/10/2023	621390	Spokane County Solid Waste	1603	309.35
03/10/2023	621391	Spokane House of Hose Inc	1605	97.97
03/10/2023	621392	Sportworks Global LLC	1617	403.30
03/10/2023	621393	Summit Law Group PLLC	1637	1,836.00
03/10/2023	621394	Summit Rehabilitation Associates PLLC	1638	852.50
03/10/2023	621395	Sun Supply Inc.	2710	557.21
03/10/2023	621396	The Engraver Inc	1242	21.80
03/10/2023	621397	Thermo King Northwest	1650	309.90
03/10/2023	621398	Uline Inc	2401	1,959.83
03/10/2023	621399	United Parcel Service Inc	1683	110.22
03/10/2023	621400	United Way of Spokane County	1684	118.00
03/10/2023	621401	Utilities Plus	2606	188.00
03/10/2023	621402	American Federation of State County 2 WA Council	1705	1,615.22
03/10/2023	621403	Walter E Nelson Co	1721	37,382.01
03/10/2023	621404	Waste Management Spokane	1702	397.02
03/10/2023	621405	Wendle Motors Incorporated	1021	160.12
03/10/2023	621406	Wesco Group LLC	2368	6,661.51
03/10/2023	621407	Wex Bank	2642	14,933.56
03/10/2023	621408	Washington Finance Officers Assoc	1701	75.00
03/10/2023	621409	Whitworth Water District	1746	28.08
03/17/2023	621410	Inland Welding Supply Inc	1032	652.58
03/17/2023	621411	Access Information Holdings	2340	374.67
03/17/2023	621412	Amazon Capital Services Inc	2098	225.15
03/17/2023	621413	Northwest Industrial Services LLC	1058	198.97
03/17/2023	621414	Amerigas 1790	1064	6.37
03/17/2023	621415	APS Inc	1841	156.96
03/17/2023	621416	Avista Corporation	1081	14,884.31
03/17/2023	621417	Black Proinvest Schade Tower LLC	2767	6,808.30
03/17/2023	621418	Budinger & Associates Inc	2149	3,831.99
03/17/2023	621419	QWEST Corporation	1148	318.46
03/17/2023	621420	Cintas Corporation No 2	2383	276.45
03/17/2023	621421	Coleman Oil Company LLC.	2683	553,220.71
03/17/2023	621422	Kathleen M Collins	1163	5,000.00
03/17/2023	621423	CompuNet Inc	1166	458.60
03/17/2023	621424	Continental Door Company	1986	487.50
03/17/2023	621425	Copiers Northwest Inc	2429	412.88
03/17/2023	621426	Delta Dental of Washington	1726	62,157.64
03/17/2023	621427	DeVries Business Records Management Inc	1766	330.00
03/17/2023	621428	Downtown Spokane Development Association	1217	356.00
03/17/2023	621429	El Jay Oil Co Inc	1003	15,659.10
03/17/2023	621430	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	11,482.90
03/17/2023	621431	Robert S Letson	2206	3,477.32
03/17/2023	621432	FedEx Freight	2346	46.14
03/17/2023	621433	The Fig Tree	2465	170.00
03/17/2023	621434	First Data Merchant Services Corporation	1257	6,233.72
03/17/2023	621435	Gordon Truck Centers Inc	1018	809.16
03/17/2023	621436	Galls Parent Holdings LLC	1271	131.25
03/17/2023	621437	Gillig LLC	1279	3,391.80
03/17/2023	621438	H & H Business Systems	1298	584.62
03/17/2023	621439	Halme Construction Inc	2090	375,614.26
03/17/2023	621440	HRA Veba Trust	1415	24,863.29
03/17/2023	621441	Humanix Corp	1329	4,492.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/17/2023	621442	IR Specialty Foam LLC	1345	992.34
03/17/2023	621443	JOTFORM Inc	2614	13,068.00
03/17/2023	621444	Kaiser Foundation Health Plan of Washington	1296	380,542.63
03/17/2023	621445	Kaiser Foundation Health Plan of Washington	1296	55,994.87
03/17/2023	621446	Kaiser Foundation Health Plan of WA Options Inc	1295	26,365.95
03/17/2023	621447	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
03/17/2023	621448	KHQ - Spokane	2575	2,100.00
03/17/2023	621449	KREM	2559	2,670.00
03/17/2023	621450	KSKN Television Inc	2577	270.00
03/17/2023	621451	Lewis & Ellis , Inc.	2689	2,000.00
03/17/2023	621452	Liberty Lake Sewer and Water District	1396	155.85
03/17/2023	621453	Loomis Armored US LLC	1408	3,403.81
03/17/2023	621454	McKinstry	2493	723.80
03/17/2023	621455	Car Wash Partners Inc	1436	88.26
03/17/2023	621456	Mohawk Manufacturing & Supply Co	1011	500.00
03/17/2023	621457	Black Realty Management Inc	1658	15,702.49
03/17/2023	621458	Nanonation Inc	2554	59,086.86
03/17/2023	621459	NAPA Auto Parts Inc	1014	4,807.93
03/17/2023	621460	Nelson Nygaard Consulting Associates Inc	2185	3,146.33
03/17/2023	621461	Patriot Fire Protection Inc	2436	2,972.43
03/17/2023	621462	Premera Blue Cross	1521	354,273.25
03/17/2023	621463	Rebecca Van Keulen	2735	3,939.30
03/17/2023	621464	Safety-Kleen Systems Inc	1564	2,507.00
03/17/2023	621465	Securitas Security Services USA Inc	1574	23,941.92
03/17/2023	621466	Senske Lawn & Tree Care Inc	2194	107.91
03/17/2023	621467	Source Incorporated of Missouri	2074	2,772.96
03/17/2023	621468	Spokane Public Facilities District	1941	2,492.00
03/17/2023	621469	Spokane County Treasurer	1603	19,321.85
03/17/2023	621470	Symetra Life Insurance Company	1562	20,297.62
03/17/2023	621471	Caracal Enterprises LLC	2419	9,989.65
03/17/2023	621472	Verizon Wireless LLC	1686	19,524.90
03/17/2023	621473	Linda M Polley	1731	992.07
03/17/2023	621474	Verizon	2142	4,909.31
03/17/2023	621475	Zayo Group LLC	2321	13,578.15
03/24/2023	621476	Ash & Rowan Hardware LLC	2278	31.05
03/24/2023	621477	Francis Avenue Hardware	2279	16.55
03/24/2023	621478	CBS Reporting Inc	1035	817.00
03/24/2023	621479	AFSCME	1328	694.29
03/24/2023	621480	AFSCME	1328	118.00
03/24/2023	621481	Alcobra Metals Inc	2140	1,303.24
03/24/2023	621482	Amazon Capital Services Inc	2098	2,029.29
03/24/2023	621483	Northwest Industrial Services LLC	1058	589.25
03/24/2023	621484	Northwest Center Services	2271	41,122.64
03/24/2023	621485	Amalg Transit Union #1015	1055	22,898.25
03/24/2023	621486	Amalg Transit Union #1598	1056	944.52
03/24/2023	621487	Amalgamated Transit Union	1057	178.61
03/24/2023	621488	Avista Corporation	1081	454.44
03/24/2023	621489	Continental Battery Systems	2589	733.81
03/24/2023	621490	Robert J Berg	1099	141.70
03/24/2023	621491	Daniel H Brunner Trustee	1124	2,458.63
03/24/2023	621492	Bulldog Rooter Inc	1126	1,955.46
03/24/2023	621493	California Department of Child Support Services	1130	485.07
03/24/2023	621494	The Coeur D'Alenes Company	2441	855.65
03/24/2023	621495	Consolidated Electrical Distributors	1133	72.58
03/24/2023	621496	QWEST Corporation	1148	505.04
03/24/2023	621497	Centurylink	1148	75.00
03/24/2023	621498	Child Support Enforcement Agency	1825	392.30
03/24/2023	621499	City of Spokane	1601	114.66
03/24/2023	621500	Comcast	1170	182.39
03/24/2023	621501	Conseal Containers LLC	1176	397.78
03/24/2023	621502	Creative Bus Sales Inc	1233	702.39
03/24/2023	621503	Crown Castle International Corp.	2733	2,033.82
03/24/2023	621504	Cummins Inc	1027	3,865.59
03/24/2023	621505	The Whalley Glass Co	1028	2,608.00
03/24/2023	621506	Employee Advisory Council	1236	627.50
03/24/2023	621507	El Jay Oil Co Inc	1003	687.99
03/24/2023	621508	Electrical Service Products Inc	1230	147.15
03/24/2023	621509	Embroidered Sportswear Inc	1232	54.43
03/24/2023	621510	Fastenal Company	1249	405.77
03/24/2023	621511	Francotyp-Postalia Inc	1878	170.04
03/24/2023	621512	Gordon Truck Centers Inc	1018	29,716.28
03/24/2023	621513	Galls Parent Holdings LLC	1271	7,450.87

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/24/2023	621514	Gard Communications Inc	1272	533.75
03/24/2023	621515	Gillig LLC	1279	26,866.15
03/24/2023	621516	Guardian Security Systems Inc	2199	2,667.72
03/24/2023	621517	H & H Business Systems	1298	1,721.89
03/24/2023	621518	H W Lochner Inc	1405	19,546.82
03/24/2023	621519	Hogan Mfg Inc	1008	28.18
03/24/2023	621520	Horizon	1321	65.23
03/24/2023	621521	IL DCS and Family Services	2768	276.53
03/24/2023	621522	Inland Medical & Rehab Inc	1349	260.49
03/24/2023	621523	Internet Archive	1354	2,000.00
03/24/2023	621524	Iowa Child Support Recovery Unit	2779	480.52
03/24/2023	621525	IR Specialty Foam LLC	1345	363.62
03/24/2023	621526	KEPRO	2258	1,213.96
03/24/2023	621527	KPFF Inc	2510	4,647.18
03/24/2023	621528	L&E Park LLC	2391	4,097.73
03/24/2023	621529	Loomis Armored US LLC	1408	809.54
03/24/2023	621530	Michelin North America Inc	2325	50,226.91
03/24/2023	621531	Q49 Solutions LLC	2594	25.07
03/24/2023	621532	Motion Auto Supply Inc	1012	112.59
03/24/2023	621533	Black Realty Management Inc	1658	11,254.88
03/24/2023	621534	NAPA Auto Parts Inc	1014	7,013.84
03/24/2023	621535	National Color Graphics Inc	1455	201.65
03/24/2023	621536	The Aftermarket Parts Company LLC	1015	12,765.36
03/24/2023	621537	New Flyer Of America Inc	2528	7,981.18
03/24/2023	621538	Workspace Development LLC	2013	279.60
03/24/2023	621539	Rehn & Associates	2395	189.00
03/24/2023	621540	Romaine Electric Corporation	1548	4,299.11
03/24/2023	621541	S T A - Well	1557	467.50
03/24/2023	621542	Securitas Security Services USA Inc	1574	356.10
03/24/2023	621543	Spokane County Environmental Services	1603	345.88
03/24/2023	621544	Summit Law Group PLLC	1637	1,872.00
03/24/2023	621545	Solid Waste Systems Inc	2514	409.70
03/24/2023	621546	Trans Machine Corporation	1019	442.00
03/24/2023	621547	United Way of Spokane County	1684	118.00
03/24/2023	621548	American Federation of State County 2 WA Council	1705	1,635.98
03/24/2023	621549	WA State Dept of Ecology	1706	653.96
03/24/2023	621550	Waste Management Recycle America	1702	248.86
03/24/2023	621551	Whites Boots Inc	1744	1,862.37
03/24/2023	621552	Washington Self-Insurers Association	1728	489.00
03/24/2023	621553	Washington State Transit Assoc	1715	120.00
03/31/2023	621554	ABM Industry Groups LLC	1066	2,520.00
03/31/2023	621555	Ash & Rowan Hardware LLC	2278	202.04
03/31/2023	621556	Francis Avenue Hardware	2279	313.88
03/31/2023	621557	ADT Commercial	2462	897.00
03/31/2023	621558	Continental American Insurance Company	2682	1,852.18
03/31/2023	621559	Amazon Capital Services Inc	2098	2,670.55
03/31/2023	621560	Northwest Industrial Services LLC	1058	91.63
03/31/2023	621561	The Arc of Spokane	2361	3,595.92
03/31/2023	621562	Arnett Industries LLC	2331	146.18
03/31/2023	621563	Avista Corporation	1081	2,845.69
03/31/2023	621564	Battery Systems Inc	1089	4,138.21
03/31/2023	621565	Blanchard Electric & Fleet Supply	2589	65.40
03/31/2023	621566	Continental Battery Systems	2589	29.43
03/31/2023	621567	Cheryl Beckett	1092	1,000.00
03/31/2023	621568	Robert J Berg	1099	179.85
03/31/2023	621569	The Braun Corporation	1117	79.60
03/31/2023	621570	BDI	1022	516.66
03/31/2023	621571	Brown's Addition Steering Committee	2748	2,500.00
03/31/2023	621572	Lithia Motors Support Services	1024	685.92
03/31/2023	621573	The Coeur D'Alenes Company	2441	2,371.75
03/31/2023	621574	CDW-Government	1132	545.00
03/31/2023	621575	Consolidated Electrical Distributors	1133	310.62
03/31/2023	621576	Center for Transportation and the Environment	2335	5,000.00
03/31/2023	621577	QWEST Corporation	1148	646.82
03/31/2023	621578	City of Spokane	1601	14,313.23
03/31/2023	621579	City of Spokane	1601	314.39
03/31/2023	621580	COAST Transportation	2040	4,448.83
03/31/2023	621581	Coffman Engineers Inc	1162	67,835.29
03/31/2023	621582	Coleman Oil Company LLC.	2683	18,383.85
03/31/2023	621583	Comcast	1170	1,089.48
03/31/2023	621584	Comcast	1170	118.65
03/31/2023	621585	Comcast	1170	204.65

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/31/2023	621586	Compensation Connections LLC	2724	1,680.00
03/31/2023	621587	CompuNet Inc	1166	8,199.68
03/31/2023	621588	Consolidated Irrigation	1177	22.00
03/31/2023	621589	Country Homes Power Equipment	1184	9.81
03/31/2023	621590	Cummins Inc	1027	4,340.40
03/31/2023	621591	Delta Kits Inc.	2771	357.20
03/31/2023	621592	Edge Construction Supply Inc	1224	1,491.12
03/31/2023	621593	El Jay Oil Co Inc	1003	4,607.17
03/31/2023	621594	Wireless Investors LLC	2517	541.20
03/31/2023	621595	Fastenal Company	1249	4,200.43
03/31/2023	621596	FedEx	1808	536.67
03/31/2023	621597	Ferguson Enterprises Inc	1252	1,160.32
03/31/2023	621598	First Transit Inc	2430	485,118.50
03/31/2023	621599	Freedman Seating Company	1827	8,658.02
03/31/2023	621600	Gordon Truck Centers Inc	1018	13,864.50
03/31/2023	621601	Future Systems US Inc	2320	344,200.88
03/31/2023	621602	Galls Parent Holdings LLC	1271	9,174.67
03/31/2023	621603	General Parts Distribution, LLC	2690	484.40
03/31/2023	621604	The General Store	1956	783.76
03/31/2023	621605	Genfare LLC	1268	96,927.84
03/31/2023	621606	Gillig LLC	1279	27,513.74
03/31/2023	621607	Glass Doctor	1308	462.83
03/31/2023	621608	GMCO Corporation	2623	7,083.14
03/31/2023	621609	Imagine GPS Inc	2568	397.17
03/31/2023	621610	W.W. Grainger Inc	1285	1,116.17
03/31/2023	621611	H & H Business Systems	1298	372.51
03/31/2023	621612	Hogan Mfg Inc	1008	2,485.90
03/31/2023	621613	Humanix Corp	1329	10,179.62
03/31/2023	621614	IBI Group	1336	55,045.30
03/31/2023	621615	Idaho State Tax Commission	2504	5,657.16
03/31/2023	621616	Machinery Sales Company, Inc.	2778	58,639.00
03/31/2023	621617	Jacobs Engineering Group Inc	2285	20,581.72
03/31/2023	621618	William Corp	1363	632.02
03/31/2023	621619	Kaiser Foundation Health Plan of WA Options Inc	1295	29,503.81
03/31/2023	621620	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
03/31/2023	621621	Kershaw's Inc	1374	115.39
03/31/2023	621622	Krueger Sheet Metal Co	2407	54,151.22
03/31/2023	621623	Long Business Forms	2301	813.14
03/31/2023	621624	Maintenance Solutions	1418	454.53
03/31/2023	621625	Q49 Solutions LLC	2594	100.28
03/31/2023	621626	Mohawk Manufacturing & Supply Co	1011	1,338.77
03/31/2023	621627	Mouser Electronics Inc	1449	549.78
03/31/2023	621628	MRC Inc	2610	29,198.96
03/31/2023	621629	Muncie Reclamation and Supply Co	1013	1,973.60
03/31/2023	621630	Black Realty Management Inc	1658	9,264.09
03/31/2023	621631	Nanonation Inc	2554	7,233.30
03/31/2023	621632	NAPA Auto Parts Inc	1014	2,885.75
03/31/2023	621633	National Color Graphics Inc	1455	70.85
03/31/2023	621634	NATIONWIDE	2592	589.24
03/31/2023	621635	Argosy Credit Partners Holdings LP	2006	2,953.90
03/31/2023	621636	The Aftermarket Parts Company LLC	1015	7,119.63
03/31/2023	621637	New Flyer Of America Inc	2528	282.56
03/31/2023	621638	Newark element14	1463	34.65
03/31/2023	621639	North 40 Outfitters	1102	98.00
03/31/2023	621640	Northwest Business Stamp	1472	580.52
03/31/2023	621641	Office Depot Inc	1483	6,718.95
03/31/2023	621642	OpenSquare	2013	25,765.62
03/31/2023	621643	Oxarc Inc	1002	10,049.85
03/31/2023	621644	Pacific Office Solutions	2288	1,444.80
03/31/2023	621645	Pacific Power Group LLC	1496	16,171.83
03/31/2023	621646	Platt Electric Supply	1517	773.20
03/31/2023	621647	Proterra Inc	2519	2,163.00
03/31/2023	621648	Pure Filtration Products Inc	1531	478.36
03/31/2023	621649	Multi Service Technology Solutions Inc	2146	250.15
03/31/2023	621650	USF REDDAWAY, INC	2789	262.85
03/31/2023	621651	Romaine Electric Corporation	1548	228.36
03/31/2023	621652	Safety-Kleen Systems Inc	1564	2,294.94
03/31/2023	621653	Schetky Northwest Sales Inc	1570	67.56
03/31/2023	621654	Securitas Security Services USA Inc	1574	28,150.07
03/31/2023	621655	The Sherwin-Williams Co	1580	272.70
03/31/2023	621656	Sherwin-Williams	1580	325.62
03/31/2023	621657	Six Robbles Inc	1017	1,729.42

