

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, May 18, 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 18th day of May 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual links:

To join meeting virtually: [Click Here](#)
Board Member Password: 2023 Guest Password: 0523
Audio Conference: +1-408-418-9388 | Access code: 2502 233 1103

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 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, May 18, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA

Optional Virtual Joining link: [Click Here](#)
Board Member Password: 2023 Guest Password: 0523
Audio Conference: +1-408-418-9388 | Access code: 2502 233 1103

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the April 20, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the April 2023 Vouchers (*Monique Liard*)
 - C. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative (Resolution) (*Karl Otterstrom*)
 - D. Division Street Bus Rapid Transit: Work Order #2 Approval (*Karl Otterstrom*)
 - E. Black Realty Management, Inc. Contract 2017-10050 Extension (*Brandon Rapez-Betty*)
 - F. Plaza Sprinkler Head Replacement: Final Acceptance (*Brandon Rapez-Betty*)
 - G. Sprague Line Right-of-Way Acquisition (Resolution) (*Karl Otterstrom*)
 - H. Northwest Center Services, *dba* Argus Janitorial Contract 2018-10140 Extension (*Rapez-Betty*)
5. Board Action – Other: *none*
6. Board Report: *20 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
 - B. Clean Fuel Standard Program Introduction (*Brandon Rapez-Betty*)
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
8. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 1st Quarter 2023 Performance Measures

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2023 Sales Tax Revenue (*Monique Liard*)
 - C. March 2023 Financial Results Summary (*Monique Liard*)
 - D. 2024-2029 Transit Development Plan: 2024-2026 Service Improvements (*Karl Otterstrom*)
 - E. 1st Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
 - F. March 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - G. 2022 Bus Rider Survey – Key Takeaways (*Carly Cortright*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*Etter McMahon*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of May 18, 2023, Board Meeting:

Saturday, May 20, 2023	4:00 p.m.
Monday, May 22, 2023	10:00 a.m.
Tuesday, May 23, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	May 31, 2023 (June Meeting), 10:00 a.m.
Performance Monitoring & External Relations	May 31, 2023 (June Meeting), 1:30 p.m.
Board Operations	June 7, 2023 (1 Week Early), 1:30 p.m.

Next Board Meeting:

Thursday, June 15, 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** to be read at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 4A : MINUTES OF THE APRIL 20, 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 April 20, 2023, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer DSM Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

Minutes of the April 20, 2023, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

MEMBERS ABSENT

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

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Mr. French moved to approve the April Board Agenda. Mr. Dunne seconded, and the motion passed unanimously.

3. Public Expressions

Chair Kinnear called for public expressions.

Mr. Ross Gete from the Spokane Dream Center spoke to advocate for additional passes. He left a business card for Roseanna Peterson, Director, Ministry Resource Center, for follow up.

A written public expressions form was received and read into the record from Wilhelmina Zurbuchen regarding the restrooms at the STA Plaza.

There were no virtual attendees that requested to speak.

4. Recognitions and Presentations

A. Employee Recognition Awards

Ms. Williams advised of the nominations and employees who received recognition from their peers for the months of January, February, and March. She said the Employee Recognition Committee reviews the nominees for embodying and displaying STA's core values of "teamwork, respect, accountability, neighborliness, service, innovation, and trained". Employees selected for January, February, and March included Kristian Botts, Payroll Specialist, Mary McMahon, Accounting Specialist, and Bobby Davis, Coach Operator, respectively.

B. First Quarter 2023 Years of Service

Ms. Williams advised that 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. She read the names of individuals who have been employed with STA for significant periods of time. She read the names of 5, 10, 15-, 20-, 25-, and 30-year recipients and the Board recognized them for their contribution to the success of the agency.

Fixed Route Supervisor, Vern Mullett received recognition in person for 30 years of service.

5. Public Hearing

Division Street Bus Rapid Transit: Refined Locally Preferred Alternative

Chair Kinnear opened the Public Hearing and asked Mr. Otterstrom to present. Mr. Otterstrom offered a presentation that included project background, the Locally Preferred Alternative (LPA) approved by the Board in March 2021, lane configurations, refinements to the LPA, refinements to the alignments and stations, as well as station locations.

He reviewed the public, partner agencies, and stakeholder outreach before sharing next steps which included a Board Resolution adopting the northern and southern termini and updated station locations in May 2023, and preparing to enter into FTA project development for Capital Investment Grant projects in the summer of 2023.

The public hearing was then opened for Public Testimony. Chair Kinnear called three times for testimony. There was none.

The public hearing closed at 1:53 pm.

6. Board Action – Consent Agenda

Mr. French moved to approve Consent Agenda Items 5A through 5E. Mr. Dunne seconded, and the motion passed unanimously.

- A. Minutes of the March 16, 2023, Board Meeting – Corrections/Approval
- B. Approval of the March 2023 Vouchers
- C. Approval of Amendment to Resolution 801-22 (Tariff Policy)
- D. Approval of 2022 Service Change Bus Stops Phase 2: Site License Agreements and Temporary Construction Easements
- E. Approval of Plaza Suite 200 Build Out Contract-Final Acceptance
- F. Approval of Procurement Rollup Door Replacement – Final Acceptance

7. Board Action – Other

A. City Line Promotional Period

Ms. Cortright provided a presentation of options for a free fare promotional period upon the launch of the City Line. She presented Options A-E listed below for consideration, including the estimated foregone fare revenue, advantages and disadvantages of each. The estimated fare revenue loss was based on multiple factors and averaged \$1,782 per day.

Option A – no fare-free promotion

Option B – two weeks fare free (7/15-7/29)

Option C – fare-free through Labor Day (7/15-9/4)

Option D – fare-free through holidays (7/15-12/31)

Option E – fare free until service agreement frequency achieved (7/15/23-5/18/24)

Ms. Cortright noted that after consideration of the advantages and disadvantages of each option, staff recommended Option C: Fare-Free through Labor Day. She noted it achieved the balance of encouraging ridership with moderate impacts to developing rider habits, data collection, and foregone fare revenue.

Discussion ensued. Chair Kinnear called for a motion.

Mr. French made a motion to accept the recommendation from staff. Mr. Hattenburg seconded.

Additional conversation followed and a roll call vote was called by the Chair.

Mr. French, Ms. Haley, Ms. Stratton, Mr. Kerns, Mr. Hattenburg, Mr. Dunne, and Ms. Kinnear voted yes. Mr. Zappone and Ms. Wilkerson voted no. The motion passed 7 to 2.

B. City Line Celebratory Events

Ms. Cortright presented a Resolution to the Board for approval of celebratory events for eastern Washington's first Bus Rapid Transit. She said STA is planning a series of events on July 15th to celebrate the occasion with the community and key supporters of the project. The events include five outreach parties in neighborhood locations along the City Line route on the first day of service, along with an official ribbon cutting ceremony on July 18th at Gonzaga University.

She provided details of the July 15th events at Coeur d'Alene Park (*Browne's Addition*), Wall Street between Spokane Falls and Main (*Riverside*), WSU Spokane campus (*U-District*), Mission Park (*Logan*), and Chief Garry Park (*Chief Garry Park*), as well as the official ribbon cutting ceremony.

Mr. French moved to approve, by Resolution, the City Line Celebratory Events as presented. Mr. Hattenburg seconded and the motion passed unanimously.

C. Connect Fare Collection System: Administrative Fees (Resolution)

Ms. Liard noted administrative fees related to fare media require Board approval.

She provided background, and staff's proposed detailed implementation approach and reviewed the card fee cost recovery figures. This was presented at the Performance Monitoring and External Relations Committee but comes to the Board with no recommendation from that Committee.

Ms. Liard examined the Title VI fee equity analysis and findings which showed no disparate impact and no disproportionate burden to minority and low-income customers with the implementation of an administrative fee or with access to purchasing fare media. She spoke about the mitigations considered which included:

- The first months of free initial and replacement cards serve as a valuable mitigation measure prior to the introduction of an administrative fee.
- Provide zero-fare youth riders with replacement cards with no administrative fee assessed.
- Continue partnerships with area social service agencies, through Community Access Pass program, to improve transit access for low-income populations.
- Increase access to retail locations through continued expansion of the retail network.
- Encourage adoption and use of the eConnect app (no cost to use).

Staff's recommendation was presented that the Board authorize the CEO to implement a \$5 administrative fee for new Connect cards, a \$5 credit upon Connect card registration to offset the administrative fee and implement a \$5 administrative fee for the replacement of lost, stolen or damaged physical cards, excluding cards issued to youth 18 years of age and under.

Mr. Zappone made a motion to implement a \$5 administrative fee for new Connect cards with an automatic \$5 credit that is preloaded and implement a \$1 administrative fee for the replacement of lost, stolen or damaged physical cards that is waived if you are in a discounted fare program. Ms. Wilkerson seconded.

Discussion ensued.

Mr. Grover left the meeting at 2:53 pm.

Chair Kinnear asked Ms. Clark to read back the motion. Ms. Clark said she heard it was to have a \$5 administrative fee for purchase of new card with an automatic \$5 credit added to that card upon purchase; a \$1 replacement fee that is waived for anyone who has a discounted fare.

Chair Kinnear noted there was a motion and a second and called for the vote.

Mr. Hattenburg, Ms. Wilkerson, Mr. Dunne, Ms. Stratton and Mr. Zappone voted yes. Mr. Kerns, Ms. Haley, Mr. French, and Chair Kinnear voted no. The motion passed 5 to 4.

8. Board Report

A. City Line Implementation Update

Mr. Otterstrom provided a recap of the City Line, its schedule, a financial update and he reviewed recently completed, underway, and upcoming portions of the project. He mentioned the City Line Launch celebration for Community on Saturday, July 15 and the official Ribbon Cutting Ceremony on Tuesday, July 18th.

He concluded his presentation noting 86 days until launch!

B. Washington State Transit Support Grant Update

Mr. Otterstrom provided a briefing on the background and the uses of Transit Support Grant, 2021-2023 Biennium. He reviewed STA's application and long-term considerations. He offered to answer questions. There were none.

9. Board Operations Committee

A. Chair Report

Chair Kinnear said Board Operations had a difficult meeting with connectivity issues. The primary discussion focused on the procedures for what committees could move out of a committee and how many people were required. The PMER item was discussed with no recommendation. The staff recommendation came forward. The discussion centered around Board Operations' role in situations like a tie vote. She asked Mr. French to restate his comments.

Mr. French said STA functions as a Policy Board, not an Administrative Board. He reminded members that the Board sets policy and the CEO is directed to implement that policy and direct staff. When Board members go around the CEO, it violates STA Bylaws and the CEO's employment contract.

He advised it is the duty of the Board Operations Committee to regulate and monitor the activities of the Board to be an effective and high functioning Board. He encouraged members to return to the proper functioning of the Board as a Policy Board, with the CEO directing staff. Mr. French said he will continue to advocate for this cohesiveness.

Ms. Wilkerson asked to comment. She asked what the process was if a Board member is challenged with the leadership or they have disagreements. Ms. Wilkerson commented if the Board doesn't agree, but a member wants to bring an issue, not against the CEO but against the process. Ms. Wilkerson commented that she, as a Board member, has to advocate not only for STA but for citizens, too. She stated, "What you described makes my hands feel tied."

10. Planning and Development Committee

A. Chair Report:

Mr. French reviewed the agenda and said the following items were covered at the P&D meeting.

- i.* 2024-2029 Transit Development Plan: Planning Guidance-
- ii.* 2024-2029 Transit Development Plan: Financial Assumptions

Mr. Otterstrom and Ms. Liard said they could be contacted with any questions.

11. Performance Monitoring and External Relations Committee

A. Chair Report

Ms. Haley noted the Performance Monitoring and External Relations Committee forwarded items approved here today under Board Consent and other.

12. CEO Report

Ms. Meyer reported on the following:

- Ridership through March 2023 as compared to 2022 and year-to-date. Fixed Route, Paratransit, and Vanpool saw increases month-over month and year-to-date. Zero Fare Youth Ridership was provided as a subset of Fixed Route to answer the previous question about the amount of ridership increase attributable to the youth. Zero Fare Youth accounted for 138,032 of the 721,407 Fixed Route trips in February.
- Voter approved Sales tax revenue totaled \$8,241,832 collected in January, paid in March, compared to Budget of \$7,564,336, resulting in a difference of \$677,496, or 9.0%.
- Monthly fare revenue from March 2022 to date for Fixed Route, Paratransit, and Vanpool were reviewed.
- Connect Card ridership accounted for 55.3% of total ridership in March.
- Recruitment and Retention program included total hiring since the beginning of the year, hiring comparison month over month and year over year, and coach operator turnover.
- A legislative update was provided. Ms. Meyer noted the session adjourns Sunday night; we expect to see the transportation budget soon. She also advised SHB 1236 sent to Governor enhancing access to clean fuel (hydrogen) for agencies providing public transportation.
- She offered to answer questions. There were none.

13. Board Information

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

14. New Business

There was no New Business

15. Board Member Expressions

Chair Kinnear asked for comments.

Mr. Dunne thanked staff for their work.

Mr. Zappone said there seems to be no steps forward for a low-income fare program based on last week's discussion so he is still looking for that.

Ms. Wilkerson thanked STA for the Carl Maxey Center's van. They will share a picture once they've tricked it out.

Mr. Hattenburg thanked staff for their hard work.

Mr. French reiterated his thoughts concerning the Board directing the CEO and the CEO directing staff. He also mentioned having a representative from the Northeast area of Spokane on the STA Board.

Ms. Stratton thanked everyone for their hard work.

16. Executive Session

None

17. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 3:28 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM **4B** : APRIL 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

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

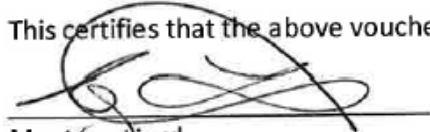
SUMMARY: The following warrants and ACH transfers for the period of April 1 through 30, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for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

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 621681 – 622076	\$ 6,383,617.90
Worker's Comp Vouchers (April)	ACH – 2286	\$ 140,883.07
Payroll 04/07/2023	ACH – 04/07/2023	\$ 2,474,123.94
Payroll 04/21/2023	ACH – 04/21/2023	\$ 1,851,241.17
WA State – DOR (Excise Tax)	ACH – 1767	\$ 12,020.06
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,836.44
APRIL TOTAL		\$ 10,864,722.58

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - April 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/07/2023	621681	AFSCME	1328	798.35
04/07/2023	621682	AFSCME	1328	128.00
04/07/2023	621683	Alliant Insurance Services Inc - NPB Main	1914	134,508.00
04/07/2023	621684	Amazon Capital Services Inc	2098	913.10
04/07/2023	621685	Amalg Transit Union #1015	1055	22,595.30
04/07/2023	621686	Amalg Transit Union #1598	1056	1,022.64
04/07/2023	621687	Avista Corporation	1081	53,507.50
04/07/2023	621688	Daniel H Brunner Trustee	1124	2,458.63
04/07/2023	621689	California Department of Child Support Services	1130	171.69
04/07/2023	621690	Lithia Motors Support Services	1024	302.71
04/07/2023	621691	Canon Financial Services Inc	1154	2,534.43
04/07/2023	621692	Cardinal Infrastructure LLC	2059	12,500.00
04/07/2023	621693	Carlson Sheet Metal Works Inc	1139	1,856.01
04/07/2023	621694	Consolidated Electrical Distributors	1133	244.60
04/07/2023	621695	QWEST Corporation	1148	1,358.73
04/07/2023	621696	Child Support Enforcement Agency	1825	392.30
04/07/2023	621697	City Glass Spokane Inc	2599	136.25
04/07/2023	621698	City of Cheney - Utility	1158	538.27
04/07/2023	621699	City of Spokane	1601	1,680.00
04/07/2023	621700	City of Spokane	1601	8,876.75
04/07/2023	621701	Clean Concepts Group Inc	1471	249.85
04/07/2023	621702	Coggins Promotional Advertising Inc.	2795	51.91
04/07/2023	621703	Coleman Oil Company LLC.	2683	367,887.18
04/07/2023	621704	Commercial Tire Inc	2451	10,551.15
04/07/2023	621705	Continental Door Company	1986	33,089.95
04/07/2023	621706	Washington State Dept of Corrections	1708	5,080.29
04/07/2023	621707	Corporate Translation Services Inc	2158	96.41
04/07/2023	621708	Cummins Inc	1027	1,531.79
04/07/2023	621709	The Whalley Glass Co	1028	2,140.00
04/07/2023	621710	Delta Dental of Washington	1726	60,716.90
04/07/2023	621711	Dow Jones \$ Company,	2698	166.77
04/07/2023	621712	Employee Advisory Council	1236	607.50
04/07/2023	621713	Eden Advanced Pest Technologies	2428	190.75
04/07/2023	621714	Edge Construction Supply Inc	1224	7,573.32
04/07/2023	621715	El Jay Oil Co Inc	1003	73,950.86
04/07/2023	621716	Fastenal Company	1249	5,644.52
04/07/2023	621717	FedEx	1808	294.27
04/07/2023	621718	First Data Merchant Services Corporation	1257	7,012.49
04/07/2023	621719	Gordon Truck Centers Inc	1018	13,899.84
04/07/2023	621720	Galls Parent Holdings LLC	1271	75.44
04/07/2023	621721	The General Store	1956	81.39
04/07/2023	621722	Genfare LLC	1268	273.66
04/07/2023	621723	Gillig LLC	1279	39,029.40
04/07/2023	621724	Glass Doctor	1308	571.73
04/07/2023	621725	Goldenwest Mobility Inc	1006	2,845.42
04/07/2023	621726	W.W. Grainger Inc	1285	1,250.60
04/07/2023	621727	H & H Business Systems	1298	465.55
04/07/2023	621728	Horizon	1321	678.14
04/07/2023	621729	Humanix Corp	1329	762.88
04/07/2023	621730	IBI Group	1336	4,208.79
04/07/2023	621731	IL DCS and Family Services	2768	276.53
04/07/2023	621732	Imperial College Projects Limited	1339	26,250.00
04/07/2023	621733	Iowa Child Support Recovery Unit	2779	480.52
04/07/2023	621734	Kaiser Foundation Health Plan of Washington	1296	53,142.93
04/07/2023	621735	Kaiser Foundation Health Plan of Washington	1296	368,812.42
04/07/2023	621736	Mountain Broadcasting LLC	2761	1,900.00
04/07/2023	621737	Kirk's Automotive Inc	1007	85.50
04/07/2023	621738	Krueger Sheet Metal Co	2407	10,048.68
04/07/2023	621739	KSKN Television Inc	2577	150.00
04/07/2023	621740	Michael Boodel	1804	1,320.00
04/07/2023	621741	Magaldi & Magaldi Inc	1416	308.50
04/07/2023	621742	Maintenance Solutions	1418	454.53
04/07/2023	621743	McMaster-Carr Supply Co	1423	52.95
04/07/2023	621744	Modern Electric Water Co Inc	1439	1,128.78
04/07/2023	621745	Mohawk Manufacturing & Supply Co	1011	2,641.69
04/07/2023	621746	Motion Auto Supply Inc	1012	49.13
04/07/2023	621747	Motorola Solutions Inc	1448	910.37
04/07/2023	621748	Black Realty Management Inc	1658	24,481.58
04/07/2023	621749	NAPA Auto Parts Inc	1014	14,030.62

