

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, October 19, 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 19TH DAY OF OCTOBER, 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 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, October 19, 2023

1:30 p.m. – 3:00 p.m.

Meeting In Person at Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option

Optional Virtual Link:	Join here		
Password:	Members: 2023		Guests: 1023
Call-in Number:	1-408-418-9388		Event #: 2484 813 5285

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. 3rd Quarter Years of Service Awards (*Nancy Williams*)
 - B. Employee Recognition Awards 3rd Quarter 2023 (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the September 21, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the September 2023 Vouchers (*Monique Liard*)
 - C. Kruger Sheet Metal Contract: Final Acceptance (*Karl Otterstrom*)
 - D. Sunroom Tenant Improvements Contract: Final Acceptance (*Brandon Rapez-Betty*)
 - E. Division Street Bus Rapid Transit: Workorder #3 Approval (*Karl Otterstrom*)
 - F. Fare Collection System Contract Closeout and New Master Contract for Enhancements (*Monique Liard*)
 - G. Federal Transit Administration Section 5310 Funding Opportunity (*Karl Otterstrom*)
6. Board Action – Committee Recommendation: *15 minutes*
 - A. Connect 2035 Strategic Plan: Engagement Strategy Approval (*Karl Otterstrom*)
 - B. Transit Vehicle Tire Lease Services Award of Contract (*Brandon Rapez-Betty*)
7. Board Report: *15 minutes*
 - A. Draft 2024 Budget (*Monique Liard*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

STA Board Meeting Agenda

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10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2023 Sales Tax Revenue (*Monique Liard*)
 - C. August 2023 Financial Results Summary (*Monique Liard*)
 - D. 2024 Service Revisions: Preliminary Proposal (*Karl Otterstrom*)
 - E. August 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - F. Connect Spokane Comprehensive Plan: Communications and Public Input and Title VI (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter McMahon*): (*none*)
16. Adjourn

Cable 5 Broadcast Dates and Times of October 19, 2023, Board Meeting:

Saturday, October 21, 2023	4:00 p.m.
Monday, October 23, 2023	10:00 a.m.
Tuesday, October 24, 2023	8:00 p.m.

Next Committee Meetings / STA Board Workshop - Wednesday:

Planning & Development	November 1, 2023, 10:00 a.m.
Performance Monitoring & External Relations	November 1, 2023, 1:30 p.m.
STA Board Strategic Planning Workshop	November 1, 2023, 11:30 am
Board Operations	November 8, 2023, 1:30 p.m.

Next Board Meeting :

Thursday, November 16, 2023, 1:30 p.m. STA Boardroom, 1230 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**, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

October 19, 2023

AGENDA ITEM 4A : 3RD QUARTER YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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:

<p>35 Years</p> <p><u>Fixed Route Coach Operator</u> Timothy Dompier</p> <p>30 Years</p> <p><u>Fixed Route Coach Operator</u> Rhonda Bowers</p> <p><u>Data Clerk</u> Carl Hansen</p> <p>20 Years</p> <p><u>Fixed Route Supervisor</u> Mitchell Bright</p> <p><u>Fixed Route Coach Operator</u> Ira McKinsey</p> <p><u>PM Vehicle Technician</u> Philip Tagariello</p>	<p>15 Years</p> <p><u>Fixed Route Coach Operator</u> Ronald Leibrecht Scott Spencer</p> <p><u>Journeyman Vehicle Technician</u> Dylan Nusbaum</p> <p><u>General Repair Vehicle Technician</u> Nicholas Godsey</p> <p>10 Years</p> <p><u>Plaza Operations Manager</u> Janeine Knoll</p> <p><u>Fixed Route Supervisor</u> Jeffrey Railton David Schmoe</p> <p><u>Fixed Route Coach Operator</u> Catherine Mize Kipling Omine Gregory Tierney Edwin Wrenchey</p>	<p>5 Years</p> <p><u>Database Administrator</u> Eric Meier</p> <p><u>Fixed Route Supervisor</u> Gerald Mecum</p> <p><u>Fixed Route Coach Operator</u> Valentin Budimir Terry Craddock Karin Janish Joseph Mitchell Jabriel Pumarejo Lucas Shumway Tammy Tennesen Travis Uncapher</p> <p><u>Journeyman Vehicle Technician</u> Alexandre Clark</p> <p><u>Customer Service Representative</u> Tabitha Smith</p> <p><u>Servicer/Cleaner</u> Richard Martin</p>
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RECOMMENDATION TO BOARD: Receive Report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ASAM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 4B : EMPLOYEE RECOGNITION AWARDS – 3rd 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.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ASAM

Legal Counsel MC



2023 EMPLOYEE RECOGNITION WINNERS

July & August 2023	1st	Mitch Bright	Fixed Route Supervisor
July & August 2023	2 nd	Peter Arnold	Fixed Route Supervisor
July & August 2023	3 rd	Nancy Franks	Coach Operator

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5A : MINUTES OF THE SEPTEMBER 21, 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 September 21, 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 // Chief Executive Officer DSM Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the September 19, 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*)
Dan Dunne, Small Cities Representative (Liberty Lake)
Josh Kerns, Spokane County (*Virtual*)
Karen Stratton, City of Spokane
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane (*Virtual*)
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
(*Virtual*)
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Don Kennedy, Small Cities (Medical Lake) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
(*Virtual*)
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.

1. Call To Order and Roll Call

Chair Kinnear called the meeting to order at 1:30 p.m. and introductions were made.

2. Approve Board Agenda

Mr. Zappone made a motion to add the Employee Engagement Survey to new business for discussion. There was no second and the motion failed.

Ms. Haley moved to approve the September Board Agenda as presented. Mr. Hattenburg seconded. Ms. Kinnear called for the vote. Mr. Hattenburg, Ms. Haley, Ms. Stratton, Mr. Kerns, Mr. Dunne, and Ms. Kinnear voted yes. Mr. Zappone voted no. The motion passed 6 to 1.

3. Public Expressions –Written expressions received in advance of the meeting were distributed to board members.

4. Recognitions and Presentations

A. Ms. Williams recognized Fixed Route Coach Operator Gary McNeece for his 20 years of service to STA and the community. Mr. McNeece retired on August 25, 2023, and was unable to attend the meeting to receive the board's recognition and thanks. Staff will forward his commemorative plaque honoring 20 years of employment with STA. The Board and staff congratulated Mr. McNeece on his retirement and thanked him for his years of service.

B. Ms. Williams explained the Washington State Department of Transportation Wall of Fame program. She said this year's individual honorees from Spokane Transit included Michelle Trotchie, Customer Service Manager, and Jacob Goss, Journeyman Vehicle Technician. Ms.

Williams noted the group award was presented to the Connect Fare Collection Team of Monique Liard, Krissy Ellis, Delana Combs, Michelle Trotchie, Jennie Knoll, and Gayzell Rhodes. Ms. Williams read an excerpt from each awardee's nomination. The Board and staff extended congratulations to the individual and the group award winners.

5. Board Action - Consent Agenda

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

- A. Minutes of the July 21, 2023, Board Meeting – Corrections/Approval
- B. Approval of the July and August 2023 Vouchers
- C. Accept the contract with Elite Entry Systems LLC for Plaza Door Maintenance and Repairs contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- D. Accept the purchase order contract with The ADT Security Corporation for the Fuel Facility Access Control purchase order as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. Accept the contract with Proterra for the Battery Electric Bus Charging Infrastructure contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Accept the contract with Cameron Reilly, LLC. for the Main Avenue Center Parking Revisions contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Authorize the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County.
- H. Authorize the CEO to execute a five-year and five-month contract with Unifirst Corporation for Laundered Uniforms and Related Supplies using Sourcewell Contract 040920 for a total value of \$794,026.

6. Board Action – Other

A. Reconnecting Communities and Neighborhoods Grant Application Approval

Mr. Otterstrom explained that this item came before the Board for action today from the Planning & Development Committee. He explained The U.S. Department of Transportation's new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$1.15 billion for construction projects addressing mitigation of a "burdening" facility, improving access, and building/improving "complete streets".

He explained that staff collaborated with the planning and engineering staff from the cities of Spokane Valley and Spokane to explore the possibility of a joint grant application under the RCN program. He said there were neighborhoods and opportunities for a capital construction project to reconnect and enhance neighborhoods impacted by I-90 between Liberty Park and Edgecliff Park, located at Park Road. Partnering staff prepared a concept for the "Liberty to Edgecliff Improvements to Accessibility" (LEIA) program to seek funding to achieve the goals of the RCN grant program with the area. Mr. Otterstrom provided the background of the area that qualified it for this program and discussed the potential improvements. A basic project overview flier to aid in public outreach was attached.

Mr. Otterstrom explained that staff are seeking authorization to submit a grant anticipated to be approximately \$25M, subject to further cost estimating and concept development. Due to

the significant amount requested, along with the unique partnership proposed, staff are seeking Board authorization for the CEO to execute a joint letter of intent on behalf of STA. He explained who would be included and how STA would be identified as the grant submitter/direct recipient, responsible for ensuring federal requirements are adhered to, consistent with other funds received from the Federal Transit Administration (FTA).

Mr. Otterstrom read the recommendation to the Board: **Authorize submittal of a Reconnecting Communities and Neighborhoods grant application for the Liberty to Edgecliff Improvements to Accessibility (LEIA) program, for approximately \$25 million in federal funds, and authorize the CEO to execute on behalf of STA a letter of intent to set forth the preliminary interest and understanding of the Spokane Transit Authority (STA), the City of Spokane Valley, and the City of Spokane relative to said program.**

Discussion ensued.

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

B. City Line Steering Committee Member Recognition

Mr. Otterstrom advised that the City Line Steering Committee was approved by joint resolution in 2015 by the STA Board of Directors and the Spokane City Council. The committee was charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane, and their respective staff.

Since 2015, the committee held twenty-one (21) meetings and provided valuable input, guidance, and recommendations to STA staff and the STA Board, representing a significant time commitment on behalf of members.

Staff believe it is appropriate to acknowledge the commitment, determination, and perseverance of the committee by approval of a resolution.

Mr. Dunne moved to recommend the Board formally recognize, by Resolution 813-23, the outstanding service made by members of the Central City Line Steering Committee. Mr. Hattenburg seconded, and the motion passed unanimously.

Discussion ensued.

Mr. Bynaker arrived at 1:50 pm

Mr. Dunne moved to approve as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

7. Committee Recommendation – Board Action

A. Draft Rules of Procedure

Ms. Clark shared the redlined draft Rules of Procedure. She reminded members that the review of the Rules of Procedure began in April 2023 with the Board Operations Committee making edits through April and May. A Board Workshop was held in June where all Board members reviewed the changes and were asked for feedback at the meeting and to forward any comments to Ms. Clark that came up afterwards. Between June 13th and July 3rd, Board members offered feedback and another draft was brought to the Board Operations Committee in July and again in September. Ms. Clark clarified that all edits presented prior to the June 13th workshop had been incorporated and reviewed, noting the version being presented today included any edits suggested since that time.

Ms. Clark reviewed the redlined edits and discussion ensued surrounding bringing an item forward as new business, attendance by Board members at all committee meetings and participation in those meetings, as well as additional points of clarification.

Mr. Kerns moved to adopt the Rules of Procedure as presented. Ms. Haley seconded, and the Chair asked for a show of hands in favor. Ms. Haley, Mr. Kerns, and Ms. Stratton voted yes. Chair Kinnear asked for a show of hands opposed. Mr. Hattenburg, Mr. Zappone, Mr. Dunne, and Chair Kinnear voted no. The motion did not pass.

Chair Kinnear asked for another motion.

Mr. Hattenburg moved to have the Rules of Procedure be considered for adoption in the next meeting. Mr. Zappone seconded. Chair Kinnear asked for a show of hands in favor. Mr. Hattenburg, Mr. Zappone, Mr. Dunne, and Chair Kinnear voted yes. She asked for those opposed to raise their hands. Ms. Haley, Mr. Kerns, and Ms. Stratton voted no. The motion passed 4 to 3.

Chair Kinnear advised that since Ms. Haley needed to leave by 3:00, we would take the Performance Monitoring & External Relations Committee report next, out of order.

11. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley reviewed the committee agenda items and noted the Board's approval of the items under the Consent Agenda which the committee recommended. She noted the Committee's tie vote that failed about the Employee Engagement Survey being presented to the Board. She noted that it went to Board Operations for review due to the tied vote and failed to pass on a 3 to 1 vote.

9. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Chair Kinnear advised we were running late and asked to keep the report under ten minutes.

Mr. Otterstrom said that due to the lateness of the hour and the fact that there was recently a Board Workshop on this topic, he would defer this item until next month. He offered to answer any questions about the progress being made on the Connect 2035 Strategic Plan Phase 2 program. There were none.

10. Board Operations Committee

A. Chair Report

Chair Kinnear asked Ms. Clark to provide a review of the meeting as most of the meeting was spent reviewing the draft Rules of Procedure. Ms. Clark noted the tie vote from Performance Monitoring and External Relations Committee which was moved to Board Operations Committee required a motion from the Board Operations Committee. The motion did not pass the Board Operations committee and the item did not move forward. Discussion ensued.

11. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. Otterstrom reviewed the items from the Planning & Development committee meeting. He offered to answer questions. None were forthcoming.

12. CEO Report

Ms. Meyer reported on Ridership, noting that Fixed Route ridership in August 2023 was 32% higher than August 2022 and 34% higher year-to-date over 2022. A sub-section of that ridership includes Zero Fare Youth which showed a 54% increase for August 2023 vs. 2022, accounting for nearly 100K of the 710K rides taken in August. Paratransit increased 8.7% month over month 2022 and is at 18.4% year-to-date. Rideshare saw a 0.7% increase August 2023 vs. 2022 and is 9.7% higher year-to-date.

A Weekly ridership trend slide was shared showing routes 1-City Line, 4-Monroe-Regal, 25-Division, and 90-Sprague, STA's four highest ridership lines. City Line carried more than 118K riders in the first 9 weeks of operation and continues to have the most passengers per route mile of any STA route.

She discussed the performance of average weekly ridership being at its highest levels since the pandemic. Ms. Meyer compared ridership levels to August of 2019:

- August 2023 total ridership was 92% of 2019 August levels
- 2023 Saturday average ridership is at 99% of August 2019 levels
- Sunday average is 112% of August 2019 – this is reflective of service investments made in Fall 2019, August 2022, and July 2023, to increase Sunday service frequency and span.
- Statewide ridership is slower to recover than in Spokane,

STA has provided shuttle service for the last three years on a revised route 34 to the Spokane Interstate Fair. It has a special fair of \$2.00 for the day and riders are given a discount on their entrance fee for the fair. The Spokane Interstate Fair Shuttle ridership has nearly tripled since the first year (2021: 675; 2022: 1178; 2023: approximately 1,890).

Mr. French joined the meeting at 2:48 pm

Monthly Fare Revenue was reviewed for Fixed Route, Paratransit and Rideshare. While Ridership is going up, Fare Revenue is slightly lower which is to be expected with the Zero Fare Youth ridership and fare capping, and not collecting fares on City Line from July 15th to September 4th.

Retention and Recruitment plan was reviewed. The fourth incentive period began in May and will end in November and be paid before the end of the year. To those employees who have been here since March 2022, that will have brought eight thousand dollars in incentives. She noted how grateful she was that people have stayed and continued to work at STA. Brief discussion ensued.

Ms. Meyer discussed the Surplus Van Grant program and the organizations selected to receive a van in 2023, which included: Thrive International, Reclaim Project Recovery, One Heart, Refugee and Immigrants Connection Spokane, Cup of Cool Water, Spokane Treatment and Recovery Services.

STA learned yesterday that FTA has approved STA's request for entry into Project Development for the Division Street BRT project. She explained that means Division BRT is now in the pipeline for FTA funding for a Small Starts grant. Ms. Meyer discussed the project development phase for Division Street BRT will include design, engineering, and environmental review.

Ms. Meyer offered to answer questions.

Mr. French offered his congratulations on the entry into pre-design for the Division Street BRT project, saying it was another example of the standards the agency sets and achieves consistently.

Chair Kinnear thanked Mr. French and noted the information in the packet for item 13 and asked for Board Member Expressions.

13. Board Information

- A. Committee Minutes
- B. August 2023 Sales Tax Revenue (*Monique Liard*)
- C. July 2023 Financial Results Summary (*Monique Liard*)
- D. June 2023 Semi-annual Financial Reports (*Monique Liard*)
- E. July 2023 Operating Indicators (*Brandon Rapez-Betty*)
- F. Second Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
- G. Connect Spokane Comprehensive Plan: Phase 2 Update – Project Timeline (*Karl Otterstrom*)
- H. 2023 Second Quarter Performance Measures Results (*Brandon Rapez-Betty*)
- I. 2022 State Audit Exit Briefing (*Monique Liard*)
- J. September 2023 Service Change (*Karl Otterstrom*)

14. New Business - none

15. Board Members' Expressions

Board members expressed their thoughts on a variety of topics.

16. Executive Session (*Etter McMahon*) - None

17. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM **5B** : SEPTEMBER 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

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

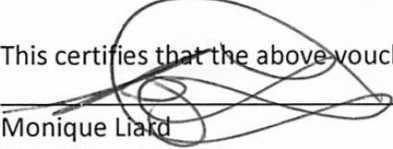
SUMMARY: The following warrants and ACH transfers for the period of September 1 through 30, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 623790 – 624266	\$ 8,052,655.39
Worker’s Comp Vouchers (September)	ACH – 2286	\$ 109,649.30
Payroll 09/08/2023	ACH – 09/08/2023	\$ 2,605,561.54
Payroll 09/22/2023	ACH – 09/22/2023	\$ 1,976,002.24
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,592.85
SEPTEMBER TOTAL		\$ 12,748,461.32

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 ML Chief Executive Officer ESM Legal Counsel MC

Spokane Transit Authority
Vouchers - September 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/01/2023	623790	Inland Welding Supply Inc	1032	776.79
09/01/2023	623791	Lynda Clark	2481	199.83
09/01/2023	623792	Ash & Rowan Hardware LLC	2278	52.00
09/01/2023	623793	Jant Group II	2263	248.93
09/01/2023	623794	ADT Commercial	2462	6,045.50
09/01/2023	623795	Continental American Insurance Company	2682	2,062.77
09/01/2023	623796	Alcobra Metals Inc	2140	3,609.42
09/01/2023	623797	Amazon Capital Services Inc	2098	645.58
09/01/2023	623798	Steven W Niles Jr	2276	32.70
09/01/2023	623799	ATS Inland NW LLC	1916	3,122.68
09/01/2023	623800	Avista Corporation	1081	604.20
09/01/2023	623801	Battery Systems Inc	1089	234.94
09/01/2023	623802	Black Proinvest Schade Tower LLC	2767	6,808.30
09/01/2023	623803	Bonded Adjustment	1112	524.42
09/01/2023	623804	Clary Longview LLC	2611	90,084.31
09/01/2023	623805	Budinger & Associates Inc	2149	4,507.58
09/01/2023	623806	Cameron-Reilly LLC	1137	23,910.15
09/01/2023	623807	Lithia Motors Support Services	1024	2,438.15
09/01/2023	623808	Canon Financial Services Inc	1154	995.20
09/01/2023	623809	CDW-Government	1132	1,727.01
09/01/2023	623810	Cintas Corporation No 2	2383	384.04
09/01/2023	623811	City of Spokane	1601	1,000.32
09/01/2023	623812	City of Spokane	1601	152,373.82
09/01/2023	623813	Comcast	1170	1,213.15
09/01/2023	623814	Complete Coach Works	1879	291,291.50
09/01/2023	623815	Conseal Containers LLC	1176	397.78
09/01/2023	623816	Consolidated Irrigation	1177	156.46
09/01/2023	623817	Creative Bus Sales Inc	1233	453.70
09/01/2023	623818	Cummins Inc	1027	8,742.10
09/01/2023	623819	D-MCP CONSTRUCTION LLC	2536	68,042.42
09/01/2023	623820	Delta Dental of Washington	1726	64,833.30
09/01/2023	623821	Eden Advanced Pest Technologies	2428	190.75
09/01/2023	623822	EDM TECHNOLOGY INC.	2667	6,495.00
09/01/2023	623823	El Jay Oil Co Inc	1003	70.80
09/01/2023	623824	Elite Entry Systems LLC	2632	3,002.88
09/01/2023	623825	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	15,105.00
09/01/2023	623826	Fastenal Company	1249	2,343.92
09/01/2023	623827	FedEx	1808	598.52
09/01/2023	623828	Business Interiors of Idaho	2715	1,292.51
09/01/2023	623829	Gordon Truck Centers Inc	1018	17,875.19
09/01/2023	623830	Fulcrum Environmental Consulting, Inc	2793	480.00
09/01/2023	623831	Gillig LLC	1279	195.61
09/01/2023	623832	Gillig LLC	1279	22,233.13
09/01/2023	623833	W.W. Grainger Inc	1285	967.37
09/01/2023	623834	Grimco,Inc	2696	2,650.88
09/01/2023	623835	H & H Business Systems	1298	227.60
09/01/2023	623836	H W Lochner Inc	1405	15,728.26
09/01/2023	623837	Halme Construction Inc	2090	78,401.54
09/01/2023	623838	Hotsy of Spokane	2370	1,360.16
09/01/2023	623839	Humanix Corp	1329	1,648.30
09/01/2023	623840	William Corp	1363	798.22
09/01/2023	623841	Kaiser Foundation Health Plan of Washington	1296	377,299.12
09/01/2023	623842	Kaiser Foundation Health Plan of Washington	1296	69,336.19
09/01/2023	623843	Kaiser Foundation Health Plan of WA Options Inc	1295	32,205.54
09/01/2023	623844	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
09/01/2023	623845	Kenworth Sales Co Inc	1373	4,072.71
09/01/2023	623846	Keystone Peer Review Organization, LLC	2840	1,365.65
09/01/2023	623847	KPFF Inc	2510	56,970.62
09/01/2023	623848	M & L Supply Co Inc	1413	1,119.96
09/01/2023	623849	Modern Electric Water Co Inc	1439	1,642.83
09/01/2023	623850	Mohawk Manufacturing & Supply Co	1011	665.68
09/01/2023	623851	Motion Auto Supply Inc	1012	262.61
09/01/2023	623852	Motorola Solutions Inc	1448	413,302.93
09/01/2023	623853	Mouser Electronics Inc	1449	677.87
09/01/2023	623854	Black Realty Management Inc	1658	4,683.23
09/01/2023	623855	NAPA Auto Parts Inc	1014	9,156.50
09/01/2023	623856	NATIONWIDE	2592	523.00
09/01/2023	623857	The Aftermarket Parts Company LLC	1015	13,199.82
09/01/2023	623858	Norlift Inc	1470	223.38

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/01/2023	623859	North 40 Outfitters	1102	413.79
09/01/2023	623860	CSWW Inc	1102	354.23
09/01/2023	623861	Northwest Interpreters Inc.	2712	688.69
09/01/2023	623862	Office Depot Inc	1483	507.37
09/01/2023	623863	Oxarc Inc	1002	1,045.76
09/01/2023	623864	Pacific Office Solutions	2288	2,294.28
09/01/2023	623865	Platt Electric Supply	1517	52.19
09/01/2023	623866	Premera Blue Cross	1521	358,204.04
09/01/2023	623867	Protterra Inc	2519	12,530.41
09/01/2023	623868	Provisional Services, Inc.	2697	261.00
09/01/2023	623869	Pure Filtration Products Inc	1531	646.82
09/01/2023	623870	Multi Service Technology Solutions Inc	2146	249.92
09/01/2023	623871	Refrigeration Supply Dist	1541	136.81
09/01/2023	623872	Romaine Electric Corporation	1548	575.03
09/01/2023	623873	Rotary Club of Spokane	1549	475.00
09/01/2023	623874	SBA Towers XI LLC	1569	2,488.98
09/01/2023	623875	Schetky Northwest Sales Inc	1570	55.50
09/01/2023	623876	Securitas Security Services USA Inc	1574	29,452.93
09/01/2023	623877	Solarwinds Inc	1812	141.70
09/01/2023	623878	Spokane House of Hose Inc	1605	529.25
09/01/2023	623879	Spokane Optical Company LLC	1607	246.00
09/01/2023	623880	Spokane Power Tool	1608	286.64
09/01/2023	623881	STA Operations	1556	266.56
09/01/2023	623882	Standard Digital Print Co Inc	1623	302.48
09/01/2023	623883	Staples Business Credit	1627	670.94
09/01/2023	623884	Summit Rehabilitation Associates PLLC	1638	1,433.75
09/01/2023	623885	Sun Supply Inc.	2710	13,896.38
09/01/2023	623886	Symetra Life Insurance Company	1562	21,475.29
09/01/2023	623887	Thermo King Northwest	1650	177.00
09/01/2023	623888	URM Stores Inc	1677	57.42
09/01/2023	623889	US Bank	1678	36,977.27
09/01/2023	623890	Washington State Dept of Labor and Industries	1208	2,481.04
09/01/2023	623891	Walter E Nelson Co	1721	10,861.71
09/01/2023	623892	Wendle Motors Incorporated	1021	758.64
09/01/2023	623893	Wesco Group LLC	2368	7,603.35
09/01/2023	623894	Wesslen Construction Inc	2651	265,197.67
09/01/2023	623895	Washington State Transit Assoc	1715	250.00
09/01/2023	623896	Washington State Transit Assoc	1715	300.00
09/08/2023	623897	Inland Welding Supply Inc	1032	374.26
09/08/2023	623898	ADT Commercial	2462	52,199.67
09/08/2023	623899	AFSCME	1328	769.56
09/08/2023	623900	AFSCME	1328	128.00
09/08/2023	623901	Alcobra Metals Inc	2140	801.48
09/08/2023	623902	Amazon Capital Services Inc	2098	625.03
09/08/2023	623903	Northwest Industrial Services LLC	1058	560.75
09/08/2023	623904	Amalg Transit Union #1015	1055	23,945.40
09/08/2023	623905	Amalg Transit Union #1598	1056	1,128.24
09/08/2023	623906	Avista Corporation	1081	56,338.42
09/08/2023	623907	Battery Systems Inc	1089	234.94
09/08/2023	623908	Daniel H Brunner Trustee	1124	1,491.38
09/08/2023	623909	California Department of Child Support Services	1130	475.84
09/08/2023	623910	Canon Financial Services Inc	1154	2,126.65
09/08/2023	623911	Communy Colleges of Spokane	1174	16,655.60
09/08/2023	623912	QWEST Corporation	1148	128.69
09/08/2023	623913	MST Financial Solutions LLC	1153	2,268.68
09/08/2023	623914	Child Support Enforcement Agency	1825	392.30
09/08/2023	623915	City of Cheney - Utility	1158	564.16
09/08/2023	623916	City of Spokane	1601	1,260.00
09/08/2023	623917	City of Spokane	1601	13,569.96
09/08/2023	623918	Clean Concepts Group Inc	1471	265.94
09/08/2023	623919	Commercial Tire Inc	2451	2,335.69
09/08/2023	623920	Complete Coach Works	1879	126,671.69
09/08/2023	623921	Cummins Inc	1027	5,197.16
09/08/2023	623922	Employee Advisory Council	1236	668.50
09/08/2023	623923	Electrical Service Products Inc	1230	59.08
09/08/2023	623924	Fastenal Company	1249	126.16
09/08/2023	623925	FedEx	1808	337.56
09/08/2023	623926	Ferguson Enterprises Inc	1252	608.03
09/08/2023	623927	Gordon Truck Centers Inc	1018	2,447.58
09/08/2023	623928	Galls Parent Holdings LLC	1271	1,197.49
09/08/2023	623929	The General Store	1956	989.23
09/08/2023	623930	Genfare, LLC	1268	102.29