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/31/2023	621658	Sno Valley Process Solutions Inc	2469	4,525.68
03/31/2023	621659	Spokane Hardware Supply	1604	4,272.12
03/31/2023	621660	Spokane House of Hose Inc	1605	151.69
03/31/2023	621661	Spokane Power Tool	1608	456.62
03/31/2023	621662	Spokane Pump Inc	1609	101.37
03/31/2023	621663	STA Operations	1556	183.92
03/31/2023	621664	Stoneway Electric Supply Co	1633	124.90
03/31/2023	621665	Summit Rehabilitation Associates PLLC	1638	77.50
03/31/2023	621666	Titan Truck Equipment Inc	1655	308.71
03/31/2023	621667	United Parcel Service Inc	1683	2.82
03/31/2023	621668	Jeffrey Oien	2155	1,215.35
03/31/2023	621669	Veritech Inc	2049	516.00
03/31/2023	621670	Washington State Dept of Labor and Industries	1208	2,002.49
03/31/2023	621671	Walter E Nelson Co	1721	7,805.68
03/31/2023	621672	Washington Crane & Hoist	2643	46,205.65
03/31/2023	621673	Wendle Motors Incorporated	1021	3,432.63
03/31/2023	621674	Washington State Ridesharing Org	1714	250.00
03/31/2023	621675	Washington State Transit Assoc	1715	210.00
03/31/2023	621676	Verizon	2142	2,398.19
03/31/2023	621677	Zipline Communications Inc	2492	6,598.50
03/30/2023	621678	Future Systems US Inc	2320	140,873.89
03/30/2023	621679	Lisa S Baek	901	17,245.54
03/30/2023	621680	Proterra Inc	2519	10,859,750.00
TOTAL MARCH ACCOUNTS PAYABLE				16,233,491.03
3/1/2023-3/31/2023	ACH	WORKER'S COMPENSATION	2286	154,280.47
TOTAL MARCH WORKER'S COMPENSATION DISBURSEMENTS				154,280.47
03/08/2023	729489-729511	PAYROLL AND TAXES PR 03, 2023	VARIES	2,478,847.72
03/24/2023	729512-729529	PAYROLL AND TAXES PR 04, 2023	VARIES	1,873,291.23
TOTAL MARCH PAYROLL AND TAXES				4,352,138.95
03/22/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,152.78
TOTAL MARCH EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,152.78
TOTAL MARCH DISBURSEMENTS FROM TO1 ACCOUNTS				20,745,063.23
TOTAL MARCH DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MARCH DISBURSEMENTS TO1 & TO5 ACCOUNTS				20,745,063.23

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 12, 2023

AGENDA ITEM 6C : AMENDMENT TO RESOLUTION 801-22 (TARIFF POLICY)

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: On July 21, 2022, the STA Board of Directors adopted Resolution 799-22 revising the STA Tariff Policy and Procedures to incorporate a zero-fare policy for youth ages 18 and younger to be effective October 1, 2022. This allowed STA access to transit support grant funding available under the Move Ahead Washington Transportation Funding Package approved by the legislature. After its adoption, STA submitted the updated Tariff policy to the Washington State Department of Transportation (WSDOT) as required by law to qualify for the new grant. WSDOT reviewed the policy and identified a minor issue with language concerning children under the age of six that, in their view, would disqualify STA from receiving grant funding.

On September 28, 2022, staff proposed a revision to the policy language regarding children under the age of six, specifically dropping a limitation on the number of children who may ride with a youth, student, reduced fare, or paratransit passenger. WSDOT was satisfied that the proposed language met the statutory requirements and ensured STA qualified for the Transit Support Grant. Staff viewed this minor amendment as consistent with the Board's original intent when they adopted Resolution 799-22 and therefore proposed to incorporate the original outreach and Title VI analysis from that policy adoption by reference in the Resolution 801-22 that superseded the earlier action.

In this last iteration approved by Resolution 801-22, two fare tables were erroneously omitted for Vanpool and Special Event Fares, as well as STA's Policy 01-006 entitled "Fares". The attached Resolution corrects this scrivener's error and properly incorporates all of the necessary and previously approved exhibits.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt Amended Resolution 801-22, the attached Tariff Policy and Procedures' minor amendment, including all necessary and previously approved Exhibits.

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

RECOMMENDATION TO BOARD: Adopt Amended Resolution 801-22, the attached Tariff Policy and Procedures' minor amendment, including all necessary and previously approved Exhibits.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

AMENDED RESOLUTION NO. 801-22

A RESOLUTION FOR THE PURPOSE OF REVISING THE SPOKANE TRANSIT AUTHORITY
TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT; RESCINDING
RESOLUTION NUMBER 799-22; AND OTHER MATTERS RELATED THERETO.

SPOKANE TRANSIT AUTHORITY

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the Washington State Legislature passed the Move Ahead Washington transportation package on March 10, 2022, and it was signed into law by Governor Inslee on March 25, 2022; and

WHEREAS, the Move Ahead Washington legislation package included \$33.6 million in grant funding for the 2021-2023 biennium available to public transportation benefit areas under Chapter 36.57A RCW contingent on a transit agency adopting and implementing a zero-fare policy for people 18 and under by Oct. 1, 2022 and annually certifying that it has maintained its local sales tax authority for transit at or above Jan. 1, 2022 levels

WHEREAS, on January 21, 2022, the STA Board of Directors adopted Resolution No. 791-22, approving the current STA Tariff Policy, and

WHEREAS, the STA Board of Directors desires to update its Tariff Policy and revise the fare structure for riders ages 18 and younger to access available grant funding made available through the Move Ahead Washington legislation; and

WHEREAS, STA has conducted extensive public outreach to provide awareness and receive input on proposed updates to its Tariff Policy; and

WHEREAS, STA has conducted an equity analysis of the fare policy changes resulting from an update to its Tariff Policy pursuant to Title VI of the Civil Rights Act, guidance promulgated by the Federal Transit Administration, related policies within *Connect Spokane* and STA's current Title VI Plan; and

WHEREAS, STA finds that the fare policy changes do not pose a disparate impact or disproportionate burden on populations identified in the above-referenced statutes, guidance and policies; and

WHEREAS, the STA Board of Directors adopted Resolution No. 799-22 on July 21, 2022 with the intent to amend STA's tariff policy to incorporate a zero-fare policy for people ages 18 and younger effective October 1, 2022, and held a public hearing on the same prior to its adoption; and

WHEREAS, Washington State has determined the policy as adopted in Resolution No. 799-22 as it relates specifically to children under the age of six does not fully comply with the statutory requirements set forth in the Move Ahead Washington legislation; and

WHEREAS a revision to the tariff policy to comply with the statutory requirements and legislative intent is necessary, and is consistent with the intent of STA's zero-fare policy and all appropriate analyses as required under federal regulation or policy of the STA Board of Directors.

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

- Section 1. The STA Board of Directors hereby revises the rates, tolls, and fares identified in the Fixed Route and Paratransit Fares, Vanpool Fares, and Special Event Fares (effective with fare collection system implementation), and STA's Tariff Policy, copies of which are attached hereto and incorporated herein as "Exhibit A."
- Section 2. The Public Outreach Summary, Zero-Fare for Youth dated June 2022 is incorporated for reference herein as "Exhibit B."
- Section 3. Resolution No. 799-22, and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.
- Section 4. This Resolution shall become effective upon its date of adoption and shall remain in full force and in effect until revised by Board resolution; provided, the Chief Executive Officer is hereby authorized to implement the effective date of the rates, tolls, and fares identified in Exhibit A as "Fixed Route and Paratransit Fares (effective with fare collection system implementation)" as of October 1, 2022.

ADOPTED by STA at a regular meeting thereof held on the 20th day of April 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Lori Kinnear
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

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 (effective October 1, 2022)

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider's License: Category A (Ages 6-12)	Rider's License: Category B (Ages 13-18) (7)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 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	Zero Fare	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) Children under age six ride free and must be accompanied by an adult, youth, student reduced fare or paratransit passenger

(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 as 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

Vanpool Fares

	Monthly Fare	
Zone 1 - Spokane County	\$	60.00
Zone 2 - Stevens/Kootenai County	\$	80.00
Zone 3 - All Others	\$	100.00

Note: The origin or destination of any vanpool must be in the Public Transportation Benefit Area

Special Event Fares

All Special Event service is open to the public and serves pre-designated stops.

Event	Daily Rate	Specifications
Bloomsday	\$ 2.00	Pre-purchased Single Day Pass sticker valid on day of event.
Hoopfest	\$ 2.00	Single Day Pass valid on any day of the event.
Spokane County Fair	\$ 2.00	Single Day Pass valid on any day of the fair.
Valleyfest	\$ 0.00	Service between Spokane Valley Mall, CenterPlace and Mirabeau Meadows Park valid on dates of the event.

Note: Special Event Fares do not apply toward fare capping when implemented.

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

Signature on file

2/10/2022

E. Susan Meyer

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](#)

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Public Outreach Summary

Zero-Fare for Youth

Final

6/22/2022



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Section I: Introduction

The Washington State legislature passed the nearly \$17 billion *Move Ahead Washington* transportation package on March 10, 2022; and it was signed into law by Governor Inslee on March 25, 2022. The *Move Ahead Washington* package included \$33.6 million in grant funding for the 2021-2023 biennium. Eligible transit agencies include public transportation benefit areas under Chapter 36.57A RCW.

To be eligible for transit support grants, transit agencies must:

- Adopt and implement a zero-fare policy for people 18 and under by Oct. 1, 2022. Agencies that adopt and implement a zero-fare policy after Oct. 1, 2022 will not receive 2021-2023 supplemental budget funds and will be eligible for funds beginning in the 2025-2027 biennium.
- Certify annually that the agency has maintained its local sales tax authority for transit at or above Jan. 1, 2022 levels

This became the question to the STA Board of Directors – does STA adopt a zero-fare policy for people 18 and under to be eligible for a share of the \$33.6 million in grant funding?

This report documents STA’s outreach efforts with regards to that question, to help inform the Board of Directors decision. The outreach was designed to engage the general public through a public survey.

Section II. Public Outreach

Public Outreach Objectives

The public outreach and engagement provided the public, community groups, and project stakeholders the ability to learn about the proposed policy revisions and provide input to help inform the policy and its implementation. The outreach objectives included:

- Providing context for the proposed policy revisions
- Being inclusive
- Seeking feedback on the proposed policy revisions

Public Outreach Strategy

STA developed a multi-pronged strategy to solicit public input and feedback on the proposed fare policy revisions. The strategy included:

- A Fare Policy Survey
- Targeted outreach to area school districts
- A launch page on the STA website
- Social media campaign
- Public Hearing

Details for each strategic effort can be found in the following sections.

Fare Policy Survey

The primary tool in soliciting feedback on the proposed Zero-Fare for youth was the fare policy survey. The survey was an online instrument only. The survey had 558 respondents. The survey was open from May 12, 2022 to June 20, 2022. It could be accessed at <https://www.spokanetransit.com/news/zero-fare-for-youth/>.

School District Outreach

STA contacted several school districts in the region, asking for assistance in distributing information about the proposed Zero-Fare for youth policy change and a link to the survey. Several of the school districts complied, including Spokane Public Schools, East Valley School District, and Mead School District.

Fare Policy Update Webpage

The STA Communications Department created a launch page on the STA website, <https://www.spokanetransit.com/news/zero-fare-for-youth/>, to provide a consolidated location for those seeking information on the fare policy update. The launch page included links to:

- A link to the Fare Policy survey
- A pdf of a slide deck that provided:
 - Background information
 - Answers to FAQs

Media Campaign

Along with the creation of the zero-fare for Youth webpage, the STA Communications department promoted the survey in several different ways. Highlights included:

- Promotion
 - STA Moving Forward stories
- Spokanetransit.com
 - Website banners
 - Survey landing page
- Advertising: Targeted
 - School district newsletters

Public Outreach Results

Survey Results

The survey had fifteen (15) questions, along with seven (7) demographic questions. Not all respondents were shown all fifteen questions, as some questions were relational to previous answers. Among the fifteen questions, there were four opportunities for the respondent to write-in their response.

Some notes on the survey and survey analysis:

- For every question, results are provided for all respondents. The ‘n’ values are noted in the tables.
- All questions were optional, so some respondents may have not answered every question, or answered some of them incompletely.
- Nearly 42% of respondents took the time to write-in a response to the final open-ended question “Is there anything else you wish to tell STA?”.

The survey results are shown below.

Question 1: Do you have anyone 18 and younger living with you in your household currently?

All Respondents (n= 558)	
Yes	72.2%
No	27.8%

For those who answered “Yes”, they were taken to Question 2. For those who answered “No”, they were taken to Question 10.

Question 2: What age range are the children/youth in your household? (Mark all that apply)

Note that for this question, n (the total number of respondents) is based on the total number of people who answered YES to the previous question.

All Respondents (n=400)	
0-5 years old	19.5% (78)
6-12 years old	56.3% (225)
13-18 years old	69.8% (279)

Question 3: Did someone in your household use the Summer Youth Pass, a zero fare pass that was offered by STA in the Summer of 2021?

All Respondents (n= 400)	
Yes	38.5%
No	61.5%

Question 4: How many in your household are between 0-5 years of age?

All Respondents (n=77)	
1	75.3%
2	20.8%
3	3.9%
4	0%
5	0%
More than 5	0%

Note that this question was only shown to those respondents who indicated they had a 0-5 year old living in their household in Question 2.

Question 5: What challenges or obstacles do you face to riding the bus with your children? (Please choose all that apply).

	All Respondents (n=71)
Never tried it	25.4%
I am concerned with making connections	31%
Service doesn't come often enough	31%
I am concerned about my children's behavior with waiting or riding the bus.	21.1%
I am concerned with my young children riding without an adult	46.5%
Other	21.1%

Of the 15 responses in the "Other" category, the most common responses (a) focused on the inconvenient nature and/or travel time required and (b) lingering concerns about COVID.

Question 6: How many in your household are between 6-12 years of age?

	All Respondents (n=216)
1	58.3%
2	34.7%
3	5.6%
4	1.4%
5	0%
More than 5	0%

Note that this question was only shown to those respondents who indicated they had a 6-12 year old living in their household in Question 2.

Question 7: Given this new "Rider in Training" card, will your child/children be:

	All Respondents (n=216)
Riding the bus alone	16.7%
Riding the bus with friends or older siblings	50.9%
Riding the bus with a parent or adult	73.6%
Probably not riding the bus	13.9%
Other	2.3%

Question 8: How many in your household are between 13-18 years of age?

All Respondents (n=270)	
1	62.2%
2	30%
3	7.4%
4	0%
5	0%
More than 5	0.4%

Note that this question was only shown to those respondents who indicated they had a 13-18 year old living in their household in Question 2.

Question 9: For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.

All Respondents (n=71)	
Going to school	75.3%
Meeting up with friends	78%
Going to/from after school activities (including sports)	68.8%
Going to a job	57.8%
Visiting family members	39.5%
Other	14.1%

Question 10: What type of impact will zero fare for youth have on your household?

All Respondents (n=522)	
Positive	70.9%
Neutral	25.7%
Negative	3.5%

Question 11: With a zero fare for youth, do you think your household will ride the bus:

All Respondents (n=521)	
More than today	68%
Less than today	2.1%
Same as today	29.9%

Question 12: STA is seeking to understand community sentiment about zero fare programs for youth. Please carefully review all statements below and select the one that most closely aligns with your personal opinion.

	All Respondents (n=521)
STA should provide zero fare opportunities for youth when other funding is available to cover the costs	14.6%
STA should provide zero fare opportunities only for youth who are low income or face other financial difficulties	6.7%
STA should provide zero fare opportunities for youth in all situations, without considering income or replacement funding	72.6%
STA should provide discounts for youth, but fare should not be discounted to zero cost to the rider	3.8%
STA should not offer any new fare discounts	2.3%

Question 13: In the past 30 days, have you ridden an STA bus route?

	All Respondents (n= 524)
Yes	47.5%
No	52.5%

Question 14: For those who answered YES to the previous question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.

Note that for this question, n (the total number of respondents) is based on the total number of people who answered YES to the previous question.

	All Respondents (n=247)
I paid with cash and /or coin at the farebox	50.2%
I used a two-hour pass or day pass	32.4%
I swiped/validated my 7-day or 31-day rolling pass	25.1%
I used an STA Smart Card to deduct/validate my fare	14.2%
I swiped or tapped my university/employee ID card	13.4%
I used a reduced fare ID to pay for or use a reduced fare pass	6.9%
I purchased a ticket from a ticket vending machine	0.8%
I did not pay my fare due to lack of change, missing pass, or other reason	3.2%

Question 15: Is there anything else you wish to tell STA?

This was an open-ended question, allowing survey respondents to let STA know what was on their mind.

42% of total survey respondents provided some text for this question (234). All percentages below are based on the total number of responses to this question, and not to the total number of survey respondents.

68% of the respondents who provided comments on this question wanted to add their support for the zero fare for youth policy revision. Some sample quotes (*all quotes verbatim from the survey*)

Respondent A

" I grew up off of the Monroe bus route in Spokane and depended on the bus route from 8th grade on to get places. Without the bus I would never have been able to go to ballet class or babysit and earn income or get math tutoring. We were low income and I lived with just my mom who worked long hours. Thankfully we could afford the bus. I think busses are an essential lifeline to many youth and would love to see kids use it more again."

