

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, February 15, 2024, 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 15TH DAY OF FEBRUARY 2024.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 3: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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, February 15, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

| | | | |
|------------------------|----------------------------|--|------------------------|
| Optional Virtual Link: | Click Here | | |
| Password: | Members: 2024 | | Guests: Guest |
| Call-in Number: | 1-408-418-9388 | | Event #: 2496 873 5522 |

AGENDA

1. Call to Order and Roll Call
2. Pledge of Allegiance *(Al French)*
3. Approve Board Agenda *(Al French)*
4. Public Expressions
5. Recognitions and Presentations: *5 minutes*
 - A. Wendy Caro, Purchasing Buyer-Parts, Retirement *(Monique Liard)*
 - B. Jerry Lemke, Maintenance Trainer, Retirement *(Brandon Rapez-Betty)*
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the January 18, 2024, Board Meeting – Corrections/Approval
 - B. Approval of the January 2024 Vouchers *(Monique Liard)*
 - C. Public Works Contracts under \$35,000: Final Acceptance *(Monique Liard)*
7. Board Action – Committee Recommendation: *15 minutes*

Performance Monitoring & External Relations Committee

 - A. 2024 Service Revisions: Final Recommendation *(Karl Otterstrom)*

Planning & Development Committee

 - B. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation *(Karl Otterstrom)*
8. Board Report: *15 minutes*
 - A. Connect 2035 Strategic Plan Phase 2 Update *(Karl Otterstrom)*
 - B. Legislative Task Force Update *(E. Susan Meyer)*
9. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Al French)*
10. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Pam Haley)*
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report *(Josh Kerns)*

12. CEO Report: *10 minutes*
 - A. PTBA Governing Body Members SHB 2191

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January 2024 Sales Tax Revenue (*Monique Liard*)
 - C. December 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - D. 2024 Planning & Development Committee Work Program: Review (*Karl Otterstrom*)
 - E. 2024 Draft Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
 - F. Community Access Pass Program Survey Update (*Carly Cortright*)
 - G. 4th Quarter 2023 Service Planning Public Input Report (*Karl Otterstrom*)
 - H. Transit Development Plan 2025-2030 Overview (*Karl Otterstrom*)
 - I. Connect Spokane Comprehensive Plan Update: Review Draft Elements (*Karl Otterstrom*)

14. New Business: *5 minutes*

15. Board Members' Expressions: *5 minutes*

16. Executive Session: (*Etter, McMahon, Lamberson, Van Wert, & Oreskovich*) *15 minutes*
At this time, the Board will convene to Executive Session for the purpose of discussion with legal counsel representing STA for discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

17. Adjourn

Cable 5 Broadcast Dates and Times of February 15, 2024, Board Meeting:

| | |
|-----------------------------|------------|
| Saturday, February 17, 2024 | 4:00 p.m. |
| Monday, February 19, 2024 | 10:00 a.m. |
| Tuesday, February 20, 2024 | 8:00 p.m. |

Next Committee Meetings, Wednesday, Northside Conference Room, 1230 West Boone Avenue, Spokane:

| | |
|---|---------------------------|
| Planning & Development | March 6, 2024, 10:00 a.m. |
| Performance Monitoring & External Relations | March 6, 2024, 1:30 p.m. |
| Board Operations | March 13, 2024, 1:30 p.m. |

Next Board Workshop—STA Boardroom: Wednesday, March 6, 2024, 11:30 p.m.

Next Board Meeting – STA Boardroom: Thursday, March 21, 2024, 1:30 p.m.

(A virtual joining option will be available for all meetings)

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.

4.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone attending the meeting in person wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

Anyone attending virtually and 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 distributed at the meeting. Any written public expressions to be distributed must be submitted to the Clerk no later than the day preceding the meeting. If requested, answers will be provided by staff at a later date.

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 5A : WENDY CARO, PURCHASING BUYER-PARTS – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: Wendy Caro is retiring with over twenty-seven years (25+ years full-time) of dedicated service to STA. Wendy started out with STA as a temporary employee back in 1996 and was hired full time as a Storeroom Purchasing Clerk (Buyer) in the Purchasing Department in March of 1998.

In 2001, the Purchasing Department received a team award for their dedication and extraordinary work during challenging times. It was said of the group, “These people are definitely the kind you would want in your lifeboat.” Over the years, Wendy has been the “lifeline” for many departments and individuals within STA, assisting them with their procurement needs.

Wendy has supported the Facilities and Grounds Department with their maintenance, repairs, and operational needs and the Vehicle Maintenance Department by ordering diesel and unleaded fuel for STA’s fleet of coaches and paratransit vehicles. Wendy handled the disposal & reporting of hazardous waste and assisted with ordering parts for the fareboxes and electrical supplies for the coaches. This is just a glimpse into some of the many day-to-day procurement tasks that Wendy has been responsible for during her tenure at STA.

The Purchasing Department operates as a team and it is our goal to support each other and to embody STA’s Core Values of: Team Players, Respect, Accountable, Neighbors, Service, Innovative, and Trained. Wendy has been a valuable team player who has modeled STA’s Core Values over the years and her shoes will be very hard to fill.

RECOMMENDATION TO BOARD: Recognize Wendy for her 25+ years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head ml Chief Executive Officer ASAM Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 5B : JERRY LEMKE, MAINTENANCE TRAINER – RETIREMENT

REFERRAL COMMITTEE: N/A

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

SUMMARY: Jerry Lemke is retiring after 38 years of employment with Spokane Transit. He began his career in the Vehicle Maintenance Department as a cleaner and rose through the ranks becoming a Servicer, Preventative Maintenance Technician, General Repair Technician, Journeyman Technician, Foreman and, in 2008 accepted the position of Maintenance Trainer. He remained Maintenance Trainer until his retirement.

Jerry used the skills and knowledge gained along the way to provide a positive and robust training program that furnished our team with the skills Maintenance employees need to be successful at Spokane Transit.

Over Jerry's career he received numerous commendations and nominations for employee recognition. Jerry was also a member of the WSTA Maintenance Rodeo Steering Committee and always portrayed Spokane Transit in a positive light with our peers in Washington state.

Jerry is like family to many of us at STA and will be greatly missed.

RECOMMENDATION TO BOARD: Recognize Jerry for his 38 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer ASAM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 6A : MINUTES OF THE JANUARY 18, 2024, 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 January 18, 2024, 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 January 18, 2023, STA Board Meeting
1230 W Boone Ave., Spokane
with a Webex Video Conference Option

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities Representative (Liberty Lake)
Dan Sander, Small Cities (Millwood) *Ex Officio Virtual*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Josh Kerns, Spokane County *Virtual*
Kitty Klitzke, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane (Alternate) *Virtual*
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Rhonda Bowers, Labor Representative, Non-Voting

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer *Virtual*
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.
Michael Connelly, Etter, McMahon,
Lamberson, Van Wert and Oreskovich, P.C.

1. Call To Order and Roll Call

Chair French called the meeting to order at 1:35 p.m. and conducted Roll call.

2. Approve Board Agenda

Chair French requested a motion to approve the agenda.

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

3. Public Expressions

Mr. Erik Lowe submitted a written expression which was distributed to Board members. He also appeared in person to read his expression.

Mr. Zappone asked about a letter submitted by Mayor Brown. He reported it was for the entire Board but had been sent at 1:04 PM to Smeyer@spokanetransit.com. Ms. Meyer advised she had not seen the letter. Mr. Zappone said he would forward it to the Clerk for distribution.

4. Public Hearing

A. 2024 Service Revisions: Draft Recommendation

Mr. Otterstrom advised the proposed service revisions aim to adhere to the principles and goals included in guiding documents Connect Spokane, STA Moving Forward, and the 2021 Near Term Investments (Board Resolution No. 790-21). He gave details on the Service Improvement Program which is a subset of the 2024-2029 Transit Development Plan.

Mr. Otterstrom reviewed service growth estimates – annualized revenue hours, gave detail on the public outreach and implementation timeline, and the focus areas of the 2024 service revisions. He explained the draft recommendations for each route.

He noted the online survey was available on STA’s website from December 11 through January 10th and was advertised via on-board coach announcements and 466 signs with the URL to the survey posted at various stops and transit centers around the STA system.

Mr. Otterstrom offered to answer questions. Discussion ensued.

Chair French opened the public hearing for comments at 2:03 and called three times for comments. There were none. Chair French closed the public hearing at 2:04.

5. Recognitions & Presentations

A. 4th Quarter 2023 Years of Service

Ms. Williams presented, recognized, and congratulated employees with 5 years, 10 years, 15 years, and Mr. Robert Sutterlund was in person to receive recognition for his 25 years of service and a pin commemorating the achievement. The Board recognized and congratulated all employees and thanked them for their service. Mr. Sutterlund expressed his appreciation to STA and said how much he has enjoyed working here.

6. Board Action - Consent Agenda

Chair French asked for a motion on the Consent Agenda items. Mr. Zappone requested to amend the minutes and Ms. Wilkerson mentioned her reservations about approving 6F, the 2024 Interlocal Agreement with the City of Spokane.

Chair French removed Items 6A and 6F from the Consent Agenda and asked for a motion on items 6B through 6E.

Mr. Zappone moved to approve Consent Agenda Items 6B through 6E. Ms. Haley seconded, and the motion passed unanimously.

~~A. Minutes of the January 18, 2024, Board Meeting – Corrections/Approval~~

B. Approval of the following October 2023 Vouchers:

| DESCRIPTION | VOUCHER/ACH NUMBERS | AMOUNT |
|--------------------------------------|----------------------|-------------------------|
| Accounts Payable Vouchers (December) | Nos. 625022 – 625481 | \$ 13,937,976.21 |
| Worker’s Comp Vouchers (December) | ACH – 2286 | \$ 154,518.95 |
| Payroll 12/01/2023 | ACH – 12/01/2023 | \$ 2,022,758.94 |
| Payroll 12/15/2023 | ACH – 12/15/2023 | \$ 2,861,521.27 |
| Retention 12/15/2023 | ACH – 12/15/2023 | \$ 1,024,383.65 |
| Payroll 12/29/2023 | ACH – 12/29/2023 | \$ 2,192,805.54 |
| WA State – DOR (Excise Tax) | ACH – 1767 | \$ 5,690.53 |
| DECEMBER TOTAL | | \$ 22,199,655.09 |

C. Acceptance of the contract with ATS for the Plaza Parking Garage Carbon Monoxide Sensors as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

D. Acceptance of the contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

E. Approval travel for up to eight Board members to attend APTA conferences in 2024.

~~F. Approve, by motion, the interlocal agreement with the City of Spokane for Spokane Police Department services as presented.~~

Following approval of Consent Agenda Items 6B through 6E, the Items 6A and 6F were reviewed individually by the Board.

Chair French advised for the record that Ms. Padden was on the phone.

- A. **Mr. Zappone made a motion to amend the Minutes of the December 21, 2023, Board Meeting – Corrections/Approval** He requested adding words to the minutes as it was not captured in the audio due to the technical difficulties that occurred at the beginning of the December Board meeting. Specifically, after roll call when they started discussing the chair and who would chair until the end of the year. He requested to summarize it to say: *Mr. Connelly advised the City of Spokane holds the chair seat until December 31st. Mr. Zappone asked why the City of Spokane was not notified before the meeting. Mr. Connelly said he notified Attorney Mike Piccolo. Mr. Zappone asked if Mr. French knew about this advice and Mr. French said he was aware.*

Ms. Wilkerson seconded, and the motion passed unanimously.

Chair French advised he was open to a motion to approve the minutes as amended.

Mr. Zappone moved to approve the amended minutes. Ms. Wilkerson seconded, and the motion passed unanimously.

- G. Discussion was held regarding Agenda Item 6F, Interlocal Agreement with City of Spokane for Spokane Police Department Services and the fact that the Spokane City Council had not yet approved the interlocal agreement.

Chair French indicated he would be open to an amended motion to approve the 2024 Interlocal Agreement with the City of Spokane for Spokane Police Department services subject to the approval of the City of Spokane Council.

Ms. Wilkerson moved to approve the Interlocal Agreement with the City of Spokane for Spokane Police Department services subject to the approval of the City of Spokane Council. Mr. Dunne seconded, and the motion passed unanimously.

7. Board Action – Other

- A. Election of Chair Pro Tempore

Chair French advised the City of Spokane Valley is the jurisdiction in the rotation for Chair Pro Tempore. He said it was discussed that Ms. Haley would serve as Chair Pro Tempore as Mr. Hattenburg had declined the position. Chair French indicated he was open to motion to a nomination.

Ms. Padden moved to nominate and approve Ms. Haley as Chair Pro Tempore. Mr. Zappone seconded, and the motion passed unanimously.

- B. Legislative Task Force Resolution: Approval

Ms. Clark provided background on the creation of the legislative task force and noted the Board Operations Committee had unanimously recommended having a Resolution presented for the formation of an ad hoc Legislative Task Force during the 2024 legislative session. The Resolution was provided in advance of the meeting in a final format and a redlined outline format which had been presented to Board Operations.

She reviewed the Resolution and explained the Exhibit to make sure everyone agreed with the content and format. She noted it would be effective immediately upon approval. Ms. Clark offered to answer questions.

Chair French asked if Ms. Clark had received any additional input since it was presented to Board Operations last week. Ms. Clark said she had not received any additional input. She noted the committee recommendation was to convert the outline to a resolution and present today. She reiterated that each jurisdiction would choose their representative to the task force.

Discussion ensued.

Mr. Dunne made a motion to approve, by Resolution 817-24, the 2024 Legislative Task Force as presented. Mr. Dillon seconded, and the motion passed unanimously.

8. Board Action – Committee Recommendations

Board Operations Committee

- A. Confirmation of Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2024.

Chair French outlined his recommendations for the committee structure for 2024 and offered rationale behind the recommendations.

Mr. Dunne moved to approve confirmation of the Board Chair's 2024 appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Pam Haley, Spokane Valley, as Chair of the Planning & Development Committee and Josh Kerns, Spokane County, as Chair of the Performance Monitoring & External Relations. Ms. Haley seconded.

Discussion ensued.

Ms. Bowers requested to be appointed to the Planning & Development Committee, suggesting an alternating schedule year by year. Chair French consulted legal counsel. Ms. Clark confirmed there is no prohibition to allowing Ms. Bowers to have a seat on the Planning & Development Committee but noted implementing an alternating annual appointment would be a change to the Committee Guidelines and Functions, and/or the Bylaws.

Chair French advised he was open to a motion to amend his recommendation to include Ms. Bowers on Planning & Development Committee instead of Performance Monitoring & External Relations.

Mr. Dunne moved to amend his motion to redirect Labor Representative from Performance Monitoring & External Relations Committee to Planning & Development. Ms. Wilkerson seconded, and the motion passed unanimously.

Mr. Zappone had additional questions concerning committee appointments and the Board Operations Committee. Chair French noted his recommendations for Board Operations included the automatic appointment of the Chair of Board, Chair of P&D, and Chair of Performance Monitoring & External Relations. Additionally, he noted Mr. Dunne would represent Small Cities, and he recommended Ms. Klitzke as the non-voting member for the City of Spokane representation.

Ms. Klitzke respectfully declined the appointment.

Mr. Dillon said a board orientation and additional guidelines would be helpful for new board members and said he was curious of logic behind the member as non-voting.

Legal counsel suggested returning to the Committee member appointments before finalizing the Board Operations committee appointments.

Chair French said as Ms. Klitzke declined the appointment, he would recommend Ms. Wilkerson be the appointee to the Board Operations Committee.

At this time, Ms. Wilkerson mentioned a letter sent from the Mayor to the CEO prior to the meeting concerning representation and the importance of Board Operations Committee and the City of Spokane having a vote and expressed her desire to have it disseminated to everyone. She suggested Mr. Zappone or Mr. Dillon be appointed to Board Operations as a voting member. Ms. Wilkerson commented further to say the City of Spokane's concern is that of two voting representatives from the County and none from the city because it is disproportionate representation if the City of Spokane is not voting on the Board Operations Committee.

Mr. Zappone requested copies of the guidelines and functions. Ms. Clark clarified what the documents were named and when they were passed, and Mr. Grover mentioned it was summarized in the slides. Mr. Zappone asked to have it shared on the screen so he could see it.

Discussion ensued.

Ms. Clark repeated that the structure requires members to vote on the Committee appointments first and then the remaining positions are open for discussion under the Board Operations committee appointments. She reiterated that we do not have Planning & Development or Performance Monitoring & External Relations appointments yet.

Mr. Zappone suggested eliminating one of the two voting members of Spokane County. He said Mr. Kerns could not be the Chair and Dan Dunne could be for P&D. He suggested Mayor Haley as the Performance Monitoring & External Relations Committee Chair and himself for the Board Operations committee.

Ms. Clark said she did not want to conflate serving as a Committee Chair to a voting or non-voting member, clarifying those are two different things. Mr. Zappone said he thought it would solve the problem and asked if Chair French would be open to that suggestion.

Discussion ensued.

Chair French commented that Performance Monitoring & External Relations Committee has been a challenge in the past year and noted Mayor Haley requested to not chair that committee this year which is why she was suggested to Planning & Development to give her a break from the controversy associated with Performance Monitoring & External Relations. Chair French asked Mr. Dunne if he wanted to serve on the Performance Monitoring & External Relations Committee. Mr. Dunne said he would serve in whatever capacity is needed and would support either. Mr. Zappone requested placing Ms. Wilkerson on Performance Monitoring & External Relations Committee and himself on Planning & Development Committee. Chair French said he would not support that due to the amount of work coming before Planning & Development and Mr. Zappone's desire try to control that committee. All that work would come back to the Board. He discussed alternative appointments and said he suggested moving Mr. Dunne to Chair of Performance Monitoring & External Relations Committee and on Board Operations, Ms. Haley Chair Planning & Development and be on Board Operations, and have Mr. Kerns sit on P&D.

Ms. Wilkerson commented, respectfully, that Chair French's comment that Council Member Zappone wants to control was out of line. That was a personal comment in her opinion and any relationship between him and Mayor Haley was not relevant.

Mr. Kerns stated that over the last two weeks, Council President Wilkerson has suggested in Range articles that he or Chair French be removed from STA. Mr. Zappone just suggested Mr. Kerns be removed as Chair of a committee. Mr. Kerns stated that he takes those to be personal attacks as well.

Mr. Zappone said his suggestion was not personal towards Commissioner Kerns. Mr. Zappone said he has spent time reviewing the comprehensive plan and has ideas to share. He expressed concern that ideas are being shut out around the comprehensive plan. Mr. Zappone said he thinks it would save time and tension at Board meetings to have conversations at the committees. He said he thought Board meetings are dragging out because there hasn't been conversation at the committee level and didn't see anything of control there but thought it's about input and conversation and that is why he'd like to be on Planning & Development because there is important work there that he would like to represent there and believes the City of Spokane supports that representation, as well as Board Operations.

Chair French asked for additional comments.

Ms. Haley stated for the record, the reason she requested to be moved to Planning & Development is because the Performance Monitoring & External Relations meetings were running past the scheduled time which was conflicting with other obligations and that was why she requested to be moved to Planning & Development in the hope that she could be on a committee that only required the designated time.

Ms. Clark reminded the Chair of a motion on the floor.

Mr. Zappone made a motion to amend to appoint Mr. Zappone to Planning & Development and Ms. Wilkerson to Performance Monitoring & External Relations – and to appoint Mr. Dunne Chair of Performance Monitoring & External Relations Committee and Mr. Hattenburg to P&D. Ms. Wilkerson seconded.

Mr. Dunne stated there was a motion on the floor. Chair French said there was a motion on the floor to accept the original recommendation. Now, we are dealing with the amendment. The amendment has been presented. He asked for comments. Brief discussion ensued.

Chair French repeated the amended motion was for Planning & Development to appoint Mayor Haley as Chair, Mr. Zappone, Mr. Hattenburg, Ms. Klitzke, and for Performance Monitoring & External Relations Committee, appoint Mr. Dunne as Chair, Ms. Wilkerson, Mr. Kerns, and Mr. Dillon as voting members. He confirmed that was the amended motion.

Mr. Grover asked if Mayor Haley was okay with the City of Spokane Valley not having representation on Performance Monitoring & External Relations Committee. Ms. Haley said she was not comfortable with Spokane Valley not being represented on Performance Monitoring & External Relations Committee and suggested moving Mr. Hattenburg back to Performance Monitoring & External Relations.

Mr. Zappone asked to amend his motion. Chair French said Roberts' Rules does not allow a motion to be amended after it has been seconded. Once made and seconded, it belongs to the Board and must be voted on before making another motion.

