

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, September 21, 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 21st day of SEPTEMBER 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 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, September 21, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
In person meeting with optional virtual link below

Optional Virtual Link: [Click Here to Join Virtually](#)

Password: Board Members: 2023 Guests: 0923
Call in Number: 1-408-418-9388 Event #: 2484 376 1682

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Gary McNeese, Fixed Route Coach Operator - Retirement – (*Brandon Rapez-Betty*)
 - B. Washington State Department of Transportation Wall of Fame Honorees-Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the July 21, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the July and August 2023 Vouchers (*Monique Liard*)
 - C. STA Plaza Door Maintenance & Repairs: Final Acceptance (*Brandon Rapez-Betty*)
 - D. Fuel Facility Access Control: Final Acceptance (*Brandon Rapez-Betty*)
 - E. Battery Electric Bus Charging Infrastructure: Final Acceptance (*Brandon Rapez-Betty*)
 - F. 2022-10741 Main Avenue Center Parking Revisions: Final Acceptance (*Karl Otterstrom*)
 - G. Division Street Bus Rapid Transit: Transit Oriented Development Study Inter-Local Agreement (*Karl Otterstrom*)
 - H. Laundered Uniforms and Related Supplies: Award of Contract (*Brandon Rapez-Betty*)
6. Board Action – Other: *15 minutes*
 - A. Reconnecting Communities and Neighborhoods Grant Application Approval (*Karl Otterstrom*)
 - B. City Line Steering Committee Member Recognition (*Karl Otterstrom*)
7. Committee Recommendation - Board Action: *10 minutes*
 - A. Draft Rules of Procedure: Approval (*Megan Clark*)
8. Board Report: *10 minutes*
 - A. Connect 2035 Strategic Plan Phase 2 Update (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)

10. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Pam Haley*)
12. CEO Report: *15 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. August 2023 Sales Tax Revenue (*Monique Liard*)
 - C. July 2023 Financial Results Summary (*Monique Liard*)
 - D. June 2023 Semi-annual Financial Reports (*Monique Liard*)
 - E. July 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - F. Second Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
 - G. Connect Spokane Comprehensive Plan: Phase 2 Update – Project Timeline (*Karl Otterstrom*)
 - H. 2023 Second Quarter Performance Measures Results (*Brandon Rapez-Betty*)
 - I. 2022 State Audit Exit Briefing (*Monique Liard*)
 - J. September 2023 Service Change (*Karl Otterstrom*)
14. New Business: *5 minutes*
15. Board Members' Expressions: *5 minutes*
16. Executive Session (*Etter McMahon*): (*none*)
17. Adjourn

Cable 5 Broadcast Dates and Times of September 21, 2023, Board Meeting:

Saturday, September 23, 2023	4:00 p.m.
Monday, September 25, 2023	10:00 a.m.
Tuesday, September 26, 2023	8:00 p.m.

Next Committee Meetings - Wednesday:

Planning & Development	October 4, 2023, 10:00 a.m.
Performance Monitoring & External Relations	October 4, 2023, 1:30 p.m.
Board Operations	October 11, 2023, 1:30 p.m.

Next Board Meeting:

Thursday, October 19, 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

September 21, 2023

AGENDA ITEM 4A : GARY MCNEECE – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Mike Hill, Senior Fixed Route Transportation Manager

SUMMARY: Gary McNeece retired on August 25, 2023, after 20 years of service to Spokane Transit and the community we serve.

During his career Gary was awarded excellence in customer service, recognized by his passengers with multiple customer compliments, and demonstrated his commitment to safe driving over his two decades behind the wheel, including 12 years without an accident or traffic infraction!

All of us at STA, along with his customers, wish him the very best in your retirement.

RECOMMENDATION TO BOARD: Recognize Gary for his 20 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer BSM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 4B : WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME HONOREES – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: The Washington State Department of Transportation, through their “Wall of Fame” program, recognizes exemplary employees for their dedication, innovation, customer service, and professionalism. Each public transportation agency is eligible to select two individuals and one team for recognition.

The 2022 Wall of Fame Honorees were recognized at the Wall of Fame Banquet on August 30 as part of the Washington State Public Transportation Conference.

Please see the attached memo from STA’s Chief Executive Officer to read about this year’s Wall of Fame honorees.

RECOMMENDATION TO BOARD: Recognize the 2022 Wall of Fame Honorees for their dedication, innovation, customer service, and professionalism.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ASW

Legal Counsel MC

Memo



CHIEF EXECUTIVE OFFICER

To: All STA Employees
From: E. Susan Meyer, Chief Executive Officer
Date: April 17, 2023
Subject: 2023 Wall of Fame Award Winners

Thanks to those of you who nominated your co-workers for the 2023 Washington State Department of Transportation Wall of Fame award. It is exciting to see the high regard and appreciation you have for one another. We received five individual nominations and six team nominations. The nominees were outstanding, and I understand the selection was difficult. The selection team included the 2022 Wall of Fame recipients: Gayell Rhodes, Lead Customer Service Representative, and Lisa Duffin, Human Resources Specialist – Benefits. I thank them for their work on such an important task.

According to the guidelines provided by the state, an individual must have exhibited excellence in public service, provided exemplary customer service, ensured a positive work environment, retained safe driving records, resolved an extremely difficult task, consistently performed above expectations, promoted teamwork, and/or have been an outstanding ambassador for the agency. A team must have accomplished a difficult operational, financial, organizational, or public service objective, transforming the work environment, inspiring others, increasing efficiencies, and providing exemplary customer service. In order to be meaningful to STA, our core values of team player, respect, accountable, neighbors, service, innovative, and trained were also taken into consideration.

The following nominees were chosen as the 2023 Wall of Fame recipients, and these are excerpts from the nominators' comments:

Michelle Trotchie, Customer Service Manager

While Michelle was a member of the Paratransit Team, Michelle served as a Reservations Agent, a Van Operator, and a Supervisor. The beginning of her tenure as a Supervisor almost directly coincided with the COVID crisis. Michelle met every challenge that COVID presented head-on, with well thought out solutions to the problems of reduced ridership and fewer calls to the reservationists. When ridership increased post-COVID, so did the number of late trips and overtime. As a closing Supervisor, Michelle often worked late to ensure all Van Operators returned to base and field many phone calls and emails from customers frustrated with the lateness of their service. Her leadership throughout this time was friendly and positive and inspiring to all the Paratransit Staff.

Michelle also took on the responsibility of implementing the new Connect Card system for Paratransit riders which required educating Paratransit staff on new products and processes and directing staff in the distribution of over 3,000 Connect Cards to Paratransit customers in less than 60 days.

Michelle handled each of these projects and challenges while maintaining her regular duties and exemplifying the tenants of TRANSIT: she is a Team Player, often the Most Valuable Player on any team she is on; Respect is defined by her willingness and talent for working with everyone at STA; she holds herself Accountable for all of her actions; she exhibits all of the hallmarks of a good Neighbor, sharing her good fortune with all of her officemates while offering to help shoulder the burden of any of her coworkers; she has given her professional career to Serve the needs of Spokane Transit; her approach to problems and difficulties has always shown her Innovative approach to overcoming obstacles; and she has become an excellent Trainer of staff, as well as an example to everyone in Paratransit.

Jacob Goss, Journeyman Vehicle Technician

Jake consistently goes above and beyond his job duties to ensure that our vehicles are in great condition. His ability to step up to the challenge whenever he is called upon has been consistent throughout his career. In a recent coach accident, Jake was able to quickly and safely move the bus to the side of the road. Getting the bus back to STA required particular problem-solving skills as a few of the bus's regular sensors were prohibiting it from functioning properly. Jake's ingenuity resolved the issue, and the bus was safely driven back to STA shortly after the incident took place.

Jake has also recently been tasked with preparing the 60' battery electric buses for the launch of City Line. In addition to lighting wraps and decals on the interior of the bus, Jake is currently retrofitting the ramps as the current design does not work well for operators as discovered during testing. The new design was 'made out of whole cloth' by Jake and any issues have since disappeared. The modification of the initial bike racks and relocation of passenger seats for new bike racks is something that Jake is also currently working on.

These examples are a small glimpse into what Jake has been doing for the entirety of his career at STA. His attention to detail, strong work ethic, positive attitude, and proactive approach are part of the reason why he deserves this award. He also takes the time to mentor and train his fellow coworkers, sharing his knowledge and expertise to ensure that our department is staffed with skilled technicians. In addition to his technical skills, Jake is a great team player and a pleasure to work with. It is without hesitation that I will state that any Leadperson, Foreman, Supervisor, or Manager of Jake's would echo this sentiment.

Implementation of the new Connect Fare Collection Team

Monique Liard, Krissy Ellis, Delana Combs, Michelle Trotchie, Jenni Knoll, and Gayzell Rhodes
Krissy Ellis and Monique Liard led this group of people to develop, install, train, and implement a very successful program to STA and the community. There were many trials and errors, but they all worked together as a team. Monique led the Executive portion of the team and Krissy led the “boots on the ground” portion of the team. The team consisted of Delana Combs for Institutions, Michelle Trotchie for Paratransit, and Jenni Knoll and Gayzell Rhodes for Customer Service.

New training processes and procedures as well as standard operating procedures were created, tailored, and implemented. A Connect Team was created to answer customer questions and get the cards out into the community. Customer Service Representatives and Paratransit Reservationists walked customers through the process of setting up a new account, navigating the new app and website, processing payments in a new way, and troubleshooting any problems that arose. In addition, a new online Reduced Fare Application, Connect App, and Connect website were implemented to support the new product.

A lot of work went into this project, and it was amazing to see individuals across the organization work together to deliver a product that has had a great impact on STA customers.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 5A : MINUTES OF THE JULY 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 July 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 // Chief Executive Officer  Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

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

MEMBERS ABSENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Mr. Zappone asked the Chair to have Committee Information items 11E and 11F be taken from Information and be discussed under item 6 rather than being presented only for information. Brief discussion ensued. Chair Kinnear agreed.

Mr. French moved to approve the June Board Agenda with the above change. Mr. Zappone seconded, and the motion passed unanimously.

3. Public Expressions - None

4. Recognitions and Presentations

- A. Mr. Rapez-Betty presented Fixed Route Coach Operator Norm Anderson with a plaque on the occasion of his retirement from STA, noting that Mr. Anderson served STA for 35 years. Mr. Anderson was present to accept his plaque.
- B. Ms. Williams presented the 2023 2nd Quarter Employee Recognition award recipients. Mike Hill, Sr. Transportation Manager received first place, followed by coach operator, Adam Peterson and Paratransit Reservationist, Roxanne Byrd.
- C. Ms. Williams advised the 2023 2nd Quarter Years of Service Awards were being presented to employees who have reached milestone years in their careers with STA. She read the names of each recipient, calling out their milestone years of service of 5, 10, 15, 25, 35, and 45 years. Of note were Fixed Route Coach Operator Claudia Davis, having served STA for 45 years and

retiring Coach Operator Norm Anderson, having served 35. In addition, coach operator Paul Damon was present to receive recognition for his 25 years of service. Mr. Anderson, the recipients of the Employee Recognition Awards, and the Years of Service Awardees were congratulated and recognized by the Board and staff.

5. Board Action - Consent Agenda

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

- A. Minutes of the June 15, 2023, Board Meeting – Corrections/Approval
- B. Approval of the June 2023 Vouchers
- C. Acceptance of the contract with Halme Builders, Inc. for the Electrical Bay Fall Protection contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- D. Authorization of a five-year contract with Northwest Center Services for janitorial services at the STA Plaza and Boone Administrative Offices.
- E. Approval of Resolution 814-23 for the appointment of Carrie Koudelka as Public Records Officer for all records of Spokane Transit Authority.

6. Board Action – Committee Recommendations

A. 2024-2029 Transit Development Plan: Finalize and Approve (Resolution)

Ms. Liard provided a review of the Transit Development Plan (TDP) Purpose and the 2024-2029 TDP timeline. She noted the TDP minor edits which included updating the fleet replacement contributions to better balance the annual ending fund balance in line with anticipated fleet needs; adding detail for ending cash balance before fleet replacement fund; and accelerated nights and weekend service on route 11 from September 2024 to May 2024 to address North Bank/Downtown connector which reflects feedback received from Spokane Public Facilities District, adding 755 revenue hours of service in 2024, and advised the change reflected in the Service Improvement Program (SIP) and financial forecast.

She reviewed the Capital Improvement Program (CIP) Assumptions:

- Provides full funding for capital expenditures for the six-year period through 2029.
- New State Transit Support Grant included in funding resources for the entire period of the 2024-2029 Transit Development Plan
- Reflects inclusion of Connect 2035 Future Initiatives “set aside” (\$105m) – this “set aside” provides monies for the implementation of the strategic plan by the Board – no investment will be made until the Board adopts the strategic plan in late 2024.

The CIP Focus – Connect 2035 Future Initiatives to be defined and total estimated project costs were reviewed along with the TDP financial forecast.

Ms. Liard reviewed the 2024-2029 Cash Balance and noted the 2029 TDP assumes full utilization of all available funding sources through 2029, excluding Board Reserves and Fleet Replacement Fund to maximize service delivery.

Ms. Liard noted the recommendation to the Board was to adopt, by Resolution 810-23, the 2024-2029 Transit Development Plan.

Discussion ensued.

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

B. City Line Project Savings (Resolution)

Mr. Otterstrom noted this item was recommended by the Planning and Development Committee. He reviewed the City Line financials as of the June 2023 board meeting and also noted the project savings are expected to be \$10M to \$14M under budget. He advised specific project savings are unknown until all invoices are paid and the contracts are closed. Budget savings will comprise federal and local funds. Mr. Otterstrom said state funding has been expended and UNSPENT federal funds will be retained by the Federal Transit Administration (FTA). He noted the local share is projected to be between \$3.7M and \$5.2M. He reviewed the budget funding sources of the 2019 City Line budget (Resolution 774-19), the Revised City Line Budget, the Fund Balances as of 3/31/2023 (STA draws down grant funds quarterly, so the most recent disbursement associated with Q1 2023) and Projected Balances at completion. Funding sources included Congestion Mitigation and Air Quality (CMAQ) Grant, WSDOT Regional Mobility Grant Program, WSDOT Connecting Washington Program, FTA Section 5309 Capital Investment Grant (CIG), STA Local Funds, and the American Rescue Plan (ARP) Act Grant.

He offered for consideration the strategic opportunity insight received from STA advisors, Cardinal Infrastructure on July 5, 2023:

- Budget underruns for a Capital Investment Grant project are very rare.
- FTA funds will go back to the US Treasury, since funds are allocated by the project.
- Local financial commitment is the most important criterion in CIG evaluation process and securing local match improves the chances of STA securing federal funds for Division Street BRT.
- Directing City Line's local savings toward the local match for Division Street BRT amplifies STA's commitment to delivering Division Street BRT and BRT in general.

Mr. Otterstrom reviewed the City Line Project Savings (Draft Resolution), stating it was a resolution for the purpose of reallocating the City Line local project savings to the Division Street BRT project. He said that Section 1 states STA Board declares its intent to commit the local share of City Line BRT savings to the Division Street BRT project Construction and Implementation Phase once the City Line project is closed out and Section 2 directs staff to report back to the STA Board, the final amount to be reallocated and to ensure those funds are a component of the Division Street BRT project.

He provided the Division Street BRT current projected costs and said reallocating savings from City Line to Division Street BRT Construction and Implementation Phase will reduce the local share of STA's second BRT project that is yet-to-be secured.

Mr. Otterstrom noted the recommendation to the Board was to approve, by Resolution 811-23, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase.

Discussion ensued.

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

C. Division Street Bus Rapid Transit: Project Development Phase Authorization (Resolution)

Mr. Otterstrom noted this item has been recommended by the Planning & Development Committee. He gave project background that clarified Division Street is the main north-south roadway in Spokane and is one of the busiest in the region; *Connect Spokane* and *STA Moving Forward* have both called for exploring and advancing High Performance Transit in the corridor; STA Board, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway Division Street BRT with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023. He shared a map of the recommended Locally Preferred Alternative (LPA) Refinement: Alignments and Stations and advised the Preliminary Engineering and Environmental Scoping Phase is currently underway.

- Past work includes preparation and refinement of the LPA, preliminary ridership modeling, public outreach, Title VI assessment, and initial coordination with FTA.
- Current work includes preparation to enter Project Development phase, conceptual design work, environmental scoping and updated cost estimates.

He said it is important to note that Preliminary Engineering and Environmental Scoping Phase are not considered eligible local match for future federal grants because the project hasn't yet been approved by FTA in project development.

Mr. Otterstrom reviewed current projected costs and funding sources in the 2024-2029 CIP and said the project's funding plan includes substantial local share, combined with Move Ahead Washington funds and a hope for future federal Small Starts grant award.

Funding sources for Project Development include CMAQ funds (awarded by SRTC in 2022) \$1M, Washington State Move Ahead Washington (2023-2025) enacted budget \$7.746M, Washington State Move Ahead Washington (2025-2027) program \$3.860M, STA local funds (\$1.8M of total is in 2023 Capital Budget) \$2.394M, for a total of \$15M.

He reviewed the Project Development Phase and the Division Street BRT Schedule. Mr. Otterstrom said entry into Project Development requires a letter to FTA headquarters seeking entry; demonstration of commitment of funding for Project Development Phase, noting all non-federal funds for Project Development will be eligible to match federal funds in the event STA receives a Small Starts grant award under the CIG program; and is subject to Board approval. STA is proposing to seek entry into Project Development in late July 2023. He noted the letter of Request for Small Starts Project Development initiation will include project sponsor and partners, corridor description, purpose and need, prior studies, proposed project, existing transit service, projected costs, and the projected schedule.

Mr. Otterstrom reviewed the proposed Resolution by section:

- Section 1** Affirms funding as projected in the 2024-2029 Capital Improvement Program is programmed for the Project Development Phase
- Section 2** Affirms that \$1.8 million in local funds in STA's 2023 Capital Budget is committed to Project Development Phase and available to begin work immediately
- Section 3** Commits the Board to ensure all other funds in Section 1, including budget carryover from one year to the next, remain available for this phase of work
- Section 4** Because \$2,394,000 of the \$11,606,000 in *Move Ahead WA* funds are programmed in 2025-2027 biennium and not yet budgeted, commits STA to providing local funds to cover any delayed or deferred state funds for purposes of fully funding this phase of work

Section 5 Authorizes the CEO to submit a letter to FTA seeking entry into Project Development (Board authority was obtained in July 2014 for City Line Project Development Phase)

The recommendation to the Board was presented: Approve, by Resolution 812-23, the funding sources, and commitments for the project development phase of Division Street BRT and authorize the CEO to request approval to enter Project Development under FTA section 5309 CIG program.

Discussion ensued.

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

Items 11E and 11F were taken out of the Committee Information and a review was provided.

11E. Connect Spokane: Phase 2 Update

Mr. Otterstrom provided an overview of the item as presented to the Planning & Development Committee. He advised Connect Spokane is STA's 30-year Comprehensive Plan, it contains a long-range policies and principles. The last major update was completed in 2017. Connect Spokane is the foundation of the hierarchy of plans. A major update was initiated in late 2020 and in 2021 was divided into two phases. The first phase was completed in 2022 and addressed items that would inform the first phase of strategic planning. The second phase is set to kick-off this fall. This second phase is an opportunity to review and refresh the entire document. Mr. Otterstrom showed a timeline for the comprehensive and strategic initiatives integrated timelines. Mr. Otterstrom reviewed the proposed scope of the Connect Spokane Phase 2 update.

Discussion ensued. No action was taken.

11F. Connect 2035: Phase 2 Overview

Mr. Otterstrom gave an overview of the item as presented to the Planning & Development Committee. Connect 2035 Phase 2 scope of work is building on the three goals adopted in the Phase I Strategic Document, along with their associated strategies. The primary objective of Phase 2 is to develop a 10-year strategic plan that includes sequenced initiatives for achieving established goals and performance measure targets. Effective and informative stakeholder engagement to ensure careful consideration of stakeholder input as broad support of the plan recommendations. Project management and community engagement will be key factors throughout the project. He reviewed upcoming project activities with staff and consultants on July 11, which will be followed by an internal project kick-off with consultants on July 26 and 27. The focus of the second set of meetings is on community engagement strategies, the funding model for scenarios review, and a fixed route network assessment.

Discussion ensued. No action was taken.

7. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

Ms. Kinnear said the Committee spent much of their time reviewing the Draft Rules of Procedure. She asked Ms. Clark to review the progress and provide a status update. Ms. Clark

advised of the feedback received from Board members and noted the item will be presented to Board Operations Committee in September for their further discussion or action.

Ms. Kinnear also noted the committee forwarded the Public Records Officer approved under the Consent agenda.

8. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. French reviewed the Planning & Development (P&D) committee agenda and thanked the Board for the approval of the items P&D recommended.

9. Performance Monitoring & External Relations Committee

B. Chair Report (*Pam Haley*)

Ms. Haley asked Mr. Rapez-Betty to provide a review since she had attended remotely. Mr. Rapez-Betty reviewed the committee agenda items and noted the Board approval of the items the committee recommended.

10. CEO Report

Ms. Meyer reported on Ridership, advising that Fixed Route increased 31.2% June 2023/June 2022, and was up 35.5% year to date. The Zero-Fare Youth ridership saw a 136.8% increase June 2023/June 2022 and was up 189.5% year to date. Paratransit realized a 12.9% increase June 2023/June 2022 and an increase of 20.7% year to date. Rideshare increased 5.3% June 2023/June 2022 and year-to-date 13.7%.

Voter Approved Sales Tax Revenue for June (April Sales) was \$9,336,760 compared to a budget of \$9,233,669 a variance of \$103,091 or 1.1% above budget. The year-to-date Sales Tax is 2.0% above budget.

Ms. Meyer reported on monthly fare revenue by service type through June. The slide included a graph line showing ridership in addition to the fare revenue. Ridership increased since January 2022, but fare revenue has decreased, which was not unexpected due to the Zero-Fare impact on fare revenue. She reviewed the impacts to Fare Revenue 2023 vs 2022 and advised fare revenue year to date is \$3,120,616 compared to the 2023 Budget of \$3,902,568

Ms. Meyer mentioned the US Department of Transportation Reconnecting Communities and Neighborhoods Program Grant aiming to improve access to daily needs such as jobs, education, healthcare, food, and recreation; reconnecting communities by removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development; prioritizing disadvantaged communities. It includes \$1.15 billion for construction projects addressing mitigation of a "burdening" facility, improving access and building/improving "complete streets."

She noted that STA is currently exploring grant application partnership between STA, the City of Spokane, and the City of Spokane Valley for neighborhoods impacted by Interstate 90 between Liberty Park and Edgecliff Park. She noted it may include improving transit facilities, connectivity, and reliability along routes 34 and 94, extending and completing bicycle facilities through the area, including new connections to future non-motorized crossings of I-90, as well as adding and improving sidewalks, enhanced crosswalks, and streetscape elements. She said STA, Spokane, and Spokane Valley are developing a preliminary program of projects and outreach plan for seeking input and support from the community and community-based organizations. If deemed feasible,

staff will return in September seeking authorization to submit the grant application. Applications are due September 28th.

Ms. Meyer presented an overview of the City Line launch celebrations of July 15th that were held in Browne's Addition/Coeur d'Alene Park, Downtown Wall & Main Streets, WSU Spokane/Spokane Falls Blvd. & Sherman, Mission Park, and Chief Garry Park. She extended a special thank you to STA Team One Coach Operators and all the STA volunteers that made it possible. Pictures were shown of volunteers and the celebrations.

The official Ribbon Cutting ceremony took place on July 18th at Gonzaga University and was well attended. In addition to FTA Deputy Administrator Veronica Vanderpool, Governor Jay Inslee, State Senator Andy Billig, Mayor Nadine Woodward, NFI Group Jennifer McNeill, and STA Board Members. The event was well attended by many local residents as well. Ms. Meyer shared pictures of the ribbon cutting and noted the preliminary unaudited ridership numbers for the first three days of service on City Line: Saturday-7/15 – 4,482; Sunday-7/16 – 935; Monday-7/17 – 2,033 and said the City Line ridership is running neck and neck with Routes 25 and 90 even though it is the shortest of the three routes.

Ms. Meyer noted that she and FTA Deputy Administrator Veronica Vanterpool, STA Chief Planning & Development Officer, Karl Otterstrom, FTA Associate Administrator Paul Kincaid, FTA Region 10 Administrator Susan Fletcher were able to tour the Division Bus Rapid Transit route on Wednesday before officials departed. It was well received, and they showed great interest.

Ms. Meyer offered to answer questions. None were forthcoming.

11. Board Information
 - A. Committee Minutes
 - B. June 2023 Sales Tax Revenue
 - C. May 2023 Financial Results Summary
 - D. May 2023 Operating Indicators
 - E. ~~Connect Spokane: Phase 2 Update (Karl Otterstrom)~~ Reviewed under agenda item 6
 - F. ~~Connect 2035: Phase 2 Overview (Karl Otterstrom)~~ Reviewed under agenda item 6
 - G. July Service Change Outreach

12. New Business

13. Board Members' Expressions

Board members expressed their thoughts on a variety of topics.