Respondent B

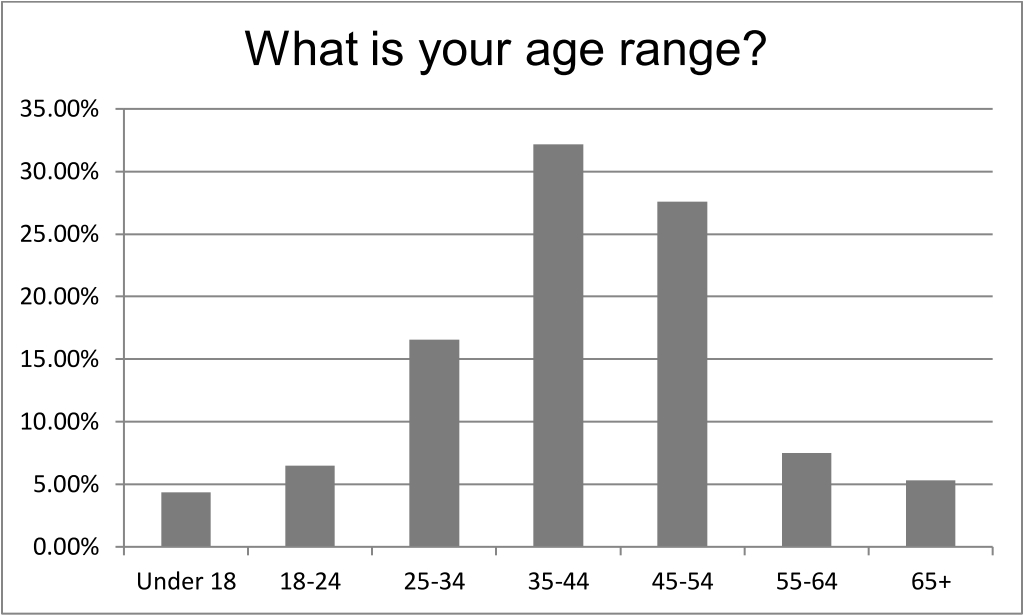
" i just want to put my input as i'm recently 18 and moved out and my little cousin lives with my parents now and it would've been so so incredibly helpful to be offered this when i was young. my cousin would be able to get a job and work if she could get around on the bus. i think it would be so so positive."

The next most common theme of the comments was a desire to see the zero fare (or low fare) expanded to more ridership groups (13%).

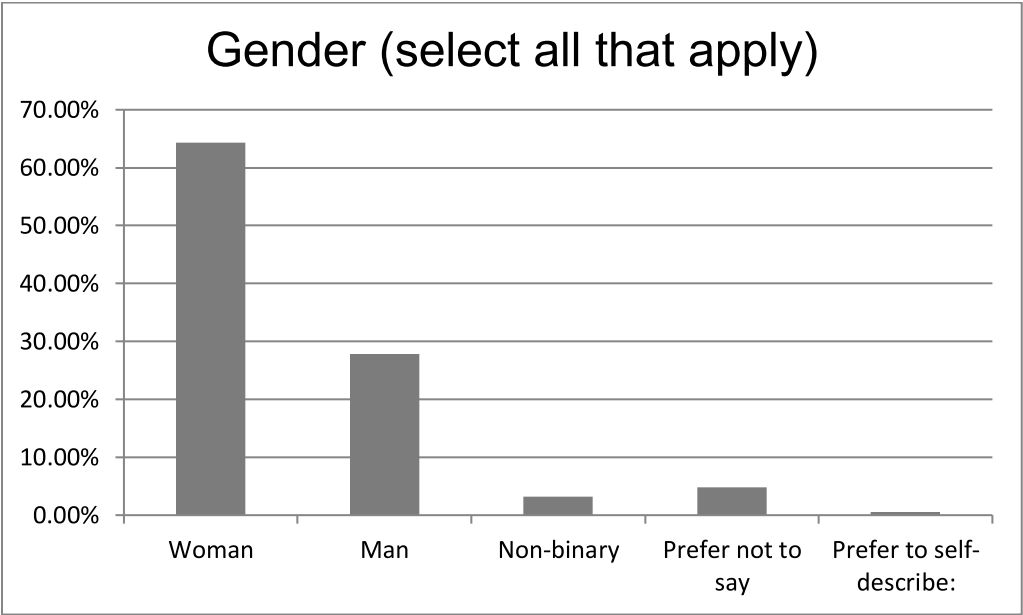
No other theme emerged at a rate greater than 10% of the total comments.

Demographics

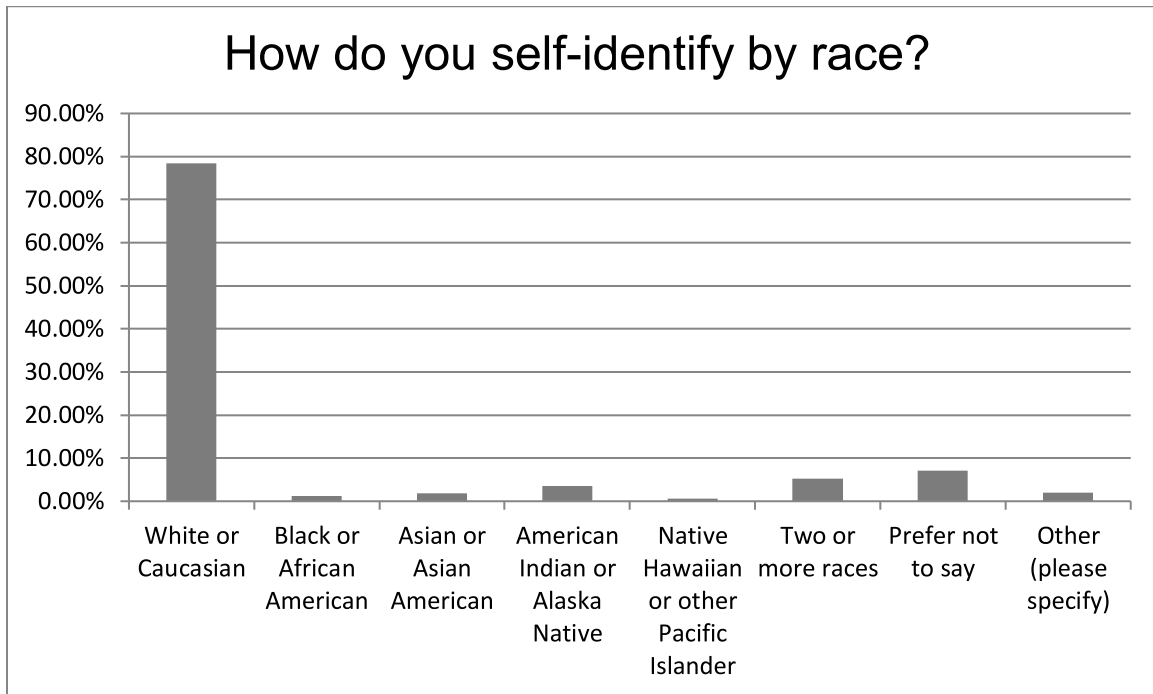
Age Range (n=507)



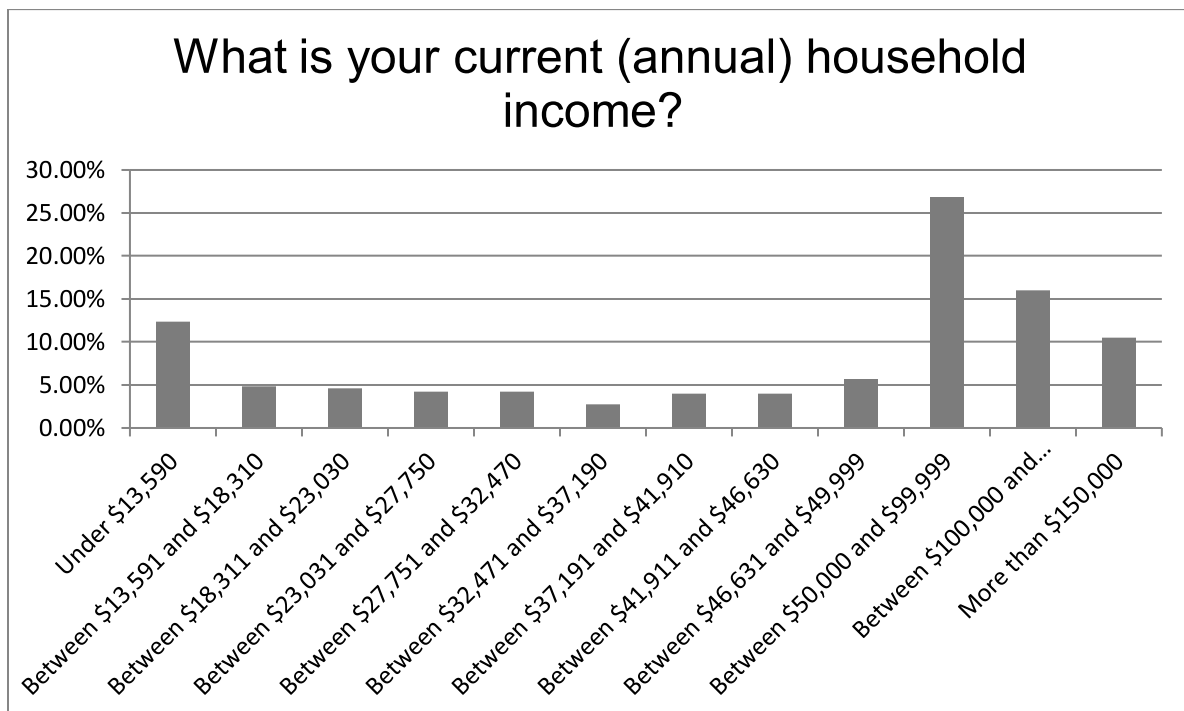
Gender (n=504)



Self-identify by Race (n=502)



What is your current (annual) household income? (n=476)



Appendix A: Survey Instrument

Zero-Fare For Youth

STA is exploring policy changes to allow youth 18 and under to ride with a zero fare. Recent state law changes provide grants to transit agencies if the agency introduces a zero fare program for youths.

STA wants to know about you and your household, and the impacts a zero-fare policy for those 18 and younger would have on you and your household.

If information is needed in another language, contact (509) 325-6094.

Si necesita información en otro idioma, comuníquese al (509) 325-6094.

Для получения информации на другом языке звоните по тел. (509) 325-6094.

Nếu quý vị cần thông tin bằng một ngôn ngữ khác, xin vui lòng gọi số (509) 325-6094.

1. Do you have anyone 18 and younger living with you in your household currently? YES/NO

2. [THIS QUESTION IS FOR THOSE ANSWERING YES TO #1]

What age range are the children/youth in your household? (Please mark all that apply)

- ☐ 0-5
- ☐ 6-12
- ☐ 13-18

3. Did someone in your household use the Summer Youth Pass, a zero fare pass that was offered by STA in the Summer of 2021? YES/NO

Youth 0-5 years of age

4. How many in your household are between 0-5 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

5. What challenges or obstacles do you face to riding the bus with your children ages 5 or younger?

- ☐ Never tried it
- ☐ I am concerned with making connections
- ☐ Service doesn't come often enough
- ☐ I am concerned about my children's behavior while waiting or riding the bus
- ☐ Other (please explain)

Youth 6-12 years of age

6. How many in your household are between 6-12 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

7. STA recently approved a new fare program to allow children ages 6-12 with a valid "Rider in Training" card to ride at no cost after registering for the program online or at the STA Plaza. This is planned to go into effect in October 2022.

Given this new "Rider in Training" card, will your child/children:

- ☐ Riding the bus alone,
- ☐ Riding the bus with friends or with older siblings
- ☐ Riding the bus with a parent or adult
- ☐ Probably not ride the bus
- ☐ Other (please explain)

Youth 13-18 years of age

STA recently approved a discount program for ages 13-18 called a "Rider's License" that would be offered at a 50% discount to the regular fare beginning October 2022 after registering for the program online or at the STA Plaza. STA is now proposing to offer this program at 100% discount (zero fare) to the regular fare.

8. How many in your household are between 13-18 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

9. For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.

- ☐ Going to school
- ☐ Meeting up with friends
- ☐ Going to/from afterschool activities (including sports)
- ☐ Going to a job
- ☐ Visiting family members
- ☐ Other – please explain

10. What type of impact will zero youth fare have on your household?

Positive	Neutral	Negative
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11. With a zero fare for youth, do you think your household will ride the bus:

More than today	Less than today	Same as today
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12. STA is seeking to understand community sentiment about zero fare programs for youth. Please carefully review all statements below and select the one that most closely aligns with your personal opinion.

- STA should provide zero fare opportunities when other funding is available to cover the costs
- STA should provide zero fare opportunities only for youth who are low income or face other financial difficulties
- STA should provide zero fare opportunities for youth in all situations, without considering income or replacement funding
- STA should provide discounts for youth, but fare should not be discounted to zero cost to the rider
- STA should not discount fares for youth any more than it does today.

Travel

13. In the past 30 days, have you ridden an STA bus route? YES/NO

14. [THIS QUESTION FOR THOSE ANSWERING YES ABOVE]

For this question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.

- ☐ I paid with cash and/or coin at the farebox
- ☐ I used a two-hour pass or day pass
- ☐ I swiped/validated my 7-day or 31-day rolling pass
- ☐ I used an STA Smart Card to deduct/validate my fare
- ☐ I swiped or tapped my university/employee ID card
- ☐ I used a reduced fare ID to pay for or use a reduced fare pass
- ☐ I purchased a ticket from a ticket vending machine
- ☐ I did not pay my fare due to lack of change, missing pass, or other reason

5. Is there anything else you wish to tell STA?

And now, about you...

What is your age?

- Under 18
- 18 to 21
- 22 to 34
- 35 to 44
- 45 to 59
- 60 or over

Gender (select all that apply):

- Woman
- Man
- Non-binary
- Prefer to self-describe: _____
- Prefer not to say

How do you self-identify by race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Two or more races
- Other (please specify): _____
- Prefer not to say

Are you Hispanic or Latino/Latina?

- Yes
- No

What is the primary language spoken in the household?

- English
- Spanish
- Vietnamese
- Russian
- Chinese
- Other

Including yourself, how many people are there in your household? _____

What is your current (annual) household income?

- ☐ Under \$13,590
- ☐ Between \$13,591 and \$18,310
- ☐ Between \$18,311 and \$23,030
- ☐ Between \$23,031 and \$27,750
- ☐ Between \$27,751 and \$32,470
- ☐ Between \$32,471 and \$37,190
- ☐ Between \$37,191 and \$41,910
- ☐ Between \$41,911 and \$46,630
- ☐ Between \$46,631 and \$49,999
- ☐ Between \$50,000 and \$99,999
- ☐ Between \$100,000 and \$150,000
- ☐ More than \$150,000

Appendix B: Public Comment & Survey Responses

This section includes the responses to the “Other” category from Questions 5, 7, 9 and the open-ended question number 15.

5. What challenges or obstacles do you face to riding the bus with your children? (please choose all that apply)
Other (please specify)
I've been concerned with Covid so I haven't chosen the bus during the pandemic but I've taken our kids on public transport all over the world prior. I'm Spokane many places we go to don't have easy routes.
Not concerned.
It's hard to have to break down the stroller for my son when I get on the bus
Plaza bathrooms are full of "drug addicts"
Takes a long time
For the last few years I've been concerned about Covid safety on buses with children, although that is starting to abate.
Coach operators don't provide a safe atmosphere. Most of the time they don't care about what is happening to do something about it.
Cost sometimes outweighs the convenience
Price
We've been reluctant to use public transit during COVID
COVID related concerns
need routes during school year that coordinates with local high school start and stop times
All the creeps that ride the bus
Having to pay fair for them too
My child really doesn't pay attention to which bus goes where she has little knowledge of directions and where bus lines will lead to

7. Given this new "Rider in Training" card, will your child/children be:
Other (please specify)
Riding the bus with a parent only at first. If that goes well may consider letting them ride with only older siblings.
All of the above
Likely riding the bus to high school in 2 years
I would need more details as to what the program entails
No service where we live. Grandview area.

9. For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.
Other (please specify)
Getting to summer programs
Non-school related learning opportunities, attending sports and entertainment events, shopping
Dining out with family
Errands
Parks and pools
Doctor's appointments, grocery shopping, community events
Church
Gym
Going to the pool or library
Appointments with parents
Going shopping
going downtown or to Northtown mall with friends
Seeing the city
Going to medical appointments
Hanging out
Library, swimming pool
Social events
Shopping, Dr, errands
Gym
Going to community events
I
Shopping and hobbies
Appointments
Grocery shopping
Accessing mental health services, gym, library, community activities
Going to appointments
Doctors appointments
None
Going to Library
Exploring parks, activities in spokane
Medical appts
Shopping - evenets
Learning the value And the appreciation. Life Lessons.
Getting home from school
Doctor appointments
Summer activities
Hiking library etc

15. Is there anything else you wish to tell STA?
Open-Ended Response
Summer only routes to locations traditionally not serviced by STA. (Pattison's North, Spashdown, Boulder Beach)
Free fare for youth accustoms the next generation to transit, which will increase use, and reduce the need for more vehicles on the road. Now if we can just increase operating hours early morning, evenings & weekends, along with 15 minute headways in the evenings and on weekends.
Zero fare for youth is awesome!!!
I grew up off of the Monroe bus route in Spokane and depended on the bus route from 8th grade on to get places. Without the bus I would never have been able to go to ballet class or babysit and earn income or get math tutoring. We were low income and I lived with just my mom who worked long hours. Thankfully we could afford the bus. I think busses are an essential lifeline to many youth and would love to see kids use it more again.
More routes in the valley along Trent would be helpful, also up and down pines. With all the apartments going I'm sure there is a need.
More busses on the weekends please!
Why just youth?
My household only uses the STA reducing or removing the cost for children and teens to ride the bus would increase our ridership significantly.
Anything you can do to de-stigmatize riding public transport, we need a growing youth populaces both rich and poor who value public transport. Honestly giving your product away to minors is the best method to ensure advocates and riders into the future! Thanks for all you do, the bus is awesome in spokane and the bus + bike is unstoppable!
Thank you for what you do for the community!
Why is this a question? Let the kids ride for free. The past couple of years have been hard enough on them, can't we at least give them a free bus ride?
I believe zero fare for people under 18 could be so helpful. Kids who have jobs but no other wag of transportation. Parents who want to get out with kids but are low income. The positive impacts heavily outweigh the cost. And the bus will be running that route regardless. Help the kids.
I think zero-fare for youth is terrific!
There should be the same program for senior citizens.
The summer youth pass is lovely and I would love to see something similar implemented year round. It may also be helpful to make some "riding the bus" type of classes or videos for younger riders, because it can be a little confusing and overwhelming at times
Any youth should never be stranded because of lack of transportation. I truly hope this program is passed for all ages
Keep masks in place
Use proof of student Id for students to use the bus for free
Youth riders become adult riders.
We need a route that goes across the maple st bridge stops on both sides.