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/08/2023	623931	Gillig LLC	1279	8,708.56
09/08/2023	623932	W.W. Grainger Inc	1285	31.47
09/08/2023	623933	HALME BUILDERS INC	2780	4,224.32
09/08/2023	623934	Horizon Distributors Inc	1321	148.61
09/08/2023	623935	Humanix Corp	1329	814.96
09/08/2023	623936	IBI Group	1336	5,405.25
09/08/2023	623937	IL DCS and Family Services	2768	331.84
09/08/2023	623938	Lyle David Martin	2858	5,500.00
09/08/2023	623939	Michelin North America Inc	2325	1,677.51
09/08/2023	623940	Mohawk Manufacturing & Supply Co	1011	81.77
09/08/2023	623941	Motorola Solutions Inc	1448	2,561.50
09/08/2023	623942	NAPA Auto Parts Inc	1014	2,009.57
09/08/2023	623943	The Aftermarket Parts Company LLC	1015	4,301.92
09/08/2023	623944	Norlift Inc	1470	804.93
09/08/2023	623945	Tammy Lynne Glidewell	1282	1,928.50
09/08/2023	623946	Office Depot Inc	1483	283.06
09/08/2023	623947	Oxarc Inc	1002	41,439.39
09/08/2023	623948	Pacific Power Group LLC	1496	275.65
09/08/2023	623949	Parametrix Inc	2062	38,770.95
09/08/2023	623950	Protterra Inc	2519	12,000.00
09/08/2023	623951	Provisional Services, Inc.	2697	586.85
09/08/2023	623952	Rebecca Van Keulen	2735	4,149.46
09/08/2023	623953	S T A - Well	1557	526.50
09/08/2023	623954	Schetky Northwest Sales Inc	1570	57.18
09/08/2023	623955	Schindler Elevator Corporation	1930	337.95
09/08/2023	623956	Securitas Security Services USA Inc	1574	64,759.24
09/08/2023	623957	Special Mobility Services	2122	2,167.45
09/08/2023	623958	Spokane House of Hose Inc	1605	719.49
09/08/2023	623959	Star Rentals & Sales	1629	295.78
09/08/2023	623960	Thermo King Northwest	1650	506.44
09/08/2023	623961	Trans Machine Corporation	1019	884.00
09/08/2023	623962	United Parcel Service Inc	1683	129.60
09/08/2023	623963	United Way of Spokane County	1684	128.00
09/08/2023	623964	Utilities Plus	2606	18.00
09/08/2023	623965	American Federation of State County 2 WA Council	1705	1,778.20
09/08/2023	623966	Walter E Nelson Co	1721	3,836.13
09/08/2023	623967	Waste Management Spokane	1702	397.02
09/08/2023	623968	Washington State Transit Assoc	1715	150.00
09/15/2023	623969	CBS Reporting Inc	1035	1,078.75
09/15/2023	623970	AlSCO Inc	2196	11,932.23
09/15/2023	623971	Amazon Capital Services Inc	2098	1,484.17
09/15/2023	623972	Andrea Parrish	2687	6,000.00
09/15/2023	623973	APS Inc	1841	156.96
09/15/2023	623974	Northwest Center Services	2271	49,387.97
09/15/2023	623975	Continental Battery Systems	2589	106.49
09/15/2023	623976	Robert J Berg	1099	321.28
09/15/2023	623977	The Braun Corporation	1117	123.57
09/15/2023	623978	Lithia Motors Support Services	1024	5,259.14
09/15/2023	623979	Canon Financial Services Inc	1154	458.51
09/15/2023	623980	CDW-Government	1132	25,047.11
09/15/2023	623981	QWEST Corporation	1148	41.39
09/15/2023	623982	City of Spokane	1601	783.55
09/15/2023	623983	City of Spokane	1601	23,842.42
09/15/2023	623984	City of Spokane Valley	1614	4,819.44
09/15/2023	623985	Coleman Oil Company LLC.	2683	334,714.20
09/15/2023	623986	Comcast	1170	204.65
09/15/2023	623987	Compensation Connections LLC	2724	480.00
09/15/2023	623988	Corporate Translation Services Inc	2158	25.26
09/15/2023	623989	Cummins Inc	1027	398.57
09/15/2023	623990	Dardan Enterprises Inc	1782	16,346.52
09/15/2023	623991	EV IQ LLC	2784	5,926.90
09/15/2023	623992	Fastenal Company	1249	177.27
09/15/2023	623993	Federal Express Corporation	1808	352.11
09/15/2023	623994	The Fig Tree	2465	1,120.00
09/15/2023	623995	First Transit Inc	2430	504,698.89
09/15/2023	623996	Francotyp-Postalia Inc	1878	147.15
09/15/2023	623997	FP Mailing Solutions	1878	170.04
09/15/2023	623998	Gordon Truck Centers Inc	1018	13,365.55
09/15/2023	623999	Galls LLC	1271	194.48
09/15/2023	624000	Galls Parent Holdings LLC	1271	6,920.18
09/15/2023	624001	The General Store	1956	430.62
09/15/2023	624002	Genfare LLC	1268	31,480.58

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09/15/2023	624003	Gillig LLC	1279	18,980.86
09/15/2023	624004	Gonzaga University	1283	1,100.00
09/15/2023	624005	H & H Business Systems	1298	1,933.05
09/15/2023	624006	Humanix Corp	1329	3,012.50
09/15/2023	624007	IBI Group	1336	42,017.88
09/15/2023	624008	Idaho State Tax Commission	2504	6,181.10
09/15/2023	624009	Kenworth Sales Co Inc	1373	4,072.71
09/15/2023	624010	Kershaw's Inc	1374	324.89
09/15/2023	624011	Lithographic Reproductions Inc	1403	1,822.48
09/15/2023	624012	Magaldi & Magaldi Inc	1416	308.54
09/15/2023	624013	Michelin North America Inc	2325	50,756.95
09/15/2023	624014	Mohawk Manufacturing & Supply Co	1011	1,840.91
09/15/2023	624015	Muncie Reclamation and Supply Co	1013	3,148.59
09/15/2023	624016	NAPA Auto Parts Inc	1014	5,253.40
09/15/2023	624017	The Aftermarket Parts Company LLC	1015	12,369.61
09/15/2023	624018	New Flyer Of America Inc	2528	1,329,818.81
09/15/2023	624019	Tammy Lynne Glidewell	1282	741.00
09/15/2023	624020	Office Depot Inc	1483	229.46
09/15/2023	624021	Debbie McCollough	903	48.50
09/15/2023	624022	Janelle Thompson	903	188.36
09/15/2023	624023	People 2.0 Global LP	2472	2,890.60
09/15/2023	624024	Provisional Services, Inc.	2697	1,095.36
09/15/2023	624025	Schetky Northwest Sales Inc	1570	55.50
09/15/2023	624026	Six Robbles Inc	1017	545.82
09/15/2023	624027	Spokane Valley Fire Department	2859	150.00
09/15/2023	624028	Symetra Life Insurance Company	1562	21,189.98
09/15/2023	624029	The Engraver Inc	1242	50.69
09/15/2023	624030	Thermo King Northwest	1650	164.57
09/15/2023	624031	Trapeze Software Group	1669	7,106.80
09/15/2023	624032	Caracal Enterprises LLC	2419	11.10
09/15/2023	624033	Veritech Inc	2049	530.00
09/15/2023	624034	Verizon Wireless LLC	1686	8,851.76
09/15/2023	624035	Westmatic Corporation	1742	3,747.41
09/15/2023	624036	Wex Bank	2642	22,826.26
09/15/2023	624037	Washington Self-Insurers Association	1728	449.00
09/15/2023	624038	Washington State Transit Assoc	1715	250.00
09/15/2023	624039	Zayo Group LLC	2321	33,945.14
09/15/2023	624040	Zipline Communications Inc	2492	250.05
09/22/2023	624041	ABCorp NA Inc	2814	24,092.00
09/22/2023	624042	Access Information Holdings	2340	587.19
09/22/2023	624043	Ash & Rowan Hardware LLC	2278	765.83
09/22/2023	624044	Francis Avenue Hardware	2279	56.08
09/22/2023	624045	ADT Commercial	2462	5,830.11
09/22/2023	624046	AFSCME	1328	769.56
09/22/2023	624047	AFSCME	1328	122.00
09/22/2023	624048	Alcobra Metals Inc	2140	315.36
09/22/2023	624049	Alcobra Metals Inc	2140	63.18
09/22/2023	624050	Amazon Capital Services Inc	2098	2,884.34
09/22/2023	624051	Steven W Niles Jr	2276	763.00
09/22/2023	624052	American Radiator Inc.	2809	1,690.81
09/22/2023	624053	Amerigas 1790	1064	6.37
09/22/2023	624054	Arctic Lighting & Electric LLC	2100	7,957.00
09/22/2023	624055	Northwest Center Services	2271	41,344.43
09/22/2023	624056	ATS Inland NW LLC	1916	4,684.02
09/22/2023	624057	Amalg Transit Union #1015	1055	24,900.00
09/22/2023	624058	Amalg Transit Union #1598	1056	1,160.89
09/22/2023	624059	Amalgamated Transit Union	1057	171.86
09/22/2023	624060	Automated Accounts Inc	1079	2,767.33
09/22/2023	624061	Avista Corporation	1081	1,640.91
09/22/2023	624062	Battery Systems Inc	1089	3,662.41
09/22/2023	624063	Continental Battery Systems	2589	782.59
09/22/2023	624064	BDI	1022	59.73
09/22/2023	624065	Daniel H Brunner Trustee	1124	1,491.38
09/22/2023	624066	California Department of Child Support Services	1130	162.46
09/22/2023	624067	Lithia Motors Support Services	1024	1,431.04
09/22/2023	624068	Canon Financial Services Inc	1154	1,011.83
09/22/2023	624069	Cardinal Infrastructure LLC	2059	14,582.84
09/22/2023	624070	Communty Colleges of Spokane	1174	797.76
09/22/2023	624071	Child Support Enforcement Agency	1825	392.30
09/22/2023	624072	City of Medical Lake	1424	105.73
09/22/2023	624073	City of Spokane	1601	1,230.58
09/22/2023	624074	Coffman Engineers Inc	1162	49,600.28

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09/22/2023	624075	Kathleen M Collins	1163	5,000.00
09/22/2023	624076	Comcast	1170	182.22
09/22/2023	624077	CompuNet Inc	1166	12,243.62
09/22/2023	624078	Continental Door Company	1986	5,068.50
09/22/2023	624079	Copiers Northwest Inc	2429	557.91
09/22/2023	624080	Country Homes Power Equip	1184	3,160.98
09/22/2023	624081	Cummins Inc	1027	7,726.09
09/22/2023	624082	D-MCP CONSTRUCTION LLC	2536	221,506.96
09/22/2023	624083	DeVries Business Records Management Inc	1766	495.00
09/22/2023	624084	Downtown Spokane Development Association	1217	338.00
09/22/2023	624085	Employee Advisory Council	1236	674.50
09/22/2023	624086	Earthworks Recycling Inc.	2816	240.00
09/22/2023	624087	Elite Entry Systems LLC	2632	2,975.00
09/22/2023	624088	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	14,649.00
09/22/2023	624089	Fastenal Company	1249	1,775.81
09/22/2023	624090	FedEx	1808	61.76
09/22/2023	624091	Ferguson Enterprises Inc	1252	1,030.19
09/22/2023	624092	First Data Merchant Services Corporation	1257	7,025.36
09/22/2023	624093	First Digital Communications, LLC	2730	1,238.80
09/22/2023	624094	Gordon Truck Centers Inc	1018	20,039.35
09/22/2023	624095	Galls LLC	1271	235.00
09/22/2023	624096	Galls Parent Holdings LLC	1271	111.91
09/22/2023	624097	Gard Communications Inc	1272	915.00
09/22/2023	624098	Gillig LLC	1279	16,403.46
09/22/2023	624099	W.W. Grainger Inc	1285	363.85
09/22/2023	624100	H & H Business Systems	1298	455.92
09/22/2023	624101	Helm Incorporated	1311	872.00
09/22/2023	624102	Hogan Mfg Inc	1008	438.38
09/22/2023	624103	Horizon Distributors Inc	1321	169.15
09/22/2023	624104	Arcadis, a California Partnership	1336	7,250.05
09/22/2023	624105	IL DCS and Family Services	2768	276.53
09/22/2023	624106	William Corp	1363	149.05
09/22/2023	624107	Keystone Peer Review Organization, LLC	2840	1,342.73
09/22/2023	624108	Kirk's Automotive Inc	1007	85.50
09/22/2023	624109	L&E Park LLC	2391	4,220.66
09/22/2023	624110	Liberty Lake Sewer and Water District	1396	519.24
09/22/2023	624111	Loomis Armored US LLC	1408	3,196.52
09/22/2023	624112	M & L Supply Co Inc	1413	230.54
09/22/2023	624113	Michigan Truck Spring of Saginaw Inc	2634	890.02
09/22/2023	624114	Car Wash Partners Inc	1436	68.65
09/22/2023	624115	Mohawk Manufacturing & Supply Co	1011	878.90
09/22/2023	624116	Moon Shadow Etchers, Inc.	2770	3,369.75
09/22/2023	624117	Motion Auto Supply Inc	1012	294.30
09/22/2023	624118	Muncie Reclamation and Supply Co	1013	1,336.17
09/22/2023	624119	NAPA Auto Parts Inc	1014	12,189.14
09/22/2023	624120	National Color Graphics Inc	1455	1,459.51
09/22/2023	624121	The Aftermarket Parts Company LLC	1015	18,156.49
09/22/2023	624122	New Flyer Of America Inc	2528	1,191.41
09/22/2023	624123	Oxarc Inc	1002	274.14
09/22/2023	624124	Pacific Office Solutions	2288	576.61
09/22/2023	624125	Pure Filtration Products Inc	1531	274.24
09/22/2023	624126	Multi Service Technology Solutions Inc	2146	504.71
09/22/2023	624127	Romaine Electric Corporation	1548	2,723.78
09/22/2023	624128	S T A - Well	1557	531.50
09/22/2023	624129	Safety-Kleen Systems Inc	1564	14,147.31
09/22/2023	624130	Securitas Security Services USA Inc	1574	1,172.16
09/22/2023	624131	The Sherwin-Williams Co	1580	28.09
09/22/2023	624132	Six Robbles Inc	1017	2,035.16
09/22/2023	624133	Solarwinds Inc	1812	7,453.42
09/22/2023	624134	Spokane Public Facilities District	1941	2,366.00
09/22/2023	624135	Spokane County Solid Waste	1603	132.10
09/22/2023	624136	Spokane County Environmental Services	1603	303.43
09/22/2023	624137	Spokane House of Hose Inc	1605	179.27
09/22/2023	624138	The Spokesman Review	1616	980.89
09/22/2023	624139	Summit Rehabilitation Associates PLLC	1638	465.00
09/22/2023	624140	Solid Waste Systems LLC	2514	354.38
09/22/2023	624141	TeamViewer Germany GmbH	2857	1,476.73
09/22/2023	624142	Thermo King Northwest	1650	2,407.76
09/22/2023	624143	Uline Inc	2401	269.38
09/22/2023	624144	United Way of Spokane County	1684	128.00
09/22/2023	624145	Veritech Inc	2049	495.00
09/22/2023	624146	American Federation of State County 2 WA Council	1705	1,717.44

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
09/22/2023	624147	State of Washington	1706	163.50
09/22/2023	624148	WA State Dept of Ecology	1706	956.47
09/22/2023	624149	Walter E Nelson Co	1721	7,316.98
09/22/2023	624150	Wendle Motors Incorporated	1021	45.22
09/22/2023	624151	Wesco Group LLC	2368	1,403.65
09/22/2023	624152	Whites Boots Inc	1744	472.62
09/22/2023	624153	Whitworth Water District	1746	409.54
09/22/2023	624154	Wilbur Ellis Company	1747	2,085.65
09/22/2023	624155	Washington State Transit Assoc	1715	650.00
09/22/2023	624156	Verizon	2142	4,900.77
09/29/2023	624157	A to Z Rentals	1033	822.08
09/29/2023	624158	Inland Welding Supply Inc	1032	2,070.71
09/29/2023	624159	ABCorp NA Inc	2814	1,049.13
09/29/2023	624160	Ash & Rowan Hardware LLC	2278	27.95
09/29/2023	624161	Francis Avenue Hardware	2279	85.70
09/29/2023	624162	Continental American Insurance Company	2682	2,047.46
09/29/2023	624163	Alcobra Metals Inc	2140	3,413.79
09/29/2023	624164	Amazon Capital Services Inc	2098	17.20
09/29/2023	624165	Amazon Capital Services Inc	2098	11,254.55
09/29/2023	624166	Appleway Chevrolet Inc	1068	835.18
09/29/2023	624167	Avista Corporation	1081	594.88
09/29/2023	624168	B & H Foto & Electronics Corp	1082	4,242.39
09/29/2023	624169	Battery Systems Inc	1089	157.77
09/29/2023	624170	Robert J Berg	1099	408.50
09/29/2023	624171	Black Proinvest Schade Tower LLC	2767	6,808.30
09/29/2023	624172	The Braun Corporation	1117	222.36
09/29/2023	624173	BDI	1022	516.19
09/29/2023	624174	Budinger & Associates Inc	2149	18,905.88
09/29/2023	624175	Lithia Motors Support Services	1024	902.22
09/29/2023	624176	Canon Financial Services Inc	1154	1,396.06
09/29/2023	624177	Communy Colleges of Spokane	1174	33,648.63
09/29/2023	624178	CDW-Government	1132	2,321.70
09/29/2023	624179	Consolidated Electrical Distributors	1133	964.00
09/29/2023	624180	Center for Transportation and the Environment	2335	5,000.00
09/29/2023	624181	QWEST Corporation	1148	128.69
09/29/2023	624182	City Glass Spokane Inc	2599	708.50
09/29/2023	624183	City of Spokane	1601	115.48
09/29/2023	624184	Clean Harbor Environmental Services Inc.	2741	2,684.06
09/29/2023	624185	Coffman Engineers Inc	1162	21,294.72
09/29/2023	624186	Coleman Oil Company LLC.	2683	25,840.10
09/29/2023	624187	Comcast	1170	1,094.50
09/29/2023	624188	Complete Office LLC	2202	1,393.45
09/29/2023	624189	CompuNet Inc	1166	15,446.54
09/29/2023	624190	Continental Door Company	1986	5,839.40
09/29/2023	624191	Crown Castle International Corp.	2733	2,033.82
09/29/2023	624192	Cummins Inc	1027	19,243.19
09/29/2023	624193	The Whalley Glass Co	1028	3,180.00
09/29/2023	624194	Delta Dental of Washington	1726	66,274.04
09/29/2023	624195	Dow Jones \$ Company,	2698	176.58
09/29/2023	624196	EDM TECHNOLOGY INC.	2667	33,124.50
09/29/2023	624197	El Jay Oil Co Inc	1003	12,065.30
09/29/2023	624198	Elite Entry Systems LLC	2632	1,154.30
09/29/2023	624199	Embroidered Sportswear Inc	1232	59.87
09/29/2023	624200	Fastenal Company	1249	2,557.89
09/29/2023	624201	FedEx	1808	124.26
09/29/2023	624202	FedEx Freight Inc	2346	53.95
09/29/2023	624203	Ferguson Enterprises Inc	1252	20.51
09/29/2023	624204	Business Interiors of Idaho	2715	9,762.53
09/29/2023	624205	Gordon Truck Centers Inc	1018	15,925.53
09/29/2023	624206	Galls Parent Holdings LLC	1271	7,407.90
09/29/2023	624207	The General Store	1956	23.12
09/29/2023	624208	Genfare LLC	1268	6,295.01
09/29/2023	624209	Gillig LLC	1279	38,893.58
09/29/2023	624210	W.W. Grainger Inc	1285	862.60
09/29/2023	624211	H & H Business Systems	1298	582.69
09/29/2023	624212	H W Lochner Inc	1405	19,147.10
09/29/2023	624213	HP Inc	1312	6,262.80
09/29/2023	624214	Hotsy of Spokane	2370	2,040.24
09/29/2023	624215	INIT Innovations in Transportation Inc	2392	28,157.25
09/29/2023	624216	William Corp	1363	965.66
09/29/2023	624217	Kaiser Foundation Health Plan of Washington	1296	379,666.55
09/29/2023	624218	Kaiser Foundation Health Plan of Washington	1296	68,064.22

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
09/29/2023	624219	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
09/29/2023	624220	Kaiser Foundation Health Plan of WA Options Inc	1295	29,067.68
09/29/2023	624221	Kershaw's Inc	1374	73.61
09/29/2023	624222	KPFF Inc	2510	64,198.73
09/29/2023	624223	KREM	2559	1,910.00
09/29/2023	624224	Laird Plastics	1383	85.97
09/29/2023	624225	Long Business Forms	2301	1,279.66
09/29/2023	624226	M & L Supply Co Inc	1413	540.31
09/29/2023	624227	Maintenance Solutions	1418	921.05
09/29/2023	624228	McKinstry	2493	3,335.40
09/29/2023	624229	Q49 Solutions LLC	2594	104.64
09/29/2023	624230	Mohawk Manufacturing & Supply Co	1011	213.44
09/29/2023	624231	Mouser Electronics Inc	1449	597.26
09/29/2023	624232	Muncie Reclamation and Supply Co	1013	194.01
09/29/2023	624233	NAPA Auto Parts Inc	1014	5,619.34
09/29/2023	624234	Legend Investments Inc	1454	65.34
09/29/2023	624235	National Color Graphics Inc	1455	12,635.12
09/29/2023	624236	NATIONWIDE	2592	503.28
09/29/2023	624237	Argosy Credit Partners Holdings LP	2006	212.56
09/29/2023	624238	The Aftermarket Parts Company LLC	1015	50,739.67
09/29/2023	624239	CSWW Inc	1102	95.00
09/29/2023	624240	North 40 Outfitters	1102	90.38
09/29/2023	624241	CSWW Inc	1102	250.69
09/29/2023	624242	Pacific Office Solutions	2288	7,578.52
09/29/2023	624243	Pacific Power Group LLC	1496	177.95
09/29/2023	624244	Patriot Fire Protection Inc	2436	12,914.55
09/29/2023	624245	People 2.0 Global LP	2472	8,135.40
09/29/2023	624246	Premera Blue Cross	1521	371,792.03
09/29/2023	624247	Proterra Inc	2519	3,828.49
09/29/2023	624248	Provisional Services, Inc.	2697	511.88
09/29/2023	624249	Pure Filtration Products Inc	1531	910.37
09/29/2023	624250	Rehn & Associates	2395	254.00
09/29/2023	624251	Romaine Electric Corporation	1548	6,074.87
09/29/2023	624252	Securitas Security Services USA Inc	1574	33,969.73
09/29/2023	624253	Senske Lawn & Tree Care Inc	2194	107.91
09/29/2023	624254	Six Robbles Inc	1017	708.28
09/29/2023	624255	Spokane House of Hose Inc	1605	563.88
09/29/2023	624256	DGT Enterprises LLC	2670	12,290.00
09/29/2023	624257	STA Operations	1556	106.56
09/29/2023	624258	Sun Supply Inc.	2710	6,635.16
09/29/2023	624259	Trapeze Software Group	1669	3,676.13
09/29/2023	624260	TransIT Solutions LLC	2440	683.22
09/29/2023	624261	Uline Inc	2401	6,848.84
09/29/2023	624262	USSC Acquisition Corp	1676	163.83
09/29/2023	624263	Utilities Plus	2606	874.00
09/29/2023	624264	Washington State	1704	5,124.00
09/29/2023	624265	Wesco Group LLC	2368	7,878.99
09/29/2023	624266	Zipline Communications Inc	2492	6,059.00
TOTAL SEPTEMBER ACCOUNTS PAYABLE				8,052,655.39
9/1/2023-9/30/2023	ACH	WORKER'S COMPENSATION	2286	109,649.30
TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS				109,649.30
09/08/2023	729861-729879	PAYROLL AND TAXES PR 18, 2023	VARIABLES	2,605,561.54
09/22/2023	729880-729901	PAYROLL AND TAXES PR 19, 2023	VARIABLES	1,976,002.24
TOTAL SEPTEMBER PAYROLL AND TAXES				4,581,563.78
09/22/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,592.85
TOTAL SEPTEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				4,592.85
TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				12,748,461.32
TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				12,748,461.32

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5C : KRUEGER SHEET METAL CONTRACT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

Public Works Contract for:	City Line Station Railing Panels
Contract Number:	2022-10701
Capital Project Number:	347
Contractor:	Krueger Sheet Metal
Notice to Proceed:	October 13, 2022
Substantial Completion:	May 26, 2023
Final Completion:	May 26, 2023
Scope of Work:	Fabrication and installation of pedestrian railing panel inserts for City Line stations.