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/07/2023	621750	Legend Investments Inc	1454	193.84
04/07/2023	621751	The Aftermarket Parts Company LLC	1015	3,233.70
04/07/2023	621752	New Flyer Of America Inc	2528	4,904.39
04/07/2023	621753	Newark element14	1463	50.89
04/07/2023	621754	Office Depot Inc	1483	32.69
04/07/2023	621755	OpenSquare	2013	41,023.06
04/07/2023	621756	Oxarc Inc	1002	547.66
04/07/2023	621757	Pacific Power Group LLC	1496	58.36
04/07/2023	621758	Premera Blue Cross	1521	342,812.65
04/07/2023	621759	Proterra Inc	2519	1,232.00
04/07/2023	621760	Provisional Services, Inc.	2697	7,439.64
04/07/2023	621761	Mark Lloyd Quarto	2785	17,256.88
04/07/2023	621762	News Radio 920	2318	1,415.00
04/07/2023	621763	Romaine Electric Corporation	1548	2,971.91
04/07/2023	621764	S T A - Well	1557	465.50
04/07/2023	621765	Safety-Kleen Systems Inc	1564	1,419.91
04/07/2023	621766	SBA Towers II LLC	1569	2,488.98
04/07/2023	621767	Schetky Northwest Sales Inc	1570	55.23
04/07/2023	621768	Schindler Elevator Corporation	1930	8,526.41
04/07/2023	621769	John Latta Associates Inc	1936	59.07
04/07/2023	621770	R. Gregg Wicker	2782	1,378.85
04/07/2023	621771	Spokane House of Hose Inc	1605	1,152.76
04/07/2023	621772	Spokane Power Tool	1608	564.45
04/07/2023	621773	DGT Enterprises LLC	2670	10,442.50
04/07/2023	621774	Spokane Valley Power Tool	1615	4,138.18
04/07/2023	621775	Spokane Valley Screen Printing Inc	2609	163.35
04/07/2023	621776	Sportworks Global LLC	1617	9,548.95
04/07/2023	621777	Summit Rehabilitation Associates PLLC	1638	193.75
04/07/2023	621778	Sun Supply Inc.	2710	126.31
04/07/2023	621779	The Engraver Inc	1242	507.40
04/07/2023	621780	Titan Truck Equipment Inc	1655	88,755.55
04/07/2023	621781	Stephen Hirano	1665	125.00
04/07/2023	621782	Trashcans Unlimited LLC	2449	5,711.39
04/07/2023	621783	TransIT Solutions LLC	2440	25,342.50
04/07/2023	621784	Uline Inc	2401	457.17
04/07/2023	621785	United Way of Spokane County	1684	118.00
04/07/2023	621786	University District Development Association	1685	5,000.00
04/07/2023	621787	URM Stores Inc	1677	236.24
04/07/2023	621788	US Bank	1678	53,810.32
04/07/2023	621789	Utilities Plus	2606	36.00
04/07/2023	621790	Jeffrey Oien	2155	621.30
04/07/2023	621791	Veritech Inc	2049	474.00
04/07/2023	621792	American Federation of State County 2 WA Council	1705	1,739.62
04/07/2023	621793	Walter E Nelson Co	1721	5,179.01
04/07/2023	621794	Linda M Polley	1731	459.98
04/07/2023	621795	Wendle Motors Incorporated	1021	289.10
04/07/2023	621796	Wesco Group LLC	2368	5,015.86
04/07/2023	621797	Wex Bank	2642	17,990.87
04/07/2023	621798	Washington State Transit Assoc	1715	150.00
04/14/2023	621799	Inland Welding Supply Inc	1032	385.39
04/14/2023	621800	Ash & Rowan Hardware LLC	2278	41.41
04/14/2023	621801	Francis Avenue Hardware	2279	296.96
04/14/2023	621802	Jant Group II	2263	58.78
04/14/2023	621803	Coeur D'Alene Tractor Co Inc	1038	33.42
04/14/2023	621804	Alcobra Metals Inc	2140	859.36
04/14/2023	621805	Amazon Capital Services Inc	2098	2,119.05
04/14/2023	621806	Steven W Niles Jr	2276	381.50
04/14/2023	621807	Amerigas 1790	1064	6.37
04/14/2023	621808	ArchiveSocial Inc	1920	3,137.40
04/14/2023	621809	Arctic Lighting & Electric LLC	2100	477.05
04/14/2023	621810	ATS Inland NW LLC	1916	9,968.05
04/14/2023	621811	Avista Corporation	1081	12,704.80
04/14/2023	621812	Battery Systems Inc	1089	2,060.10
04/14/2023	621813	Boston Consulting Inc	2607	2,510.20
04/14/2023	621814	Robert J Berg	1099	136.25
04/14/2023	621815	Bixby Machine Tool Supply Inc	1106	264.73
04/14/2023	621816	Bulldog Rooter Inc	1126	9,863.41
04/14/2023	621817	Lithia Motors Support Services	1024	373.90
04/14/2023	621818	Canon Financial Services Inc	1154	224.73
04/14/2023	621819	The Coeur D'Alenes Company	2441	935.05
04/14/2023	621820	CDW-Government	1132	4,891.57
04/14/2023	621821	Center for Transportation and the Environment	2335	16,982.26

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/14/2023	621822	QWEST Corporation	1148	41.39
04/14/2023	621823	City of Medical Lake	1424	79.88
04/14/2023	621824	Clean Concepts Group Inc	1471	783.38
04/14/2023	621825	Coleman Oil Company LLC.	2683	334,462.84
04/14/2023	621826	Comcast	1170	182.39
04/14/2023	621827	Conseal Containers LLC	1176	397.78
04/14/2023	621828	Copiers Northwest Inc	2429	321.99
04/14/2023	621829	Washington State Dept of Corrections	1708	1,180.47
04/14/2023	621830	Dardan Enterprises Inc	1782	22,267.46
04/14/2023	621831	El Jay Oil Co Inc	1003	30,620.06
04/14/2023	621832	Electrical Service Products Inc	1230	92.97
04/14/2023	621833	Fastenal Company	1249	2,708.14
04/14/2023	621834	First Data Merchant Services Corporation	1257	19,030.70
04/14/2023	621835	FP Mailing Solutions	1878	137.34
04/14/2023	621836	Gordon Truck Centers Inc	1018	9,403.41
04/14/2023	621837	Galls Parent Holdings LLC	1271	10,781.33
04/14/2023	621838	The General Store	1956	414.94
04/14/2023	621839	Genfare LLC	1268	56,893.32
04/14/2023	621840	Gillig LLC	1279	16,203.73
04/14/2023	621841	GMCO Corporation	2623	3,174.09
04/14/2023	621842	W.W. Grainger Inc	1285	1,029.44
04/14/2023	621843	Guardian Security Systems Inc	2199	117.72
04/14/2023	621844	H & H Business Systems	1298	1,085.45
04/14/2023	621845	H W Lochner Inc	1405	23,215.35
04/14/2023	621846	HRA Veba Trust	1415	24,813.29
04/14/2023	621847	Humanix Corp	1329	2,842.64
04/14/2023	621848	Insight Public Sector	2490	7,931.76
04/14/2023	621849	William Corp	1363	35.69
04/14/2023	621850	Kershaw's Inc	1374	348.88
04/14/2023	621851	Liberty Lake Sewer and Water District	1396	155.85
04/14/2023	621852	Loomis Armored US LLC	1408	4,176.61
04/14/2023	621853	M & L Supply Co Inc	1413	173.44
04/14/2023	621854	Mohawk Manufacturing & Supply Co	1011	599.71
04/14/2023	621855	Black Realty Management Inc	1658	8,017.17
04/14/2023	621856	NAPA Auto Parts Inc	1014	6,238.84
04/14/2023	621857	Legend Investments Inc	1454	1,415.70
04/14/2023	621858	National Color Graphics Inc	1455	2,475.39
04/14/2023	621859	The Aftermarket Parts Company LLC	1015	2,517.22
04/14/2023	621860	CSWW Inc	1102	248.61
04/14/2023	621861	North 40 Outfitters	1102	129.71
04/14/2023	621862	Tammy Lynne Glidewell	1282	921.50
04/14/2023	621863	Office Depot Inc	1483	233.63
04/14/2023	621864	KATHLEEN KLINGER	901	32.00
04/14/2023	621865	Keven Wagner	903	409.78
04/14/2023	621867	Oxarc Inc	1002	366.02
04/14/2023	621868	Multi Service Technology Solutions Inc	2146	337.24
04/14/2023	621869	Safety-Kleen Systems Inc	1564	1,030.05
04/14/2023	621870	SageView Advisory Group LLC	1955	9,750.00
04/14/2023	621871	Schindler Elevator Corporation	1930	8,155.32
04/14/2023	621872	Securitas Security Services USA Inc	1574	31,923.62
04/14/2023	621873	Six Robbles Inc	1017	282.88
04/14/2023	621874	Spokane County Solid Waste	1603	253.70
04/14/2023	621875	Spokane County Environmental Services	1603	345.88
04/14/2023	621876	Spray Center Electronics Inc	1619	2,329.88
04/14/2023	621877	Staples Business Credit	1627	83.23
04/14/2023	621878	Summit Rehabilitation Associates PLLC	1638	620.00
04/14/2023	621879	Symetra Life Insurance Company	1562	20,358.44
04/14/2023	621880	Trapeze Software Group	1669	17,184.94
04/14/2023	621881	United States Treasury	1357	373.61
04/14/2023	621882	Verizon Wireless LLC	1686	34,983.59
04/14/2023	621883	Waste Management Spokane	1702	397.02
04/14/2023	621884	WESCO Distribution	1998	4,840.88
04/14/2023	621885	Whitworth Water District	1746	28.08
04/14/2023	621886	Washington State Transit Assoc	1715	62.50
04/21/2023	621887	4Imprint Inc	1263	9,931.11
04/21/2023	621888	A Cut Above Installations Inc.	2764	53,994.56
04/21/2023	621889	Access Information Holdings	2340	816.49
04/21/2023	621890	CBS Reporting Inc	1035	1,365.75
04/21/2023	621891	ADT Commercial	2462	152,503.42
04/21/2023	621892	AFSCME	1328	798.35
04/21/2023	621893	AFSCME	1328	126.00
04/21/2023	621894	AlSCO Inc	2196	18,015.81

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/21/2023	621895	Amazon Capital Services Inc	2098	1,933.40
04/21/2023	621896	Northwest Industrial Services LLC	1058	91.63
04/21/2023	621897	The Arc of Spokane	2361	4,087.15
04/21/2023	621898	Amalg Transit Union #1015	1055	22,682.74
04/21/2023	621899	Amalg Transit Union #1598	1056	959.92
04/21/2023	621900	Amalgamated Transit Union	1057	176.61
04/21/2023	621901	Auto B Clean Inc	1077	3,875.39
04/21/2023	621902	Battery Systems Inc	1089	1,735.36
04/21/2023	621903	Cheryl Beckett	1092	500.00
04/21/2023	621904	Daniel H Brunner Trustee	1124	1,491.38
04/21/2023	621905	Budinger & Associates Inc	2149	2,613.26
04/21/2023	621906	California Department of Child Support Services	1130	475.84
04/21/2023	621907	Calvary Spokane	1136	4,286.33
04/21/2023	621908	Lithia Motors Support Services	1024	992.28
04/21/2023	621909	Canon Financial Services Inc	1154	872.93
04/21/2023	621910	Cardinal Infrastructure LLC	2059	12,500.00
04/21/2023	621911	QWEST Corporation	1148	277.07
04/21/2023	621912	Child Support Enforcement Agency	1825	392.30
04/21/2023	621913	Cintas Corporation No 2	2383	2,653.00
04/21/2023	621914	City of Spokane	1601	671,018.30
04/21/2023	621915	Coffman Engineers Inc	1162	23,175.92
04/21/2023	621916	Kathleen M Collins	1163	5,000.00
04/21/2023	621917	CompuNet Inc	1166	8,490.00
04/21/2023	621918	Cummins Inc	1027	4,111.81
04/21/2023	621919	DeVries Business Records Management Inc	1766	405.00
04/21/2023	621920	Downtown Spokane Development Association	1217	370.00
04/21/2023	621921	Employee Advisory Council	1236	596.50
04/21/2023	621922	Eden Advanced Pest Technologies	2428	190.75
04/21/2023	621923	El Jay Oil Co Inc	1003	3,449.67
04/21/2023	621924	Embroidered Sportswear Inc	1232	54.43
04/21/2023	621925	First Digital Communications, LLC	2730	2,403.71
04/21/2023	621926	FP Mailing Solutions	1878	1,000.00
04/21/2023	621927	Gordon Truck Centers Inc	1018	1,673.68
04/21/2023	621928	Galls LLC	1271	157.96
04/21/2023	621929	Galls Parent Holdings LLC	1271	4,024.18
04/21/2023	621930	Gard Communications Inc	1272	1,677.50
04/21/2023	621931	The General Store	1956	657.21
04/21/2023	621932	Genfare LLC	1268	270.17
04/21/2023	621933	Gillig LLC	1279	15,911.48
04/21/2023	621934	Diamond Auto Glass Inc	1308	571.73
04/21/2023	621935	H & H Business Systems	1298	2,186.13
04/21/2023	621936	HALME BUILDERS INC	2780	80,262.00
04/21/2023	621937	Halme Construction Inc	2090	218,140.00
04/21/2023	621938	Hogan Mfg Inc	1008	356.36
04/21/2023	621939	Humanix Corp	1329	1,219.38
04/21/2023	621940	IBI Group	1336	3,300.00
04/21/2023	621941	IL DCS and Family Services	2768	276.53
04/21/2023	621942	INIT Innovations in Transportation Inc	2392	26,214.90
04/21/2023	621943	Iowa Child Support Recovery Unit	2779	480.52
04/21/2023	621944	Jacobs Engineering Group Inc	2285	9,797.49
04/21/2023	621945	KEPRO	2258	1,205.06
04/21/2023	621946	Maintenance Solutions	1418	466.52
04/21/2023	621947	Car Wash Partners Inc	1436	117.68
04/21/2023	621948	Q49 Solutions LLC	2594	50.14
04/21/2023	621949	Mohawk Manufacturing & Supply Co	1011	431.78
04/21/2023	621950	MRC Inc	2610	211,610.57
04/21/2023	621951	Black Realty Management Inc	1658	9,197.18
04/21/2023	621952	Nanonation Inc	2554	18,209.81
04/21/2023	621953	NAPA Auto Parts Inc	1014	4,603.23
04/21/2023	621954	National Color Graphics Inc	1455	816.41
04/21/2023	621955	The Aftermarket Parts Company LLC	1015	56,626.94
04/21/2023	621956	New Flyer Of America Inc	2528	10,756.56
04/21/2023	621957	Office Depot Inc	1483	483.86
04/21/2023	621958	Pacific Office Solutions	2288	271.74
04/21/2023	621959	Provisional Services, Inc.	2697	1,305.20
04/21/2023	621960	Pure Filtration Products Inc	1531	3,655.89
04/21/2023	621961	Rebecca Van Keulen	2735	4,505.91
04/21/2023	621962	S T A - Well	1557	455.50
04/21/2023	621963	Six Robbles Inc	1017	918.99
04/21/2023	621964	Spokane Neighborhood Action Partners	2571	12,486.09
04/21/2023	621965	Spokane Public Facilities District	1941	2,590.00
04/21/2023	621966	Spokane County Treasurer	1603	261.80

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/21/2023	621967	Spokane County Treasurer	1603	28.38
04/21/2023	621968	Sportworks Global LLC	1617	348.80
04/21/2023	621969	Sun Supply Inc.	2710	7,323.99
04/21/2023	621970	Thermal Supply Co Inc	1651	188.13
04/21/2023	621971	TransIT Solutions LLC	2440	1,914.03
04/21/2023	621972	Tyler Technologies Inc	1675	193,510.60
04/21/2023	621973	United Way of Spokane County	1684	118.00
04/21/2023	621974	USSC Acquisition Corp	1676	758.57
04/21/2023	621975	Washington State	1704	7,814.10
04/21/2023	621976	American Federation of State County 2 WA Council	1705	1,743.94
04/21/2023	621977	Walter E Nelson Co	1721	7,029.85
04/21/2023	621978	Wesco Group LLC	2368	2,080.72
04/21/2023	621979	Wesslen Construction Inc	2651	6,814.06
04/21/2023	621980	Washington State Transit Assoc	1715	400.00
04/21/2023	621981	Zayo Group LLC	2321	13,330.25
04/21/2023	621982	Zipline Communications Inc	2492	10,333.50
04/28/2023	621983	Inland Welding Supply Inc	1032	1,058.87
04/28/2023	621984	ABM Industry Groups LLC	1066	1,740.00
04/28/2023	621985	Ash & Rowan Hardware LLC	2278	8.27
04/28/2023	621986	Francis Avenue Hardware	2279	106.33
04/28/2023	621987	Continental American Insurance Company	2682	1,779.90
04/28/2023	621988	Alcobra Metals Inc	2140	305.05
04/28/2023	621989	Allied Electronics & Automation	1049	391.88
04/28/2023	621990	AlSCO Inc	2196	472.37
04/28/2023	621991	Amazon Capital Services Inc	2098	2,811.17
04/28/2023	621992	Steven W Niles Jr	2276	9.78
04/28/2023	621993	Northwest Industrial Services LLC	1058	1,049.25
04/28/2023	621994	Northwest Center Services	2271	35,594.39
04/28/2023	621995	Avista Corporation	1081	1,346.56
04/28/2023	621996	Battery Systems Inc	1089	2,865.98
04/28/2023	621997	Bixby Machine Tool Supply Inc	1106	350.02
04/28/2023	621998	Black Proinvest Schade Tower LLC	2767	6,808.30
04/28/2023	621999	Lithia Motors Support Services	1024	712.50
04/28/2023	622000	QWEST Corporation	1148	433.32
04/28/2023	622001	Cintas Corporation No 2	2383	164.89
04/28/2023	622002	City of Spokane	1601	13,157.22
04/28/2023	622003	City of Spokane	1601	245.44
04/28/2023	622004	Clean Concepts Group Inc	1471	59.45
04/28/2023	622005	CleanCo Carpet, Window & Air Duct Cleaning, LLC	2781	8,500.00
04/28/2023	622006	COAST Transportation	2040	3,462.32
04/28/2023	622007	Coffman Engineers Inc	1162	27,382.59
04/28/2023	622008	Coleman Oil Company LLC.	2683	17,166.51
04/28/2023	622009	CompuNet Inc	1166	91,793.77
04/28/2023	622010	Creative Bus Sales Inc	1233	58.64
04/28/2023	622011	Crown Castle International Corp.	2733	2,033.82
04/28/2023	622012	Cummins Inc	1027	3,358.11
04/28/2023	622013	Delta Dental of Washington	1726	62,363.46
04/28/2023	622014	Edge Construction Supply Inc	1224	220.46
04/28/2023	622015	Electrical Service Products Inc	1230	502.34
04/28/2023	622016	Employment Security Department	1237	89,488.20
04/28/2023	622017	Robert S Letson	2206	3,195.43
04/28/2023	622018	Fastenal Company	1249	1,412.90
04/28/2023	622019	FedEx	1808	130.89
04/28/2023	622020	FedEx Freight	2346	139.64
04/28/2023	622021	Ferguson Enterprises Inc	1252	80.11
04/28/2023	622022	Business Interiors of Idaho	2715	473.60
04/28/2023	622023	Gordon Truck Centers Inc	1018	17,471.94
04/28/2023	622024	Gillig LLC	1279	12,911.30
04/28/2023	622025	Diamond Auto Glass Inc	1308	1,470.16
04/28/2023	622026	Grimco,Inc	2696	896.83
04/28/2023	622027	H & H Business Systems	1298	245.32
04/28/2023	622028	Hogan Mfg Inc	1008	294.70
04/28/2023	622029	Hotsy of Spokane	2370	1,360.16
04/28/2023	622030	Humanix Corp	1329	3,869.36
04/28/2023	622031	John Hanke	1303	360.00
04/28/2023	622032	William Corp	1363	191.79
04/28/2023	622033	Kaiser Foundation Health Plan of Washington	1296	372,512.32
04/28/2023	622034	Kaiser Foundation Health Plan of Washington	1296	60,603.59
04/28/2023	622035	Kaiser Foundation Health Plan of WA Options Inc	1295	27,934.88
04/28/2023	622036	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
04/28/2023	622037	Krueger Sheet Metal Co	2407	54,151.22
04/28/2023	622038	L&E Park LLC	2391	4,097.73