15. Is there anything else you wish to tell STA?
I really appreciate the opportunity my high school student has had to use STA this year while the Durham bus routes were in -- well, I'll say it -- chaos. His STA route was 90% on time (that's just a guess) and always got him home faster than riding the yellow school bus. I wish there were better ways to get across town than going to downtown and transferring, but I understand it's a complicated system. Just wish it could be better. In some cases, it's faster to walk 3 miles than to grab the bus. As the city grows I would like to see a larger evaluation of routes and more direct access. Thanks for providing an option for people to get around town!!
I support any change that encourages the use of public transportation and lowers the number of cars on the road.
Zero fare for all youth will give them agency and their families good options for transport to schools/extracurriculars! It is such a good idea!
STA should provide zero fare opportunities for youth in all situations when replacement funding is available. STA should always provide zero fare opportunities for low-income youth AND adults without regardless of replacement funding availability. Qualifying households should be identified and contacted by STA in order to limit administrative hurdles for riders.
I have two special needs children with appts four days a week and free bus fare would make it so much easier to make all appts and not have to worry about how to pay for it or waiting for SMS to send bus passes that always arrive late and cause us to miss the first week of appts or have to find a way to pay out of pocket with our already strict budget
No
Make the bus stop, in the plaza, blind accessible. Something as simple as rugs or non-skid floor tape that leads from the doors to the main counter. I keep getting tangled in the straps on the posts used to make a cattle-run.
N/A
You're driving the buses whether kids are there or not, and access to school and other things for kids can be essential. When the routes are there for the benefit of the community, it just makes sense for kids to be able to take them at no charge regardless of circumstance.
i just want to put my input as i'm recently 18 and moved out and my little cousin lives with my parents now and it would've been so so incredibly helpful to be offered this when i was young. my cousin would be able to get a job and work if she could get around on the bus. i think it would be so so positive
Great idea. This will alleviate gas prices and usage.
Have lower fares for people who are on limited budget not just social Security
I believe children shouldn't have to worry about the cost of transportation when it comes to school or a job or just a fun activity especially with all the other costs of living. I believe that children should be able to use public transportation outside of school buses to utilize the parks and other amazing scenery we have to offer with no cost of riding the bus no matter their home financial situation is
Lower the fare for adults
No.
I think too many adults will try to take advantage of the youth free fare and claim they are 18 when they aren't just like they do by using youth bus passes. It will become too much on the driver and cause a conflict between the driver and passenger.
No
Have a cash free system for regular riders
Nope

15. Is there anything else you wish to tell STA?
add trains!
Having come from other countries with robust public transportation I would LOVE to ride the bus more often. However the times/routes are often unreliable. I hope Spokane can expand their public transit to make us a better city!
I teach high school, and most of my students ride the bus to get around in general, as well as to get to school. Let's do the right thing for them & their families, for schools, and for addressing climate change by making public transportation the norm.
I really think zero fare should implemented until 21
A lot of kids go to school outside of their designated boundary and free bus fare would really help! Also, kids that get familiar with buses are more likely to use them as adults.
My family and I were avid bus riders for 10+ years, it would of made such an impact to have this when my kids were little and find were tight. I think it will help kids get around and enjoy life more and take the stress of of already stressed out parents.
N/A
I think zero fare for youth is a great policy even though I don't have kids. I support my tax dollars going to this community asset.
I think this program will positively affect this children who cannot afford a bus pass not only in the sum.er time but also during their school year, especially as they become independent in their younger years this program will be a terrific opportunity for our youth community to move about and stay in touch with friends and family.
You should allow pennies
I think the opportunity for STA to join forces with the school district to help provide transit for students is crucial. It is a public service that is greatly needed with the current bus shortage. It would help students who want to sign up for Zero Hour classes get to class. To date, the school system does not provide buses for Zero Hour classes, therefore those classes were really only available to students whose parents have the luxury to drive them, who have their own car (also a luxury) or who were close enough to school to walk. Providing free public transit to all students would help resolve a discrepancy in which students can and cannot attend Zero Hour. Also, you will be growing a new generation of public transit users.
If you implemented this I will not be riding the buses anymore. Reason 1 is I pay for my ride they should to. Reason 2 if you let them on without paying I will not feel safe. You provide NO security for the passengers, and there are way to many 18 and under who will abuse this program. It will become a free for all and trouble will be on these buses. Also how do you really plan to enforce this. Anyone can say that they are 18 and under. It will be just like you summer youth passes and the old guy is riding with it. You do not currently enforce your policies NOW. That is why I will not be riding. Will not feel SAFE.
Advertising discounts for 18 and under and low income people and seniors would be helpful too!
I am very uncomfortable with my teen daughter riding the bus because the bus stops by LCHS are not in safe area. I would feel better knowing that someone is providing security at those stops from 7-9 am and 2-4 pm (even if that's SPS SROs). I'm also nervous about the Plaza, I hope you have good security there. Security is going to make me more likely to let my kids ride, not free fare. Safety is the deal breaker.
Buses are very important and have helped our family a lot.
This would help a lot of people!!
I think zero fare for youth is a great idea! It won't affect me but it will be great for others.
Thank you for the opportunity to provide our input!

15. Is there anything else you wish to tell STA?
As a single parent, it is difficult to get my son to various places. The summer bus pass was great, it would be helpful to have this year around.
This would be helpful.
We went to the plaza downtown to buy my 14 yr old daughter a bus pass.. drug addicts were doing drugs in the bathrooms and on the benches while 5 “transit officers” all stood in a circle socializing with each other. Totally makes me feel safe letting my daughter ride the bus alone (sarcasm). Do better.
no
I want public transportation to be a viable option for youth in Spokane. In order for that to be the case, safety MUST be the highest priority. Also, providing zero fare to all youth, regardless of income, may help to break down stigma around riding buses rather than taking a private vehicle.
Thanks for working on this!
I believe this zero fare implementation would be incredibly positive and I think rider numbers would go up
We drove our daughter to and from school every week day from September 2021 to May 2022 because her bus route arrived two hours' late and dropped her off two hours' late due to a lack of drivers. I am still getting emails from SPS stating a school bus route has been changed. There is an STA bus stop outside our apartment. The route takes passengers to Ferris making commuting to school convenient, but we didn't use it because we would have had to purchase a bus pass for her, increasing our costs. My husband uses his Gonzaga U ID card to commute to work and travel to other parts of the city for meetings. The STA app makes things easy. Our oldest son (age 20 and a GU student) just used his bus pass today to go to a coffee shop on the other side of the city. He started using the bus as a college student because the bus pass is free with his GU ID. STA is so reliable that I know what time to expect my husband when he takes the bus to come home. It would be great if school students could use their student ID cards as a free bus pass to commute to school. We can't count on the school buses, but we know we can count on STA.
This program will be beneficial for my household. My daughter has been riding the City bus to and from school this entire school year by herself.
If the Zero fare, I would suggest just only do the New Years Eve for everyone once a year would be more fair. If you want more youth to ride the bus. I would suggest make a Winter pass like Summer pass
My boys are 13, and are moreso allowed to go places independently so public buses add endless opportunities. I work in public schools, and some students are homeless. Let's give everyone PASS so there is NO differentiation between humans
I believe this is the best thing ever I think it will offer more opportunities for kids over the year to be able to get to and from places other wise they can't do them because of single parent house holds, this will help keep kids busy and out of trouble.
This would be such a great opportunity for my children and gives them the feeling of independence and self-reliance children and youth need!
I think using STA for high school bus transport in SPS is a fantastic idea!
We don't use the bus but would support zero fare for those who do
There are MANY youth in Spokane whose latent s to not have the means, car nor income, to drive them to school, work or elsewhere. Zero fare for youth would make a big positive impact on our community
Love the summer free passes!
Something the survey did not ask about, but I hope the city is considering, is that there is a goal to have more ppl using clean, public transportation rather than personal vehicles. A program like this could normalize public transportation for an entire new generation.

15. Is there anything else you wish to tell STA?
I think free fare for youth is a great program - I got a pass during high school and it allowed me to get to and from school each day without stress. And giving youths mobility is just a good thing to do.
My daughter will be attending The Community School next year which does not have school buses so she will need this to get to/from school.
It would be an amazing asset for so many in these difficult times
Train your coach operators to care about their passengers. A lot of them are fairly rude and when something is wrong on the bus, ex..other passengers breaking the rules, absolutely nothing is done.
Not all children come from families able or willing to pay for transportation. When I needed the public bus system as a child I experienced both. Not being able to afford the fare forced me to walk through dangerous areas at bad times. I don't want others to go through my same experiences. Even if I have to pay more, I wish to make it easier for kids to use the bus.
Having zero fare for the youth would cut back on car trips, and enable them to go to library and such on own. And make it affordable for parents to transport younger children with them.
I'm 75 and the bus is essential to me and I appreciate it immensely
Overall, I think the idea of zero fair bus privileges is a good idea for youth. It was one of my favorite things growing up and gave me a lot of freedom in the summer. However in our community, to get anywhere on the buses takes her horrendous amount of time and is not really practical (Spokane south hill). This is too bad. I would love for our kids to use the bus more and I'm always looking at more environmental ways to travel
Thank you for your service
Thank you for all you do & for asking for input :-)
I work as a homeless liaison at a local school district. We do provide passes to teens but I would like to see it expanded to adults who are without transport or low income.
This year will be by sons first time using the bus for transportation and the bus fare will be an additional expense we aren't ready for.
My current 18 year old used the free STA pass benefit a few summers ago. If the pass hadn't been available, I would have given him the money for the bus rides.
N/A
I think this is a wonderful program that will make access to services more accessible to kids and families
in addition to providing safe transportation we are teaching our youth to use public transit - an environmental necessity for the future
My kids rode public transit to school from 7th grade on. It was an important step towards independence and I endorse efforts to do so in Spokane.
Thank you to the drivers for always making mw feel safe on the bus, especially in downtown after work traffic. They deserve more love and recognition, many take them fro granted and I appreciate them being so great at their jobs, and being friendly and reliable transportation. I prefer taking the bus to and from work, its less stressful and cheaper then paying of parking
Implement zero fares for all, let's grow STA!
This is a great opportunity to support youth access to their communities.
My son has a disability and would benefit from zero fare to increase his independence.
Safety and ease of navigation are important considerations to engaging more youth/families to utilize zero fare. Families and youth may choose other methods or simply stay home if they feel unsafe or if routes are too difficult for youth to navigate.
Great job working towards a better city!

15. Is there anything else you wish to tell STA?
Let's just make it zero fare for everyone. It's public transit. It should be free for the public.
This is wonderful!
This is a great way to expand STA services.
I am a single mom of two! So I am grateful and thankful. It helps me and my kids who are special needs!!! Thank you. Keep up the good work!!! God bless
I live at a house on 25th and bernard with commuter stop 144 at my house. We ride the bus, but other rich kids don't due to a stigma. My daughter rides the 43 or 4 to ferris even though we live in LC. She is treated as if she is poor. Make taking the bus downtown a life skill! For all income levels!
Zero fare for everyone
Zero fare for youth will help prevent isolation for youth who don't have access to other transportation. Also it will be essential for many students who will depend on STA for transportation to school.
Thank you to the ones who help when people are short.
This would be fantastic, my daughter loves taking the bus to the park work me!
Well should make public transportation free for everyone but especially for youth and we should find it by charging car drivers a fee. They are making our cities dangerous and wrecking our rides. They should subsidize our public transportation.
This will create incredible access for our teens. Larger cities have successful zero fare programs and Spokane should be added to that list!
Loved the Bloomsday Shuttle from Ferris!
Bus passes for those on fixed incomes should be reduced also
All youth need access to have the freedom to work, live and play. Please create a no fare program for all teens.
no-cost fares can equal freedom and opportunity for kids - I'm all for it!
With bus driver shortages is district 81, kid had to take the bus on several occasions while the dist only provided 2 months of passes. This would help our family tremendously
Thank you for your service.
Thanks for all you do!!
Thank you for the important work you do for our community.
Having free access to public transit is a safety enhancement for our children, allowing kids who need to leave a dangerous/unhealthy situation more opportunity and freedom to do so.
This would positively impact the homeless youth and low income families the most.
Zero fare youth programs create riders for life.
I'm a single mother on disability. Hard to pay for fees
I love the independence that bus-riding can promote in young children! Plus, riding public transportation helps us lessen the environmental impacts of our transportation choices and reminds us that the world is not a scary place.
Being a single mother I cant offord the bus fare everyday for all of my children and myself so it gets complicated trying to get everyone around let alone myself
I think teaching youth the importance of and using mass transit is so important and think zero fare (esp for low income) is great! Thank you!
My daughter used it to get to and from LC as a freshman. My next will need it next year!
We don't need STA in Spokane.
Even though my family and I may not use the bus, I think that it should be free for all students aged 0 to 18.

15. Is there anything else you wish to tell STA?
Zero cost would allow youth to travel the city without limits. I believe this would have a negative impact on communities because the younger population isn't mature enough to make good decisions. Having a fare at least sets some boundaries on how far/often they can travel.
Keep up the always improving service that you provide to our community! ❤️
Our children have to ride the bus regularly for school since we are outside SPS attendance boundaries. This adds up quickly for three teenagers and has been surprisingly expensive up til now.
I work for a local school district. There are a significant number of unaccompanied homeless youth in our county who would be positively impacted by a zero fare policy. Your routes need to provide access to school buildings in all school districts especially Middle and High Schools.
Hi!
Even though no one in this household rides the bus, I think this is an excellent idea.
Thank you for considering this program. It will help so many families.
Busing has been a mess this year for school. Having STA available for the older kids would be very helpful!
We love the service you provide. Hubby buses to/from work, one child bused to/from high school, the other would like to. Thank you!
Expand. More routes More frequent runs
This is great for kids who have been in quarantine last summer to finally get out and explore the city and be social.
No one should have to pay to use public transit the way no one has to pay to use the library or parks.
This is a good idea
The free summer pass really helped us out a lot!! I barley make enough to pay the bills
All youth should ride for free.
please make it easier for middle school and high school students to ride for free so we dont have to wait so long for school buses
I never have cash and this makes is complicated. Honestly I bike commute and I use the bus sometimes to come up the hill, but there isn't always a direct route from downtown to the South Hill...when I am in a hurry.
We believe that the school district should contribute to the cost of bus passes for students, considering that the Durham bus schedule—at least this year—was completely inadequate and didn't get students to school in a timely or predictable manner.
The problems with the school busses this year have been severe. This would have been a wonderful solution when we were working around them being 4 hours late every Monday morning.
It would be a good idea for adults with kids to have free summer passes to depending on financial situation or on SSI
Please consider some safeguard in your mentor programs for young riders. Currently I do not feel safe allowing my young daughter (8) to ride alone or with our au pair. We have had issues with men following them off of the bus and harassing them on the bus.
Having youth riders promotes future ridership as kids are comfortable with the bus now and will use in the future.
If it were possible I would wish for public transit via city bus to be free to all AND run 24/7. Socialism benefits everyone.

15. Is there anything else you wish to tell STA?
I tend to walk or bike everywhere and use the car only for long-distance trips or hauling; otherwise I'd take the bus. My children walk to and from school and/or carpool and/or ride the school bus. Zero fare would encourage them to use the bus more for extracurriculars and recreation. A citywide zero fare for *all* youth would also help cultivate a new generation of riders who don't stigmatize the bus and learn to see it as a viable choice for transportation, not just something for those with no other options. This city desperately needs to be weaned off its single-passenger car habits.
My son rides the bus every day to school and it would be awesome to have this.
I would feel safer about having my younger (11 & 13) kids ride the bus if I knew that there would be safety protocols regarding homeless people
Please offer all youth the opportunity to use public transit for free.
This change will help our youth to both be more independent and to learn that public transportation is a more sustainable option for our world. My oldest child used the bus all the time. It was crucial for them.
With the bus shortages in the school district, this would replace the school bus and we would no longer have to pay to get our child to school on time
Keep on doing a EXCELLENT job!
Start a zero fare policy for seniors AND improve your service in the Valley
My family is older now, I am thinking about the younger families, this can be huge for them.
Good
As a parent with 5 children, it makes no sense to pay \$24 or whatever for a round trip bus ride for all of us when we have a vehicle available, but if the children were free it would definitely make it worth it to pay for my own bus fare in order to drive less. So maybe you would have more parents riding the bus and actually collect more fare?
Keep doing what you're doing!!
My children go to alternative schools where the school bus is not an option. We depend on STA to get the older ones to and from school, activities and appointments. The impact of them having zero fare would greatly benefit our family.
Implementation of zero-fare for youth will massively cut into STA's long term plans to expand routes to the east including Stateline, Post Falls, and Coeur d'Alene.
I pay to take my daughter back and forth to Dr. Appointments and it starts to get hard with the wallet
Good for kids I am 100% on board for this program
I don't drive and heavily rely on the bus to get me to and from work Monday-Friday. As summer approaches my children will need/want the freedom to go places alone and with me. If the bus fare is reduced or zero for youth more opportunities will be available to us as a family.
I am curious if there will be any upgrades to Service? Right now it's impossible to get out of my neighborhood of Lincoln Heights, to any destination on time. The #34 is always late, now the route is chopped that would take me from Lincoln Heights to Grocery Outlet on 3rd took 3 hours & \$2 🤔 Please reinstate that City Loop you took out. That was a poor decision. You could catch a bus anywhere & grab a connecting bus, now it's Stop, Wait, Wait Some More... I couldn't make it from Lincoln Heights to Division Y for a eye appointment on time... The 33 pulls out as the 34 pulls in 🤔 I don't understand...
The government has no role in funding public transportation. If it cannot survive as a private enterprise, the government needs to stop losing money on it every year.