14. Executive Session (Etter McMahon) - None

15. Adjourned

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

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 21, 2023

AGENDA ITEM **5B** : JULY & AUGUST 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 July 1 through 31, 2023, and August 1 through 31, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

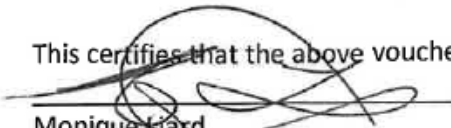
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (July)	Nos. 622987 – 623398	\$ 6,136,556.25
Worker’s Comp Vouchers (July)	ACH – 2286	\$ 95,977.75
Payroll 07/14/2023	ACH – 07/14/2023	\$ 3,271,711.81
Payroll 07/28/2023	ACH – 07/28/2023	\$ 1,906,914.88
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,706.97
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,686.34
JULY TOTAL		\$ 11,419,554.00

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (August)	Nos. 623399 – 623789	\$ 5,996,788.55
Worker’s Comp Vouchers (August)	ACH – 2286	\$ 171,721.57
Payroll 08/11/2023	ACH – 08/11/2023	\$ 2,645,195.84
Payroll 08/25/2023	ACH – 08/25/2023	\$ 1,956,780.61
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,044.16
AUGUST TOTAL		\$ 10,775,530.73

Certified:

Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head ML Chief Executive Officer ASAM Legal Counsel MC

Spokane Transit Authority
Vouchers - July 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/07/2023	622987	AlSCO Inc	2196	72.40
07/07/2023	622988	Amazon Capital Services Inc	2098	920.69
07/07/2023	622989	Battery Systems Inc	1089	1,760.07
07/07/2023	622990	Boston Consulting Inc	2607	1,061.39
07/07/2023	622991	The Braun Corporation	1117	372.84
07/07/2023	622992	Budinger & Associates Inc	2149	4,022.14
07/07/2023	622993	Bulldog Rooter Inc	1126	1,380.45
07/07/2023	622994	Cameron-Reilly LLC	1137	35,878.88
07/07/2023	622995	Captive-Aire Systems Inc	2539	3,840.47
07/07/2023	622996	Center for Transportation and the Environment	2335	23,848.12
07/07/2023	622997	QWEST Corporation	1148	132.21
07/07/2023	622998	Coffman Engineers Inc	1162	8,941.42
07/07/2023	622999	Coleman Oil Company LLC.	2683	263,743.83
07/07/2023	623000	Comcast	1170	323.30
07/07/2023	623001	Continental Door Company	1986	319.60
07/07/2023	623002	Washington State Dept of Corrections	1708	28,477.14
07/07/2023	623003	Cummins Inc	1027	2,844.55
07/07/2023	623004	D-MCP CONSTRUCTION LLC	2536	196,784.14
07/07/2023	623005	Daktronics Inc.	2675	81,750.00
07/07/2023	623006	D2G Group LLC	2757	364.48
07/07/2023	623007	Eden Advanced Pest Technologies	2428	190.75
07/07/2023	623008	El Jay Oil Co Inc	1003	873.64
07/07/2023	623009	Fastenal Company	1249	875.62
07/07/2023	623010	FedEx	1808	44.53
07/07/2023	623011	Francotyp-Postalia Inc	1878	173.31
07/07/2023	623012	Gordon Truck Centers Inc	1018	5,405.83
07/07/2023	623013	Future Systems US Inc	2320	174,651.77
07/07/2023	623014	Gillig LLC	1279	3,563.58
07/07/2023	623015	Idaho State Tax Commission	2504	11,073.81
07/07/2023	623016	Inland Publications Inc	2638	1,297.00
07/07/2023	623017	Kenworth Sales Co Inc	1373	3,933.42
07/07/2023	623018	Loomis Armored US LLC	1408	428.08
07/07/2023	623019	Mohawk Manufacturing & Supply Co	1011	987.82
07/07/2023	623020	Black Realty Management Inc	1658	19,979.01
07/07/2023	623021	NAPA Auto Parts Inc	1014	1,641.84
07/07/2023	623022	National Color Graphics Inc	1455	485.05
07/07/2023	623023	The Aftermarket Parts Company LLC	1015	4,009.58
07/07/2023	623024	Northwest Bus Sales Inc	2272	504,000.00
07/07/2023	623025	Office Depot Inc	1483	50.14
07/07/2023	623026	HOBERTA HANSEN	901	56.00
07/07/2023	623027	Pacific Office Solutions	2288	2,899.20
07/07/2023	623028	Pacific Power Group LLC	1496	78.72
07/07/2023	623029	Premera Blue Cross	1521	369,311.94
07/07/2023	623030	Proterra Inc	2519	238.04
07/07/2023	623031	Provisional Services, Inc.	2697	2,968.85
07/07/2023	623032	Richard J Singer	2813	500.00
07/07/2023	623033	SageView Advisory Group LLC	1955	9,750.00
07/07/2023	623034	Schindler Elevator Corporation	1930	215.06
07/07/2023	623035	Vanessa Bogensberger	1582	1,177.20
07/07/2023	623036	Standard Digital Print Co Inc	1623	2,266.16
07/07/2023	623037	Staples Business Credit	1627	70.88
07/07/2023	623038	Stripe Rite Inc	2212	5,725.70
07/07/2023	623039	The Engraver Inc	1242	340.08
07/07/2023	623040	William Gumm	2831	500.00
07/07/2023	623041	Trapeze Software Group	1669	294,092.97
07/07/2023	623042	United Laboratories	1681	871.46
07/07/2023	623043	US Bank	1678	46,854.80
07/07/2023	623044	Caracal Enterprises LLC	2419	17.60
07/07/2023	623045	Walter E Nelson Co	1721	3,492.60
07/07/2023	623046	Wesco Group LLC	2368	2,023.64
07/07/2023	623047	Wex Bank	2642	21,966.67
07/07/2023	623048	Washington State Transit Assoc	1715	325.00
07/14/2023	623049	Inland Welding Supply Inc	1032	1,117.64
07/14/2023	623050	CBS Reporting Inc	1035	961.50
07/14/2023	623051	ADT Commercial	2462	756.98
07/14/2023	623052	AFSCME	1328	798.35
07/14/2023	623053	AFSCME	1328	132.00
07/14/2023	623054	Amazon Capital Services Inc	2098	2,461.89
07/14/2023	623055	Northwest Industrial Services LLC	1058	465.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/14/2023	623056	Architectural Hardware	1989	1,495.48
07/14/2023	623057	ATS Inland NW LLC	1916	15,613.40
07/14/2023	623058	Amalg Transit Union #1015	1055	22,551.99
07/14/2023	623059	Amalg Transit Union #1598	1056	1,053.74
07/14/2023	623060	Avista Corporation	1081	44,350.17
07/14/2023	623061	Battery Systems Inc	1089	1,831.20
07/14/2023	623062	Cheryl Beckett	1092	500.00
07/14/2023	623063	Robert J Berg	1099	136.25
07/14/2023	623064	Bored with Fire LLC	2829	500.00
07/14/2023	623065	BDI	1022	602.77
07/14/2023	623066	Daniel H Brunner Trustee	1124	1,491.38
07/14/2023	623067	Bud Clary Chevrolet	1125	141,212.00
07/14/2023	623068	California Department of Child Support Services	1130	475.84
07/14/2023	623069	Lithia Motors Support Services	1024	440.53
07/14/2023	623070	Carlson Sheet Metal Works Inc	1139	10,401.87
07/14/2023	623071	QWEST Corporation	1148	176.86
07/14/2023	623072	Child Support Enforcement Agency	1825	392.30
07/14/2023	623073	City of Cheney - Utility	1158	369.25
07/14/2023	623074	City of Spokane	1601	1,079.10
07/14/2023	623075	City of Spokane	1601	242.00
07/14/2023	623076	City of Spokane	1601	11,001.45
07/14/2023	623077	City of Spokane	1601	48.00
07/14/2023	623078	COAST Transportation	2040	3,895.62
07/14/2023	623079	Coleman Oil Company LLC.	2683	98,701.29
07/14/2023	623080	Commercial Tire Inc	2451	1,564.79
07/14/2023	623081	CompuNet Inc	1166	2,495.01
07/14/2023	623082	Consolidated Irrigation	1177	103.12
07/14/2023	623083	Continental Door Company	1986	813.10
07/14/2023	623084	Corporate Translation Services Inc	2158	8.81
07/14/2023	623085	Cummins Inc	1027	3,980.08
07/14/2023	623086	DeVries Business Records Management Inc	1766	58.00
07/14/2023	623087	Dow Jones \$ Company,	2698	166.77
07/14/2023	623088	Leslie Enterprises Inc	1891	6,376.50
07/14/2023	623089	Employee Advisory Council	1236	638.00
07/14/2023	623090	El Jay Oil Co Inc	1003	32,592.03
07/14/2023	623091	Embroidered Sportswear Inc	1232	54.43
07/14/2023	623092	Fastenal Company	1249	2,348.59
07/14/2023	623093	FedEx	1808	49.74
07/14/2023	623094	FrancoTyp-Postalia Inc	1878	307.38
07/14/2023	623095	Gordon Truck Centers Inc	1018	3,722.38
07/14/2023	623096	Future Systems US Inc	2320	6,035.20
07/14/2023	623097	Galls Parent Holdings LLC	1271	3,298.73
07/14/2023	623098	Genfare LLC	1268	3,587.36
07/14/2023	623099	Gillig LLC	1279	37,012.24
07/14/2023	623100	Want a Cat Meow LLC	2841	3,647.59
07/14/2023	623101	Humanix Corp	1329	3,008.10
07/14/2023	623102	IBI Group	1336	75,327.96
07/14/2023	623103	IL DCS and Family Services	2768	276.53
07/14/2023	623104	Northwest Business Press Inc	1366	750.00
07/14/2023	623105	KEPRO	2258	1,246.00
07/14/2023	623106	Kershaw's Inc	1374	92.46
07/14/2023	623107	Krueger Sheet Metal Co	2407	46,893.84
07/14/2023	623108	Lithographic Reproductions Inc	1403	1,323.26
07/14/2023	623109	Magaldi & Magaldi Inc	1416	308.36
07/14/2023	623110	Maintenance Solutions	1418	466.52
07/14/2023	623111	Modern Electric Water Co Inc	1439	1,387.69
07/14/2023	623112	Mohawk Manufacturing & Supply Co	1011	1,648.95
07/14/2023	623113	Motion Auto Supply Inc	1012	57.44
07/14/2023	623114	Black Realty Management Inc	1658	16,863.94
07/14/2023	623115	Nanonation Inc	2554	2,949.55
07/14/2023	623116	NAPA Auto Parts Inc	1014	3,265.57
07/14/2023	623117	National Color Graphics Inc	1455	3,677.24
07/14/2023	623118	The Aftermarket Parts Company LLC	1015	7,789.65
07/14/2023	623119	Kalispel Tribal Economic Authority	1468	500.00
07/14/2023	623120	Pacific Office Solutions	2288	245.25
07/14/2023	623121	Pacific Power Group LLC	1496	1,822.73
07/14/2023	623122	Provisional Services, Inc.	2697	530.21
07/14/2023	623123	Romaine Electric Corporation	1548	338.23
07/14/2023	623124	Modo Rosae Incorporated	2837	561.35
07/14/2023	623125	S & A Systems Inc	2223	8,608.82
07/14/2023	623126	S T A - Well	1557	501.00
07/14/2023	623127	Screen Tek LLC	2636	1,446.43

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/14/2023	623128	Securitas Security Services USA Inc	1574	30,463.52
07/14/2023	623129	Six Robbles Inc	1017	3,978.67
07/14/2023	623130	Spokane Lilac Festival Association	2845	1,250.00
07/14/2023	623131	Spokane County Permit Center	1603	500.00
07/14/2023	623132	Sportworks Global LLC	1617	3,490.18
07/14/2023	623133	Standard Digital Print Co Inc	1623	1,850.82
07/14/2023	623134	Sun Supply Inc.	2710	15,962.57
07/14/2023	623135	Tennant Sales & Service Company	1647	6,118.17
07/14/2023	623136	Terminal Supply Inc	1648	451.10
07/14/2023	623137	Thermo King Northwest	1650	700.52
07/14/2023	623138	Trans Machine Corporation	1019	195.00
07/14/2023	623139	Uline Inc	2401	853.44
07/14/2023	623140	United Way of Spokane County	1684	118.00
07/14/2023	623141	Dean Ryan Hill	2822	500.00
07/14/2023	623142	Utilities Plus	2606	103.00
07/14/2023	623143	Veritech Inc	2049	961.00
07/14/2023	623144	Verizon Wireless LLC	1686	11,990.59
07/14/2023	623145	American Federation of State County 2 WA Council	1705	1,768.75
07/14/2023	623146	Walter E Nelson Co	1721	2,951.30
07/14/2023	623147	Waste Management Spokane	1702	397.02
07/14/2023	623148	Wendle Motors Incorporated	1021	49.56
07/14/2023	623149	Whitworth Water District	1746	28.08
07/14/2023	623150	Washington Self-Insurers Association	1728	630.00
07/14/2023	623151	Verizon	2142	4,878.74
07/14/2023	623152	Yunker Bros Inc	1971	124.04
07/14/2023	623153	Zayo Group LLC	2321	11,118.41
07/14/2023	623154	Zipline Communications Inc	2492	9,262.94
07/21/2023	623155	Inland Welding Supply Inc	1032	298.23
07/21/2023	623156	Ash & Rowan Hardware LLC	2278	742.76
07/21/2023	623157	Francis Avenue Hardware	2279	590.35
07/21/2023	623158	All Western Industrial Supply	2802	321.26
07/21/2023	623159	Alliant Insurance Services Inc - NPB Main	1914	918.00
07/21/2023	623160	AlSCO Inc	2196	7,230.70
07/21/2023	623161	Amazon Capital Services Inc	2098	589.97
07/21/2023	623162	Steven W Niles Jr	2276	60.91
07/21/2023	623163	Northwest Industrial Services LLC	1058	560.75
07/21/2023	623164	Amerigas 1790	1064	6.37
07/21/2023	623165	Andrea Parrish	2687	1,000.00
07/21/2023	623166	Northwest Center Services	2271	4,021.77
07/21/2023	623167	Arnett Industries LLC	2331	129.72
07/21/2023	623168	ATS Inland NW LLC	1916	17,774.75
07/21/2023	623169	Autonation	1068	184.40
07/21/2023	623170	Avista Corporation	1081	225.96
07/21/2023	623171	Big Ass Holding LLC	2591	20,206.02
07/21/2023	623172	Bixby Machine Tool Supply Inc	1106	1,224.18
07/21/2023	623173	Drew Blincow	2842	225.00
07/21/2023	623174	BDI	1022	309.25
07/21/2023	623175	Zeal Endeavors LLC	2788	951.57
07/21/2023	623176	Budinger & Associates Inc	2149	3,722.08
07/21/2023	623177	Lithia Motors Support Services	1024	549.30
07/21/2023	623178	Cardinal Infrastructure LLC	2059	12,500.00
07/21/2023	623179	CBT Nuggets LLC	2725	3,786.66
07/21/2023	623180	Consolidated Electrical Distributors	1133	909.79
07/21/2023	623181	Center for Transportation and the Environment	2335	5,000.00
07/21/2023	623182	City Glass Spokane Inc	2599	381.50
07/21/2023	623183	City of Medical Lake	1424	109.95
07/21/2023	623184	City of Spokane	1601	900.00
07/21/2023	623185	Coffman Engineers Inc	1162	67,275.62
07/21/2023	623186	Kathleen M Collins	1163	5,000.00
07/21/2023	623187	Comcast	1170	182.22
07/21/2023	623188	Complete Office LLC	2202	2,005.16
07/21/2023	623189	CompuNet Inc	1166	10,503.24
07/21/2023	623190	Conseal Containers LLC	1176	397.78
07/21/2023	623191	Continental Door Company	1986	109.72
07/21/2023	623192	Copiers Northwest Inc	2429	266.88
07/21/2023	623193	Crown Castle International Corp.	2733	2,033.82
07/21/2023	623194	Cummins Inc	1027	2,726.68
07/21/2023	623195	Delta Kits Inc.	2771	72.65
07/21/2023	623196	Downtown Spokane Development Association	1217	382.00
07/21/2023	623197	El Jay Oil Co Inc	1003	6,465.09
07/21/2023	623198	Electrical Service Products Inc	1230	1,131.15
07/21/2023	623199	EV IQ LLC	2784	910.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/21/2023	623200	Fastenal Company	1249	215.63
07/21/2023	623201	FedEx	1808	192.04
07/21/2023	623202	Ferguson Enterprises Inc	1252	718.14
07/21/2023	623203	First Data Merchant Services Corporation	1257	4,864.42
07/21/2023	623204	First Digital Communications, LLC	2730	1,207.60
07/21/2023	623205	Flynn BEC LP	2479	963.50
07/21/2023	623206	Gordon Truck Centers Inc	1018	804.00
07/21/2023	623207	Galls Parent Holdings LLC	1271	2,809.94
07/21/2023	623208	Gard Communications Inc	1272	1,143.75
07/21/2023	623209	General Parts Distribution, LLC	2690	289.04
07/21/2023	623210	The General Store	1956	213.82
07/21/2023	623211	Gillig LLC	1279	8,747.26
07/21/2023	623212	W.W. Grainger Inc	1285	25.81
07/21/2023	623213	Graybar Electric Co Inc	1287	101.97
07/21/2023	623214	Grimco,Inc	2696	980.52
07/21/2023	623215	H & H Business Systems	1298	3,547.99
07/21/2023	623216	Halme Construction Inc	2090	274,450.70
07/21/2023	623217	Hogan Mfg Inc	1008	54.95
07/21/2023	623218	Horizon Distributors Inc	1321	2,479.40
07/21/2023	623219	HRA Veba Trust	1415	27,221.61
07/21/2023	623220	Inland Publications Inc	2638	2,525.00
07/21/2023	623221	William Corp	1363	462.03
07/21/2023	623222	Kershaw's Inc	1374	84.33
07/21/2023	623223	Kirk's Automotive Inc	1007	85.50
07/21/2023	623224	L&E Park LLC	2391	4,220.66
07/21/2023	623225	Laird Plastics	1383	849.17
07/21/2023	623226	Liberty Lake Sewer and Water District	1396	592.88
07/21/2023	623227	Long Business Forms	2301	777.18
07/21/2023	623228	LHB Inc	2821	3,147.38
07/21/2023	623229	Loomis Armored US LLC	1408	809.54
07/21/2023	623230	M & L Supply Co Inc	1413	268.53
07/21/2023	623231	Maintenance Solutions	1418	1,047.34
07/21/2023	623232	Car Wash Partners Inc	1436	88.26
07/21/2023	623233	Motion Auto Supply Inc	1012	116.98
07/21/2023	623234	Motorola Solutions Inc	1448	724.85
07/21/2023	623235	Mouser Electronics Inc	1449	649.45
07/21/2023	623236	Muncie Reclamation and Supply Co	1013	10,325.77
07/21/2023	623237	Black Realty Management Inc	1658	2,600.00
07/21/2023	623238	NAPA Auto Parts Inc	1014	1,460.69
07/21/2023	623239	Legend Investments Inc	1454	1,502.82
07/21/2023	623240	National Color Graphics Inc	1455	1,930.39
07/21/2023	623241	The Aftermarket Parts Company LLC	1015	2,630.13
07/21/2023	623242	Noregon Systems Inc	2099	2,398.00
07/21/2023	623243	Northwest Bus Sales Inc	2272	68.89
07/21/2023	623244	Novation Inc	2394	185.00
07/21/2023	623245	Tammy Lynne Glidewell	1282	2,555.50
07/21/2023	623246	Office Depot Inc	1483	267.93
07/21/2023	623247	Oxarc Inc	1002	665.51
07/21/2023	623248	Stephen L Decker	2798	163.50
07/21/2023	623249	Pacific Office Solutions	2288	246.00
07/21/2023	623250	Pacific Office Solutions	2288	85.46
07/21/2023	623251	Pacific Power Group LLC	1496	6,652.41
07/21/2023	623252	Pop Balloon Box	2824	2,047.02
07/21/2023	623253	Refrigeration Supply Dist	1541	150.03
07/21/2023	623254	Romaine Electric Corporation	1548	2,075.26
07/21/2023	623255	Safety-Kleen Systems Inc	1564	10,022.55
07/21/2023	623256	Safety Matters, Inc	2731	4,725.00
07/21/2023	623257	Schindler Elevator Corporation	1930	8,831.20
07/21/2023	623258	The Sherwin-Williams Co	1580	117.62
07/21/2023	623259	Vanessa Bogensberger	1582	6,214.99
07/21/2023	623260	Spokane Public Facilities District	1941	2,674.00
07/21/2023	623261	Spokane County Treasurer	1603	245.93
07/21/2023	623262	Spokane County Environmental Services	1603	303.43
07/21/2023	623263	Spokane House of Hose Inc	1605	1,417.68
07/21/2023	623264	DGT Enterprises LLC	2670	15,495.00
07/21/2023	623265	Sportworks Global LLC	1617	634.38
07/21/2023	623266	STA Operations	1556	304.56
07/21/2023	623267	Star Rentals & Sales	1629	49.57
07/21/2023	623268	Stoneway Electric Supply Co	1633	300.73
07/21/2023	623269	Sun Supply Inc.	2710	520.52
07/21/2023	623270	Tacoma Screw Products, Inc.	2708	283.19
07/21/2023	623271	Tennant Sales & Service Company	1647	4,432.38

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07/21/2023	623272	The Engraver Inc	1242	50.69
07/21/2023	623273	Thermo King Northwest	1650	539.02
07/21/2023	623274	Trapeze Software Group	1669	3,728.90
07/21/2023	623275	Uline Inc	2401	243.58
07/21/2023	623276	United Parcel Service Inc	1683	35.76
07/21/2023	623277	URM Stores Inc	1677	861.09
07/21/2023	623278	Verizon Wireless LLC	1686	9,840.37
07/21/2023	623279	Washington State	1704	16,268.70
07/21/2023	623280	Walter E Nelson Co	1721	90.21
07/21/2023	623281	Waste Management Recycle America	1702	733.08
07/21/2023	623282	West Central Community Development Association	2262	875.00
07/21/2023	623283	Wesslen Construction Inc	2651	440,548.40
07/21/2023	623284	Wilbur Ellis Company	1747	622.42
07/21/2023	623285	Zayo Group LLC	2321	101,335.75
07/20/2023	623286	Kathleen Brinson	2832	2,997.50
07/26/2023	623287	Complete Coach Works	1879	178,892.27
07/28/2023	623288	Access	2340	388.01
07/28/2023	623289	Continental American Insurance Company	2682	2,175.27
07/28/2023	623290	AFSCME	1328	843.50
07/28/2023	623291	AFSCME	1328	130.00
07/28/2023	623292	Amazon Capital Services Inc	2098	1,464.19
07/28/2023	623293	Northwest Industrial Services LLC	1058	87.13
07/28/2023	623294	AMPD Entertainment LLC	2463	144.07
07/28/2023	623295	APS Inc	1841	225.63
07/28/2023	623296	Arctic Lighting & Electric LLC	2100	16,910.00
07/28/2023	623297	Amalg Transit Union #1015	1055	23,104.00
07/28/2023	623298	Amalg Transit Union #1598	1056	1,160.89
07/28/2023	623299	Amalgamated Transit Union	1057	171.86
07/28/2023	623300	Auto B Clean Inc	1077	1,073.37
07/28/2023	623301	Automated Accounts Inc	1079	2,566.71
07/28/2023	623302	Battery Systems Inc	1089	3,884.08
07/28/2023	623303	Continental Battery Systems	2589	369.10
07/28/2023	623304	Boston Consulting Inc	2607	47.42
07/28/2023	623305	Ben & Jerry's	2828	2,504.82
07/28/2023	623306	Black Proinvest Schade Tower LLC	2767	6,808.30
07/28/2023	623307	Daniel H Brunner Trustee	1124	1,491.38
07/28/2023	623308	Budinger & Associates Inc	2149	14,452.54
07/28/2023	623309	California Department of Child Support Services	1130	475.84
07/28/2023	623310	Cameron-Reilly LLC	1137	41,244.50
07/28/2023	623311	Lithia Motors Support Services	1024	248.41
07/28/2023	623312	Center for Transportation and the Environment	2335	15,704.27
07/28/2023	623313	QWEST Corporation	1148	252.67
07/28/2023	623314	Child Support Enforcement Agency	1825	392.30
07/28/2023	623315	Clean Concepts Group Inc	1471	6,396.34
07/28/2023	623316	Coffman Engineers Inc	1162	43,994.95
07/28/2023	623317	Coleman Oil Company LLC.	2683	48,052.25
07/28/2023	623318	Comcast	1170	1,087.69
07/28/2023	623319	CompuNet Inc	1166	300,958.01
07/28/2023	623320	Cummins Inc	1027	3,962.81
07/28/2023	623321	Delta Dental of Washington	1726	64,524.57
07/28/2023	623322	Jonathan D Meegan	2833	500.00
07/28/2023	623323	Disability Management & Consulting Inc	2130	644.98
07/28/2023	623324	Employee Advisory Council	1236	630.00
07/28/2023	623325	Eden Advanced Pest Technologies	2428	190.75
07/28/2023	623326	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	15,167.50
07/28/2023	623327	Event Rents LLC	2126	1,066.28
07/28/2023	623328	Encore Events, LLC	2801	10,218.31
07/28/2023	623329	FedEx	1808	46.03
07/28/2023	623330	Flatstick Pub LLC	2830	2,000.00
07/28/2023	623331	Gordon Truck Centers Inc	1018	10,286.45
07/28/2023	623332	Galls Parent Holdings LLC	1271	1,226.27
07/28/2023	623333	Gillig LLC	1279	18,429.48
07/28/2023	623334	Good-Dilla, LLC	2835	2,002.33
07/28/2023	623335	H & H Business Systems	1298	210.66
07/28/2023	623336	H W Lochner Inc	1405	24,549.52
07/28/2023	623337	Hogan Mfg Inc	1008	86.41
07/28/2023	623338	Humanix Corp	1329	1,562.51
07/28/2023	623339	IL DCS and Family Services	2768	331.84
07/28/2023	623340	INIT Innovations in Transportation Inc	2392	161,037.45
07/28/2023	623341	Janek Corporation	1358	675.80
07/28/2023	623342	Jason Matthew Dempsey	2826	1,585.95
07/28/2023	623343	Northwest Business Press Inc	1366	1,060.00

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07/28/2023	623344	Kaiser Foundation Health Plan of Washington	1296	384,093.78
07/28/2023	623345	Kaiser Foundation Health Plan of Washington	1296	65,782.67
07/28/2023	623346	Kaiser Foundation Health Plan of WA Options Inc	1295	3,964.80
07/28/2023	623347	Kaiser Foundation Health Plan of WA Options Inc	1295	33,208.07
07/28/2023	623348	KPFF Inc	2510	1,331.46
07/28/2023	623349	Long Business Forms	2301	523.20
07/28/2023	623350	William Standage	2820	2,776.48
07/28/2023	623351	Maximum Fun LLC	2823	2,180.00
07/28/2023	623352	Mohawk Manufacturing & Supply Co	1011	1,008.98
07/28/2023	623353	Muncie Reclamation and Supply Co	1013	3,283.24
07/28/2023	623354	NAPA Auto Parts Inc	1014	3,863.30
07/28/2023	623355	NATIONWIDE	2592	566.28
07/28/2023	623356	The Aftermarket Parts Company LLC	1015	1,939.78
07/28/2023	623357	Noregon Systems Inc	2099	1,177.20
07/28/2023	623358	Kalispel Tribal Economic Authority	1468	15,605.44
07/28/2023	623359	Northwest Interpreters Inc.	2712	209.32
07/28/2023	623360	Office Depot Inc	1483	432.68
07/28/2023	623361	Pacific Power Group LLC	1496	3,967.76
07/28/2023	623362	Premera Blue Cross	1521	370,163.82
07/28/2023	623363	Protterra Inc	2519	28.45
07/28/2023	623364	Provisional Services, Inc.	2697	1,435.70
07/28/2023	623365	Rehn & Associates	2395	420.00
07/28/2023	623366	Romaine Electric Corporation	1548	3,440.92
07/28/2023	623367	S T A - Well	1557	497.00
07/28/2023	623368	Schetky Northwest Sales Inc	1570	68.38
07/28/2023	623369	Securitas Security Services USA Inc	1574	1,155.84
07/28/2023	623370	Senske Lawn & Tree Care Inc	2194	107.91
07/28/2023	623371	Six Robbles Inc	1017	309.56
07/28/2023	623372	Sno Pros Concessions	2836	2,408.00
07/28/2023	623373	Spokane Art Supply Inc	1599	9.80
07/28/2023	623374	Spokane House of Hose Inc	1605	64.86
07/28/2023	623375	Sportworks Global LLC	1617	348.80
07/28/2023	623376	Standard Digital Print Co Inc	1623	323.34
07/28/2023	623377	Summit Law Group PLLC	1637	648.00
07/28/2023	623378	Sun Supply Inc.	2710	2,615.89
07/28/2023	623379	Tennant Sales & Service Company	1647	848.28
07/28/2023	623380	The Engraver Inc	1242	43.60
07/28/2023	623381	Thermo King Northwest	1650	1,080.18
07/28/2023	623382	Trapeze Software Group	1669	6,652.27
07/28/2023	623383	Uline Inc	2401	310.40
07/28/2023	623384	United Way of Spokane County	1684	108.00
07/28/2023	623385	USSC Acquisition Corp	1676	505.87
07/28/2023	623386	VIP Production Northwest, Inc	1798	4,426.49
07/28/2023	623387	WA State School for the Blind	2847	38.73
07/28/2023	623388	American Federation of State County 2 WA Council	1705	1,811.14
07/28/2023	623389	State of Washington	1706	326.98
07/28/2023	623390	Washington State	1209	5,627.74
07/28/2023	623391	Washington State Dept of Labor and Industries	1208	3,382.22
07/28/2023	623392	Washington State	1208	1,407.50
07/28/2023	623393	Walter E Nelson Co	1721	5,666.28
07/28/2023	623394	Washington State Department of Transportation	1709	15,000.00
07/28/2023	623395	Wesco Group LLC	2368	3,269.89
07/28/2023	623396	Western States Equipment	1740	4,586.15
07/28/2023	623397	Washington State Transit Assoc	1715	150.00
07/28/2023	623398	Verizon	2142	2,984.59
TOTAL JULY ACCOUNTS PAYABLE				6,136,556.25
7/1/2023-7/31/2023	ACH	WORKER'S COMPENSATION	2286	95,977.75
TOTAL JULY WORKER'S COMPENSATION DISBURSEMENTS				95,977.75
07/14/2023	729748-729768	PAYROLL AND TAXES PR 14, 2023	VARIES	3,271,711.81
07/28/2023	729769-729789	PAYROLL AND TAXES PR 15, 2023	VARIES	1,906,914.88
TOTAL JULY PAYROLL AND TAXES				5,178,626.69
07/17/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,706.97
07/17/2023	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	2,686.34
TOTAL JULY EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,393.31
TOTAL JULY DISBURSEMENTS FROM TO1 ACCOUNTS				11,419,554.00

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TOTAL JULY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JULY DISBURSEMENTS TO1 & TO5 ACCOUNTS				11,419,554.00