Chair French called for the vote on the amended motion. Ms. Klitzke voted yes, Mr. Dillon, Mr. Zappone, Mr. Kerns, Ms. Padden, Ms. Haley, Mr. Dunne, Ms. Wilkerson voted no. The motion did not pass.

Mr. Zappone made an amended motion to address the Valley not being represented on Performance Monitoring & External Relations. He moved to appoint Mr. Kerns as Chair of Performance Monitoring & External Relations; Mr. Dunne be appointed to Planning & Development and Mr. Hattenburg be appointed to Performance Monitoring & External Relations Committee, Mr. Zappone be appointed to Planning & Development, and Ms. Wilkerson on Performance Monitoring & External Relations.

Chair French repeated the motion for clarity, Mr. Zappone offered to reword his motion. The Chair agreed.

Mr. Zappone reworded his amended motion to appoint Mr. Zappone to Planning & Development and Ms. Wilkerson to Performance Monitoring & External Relations.

Chair French confirmed the current motion would have Ms. Haley as Chair, Mr. Zappone, Mr. Dunne, Ms. Klitzke, Mr. Grover, Mr. Sander, Ms. Bowers, and Ms. Meyer on Planning & Development and Mr. Kerns as Chair, Ms. Wilkerson, Mr. Hattenburg, Mr. Dillon, Mr. Speirs, Mr. Bynaker, and Ms. Meyer on Performance Monitoring & External Relations.

Ms. Klitzke seconded.

Chair French called for the vote.

A roll call vote noted Ms. Wilkerson, Ms. Klitzke, Mr. Dunne, Mr. Kerns, Mr. Dillon, Mr. Zappone, and Chair French voted yes. Ms. Haley and Ms. Padden voted no. The motion passed 7 to 2.

Mr. Zappone moved to approve the motion as amended. Mr. Dunne seconded, and the motion passed unanimously.

Mr. Grover left the meeting at 3:15

B. Confirmation of Appointment of Board Members to Board Operations Committee

Chair French shared his recommended appointments – Chair French, Chair of Board, Ms. Haley Chair of Performance Monitoring & External Relations, Mr. Kerns, Chair of P&D, City of Spokane, Mr. Zappone, and Ms. Meyer, ex-officio.

Mr. Zappone moved to approve the Board Operations Committee representation as presented, with Mr. Kerns being the non-voting member. Mr. Dillon seconded. A roll call vote noted Ms. Wilkerson, Ms. Klitzke, Mr. Dunne, Mr. Dillon, Mr. Zappone, Ms. Haley, and Ms. Padden voted yes. Mr. Kerns and Chair French voted no. The motion passed 7 to 2.

9. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided a brief update of the Connect 2035 Strategic Plan. He reviewed the Goals, Phase 2 Desired Outcomes, Outreach, the website of staconnect2035.com, the Project schedule, and noted next steps include the February 15, 2024, Workshop to present and

gather feedback on fixed-route network assessment recommendations and concepts; gather input from the Board on guiding principles that will be used to evaluate and prioritize initiatives, and provide Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

He offered to answer questions. Ms. Wilkerson said she would be interested in seeing how many people he is interfacing with, stating that some of the meetings can be many people and some just two. Mr. Otterstrom advised he did not have that information at hand.

10. Board Operations Committee

A. Chair Report (*Al French*)

Chair French discussed the items covered at Board Operations which have also been addressed here today.

11. Planning & Development Committee – no January meeting

12. Performance Monitoring & External Relations– no January meeting

13. CEO Report

Ms. Meyer noted she had invited Sherry Little, Partner & Founder of Cardinal Infrastructure to provide an update on Federal. She offered a brief introduction to Sherry. We have applied to FTA to be in Project Development for Division BRT, which is the first step in getting into the pipeline for federal funding.

Ms. Little thanked everyone and introduced herself. Prior to representing STA, spent 15 years on capitol hill and ran the FTA for President Bush. She was providing 2023 highlights and describing our aspirations for 2024. She said 2023 was a good year, with many things to celebrate. From a federal perspective, it was notable in Spokane, DC, and the industry that, in a year with challenging COVID and supply chain, labor shortages, escalation in construction problems, this and one other capital investment project came in on or under budget. She stated this is not to be under-celebrated and was attributable to construction management on the part of the STA staff and team, with construction benchmarks established and recommended, contractors held accountable, and an atmosphere of ownership established for the community and STA to believe what the City Line was going to represent and the ridership it would develop. She said she had participated in a lot of projects and the person who was her successor at FTA said it was one of her highlights for the year. STA had the Governor and the Deputy Administrator from FTA at the City Line ribbon cutting. Ms. Little said we had a lot to celebrate in 2023 and the plan for 2024 looks good, as well. She said Division Street BRT is the successor project for City Line and has already been accepted into Project Development. She noted the FTA looks at the success of previous projects to determine investment in future projects. As we had a project come in under budget and been successful, they have accepted us into next phase of development. That is what we are focusing on for 2024. What does that look like for the STA Board? A concerted effort to duplicate what we have done for the past decade or more to focus on what this project does – which is right-sized for Spokane, and focusing on what we want to do for the next phase – participating industry events, highlighting Spokane events, relaying successes for City Line. Ms. Little said she was happy to provide a cheerful part of the meeting today and reiterated that we have a lot to celebrate with City Line and the next project, a culmination of many years of effort.

Ms. Meyer and Chair French thanked Ms. Little. Chair French offered anyone to ask questions and he reiterated STA was one of two agencies to deliver under budget in the country in 2023, which is important. Ms. Little agreed there is a lot to celebrate. The ridership and environmental benefits

from the federal perspective. Ms. Meyer reminded the \$92M project will come in \$10M under budget and thanked the Board for designating the local match to Division BRT, which was a selling point for funding at federal level.

Ms. Meyer reported on Ridership for Fixed Route, Zero-Fare Youth, Paratransit and Rideshare. December year to date FR is 31.2% increase month over month and 33.3% year-to-date. Zero Fare youth is subset of Fixed Route and it is 77.5% over December 2022; year to date 124.3% increase in ridership. Paratransit ridership increased 14.3% in December and has increased 16.2% year-to-date. Rideshare saw a decrease of 2.1% in December and a 5.6% year-to-date increase.

January 21st Service change brings City Line to 7.5 minute weekday peak frequency. As of January 16th, STA is at 96% of hiring goal of coach operators. There are fourteen other routes with new schedules, incorporating minor schedule adjustments.

Monthly Fare Revenue by type was reviewed and totaled \$6.84M in December 2023.

STA Sales Tax for December 2023 actual was \$9.659M against a budget of \$8.380M for a \$1.279M overbudget (15.3%). When compared to last year, it is slightly below December 2022.

A legislative update was discussed by Mr. Otterstrom concerning HB 2160 – promoting community and transit-oriented housing development. He provided details about the bill. Ms. Meyer discussed HB 2191 – a bill to add two voting members that are transit users to the governing body of public transportation benefit areas. Brief discussion ensued.

Initiative 2117 -reached the number of signatures required to go to ballot in November. It would repeal the Climate Commitment Act. From a transit perspective, it is part of the funding for Move Ahead Washington which supports \$3B in transit over a 16-year period, if eliminated, without additional legislative action, it would impact the \$50M grant for Division BRT, Annual Transit Support Grant for Zero Fare for Youth, as well as additional funding for special needs transportation.

Ms. Meyer welcomed new Board Members Mr. Lance Speirs, Ms. Kitty Klitzke, and Mr. Paul Dillon. She advised information about STA Board Orientation will follow.

She offered to answer questions. There were none.

14. Board Information

- A. Committee Minutes
- B. December 2023 Sales Tax Revenue
- C. November 2023 Financial Results Summary

15. New Business

Mr. Dillon was curious about rides to warming centers and appreciated STA doing that – from back end what is the training and notification look like for operators when that goes into effect and we heard of some folks not being able to get on the bus. He asked what would be a good place to put those citizen concerns and do some education and expressed his interest in additional information to share. Ms. Meyer restated STA’s commitment and communication to coach operators. Ms. Meyer encouraged reporting the time, day, and route where someone has been turned away to (509) 328-RIDE and STA can look at the video, or board members may communicate with Brandon Rapez-Betty directly. Mr. Rapez-Betty provided background and how STA aligns with City of Spokane for 32 degrees. An Operating Notice was issued on November 9th for coach operators to follow specific guidelines. Notifications are also posted, delivered by supervisors, and sent by automated messages, among other notification procedures.

Ms. Klitzke thanked everyone for working through the committee process.

Mr. Zappone requested training for the full board on governance and Chair suggested Board Operations Committee find a time to have a half-day retreat for everyone to receive training. He agreed it was critical that everyone understand this agency.

Mr. Dunne welcomed new members.

Ms. Wilkerson followed up on weather related incidents. She observed a gap with low income people who ride a bike or walk to work. She expressed concern for these people being able to get to work in the winter weather. She said she thinks it needs to be addressed, not only for this weather, but for all weather incidents. Meyer asked for clarification. Ms. Wilkerson mentioned the low-income working people who are unable to afford the bus fare and need to get to work, or their primary mode of transportation is a bicycle and they cannot ride a bike through the snow. She thought that gap under these inclement weather conditions was something to consider as an organization. Ms. Meyer said she was not exactly following but did say when someone tells a coach operator they are going to a warming center and do not have the fare, the operator will make an exception and the fare doesn't have to be paid. A discussion about a new fare type, which sounds like what Ms. Wilkerson is suggesting, is not within staff's purview to implement. A Board Discussion is what it sounds like you are recommending. Ms. Wilkerson agreed that she was recommending that.

16. Board Members' Expressions

Mr. Zappone said yesterday was a tough day on the road for everyone yesterday and wanted to thank everyone here. STA is critically important for everyone in the community, and he wanted to thank staff and operators.

17. Executive Session

Chair French advised that the Board would be going into Executive Session for the next 15 minutes. He also stated there would be no action taken as a result of the Executive Session and, therefore, the meeting would adjourn upon completion of the session. As such, the virtual option was ended so the Board members could hold the Executive Session in the same room.

At this time, the Board adjourned to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

After 15 minutes, legal counsel advised the Board would need five additional minutes.

After 5 minutes, the Board reconvened in open session.

18. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 4:18 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM **6B** : JANUARY 2024 VOUCHERS

REFERRAL COMMITTEE: n/a

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

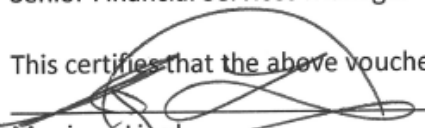
SUMMARY: The following warrants and ACH transfers for the period of January 1 through 31, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

| DESCRIPTION | VOUCHER/ACH NUMBERS | AMOUNT |
|-------------------------------------|----------------------|-------------------------|
| Accounts Payable Vouchers (January) | Nos. 625482 – 625867 | \$ 11,503,535.64 |
| Worker’s Comp Vouchers (January) | ACH – 2286 | \$ 125,934.15 |
| Payroll 01/12/2024 | ACH – 01/12/2024 | \$ 3,231,501.87 |
| Payroll 01/26/2024 | ACH – 01/26/2024 | \$ 2,005,049.64 |
| WA State – DOR (Excise Tax) | ACH – 1767 | \$ 5,675.95 |
| WA State – DOR (Leasehold Tax) | ACH – 1767 | \$ 1,837.95 |
| JANUARY TOTAL | | \$ 16,873,535.20 |

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  Legal Counsel mc

Spokane Transit Authority
Vouchers - January 2024

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|--|------------------|---------------|
| 01/05/2024 | 625482 | K9 PEST DETECTIVES LLC | 2551 | 3,379.00 |
| 01/05/2024 | 625483 | INLAND WELDING SUPPLY INC | 1032 | 1,003.90 |
| 01/05/2024 | 625484 | ALCOBRA METALS INC | 2140 | 185.30 |
| 01/05/2024 | 625485 | AMAZON CAPITAL SERVICES INC | 2098 | 854.02 |
| 01/05/2024 | 625486 | STEVEN W NILES JR | 2276 | 124.78 |
| 01/05/2024 | 625487 | NORTHWEST INDUSTRIAL SERVICES LLC | 1058 | 99.00 |
| 01/05/2024 | 625488 | AVISTA CORPORATION | 1081 | 3,419.26 |
| 01/05/2024 | 625489 | BUDINGER & ASSOCIATES INC | 2149 | 140.76 |
| 01/05/2024 | 625490 | CAMERON-REILLY LLC | 1137 | 62,319.45 |
| 01/05/2024 | 625491 | CANON FINANCIAL SERVICES INC | 1154 | 319.26 |
| 01/05/2024 | 625492 | CITY OF SPOKANE | 1601 | 436.14 |
| 01/05/2024 | 625493 | CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC | 2781 | 7,515.30 |
| 01/05/2024 | 625494 | COFFMAN ENGINEERS INC | 1162 | 37,290.24 |
| 01/05/2024 | 625495 | COLEMAN OIL COMPANY LLC. | 2683 | 64,231.96 |
| 01/05/2024 | 625496 | COMMERCIAL TIRE INC | 2451 | 669.77 |
| 01/05/2024 | 625497 | WASHINGTON STATE DEPT OF CORRECTIONS | 1708 | 17,216.62 |
| 01/05/2024 | 625498 | CUMMINS INC | 1027 | 1,442.23 |
| 01/05/2024 | 625499 | EARTHWORKS RECYCLING INC. | 2816 | 180.00 |
| 01/05/2024 | 625500 | EDEN ADVANCED PEST TECHNOLOGIES | 2428 | 190.75 |
| 01/05/2024 | 625501 | EDGE CONSTRUCTION SUPPLY INC | 1224 | 126.88 |
| 01/05/2024 | 625502 | V02 COLLECTION INC. | 2860 | 179.69 |
| 01/05/2024 | 625503 | FEDEX | 1808 | 104.65 |
| 01/05/2024 | 625504 | GORDON TRUCK CENTERS INC | 1018 | 11,156.16 |
| 01/05/2024 | 625505 | GALLS PARENT HOLDINGS LLC | 1271 | 630.58 |
| 01/05/2024 | 625506 | GILLIG LLC | 1279 | 4,125.10 |
| 01/05/2024 | 625507 | W.W. GRAINGER INC | 1285 | 386.50 |
| 01/05/2024 | 625508 | H & H BUSINESS SYSTEMS | 1298 | 261.99 |
| 01/05/2024 | 625509 | HALME BUILDERS INC | 2780 | 1,192.00 |
| 01/05/2024 | 625510 | HUMANIX CORP | 1329 | 3,611.63 |
| 01/05/2024 | 625511 | ARCADIS A CALIFORNIA PARTNERSHIP | 1336 | 2,271.04 |
| 01/05/2024 | 625512 | KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN | 1295 | 5,298.12 |
| 01/05/2024 | 625513 | KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN | 1295 | 43,527.24 |
| 01/05/2024 | 625514 | LOOMIS ARMORED US LLC | 1408 | 4,992.76 |
| 01/05/2024 | 625515 | Q49 SOLUTIONS LLC | 2594 | 25.07 |
| 01/05/2024 | 625516 | MOTION AUTO SUPPLY INC | 1012 | 78.22 |
| 01/05/2024 | 625517 | MOTOROLA SOLUTIONS INC | 1448 | 1,449.70 |
| 01/05/2024 | 625518 | MOUSER ELECTRONICS INC | 1449 | 111.23 |
| 01/05/2024 | 625519 | BLACK REALTY MANAGEMENT INC | 1658 | 28,054.95 |
| 01/05/2024 | 625520 | NAPA AUTO PARTS INC | 1014 | 2,202.08 |
| 01/05/2024 | 625521 | LEGEND INVESTMENTS INC | 1454 | 1,829.52 |
| 01/05/2024 | 625522 | THE AFTERMARKET PARTS COMPANY LLC | 1015 | 1,784.25 |
| 01/05/2024 | 625523 | NEW FLYER OF AMERICA INC | 2528 | 2,115,174.73 |
| 01/05/2024 | 625524 | NORLIFT INC | 1470 | 223.83 |
| 01/05/2024 | 625525 | PLATT ELECTRIC SUPPLY | 1517 | 8,026.76 |
| 01/05/2024 | 625526 | PROVISIONAL SERVICES INC. | 2697 | 2,148.90 |
| 01/05/2024 | 625527 | MULTI SERVICE TECHNOLOGY SOLUTIONS INC | 2146 | 445.79 |
| 01/05/2024 | 625528 | ROMAINE ELECTRIC CORPORATION | 1548 | 2,546.46 |
| 01/05/2024 | 625529 | SAFETY-KLEEN SYSTEMS INC | 1564 | 10,098.31 |
| 01/05/2024 | 625530 | SIX ROBBLEES INC | 1017 | 232.18 |
| 01/05/2024 | 625531 | SPOKANE HOUSE OF HOSE INC | 1605 | 2,855.10 |
| 01/05/2024 | 625532 | SPRAY CENTER ELECTRONICS INC | 1619 | 7.78 |
| 01/05/2024 | 625533 | THERMO KING NORTHWEST | 1650 | 188.69 |
| 01/05/2024 | 625534 | US BANK | 1678 | 29,904.95 |
| 01/05/2024 | 625535 | CARACAL ENTERPRISES LLC | 2419 | 20.90 |
| 01/05/2024 | 625536 | WALTER E NELSON CO | 1721 | 1,047.72 |
| 01/05/2024 | 625537 | WENDLE MOTORS INCORPORATED | 1021 | 107.65 |
| 01/12/2024 | 625538 | ABM INDUSTRY GROUPS LLC | 1066 | 196.20 |
| 01/12/2024 | 625539 | ABSOLUTE SOFTWARE INC | 2878 | 1,700.40 |
| 01/12/2024 | 625540 | CONTINENTAL AMERICAN INSURANCE COMPANY | 2682 | 2,057.98 |
| 01/12/2024 | 625541 | AFSCME | 1328 | 654.29 |
| 01/12/2024 | 625542 | AFSCME | 1328 | 120.00 |
| 01/12/2024 | 625543 | AMAZON CAPITAL SERVICES INC | 2098 | 1,035.93 |
| 01/12/2024 | 625544 | NORTHWEST INDUSTRIAL SERVICES LLC | 1058 | 87.13 |
| 01/12/2024 | 625545 | AMALG TRANSIT UNION #1015 | 1055 | 23,725.12 |
| 01/12/2024 | 625546 | AMALG TRANSIT UNION #1598 | 1056 | 1,089.58 |
| 01/12/2024 | 625547 | AVISTA CORPORATION | 1081 | 94,111.93 |
| 01/12/2024 | 625548 | ASSOCIATION OF WASHINGTON CITIES | 1076 | 500.00 |
| 01/12/2024 | 625549 | BETTER BUSINESS BUREAU NORTHWEST | 1100 | 2,535.00 |
| 01/12/2024 | 625550 | BDI | 1022 | 48.31 |