15. Is there anything else you wish to tell STA?
Please don't add this to the list of things only very low income children can have. If there is an income cutoff, make it more than the federal poverty level. So many families are above the cutoff for low income programs, but are struggling due to increased housing and food expenses. I am a grandparent raising a grandchild. I am slightly above the income cutoff for things like free and reduced price lunches, but as a senior citizen, rising costs for rent and food are making things difficult, yet we don't qualify for any help. I don't have a car, so we depend on the bus, and sometimes there is no money for bus fare. Please, let the kids ride free. You will be teaching future riders that the bus is a great source of transportation.
Children need a safe and efficient way to get around. If the state is going to cover the cost (and then some) this seems like a win-win. There might be some people older than 18 that attempt to abuse it, but I have seen your drivers handle tough situations like this in the past. They always do a good job. Please move forward with this program for the summer and the future years to come. I truly believe it would benefit the Spokane area, create future bus riders, and help families who are financially burdened.
Paying 2dollar is a little spendy when not having any income. Also I believe when paying for the bus ride you receive a 2hr pass but it actually should be an all day pass. N if not paying fair then should be a one way trip
Nope
I'm a single G-ma raising a teenage boy w/ no car living in Airway Heights. We moved here in 2016. We used to do a lot more free activities when we lived in Seattle...like going to visit family & friends, the library, the park, farmers markets, museums, swimming, & exploring the city in summer. We are very limited now do to cost, because there are not a lot of low-income programs available to help for social purposes. So we don't go out a lot & walk where we can. When I lived in Seattle I had a disabled pass. I wasn't able to get it transferred here so I have to pay full fare. So transportation is a hardship for us.
Many children in the community would have more opportunities to participate in community events, activities, educational, social, work opportunities to e better themselves and the community
Please make this program as simple as possible, without means testing, so that all young people in our city know they can ride the bus free of cost & there's no further complexity for them or their families to dive into. Ensuring that young people aren't dependent on driving will be good for traffic safety and making sure kids can get around on their own. Let's keep it simple and maximally accessible. Also: please don't get rid of the cash farebox! Not everyone has a smartphone at hand. The cash option is still very important for our seniors and low-income neighbors.
This would help low-income families be able to get out of house together
I'm am employee and although my child rides free her extended family and friends do not. This will increase the opportunities for her to socialize and learn about navigation with her friends.
Yes . . . raise all fares sufficient to cover the full costs of the system, including capital costs. The people who ride the bus ought to be paying for it.
I am not a bus rider, but know many people who are. Transportation can be such a barrier for services that I'd be happy to see as many free and reduced fares as possible and I'm happy for my taxes to help.
Zero fare will provide expanded travel opportunities for kids and will increase support for STA over time as more people in the community become familiar with the service (it's a long range benefit to STA).
I don't think kids should get used to something for nothing. Have them pay something!
No
Zero fare for everyone, including youth

15. Is there anything else you wish to tell STA?
It is critically important to encourage youth to ride the bus in any way possible. Without doing this, they may never consider it a viable option, and be tied to a car. The national park service provides free entrance to 4th graders so they are able to connect to the parks. This connection is vital, be it parks or transit.
I'm 100% in support of providing zero fare accessibility to young folks in our community.
Bring on the bus 38 route. I'm super excited for that.
GET MORE NEWFLYERS!
Anyone using state benefits should also qualify for a discount. Bus passes have gone up and I'm afraid of them going up again. It's hard enough saving for a car.
Larger buses are needed Sunday morning mostly on rts 90 & 61
Implement digital ticketing inside the bus.
Paired with good routes to schools, this could help alleviate school bus shortages to help families reduce traffic on school days
Should implement in the 'zero fare for youth' bylaws that is no Such act into stroking their ego in entitlement, but rather essential values thats ethical, that teaches morals that 'if you dont work you dont eat. That where community that cares one way is, showing them that is providing free fare, for the youth that is productive(School work volunteer cultrul/spiritual/religion the want). And for the youth that That don't fall into the above mentioned. esp Entitled Active wanna be criminals the not sures esp 10 dollar monthly pass. Take the opportunity for what we talk about How our kids should be How our kids should be This way we can show them. Because if the youth don't know then They won't have the proper know how.
Please add more direct routes from 5 mile to the Valley/Liberty Lake please!
I am in the process of teaching my youth how to ride the bus because being able to do so will give him a better sense of independence and freedom to participate in events in our city, which he is not able to do now since I work full-time. It would be a big stress reliever for me to know that this would not be an extra cost burden for me, if the pass was of no charge.
Make the buses run later to serve those commuters who work late at restaurants and bars or other entrainment jobs.
I think it would be a good idea for youths to show some form of identity to prove they can ride the bus for free
Off topic, but 24 hour bus service, more routes, and more frequent timetables would be my ideal. I do also like the new suggested fare schedule where people are automatically rolled to day passes after spending \$4 on fares in a single day.
Great program.
Kids have jobs but not a driver's license. With gas prices what they are it is very difficult & they would love to take the bus
Good bus :)
Keep up the great work
I believe 0-12 years of age should pay \$0, but kids 13-18 should pay a reduced fare (\$1 or similar).
We love you guys! Thanks for all you do!
Youth fare should be free! It will encourage community and more spending in the downtown sector
This would be very beneficial for all of my current students. Getting to school, getting to work and helping to take care of their families (grocery shopping, dr's appt's, multiple households, etc) Every fall, I dream of being able to tell my students they will get this wonderful opportunity.

15. Is there anything else you wish to tell STA?
STA routes should be widened across the city to provide reliable transportation for all residents to/from all areas of the city. Youth should be able to access these routes free of charge, especially considering most of the youth that access these routes are trying to get to/from school and do not have alternative options.
I work for Spokane Public Schools and I spend a lot of time searching for Bus Passes to get kids opportunities to events outside of school. If Zero-Fare was a possibility- more of my at-risk students who don't have transportation, might attend events that would get them excited about learning.
Ya'll ever thought of usin dem fancy pods like Morgantown?
please provide free bus transportation for all students who need to get to school - high school and college
I cannot wait until STA is viewed as more than just transportation for "low income people" and commuters to/from work. Making public transportation accessible for all will help us improve the view of this important service. Public Transportation for All!!!
PLEASE do zero fare transportation for SPS students!!!
If you are going to discontinue fare for youth , you might as well discontinue fare for all. How are kids supposed to learn responsibility with money and the value of a dollar when getting to and from work ? What happens when the child turns 19 and has to start paying fare when they have getting a free ride their entire childhood ? This is a bad idea all around and will have a huge negative impact in the long run .
I think zero fare should eventually be for everyone.
While I don't disagree with providing discounted or free fares to youth, my concern is that if it is free, does the transit system and its vehicles become a place to youth to loiter? If there can be some sort of program/public messaging effort to emphasize that "free fares" are a privilege and an investment in our youth (to get them to jobs, friends, other responsible obligations, etc.) and to please respect the privilege, then I'm all for providing free fares.
STA should provide discounted fare for low income people, no matter their age.
I think it will crowd the bus system & more troubled youth will be taking advantage of STA
If kids can get around easier workout burdening families that's a net positive. My neighbors have toddlers & at least one family is a single-car household with two parents, this would be great for them. I'd like to live in a place where older kids have free safe ways to get around independently and younger kids can easily go on errands with their families. Free child fare for everyone seems like a pretty easy way to make that happen. Oh! And new moms, who are at risk for post-partum depression & anxiety, which is worsened by physical & social isolation? This could help them get out of the house more without wrestling car seats! If STA can afford this I am ALL for making it happen.
I think youth should be allowed to ride the transit free!
It would be a boon to Spokane. It costs alot for my family to take the bus together.
I recently learned that fares make up like 6% of STAs entire budget. I imagine youth fares are a miniscule component of that already small number, this should be a no brainer. I advocate for all rides to be free, but youth being free is a great way to encourage life long transit users.
The most limiting factor for youth getting jobs, accessing services, and getting to school in Spokane is access to STA. I work with homeless youth at SPS and even they don't always qualify for free bus service. This limits their ability to access free supports and job access. Please! Free bussing for youth! A game changer for our most vulnerable and needy population. Thank you STA!
I won't be able to take my kids out as much when they're too old to ride free, I can't afford 3 monthly passes.
What are you doing about the drug use on buses? It's not safe for my kids to ride public transport if the drivers are being assaulted and drugs are being used on the bus

15. Is there anything else you wish to tell STA?
Fares should be free for all.
Great idea! I think free with adult is necessary.
This is a great idea. We need to do everything we can as a society to increase mobility for young adults.
I know kids in my neighborhood who use STA to get to school and school events. Zero fare in these hard times would be a welcome relief.
Start a \$3 daily pass day pay. \$4 does not make sense when \$2 per trip each way past 2 hours.
Thanks for considering this. Our lack of participation in recent programs and transit use in general are due to the ongoing pandemic.
As a single, low-income mom, I wish I could get assistance with a pass so our whole family could go places together.
Please pass this! Currently to go anywhere via bus for a day pass its 16 bucks I'm a single mom on a very tight budget that's alot to pay fir kids for just one day...this will help my family alot!!!!
I work at a youth center and zero fare for youth would make the city so much more accessible for young folks!
No

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 6D : 2022 SERVICE CHANGE BUS STOPS PHASE 2: SITE LICENSE AGREEMENTS AND TEMPORARY CONSTRUCTION EASEMENTS

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Jeff Hall, Capital Projects Manager

SUMMARY: The second phase of the 2022 Service Change Bus Stops project will require three (3) site license agreements (SLA) and four (4) temporary construction easements (TCE) for the construction of bus stops and street improvements in the City of Spokane and the City of Airway Heights. These SLAs and TCEs are summarized in the tables below:

SITE LICENSE AGREEMENTS				
SLA #	PARCEL #	ADDRESS	DESCRIPTION	OWNER
A	25310.9021	9000 W. Airport Dr., Gar2 Spokane, WA	2' x 8' 16 Sq. Ft.	Airport Board City of Spokane/Spokane County
B	15365.1101	10921 W. McFarlane Rd. Airway Heights, WA	4' x 8' 31 Sq. Ft.	Airport Board City of Spokane/Spokane County
C	15254.0038	Unassigned	8' x 90' 720 Sq. Ft.	McConkey Real Estate Holdings, LLC

TEMPORARY CONSTRUCTION EASEMENTS				
TCE #	PARCEL #	ADDRESS	DESCRIPTION	OWNER
I	25310.9021	9000 W. Airport Dr., Gar2 Spokane, WA	8' x 90' 720 Sq. Ft.	Airport Board City of Spokane/Spokane County
II	15365.1101	10921 W. McFarlane Rd. Airway Heights, WA	5' x 100' 500 Sq. Ft.	Airport Board City of Spokane/Spokane County
III	15254.0038	Unassigned	18' x 120' 2,160 Sq. Ft.	McConkey Real Estate Holdings, LLC
IV	35175.0041	624 E. Front Ave., Spokane, WA	8' x 30' 240 Sq. Ft.	WSU Spokane

These SLAs and TCEs are located along the City's right-of-way and provide for removal of existing sidewalk and bus stop pads in a state of disrepair and construction of sidewalk and landscape improvements. The easement areas consist of drainage swales, landscaping, and fencing. Property values for the TCEs will be determined by appraisals performed by a neutral third-party consultant. Staff are recommending the Board authorize the CEO to negotiate and acquire all SLAs and TCEs listed for a total not-to-exceed value of \$5,000. TCE expenditures will be attributed to the 2022 Service Change Bus Stops project budget (CIP#743).

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the acquisition of site license agreements and temporary construction easements on parcel nos. 25310.9021, 15365.1101, 15254.0038, and 35175.0041 for an amount not-to-exceed \$5,000 and authorize the CEO to negotiate each site license agreement and temporary construction easement and to execute all necessary documents on behalf of Spokane Transit Authority.

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

RECOMMENDATION TO BOARD: Approve, by motion, the acquisition of site license agreements and temporary construction easements on parcel nos. 25310.9021, 15365.1101, 15254.0038, and 35175.0041 for an amount not-to-exceed \$5,000 and authorize the CEO to negotiate each site license agreement and temporary construction easement and to execute all necessary documents on behalf of Spokane Transit Authority.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 6E : PLAZA SUITE 200 BUILD OUT CONTRACT – FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jenni Knoll, Plaza Operations Manager

SUMMARY: All Public Works contracts require Board of Directors acceptance for completion.

Members of the Planning & Development department have relocated to the Plaza, Suite 200.

Quotes received and vendor chosen to build out offices: OpenSquare

- Design Cost \$ 1,680.00
- Furniture/Installation Cost \$45,913.52
- Total \$47,593.52

The purchase order was awarded to OpenSquare using local funds from the Plaza furnishings budget. The work was completed to house 11 of the Planning staff with two visitor stations.

Furnishings included:

- Desks
- Walls
- Overhead storage
- Keyboard trays
- 2 drawer storage

RECOMMENDATION TO THE BOARD: Approve, by motion, acceptance of the contract with OpenSquare for the Plaza Suite 200 build out project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 6F : PROCUREMENT ROLLUP DOOR REPLACEMENT – FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Darin Hoffman, Senior Facilities Maintenance Manager

SUMMARY: All Public Works contracts require Board of Directors acceptance for completion.

STA received quotes to replace two rollup doors in the procurement area of the Boone South building. These were original to the building with very high usage and had served their useful life.

Quotes received and vendor chosen to provide and install doors: Continental Door Company

- Doors/Installation Cost \$38,384.35

The purchase order was awarded to Continental Door, using local funds charged to CIP #809, this work was completed, tested and in operation.

Doors included an exterior door on Gardner, and one high-speed rollup door between parts storage and the bus shop, in the South Boone Facility.

RECOMMENDATION TO THE BOARD: Approve, by motion, acceptance of the contract with Continental Door Company for two new rollup doors with installation as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 7A : CITY LINE: PROMOTIONAL FARE UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Carly Cortright, Chief Communications and Customer Service Officer

SUMMARY: At the March 16, 2023, STA Board Meeting, discussion was held regarding a fare free promotional period when the City Line begins service. Multiple optional time periods were offered by board members.

BACKGROUND: Ridership is estimated to average 1,800 riders per day. With an average fare of \$0.99, this translates to an average of \$1,782 in revenue per day.

The attached Staff Report provides analysis of each option, including estimated foregone fare revenue.

RECOMMENDATION TO BOARD: Review, select, and approve a promotional period to offer fare-free ridership on the City Line upon launch July 15, 2023.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

City Line Promotional Period : Options

No.	Time Frame	Rationale	Advantages	Disadvantages	Foregone Fare Revenue
A	No fare-free promotion	Good service will attract riders without being offered for free.	Riders begin learning elements of all-door boarding from the very first day and there is no fare revenue loss.		\$0.00
B	Two Weeks: July 15 through July 29	Encompass the various celebratory events surrounding City Line launch.	Introduces fare collection soonest of all alternatives to: <ul style="list-style-type: none"> • understand travel patterns with Connect card data • train riders in the procedures for fare payment with all-door boarding • least fare revenue loss, especially with colleges and universities 	Introduces two weeks where ridership data will be very limited, given the lack of pass use data.	\$1,782 * 15 days \$26,730
C	Labor Day July 15 through September 4	Captures a period of lower demand to offer greater opportunity to try out before school-based demand peaks in the fall.	Reduces any barrier to riding the City Line for an extended time. Moderate impact from lost fare revenue.	Overlaps WSU and Gonzaga school semesters, resulting in retraining deferred several weeks into the school year. Extended period delays the time when a good understanding of ridership patterns can crystallize, given the absence of pass usage by user, UTAP agreement, stop location, etc.	\$1,782 * 51 days \$90,882
D	Through the Holidays (end of 2023) 5-1/2 months	Defers fare collection beyond fare enforcement introduction in October.	Opportunity to try the service during the holidays.	Eliminates considerable fare revenue, including from university and colleges for an entire semester/quarter, paid by colleges and universities. Difficult to start collecting fares after almost six months. Duration will invite expectation of free service for destination-less riders. Impairs service planning for Fall 2024 service changes, given the absence of reliable travel pattern information derived from fare cards.	\$1,782 * 168 days \$299,376

City Line Promotional Period : Options

No.	Time Frame	Rationale	Advantages	Disadvantages	Foregone Fare Revenue
E	Through May 18, 2024 (10 months)	Offer the service fare-free until peak and mid-day frequency align with service levels in the FTA Single Year Grant Agreement.		<p>Eliminates significant fare revenue, including from universities and colleges along the City Line for entire academic year.</p> <p>Impairs service planning for Fall 2024 service changes, given the absence of reliable travel pattern information derived from fare cards.</p> <p>Invites destination-less riders, potentially impairing ridership.</p> <p>Requires FTA approval beyond 6 months.</p> <p>After almost a year without fares, it will be very difficult to introduce them.</p>	<p>\$1,782 * 308 days</p> <p>\$548,856</p>

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 7B: CITY LINE CELEBRATORY EVENTS (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Carly Cortright, Chief Communications and Customer Service Officer

SUMMARY: Spokane Transit's first Bus Rapid Transit (BRT), City Line, goes into service July 15, 2023. To mark the occasion, a series of events are planned to celebrate the launch and educate riders.

BACKGROUND: Communications staff are planning a series of events and promotions in acknowledgment of City Line, Eastern Washington's first Bus Rapid Transit service. On the first day of service, Saturday July 15, 2023, neighborhood-specific outreach parties will occur along the route in Browne's Addition, Riverside (Downtown), U-District, Logan, and Chief Garry Park. These parties will include music, food, and kid friendly activities along with staff from Spokane Transit to educate riders on City Line and other route changes as part of the July 2023 service change.

On Tuesday, July 18, an official ribbon cutting ceremony will occur on the campus of Gonzaga University. In addition to guest speakers, there will be outreach activities and refreshments. A resolution from the Board of Directors is requested to demonstrate support for these celebratory events and related expenditures as part of outreach and promotional activities for City Line.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors approve, by resolution, the City Line Celebratory Events.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 807-23, the City Line Celebratory Events.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. 807-23

A RESOLUTION FOR THE PURPOSE OF DECLARING A PUBLIC PURPOSE AND AUTHORIZING SPONSORSHIP OF CITY LINE CELEBRATION EVENTS 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 the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area;

WHEREAS, STA will launch its first Bus Rapid Transit line, the City Line, into service on July 15th, 2023, the first such service in Eastern Washington;

WHEREAS, the STA Board of Director recognizes and acknowledges the importance of public special events which serve to enhance the quality of life in the Public Transportation Benefit Area and which celebrate this achievement, providing an opportunity to strengthen the public's sense of community and celebrate the value of public transit;

WHEREAS, the STA Board approved the 2023 budget which included funding for these celebratory events;

WHEREAS, the purpose of these public events is to bring together: a) the community members to experience the new service on July 15, 2023, and b) federal, state and local dignitaries along with community members to cut the ribbon on the City Line on July 18, 2023; and

WHEREAS, the STA Board declares these events qualify for STA sponsorship as serving valid municipal purposes.

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

Section 1. Declaration of Public Purpose. The STA Board of Directors declares that the City Line celebrations are events open to the public which serve the valid municipal purposes described herein.

Section 2. Authorization for Sponsorship of Event. The STA Board of Directors hereby authorizes STA's sponsorship of the City Line celebration events.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

Section 4. Authority. The Board of Directors hereby authorizes and directs the CEO to take all action necessary and proper to effectuate the foregoing; any actions of the CEO prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Adopted by STA at a regular meeting thereof held on the 20th day of April, 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Lori Kinnear
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 7C : CONNECT FARE COLLECTION SYSTEM: ADMINISTRATIVE FEES

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: STA staff are seeking Board authorization to collect administrative fees for the smart card fare medium known as the Connect card, both at the point of sale and as replacement for lost, stolen or damaged cards, with the exception of cards issued to youth 18 years of age and under.

BACKGROUND: The Connect fare system ("Connect"), which went live in October 2022, introduced new fare technology to improve the customer experience and provide greater access and value to the customer. As a modern fare collection system, Connect leverages a smart card fare medium, the Connect card, that allows contactless validation of fares through the use of chip technology being read by the fare validators installed throughout the system on buses and at some stops.