Spokane Transit Authority
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08/04/2023	623399	A2Z Interpreting, LLC	2843	400.19
08/04/2023	623400	Amazon Capital Services Inc	2098	1,819.79
08/04/2023	623401	Steven W Niles Jr	2276	27.25
08/04/2023	623402	American Radiator Inc.	2809	845.40
08/04/2023	623403	Northwest Center Services	2271	41,492.95
08/04/2023	623404	Avista Corporation	1081	35,646.76
08/04/2023	623405	BDI	1022	602.77
08/04/2023	623406	Cameron-Reilly LLC	1137	176,000.00
08/04/2023	623407	Lithia Motors Support Services	1024	1,184.55
08/04/2023	623408	Canon Financial Services Inc	1154	209.01
08/04/2023	623409	QWEST Corporation	1148	128.69
08/04/2023	623410	City of Spokane	1601	12,042.58
08/04/2023	623411	City of Spokane Valley Finance Department	1614	270.00
08/04/2023	623412	Comcast	1170	118.65
08/04/2023	623413	Complete Office LLC	2202	33.80
08/04/2023	623414	Consolidated Irrigation	1177	118.65
08/04/2023	623415	Continental Contractors Inc	2603	8,943.18
08/04/2023	623416	Copiers Northwest Inc	2429	98.43
08/04/2023	623417	Cummins Inc	1027	9,963.29
08/04/2023	623418	DeVries Business Records Management Inc	1766	900.00
08/04/2023	623419	Earthworks Recycling Inc.	2816	345.00
08/04/2023	623420	Elite Entry Systems LLC	2632	297.50
08/04/2023	623421	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	19,294.50
08/04/2023	623422	Event Rents LLC	2126	2,245.82
08/04/2023	623423	FedEx	1808	94.97
08/04/2023	623424	Ascent Mechanical and Plumbing Inc	2494	218.00
08/04/2023	623425	FP Mailing Solutions	1878	1,000.00
08/04/2023	623426	Gordon Truck Centers Inc	1018	12,545.28
08/04/2023	623427	Galls LLC	1271	68.67
08/04/2023	623428	Galls Parent Holdings LLC	1271	689.71
08/04/2023	623429	General Parts Distribution, LLC	2690	106.25
08/04/2023	623430	Gillig LLC	1279	9,795.21
08/04/2023	623431	Goodson Manufacturing Company	1284	65.39
08/04/2023	623432	Guardian Security Systems Inc	2199	980.79
08/04/2023	623433	H & H Business Systems	1298	13.11
08/04/2023	623434	Humanix Corp	1329	2,896.56
08/04/2023	623435	IBI Group	1336	45,505.63
08/04/2023	623436	Arcadis, a California Partnership	1336	3,355.82
08/04/2023	623437	Idaho State Tax Commission	2504	6,627.12
08/04/2023	623438	International Institute of Municipal Clerks	2852	125.00
08/04/2023	623439	KEPRO	2258	1,325.54
08/04/2023	623440	KPFF Inc	2510	32,045.61
08/04/2023	623441	M & L Supply Co Inc	1413	461.72
08/04/2023	623442	Kristine Ritchie	2846	2,834.00
08/04/2023	623443	McCarty's Sacro Ease	2406	9,516.00
08/04/2023	623444	Modern Electric Water Co Inc	1439	754.82
08/04/2023	623445	Mohawk Manufacturing & Supply Co	1011	3,204.10
08/04/2023	623446	Motion Auto Supply Inc	1012	365.80
08/04/2023	623447	Nanonation Inc	2554	7,426.32
08/04/2023	623448	NAPA Auto Parts Inc	1014	6,135.96
08/04/2023	623449	The Aftermarket Parts Company LLC	1015	2,507.85
08/04/2023	623450	Office Depot Inc	1483	127.55
08/04/2023	623451	Oxarc Inc	1002	163.28
08/04/2023	623452	Pacific Power Group LLC	1496	837.24
08/04/2023	623453	Provisional Services, Inc.	2697	776.14
08/04/2023	623454	Refrigeration Supplies Distributor	1541	57.82
08/04/2023	623455	Romaine Electric Corporation	1548	2,068.04
08/04/2023	623456	SBA Towers II LLC	1569	2,488.98
08/04/2023	623457	SenSource Inc	2739	980.00
08/04/2023	623458	Vanessa Bogensberger	1582	7,742.33
08/04/2023	623459	Spokesman Review	1616	494.00
08/04/2023	623460	The Spokesman Review	1616	888.03
08/04/2023	623461	Staples Business Credit	1627	58.51
08/04/2023	623462	Symetra Life Insurance Company	1562	21,452.92
08/04/2023	623463	The Engraver Inc	1242	58.86
08/04/2023	623464	The Spyglass Group, LLC	2803	6,209.28
08/04/2023	623465	Thermo King Northwest	1650	9,034.38
08/04/2023	623466	URM Stores Inc	1677	304.00
08/04/2023	623467	US Bank	1678	45,179.55

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08/04/2023	623468	Washington State	1710	12,055.81
08/11/2023	623469	A to Z Rentals	1033	419.92
08/11/2023	623470	Inland Welding Supply Inc	1032	1,486.76
08/11/2023	623471	Ash & Rowan Hardware LLC	2278	59.64
08/11/2023	623472	Francis Avenue Hardware	2279	19.61
08/11/2023	623473	Jant Group II	2263	187.96
08/11/2023	623474	AFSCME	1328	769.56
08/11/2023	623475	AFSCME	1328	130.00
08/11/2023	623476	Alcobra Metals Inc	2140	735.94
08/11/2023	623477	All Western Industrial Supply	2802	265.39
08/11/2023	623478	Amazon Capital Services Inc	2098	867.17
08/11/2023	623479	Steven W Niles Jr	2276	6.52
08/11/2023	623480	Northwest Industrial Services LLC	1058	560.75
08/11/2023	623481	Amerigas 1790	1064	399.72
08/11/2023	623482	Arctic Lighting & Electric LLC	2100	1,316.00
08/11/2023	623483	Amalg Transit Union #1015	1055	24,151.58
08/11/2023	623484	Amalg Transit Union #1598	1056	1,128.24
08/11/2023	623485	Avista Corporation	1081	19,060.22
08/11/2023	623486	Robert J Berg	1099	272.25
08/11/2023	623487	The Braun Corporation	1117	119.86
08/11/2023	623488	Daniel H Brunner Trustee	1124	1,491.38
08/11/2023	623489	California Department of Child Support Services	1130	475.84
08/11/2023	623490	Lithia Motors Support Services	1024	1,066.25
08/11/2023	623491	Canon Financial Services Inc	1154	891.23
08/11/2023	623492	Consolidated Electrical Distributors	1133	1,970.72
08/11/2023	623493	QWEST Corporation	1148	309.07
08/11/2023	623494	Child Support Enforcement Agency	1825	392.30
08/11/2023	623495	City Glass Spokane Inc	2599	152.60
08/11/2023	623496	City of Cheney - Utility	1158	461.27
08/11/2023	623497	City of Medical Lake	1424	107.14
08/11/2023	623498	City of Spokane	1601	1,584.29
08/11/2023	623499	Coleman Oil Company LLC.	2683	546,939.44
08/11/2023	623500	Comcast	1170	204.65
08/11/2023	623501	D-MCP CONSTRUCTION LLC	2536	71,496.88
08/11/2023	623502	Employee Advisory Council	1236	659.50
08/11/2023	623503	El Jay Oil Co Inc	1003	4,355.69
08/11/2023	623504	Elite Entry Systems LLC	2632	790.50
08/11/2023	623505	Fastenal Company	1249	5,368.04
08/11/2023	623506	First Data Merchant Services Corporation	1257	8,037.22
08/11/2023	623507	Gordon Truck Centers Inc	1018	7,708.38
08/11/2023	623508	Galls Parent Holdings LLC	1271	1,698.12
08/11/2023	623509	Performance Systems Integration, LLC	2728	2,186.24
08/11/2023	623510	Genfare LLC	1268	2,612.30
08/11/2023	623511	Gillig LLC	1279	1,930.80
08/11/2023	623512	W.W. Grainger Inc	1285	1,296.06
08/11/2023	623513	H & H Business Systems	1298	2,813.85
08/11/2023	623514	Horizon Distributors Inc	1321	236.03
08/11/2023	623515	Humanix Corp	1329	1,752.47
08/11/2023	623516	IBI Group	1336	7,932.44
08/11/2023	623517	IL DCS and Family Services	2768	331.84
08/11/2023	623518	Jacobs Engineering Group Inc	2285	27,080.67
08/11/2023	623519	Kershaw's Inc	1374	78.58
08/11/2023	623520	Laird Plastics	1383	1,798.38
08/11/2023	623521	Liberty Lake Sewer and Water District	1396	468.24
08/11/2023	623522	Lithia Motors Support Services	1088	91.99
08/11/2023	623523	Long Business Forms	2301	312.83
08/11/2023	623524	Loomis Armored US LLC	1408	428.08
08/11/2023	623525	M & L Supply Co Inc	1413	444.55
08/11/2023	623526	Michelin North America Inc	2325	51,546.55
08/11/2023	623527	Modern Electric Water Co Inc	1439	653.84
08/11/2023	623528	Mohawk Manufacturing & Supply Co	1011	900.00
08/11/2023	623529	Motion Auto Supply Inc	1012	1,965.99
08/11/2023	623530	Muncie Reclamation and Supply Co	1013	727.62
08/11/2023	623531	Nanonation Inc	2554	3,822.05
08/11/2023	623532	NAPA Auto Parts Inc	1014	1,872.74
08/11/2023	623533	National Color Graphics Inc	1455	41,639.99
08/11/2023	623534	The Aftermarket Parts Company LLC	1015	16,001.42
08/11/2023	623535	New Pig Corporation	1462	1,863.91
08/11/2023	623536	CSWW Inc	1102	108.09
08/11/2023	623537	North 40 Outfitters	1102	136.10
08/11/2023	623538	CSWW Inc	1102	250.68
08/11/2023	623539	Northwest Bus Sales Inc	2272	756,000.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/11/2023	623540	Office Depot Inc	1483	430.06
08/11/2023	623541	Piersol Construction Inc.	2791	12,033.45
08/11/2023	623542	Provisional Services, Inc.	2697	10,004.39
08/11/2023	623543	Pure Filtration Products Inc	1531	1,039.60
08/11/2023	623544	News Radio 920	2318	1,216.50
08/11/2023	623545	92.9 ZZU	2318	3,837.50
08/11/2023	623546	Multi Service Technology Solutions Inc	2146	70.86
08/11/2023	623547	S T A - Well	1557	524.50
08/11/2023	623548	Safety-Kleen Systems Inc	1564	15,076.28
08/11/2023	623549	Louis Sardo Upholstery Inc.	2825	4,282.94
08/11/2023	623550	Securitas Security Services USA Inc	1574	47,114.04
08/11/2023	623551	Six Robbles Inc	1017	354.14
08/11/2023	623552	Spokane County Solid Waste	1603	84.22
08/11/2023	623553	Spokane Valley Screen Printing Inc	2609	109.44
08/11/2023	623554	The Spokesman Review	1616	1,980.36
08/11/2023	623555	Sun Supply Inc.	2710	2,592.30
08/11/2023	623556	SurveyMonkey Inc	2402	3,760.50
08/11/2023	623557	Talroo, Inc	2787	2,750.00
08/11/2023	623558	Trapeze Software Group Inc	1669	8,350.00
08/11/2023	623559	Uline Inc	2401	4,728.56
08/11/2023	623560	United Way of Spokane County	1684	108.00
08/11/2023	623561	Verizon Wireless LLC	1686	11,956.42
08/11/2023	623562	American Federation of State County 2 WA Council	1705	1,826.72
08/11/2023	623563	Washington State	1209	720.61
08/11/2023	623564	Washington State Dept of Labor and Industries	1208	158,488.25
08/11/2023	623565	Walter E Nelson Co	1721	4,160.26
08/11/2023	623566	Waste Management Spokane	1702	397.02
08/11/2023	623567	Wex Bank	2642	19,919.54
08/11/2023	623568	Whitworth Water District	1746	645.22
08/11/2023	623569	Yakima County Credit Service	2786	1,109.61
08/11/2023	623570	Zayo Group LLC	2321	33,937.37
08/11/2023	623571	Zipline Communications Inc	2492	248.92
08/18/2023	623572	Inland Welding Supply Inc	1032	662.92
08/18/2023	623573	Access Information Holdings	2340	484.55
08/18/2023	623574	CBS Reporting Inc	1035	393.00
08/18/2023	623575	ADT Commercial	2462	46,558.43
08/18/2023	623576	AlSCO Inc	2196	2,563.62
08/18/2023	623577	Amazon Capital Services Inc	2098	1,009.03
08/18/2023	623578	AMPD Entertainment LLC	2463	2,038.22
08/18/2023	623579	Andrea Parrish	2687	6,000.00
08/18/2023	623580	Arnett Industries LLC	2331	72.50
08/18/2023	623581	Avista Corporation	1081	835.31
08/18/2023	623582	Battery Systems Inc	1089	4,738.62
08/18/2023	623583	BDI	1022	63.96
08/18/2023	623584	Budinger & Associates Inc	2149	1,529.91
08/18/2023	623585	Bulldog Rooter Inc	1126	3,481.53
08/18/2023	623586	Lithia Motors Support Services	1024	2,226.16
08/18/2023	623587	Canon Financial Services Inc	1154	2,694.60
08/18/2023	623588	Cintas Corporation No 2	2383	47.13
08/18/2023	623589	Coffman Engineers Inc	1162	37,543.57
08/18/2023	623590	Kathleen M Collins	1163	5,000.00
08/18/2023	623591	Commercial Tire Inc	2451	621.38
08/18/2023	623592	Complete Coach Works	1879	79,169.81
08/18/2023	623593	CompuNet Inc	1166	1,778.88
08/18/2023	623594	Copiers Northwest Inc	2429	464.07
08/18/2023	623595	Cummins Inc	1027	3,821.60
08/18/2023	623596	Delta Kits Inc.	2771	234.50
08/18/2023	623597	Dow Jones \$ Company,	2698	176.58
08/18/2023	623598	Downtown Spokane Development Association	1217	336.00
08/18/2023	623599	El Jay Oil Co Inc	1003	35,179.43
08/18/2023	623600	Employment Security Department	1237	120,344.69
08/18/2023	623601	Esco Institute Ltd	1881	439.90
08/18/2023	623602	Fastenal Company	1249	1,738.58
08/18/2023	623603	FedEx	1808	1,256.39
08/18/2023	623604	First Transit Inc	2430	488,498.88
08/18/2023	623605	Francotyp-Postalia Inc	1878	172.72
08/18/2023	623606	Business Interiors of Idaho	2715	4,447.56
08/18/2023	623607	Gordon Truck Centers Inc	1018	20,491.86
08/18/2023	623608	Galls Parent Holdings LLC	1271	273.04
08/18/2023	623609	Performance Systems Integration, LLC	2728	718.75
08/18/2023	623610	Gillig LLC	1279	30,499.90
08/18/2023	623611	Glass Doctor	1308	462.83

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08/18/2023	623612	Global Equipment Company Inc	1280	804.64
08/18/2023	623613	W.W. Grainger Inc	1285	44.01
08/18/2023	623614	Spokane Area Chamber of Commerce	1291	100.00
08/18/2023	623615	Gruber Technical Inc	2127	4,019.92
08/18/2023	623616	H & H Business Systems	1298	1,740.36
08/18/2023	623617	Hogan Mfg Inc	1008	590.52
08/18/2023	623618	Humanix Corp	1329	992.66
08/18/2023	623619	Jacobs Engineering Group Inc	2285	7,629.87
08/18/2023	623620	KREM	2559	3,470.00
08/18/2023	623621	Krueger Sheet Metal Co	2407	98,253.76
08/18/2023	623622	KSKN Television Inc	2577	295.00
08/18/2023	623623	Maintenance Solutions	1418	476.18
08/18/2023	623624	Car Wash Partners Inc	1436	39.22
08/18/2023	623625	Q49 Solutions LLC	2594	25.07
08/18/2023	623626	Mohawk Manufacturing & Supply Co	1011	778.30
08/18/2023	623627	Mouser Electronics Inc	1449	20.08
08/18/2023	623628	Muncie Reclamation and Supply Co	1013	1,165.30
08/18/2023	623629	Black Realty Management Inc	1658	2,600.00
08/18/2023	623630	NAPA Auto Parts Inc	1014	3,807.09
08/18/2023	623631	Legend Investments Inc	1454	1,313.33
08/18/2023	623632	National Color Graphics Inc	1455	4,485.35
08/18/2023	623633	The Aftermarket Parts Company LLC	1015	47,251.48
08/18/2023	623634	New Flyer Of America Inc	2528	1,329,539.96
08/18/2023	623635	North Coast Electric Company	1469	90.22
08/18/2023	623636	Oxarc Inc	1002	753.68
08/18/2023	623637	Pacific Office Solutions	2288	421.18
08/18/2023	623638	Parametrix Inc	2062	38,115.98
08/18/2023	623639	Platt Electric Supply	1517	302.64
08/18/2023	623640	Proterra Inc	2519	62.71
08/18/2023	623641	Multi Service Technology Solutions Inc	2146	324.27
08/18/2023	623642	Rehn & Associates	2395	262.00
08/18/2023	623643	Romaine Electric Corporation	1548	858.22
08/18/2023	623644	Safety-Kleen Systems Inc	1564	297.57
08/18/2023	623645	John Latta Associates Inc	1936	31.32
08/18/2023	623646	Securitas Security Services USA Inc	1574	16,721.89
08/18/2023	623647	The Sherwin-Williams Co	1580	156.15
08/18/2023	623648	Six Robblees Inc	1017	1,840.41
08/18/2023	623649	Spokane Public Facilities District	1941	2,352.00
08/18/2023	623650	Spokane Art Supply Inc	1599	6,378.90
08/18/2023	623651	Spokane County Commute Smart Northwest	1603	500.00
08/18/2023	623652	Spokane House of Hose Inc	1605	3,021.46
08/18/2023	623653	Spokane Power Tool	1608	153.62
08/18/2023	623654	Spokane Sunscreen LLC	1926	989.85
08/18/2023	623655	DGT Enterprises LLC	2670	10,758.87
08/18/2023	623656	Sportworks Global LLC	1617	4,088.14
08/18/2023	623657	Standard Digital Print Co Inc	1623	26.96
08/18/2023	623658	Team Torque Inc	1644	165.00
08/18/2023	623659	Thermo King Northwest	1650	5,766.67
08/18/2023	623660	Trapeze Software Group	1669	59,670.96
08/18/2023	623661	TRISTAR Risk Management	2124	14,899.50
08/18/2023	623662	Uline Inc	2401	241.79
08/18/2023	623663	United Parcel Service Inc	1683	103.77
08/18/2023	623664	URM Stores Inc	1677	95.70
08/18/2023	623665	URM Stores Inc	1677	76.56
08/18/2023	623666	Jeffrey Oien	2155	1,215.35
08/18/2023	623667	Verizon Wireless LLC	1686	8,899.87
08/18/2023	623668	WA State Dept of Ecology	1706	315.31
08/18/2023	623669	Walter E Nelson Co	1721	543.53
08/18/2023	623670	Mike Walters	1722	271.30
08/18/2023	623671	Wendle Motors Incorporated	1021	91.17
08/18/2023	623672	Wesco Group LLC	2368	807.84
08/18/2023	623673	Wesslen Construction Inc	2651	375,398.77
08/18/2023	623674	Whites Boots Inc	1744	270.32
08/18/2023	623675	Verizon	2142	4,878.74
08/25/2023	623676	Ash & Rowan Hardware LLC	2278	129.99
08/25/2023	623677	Francis Avenue Hardware	2279	151.66
08/25/2023	623678	Jant Group II	2263	345.91
08/25/2023	623679	South Hill Ace Hardware	2263	272.04
08/25/2023	623680	Coeur D'Alene Tractor Co Inc	1038	502.62
08/25/2023	623681	AFSCME	1328	769.56
08/25/2023	623682	AFSCME	1328	130.00
08/25/2023	623683	Alcobra Metals Inc	2140	438.35

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/25/2023	623684	Alcobra Metals Inc	2140	2,302.74
08/25/2023	623685	Amazon Capital Services Inc	2098	4,530.45
08/25/2023	623686	Northwest Industrial Services LLC	1058	87.13
08/25/2023	623687	Northwest Center Services	2271	148.52
08/25/2023	623688	Amalg Transit Union #1015	1055	23,924.50
08/25/2023	623689	Amalg Transit Union #1598	1056	1,128.24
08/25/2023	623690	Amalgamated Transit Union	1057	174.11
08/25/2023	623691	Avista Corporation	1081	553.76
08/25/2023	623692	Battery Systems Inc	1089	662.59
08/25/2023	623693	Daniel H Brunner Trustee	1124	1,491.38
08/25/2023	623694	Zeal Endeavors LLC	2788	401.67
08/25/2023	623695	Budinger & Associates Inc	2149	2,671.12
08/25/2023	623696	California Department of Child Support Services	1130	475.84
08/25/2023	623697	Lithia Motors Support Services	1024	243.55
08/25/2023	623698	Canon Financial Services Inc	1154	1,341.99
08/25/2023	623699	Carahsoft Technology Corporation	2187	4,979.53
08/25/2023	623700	Consolidated Electrical Distributors	1133	43.99
08/25/2023	623701	QWEST Corporation	1148	216.15
08/25/2023	623702	ChargePoint Inc	2717	21,189.60
08/25/2023	623703	Child Support Enforcement Agency	1825	392.30
08/25/2023	623704	City of Spokane	1601	851.73
08/25/2023	623705	Spokane Regional Clean Air Agency	1602	1,500.00
08/25/2023	623706	Clean Concepts Group Inc	1471	363.86
08/25/2023	623707	Coffman Engineers Inc	1162	43,994.86
08/25/2023	623708	Coleman Oil Company LLC.	2683	146,766.86
08/25/2023	623709	Comcast	1170	182.22
08/25/2023	623710	CompuNet Inc	1166	22,281.75
08/25/2023	623711	Conseal Containers LLC	1176	397.78
08/25/2023	623712	Crown Castle International Corp.	2733	2,033.82
08/25/2023	623713	D'Amato Conversano, Inc. P.C.	2718	200.00
08/25/2023	623714	Employee Advisory Council	1236	677.50
08/25/2023	623715	El Jay Oil Co Inc	1003	3,744.14
08/25/2023	623716	Electrical Service Products Inc	1230	169.85
08/25/2023	623717	ETC Institute	2792	17,124.00
08/25/2023	623718	Fastenal Company	1249	1,214.32
08/25/2023	623719	Ferguson Enterprises Inc	1252	225.37
08/25/2023	623720	First Digital Communications, LLC	2730	1,203.44
08/25/2023	623721	Business Interiors of Idaho	2715	1,162.52
08/25/2023	623722	Galls LLC	1271	111.14
08/25/2023	623723	Galls Parent Holdings LLC	1271	8,272.68
08/25/2023	623724	Gard Communications Inc	1272	991.25
08/25/2023	623725	The General Store	1956	914.23
08/25/2023	623726	Genfare LLC	1268	919.72
08/25/2023	623727	Glass Doctor	1308	626.18
08/25/2023	623728	W.W. Grainger Inc	1285	2,061.29
08/25/2023	623729	Grimco,Inc	2696	828.40
08/25/2023	623730	H & H Business Systems	1298	276.30
08/25/2023	623731	Horizon Distributors Inc	1321	287.71
08/25/2023	623732	Humanix Corp	1329	949.76
08/25/2023	623733	Hydraulics Plus	1906	128.99
08/25/2023	623734	IL DCS and Family Services	2768	331.84
08/25/2023	623735	Johnson Controls Fire Protection LP	1584	5,800.15
08/25/2023	623736	William Corp	1363	727.96
08/25/2023	623737	KPFF Inc	2510	280.35
08/25/2023	623738	KREM	2559	1,150.00
08/25/2023	623739	KSKN Television Inc	2577	85.00
08/25/2023	623740	L&E Park LLC	2391	4,220.66
08/25/2023	623741	M & L Supply Co Inc	1413	109.22
08/25/2023	623742	Machine Tool Services Inc	2856	435.00
08/25/2023	623743	Maintenance Solutions	1418	454.53
08/25/2023	623744	Moon Shadow Etchers, Inc.	2770	1,997.50
08/25/2023	623745	Mouser Electronics Inc	1449	32.81
08/25/2023	623746	Nanonation Inc	2554	9,695.70
08/25/2023	623747	NAPA Auto Parts Inc	1014	4,485.45
08/25/2023	623748	NAPA PAINT STORE	1014	141.36
08/25/2023	623749	The Aftermarket Parts Company LLC	1015	1,008.77
08/25/2023	623750	Norlift Inc	1470	901.65
08/25/2023	623751	CSWW Inc	1102	85.00
08/25/2023	623752	CSWW Inc	1102	416.53
08/25/2023	623753	Office Depot Inc	1483	264.07
08/25/2023	623754	Oxarc Inc	1002	3,873.34
08/25/2023	623755	Pacific Office Solutions	2288	132.98

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/25/2023	623756	Parr Lumber	2299	1,437.63
08/25/2023	623757	Platt Electric Supply	1517	96.37
08/25/2023	623758	Proterra Inc	2519	1,122.52
08/25/2023	623759	Provisional Services, Inc.	2697	2,275.96
08/25/2023	623760	Pure Filtration Products Inc	1531	667.53
08/25/2023	623761	Multi Service Technology Solutions Inc	2146	476.10
08/25/2023	623762	Refrigeration Supply Dist	1541	14.37
08/25/2023	623763	S T A - Well	1557	535.50
08/25/2023	623764	Senske Lawn & Tree Care Inc	2194	107.91
08/25/2023	623765	The Sherwin-Williams Co	1580	412.67
08/25/2023	623766	Sierra Developments LLC	2854	1,200.00
08/25/2023	623767	SiteOne Landscape Supply LLC	2557	53.71
08/25/2023	623768	Spokane County Environmental Services	1603	303.43
08/25/2023	623769	Spokane House of Hose Inc	1605	1,070.08
08/25/2023	623770	Spokane Power Tool	1608	465.37
08/25/2023	623771	The Spokesman Review	1616	483.23
08/25/2023	623772	Staples Business Credit	1627	104.57
08/25/2023	623773	Stoneway Electric Supply Co	1633	750.29
08/25/2023	623774	Summit Law Group PLLC	1637	864.00
08/25/2023	623775	Sun Supply Inc.	2710	590.34
08/25/2023	623776	Trapeze Software Group	1669	47,517.18
08/25/2023	623777	Uline Inc	2401	1,110.15
08/25/2023	623778	United Way of Spokane County	1684	128.00
08/25/2023	623779	URM Stores Inc	1677	447.29
08/25/2023	623780	Washington State	1704	6,597.15
08/25/2023	623781	American Federation of State County 2 WA Council	1705	1,806.33
08/25/2023	623782	State of Washington Department of Ecology	1706	65.00
08/25/2023	623783	Waste Management Recycle America	1702	749.01
08/25/2023	623784	Western States Equipment	1740	732.98
08/25/2023	623785	Whites Boots Inc	1744	152.04
08/25/2023	623786	Washington Self-Insurers Association	1728	20.00
08/25/2023	623787	Washington State Transit Assoc	1715	150.00
08/25/2023	623788	Verizon	2142	2,984.59
08/25/2023	623789	Zipline Communications Inc	2492	7,843.50
TOTAL AUGUST ACCOUNTS PAYABLE				5,996,788.55
8/1/2023-8/31/2023	ACH	WORKER'S COMPENSATION	2286	171,721.57
TOTAL AUGUST WORKER'S COMPENSATION DISBURSEMENTS				171,721.57
08/11/2023	729791-729839	PAYROLL AND TAXES PR 16, 2023	VARIES	2,645,195.84
08/25/2023	729840-729860	PAYROLL AND TAXES PR 17, 2023	VARIES	1,956,780.61
TOTAL AUGUST PAYROLL AND TAXES				4,601,976.45
08/21/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,044.16
TOTAL AUGUST EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,044.16
TOTAL AUGUST DISBURSEMENTS FROM TO1 ACCOUNTS				10,775,530.73
TOTAL AUGUST DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL AUGUST DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,775,530.73

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM **5C** : STA PLAZA DOOR MAINTENANCE AND REPAIRS CONTRACT:
FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

Public Works Contract for:	Plaza Door Maintenance & Repairs
P.O. Contract Number:	20212154
Contractor:	Elite Entry Systems LLC
Construction Start:	December 14, 2021
Substantial Completion:	May 15, 2023
Final Completion:	August 23, 2023
Scope of Work:	Quarterly Preventative Maintenance & Repairs consisted of the following: <ul style="list-style-type: none">• Quarterly preventative maintenance for automatic & non-automatic doors• Repairs to automatic & non-automatic doors• Provide annual preventative maintenance training to STA Plaza building engineers.• Ensure doors meet ADA compliance

Contract Authority, Including Contingency	\$37,116.17
Awarded Construction Contract	\$30,000.00
Additive Change Orders (Applied Contingency)	\$ 7,116.17
Deductive Change Orders	\$ 0.00
Total Final Contract Value	\$ 37,091.68
Unspent	\$ 24.49

RECOMMENDATION TO BOARD: Recommend the Board approve a motion to accept the contract with Elite Entry Systems LLC for Plaza Door Maintenance and Repairs contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ASAM*

Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 5D : FUEL FACILITY ACCESS CONTROL: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

Public Works Contract for:	Fuel Facility Access Control
PO Number:	20220363-00
Capital Project Number:	207
Contractor:	The ADT Security Corporation
Notice to Proceed:	February 21, 2022
Substantial Completion:	July 14, 2023
Final Completion:	July 14, 2023
Scope of Work:	The Fuel Facility Access Control contract consisted of installation and configuration of access controls to one door, including all parts and labor

PO Authority, Including Contingency	\$6,131.94
Awarded Purchase Order Value	\$6,131.94
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	(\$0.00)
Total Final Contract Value	\$6,131.94
Unspent	\$0.00

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the purchase order contract with The ADT Security Corporation for the Fuel Facility Access Control purchase order as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 5E : BATTERY ELECTRIC BUS CHARGING INFRASTRUCTURE: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jessica Kelch, Senior Project Manager

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

Public Works Contract for:	Battery Electric Bus Charging Infrastructure Contract
Contract Number:	2020-10495
Capital Project Number:	766, 347, 839
Contractor:	Proterra
Notice to Proceed:	September 8, 2020
Substantial Completion:	November 19, 2021
Final Completion:	December 16, 2022
Scope of Work:	<p>The Battery Electric Bus Charging Infrastructure contract consisted of the following:</p> <ul style="list-style-type: none">• Installation of two (2) 450kW charge poles with pantographs and associated charge cabinets (x6) as well as construction of a charging cabinet enclosure at Spokane Community College Transit Center• Installation of two (2) 450kW charge poles with pantographs and associated charge cabinets (x6) at Moran Station Park & Ride.• Installation of two (2) 450kW pantographs and associated charge cabinets (x6), five (5) 150kW charge cabinets, ten (10) charge dispensers and ten (10) cable reels at Boone NW Garage.• Installation of two (2) emergency generators and associated transfer switches and controls at Boone NW Garage.• Installation of all conduit, wiring and upgrades or additions to main distribution systems as needed at all sites.• Commissioning, training and extending warranty

Contract Authority, Including Contingency	\$6,784,099.20
Awarded Construction Contract	\$5,653,416
Additive Change Orders (Applied Contingency)	\$513,376.16
Deductive Change Orders	\$(1,269.24)
Total Final Contract Value	\$6,165,522.92
Unspent	\$618,576.28

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the contract with Proterra for the Battery Electric Bus Charging Infrastructure contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM **5F**: 2022-10741 MAIN AVENUE CENTER PARKING REVISIONS: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

Public Works Contract for:	Main Avenue Center Parking Revisions
Contract Number:	2022-10741
Capital Project Number:	347
Contractor:	Cameron Reilly, LLC
Notice to Proceed:	March 7, 2023
Substantial Completion:	June 22, 2023
Final Completion:	July 10, 2023
Scope of Work:	The Main Avenue Center Parking Revisions contract included removal of existing striping and signing, and placement of a new pin-on concrete island approximately 310' in length with new signage and striping control.