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|--|------------------|---------------|
| 01/12/2024 | 625551 | BUDINGER & ASSOCIATES INC | 2149 | 4,242.96 |
| 01/12/2024 | 625552 | CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE | 1130 | 162.46 |
| 01/12/2024 | 625553 | LITHIA MOTORS SUPPORT SERVICES | 1024 | 30.21 |
| 01/12/2024 | 625554 | CANON FINANCIAL SERVICES INC | 1154 | 1,497.16 |
| 01/12/2024 | 625555 | CAPTIVE-AIRE SYSTEMS INC | 2539 | 1,930.07 |
| 01/12/2024 | 625556 | CDW-GOVERNMENT | 1132 | 40,627.13 |
| 01/12/2024 | 625557 | QWEST CORPORATION | 1148 | 395.55 |
| 01/12/2024 | 625558 | CHILD SUPPORT ENFORCEMENT AGENCY | 1825 | 392.30 |
| 01/12/2024 | 625559 | CHK AMERICA INC | 1155 | 6,500.00 |
| 01/12/2024 | 625560 | CINTAS CORPORATION NO 2 | 2383 | 530.19 |
| 01/12/2024 | 625561 | CITY OF CHENEY - UTILITY | 1158 | 667.71 |
| 01/12/2024 | 625562 | CITY OF MEDICAL LAKE | 1424 | 79.88 |
| 01/12/2024 | 625563 | CITY OF SPOKANE | 1601 | 10,894.51 |
| 01/12/2024 | 625564 | CITY OF SPOKANE | 1601 | 9,438.15 |
| 01/12/2024 | 625565 | COFFMAN ENGINEERS INC | 1162 | 29,790.06 |
| 01/12/2024 | 625566 | COMCAST | 1170 | 2,867.80 |
| 01/12/2024 | 625567 | COMMERCIAL TIRE INC | 2451 | 5,925.27 |
| 01/12/2024 | 625568 | COMPUNET INC | 1166 | 13,411.69 |
| 01/12/2024 | 625569 | CONSOLIDATED IRRIGATION | 1177 | 22.00 |
| 01/12/2024 | 625570 | COPIERS NORTHWEST INC | 2429 | 65.36 |
| 01/12/2024 | 625571 | CROWN CASTLE INTERNATIONAL CORP. | 2733 | 2,074.50 |
| 01/12/2024 | 625572 | CUMMINS INC | 1027 | 19,796.94 |
| 01/12/2024 | 625573 | DELTA DENTAL OF WASHINGTON | 1726 | 67,200.23 |
| 01/12/2024 | 625574 | DIGI-KEY CORPORATION | 1213 | 55.36 |
| 01/12/2024 | 625575 | DOW JONES & COMPANY | 2698 | 176.58 |
| 01/12/2024 | 625576 | EMPLOYEE ADVISORY COUNCIL | 1236 | 902.50 |
| 01/12/2024 | 625577 | ETC INSTITUTE | 2792 | 7,890.00 |
| 01/12/2024 | 625578 | FASTENAL COMPANY | 1249 | 2,094.29 |
| 01/12/2024 | 625579 | V02 COLLECTION INC. | 2860 | 844.31 |
| 01/12/2024 | 625580 | FP MAILING SOLUTIONS | 1878 | 170.04 |
| 01/12/2024 | 625581 | FEDEX | 1808 | 18.32 |
| 01/12/2024 | 625582 | GORDON TRUCK CENTERS INC | 1018 | 7,326.99 |
| 01/12/2024 | 625583 | GALLS PARENT HOLDINGS LLC | 1271 | 3,590.80 |
| 01/12/2024 | 625584 | THE GENERAL STORE | 1956 | 629.75 |
| 01/12/2024 | 625585 | GILLIG LLC | 1279 | 11,249.08 |
| 01/12/2024 | 625586 | H & H BUSINESS SYSTEMS | 1298 | 725.88 |
| 01/12/2024 | 625587 | H W LOCHNER INC | 1405 | 5,187.13 |
| 01/12/2024 | 625588 | HOGAN MFG INC | 1008 | 95.00 |
| 01/12/2024 | 625589 | HUMANIX CORP | 1329 | 1,237.76 |
| 01/12/2024 | 625590 | ARCADIS A CALIFORNIA PARTNERSHIP | 1336 | 41,469.61 |
| 01/12/2024 | 625591 | IDAHO STATE TAX COMMISSION | 2504 | 10,979.31 |
| 01/12/2024 | 625592 | IL DCS AND FAMILY SERVICES | 2768 | 276.53 |
| 01/12/2024 | 625593 | JACOBS ENGINEERING GROUP INC | 2285 | 18,913.98 |
| 01/12/2024 | 625594 | KAISER FOUNDATION HEALTH PLAN OF WASHINGTON | 1296 | 81,474.33 |
| 01/12/2024 | 625595 | KENWORTH SALES CO INC | 1373 | 3,990.59 |
| 01/12/2024 | 625596 | LOOMIS ARMORED US LLC | 1408 | 809.54 |
| 01/12/2024 | 625597 | CREATIVE BUS SALES INC | 1233 | 126.63 |
| 01/12/2024 | 625598 | MODERN ELECTRIC WATER CO INC | 1439 | 1,189.48 |
| 01/12/2024 | 625599 | MOHAWK MANUFACTURING & SUPPLY CO | 1011 | 819.96 |
| 01/12/2024 | 625600 | BLACK REALTY MANAGEMENT INC | 1658 | 18,652.07 |
| 01/12/2024 | 625601 | NAPA AUTO PARTS INC | 1014 | 3,658.86 |
| 01/12/2024 | 625602 | NATIONAL COLOR GRAPHICS INC | 1455 | 1,487.57 |
| 01/12/2024 | 625603 | NATIONWIDE | 2592 | 790.76 |
| 01/12/2024 | 625604 | THE AFTERMARKET PARTS COMPANY LLC | 1015 | 16,771.03 |
| 01/12/2024 | 625605 | NEW FLYER OF AMERICA INC | 2528 | 1,071,411.81 |
| 01/12/2024 | 625606 | NEWARK ELEMENT14 | 1463 | 370.14 |
| 01/12/2024 | 625607 | CSWW INC | 1102 | 196.13 |
| 01/12/2024 | 625608 | ONEBRIDGE FSA | 2880 | 108.00 |
| 01/12/2024 | 625609 | DIANE VANOS | 901 | 169.00 |
| 01/12/2024 | 625610 | KALEB AUSTERMUHL | 901 | 57.00 |
| 01/12/2024 | 625611 | STEPHEN YOUNG | 901 | 27.00 |
| 01/12/2024 | 625612 | PARAMETRIX INC | 2062 | 6,488.74 |
| 01/12/2024 | 625613 | PREMERA BLUE CROSS | 1521 | 390,372.11 |
| 01/12/2024 | 625614 | PROTERRA INC | 2519 | 2,011.35 |
| 01/12/2024 | 625615 | PROVISIONAL SERVICES INC. | 2697 | 65.25 |
| 01/12/2024 | 625616 | REHN & ASSOCIATES | 2395 | 150.00 |
| 01/12/2024 | 625617 | S T A - WELL | 1557 | 713.50 |
| 01/12/2024 | 625618 | SAFETY-KLEEN SYSTEMS INC | 1564 | 1,281.84 |
| 01/12/2024 | 625619 | SAGEVIEW ADVISORY GROUP LLC | 1955 | 9,750.00 |
| 01/12/2024 | 625620 | SBA TOWERS II LLC | 1569 | 2,569.62 |
| 01/12/2024 | 625621 | SCHINDLER ELEVATOR CORPORATION | 1930 | 153.61 |
| 01/12/2024 | 625622 | SECURITAS SECURITY SERVICES USA INC | 1574 | 71,290.49 |

| <u>Check Date</u> | <u>Check #</u> | <u>Pavee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|---|------------------|---------------|
| 01/12/2024 | 625623 | SHI INTERNATIONAL CORP | 1581 | 12,947.43 |
| 01/12/2024 | 625624 | SPOKANE COUNTY SOLID WASTE | 1603 | 178.50 |
| 01/12/2024 | 625625 | GREATER SPOKANE VALLEY CHAMBER OF COMMERCE | 1613 | 2,750.00 |
| 01/12/2024 | 625626 | THE SPOKESMAN REVIEW | 1616 | 466.39 |
| 01/12/2024 | 625627 | SPORTWORKS GLOBAL LLC | 1617 | 174.40 |
| 01/12/2024 | 625628 | STANDARD DIGITAL PRINT CO INC | 1623 | 544.92 |
| 01/12/2024 | 625629 | SUMMIT LAW GROUP PLLC | 1637 | 7,737.61 |
| 01/12/2024 | 625630 | TX CHILD SUPPORT SDU | 2871 | 711.72 |
| 01/12/2024 | 625631 | UNITED WAY OF SPOKANE COUNTY | 1684 | 30.00 |
| 01/12/2024 | 625632 | USSC ACQUISITION CORP | 1676 | 216.78 |
| 01/12/2024 | 625633 | VERIZON WIRELESS LLC | 1686 | 25,712.00 |
| 01/12/2024 | 625634 | AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN | 1705 | 1,659.82 |
| 01/12/2024 | 625635 | WASHINGTON STATE | 1209 | 4,820.78 |
| 01/12/2024 | 625636 | WASTE MANAGEMENT SPOKANE | 1702 | 420.74 |
| 01/12/2024 | 625637 | WASTE MANAGEMENT RECYCLE AMERICA | 1702 | 734.76 |
| 01/12/2024 | 625638 | WESSLEN CONSTRUCTION INC | 2651 | 38,647.46 |
| 01/12/2024 | 625639 | WEX BANK | 2642 | 17,539.46 |
| 01/12/2024 | 625640 | WHITWORTH WATER DISTRICT | 1746 | 28.08 |
| 01/12/2024 | 625641 | ZAYO GROUP LLC | 2321 | 34,453.29 |
| 01/12/2024 | 625642 | ZIPLINE COMMUNICATIONS INC | 2492 | 4,485.66 |
| 01/19/2024 | 625643 | K9 PEST DETECTIVES LLC | 2551 | 30,080.90 |
| 01/19/2024 | 625644 | INLAND WELDING SUPPLY INC | 1032 | 1,889.00 |
| 01/19/2024 | 625645 | ACCESS INFORMATION HOLDINGS | 2340 | 566.37 |
| 01/19/2024 | 625646 | CBS REPORTING INC | 1035 | 674.00 |
| 01/19/2024 | 625647 | ADT COMMERCIAL LLC | 2462 | 2,428.44 |
| 01/19/2024 | 625648 | ADT COMMERCIAL LLC | 2462 | 3,304.88 |
| 01/19/2024 | 625649 | ALSCO INC | 2196 | 15,046.69 |
| 01/19/2024 | 625650 | AMAZON CAPITAL SERVICES INC | 2098 | 1,916.44 |
| 01/19/2024 | 625651 | NORTHWEST INDUSTRIAL SERVICES LLC | 1058 | 547.00 |
| 01/19/2024 | 625652 | AMERIGAS 1790 | 1064 | 6.37 |
| 01/19/2024 | 625653 | APS INC | 1841 | 173.31 |
| 01/19/2024 | 625654 | THE ARC OF SPOKANE | 2361 | 147.42 |
| 01/19/2024 | 625655 | ARCHITECTURAL HARDWARE INC | 1989 | 784.80 |
| 01/19/2024 | 625656 | ARNETT INDUSTRIES LLC | 2331 | 295.99 |
| 01/19/2024 | 625657 | AVISTA CORPORATION | 1081 | 538.96 |
| 01/19/2024 | 625658 | BLANCHARD ELECTRIC & FLEET SUPPLY | 2589 | 275.29 |
| 01/19/2024 | 625659 | BLACK PROINVEST SCHADE TOWER LLC | 2767 | 7,012.55 |
| 01/19/2024 | 625660 | BDI | 1022 | 52.42 |
| 01/19/2024 | 625661 | BUDINGER & ASSOCIATES INC | 2149 | 6,350.76 |
| 01/19/2024 | 625662 | CAMERON-REILLY LLC | 1137 | 249,693.69 |
| 01/19/2024 | 625663 | LITHIA MOTORS SUPPORT SERVICES | 1024 | 1,078.48 |
| 01/19/2024 | 625664 | CANON FINANCIAL SERVICES INC | 1154 | 319.66 |
| 01/19/2024 | 625665 | CARDINAL INFRASTRUCTURE LLC | 2059 | 13,250.00 |
| 01/19/2024 | 625666 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | 1133 | 512.47 |
| 01/19/2024 | 625667 | C.E.M. LIFTS LLC | 2679 | 1,925.03 |
| 01/19/2024 | 625668 | CHARGEPOINT INC | 2717 | 10,065.12 |
| 01/19/2024 | 625669 | CINTAS CORPORATION NO 2 | 2383 | 261.07 |
| 01/19/2024 | 625670 | CITY OF CHENEY BUILDING DEPARTMENT | 1158 | 1,218.00 |
| 01/19/2024 | 625671 | CITY OF SPOKANE | 1601 | 5,588.85 |
| 01/19/2024 | 625672 | COUNCIL OF AGING AND HUMAN SERVICES INC | 2040 | 865.70 |
| 01/19/2024 | 625673 | COAST TRANSPORTATION | 2040 | 16,471.05 |
| 01/19/2024 | 625674 | COFFMAN ENGINEERS INC | 1162 | 89,247.30 |
| 01/19/2024 | 625675 | COLEMAN OIL COMPANY LLC. | 2683 | 235,431.84 |
| 01/19/2024 | 625676 | KATHLEEN M COLLINS | 1163 | 5,000.00 |
| 01/19/2024 | 625677 | COMPENSATION CONNECTIONS LLC | 2724 | 240.00 |
| 01/19/2024 | 625678 | COMPLETE OFFICE LLC | 2202 | 2,005.16 |
| 01/19/2024 | 625679 | COMPUNET INC | 1166 | 50,143.32 |
| 01/19/2024 | 625680 | CROWN CASTLE INTERNATIONAL CORP. | 2733 | 2,196.54 |
| 01/19/2024 | 625681 | CUMMINS INC | 1027 | 6,086.06 |
| 01/19/2024 | 625682 | D-MCP CONSTRUCTION LLC | 2536 | 166,629.42 |
| 01/19/2024 | 625683 | D-MCP CONSTRUCTION LLC | 2536 | 81,784.42 |
| 01/19/2024 | 625684 | DELTA KITS INC. | 2771 | 23.30 |
| 01/19/2024 | 625685 | DEVRIES BUSINESS RECORDS MANAGEMENT INC | 1766 | 465.00 |
| 01/19/2024 | 625686 | DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION | 1217 | 288.00 |
| 01/19/2024 | 625687 | EL JAY OIL CO INC | 1003 | 121.42 |
| 01/19/2024 | 625688 | FASTENAL COMPANY | 1249 | 335.32 |
| 01/19/2024 | 625689 | THE FIG TREE | 2465 | 170.00 |
| 01/19/2024 | 625690 | FIRST DATA MERCHANT SERVICES CORPORATION | 1257 | 8,212.67 |
| 01/19/2024 | 625691 | FIRST DIGITAL COMMUNICATIONS LLC | 2730 | 1,224.63 |
| 01/19/2024 | 625692 | FIRST TRANSIT INC | 2430 | 524,590.60 |
| 01/19/2024 | 625693 | FP MAILING SOLUTIONS | 1878 | 137.34 |
| 01/19/2024 | 625694 | FEDEX | 1808 | 443.38 |

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|---|------------------|---------------|
| 01/19/2024 | 625695 | GORDON TRUCK CENTERS INC | 1018 | 9,449.94 |
| 01/19/2024 | 625696 | FUTURE SYSTEMS US INC | 2320 | 159,127.61 |
| 01/19/2024 | 625697 | GALLS PARENT HOLDINGS LLC | 1271 | 155.98 |
| 01/19/2024 | 625698 | GARD COMMUNICATIONS INC | 1272 | 1,372.50 |
| 01/19/2024 | 625699 | GENERAL PARTS DISTRIBUTION LLC | 2690 | 118.90 |
| 01/19/2024 | 625700 | GILLIG LLC | 1279 | 17,789.49 |
| 01/19/2024 | 625701 | GMCO CORPORATION | 2623 | 3,877.18 |
| 01/19/2024 | 625702 | W.W. GRAINGER INC | 1285 | 7,790.01 |
| 01/19/2024 | 625703 | H & H BUSINESS SYSTEMS | 1298 | 678.67 |
| 01/19/2024 | 625704 | HOGAN MFG INC | 1008 | 94.57 |
| 01/19/2024 | 625705 | IDENTISYS INC | 2159 | 621.30 |
| 01/19/2024 | 625706 | JANEK CORPORATION | 1358 | 235.95 |
| 01/19/2024 | 625707 | KAISER FOUNDATION HEALTH PLAN OF WASHINGTON | 1296 | 388,925.18 |
| 01/19/2024 | 625708 | MOUNTAIN BROADCASTING LLC | 2761 | 100.00 |
| 01/19/2024 | 625709 | KPFF INC | 2510 | 177,833.33 |
| 01/19/2024 | 625710 | KREM | 2559 | 1,400.00 |
| 01/19/2024 | 625711 | KSKN TELEVISION INC | 2577 | 370.00 |
| 01/19/2024 | 625712 | LES SCHWAB TIRE CENTERS OF WASHINGTON INC | 1393 | 2,123.79 |
| 01/19/2024 | 625713 | LIBERTY LAKE SEWER AND WATER DISTRICT | 1396 | 155.85 |
| 01/19/2024 | 625714 | LONG BUSINESS FORMS | 2301 | 779.36 |
| 01/19/2024 | 625715 | M & L SUPPLY CO INC | 1413 | 127.27 |
| 01/19/2024 | 625716 | MAGALDI & MAGALDI INC | 1416 | 233.82 |
| 01/19/2024 | 625717 | MAINTENANCE SOLUTIONS | 1418 | 299.75 |
| 01/19/2024 | 625718 | MICHELIN NORTH AMERICA INC | 2325 | 107,848.31 |
| 01/19/2024 | 625719 | Q49 SOLUTIONS LLC | 2594 | 50.14 |
| 01/19/2024 | 625720 | MOHAWK MANUFACTURING & SUPPLY CO | 1011 | 1,462.06 |
| 01/19/2024 | 625721 | MORSE WATCHMANS INC | 1430 | 14,723.22 |
| 01/19/2024 | 625722 | MOUSER ELECTRONICS INC | 1449 | 9.48 |
| 01/19/2024 | 625723 | MUNCIE RECLAMATION AND SUPPLY CO | 1013 | 314.25 |
| 01/19/2024 | 625724 | NANONATION INC | 2554 | 64,615.20 |
| 01/19/2024 | 625725 | NAPA AUTO PARTS INC | 1014 | 11,086.39 |
| 01/19/2024 | 625726 | NATIONAL COLOR GRAPHICS INC | 1455 | 1,326.53 |
| 01/19/2024 | 625727 | ARGOSY CREDIT PARTNERS HOLDINGS LP | 2006 | 452.36 |
| 01/19/2024 | 625728 | THE AFTERMARKET PARTS COMPANY LLC | 1015 | 13,892.14 |
| 01/19/2024 | 625729 | NEWARK ELEMENT14 | 1463 | 24.82 |
| 01/19/2024 | 625730 | NORLIFT INC | 1470 | 1,083.97 |
| 01/19/2024 | 625731 | CSWW INC | 1102 | 310.75 |
| 01/19/2024 | 625732 | NORTH 40 OUTFITTERS | 1102 | 95.00 |
| 01/19/2024 | 625733 | OFFICE DEPOT INC | 1483 | 708.81 |
| 01/19/2024 | 625734 | OXARC INC | 1002 | 135.20 |
| 01/19/2024 | 625735 | PACIFIC OFFICE SOLUTIONS | 2288 | 445.37 |
| 01/19/2024 | 625736 | PARAMETRIX INC | 2062 | 123,014.94 |
| 01/19/2024 | 625737 | PROTERRA INC | 2519 | 10,616.36 |
| 01/19/2024 | 625738 | PROVISIONAL SERVICES INC. | 2697 | 1,102.00 |
| 01/19/2024 | 625739 | NEWS RADIO 920 | 2318 | 820.00 |
| 01/19/2024 | 625740 | RAE SECURITY INC. | 2804 | 5,708.68 |
| 01/19/2024 | 625741 | REBECCA VAN KEULEN | 2735 | 4,247.03 |
| 01/19/2024 | 625742 | ROMAINE ELECTRIC CORPORATION | 1548 | 457.96 |
| 01/19/2024 | 625743 | SAFETY-KLEEN SYSTEMS INC | 1564 | 198.38 |
| 01/19/2024 | 625744 | SITEONE LANDSCAPE SUPPLY LLC | 2557 | 68.99 |
| 01/19/2024 | 625745 | SIX ROBBLEES INC | 1017 | 464.34 |
| 01/19/2024 | 625746 | SPECIAL MOBILITY SERVICES | 2122 | 44,184.21 |
| 01/19/2024 | 625747 | SPOKANE PUBLIC FACILITIES DISTRICT | 1941 | 2,016.00 |
| 01/19/2024 | 625748 | SPOKANE HOUSE OF HOSE INC | 1605 | 929.78 |
| 01/19/2024 | 625749 | DGT ENTERPRISES LLC | 2670 | 14,819.75 |
| 01/19/2024 | 625750 | STONEWAY ELECTRIC SUPPLY CO | 1633 | 400.82 |
| 01/19/2024 | 625751 | SUN SUPPLY INC. | 2710 | 2,480.77 |
| 01/19/2024 | 625752 | TEAM TORQUE INC | 1644 | 105.00 |
| 01/19/2024 | 625753 | TERMINAL SUPPLY INC | 1648 | 3,339.76 |
| 01/19/2024 | 625754 | THERMAL SUPPLY CO INC | 1651 | 6,735.58 |
| 01/19/2024 | 625755 | TITAN TRUCK EQUIPMENT INC | 1655 | 147.02 |
| 01/19/2024 | 625756 | VERITECH INC | 2049 | 496.00 |
| 01/19/2024 | 625757 | VERIZON WIRELESS LLC | 1686 | 122.58 |
| 01/19/2024 | 625758 | WASHINGTON STATE | 1704 | 384.30 |
| 01/19/2024 | 625759 | WALTER E NELSON CO | 1721 | 6,543.35 |
| 01/19/2024 | 625760 | WENDLE MOTORS INCORPORATED | 1021 | 15.07 |
| 01/26/2024 | 625761 | INLAND WELDING SUPPLY INC | 1032 | 2,562.08 |
| 01/26/2024 | 625762 | ABCORP NA INC | 2814 | 5,995.00 |
| 01/26/2024 | 625763 | ASH & ROWAN HARDWARE LLC | 2278 | 42.43 |
| 01/26/2024 | 625764 | AFSCME | 1328 | 632.19 |
| 01/26/2024 | 625765 | AFSCME | 1328 | 122.00 |
| 01/26/2024 | 625766 | ALASKA RUBBER GROUP INC | 2890 | 552.16 |