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/28/2023	622039	McGuire Bearing Company	1010	210.27
04/28/2023	622040	Mohawk Manufacturing & Supply Co	1011	1,386.38
04/28/2023	622041	Motion Auto Supply Inc	1012	390.27
04/28/2023	622042	Muncie Reclamation and Supply Co	1013	320.30
04/28/2023	622043	Black Realty Management Inc	1658	2,818.27
04/28/2023	622044	Nanonation Inc	2554	22,777.20
04/28/2023	622045	NAPA Auto Parts Inc	1014	7,661.05
04/28/2023	622046	NATIONWIDE	2592	655.12
04/28/2023	622047	Argosy Credit Partners Holdings LP	2006	212.56
04/28/2023	622048	The Aftermarket Parts Company LLC	1015	4,166.16
04/28/2023	622049	CSWW Inc	1102	95.00
04/28/2023	622050	Office Depot Inc	1483	189.64
04/28/2023	622051	Oxarc Inc	1002	1,201.67
04/28/2023	622052	Stephen L Decker	2798	45.78
04/28/2023	622053	Pacific Office Solutions	2288	826.94
04/28/2023	622054	Pacific Office Solutions	2288	1,115.17
04/28/2023	622055	Parametrix Inc	2062	81,103.43
04/28/2023	622056	Premera Blue Cross	1521	352,909.08
04/28/2023	622057	Multi Service Technology Solutions Inc	2146	696.06
04/28/2023	622058	Romaine Electric Corporation	1548	249.36
04/28/2023	622059	Safety-Kleen Systems Inc	1564	10,905.45
04/28/2023	622060	Securitas Security Services USA Inc	1574	29,582.02
04/28/2023	622061	Six Robbles Inc	1017	177.07
04/28/2023	622062	Specialized Services Northwest Inc	2226	370.26
04/28/2023	622063	Spokane House of Hose Inc	1605	64.40
04/28/2023	622064	The Spokesman Review	1616	343.30
04/28/2023	622065	The Engraver Inc	1242	346.62
04/28/2023	622066	Trapeze Software Group	1669	26,698.46
04/28/2023	622067	TRISTAR Risk Management	2124	14,244.25
04/28/2023	622068	U S Postal Service	1680	500.00
04/28/2023	622069	Caracal Enterprises LLC	2419	4.90
04/28/2023	622070	Washington State	1710	12,328.92
04/28/2023	622071	Washington State Dept of Labor and Industries	1208	2,005.59
04/28/2023	622072	Walter E Nelson Co	1721	263.42
04/28/2023	622073	Waste Management Recycle America	1702	746.10
04/28/2023	622074	Wendle Motors Incorporated	1021	703.82
04/28/2023	622075	Wesco Group LLC	2368	3,180.53
04/28/2023	622076	Verizon	2142	2,927.15
TOTAL APRIL ACCOUNTS PAYABLE				6,383,617.90
4/1/2023-4/30-2023	ACH	WORKER'S COMPENSATION	2286	140,883.07
TOTAL APRIL WORKER'S COMPENSATION DISBURSEMENTS				140,883.07
04/07/2023	729489-729511	PAYROLL AND TAXES PR 07, 2023	VARIES	2,474,123.94
04/21/2023	729512-729529	PAYROLL AND TAXES PR 08, 2023	VARIES	1,851,241.17
TOTAL APRIL PAYROLL AND TAXES				4,325,365.11
04/14/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	12,020.06
04/26/2023		WA STATE - DOR (LEASEHOLD TAX)		2,836.44
TOTAL APRIL EXCISE AND LEASEHOLD TAX DISBURSEMENT				14,856.50
TOTAL APRIL DISBURSEMENTS FROM TO1 ACCOUNTS				10,864,722.58
TOTAL APRIL DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL APRIL DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,864,722.58

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 4C : DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. Staff are seeking the Committee’s recommendation to adopt a refined Locally Preferred Alternative (LPA) for Division Street BRT in anticipation of advancing the project to the Project Development phase later this year.

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

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

The refined LPA is presented in the attached draft resolution and includes the elements of the LPA. The resolution’s Exhibit A depicts the preferred alignment and a table of station locations. The draft LPA was subject to a public hearing on April 20, 2023.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors adopt, by resolution, the refined Division Street Bus Rapid Transit Locally Preferred Alternative.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 809-23, the refined Division Street Bus Rapid Transit Locally Preferred Alternative.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ASAM

Legal Counsel MC

RESOLUTION NO. 809-23

A RESOLUTION FOR THE PURPOSE OF ADOPTING A LOCALLY PREFERRED ALTERNATIVE FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended; and

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to an area directly south of the Little Spokane River, as a future High Performance Transit (HPT) corridor; and

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) completed a transportation and land use study of the Division Street Corridor; and

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation; and

WHEREAS, STA initiated the preliminary engineering and environmental scoping phase of Division Street BRT in Spring 2022 to further define the project in preparation of the Project Development phase of the project; and,

WHEREASE, STA, in partnership with regional partners, including SRTC, City of Spokane, Spokane County and the Washington State Department of Transportation (WSDOT), developed and evaluated refinements to the LPA, to include station locations, the termini in downtown Spokane and the Mead area, as well as the alignment to said termini; and,

WHEREAS, STA conducted public engagement activities throughout the evaluation process and conducted a public hearing before the STA Board of Directors on April 20, 2023; and

WHEREAS, the refined Locally Preferred Alternative is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and

WHEREAS, STA continues preliminary engineering and environmental scoping activities related to Division Street BRT in order to prepare the project to seek entry in the Federal Transit Administration's Small Starts Program;

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

Section 1. STA Board of Directors hereby adopts the refined Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street superseding the LPA adopted by Resolution No. 785-21, the alignment and general station locations depicted in Exhibit A, and the LPA elements as follows:

Provision	Element	Description
A	Mode	Fixed-guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
C	Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
E	Alignment	As depicted in Exhibit A, Page 2
F	Station Locations	As set forth in Exhibit A, Page 3
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division "Y" (Couplet and Mainline segments)
I	Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where practicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

Section 2. Staff is directed to forward the refined Locally Preferred Alternative as adopted herein to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

ADOPTED by STA at a regular meeting thereof held on the 18th day of May 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lori Kinnear
STA Board Chair

Approved as to form:

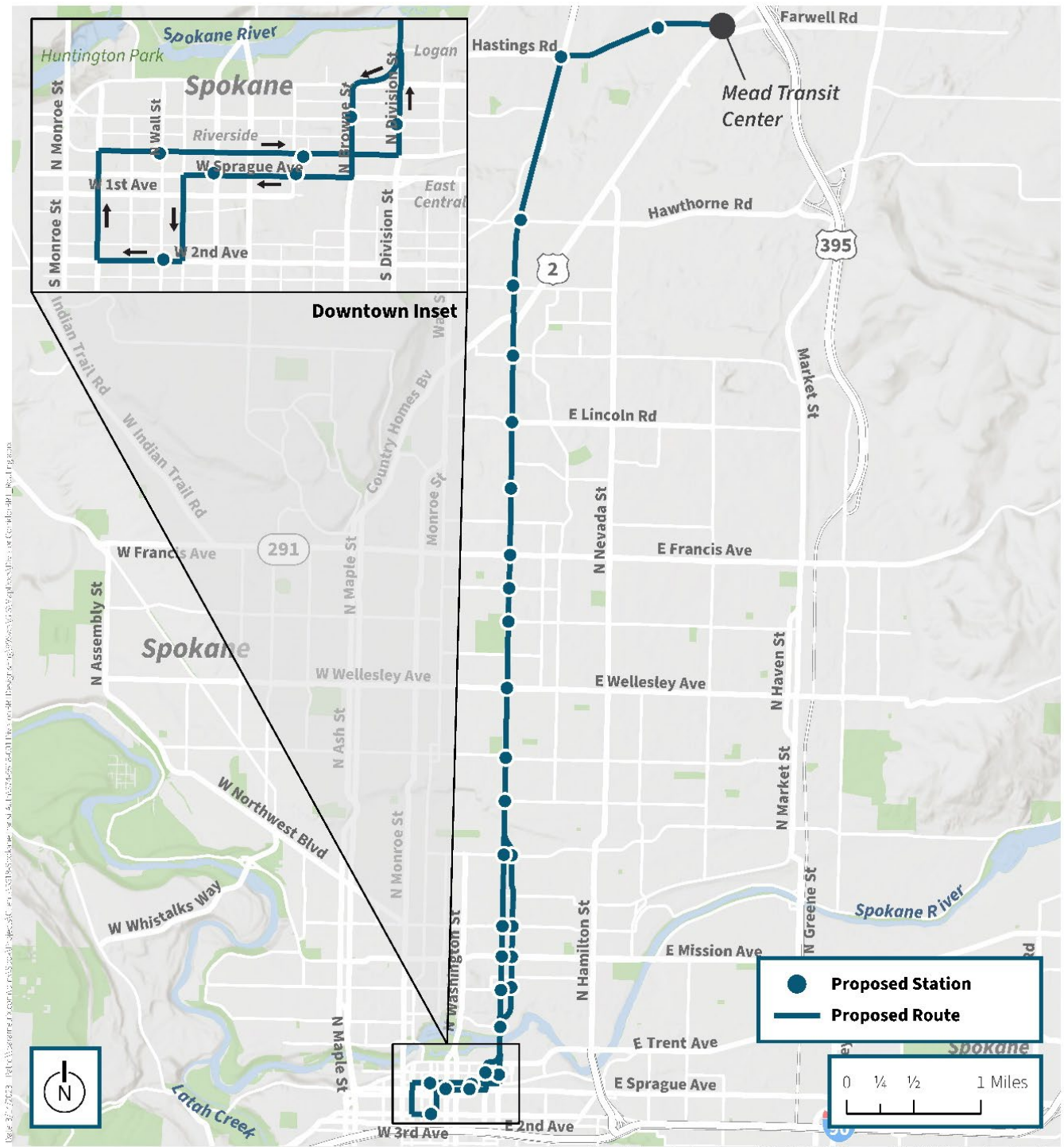
Megan Clark
Legal Counsel

**EXHIBIT A:
Division Street Bus Rapid Transit Alignment
and Station Locations, May 2023**

Page 2: Alignment

Page 3: Table of Station Locations

Division Street BRT - Alignment



Division Street BRT: Table of Station Locations

Station locations are identified by the nearest major intersections. Precise locations will be determined through design and engineering during the Project Development phase.

Northern Segment (North of the North Division “Y”)
<ul style="list-style-type: none"> • Mead Transit Center • Hastings Rd/N Perry St • N Division St/Hastings Rd • N Division St/Hawthorne Rd • N Division St/Holland Rd
Mainline Segment (Between North Foothills Drive and the North Division “Y”)
<ul style="list-style-type: none"> • N Division St/E Magnesium Rd/W Price Ave • N Division St/E Lincoln Rd/W Cascade Way • N Division St/E Weile Ave/W Rhoades Ave • N Division St/Francis Ave • N Division St/Central Ave • N Division St/Rowan Ave • N Division St/Queen Ave (Provisional location subject to further design & engineering) • N Division St/Wellesley Ave • N Division St/E Empire Ave/W Garland Ave • N Division St/Bridgeport Ave
Couplet Segment (Between the Spokane River and North Foothills Drive)
<ul style="list-style-type: none"> • N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave • N Division St/N Ruby St/Indiana Ave • N Division St/N Ruby St/Mission Ave • N Division St/N Ruby St/Boone Ave • N Division St/North River Dr
Downtown Segment (South of the Spokane River)
<ul style="list-style-type: none"> • N Browne St/W Main Ave (SB) • W Sprague Ave/Bernard St (SB) • W Sprague Ave/Stevens St (SB) • W 2nd Ave/S Wall St (SB) • W Riverside Ave/N Wall St (NB) • W Riverside Ave/N Bernard St (NB) • N Division St/Main Ave (NB)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 4D : DIVISION STREET BUS RAPID TRANSIT: WORK ORDER APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area.

Supported by Parametrix, Inc., STA is currently conducting preliminary engineering (PE) work for this project along with specific planning activities. Work Order #1 of the PE was executed in March 2022, and comprised the project setup for Division Street BRT along with specific planning elements that progress conceptual design towards the key milestone of Project Development submittal for the FTA Small Starts program.

The objective of Work Order #2 is to build on the work of Work Order #1, conducting planning, design, and engineering services to successfully advance the project to the Project Development phase. Staff anticipate seeking entry by FTA into Project Development in July 2023 and being approved to proceed into that phase by November 2023.

Major tasks to be performed under this Work Order will include the following items:

- Task 01: Project Management and Quality Management Program – Includes regular project team meetings, the update to the quality management plan, regular project communications, and scoping for future deliverables and work orders.
- Task 02: Planning and Analysis – Includes data collection, coordination with WSDOT, travel demand modelling, ridership forecasting and environmental documentation support. An updated FTA Project Management Plan will also be provided.
- Task 03: Conceptual Engineering – Develop a Basis of Design, design standards, and design criteria documents, review documentation of existing conditions, surveying and base mapping, cost estimation, and property needs evaluation.
- Task 04: Environmental NEPA/SEPA Planning – Develop a purpose and need statement for future SEPA and NEPA, draft an area of potential effects Letter, and preliminary assessment of Potential Environmental Impacts.
- Task 05: Public and Stakeholder Engagement – Begin engagement planning for stakeholders, specific outreach, research engagement events, equity and social justice partner engagement, and partner agency engagement.

As a work order within an established architectural and engineering services contract, the value is predicated on the actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel expenses. Based on the level of effort estimated for this effort, the work order is proposed to have a not-to-exceed value of approximately \$1,100,000. 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. Staff recommends a 10% contingency of \$110,000 be assigned for unanticipated scope adjustments that may arise in the course of this phase of the effort.

The preliminary engineering, design and environmental scoping phase of Division Street BRT has a \$3.5 million budget within STA's Capital Improvement Program derived from local funding. Staff expect to complete the current phase within budget.

Project Element	Total Budget(s)
Division Street BRT Preliminary Engineering and Environmental Scoping (CIP #830)	\$3,500,000
Project-to-date actual expenses	\$761,918
Current encumbrances	\$561,389
Pending Work Order #2	\$1,100,000
Proposed Work Order #2 Contingency (10%)	\$110,000
Remaining Project Budget	\$966,693

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute Work Order #2 for the Division Street Bus Rapid Transit preliminary engineering, design, and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.1 million, 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: Approve, by motion, to authorize the CEO to execute Work Order #2 for the Division Street Bus Rapid Transit preliminary engineering, design, and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.1 million, 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

May 18, 2023

AGENDA ITEM 4E : BLACK REALTY MANAGEMENT, INC. CONTRACT 2017-10050 EXTENSION

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

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

SUMMARY: Black Realty Management, Inc. is contracted to provide property management, leasing and facility engineering services for the STA Plaza. The contract is scheduled to expire on June 30, 2023.

In conjunction with completion of the Connect Fare Collection System and commencement of the City Line on July 15, 2023, and to facilitate a complete review of operational strategies and expenses at the STA Plaza, staff is requesting an extension of the contract with Black Realty Management, Inc. for one additional year, commencing July 1, 2023, and ending June 30, 2024.

Pending extension finalization, management fees for Black Realty Management, Inc. are expected to increase approximately \$4,200 over the one-year period.

Facility engineering costs are dictated by prevailing wage laws and vary with the type of labor performed by facility engineering staff. Based upon present prevailing wage rates, overall facility engineering labor is estimated at \$379,835, and overall building management fee are estimated at \$31,200 for the one-year extension. With approximately \$34,185 in sales tax, the total expense under the one-year extension is estimated at \$445,220, inclusive of applicable sales taxes.

1-Year Contract Extension Cost Estimate	
Building Engineering Labor	\$379,835
Applicable Sales Tax	\$34,185
Building Engineering Labor Total	\$414,020
Building Management Fee	\$31,200
Total	\$445,220

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to authorize a one-year contract extension with Black Realty Management, Inc. for Plaza Property Management, Leasing and Facility Engineering Services.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize a one-year contract extension with Black Realty Management, Inc. for Plaza Property Management, Leasing and Facility Engineering Services.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 4F : Final Acceptance Plaza Sprinkler Head Replacement Project

REFERRAL COMMITTEE: N/A

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

SUMMARY: All Public Works contracts over \$35,000 require Board of Directors acceptance for completion.

Due to a manufacturer recall, the sprinkler heads at the Plaza needed to be replaced as required by the current building code.

The project was awarded via IFQ in January of 2022, and the project was completed in April 2023. The extended project timeline was due to parts procurement and staffing levels with the contractor, Patriot Fire Protection.

- Patriot Fire Protection quoted the original work at \$89,862.
- An amendment was issued to cover additional sprinkler heads not in the original scope of work, adding \$2,398.
- The total for project was \$92,260.29.

RECOMMENDATION TO THE BOARD: Approve, by motion, the Final Acceptance with Patriot Fire Protection for the Plaza sprinkler head replacement project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 4G : SPRAGUE LINE RIGHT-OF-WAY ACQUISITION (RESOLUTION)

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

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

SUMMARY: Improvements to bus stops are a key element of the Sprague Line project. The second phase of improvements is at bus stop locations where additional property outside the existing public right-of-way will be needed to accommodate ADA accessibility, passenger shelters and other amenities. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions.

BACKGROUND: The Sprague Line is a planned corridor-based High-Performance Transit (HPT) line that will improve and enhance the current Route 90 between downtown Spokane and the Valley Transit Center. This is a core project of *STA Moving Forward* to improve and expand transit to the region. The Sprague Line Corridor Development Plan was approved by the STA Board in November 2021.

While the Sprague Line is planned to operate within existing public rights-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations will require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner. Staff will present an overview of the anticipated properties of interest which represent small slivers of existing legal parcels and not entire lots themselves.

To allow for the purchase of property from property owners, staff are seeking Board authorization by resolution for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests for parcels where the purchase price does not exceed \$5,000. Purchases above \$5,000 will come to the Board for approval. The draft resolution also signals the Board's intent to pursue condemnation proceedings for purchases where a purchase price cannot be agreed upon. In these instances, additional Board authorization will be required prior to any formal condemnation actions.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a resolution providing for the acquisition and purchase of real property in connection with the Sprague Line project.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 808-23, the acquisition and purchase of real property in connection with the Sprague Line project.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer BSM

Legal Counsel MC

RESOLUTION NO. 808-23

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF CONSTRUCTING THE SPRAGUE LINE PROJECT, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including Chapter 36.57A RCW, Public Transportation Benefit Areas; and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the Public Benefit Transportation Area; and

WHEREAS, under RCW 36.57A.090(2), STA has the power “[to] acquire by purchase, condemnation, ... gift, or grant, and to... construct, add to, improve, replace, repair, ... the use of transportation facilities within or without the Public Transportation Benefit Area, including ... all lands, rights-of-way, property, equipment, and accessories necessary for such systems.”; and

WHEREAS, Article I, § 16 of the Washington Constitution, RCW 36.57A.090-.100, and Chapter 8.12 RCW allow a public benefit transportation area to acquire private property for public use upon making just compensation to the owners; and

WHEREAS, STA’s planned Sprague Line is a planned High-Performance Transit network which will operate between the STA Plaza in downtown Spokane and the Valley Transit Center, located in the City of Spokane Valley, as specifically set forth in *STA Moving Forward*, adopted by STA’s Board of Directors in Resolution No. 744-16, incorporated herein by reference, and approved by regional voters in 2016; and

WHEREAS, in order to construct the Sprague Line, it will be necessary to purchase or acquire certain real property located along the Sprague Line alignment; and

WHEREAS, STA’s Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the Sprague Line, but where the parties are unable to agree upon the purchase price, or the owner of the property expresses a desire for STA to acquire the property interest(s) via STA’s eminent domain authority, it will be necessary for STA to exercise such authority; and

WHEREAS, if the parties are in agreement as to the purchase price of any such property interest(s) necessary for the Sprague Line, STA’s Chief Executive Officer may enter into an agreement to purchase any property interest(s), not to exceed \$5,000.00 per parcel, and execute all necessary documents to effectuate such purchases.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. Determination of Public Use and Necessity. Public use and necessity requires the STA to acquire the land and property in order to carry out the construction and implementation of the Sprague Line, together with such other permanent utility easements and temporary construction easements as may be deemed necessary by STA staff, for public purposes in order to complete the Sprague Line, including utilities and related improvements, all as set forth in *STA Moving Forward* as amended in Resolution No. 744-16.