Contract Authority, Including Contingency	75,264.00
Awarded Construction Contract	\$62,720.00
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$(9,509.85)
Total Final Contract Value	\$53,210.15
Unspent	\$22,053.85

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the contract with Cameron Reilly, LLC. for the Main Avenue Center Parking Revisions contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 5G : DIVISION STREET BUS RAPID TRANSIT: TRANSIT ORIENTED
DEVELOPMENT STUDY INTERLOCAL AGREEMENT

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: In concert with the substantial completion of the North Spokane Corridor, the Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately ten miles to the Mead area. Land use planning activities, focused on Transit Oriented Development (TOD) is an essential complement to Division Street BRT. Staff are seeking the Committee’s recommendation to authorize the CEO to execute an interlocal agreement between STA and its partners with zoning jurisdiction in the corridor, the City of Spokane and Spokane County, to provide federal funds to support TOD planning.

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 once the North Spokane Corridor was substantially completed and opened to the public. The study also considered 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 February 2022, the Federal Transit Administration (FTA) announced a funding award of \$405,000 to Spokane Transit through MAP-21 Section 20005(b) program to support TOD planning in the Division Street BRT corridor. Importantly, the corridor was deemed eligible because the LPA established by the STA Board of Directors in partnership with regional partners included a fixed guideway for more than 50% of the corridor, in the form of planned Business Access and Transit (BAT) lanes.

While the funding is awarded to STA as a direct recipient of FTA funds, this grant program requires that proceeds of the grant be spent by the jurisdictions having zoning jurisdiction in the corridor. In this instance, the City of Spokane and Spokane County are the jurisdictions with zoning responsibility and were both partners in the grant application. As such, both partners will act as grant subrecipients.

As subrecipients of FTA funds, the City of Spokane and Spokane County will have certain obligations related to various federal regulations. Additionally, in-kind matches provided by each jurisdiction will need to be tracked and reported in order to fulfill STA’s obligations as direct recipient of the grant funds. The draft interlocal agreement is intended to formalize roles with respect to the grant. This interlocal agreement includes the proposed scope of work to be included in the Request for Proposal (RFP) to be issued by the City of Spokane, budget, schedule, and project contacts.

The draft agreement is attached for review.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel MC

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE, THE
COUNTY OF SPOKANE, AND THE SPOKANE TRANSIT AUTHORITY (“STA”), FOR
DEVELOPMENT AND FUNDING OF DIVISION STREET TRANSIT-ORIENTED
DEVELOPMENT (“TOD”) CORRIDOR PLAN**

THIS INTERLOCAL AGREEMENT (“Agreement”), authorized per RCW 39.34.030, is made and entered into between the CITY OF SPOKANE, a municipal corporation of the State of Washington, having offices for the transaction of business at 808 West Spokane Falls Boulevard, Spokane, Washington 99201, hereinafter referred to as the “CITY”, the COUNTY OF SPOKANE, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, hereinafter referred to as the “COUNTY” and the SPOKANE TRANSIT AUTHORITY, a Washington State public transportation benefit area, having offices for the transaction of business at 1230 West Boone Avenue, Spokane, Washington 99201, hereinafter referred to as “STA”, each individually referred to as a “PARTY” and collectively as the “PARTIES”.

SECTION 1: RECITALS AND FINDINGS

WHEREAS, pursuant to the provisions of Revised Code of Washington (“RCW”) Chapter 39.34 (“Interlocal Corporation Act”), the Parties may contract with each other to perform certain functions which each may legally perform; and

WHEREAS, in preparation of the planned Division Street Bus Rapid Transit (“BRT”) project, [linked here https://www.spokanetransit.com/wp-content/uploads/2023/08/Division-Street-BRT-Phase-1-Report-Final_071023_with-appendices.pdf](https://www.spokanetransit.com/wp-content/uploads/2023/08/Division-Street-BRT-Phase-1-Report-Final_071023_with-appendices.pdf)), the City, County, and STA applied for the Fiscal Year 2021 Pilot Program for a Transit-Oriented Development Planning (“TOD”) grant from the United States Federal Transit Administration (FTA) to fund work that will yield the “Division Street TOD Corridor Plan”; and

WHEREAS, the corridor-wide TOD plan will build on the work completed in the DivisionConnects study, [linked here \(https://www.srtc.org/wp-content/uploads/2022/08/DivisionConnects-Vision-and-Implementation-Strategy-Phase-2-Report_final2.pdf\)](https://www.srtc.org/wp-content/uploads/2022/08/DivisionConnects-Vision-and-Implementation-Strategy-Phase-2-Report_final2.pdf), to reimagine how the current highway arterial could transform into a multimodal corridor, teaming with accessible transit, a mix of jobs and housing, and abundant access for all; and

WHEREAS, grant funding received through the FTA’s TOD Pilot Program will aid in taking the next step of TOD planning for the Division Street corridor to comprehensively plan for BRT-centered, transit-oriented development along the entire corridor that addresses climate change, challenges facing environmental justice populations, and racial equity and barriers to opportunity; and

WHEREAS, this document updates the June 2021 Letter of Intent explaining the partnership between the STA as the transit project sponsor and the City and the County as the entities within the project corridor with land use planning authority to conduct the comprehensive planning work; and

WHEREAS, in pursuit of planning for and implementing transit-supportive development along the Division Street corridor, the City, County, and STA will also continue to work closely with the Spokane Regional Transportation Council (SRTC), and the Washington State Department of Transportation (WSDOT) to carry out the collaborative TOD planning process for this TOD planning project.

NOW, THEREFORE, in consideration of the following terms and conditions, to include the above recitals, which are incorporated herein as a part of this Interlocal Agreement, it is agreed among the Parties:

SECTION 2: PURPOSE

The purpose of this Interlocal Agreement is to set forth the shared understanding of the City, County and the STA regarding generation of a Transit-Oriented Development “(TOD)” Plan for the Division Street Corridor, and funding for development of such Plan, utilizing a combination of both United States Federal Transit Administration (“FTA”) Pilot Program TOD grant monies awarded STA, and supportive cost-share funding from both the City and County as the land use authorities responsible for completing the federal grant work and deliverables.

SECTION 3: DURATION

The term of this Agreement shall [begin on October 1, 2023 and end on December 31, 2026, or coincide with the TOD Pilot Program grant agreement schedules established by the Federal Transit Administration, currently scheduled for completion by December 31, 2026.

SECTION 4: RESPONSIBILITIES OF THE PARTIES

See attached Exhibit A for PARTIES’ RESPONSIBILITIES.

SECTION 5: RECORDS

All public records prepared, owned, used or retained by either Party in conjunction with meeting its responsibilities under this Agreement shall be made available to the other Party upon written request subject to the attorney-client and attorney work product privileges set forth in statute, court rule, or case law.

SECTION 6: JOINT BOARD

Pursuant to RCW 39.34.030(4)(a), the Parties will each appoint a representative from their respective agencies to a Joint Board who will administer the cooperative undertaking set forth in this Agreement.

SECTION 7: AGREEMENT TO BE FILED

Pursuant to RCW 39.34.040, prior to its entry into force, this Agreement shall be filed with the County Auditor or, alternatively, listed by subject on each Parties website or other electronically retrievable public source.

SECTION 8: FINANCING

See attached Exhibit A for PARTIES’ RESPONSIBILITIES.

SECTION 9: AMENDMENTS

This Agreement may be amended by the mutual written agreement of the Parties executed by personnel authorized to bind each of the Parties.

SECTION 10: SEVERABILITY

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

SECTION 11: ANTI-KICKBACK

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

SECTION 12: ANTIDISCRIMINATION

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

SECTION 13: GOVERNING BODY APPROVAL ACTION

Pursuant to RCW 39.34.030(2), Appropriate action by ordinance, resolution or otherwise pursuant to law of the governing bodies of the Parties shall be necessary before this Agreement enters into force and effect.

SECTION 14: LEGAL RELATIONS

Individually, each Party to this Agreement shall protect, defend, indemnify and save harmless each other Party, its officers, officials, employees and agents from any and all costs, claims, judgment and/or awards of damages resulting from the negligent acts or omissions of its officers, officials, employees and agents acting with the scope of their employment arising out of or in connection with the performance of the Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of more than one Party, their officers, officials, employees and agents, an individual Party's liability hereunder shall be only to the extent of that Party's negligence.

SECTION 15: FORCE MAJEURE

In the event any Party's obligations under this Agreement are substantially delayed, prevented or rendered impractical by fire, flood, riot, earthquake, civil commotion, war, strike, lockout, labor

disturbances, exposition, sabotage accident or other casualty, weather event, act of God, any law, ordinance, rule or regulation which becomes effective after the date of this Agreement, or any other cause beyond the reasonable control of any Party, then the Parties shall be released from performance under the Agreement. Parties hereby waive any claim for damages or compensation for such delay or failure to perform.

SECTION 16: PUBLIC RECORDS ACT

Each Party to this Agreement understand and acknowledges that they are each subject to the Public Records Act, RCW 42.56 *et seq.*

SECTION 17: TERMINATION

- (a) This Agreement shall be effective upon the signature of all Parties.
- (b) A Party to this Agreement may terminate its participation by providing sixty (60) days written notice of termination to the other Parties. The terminating Party will continue participation, financial or otherwise, up to the effective date of termination.
- (c) This Agreement also may be amended by the mutual written consent of the Parties authorized representatives.

SECTION 18: MISCELLANEOUS PROVISIONS

- (a) Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect. Notwithstanding the foregoing, this Agreement shall be subject to renegotiation as provided in this Agreement.
- (b) Entire Agreement. This Agreement contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the Parties hereto.
- (c) Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under the American Arbitration Association's Rules before resorting to arbitration. The mediator may be selected by agreement of the Parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through arbitration, which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each party shall bear the

expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. The Arbitration shall be final and binding pursuant to RCW Chapter 7.04A.

- (d) Compliance with Laws. The Parties shall observe all federal, state, and local laws, ordinances, and regulations, to the extent that they may be applicable to the terms of this Interlocal Agreement.
- (e) Non-waiver. No waiver by any Party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that Party in the future.
- (f) Assignment/Binding Effect. Performance of any or all aspects of this Interlocal Agreement may not be assigned without written authorization by the other party, which consent shall not be unreasonably withheld. Likewise, neither party may assign their respective rights to any claims or actions arising out of or relating to this Agreement without written authorization.
- (g) Modification. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- (h) Headings. The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.
- (i) Governing Law/Venue. The terms of this Agreement shall be governed by the laws of the State of Washington. In the event that legal action is commenced to resolve a dispute arising out of this Agreement, the venue of such action shall be in Spokane County, Washington.
- (j) Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one and the same.

SECTION 19: RCW 39.34.030 REQUIRED CLAUSES

- (a) Duration: As set forth in Section 3 above.
- (b) Organization: As set forth in Section 6 above. Each party is duly organized and in existence. No new or separate legal or administrative entity is created to otherwise administer this Agreement.
- (c) Purpose: As set forth in Section 2 above.
- (d) Responsibilities of the Parties: As outlined in Exhibit A.
- (e) Financing: As set forth in Section 8 above and Exhibit A. Each Party shall be responsible for the financing of its obligations through its budgetary process.

- (f) Termination and Disposal of Property: As set forth in Section 17 above. Upon termination, each party retains control of its property. Jointly held property shall be divided in proportion to the amount each Party contributed to acquisition.
- (g) Administrator or Joint Board: As set forth in Section 6 above.
- (h) Agreement to be Filed: As set forth in Section 7 above.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on the date and year set forth opposite their respective signature block, the date of the last signature being the effective date of the Agreement.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

DATED: _____

MARY L. KUNEY, Chair

JOSH KERNS, Vice Chair

AL FRENCH, Commissioner

ATTEST:

AMBER WALDREF, Commissioner

Ginna Vasquez
Clerk of the Board of County Commissioners

CHRIS JORDAN, Commissioner

CITY OF SPOKANE

DATED: _____

NADINE WOODWARD
Mayor, City of Spokane

ATTEST:

TERRI PFISTER
Clerk, City of Spokane

SPOKANE TRANSIT AUTHORITY

DATED: _____

E. SUSAN MEYER
Chief Executive Officer, Spokane Transit
Authority

ATTEST:

DANA INFALT
Clerk of the Spokane Transit Authority Board

EXHIBIT A
PARTIES' RESPONSIBILITIES

A. City Role and Responsibilities

The City is the local municipality with jurisdiction over land use for the majority of the corridor length. As such, the City makes the following financial commitment for the Pilot Program for Transit-Oriented Development Planning grant:

Funding Commitments				
In-Kind Match				
Position	Department	Amount	Year	Type
Assistant Planner II	Planning Services	\$83,790	Year 1 and 2	In-Kind Match
Associate Planner	Planning Services	\$82,857	Year 1 and 2	In-Kind Match
Principal Planner	Planning Services	\$3,193	Year 1 and 2	In-Kind Match
Planning Director	Planning Services	\$266	Year 1 and 2	In-Kind Match
Senior Engineer	Integrated Capital Management	\$2,886	Year 1 and 2	In-Kind Match
ICM Director	Integrated Capital Management	\$734	Year 1 and 2	In-Kind Match
Cash Match				
	Year	Amount		Type
	Year 1	\$5,000		Cash Match
	Year 2	\$5,000		Cash Match
Subtotal				
	<i>Year 1</i>	\$86,864		
	<i>Year 2</i>	\$86,864		
Total Funding Commitments		\$183,728		

The City's Planning Services Department has committed a cash match of \$5,000 from the fiscal year 2023 budget, and will commit \$5,000 from the fiscal year 2024 budget towards the minimum grant matching requirement outlined by the Federal Transit Administration. In addition to the cash match, the City is committing an in-kind match of dedicated staff time of \$86,864 each year of the two-year project.

The City agrees to provide staff support including but not limited to: dedicated Planning Services staff for project management and oversight; consultant coordination; administrative support for public engagement and legal noticing requirements; and a team of interdepartmental technical and

professional staff to participate via the Project Management Team and Technical Advisory Committee.

The City, in concert with the County and STA, agrees to select and contract with a consultant and/or consultant team to undertake and complete the Division Street TOD Corridor project. The City shall use its reasonable business judgment, as it deems appropriate, in bidding and awarding contracts for the work associated with the project. A representative from the County and STA will be included in the consultant selection process and in the preparation of the final scope of work.

As technical analysis of the bus-rapid transit line along Division Street continues, the City shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.

The City reserves the authority of the City Council as the final approval body of any comprehensive planning in the City of Spokane municipal boundaries to adopt, adopt with amendments, or deny the final resulting Division Street TOD Corridor plan, pursuant to Spokane Municipal Code Title 17G.

B. County Role and Responsibilities

The County is the municipality with jurisdiction over the northernmost portion of the corridor. As partner to the proposed work and the grant, Spokane County makes the following financial commitment for the Pilot Program for Transit-Oriented Development Planning grant:

Funding Commitments				
In-Kind Match				
Position	Department	Amount	Year	Type
Assoc Planner	Building & Planning	\$19,686	Year 1 and 2	In-Kind Match
Senior Planner	Building & Planning	\$8,560	Year 1 and 2	In-Kind Match
Planning Director	Building & Planning	\$5,026	Year 1 and 2	In-Kind Match
Cash Match				
	Year	Amount		Type
	Year 1	\$2,500		Cash Match
	Year 2	\$2,500		Cash Match
Subtotal				
	<i>Year 1</i>	\$35,772		
	<i>Year 2</i>	\$35,772		
	Total Funding Commitments	\$71,544		

The Spokane County Commissioners are in support of \$5,000 cash match over two years, and

\$66,544 in-kind matching towards the grant matching requirement outlined by the Federal Transit Administration. Roles and responsibilities of the County are further described below:

- The County agrees to provide staff support including but not limited to: dedicated Planning Department staff for project oversight; consultant coordination; administrative support for public engagement and legal noticing requirements; and to participate in the Project Management Team; additionally, a County engineering staffer will provide technical and professional support by participating in the Technical Advisory Committee.
- The County, in concert with the City and STA, will participate in the procurement and selection process, as well as task management, with a consultant and/or consultant team to undertake and complete the Division Street TOD Corridor project.
- As technical analysis of the bus-rapid transit line along Division Street continues, the County shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.
- The County reserves the authority of the Spokane County Commissioners as the final approval body of any comprehensive planning in the County to adopt, adopt with amendments, or deny the final resulting Division Street TOD Corridor Plan.

C. STA Roles and Responsibilities

STA is the transit project sponsor, the designated FTA grant recipient, and the region's sole public transportation benefit area and public transportation provider. As such, the STA commits to the following roles and responsibilities:

- STA is the grant recipient and will reimburse the City of Spokane upon submittal of payment request/progress reports.
- As technical analysis for the bus-rapid transit line along Division Street continues, STA shall remain an active Project Team participant so that findings from the study can inform the final deliverable for the Division Street TOD Corridor plan.
- STA agrees to provide staff support including but not limited to: designated staff to coordinate grant disbursement; support for public engagement; and staff participation on the Project Management Team and Technical Advisory Committee.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 5H: LAUNDERED UNIFORMS AND RELATED SUPPLIES AWARD OF CONTRACT

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

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

SUMMARY: On February 29, 2024, STA's agreement 2017-10048 with AlSCO Inc. for Laundered Uniforms and Related Supplies will expire.

Staff issued RFP 2022-10770 on May 3, 2023, for a new five-year agreement for Laundered Uniforms and Related Supplies. The RFP was distributed as follows: a) sent to two (2) potential proposers, b) posted on the STA website, c) posted on the State Office of Minority & Women's Business Enterprises (OMWBE) website, and d) posted to the State DES bid notification system (WEBS) for the duration of the solicitation period which ended May 31, 2023. One (1) Amendment to the RFP was issued on May 12, 2023. No proposals were received. STA reviewed the solicitation, including the scope of work, and polled potential proposers to evaluate for any elements that could restrict competition. Based on feedback received, it was determined that the solicitation was not unduly restrictive.

Staff assessed the likelihood of success in securing a contract should the RFP be re-issued and concluded the success rate as low. As such, to ensure continuity of these services, staff intend to utilize Unifirst Corporation via Sourcewell contract 040920 in accordance with the Sourcewell Cooperative Purchasing Agreement executed in November 2022. Staff recommend executing a five-year and five-month agreement, commencing October 2, 2023, and expiring February 28, 2029. The additional five-months of the contract is to allow for Unifirst to adequately prepare to transition on March 1, 2024, by measuring and ordering uniforms and supplies. No costs will be incurred with Unifirst until services begin on March 1, 2024.

The estimated cost of the five-year and five-month contract is \$794,026.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute a five-year and five-month contract with Unifirst Corporation for Laundered Uniforms and Related Supplies using Sourcewell Contract 040920 for a total value of \$794,026.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute a five-year and five-month contract with Unifirst Corporation for Laundered Uniforms and Related Supplies using Sourcewell Contract 040920 for a total value of \$794,026.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ASAM*

Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

September 21, 2023

AGENDA ITEM 6A : RECONNECTING COMMUNITIES AND NEIGHBORHOODS GRANT APPLICATION APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The U.S. Department of Transportation recently released a notice of funding opportunity for the Reconnecting Communities and Neighborhoods (RCN) grant program to fund capital construction, community planning or regional partnership projects. As described in further detail below, staff is seeking board authorization for key actions necessary to submit a grant application to partner with the cities of Spokane and Spokane Valley to improve accessibility, and reconnect and reinvest in the East Central neighborhood and Edgecliff Park neighborhood.

BACKGROUND: The U.S. Department of Transportation’s new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$1.15 billion for construction projects addressing mitigation of a “burdening” facility, improving access and building/improving “complete streets”. The grant aims to improve access to daily needs such as jobs, education, healthcare, food, and recreation by removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development. Disadvantaged communities are prioritized for funding under this program, with matching requirements waived for projects that primarily serve disadvantaged communities. The grant application is due September 28.

Earlier this summer, STA Planning and Development staff initiated a collaborative effort with planning and engineering staff from the cities of Spokane and Spokane Valley to explore the possibility of a joint grant application under the RCN program. Specifically, the partnering staff identified the opportunity for a capital construction project to reconnect and enhance the neighborhoods impacted by Interstate 90 between Liberty Park and Edgecliff Park, located at Park Road. Subsequently, partnering staff have prepared a concept for the “Liberty to Edgecliff Improvements to Accessibility” (LEIA) program to seek funding to achieve the goals of the RCN grant program with the area.

Over a half century ago, neighborhoods situated south of Spokane’s major rail yards were bifurcated by the construction of Interstate 90. These neighborhoods were, and still are, populated by a disproportionately high number of minorities and lower income households. The disruptive impacts to these communities are widely acknowledged, but measures to mitigate these impacts have fallen short of restoring community access and equity, posing a disadvantage to residents and businesses within the neighborhood, particularly areas south of I-90. The LEIA program as envisioned seeks to leverage past and ongoing planning efforts to revitalize, reconnect and improve neighborhoods for current residents and drive a more equitable community.

The LEIA program focuses on multimodal access. STA's Route 94 East Central/Millwood is a central spine in the geography addressed in the proposed LEIA program, and planned improvements with increased nights and weekend service will enhance its ability to reconnect the neighborhoods to each other and to the broader community. Enhanced bus stops and accessible pathways to the stops are critical to improved connectivity. Additionally, the Washington State Department of Transportation is committed to providing new and better non-motorized crossings of I-90. For these investments to be optimized, improved pedestrian and bicycle facilities are needed on either side of I-90, particularly to the south, where there are gaps in existing pedestrian and bicycle corridors. Additionally, the funding opportunity presents an opportunity to enhance the retail and activity centers along 5th Avenue, home to transit service for well over a century, including the Union Park streetcar line. Enhancements to streetscape elements, such as lighting, crosswalk bumpouts and street trees are candidate treatments. Spokane Transit, Spokane and Spokane Valley are developing a preliminary program of projects and outreach plan for seeking input and support from the community and community-based organizations.

The LEIA program improvements requested under this grant may include:

- Improving transit facilities, connectivity, and reliability along routes 34 Freya and 94 East Central/Millwood
- Extending and enhancing bicycle facilities through the area, including new connections to future and non-motorized crossings of I-90
Adding and improving sidewalks, enhanced crosswalks and streetscape elements
- In addition to various past planning efforts in the neighborhoods, the partners have gathered recent input from the communities, reinforcing the importance of connectivity enhanced that are proposed and informing key priorities in the LEIA program. The City of Spokane is also planning future planning activities in the East Central neighborhood in particular that will help inform the scope of design elements in the LEIA program, which would be constructed after 2026, based on the preliminary program schedule.

A basic project overview flier was prepared to aid public outreach and is attached for information.

Staff are seeking Board authorization to submit a grant that is anticipated to be approximately \$25M, subject to further cost estimating and concept development over the next several weeks. Staff are currently working with partners at the cities to provide high level cost estimates for each programmatic element which will be available for review for the September 20, 2023 meeting of the STA Board of Directors. Board adoption is required for grants in excess of \$1M that are not already in the capital improvement program.

Because of the significant amount requested, and the unique partnership proposed, staff are also seeking board authorization for the CEO to execute a joint letter of intent on behalf of STA. This joint letter of intent would be jointly signed by representatives of STA and the cities of Spokane and Spokane Valley, identifying STA as the submitter of the grant application, and acting as direct recipient, responsible for ensuring federal requirements are adhered to, consistent with other funds received through the Federal Transit Administration (FTA). The joint letter will provide a common understanding of the proposed partnership approach, including anticipated roles and responsibility, should the jurisdictional partners be successful in receiving a grant award. Further action by the Board will be

required for subsequent agreements, such as the execution of an interlocal agreement for implementation of the LEIA program.

In support of the grant application, staff from the three jurisdictions have been actively engaging bus riders, residents, community-based organizations, and business groups to help define the scope of the LEIA program and to secure support of the request. Staff reviewed with the Planning and Development Committee at the September 6, 2023, meeting, and will provide an update on these efforts during the Board meeting.