A key improvement in the implementation of Connect included expanding the retail network to allow customers to purchase and reload Connect cards beyond the STA Plaza and by mail. Through INIT, the fare collection system solution provider, STA partnered with InComm, a leading distributor of gift card programs, to deliver this improvement and will compensate InComm for each sale of Connect cards made at the various retail store locations which are part of the program. Each transaction will amount to \$5, paid by the customer at the time of purchase, to cover the cost of the card and its packaging as well as the rack space at the store to provide the Connect card. STA is recommending this \$5 administrative fee be applied to all sales of the physical Connect card to promote consistency across all retail sales channels. This fee will not be applied to youth 18 years of age and under who are issued a card.

As an offset and to encourage adoption of the Connect card and protect the funds loaded on the card, STA will credit the \$5 initial card administrative fee when the customer registers his/her account on the Connect mobile application or via the Connect website. Registration of a card allows the customer to manage his/her account, reload money and safeguard the funds remaining on the card in the event of loss, theft or damage to the card.

Further, STA staff are recommending a \$5 administrative fee to cover the cost of replacing a lost, stolen or damaged physical card to ensure customers view the Connect card as an instrument of value rather than a disposable commodity. Additionally, the replacement cost covers the time it takes STA staff to process a new Connect card as well as the cost of the card itself. Consistent with the original issuance charge, a replacement charge will not be applied to cards for youth 18 years of age and under.

Staff are not recommending any charges be imposed for the Rider's License fare category, which was approved in 2022 to be available for youth 18 years old and younger at a zero-fare rate.

Draft Title VI Equity Analysis

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 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). While recognizing that an administrative fee is not a fare, STA conducted a Title VI Equity Analysis to assess any potential impacts and identify any additional mitigation measures that might be explored.

STA's Title VI Equity Analysis was provided prior to the Performance Monitoring & External Relations Committee meeting on April 5, 2023, and the conclusion was the fee does not impose a disparate impact on minority populations or a disproportional burden on low-income populations.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, a \$5 credit upon Connect card registration to offset the administrative fee, and implement a \$5 administrative fee for the replacement of lost, stolen or damaged physical cards, excluding cards issued to youth 18 years of age and under.

COMMITTEE ACTION: None

Mr. Kerns moved to recommend the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, a \$5 credit upon Connect card registration to offset the administrative fee and implement a \$5 administrative fee for the replacement of lost, stolen or damaged physical cards, excluding all cards issued to youth 18 years of age and under. Ms. Haley seconded the motion. After discussion, Ms. Haley and Mr. Kerns voted yes, and Ms. Wilkerson and Mr. Zappone voted no. A tie vote motion fails.

Mr. Zappone moved to recommend **an amendment to the motion** that the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, to be automatically loaded with a \$5 credit without registering to offset the administrative fee, and implement no administrative fee for the replacement of lost, stolen or damaged physical cards. After discussion, Chair Haley called for the vote. Mr. Zappone and Ms. Wilkerson voted yes, and Ms. Haley and Mr. Kerns voted no. A tie vote motion fails.

Mr. Zappone moved to recommend **a second amendment to the motion** that the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, to be automatically loaded with a \$5 credit without registering to offset the administrative fee, and implement a \$1 administrative fee for the replacement of lost, stolen or damaged physical cards, excluding cards issued to those who received discounted fares. After discussion, Chair Haley called for the vote. Mr. Zappone and Ms. Wilkerson voted yes, and Ms. Haley and Mr. Kerns voted no. A tie vote motion fails.

After two amendments failed to pass, the original motion was repeated.

Mr. Kerns **repeated the original motion** to recommend the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, a \$5 credit upon Connect card registration to offset the administrative fee and implement a \$5 administrative fee for the replacement of lost, stolen or damaged physical cards, excluding all cards issued to youth 18 years of age and under. Ms. Haley and Mr. Kerns voted yes, and Ms. Wilkerson and Mr. Zappone voted no. A tie vote motion fails.

RECOMMENDATION TO BOARD: Committee forwards the matter to the Board without a recommendation.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 8A : CITY LINE IMPLEMENTATION UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: Each month leading up to the City Line launch in July 2023, staff will present an update to the Board on implementation progress. Each monthly update will include a deeper dive into a select implementation element.

For April's update, staff will review launch and celebratory activities planned for July.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 8B : WASHINGTON STATE TRANSIT SUPPORT GRANT UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: Staff will present an update on the Washington State Transit Support Grant and outline plans for programming the initial grant funds allocated to STA.

BACKGROUND: During the 2021 Legislation Session, the Washington State Legislature passed two bills that are considered the “Move Ahead Washington” transportation package to increase transportation revenues for a variety of projects, maintenance, and operating requirements, both for the Washington State Department of Transportation (WSDOT) and agencies across the state engaged in transportation infrastructure and services.

The Transit Support Grant Program was created as part of “Move Ahead Washington to provide direct funding allocations for transit agencies for public transportation needs. Over a 16-year period, the “Move Ahead Washington” program plans for \$1.45 billion in state funding for this program, representing approximately \$181.5 million per biennium and allocated by formula in proportion to a transit agency’s operating costs relative to other participating agencies. Agencies that implement a “zero-fare policy” for youth 18 and younger, as well as maintain existing local option sales tax rates, are eligible for the grant.

In September 2022, the STA Board of Directors adopted Resolution No. 801-22 establishing zero-fare rates for all youth 18 years old and younger. WSDOT deemed the resolution satisfied the statutory requirements to ensure STA is eligible to receive funding through the Washington State Transit Support Grant. Consequently, WSDOT allocated \$2,507,439 to STA for the current biennium ending June 30, 2023. STA is seeking reimbursement for eligible Paratransit Expenses. Subject to biennial appropriations, STA expects to be eligible for \$6.5 million per year beginning with the 2023-2025 biennium.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

April 20, 2023

AGENDA ITEM 10A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

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

April 20, 2023

AGENDA ITEM 11A : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

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

April 20, 2023

AGENDA ITEM 13A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the March 1, 2023, Planning and Development Committee, the March 1, 2023, Performance Monitoring and External Relations Committee, and the March 8, 2023, Board Operations Committee meetings 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

Draft Minutes of the March 8, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Pamela Haley, City of Spokane Valley
*Performance Monitoring & External
Relations Committee Chair*
Dan Dunne, Small Cities Representative,
(City of Liberty Lake)
E. Susan Meyer, Chief Executive Officer,
Ex-Officio

MEMBERS ABSENT

Al French, Spokane County, *Chair Pro Tem,*
Planning & Development Committee Chair

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
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

Megan Clark, Etter, McMahon, Lamberson,
Van Wert & Oreskovich, P.C.

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Kinnear affirmed her single-mindedness and goal to avoid distractions from the upcoming City Line launch. Ms. Meyer noted the City Line launch is STA's biggest lift between now and July 15.

4. COMMITTEE ACTION

A. February 8, 2023, Committee Minutes

Ms. Haley moved to approve the February 8, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Board Consent Agenda

i. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) – Temporary Construction Easements

Mr. Otterstrom presented the Temporary Construction Easements to the Committee. Mr. Dunne asked for clarification regarding dates for the easements and whether they will be included within the contract language. Mr. Otterstrom advised the projects are aligned with the construction season for 2023, and they will be approximately six months in length. He also confirmed the final agreements will include the projects dates.

Ms. Cortright left the meeting at 1:40 PM.

Ms. Haley moved to recommend the Board approve, by motion, the acquisition of temporary construction easements on parcel nos. 13121.0070, 13121.0071, 13124.5307, and 13124.5809 for an amount not-to-exceed \$2,000 and authorize the CEO to negotiate each temporary construction easement and execute all necessary documents on behalf of Spokane Transit Authority, Mr. Dunne seconded, and the motion passed unanimously.

ii. Appleway Station Park and Ride Property Acquisition: Right of Entry Permit

Mr. Otterstrom presented the Right of Entry Permits to the Committee. Mr. Dunne asked if this resides within the limits of the City of Liberty Lake. Mr. Otterstrom confirmed and clarified that no particular site has been chosen, and this project is still in early stages.

Ms. Haley moved to recommend the Board authorize, by motion, the CEO to negotiate and execute all necessary no-cost Right of Entry permits to complete the Phase 1 Environmental Assessment for the Appleway Station Park and Ride, Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom and Ms. Meyer shared the items presented at the Planning and Development Committee meeting on March 1, 2023.

B. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley and Ms. Meyer shared the items presented at the Performance Monitoring & External Relations Committee meeting on March 1, 2023.

7. BOARD DEVELOPMENT

A. Draft Agenda Board Retreat

Ms. Meyer presented a list of potential goals for a recommended Board Retreat for 2023, and asked for additional goals to be listed by the Committee. Chair Kinnear requested an item be added within the goals specifying who STA currently serves, and who STA aspires to serve. Ms. Kinnear asked if a meeting facilitator will be present, and Ms. Meyer confirmed the option to have a facilitator available for the meeting. Ms. Meyer continued the presentation, asking for clarification as to whether a Board Retreat is needed, or whether a more robust Board Orientation may be able to meet some of these goals. Ms. Haley supported having a Board Retreat with the full Board to ensure new members have the opportunity to get acquainted with the entire Board in addition to their assigned mentors. Mr. Dunne shared his support for a Board Orientation as a new Board member. Chair Kinnear requested more information regarding next steps. Ms. Meyer suggested this to occur within the fourth quarter of 2023. The Board Operations Committee will be the owner of this item throughout its development, and Mr. French will be provided the related information and offered an opportunity for input into its development.

B. Update Rules of Procedure

Ms. Meyer stated STA's current Rules of Procedure written in 1993, were presented to STA's legal counsel for review. Ms. Meyer gave the floor to Ms. Clark who stated STA's current rules will be compared with others in the state to determine if revisions are needed. Ms. Clark will provide a red-lined, revised draft copy of the Rules of Procedure for the next Board Operations Committee meeting in April for review and input.

8. BOARD OF DIRECTORS AGENDA MARCH 16, 2023

Ms. Meyer shared the two additions to the Board agenda including the *Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) – Temporary Construction Easements*, and the *Appleway Station Park and Ride Property Acquisition: Right of Entry Permit*. Chair Kinnear requested item 6A. *Reduced Fare Categories* to have its time reduced from 15 to 10 minutes. Ms. Meyer noted the only additional item being given in a presentation format to the Board at the meeting is the *2022 Unaudited Year-End Financial Report* presented by Ms. Liard.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 12, 2023

Ms. Meyer noted the *Rules of Procedure* will be added to agenda.

Ms. Haley moved to approve the Board Operations Committee draft agenda as presented, Mr. Dunne seconded, and the motion passed unanimously.

10. CEO REPORT

Ms. Meyer shared details regarding the February 2023 voter-approved Sales Tax revenues.

11. NEW BUSINESS

None

12. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:28 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 March 1, 2023, Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Dunne, Small Cities Representative
(Liberty Lake)
Chris Grover, Small Cities (Cheney), *Ex-Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

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

Chair Al French called the meeting to order at 10:01 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT** - *none*

3. **COMMITTEE ACTION**

A. **MINUTES OF THE FEBRUARY 1, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the February 1, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. **CONNECT 2035 STRATEGIC PLAN – PHASE 2: SCOPE OF WORK**

Mr. Karl Otterstrom presented. Spokane Transit is seeking qualified assistance in developing the Connect 2035 Strategic Plan which advances urban and regional mobility, integrates public transportation into existing and future development and furthers STA's vision to connect everyone to opportunity.

Phase 2 of *Connect 2035* will be built on the goals, strategies, and performance measures established in Phase 1. Mr. Otterstrom reviewed the goals, potential delivery timeline, and evaluation criteria for this phase. The Phase 2 Request for Proposals (RFP) has an estimated contract value of \$900,000 - \$1 million, and will be locally funded out of the 2023 and 2024

operating budgets. The primary deliverables and timeline of the scope of work are anticipated to take place within an 18-month period, concluding in December 2024. STA is seeking strategic consulting services from firms that have robust experience in delivering proven long range implementation plans. Following a preliminary evaluation, STA will invite up to three of the top-ranked firms for in-person interviews to aid in finalizing the evaluation scoring and ranking.

Chair French asked if the “price proposal” evaluation criteria of 10 points is high enough. It’s equal to “references”. Discussion ensued. Final suggestion was to move 5 points from “references” to “price proposal” instead or add 5 points for a total of 105 points. Ms. E. Susan Meyer agreed to reassess the number of points for the RFP’s price proposal.

Mr. Dan Dunne moved to recommend the STA Board of Directors approve the general scope of work and authorize staff to release the request for proposals for Connect 2035 Phase 2 Strategic Planning. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2023 TITLE VI PROGRAM ADOPTION (*RESOLUTION*)

Mr. Karl Otterstrom reviewed the 2023 Title VI Program. Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2020 Title VI Program must be updated and approved by the Board of Directors by March 19, 2023, when the current program expires. A Title VI Program is comprised of two major sections as identified in FTA Circular 4702.1B – general requirements and transit provider requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in a UZA of 200,000 or more have additional reporting requirements. A public hearing on the draft program was held at the February 16, 2023, STA Board meeting. No public comments were received. The draft 2023 Title VI Program can be found at the following link:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Mr. Dan Dunne asked which one of our complaint collection process procedures receives the best feedback. Mr. Otterstrom responded that STA provides the ability to file complaints via notices on buses, at our facilities, on our website, and STA doesn’t ask how the submitter is filing the complaint. STA receives very few Title VI complaints. Ms. Meyer added that one of the most popular sources of input for submitting questions, concerns, complaints is through STA Questions. STA Leadership sees all of the questions and answers that flow through this avenue. Ms. Meyer also receives direct emails as her contact information is on the STA website. All comments and concerns are entered into an STA system and are delegated for resolution.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve by resolution the 2023 Title VI Program as presented. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of STA's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The committee was offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2024-2029 Transit Development Plan (TDP). Major themes include:

- Maintain a state of good repair
- Finish delivery of *STA Moving Forward*
- Grow ridership
- Easy to use system
- Implement Division Street BRT
- Prepare for Connect 2035 implementation
- Financial Stewardship
- More flexible services
- Inclusive service to community members

The TDP project schedule proposes that the Planning and Development Committee develop the mid-range guidance over the next two meetings. At the April committee meeting, staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range planning guidance with Connect 2035's strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July.

B. DIVISION STREET BUS RAPID TRANSIT: PROJECT UPDATE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA is currently conducting preliminary engineering and design work along with specific planning activities, to support conceptual design and the key milestone of the Project Development submittal for the FTA Small Starts program.

As part of this effort, the project team has been working on refining the routing alternatives that include the routing alternatives in downtown Spokane, the northern terminus (north of the Y), and the stop locations within the mainline (along Division Street between the Spokane River and the Y).

Staff provided an update on the activities related to this task, public outreach activities conducted over the past several months, and the timeline for Board consideration of a refined locally preferred alternative (LPA). Next steps include a public hearing on refinements to the LPA in April 2023, Board resolution adopting northern and southern termini and updated station locations in May 2023, and preparation to enter into FTA Project Development for Capital Investment Grant (CIPG) projects during the Summer 2023.

Mr. Dan Dunne expressed several times his amazement with the due diligence of staff presentations.

Ms. Meyer asked Mr. Otterstrom to spend additional time on the stop placement and removals because the 25 Division will go away, leaving the entire area of Division to be served by Bus Rapid Transit which has different characteristics than a regular route, including fewer stops. Ms. Meyer wanted the Committee to be aware of the implications for existing stops that will be removed—where the stop will go and how people will access them.

Chair French added that all of this work is dependent upon the completion of the North Spokane Corridor.

C. DRAFT SPOKANE REGIONAL TRANSPORTATION COUNCIL 2024-2025 UNIFIED PLANNING WORK PROGRAM

Mr. Otterstrom presented. The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each biennium SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the Spokane metropolitan planning area over the next state Fiscal Year two-year period (July 1, 2023, through June 30, 2025). These activities include SRTC's responsibility as the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO), including the planning of projects and activities. The UPWP is completed by SRTC in coordination with the Washington State Department of Transportation (WSDOT) and STA. Each cycle, STA submits a description of the planning activities it will engage in over the identified State Fiscal Years. Mr. Otterstrom reviewed a brief list of the STA planning activities which will be submitted to SRTC for inclusion in the UPWP.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

February 2023 Voter-Approved Sales Tax Revenue (December Sales) Update:

Actual (\$10,261,069) compared to budget (\$9,799,005) for a 4.7% difference of \$462,064. Sales tax revenue is 2.1% YTD above budget (\$0.4M), 4.7% above February 2023 actual (\$0.5M), and 2.1% YTD above 2023 actual (\$0.4M).

Legislature – Day 52: Ms. Meyer provided a brief update on the status of legislation pertinent to STA and committed to provide further updates at the Board meeting.

7. COMMITTEE INFORMATION - None

8. REVIEW APRIL 5, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS - None

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:24 p.m.

NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 5, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the February 1, 2023, Meeting
Via Virtual WebEx

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley*
Josh Kerns, Spokane County
Betsy Wilkerson, City of Spokane
Zack Zappone, City of Spokane
Hank Bynaker, Small Cities (*City of Airway Heights*)
(*Ex-Officio*)
Rhonda Bowers, Non-Voting Labor Representative
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Don Kennedy, Small Cities, (*City of Medical Lake*)
(*Ex-Officio*)

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning and Development
Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications and Customer
Service Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

**Committee Chairwoman*

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

Chair Haley called the meeting to order at 1:30 p.m. and roll call was conducted. Mr. Zappone joined the meeting after the meeting was called to order and Ms. Wilkerson left before the meeting was adjourned.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the November 30, 2022, Committee Meeting**

Ms. Wilkerson moved to approve the November 30, 2022, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Sprague Line - Phase I: Scope of Work Approval**

Mr. Otterstrom provided background information on the Sprague Line's importance to STA's HPT network and the expansion of regional transit services as part of the *STA Moving Forward* plan (2016). He described the general scope of work, the scope of work summary, and updates to the Valley Transit Center. Mr. Otterstrom discussed the project budget and future expenses. The consolidated budget total is \$ 7,763,607 and after expenditures to date, the remaining budget is \$6,582,773. The engineering estimate for Phase 1 is \$1,070,000 which leaves a remaining budget for future expense(s) of \$5,512,773. Mr. Otterstrom went through the anticipated construction timeline showing the start of construction to begin July 2023 with a substantial completion in Fall 2023.

Mr. Zappone moved to approve general scope of work and authorize staff to release the Invitation for Bid (IFB) for Sprague Line – Phase I Construction. Ms. Wilkerson seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Extension of Laundered Uniforms and Supplies Contract 2017-10048

Mr. Rapez-Betty explained STA's contract with AlSCO, Inc. for laundered uniforms and supplies expires February 28, 2023. The contract is not eligible for an extension under STA's Procurement Resolution 702-13, which limits contracts to no more than five (5) years in length, unless otherwise approved by the Board. Although the Purchasing Department staff had created a Scope of Work to issue a Request for Proposal for a new five (5) year contract, they were made aware of obstacles which will require additional time for AlSCO, Inc. to provide the goods and services.