Section 2. Statement of Intent to Exercise Eminent Domain Powers if Necessary. The STA Board of Directors hereby states its intent to exercise its powers of eminent domain, when and if necessary, to acquire all real property interests necessary for the construction of the Sprague Line.

Section 3. Authorization of the Chief Executive Officer. The STA Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute all necessary documents for the purchase of real property interest(s) along the Sprague Line, as may be necessary to complete the Sprague Line, where the parties are in agreement as to the purchase price of such property interest(s), in an amount not to exceed \$5,000.00 per parcel.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 18th day of May, 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lori Kinnear
Chair of the Board

Approved as to form:

Megan Clark
General Counsel
Spokane Transit Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 10, 2023

AGENDA ITEM **4H** : NORTHWEST CENTER SERVICES DBA ARGUS JANITORIAL TWO MONTH CONTRACT 2018-10140 EXTENSION

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Northwest Center Services *dba* Argus Janitorial (“Argus Janitorial”) was contracted for five years from 2018-2023 to provide janitorial services for the STA Plaza and Boone administration offices. The contract is scheduled to expire on July 31, 2023.

To provide for sufficient time to ensure an equitable and competitive solicitation for a new janitorial services contract concurrent with other active solicitations, staff is requesting an extension of the contract with Argus Janitorial for two additional months, commencing August 1, 2023, and ending September 30, 2023.

Janitorial services are dictated by prevailing wage laws and vary with the type of labor performed. Based upon estimated prevailing wage rates, which are scheduled to change on August 1, 2023, and current staffing levels, janitorial services are estimated at \$48,600 per month, or \$97,200 for the extension term.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices.

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

RECOMMENDATION TO THE BOARD: Approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer BSAN

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 6A : CITY LINE IMPLEMENTATION UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Each month leading up to the City Line launch in July 2023, staff will present an update to the Board on implementation progress.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 6B : CLEAN FUEL STANDARD PROGRAM INTRODUCTION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: At this time, staff will provide a report on the Clean Fuel Standard program.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 7A : 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

May 18, 2023

AGENDA ITEM 8A : 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

May 18, 2023

AGENDA ITEM 9A : 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

May 18, 2023

AGENDA ITEM 9Ai : 2023 FIRST QUARTER PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: A complete set of the 2023 First Quarter Performance Measures is attached to this packet and has been posted to the STA website: [2023 First Quarter Performance Measures](#). Staff will be prepared to address questions about any measure.

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

Ensure Safety

Preventable Accident Rate

- At 0.18, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles.
 - STA is continuing to investigate the rise in preventable accidents. A recent inquiry to fellow members of ABBG identifies this is a trend amongst multiple agencies. These numbers continue to reflect a change in methodology identified earlier in 2023.
- At 0.09, Paratransit was below STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route 2023 first quarter year-to-date ridership was up 36.7% compared to our ridership in 2022. Fixed Route provided 2,018,300 in 2023 vs. 1,476,050 in 2022. The ridership goal for Fixed Route in 2023 is 20.6% higher than 2022 (approximately 7.6M trips).
- Paratransit 2023 first quarter year-to-date ridership was up 29.5% compared to our ridership in 2022. Paratransit provided 88,435 in 2023 vs. 68,307 in 2022. The ridership goal for Paratransit in 2023 is 9.5% higher than 2022 (approximately 344,707 trips).
- Rideshare 2023 first quarter year-to-date ridership was up 27.0% compared to our ridership in 2022. Rideshare provided 24,431 in 2023 vs. 19,235 in 2022. The ridership goal for Rideshare in 2023 is 30.1% higher than 2022 (approximately 122,000 trips).

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 16.91. The goal is to transport 15 or more passengers.
- Paratransit PPRH was 2.52. The goal is to transport 2.4 or more passengers.

Provide Excellent Customer Service

On-Time Performance

On-time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).

- Fixed Route on-time performance was 94.2%, above STA's goal of 93%
- Paratransit on-time performance was 89.4%, below STA's goal of 93%.
 - STA performed below goal due to the van operator shortage impacting directly operated and contracted service. Efforts are underway to improve performance by adding multiple new-operator training classes and the procurement of digital navigation tools.

Professional and Courteous

Operator Ride Checks

- There were 92 out of 299 ride checks completed for Fixed Route.
- There were 14 out of 57 ride checks completed for Paratransit.

Exemplify Financial Stewardship

Cost per Passenger

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

- Fixed Route cost per passenger was \$9.90. This is 60.1% of the urban systems' average.
- Paratransit cost per passenger was \$56.03. This is 66.02% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

Fare collection continued to be down due to ridership levels.

- Fixed Route farebox recovery is 8.2%, below the goal of 20%.
- Paratransit farebox recovery is 2.6%, below the goal of 5%.

RECOMMENDATION TO BOARD: Receive report.

Performance Measures

Summary Presentation
2023 First Quarter

How a great city moves.™

Priorities and Objectives

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

Ensure Safety

Performance Measures:

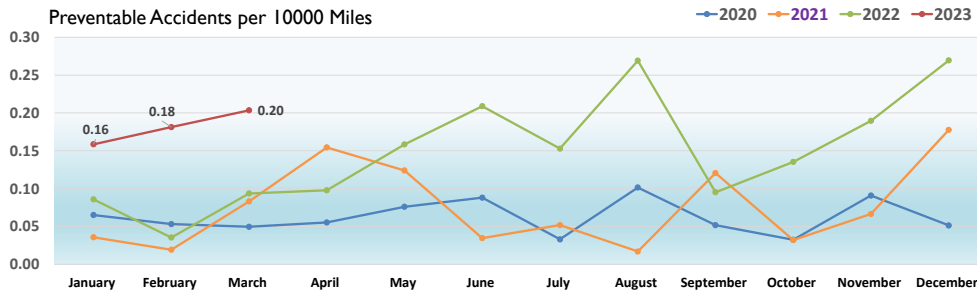
- Preventable Accident Rate
- Injury Rate
 - Workers Comp Time Loss
 - Claims per 1,000 Hours

Preventable Vehicle Accidents Fixed Route

Goal:
≤ 0.08 per
10,000 miles

	2020	2021	2022	2023
January	4	2	5	10
February	3	1	2	11
March	3	5	6	14
April	3	9	6	0
May	4	7	10	0
June	5	2	13	0
July	2	3	9	0
August	6	1	17	0
September	3	7	6	0
October	2	2	9	0
November	5	4	12	0
December	3	11	17	0
Total Prev. Accidents	43	54	112	35
YTD Preventables per	0.06	0.08	0.15	0.18

* 2023 italic zero entries indicate future months



Preventable Collisions Reported

- Collisions – Fixed Object
- Collisions – Other Object
- Collision – Other Vehicle
- Collision – Transit Vehicle
- Collision – Person

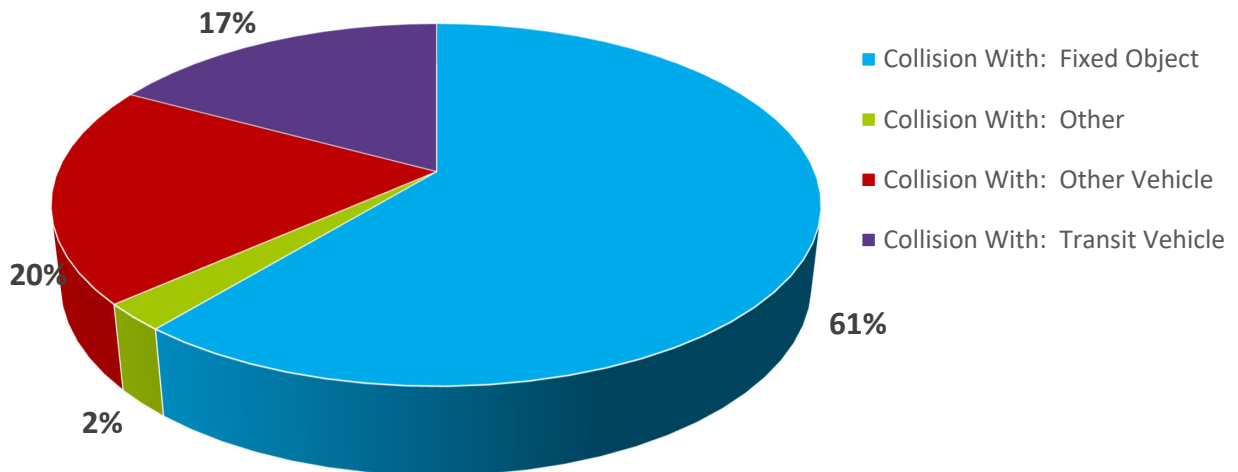
5/18/2023

2023 First Quarter Performance Measures



5

Q1 2023 Preventable Collisions by Type



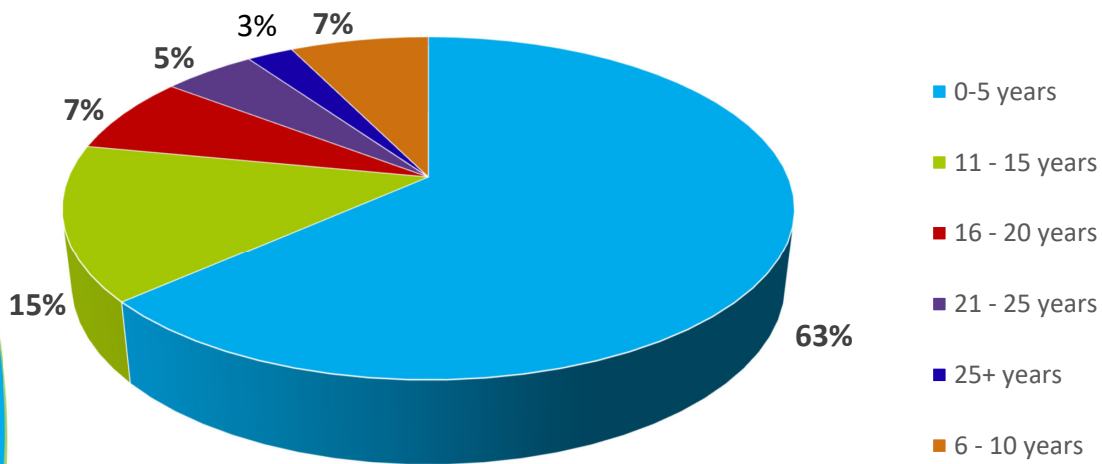
5/18/2023

2023 First Quarter Performance Measures



6

Q1 2023 Preventable Collisions by Tenure



5/18/2023

2023 First Quarter Performance Measures



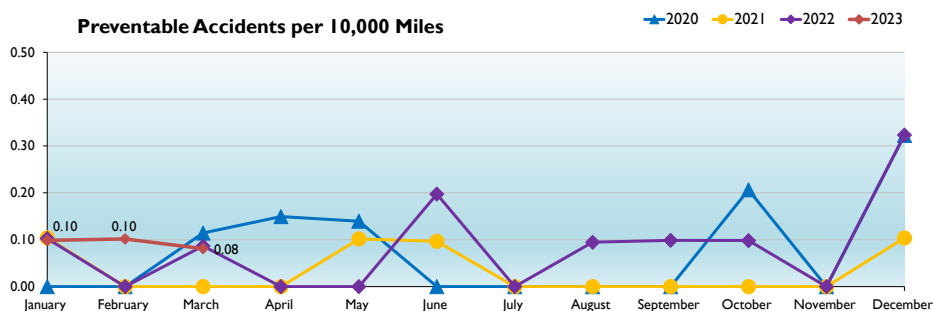
Preventable Vehicle Accidents Paratransit

Goal:
≤ 0.10 per
10,000 miles

	2020	2021	2022	2023
January	0	1	1	1
February	0	0	0	1
March	1	0	0	1
April	1	0	0	0
May	1	1	0	0
June	0	1	2	0
July	0	0	0	0
August	0	0	1	0
September	0	0	1	0
October	2	0	1	0
November	0	0	0	0
December	3	1	3	0
Total Prev.	8	4	10	3
YTD Preventables	0.07	0.04	0.08	0.09

* 2023 italic zero entries indicate future months

Preventable Accidents per 10,000 Miles



Workers' Compensation - Time Loss

Lost Time Days per 1,000 Hours

	2020	2021	2022	2023	Goal
Fixed Route	0.03	0.02	0.02	0.04	≤ 0.02
Paratransit	0.05	0.01	0.02	0.05	≤ 0.04
Maintenance	0.04	0.05	0.04	0.02	≤ 0.05

Workers' Compensation - Claims

Claims per 1,000 Hours

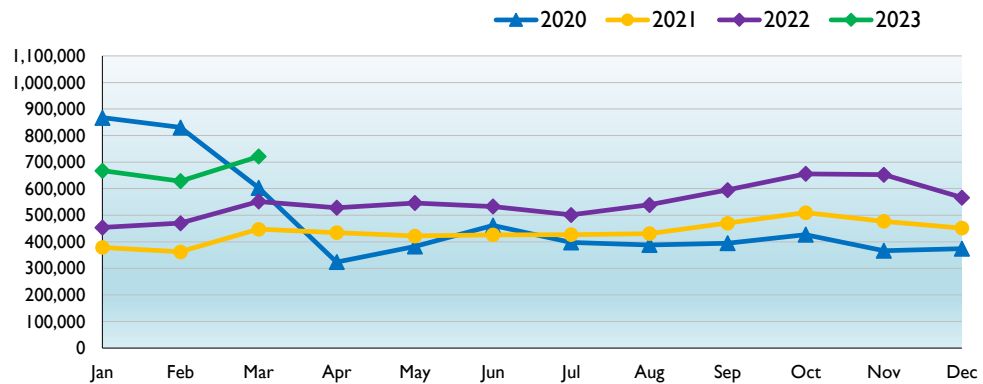
	2020	2021	2022	2023	Goal
Fixed Route	0.04	0.05	0.09	0.08	≤ 0.05
Paratransit	0.06	0.10	0.07	0.09	≤ 0.08
Maintenance	0.10	0.12	0.08	0.13	≤ 0.09

Earn & Retain the Community'

4 Performance Measures:

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

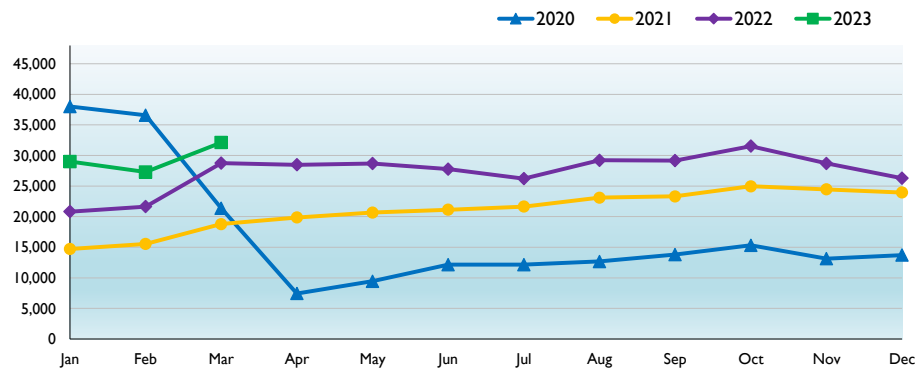
Ridership – Fixed Route



2020 = 5,817,776
 2021 = 5,238,135
 2022 = 6,300,000 (objective)
 2022 = 6,595,319
 2023 = 7,600,000 (objective)

GOAL: 20.6% INCREASE OVER 2022 RIDERSHIP OBJECTIVE
1st Quarter - Year to Date Result: 36.7% Increase

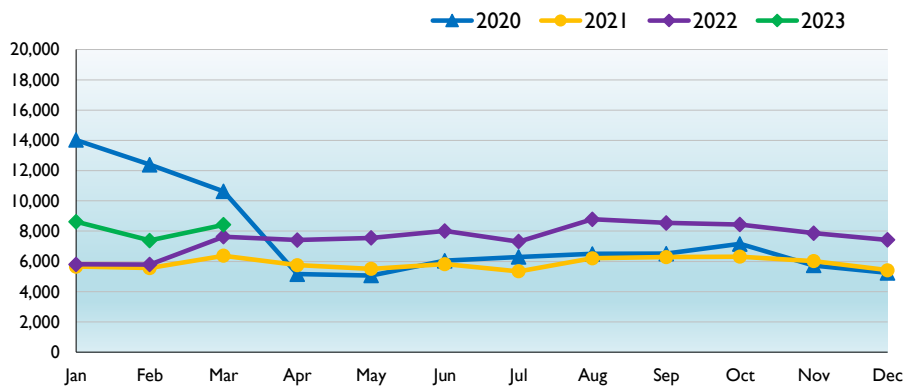
Ridership – Paratransit



2020 = 205,815
 2021 = 252,857
 2022 = 277,000 (objective)
 2022 = 327,316
 2023 = 344,707 (objective)

GOAL: 9.5% INCREASE OVER 2022 RIDERSHIP OBJECTIVE
1st Quarter -Year to Date Result: 29.5% Increase

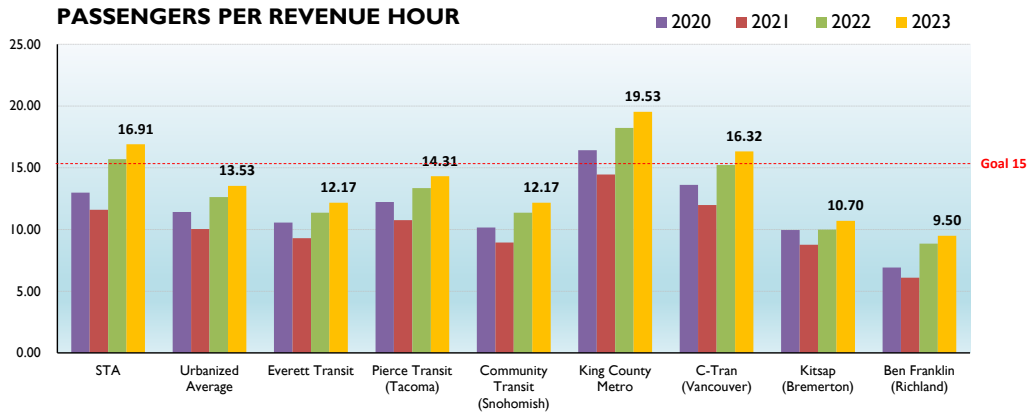
Ridership – Rideshare



2020 = 90,770
 2021 = 70,298
 2022 = 88,000 (objective)
 2022 = 90,576
 2023 = 122,000 (objective)

GOAL: 30.1% INCREASE OVER 2022 RIDERSHIP OBJECTIVE
1st Quarter - Year to Date Result: 27.0% Increase