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

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

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

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel MC

Neighborhood Access & Equity

A Regional Partnership Pursuing USDOT Grant Funding



Scan to take the project survey



» Reconnecting Communities & Neighborhoods Grant Program

Spokane Transit Authority is partnering with the cities of Spokane and Spokane Valley to provide multi-modal transportation improvements along transit route 94 Millwood/East Central. The collaborative application will focus on reconnecting communities along Interstate 90 disproportionately burdened by transportation infrastructure. The project generally runs along 5th and 8th Avenues between Spokane's Liberty Park and Spokane Valley's Edgecliff Park. *100% Grant Funding Request (No Local Match Required)*

» Program Goals & Highlights

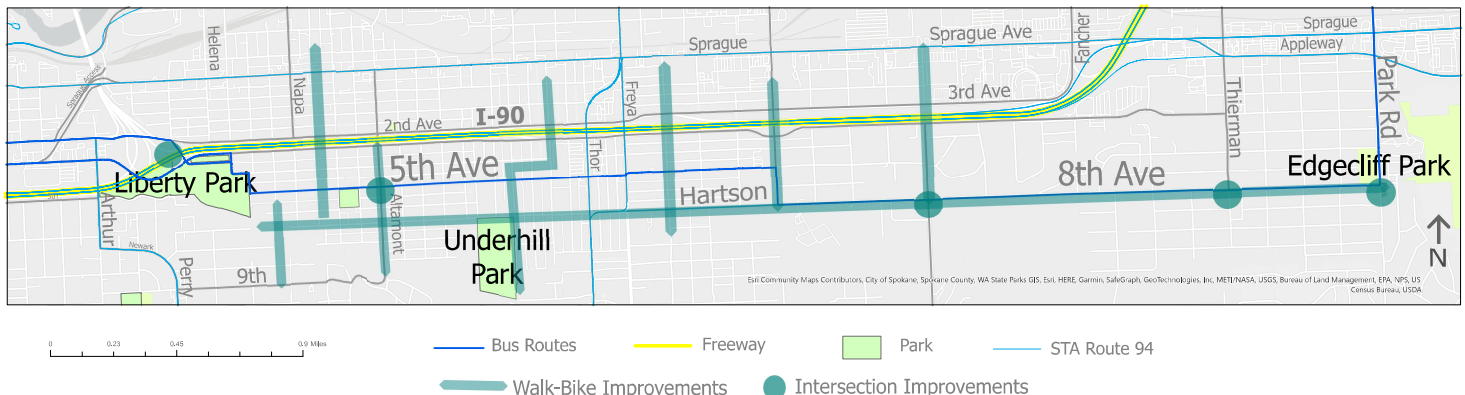
1. Improve access
2. Equitable development
3. Reconnect divided communities
4. 100% funding for disadvantaged areas

» Project Elements

1. New/improved sidewalks
2. Bicycle facilities and pathways
3. Crossing improvements
4. Transit access upgrades
5. Lighting and environmental upgrades



Example Project Elements for 5th Avenue



For More Information: my.spokanecity.org/projects/neighborhood-access-and-equity

Survey Link: www.surveymonkey.com/r/naegrant

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 6B : CITY LINE STEERING COMMITTEE MEMBER RECOGNITION
(RESOLUTION)

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

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

SUMMARY: A resolution recognizing the service of the Central City Line Steering Committee to Spokane Transit and the Spokane community.

BACKGROUND: In 2015, the STA Board of Directors and the Spokane City Council approved a joint resolution which created the Central City Line Steering Committee. The Committee was charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane, and their respective staff. Since its creation, the Committee has held twenty-one (21) meetings and provided valuable input, guidance and recommendations to STA staff and the STA Board on important milestones throughout the project. This represents a significant time commitment on behalf of the members. Staff believe it is appropriate to acknowledge the commitment, determination, and perseverance of the committee by approval of a resolution.

RECOMMENDATION TO COMMITTEE: Recommend the Board formally recognize, by resolution, the outstanding service made by members of the Central City Line Steering Committee.

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

BOARD RECOMMENDATION: Formally recognize, by Resolution 813-23, the outstanding service made by members of the Central City Line Steering Committee.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ESM*

Legal Counsel *MC*

RESOLUTION NO. 813-23

A RESOLUTION FOR THE PURPOSE OF RECOGNIZING THE OUTSTANDING SERVICE OF THE CENTRAL CITY LINE STEERING COMMITTEE TO SPOKANE TRANSIT AUTHORITY AND TO THE SPOKANE COMMUNITY ON THE OCCASION OF THE SUCCESSFUL IMPLEMENTATION OF CITY LINE

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, in 2015, the STA Board of Directors, and the Spokane City Council, approved joint resolution No. 736-15 and No. 2015-0104 respectively, which created a collaborative process to implement the Central City Line; created the Steering Committee; and other matters related thereto; and

WHEREAS, the Steering Committee was charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane, and their respective staff members at key decision points in the implementation of the City Line and supportive land use and economic development policies; and

WHEREAS, throughout the planning and design of the City Line project, the Steering Committee provided valuable input, guidance and recommendations to STA staff and the STA Board of Directors on important milestones such as the selection of the downtown alignment, defining station locations, development of the Central City Line Strategic Overlay Plan and support in successfully obtaining a Capital Investment Grant (CIG); and

WHEREAS, the Steering Committee has been in existence since 2015 and conducted twenty-one (21) meetings, representing a significant time commitment.

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

Section 1. The STA Board of Directors hereby express their deep gratitude and appreciation to the Central City Line Steering Committee for their commitment, determination, and perseverance in the successful implementation of the City Line; and

Section 2. The Board would like to recognize those who volunteered a considerable amount of time while serving as members on the Committee and who provided significant contributions into the decision-making process leading up to City Line's successful implementation:

- Mark Aden, Downtown Business Representative
- Anne Marie Axworthy, Greater Spokane Incorporated
- Alisha Benson, Greater Spokane Incorporated
- Kevin Brockbank, Community Colleges of Spokane
- Lisa Brown, Washington State University
- Karen Byrd, Logan Neighborhood Council
- Emilie Cameron, Downtown Spokane Partnership
- Ryan Carstens, Community Colleges of Spokane

- Cara Coon, Greater Spokane Incorporated
- Glen Cosby, Community Colleges of Spokane
- Stephanie Curran, Spokane Public Facilities District
- Marlene Feist, City of Spokane
- Kathy Fritchie, Browne’s Addition Neighborhood Council
- Colleen Gardner, Chief Garry Neighborhood Council
- Lars Gilberts, University District Development Association
- John Gillette, Community Colleges of Spokane
- Cathy Gunderson, Chief Garry Neighborhood Council
- Gordon Hester, Downtown Business Representative
- Cheryl Kilday, Visit Spokane
- Lori Kinnear, City of Spokane
- Jim Kolva, Riverside Neighborhood Council
- John Lemus, Disability or Low-Income People Representative
- Mark Mansfield, University District Development Association
- Jake Mayson, Greater Spokane Incorporated
- E. Susan Meyer, Spokane Transit Authority
- Candace Mumm, City of Spokane
- Gary Pollard, Riverside Neighborhood Council
- Drew Repp, Greater Spokane Incorporated
- Mark Richard, Downtown Spokane Partnership
- Andrew Rolwes, Downtown Spokane Partnership
- Jon Schad, Washington State University
- Harlan Shellabarger, West Spokane Representative
- Jim Simon, Gonzaga University
- John Sklut, Gonzaga University
- Scott Simmons, City of Spokane
- Juliet Sinisterra, University District Development Association
- Frank Tombari, East Spokane Representative
- Steve Trabun, Avista Corporation
- Kevin Twohig, Spokane Public Facilities District
- Amber Waldref, City of Spokane, Logan Neighborhood Council
- Meg Winchester, Visit Spokane
- Karl Zacher, Browne’s Addition Neighborhood Council

Section 3. This resolution shall take effect and be in force immediately upon passage.

Adopted by STA at a regular meeting thereof held on September 21, 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Lori Kinnear
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 7A : DRAFT RULES OF PROCEDURE

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Megan Clark, Legal Counsel

SUMMARY: The Spokane Transit Authority Rules of Procedure were last adopted by the Board at the December 16, 1993, Board meeting. Committee members have provided feedback and suggestions beginning in April 2023, and the Board reviewed the draft Rules, and provided feedback and suggestions at the Board Workshop on June 14, 2023. All Board members were asked to provide feedback and suggestions to Megan Clark after the Board Retreat and prior to Board Operations meeting July 12, 2023.

At this time, legal counsel will review the Draft Rules of Procedure based on feedback from Board Members, the Board Retreat, and the Board Operations Committee.

RECOMMENDATION TO COMMITTEE: Review the updated Draft Rules of Procedure and recommend the Board approve as presented.

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

BOARD RECOMMENDATION: Review the updated Draft Rules of Procedure and approve as presented.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ESM*

Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 8A : CONNECT 2035 STRATEGIC PLAN: PHASE 2 UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Staff provided the Planning and Development Committee with an overview of the draft *Outreach and Engagement Strategies* framework prepared for the Board workshop that follows the Committee meeting on September 6.

BACKGROUND: In December 2022, STA adopted Phase 1 of its next 10-year strategic plan, Connect 2035. During that time, a series of board workshops were held in May, July, September, and October, followed by a public hearing held in November. On December 15, 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution.

An initiation meeting with the consultants was held on July 11, followed by two days of meetings for the kick-off with staff and the Sam Schwartz project team on July 26 and July 27. The project is expected to be substantially complete by the end of 2024, with adoption of a complete strategic plan by the STA Board scheduled for November 2024.

The developed framework and the September 6 workshop have three focus areas for review and discussion:

1. Principles, goals, and audiences
2. Our Commitment to Engage
3. Board and Committee Roles

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, Committee & Board Chair

SUMMARY: A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 10A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY: A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY: A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the July 5, 2023, Planning and Development Committee, the July 5, 2023, Performance Monitoring and External Relations Committee, and the July 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 July 12, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

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

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
Amie Blain, Executive Assistant to the Chief Financial Officer

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Kinnear shared her excitement for the upcoming City Line launch and related activities.

4. COMMITTEE ACTION

A. June 7, 2023, Committee Minutes

Mr. French moved to approve the June 7, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French shared the items presented at the Planning and Development Committee meeting on July 5, 2023.

Mr. Rapez-Betty joined the meeting at 1:37 p.m.

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

Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on July 5, 2023.

6. BOARD ATTENDANCE REVIEW

Ms. Meyer shared the Board attendance review for January through June 2023.

7. DRAFT RULES OF PROCEDURE

Ms. Clark shared the draft of the Rules of Procedure with the Committee. The Committee discussed the revisions being proposed.

8. DESIGNATION & APPOINTMENT OF STA PUBLIC RECORDS OFFICER – RESOLUTION

Ms. Meyer presented this item to the Committee for consideration. She explained this is a new position responsible for serving as the Public Records Officer for STA as well as public records management.

Ms. Haley moved to recommend the Board approve, by Resolution, the appointment of Carrie Koudelka as Public Records Officer for all records of Spokane Transit Authority, Mr. Dunne seconded, and the motion passed unanimously.

9. BOARD OF DIRECTORS AGENDA JULY 20, 2023

Mr. French recommended changing item “6D. Draft Rules of Procedure: Approval (*Megan Clark*),” to “6D. Draft Rules of Procedure: Status Update (*Megan Clark*).” Ms. Clark recommended removing the item and including it under the Board Operations Committee report.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 13, 2023

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared details regarding the upcoming City Line launch activities for Saturday, July 15, and Tuesday, July 18.

12. NEW BUSINESS

There was no new business.

13. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:55 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the July 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*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Dan Sander, Small Cities Representative
(Millwood) *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

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 31, 2023 (JUNE), COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the May 31, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA -- None

B. BOARD DISCUSSION AGENDA

1. 2024-2029 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

Mr. Karl Otterstrom presented. The plan's purpose is to address requirements under state law and agency implementation program needs. The TDP (Transit Development Plan) reflects the latest costs, service levels and regional development expectations, and is the tactical framework for implementing the strategic comprehensive plan over 6 years. Plan development began in Mid-February of this year through May. The preliminary draft was made available to the public on May 26, 2023. A SEPA Determination was published on May

30, 2023, and a Public Hearing took place at the June 15, 2023, STA Board Meeting. The statutory submission deadline to WSDOT (Washington State Department of Transportation) takes place September 1, 2023. Minor edits to the TDP includes an adjustment to the fleet replacement fund contributions to better balance the annual fund balance in line with anticipated fleet needs. This added detail for ending cash balance before the Replacement Fund. One comment was received regarding accelerating the addition of night and weekend service on Route 11 from September 2024 to May 2024, to address growing activity in the North Bank of downtown Spokane.

Ms. Monique Liard presented on Capital Improvement Program (CIP) Assumptions which provides full funding for capital expenditures for the six-year period through 2029. A change was made to reflect the 755 revenue hours that added projected cost of just under \$200,000. Ms. Liard reviewed breaking out the Fleet Replacement Fund to look at the cash balances before and then after the Fleet Replacement Fund. One of the items discussed in the past is the utilization of financial resources. The financial forecast shows through the TDP period of 2024 through 2029 that we are consuming our resources in the advancement of transit in the region. By 2029 the cash balance, after reserves and before the fleet replacement fund, will be down to \$5.5 million. Ms. Liard reviewed some of the set asides that are planned in the TDP relative to giving bandwidth to make decisions with what to do with the Strategic Plan Connect 2035. There are two key projects in Connect 2035: Division Street Bus Rapid Transit (BRT), and the estimated \$105m placeholder funds for future Connect 2035 projects which includes service expansions and transit-oriented development collaborations. Not included is any further electrification of the fleet.

Mr. French pointed out that there is a statutory requirement to convert the fleet from diesel/fossil fuels to electric; this means STA will need to add millions of dollars to the capital program in the future for procuring zero emission vehicles and for building and electrifying a facility that will house those buses. These funds have not yet been identified.

Mr. Tim Hattenburg moved to recommend the STA Board of Directors adopt, by resolution, the 2024-2029 Transit Development Plan. Mr. Chris Grover seconded, and the motion was approved unanimously.

2. CITY LINE PROJECT SAVINGS (RESOLUTION)

Mr. Otterstrom presented a recap of the current financial outlook as of the last STA Board meeting, where 74% (\$68.4M) of the City Line budget has been spent, 7% (\$6.1M) of the budget committed, 4% (\$3.8M) forecasted, and 15% (\$13.9M) uncommitted. City Line is expected to be completed between \$10M and \$14M under budget. The anticipated savings are comprised of federal and local funds, and the exact amount will not be known until the last invoice has been paid on the project. Federal funding is provided on a reimbursement basis; the unspent federal funds are retained by FTA. State funds, derived from Connecting Washington and the Regional Mobility Grant program, have been expended. The local share of savings is projected to be between \$3.7M - \$5.2M. Staff drafted a resolution for Committee and Board consideration to apply these funds strategically to the Division Street Bus Rapid Transit's (BRT) construction and implementation phase as local match.

Mr. Otterstrom introduced Ms. Sherry Little, Cardinal Infrastructure, who called in to share additional information regarding the strategic opportunity created by the City Line project coming in under budget. Ms. Little provided context in how other US transit organizations have chosen to use under-runs when they have had them for a Capital Investment Grant (CIG) project. It is a unique opportunity which is fairly uncommon for major transit projects. The Deputy Administrator will be in Spokane within a few weeks to celebrate the City Line launch. This will be a unique opportunity for the STA Board Members to have discussions with her and local officials about this under-run. The current STA reputation is that STA delivers what they state they will deliver and has superior project delivery skills. Ms. Little explained that any remaining FTA funds for City Line do not automatically roll over to Division Street BRT; these go back to the treasury, because FTA does not allocate that whole chunk of funding to the agency. Instead, they are investing in an individual project based on merits of that project, including the agency's financial commitment to the project. The best chance of receiving funds to expand Division BRT is to roll the local share of funds over into the project first. This is a powerful message to the FTA, as it demonstrates local and regional financial commitment to expanding transit in the region.

Ms. Little noted that with the debt relief deal that was struck recently, the treasury may have less funds to distribute for transit, meaning there is a need to be more competitive with peer agencies to receive these funds for projects like Division.

Mr. French pointed out that having this local fund as a rollover demonstrates a commitment to BRT.

Mr. Otterstrom reviewed the City Line Project Savings (Draft Resolution). There are two sections: Section 1 -- STA Board declares its intent to commit the local share of City Line BRT savings to the Division Street BRT project Construction and Implementation Phase once the City Line project is closed out. Section 2 -- Directs staff to report back to the STA Board, the final amount to be reallocated and to ensure those funds are a component of Division Street BRT. Mr. Otterstrom highlighted the current projected costs of Division Street BRT, stating that reallocating savings from City Line to Division Street BRT Construction and Implementation Phase will reduce the local share of STA's second BRT project that is yet-to-be secured. There are three phases: Project Development, Construction and Implementation, and BRT Fleet Procurement.

Mr. Dunne inquired as to whether there were any other needs (urgent or pressing) for consideration that these funds could elsewhere be allocated to, such as converting diesel buses to electric. Ms. Meyer responded that after the first forty battery electric buses are purchased by the end of the year, STA has funded diesel bus replacements in this CIP; that is an identified opportunity for the Board to make a decision if funding was made available. Ms. Meyer also mentioned the need to expand vehicle storage and maintenance facilities.

Discussion ensued. Mr. French stated that there are sources of funds and grants that can be looked at to replace the fleet, and that the best option for local savings in the City Line project is to roll over the funds to continue improving the system. The commitment of these funds chip away at how much funding is yet to be secured on the project.

After discussion, **Chair French called for the vote. Mr. Tim Hattenburg moved to recommend the Board approve, by resolution, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase. Chair French, Mr. Tim Hattenburg, and Ms. Karen Stratton voted in favor and Mr. Dan Dunne opposed the motion. The motion passed 3-1.**

3. DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT PHASE FUNDING (RESOLUTION)

Mr. Otterstrom presented. Division Street is the main north-south roadway in Spokane and is one of the busiest in the region. Connect Spokane and STA Moving Forward have both called for exploring and advancing High Performance Transit in the corridor. STA, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway Division Street BRT with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023. This project is currently in the Preliminary Engineering and Environmental Scoping Phase. This includes past work of the refinement of the LPA, preliminary ridership modeling, public outreach, Title VI assessment, and initial coordination with FTA. Currently, STA is preparing to enter the Project Development phase, which includes conceptual design work, environmental scoping and updated cost estimates. The Preliminary Engineering and Environmental Scoping Phase are not considered eligible for local match for future federal funds. The project's funding plan includes a substantial local share, combined with Move Ahead Washington funds and future federal Small Starts grant award. Federal funds for this project will not be received until after the project development phase. The \$101M in federal funds is prospective, as is the projected local share, the committee is recommending that up to \$5.2M of the local share be secured from savings from the City Line project budget. Mr. Otterstrom recapped the funding sources for the \$15M costs of Project Development as projected in the current 2024-2029 Capital Improvement Program. This includes \$1M from the SRTC in 2022, \$7.746M from Washington State Move Ahead WA (2023-2025) enacted budget, \$3.86M from the Washington State Move Ahead WA (2025-2027) program, and \$2.3940M from STA local funds (\$1.8M of total is in 2023 Capital Budget). Mr. Otterstrom provided an overview of the Project Development Phase, entry into this phase formally ushers the project into the Capital Investment Grant (CIG) program "pipeline," but not as far as to provide commitment of CIG funding. This phase will include all design, engineering, environmental review, and other activities necessary to prepare the project for future federal funding award and initiation of construction and implementation. Project Development will include design, cost estimating, value engineering and risk reviews at various design milestones, including 30%, 60%, and 90% design. There will be updated cost estimates as the project progresses through each phase. It will be up to the FTA to decide what the final budget is and the commitment to that will be based on the Board's decision. STA anticipates seeking a CIG funding rating in 2025, to be eligible to obtain funding award by late 2026/early 2027. While the status of federal funding is currently unknown for 2026 and 2027, entering the Project Development Phase is key to moving forward. Mr. Otterstrom highlighted the Division Street BRT Schedule, beginning in 2022 and preliminary engineering scoping work going through 2030. During this time there is FTA CIG processes, NEPA, Design, Construction, and Implementation. STA is now seeking to enter the Project Development Phase, requiring a formal letter request from the CEO and a

demonstrated financial commitment to the Project Development Phase. It is anticipated that the FTA could allow entry into Project Development as early as 45 days from submission of a request, and potentially as late as October, depending on how much back and forth occurs between STA and the FTA. All non-federal funds for Project Development will be eligible to match federal funds if STA receives a Small Starts grant award under the CIG program.

Subject to Board approval, STA is proposing to seek entry into Project Development in late July 2023. Mr. Otterstrom reviewed the proposed Board Resolution that would authorize requesting entry into Project Development. The first section of the draft resolution affirms the funds projected in the 2024-2029 CIP as programmed for the Project Development Phase. Section two affirms that \$1.8M in local funds in STA's 2023 Capital Budget are committed to the Project Development Phase and available to begin work immediately. The third section commits the Board to ensure all other funds in Section 1, including budget carryover from one year to the next, remain available for this phase of work. Section four commits STA to providing local funds to cover any delayed or deferred state funds fully for this phase of work. Finally, section 5 authorizes the CEO to submit a letter to FTA seeking entry into Project Development (Board authority was obtained in July 2014 for City Line Development Phase). Mr. French commented that this is a critical step in the evolution of this project. Mr. Dunne questioned if there would be a voter action regarding BRT and if so when. Ms. Meyer that there is nothing else required to finish Division Street BRT.

Mr. Dan Dunne moved to recommend the Board of Directors approve, by resolution, the funding sources, and commitments for the project development phase of Division Street BRT and authorize the CEO to request approval to enter Project Development under FTA section 5309 CIG program. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: PHASE 2 UPDATE

Mr. Otterstrom presented. *Connect Spokane* is STA's 30-year Comprehensive Plan, it contains a long-range policies and principles. The last major update was in 2017. *Connect Spokane* is the foundation of the hierarchy of plans. A major update was initiated in late 2020 and in 2021 was divided into two phases. The first phase was completed in 2022 and addressed items that would inform the first phase of strategic planning. The second phase is set to kick-off this fall. This second phase is an opportunity to review and refresh the entire document. Mr. Otterstrom showed a timeline for the comprehensive and strategic initiatives integrated timelines. Mr. Otterstrom reviewed the proposed scope of the Connect Spokane Phase 2 update.

Ms. Stratton was glad to see the low-income fares and Title VI included in the proposed updates. Mr. French inquired about getting service to those in the PBTA boundary that currently do not have service areas like Five Mile Prairie and Latah Valley, and Eagle Ridge.

B. CONNECT 2035 STRATEGIC PLAN: PHASE 2 OVERVIEW

Mr. Otterstrom presented. Connect 2035 Phase 2 scope of work is building on the three goals adopted in the Phase I Strategic Document, along with their associated strategies. Phase 2's primary objective is to develop a 10-year strategic plan that includes sequenced initiatives for

achieving established goals and performance measure targets. Effective and informative stakeholder engagement to ensure careful consideration of stakeholder input as broad support of the plan recommendations. Project management and community engagement will be key factors throughout the project. Upcoming project activities are a project initiation call with staff and consultants on July 11, followed by an internal project kick-off with consultants on July 26 and 27. The focus of the second set of meetings is on community engagement strategies, the funding model for scenarios review, and a fixed route network assessment. Upcoming board activities, on September 6th there is a tentative board workshop to discuss engagement strategies. In late October/early November there will be another board workshop to discuss funding scenarios.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

June 2023 Voter-Approved Sales Tax Revenue (April Sales) Update: Actual (\$9,336,760) compared to budget (\$9,233,669) for a 1.1% difference of \$103,091. Sales tax revenue is 2.0% YTD above budget (\$1.1M), for a 1.1% favorable variance of \$203,091, and 2.0% YTD above 2023 actual (\$1.1M).

City Line Launch Event: Ms. Meyer gave an overview of the itinerary for the Board Members regarding the City Line Launch events for Saturday, July 15, and for the official ribbon-cutting ceremony on Tuesday, July 18. Confirmed speakers for the ribbon-cutting event include Governor Jay Inslee; Spokane Mayor Nadine Woodward; Federal Transit Administration Deputy Administrator Veronica Vanterpool; Gonzaga University President Dr. Thayne McCulloch; Washington State Senator Andy Billig; Spokane City Council Member and STA Board Chair Lori Kinnear; Spokane County Commissioner and STA Board Vice Chair Al French; and STA Chief Executive Officer E. Susan Meyer.

7. COMMITTEE INFORMATION – None

8. REVIEW SEPTEMBER 6, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS - None

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:33 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, September 6, 2023, at 10:00 a.m. VIA WEBEX. *(No August Meeting)*

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

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

COMMITTEE 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*)

COMMITTEE MEMBERS ABSENT

*Committee Chairwoman

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.

1. CALL TO ORDER AND ROLL CALL

Commissioner Kerns, Chair pro tem, called the meeting to order at 1:30 p.m. and roll call was conducted.

2. COMMITTEE CHAIR REPORT

Commissioner Kerns had no report at this time.

3. COMMITTEE APPROVAL

A. Minutes of the July 5, 2023, Committee Meeting

Mr. Zappone moved to approve the May 31, 2023, Committee meeting minutes. Ms. Wilkerson seconded, and the motion passed unanimously.

B. Citizen Advisory Committee Charter

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) Charter and explained a charter review is conducted at least once every three years. Staff reviewed the charter and recommended business practice changes and language clean-up which were approved at the June 2023 CAC meeting. Dr. Cortright discussed the changes and language updates.

Mr. Zappone made a motion to recommend the Board approve the Charter for the Citizen Advisory Committee (CAC) with the following changes: *Article V Membership Qualifications and Responsibilities* for organizations include representation from different income levels and lived experience, and replace Fraternal and Civic Associations with Community Based Organizations; *Article VI Membership Selection Process* remove the use of the term “weighted value” regarding active participants in other organizations; and *Article VII Operating Guidelines* require travel to be pre-approved, Ms. Wilkerson seconded, and the motion passed unanimously.

C. Transit Vehicle Tire Lease Services Scope of Work

Mr. Ropez-Betty provided background on the Transit Vehicle Tire Lease Services Scope of Work which included the proposed contract terms and current contract details. He discussed the Cost estimate totaling \$3,992,779, and the proposed timeline with a new contract commencing on December 1, 2023.

Ms. Wilkerson made a motion to recommend the Board approve the general scope of work for Transit Vehicle Tire Lease Services and authorize the release of a request for proposals (RFP). Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Plaza and Boone Janitorial Services Award of Contract

Mr. Ropez-Betty provided background on the Request for Proposal (RFP) and the evaluation process. The Evaluation Committee determined Northwest Center Services (dba Argus) was the most qualified and cost-effective. The five-year contract for 2023-2028 will be \$653,528.40 and \$3,267,642 per contract life and will commence on October 1, 2023.

Ms. Wilkerson made a motion to recommend the Board approve the contract award for Plaza and Boone janitorial services to Northwest Center Services (dba Argus). Mr. Zappone seconded, and the motion passed unanimously.

B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. July Service Change Outreach

Mr. Otterstrom provided background on routing and schedule adjustments which will be implemented on July 16, 2023. He explained the outreach efforts taking place which will include volunteers on site at several locations to answer questions, and various materials to help inform passengers. Mr. Otterstrom discussed new routes, routes providing more frequent service and the full list of impacted routes.

6. CEO REPORT

- Ms. Meyer reported the June 2023 voter-approved sales tax revenue, collected on April 2023 sales, against a budget of \$9,223,669. The actual receipts were \$9,336,760 which is 1.1% below budget with a variance totaling \$103,091. Year-to-date is 2.0% above budget and totaling approximately \$1.1M. Further discussion ensued about the budget.
- Ms. Meyer discussed the details and itineraries for the City Line Launch events on July 15th and July 23rd. On Saturday, July 15th there will be community celebrations in five locations from 11am -2pm. Board members are invited to ride on the first City Line bus in service which will launch from Coeur d' Alene Park in Browne's Addition and will stop at each

celebration. Tuesday, July 18th there is breakfast and a ribbon cutting. Ms. Meyer provided a schedule of events and a list of the confirmed speakers.

7. SEPTEMBER 6, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The September 6, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

- There was a request to add a high-level overview of the Employee Engagement Survey to the September PMER Committee meeting agenda.
- Discussion ensued about the agreement STA has with Spokane Public Schools regarding the new student passes and the agreement to split the cost of the student passes.
- There was discussion about how grant funding works for Zero-Fare for Youth and the requirements necessary to obtain the funding. It was also noted the importance of using cards to assist with reporting Zero-Fare for Youth ridership to the State as accurately as possible. Counting student ridership is also a benefit for Spokane Public Schools.
- The following items were requested to be further discussed at future PMER Committee meetings and Staff will schedule accordingly in the next few months.
 - Update on the City Line promotional period.
 - Inclement Weather Policy.
 - Monitor relations with Community Access Pass and UTAP partners by providing surveys.
 - North bank shuttle update.