| <u>Check Date</u> | <u>Check #</u> | <u>Pavee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|--|------------------|---------------|
| 01/26/2024 | 625767 | ALCOBRA METALS INC | 2140 | 1,979.26 |
| 01/26/2024 | 625768 | AMAZON CAPITAL SERVICES INC | 2098 | 1,992.37 |
| 01/26/2024 | 625769 | STEVEN W NILES JR | 2276 | 17.40 |
| 01/26/2024 | 625770 | ANDREA PARRISH | 2687 | 6,000.00 |
| 01/26/2024 | 625771 | APS INC | 1841 | 192.93 |
| 01/26/2024 | 625772 | ATS INLAND NW LLC | 1916 | 26,515.00 |
| 01/26/2024 | 625773 | AMALG TRANSIT UNION #1015 | 1055 | 23,520.60 |
| 01/26/2024 | 625774 | AMALG TRANSIT UNION #1598 | 1056 | 1,089.58 |
| 01/26/2024 | 625775 | AMALGAMATED TRANSIT UNION | 1057 | 169.27 |
| 01/26/2024 | 625776 | AUTOMATED ACCOUNTS INC | 1079 | 0.00 |
| 01/26/2024 | 625777 | APPLEWAY CHEVROLET INC | 1068 | 168.15 |
| 01/26/2024 | 625778 | AVISTA CORPORATION | 1081 | 2,751.40 |
| 01/26/2024 | 625779 | BATTERY SYSTEMS INC | 1089 | 1,134.51 |
| 01/26/2024 | 625780 | BATTERY SYSTEMS INC | 1089 | 1,305.78 |
| 01/26/2024 | 625781 | THE BRAUN CORPORATION | 1117 | 87.68 |
| 01/26/2024 | 625782 | BDI | 1022 | 602.77 |
| 01/26/2024 | 625783 | BULLDOG ROOTER INC | 1126 | 729.84 |
| 01/26/2024 | 625784 | CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE | 1130 | 162.46 |
| 01/26/2024 | 625785 | LITHIA MOTORS SUPPORT SERVICES | 1024 | 2,638.49 |
| 01/26/2024 | 625786 | CANON FINANCIAL SERVICES INC | 1154 | 748.13 |
| 01/26/2024 | 625787 | CDW-GOVERNMENT | 1132 | 1,439.19 |
| 01/26/2024 | 625788 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | 1133 | 68.94 |
| 01/26/2024 | 625789 | CENTER FOR TRANSPORTATION AND THE ENVIRONMEN | 2335 | 5,000.00 |
| 01/26/2024 | 625790 | CHILD SUPPORT ENFORCEMENT AGENCY | 1825 | 392.30 |
| 01/26/2024 | 625791 | CITY GLASS SPOKANE INC | 2599 | 430.55 |
| 01/26/2024 | 625792 | CITY OF SPOKANE | 1601 | 134.64 |
| 01/26/2024 | 625793 | CITY OF SPOKANE | 1601 | 334,748.46 |
| 01/26/2024 | 625794 | CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC | 2781 | 1,199.25 |
| 01/26/2024 | 625795 | COLEMAN OIL COMPANY LLC. | 2683 | 51,050.68 |
| 01/26/2024 | 625796 | COMCAST | 1170 | 1,301.89 |
| 01/26/2024 | 625797 | COMMERCIAL TIRE INC | 2451 | 1,730.36 |
| 01/26/2024 | 625798 | COMPUNET INC | 1166 | 519.09 |
| 01/26/2024 | 625799 | CONSEAL CONTAINERS LLC | 1176 | 397.78 |
| 01/26/2024 | 625800 | CONTINENTAL DOOR COMPANY | 1986 | 310.50 |
| 01/26/2024 | 625801 | COPIERS NORTHWEST INC | 2429 | 441.27 |
| 01/26/2024 | 625802 | WASHINGTON STATE DEPT OF CORRECTIONS | 1708 | 61,649.94 |
| 01/26/2024 | 625803 | CUMMINS INC | 1027 | 1,911.88 |
| 01/26/2024 | 625804 | DARDAN ENTERPRISES INC | 1782 | 13,174.82 |
| 01/26/2024 | 625805 | EMPLOYEE ADVISORY COUNCIL | 1236 | 702.50 |
| 01/26/2024 | 625806 | EARTHWORKS RECYCLING INC. | 2816 | 127.50 |
| 01/26/2024 | 625807 | ELITE ENTRY SYSTEMS LLC | 2632 | 3,302.25 |
| 01/26/2024 | 625808 | EMPLOYMENT SECURITY DEPARTMENT | 1237 | 0.00 |
| 01/26/2024 | 625809 | EV IQ LLC | 2784 | 8,553.88 |
| 01/26/2024 | 625810 | EVCO SOUND & ELECTRONICS | 2806 | 307.77 |
| 01/26/2024 | 625811 | FASTENAL COMPANY | 1249 | 3,958.09 |
| 01/26/2024 | 625812 | V02 COLLECTION INC. | 2860 | 157.38 |
| 01/26/2024 | 625813 | FEDEX | 1808 | 386.41 |
| 01/26/2024 | 625814 | GORDON TRUCK CENTERS INC | 1018 | 15,754.54 |
| 01/26/2024 | 625815 | GALLS PARENT HOLDINGS LLC | 1271 | 1,044.13 |
| 01/26/2024 | 625816 | THE GENERAL STORE | 1956 | 279.57 |
| 01/26/2024 | 625817 | GENSCO INC | 2540 | 33.14 |
| 01/26/2024 | 625818 | GILLIG LLC | 1279 | 10,171.11 |
| 01/26/2024 | 625819 | W.W. GRAINGER INC | 1285 | 707.00 |
| 01/26/2024 | 625820 | H & H BUSINESS SYSTEMS | 1298 | 1,064.87 |
| 01/26/2024 | 625821 | HUMANIX CORP | 1329 | 5,470.46 |
| 01/26/2024 | 625822 | IL DCS AND FAMILY SERVICES | 2768 | 276.53 |
| 01/26/2024 | 625823 | JOHNSON CONTROLS FIRE PROTECTION LP | 1584 | 9,100.48 |
| 01/26/2024 | 625824 | KHQ - SPOKANE | 2575 | 1,115.00 |
| 01/26/2024 | 625825 | KREM | 2559 | 1,600.00 |
| 01/26/2024 | 625826 | L&E PARK LLC | 2391 | 4,220.66 |
| 01/26/2024 | 625827 | MOHAWK MANUFACTURING & SUPPLY CO | 1011 | 69.06 |
| 01/26/2024 | 625828 | MOTION AUTO SUPPLY INC | 1012 | 130.36 |
| 01/26/2024 | 625829 | MOUSER ELECTRONICS INC | 1449 | 494.58 |
| 01/26/2024 | 625830 | BLACK REALTY MANAGEMENT INC | 1658 | 9,985.59 |
| 01/26/2024 | 625831 | NANONATION INC | 2554 | 6,617.70 |
| 01/26/2024 | 625832 | NAPA AUTO PARTS INC | 1014 | 6,723.48 |
| 01/26/2024 | 625833 | SCADU | 2887 | 397.52 |
| 01/26/2024 | 625834 | THE AFTERMARKET PARTS COMPANY LLC | 1015 | 19,920.59 |
| 01/26/2024 | 625835 | NEWARK ELEMENT14 | 1463 | 16.55 |
| 01/26/2024 | 625836 | CSWW INC | 1102 | 611.78 |
| 01/26/2024 | 625837 | TAMMY LYNNE GLIDEWELL | 1282 | 800.00 |
| 01/26/2024 | 625838 | OFFICE DEPOT INC | 1483 | 127.84 |

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|--|----------------|---|------------------|----------------------|
| 01/26/2024 | 625839 | PROTERRA INC | 2519 | 401.42 |
| 01/26/2024 | 625840 | PROVISIONAL SERVICES INC. | 2697 | 456.40 |
| 01/26/2024 | 625841 | MULTI SERVICE TECHNOLOGY SOLUTIONS INC | 2146 | 762.25 |
| 01/26/2024 | 625842 | S T A - WELL | 1557 | 537.50 |
| 01/26/2024 | 625843 | SCHINDLER ELEVATOR CORPORATION | 1930 | 8,399.97 |
| 01/26/2024 | 625844 | SENSKE LAWN & TREE CARE INC | 2194 | 107.91 |
| 01/26/2024 | 625845 | SNO VALLEY PROCESS SOLUTIONS INC | 2469 | 3,651.50 |
| 01/26/2024 | 625846 | SOLARWINDS INC | 1812 | 699.78 |
| 01/26/2024 | 625847 | SPOKANE ART SUPPLY INC | 1599 | 451.96 |
| 01/26/2024 | 625848 | SPOKANE COUNTY ENVIRONMENTAL SERVICES | 1603 | 303.43 |
| 01/26/2024 | 625849 | SPOKESMAN REVIEW | 1616 | 520.00 |
| 01/26/2024 | 625850 | SUN SUPPLY INC. | 2710 | 7,893.23 |
| 01/26/2024 | 625851 | SOLID WASTE SYSTEMS LLC | 2514 | 235.06 |
| 01/26/2024 | 625852 | THERMO KING NORTHWEST | 1650 | 64.35 |
| 01/26/2024 | 625853 | TRANSIT SOLUTIONS LLC | 2440 | 34,471.26 |
| 01/26/2024 | 625854 | TX CHILD SUPPORT SDU | 2871 | 711.72 |
| 01/26/2024 | 625855 | UNITED WAY OF SPOKANE COUNTY | 1684 | 30.00 |
| 01/26/2024 | 625856 | US BANK | 1678 | 29,148.71 |
| 01/26/2024 | 625857 | AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN | 1705 | 1,706.99 |
| 01/26/2024 | 625858 | WALTER E NELSON CO | 1721 | 299.71 |
| 01/26/2024 | 625859 | WASTE MANAGEMENT RECYCLE AMERICA | 1702 | 244.67 |
| 01/26/2024 | 625860 | WENDLE MOTORS INCORPORATED | 1021 | 657.28 |
| 01/26/2024 | 625861 | WESCO GROUP LLC | 2368 | 7,992.18 |
| 01/26/2024 | 625862 | THE W.W. WILLIAMS COMPANY | 2870 | 223.40 |
| 01/26/2024 | 625863 | WASHINGTON STATE RIDESHARING ORG | 1714 | 225.00 |
| 01/26/2024 | 625864 | WASHINGTON STATE TRANSIT INSURANCE POOL | 1703 | 2,965,608.00 |
| 01/26/2024 | 625865 | ZIPLINE COMMUNICATIONS INC | 2492 | 539.50 |
| 01/25/2024 | 625866 | EMPLOYMENT SECURITY DEPARTMENT | 1237 | 82,019.75 |
| 01/25/2024 | 625867 | EMPLOYMENT SECURITY DEPARTMENT | 1237 | 124,651.54 |
| TOTAL JANUARY ACCOUNTS PAYABLE | | | | 11,503,535.64 |
| 1/1/2024-1/31/2024 | ACH | WORKER'S COMPENSATION | 2286 | 125,934.15 |
| TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS | | | | 125,934.15 |
| 01/12/2024 | 730202-730253 | PAYROLL AND TAXES PR 1, 2023 | VARIES | 3,231,501.87 |
| 01/26/2024 | 730254-730279 | PAYROLL AND TAXES PR 2, 2023 | VARIES | 2,005,049.64 |
| TOTAL JANUARY PAYROLL AND TAXES | | | | 5,236,551.51 |
| 01/17/2024 | ACH | WA STATE - DOR (EXCISE TAX) | 1767 | 5,675.95 |
| 01/17/2024 | ACH | WA STATE - DOR (LEASEHOLD TAX) | 1767 | 1,837.95 |
| TOTAL JANUARY EXCISE AND LEASEHOLD TAX DISBURSEMENT | | | | 7,513.90 |
| TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS | | | | 16,873,535.20 |
| TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT | | | | 0.00 |
| TOTAL JANUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS | | | | 16,873,535.20 |

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 6C : PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: Per RCW 39.08.030, all Public Works contracts require acceptance for completion by the STA Board of Directors and an approved affidavit of wages paid from the Washington State Department of Labor & Industries.

The table summarizes projects below \$35,000 ready for acceptance by the Board:

| Purchase Order/ Contract Number | Project Description | Contractor | Purchase Order/ Contract Value | Substantial Completion Date of the Work |
|---------------------------------|--|-----------------------------|--------------------------------|---|
| 20230325 | Tire Shop Door Replacement | Continental Door Co., LLC | \$32,100.00 | 11/6/2023 |
| 20232867 | Plaza Lift Station Vac Pump Disposal | Big Sky Industrial Services | \$1,820.30 | 12/11/2023 |
| 20231849 | Security Camera & Access Controls Trouble Shooting & Repairs | ADT Security Corporation | \$8,720.00 | 12/31/2023 |
| 20230245 | Plaza Quarterly Door Maintenance & Preventative Repairs | Elite Entry Systems, LLC | \$32,165.00 | 12/31/2023 |
| 20240075 | Plaza Annual Backflow Testing | Bulldog Rooter, INC | \$1,932.00 | 1/22/2024 |
| 20231787 | New Plaza Boiler Immersion Sensors | ATS Inland NW, LLC | \$2,441.60 | 1/29/2024 |
| 20232430 | Plaza Snow Melt System Programming | ATS Inland NW, LLC | \$2,145.12 | 1/29/2024 |
| 20232585 | Plaza Stairwell Glass Repair | Elite Entry Systems, LLC | \$13,279.00 | 1/30/2024 |

Public Works contracts with a value of \$35,000 or more (before tax) also require release of retainage authorization from the Washington State Employment Security Department, Department of Revenue, & Department of Labor & Industries. These contracts are presented individually to the Board for approval as part of the consent agenda when needed.

RECOMMENDATION TO BOARD: Recommend the Board approve acceptance of the above contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

FINAL REVIEW FOR BOARD BY:

Division Head ml Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 7A : 2024 SERVICE REVISIONS: FINAL RECOMMENDATION

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Chad Johnson, Senior Transit Planner

SUMMARY: STA Staff presented the final recommendation for 2024 service revisions and improvements for consideration at the January 31, 2024, Performance Monitoring & External Relations Committee meeting. North Bank and downtown Spokane changes are slated to go into effect this May with the remaining revisions to the West Plains and Northeast/East-Central Spokane commencing in September. Board approval is needed today to maintain the implementation schedule.

BACKGROUND: The 2024 Service Revisions Draft Recommendation report was prepared by STA staff in November 2023 and presented to the Performance Monitoring & External Relations Committee on December 6, 2023. In the prepared recommendation, staff presented three focus areas in the STA network for improvement:

- North Bank/Downtown Spokane – including programmed improvements to build out the City Line’s full schedule and night/weekend service between downtown and the SPFD facilities on the north bank of the Spokane river. The recommended routing and service plan for shuttles to the North Bank will be presented at the meeting of the Board of February 15, 2024.
- West Plains/Airway Heights – improving service between downtown Spokane, the West Plains Transit Center, and Spokane International Airport.
- Northeast Spokane/Hillyard/East Central – frequency improvements to the Nevada Street corridor on Route 28, frequency improvements to routes 27 and 94, and a new route 31 which will connect Spokane Community College to the Northpointe shopping area connecting the Minnehaha, Bemis, Nevada Heights, Whitman, and Shiloh Hills neighborhoods.

Following the presentation of the draft recommendation, notice was placed on STA’s website and signage was placed at 466 stops and park and ride facilities directing patrons to an online map and public survey which remained open from December 11, 2023, through January 10, 2024. Emailed and written comments were accepted through January 18, 2024. Stop announcements on-board STA coaches also advertised the survey to potential respondents. The public outreach period culminated in a public hearing on January 18 before the Board.

The Final Recommendation report reflects feedback received and further evaluation conducted by identifying adjustments from the original recommendation to the North Bank/Downtown focus area. These include:

- Finalizing the recommended routing for the new Route 13 to use Washington in the northbound direction (from Draft Recommendation Option A), as opposed to Monroe (from Draft Recommendation Option B), due to the unavailability of a new Bay 1 at the STA Plaza. The routing can be revisited in the future subject to review of ridership demand and infrastructure requirements.
- Routing change for both routes 11 and 13 to utilize Boone Avenue in lieu of Joe Albi Way due to planned event closures of Joe Albi Way and Howard Street.

The 2024 Service Revisions Final Recommendation can be viewed here, along with previous reports, which together, also document the robust and extensive outreach efforts throughout the planning process:

<https://www.spokanetransit.com/projects/2024-service-revisions/>

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the 2024 Service Revisions Final Recommendation as presented.

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

RECOMMENDATION TO BOARD: Approve, by motion, the 2024 Service Revisions Final Recommendation as presented.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 7B : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: 2023 CALL FOR PROJECTS FUNDING RECOMMENDATION

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Emilio Bustos, Assistant Transit Planner

SUMMARY: At the January 31, 2024 Planning & Development Committee meeting, staff reviewed the results and funding recommendations of the FTA Section 5310 2023 Call for Projects that was issued on October 20, 2023. This included the applications, evaluation process and results, the general approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing report provides this information and the recommended funding awards for approval by the Board of Directors.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meeting these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the October 4, 2023, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On October 20, 2023, STA issued a Section 5310 Call for Projects notice with a total of \$805,296 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$190,000 were approved by the STA Board of Directors on October 19, 2023, to reduce local match requirements for applicants (“Traditional” projects require a 20% local match and “Other” projects require a 50% local match).

| Table 1: 2023 Section 5310 Funding Breakdown | |
|---|-------------------------|
| Funding Source | Amount Available |
| FY23 Apportionment (Federal Match) | \$615,296 |
| STA Local Match Contribution | \$190,000 |
| Total Funding Available | \$805,296 |

The Section 5310 Call for Projects funding notice was published in the *Spokesman-Review* and posted on the STA and SRTC websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. This informational meeting was held by STA staff on October 25, 2023 (via WebEx), for interested agencies to provide program information, review application requirements, and to answer questions. A total of five interested agencies participated in the WebEx meeting.

The application process was revised to include a preliminary proposal and a final project application to allow applicants more time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of December 8, 2023, STA received seven applications from five different agencies, requesting a total sum which is more than the total funds available. The “Traditional” projects federal funds requested totaled \$496,094, well over the minimum requirement of 55%, or \$338,413. Additionally, all “Other” projects requested two years of operating support. Table 2 below summarizes the funding requests received:

| Table 2: 2023 Section 5310 Call for Projects Application Summary | | | | | |
|---|--|-------------------------|---------------------------|------------------------------|---------------------------|
| Applicant | Project Name | Funding Category | Funding Requested* | Applicant Local Match | Total Project Cost |
| Cancer Can't | Transportation Support for Cancer Patients | Other | \$170,420 | \$17,042 | \$187,462 |
| SNAP Resources Rides LLC | Neighbors on the Go | Other | \$128,563 | \$12,857 | \$141,420 |
| Special Mobility Services | Spokane Shopper | Other | \$124,625 | \$13,847 | \$138,472 |
| Special Mobility Services | Mobility Training | Other | \$234,567 | \$26,063 | \$260,630 |
| Project id | ADA Vehicle Purchase | Traditional | \$135,000 | \$15,000 | \$150,000 |
| Southside Community Center | Operating Support | Other | \$57,000 | \$6,393 | \$63,393 |
| Special Mobility Services | Mobility Management | Traditional | \$361,094 | \$40,121 | \$401,215 |
| Total | | | \$1,211,269 | \$131,323 | \$1,342,592 |

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the Spokane Regional Transportation Council (SRTC), and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

| Table 3: Project Evaluation Criteria | |
|---|------------------------|
| Evaluation Criteria | Possible Points |
| Risk Assessment | 10 |
| Application Completeness | 10 |
| Proposed Service Improvements | 25 |
| Regional Transportation Needs | 10 |
| Performance Measures | 20 |
| Management | 10 |
| Financials | 15 |
| Total Maximum Points | 100 |

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 64 points and a high of 89 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

To achieve the federal requirement of allocating 55% of federal funds to Traditional projects, Special Mobility Services' Mobility Management project would need to be allocated no less than \$210,913, despite it tying for the lowest evaluation score among all projects. Given this, staff sought to maximize equity between "Traditional" and "Other" projects by allocating federal funding to all proposed projects, including the Operating Support project for Southside Community Center, which received the same evaluation score as the Mobility Management project. Since funding requests exceeded funding available, and applicants were informed STA may award less in funding than requested, STA allocated funding on a sliding scale that guaranteed that each agency would receive no less than 50% of the amount requested, equivalent to fully funding the federal portion of each project for a minimum of twelve months. It's important to note that projects will be eligible for the 2024 Section 5310 Call for Projects, expected this summer and following funds be appropriated and apportioned by the US Congress and FTA, respectively.