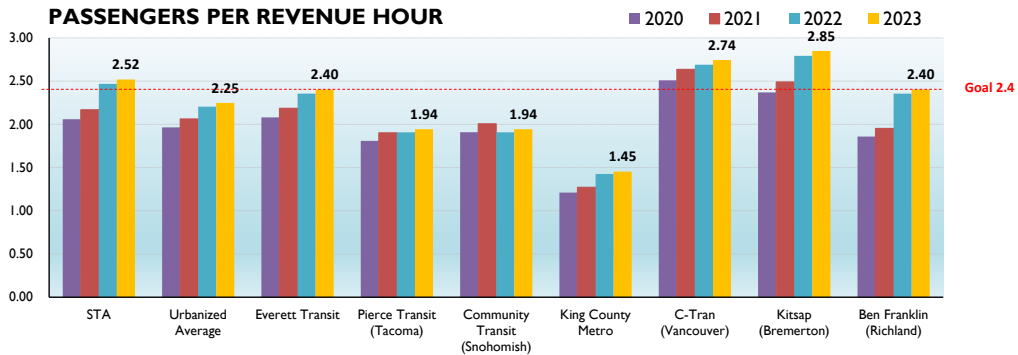
Service Effectiveness – Fixed Route



GOAL: TRANSPORT 15 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2021

Service Effectiveness – Demand Response (Paratransit)



GOAL: TRANSPORT 2.4 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2021

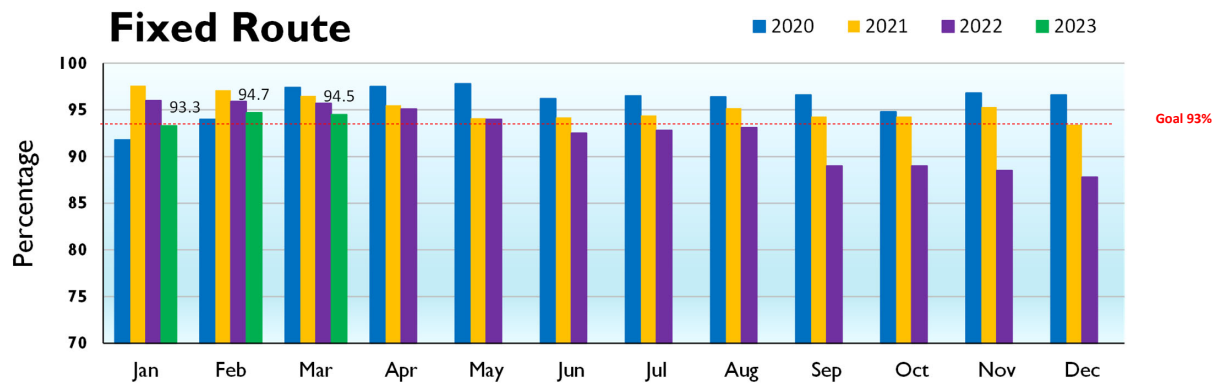
Provide Excellent Customer Service

7 Performance Measures:

- On-Time Performance
- CS Call Center/Paratransit Reservations
 - Abandoned Calls
 - Customer Service Response Time
- Complaint Rate
- Maintenance Reliability

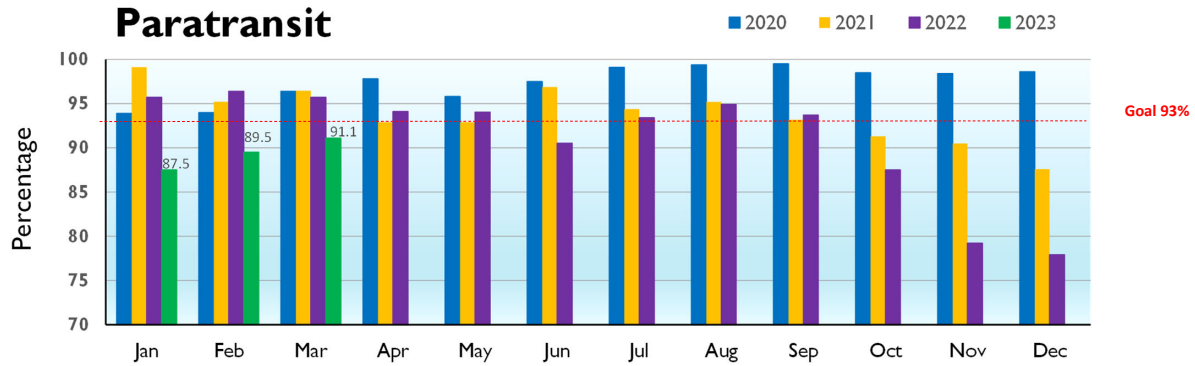
On-Time Performance

YTD
Average =
94.2%



On-Time Performance

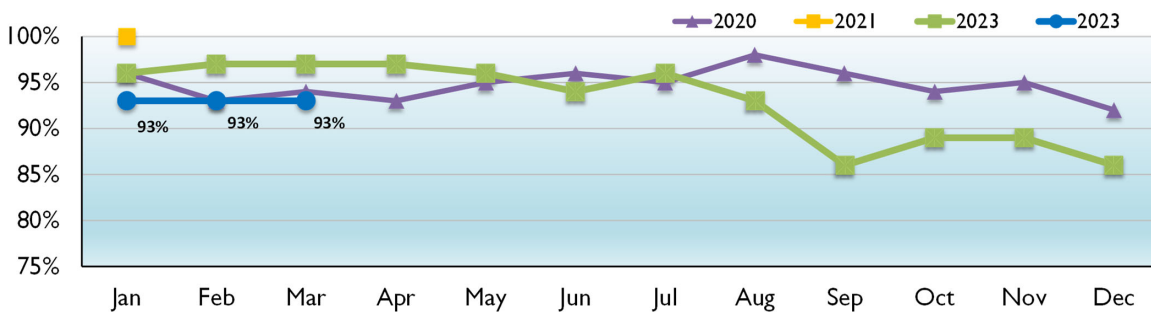
YTD
Average =
89.4%



Customer Service: 328-RIDE Call Center Performance

Goal =
90%
answered
within 60
seconds

Service Level:
% of Calls Answered within 60 seconds

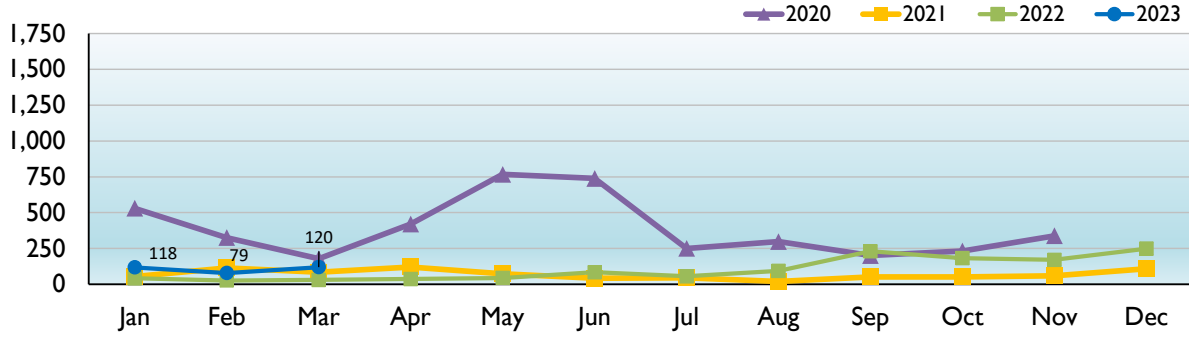


Customer Service: 328-RIDE Call Center Performance

Goal = 4%

YTD Abandon Rate = 2%

Abandoned Calls

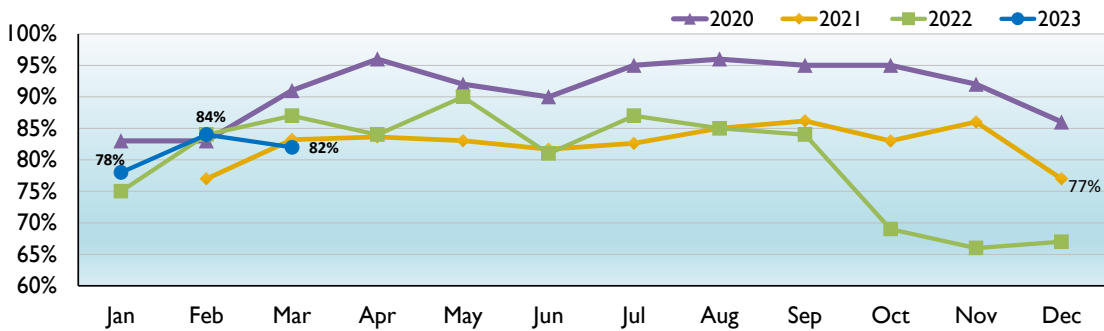


Paratransit Reservations: 328-1552 Call Center Performance

Goal = 90% answered within 60 seconds

Service Level:

% of Calls Answered within 60 seconds

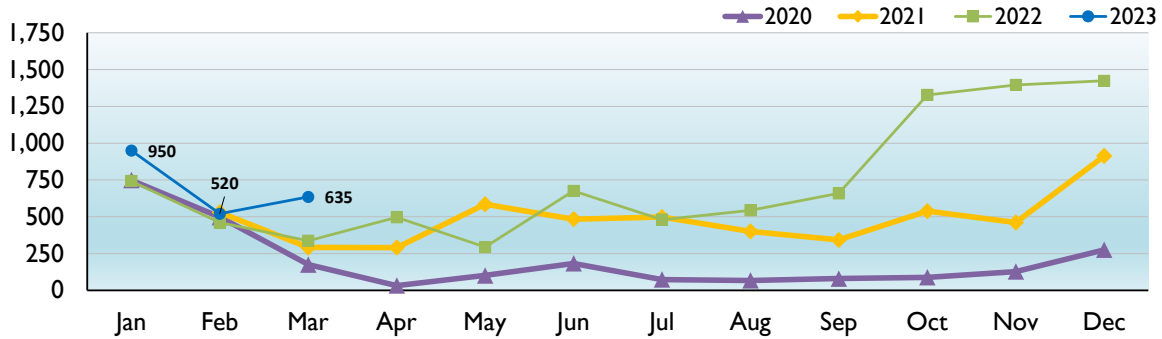


Paratransit Reservations: 328-1552 Call Center Performance

Goal = 4%

YTD Abandon Rate = 2.2%

Abandoned Calls



Enable Organizational Success

3 Performance Measures:

- Training (Maintenance)
- Supervisor Ride Checks
- Governance

Training: Maintenance

2023	Goal	Status
Measured Annually	25 hours per employee per year	13 hours per employee

Supervisor Ride Checks

	2021	2022	2023	Goal
Fixed Route	Suspended due to COVID	29 out of 270 Completed	92 out of 299 Completed	100% of operators checked annually
Paratransit	Suspended due to COVID	48 out of 48	14 out of 57	100% of operators checked annually

Exemplify Financial Stewardship

5 Performance Measures:

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

Cost Efficiency – Maintenance

MAINTENANCE COST

Cost per Total Mile

	2022	2023	GOAL
Fixed Route	\$1.10	\$1.55	\$1.47
Paratransit	\$1.17	\$1.12	\$1.13

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the April 5, 2023, Planning and Development Committee, the April 5, 2023, Performance Monitoring and External Relations Committee, and the April 12, 2023, Board Operations Committee meetings are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 12, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

Amie Blain, Executive Assistant to the 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

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

3. CHAIR'S COMMENTS

Chair Kinnear mentioned her anticipation of the City Line launch.

4. COMMITTEE ACTION

A. March 8, 2023, Committee Minutes

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

5. COMMITTEE ACTION/DISCUSSION

A. Board Consent Agenda

i) 2022 Service Change Bus Stops Phase 2: Site License Agreements and Temporary Construction Easements

Mr. Otterstrom noted acquisition of site license agreements and temporary construction easements must be approved by the Board. He shared the locations for the three site licenses being requested along with the four temporary construction easements. He advised the value of the temporary construction easements will be determined by appraisal.

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

Brief discussion ensued.

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

ii) Amendment to Resolution 801-22 (Tariff Policy) (Resolution

Ms. Clark reminded that the Board adopted Resolution 799-22 in July, 2022, to revise the STA Tariff Policy and procedures to incorporate Zero Fare policy and then approved a revision to the policy language regarding children under the age of six in September, 2022, with Resolution 801-22. She advised that two fare tables were erroneously omitted for Vanpool and Special Events, as well as STA's Policy 01-006 for Fares. She noted this amendment to Resolution 801-22 corrects that omission.

Mr. Dunne moved to recommend the Board adopt Amended Resolution 801-22, the attached Tariff Policy and Procedures' minor amendment, including all necessary and previously approved Exhibits. Ms. Haley seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. French joined via cell phone. He experienced difficulty with the virtual platform muting him and Ms. Haley proceeded with the PMER Chair Report until such time as Mr. French could be heard.

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

Ms. Haley advised that the PMER committee had a lengthy discussion about the staff proposal regarding administrative fees charged on the purchase of new Connect cards and for the replacement of lost or stolen cards. No fees would be charged for youth riding zero-fare. Connect Card Fare administration which ended in a tie vote and no fee recommendation. She advised it will go to the full Board for consideration. She also reviewed the other items presented at PMER.

Chair Kinnear asked if the Committee held a thorough discussion and exchange of information and people just couldn't agree? Ms. Haley confirmed it was discussed for over an hour and was forwarded to the Board with no recommendation.

Mr. French shared that he did not participate in PMER but observed it. He said it has been the practice that whenever there is not a recommendation from a committee, Board Operations would determine if it goes to the Board or not. He said the role of Board Ops is to manage the agenda and Board activities and this is one of those activities. It would be his recommendation that this committee refers to the Board for final action and said that it is clearly within the Board Operations Committee authority and consistent with past practice to do that. He offered that for consideration.

Regarding the Planning & Development Committee Chair update, he asked Karl to provide an update on the P&D Committee meeting. Mr. Otterstrom noted the items recommended to the Board by the P&D Committee.

Chair Kinnear thanked Mr. French and Mr. Otterstrom and asked if anyone had questions.

Ms. Meyer clarified that the first vote at PMER was on the staff recommendation. Staff had completed the presentation and the fare equity analysis. The second two motions to the recommendation changed the administrative fee and they both failed to pass as well. She said she didn't think anything prohibited us from putting those motions on the cover sheet to come before the Board in the packet. Ms. Kinnear thanked her and asked if there were any questions.

Mr. Dunne asked for clarification that the Board Operations Committee is currently deciding if an item that was not recommended by another committee should move to the full Board or not. Chair Kinnear confirmed that was her understanding and that the other two motions be included in the cover sheet going to the Board. Mr. Dunne said he agreed the actions of the committee should be visible. Ms. Meyer said we agreed to include all three motions on the cover sheet. Mr. Dunne stated he didn't think the Board Operations Committee should offer any recommendation. Chair Kinnear confirmed that was her understanding and asked legal counsel if a motion was needed to move the item forward. Ms. Clark said it wasn't required but wouldn't be a bad idea to take up a motion to decide as a committee to go before the Board. A motion would close the loop. Chair Kinnear asked Ms. Clark to recommend the motion. Ms. Clark stated the motion should be that the Board consider the administrative fee without a recommendation from the PMER committee.

Mr. Dunne made a motion that the Board consider the fee as stated by legal counsel. Ms. Haley seconded.

Ms. Haley expressed that she thought the PMER committee already made that recommendation. She wasn't clear about the fact that if Board Operations couldn't deal with the issue, why can they decide that it can be moved forward to the Board?

Chair Kinnear asked for discussion on the matter and requested legal counsel to provide clarity. Ms. Clark stated the STA Rules of Procedure and the Committee Guidelines are silent on how the Board as a whole considers matters that come as a tie from a committee and whether those can be moved on to the full Board or not. Having the Board Operations Committee agree to move it to the full Board assists in that process to make sure it is properly considered by the Board even in the absence of a committee recommendation. Ms. Haley said she thought PMER recommended it go to the Board with no recommendation. Ms. Clark said that may have been the outcome but there was no motion and approval by the Committee. Chair Kinnear asked for discussion on this portion prior to voting. Ms. Haley said it was a little incongruous to her, but that she had seconded it and was comfortable with voting. Mr. Dunne said he was satisfied enough to proceed with a vote. Mr. French did not respond due to the difficulties in his access to the meeting by cell phone.

Ms. Meyer advised the Chair that Mr. French had called in on her cell phone, and she held it up to her computer microphone so he could be heard. Mr. French said it has been the practice that Board Operations can and has in the past made a decision for a recommendation to the full Board when a committee is gridlocked. Otherwise, you leave the Board gridlocked due to two people and that is not an equitable situation and it's not good management of the Board. He said that is why the Board historically has said if a committee cannot reach a consensus, the Board Operations Committee has the opportunity to give a recommendation to the rest of the Board. There is nothing inconsistent with the Bylaws or past practice with being able to make that determination and recommendation to the Board. Regarding the PMER meeting, there was a motion to recommend sending this to the Board with no recommendation. The original motion, as he recalled, was to send a recommendation to the Board to support the recommendation from staff. It was only with Mr. Zappone's series of amendments that PMER ended with the gridlock. There is nothing inconsistent with Board Ops making that recommendation to the Board. Otherwise, you've got two people controlling a board of nine and that's just not equitable or fair to the rest of the Board.

Chair Kinnear thanked Mr. French. Mr. Dunne asked to hear from Legal. Ms. Clark offered a couple points of clarification. She didn't believe there was a formal motion to move this to the Board without a committee recommendation voted on at PMER. Going through Board Ops, if that is traditionally how this has occurred, the full Board hears the underlying condition. It's not making a recommendation to the underlying recommendation from staff, or any amendment made by Board members. The full Board will hear as a whole without a recommendation from the appropriate committee. That is consistent with the Rules of Procedure and Committee Guidelines as they sit now. She said it was mentioned that we're in a little bit of uncharted territory and that is correct, so it is her recommendation that we move it directly to the Board for consideration as a whole.

Chair Kinnear asked if anyone had questions. There were none. **Chair Kinnear called for the vote. Mr. Dunn, Ms. Haley, and Ms. Kinnear voted yes. Mr. French voted no, and the motion passed 3 to 1.**

7. BOARD RETREAT DISCUSSION

Ms. Meyer reminded that a workshop in the Fall had been discussed to include the foundational documents of the organization so Board members had a greater understanding of the roles of Board members, the CEO, and the organization. Principles of effective transit and how the role of the board member can be enhanced. She expressed her opinion that we do not wait until the Fall and suggested utilizing the Rules of Procedure in perhaps June or July as a starting point. She suggested it occurring between P&D and PMER committee meetings. She said we can continue to plan for a Fall workshop with a consultant. She asked for feedback. Discussion ensued about the Board Retreat topics and when would be the best time to schedule it. Further discussion will be held next month. Ms. Haley said she agreed to have it sooner but asked not to have it in July. Ms. Meyer suggested a survey of board members for interest by topic and add an "other" option for people to add in topics of interest. Ms. Haley, Mr. Dunne and Chair Kinnear agreed.

8. DRAFT RULES OF PROCEDURE

Ms. Clark reviewed a red-lined version of the updated Rules of Procedure, taking time to point out changes and additions. There was discussion of the updates and members were asked to review in more detail and provide Ms. Clark with their feedback. An additional review will take place at the May meeting.

9. BOARD OF DIRECTORS AGENDA APRIL 20, 2023

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 10, 2023

The Board Operations Committee Draft Agenda was reviewed. Although not required, *Ms. Haley moved to approve the Board Operations Committee draft agenda as presented, Mr. Dunne seconded, and the motion passed unanimously.*

11. CEO REPORT

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

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:28 p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Executive Assistant to the Chief Executive Officer
Clerk of the Authority

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the April 5, 2023, Meeting
Via Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

Chair French is excited to learn about City Line Celebratory Events today.