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

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

The next committee meeting will be held on Wednesday, September 6, 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

September 21, 2023

AGENDA ITEM 13B : AUGUST 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 August 2023 voter-approved sales tax revenue information. August sales tax revenue, which represents sales for June 2023, was:

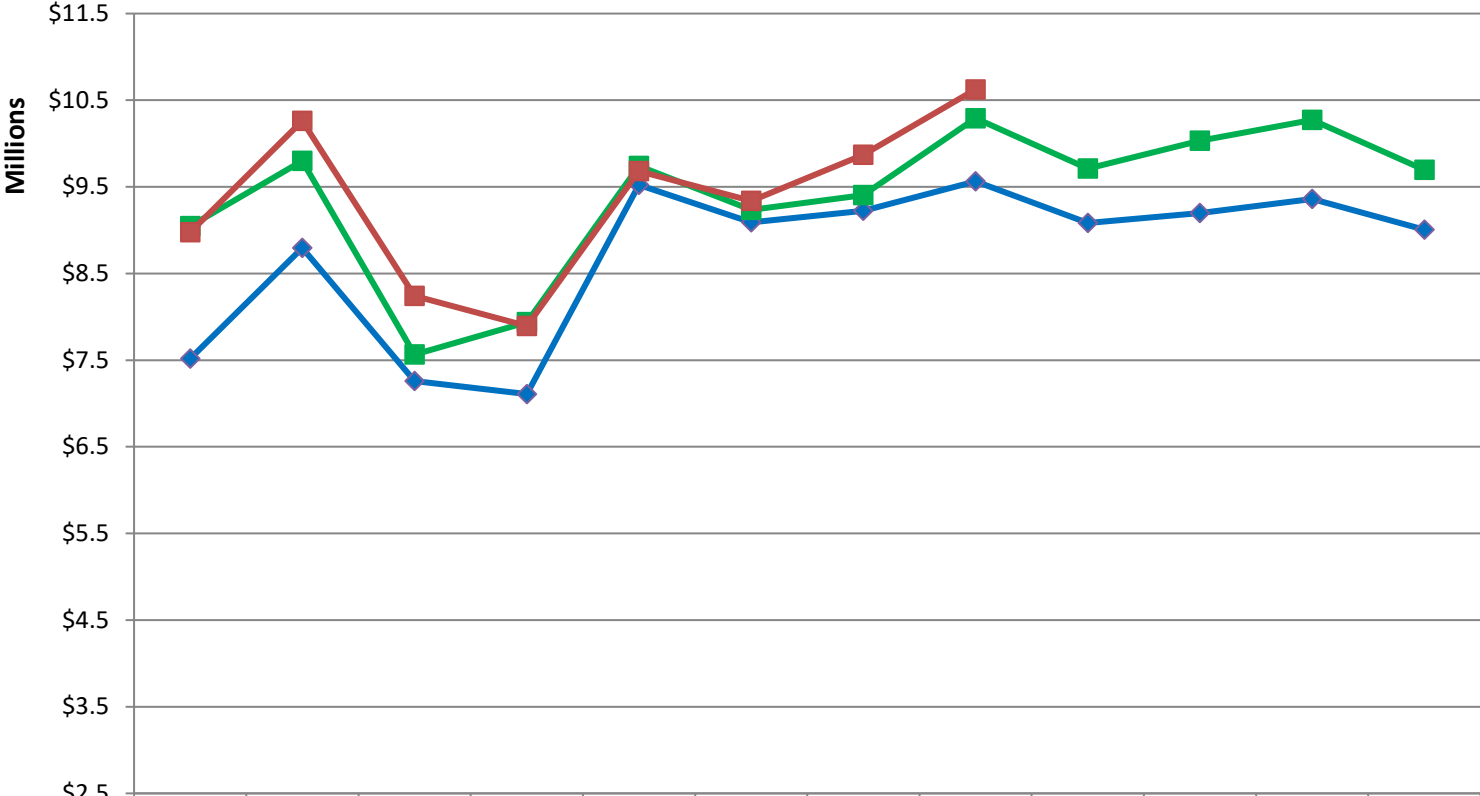
- 3.2% above 2023 budget
- 2.6% above year-to-date 2023 budget
- 3.2% above 2022 actual
- 2.6% above year-to-date 2022 actual

Total taxable sales for June were *up* 3.4% from June 2022. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings year-to-date:

- Retail Trade *increased* by 2.4% (\$14.1M) in June 2023 vs June 2022 and is *up* by 0.6% (\$19.6M) June 2023 year-to-date vs 2022 year-to-date.
 - Other Misc. Store Retailers *increased* 16.3% or \$70.9M June 2023 year-to-date over June 2022 year-to-date.
 - Automobile Dealers *increased* 5.7% or \$32.6M June 2023 year-to-date over June 2022 year-to-date.
 - Grocery and Convenience Retailers *increased* 9.8% or \$16.1M June 2023 year-to-date over June 2022 year-to-date.
 - Building Material and Supplies Dealers *decreased* 3.6% or (\$-12.7M) June 2023 year-to-date over June 2022 year-to-date.
 - Other Motor Vehicle Dealers *decreased* 14.3% or (\$-19.3M) June 2023 year-to-date over June 2022 year-to-date.
 - Electronics & Appliance Retailers *decreased* 13.1% or (\$-28.6M) June 2023 year-to-date over June 2022 year-to-date.
 - Furniture and Home Furnishings Retailers *decreased* 37.6% or (\$-55.1M) June 2023 year-to-date over June 2022 year-to-date.
- Construction *decreased* by 1.3% (\$-3.0M) in June 2023 vs June 2022 and is *up* by 1.0% (\$10.0M) June 2023 year-to-date vs 2022 year-to-date.
- Accommodation and Food Services *increased* by 8.6% (\$10.8M) in June 2023 vs June 2022 and is *up* by 6.0% (\$40.5M) June 2023 year-to-date vs 2022 year-to-date.

RECOMMENDATION TO BOARD: Information only.

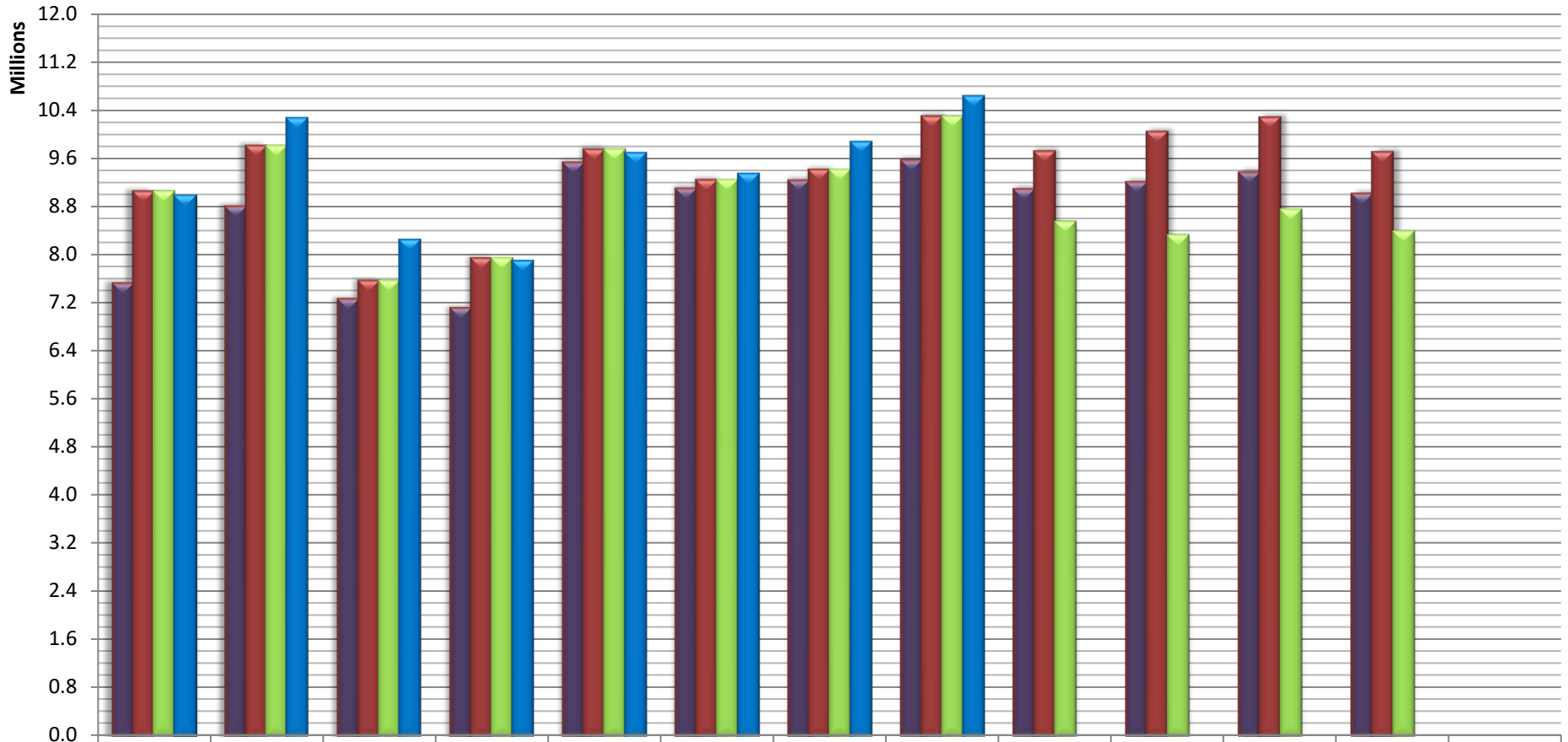
Sales Tax Revenue History-August 2023⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	\$7.5	\$8.8	\$7.3	\$7.1	\$9.5	\$9.1	\$9.2	\$9.6	\$9.1	\$9.2	\$9.4	\$9.0
2022	\$9.0	\$9.8	\$7.6	\$7.9	\$9.7	\$9.2	\$9.4	\$10.3	\$9.7	\$10.0	\$10.3	\$9.7
2023	\$9.0	\$10.3	\$8.2	\$7.9	\$9.7	\$9.3	\$9.9	\$10.6				

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

2021 - 2023 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	10,033,352	10,273,246	9,695,636	112,732,567
2023 Budget	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	8,541,727	8,317,585	8,743,306	8,380,001	107,001,541
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	-	-	-	-	74,887,052
\$ Mo. Var.	(70,543)	462,064	677,496	(44,554)	(58,922)	103,091	466,487	333,011	-	-	-	-	
% Mo. Var.	-0.8%	4.7%	9.0%	-0.6%	-0.6%	1.1%	5.0%	3.2%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(70,543)	391,521	1,069,017	1,024,463	965,541	1,068,632	1,535,119	1,868,130	-	-	-	-	
% YTD Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	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

September 21, 2023

AGENDA ITEM 13C : JULY 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 July 2023 financial results. The charts are being shown with a comparison to the year-to-date budgetary and prior year actual values.

Revenue

Overall, July year-to-date revenue is 13.7% (\$12.6M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 18.2% lower than budget
- Sales Tax Revenue is 2.4% higher than budget
- Federal & State Grant Revenue is 46.9% higher than budget
- Miscellaneous Revenue is 66.2% higher than budget

Operating Expenses

Overall, July year-to-date operating expenses are 7.1% (\$4.7M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 6.3% lower than budget
- Paratransit is 2.1% lower than budget
- Rideshare is 11.2% lower than budget
- Plaza is 14.9% lower than budget
- Administration is 13.2% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - July 2023

70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000

Totals:

2022 YTD Actual \$ 93,372,189

2023 YTD Actual \$ 104,542,346 (13.7%)

2023 YTD Budget \$ 91,918,604

2023 Annual Budget \$ 157,044,144



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	4,289,184	62,727,085	25,269,289	1,086,631
■ 2023 YTD Actual	3,725,133	64,262,204	33,440,714	3,114,295
■ 2023 YTD Budget	4,552,997	62,727,085	22,764,709	1,873,813
2023 YTD Budget Variance	-18.2%	2.4%	46.9%	66.2%
2023 Budget	7,805,137	107,001,541	39,025,216	3,212,250

(1) Above amounts exclude grants used for capital projects. Year-to-date July state capital grant reimbursements total \$2,169,881 and federal capital grant reimbursements total \$8,988,798.

Spokane Transit Operating Expenses⁽¹⁾ - July 2023

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

Totals:

2022 YTD Actual	\$ 51,818,575
2023 YTD Actual	\$ 61,389,834 (-7.1%)
2023 YTD Budget	\$ 66,049,361
2023 Annual Budget	\$ 113,822,411
Fuel:	
2022 YTD Actual	\$ 3,472,945
2023 YTD Actual	\$ 3,669,598 (-22.5%)
2023 YTD Budget	\$ 4,737,041
2023 Annual Budget	\$ 8,063,242

Fixed Route Paratransit Rideshare Plaza Administration

■ 2022 YTD Actual	34,153,503	8,176,925	353,782	1,156,701	7,977,664
■ 2023 YTD Actual	40,525,880	9,781,518	376,117	1,404,125	9,302,194
■ 2023 YTD Budget	43,267,756	9,988,512	423,499	1,649,968	10,719,626
2023 YTD Budget Variance	-6.3%	-2.1%	-11.2%	-14.9%	-13.2%
2023 Total Budget (2)	74,964,941	17,089,137	728,852	2,846,699	18,192,782

(1) Operating expenses exclude capital expenditures of \$24,866,985 and Street/Road cooperative projects of \$673,350 for year-to-date July 2023.
 (2) Total Budget for Fixed Route and Plaza reflect a reclassification of \$116,593 due to a staff reassignment between these divisions.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13D : JUNE 2023 SEMIANNUAL FINANCIAL REPORTS

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

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

SUMMARY: Attached are the June 2023 semiannual financial reports.

❖ Capital Budget

- 28.7% of the Capital budget has been spent.
- Due to timing of projects, higher level of expenditures are traditionally made in the latter half of the year.
- 2023 forecasted capital spend to budget is expected to amount to 87.6% or \$66.8 million.

❖ Federal Grants

- Federal capital grants cover multiple years and plans are in place for the expenditure of these grants.

❖ Cash Balance

- The cash balance of \$218.3 million includes the fleet replacement fund of \$25.5 million.

RECOMMENDATION TO BOARD: Information only.

**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
Through June 30, 2023**

Capital Projects	Quantity	State	Federal	Local	2023 Budget	Expensed to	Remaining
		Funding	Funding	Funding	Total	Date	Balance
Revenue Vehicles							
Fixed Route Coaches-BEB (Replacement)	3			\$3,433,230	\$3,433,230	\$0	\$3,433,230
Fixed Route Coaches-BEB (Replacement)	10		\$6,120,500	6,637,245	12,757,745	10,987,006	1,770,739
Fixed Route Coaches-BEB (Replacement)	6	\$900,000	1,595,174	4,442,227	6,937,401	52,855	6,884,546
Fixed Route Coaches-BEB (Replacement)	3		2,038,943	2,165,416	4,204,359	9,968	4,194,391
Fixed Route Coaches-BEB (Replacement)	3			3,447,000	3,447,000	9,092	3,437,908
Paratransit Vans (Replacement)	15		991,000	988,133	1,979,133	-	1,979,133
Vanpool Vans (Replacement)	11			550,000	550,000	211,818	338,182
Total Revenue Vehicles	51	\$900,000	\$10,745,617	\$21,663,251	\$33,308,868	\$11,270,738	\$22,038,130
Facilities - Maintenance and Administration							
Boone - Facility Master Plan Program				\$900,000	\$900,000	\$436,249	\$463,751
Boone - Preservation and Improvements			\$200,000	5,370,850	5,570,850	1,595,986	3,974,864
Fleck Center - Preservation and Improvements				1,000,000	1,000,000	64,489	935,511
Miscellaneous Equipment and Fixtures				452,905	452,905	141,810	311,095
Total Facilities - Maintenance and Administration		\$0	\$200,000	\$7,723,755	\$7,923,755	\$2,238,534	\$5,685,221
Facilities - Passenger and Operational							
Park and Ride Upgrades			\$35,600	\$773,211	\$808,811	\$47,445	\$761,366
Plaza Preservation and Improvements				351,500	351,500	-	351,500
Route and Stop Facility Improvements				2,759,201	2,759,201	308,128	2,451,073
Near Term Investments				1,495,590	1,495,590	5,133	1,490,457
Total Facilities - Passenger and Operational		\$0	\$35,600	\$5,379,502	\$5,415,102	\$360,705	\$5,054,397
Technology Projects							
Capital Program Management Software				\$106,000	\$106,000	\$0	\$106,000
Communications Technology Upgrades				433,103	433,103	289,619	143,484
Fare Collection and Sales Technology				2,936,359	2,936,359	116,107	2,820,252
IS Network Equipment				680,000	680,000	25,000	655,000
IS Datacenter Equipment				220,000	220,000	-	220,000
IS Cyber Security Enhancements				140,000	140,000	-	140,000
IS Infrastructure Equipment				213,000	213,000	-	213,000
IS End User Equipment				420,000	420,000	374,783	45,217
Total Technology Projects		-	\$0	\$5,148,462	\$5,148,462	\$805,510	\$4,342,952
High Performance Transit							
Central City Line			\$7,736,959	\$3,277,036	\$11,013,995	\$3,165,206	\$7,848,789
HPT Implementation - Incremental HPT Investments				475,000	475,000	124,402	350,598
Monroe-Regal Line				1,918,019	1,918,019	188,660	1,729,359
Cheney Line		\$1,845,022		1,772,669	3,617,691	807,407	2,810,284
I-90/Valley Line		825,000	40,000	730,500	1,595,500	150,209	1,445,291
Sprague Line		996,400		1,055,100	2,051,500	628,419	1,423,081
Division Line				3,283,312	3,283,312	455,226	2,828,086
West Broadway Line				450,000	450,000	-	450,000
Total High Performance Transit	-	\$3,666,422	\$7,776,959	\$12,961,636	\$24,405,017	\$5,519,529	\$18,885,488
GRAND TOTAL	51	\$4,566,422	\$18,758,176	\$52,876,606	\$76,201,204	\$20,195,015	\$56,006,189
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2022 BUT PAYMENTS DELAYED TO 2023):							
Subtotal RECONCILING ITEMS						\$1,691,059	(\$1,691,059)
GRAND TOTAL		\$4,566,422	\$18,758,176	\$52,876,606	\$76,201,204	\$21,886,075	\$54,315,129

SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
June 30, 2023

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-2018-067 MOBILITY MANAGEMENT, OPERATIONS, VANS, ENHANCED ADA ACCESS	1,120,832	1,107,681	13,151	6,576	6,575
WA-2018-069 I-90 HPT CORRIDOR IMPROVEMENTS	751,445	657,109	94,336	12,735	81,600
WA-2019-073 REPLACEMENT FIXED ROUTE COACHES - ELECTRIC (Qty 6)	3,086,705	1,897,866	1,188,839	160,493	1,028,345
WA-2020-009 CENTRAL CITY LINE BRT	84,886,657	62,059,111	22,827,546	11,956,705	10,870,842
WA-2020-025 PARATRANSIT VANS (4) & EQUIP, PARATRANSIT OPERATIONS	363,228	363,228	0	0	0
WA-2021-010 REPLACEMENT FIXED ROUTE COACHES (Qty 2)	1,244,592	0	1,244,592	186,689	1,057,903
WA-2021-014 METROPOLITAN PLANNING - FIVE MILE HUB STUDY	231,214	17,851	213,363	28,804	184,559
WA-2021-023 MOBILITY MANAGEMENT, OPERATIONS, VANS (Qty 2)	410,414	372,852	37,562	0	37,562
WA-2021-027 EXPANSION DOUBLE DECKER DIESEL BUS (Qty 7)	8,240,000	0	8,240,000	5,289,998	2,950,002
WA-2021-029 EMERGENCY RELIEF OPERATING ASSISTANCE	100,000	100,000	0	0	0
WA-2021-034 REPLACEMENT 60' DIESEL BUS (Qty 2)	1,154,165	0	1,154,165	173,125	981,040
WA-2022-011 REPLACEMENT 40' BEB BUS (Qty 10)	11,815,000	10,987,006	827,994	380,877	447,117
WA-2022-021 EMERGENCY RELIEF OPERATING ASSISTANCE (ARPA)	71,214	0	71,214	0	71,214
WA-2022-022 EMERGENCY RELIEF OPERATING ASSISTANCE (CRRSAA)	71,213	38,584	32,629	0	32,629
WA-2022-052 REPLACEMENT VAN (Qty 15)	1,174,972	0	1,174,972	234,994	939,978
FEDERAL GRANTS TOTAL	\$114,721,651	\$77,601,288	\$37,120,363	\$18,430,996	\$18,689,367

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13E: JULY 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 July 2023 compared to July 2022.

FIXED ROUTE

Total monthly ridership increased 28.2% (642,829 vs. 501,452) in July 2023 compared to July 2022 and was up 34.5% (4,822,450 vs. 3,585,234) YTD.

Average weekday ridership increased 31.7% (26,067 vs. 19,795) in July 2023 compared to July 2022 and was up 42.6% (29,302 vs. 20,545) YTD.

Adult Ridership increased 1.8% (290,024 vs. 284,798) in July 2023 compared to July 2022 and was up 9.9% (2,390,281 vs. 2,177,320) YTD.

Zero-Fare for Youth (formerly Youth) Ridership increased 60.9% (98,040 vs. 60,934) in July 2023 compared to July 2022 and was up 165.9% (884,538 vs. 332,629) YTD.

Reduced Fare / Paratransit Ridership increased 44.6% (105,760 vs. 73,126) in July 2023 compared to July 2022 and was up 41.6% (697,998 vs. 492,984) YTD.

CCS Pass Ridership increased 33.5% (10,461 vs. 7,837) in July 2023 compared to July 2022 and was up 26.7% (154,412 vs. 121,878) YTD.

Eagle Pass Ridership decreased 2.0% (4,881 vs. 4,981) in July 2023 compared to July 2022 and was down 4.4% (191,000 vs. 199,788) YTD.

62.8% of all passengers used Connect Passes last month.

PARATRANSIT

Total monthly ridership increased 15.2% (28,206 vs. 24,486) July 2023 compared to July 2022 and was up 19.9% (207,192 vs. 172,805) YTD.

Detailed breakdown:

Directly operated service increased 26.9% (15,408 vs. 12,146) in July 2023 compared to July 2022 and was up 17.0% (111,316 vs. 95,134) YTD.

- Contracted service increased 3.7% (12,798 vs. 12,340) in July 2023 compared to July 2022 and was up 23.4% (95,876 vs. 77,671) YTD.
- Special Use Van ridership decreased 22.2% (1,342 vs. 1,724) in July 2023 compared to July 2022 and was down 10.5% (8,587 vs. 9,598) YTD.

RIDESHARE

Total Rideshare ridership decreased 3.1% (7,082 vs. 7,308) July 2023 compared to July 2022 and was up 11.2% (55,088 vs. 49,518) YTD.

- Rideshare vans in service increased 8.5% (77 vs. 71) in July 2023 compared to July 2022.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value added decreased 7.7% (\$218,862 vs. \$237,144) in July 2023 compared to June 2023

- Autoload decreased 5.6% (\$12,153 vs. \$12,879) in July 2023 compared to June 2023
- Call Centers decreased 25.2% (\$5,145 vs. \$6,879) in July 2023 compared to June 2023
- Customer Service Terminal decreased 13.1% (\$60,765 vs. \$69,942) in July 2023 compared to June 2023
- Customer Website increased 0.5% (\$23,011 vs. \$22,905) in July 2023 compared to June 2023
- Mobile Ticketing decreased 4.6% (\$101,026 vs. \$105,948) in July 2023 compared to June 2023
- Institutional Website decreased 19.2% (\$12,307 vs. \$15,234) in July 2023 compared to June 2023
- Retail Network decreased 21.0% (\$2,651 vs. \$3,357) in July 2023 compared to June 2023

Total Pass Sales:

Total Pass Sales decreased 72.9% (8,180 vs. 30,236 passes) in July 2023 compared to June 2023

- 1-Ride Pass decreased 76.7% (3,639 vs. 15,646) in July 2023 compared to June 2023
- 7-Day Rolling Pass decreased 77.7% (166 vs. 743) in July 2023 compared to June 2023
- Day Pass decreased 73.8% (3,226 vs. 12,290) in July 2023 compared to June 2023
- Honored Rider 31-Day Rolling Pass decreased 52.1% (35 vs. 73) in July 2023 compared to June 2023
- Paratransit Monthly Pass decreased 48.6% (19 vs. 37) in July 2023 compared to June 2023
- Shuttle Park Pass decreased 12.0% (168 vs. 191) in July 2023 compared to June 2023
- Standard 31-Day Rolling Pass decreased 26.1% (927 vs. 1,255) in July 2023 compared to June 2023

Total Discounted Passes (Included in Pass Sales above):

- 1-Ride CAP passes decreased 94.1% (340 vs. 5,791) in July 2023 compared to June 2023
- Day CAP Passes decreased 57.6% (2,716 vs. 6,403) in July 2023 compared to June 2023

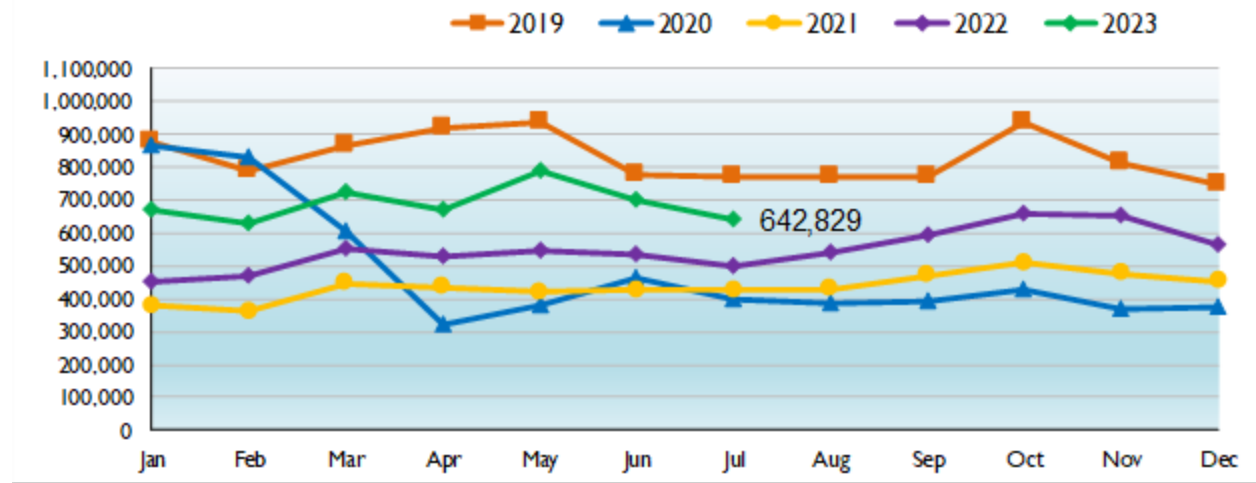
Employer-Sponsored Bus Pass Program decreased 8.2% (482 vs. 525) in July 2023 compared to June 2023

Specialty Pass Programs:

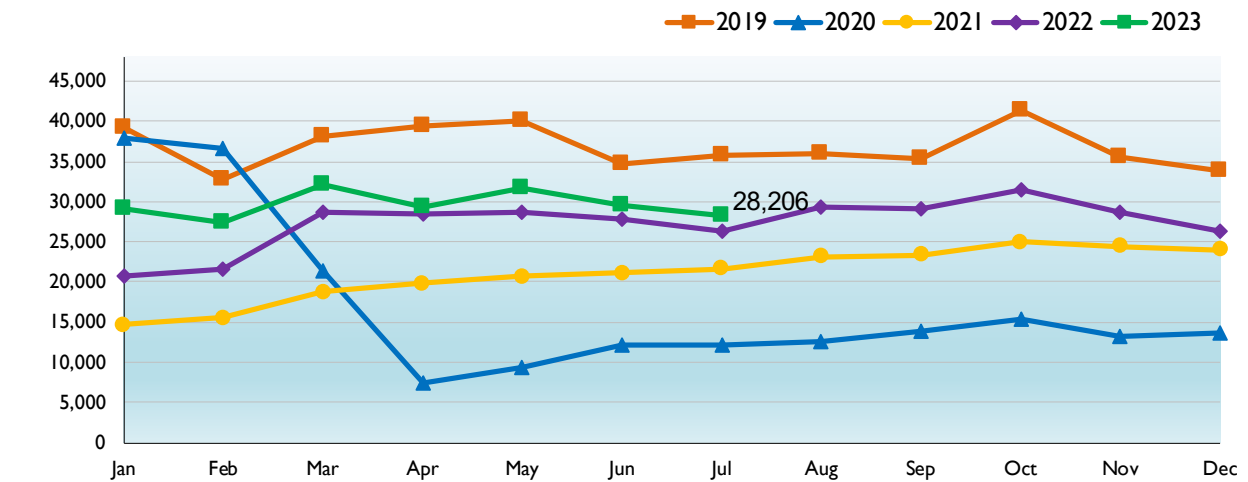
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 24.7% (168 vs. 223 in 2022)	YTD sales Decreased 13.9% (1,281 vs. 1,487 in 2022)
ESBP monthly sales Increased 39.3% (482 vs. 346 in 2022)	YTD sales Increased 24.7% (2,968 vs. 2,381 in 2022)
UTAP monthly rides Increased 15.3% (29,372 vs. 25,466 in 2022)	YTD rides Increased 15.0% (465,585 vs. 404,750 in 2022)
Community Access Program Decreased 61.0% (3,056 vs 7,835 in 2022)	YTD CAP Sales Increased 31.0% (59,975 vs 45,772 in 2022)

RECOMMENDATION TO BOARD: Information only.