The STA local match contributes to reducing the burden on the awardee that would otherwise be the match requirement of the respective non-profit organizations. The STA local match was awarded based on a sliding scale, in descending order from highest ranked projects, until the \$190,000 in funds programmed by the STA Board of Directors were fully allocated. The highest ranked project would receive funding sufficient to reduce the applicant's local match burden to 10% of the total project cost. The next five highest ranked projects would receive funding sufficient to reduce the applicant's local match to no more than 20% of the total project cost. The lowest ranked "Other" project would receive funding sufficient to meet the 50% local match requirement. Applicants will be responsible for providing either through direct expense or in-kind match, \$65,370 more than the minimum 10% match target to fully match federal funds. This description of the methodology was updated after the January 31, 2024, Planning and Committee meeting to include the description of the sliding scale, which was in unfortunately omitted in the previous written and verbal explanation. However, there were no changes to the the award recommendations.

The funding recommendations for the 2023 FTA 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific planned award sources for each proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make administrative modifications to the award amounts based

on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ASAM

Legal Counsel MC

Exhibit A: Funding Recommendations

2023 FTA 5310 Call for Projects

| Rank | Eval. Score | Applicant | Project Name | Funding Category | Original Funding Request | Federal Award | STA Local Match | Total Recommended Funding Award | Applicant's Minimum Local Match | Total Adjusted Project Cost |
|---------------|-------------|----------------------------|--|------------------|--------------------------|------------------|------------------|---------------------------------|---------------------------------|-----------------------------|
| 1 | 89 | Cancer Can't | Transportation Support for Cancer Patients | Other | \$170,420 | \$78,109 | \$62,487 | \$140,596 | \$15,622 | \$156,218 |
| 2 | 81 | SNAP Resource Rides, LLC | Neighbors on the Go | Other | \$128,563 | \$53,033 | \$38,612 | \$91,645 | \$14,420 | \$106,065 |
| 3 | 79 | Special Mobility Services | Spokane Shopper | Other | \$124,625 | \$49,042 | \$34,825 | \$83,867 | \$14,217 | \$98,084 |
| 4 | 73 | Special Mobility Services | Mobility Training | Other | \$234,567 | \$81,447 | \$53,445 | \$134,892 | \$28,003 | \$162,895 |
| 5 | 71 | Project id | ADA Vehicle Purchase | Traditional | \$135,000 | \$127,500 | \$631 | \$128,131 | \$21,869 | \$150,000 |
| 6 | 64 | Southside Community Center | Operating Support | Other | \$57,000 | \$15,252 | \$0 | \$15,252 | \$15,252 | \$30,504 |
| 6 | 64 | Special Mobility Services | Mobility Management | Traditional | \$361,094 | \$210,913 | \$0 | \$210,913 | \$52,728 | \$263,641 |
| Totals | | | | | \$1,211,269 | \$615,296 | \$190,000 | \$805,296 | \$162,111 | \$967,407 |

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects

| | | | |
|--|---------------------|-------------------------|----------------|
| Project: Transportation Support for Cancer Patients | | | Rank No. 1 |
| Applicant: Cancer Can't | Project Type: Other | Federal Match: 50/50 | Eval Score: 89 |
| Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments. | | | |
| Planned Award Sources - Total project cost: \$156,218. Total award consists of \$78,109 from FY23 federal funds (50% match) and \$62,487 from STA local match (40%), with \$15,622 from subrecipient match (10%). Federal award is equivalent to 20 months of 24 requested. | | | |

| | | | |
|--|---------------------|-------------------------|----------------|
| Project: Neighbors on the Go | | | Rank No. 2 |
| Applicant: SNAP Resource Rides | Project Type: Other | Federal Match: 50/50 | Eval Score: 81 |
| Description: The Neighbors on the GO project will provide enhanced transportation services to seniors and individuals with disabilities who are experiencing transportation access barriers to medical appointments, food networks, and other community services. | | | |
| Planned Award Sources - Total project cost: \$106,065. Total award consists of \$53,033 from FY23 federal funds (50% match) and \$38,612 from STA local match (36%), with \$14,420 from subrecipient match (14%). Federal award is equivalent to 18 months of 24 requested. | | | |

| | | | |
|--|---------------------|-------------------------|----------------|
| Project: Spokane Shopper | | | Rank No. 3 |
| Applicant: Special Mobility Services | Project Type: Other | Federal Match: 50/50 | Eval Score: 79 |
| Description: The project serves seniors and people with disabilities in the city of Spokane who have difficulty accessing available transportation resources for grocery shopping and using the services of in-store pharmacies | | | |
| Planned Award Sources - Total project cost: \$98,084. Total award consists of \$49,042 from FY23 federal funds (50% match); \$34,825 from STA local match (36%), with \$14,217 from subrecipient match (14%). Federal award is equivalent to 17 months of 24 requested. | | | |

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects (continued)

| | | | |
|---|---------------------|-------------------------|----------------|
| Project: Mobility Training | | | Rank No. 4 |
| Applicant: Special Mobility Services | Project Type: Other | Federal Match: 50/50 | Eval Score: 73 |
| Description: The project will enable program participants to use fixed route public transit services to travel independently in the community. | | | |
| Planned Award Sources - Total project cost: \$162,895. Total award consists of \$81,447 from FY23 funds (50% match); \$53,445 from STA local match (33%), with \$28,003 from subrecipient match (17%). Federal award is equivalent to 15 months of 24 requested. | | | |

| | | | |
|---|---------------------------|-------------------------|----------------|
| Project: ADA Vehicle Purchase | | | Rank No. 5 |
| Project id | Project Type: Traditional | Federal Match: 85/15 | Eval Score: 71 |
| Description: The Project id ADA Vehicle will provide transportation services for adults in Spokane County that have intellectual and or developmental disabilities. | | | |
| Planned Award Sources - Total project cost: \$150,000. Total award consists of \$127,500 from FY23 federal funds (85% federal match); \$631 from STA local match (.4%), with \$21,869 from subrecipient match (14.6%). | | | |

| | | | |
|---|---------------------|-------------------------|----------------|
| Project: Operating Support | | | Rank No. 6 |
| Southside Community Center | Project Type: Other | Federal Match: 50/50 | Eval Score: 64 |
| Description: The Southside Community Center provides social and recreational opportunities to members of the Spokane community. | | | |
| Planned Award Sources - Total project cost: \$30,504. Total award consists of \$15,252 from FY23 federal funds (50% match) and \$0 from STA local match (0%), with \$15,252 from subrecipient match (50%). Federal award is equivalent to 12 months of 24 requested. | | | |

Exhibit B: Project Descriptions
2023 FTA 5310 Call for Projects (continued)

| | | | |
|--|---------------------------|-------------------------|----------------|
| Project: Mobility Management | | | Rank No. 6 |
| Special Mobility Services | Project Type: Traditional | Federal Match: 80/20 | Eval Score: 64 |
| <p>Description: The project will leverage existing resources by assessing transportation needs, increasing the public's awareness of transportation options, enhancing the consumer's ability to utilize existing services, and encouraging better coordination and connectivity between transportation providers and programs.</p> | | | |
| <p>Planned Award Sources - Total project cost: \$263,641. Total award consists of \$210,913 from FY23 federal funds (80% match) and \$0 from STA local match (0%), with \$52,728 from subrecipient match (20%).</p> | | | |

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 8A : CONNECT 2035 STRATEGIC PLAN UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: The Planning & Development Committee has a key role in navigating the development of STA’s new ten-year strategic plan, known as Connect 2035. This report provides background on the origin of Connect 2035 and the milestones and decisions accomplished to date. At the January 31, 2024, Planning & Development Committee meeting, staff reviewed activities associated with Phase 2 of Connect 2035 Strategic Plan, including those completed since the last Committee meeting and activities planned over the next several months, including the Board workshop on February 15, 2024.

BACKGROUND: The year 2021 represented the chronological midpoint of the implementation of *STA Moving Forward*, STA’s current ten-year strategic plan, for which voters approved a graduated increase in sales tax in November 2016. Since March 2020, a series of events instigated by the COVID-19 Pandemic had introduced new conditions that would influence and inform STA’s strategic direction.

It was in this context that in June 2021, the STA Board of Directors identified the opportunity to develop a new strategic plan, both as a sequel to STA Moving Forward plan, and a response to these changing and uncertain conditions. Having carefully navigated the financial and operational surprises of the preceding 18 months, the Board could make strategic investments consistent with its mission to deliver public transportation to the region.

The Board identified two major initiatives in response to the strategic opportunity: 1) they developed a list of near-term initiatives to address existing needs and opportunities and 2) they charted a multi-year course toward preparing a new strategic plan. Board Resolution No. 790-21 adopted in December 2021 set forth approximately \$20 million for actions known as “Near Term Investments.” In parallel, the Board procured planning consulting services to undergo the first phase of the strategic planning process now known as Connect 2035.

Connect 2035 Phase 1

Phase 1 of the Connect 2035 strategic planning process culminated in the adoption of the Strategic Foundation document that includes the updated agency vision, mission and three strategic goals, along with headline performance measures and strategies. The effort included extensive outreach to local governments, community-based organizations, employees, and STA customers. It also included multiple workshops of the full STA Board of Directors. The Strategic Foundation document was adopted December 15, 2022, by way of Board Resolution No. 803-22 and can be viewed at the link below:

<https://staconnect2035.com/about/documents/>

Connect 2035 Goals

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

Connect 2035 Phase 2

After a procurement phase during the first half of 2023, Phase 2 of Connect 2035 began in earnest in July 2023.

A Board Workshop centered on Connect 2035 was held with the STA Board of Directors on September 6, 2023. That workshop reviewed the draft *Outreach and Engagement Strategies* framework with three focus areas for review and discussion:

- Principles, goals, and audiences
- Our Commitment to Engage
- Board and Committee Roles

A second board workshop was held with the STA Board of Directors on November 1, 2023. That workshop established a shared understanding of STA's current position regarding: (a) delivery of STA Moving Forward commitments, (b) Fixed Route network performance and opportunities, and (c) financial sustainability. The workshop also provided an understanding of the impacts and implications of availability and level of revenue sources and gained concurrence from the Board on funding and investment principles for Connect 2035.

In addition to board engagement, staff have begun conducting Phase 2 outreach as summarized below:

- Direct mail and follow-up calls with community-based organizations and key community stakeholders
- Launching the STA Insight Network through the Citizen Advisory Committee (CAC)
- Debut of Board Engagement and knowledge-share events
- Miscellaneous preparation work on employee engagement and outreach

Upcoming Connect 2035 Tasks and Milestone

Staff are diligently preparing to engage the Board in a workshop scheduled to take place on Thursday, February 15, 2024. The workshop has three objectives:

- Present and gather feedback on fixed-route network assessment recommendations and concepts;
- Gather input from the Board on guiding principles that will be used to evaluate and prioritize initiatives; and,
- Provide Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 8B : LEGISLATIVE TASK FORCE UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, 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

February 15, 2024

AGENDA ITEM 10A: PLANNING & DEVELOPMENT 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

February 15, 2024

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Josh Kerns, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

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: The approved Minutes of the January 10, 2024, Board Operations Committee meeting are attached.

There were no Planning & Development Committee or Performance Monitoring & External Relations Committee meetings in January. Minutes of the December 4, 2023, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings were approved at the February meetings and are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 10, 2024, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/ Virtual Public Viewing Option

MEMBERS PRESENT

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

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
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

GUEST

Zack Zappone, City of Spokane

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French shared he is looking forward to the work needing to be completed this year including the comp plan and additional planning activities.

4. COMMITTEE ACTION

A. November 8, 2023, Committee Minutes

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

B. December 13, 2023, Committee Minutes

Mr. Dunne moved to approve the December 13, 2023, Committee meeting minutes as submitted, Mr. French seconded, and the motion passed unanimously.

5. APPROVAL OF 2024 INTERLOCAL AGREEMENT WITH CITY OF SPOKANE FOR SPOKANE POLICE DEPARTMENT SERVICES

Ms. Williams presented the interlocal agreement to the Committee. She explained the services provided in the agreement will not change, and the hourly pay rate has increased. Mr. Dunne asked about trends in increasing or decreasing hours. Ms. Williams explained there were staff shortages in 2023, and the goal is to obtain more services from the Spokane Police Department this year to meet demand.

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

6. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

Chair French introduced the 2024 Committee Appointments item to the Committee and explained the City of Spokane is expecting to finalize its appointments at its January 22, 2024, City Council meeting. He explained his Planning & Development and Performance Monitoring & External Relations Committee appointments.

Ms. Haley joined the meeting in person at 1:41 p.m.

Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Planning & Development and Performance Monitoring & External Relations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.

7. CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE – RECOMMENDATION

Chair French presented his recommendations for the Board Operations Committee appointments.

Mr. Zappone joined the meeting at 1:45 p.m. as a guest.

Mr. Zappone asked Chair / Legal why the City of Spokane was not notified of the Board Operations Committee meeting and allowed to send a representative. He was informed that due to the transition of the Board Chair position, the City of Spokane's position on the Committee had not yet been filled by the Board, and that a review of past minutes of the Board Operations Committee demonstrated the jurisdiction holding the outgoing Chair position was unrepresented during the January Board Operations Committee meetings.

Mr. Zappone left the meeting at 2:00 p.m.

Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Board Operations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.

8. APPROVAL FOR BOARD MEMBER TRAVEL TO APTA

Ms. Meyer presented this item to the Committee and explained up to eight Board members at an approximate cost of \$3,000 per member, are budgeted to attend the American Public Transportation Association (APTA) conferences this year. Chair French asked whether these conferences will include full or limited groups of exhibitors. Ms. Meyer explained the 2024 annual conference in September will not be as large as the triennial conference and Expo. Chair French and Ms. Meyer discussed the significance of Board members attending these conferences, and explained the budget can be adjusted as necessary.

Ms. Haley moved to recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2024, Mr. Dunne seconded, and the motion passed unanimously.

9. LEGISLATIVE TASK FORCE

Ms. Clark reviewed the background of the Board’s approval at the December 2023 Board meeting of the formation of a 2024 Legislative Task Force. She presented an outline detailing the purpose, scope and delegation of authority, members, term, and meetings. Ms. Clark recommended this item be restated as a resolution and forwarded to the Board for approval and offered to answer questions. Brief discussion ensued.

Mr. Dunne moved to approve the Legislative Task Force outline as presented and have it restated as a resolution and forwarded to the Board for approval. Ms. Haley seconded, and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 18, 2024

Item 8C. Legislative Task Force was added to the agenda.

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 7, 2024

There were no questions or comments.

12. CEO REPORT

Ms. Meyer shared with the Committee details regarding the region’s emergency planning efforts during extremely cold weather. STA coach operators allow fare exceptions when the temperature reaches 32 degrees Fahrenheit or lower, for riders telling the operators they are traveling to a warming center and are unable to pay the fare. Coach operators will not ask where riders are going. Ms. Meyer shared the October 2023 voter-approved Sales Tax revenues.

13. NEW BUSINESS

There was no new business.

14. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:32 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 & DEVELOPMENT COMMITTEE MEETING

Minutes of the December 6, 2023, Meeting

Via Virtual Conference

w/In person Public Viewing Option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

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

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

PROVIDING LEGAL COUNSEL

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

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

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

2. **COMMITTEE CHAIR REPORT**

Chair French had nothing to report.

3. **COMMITTEE ACTION**

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

Mr. Tim Hattenburg moved to approve the November 1, 2023, Planning & Development Committee meeting minutes. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. **FINALIZE 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

Mr. Karl Otterstrom presented a brief overview of the 2024 Planning & Development Work Committee Program's background; this included the Annual Planning Calendar and identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed highlights of the work program which includes the 2025-2030 Transit Development Plan (TDP) and the 2025 Action Plan, Operating and Capital Budgets, and other planning activities. Mr. Otterstrom noted that the only new item for the list of other planning activities was the Transit Oriented Development Planning Framework.

Mr. Tim Hattenburg moved to approve by motion, the 2024 Planning & Development Committee Work Program and forward to the Board for information. Mr. Dan Dunne seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA -- none

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2024 BUDGET

Ms. Monique Liard presented a brief overview of the 2024 Action Plan that is operationalized by the annual operating and capital budgets. For 2024, staff combined the action plan and the operating and capital budget into one comprehensive report. Ms. Liard focused on the changes made since the last presentation to this committee. No changes were made to the Action Plan section. The proposed core actions are aligned with *Connect 2035* strategic plan goals. Ms. Liard reviewed a budget comparison for 2023 to 2024 highlighting the changes reflected in the final proposed budgets which will be put forward at the Board's December meeting. No changes were made to the sales tax revenue assumptions.

Ms. Liard reviewed the 2024 Operating Expense Budget compared to 2023, noting that the Final Proposed Budget is \$939,066 higher than the Proposed Budget reflecting the most recent fuel prices, contract transportation increase, and the addition of fare collection warranty cost offset by final medical and dental renewal rates that were lower than previously presented.

The 2024 Capital Budget has not changed in its totality; however, changes to outlays for certain individual projects have changed, and have been reflected in the distribution of funding sources for the budget. Local funding within the Capital Budget totals just under \$55M. Compared to the Proposed Capital Budget, state funding increased by approximately \$600,000, and federal funding has decreased by about \$6.5M in the Final Proposed Capital Budget. The overall total 2024 Capital Budget combined with the Fleet Replacement Contribution totals \$94.6M. Full details are in the supplemental pages in the budget. Ms. Liard reviewed the 2024 Cash and Reserve Analysis.

Mr. Dan Dunne moved to recommend the Board adopt, by resolution, the Final Proposed 2024 Budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: DISCUSS DRAFT REVISIONS

Mr. Otterstrom presented draft revisions to the Connect Spokane Comprehensive Plan. This plan 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. STA is currently in the second phase of a major update providing greater policy clarity for activities, the opportunity to identify missing policies, and the opportunity to reorganize the *Communications and Public Input* chapter of the plan. A redlined draft to this chapter was included in the packet. Updated principles reflect equitable communication and identify the need to reach out to vulnerable communities, including Black, Indigenous and People of Color (BIPOC) populations, low-income, seniors, individuals with disabilities, etc. This includes identifying ways to provide materials in a variety of formats that may be understood by people of all abilities. Next steps

include proposing text for the new *Equity and Inclusion* element and the introduction to *Fares and Revenue* element in February of 2024. Updating the redline draft of Communications and Public Input will be incorporated into the full draft in April 2024.

Mr. French commented that he hopes the comprehensive plan will reflect an extension of service to those areas in the Public Transportation Benefit Area (PTBA) that are currently paying taxes but are not receiving service.

B. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom provided a brief update, reiterating the Connect 2035 goals, and Phase 2 Desired Outcomes which establishes the foundation for ongoing funding stability. As part of its *Connect 2035 Outreach*, STA has launched a micro website: staconnect2035.com, started engagement with stakeholders, and begun Board engagement activities to include a Boone Northwest Garage tour and Fixed-Route Dispatch and Maintenance tour. Next steps include network evaluation, performance measures, capacity analysis, and the development of an initiatives list. The next Board workshop will be held in February.

C. RIDESHARE PROGRAM OVERVIEW

Ms. Carly Cortright presented the Rideshare Program Overview. This program complements traditional services by offering commuting alternatives in areas where regular bus routes might not be available or effective for the travel pattern. This flexibility caters especially well to our region's dispersed employment landscape, supporting employees in low-density areas. Currently there are 80 Rideshare groups, 400 participants, and 97 vehicles (eight used as spares), involved in the Rideshare Program. Rideshare faced significant challenges during the pandemic but remained resilient due to measures taken by STA: Board approved fare structure change from cost-sharing to per-person model, a name change from Vanpool to Rideshare, and the introduction of non-van vehicles to the fleet. Rideshare continues to seek expansion and has secured three WSDOT Public Rideshare grants totaling \$1.125 million, including the Employee Incentive Grant (\$119,350), the Vehicle Technology Grant (\$72,000), and the Replacement Vehicle Grant (\$934,007).