In order to have a smooth transition, the Procurement staff recommends a one (1) year contract extension with AlSCO, Inc. for the period of March 1, 2023, through February 29, 2024. The contract extension will incur an estimated cost of \$130,000 and be paid with operating funds from the respective departments.

Mr. Zappone moved to recommend the Board authorize the CEO to extend Contract 2017-10048, Laundered Uniforms and Supplies, with AlSCO, Inc. for one (1) year, at an estimated cost of \$130,000 as presented. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

A. July 2023 Service Revisions: Public Outreach Update

Mr. Otterstrom provided background on the July 2023 Service Revisions draft recommendation introduced last month which is due to staffing shortfalls that limit STA's ability to fully deliver planned service improvements in July 2023. This restructured service package of improvements is focused on preserving and delivering City Line at 95% of the net new service to be deployed in July. Temporarily, the City Line is proposed to have less frequency than was originally planned which has to do with staffing shortages. It has been a challenge to grow the system and hire additional bus operators during a difficult time in the industry.

Mr. Otterstrom explained public outreach is essential to ensure awareness of changes and to receive input. He described the various ways STA will do public outreach which includes a survey in paper form and on the STA website, social media, and through neighborhood councils in areas mostly impacted. There is also signage at each bus stop. Mr. Otterstrom outlined the timeline which will result in the service revision launch on July 16, 2023.

Ms. Wilkerson expressed some concerns about making sure we are targeting the neighborhoods which have high ridership and to ensure STA receives the most accurate results. She specifically mentioned the East Central and Lincoln Heights neighborhoods. Mr. Otterstrom confirmed STA shares information with those neighborhoods and requests information to be passed on. Ms. Wilkerson stated although technology is very important and beneficial, there might be older riders who are not able to use those technology formats to participate in the survey. Mr. Otterstrom agreed older riders are a more challenging demographic and suggested

there be an outreach day at the Plaza to capture other riders who are not able to use the other means.

Mr. Zappone inquired about outreach to schools and to community centers. There was discussion about the importance of sharing information directly with the various Spokane school's administration rather than only the District 81 office. Mr. Zappone stated a concern about the accessibility of the survey, its difficulty to understand, and his impression it limits public engagement regarding City Line changes. There was conversation about the staffing issue and how STA has tried to maximize the rider benefit and the operational sustainability of the changes. According to Mr. Otterstrom, the most common feedback from the surveys has to do with requesting more night and weekend frequency. The best way for STA to mitigate the staffing shortfall is to offer more consistency across the day. This type of schedule offers consistent work for the operators and allows STA to have more buses out. There has not been enough evidence from all the customer feedback to cut into night and weekend service to fund peak frequency service. Agencies nationally and statewide are pivoting to an all-day frequent service. STA's goal is to provide the public with the best option possibility. Mr. Zappone asked how STA uses the survey results. Mr. Otterstrom stated STA uses those results to make large and small adjustments when possible.

B. Connect Fare System Customer Experience Update

Ms. Cortright provided an update on the Connect Fare System which launched on October 1, 2022. There are 58,356 Active Connect Fare Media which breaks down to 31,407 Connect cards, 7,581 eConnect cards and 19,368 Limited Use cards which are paper passes distributed by institutions. She gave a breakdown of monthly adoption rates and fare categories for the first three months.

Ms. Cortright explained starting in March there will be a \$5.00 charge for a physical card, but once the card is registered the fee will be credited and applied to the card-holder account. Connect cards are currently sold at Safeway and Albertsons. Additional retailers will be coming online and contactless credit cards, as well as Apple and Google Pay, will be available second quarter. Ms. Cortright discussed the UTAP transition and the efforts in reaching out to area schools as well as a few issues still being addressed having to do with phone QR codes and general app issues.

6. CEO REPORT

Ms. Meyer reported the January 2023 voter-approved sales tax revenue, collected on November sales, had a budget of \$9,047,047. The actual receipts were \$8,976,504, which is 0.8% below budget and totaling approximately \$70,543. Year-to-date numbers are the same for January.

7. COMMITTEE INFORMATION

- A. December 2022 Operating Indicators
- B. 4th Quarter 2022 Service Planning Public Input Report
- C. January 2023 Sales Tax Revenue

8. MARCH 1, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The March 1, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

9. NEW BUSINESS

Mr. Zappone requested a review of the Community Access Pass (CAP) program to discuss potential modifications. He would also like to further discuss working with the school districts to enable bus passes on their student ID before the next school year. Mr. Zappone stated he also wants to explore the possibility of STA performing Means Testing.

Chair Haley asked for input from other committee members about Mr. Zappone's proposals for new business at the next committee meeting. Mr. Kerns asked Mr. Zappone what his objective is with regard to the CAP program. Mr. Zappone stated he would like a review of the program. His goal is to find out if the CAP program is working as effectively as possible. Mr. Zappone suggested outreach efforts to our community partners and non-profits to ask for feedback on how the program is working. Mr. Kerns agreed there would be value in reviewing the CAP program and he is open to having a presentation on it.

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:52 p.m.

The next committee meeting will be held on Wednesday, March 1, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 13B : MARCH 2023 SALES TAX REVENUE

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

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

SUMMARY: Attached is March 2023 voter-approved sales tax revenue information. March sales tax revenue, which represents sales for January 2023, was:

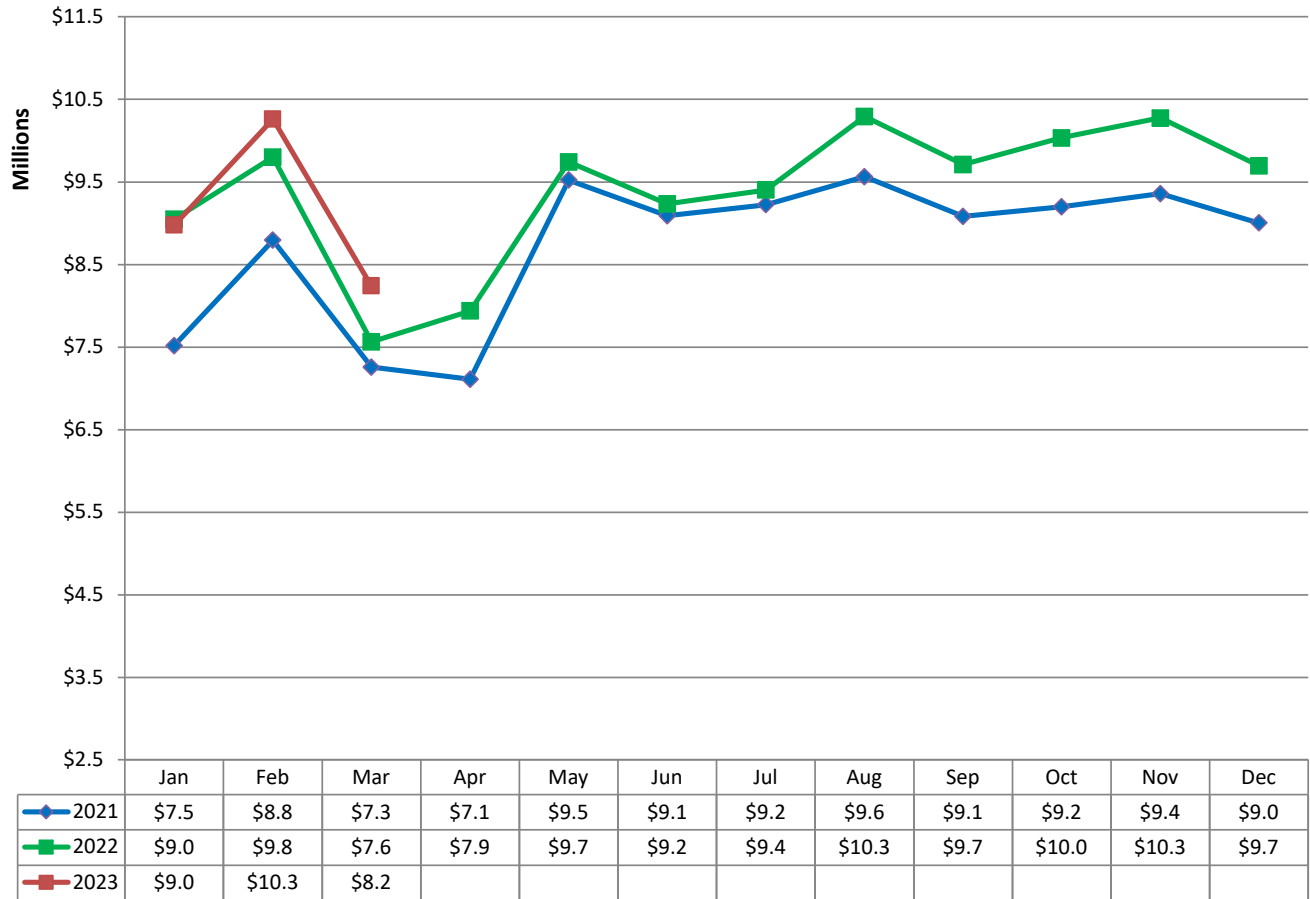
- 9.0% above 2023 budget
- 4.0% above YTD 2023 budget
- 9.0% above 2022 actual
- 4.0% above YTD 2022 actual

Total taxable sales for January 2023 were *up* 8.4% from January 2022. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 1.2% (\$5.6M) in January 2023 vs 2022
 - Other Misc. Store Retailers *increased* 13.0% or \$9.1M in January 2023 vs 2022
 - Building Material and Supplies Dealers *increased* 9.9% or \$4.4M in January 2023 vs 2022
 - Warehouse Club, Supercenters and Other General Merchandise *increased* 6.4% or \$4.0M in January 2023 vs 2022
 - Grocery and Convenience Retailers *increased* 7.5% or \$1.9M in January 2023 vs 2022
 - Electronics and Appliance Retailers *decreased* 9.8% or (\$-3.6M) in January 2023 vs 2022
 - Furniture and Home Furnishings Retailers *decreased* 42.2% or (\$-10.8M) in January 2023 vs 2022
- Construction *increased* by 11.5% (\$14.2M) in January 2023 vs 2022
- Accommodation and Food Services *increased* by 22.3% (\$18.1M) in January 2023 vs 2022

RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-March 2023⁽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.

2021 - 2023 SALES TAX RECEIPTS ⁽¹⁾



⁽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

April 20, 2023

AGENDA ITEM 13C : FEBRUARY 2023 FINANCIAL RESULTS SUMMARY

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

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

SUMMARY: Attached are the February 2023 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, February year-to-date revenue is 8.1% (\$2.2M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 16.1% lower than budget
- Sales Tax Revenue is 2.1% higher than budget
- Federal & State Grant Revenue is 27.4% higher than budget
- Miscellaneous Revenue is 44.0% higher than budget

Operating Expenses

Overall, February year-to-date operating expenses are 14.9% (\$2.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 12.2% lower than budget
- Paratransit is 7.2% lower than budget
- Vanpool is 9.4% lower than budget
- Plaza is 47.0% lower than budget
- Administration is 28.8% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - February 2023

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

Totals:

2022 YTD Actual \$ 26,668,408
2023 YTD Actual \$ 29,384,886 (8.1%)
2023 YTD Budget \$ 27,186,486
2023 Annual Budget \$ 157,044,144

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	1,116,795	18,846,052	6,491,230	214,331
■ 2023 YTD Actual	1,092,040	19,237,573	8,284,194	771,079
■ 2023 YTD Budget	1,300,856	18,846,052	6,504,203	535,375
2023 YTD Budget Variance	-16.1%	2.1%	27.4%	44.0%
2023 Budget	7,805,137	107,001,541	39,025,216	3,212,250

(1) Above amounts exclude grants used for capital projects. Year-to-date February state capital grant reimbursements total \$49,449 and federal capital grant reimbursements total \$344,406.

Spokane Transit Operating Expenses⁽¹⁾ - February 2023

14,000,000

12,000,000

10,000,000

8,000,000

6,000,000

4,000,000

2,000,000

Totals:

2022 YTD Actual \$ 13,438,302

2023 YTD Actual \$ 16,049,842 (-14.9%)

2023 YTD Budget \$ 18,851,317

2023 Annual Budget \$ 113,822,411

Fuel:

2022 YTD Actual \$ 702,525

2023 YTD Actual \$ 983,667 (-31.1%)

2023 YTD Budget \$ 1,428,437

2023 Annual Budget \$ 8,057,583

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2022 YTD Actual	8,872,458	2,200,065	86,964	365,105	1,913,710
2023 YTD Actual	10,925,958	2,664,211	110,449	243,514	2,105,710
2023 YTD Budget	12,441,656	2,870,048	121,889	459,792	2,957,932
2023 YTD Budget Variance	-12.2%	-7.2%	-9.4%	-47.0%	-28.8%
2023 Total Budget	75,081,534	17,089,137	728,852	2,730,106	18,192,782

(1) Operating expenses exclude capital expenditures of \$1,066,633 and Street/Road cooperative projects of \$5,889 for year-to-date

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 13D: FEBRUARY 2023 OPERATING INDICATORS
REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Haley*)
SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was 1 more weekday in February 2023 compared to February 2022.

FIXED ROUTE

- Total monthly ridership increased 33.8% (628,823 vs. 470,084) in February 2023 compared to February 2022 and is up 40.4% (1,296,893 vs. 923,956) YTD.
- Average weekday ridership increased 30.0% (26,898 vs. 20,695) in February 2023 compared to February 2022 and is up 40.4% (27,226 vs. 19,388) YTD.
- Adult Ridership increased 12.3% (329,822 vs. 293,784) in February 2023 compared to February 2022 and is up 17.9% (680,534 vs. 576,969) YTD.
- Zero-Fare for Youth Ridership increased 182.1% (111,784 vs. 39,630) in February 2023 compared to February 2022 and is up 226.9% (234,586 vs. 71,752) YTD.
- Reduced Fare / Paratransit Ridership increased 36.8% (84,230 vs. 61,575) in February 2023 compared to February 2022 and is up 40.4% (170,726 vs. 121,607) YTD.
- CCS Pass Ridership increased 31.0% (24,583 vs. 18,772) in February 2023 compared to February 2022 and is up 38.5% (48,880 vs. 35,283) YTD.
- Eagle Pass Ridership increased 2.8% (36,347 vs. 35,374) in February 2023 compared to February 2022 and is up 6.6% (70,735 vs. 66,327) YTD.

PARATRANSIT

Total monthly ridership increased 30.4% (27,293 vs. 20,923) February 2023 compared to February 2022 and is up 36.6% (56,311 vs. 41,222) YTD.

Detailed breakdown:

- Directly operated service increased 18.5% (14,369 vs. 12,130) in February 2023 compared to February 2022 and is up 23.3% (29,368 vs. 23,813) YTD.
- Contracted service increased 47.0% (12,925 vs. 8,793) in February 2023 compared to February 2022 and is up 55.7% (26,943 vs. 17,309) YTD.
- Special Use Van ridership increased 29.3% (948 vs. 733) in February 2023 compared to February 2022 and is up 63.3% (2,219 vs. 1,356) YTD.

VANPOOL

- Total Vanpool ridership increased 27.4% (7,386 vs. 5,797) February 2023 compared to February 2022 and is up 38.0% (16,011 vs 11,604) YTD.
- Vanpool vans in service increased 18.0% (72 vs. 61) in February 2023 compared to February 2022.

CUSTOMER SERVICE/PASS SALES

In February \$193,495 was loaded onto Connect Cards:

- Autoload -\$9,072
- Call Centers- \$3,920
- Customer Service - \$60,034
- Customer Website - \$20,996
- Mobile Ticketing - \$84,624
- Institutional Website -\$10,305
- Retail Network - \$4,543

In February there were 16,658 passes sold to institutions or groups (including CAP):

- 1-Ride Pass Count – 7,355
- 7-Day Rolling Pass Count - 234
- Day Pass Count – 8,122
- Stars & Stripes - 1
- Honored Rider 31-Day Rolling Pass Count - 41
- Paratransit Monthly Pass Count - 29
- Shuttle Park Pass Count -168
- Standard 31-Day Rolling Pass Count – 708

CAP Passes (included above):

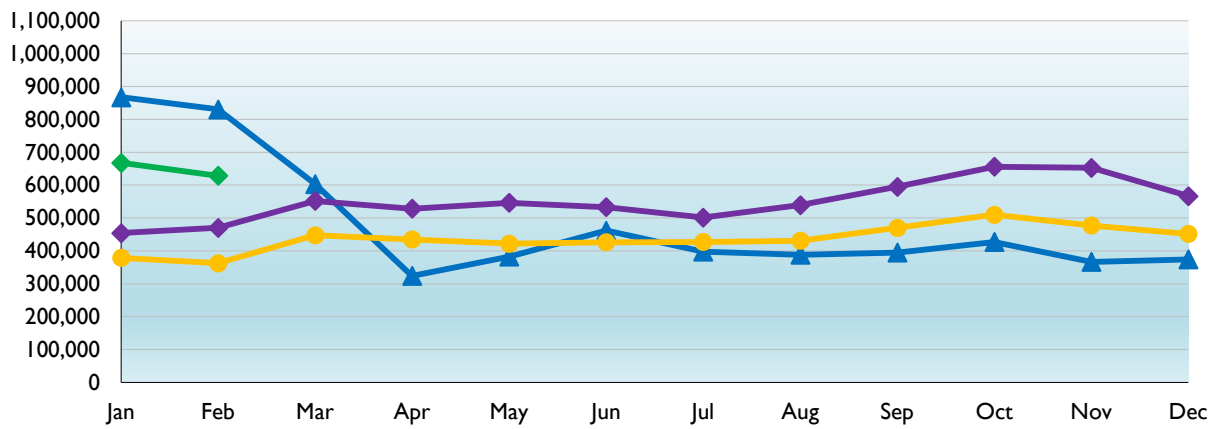
- 1-Ride passes include 6,170 CAP passes
- Day Passes include 3,040 CAP passes
- Standard 31-Day Rolling Passes include 286 Employer-Sponsored Bus Pass Program

Specialty Pass Programs:

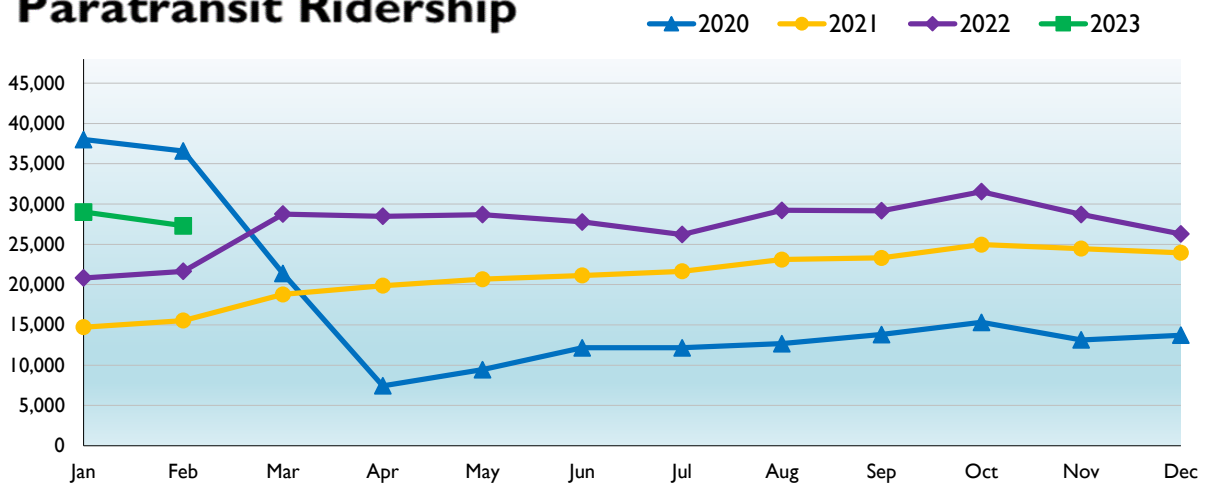
	Monthly Sales February 2023 vs. 2022	Year-to-Date Sales 2023 vs. 2022
Shuttle Park	Increased 2.4% (168 vs. 164)	Increased 13.8% (364 vs. 320)
ESBP monthly sales	Decreased 21.6% (268 vs. 365)	Decreased 25.6% (604 vs. 812)
UTAP monthly rides	Increased 23.7% (80,388 vs. 64,969)	Increased 29.1% (157,975 vs. 122,386)
Community Access Pass Program	Decreased 4.9% (9,210 vs 9,680)	Increased 26.3% (16,722 vs 13,245)

RECOMMENDATION TO BOARD: Information only.