Contract Authority, Including Contingency	\$277,453.00
Awarded Construction Contract	\$277,453.00
Additive Change Orders	\$1,677.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$279,130.00
Unspent	\$0.00

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Krueger Sheet Metal for City Line Railing Panels 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 KO Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5D: SUNROOM TENANT IMPROVEMENT CONTRACT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jeff Hall, Capital Projects Manager

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

Public Works Contract for:	Sunroom Tenant Improvement
Contract Number:	2022-10721
Capital Project Number:	829
Contractor:	Dardan Enterprises, Inc.
Notice to Proceed:	March 29, 2023
Substantial Completion:	May 26, 2023
Final Completion:	September 7, 2023
Scope of Work:	The Sunroom Tenant Improvement contract consisted of the following: <ul style="list-style-type: none">• Removal and disposal of the existing skylight assembly• Installation of new exterior wall framing, roof framing, standing seam metal roofing, insulation, windows, drywall, and flooring• Exterior building envelope tie-in, caulking, and cladding repair• Interior and exterior painting• HVAC, electrical, and data modifications and trims

Contract Authority, Including Contingency	\$317,336.40
Awarded Construction Contract	\$264,447.00
Additive Change Orders (Applied Contingency)	\$4,175.34
Deductive Change Orders	(\$5,126.00)
Total Final Contract Value	\$263,496.34
Unspent	\$53,840.06

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Dardan Enterprises, Inc. for the Sunroom Tenant Improvement 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 KO Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5E : DIVISION STREET BUS RAPID TRANSIT: WORK ORDER #3 APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Don Skillingstad, Senior Project Manager

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 ten (10) miles to the Mead area. Staff presented at the October Planning and Development Committee meeting, and is now seeking the Board’s recommendation to approve a work order for the next phase of the project to advance the engineering, environmental and grant preparation work required by the Project Development phase of FTA’s Small Starts program. According to STA’s procurement resolution, work orders and other contract actions for new work above \$1 million require board approval.

BACKGROUND: Division Street BRT is an important regional project to support mobility and economic development in north Spokane and north Spokane County. It has been included in the region’s long range transportation plan for nearly a decade and was the centerpiece of the collaborative multi-agency study known as *DivisionConnects*. Phase I of the study culminated in the adoption of Resolution No. 785-21 by the STA Board of Directors, selecting a locally preferred alternative (LPA) for Division Street BRT.

In Spring 2022, STA kicked off the Preliminary Engineering and Environmental Scoping phase of Division Street BRT. This work has been supported by Parametrix, Inc., STA’s interdisciplinary consulting team competitively procured to support the project, by way of the first two work orders authorized by the STA Board of Directors under contract #2021-10610. During this phase, STA refined the LPA by evaluating and refining the north and south termini, identifying general station locations, and advancing initial environmental and engineering scoping activities. In summary, the project team completed the project configuration for Division Street BRT, along with specific planning elements that progress conceptual design toward the key milestone of entry into the Project Development phase for Small Starts projects in the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. Federal statutes define projects that are less than \$400 million in total project cost, and for which sponsor agencies are seeking CIG program funding of less than \$150 million, to be Small Starts projects.

Important board actions during Preliminary Engineering and Environmental Scoping phase have included Board Resolution 809-23, adopted by the Board in May 2023 establishing a refined LPA and general station locations, and Board Resolution 812-23, adopted by the Board in July 2023, committing local, state and federal funds to Project Development activities, and authorizing a request to FTA to enter the Project Development phase of the project. For Small Starts projects that have entered into the Project Development phase, all eligible expenditures can be attributed to the project cost and therefore act as match to a prospective CIG funding award in the future. As such, this entry point was critical for the continuation of the project.

Predicated on the board's actions and authorizations described above, the CEO submitted a request to FTA on July 23, 2023, seeking entry into Project Development. After reviewing STA's initial letter, FTA requested additional information that was submitted on August 28, 2023. At that time, FTA determined that the information provided was sufficient to enter the Project Development phase. On September 19, 2023, FTA issued written approval to STA of entry into Project Development phase. In their approval notice, FTA extended STA pre-award authority to incur costs for Project Development activities prior to grant approval and to retain eligibility of those activities for future FTA grant assistance.

According to FTA's September 19, 2023, letter, Project Development activities include the work necessary to complete the environmental review process and as much engineering and design activities as STA believe are necessary to support the environmental review process. Upon completion of the environmental review process, FTA also extends pre-award authority to project sponsors in Project Development to incur costs for as much engineering and design as necessary to develop a reasonable cost estimate and financial plan, utility relocation, and real property acquisition and associated relocations. The letter makes it clear that pre-award authority does not constitute a commitment that future Federal funds will be approved for Project Development or any other project cost. That commitment still hinges on a future CIG grant, subject to the rigorous evaluation and ratings process, as well as the continued availability of CIG funds through congressional appropriations.

With STA's official entry into Project Development, STA is seeking to commence the next order of work with Parametrix, Inc., Work Order No. 3, which will advance the project to the 30% design milestone, along with other necessary Project Development activities. Major tasks to be performed under this Work Order will include the following:

- **Task 01: Project Management** and oversight to generally include project consultant coordination, quality management, invoicing, future work order and contract amendment scoping and preparation.
- **Task 02: Planning and Analysis** to generally include traffic modeling, traffic operations microsimulations using VISSIM and SimTraffic, WSDOT coordination and Intersection Control Evaluations (ICE), safety analysis, ridership forecasting, ITS (Intelligent transportation system) planning, transit operations planning, station site selection, active transportation planning, parking studies, land use/TOD support, transit center and charging location planning.
- **Task 03: Design and Engineering** to generally include agency and design team coordination, survey and base mapping, geotechnical investigations, preliminary design and engineering, traffic design, station amenity review, charging facility design, cost estimating, schedule preparation and constructability review.
- **Task 04: Environmental** documentation preparation to generally include furthering analysis of property acquisitions and historic buildings, environmental justice populations, endangered species, hazardous materials, noise and vibration screening, and cultural resources.
- **Task 05: Public and stakeholder engagement** to generally include public outreach, interviews, surveys, social media coordination, community engagement, and agency engagement.
- **Task 06: Project and FTA support** to include the preparation of grant application documents and plan preparation, risk management, and third-party agreement support.

As a work order within an established architectural and engineering services contract, the value is predicated on the anticipated hours per task, actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel expenses. Based on the number of hours estimated for this level of effort, the work order is proposed to have a not-to-exceed value of \$5,450,000. A cost analysis was performed by comparing the level of effort value to an independently prepared cost estimate. Based on the analysis, staff concluded the cost proposal was fair and reasonable. In addition to recommending approval of Work Order No. 3, staff recommend a 10% contingency of \$545,000 be assigned for unanticipated scope adjustments that may arise during this phase of the project.

The Division Street BRT Project Development project (CIP 895) has an approved budget of \$15 million in STA's Capital Improvement Program derived from local, state, and federal funding. The table depicts how Work Order No. 3 will be accommodated in the project budget.

Project Element	Total Budget(s)
Division Street BRT Project Development (CIP #895)	\$15,000,000
Expenditures to Date	\$0
Current encumbrances	\$0
Current Balance	\$15,000,000
Work Order #3 (NTE Amount)	\$5,450,000
Proposed Work Order #3 Contingency (10%)	\$545,000
Remaining Project Budget	\$9,005,000

Work is anticipated to begin in November 2023 and be completed by end of 2024. Upon execution of the work order a significant amount of work will begin. Surveying and base mapping activities will be completed with preliminary design beginning shortly after, coordination with WSDOT, City of Spokane and Spokane County will begin to define traffic analysis and modeling needs, public and stakeholder outreach planning will begin with outreach activities beginning in late Fall/Winter, definition of the Area of Potential Effects (APE) and further refinement of existing environmental documentation will also occur.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute Work Order #3 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,450,000, and to provide for 10% contingency for unforeseen additional requirements or services.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to execute the Work Order #3 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,450,000, and to provide for 10% contingency for unforeseen additional requirements or services.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5F : FARE COLLECTION SYSTEM UPDATE AND REQUEST FOR NEW CONTRACT

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: In October 2020, the Board of Directors approved the award of contract for a Fare Collection System to INIT Innovations in Transportation, Inc. (INIT). This modernized fare collection system, now known as Connect, was launched to the public a year ago on October 1, 2022. Over 60,000 unique, Connect, eConnect and contactless fare payment cards are active in the system, resulting in over 4.8 million rides over the last 12 months. The Connect system has been very well received by the STA riders and now accounts for more than 65% of all fare payments.

All functionality included in the original INIT agreement, Contract 2020-10498 and its amendments, with a total authorized value of \$8,818,000, along with several key enhancements, has been delivered and accepted. The more notable features include:

- Updated Fare Policy and New Fare Media
 - Fare Policy: Expanded discount programs, fare capping, pay-as-you-go
 - Fare Media: Connect cards, eConnect mobile fare payment through the STA Connect app, Limited Use One Ride and Day passes and Spokane Public Schools Student ID cards
- Prepayment of Paratransit Fares – Paratransit customers with a Connect account have fares automatically paid from their Connect account when the trip is performed
- New Website with self-service options to customers for checking balances, adding value, reviewing ride history and fare-capping status as well as security features to lock and/or replace a lost Connect card
- STA Connect Mobile App with self-service options to customers for checking balances, adding value, reviewing ride history and fare-capping status
- Open Payments for customers to tap contactless Visa, Mastercard or Discover cards or the same stored in a Google or Apple wallet at the onboard validator
- Retail Network – Customers who use cash benefit from a growing retail network. Customers can purchase or reload their Connect cards at participating retail stores.

The project funding for the capital portion of the Fare Collection System Update was provided by the City Line (CIP 347) and the Fare Collection Project (CIP 431). Spend against the capital budget is summarized below:

Description	CIP #431 – Fare Collection System	CIP #347 – City Line	Total
Project Budget	\$ 5,890,000	\$ 3,336,870	\$ 9,226,870
Project Expenditures:			
Amended INIT Contract	4,072,262	2,714,842	6,787,104
Other Project Costs	<u>831,776</u>	<u>161,239</u>	<u>993,015</u>
Total Project Expenditures	\$ 4,904,038	\$ 2,876,081	\$ 7,780,119
Project Savings	<u>\$ 985,962</u>	<u>\$ 460,789</u>	<u>\$ 1,446,751</u>

While the capital portion and first year operating expenses under the INIT contract of \$6,787,104 have been spent and the capital projects can be closed out with savings, the contract still carries \$1,940,923 for operating costs for maintenance and support for years 2 through 5 with an overall unspent balance of \$89,973.

Staff recommends allocating the budget savings from CIP #431 – Fare Collection System toward a new Connect Enhancements capital project and entering into a sole source master contract with INIT with a not-to-exceed value of \$985,962. Based on customer and user feedback received, staff is considering additional functionality and enhancements including to date:

- Order Fulfillment Tool – Web-based order processing tool which provides expanded functionality and improved performance in filling customer orders
- API Integration with Reduced Fare Application – provides automation with reduced fare application processing
- Website enhancements and customizations – improved useability and data collection for STA specific programs as well as translation services
- Bus Operator Single Sign On – allows operators to tap ID badge at the validator to sign on to all onboard systems

As the adoption of Connect continues and staff experience with the system increases, STA expects to continue considering requests for enhancements and implementing those where appropriate.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute a sole source five-year master contract with INIT for fare collection system enhancements with a value not to exceed \$985,962.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute sole source five-year master contract with INIT for fare collection system enhancements with a value not to exceed \$985,962.

FINAL REVIEW FOR BOARD BY:

Division Head ML Chief Executive Officer [Signature] Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 5G : FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING
OPPORTUNITY AND LOCAL MATCH APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for the Section 5310 Call for Projects. Staff presented at the October Planning and Development Committee meeting and are now requesting Board approval of \$190,000 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and board action, up to \$805,296 in combined federal and STA local funding is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane urbanized area.

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportionment funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve or enhance mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate in meeting these needs. Spokane Transit is responsible for administering, contracting, and providing oversight of projects undertaken by non-profit organizations and governments selected through the annual Section 5310 Call for Projects. For the 2023 Section 5310 Call for Projects, \$615,296 is available in federal funding, with the additional local match provided as described below.

A minimum of 55%, or \$338,413, of the federal Section 5310 annual apportionment must be spent on 'Traditional' capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by the Washington State to provide human services transportation. Traditional capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complementary Paratransit services. These Traditional projects need to meet the special needs of seniors and individuals with disabilities. Traditional projects include a 20% local match requirement.

Depending on the types of projects proposed, and application scoring outcomes, STA may recommend that up to 55% of the total funds available be programmed for STA for the purposes of contracting for human services transportation, an eligible Traditional project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

Up to 45% of the annual apportionment may be awarded to projects categorized as 'Other' and are operating projects which provide alternatives to public transportation, improve access to fixed-route services, or exceed the requirements of Paratransit services. Eligible 'Other' projects include

transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. Other projects include a 50% local match requirement.

There is currently \$615,296 in FY23 Section 5310 annual apportionment funding available. Additionally, STA staff are proposing an additional \$190,000 in local STA funds be allocated for the 2023 Section 5310 Call for Projects. The STA local funding request would continue the practice from the near-term investment funding that allows STA to use local funds to help subrecipients meet the required federal local match amounts. The originally approved near-term investments project provided \$190,000 in STA local funds for the 2022 5310 Call for Projects was approved by the STA Board of Directors on December 16, 2021. The near-term investment funds provided by STA are intended to contribute a local match for awarded agencies to reduce the monetary responsibility of subrecipients to just 10% local match for all projects. The near-term investment funds approved for the 2022 5310 Call for Projects were beneficial for subrecipients; the additional funds increased participation in the program and eased the burden of meeting the federal match amounts for subrecipients. Spokane Transit is recommending the same amount of STA local funds that were approved in 2021.

In order to ensure that STA meets the 55% minimum requirement of funds to be spent on Traditional projects for FY2023, staff may recommend to the Board that projects be awarded to STA up to \$338,413 as needed to ensure that the 55% requirement is achieved.

Funding Source	Amount Available
FY2023 Apportionment (Federal Match)	\$615,296
STA Local Match Contribution (pending Board approval)	\$190,000
Total Funding Available	\$805,296

The table below outlines the anticipated timeline for this call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

Date	Activity
October 19, 2023	Board action on allocation of local STA matching funds
October 20, 2023	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
October 25, 2023	Informational meeting for interested applicants
November 10, 2023	Preliminary proposals due
December 8, 2023	Final project applications due
December 2023 – January 2024	Evaluation and ranking of projects

Date	Activity
January 31, 2024	Planning and Development Committee recommends project awards
February 15, 2024	STA Board action on recommended project applications
March 2024	Submission of Program of Projects to FTA
2024	FTA approval and funds obligated
2024	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the allocation of \$190,000 in STA local funds to partially offset local match requirements for subrecipients in the 2023 federal Section 5310 Call for Projects.

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

RECOMMENDATION TO BOARD: Approve, by motion, the allocation of \$190,000 in STA local funds to partially offset local match requirements for subrecipients in the 2023 Section 5310 Call for Projects.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer [Signature]

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 6A : CONNECT 2035 STRATEGIC PLAN: ENGAGEMENT STRATEGY APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Staff provided the Planning and Development Committee in October with an overview of the draft *Connect 2035 Engagement Strategies Brief* (attached to this cover sheet), which provides a synthesis of the material presented at the Board Workshop and highlights the approach that STA staff and its consultants will use to conduct a robust engagement effort. Staff sought the Committee's recommendation and is now seeking Board approval by motion of the engagement strategies document.

BACKGROUND: In December 2022, STA adopted Phase 1 of its next 10-year strategic plan, Connect 2035. The deliverables from Phase 1 can be found here:

<https://www.spokanetransit.com/projects/10-year-strategic-plan-2025-2035/>

During 2022, a series of board workshops were held in May, July, September, and October, followed by a public hearing held in November. On December 15, 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution.

The first Board Workshop for Phase 2 was held with the STA Board of Directors on September 6, 2023. The workshop reviewed the results of the Phase 1 process, as well as a comprehensive overview of the proposed engagement strategies for Phase 2. Informed by the workshop discussion, the attached draft Connect 2035 Engagement Strategy is proposed to guide engagement activities over the next year, reflecting feedback provided by the Planning and Development Committee.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the Connect 2035 Strategic Plan Engagement Strategy.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Connect 2035 Strategic Plan Engagement Strategy.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer [Signature] Legal Counsel MC

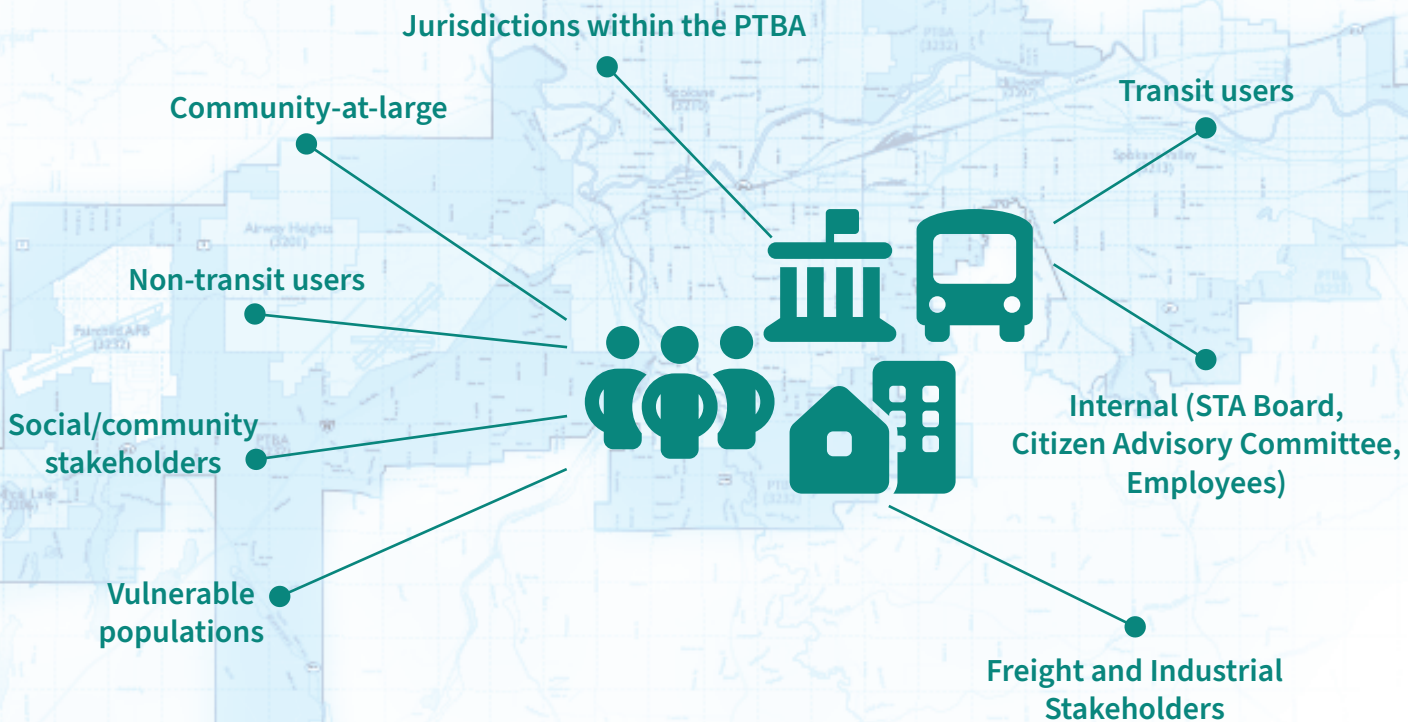
Connect 2035 articulates Spokane Transit’s strategic roadmap for bus, Paratransit, and Rideshare service through 2035, with a clear vision supported by goals and performance measures. STA is committed to meaningful, diverse, and inclusive public engagement throughout the planning process.

Phase 2 Public Process Goals

- 1 Communicate, be transparent and seek support of the strategic planning process
- 2 Gather input from the broadest representation of our community, especially those typically underrepresented to clarify our understanding of issues
- 3 Deliberate transit priorities and resource allocation to support thriving communities
- 4 Deliver a strategic plan that has broad support built on the foundation of Phase 1

Audience Groups

Hearing from diverse voices and perspectives will be essential for the project’s success. STA is focused on engaging vulnerable and overburdened communities throughout the planning process.



Engagement Strategies & Activities



- ✓ Rider Forums
- ✓ Community-based Organizations Outreach

- ✓ Plaza Activation
- ✓ Community Events



- ✓ Activated Community Member Outreach
- ✓ “STA in the Region” Events



- ✓ Public Open Houses
- ✓ Stakeholder and Partner Engagement



- ✓ Local Government Meetings

- ✓ Media Relations

- ✓ Survey

- ✓ Microsite



- ✓ Regular Board Updates

- ✓ Board Experiential Opportunities

- ✓ STA Employee Engagement



- ✓ Citizen Advisory Committee Meetings

Metrics

STA will track metrics to ensure the broader public is engaged and to achieve the engagement goals:

Number and demographics of participants for the following engagement activities

- Rider forums
- CBO engagements
- Plaza activations
- Community events
- Surveys
- “STA in the Region” events
- Open houses



Number of meetings with the following audiences

- CBO leadership
- Activated community members
- Social/community stakeholders
- Municipality and County staff
- Local elected officials
- Board members
- STA employees
- CAC members



Digital metrics

- Number of web visits to the microsite
- Number of surveys completed
- Earned media impressions
- Social media engagement



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 6B : TRANSIT VEHICLE TIRE LEASE SERVICES AWARD OF CONTRACT

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Josh Stoddard, Senior Vehicle Maintenance Manager

SUMMARY: The current five-year contract (2018-10169) with Michelin North America, Inc., for Transit Tire Mileage Leasing Services expires November 30, 2023.

On August 1, 2023, Request for Proposals 2023-10833 for Transit Vehicle Tire Lease Services was advertised on the STA website and the Washington State Department of Enterprise Services managed solicitations site. Four companies participated in the pre-proposal meeting held August 9, 2023. The solicitation period ended September 7, 2023, and one responsive proposal was received from responsible proposer, Michelin North America, Inc. Despite receiving a single proposal, STA has determined competition to be adequate.

The evaluation committee, which met on September 13, 2023, evaluated the proposal based on the following criteria established within the RFP: 1) Proposer Qualifications; 2) Proposed Fee; 3) Record of Performance; and 4) Completeness of Proposal. The evaluation results are as follows:

<u>Proposer</u>	<u>Evaluation Score</u>
Michelin North America	96.10

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute a five-year contract with Michelin North America, Inc., for Transit Vehicle Tire Lease Services for a total value of \$3,337,429.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute a five-year contract with Michelin North America, Inc., for Transit Vehicle Tire Lease Services for a total value of ~~\$3,337,429~~ \$3,377,429

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BSAN Legal Counsel MC

COST ESTIMATE

The estimated cost of the five-year contract is \$3,681,397 inclusive of Washington State sales tax, detailed as follows:

SUMMARY

Description	Amount
Tire Mileage	\$ 2,477,378
Services	\$ 900,051
Subtotal	\$ 3,377,429
Tax	\$ 303,968.58
TOTAL	\$ 3,681,397

Inflation FIXED FIXED FIXED 3% 3%

Tire Mileage

Size	Total Annual		Total \$/mi		2024	2025	2026	2027	2028	5 yr Total
	Tire Miles	\$/mi (Proposal)	\$/mi (Proposal)	\$/mi (Proposal)						
275/70R22.5	648,000	\$ 0.00939	\$ 6,084.72	\$ 6,084.72	\$ 6,084.72	\$ 6,084.72	\$ 6,084.72	\$ 6,267.26	\$ 6,455.28	\$ 30,976.70
305/70R22.5	22,068,000	\$ 0.00799	\$ 176,323.32	\$ 176,323.32	\$ 176,323.32	\$ 176,323.32	\$ 176,323.32	\$ 181,613.02	\$ 187,061.41	\$ 897,644.39
305/85R22.5	35,028,000	\$ 0.00786	\$ 275,320.08	\$ 275,320.08	\$ 275,320.08	\$ 275,320.08	\$ 275,320.08	\$ 283,579.68	\$ 292,087.07	\$ 1,401,627.00
315/80R22.5	3,768,000	\$ 0.00767	\$ 28,900.56	\$ 28,900.56	\$ 28,900.56	\$ 28,900.56	\$ 28,900.56	\$ 29,767.58	\$ 30,660.60	\$ 147,129.86
	61,512,000		\$ 486,628.68	\$ 486,628.68	\$ 486,628.68	\$ 486,628.68	\$ 486,628.68	\$ 501,227.54	\$ 516,264.37	\$ 2,477,377.95

Services (labor)

Description	Current	2024	2025	2026	2027	2028	5 yr Total
Monthly Services	\$ 14,733.00	\$ 14,733.00	\$ 14,733.00	\$ 14,733.00	\$ 15,174.99	\$ 15,630.24	\$ 90,007.60
		\$ 176,796.00	\$ 176,796.00	\$ 176,796.00	\$ 182,099.88	\$ 187,562.88	\$ 900,050.76

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 7A : DRAFT 2024 BUDGET

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: In accordance with STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

For 2024 staff have combined the action plan and the operating and capital budget into one comprehensive report, the Draft 2024 Budget, which is attached.