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2023 Voter-Approved Sales Tax Revenue (September Sales) Update: Actual (\$10,185,375) compared to budget (\$8,743,306) for a 16.5% difference of \$1,442,069. Sales tax revenue is 6.3% YTD above budget (\$6.2M), 0.9% below November 2022 actual (\$-0.09M) and 1.7% YTD above 2022 actual (\$1.8M).

City Line Steering Committee: The final City Line Steering Committee meeting took place November 30, 2023. The first meeting was in 2015. All members were recognized for their service during the project. Some members expressed continued interest in participating in future projects such as the Division Street BRT.

Connect 2035 Phase 2 – Board Member Tour: Councilmember Dunne and Councilmember Zappone joined Ms. Meyer and STA Staff to tour the 250,000 sq. ft. South Garage to view the underground diesel storage tank project with Senior Project Manager, Jessica Kelch. Members moved on to the Boone Northwest Garage where they witnessed a City Line bus being charged. STA appreciates the Board members' interest in these tours and looks forward to offering more opportunities to Board members to learn more about operations.

Weather Warriors – STA Staff: Kudos to all STA staff. Especially van and coach operators, who kept service on track during the first notable snow of the season that hit with force on Friday, December 1, 2023. STA is prepared.

Mr. Dunne complimented STA staff on the tour and the ability to visit the facilities. He stated that it was great to witness people who are technically and passionately engaged in all STA services.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING OPPORTUNITY UPDATE

8. REVIEW JANUARY 31, 2024, COMMITTEE MEETING AGENDA (*The February Meeting*)

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg relayed that students at Central Valley High School are appreciative of the youth passes and services that STA provides. Mr. Dunne commented that the City of Liberty Lake Council is currently working on legislative priorities for 2024 and that he is ready to put in items that are important to STA .

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 10:54 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, January 31, 2024, at 10:00 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the December 6, 2023, Meeting
Via Virtual WebEx

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Hank Bynaker, City of Airway Heights (*Ex-Officio*)

**Committee Chairwoman*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF MEMBERS ABSENT

Brandon Rapez-Betty, Chief Operations Officer

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

Chair Haley had no report at this time.

3. COMMITTEE APPROVAL

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

Mr. Zappone moved to approve the November 1, 2023, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. Appointment of New Members to the Citizen Advisory Committee

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. Andrew Tse and Ms. Rhonda Young to the committee. Dr. Cortright provided information on the CAC's charter and the qualifications of both candidates. She stated these two members would bring the CAC to twelve members with room for three more. There is a maximum of fifteen members on the CAC and they are actively recruiting. Mr. Dan Brown, CAC Chairman, was in attendance and stated Mr. Andrew Tse and Ms. Rhonda Young are very qualified candidates, who will continue to be valuable additions to the committee.

Mr. Zappone moved to recommend the appointment of Andrew Tse and Rhonda Young to serve on the Citizen Advisory Committee for a three-year term commencing January 1, 2024. Mr. Kerns seconded, and the motion passed unanimously.

C. Reappointment of Members to the Citizen Advisory Committee

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and explained four CAC members have first terms expiring. Mr. Dan Brown, Ms. Linda Carroll, and Mr. Chris Fortensky have terms expiring December 2023, while Ms. Kinzie Michael's first term expires in March 2024. Dr. Cortright stated all four committee members have been valuable to the committee.

Mr. Zappone moved to recommend the reappointment of Dan Brown, Linda Carroll, Chris Fortensky to the Citizen Advisory Committee for a second term of three years, commencing January 1, 2024, and the reappointment of Kinzie Michael for a second term of three years to commence April 1, 2024. Mr. Kerns seconded, and the motion passed unanimously.

D. Security Services: Scope of Work Approval

Ms. Williams provided background on the current five-year contract with Securitas, Inc. which expires June 30, 2024, and explained the security service scope of work which includes an increase in the number of officers and the hours of services. Staff recommend obtaining proposals from interested providers. The current contract budget is \$993,000 and the projected average annual cost for the next five-year contract is \$1,352,955.

Discussion ensued about the need for more transit officers to be present on buses and throughout the system for additional security for operators and passengers. Staff will be asking for additional transit offers in the 2024 budget which will be presented at the December Board meeting.

Ms. Wilkerson moved to recommend the approval of the scope of work for security services and authorize staff to release a request for proposals. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

~~1. Plaza Restroom Door Additions and Plumbing Modifications: Award of Contract (Rapez-Betty/Otterstrom)~~

2. Fleck Fuel Facility Replacement: Award of Contract and Budget Adjustment

Mr. Otterstrom provided background on the general scope of work and explained staff is seeking approval for a budget adjustment. The project has a current Board approved budget of \$1.5M. At time of approval, staff estimated the need for a revised project budget of \$3.1M based on projections. Five contractor bids were received and Granite Petroleum, Inc. was determined to be the lowest responsive and responsible bidder with a total bid amount of \$1,738,630.90 plus applicable Washington State sales tax. Staff recommend retention of a construction contingency equal to 20 percent of the construction contract value given the perceived level of risk associated with the work. The revised recommended budget is \$2.9M.

Mr. Zappone moved to recommend the Board approve, by motion, an increase to the overall project budget from \$1.5M to a revised total of \$2.9M. Ms. Wilkerson seconded, and the motion passed unanimously.

Mr. Kerns moved to recommend the Board approve, by motion, the award of contract for the Fleck Fuel Facility replacement project to Granite Petroleum, Inc. for \$1,738,630.90 plus applicable Washington State sales tax and authorize the CEO to apply contingency funds, as necessary. Ms. Wilkerson seconded, and the motion passed unanimously.

3. 2024 Performance Measures

Ms. Liard presented the 2024 Performance Measures Summary and advised the full 2024 Performance Measures List is included in the Committee packet. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

Discussion ensued about an amendment to the Farebox Return goal from 20% to 6.5%. There were two tie votes on the 2024 Performance Measures, therefore, this agenda item will move on to the Board Operations Committee at the December meeting.

PMER COMMITTEE ACTION 1: Mr. Zappone made a motion to recommend the Board of Directors approve the 2024 Performance Measures, with an amendment to the Farebox Return goal from 20% to 6.5%. Mr. Zappone and Ms. Wilkerson voted yes. Mr. Kerns and Ms. Haley voted no. The vote was tied.

PMER COMMITTEE ACTION 2: Mr. Kerns made a motion to recommend the Board of Directors approve the 2024 Performance Measures as presented. Mr. Kerns and Ms. Haley voted yes. Mr. Zappone and Ms. Wilkerson voted no. The vote was tied.

B. Board Discussion Agenda

1. Draft 2024 State Legislative Focus and Priorities

Dr. Cortright provided background on the general focus of Legislative Priorities which includes monitoring and providing information to the Washington State Legislature on proposed legislation which may impact STA and/or the Spokane region. Dr. Cortright explained priorities to preserve funding for the 2023-2025 biennium.

Discussion ensued on the language of the Recommendation to Committee. There were two tie votes on the Draft 2024 State Legislative Focus and Priorities, therefore, the agenda item will move on to the Board Operations Committee at the December meeting.

PMER COMMITTEE ACTION 1: Mr. Zappone made a motion to recommend the Board of Directors approve the 2024 Legislative Focus and Priorities as presented, with an amendment to grant the authority to the CEO to convey STA's interest in specific pieces to legislators and others in consultation with the Performance Monitoring & External Relations Committee during the legislative session; Mr. Zappone also moved to add support for the House and Senate Bills that would convert the non-voting labor representative on the board to a voting member. Mr. Zappone and Ms. Wilkerson voted yes. Mr. Kerns and Ms. Haley voted no. The vote was tied.

PMER COMMITTEE ACTION 2: Mr. Kerns made a motion to recommend the Board approve the 2024 Legislative Focus and Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and

External Relations Committee and the Board during the legislative session. Mr. Kerns and Ms. Haley voted yes. Mr. Zappone and Ms. Wilkerson voted no. The vote was tied.

5. REPORTS TO COMMITTEE

A. Citizen Advisory Committee Update

Dr. Cortright introduced Mr. Dan Brown, Citizen Advisory Committee (CAC) Chair, who provided background on the CAC members. Mr. Brown stated the committee members are a dynamic group of individuals from diverse backgrounds. They are all involved in the community in various ways, which has helped provide good communication between STA staff and the committee about current and upcoming issues. Hybrid meetings have been successful with more community members attending in-person meetings, which has increased communication with the public.

B. September 2024 Service Revisions: Draft Recommendation

Mr. Otterstrom provided background on the key elements of the 2024 Service Revisions and explained public input on the preliminary proposal took place in October and November. Mr. Otterstrom also discussed various outreach efforts, key feedback, online survey highlights and the service revisions areas of focus which include Northeast Spokane/Hillyard, West Plains and North bank/Downtown. Mr. Otterstrom stated STA is having ongoing discussions with PFD, who owns and operates the major event facilities, and exploring adding a bus ticket to the entrance fee.

C. ~~Fixed-Route Ridership Methodology Update (Otterstrom)~~

6. CEO REPORT

Ms. Meyer reported the November 2023 voter-approved sales tax revenue, collected on September 2023 sales, against a budget of \$8,743,306. The actual receipts were \$10,185,375 which is 16.5% above budget with a variance totaling \$1,442,069. Year-to-date is 6.3% above budget and totaling approximately \$6.2M.

Ms. Meyer reported the City Line Steering Committee met for a final meeting on November 30, 2023, and celebrated the committee members' hard work. Some members have been involved in this committee since 2015. Board appreciation was extended with a Resolution and certificate. Several of the committee members expressed interest in participating in future projects, including Division BRT.

Ms. Meyer shared photos from the Connect 2035 Phase 2 Board Member tour. Board Members Mr. Zappone and Mr. Dunn attended as part of the strategic planning Board familiarization experience. The Board members had the opportunity to meet STA staff and tour the south side garage, completed diesel tank project, and the Boone NW garage. Ms. Meyer stated there will be more opportunities for Board member tours in the future. Mr. Zappone added he learned a lot and appreciated the opportunity.

Ms. Meyer commended STA staff for the smooth operations during the recent snowstorm.

7. JANUARY 31, 2024 (FEBRUARY MEETING)– COMMITTEE MEETING DRAFT AGENDA REVIEW

The January 31, 2024, (February meeting) Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:23 p.m.

The next committee meeting will be held on Wednesday, January 31, 2024, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13B : JANUARY 2024 SALES TAX REVENUE

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

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

SUMMARY: Attached is the January 2024 voter-approved sales tax revenue information. January sales tax revenue, which represents sales for November 2023, was:

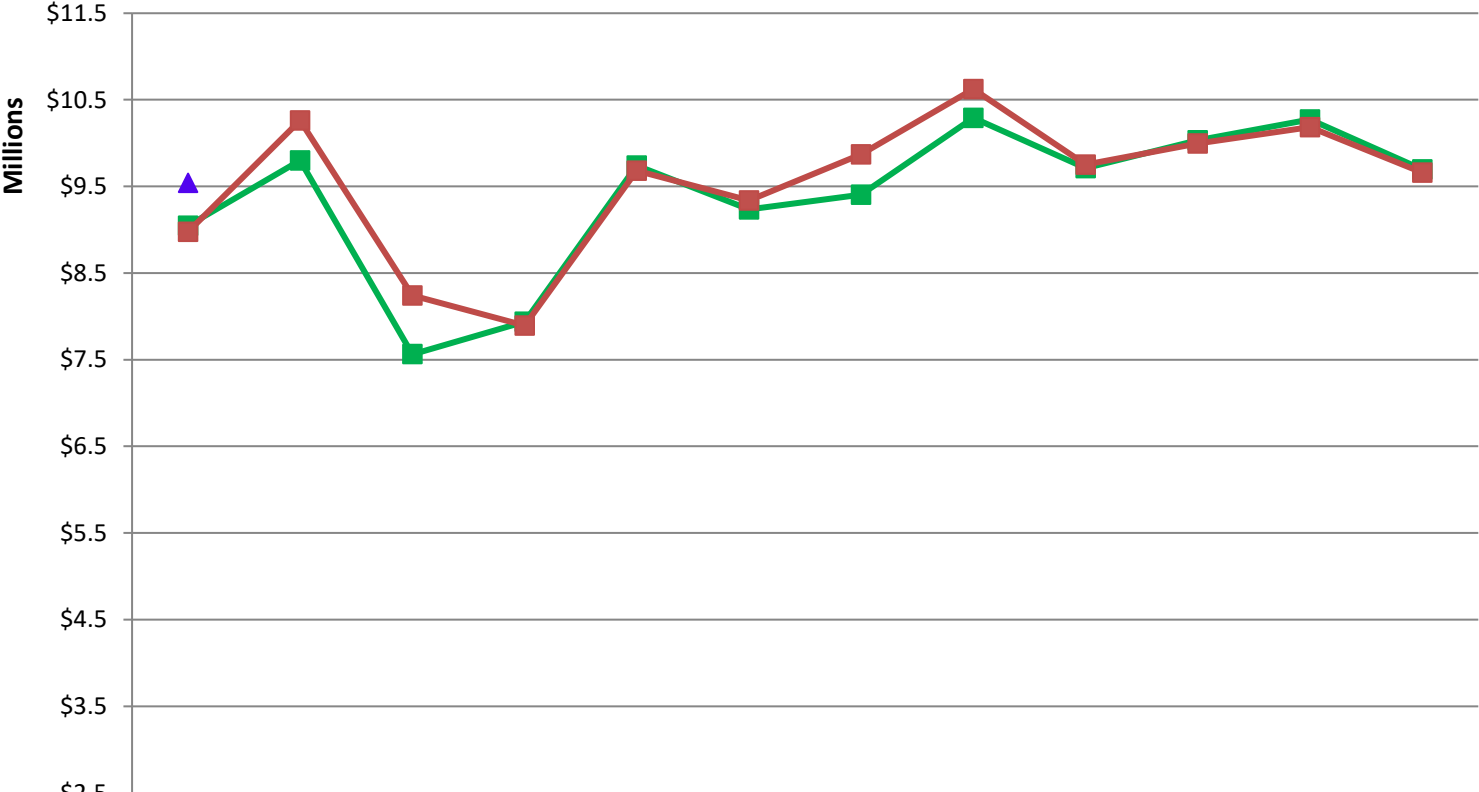
- 6.3% above 2023 budget
- 6.3% above YTD 2023 budget
- 6.3% above 2022 actual
- 6.3% above YTD 2022 actual

Total taxable sales for November were up 7.0% from November 2022. 2023 YTD sales are *up* 1.9% from November 2022 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 2.8% (\$15.7M) in November 2023 vs November 2022 and is *down* by 0.9% (\$-55.5M) November 2023 YTD vs 2022 YTD
 - Other Miscellaneous Retailers *increased* 10.3% or \$89.5M November 2023 YTD over November 2022 YTD
 - Grocery and Convenience Retailers *increased* 6.1% or \$19.2M November 2023 YTD over November 2022 YTD
 - Automobile Dealers *decreased* 1.0% or (\$-11.1M) November 2023 YTD over November 2022 YTD
 - Electronics and Appliance Retailers *decreased* 6.8% or (\$-25.9M) November 2023 YTD over November 2022 YTD
 - Building Material and Supplies Dealers *decreased* 4.4% or (\$-28.9M) November 2023 YTD over November 2022 YTD
 - Other Motor Vehicle Dealers *decreased* 16.7% or (\$-37.2M) November 2023 YTD over November 2022 YTD
 - Furniture and Home Furnishings Retailers *decreased* 27.5% or (\$-64.3M) November 2023 YTD over November 2022 YTD
- Construction *increased* by 12.8% (\$21.6M) in November 2023 vs November 2022 and is *up* by 1.8% (\$35.5M) November 2023 YTD vs 2022 YTD
- Accommodation and Food Services *increased* by 1.4% (\$1.4M) in November 2023 vs November 2022 and is *up* by 3.4% (\$43.6M) November 2023 YTD vs 2022 YTD

RECOMMENDATION TO BOARD: For information.

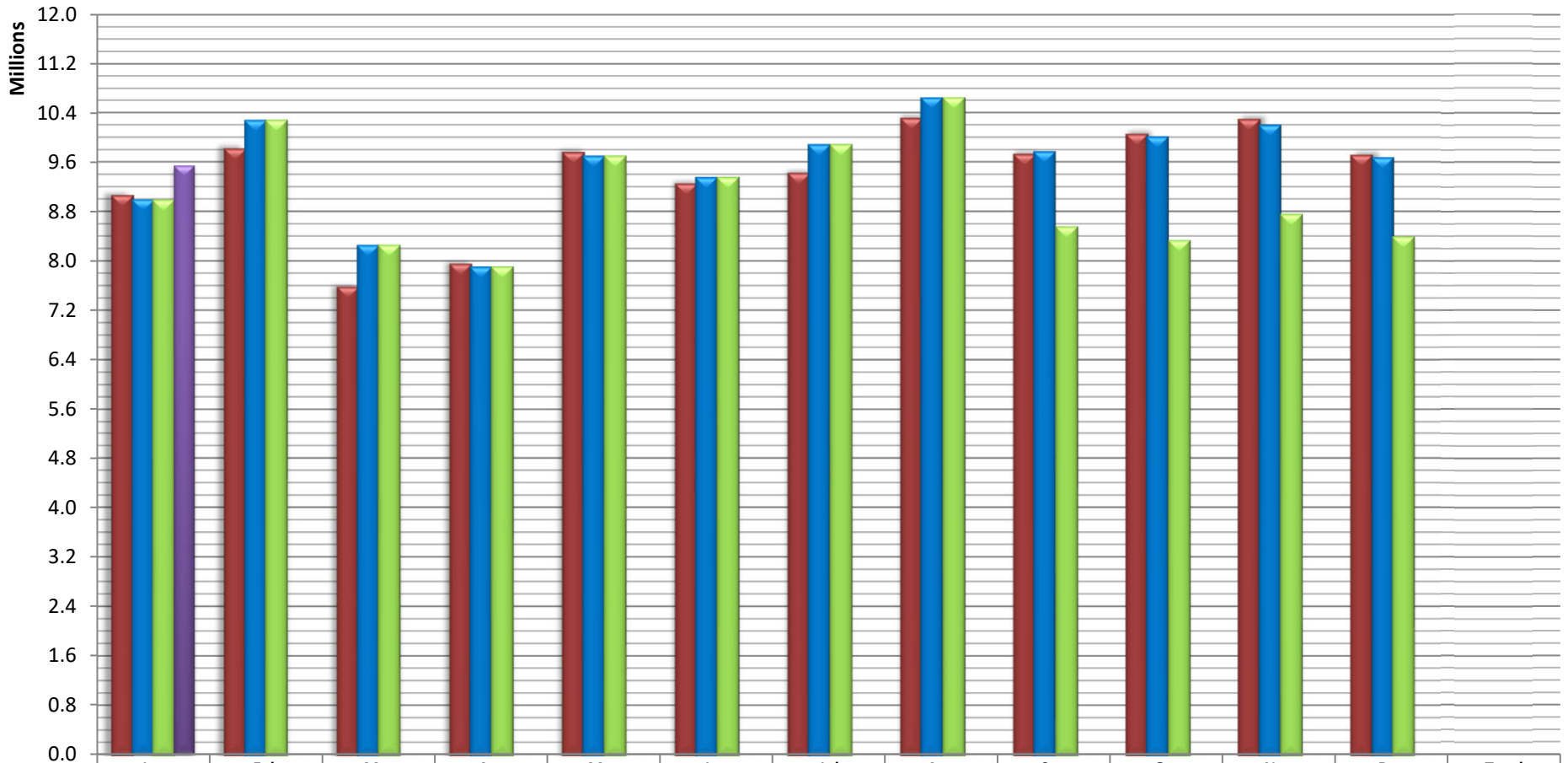
Sales Tax Revenue History-January 2024⁽¹⁾



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-------|--------|-------|-------|-------|-------|-------|--------|-------|--------|--------|-------|
| 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 | \$9.8 | \$10.0 | \$10.2 | \$9.7 |
| 2024 | \$9.5 | | | | | | | | | | | |

(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.