3. COMMITTEE ACTION

A. MINUTES OF THE March 1, 2023, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the March 1, 2023, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CITY LINE CELEBRATORY EVENTS (RESOLUTION)

Ms. Carly Cortright reviewed the City Line Celebratory Events Resolution. There are 101 days left until City Line launch. Spokane Transit's first Bus Rapid Transit (BRT), City Line, begins revenue service July 15, 2023. Spokane Transit is planning a series of events to celebrate the occasion with the community and key supporters of the project and inform the public of this new service. On the first day of service, Saturday July 15, 2023,

neighborhood-specific outreach parties will occur along the route in Browne’s Addition, Riverside (Downtown), U-District, Logan, and Chief Garry Park. These parties will include music, food, and kid-friendly activities along with staff from Spokane Transit to educate riders on City Line and other route changes as part of the July 2023 service change. On Tuesday, July 18, an official ribbon cutting ceremony will occur on the campus of Gonzaga University at Station 21a (Desmet and Cincinnati). There will be an elevated stage with seating for distinguished speakers representing federal, state, and local government. There will be outreach activities and refreshments, and the ceremonial first bus will drive into service with fanfare. A resolution from the Board of Directors is requested to demonstrate support for these celebratory events and related expenditures as part of outreach and promotional activities for City Line.

Chair French asked if Gonzaga University students will be in session at that time that could be drawn into the celebration. STA reached out and received Gonzaga’s full support before proposing this location; Dr. McCollough will be a featured guest. Summer School in-person attendance may be minimal due to online classes. Communications will encourage the general public to attend this event, as well as invite attendees from other agencies, partners, consultants, universities/colleges, etc.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve, by resolution, the City Line Celebratory Events. Chair Al French seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. In March 2021, the STA Board of Directors adopted Resolution No. 785-21, establishing the Division Street BRT Locally Preferred Alternative (LPA). The team is preparing to apply for FTA entry into the Project Development phase of the Capital Investment Grants program (Small Starts Program) to coincide with the launch of the City Line by mid 2023. Mr. Otterstrom reviewed the draft recommendation and provided an overview of the proposed outreach and approval steps. STA has conducted extensive public outreach via online survey (300 participants), 11 community meetings (with a virtual open house), bi-weekly Technical Advisory Committee meetings, two Executive Committee meetings, two meetings with Downtown Spokane Partnership Policy Committee, a downtown walking tour with City of Spokane staff, and direct mail letters to 1,283 property and business owners.

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

A public hearing is scheduled for the April 20, 2023 Board meeting, and the adoption of the Board resolution will take place in May, 2023.

B. 2024-2029 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

Mr. Otterstrom presented. As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. In the past ten years, there has always been a section called mid-range guidance most closely identified as strategy statements – broader and more expansive. Each year minor adjustments have been made but the statements remain the same in their general tone and direction. These statements usually have broad linkages but are not tied directly to any other planning documents. Staff are proposing in this new plan to be more specific with the guidance, referring to it as tactical framework, by making it more definitive in action as a reflection of major activities/changes that will take place in a six-year period in order to be even more responsive to the strategic goals; making a tighter connection between the strategic plan and the TDP. *Connect 2035* Strategic Foundation established three goals:

1. Elevate the customer experience.
2. Lead and collaborate with community partners to enhance the quality of life in our region.
3. Strengthen our capacity to anticipate and respond to the demands of the region.

Mr. Otterstrom reviewed the specific activities included in each of these goals, and the timeline for developing the TDP. In May, the Committee will review the draft Service Improvement Program (SIP). In June, the Committee will review the draft TDP, including the draft Capital Improvement Program (CIP), working toward Board approval of the plan in July.

C. 2024-2029 TRANSIT DEVELOPMENT PLAN: FINANCIAL ASSUMPTIONS

Ms. Monique Liard presented. As part of the preparation of the 2024-2029 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2024-2029 forecast. Staff recommended that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2022. Ms. Liard reviewed key revenue and expenditure assumptions. Mr. Tim Hattenburg asked about the ability to adjust to any potential unfavorable economic conditions. Mr. Liard responded that our budget process allows flexibility to pivot and adapt to any new economic indicators. Mr. Chris Grover commented that these are prudent assumptions.

Chair French asked if STA had considered projections in which the two-tenths is not authorized. Ms. Liard responded that if the Board would like an assessment prepared without the sales tax renewal, that can be completed. However, at this moment, staff is seeking guidance relative to the two-tenths so that the TDP forecast can be completed for the report that is submitted to the state. This is strictly a sales tax projection. Of note, the proposed assumptions include that sales tax will grow at 3.5% annual trend applied to 2023 budgeted levels and that the two-tenths of a percent voter-approved sales tax increase sunsetting in 2029 will be renewed for 2029 and beyond. Ms. Liard reviewed next steps.

Chair French suggested that the fare box recovery equal 20% to continue a positive community commitment to customers contributing to the cost of service. Mr. Dan Dunne encouraged input from an external economic specialist; Ms. Liard responded that the staff is awaiting Grant Forsyth's counsel.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

March 2023 Voter-Approved Sales Tax Revenue (January Sales) Update: Actual (\$8,241,832) compared to budget (\$7,564,336) for a 9.0% difference of \$677,496. Sales tax revenue is 4.0% YTD above budget (\$1.1M), 9.0% above March 2022 actual (\$0.7M), and 4.0% YTD above 2023 actual (\$1.1M).

Division Street Bus Rapid Transit Funding – Both the Washington State House and the Senate’s version of a transportation budget includes \$50M for STA’s Division Bus Rapid Transit (BRT) project. The project’s timeline is considered interconnected to that of the North Spokane Corridor, which is proposed to receive funding on a timelier basis than what the Governor’s budget proposed.

Administrative Fee for Connect Fare Cards – This item will be discussed in today’s Performance Monitoring & External Relations Committee meeting. Like fares, card fees require Board approval.

City Line Celebratory Events – There will be a private breakfast by invitation only for a group of dignitaries from Washington DC, the Governor, and the Board, and will take place right before the ribbon cutting. This will be sponsored by a vendor.

7. COMMITTEE INFORMATION - *None*

8. REVIEW MAY 3, 2023, COMMITTEE MEETING AGENDA

Mr. Dunne requested information about the City Line potential free-fare period. Ms. Meyer responded that this agenda item will be on the Board agenda on April 20, 2023.

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS’ EXPRESSIONS - *None*

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:08 p.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 3, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the April 5, 2023, Meeting
Via Virtual WebEx

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

*Committee Chairwoman

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

Chair Haley had no report at this time.

3. COMMITTEE APPROVAL

A. Minutes of the March 1, 2023, Committee Meeting

Ms. Wilkerson moved to approve the March 1, 2023, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

COMMITTEE ACTION

A. Board Consent Agenda

1. Connect Fare Collection System: Administrative Fees (Resolution)

Ms. Liard provided background on the new Connect system InComm partnership which allows for expansion of Connect cards into retail locations. New Connect card purchases at store locations incur a \$5 fee, paid by the customer at the time of purchase, to cover the cost of the card and its packaging as well as the rack space at the store.

Ms. Liard explained STA proposed implementing two new processes regarding Connect cards, neither of which would apply to youth 18 years of age and under who receive Connect cards at no cost. The first implementation was to charge a \$5 administrative fee on all sales of the physical Connect card to promote consistency across all retail sales channels. This new card fee will be credited to the customer upon registration of their account.

The second implementation would be to charge a \$5 administrative fee for the replacement of lost, stolen, or damaged Connect cards with the intention of covering the cost of the card, and staff time to process and issue it.

Ms. Liard provided the results of the Title VI Fee Equity Analysis, which focused on the replacement fee, and showed there is no disparate impact and no disproportionate

burden with the implementation of an administrative fee. Mr. Otterstrom clarified the analysis is based on the overall population rather than a particular group of people.

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

Ms. Clark stated there are no rules about whether a recommendation with a tie vote goes to Board Ops or straight to the Board, but it was her recommendation the next step is to go to the Board.

Discussion ensued about the STA budget revenue over surplus, grant funding requiring a healthy reserve balance, and the need for an equity statement.

Mr. Zappone asked to recommend an amendment.

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

Mr. Zappone asked to recommend a second amendment.

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

There was discussion on the analysis of replacement fees charged at other transit agencies.

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

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

B. Board Discussion Agenda (*none*)

4. REPORTS TO COMMITTEE

A. Spokane Public Schools Fare Cards

Mr. Zappone requested to make a motion to postpone the agenda item.

Mr. Zappone moved to recommend the Spokane Public Schools Fare Card be postponed until the May 3, 2023, PMER Committee meeting. Mr. Kerns, Ms. Haley and Ms. Wilkerson were opposed. The motion failed to pass.

Ms. Cortright provided background on the UTAP agreement branded Connect by SPS and explained how the partnership works in conjunction with the zero-fare Rider's License. STA requires fare card validation, which is important for data collection. She explained Spokane Public School (SPS) and STA have been examining the feasibility of converting student identification cards into compatible STA Connect cards for students with the goal of students only needing one card, not two. STA and SPS are exploring options and will continue discussing. SPS will evaluate the feasibility and will decide before the end of the school year.

5. CEO REPORT

- Ms. Meyer reported the March 2023 voter-approved sales tax revenue, collected on January 2023 sales, against a budget of \$7,564,336. The actual receipts were \$8,241,832, which is 9.0% above budget with a variance totaling \$677,496. Year-to-date is 4.0% above budget and totaling approximately \$1.1M.
- Ms. Meyer reported the House Transportation Budget and the Senate Transportation Budget both included \$50M for the Division BRT Project. This meets the original plan timeline and will still align with the North Spokane Corridor. The funding for the other grants STA has competed for were also included.

6. COMMITTEE INFORMATION

- A. February 2023 Operating Indicators
- B. March 2023 Sales Tax Revenue
- C. February 2023 Financial Results Summary
- D. May 2023 Service Change

7. MAY 3, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The May 3, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Wilkerson suggested STA needs an equity policy to focus on the cost of living and income for people in our community.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 4:00 p.m.

The next committee meeting will be held on Wednesday, May 3, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11B: APRIL 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 April 2023 voter-approved sales tax revenue information. April sales tax revenue, which represents sales for February 2023, was:

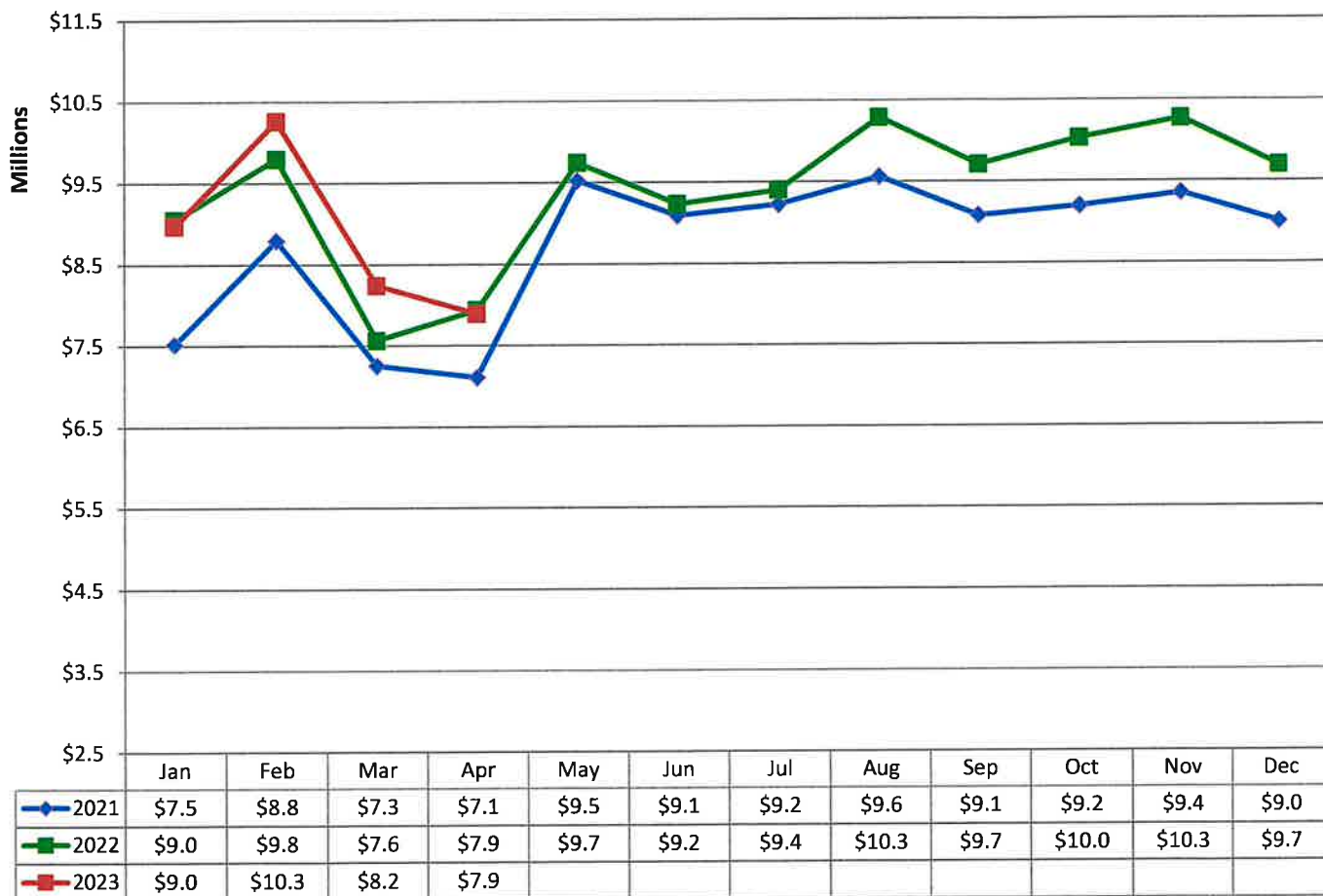
- -0.6% below 2023 budget
- 3.0% above YTD 2023 budget
- -0.6% below 2022 actual
- 3.0% above YTD 2022 actual

Total taxable sales for February 2023 were *up* 2.5% from February 2022 while February 2023 YTD sales were up 5.4% compared with February 2022 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 0.1% (\$-0.4M) in February 2023 vs 2022 and is *up* by 0.5% (\$5.1M) February 2023 YTD vs 2022 YTD
 - Other Misc. Store Retailers *increased* 22.2% or \$28.5M February 2023 YTD over February 2022 YTD
 - Grocery and Convenience Retailers *increased* 9.7% or \$4.8M February 2023 YTD over February 2022 YTD
 - Electronics and Appliance Retailers *decreased* 11.9% or (\$-8.7M) February 2023 YTD over February 2022 YTD
 - Furniture and Home Furnishings Retailers *decreased* 41.7% or (\$-21.5M) February 2023 YTD over February 2022 YTD
- Construction *increased* by 7.6% (\$10.1M) in January 2023 vs January 2022 and is *up* by 9.5% (\$24.4M) February 2023 YTD vs 2022 YTD
- Accommodation and Food Services *decreased* by 2.2% (\$-2.3M) in January 2023 vs January 2022 and is *up* by 8.4% (\$15.8M) February 2023 YTD vs 2022 YTD

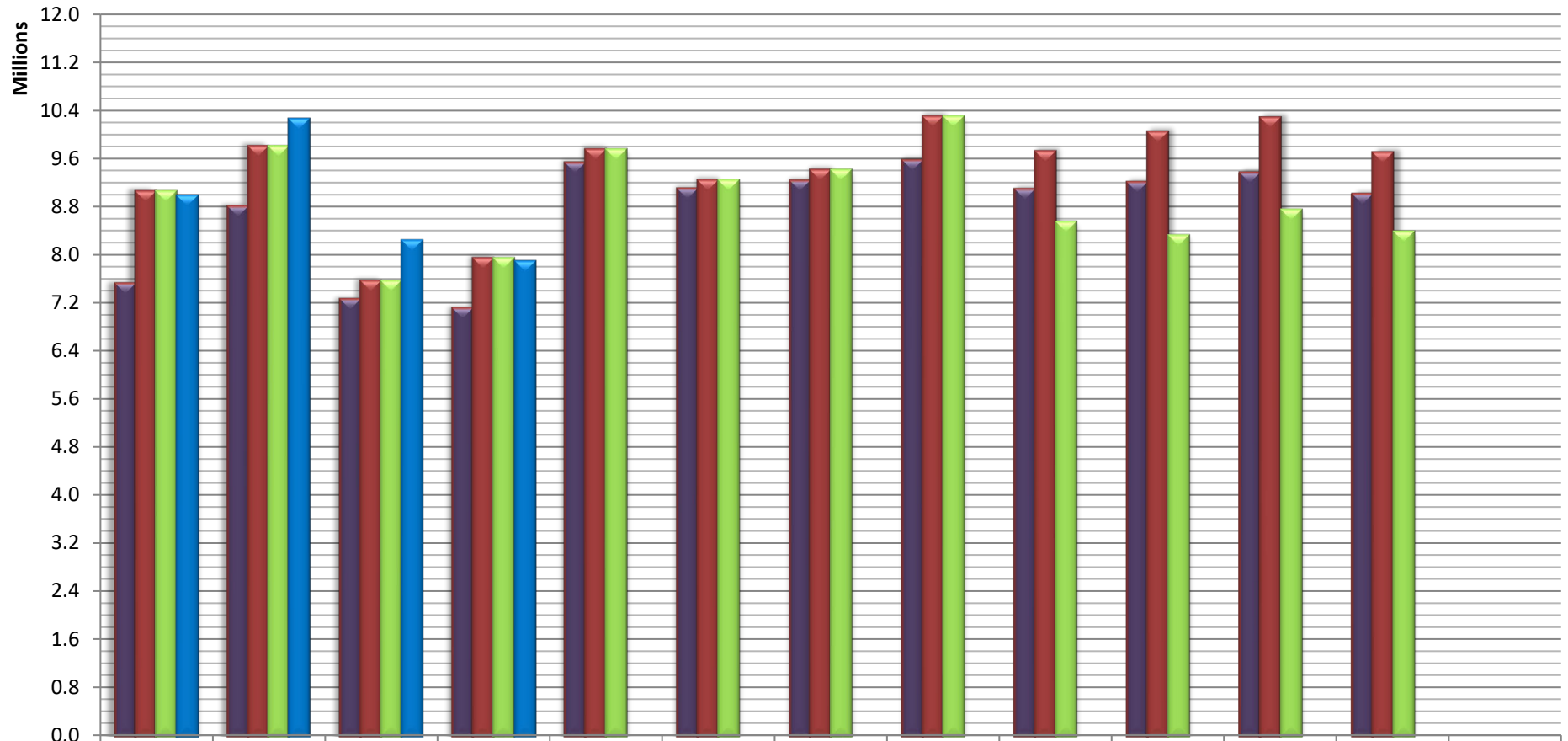
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-April 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	-	-	-	-	-	-	-	-	35,373,177
\$ Mo. Var.	(70,543)	462,064	677,496	(44,554)	-	-	-	-	-	-	-	-	
% Mo. Var.	-0.8%	4.7%	9.0%	-0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(70,543)	391,521	1,069,017	1,024,463	-	-	-	-	-	-	-	-	
% YTD Var.	-0.8%	2.1%	4.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-0.8%	2.1%	4.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11C: MARCH 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 March 2023 financial results. The charts are shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, March year-to-date revenue is 13.7% (\$5.3M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 15.3% lower than budget
- Sales Tax Revenue is 4.0% higher than budget
- Federal & State Grant Revenue is 42.7% higher than budget
- Miscellaneous Revenue is 50.0% higher than budget

Operating Expenses

Overall, March year-to-date operating expenses are 11.2% (\$3.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 9.9% lower than budget
- Paratransit is 5.4% lower than budget
- Vanpool is 6.5% lower than budget
- Plaza is 16.6% lower than budget
- Administration is 22.0% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - March 2023

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

Totals:

2022 YTD Actual \$ 38,836,648

2023 YTD Actual \$ 44,259,157 (13.7%)

2023 YTD Budget \$ 38,921,039

2023 Annual Budget \$ 157,044,144

Fares & Other Transit Revenue
Sales Tax
Federal & State Grants (2)
Miscellaneous

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	1,734,435	26,410,388	10,279,759	412,066
■ 2023 YTD Actual	1,652,572	27,479,405	13,922,463	1,204,717
■ 2023 YTD Budget	1,951,347	26,410,388	9,756,304	803,000
2023 YTD Budget Variance	-15.3%	4.0%	42.7%	50.0%
2023 Budget	7,805,387	107,001,541	39,025,216	3,212,000

(1) Above amounts exclude grants used for capital projects. Year-to-date March state capital grant reimbursements total \$1,345,415 and federal capital grant reimbursements total \$6,818,341.