Staff reviewed this report at the October Planning and Development Committee meeting. With committee input and review, it will be forwarded to the Board for review. There will be a subsequent review with the Committee on November 1, 2023, and a public hearing with the Board on November 16, 2023. The 2024 Budget is proposed to be adopted in December 2023.

RECOMMENDATION TO COMMITTEE: Receive report.

DRAFT 2024 BUDGET



Spokane Transit

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Introductory Section

Agency Overview

The Spokane Transit Authority (STA) is a Public Transportation Benefit Area (PTBA) which provides public transportation services within its boundaries which extend to roughly 248 square miles. The State of Washington Office of Financial Management estimates that 467,839 people were living within the PTBA in 2022. STA services include:

- 1) Local fixed route bus services within Spokane County, City of Spokane, City of Spokane Valley, City of Liberty Lake, City of Millwood, City of Airway Heights, City of Medical Lake, City of Cheney and parts of the unincorporated County;
- 2) Paratransit services for those who live within ¼ mile of a bus route and who, because of their disability, are unable to use the regular bus service;
- 3) A public rideshare (formerly vanpool) and ride match program.

The organization currently employs nearly 700 people and is overseen by a 14-member regional board.

Governance and Organization

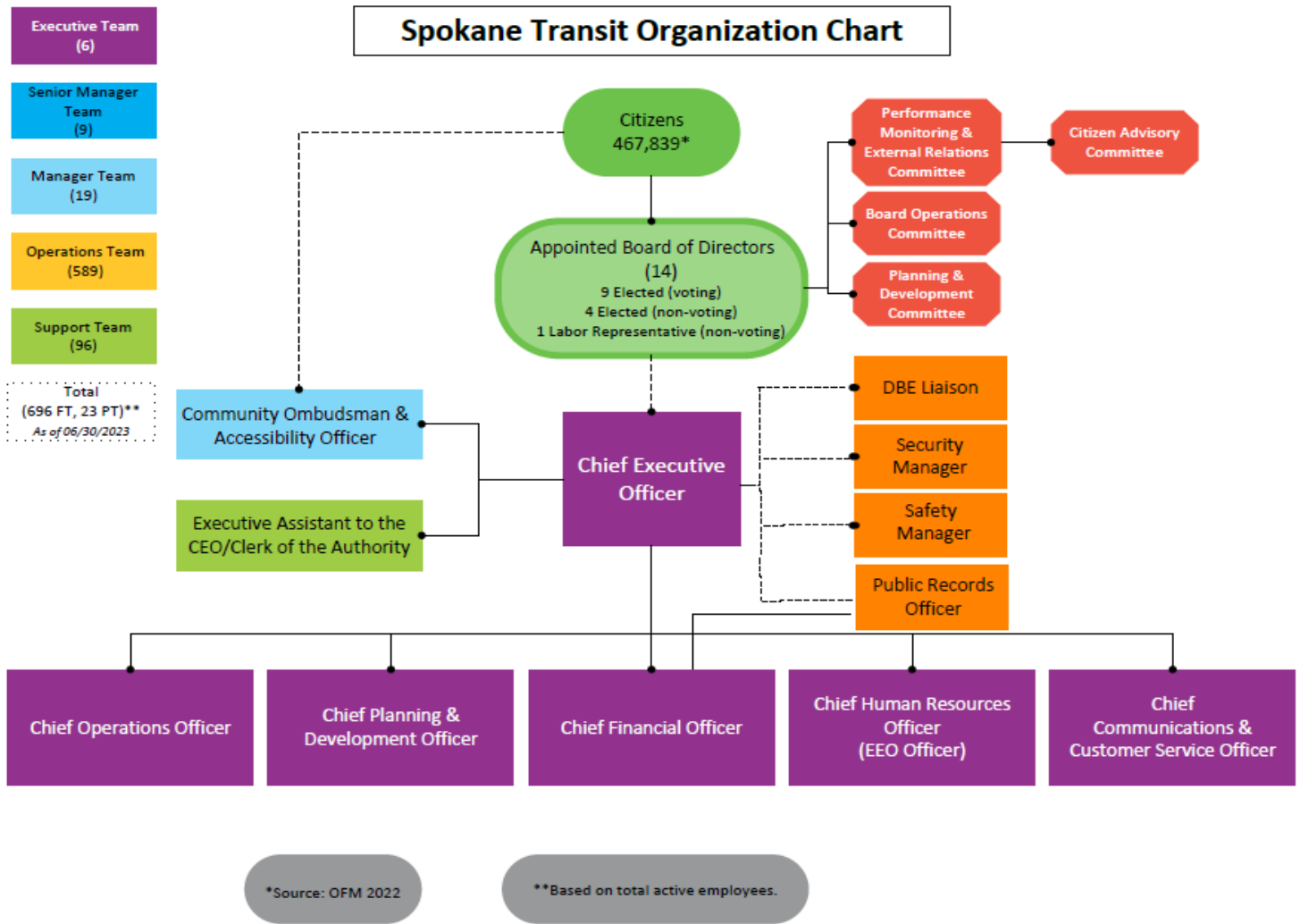
The Board of Directors provides the policy and legislative direction for STA and its administrators and approves its actions, budgets, and long-term plans. It also has the authority to levy taxes as authorized by state law (with voter approval).

The STA Board is composed of nine voting members who are elected officials appointed by the jurisdictions served by the Public Transportation Benefit Area (PTBA). Jurisdictions served include the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley as well as Spokane County. Additionally, there are four non-voting elected officials from area small cities, and one non-voting labor member, for a total 14 board members. The current make-up of the Board is shown in the following table.

2023 Board of Directors

Name	Jurisdiction
Council President Lori Kinnear, Chair	City of Spokane
Commissioner Al French, Chair <i>Pro Tem</i>	Spokane County
Commissioner Josh Kerns	Spokane County
Council Member Karen Stratton	City of Spokane
Council Member Betsy Wilkerson	City of Spokane
Council Member Zack Zappone	City of Spokane
Mayor Pamela Haley	City of Spokane Valley
Council Member Tim Hattenburg	City of Spokane Valley
Council Member Dan Dunne	City of Liberty Lake
Mayor Chris Grover	City of Cheney (Ex-Officio)
Council Member Don Kennedy	City of Medical Lake (Ex-Officio)
Council Member Dan Sander	City of Millwood (Ex-Officio)
Council Member Hank Bynaker	City of Airway Heights (Ex-Officio)
Ms. Rhonda Bowers	Labor Representative (non-voting)

The Chief Executive Officer is appointed by the Board of Directors and directly oversees Legislative Activity, Board Relations, Ombudsman and Accessibility Activity, Finance, Human Resources, Communications, Operations, Planning and Development, as depicted in the Organization Chart below.



Vision, Mission & Organizational Priorities

STA strives to encourage increased ridership while providing high quality, convenient and reasonably priced services by living by its Vision and embodying its Mission every day in everything it does. The Organizational Priorities convey STA's key tenants in upholding its promise to its riders, employees and the broader community it serves.

Vision

Connecting everyone to opportunity

Mission

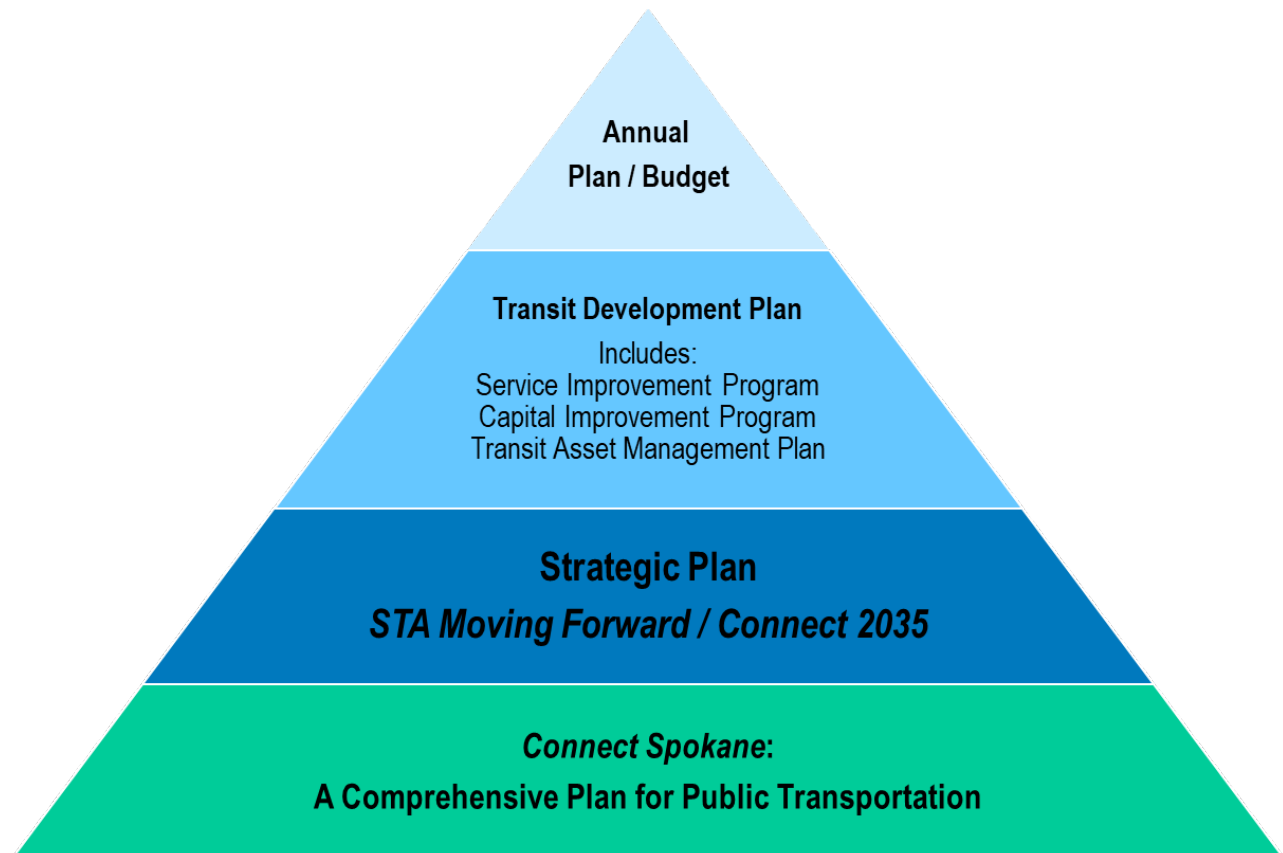
We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. We are leaders in transportation and a valued partner in the region’s social fabric, economic infrastructure, and quality of life.

STA Organizational Priorities

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

STA Planning Framework

STA’s strategies, plans and actions are anchored in a framework which includes a series of documents which range in scope and time horizons beginning with its comprehensive plan, *Connect Spokane*, the core long-range planning and policy-setting document for the Agency. The next level in the framework is comprised of strategic planning, with STA in the late delivery stage of its current 10-year plan, *STA Moving Forward*, and in the development stage of its next 10-year plan, *Connect 2035*. The six-year Transit Development Plan (TDP), a state-required annual report, provides mid-range guidance, over a six-year period, about the deliverables for the Agency from a service and capital perspective. Lastly, the Annual Plan and Budget, the focus of this report, encapsulates the one-year efforts STA will undertake for 2024. Depicted in the following pyramid is the hierarchy of those plans to guide STA as it architects its future.



2024 Action Plan

The 2024 Action Plan links STA's vision, mission and priorities to actions and activities which the Agency will undertake in 2024, bound together by a definition of organizational success. It reflects the ongoing implementation of the *STA Moving Forward* plan, in what will be its eighth year of realization, while creating the groundwork for STA's next 10-year plan, *Connect 2035*.

The actions and activities for 2024 are centered around the strategic goals defined and adopted in the foundation of the *Connect 2035* strategic plan to create alignment as the Agency begins the transition to its next future milestone in 2035.

Action 1: Elevate the customer experience.

STA exists to connect customers to opportunity. Fostering an easy-to-use, safe, and inviting experience promotes STA as a compelling transportation choice across the region. STA strives to improve the customer experience in every interaction they may have with the Agency. From how to plan a trip, pay a fare, and provide feedback, STA wants every touch to reinforce the value it places on its riders. The following projects will be the Agency's key deliverables in supporting this first action along with the continued expansion and refinement of its existing service.

- Deliver on City Line frequency – In July 2023, STA officially launched the City Line, its first Bus Rapid Transit service. In 2024, STA will hire and train drivers to be able to fulfill the committed 10-minute frequency mid-day along with 7.5-minute frequency at peak times and extended late night service.
- Division Street BRT – Division Street Bus Rapid Transit is a crucial multimodal project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. STA has secured state, federal, and local funding to begin Project Development. STA expects to reach 30 percent design on this project in 2024, working towards seeking project evaluation and rating under the FTA Section 5309 Capital Investment Grant program in 2025 as a Small Starts project.
- Sprague Line – STA expects to substantially complete all the station and stop improvements in 2024. STA will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements to the greatest extent possible. Funding has been set aside to support HPT along the West Broadway route, a logical westward extension of the Sprague Line. STA expects to undertake corridor development planning for this segment prior to beginning design work in 2024.
- I-90/Valley Corridor – Interstate 90 represents a major east-west axis for regional trip-making. In 2024, STA expects to complete improvements at the Mirabeau Point Park and Ride and ready the property for the future Appleway Station near I-90 east of Barker Road. Design will begin on Argonne Station Park and Ride, a corridor element that secured state funding in 2023. STA will also design corridor station and stop improvements along the corridor outside major off-street facilities.
- Expand adoption of the Connect card and introduce enhancements – Expanding on the introduction of contactless credit card payments on the bus, STA will also develop a mobile application for its partners in the Universal Transit Access Pass (UTAP) program to aid in the transition to the Connect fare collection system. The retail outlets where Connect cards can be purchased will continue as a key focus to provide even greater convenience for riders. STA will create new partnerships with groups who will benefit from transit access and expand opportunities for youth to take advantage of the state-supported zero-fare program by expanding access through school districts, libraries, and other venues where youth interact.

Action 2: Lead and collaborate with community partners to enhance the quality of life in the region.

STA operates in its region's ecosystem, delivering transportation options for community members. Creating strong partnerships will ensure that the Agency makes informed choices, through collaboration, that benefit everyone and contribute to the vibrancy and sustainability of this region now and in the future. The Agency will focus its efforts to support this second goal in 2024 through the following undertakings:

- Partner in planning, developing, and implementing regional transportation and land use decisions – STA's investments in High Performance Transit and Bus Rapid Transit are shifting the land economics and investment decisions around these corridors. A broad group of stakeholders including city staff, investors, developers, homebuyers, tenants, and riders are realizing the benefit of the high-quality, frequent, and predictable service that the Agency provides. STA strives to facilitate increased private and public investment in corridors served by High Performance Transit and around key transit stations and facilities. In 2024, STA will accomplish this through proactive engagement with these stakeholders in updates to the Urban Growth Area (UGA) as well as in updates to Horizon 2045 in addition to other local comprehensive planning efforts. In addition, STA will make the case for residential and employment-growth near its service by identifying and selecting a suitable location to begin a pilot Transit-Oriented Development project in 2024.
- Establish framework to analyze and report on residential and employment development near transit and across the County overall – As STA seeks to concentrate growth near its service and infrastructure investments, the Agency currently has little information to share with the development community that documents the impact in terms of household and employment growth. Generally, this information is not easily accessed nor provided by any one entity. By mid-2024, STA will document and characterize on an annual basis housing and employment trends within the region. This will enable STA to be recognized as the annual source for development analysis in the region.
- Expand outreach to community partners, especially civic and community-based organizations, and local governments to collaborate with STA on key efforts including updates to its comprehensive plan, *Connect Spokane*, the ongoing development of its strategic plan, *Connect 2035*, and its Title VI Program – Throughout 2024, STA will engage within the region to gather feedback on the various planning endeavors, such as the updates to *Connect Spokane* and the continued development of *Connect 2035*, along with other service improvements and projects being considered to ensure that underrepresented voices are being solicited, listened to, and reflected across these plans and efforts.
- North Bank/Downtown mobility options – Recent additions to the Spokane North Bank sports and entertainment district includes the Podium and ONE Spokane Stadium. STA recently increased night and weekend service on Washington Street. Additional investments to the Arena/Downtown Shuttle are planned, with opportunities to link the North Bank to Downtown and City Line stations.
- Expand involvement with community organizations – STA leadership and staff will increase their service on local community-based organization boards and volunteer for community events to create a tighter bond and weave into the fabric of the region.

Action 3: Strengthen STA's capacity to anticipate and respond to the demands of the region.

STA needs to grow and adapt to ever-changing conditions. Having a team who is well equipped and focused on the Agency's mission, along with strong supporting infrastructure, will provide the foundation required to deliver on the goals of this plan, balanced with providing reliable daily service. In support of this third goal, STA will deliver the following:

- Prepare and finalize the ten-year strategic plan, *Connect 2035*, to identify critical initiatives to execute STA's vision of connecting everyone to opportunity – In 2022, the STA Board of Directors charted a course to refresh its vision for the future, extending the horizon for strategic investments and actions through 2035. In 2024, efforts to bring this effort to reality will include a robust community engagement underpinning all activities which will consist of a funding scenario review, comprehensive organizational capacity analysis, Fixed Route network assessment, prioritized and programmed initiative list, and performance measure target setting, culminating into the adoption of a final *Connect 2035* plan.
- Develop the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region – This plan will address future system-wide requirements for its maintenance, operations, and administration. It is anticipated to identify requirements that are beyond STA's current capital program and will support strategic actions, such as zero-emission fleets and growing service to the region, in conjunction with work on the new 10-year strategic plan, *Connect 2035*.
- Implement STA's fleet replacement plan, including acquisition of clean diesel buses, while preparing for the next steps in transitioning of the fleet toward zero emission vehicles in the future – In 2024, STA will continue its development of a fleet transition plan to maximize its use of zero-emission vehicles in line with state requirements, in conjunction with its strategic planning and master facilities planning efforts.
- Training and Development – from staff to the Board, adapting to the needs of the future will be critical. STA will invest in its team members by developing and delivering comprehensive programs which will impart the skills and training required to respond to and anticipate these evolving needs.

2024 Budget

Executive Overview

2023 has been a year marked with key milestones for STA. Ridership continues its rapid recovery and is on track to meet or exceed targets for 2023. Progress on key projects has continued, including the launch of STA's first Bus Rapid Transit (BRT) project, the City Line. Among other important projects, the STA Board of Directors and staff have begun working on the second phase of the new 10-year strategic plan to guide the Agency and its partners in improving mobility through 2035 and have advanced the next BRT project, Division, into the Project Development phase with the Federal Transit Administration for a federally funded project. STA is also beginning a major update to its comprehensive plan, *Connect Spokane*, which will update foundational guidance and policies for the Agency.

As STA looks to 2024 and beyond, the Agency keeps front of mind the uncertainties that surround it from economic to workforce challenges, to name a few. The Spokane region continues to experience strong growth which comes with increasing traffic congestion, making STA's efforts to partner with the region to improve transportation essential. The Agency is working creatively and tirelessly to combat labor shortages, inflation, and other economic volatility. The 2024 actions and budget consider and provide as much anticipation to these elements which are outside of STA's control as possible and the Agency remains committed to planning and responding to changing expectations.

For STA in 2024, success will be defined by the adoption of the *Connect 2035* 10-year strategic plan which will provide the roadmap for impactful transportation investment in the region. The Agency's focus continues to be on making transit a convenient and easy option for travelers, which will support economic growth and address the associated traffic challenges of a strong region. With this in mind, the STA Board of Directors will be defining the initiatives and projects which will make transit an enticing choice for the residents of the region STA serves into the future.

Building on a strong legacy and the support of those STA serves, the Agency is committed to the next phase of public transportation in the Spokane region by providing existing and new customers with more choices and tools to improve their experience with an Agency they can trust. STA is excited at the new opportunities which will come forward in the strategic planning work and the ability to translate those into reality for customers and across communities, as the Agency strives to realize its vision of connecting everyone to opportunities.

Budget Process

STA's budget process starts in late June each year. A Budget Calendar is published along with an Action Plan and Budget Guidance to aid staff in planning for any new Agency-wide initiative which may impact their department. In July, staff submit staffing requests that are then reviewed by the CEO and Executive Team to determine whether the positions requested are approved for addition to the budget. During July and August, department managers analyze and propose non-personnel budget amounts for the following year while the Finance Department calculates the salaries and benefits for all approved positions. The revenue budget is developed by the Finance Department as well. The Draft Budget is presented to the Executive Team for review in late August with final draft documents completed in September.

The Budget is presented to the Board's Planning & Development Committee and to the Board of Directors three times in October, November, and December each year. First, in October, the initial Draft Budget is presented to the Planning & Development Committee and the STA Board. The Proposed Budget is then presented at the Planning & Development Committee Meeting and at the Public Hearing held during the November Board meeting. A video summarizing key elements of the budget is published on the STA

website for citizen and public outreach in November. The Final Proposed Budget is presented to the Planning & Development Committee and to the Board for review and adoption at the December meeting.

Operating Budget

STA's 2024 Operating and Capital Budget is shown in summary below. Operating revenue of \$143.0M exceeds operating expenses of \$121.3M. The capital budget, net of capital grant revenue, is \$49.1M. Cash of \$46.7M is intentionally used to balance the budget in support of STA's priority of exemplifying financial stewardship by remaining debt-free. Total Sources and Uses of Funds are \$215.9M.

Budget Comparison 2023 to 2024

	2023 Budget	Draft 2024 Budget	\$ Change from 2023 Budget	% Change from 2023 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	\$ 7,805,387	\$ 7,548,864	\$ (256,523)	-3.3%
Sales Tax	107,001,541	108,869,671	1,868,130	1.7%
State Grants	8,279,696	10,190,867	1,911,171	23.1%
Miscellaneous Revenue	3,212,000	5,184,995	1,972,995	61.4%
Federal Operating Grants	19,959,412	-	(19,959,412)	-100.0%
Federal Preventive Maintenance	10,786,108	11,189,185	403,077	3.7%
Subtotal: Operating Revenues	\$ 157,044,144	\$ 142,983,582	\$ (14,060,562)	-9.0%
Federal Capital Revenue	18,758,176	14,654,539	(4,103,637)	-21.9%
State Capital Revenue	4,566,422	11,516,780	6,950,358	152.2%
Subtotal: Capital Revenue	\$ 23,324,598	\$ 26,171,319	\$ 2,846,721	12.2%
Total Revenue	180,368,742	169,154,901	(11,213,841)	-6.2%
Decrease in Cash Balance*	25,763,758	46,744,875	20,981,117	81.4%
Total Source of Funds	\$ 206,132,500	\$ 215,899,776	\$ 9,767,276	4.7%
Estimated Expenditures:				
Fixed Route	\$ 74,964,941	\$ 78,658,460	\$ 3,693,519	4.9%
Paratransit	17,089,137	19,548,944	2,459,807	14.4%
Rideshare	728,852	896,284	167,432	23.0%
Plaza	2,846,699	3,525,097	678,398	23.8%
Administration	18,192,782	18,622,196	429,414	2.4%
Total Operating Expenses	\$ 113,822,411	\$ 121,250,981	\$ 7,428,570	6.5%
Capital Expenditures - Includes FR & PT Fleet	76,201,204	75,281,079	(920,125)	-1.2%
FR & PT Fleet Replacement Allocation	16,108,885	19,367,716	3,258,831	100.0%
Total Use of Funds	\$ 206,132,500	\$ 215,899,776	\$ 9,767,276	4.7%

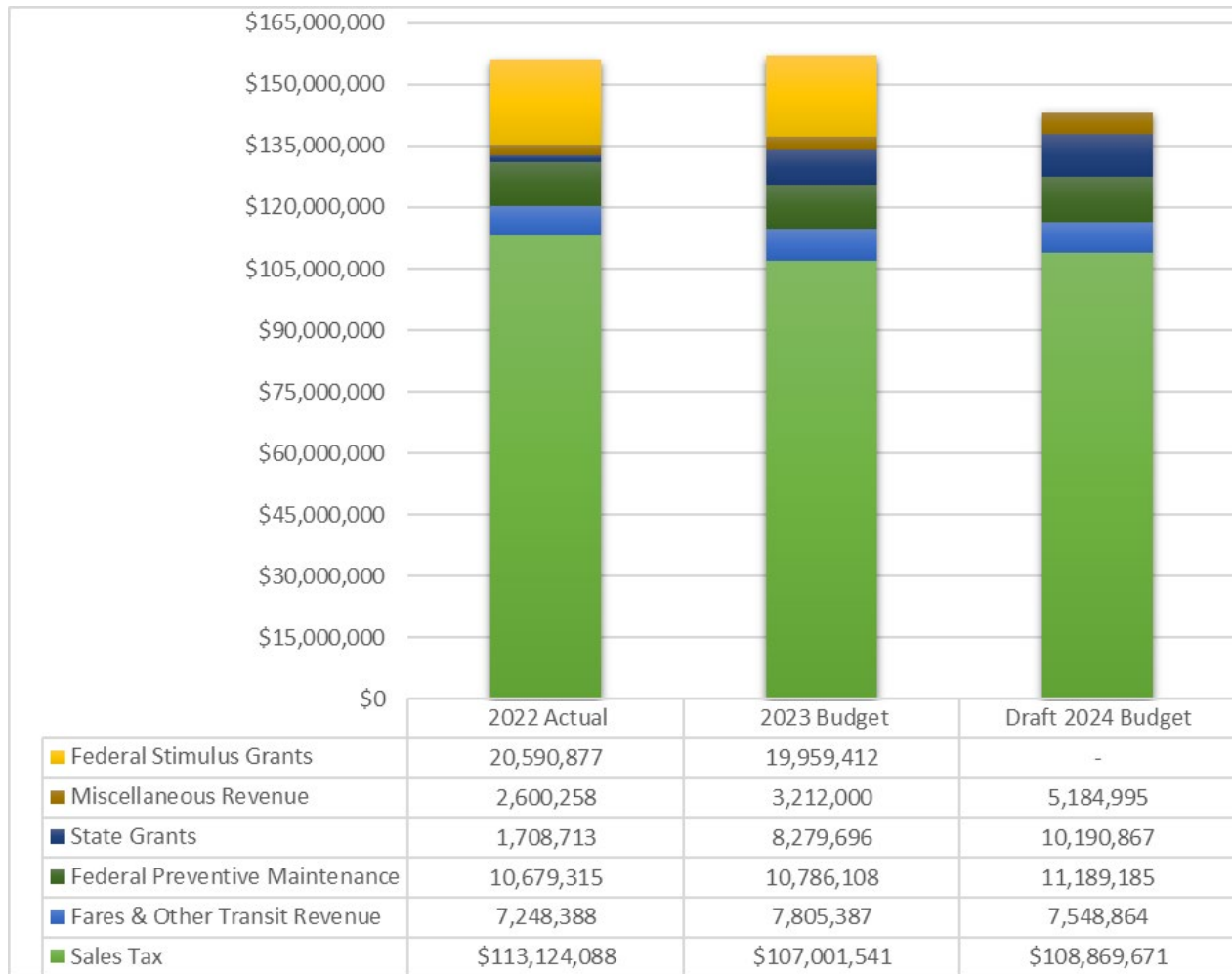
* Represents net decrease in cash from Cash & Reserve Analysis of \$30,367,645 less \$16,377,230 from reduction in Fleet Replacement Fund for purchase of vehicles.