2022 - 2024 SALES TAX RECEIPTS ⁽¹⁾



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------------|-----------|------------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|------------|-----------|-------------|
| 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 Actual | 8,976,504 | 10,261,069 | 8,241,832 | 7,893,772 | 9,682,305 | 9,336,760 | 9,869,962 | 10,624,847 | 9,752,433 | 9,996,776 | 10,185,375 | 9,659,670 | 114,481,305 |
| 2024 Budget | 8,976,504 | 10,261,069 | 8,241,832 | 7,893,772 | 9,682,305 | 9,336,760 | 9,869,962 | 10,624,848 | 8,541,727 | 8,317,585 | 8,743,306 | 8,380,001 | 108,869,671 |
| 2024 Actual | 9,541,665 | - | - | - | - | - | - | - | - | - | - | - | 9,541,665 |
| \$ Mo. Var. | 565,161 | - | - | - | - | - | - | - | - | - | - | - | |
| % Mo. Var. | 6.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |
| \$ YTD Var. | 565,161 | - | - | - | - | - | - | - | - | - | - | - | |
| % YTD Var. | 6.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |
| % YTD Bud. Var. | 6.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13C: DECEMBER 2023 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was 1 less weekday in December 2023 compared to December 2022.

FIXED ROUTE

Total monthly ridership increased 31.2% (743,644 vs. 566,644) in December 2023 compared to December 2022 and is up 33.3% (8,789,348 vs. 6,595,672) YTD.

Average weekday ridership increased 34.4% (29,942 vs. 22,277) in December 2023 compared to December 2022 and is up 33.6% (29,098 vs. 21,776) YTD.

Zero-Fare Youth (formerly Youth) increased 77.5% (150,315 vs. 84,695) in December 2023 compared to December 2022 and is up 124.3% (1,642,393 vs. 732,177) YTD.

Reduced Fare / Paratransit Ridership increased 31.2% (98,514 vs. 75,115) in December 2023 compared to December 2022 and is up 42.7% (1,169,841 vs. 819,885) YTD.

CCS Pass Ridership increased 33.4% (21,733 vs. 16,286) in December 2023 compared to December 2022 and is up 28.7% (270,620 vs. 210,212) YTD.

Eagle Pass Ridership decreased 20.2% (10,918 vs. 13,683) in December 2023 compared to December 2022 and is down 6.5% (301,658 vs. 322,536) YTD.

60.5% of all passengers used Connect Passes last month.

PARATRANSIT

Paratransit ridership increased 14.23% (28,808 vs. 25,206) December 2023 compared to December 2022 and is up 16.2% YTD (360,535 vs. 310,309)

Detailed breakdown:

Directly operated service increased 16.8% (15,336 vs. 13,134) in December 2023 compared to December 2022 and was up 16.6% (195,580 vs. 167,704) YTD.

- Contracted service increased 11.6% (13,472 vs. 12,072) in December 2023 compared to December 2022 and was up 15.7% (164,955 vs. 142,605) YTD.
- Special Use Van ridership increased 23.4% (1,336 vs. 1,083) in December 2023 compared to December 2022 and was down 7.3% (15,778 vs. 17,018) YTD.

RIDESHARE

Total Rideshare ridership decreased 2.1% (7,273 vs 7,427) in December 2023 compared to December 2022 and was up 5.6% (95,655 vs 90,576) YTD.

- Rideshare vans in service increased 9.6% (80 vs. 73) in December 2023 compared to December 2022.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 1.0% (\$243,789 vs. \$241,302) in December compared to November 2023

- Autoload increased 3.4% (\$13,367 vs. \$12,922) in December compared to November 2023
- Call Centers increased 2.9% (\$7,120 vs. \$6,918) in December compared to November 2023
- Customer Service Terminal increased 0.6% (\$62,337 vs. \$61,995) in December compared to November 2023
- Customer Website increased 2.6% (22,530 vs. \$21,950) in December compared to November 2023
- Mobile Ticketing decreased 1.1% (\$107,632 vs. \$108,792) in December compared to November 2023
- Institutional Website increased 1.2% (\$15,995 vs. \$15,809) in December compared to November 2023
- Open Payments increased 30.1% (\$11,910 vs. \$9,158) in December compared to November 2023
- Retail Network decreased 22.9% (\$2,898 vs. \$3,758) in December compared to November 2023

Total Pass Sales:

Total Pass Sales increased 10.5% (21,455 vs. 19,421) in December compared to November 2023

- 1-Ride Pass increased 40.8% (6,890 vs. 4,895) in December compared to November 2023
- 7-Day Rolling Pass increased 33.3% (304 vs. 228) in December compared to November 2023
- Day Pass increased 0.3% (12,970 vs. 12,928) in December compared to November 2023
- Honored Rider 31-Day Rolling Pass increased 20.9% (52 vs. 43) in December compared to November 2023
- Paratransit Monthly Pass increased 95% (39 vs. 20) in December compared to November 2023
- Shuttle Park Pass decreased 9.3% (127 vs. 140) in December compared to November 2023
- Standard 31-Day Rolling Pass decreased 8.1% (1,073 vs. 1,167) in December compared to November 2023

Total Discounted Passes (Included in Pass Sales above):

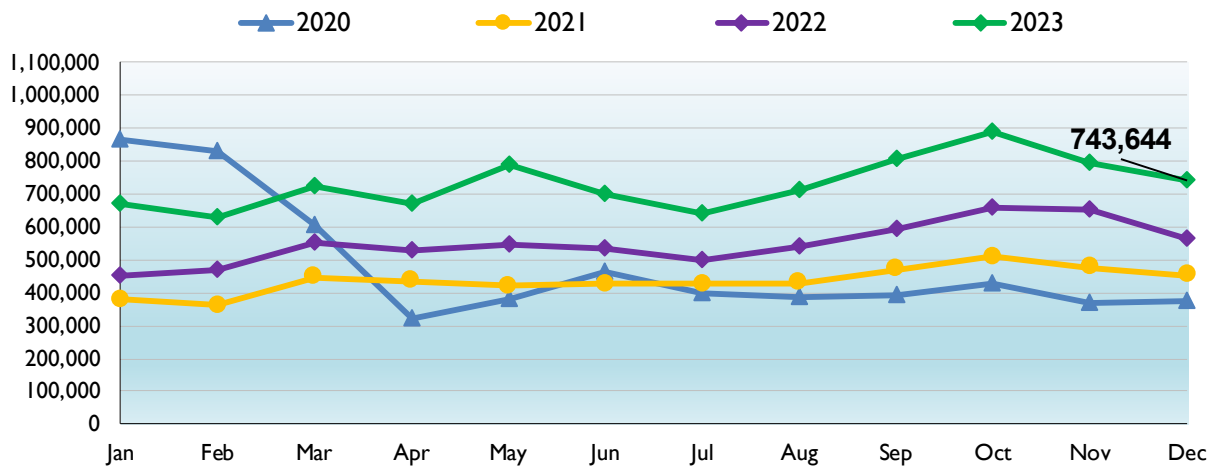
- 1-Ride CAP passes increased 63.6% (5,481 vs. 3,350) in December compared to November 2023
- Day CAP Passes decreased 7.1% (7,080 vs. 7,618) in December compared to November 2023
- Employer-Sponsored Bus Pass Program decreased 6.7% (487 vs. 522) in December compared to November 2023

Specialty Pass Programs:

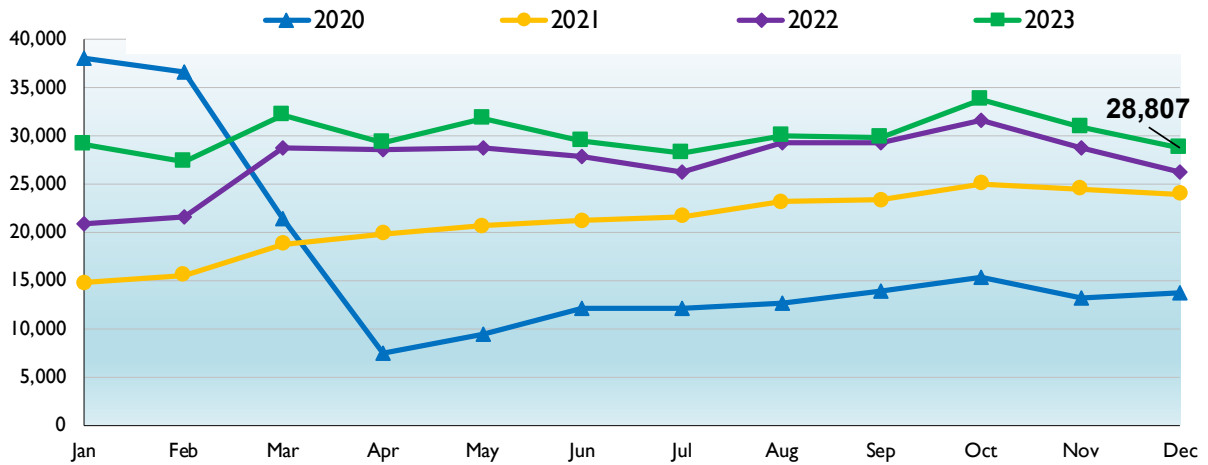
| Monthly Data | YTD Data |
|--|--|
| <p>Shuttle Park monthly sales Decreased 30.2% (127 vs. 182 in 2022)</p> | <p>YTD sales Decreased 16.9% (1,907 vs. 2,267 in 2022)</p> |
| <p>ESBP monthly sales Increased 218% (487 vs. 153 in 2022)</p> | <p>YTD sales Increased 44.8% (5,407 vs. 3,733 in 2022)</p> |
| <p>UTAP monthly rides Increased 11.3% (52,133 vs. 46,846 in 2022)</p> | <p>YTD rides Increased 15.2% (814,848 vs. 707,333 in 2022)</p> |
| <p>Community Access Program Increased 306.4% (12,561 vs 3,091 in 2022)</p> | <p>YTD CAP Sales Increased 58.7% (111,956 vs 70,541 in 2022)</p> |

RECOMMENDATION TO BOARD: Information only.

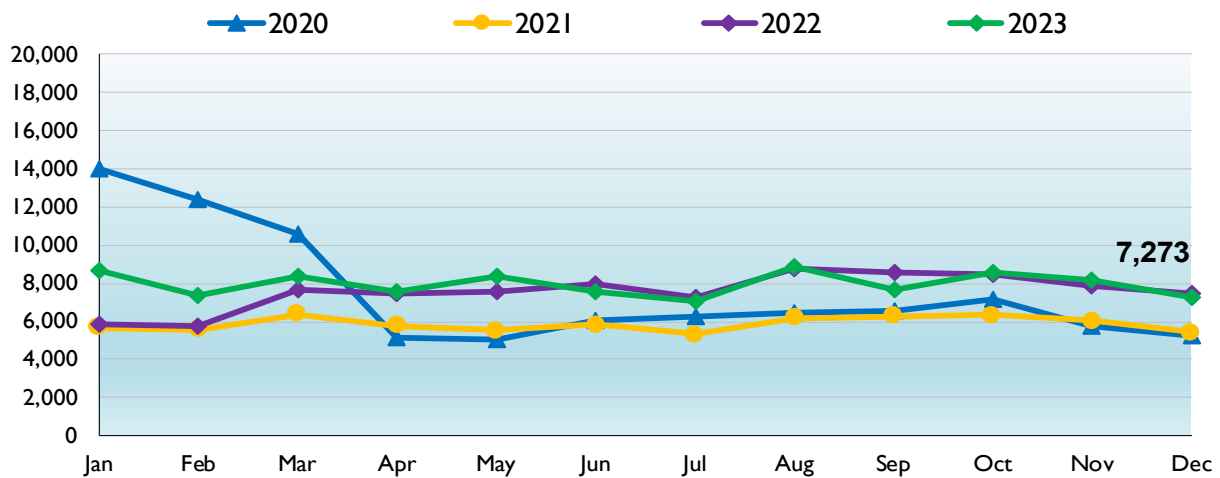
FIXED ROUTE RIDERSHIP



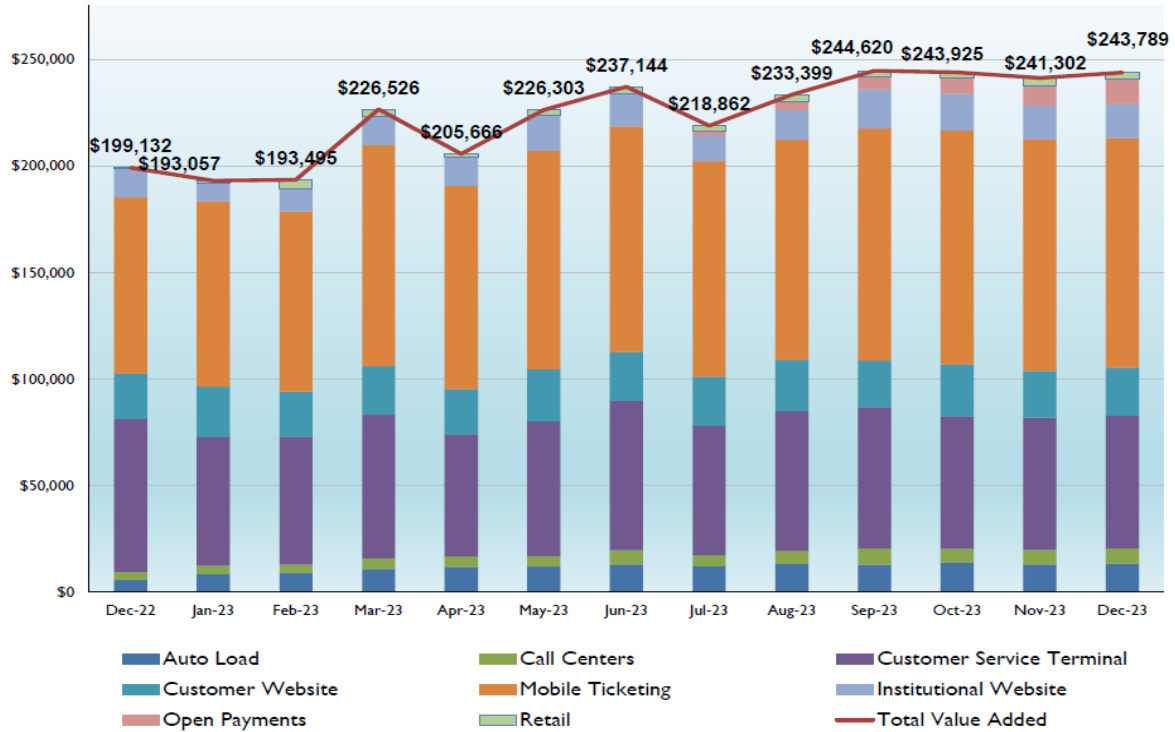
PARATRANSIT RIDERSHIP



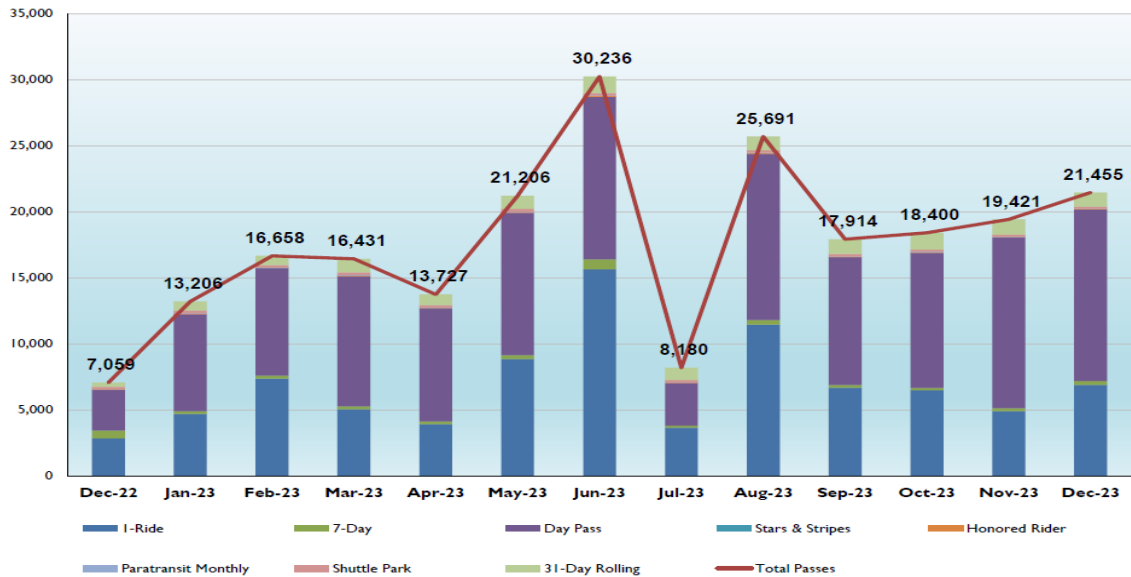
RIDESHARE RIDERSHIP



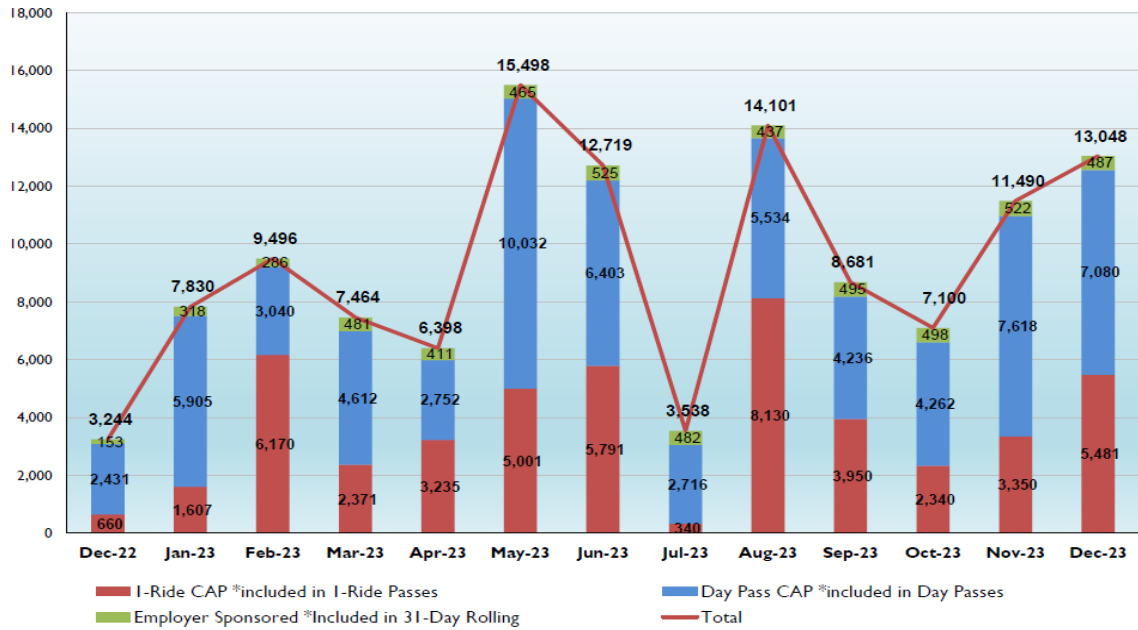
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13D: 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM:
REVIEW

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: According to STA Board Resolution 767-19, adopted at the January 17, 2019, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, in this capacity.

In December 2023, the Planning & Development Committee approved its work program for 2024. As was noted at the time, the work program is subject to change. The updated work program is provided below as information. Following the timeline is a brief list of non-recurring projects that the Committee may be directly involved in. Other projects or activities may emerge throughout the calendar year.