Spokane Transit Operating Expenses⁽¹⁾ - March 2023

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

Totals:

2022 YTD Actual	\$ 20,982,433
2023 YTD Actual	\$ 25,008,010 (-11.2%)
2023 YTD Budget	\$ 28,155,519
2023 Annual Budget	\$ 113,822,411
Fuel:	
2022 YTD Actual	\$ 1,119,643
2023 YTD Actual	\$ 1,517,754 (-30.1%)
2023 YTD Budget	\$ 2,171,685
2023 Annual Budget	\$ 8,057,583

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2022 YTD Actual	14,070,974	3,319,154	146,544	517,082	2,928,679
2023 YTD Actual	16,849,386	4,066,289	174,125	582,107	3,336,103
2023 YTD Budget	18,693,148	4,299,210	186,245	698,388	4,278,528
2023 YTD Budget Variance	-9.9%	-5.4%	-6.5%	-16.6%	-22.0%
2023 Total Budget	74,964,941	17,089,137	728,852	2,846,699	18,192,782

(1) Operating expenses exclude capital expenditures of \$13,571,338 and Street/Road cooperative projects of \$6,124 for year-to-date March 2023.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11D: 2024-2029 TRANSIT DEVELOPMENT PLAN: 2024-2026 SERVICE IMPROVEMENTS

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The Service Improvement Program (SIP), updated annually as described in Connect Spokane policies MI 3.3.3 and MI 3.4, outlines the planned fixed-route service changes set to take place in 2024, 2025 and 2026. Developed in close coordination with the agency’s financial projections, the SIP will become a section of the 2024-2029 Transit Development Plan (TDP). Staff will present an overview of the significant service changes to be included in the TDP. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2023. During the time span of 2024 through 2025, STA will fully deliver frequency and span of the City Line, complete two other High Performance Transit lines, and introduce new routes as part of *STA Moving Forward* as last amended in 2022 and Near-Term Investments approved in December 2021. Other supporting changes, such as anticipated route adjustments, are identified. Improvements that are explicitly called out in the *STA Moving Forward* plan that are indicated as such with an asterisk (*). Near Term Investments improvements are indicated with a caret (^).

2024-2026 Service Improvements

<p>2024 Overview: 2024 will focus on ramping up City Line service levels to meet span and frequency plans established in the City Line Single Year Grant Agreement (SYGA), as well as implementing deferred improvements from 2023.</p>
<ul style="list-style-type: none">• Increase City Line service to 7.5-minute frequency at peaks. Increase service 10-minute frequency mid-day; extend late night service to align with Capital Investment Grant SYGA.*
<ul style="list-style-type: none">• Increase frequency of Route 27 Crestline service during weekday peaks to every 15 minutes.*
<ul style="list-style-type: none">• Transition Route 90 to the Sprague Line and renumber Route 9. Subject to an update to the Sprague Line Corridor Development Plan, the alignment may include the current Route 21 routing to West Central Community Center.*
<ul style="list-style-type: none">• Implement a new Route 38 from Hillyard to Millwood via Upriver Dr and Argonne Rd. The new route primarily serves Spokane Valley. In Spokane, it will serve the Minnehaha neighborhood along E Euclid and E Frederick Avenues as a replacement for the discontinued Route 39.*
<ul style="list-style-type: none">• Route 39 Minnehaha Loop discontinued concurrent with implementation of Route 38.
<ul style="list-style-type: none">• Extend Route 35 to SCC to improve connectivity to City Line.
<ul style="list-style-type: none">• Increase Route 11 to run on nights and weekends.^

<ul style="list-style-type: none"> Extend Route 60 to the West Plains Transit Center via S Spotted Rd and W Geiger Blvd southwest of the Spokane International Airport.
<ul style="list-style-type: none"> Modify Route 63 to follow Route 61 between Spokane Tribe Casino and Northern Quest Casino and follow Hayford Rd to WPTC.
<p>2025 Overview: 2025 primarily focuses on adjusting routes in Spokane Valley to utilize the anticipated Appleway Station, as well as the introduction of new regular and HPT routes.</p>
<ul style="list-style-type: none"> Construction of the extension of 6th Ave between Craig Rd and Ketchum Dr is expected to be finished by the end of 2024. This will allow Route 63 to continue on W 6th Ave. Instead of turning left on Lawson, the route will turn left on Craig Rd, then turn right on US 2 in Airway Heights.
<ul style="list-style-type: none"> Route 94 increased to 30-minute frequency on nights and weekends.^
<ul style="list-style-type: none"> Implement a new route connecting the Logan and Lincoln Heights neighborhoods.*
<ul style="list-style-type: none"> Route 61 to increase frequency to 15-minutes at peak.*
<ul style="list-style-type: none"> In fulfillment of the I-90/Valley Corridor Development Plan, HPT Route 7 will supersede routes 60 and 74 and introduce night and weekend service along I-90 between Spokane and Liberty Lake.*
<ul style="list-style-type: none"> Revise routes 172 and 724 to serve the new Appleway Station and increase peak frequency to 15-minute frequency in the peak direction. *
<ul style="list-style-type: none"> Introduce the new Route 631 Hayford/McFarlane Shuttle. This new shuttle route would provide service to the new Amazon warehouse and other work sites in Airway Heights on W McFarlane Rd. The new service will be like Route 633 in that it would be targeted toward important shift starting and ending times.^
<p>2026 Overview: 2026 is focused on minor adjustments and schedule refinements, as well as the potential pilot expansion of STA service into Northern Idaho as included in STA Moving Forward.</p>
<ul style="list-style-type: none"> Subject to a partnership agreement and in accordance with the I-90/Valley Corridor Development Plan, introduce pilot service connecting Spokane Valley and Liberty Lake with Kootenai County.*

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11E : 1ST QUARTER 2023 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Damian Fleskes, Senior Transit Planner/Scheduler

SUMMARY: A total of 16 comments related to fixed route service and stops were received by the Planning and Development Department during the 1st Quarter of 2023. Of the comments received, two were related to requests for new service, seven were related to existing service, and seven were related to bus stops. The comments are summarized below. It is also noted if any applicable comments are addressed by the *STA Moving Forward* plan.

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

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the 1st Quarter of 2023. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

NEW SERVICE COMMENTS

One request for service from resident at Valley Green Apartments (915 South Pines Road) to have service added on Pines Road between the resident’s location and Sprague Avenue. *Feedback received. There are no current plans to add service on this segment.*

One request for service on Upriver Drive.

NEW SERVICE COMMENTS

Service for Upriver Drive between Frederick Ave and Argonne Rd is anticipated to start in September 2024 (STA Moving Forward).

EXISTING SERVICE COMMENTS

One complaint Route 90 Sprague is consistently late in the afternoon.
*Contacted passenger and isolated times Route 90 tends to be late.
An adjusted schedule for weekday afternoon inbound Route 90 buses is planned for the May 2023 Service Change. This change will adjust the schedule to help give the route a few more minutes of running time to address schedule reliability.*

One complaint received in late March with Route 33 Wellesley running behind schedule.
Due to a major 6-month construction project near TJ Meenach bridge, Route 33 is now detoured, causing delays. This long-term detour started in late March causing Route 33 to run behind. Service adjustments effective May 21, 2023, include adjustments to time points to reflect the additional time to improve reliability during the construction period.

One complaint from a resident located near G Street and Dalke Avenue wanting Route 35 Francis/Market diverted away from G Street to A Street between Rowan Avenue & Francis Avenue or some other alternative, feeling the bus route is problematic for the neighborhood.
Feedback received. The segment of G Street in question has public transit for at least 60 years and STA has no current plans to relocate Route 35 Francis/Market from the street segment.

One customer expressed concerns with transferring from northbound Route 4 Monroe-Regal to westbound Route 35 Francis/Market in order to travel to the VA Hospital, citing potential vehicle-pedestrian conflicts. The customer requested Route 35 Francis/Market serve Five Mile Park and Ride as was done with Route 22 NW Boulevard in the past.
Feedback received. Route 35 Francis/Market does not serve Five Mile Park and Ride for great reliability and efficiency over previous service. Staff identified alternatives transfer points for the customer's consideration.

One request to have the Gold Line service operating between Stevens County and Spokane alight at the Plaza instead of Stevens Street & Sprague Avenue.
STA does not operate the Gold Line, but staff explored alternatives for the Gold Line to alight passengers closer to the Plaza. STA made repeated attempts to contact Gold Line operations without success.

One complaint about the new routing of Route 27 Crestline. The customer lives near Haven Street and Wellesley Avenue and now needs to transfer to another route to go shopping.
STA attempted multiple calls back to the customer but was only able to get the answering machine due to mailbox full.

One suggestion from a customer living near Corbin Park who suggested revising Route 25 Division to travel east on Sharp Avenue to Hamilton Street.
Feedback noted. There are no plans to deviate Route 25 Division to serve Hamilton Street. In July 2023, passengers will be able to transfer at Division Street and Mission Avenue to modified route patterns of Routes 26 Lidgerwood or 28 Nevada, providing more frequency of service than the current Route 39 Mission.

EXISTING SERVICE COMMENTS BUS STOP COMMENTS
<p>One request from a business owner at 4227 E Trent Avenue for a Trash receptacle at a stop westbound on Route 32 Trent/Montgomery in front of their business at Trent Avenue & Havana Street. <i>Trash receptacle was installed.</i></p>
<p>One request from business manager at Divine’s for trash receptacles at the two bus stops at the Northwest corner of Wellesley and Nevada (Route 33 Wellesley westbound and Route 28 inbound) <i>Trash receptacles were installed at these two stops.</i></p>
<p>One request to add bus stops between Mission Avenue and Indiana Avenue on Barker Road (Route 95 Mid-Valley) <i>Due to lack of sidewalks on Barker Road in this area, no bus stops were installed when the service was introduced in 2022. A near-term investment to add bus stops along Barker Road is programmed in the Capital Improvement Program.</i></p>
<p>A manager at the Amazon Fulfillment Center on East Garland Avenue in Spokane Valley expressed concerns about the placement of the nearby bus stop for Route 95 Mid-Valley requiring employees to cross the street and conveyed their desire for a shelter at a relocated stop. <i>Route 95 Mid-Valley operates in a clockwise loop at the end of the line to provide service to the Amazon Fulfillment Center and to accommodate the optimal turning movements at the railroad crossing near Barker Road and Euclid Avenue. The bus stop at the fulfillment center was constructed in conjunction with the development of the facility and includes a nearby crosswalk. STA will continue to monitor ridership and will provide a passenger shelter when warranted by ridership (25 average boardings per day).</i></p>
<p>One comment from resident at 2509 W Rowan Avenue adjacent to the Rowan Avenue & Alberta Street bus stop for Routes 23 Maple/Ash and 223 Shadle/Indian Trail, complaining alleged disruptive behavior by bus passengers at the bus stop in front of his home. The resident requested the bus stop be moved. <i>Contacted homeowner for details (times, days of week). The homeowner declined to provide specific details of time or day of week. Average ridership at the stop is five boardings and one alighting per day. Staff offered to send security checks, but the resident declined, insisting the stop be moved. STA has no plans to move the stop.</i></p>
<p>One passenger concern about STA service in July 2023 still serving the Union Gospel Mission and Social Security office on Trent Avenue (currently served by Route 29 SCC) which will be discontinued when City Line goes into service. <i>Advised Customer that the new Route 14 South Adams/Napa will cover the stops in question in July 2023. No service disruption is expected for this customer.</i></p>
<p>One resident is concerned about the future bus stop being proposed at 4302 N Argonne Road (Future Route 38 Upriver/Argonne). The resident did not want a bus stop there due to some individuals in household having anxiety and fear of passengers waiting for bus near their property. <i>Service Development is exploring an alternate stop location. Service is not expected to go into effect until September 2024.</i></p>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11F: MARCH 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 March 2023 compared to March 2022.

FIXED ROUTE

- Total monthly ridership increased 30.7% (721,407 vs. 552,094) in March 2023 compared to March 2022 and is up 36.7% (2,018,300 vs. 1,476,050) YTD.
- Average weekday ridership increased 30.1% (27,355 vs. 21,019) in March 2023 compared to March 2022 and is up 36.5% (27,273 vs. 19,983) YTD.
- Adult Ridership increased 7.7% (364,342 vs. 338,430) in March 2023 compared to March 2022 and is up 14.1% (1,044,876 vs. 915,399) YTD.
- Zero-Fare for Youth Ridership increased 171.5% (138,032 vs. 50,849) in March 2023 compared to Youth (previous reporting standard) ridership in March 2022 and is up 203.9% (372,618 vs. 122,601) YTD.
- Reduced Fare / Paratransit Ridership increased 31.9% (99,859 vs. 75,712) in March 2023 compared to March 2022 and is up 37.1% (270,585 vs. 197,319) YTD.
- CCS Pass Ridership increased 20.0% (23,640 vs. 19,706) in March 2023 compared to March 2022 and is up 31.9% (72,520 vs. 54,989) YTD.
- Eagle Pass Ridership decreased 8.2% (30,107 vs. 32,791) in March 2023 compared to March 2022 and is up 1.7% (100,842 vs. 99,118) YTD.
- 56.5% of all passengers used Connect Passes last month.

PARATRANSIT

Total monthly ridership increased 18.2% (32,125 vs. 27,185) March 2023 compared to March 2022 and is up 29.5% (88,435 vs. 68,307) YTD.

Detailed breakdown:

- Directly operated service increased 11.5% (17,538 vs. 15,725) in March 2023 compared to March 2022 and is up 18.6% (46,906 vs. 39,538) YTD.
- Contracted service increased 27.3% (14,587 vs. 11,460) in March 2023 compared to March 2022 and is up 44.4% (41,530 vs. 28,769) YTD.
- Special Use Van ridership decreased 34.1% (1,042 vs. 1,580) in March 2023 compared to March 2022 and is up 11.2% (3,264 vs. 2,936) YTD.

RIDESHARE

- Total Rideshare ridership increased 10.3% (8,420 vs. 7,631) March 2023 compared to March 2022 and is up 27.0% (24,431 vs 19,235) YTD.
- Rideshare vans in service increased 11.0% (71 vs. 64) in March 2023 compared to March 2022.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

March 2023 value added increased 17.1% (\$226,526 vs. \$193,495) compared to February 2023

Total Value Added:

- Autoload increased 19.2%- \$10,814 in March 2023 vs. \$9,072 in February 2023
- Call Centers increased 28.1%- \$5,021 in March 2023 vs. \$3,920 in February 2023
- Customer Service Terminal increased 12.1%- \$67,327 in March 2023 vs. \$60,034 in February 2023
- Customer Website increased 8.7% -\$22,832 in March 2023 vs. \$20,996 in February 2023
- Mobile Ticketing increased 22.5% -\$103,665 in March 2023 vs. \$84,624 in February 2023
- Institutional Website increased 33.4% -\$13,750 in March 2023 vs. \$10,305 in February 2023
- Retail Network decreased 31.4% -\$3,118 in March vs. \$4,543 in February 2023

Total Pass Sales:

March 2023 decreased -1.4% (16,431 vs. 16,658) compared to passes sold in February 2023

- 1-Ride Pass decreased -31.4% – 5,042 in March 2023 vs. 7,355 in February 2023
- 7-Day Rolling Pass decreased -2.6%– 228 in March 2023 vs. 234 in February 2023
- Day Pass increased 21.2% – 9,842 in March 2023 vs. 8,122 in February 2023
- Stars & Stripes were flat – 1 in March 2023 vs. 1 in February 2023
- Honored Rider 31-Day Rolling Pass increased 41.5% – 58 in March 2023 vs. 41 in February 2023
- Paratransit Monthly Pass increased 75.9% – 51 in March 2023 vs. 29 in February 2023
- Shuttle Park Pass increased 10.1% - 185 in March 2023 vs. 168 in February 2023
- Standard 31-Day Rolling Pass increased 44.6% –1,024 in March 2023 vs. 708 in February 2023

Total Discounted Passes (Included in Pass Sales above):

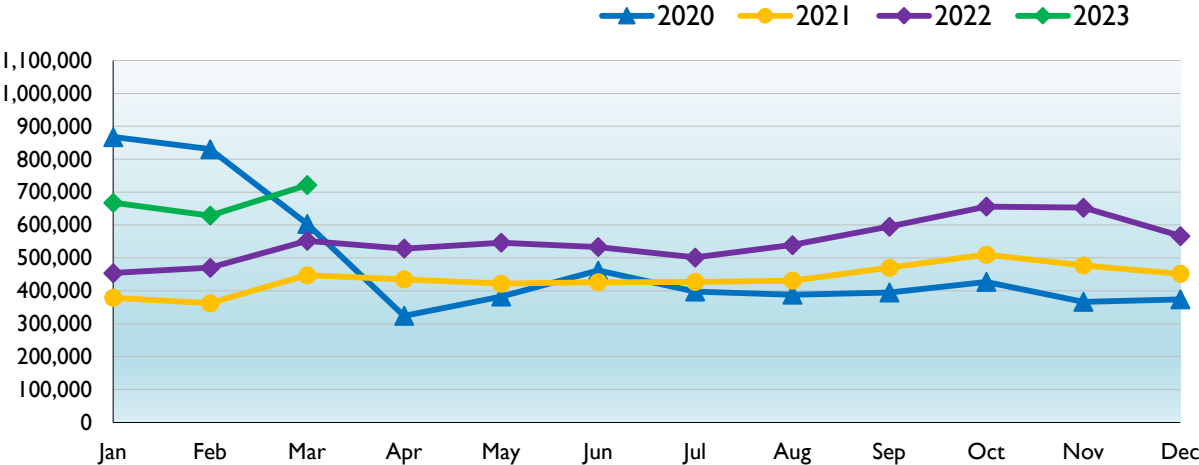
- March 1-Ride CAP passes decreased -61.6% (2,371 vs.6,170) compared to February 2023
- March Day CAP Passes increased 51.7% (4,612 vs. 3,040) compared to February 2023
- March Employer-Sponsored Bus Pass Program increased 68.2% (481 vs. 286) compared to February 2023

Specialty Pass Programs:

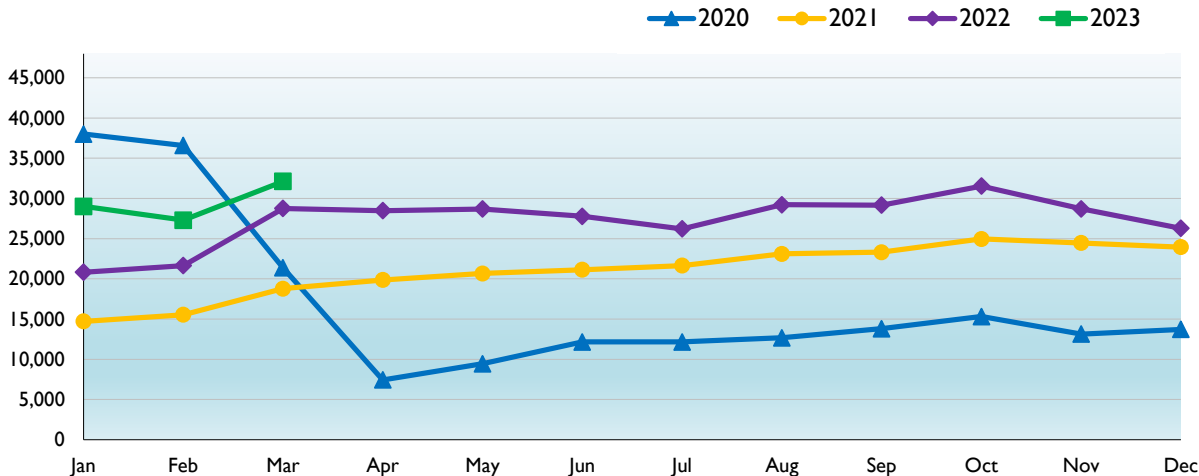
Shuttle Park monthly sales Decreased 13.6% (185 vs. 214 in 2022)	YTD sales Increased 2.8% (549 vs. 534 in 2022)
ESBP monthly sales Increased 64.2% (481 vs. 293 in 2022)	YTD sales Decreased 1.8% (1,085 vs. 1,105 in 2022)
UTAP monthly rides Increased 17.3% (74,900 vs. 63,838 in 2022)	YTD rides Increased 24.6% (229,462 vs. 184,156 in 2022)
Community Access Program Decreased 3.4% (6,983 vs 7,226 in 2022)	YTD CAP Sales Increased 15.8% (23,705 vs 20,471 in 2022)

RECOMMENDATION TO BOARD: Information only.