Operating Revenues

STA relies on three primary sources of revenue to fund its operations: 1) local, voter-approved sales tax, 2) operating grant funding, both state and federal, and 3) fares, along with interest and miscellaneous income. The Draft 2024 Budget includes Operating revenues of \$142,983,582. The following chart shows the major sources of revenue in tabular and graphical formats:

Operating Revenues by Category – 2022 Actual, 2023 Budget, Draft 2024 Budget

Revenue Type by Category						
Revenue Type	2022 Actual	2023 Budget	Draft 2024 Budget	Change 2024 to 2023 (\$)	Change 2024 to 2023 (%)	
Sales Tax	\$ 113,124,088	\$ 107,001,541	\$ 108,869,671	\$ 1,868,130	1.7%	
Fares & Other Transit Revenue	7,248,388	7,805,387	7,548,864	(256,523)	-3.3%	
Federal Preventive Maintenance	10,679,315	10,786,108	11,189,185	403,077	3.7%	
State Grants	1,708,713	8,279,696	10,190,867	1,911,171	23.1%	
Miscellaneous Revenue	2,600,258	3,212,000	5,184,995	1,972,995	61.4%	
Federal Stimulus Grants	20,590,877	19,959,412	-	(19,959,412)	-100.0%	
Total Revenues	\$ 155,951,638	\$ 157,044,144	\$ 142,983,582	\$ (14,060,562)	-9.0%	



Sales Tax – Budgeted sales tax, provided by a local voter-approved sales tax rate of 0.8 percent levied within the PTBA, is the most significant yet unpredictable source of operating revenue as it relies on consumer spending. Sales tax represents 76.1 percent of the 2024 Operating Revenue budget. STA has experienced favorable sales tax growth over the last five years against its budget, with rates between a low of 0.9 percent in 2020 and a high of 17.6 percent in 2021. Sales tax revenue for the 2024 Budget looks at both the current year trending growth rate and the broader state of the national and local economy where there continue to be mixed signals.

As such, STA budgeted sales tax to reflect performance for the actual 2023 months collected to date combined with monthly 2023 budgeted amounts for those months yet to be received. For 2024, this creates a modest growth of 1.7 percent against the 2023 budget. STA continues to closely monitor collections of sales tax so it can take any necessary compensating actions should economic conditions deteriorate. Any excess revenue generated by favorable sales tax collection variances are reinvested in the Agency’s capital and operating program to support initiatives to be developed in the next 10-year strategic plan, *Connect 2035*.

Passenger Fares – Fare revenue is derived based on historical and forecasted ridership information, as shown below, combined with average fare per boarding.

Ridership Summary

	2022 Actual	2023 Budget	Draft 2024 Budget	Change 2024 to 2023	Change 2024 to 2023 (%)
Fixed Route	6,581,876	7,156,204	9,159,766	2,003,562	28.0%
Paratransit	310,316	344,707	413,184	68,477	19.9%
Rideshare	90,576	119,792	119,792	-	0.0%
Total Ridership	6,982,768	7,620,703	9,692,742	2,072,039	27.2%

The average fare per boarding is expected to be \$0.68 per fixed route boarding. Average fare per boarding varies due to the blend of fare types and overall ridership for those categories. There is no projected fare increase included in the 2024 Budget. The last standard fare increase was in 2019. The current Adult Fare is \$2.00 with a daily cap of \$4. The current Reduced Fare is \$1.00, with a daily cap of \$2. Youth who are 18 years of age and younger ride free.

STA’s fare philosophy is anchored in its comprehensive plan, *Connect Spokane*, which articulates that ridership increases are achieved by making public transportation cost effective and simple to use. Depending on the operating environment, type of transit service, and current market demand, fare changes can play a role in the increase or decrease of ridership. The imposition of fares means there is opportunity to provide more service to more people with the additional revenues. With this in mind, STA has a stated farebox return objective of at least 20% of the fully allocated costs of the fixed route service, computed as the total fares collected for that mode of service divided by total costs to operate the service.

Historical and budgeted farebox recovery for Fixed Route bus service is as follows.

	Draft 2024 Budget	2023 Budget	2022 Actual	2021 Actual	2020 Actual	2019 Actual
Operating Expense	\$96,236,737	\$92,085,674	\$71,694,572	\$54,964,429	\$57,856,254	\$55,543,627
Revenue Hours	530,131	508,550	465,683	451,920	448,142	444,299
Farebox Revenue	\$6,238,086	\$6,631,422	\$6,135,110	\$5,528,141	\$4,648,547	\$9,901,089
Farebox Recovery Ratio	6.5%	7.2%	8.6%	10.1%	8.0%	17.8%

Since the advent of the Covid-19 pandemic in 2020, farebox recovery has seen a marked decrease given the reduction in ridership. This combined with the continued investment in fixed route service has caused the recovery ratio to decrease.

Federal Preventive Maintenance – STA is a recipient of Federal section 5307 formula grant funds for preventive maintenance, which is usually received in the year awarded. Use of these funds for maintenance is authorized by the Federal Transit Administration (FTA). An increase came with the passage of the Infrastructure Investment and Jobs Act which apportioned additional funding to transit agencies across the United States beginning in 2022 and is expected to continue over the next 5 years. In 2024, this federal operating funding represents 7.8 percent of Operating Revenues.

State Grants – STA receives funding from the Washington State Department of Transportation for special needs related service. In addition, STA started receiving funding in 2023 from the Move Ahead Washington Transit Support Grant, the new state transportation package that will provide funding for public transportation over the next 16 years. These operating grants have increased since 2022 and represent 7.1 percent of 2024 Operating revenues.

Miscellaneous – This revenue consists primarily of investment earnings. Interest income has increased due to higher interest rates which are averaging 2.28 percent in 2023 earned on higher average cash balances.

Federal Stimulus Grants – One-time Federal contributions such as Coronavirus Aid, Relief, and Economic Security 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) and American Rescue Plan Act 2022 (ARPA) were included in Operating Revenues in 2022 and 2023 based on when STA expected to utilize the funds. No one-time Federal contributions are anticipated for 2024 and beyond.

Operating Expenses

The 2024 Operating Expense budget totals \$121,250,981 which represents the cost to maintain and expand existing operations in line with STA’s Action Plan. Expenses are comprised of the following major functional and natural categories:

Expense Type by Function						
Expense Type	2022 Actual	2023 Budget	Draft 2024 Budget	Change 2024 to 2023 (\$)	Change 2024 to 2023 (%)	
Fixed Route	\$ 62,473,105	\$ 74,964,942	\$ 78,658,461	\$ 3,693,519	4.9%	
Paratransit	15,062,876	17,089,137	19,548,944	2,459,807	14.4%	
Rideshare	630,179	728,852	896,284	167,432	23.0%	
Plaza	2,174,408	2,846,699	3,525,097	678,398	23.8%	
Administration	14,205,055	18,192,782	18,622,196	429,414	2.4%	
Total Expenses	\$ 94,545,623	\$ 113,822,411	\$ 121,250,981	\$ 7,428,570	6.5%	

Expense Type by Natural Category						
Expense Type	2022 Actual	2023 Budget	Draft 2024 Budget	Change 2024 to 2023 (\$)	Change 2024 to 2023 (%)	
Salaries & Wages	\$ 39,586,461	\$ 49,152,896	\$ 50,201,482	\$ 1,048,586	2.1%	
Benefits	24,987,006	29,948,579	32,115,419	2,166,840	7.2%	
Services	5,012,987	6,401,306	7,388,405	987,099	15.4%	
Contract Transportation	5,936,610	5,400,685	7,666,253	2,265,568	41.9%	
Materials	13,867,187	16,863,281	16,444,246	(419,036)	-2.5%	
Other	5,155,373	6,055,664	7,435,176	1,379,512	22.8%	
Total Expenses	\$ 94,545,623	\$ 113,822,411	\$ 121,250,981	\$ 7,428,570	6.5%	

Operating expenses are most directly impacted by the number of revenue hours (a passenger vehicle in passenger carrying service for one hour) of service STA provides. Revenue miles are also a valuable indicator of the level of service activity. STA tracks each of these indicators by mode. The mode describes the type of service that STA provides:

Fixed Route (Motor Bus) - Fixed Route refers to regularly scheduled buses operating on established routes. This service is directly operated by STA. In 2023, STA introduced its first Bus Rapid Transit route, the City Line, which contributed to the budgeted increase in service hours with 15-minute service. The 2024 increase encapsulates full deployment of the City Line to committed service frequency of 10-minutes mid-day and extended late night service, including 7.5-minute peak frequency, along with other improvements.

Paratransit (Demand Response) - Paratransit refers to the mode of service that provides a complementary service for those unable to use the regular bus because of the effects of their disability as provided under the Americans with Disabilities Act (ADA). Directly operated service is provided by STA personnel during the day on weekdays while purchased service is provided by a private contractor on nights and weekends, and when weekday support is needed.

Rideshare – Rideshare (formerly known as Vanpool) is a service for prearranged groups of riders who commute to a common destination in a van or SUV owned and maintained by STA. One of the passengers is designated as the driver. Employers participating in the program may provide a subsidy to their employees as a part of the regional commute trip reduction (CTR) program.

The following charts shows the comparison of revenue hours and revenue miles by mode for 2022 Actual, 2023 Budget, and Draft 2024 Budget:

Revenue Hours by Mode

	2022 Actual	2023 Budget	Draft 2024 Budget	Change from 2023 Budget	% Increase from 2023
Fixed Route	465,683	508,550	530,131	21,581	4.2%
Paratransit	129,282	148,166	165,861	17,695	11.9%
Rideshare	25,973	26,830	30,142	3,312	12.3%
Total Revenue Hours	620,938	683,546	726,134	42,588	6.2%

Revenue Miles by Mode

	2022 Actual	2023 Budget	Draft 2024 Budget	Change from 2023 Budget	% Increase from 2023
Fixed Route	6,485,325	7,134,734	7,276,488	141,754	2.0%
Paratransit	2,018,751	2,482,956	2,642,377	159,421	6.4%
Rideshare	905,990	991,779	1,070,516	78,737	7.9%
Total Revenue Miles	9,410,066	10,609,469	10,989,381	379,912	3.6%

Salaries & Wages – While directly influenced by the 2024 revenue hours assumptions and the associated labor required to provide the services, STA administers a competitive compensation program with salaries & wages reflective of step increases for employees based on their tenure with the Agency, along with agreed to general wage increases. New staffing requests for 2024 amounted to 27 new positions, bringing the total budgeted count to 773 employees. Departmental employee detail can be found in the Employee section below. In 2024, the Agency will implement a six-month retention program for its employees compared to the two-year retention program, adopted by the STA Board in 2022, which had an annual cost of \$3.4 million. Overall, the increase in salaries & wages over 2023 reflects the addition of 27 new positions, general wage increases for management & administrative staff offset by the shorter retention program duration.

Benefits – The benefits budget includes assumptions for anticipated cost increases, as well as known changes in required contribution rates. The two primary medical insurance programs offered by STA to its employees are expected to increase by 6.22 percent and 5.48 percent, respectively, while the dental insurance has a projected cost increase of 3.7 percent.

Services – The services budget consists of professional and technical services, contract and custodial maintenance, printing, security, and other services. The increase is reflective of the work that will be undertaken with STA’s consultants to complete the *Connect 2035* strategic plan in 2024 as well as increased needs for custodial services at the Plaza.

Contract Transportation – As previously mentioned, STA engages a contractor to provide its Paratransit service on nights and weekends. Since 2021, STA has experienced a strong recovery in ridership which has necessitated higher utilization of its contractor in responding to customer demand. In 2024, STA expects to request significantly more service hours than it had budgeted for 2023, thereby driving the increase in costs for this expense item.

Materials – The 2024 supplies budget anticipates a 2.6 percent reduction from the 2023 budget. This decline is impacted by the budget assumption for the cost of fuel, with diesel fuel being the largest component. The 2024 budget assumes a cost per gallon of diesel fuel at \$4.13 as compared to the 2023 budget assumption of \$4.32 per gallon. Additionally, the number of gallons of diesel required is diminishing as STA introduces more battery-electric buses into its fleet in 2024, up to 25% from 15% in 2023. This decrease is partially offset by an increase in the cost of vehicle repair parts.

Other – Other expenses consist of utilities, insurance and miscellaneous items which are reflecting an increase of 23.7 percent over the 2023 budget. Utilities are one of the key drivers of this increase as STA puts in service more battery-electric buses which will generate higher energy costs.

For the Draft 2024 Budget, STA expects insurance costs to increase by approximately 16 percent based on the draft rates provided by the Washington State Transit Insurance Pool (WSTIP), reflective of challenging insurance markets as insurance providers reduce the limits available for purchase. WSTIP determines the experience factor on an annual basis by comparing STA’s claim costs benchmarked against other WSTIP members with five (5) million or more miles driven over the course of a calendar year.

Miscellaneous items includes training and meetings as well as dues and subscriptions. 2024 reflects increases associated with the continuing return to in-person meetings and conferences, and new or higher dues for various industry groups STA belongs to.

Departmental Overview

Operations

Fixed Route

Fixed Route is the core of the Agency service and consists of the administration and delivery of fixed route bus service to customers, 365 days a year. Agency-wide, Fixed Route coordinates service delivery with other Departments, and formulates and implements Agency goals consistent with the mission of STA. Fixed Route includes all Coach Operators, Supervisors, Dispatch and Transportation administrative functions.

Paratransit

Paratransit is a complementary service to Fixed Route and is comprised of the administration and delivery of the Paratransit van service provided by STA. Paratransit includes Transportation administration, Reservations, Dispatch and Van Operators. Paratransit service is provided by a contractor on nights and weekends. Paratransit also administers the Special Use Van and Surplus Van grant programs which provide transportation solutions to nonprofit organizations and community groups.

Rideshare

Rideshare manages and coordinates STA's rideshare program, providing rideshare vehicles for groups of commuters who have at least one end of their commute in Spokane County. Rideshare operations provides day-to-day support to Rideshare participants including vehicle maintenance, recruitment and retention of participants as well as training of volunteer coordinators, drivers, and bookkeepers.

Vehicle Maintenance

Vehicle Maintenance is primarily responsible for providing safe and reliable vehicles and equipment for the delivery of transportation services to customers, and in support of all other Agency business. They are involved in the selection and procurement of vehicles and parts, supplies, tools, and equipment while looking for ways to improve vehicle performance and safety to provide a clean, safe, reliable, and efficient environment for customers. The Department provides guidance and administrative support for the annual Transit Asset Management Plan.

Facilities & Grounds Maintenance

Facilities & Grounds Maintenance is responsible for STA's buildings and grounds, building systems, furnishings, and all park and ride lots and bus stops. This includes STA's Administrative, Operating, and Maintenance Facilities and all Park and Ride facilities throughout STA's service area. The Facilities team is also responsible for many of the Agency's compliance programs for its buildings.

Administrative

Executive

The Chief Executive Officer (CEO) sets the overall direction, while providing supervision and coordination of the activities of the Agency in support of the vision and mission and in accordance with policies established by the Board of Directors. This includes the development and administration of Agency plans, services, programs, and policies and procedures along with the effective communication and coordination between employees, departments, the Board of Directors, and the broader community STA serves.

Planning & Development

Planning & Development oversees the service planning, capital project delivery and grant administration and reporting activities for STA. Departmental staff design, monitor, and optimize fixed route bus services and develop routes for operators to select. The group is responsible for annual submittal of the Transit Development Plan, the National Transit Database (NTD) report and STA's

comprehensive plan. Further, the department is responsible for the design and delivery of capital and operating projects approved by the Board of Directors.

Human Resources

Human Resources seeks to create a team of highly effective individuals to further STA's vision and mission. Department staff accomplish this through the hiring, training and retention of individuals committed to delivering outstanding public transportation. Human Resources manages the safety and security functions for the Agency. Safety responsibilities include the risk assessments, root cause analysis of accidents and incidents, creation and review of all safety related documents, and Agency-wide safety trainings while Security covers oversight and patrolling of the Agency's facilities and vehicles to monitor and manage for security and safety-related conditions.

Finance

Finance is responsible for recording and maintaining the Agency's financial transactions and supporting documentation in conformance with all state and federal accounting regulations, generally accepted accounting principles and the Agency's own policies. In addition, reporting to Finance are Information Services and Purchasing. Information Systems (IS) is responsible for the support, maintenance, and governance of the Agency's information technology needs, including the management of cybersecurity risks. Purchasing administers the procurement of goods and services including oversight and monitoring of vendors, consultants, and contractors as well as contract development. Purchasing is also responsible for managing facility and vehicle parts, fuel, and operating supplies inventory.

Communications & Customer Service

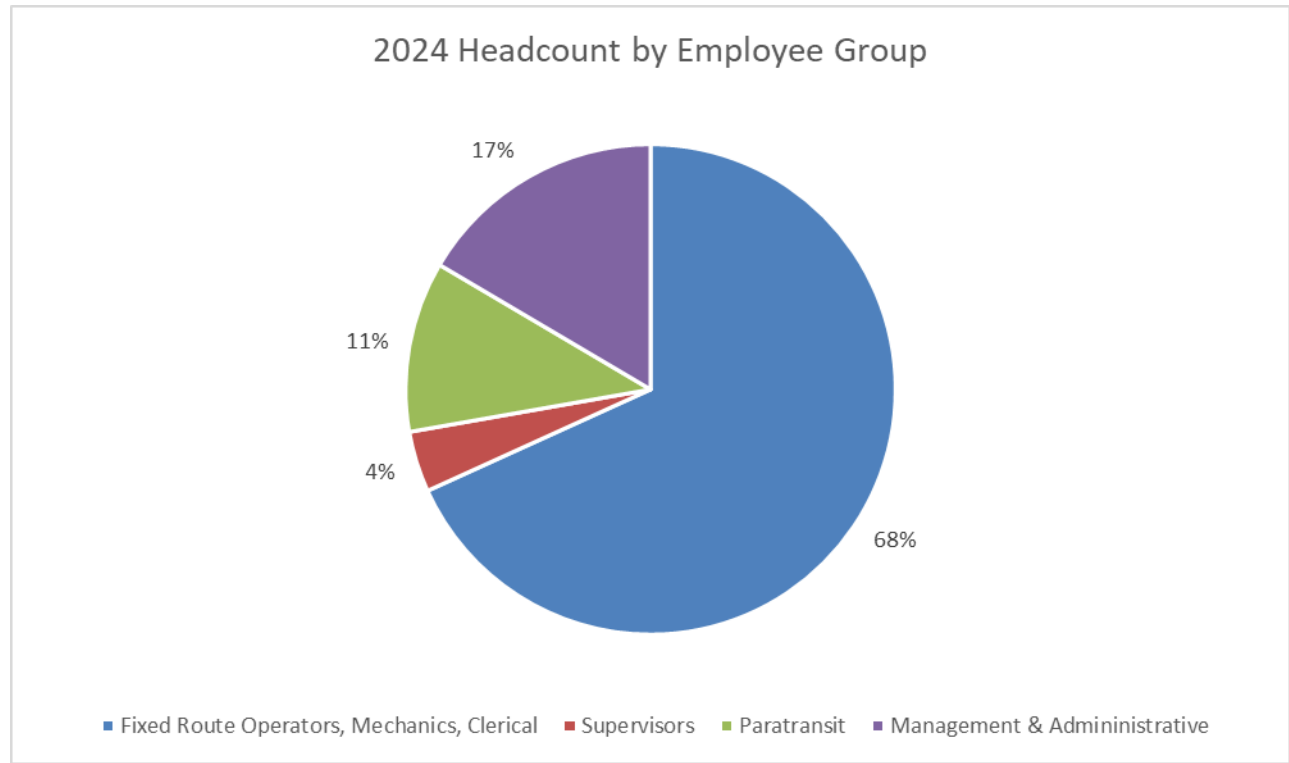
Communications & Customer Service produces informational and educational materials about the Agency and promotes awareness about the use of STA's services. The Department manages the website and real-time customer communications, printed materials, public information pieces, and social media. All marketing and communications, along with media relations, are handled by Communications. The Customer Service team handles sales of fare media, provides general information about schedules and trip planning.

Employees

STA's 2024 budgeted workforce consists of 742 full-time and 31 part-time employees, summarized across Departments as follows:

Department	Full-Time	Headcount Part-Time	Total
Operations			
Fixed Route	366	25	391
Paratransit (directly operated)	90	5	95
Rideshare	2	0	2
Vehicle Maintenance	111	0	111
Facilities & Grounds Maintenance	<u>34</u>	<u>0</u>	<u>34</u>
Total Operations	<u>603</u>	<u>30</u>	<u>633</u>
Administrative			
Executive	5	0	5
Planning & Development	24	0	24
Human Resources	44	0	44
Finance	40	1	41
Communications & Customer Service	<u>26</u>	<u>0</u>	<u>26</u>
Total Administrative	<u>139</u>	<u>1</u>	<u>140</u>
Total Agency Headcount	742	31	773

STA staff are represented by 3 bargaining units in addition to non-represented management & administrative staff. The breakdown by employee group is as follows:



The 2024 headcount represents an increase of 27 positions from the 2023 budget.

The new positions include by function:

Fixed Route

14 Fixed Route Operators

2 General Repair Vehicle Technicians

Security

1 Lead Transit Officer

5 Transit Officers

Rideshare

1 Rideshare Coordinator

Administration

1 Sr. Cybersecurity Analyst

1 Peripheral/IOT Specialist

1 Web & Digital Content Specialist

1 Parts Clerk

Capital Budget

Spokane Transit Authority 2024 Capital Budget Summary							
Program Category	Program Name	2024 Capital Budget in TDP	Quantity	2024 Capital Budget Updated	State Funding	Federal Funding	Local Funding
Vehicles	Fixed Route Fleet Replacement	\$ 14,279,442	20	\$ 14,279,442	\$ -	\$ 966,145	\$ 13,313,297
	Paratransit Van Replacement	3,063,933	20	3,063,933	-	-	3,063,933
	Rideshare Vehicle Replacement	852,000	16	852,000	455,611	-	396,389
	Non-Revenue Vehicles	190,000	0	-	-	-	-
Total Vehicles		\$ 18,385,375	56	\$ 18,195,375	\$ 455,611	\$ 966,145	\$ 16,773,619
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	\$ 3,134,200		\$ 3,911,200	\$ 295,000	\$ 300,000	\$ 3,316,200
	Fleck Center - Preservation and Improvements	1,033,668		3,601,000	240,000	-	3,361,000
	Miscellaneous Equipment and Fixtures	154,200		191,433	-	-	191,433
	Facility Master Plan Program	450,000		450,000	-	-	450,000
Total Facilities - Maintenance & Administration		\$ 4,772,068		\$ 8,153,633	\$ 535,000	\$ 300,000	\$ 7,318,633
Facilities - Passenger & Operational	Park and Ride Upgrades	\$ 234,613		\$ 374,613	\$ -	\$ 185,000	\$ 189,613
	Plaza Preservation and Improvements	698,045		2,055,735	-	-	2,055,735
	Route & Stop Facility Improvements	3,642,811		3,855,328	-	-	3,855,328
	Near Term Investments	3,123,500		3,678,890	-	-	3,678,890
	Transit Center Upgrades	1,500,000		1,500,000	1,200,000	-	300,000
Total Facilities - Passenger & Operational		\$ 9,198,969		\$ 11,464,566	\$ 1,200,000	\$ 185,000	\$ 10,079,566
Technology	Business Systems Replacement	\$ 750,000		\$ -	\$ -	\$ -	\$ -
	Capital Program Management Software	100,000		100,000	-	-	100,000
	Communications Technology Upgrades	425,356		175,988	-	-	175,988
	Computer Equipment Preservation and Updates	427,500		427,500	-	-	427,500
	IS Infrastructure and End User Equipment	671,100		1,155,000	-	-	1,155,000
	Operating & Customer Service Software	334,808		217,833	-	-	217,833
	Security and Access Technology	482,000		496,100	-	-	496,100
Total Technology		\$ 3,190,764		\$ 2,572,421	\$ -	\$ -	\$ 2,572,421
High Performance Transit Implementation	City Line	\$ 14,808,433		\$ 14,808,433	\$ -	\$ 11,631,394	\$ 3,177,039
	Cheney Line	35,000		377,338	192,442	-	184,896
	I-90/Valley Line	7,765,289		7,765,289	3,745,664	572,000	3,447,625
	Monroe-Regal Line	1,143,290		1,143,290	-	-	1,143,290
	Sprague Line	1,810,734		1,810,734	638,062	-	1,172,672
	West Broadway Line	1,240,000		1,240,000	-	-	1,240,000
Total High Performance Transit Implementation		\$ 26,802,746		\$ 27,145,084	\$ 4,576,168	\$ 12,203,394	\$ 10,365,522
Connect 2035	Connect 2035 Future Initiatives	\$ 25,000,000		\$ 2,500,000	\$ -	\$ 500,000	\$ 2,000,000
	Division Street BRT	4,250,000		5,250,000	4,750,000	500,000	-
Total Connect 2035		\$ 29,250,000		\$ 7,750,000	\$ 4,750,000	\$ 1,000,000	\$ 2,000,000
Total 2024 Capital Budget		\$ 91,599,922		\$ 75,281,079	\$ 11,516,780	\$ 14,654,539	\$ 49,109,761

Rolling Stock (Vehicles)

Revenue Vehicles – The Capital Budget includes \$18.2 million for procurement of 56 revenue vehicles.