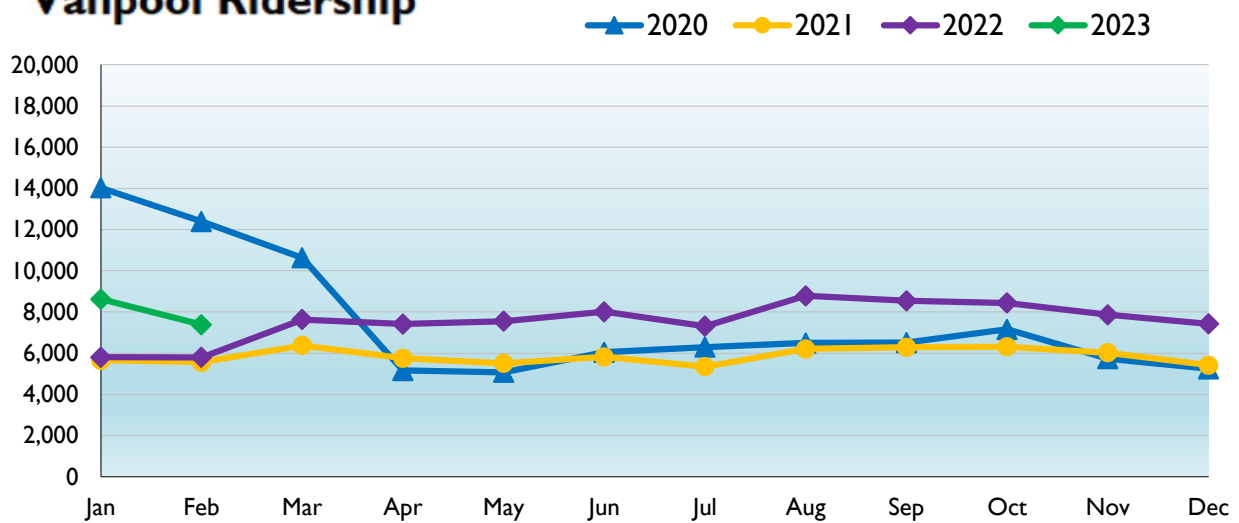
Fixed Route Ridership



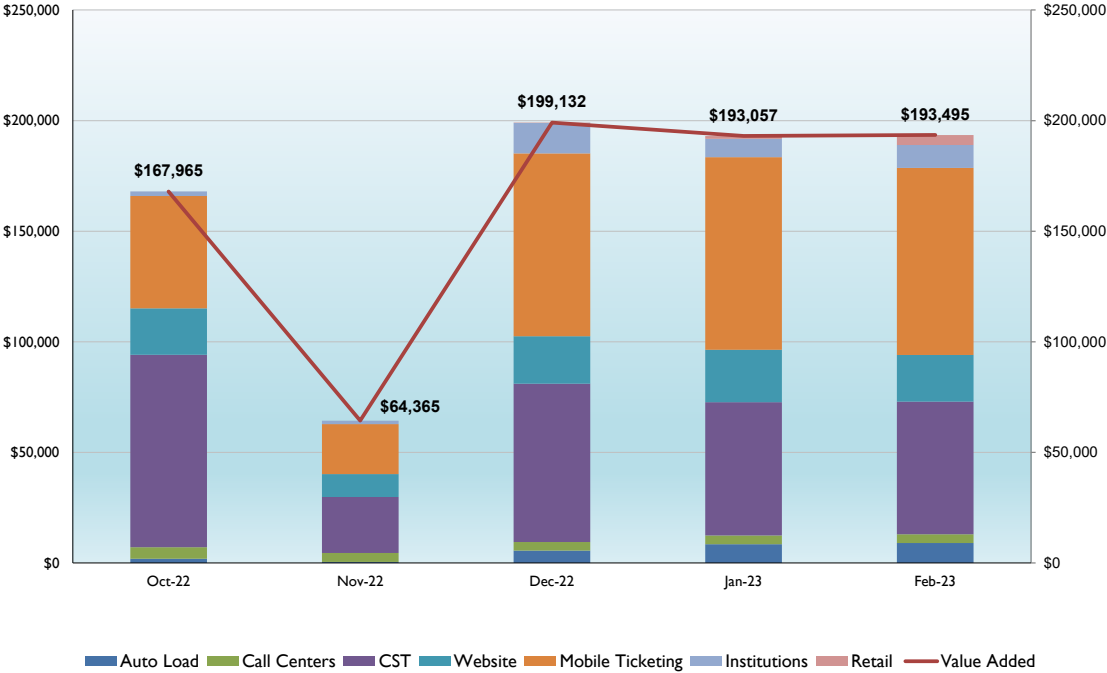
Paratransit Ridership



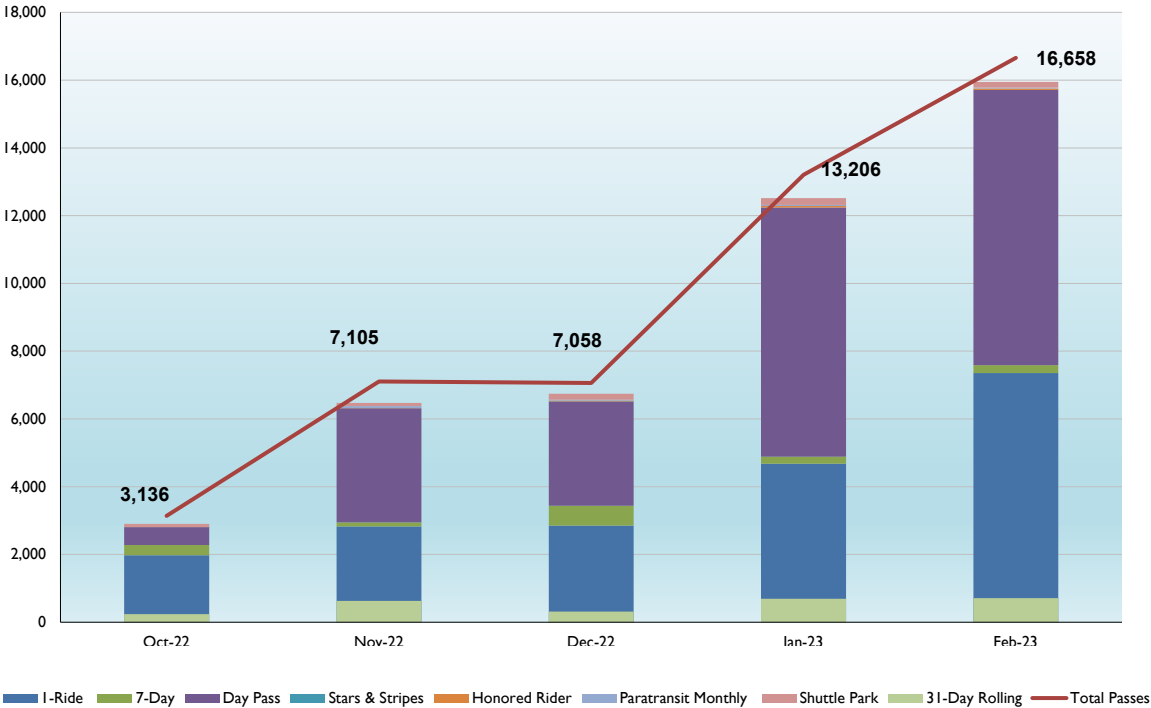
Vanpool Ridership



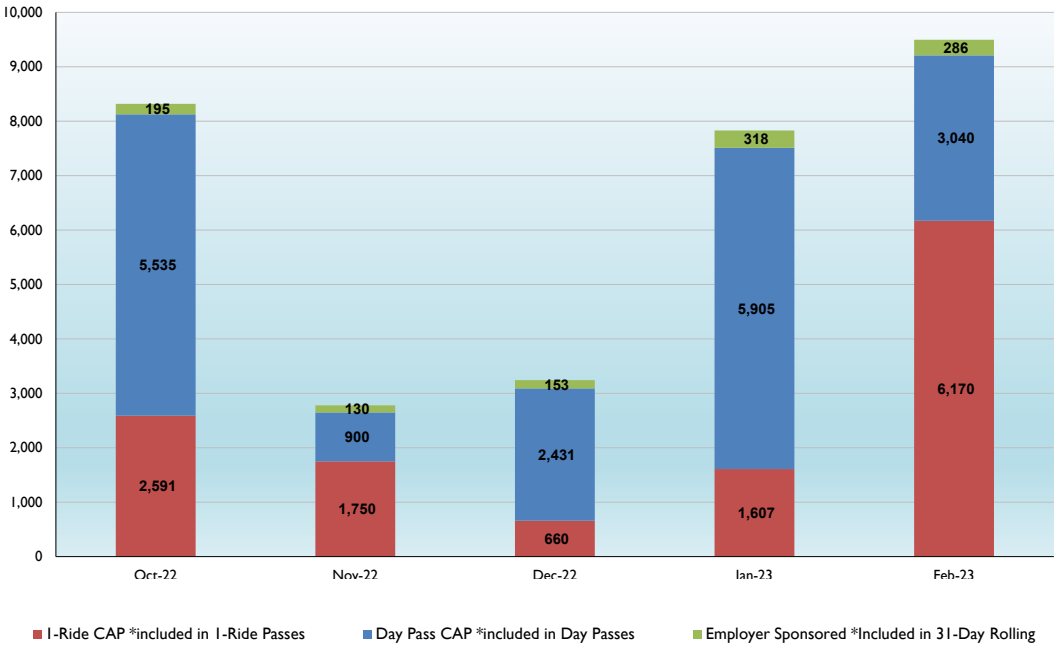
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 13E : MAY 2023 SERVICE CHANGE

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Lukas Yanni, Principal Transit Planner

SUMMARY: STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. STA will implement minor routing, schedule adjustments, and stop placement changes on Routes 33, 61, and 90, and 96 as needed in May 2023.

BACKGROUND: The following table outlines the planned adjustments as part of the May 2023 Service Change, as well as associated routes, the rationale for each change, and the resource impact of each change in terms of platform hours if applicable. The changes are primarily the result of extensive construction detours and are expected to be temporary. Maps depicting specific routing changes follow.

May 2023 Service Adjustments

Route(s)	Planned Adjustment	Rationale	Resource Impacts
33	Temporary route detour around the section of TJ Meenach Drive between Pettet Drive and Northwest Blvd. Adjust running times and blocking across all service types. This will require an extra bus to accommodate extended running times.	Addressing construction involving stormwater improvements on TJ Meenach Dr until Fall of 2023. The detour is shown in Figure 1 .	933 revenue hours for the May Markup period.
61	Temporary routing change for trips entering FAFB via the main gate at Mitchell Street will exit via Rambo Road gate, traveling in a one-way pattern. All trips will have scheduled layover at the Spokane Tribe Casino instead of the base main gate.	To accommodate approximately 300 working days of construction at FAFB main gate at Mitchell Street, where traffic will flow one way into the base. The routing changes are shown in Figure 2 .	n/a
90	Minor schedule adjustment.	To address on-time performance of inbound service on weekdays from approximately 2:00 PM to 4:00 PM.	n/a

Route(s)	Planned Adjustment	Rationale	Resource Impacts
96	Minor schedule adjustment.	Resulting from the schedule adjustments to Route 90 described above.	n/a

Figure 1 – Route 33 Detour around TJ Meenach Dr

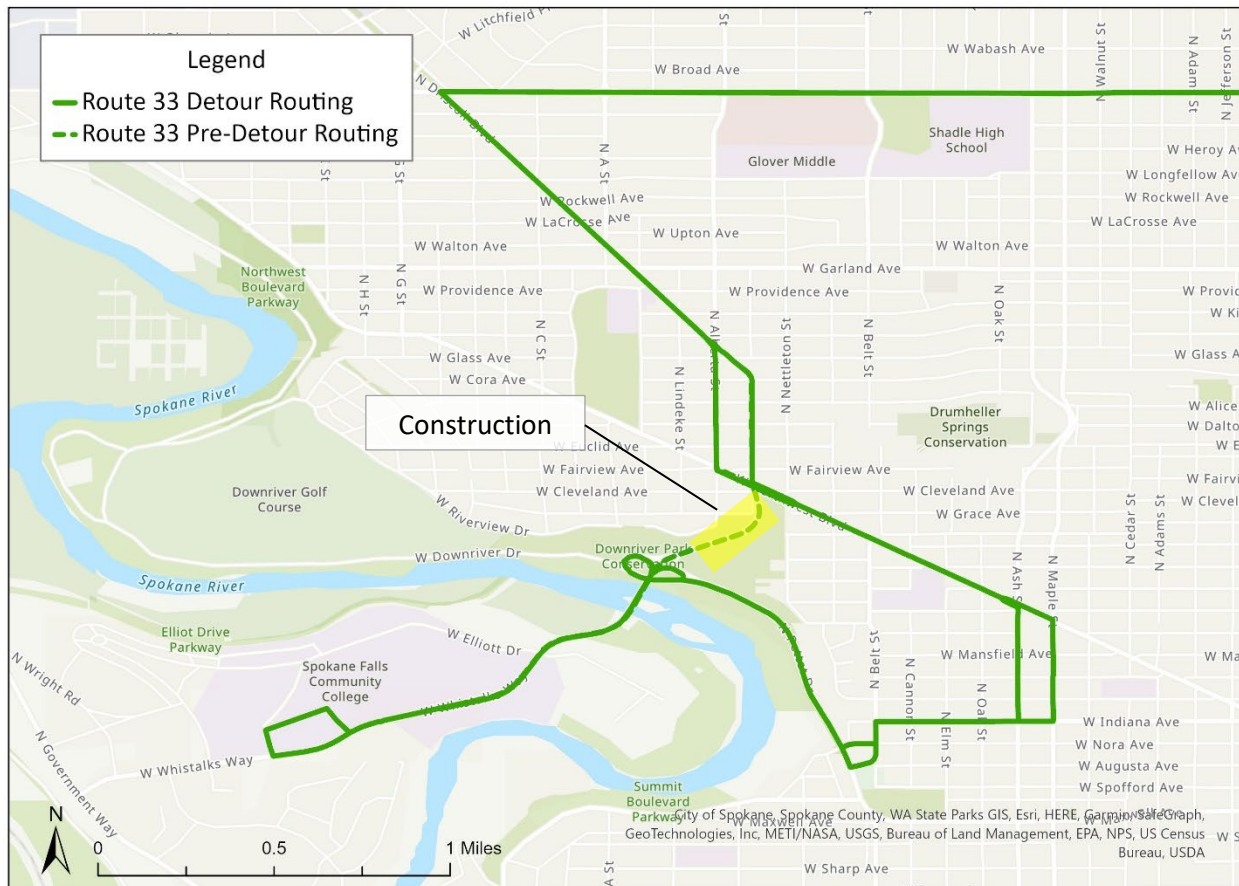


Figure 2 – Route 61 Long-Term Detour Routing



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 20, 2023

AGENDA ITEM 13F : SPOKANE PUBLIC SCHOOLS CONNECT FARE CARD UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Carly Cortright, Chief Communications and Customer Service Officer

SUMMARY: In August 2022, Spokane Public Schools (SPS) invited Spokane Transit (STA) to form a partnership to facilitate meeting the transportation needs of high school students living beyond the 1.5-mile walk boundary. SPS issued qualified high school students an STA Connect card, branded as “SPS Connect”, to allow them to ride at no-cost to the student. SPS determined which transportation service a student would utilize, STA or a school bus.

STA provided blank Connect cards with the embedded RFID chip to SPS and they printed and distributed the SPS Connect branding and ID matching the appropriate student. They are the only students who have the SPS Connect Cards. Under a Universal Transit Access Pass (UTAP) contract, SPS is paying STA for ridership of students aged 19 years or older, along with the direct cost of two routes added to accommodate the increase in passengers.

Additionally, Washington State, through its newly created Transit Support Grant, created a path for STA to provide zero-fare for all youth 18 and younger effective October 1, 2022. Students who live within the 1.5-mile walk boundary and all other youth 18 and under can get a Connect Card branded with Riders’ License and ride free.

Since late fall 2022, STA and SPS have engaged in conversations regarding the feasibility of merging the SPS Student Identification (ID) Card with the STA Connect card for eligible students in the SPS Connect program, as well as middle and high school students in SPS. This conversation remains on-going between SPS and STA with a decision expected by the end of school year. STA requires RFID compatible cards in order to collect data to support planning efforts and determine accurate zero-fare ridership.

RECOMMENDATION TO BOARD: Receive report.