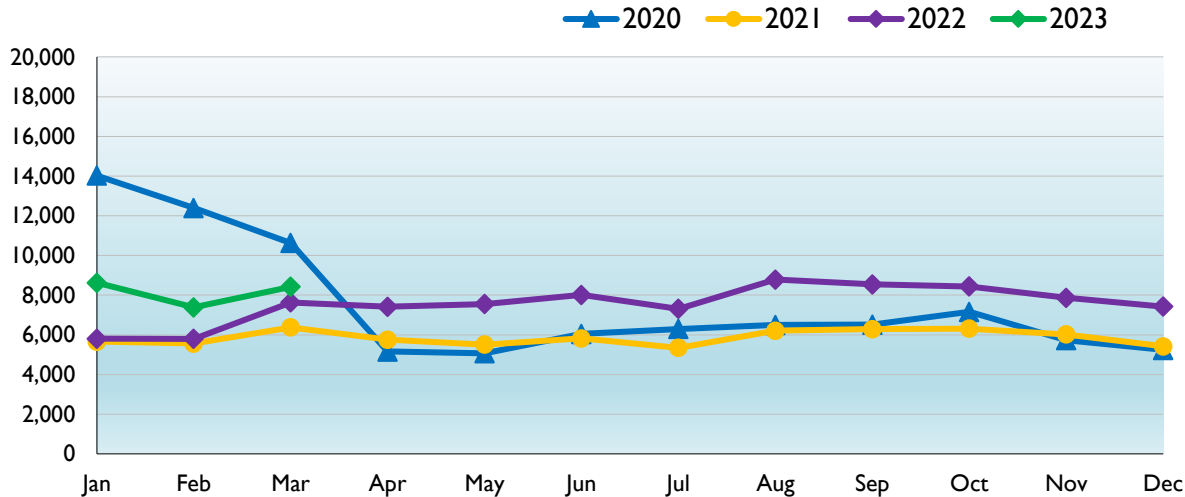
FIXED ROUTE RIDERSHIP



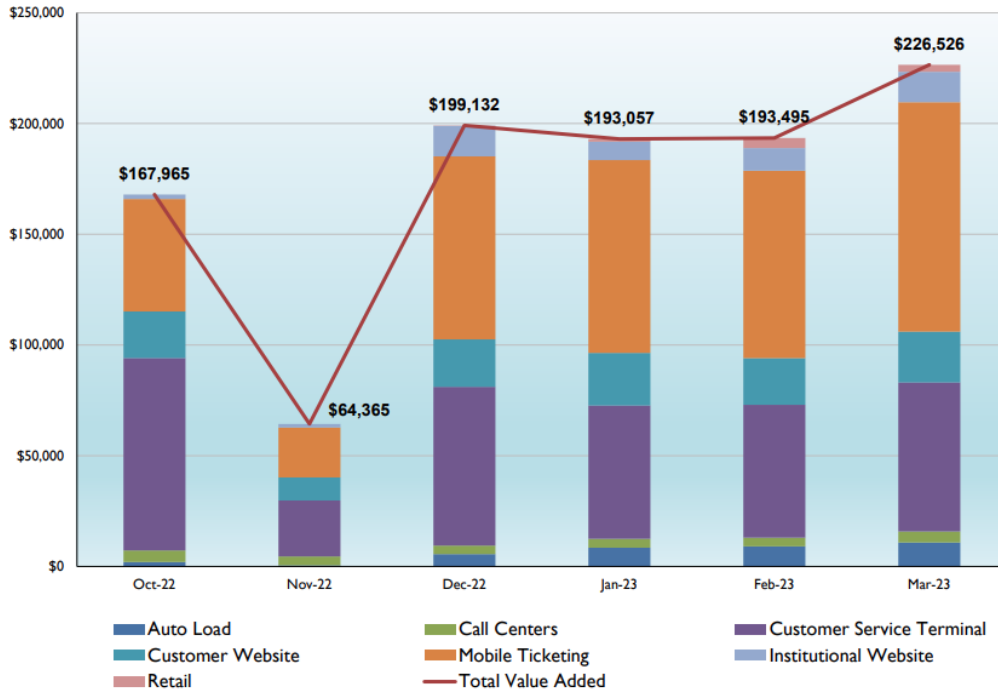
PARATRANSIT RIDERSHIP



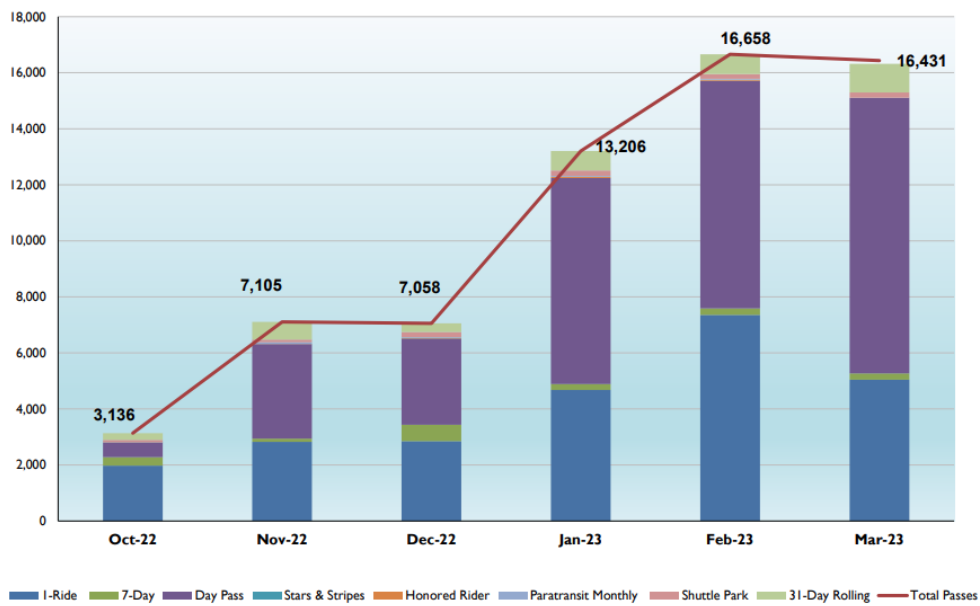
RIDESHARE RIDERSHIP



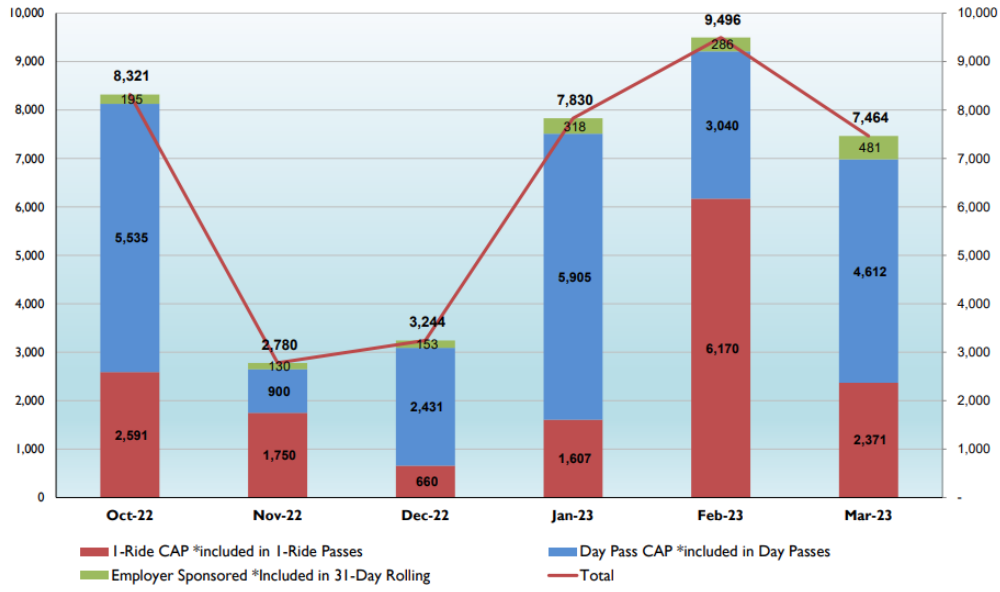
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 18, 2023

AGENDA ITEM 11G: 2022 Rider Survey – Key Takeaways

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

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

SUMMARY: The 2022 Rider Survey was conducted October 10 through November 20, 2022, by Zilo International. The survey was available digitally, though paper copies were available from Customer Service at STA Plaza upon request. The survey was available in English, Spanish, Chinese, and Russian. A total of 410 surveys were completed, reaching our targeted goal of representation with the PTBA.

Staff presented a high-level summary of the survey results to the committee.

RECOMMENDATION TO BOARD: Information only.

2022 Rider Survey Results

Purpose:

For information.

2022 Rider Survey



- The 2022 Rider Survey, conducted by Zilo International, gathered feedback from residents living within the Public Transportation Benefit Area regarding their perceptions about the services provided by STA. Rider demographic information was also collected.
- Comparison data includes 2021, 2019, and 2018
 - No survey was conducted in 2020

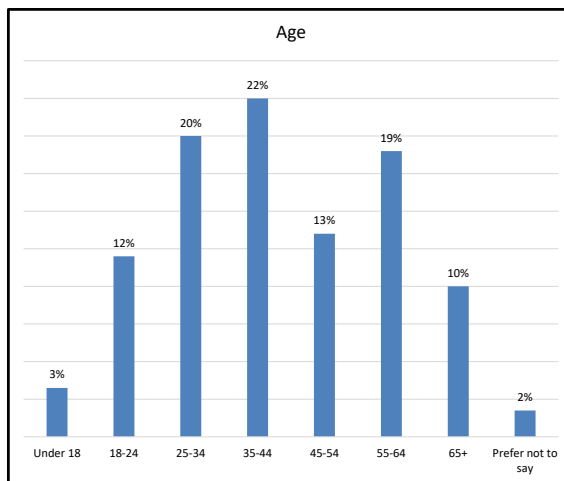
2022 Rider Survey Methodology

- The online survey was available in English, Spanish, Chinese, and Russian.
- Paper copies were available upon request as was translation into other languages
- 410 responses were collected from Monday, October 10, 2022, to Sunday November 20, 2022.



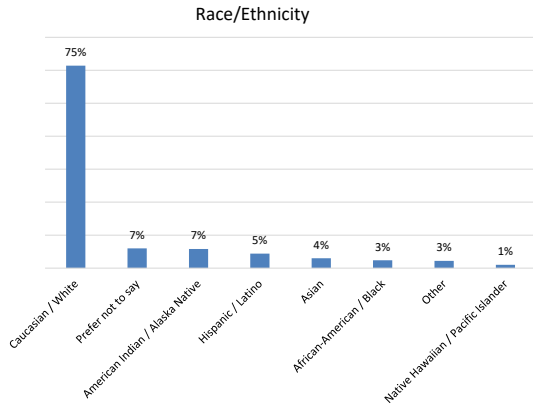
2022 Rider Survey Demographics

- Respondents were 49% female, 42% male, and 5% non-binary (4% preferred not to say)
- 55% of respondents were 25-54 years old, with 15% reporting they were 24 or younger, and 29% were 55+



2022 Rider Survey Demographics

- 75% of respondents were White

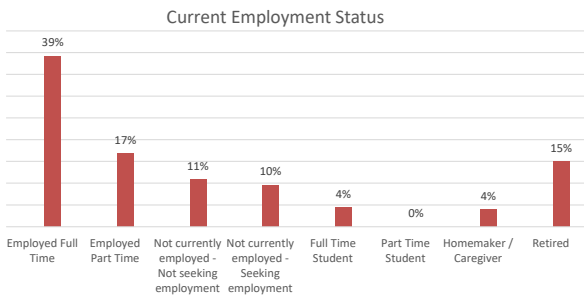


- 2020 Census for Spokane County:

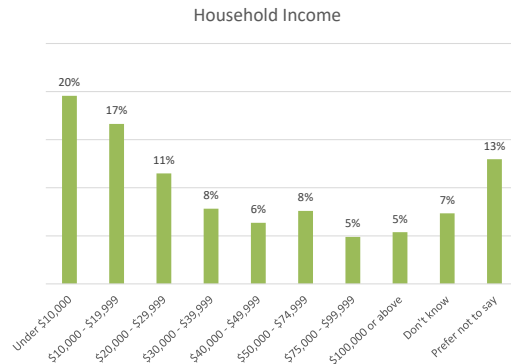
- 88.4% White
- 6.6% Hispanic or Latino
- 4.5% Two or more Races
- 2.5% Asian
- 2.1% Black
- 1.9% American Indian/Alaska Native
- 0.7% Native Hawaiian/Pacific Islander

2022 Rider Survey Demographics

- 39% reported a full-time employment status

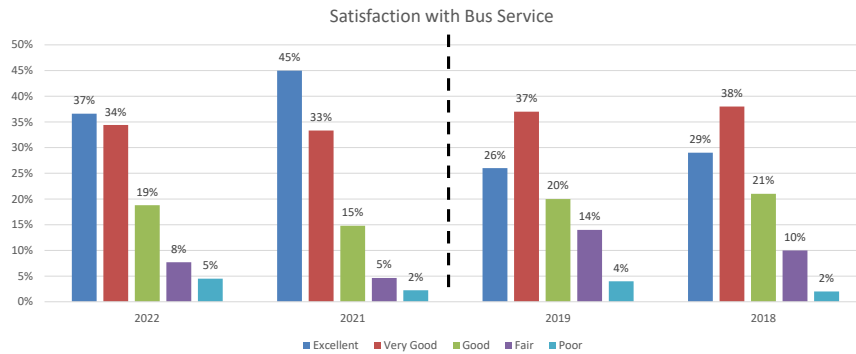


- 48% reported a household income of less than \$30,000



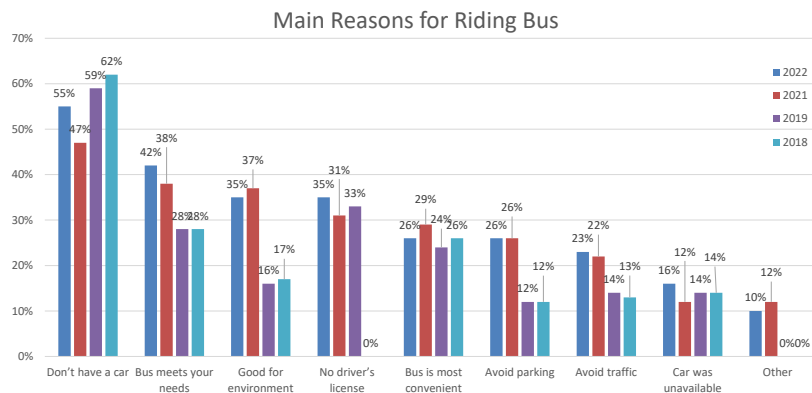
2022 Rider Survey – Key Takeaways

- 71% of respondents reported their satisfaction with STA bus service to be Excellent or Very Good, which is higher than pre-pandemic;
- Excellent was lower than last year, but higher than in 2018 and 2019



2022 Rider Survey – Key Takeaways

- 55% of Riders reported one of the main reasons they use the bus is they don't have a car (respondents could select multiple answers).



2022 Rider Survey – Key Takeaways

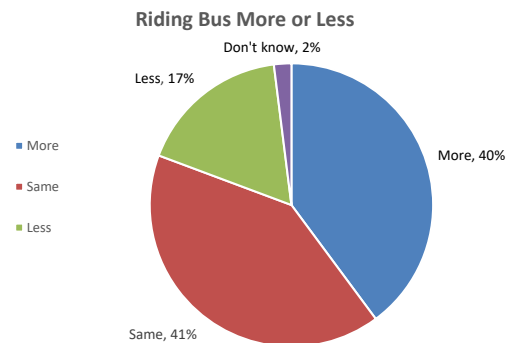
- 54% of Riders reported the walk to their bus stop was between 1-5 minutes with another 29% reporting their walk as 6-10 minutes



2022 Rider Survey – Key Takeaways

- The number of respondents stating they have ridden for more than 5 years is significantly higher than in 2018 and 2019
- 40% of reported they are riding the bus more compared to one year ago

How Long Riding the Bus	2022	2021	2019	2018
Less than 1 year	13%	12%	21%	22%
1 to under 3 years	13%	16%	24%	23%
3 to 5 years	15%	14%	12%	13%
More than 5 years	59%	58%	43%	40%



2022 Rider Survey – Key Takeaways

- Respondents were asked to rate certain aspects of STA’s bus service, including driver courtesy, driver driving safely, personal safety on bus, and cleanliness of bus interior
 - 82% reported Driver Courtesy as Good or Excellent
 - 90% reported Driver Driving Safely as Good or Excellent
 - 80% reported Personal Safety on Bus as Good or Excellent
 - 73% reported Cleanliness of Bus Interior as Good or Excellent



2022 Rider Survey – Key Takeaways



Customer Satisfaction	Excellent	Good	Fair	Poor	Don't know
Driver courtesy	45%	37%	13%	4%	1%
Driver driving safely	57%	33%	7%	2%	1%
Your personal safety on the bus	40%	40%	14%	5%	1%
Cleanliness of bus interior	31%	42%	20%	7%	0%

2022 Rider Survey – Key Takeaways

- For comparison year to year, answers were weighted on the following scale:

- Excellent = 5
- Good = 4
- Fair = 3
- Poor = 2
- Don't Know = 1

Responses	2022	2021	2019	2018
Driver courtesy	4.21	4.32	4.15	4.27
Driver driving safely	4.43	4.44	4.25	4.35
Driver's clear & timely announcements of stops	3.90	4.07	4.01	4.10
Your personal safety on the bus	4.13	4.20	4.05	4.22
Cleanliness of bus interior	3.96	4.13	3.84	4.02
Schedule & maps easy to understand	4.04	4.20	4.01	4.10
Frequency of buses on your route	3.84	4.00	3.80	3.88
Schedule reliability of buses	3.80	4.08	3.85	3.92
Convenience of transfer	3.80	3.96	3.94	4.04
Freedom from bad behavior of other riders	3.59	3.71	3.47	3.60
Condition of buses	4.16	4.24	3.97	4.07



Questions?