Revenue vehicles are those coaches and vans used to provide revenue service to passengers in the STA public transportation benefit area. There are 20 fixed route forty-foot clean diesel coaches planned for replacement at a cost of \$14.3 million, 20 paratransit vans at about \$3.1M, and 16 rideshare vehicles at about \$0.8 million. STA expects to receive \$1.4 million in federal and state funding to support the purchase of these vehicles.

Non-Revenue Vehicles – Non-revenue vehicles include vehicles needed for operations such as supervisor trucks, security vehicles, maintenance trucks, and road cars. STA does not anticipate a need to purchase non-revenue vehicles in 2024.

Facilities – Maintenance & Administration

STA's Facilities Maintenance & Administration total budget for 2024 amounts to \$8.2 million. This includes \$3.9 million for preservation and enhancement of the STA maintenance and administration facilities at Boone which includes battery electric bus charging infrastructure, electric system audit for the Boone facilities, HVAC maintenance, and Clean Building audit. Fleck Center preservation and improvements of \$3.6 million for 2024 include replacement of underground fuel storage tanks and the bus/van washer. The capital budget for Facilities Maintenance and Administration also includes \$0.5 million for an update to the Facility Master Plan as well as \$0.2 million for other miscellaneous equipment and fixture needs of the Agency.

Facilities – Passenger & Operational

STA Facilities for Passenger and Operational needs 2024 budget is \$11.5 million. Upgrades to Park and Rides, and Transit Centers, \$1.9 million which includes improvements to the South Hill Park and Ride as well as continuation of the Five Mile Mobility Hub Design and West Plains Transit Center Upgrades. STA plans to spend \$2.1 million for preservation and improvements to the STA Plaza most of which will be focused on the Clean Building improvements. Route and Stop Facility Improvements and Near-Term Investments focus on those operational improvements for passengers and operations such as shelters, lighting, service changes, updates to bus stops, and other comfort and accessibility improvements. The 2024 budget for Route and Stop Facility Improvements and Near-Term Investments is \$7.5 million.

Technology

The total budget for Technology projects for 2024 is \$2.6 million. This includes Communications Technology, Computer Equipment Preservation and Updates, Information Systems Infrastructure and End User Equipment, Operating and Customer Service applications, and Security and Access Technology.

High Performance Transit Implementation

STA's budget for 2024 High Performance Transit Implementation totals \$27.1 million. This includes the close-out of remaining City Line obligations at \$14.1 million and the Cheney Line at \$0.4 million. In addition, STA has budgeted \$7.8 million for I-90/Valley Line projects such as Mirabeau Transit Center Improvements and the new Appleway Station Park & Ride Design. The Sprague Line will continue with a 2024 budget of \$1.8 million along with the Monroe-Regal Line and the West Broadway Line at \$1.1 million and \$1.2 million respectively.

Connect 2035

The Capital Budget for 2024 includes the Division Street Bus Rapid Transit (BRT) project as part of the Connect 2035 plan as well as other Connect 2035 future projects including facilities that will be established as the Connect 2035 plan is finalized. The 2024 Budget for Division Street BRT is \$5.3 million with an additional \$2.5 million for Connect 2035 Future Initiatives for a total of \$7.8 million.

Cash and Reserves

STA is a debt-free Agency and, as such, manages its sources and uses of cash to create a sustainable and balanced budget. The Cash balance represents the remaining available cash resources of the Agency as of the end of the Budget period after 2024 budgeted operating and capital activities and Reserves, which are Board Committed amounts.

Cash and Reserves Analysis

	Draft 2024 Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$ 142,983,582
Operating Expense	(121,250,981)
Revenue Over / (Under) Operating Expenses	\$ 21,732,601
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(32,732,530)
FR & PT Fleet Replacement Allocation	(19,367,716)
Total Local Cash Used for Capital Activities	\$ (52,100,246)
NET DECREASE IN CASH	\$ (30,367,645)
CASH (Projected beginning 2024)	\$ 229,754,367
CASH (Projected ending 2024)	\$ 199,386,722
BOARD DESIGNATED AND OTHER RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ (18,187,647)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Real Estate Acquisition Reserve	(25,000,000)
Claims Reserve - L&I required	(357,000)
Total Board Designated & Other Reserves	\$ (53,994,647)
2024 Estimated End of Year Cash Balance After Reserves¹	\$ 145,392,075
2024 Estimated End of Year Fleet Replacement Fund Balance	\$ 21,904,532

¹ Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2024-2029 Capital Improvement Plan

Reserves

The Board of Directors adopted Board Resolution 630A-07 and 804-22 to establish selected designated cash reserve policies to include Self-Insurance, Operating Reserve and Real Estate related Reserves.

Self-Insurance Risk Reserve — A total of \$5.5 million dollars was designated to provide catastrophic self-insurance coverage for underground storage tanks to protect the Agency from exposures beyond the financial resources available through the Agency's insurance program.

Operating Reserve — A reserve equal to 15% of the annual adopted operating expense budget was established to protect the Agency from sudden and unforeseen financial challenges from fluctuating revenues or expenditures, by creating access to short-term liquidity when needed.

Right of Way Acquisition Reserve – In the normal course of its operations and capital development efforts, STA works in the right of way of others and must have a mechanism to quickly address issues that may impact delivery of service or capital projects. This reserve of \$4.95 million allows the Board to quickly move on any actions to remedy right of way issues which cannot be planned.

Real Estate Reserve – STA’s current and next strategic plans contain projects which call for significant investments in real estate to accomplish the desired capital and operational elements of these projects. Being able to act quickly and decisively in what may prove to be competitive situations for acquisitions of real property will prove essential for STA. This reserve of \$25 million provides a mechanism for the Board of Directors for such future acquisitions of real estate.

Fleet Replacement Fund

This fund was created as a mechanism to smooth the impact to cash of replacement of fixed route buses and paratransit vans. While not an officially designated reserve, it is used specifically for capital investments related to vehicles used to provide STA service. Annually as part of the budget, STA funds and the Board of Directors approved the contribution to bring the fund to the appropriate funding level based on future replacements on the horizon.

Key Performance Indicators

Spokane Transit Authority Fixed Route Key Operating Indicators	Draft 2024 Budget	2023 Budget	2022 Actual
Operating Expense	\$96,236,737	\$92,085,674	\$71,694,572
Revenue Hours	530,131	508,550	465,683
Passengers	9,159,766	7,156,204	6,581,876
Revenue Miles	7,276,488	7,134,734	6,485,325
Farebox Revenue	\$6,238,086	\$6,631,422	\$6,135,110
Farebox Recovery Ratio	6.5%	7.2%	8.6%
Average Fare	\$0.68	\$0.93	\$0.93
Cost per Passenger	\$10.51	\$12.87	\$10.89
Operating Cost per Revenue Hour	\$181.53	\$181.07	\$153.96
Operating Cost per Revenue Mile	\$13.23	\$12.91	\$11.05
Passengers per Revenue Hour	17.28	14.07	14.13
Passengers per Revenue Mile	1.26	1.00	1.01
Vehicles Operated in Maximum Service	164	164	157

Spokane Transit Authority Paratransit Key Operating Indicators	Draft 2024 Budget	2023 Budget	2022 Actual
Operating Expense	\$23,917,663	\$20,959,411	\$17,588,314
Revenue Hours	165,861	146,166	129,282
Passengers	413,184	366,132	310,316
Revenue Miles	2,642,377	2,482,956	2,018,751
Farebox Revenue	\$568,416	\$598,899	\$531,284
Farebox Recovery Ratio	2.4%	2.9%	3.0%
Average Fare	\$1.38	\$1.64	\$1.71
Cost per Passenger	\$57.89	\$57.25	\$56.68
Operating Cost per Revenue Hour	\$144.20	\$141.46	\$136.05
Operating Cost per Revenue Mile	\$9.05	\$8.44	\$8.71
Passengers per Revenue Hour	2.49	2.47	2.40
Passengers per Revenue Mile	0.16	0.15	0.15
Vehicles Operated in Max Service-Directly Operated	67	68	63
Vehicles Operated in Max Service-Contracted	49	40	41

Spokane Transit Authority Rideshare Key Operating Indicators	Draft 2024 Budget	2023 Budget	2022 Actual
Operating Expense	\$1,096,581	\$893,919	\$749,084
Revenue Hours	30,142	26,830	25,973
Passengers	119,792	119,792	90,576
Revenue Miles	1,070,516	991,779	905,990
Farebox Revenue	\$328,888	\$248,066	\$247,718
Farebox Recovery Ratio	30.0%	27.8%	33.1%
Average Fare	\$2.75	\$2.07	\$2.73
Cost per Passenger	\$9.15	\$7.46	\$8.27
Operating Cost per Revenue Hour	\$36.38	\$33.32	\$28.84
Operating Cost per Revenue Mile	\$1.02	\$0.90	\$.83
Passengers per Revenue Hour	3.97	4.46	3.49
Passengers per Revenue Mile	0.11	0.12	0.10
Vehicles Operated in Maximum Service	83	79	70

Draft Board Resolution Adopting 2024 Budget

DRAFT RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2024 BUDGET 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 57.A, Public Transportation Benefit Area;

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, staff has prepared a proposed 2024 budget, provided public access to the budget and the STA Board of Directors has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2023 budget at its November 1, 2023, meeting and has recommended adoption by the STA Board of Directors at its December 21, 2023, meeting;

WHEREAS, pursuant to Resolution No. 630A-07, the Board shall annually review and approve the level of cash reserves in conjunction with the budget adoption process.

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

Section 1. The STA Board of Directors hereby approves and adopts the 2024 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 142,983,582	Operating Expenses	\$ 121,250,981
Capital Grants	\$ 26,171,319	Capital Projects	\$ 75,281,079
From Cash Balance	\$ 46,744,875	Fleet Replacement Allocation	\$ 19,367,716
Total Source of Funds	\$ 215,899,776	Total Use of Funds	\$ 215,899,776

BOARD DESIGNATED CASH RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ 18,187,647
Risk Reserve	\$ 5,500,000
Right-of Way Acquisition Reserve	\$ 4,950,000
Real Estate Acquisition Reserve	\$ 25,000,000
Total Board Designated Cash Reserves	\$ 53,994,647

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to carry out the purposes intended by the budget and to administer the provisions and appropriations as approved.

Adopted by STA at a regular meeting thereof held on the 21st day of December 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair Pro Tempore

Approved as to form:

Megan Clark
Legal Counsel

Appendix

Glossary

Accrual Basis of Accounting – A method of accounting that matches revenues and expenditures with the period to which they relate rather than received or distributed.

Americans with Disabilities Act (ADA) – Federal legislation mandating specific requirements for vehicles and facilities to accommodate the disabled.

Agency – As a government agency, Spokane Transit is referred to as “the Agency” throughout this document.

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ARPA – The American Rescue Plan Act, which President Biden signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation’s public transportation system as they continue to respond to the COVID-19 pandemic and support the President’s call to vaccinate the U.S. population.

Beginning Balance – The cash balance as of January 1.

Benefits – Employer paid costs provided for employees such as retirement contributions, medical and dental insurance premiums, workers’ compensation, and paid time off.

Boardings – Passengers are counted each time they board revenue vehicles no matter how many vehicles they use to travel from their origin to their destination. The official name of this statistic in National Transit Database (NTD) terms is “unlinked passenger trip.”

Budget – A financial plan for revenues and expenditures, according to a set of strategic decisions made by Agency leadership, which is approved by the Board of Directors annually. The budget funds initiatives and controls expenditures within boundaries.

Budget Amendment – A budget amendment is a formal action of the Board of Commissioners to approve changes after the initial budget adoption.

Budget Revision – A budget revision is a record of change to the budget with no financial impact, such as reclassification of costs.

Bus Rapid Transit – Bus Rapid Transit systems are designed to carry larger numbers of riders with greater speed, reliability, and frequency than a standard fixed-route bus.

Capital – Purchase or construction project that has a cost of greater than \$5,000, or \$50,000 aggregate, and a useful life of greater than one year.

Capital Budget – A portion of the annual budget that appropriates funds for the purchase of capital items.

CARES – The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27th, 2020. The CARES Act, a \$2+ trillion economic relief package, provided direct economic assistance for American workers and families, for small businesses, and for state and local governments, as well as preserves jobs for American industries.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor that measures the change in the cost of goods purchased in comparative timeframes.

Cost per Passenger – The cost of carrying each passenger determined by dividing the total cost of carrying all passengers by the total number of passenger trips.

Cost per Vehicle Mile – The cost of traveling one mile determined by dividing the total cost of providing service by the total number of miles traveled.

CRRSAA – The Coronavirus Response and Relief Supplemental Appropriations Act was signed into law on December 27, 2020. This includes \$900 billion in supplemental appropriations for COVID-19 relief. Of that, \$14 billion was allocated to support the transit industry during the COVID-19 public health emergency.

Deadhead Time – The number of hours a bus is traveling while not in revenue service. Includes travel between the garage and the beginning/end of a route or travel between two routes when the vehicle is not actually in service.

Department – An organizational unit of the Agency responsible for carrying out Agency functions.

Encumbrances – A classification of expenditures committed for goods or services for which payments have not been made.

Ending Balance – The cash balance as of December 31.

Expenditure – The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or materials.

Expenses – Decreases in net total assets that represent the total cost of operations during a period regardless of the timing of related expenditures.

Farebox Recovery Ratio – The total fares collected divided by total costs to operate the service.

Fiscal Year – The fiscal year for Spokane Transit is the calendar year January 1 through December 31.

Fixed Route – Bus operations that adhere to a published schedule on specific routes.

Full-time Equivalents (FTEs) – A unit used for measuring personnel according to the percentage of hours worked annually, based on a 40-hour workweek / 52 weeks / 2080 hours.

Grants – A contribution by a government or other organization to support a particular function.

Insurance Budget – A portion of the annual budget that appropriates funds for Property and Liability Insurance provided by WSTIP (defined below).

Insurance Reserve – Reserves set at a level to adequately protect the Agency from self- insurance risks that are evaluated annually.

Key Performance Indicators (KPI) – Measures by which Spokane Transit evaluates the effectiveness and efficiency of its operations.

Maintenance and Operation Expenditures (M&O) – This term refers to expenditures paid to obtain goods or services, including services, supplies, fuel, utilities, insurance, etc. This category does not include personnel or capital expenditures.

Operating Budget – A portion of the annual budget that appropriates funds for continued operations.

Paratransit – A program whereby transportation services are provided to those with a qualifying disability within $\frac{3}{4}$ of a mile of our fixed bus routes.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Agency's staff.

PTBA – Public Transportation Benefit Area is a special taxing district established by Washington State for the purpose of providing public transportation. The PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley, as well as portions of the unincorporated county of Spokane surrounding those municipalities. where the Agency provides public transportation services within its boundaries which extend to roughly 248 square miles.

Reserve – Reserves maintained to provide sufficient working capital and balance to finance cash flow requirements, unanticipated downturns in revenues, and provide funds for emergency expenditures set by Board of Commissioners.

Revenue – Income received by the Agency in support of its program of services to the PTBA.

Revenue Hours – A calculation of service based on the number of hours a vehicle is in service providing passenger trips (and is potentially collecting fare revenue). Revenue hours do not include deadhead time but do include layover time between trips.

Revenue Miles – A calculation of service based on the number of miles in which a vehicle is in service providing passenger trips (and is potentially collecting fare revenue).

Revenue Vehicle – Any vehicle which provides service resulting in fare revenue for the Agency.

Ridership – The total number of passenger boardings on fixed route, paratransit, or rideshare in a year.

Rideshare – A group of 3 to 15 people sharing the ride in an 8, 12, or 15-passenger van.

Rolling Stock – A category of capital assets consisting transit vehicles such as buses, vans, cars, as well as vehicles used for support services.

Sales Tax – Tax on certain forms of consumption levied by the State of Washington within the service district for the Agency in the amount of eight-tenths of one percent (0.8 percent) effective in April 2019.

Self-insurance – The items determined to be administered by the Agency rather than covered by an insurance policy.

Service Hours – A calculation of service based on the number of hours a vehicle is on the road, includes revenue, recovery, and deadhead hours.

WSTIP – The Washington State Transit Insurance Pool consists of twenty-five Washington State public transit agencies, who combine their resources in order to provide and purchase insurance coverage, manage claims and litigation, and receive risk management assistance and training.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 8A : 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

October 19, 2023

AGENDA ITEM 9A : 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

October 19, 2023

AGENDA ITEM 10A : 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

October 19, 2023

AGENDA ITEM 12A : 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 September 6, 2023, Planning and Development Committee, the September 6, 2023, Performance Monitoring and External Relations Committee, and the September 13, 2023, Board Operations Committee meetings are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 13, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and Customer Service Officer
Karl Otterstrom, Chief Planning and Development Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief Financial Officer

MEMBERS ABSENT

None

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

Monique Liard, Chief Financial Officer

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

Mr. French requested to add item "8A: Executive Session" to the agenda.

Mr. French moved to approve the agenda as amended, Ms. Haley seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Prior to the meeting Chair Kinnear and Ms. Meyer discussed a prospective agenda item for a Low-Income Fare. Chair Kinnear generally discussed the upcoming process of STA's Comprehensive Plan review, and noted until that review process happens, any discussion of pieces of the Comprehensive Plan should not be done independently. Mr. French noted the Comprehensive Plan work plan for

this year and next year will include a discussion related to fares next year. Mr. French also noted the various elements and considerations to be taken into account during the future fare discussion.

4. COMMITTEE ACTION

A. July 12, 2023, Committee Minutes

Mr. French moved to approve the July 12, 2023, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French shared the items presented at the Planning and Development Committee meeting on September 6, 2023.

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

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee meeting on September 6, 2023. One item presented to the PMER Committee was a discussion of the 2022 Employee Engagement survey. Mr. French inquired why the 2022 Employee Engagement survey was brought before the PMER Committee instead of the Board Operations Committee. Ms. Haley and Ms. Meyer explained Councilmember Wilkerson and Councilmember Zappone requested that item be added to the Performance Monitoring & External Relations Committee agenda. Ms. Meyer explained the survey is a tool for management, but there is an agenda item on the same topic at this meeting. Mr. French expressed concern about expanding a committee's scope and requesting items out of proper order, and Board or committee members are improperly directing staff and resources. Discussion ensued. Ms. Meyer noted Agenda Item #8 will address the 2022 Employee Engagement survey and the tie vote at the PMER Committee.

6. CITY LINE STEERING COMMITTEE MEMBER RECOGNITION

Mr. Otterstrom recognized the members of the City Line Steering Committee for their service throughout the development of the City Line project. A Certificate of Recognition signed by STA's CEO, E. Susan Meyer, and Board of Directors Chair, Council President Lori Kinnear, will be provided to each committee member. Mr. Dunne shared his appreciation for this recognition of committee members.

Mr. French moved to recommend the Board formally recognize, by resolution, the outstanding service made by members of the Central City Line Steering Committee, Ms. Haley seconded, and the motion passed unanimously.

7. DRAFT RULES OF PROCEDURE: APPROVAL

Ms. Clark shared the draft of the Rules of Procedure with the Committee. The Committee discussed the revisions being proposed. Mr. French suggested allowing Ms. Clark to present the Draft Rules of Procedure and the associated changes contained in the current red-lined version at the Board meeting on September 21, 2023. Discussion about options to move forward in September or October ensued. Ms. Clark discussed a red-lined copy of the Draft Rules of Procedure with changes occurring since the Board Workshop in June 2023 to the Board at the September Board meeting.

The red-lined version and a clean version will be available to the Board members after the Board meeting.

Ms. Haley moved to recommend the Board Operations Committee approve the Draft Rules of Procedure as presented to the Board, Mr. French seconded, and the motion passed unanimously.

8. 2022 EMPLOYEE ENGAGEMENT SURVEY RESULTS

Dr. Cortright presented the same 2022 Engagement Survey results to the committee that was presented to the PMER Committee. Discussion ensued surrounding the purpose of the employee engagement survey as a management tool, and the confidentiality of the employee's surveys. The Committee discussed the committee discussion that occurred at the Performance Monitoring & External Relations Committee on September 6, 2023. Mr. Dunne stated he supports making the results of the 2022 Employee Engagement Survey available for the Board without additional historical results. Mr. French stated that purpose of the Board is to set policies that are in the best interest of the public and a historical perspective regarding the unions and the agency. Chair Kinnear noted that the survey does not provide useful information for the Board, and it is a good tool for management.

Mr. French moved that the employee engagement survey is a management tool to be used by the CEO and management, and the management of the organization, and it should be left in the purview of the CEO to be used in a matter that promotes the best interest of the organization, and not to be considered by the Board, Ms. Haley seconded. Discussion ensued. Mr. French, Ms. Haley, and Chair Kinnear voted Yes, Mr. Dunne voted No, and the motion passed.

9. BOARD OF DIRECTORS AGENDA SEPTEMBER 21, 2023

Mr. French moved to approve the Board of Directors agenda as amended, Mr. Dunne seconded, and the motion passed unanimously.

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 11, 2023

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared details regarding the August 2023 voter-approved Sales Tax revenues. Ms. Meyer presented the City Line Preliminary Ridership Update.

12. NEW BUSINESS

There was no new business.

13. EXECUTIVE SESSION (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*)

At 2:55 p.m., the Chair advised the meeting would adjourn at the end of the Executive Session which was being called. There would be no action taken as a result of the Executive Session. Pursuant to RCW 42.30.110 (1)(g), at this time, the STA Board Operations Committee adjourned to an executive session for the purpose of:

1. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Ms. Clark advised the Executive Session would be approximately 20 minutes. After 20 minutes, staff were advised the committee members would be an additional 20 minutes. The regular Board Operations meeting resumed at 3:34 p.m. with no action and the meeting was adjourned as previously stated.

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 September 6, 2023, Meeting
In Person at Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

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)
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Monique Liard, Chief Financial Officer
Carly Cortright, Chief Communications and Customer
Service Officer
Nancy Williams, Chief Human Resources Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

PROVIDING LEGAL COUNSEL

Maija Druffel, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

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

Chair Al French called the meeting to order at 10:02 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

Chair French complimented STA's assistance with the evacuation efforts during the Gray Fire in August. Ms. Meyer added that this was a team effort of various personnel in multiple workgroups in Operations, under the leadership of Mr. Brandon Rapez-Betty.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JULY 5, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the July 5, 2023, Planning and Development Committee meeting minutes. Mr. Dan Dunne seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **DIVISION STREET BUS RAPID TRANSIT: TRANSIT ORIENTED DEVELOPMENT STUDY INTERLOCAL AGREEMENT**

Mr. Karl Otterstrom gave a brief background on the purpose, need and past planning performed to advance Division Street Bus Rapid Transit (BRT). In 2022, STA was awarded a Federal Transit Administration (FTA) Pilot Program for Transit Oriented Development (TOD)

Planning Grant for \$405,000. To be eligible the project must be along a fixed guideway BRT or rail corridor, with at least 50% in exclusive transit lanes, including Business Access and Transit (BAT) lanes. Transit project sponsors must partner with entities with land use planning and zoning authority. The City of Spokane and Spokane County are the subrecipients and will be using the funds to co-develop a TOD corridor land use and infrastructure plan. STA will be the grant recipient and administrator tasked with reimbursing the subrecipients using the grant funds. The objective is to support revitalization and in-fill development along the future Division BRT project. This will support ridership in the area and benefit the community with more housing and jobs within easy reach of transportation. The draft interlocal agreement is a framework for future subrecipient agreements with both Spokane County and the City of Spokane. The agreement makes clear that there are federal requirements with regards to using the grant funds. It also identifies in-kind matches from each jurisdiction which will need to be tracked and reported to fulfill our obligations as direct recipient of the grant. The interlocal agreement formalizes roles with respect to the grant. This includes identifying the scope of work, the project budget and schedule, and project contacts.

Chair French provided clarification regarding his support for this project. He has voted in support of this project four times and will continue to support it, while also continuing to ensure that Division Street continues to service freight traffic as it delivers goods and services to retailers and businesses along the Division Street corridor.