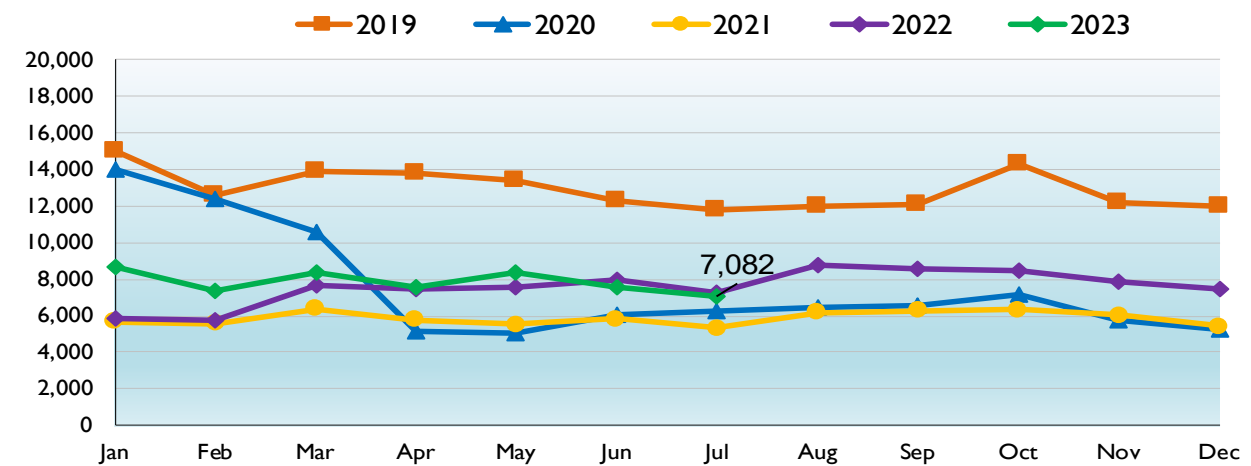
FIXED ROUTE RIDERSHIP



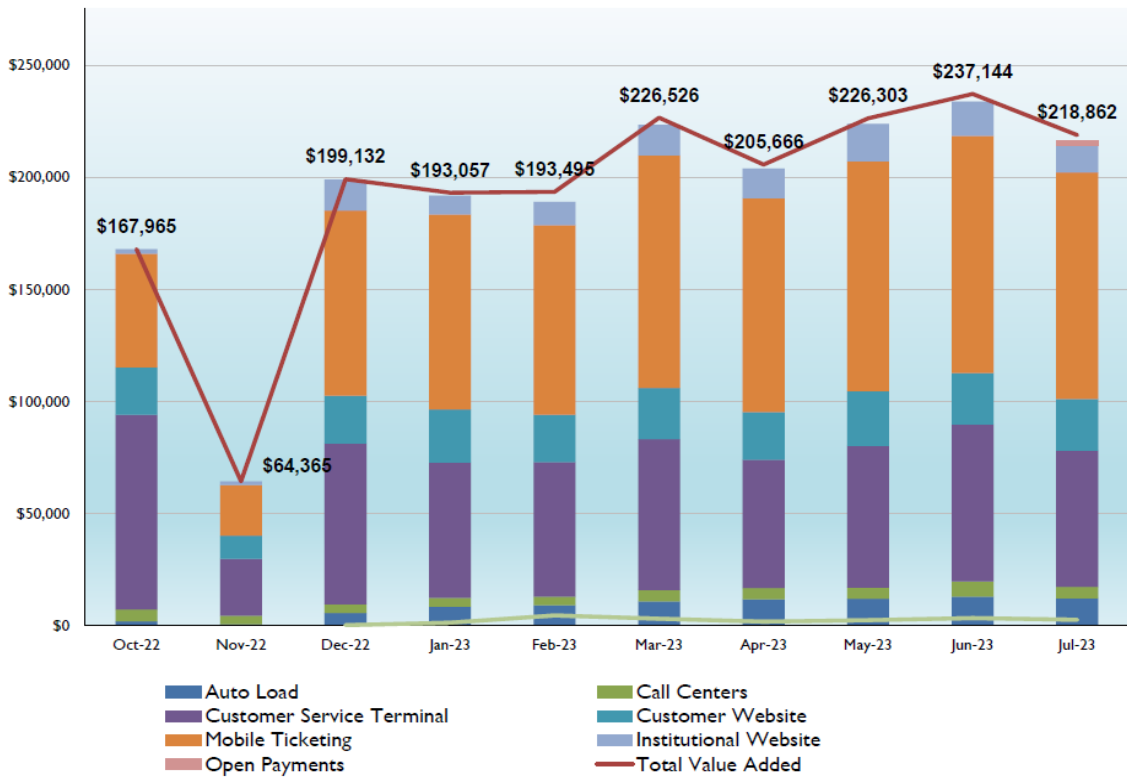
PARATRANSIT RIDERSHIP



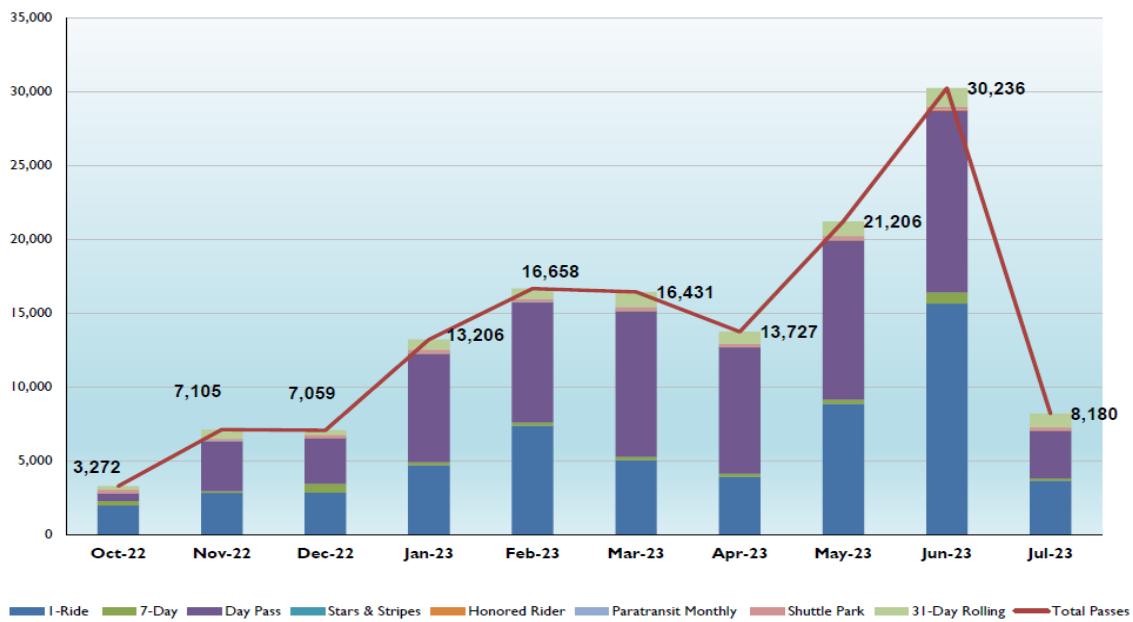
RIDESHARE RIDERSHIP



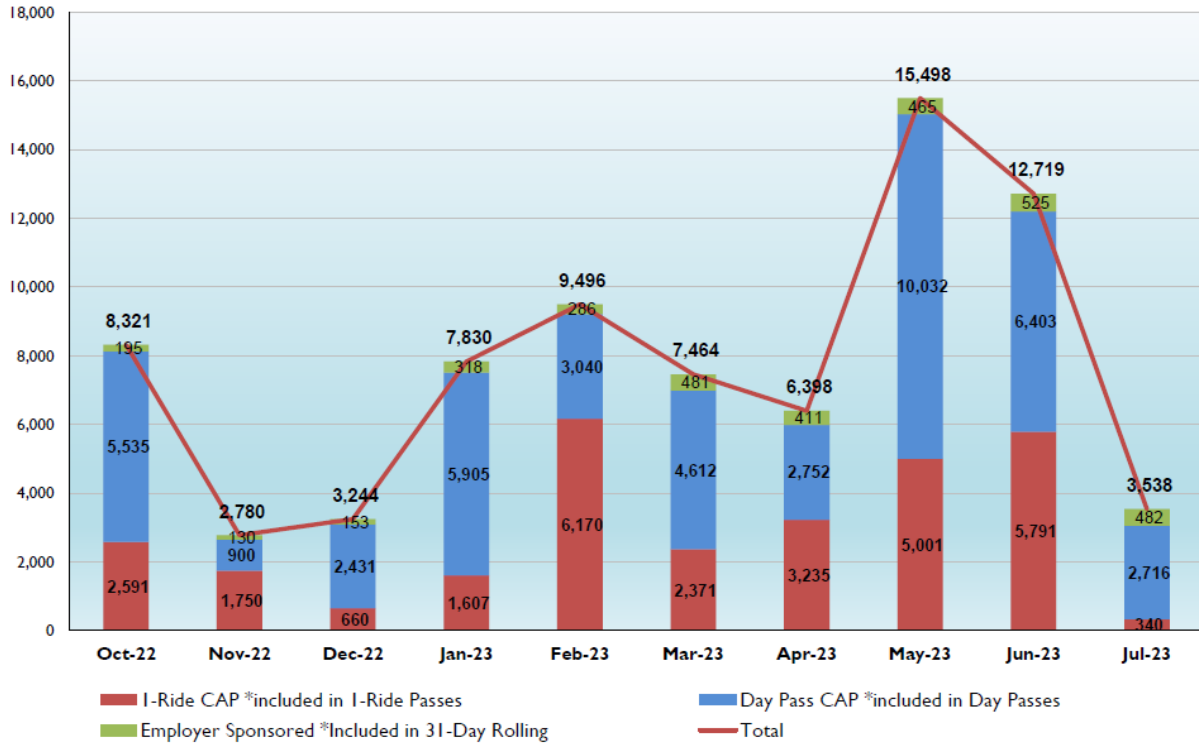
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13F : 2ND QUARTER 2023 SERVICE PLANNING INPUT REPORT

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

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

SUMMARY: A total of 22 comments and feedback related to fixed route service and stops were received by the Planning and Development Department during the second quarter of 2023. Of the comments received, seven were requests related to requests for new service, six were related to existing service, and nine were related to bus stops. The comments are summarized below.

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 2nd 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 on Upriver Dr.

Service on Upriver Drive between Frederick Avenue and Argonne Road is anticipated to start in September 2024 (STA Moving Forward).

Two requests to expand service to connect Nevada and US 2 near the YMCA and into Mead.

Service expansion into the Mead area is anticipated as part of the Division Street Bus Rapid Transit (BRT) project. The precise service area will be determined at that time.

One request to add service along Mirabeau Parkway at E. Carlisle Avenue.

No current plans to extend service. This issue will be revisited upon completion of the Pines Road/BNSF Grade Separation Project (2024).

NEW SERVICE COMMENTS

One request to add service to Route 74 along Appleway Avenue in Liberty Lake.
Service on Appleway will be adjusted to include the stop pair at Appleway Avenue and Madson Street as part of the September 2023 Service Change.

One request to have Route 74 run both directions on weekends.
Called back customer and left a message explaining STA's plans for Route 7 to supersede Route 74 in September 2025, at which point service would be seven days a week.

One request to extend service to Post Falls to connect with the free shuttle service there.
Customer was informed the service expansion to Post Falls/Coeur d'Alene, Idaho is anticipated by 2026 subject to a cross-state partnership pilot project. (STA Moving Forward)

EXISTING SERVICE COMMENTS

One customer expressed concerns about connecting from the Arena park-and-ride to the City Line.
Feedback received. Informed her that Route 11 will connect to City Line at Main and Howard.

One complaint regarding the re-routing of Route 27 Crestline that went into effect August 2022, which eliminated a direct connection between downtown Spokane and Hillyard.
The customer was contacted and assured that STA will continue to improve timed transfers to improve connectivity to Hillyard.

One request to add earlier morning service at 4:30AM and 5:00AM to Geiger @ Amazon on Route 95 Mid-Valley.
Feedback received. The customer was encouraged to submit a STA Vanpool request.

One request to relocate the inbound stop at Washington & Mansfield on Route 27 Crestline because the customer reported that she was not being seen by coach operators.
The customer was informed that the stop meets STA standards. A driver alert notice was issued, and the customer was encouraged to reach out if the problem reoccurs.

One request to improve the transfer between Route 4 Monroe/Regal and Route 33 Wellesley (Westbound).
The customer was informed that Route 33 was on detour routing due to TJ Meenach Bridge being under construction. At the time of request, staff offered to study the connection and identify scheduling possibilities, but informed the customer this issue would be resolved once construction concludes in September.

One request to shift the Route 294 East 8th schedule to accommodate an early release day for Spokane Public Schools.

The customer was informed that the schedule would not be shifted and was offered alternative itineraries for her son to take on regular STA routes that day.

BUS STOP COMMENTS

One complaint from resident at 16913 E. Mission Parkway, adjacent to the bus stop located at Mission Parkway & Riverhouse Apartments for Route 74 Mirabeau/Liberty Lake, alleging disruptive behavior by bus passengers at the bus stop. The resident requested the bus stop be relocated away from his property.

STA relocated this stop in 2017 to the far edge of the resident's property, based upon a previous request made by the resident. The resident was contacted for details of the passengers' behavior (times, days of week) and was offered to send security checks to this location. STA is exploring shifting the stop further to the west.

One inquiry to replace and upgrade the passenger shelter at 6th & Golden Hills Drive in Cheney.

The customer was contacted and informed that the stop ridership is below the threshold to warrant shelter replacement.

One request to add bus stops at Highway 2 and Spotted Road between Flint Road and Grove Road on Sunset Highway. (Route 61 Highway 2/Fairchild)

The pair of bus stops at this location were removed approximately ten years ago due to a lack of adequate shoulder width, sidewalks, and ADA infrastructure, including the lack of a marked pedestrian crossing on US 2. There are no plans to develop the significant infrastructure required to reinstate these stops at this time.

Four requests to add bus stops between Barker & Indiana and the Amazon Fulfillment Center on Route 95 Mid-Valley (Barker and Euclid, etc).

A near-term investment program will add accessible stops along this corridor, in coordination with City of Spokane Valley, over the following 1-2 years.

One complaint regarding the inbound stop at Crestline & Wellesley on Route 27 Crestline, concerned that the idle bus blocked the driveway entrance to the complainant's business.

The City of Spokane relocated the existing speed limit sign to a nearby streetlight, which allowed the bus stop sign to be relocated south of the business owner's driveway.

One request from a business owner at 529 E. North Foothills Drive for a trash receptacle at a stop inbound on Route 27 Crestline in front of their business at North Foothills Drive & Standard.

Trash receptacle was not installed at this time due to the stop failing to meet the required threshold (min. 10 average weekday boardings) to warrant a receptacle installation.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13G : CONNECT SPOKANE COMPREHENSIVE PLAN: PHASE 2 UPDATE -- PROJECT TIMELINE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: STA is beginning a second phase to a major update (Phase 2 Update) to *Connect Spokane*, STA’s comprehensive plan for public transportation. Informed by discussion and input at the July Planning and Development Committee, staff have returned with a more detailed project schedule and outreach plan to present and discuss with the committees. Staff reviewed the project time with the Planning and Development Committee at its September 6, 2023, meeting.

BACKGROUND: *Connect Spokane* is STA’s Comprehensive Plan that sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The *Connect Spokane* Comprehensive Plan Phase 2 Update was included in the 2023 Work Program that was approved at the December Planning & Development Committee meeting. Staff anticipated beginning the effort in July and continuing into 2024. Based on past plans and recent input from board members, including during the July 5, 2023, Planning and Development Committee meeting, staff propose to include the elements in the following table into the Phase 2 Update. The table also identifies the proposed Committee meeting when presentations and discussion on that element will occur.

PHASE 2:

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

Element	Proposed Scope	Why	Committee Meeting Review & Discussion
Fares and Revenues	Exploration of low-income fare policy. Explore farebox recovery implementation. Programmatic elements and evaluation of policy to be explored in the Strategic Plan-Connect 2035	Expressed interest by STA Board members	December 2023 February 2024 March 2024
Fixed Route	Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network	Expressed interest by STA Board members	March 2024
HPT	Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation	Was not updated in Phase 1	March 2024
Sustainability	Minor updates to chapter language, minor re-organization	Organize to provide greater clarity to reader, make more relevant to grant applications	March 2024
Flexible Services	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand	Provide policy basis for broader flexible services	March 2024
Paratransit	Service Area definition (no change to boundary)	Provide consistency in definitions of Paratransit service area	March 2024
Regional Transportation & Land Use	TOD and land acquisition policies	Opportunity to expand efforts, given new STA Community Development department. Potentially identify strategies for <i>Connect 2035</i>	March 2024

Outreach Strategy & Timeline

Outreach has been broken into four different levels, depending on the proposed scope of the update and the schedule duration needed to hold meaningful discussions with the appropriate audiences. Each subsequent level of outreach will include that level and all levels preceding it.

- Level 1 – Committee and Board discussion for minor updates
 - Sustainability
 - Paratransit
- Level 2 – General Community Outreach
 - Fixed Route
 - Fares and Revenues: farebox recovery
 - HPT (table and map)
 - Flexible Services
- Level 3 – Jurisdictional Outreach
 - Regional Transportation & Land Use
- Level 4 – Targeted Community Outreach
 - Fares and Revenues: Low-income fare policy
 - Communications and Public Input
 - Title VI Element

A public open house is tentatively identified for the middle of November, prior to Thanksgiving.

The proposed timeline runs from September 2023 to March 2024 for outreach and discussion of individual elements of the Comprehensive Plan. The full draft plan would be presented in April 2024 for review, with the final draft plan presented in May 2024 for Planning and Development Committee recommendation and Board action.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13H : 2023 SECOND QUARTER PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: The complete report has been posted to the STA website: [HERE](#)

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 0.17, Fixed Route was above STA’s goal of 0.08 preventable accidents per 10,000 miles.
- At 0.28, Paratransit was above STA’s goal of 0.10 preventable accidents per 10,000 miles.

STA is working with the Washington State Transit Insurance Pool (WSTIP) to identify “best practices” in addressing this issue for both Fixed Route and Paratransit.

Earn and Retain the Community’s Trust

Ridership

- Fixed Route 2023 second quarter year-to-date ridership was up 35.5% compared to our ridership in 2022. Fixed Route provided 4,197,621 in 2023 vs. 3,083,782 in 2022. The ridership goal for Fixed Route in 2023 is 20.6% higher than 2022 (approximately 7.6M trips).
- Paratransit 2023 second quarter year-to-date ridership was up 20.7% compared to our ridership in 2022. Paratransit provided 178,195 in 2023 vs. 148,319 in 2022. The ridership goal for Paratransit in 2023 is 9.5% higher than 2022 (approximately 344,707 trips).
- Rideshare 2023 second quarter year-to-date ridership was up 13.7% compared to our ridership in 2022. Rideshare provided 48,006 in 2023 vs. 42,210 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 17.67. The goal is to transport 15 or more passengers.
- Paratransit PPRH was 2.46. 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 93.1%, above STA's goal of 93%
- Paratransit on-time performance was 92.8%, below STA's goal of 93%.

Professional and Courteous

Operator Ride Checks

- There were 229 out of 318 ride checks completed for Fixed Route.
- There were 43 out of 59 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 \$10.10. This is 59.7% of the urban systems' average.
- Paratransit cost per passenger was \$57.47. This is 61.7% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

Fare collection continued to be down due to a combination of impacts of fare capping and Zero-Fare for youth.

- Fixed Route farebox recovery is 8.0%, below the goal of 20%.
- Paratransit farebox recovery is 2.7%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

Performance Measures

2023 Second 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:

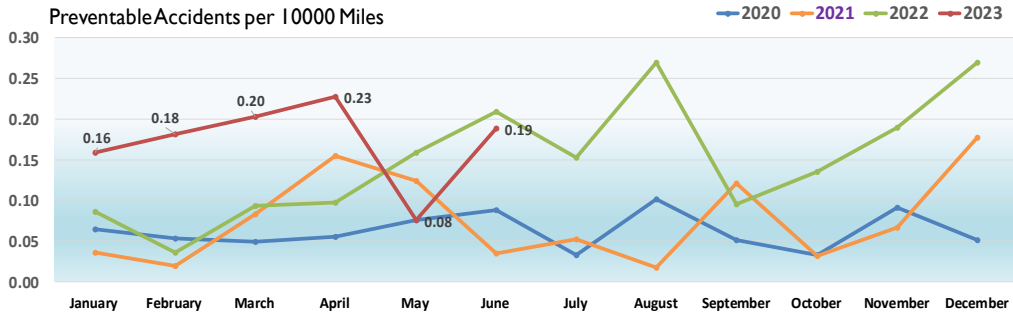
- Preventable Accident Rate
- Injury Rate
 - Workers Comp Time Loss
 - Claims per 1,000 Hours

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	14
May	4	7	10	5
June	5	2	13	12
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	66
YTD Preventables per	0.06	0.08	0.15	0.17

* 2023 Italic zero entries indicate future months

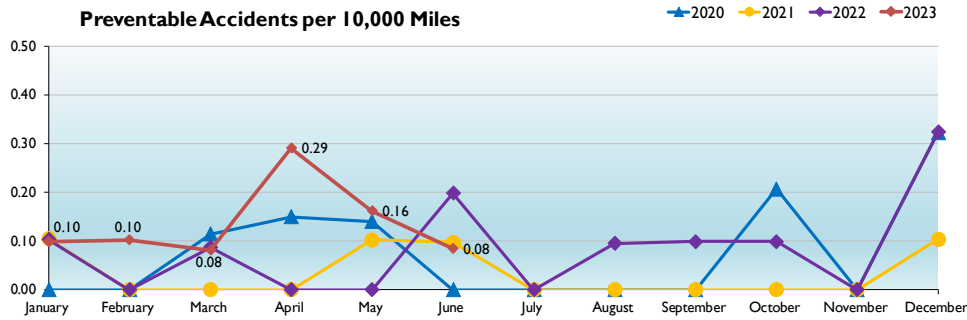


Preventable Vehicle Accidents Paratransit

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	3
May	1	1	0	2
June	0	1	2	1
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	9
YTD Preventables	0.07	0.04	0.08	0.10

* 2023 Italic zero entries indicate future months



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	0.04	≤ 0.04
Maintenance	0.04	0.05	0.04	0.01	≤ 0.05

Workers' Compensation - Claims

Claims per 1,000 Hours

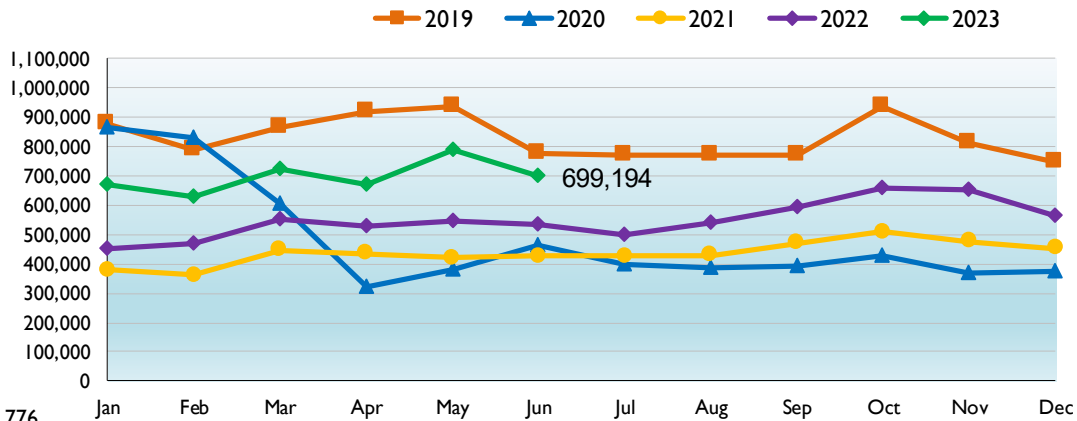
	2020	2021	2022	2023	Goal
Fixed Route	0.04	0.05	0.09	0.08	≤ 0.05
Paratransit	0.06	0.10	0.07	0.10	≤ 0.08
Maintenance	0.10	0.12	0.08	0.08	≤ 0.09

Earn & Retain the Community'

4 Performance Measures:

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

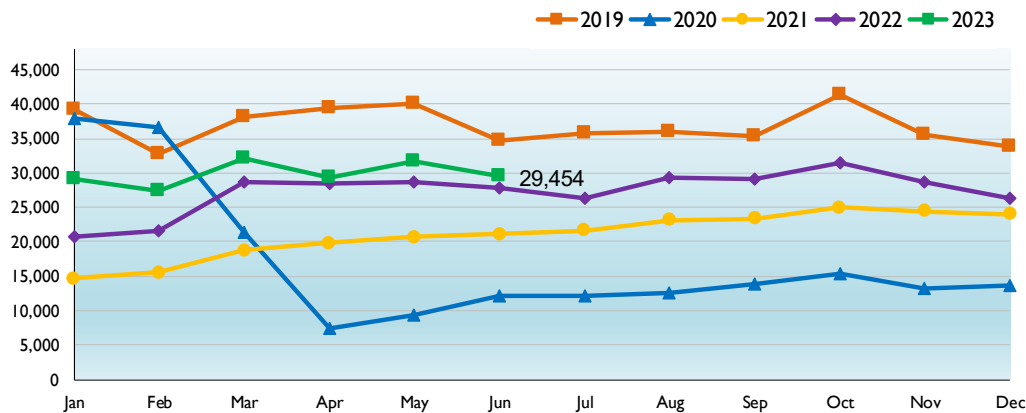
Ridership – Fixed Route



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
2nd Quarter - Year to Date Result: 35.5% Increase