Mr. Tim Hattenburg moved to recommend the Board authorize the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County. Ms. Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

1. RECONNECTING COMMUNITIES AND NEIGHBORHOODS GRANT APPLICATION APPROVAL

Mr. Karl Otterstrom presented. The U.S. Department of Transportation's (US DOT) new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$1.15 billion for construction projects addressing mitigation of a "burdening" facility, improving access, and building/improving "complete streets". The purpose of the grant is to improve access to daily needs such as jobs, education, healthcare, food, and recreation by removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity (i.e., mobility, access, or economic development). This program prioritizes disadvantaged communities with matching requirements waived for projects that primarily serve disadvantaged communities. Applications for this grant are due September 28, 2023. STA Planning and Development staff initiated a collaborative effort with planning and engineering staff from the cities of Spokane and Spokane Valley to explore the possibility of a joint application under this program. This partnership identified an opportunity for a capital construction project to reconnect and enhance the neighborhoods impacted by Interstate 90 between Liberty Park and Edgecliff Park along Park Road. The partnering staff prepared a concept for the "Liberty to Edgecliff Improvements to Accessibility" (LEIA) program to seek funding to achieve the goals of the RCN grant program. The proposed LEIA program will follow the segment of Route 94 East Central/Millwood between Liberty Park in the East Central Neighborhood to Edgecliff Park at 8th Avenue and Park Road in Spokane Valley. This

is an area that has been particularly impacted by the construction of I-90. These were areas that had established communities where houses were razed for the construction and expansion of I-90. Inside both the City of Spokane and the City of Spokane Valley there are census tracts that are designated as areas of persistent poverty based on factors that the US Department of Transportation (US DOT) has identified as priorities for investment in the grant, with a target of at least 40% of the grant proceeds going towards these communities. The LEIA program's purpose is to leverage grant funds to support multimodal improvements such as sidewalks, bus stops, crosswalks, bicycle facilities, and streetscape. Route 94 is a central focal point because it is a way that already reconnects these areas. The disruptive impacts of I-90 to the communities are widely known and the lack of measures to mitigate these impacts have fallen short of restoring community access and equity, posing a disadvantage to residences and businesses particularly in areas of the neighborhood south of I-90. The LEIA program seeks to leverage past and ongoing planning efforts to revitalize, reconnect and improve neighborhoods for current residents and drive a more equitable community. STA is currently conducting an online survey and has held outreach to garner feedback and support from organizations invested in the area. The preliminary scope will include bus stop improvements, east-west and north-south connectivity to provide better access to the freeway pedestrian/bike facilities crossings built by the Washington State Department of Transportation (WSDOT), improved transit connectivity, and extending and enhancing bicycle facilities in the area. This scope will be redefined during outreach events and in partnership with the neighborhoods and community organizations. The current rough cost estimate is \$25M, which will be further refined and programmed prior to the submission of the application. Notably, the grant does not require local match for projects that will serve communities of persistent poverty.

Ms. Stratton expressed her appreciation for this effort and that she was grateful for the early outreach to the communities. Mr. Hattenburg added that he could not think of a better partnership or collaboration than STA and the City of Spokane Valley to make these improvements. Mr. Dunne wanted to recognize the outreach objective; it is a model for the community. Mr. Dunne inquired about the removal of the pedestrian overpasses. Mr. Otterstrom stated that all of the overpasses will be removed and WSDOT will replace as part of the new interchange I-90 will have with the North Spokane Corridor. The objective for the LEIA program is to extend the benefits of those new crossings built by WSDOT with pedestrian and bicycle improvements reaching into the neighborhoods. Chair French suggested there may be opportunities for additional partnerships.

Ms. Stratton moved to recommend that the Board of Directors authorize submittal of a Reconnecting Communities and Neighborhoods grant application for the Liberty to Edgecliff improvements to Accessibility (LEIA) program, for approximately \$25 million in federal funds, and authorize the CEO to execute on behalf of STA a letter of intent to set forth the preliminary interest and understanding of the Spokane Transit Authority (STA), the City of Spokane Valley and the City of Spokane relative to said program. Mr. Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: PHASE 2 UPDATE

Mr. Otterstrom reviewed the background. *Connect Spokane* is STA's comprehensive plan, functioning as a key policy document for various decisions that affect the long-term direction of the agency. The plan was originally adopted in 2010, its major update was in 2017, and a minor update was adopted in 2019. In May 2022, Phase 1 of the current major update was adopted by the Board of Directors. Phase 1 helped inform the current strategic planning effort known as Connect 2035, and Phase 2 is informed by new goals developed in the early phase of Connect 2035, completed last year. Mr. Otterstrom reviewed the proposed scope of the *Connect Spokane* Phase 2 update and provided a timeline for the various elements, outreach, and the proposed Committee Calendar. Staff intend to begin working with the Committee in October on several elements of the plan to advance the update process.

B. CONNECT 2035 STRATEGIC PLAN: PHASE 2 UPDATE

Mr. Otterstrom reviewed the agenda and related materials that will be discussed at Connect 2035's workshop occurring right after today's Planning and Development Committee meeting. Board engagement will be scheduled through a series of workshops. Target adoption of the final plan is scheduled for November – December, 2024. The next Board workshop is tentatively scheduled for November 1st, with the purpose of discussing financial scenarios and modeling, and to gather feedback on transit network alternatives.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

August 2023 Voter-Approved Sales Tax Revenue (June Sales) Update: Actual (\$10,624,848) compared to budget (\$10,291,837) for a 3.2% difference of \$333,011. Sales tax revenue is 2.6% YTD above budget (\$1.9M), 3.2% above August 2023 actual (\$0.1M) and 2.6% YTD above 2023 actual (\$1.1M).

City Line Ridership: Ms. Meyer reviewed City Line preliminary ridership July 16 - September 2, 2023 as compared to the other top three routes: 4 Monroe-Regal, 25 Division, and 90 Sprague. City Line ridership is trending upward, recently surpassing Route 90 Sprague. September 1, 2023 was likely the highest ridership day since the pandemic at 30,000 rides system wide. Mr. Otterstrom presented data on the City Line average weekday passenger activity at the top 10 locations along the line.

7. COMMITTEE INFORMATION – None

8. REVIEW OCTOBER 4, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg complimented STA's assistance with the evacuation efforts during the Gray Fire in August. Mr. Otterstrom introduced Mr. Brian Jennings, STA's new Deputy Director for Community Development.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, October 4, 2023, at 10:00 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning and Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Draft Minutes of the September 6, 2023, Meeting
Via Virtual WebEx

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

*Committee Chairwoman

STAFF PRESENT

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.

STAFF MEMBERS ABSENT

Brandon Rapez-Betty, Chief Operations Officer

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Haley called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Haley had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the May 3, 2023, Committee Meeting**
Ms. Wilkerson moved to approve the July 5, 2023, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. **Board Consent Agenda**
 1. **Laundered Uniforms and Related Supplies Award of Contract**
Ms. Liard provided background on the Request for Proposals (RFP) process and explained the solicitation closed with no bidders. Staff is recommending a direct contract with Unifirst Via Sourcewell Cooperative Purchasing Agreement. Ms. Liard explained the contract will begin on October 2, 2023, and end on February 28, 2029. The contract price totals \$794,026. There will be an overlap with the current AlSCO contract to allow for a transition period to prepare and measure garments.

Mr. Kerns moved to recommend the Board of Directors authorize the CEO to execute a five-year and five-month contract with Unifirst Corporation for Laundered Uniforms and Related Supplies, using Sourcewell Contract 040920, for a total value of \$794,026. Ms. Wilkerson seconded, and the motion passed unanimously.

B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. 2022 State Audit Exit Briefing

Ms. Liard explained on August 30, 2023, the Washington State Auditor's Office held an Audit Exit Conference with STA staff regarding the 2022 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2022 Audit results. The State Auditor's Office determined STA's financial statements were fairly presented as of December 31, 2022.

B. 2022 Employee Engagement Survey

Dr. Cortright explained the Employee Engagement Survey was conducted by Critical Data at the last all-employee meeting in October 2022 which was the first survey since 2020 due to the pandemic. Dr. Cortright discussed the satisfaction ratings, levels, and the main takeaways of the survey. She noted soon after the survey, a contract extension for 1015 was proposed by management and approved by employees, and a wage reopener took place with ATU 1598 and AFSCME 3939 which resulted in pay increases for staff. Dr. Cortright also discussed the new ways the Communications Team is helping employees to stay more informed.

Discussion ensued about the historical comparison of previous surveys and whether the request to see previous surveys should go to the Board.

Ms. Wilkerson moved to recommend the Board review the most current Employee Engagement Survey and review surveys from the past five years. Ms. Wilkerson and Mr. Zappone voted yes. Mr. Kerns and Ms. Haley voted no. The vote was tied. The motion failed.

Since the motion did not pass, further discussion about the Employment Engagement Survey will go to the Board Operations Committee.

C. Zero-Fare for Youth Update

Dr. Cortright provided background on the Board Approved Zero-Fare for Youth program and explained the options youth can use to ride the bus. She discussed the STA partnerships with Spokane Public Library, Spokane County Library, and Liberty Lake Municipal Library to distribute Rider's Licenses to youth. Dr. Cortright provided an update on the new Spokane Public School (SPS) combined Connect card which is also a SPS District identification card. October through June there were an average of 117,454 youth rides per month and approximately 76% used a Connect card.

Discussion ensued about how to better communicate the Zero-Fare for youth program and the necessity of using connect cards.

D. Extreme Conditions Procedure Report

Ms. Meyer explained the STA Extreme Conditions Procedure which enables coach operators to make fare exceptions for customers who are traveling to and from cooling, safe air and warming centers, and cannot afford fare payment. This unique fare exception will be available when temperatures reach 95 degrees or higher, and air quality index is 201 or above. For warming centers, STA is reviewing what makes most sense operationally, but a determination has not been made yet.

E. Potential North Bank Shuttle Update

Mr. Otterstrom provided an update on the potential North Bank Shuttle which included explaining existing conditions, existing service, and planned improvements and revisions. He also discussed possible enhancements which could be implemented as early as 2024. The next update will be later in the fall.

6. CEO REPORT

- Ms. Meyer reported the August 2023 voter-approved sales tax revenue, collected on June 2023 sales, against a budget of \$10,291,837. The actual receipts were \$10,624,848 which is 3.2% above budget with a variance totaling \$333,011. Year-to-date is 2.6% above budget and totaling approximately \$1.9M.
- Ms. Meyer provided an update on City Line ridership from July 16, 2023, through September 2, 2023, which showed ridership is trending up. The comparison included the top four routes; 25 Division, 4 Monroe-Regal, 90 Sprague and City Line which represent 37% of all system ridership. Ms. Meyer explained software for Automatic Passenger Counters (APCs) is still being calibrated and validated.

Mr. Otterstrom reported the top ten locations for riders to get on and off the bus from August 28, 2023 through September 1, 2023, which was data from a preliminary APC report. The Spokane Community College City line station has the highest activity for both arrivals and departures.

7. OCTOBER 4, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The October 4, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

There was discussion about the Community Access Pass (CAP) survey and the plan to have it completed before the end of the year. Conducting a UTAP survey will be discussed.

COMMITTEE MEMBERS' EXPRESSIONS

Ms. Liard was congratulated on a successful state audit, and Mr. Ropez-Betty was commended for the way he handled STA's involvement with the Medical Lake fire evacuations.

9. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:00 p.m.

The next committee meeting will be held on Wednesday, October 4, 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

October 19, 2023

AGENDA ITEM 12B : SEPTEMBER 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 the September 2023 voter-approved sales tax revenue information. September sales tax revenue, which represents sales for July 2023, was:

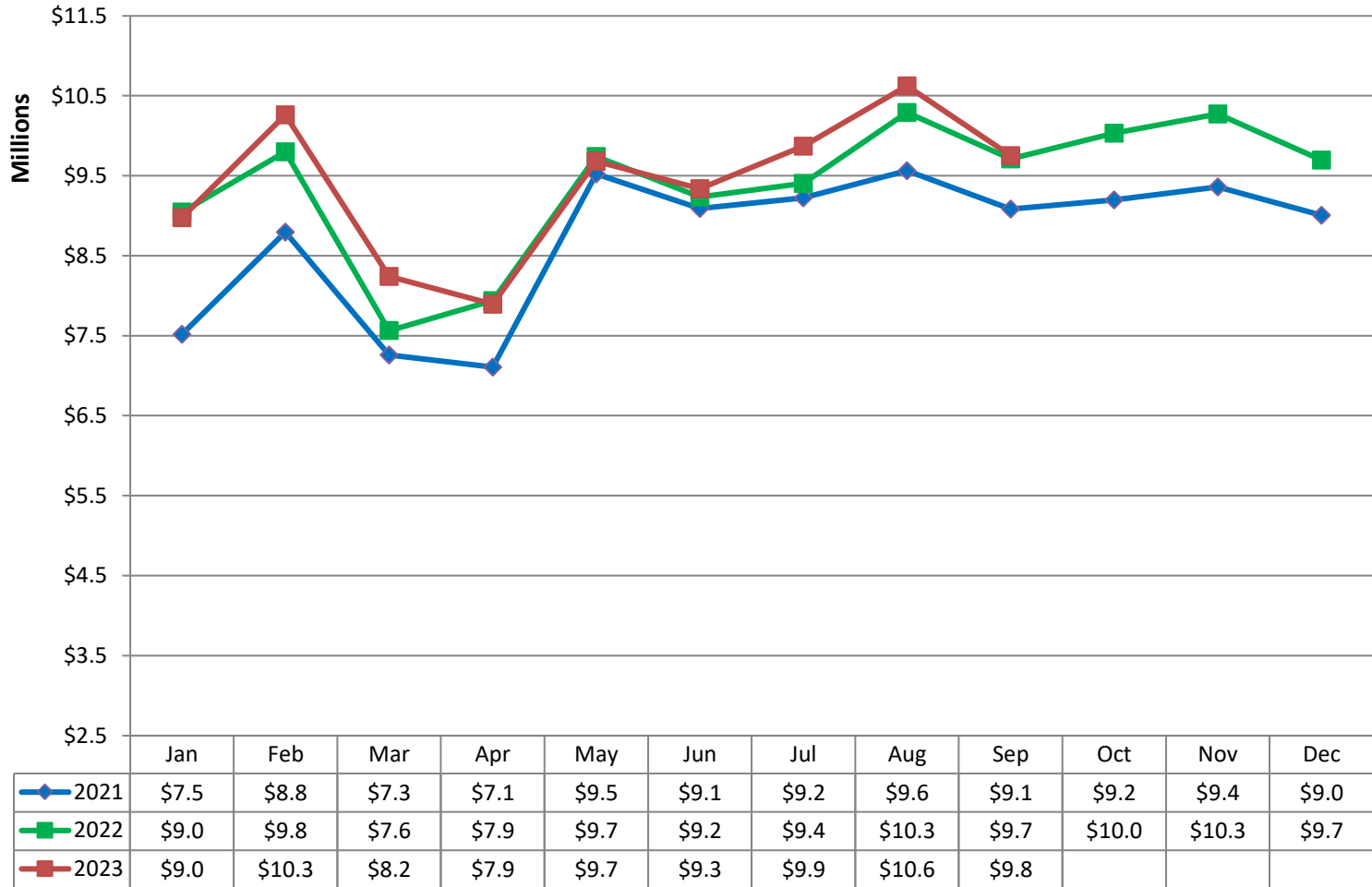
- 14.2% above 2023 budget
- 3.8% above YTD 2023 budget
- 0.4% above 2022 actual
- 2.3% above YTD 2022 actual

Total taxable sales for July were *up* 0.4% from July 2022. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 4.6% (\$-27.9M) in July 2023 vs July 2022 and is *down* by 0.2% (\$-8.3M) July 2023 YTD vs 2022 YTD
 - Other Misc. Store Retailers *increased* 13.7% or \$71.3M July 2023 YTD over July 2022 YTD
 - Grocery and Convenience Retailers *increased* 9.0% or \$17.6M July 2023 YTD over July 2022 YTD
 - Building Material and Supplies Dealers *decreased* 3.5% or (\$-14.9M) July 2023 YTD over July 2022 YTD
 - Electronics & Appliance Retailers *decreased* 8.8% or (\$-21.9M) July 2023 YTD over July 2022 YTD
 - Other Motor Vehicle Dealers *decreased* 14.5% or (\$-22.6M) July 2023 YTD over July 2022 YTD
 - Furniture and Home Furnishings Retailers *decreased* 35.0% or (\$-57.0M) July 2023 YTD over July 2022 YTD
- Construction *increased* by 1.0% (\$1.9M) in July 2023 vs July 2022 and is *up* by 1.0% (\$11.9M) July 2023 YTD vs 2022 YTD
- Accommodation and Food Services *increased* by 3.3% (\$3.9M) in July 2023 vs July 2022 and is *up* by 5.6% (\$44.3M) July 2023 YTD vs 2022 YTD

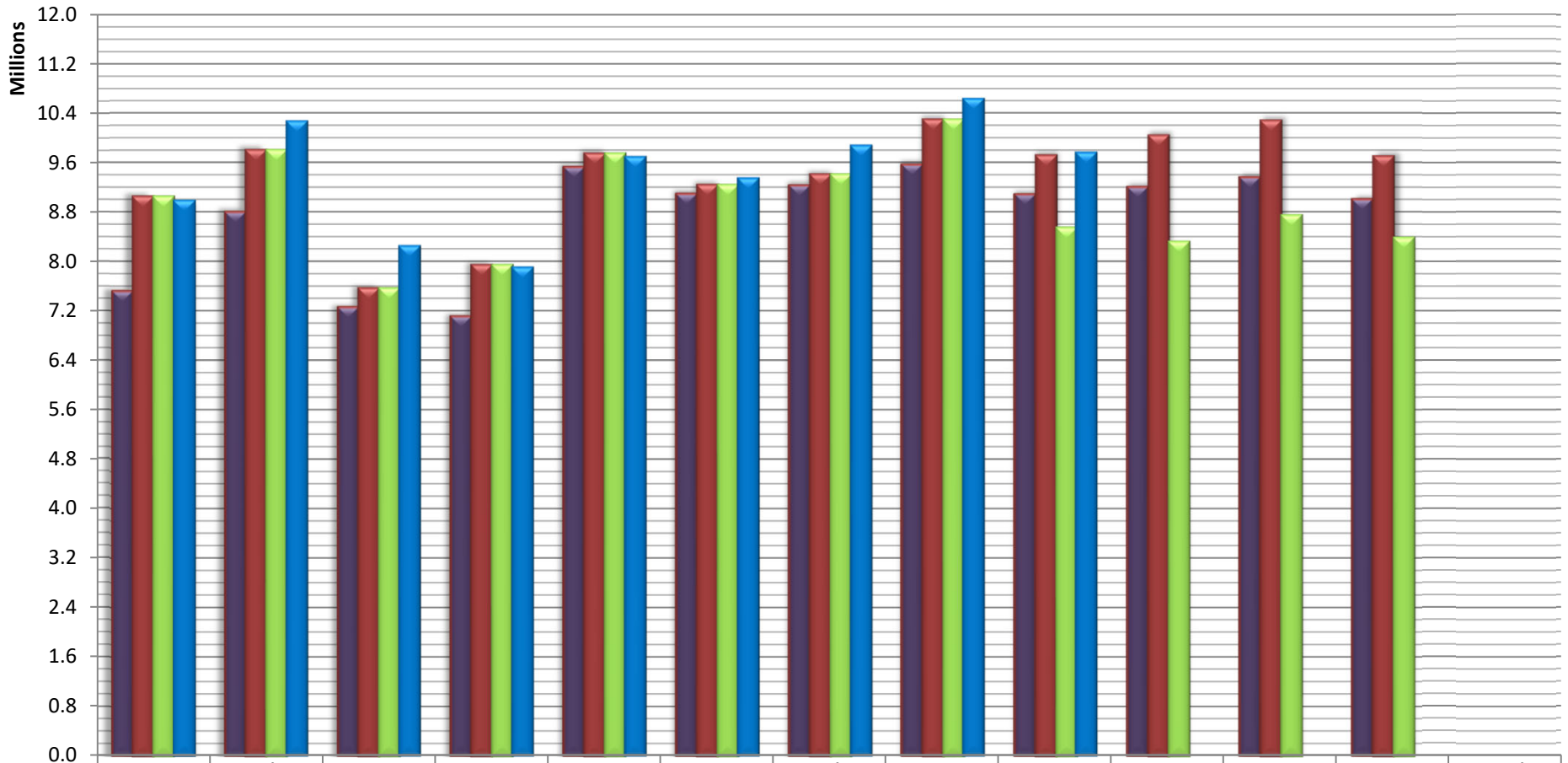
RECOMMENDATION TO BOARD: For information.

Sales Tax Revenue History-September 2023⁽¹⁾



(1) Voter-approved sales tax distributions lag two months after collection by the state. For example, collection of January's sales tax revenue is distributed in March.

2021 - 2023 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	10,033,352	10,273,246	9,695,636	112,732,567
2023 Budget	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	8,541,727	8,317,585	8,743,306	8,380,001	107,001,541
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,847	9,752,433	-	-	-	84,639,484
\$ Mo. Var.	(70,543)	462,064	677,496	(44,554)	(58,922)	103,091	466,487	333,010	41,022	-	-	-	
% Mo. Var.	-0.8%	4.7%	9.0%	-0.6%	-0.6%	1.1%	5.0%	3.2%	0.4%	0.0%	0.0%	0.0%	
\$ YTD Var.	(70,543)	391,521	1,069,017	1,024,463	965,541	1,068,632	1,535,119	1,868,129	1,909,151	-	-	-	
% YTD Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	2.3%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	3.8%	0.0%	0.0%	0.0%	

⁽¹⁾ Voter-approved sales tax distributions lag two months after collection. For example, collection of January's sales tax revenue is distributed in March.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 12C : AUGUST 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 August 2023 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, August year-to-date revenue is 11.2% (\$11.9M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 18.0% lower than budget
- Sales Tax Revenue is 2.6% higher than budget
- Federal & State Grant Revenue is 36.5% higher than budget
- Miscellaneous Revenue is 69.1% higher than budget

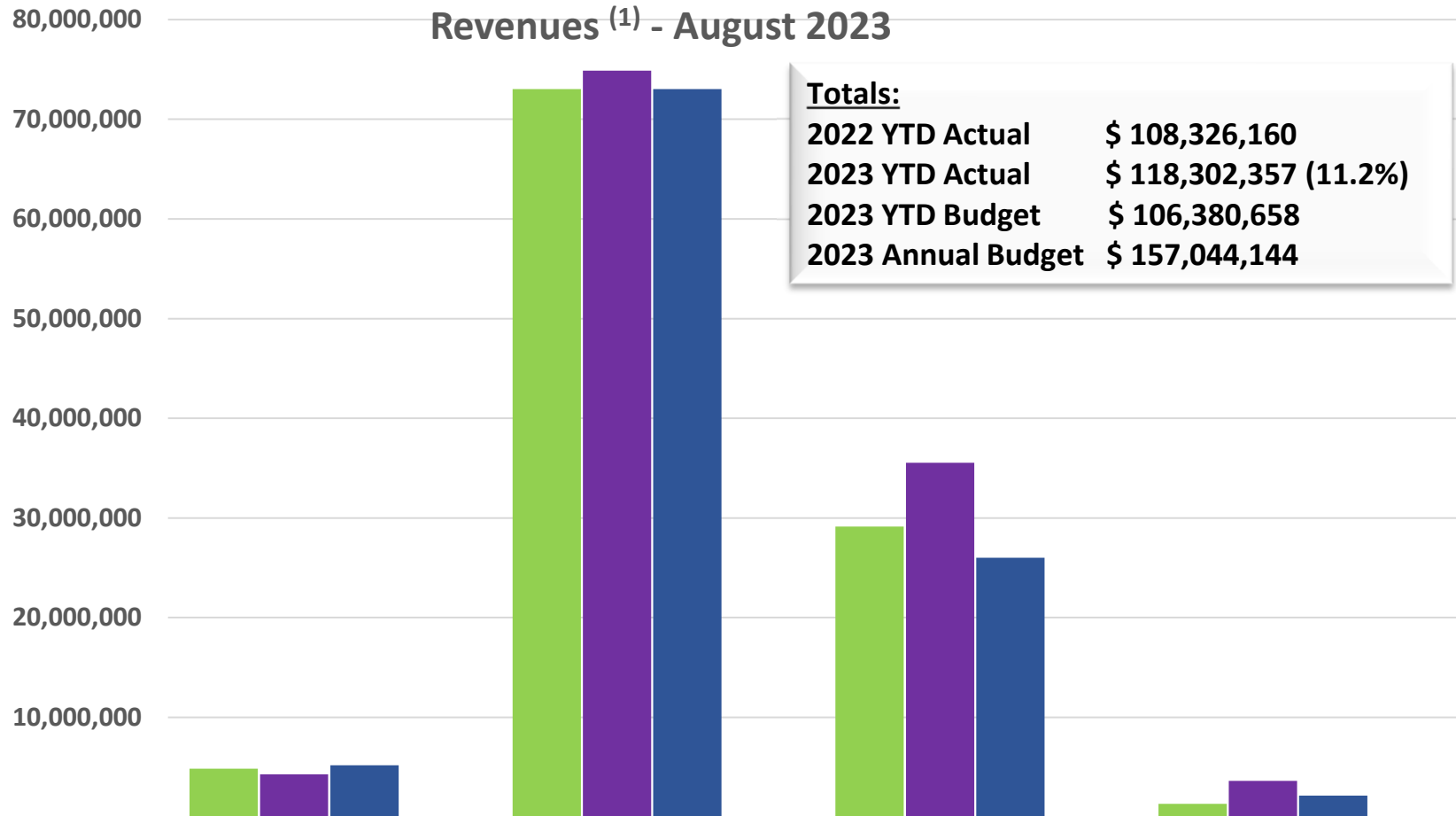
Operating Expenses

Overall, August year-to-date operating expenses are 6.0% (\$4.5M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.4% lower than budget
- Paratransit is 0.2% higher than budget
- Rideshare is 10.6% lower than budget
- Plaza is 15.2% lower than budget
- Administration is 13.0% lower than budget

RECOMMENDATION TO BOARD: For information .

Spokane Transit Revenues ⁽¹⁾ - August 2023



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	4,852,126	73,018,922	29,135,757	1,319,355
■ 2023 YTD Actual	4,267,479	74,887,052	35,525,761	3,622,065
■ 2023 YTD Budget	5,203,425	73,018,922	26,016,811	2,141,500
2023 YTD Budget Variance	-18.0%	2.6%	36.5%	69.1%
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 August state capital grant reimbursements total \$2,259,460 and federal capital grant reimbursements total \$9,865,808.

Spokane Transit Operating Expenses⁽¹⁾ - August 2023

55,000,000
50,000,000
45,000,000
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000

Totals:

2022 YTD Actual	\$ 59,560,973
2023 YTD Actual	\$ 70,813,387 (-6.0%)
2023 YTD Budget	\$ 75,346,208
2023 Annual Budget	\$ 113,822,411
Fuel:	
2022 YTD Actual	\$ 4,108,790
2023 YTD Actual	\$ 4,261,132 (21.2%)
2023 YTD Budget	\$ 5,404,106
2023 Annual Budget	\$ 8,063,242

Fixed Route Paratransit Rideshare Plaza Administration

2022 YTD Actual	39,452,979	9,481,123	407,457	1,333,336	8,886,078
2023 YTD Actual	47,042,755	11,420,626	429,627	1,601,159	10,319,220
2023 YTD Budget	49,717,762	11,403,050	480,305	1,888,449	11,856,642
2023 YTD Budget Variance	-5.4%	0.2%	-10.6%	-15.2%	-13.0%
2023 Total Budget (2)	74,964,941	17,089,137	728,852	2,846,699	18,192,782

(1) Operating expenses exclude capital expenditures of \$28,379,282 and Street/Road cooperative projects of \$826,020 for year-to-date August 2023.

(2) Total Budget for Fixed Route and Plaza reflect a reclassification of \$116,593 due to a staff reassignment between these divisions.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM <u>12D</u>:	2024 SERVICE REVISIONS: PRELIMINARY PROPOSAL
REFERRAL COMMITTEE:	n/a
SUBMITTED BY:	Karl Otterstrom, Chief Planning and Development Officer Lukas Yanni, Principal Transit Planner

SUMMARY: Staff will present the preliminary proposal for service revisions; the starting point for public input for changes to routes that are programmed for implementation in May and September of 2024, subject to Board approval. The preliminary proposal includes elements of service improvements identified in past plans, including more service to Northeast Spokane/Hillyard, Airway Heights, and the North Bank. It also includes fully implementing service frequency and span planned for City Line. These changes and improvements around the region reflect ongoing customer feedback, system performance and community needs.

BACKGROUND: Spokane Transit continues to invest in more and better bus service as part of implementation of its Board-adopted plans, including the *STA Moving Forward* plan, 2021 Near Term Investments, and as articulated in the 2024-2029 Transit Development Plan (TDP) adopted by the STA Board of Directors on July 20, 2023. The TDP contemplates that by September 2024, STA’s fixed-route system would provide 539,000 annualized revenue hours of service, a 6% increase over the current system.

The scale and scope of programmed service changes meets the definition of a “Category II – Moderate” according to STA’s Communications and Input Policy 1.1 found in *Connect Spokane*, STA’s comprehensive plan for public transportation. This policy requires “Category II – Moderate” changes to undergo a public input process that culminates in a public hearing followed by action by the STA Board of Directors. The “2024 Service Revisions: Preliminary Proposal” (Preliminary Proposal) represents the initial basis for public input on proposed changes and improvements for 2024.

The Preliminary Proposal addresses programmed and potential changes to service throughout 2024 and is compared to current service levels and route configurations. Highlights of the Preliminary Proposal include the following:

- Increase City Line frequency to 7.5-minutes at peak and 10-minutes midday, with other night and weekend improvements, as previously approved to be implemented by May 2024
- Increase service span on Route 11 Arena / Downtown Shuttle to run on nights and weekends
- Increase and revise service in Northeast Spokane and Hillyard, with two distinct configuration options for public consideration
- More service to the West Plains, including more direct service between Airway Heights and the West Plains Transit Center

Because of interest in improving service quality and capacity to downtown Spokane’s North Bank sporting and entertainment district, the Preliminary Proposal also describes an option for an additional downtown shuttle that would operate nights and weekends between downtown and the North Bank, including to several area hotels.

The Preliminary Proposal is available online at the following address beginning:

<http://spokanetransit.com/2024service>

Following the presentation of the Preliminary Proposal to the Performance Monitoring and External Relations Committee on October 3, 2023, staff have begun to engage the community and STA customers in collecting input on the Preliminary Proposal. Engagement activities include outreach to neighborhood groups, a virtual online open house and an online survey. Materials on STA buses and at bus stops potentially affected by the service revisions will also be put in place to maximize input from existing riders. Below is a timeline of significant public input and Board activities related to the 2024 Service Revisions. Please note that increasing frequency on the City Line to every 7.5 minutes is planned for January 2024 and will be implemented prior to the completion of the timeline below.

Service Revisions Activity	Estimated Date
Preliminary Proposal published	October 3, 2023
Public input on Preliminary Proposal	October – November 2023
PMER Committee review of Draft Recommendation	December 6, 2023
Public input on Draft Recommendation	December 2023 – January 2024
Public hearing on Draft Recommendation	January 18, 2024
PMER Committee review of and action on Final Recommendation	January 31, 2024
Board action on Final Recommendation	February 15, 2024

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 12E: AUGUST 2023 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were the same number of weekdays in August 2023 compared to August 2022.

FIXED ROUTE

Total monthly ridership increased 31.8% (710,515 vs. 539,161) in August 2023 compared to August 2022 and was up 34.4% (5,544,590 vs. 4,124,425) YTD.

Average weekday ridership increased 32.7% (26,298 vs. 19,812) in August 2023 compared to August 2022 and was up 31.3% (26,837 vs. 20,446) YTD.

Adult Ridership decreased 2.1% (299,324 vs. 305,623) in August 2023 compared to August 2022 and was up 8.1% (2,685,073 vs. 2,482,943) YTD.

Zero-Fare for Youth (formerly Youth) Ridership increased 53.9% (99,814 vs. 64,852) in August 2023 compared to August 2022 and was up 147.7% (984,444 vs. 397,481) YTD.

Reduced Fare / Paratransit Ridership increased 32.3% (106,710 vs. 80,645) in August 2023 compared to August 2022 and was up 40.3% (804,577 vs. 573,629) YTD.

CCS Pass Ridership increased 17.1% (8,465 vs. 7,227) in August 2023 compared to August 2022 and was up 26.2% (162,877 vs. 129,105) YTD.

Eagle Pass Ridership decreased 10.8% (4,604 vs. 5,162) in August 2023 compared to August 2022 and was down 4.6% (195,608 vs. 204,950) YTD.

64.6% of rides were associated with Connect Passes.

PARATRANSIT

Total monthly ridership increased 8.7% (29,978 vs. 27,586) August 2023 compared to August 2022 and was up 18.4% YTD (237,170 vs. 200,391).

Detailed breakdown:

Directly operated service increased 18.2% (17,550 vs. 14,852) in August 2023 compared to August 2022 and was up 17.2% (128,886 vs. 109,986) YTD.

- Contracted service decreased 2.4% (12,428 vs. 12,734) in August 2023 compared to August 2022 and was up 19.8% (108,304 vs. 90,405) YTD.
- Special Use Van ridership decreased 20.3% (1,299 vs. 1,629) in August 2023 compared to August 2022 and was down 11.9% (9,886 vs. 11,222) YTD.

RIDESHARE

Total Rideshare ridership increased 0.7% (8,846 vs. 8,786) August 2023 compared to August 2022 and was up 9.7% (63,934 vs 58,304) YTD.

- Rideshare vans in service increased 8.2% (79 vs. 73) in August 2023 compared to August 2022.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value added increased 6.6% (\$233,399 vs. \$218,862) in August 2023 compared to July 2023.

- Autoload increased 9.0% (\$13,249 vs. \$12,153) in August 2023 compared to July 2023.
- Call Centers increased 17.2% (\$6,028 vs. \$5,145) in August 2023 compared to July 2023.
- Customer Service Terminal increased 8.0% (\$65,642 vs. \$60,765) in August 2023 compared to July 2023.
- Customer Website increased 5.0% (\$24,161 vs. \$23,011) in August 2023 compared to July 2023.
- Mobile Ticketing increased 2.1% (\$103,172 vs. \$101,026) in August 2023 compared to July 2023.
- Institutional Website increased 13.0% (\$13,903 vs. \$12,307) in August 2023 compared to July 2023.
- Open Payments increased 122.1% (\$4,006 vs. \$1,804) in August 2023 compared to July 2023.
- Retail Network increased 22.1% (\$3,238 vs. \$2,651) in August 2023 compared to July 2023.

Total Pass Sales:

Total Pass Sales increased 214.1% (25,691 vs. 8,180 passes) in August compared to July 2023.

- 1-Ride Pass increased 214.5% (11,443 vs. 3,639) in August 2023 compared to July 2023.
- 7-Day Rolling Pass increased 121.1% (367 vs. 166) in August 2023 compared to July 2023.
- Day Pass increased 289.2% (12,556 vs. 3,226) in August 2023 compared to July 2023.
- Honored Rider 31-Day Rolling Pass increased 120.0% (77 vs. 35) in August 2023 compared to July 2023.
- Paratransit Monthly Pass increased 100.0% (38 vs. 19) in August 2023 compared to July 2023.
- Shuttle Park Pass increased 0.6% (169 vs. 168) in August 2023 compared to July 2023.
- Standard 31-Day Rolling Pass increased 12.1% (1,039 vs. 927) in August 2023 compared to July 2023.

Total Discounted Passes (Included in Pass Sales above):

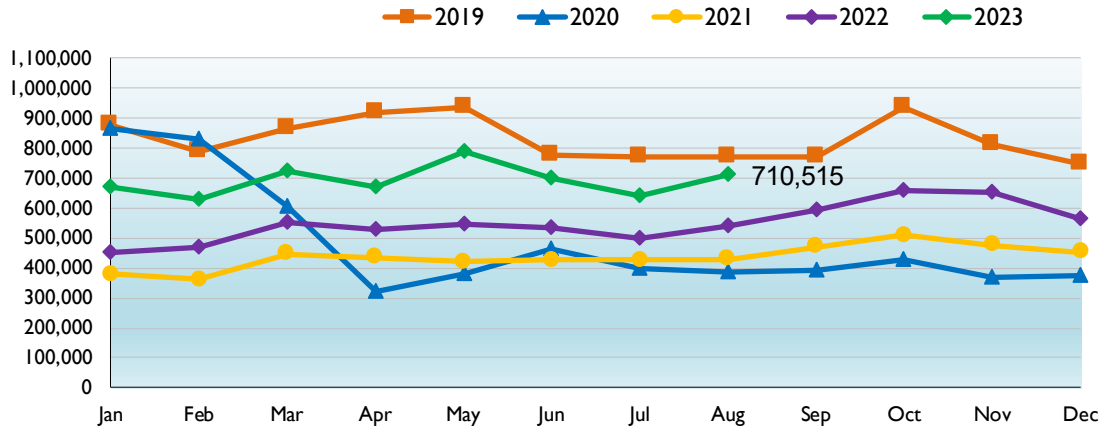
- 1-Ride CAP passes increased 2,291.2% (8,130 vs. 340) in August 2023 compared to July 2023.
- Day CAP Passes increased 103.8% (5,534 vs. 2,716) in August 2023 compared to July 2023.
- Employer-Sponsored Bus Pass Program decreased 9.3% (437 vs. 482) in August 2023 compared to July 2023.

Specialty Pass Programs:

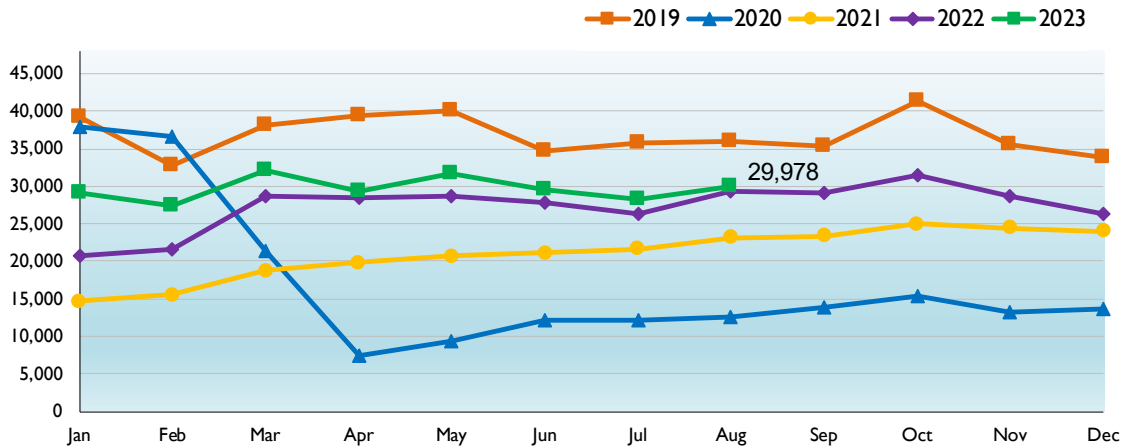
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 24.6% (169 vs. 224 in 2022)	YTD sales Decreased 15.3% (1,450 vs. 1,711 in 2022)
ESBP monthly sales Increased 5.6% (437 vs. 414 in 2022)	YTD sales Increased 21.8% (3,405 vs. 2,795 in 2022)
UTAP monthly rides Increased 8.9% (27,883 vs. 25,609 in 2022)	YTD rides Increased 17.0% (502,534 vs. 429,571 in 2022)
Community Access Program Increased 446.8% (13,664 vs 2,499 in 2022)	YTD CAP Sales Increased 52.6% (73,639 vs 48,271 in 2022)

RECOMMENDATION TO BOARD: For information.

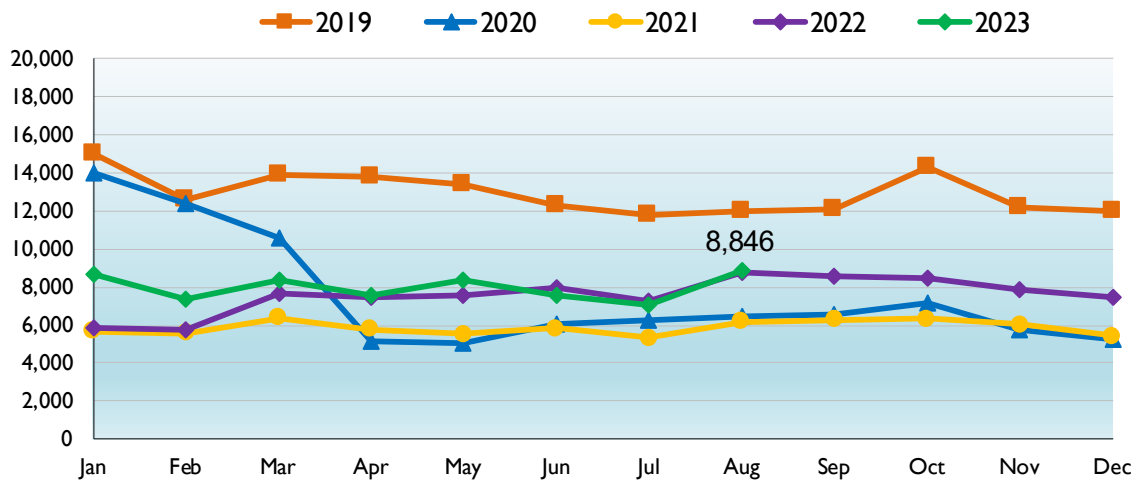
FIXED ROUTE RIDERSHIP



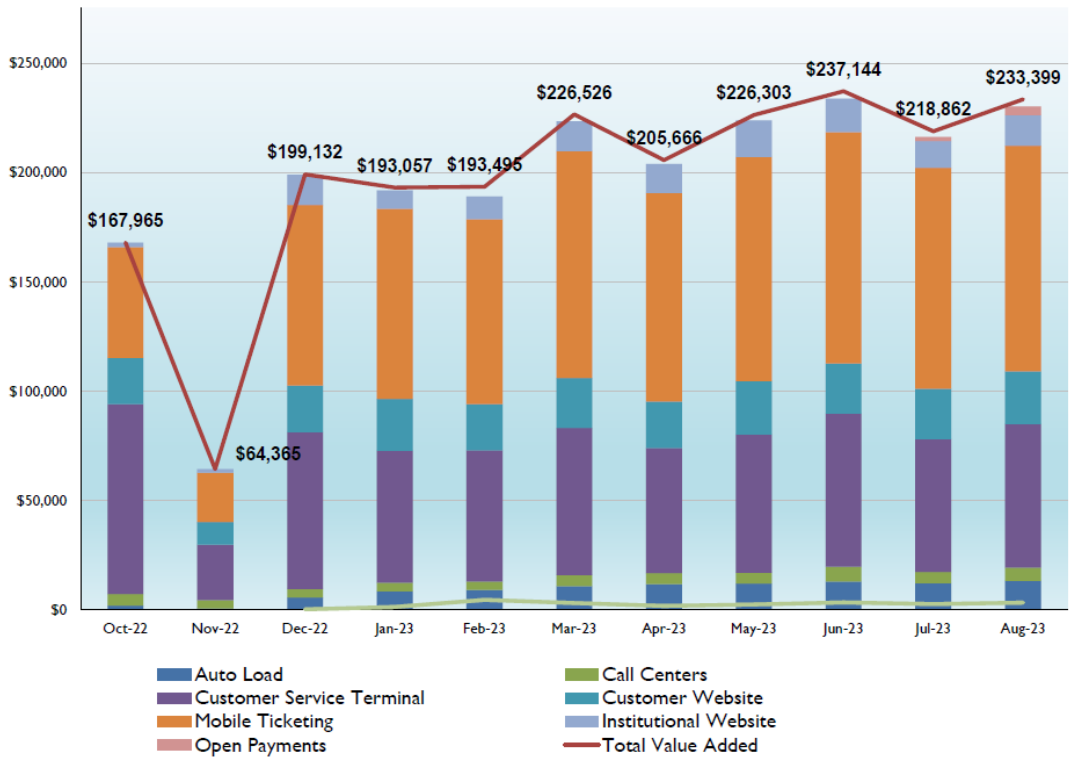
PARATRANSIT RIDERSHIP



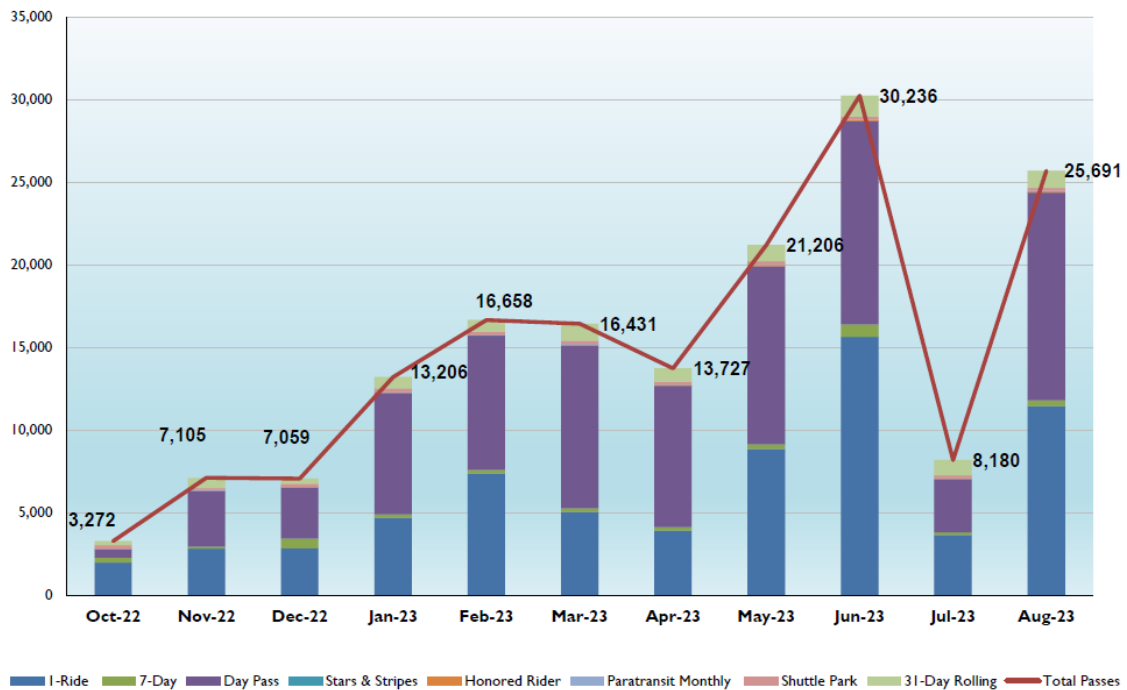
RIDESHARE RIDERSHIP



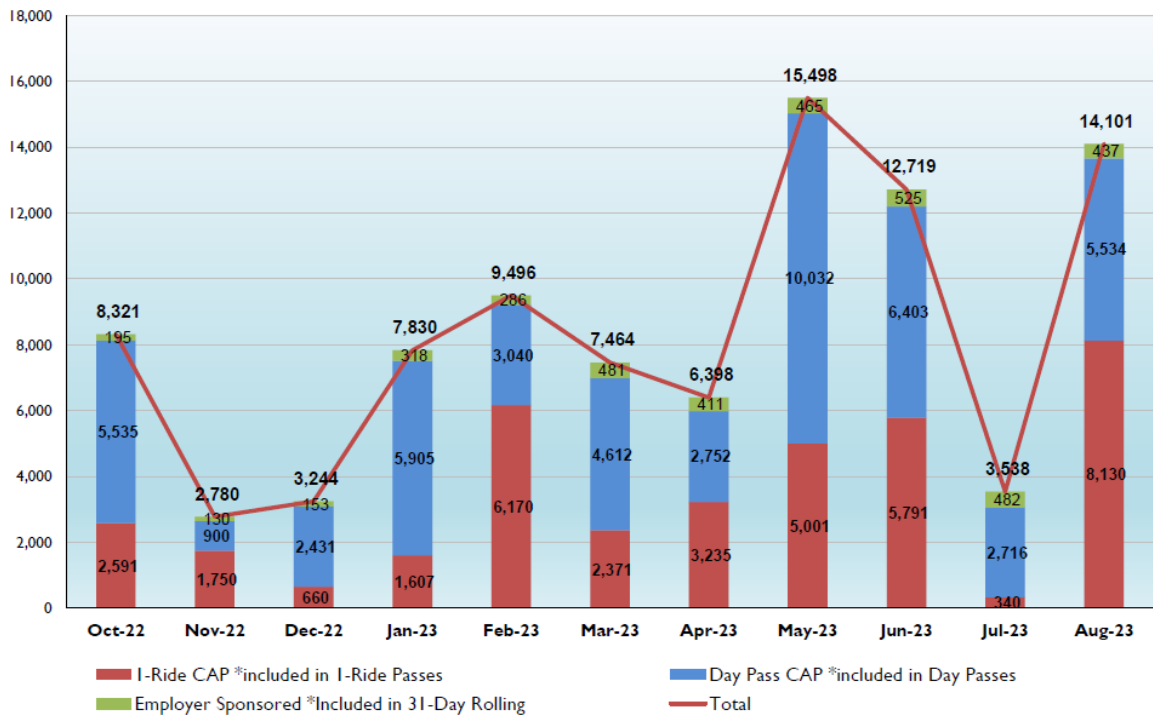
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 19, 2023

AGENDA ITEM 12F : CONNECT SPOKANE COMPREHENSIVE PLAN: COMMUNICATIONS AND PUBLIC INPUT AND TITLE VI

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: STA is beginning the second phase of a major update to Connect Spokane, STA’s comprehensive plan for public transportation. Informed by discussion and input at the September 2023 Planning and Development Committee, staff have returned with an overview of proposed updates to the *Communications and Public Input* Element, as well as an introductory discussion on Diversity, Equity, and Inclusion and a proposal for a new Title VI Element.

BACKGROUND: *Connect Spokane* is STA’s Comprehensive Plan and can be viewed here:

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

It sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Staff presented a proposed work plan at the September 2023 Planning and Development Committee meeting, and discussed the following elements at the October 2023 Planning and Development Committee meeting:

Element	Proposed Scope	Why	Committee Meeting Review & Discussion
Communications and Public Input	Recognize public participation spectrum, update outreach tools to reflect current best practices. Potentially add policies related to better/consistent partner coordination	Provide policy clarity for activities. Opportunity to identify missing policies related to coordinating with community-based organizations (CBOs), which is of interest to STA Board members	October 2023 November 2023
Annex 2: Title VI	Create new Title VI element, instead of Annex, possibly expand to larger equity and environmental element, explore updating policies within element	Time to revisit, have not been updated since adoption. Expressed interest from STA Board Members	October 2023 November 2023 February 2024

Communications and Public Input: Staff sought feedback on the following:

- Proposed edits to Introduction, including replacing tools with tactics;
- Proposed re-ordering of the Policies to group them into major categories; and
- Proposed additions to the policies.

Staff will return to the Planning and Development Committee in November with a redline version of the Communications and Public Input Element, based on feedback from the October Committee discussion.

Title VI: The discussion around Title VI has been provided a longer timeline to allow for greater discussion of Title VI and the potential of including a specific equity and environmental justice element into the Comprehensive Plan. Staff sought feedback and engaged in a brief discussion on the following:

- Moving the Title VI policies from an Annex into a full element of the Comprehensive Plan; and
- An introductory discussion of equity and environmental justice; including:
 - An overview of equity and environmental justice, how they are generally defined; and
 - How related policies are implemented in transit, looking at examples from APTA and other transit agencies.

Based on the discussions and feedback at the October Committee meeting, staff will return in November with a proposal for the inclusion of Title VI and related policies in the main section of the Comprehensive Plan, and how these can be integrated into related planning initiatives.

RECOMMENDATION TO COMMITTEE: For information.