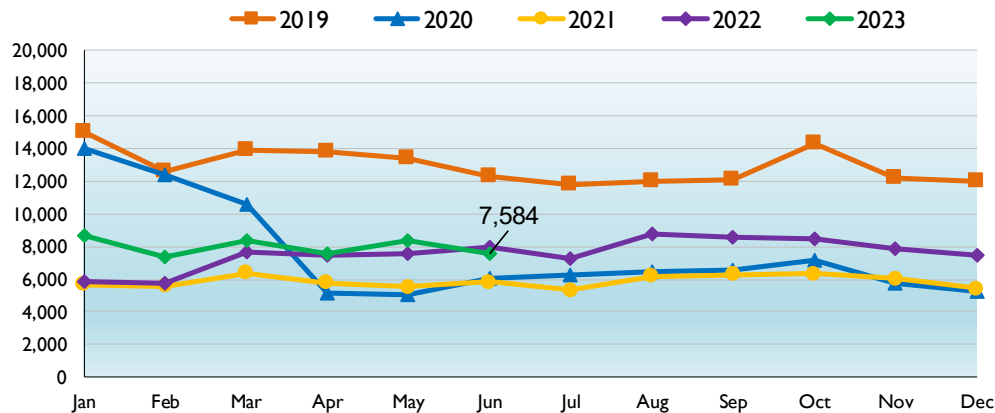
Ridership – Paratransit



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
2nd Quarter -Year to Date Result: 20.7% Increase

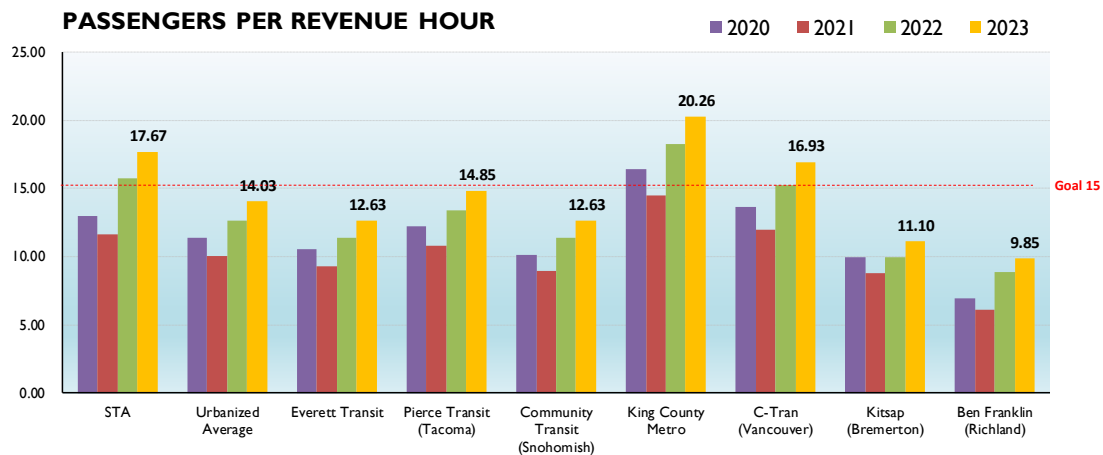
Ridership – Rideshare



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
2nd Quarter - Year to Date Result: 13.7% Increase

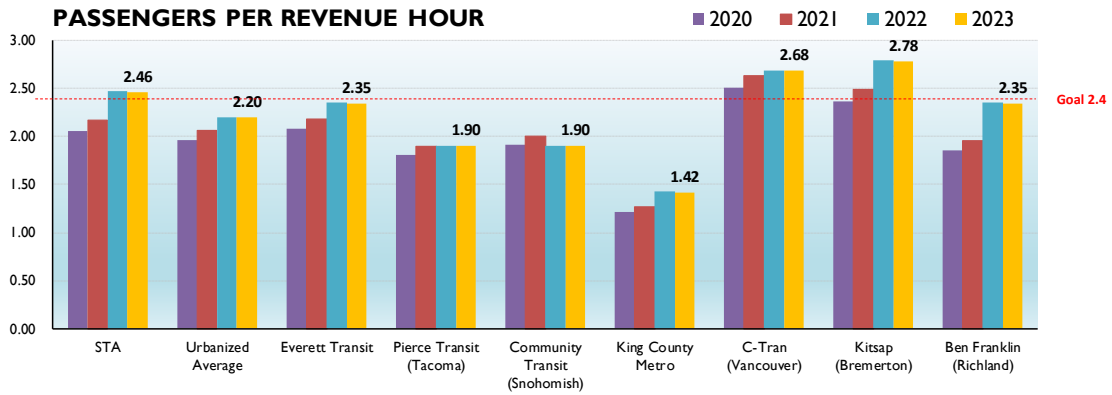
Service Effectiveness – Fixed Route



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

Ridership Survey – Customer Security

Customer Security

Fixed Route	2020	2021	2022	2023	GOAL
Personal Safety on Bus	No survey	4.2	4.1	Scheduled for fall 2023	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	No survey	4.4	4.4	Scheduled for fall 2023	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Paratransit	2020	2021	2022	2023	GOAL
Personal Safety on Van	Delayed due to Covid	4.7	No Survey	Scheduled for fall 2023	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	Delayed due to Covid	4.8	No Survey	Scheduled for fall 2023	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Community Perception Survey

Question	2021 Response	2022 Response	2023 Response	Goal
Does STA do a good job of listening to the public?	3.86	No Survey	Survey start date: September 1, 2023	Score 4.5 on a scale of 1-5

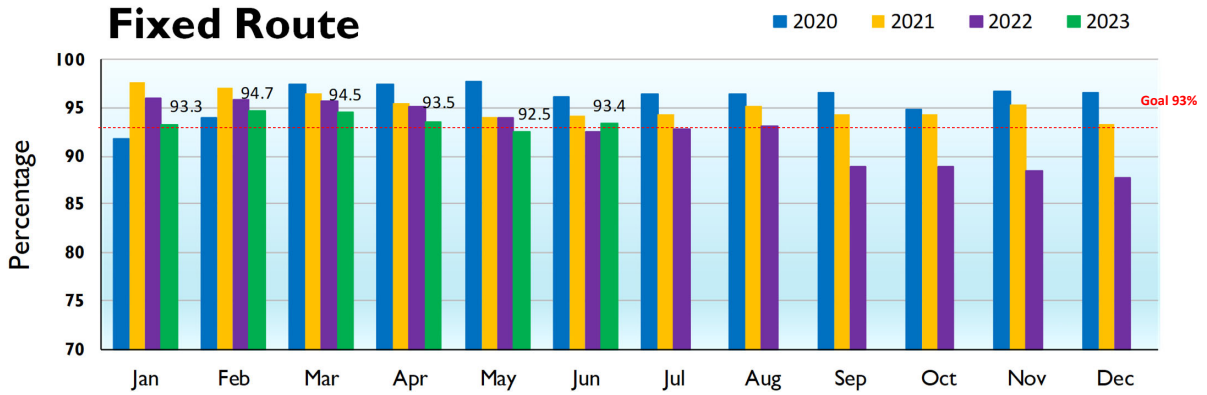
Provide Excellent Customer Service

4 Performance Measures:

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

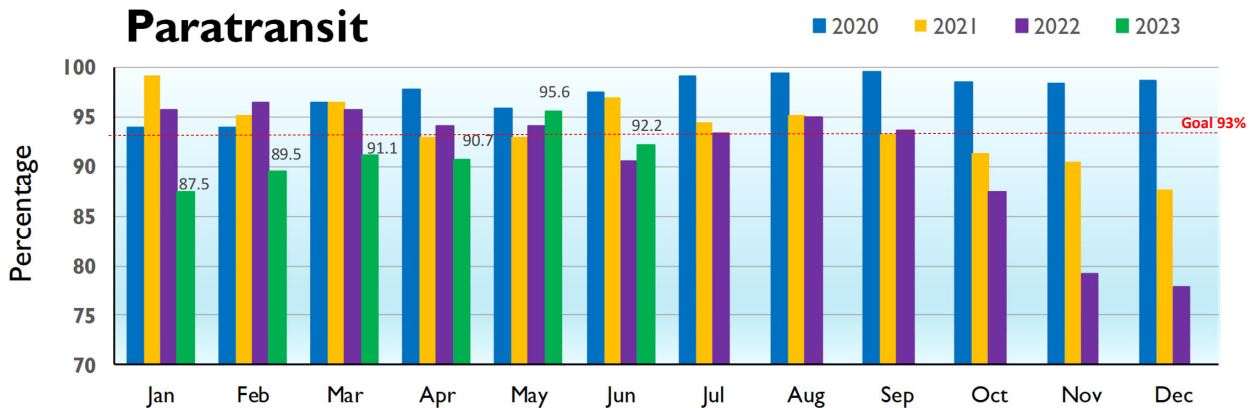
On-Time Performance

YTD
Average =
93.6%



On-Time Performance

YTD
Average =
92.0%

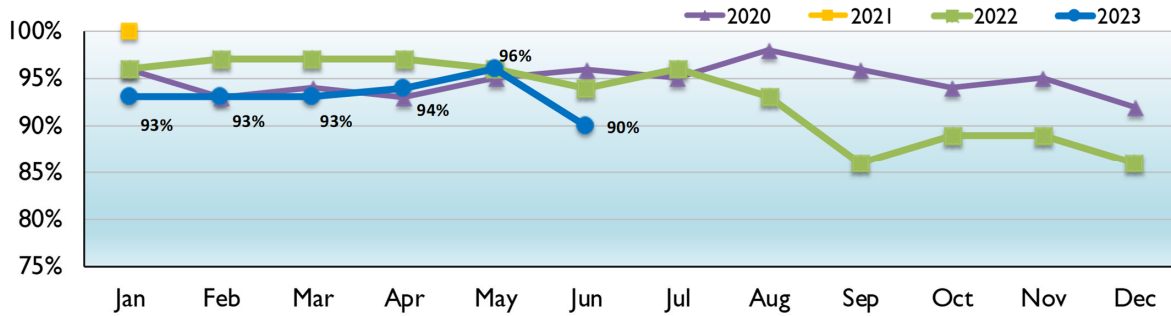


Customer Service: 328-RIDE Call Center Performance

Goal = 90% answered within 60 seconds

Service Level:

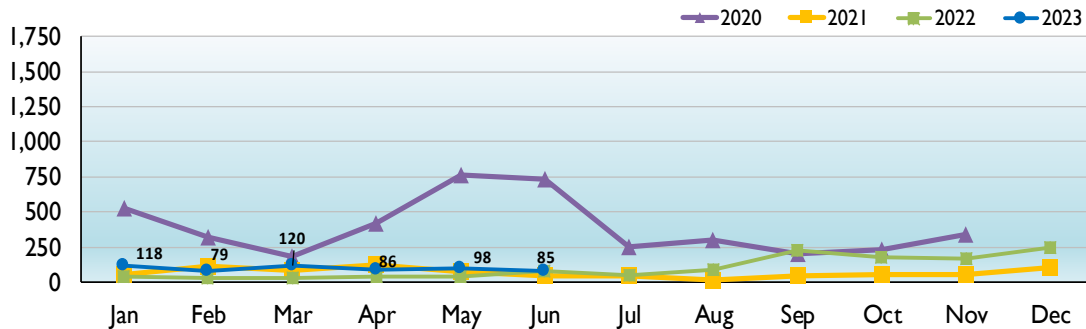
% of Calls Answered within 60 seconds



Customer Service: 328-RIDE Call Center Performance

YTD Abandon Rate = 2%
Goal = 4%

Abandoned Calls

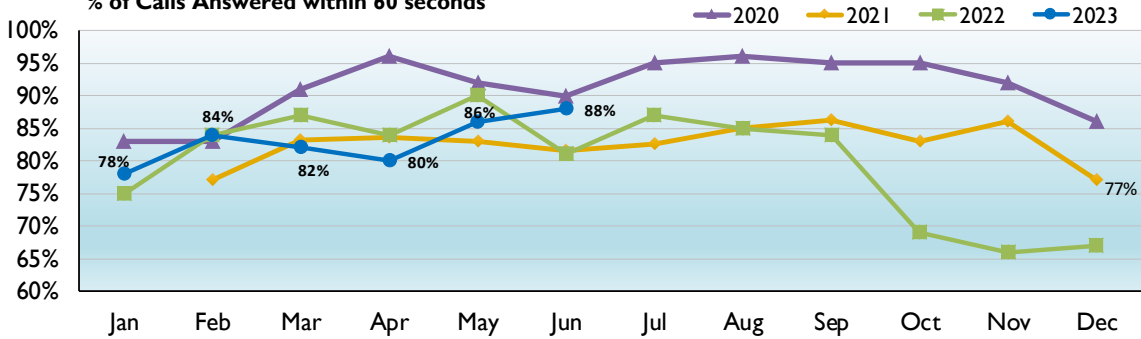


Paratransit Reservations: 328-1552 Call Center Performance

Goal = 90% answered within 60 seconds

Service Level:

% of Calls Answered within 60 seconds

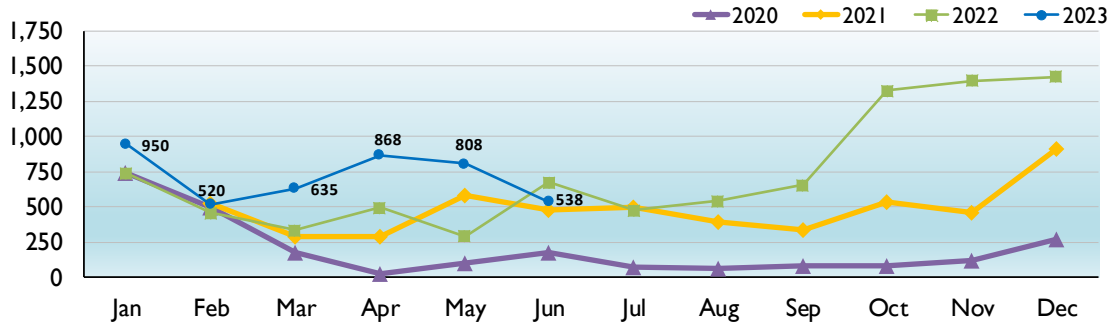


Paratransit Reservations: 328-1552 Call Center Performance

Goal = 4%

YTD Abandon Rate = 2.0%

Abandoned Calls



Complaint Rate

Comment Rate

	2021	2022	2023	Goal
Fixed Route	11.4	9.9	10.0	≤ 8.0 (per 100K passengers)
Paratransit	6.1	6.0	4.6	≤ 8.0 (per 10K passengers)

Maintenance Reliability

Average Miles Between Road Calls

	2022	2023	GOAL
Fixed Route	6,216	3,383	< 1 / 7,500 miles
Paratransit	75,275	44,709	< 1 / 75,000 miles

Enable Organizational Success

3 Performance Measures:

- Training
- Supervisor Ride Checks
- Governance

Training: Fixed Route & Paratransit

	2021	2022	2023	Goal
Fixed Route	Completed	No Advanced Training	6.2 hours per employee	8 hours Advanced Training per Operator annually
Paratransit	Completed	No Advanced Training	On Hold	8 hours Advanced Training per Operator annually

Training: Maintenance

2023	Goal	Status
Measured Annually	25 hours per employee per year	7.5 hours per employee

Training: Managers/Supervisors/Administrative

2023	Goal	Status
Measured Annually	100% receive on-site or off-site training each year	In progress

Supervisor Ride Checks

	2021	2022	2023	Goal
Fixed Route	Suspended due to COVID	29 out of 270 Completed	229 out of 318 Completed	100% of operators checked annually
Paratransit	Suspended due to COVID	48 out of 48	43 out of 59	100% of operators checked annually

Governance

Board Development

Attendance at a transit-related conference/training event

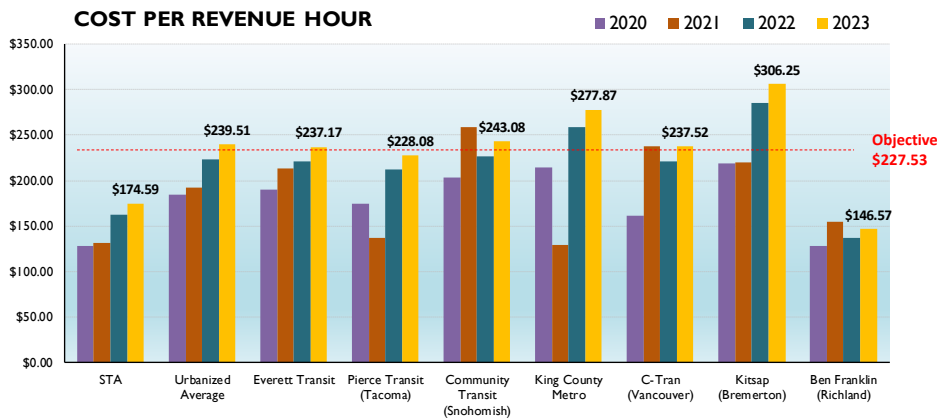
Event	Location	Attendee(s)
APTA Transform Conference October 2023	Orlando, FL	To Be Determined

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 – Fixed Route



Previous year results

- 2019, 2020, & 2021 data from NTD reports –
- 2022 STA data reflect year-end

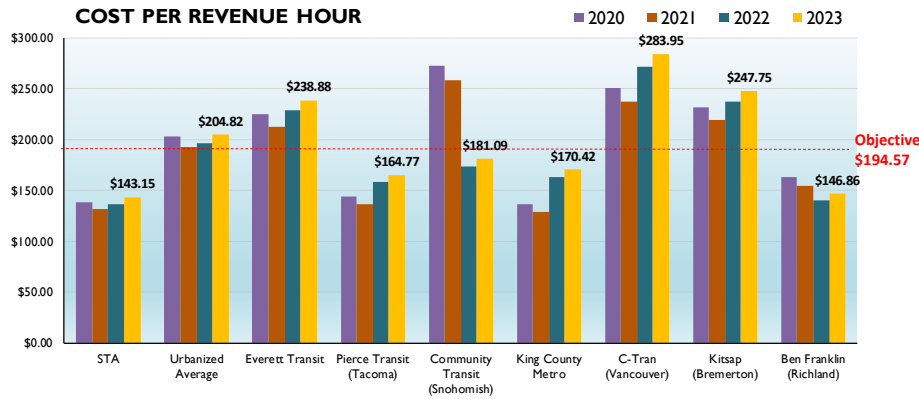
STA 2023 data reflects year-to-date 2nd quarter

- System averages assume a performance equal to STA for 2023

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

2023 Status: 72.9% STA - \$174.59 Urban Average - \$239.51

Cost Efficiency – Demand Response (Paratransit)



Previous year results

- 2019, 2020 & 2021 data from NTD reports
- 2022 STA data reflect year-end

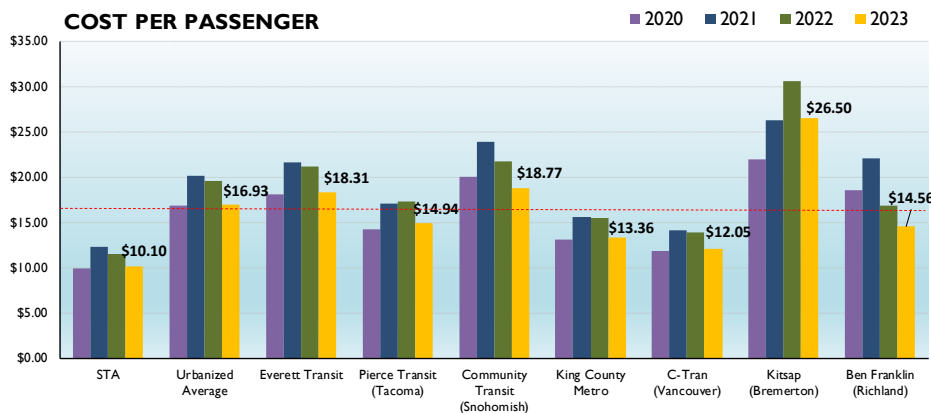
STA 2023 data reflects year-to-date 2nd quarter

- System averages assume a performance equal to STA for 2023

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

2023 Status: 69.9% STA - \$143.15 Urban Average - \$204.82

Cost Effectiveness – Fixed Route

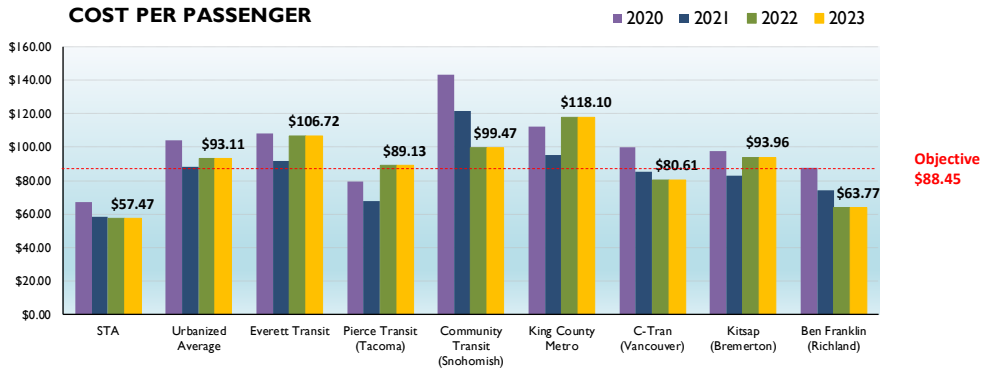


Objective \$16.08

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

2023 Status: 59.7% (STA - \$10.10 / Urban Average - \$16.93)

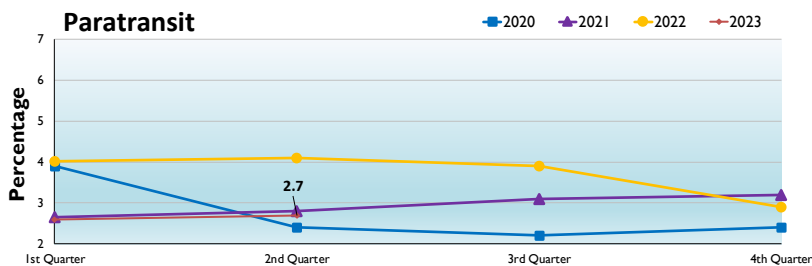
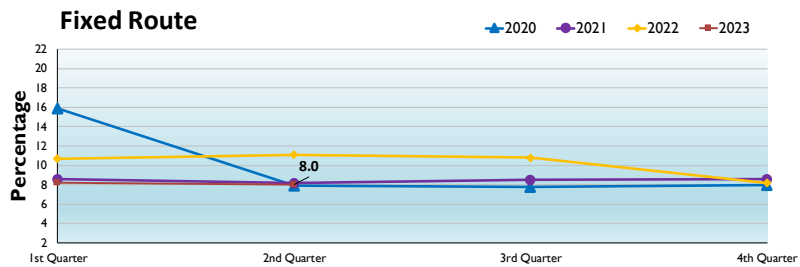
Cost Effectiveness-Demand Response (Paratransit)



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

2023 Status: 61.7% (STA - \$57.47 Urban Average - \$93.11)

Cost Recovery from User Fees



Cost Efficiency – Rideshare

	2020	2021	2022	2023
Operating/Admin Cost per Mile	\$0.69	\$0.80	\$0.69	\$0.69
Revenue per Mile	\$0.28	\$0.31	\$0.27	\$0.29
Cost Recovery	35.8%	38.8%	39.8%	42.1%

GOAL: RECOVER 85% OF OPERATING/ADMINISTRATIVE COSTS

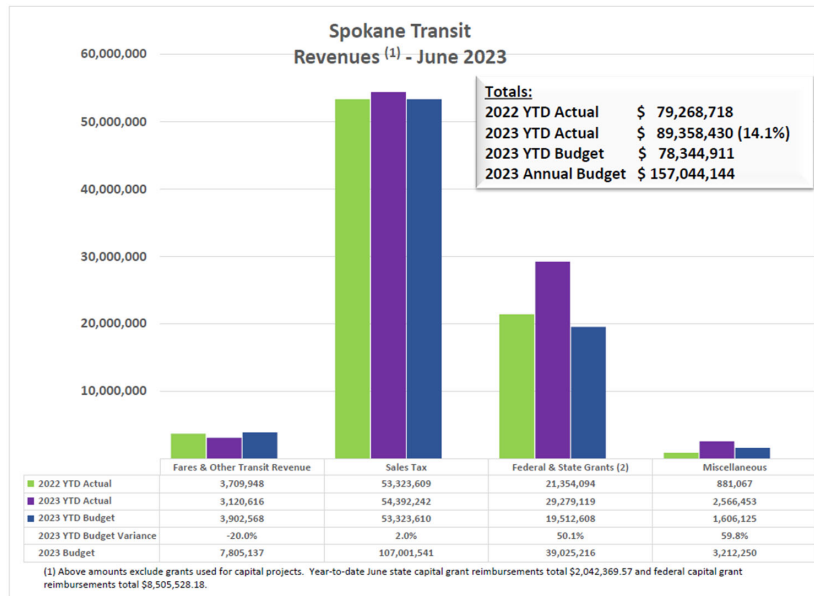
Cost Efficiency – Maintenance

MAINTENANCE COST

Cost per Total Mile

	2022	2023	GOAL
Fixed Route	\$1.10	\$1.58	\$1.47
Paratransit	\$1.17	\$1.13	\$1.13

Financial Management



Service Level Stability & Ability to Sustain Essential Capital Investments

	Current Projection	Goal
# of Years Current Service Level Can Be Sustained	6 Years	6 Years
Fully Funded Capital Improvement Plan	6 Years	6 Years

Community Perception Survey

Question	2021 Response	2022 Response	2023 Response	Goal
STA is Financially Responsible	3.86	No Survey	Survey start date: September 1, 2023	Score 4.5

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 131 : 2022 STATE AUDIT EXIT BRIEFING

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
E. Susan Meyer, Chief Executive Officer

SUMMARY: On August 30, 2023, the Washington State Auditor’s Office held an Audit Exit Conference with STA staff regarding the 2022 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2022 Audit results.

The following link connect directly to the State Auditor’s Office report on their website.

<https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1033207&isFinding=false&sp=false>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 21, 2023

AGENDA ITEM 13J : SEPTEMBER 2023 SERVICE CHANGE

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

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

SUMMARY: STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. STA will implement minor adjustments to several routes, effective September 17, 2023.

BACKGROUND: The following table outlines the planned adjustments as part of the September 2023 Service Change and the rationale for each change. The Communications and Public Input section of Connect Spokane, STA's Comprehensive Plan, authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (less than 1.0% growth or reduction in revenue hours in any calendar year or less than .5% of annualized system ridership negatively impacted by loss of bus stop, trips or route at any given service change). All of the September 2023 service changes fall below these adopted thresholds.

September 2023 Service Adjustments

Route	Planned Adjustment	Rationale
6 Cheney, 66 Cheney/EWU, 661, 662, 663, 664 (EWU Express Service)	EWU School days updated. 664 will now depart from Bay 2 at South Hill Park & Ride.	Adhering to updated calendar and avoiding bay conflicts.
12 Downtown/Arena Shuttle	Modify inbound routing and remove turnback routing to operate the inbound and outbound routing in Bay 9.	To simplify turnback routing and eliminate operating conflicts with City Line.
20 SFCC	Extra bus for summer detour removed. 7:52p OB trip now interlined with Route 33	Return routing on Route 33 to pre-construction conditions. Route 20 is interlined with Route 33.
32 Trent/Montgomery	Minor timepoint adjustments for Sunday service at SCC.	Improve quality of connection at SCC to the City Line.
33 Wellsley	Extra bus for summer detour removed. Late night timepoint adjustments	Return routing on Route 33 to pre-construction conditions.

Route	Planned Adjustment	Rationale
36 North Central	7:35p WB trip no longer interlined with Route 33	Trip is now out of service at the end of line.
60 Airport	Add Sunset Blvd and Cannon St as a timepoint and adjust running times.	Ensure a smooth transfer with the City Line and avoid crowding of bus bays at the Plaza.
61 Highway 2/Fairchild	Add Sunset Blvd and Cannon St as a timepoint and adjust running times.	Ensure a smooth transfer with the City Line and avoid crowding of bus bays at the Plaza.
67 Swoop Loop, 68 Cheney Loop	EWU school days updated	Adhering to updated calendar.
74 Mirabeau/Liberty Lake	Last/First in-service Liberty Lake timepoint moved from Appleway & Molter to Appleway & Madson.	Respond to customer feedback. Route 74 is deadheading on that segment of Appleway anyway, so it has minimal impact on operations.
97 South Valley	Minor timepoint adjustments for Sunday service at SCC	Improve quality of connection at SCC to the City Line (Route 97 is interlined with Route 32).
343 Bureau Fair Shuttle	Updated schedule for Christmas Bureau 2023	Adhere to 2023 Christmas Bureau schedule provided by Catholic Charities.

RECOMMENDATION TO BOARD: Information only.