2024 Planning & Development Committee Work Program

| Month | Committee Activities |
|----------------------|---|
| December 2023 | Finalize and approve 2024 Work Program |
| January 2024 | <i>No Committee Meetings in January</i> |
| February 2024 | Review Committee Work Program FTA Section 5310: 2023 Call for Projects Award Transit Development Plan (TDP) 2025-2030: Overview Connect Spokane Comprehensive Plan Update: review draft elements Connect 2035 Strategic Plan: Progress Update |
| March 2024 | TDP 2025-2030: Develop mid-range planning guidance Division Street BRT: Design and Public Outreach Update Connect Spokane Comprehensive Plan Update: review draft elements Connect 2035 Strategic Plan: Performance Measures & Targets |
| April 2024 | TDP 2025-2030 <ul style="list-style-type: none">• Finalize mid-range planning guidance• Review preliminary revenue and expenditure forecast assumptions• Identify major activities Connect Spokane Comprehensive Plan Update: draft plan for public hearing |

| | |
|------------------------------|--|
| <p>May 2024</p> | <p>TDP 2025-2030</p> <ul style="list-style-type: none"> • Proposed 2025-2027 Service Improvements • Review Preliminary Capital Improvement Program (2025-2030) • Review Financial Forecasts <p>Connect Spokane Comprehensive Plan: final plan for approval Connect 2035 Strategic Plan: Initiative List & Evaluation Criteria</p> |
| <p>June 2024</p> | <p>Division Street BRT: Design and Public Outreach Update TDP 2025-2030: complete draft plan Public hearing conducted on draft TDP</p> |
| <p>July 2024</p> | <p>TDP 2025-2030: Finalize and approve FTA Section 5310: Notice of Funding Opportunity Connect 2035 Strategic Plan: Refined Initiative List & Programming</p> |
| <p>August 2024</p> | <p style="text-align: center;"><i>No Board/Committee Meetings in August</i></p> |
| <p>September 2024</p> | <p>Division Street BRT: Design and Public Outreach Update Connect 2035 Strategic Plan: Draft Plan for Public Input</p> |
| <p>October 2024</p> | <p>Review draft proposed 2025 Action Plan, Operating and Capital Budgets</p> |
| <p>November 2024</p> | <p>Prepare 2025 Committee Work Program Public hearing on draft proposed 2025 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards Connect 2035 Strategic Plan: Plan Adoption</p> |
| <p>December 2024</p> | <p>Approve final proposed 2025 Action Plan, Operating and Capital Budgets Finalize and approve 2025 Work Program</p> |
| <p>TBD</p> | <p>Other upcoming planning projects that are expected to come before the Planning & Development Committee next year but not yet slotted into specific months:</p> <ul style="list-style-type: none"> • Facilities Master Plan • Five Mile Mobility Hub Study • West Broadway High Performance Transit (HPT) – Amendment to Sprague HPT Corridor Development Plan • I-90/Valley HPT Corridor Development Plan – Addendum to address alignment, stops and stations on the West Plains • Grant application approvals as necessary • Transit Oriented Development planning framework |

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13E : DRAFT 2024 PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE WORK PROGRAM

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Near the conclusion of each year, the Planning & Development Committee (P&D) prepares a work program to outline activities it expects to undertake the following year. For the first time, staff have prepared a draft work program for the Performance Monitoring & External Relations (PMER) Committee to provide its members with the same guidance. Staff will review the first draft of the 2024 Work Program for committee discussion.

Items and dates in the work plan are subject to change.

Draft 2024 Performance Monitoring & External Relations (PMER) Committee Work Program

| Month | Committee Activities |
|----------------------|--|
| January 2024 | <i>No Committee Meetings in January</i> |
| February 2024 | 2024 Draft PMER Committee Work Program Community Access Pass (CAP) Program Update 2024 Service Revisions Final Recommendation |
| March 2024 | Plaza Engineering Service Award of Contract 2024 Final PMER Committee Work Program 2023 State Audit Timeline 2023 Unaudited Year-End Financial Report 2023 Year-End Performance Measures Results 2023 Community Perception Survey Results |
| April 2024 | 2024 Equal Employment Opportunity Plan 2023 Fixed Route Rider Survey Results |
| May 2024 | Security Services Award of Contract First Quarter Year-to-Date Performance Measures 2023 Paratransit Survey Results |
| June 2024 | Public Transportation Agency Safety Plan (PTASP) 2023 Fixed-Route System Performance Review |
| July 2024 | No items at this time |
| August 2024 | <i>No Board/Committee Meetings in August</i> |

| Month | Committee Activities |
|-----------------------|---|
| September 2024 | 2023 State Audit Exit Briefing Second Quarter Year-to-Date Performance Measures 2025 Service Revisions Preliminary Proposal |
| October 2024 | 2024 Community Perception Survey Results |
| November 2024 | 2025 Draft PMER Committee Work Program Third Quarter Year-to-Date Performance Measures 2025 Service Revisions Draft Recommendation 2025 Draft State Legislative Focus and Priorities |
| December 2024 | 2024 Fixed-Route Rider Survey Results 2025 Service Revisions Final Recommendation 2025 Performance Measures |

RECOMMENDATION TO BOARD: For Information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM: **13F:** COMMUNITY ACCESS PASS PROGRAM SURVEY UPDATE

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

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

SUMMARY:

Certified 501(c)(3) nonprofit organizations (human services agencies, or HSAs) that provide quality of life services to vulnerable populations are eligible to purchase 1-Ride or Day passes at a 50 percent discount under Spokane Transit's Community Access Pass (CAP) program. After a 12-month pilot program in 2020, the program was officially adopted by the Board of Directors in 2021.

The half-off discount allows nonprofit organizations to utilize previous budget amounts to purchase twice as many passes for distribution. STA designed the program to be cost-neutral to safeguard level spending patterns that prevent revenue reductions the agency uses to provide current transit service levels. Passes purchased through CAP may not be re-sold; and they must be distributed to clients, patients, or customers of the HSA free of charge. HSAs may not give or sell passes from CAP to their employees.

Business Development is finalizing a survey to be administered to the Community Access Pass (CAP) participants. Below is a list of questions being considered.

- Please describe the mission of your organization, including the groups or individuals you serve.
- When did your organization start purchasing discounted passes from STA to provide to your clients?
- Are you purchasing more, less, or the same number of discounted passes as you were prior to enrolling in CAP?
- How often do you purchase passes?
- How many passes do you typically purchase at one time? In total for the year?
- Do you purchase passes monthly, quarterly, annually, as needed?
- How many 1-Ride passes (discounted to \$1) do you buy?
- How many Day passes (discounted to \$2) do you buy?
- How do you determine how many passes to purchase?
- How do you determine which clients to provide passes to?
- Is your organization able to purchase the number of passes you need?
- What is your funding source to purchase discounted passes?
- Do you track the passes and how clients use them?
- How do you purchase passes: online via Connect website or by phone?

- Starting in October 2022, youth 18 and under ride free on transit. Are you buying more, less or the same number of passes since then?
- For what services do your clients use the bus passes?
- How would you rank the priorities of the clients you serve?
- Do you also purchase regular-priced passes for your employees?
- Anything else you would like to share about the CAP?

RECOMMENDATION TO BOARD: For information.

Community Access Pass Program Survey Update

Purpose:

Receive report.

Community Access Pass Program

- As part of Spokane Transit’s comprehensive plan, *Connect Spokane*, STA supports opportunities for low-income individuals to use public transportation at a discounted cost (Section RF 2.5)
- Specifically, the plan states “Opportunities for low-income individuals to use public transportation should be made available through community programs that subsidize the purchase of standard fare instruments rather than as direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.”
- The Community Access Pass (CAP) program helps accomplish this goal

Community Access Pass Program

- Certified 501(c)(3) nonprofit organizations (human services agencies, or HSAs) that provide quality of life services to vulnerable populations are eligible to purchase 1-Ride or Day passes at a 50 percent discount under Spokane Transit's CAP program.
 - 1-Ride Passes discounted from \$2 to \$1
 - Day Passes discounted from \$4 to \$2
- After a 12-month pilot program in 2020, the program was officially adopted by the Board of Directors in 2021.
 - The intent of CAP program is for nonprofit organizations to utilize previous budget amounts allocated for transit passes to purchase twice as many passes for distribution.

Community Access Pass Program

Eligible non-profits agencies must follow these guidelines to enroll in the program

Passes purchased through CAP may not be re-sold

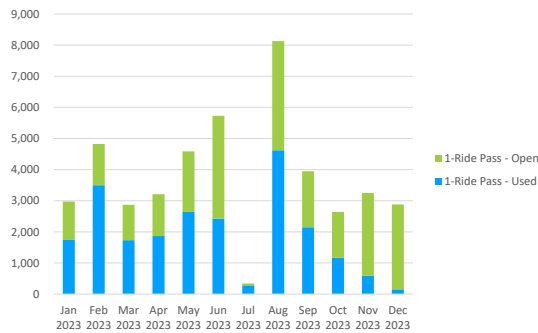
They must be distributed to clients, patients, or customers of the HSA free of charge

HSAs may not give or sell passes from CAP to their employees

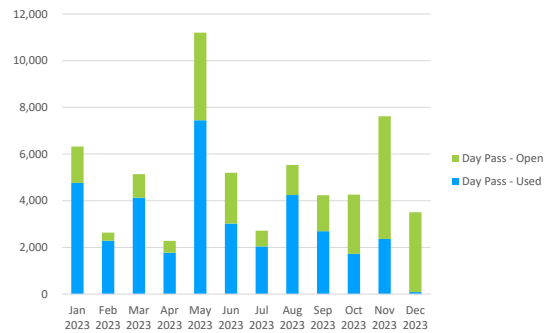
2023 CAP Program Pass Sales and Usage

- There were 106,040 total passes sold in 2023 to 51 agencies
 - 27% increase from 83,786 passes sold in 2022
- Average maturity date is 72 days (from sale to tap)

1-Ride Sales = 45,382

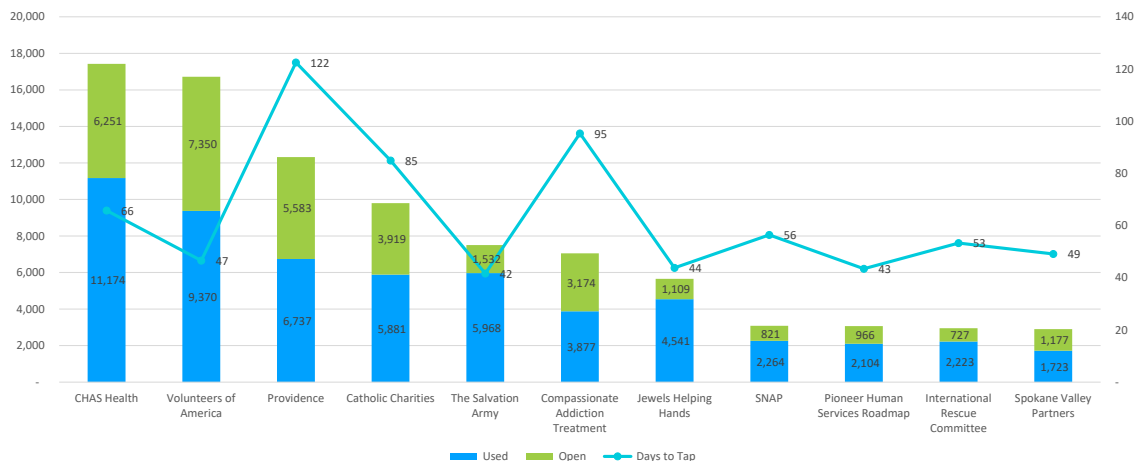


Day Pass Sales = 60,658



CAP Program Pass Sales and Usage

- 37% (40K) of passes purchased in 2023 have **not** yet been redeemed



Community Access Pass Program Survey

- Dainon Setzer, Business Development Manager, administers the Community Access Pass Program
- We will be launching a survey for CAP participants next month to better understand their use of the program
- Results of the survey will be shared at a future meeting along with a more detailed review of current CAP participants

Community Access Pass Program Survey

Proposed Survey Questions are Also in Your Packet:

- Please describe the mission of your organization, including the groups or individuals you serve.
- When did your organization start purchasing discounted passes from STA to provide to your clients?
- Are you purchasing more, less, or the same number of discounted passes as you were prior to enrolling in CAP?
- How often do you purchase passes?
- How many passes do you typically purchase at one time? In total for the year?
- Do you purchase passes monthly, quarterly, annually, as needed?
- How many 1-Ride passes (discounted to \$1) do you buy?
- How many Day passes (discounted to \$2) do you buy?
- How do you determine how many passes to purchase?
- How do you determine which clients to provide passes to?
- Is your organization able to purchase the number of passes you need?
- What is your funding source to purchase discounted passes?
- Do you track the passes and how clients use them?
- How do you purchase passes: online via Connect website or by phone?
- Starting in October 2022, youth 18 and under ride free on transit. Are you buying more, less or the same number of passes since then?
- For what services do your clients use the bus passes?
- How would you rank the priorities of the clients you serve?
- Do you also purchase regular-priced passes for your employees?
- Anything else you would like to share about the CAP?

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13G : 4TH QUARTER 2023 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emily Poole, Principal Transit Planner

SUMMARY: A total of 45 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the fourth quarter of 2023. Of the comments received, four were requests related to new service, 19 were related to existing service, and 23 were related to bus stops. The comments are summarized below.

BACKGROUND: The Planning & 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. Department staff obtains feedback from customers at public meetings, forwarded from 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. In particular, the Service Development Team within the Department responds to every comment received when valid contact information is provided. Comments may also be discussed with the internal Service Improvement Committee.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning & Development Department in the fourth 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 N Pines Rd to continue north, cross the freeway and up to Trent.
Customer was informed that his request would be logged for future consideration. STA does not currently have service planned along this segment.

One request for service to Suncrest in Stevens County.
Resident was informed that this location is outside of the Public Transportation Benefit Area (PTBA).

One request for more direct eastbound service connecting N. Argonne Road south of I-90 to the rest of Spokane Valley.
Customer was informed that future connections will be added with the planned Argonne Station Park and Ride and Route 7 High Performance Transit (HPT) line. (STA 2024-2029 Transit Development Plan)

One suggestion for bus service to Idaho.
Service Development is studying the issue for future pilot service consistent with the board-approved STA Moving Forward plan.

EXISTING SERVICE COMMENTS

One request to extend service on Route 74 in Liberty Lake later into the evening.

Customer was informed that similar requests have been made and are currently planned to be implemented over the next two years.

One request for later Sunday night service after 8:00 pm at Spokane Valley Mall.

Customer was directed to Rideshare services and informed that this request would be logged for future consideration.

One request for later service on Sunday for Route 27 inbound past 8:00 pm.

Customer was directed to Rideshare services and informed that this request would be logged for future consideration. Customer was also directed to look at Route 25 which runs nearby and runs past 8:00 pm on Sunday.

One request for earlier service on Sunday for Route 45 inbound; customer wants a trip at 7:18 am.

Staff were unable to make contact with the customer with the number provided. No immediate plans to add the requested trip but noted for future consideration and ideally in connection with more service on other routes.

Multiple requests for weekend and later service on Route 74, particularly from residents, business owners, and employees at the Spokane Valley Mall.

Customers were informed that increased service is planned for this route, beginning in 2025. (STA Moving Forward)

One resident expressed concerns about connecting to routes 60 and 61 now that those routes no longer stop in front of Cathedral Plaza.

The nearest stop on the City Line is approximately 500 feet away. Staff recommend taking City Line to 4th Avenue and Cannon Street to transfer to Routes 60 and 61 from there.

One request for higher weekend service frequency on Route 633.

Customer was informed that schedule adjustments, including increased frequency for service along the Geiger Blvd corridor are being considered as part of the September 2024 service revisions.

One request for earlier weekday service on Route 98 to be able to get to work at Huntwood in Liberty Lake by 6:00 am.

Customer was informed the Service Development Team would study the issue for future service changes.

One request for earlier weekday service on Route 96 to get to work by 6:00 am.

In this case, Route 96 connects to Route 74 inbound arriving at plaza at 5:45 am.

Service Development Team will study the issue for a future service change.

One request for Route 11 bus stop be moved back to the Plaza so no need to have to walk one block in the dark to Main Street.

Left voice mail but never received call back. Service Development team is exploring future route 13 (weeknights and weekend arena shuttle) which may have a stop on Riverside Ave.

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|---|
| <p>One request for a better connection from route 173 VTC Express outbound to Route 96 outbound at the VTC.</p> <p><i>Customer was informed the Service Development Team will study the issue for future service changes.</i></p> |
| <p>One request for earlier weekend service on Route 95 Mid-Valley to reach the Amazon Fulfillment Center for shift changes.</p> <p><i>Customer was encouraged to set up a Rideshare with Amazon coworkers. Increased service on this route is not currently planned, but it will be reviewed for future schedule adjustments.</i></p> |
| <p>One request to increase weekday frequency and add weekend service on Route 144.</p> <p><i>Customer was informed that Route 144 does not warrant increased service based on its current ridership and was directed to Route 43 in the area.</i></p> |
| <p>One customer called to complain about missing their connection at SCC due to the City Line arriving late at SCC.</p> <p><i>Customer was unable to be contacted for follow-up. No further incidents have been recorded and the May 2024 increased Central City Line frequency should provide further transfer opportunities at SCC.</i></p> |
| <p>One customer expressed interest in routing from the Five Mile area to One Spokane Stadium.</p> <p><i>Customer was encouraged to use Route 4 within a 1/3-mile distance from the stadium.</i></p> |
| <p>A customer requested extended summer service on Route 173 to connect to Splash Down Water Park.</p> <p><i>Customer was encouraged to catch Route 96 which serves the Mission and Pines stop.</i></p> |
| <p>One customer called to express concerns that the routes are changing too often. Customer relies solely on STA services for transportation and would like to see more stability with service changes.</p> <p><i>Customer was contacted and given the rationale for adjusting routes, particularly around the City Line. The customer was assured that STA strives to provide reliable service and make reasonable improvements. Customer was generally satisfied with this explanation.</i></p> |
| <p>One customer expressed concerns about long connection wait times between Routes 4 and 33, contributing to students using the bus being late to class at Rogers High School.</p> <p><i>Because both routes serve the STA Plaza, route scheduling is highly dependent on bay availability at the Plaza. Service Development Team is exploring future alternatives that offer greater flexibility in scheduling Route 33 in particular to improve transfer wait times.</i></p> |

BUS STOP COMMENTS

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|--|
| <p>Multiple requests for a bus shelter at Hamilton St and Mission Ave for northbound buses.</p> <p><i>Ridership warrants installation of a shelter. This will be programmed for future capital investment.</i></p> |
| <p>One request for a bus shelter at Sunset Boulevard and Cannon Street for outbound routes 60 and 61.</p> <p><i>Customer was informed that the request would be logged for future consideration.</i></p> |
| <p>One request for a trash receptacle at 17th Avenue and Madelia Street.</p> <p><i>Customer was informed that current ridership does not warrant a trash can installation, however the planning staff will continue to monitor activity at this location.</i></p> |

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|--|
| <p>One request for a bus shelter at North Center Street and Illinois Avenue. (Route 36 eastbound) <i>Attempted callback. Ridership at this location is too low to warrant a shelter installation.</i></p> |
| <p>One request for a trash receptacle/stop relocation at N. Crestline Street and E. Houghton Avenue for inbound Route 27 Crestline. <i>A trash receptacle was installed.</i></p> |
| <p>One request for stop relocation at N. Monroe Street and W. Central Avenue (Route 4 Monroe Southbound) due to concerns with the sight distance. <i>STA is working with City of Spokane to adjust stop location in conjunction with an upcoming street project.</i></p> |
| <p>One request for stop relocation at W. Francis Avenue and N. Indian Trail Road (Route 23 outbound) due to concerns with traffic patterns. <i>Customer was contacted and assured that feedback would be considered for possible stop relocation.</i></p> |
| <p>One request for a trash receptacle at E. Indiana Avenue and N. Pines Road. <i>Customer was contacted and trash can was installed.</i></p> |
| <p>One request for a trash receptacle at S. Washington Street and W. 6th Avenue. (Route 4 northbound) <i>Customer was contacted and trash can was installed.</i></p> |
| <p>One request for a trash receptacle at E. Liberty Avenue and N. Marguerite Road on Route 94 East Central/Millwood. <i>Customer was informed that current ridership does not warrant a trash can installation, however, staff will continue to monitor activity at this location.</i></p> |
| <p>One request for a trash receptacle at N. Sullivan Road and E. Valleyway Avenue on inbound Route 97 South Valley. <i>Customer was informed that current ridership does not warrant trash can installation, however, the planning staff will continue to monitor activity at this location.</i></p> |
| <p>One resident expressed concerns about the placement of the stop at NW Boulevard and Alberta Street. <i>Bus stop was relocated away from the intersection corner on 11/10/23.</i></p> |
| <p>One resident expressed concerns about the narrow sidewalk at E. North Foothills and N. Hamilton Street. <i>Received call back from developer of adjacent property with intention to incorporate ADA accessible bus stop between the curb and the new bus stop.</i></p> |
| <p>Report from Customer Service Department of damaged pole at bus stop at W. Wellesley Avenue & N. Ash Street for inbound Route 23 Maple/Ash. <i>The pole was repaired.</i></p> |
| <p>Supervisor reported missing pole at bus stop SW corner of N. Indian Trail Road and W. Pacific Park Avenue. <i>Pole and bus stop flag were installed.</i></p> |
| <p>A customer expressed concerns about the City Line platform at 1st Avenue and Adams Street. Customer previously tripped on the stairs and felt that the design of the steps was not as accessible as required.</p> |

| |
|---|
| <p><i>Customer was contacted and assured that the platform complies with ADA standards. Customer was satisfied with the explanation and suggested that signage be implemented on the stairs.</i></p> |
| <p>One request for Route 662 EWU North Express to stop at Shadle Park High School. <i>Customer was unable to be contacted via email. Request logged for future consideration.</i></p> |
| <p>One request for a stop to be added at W. Sunset Boulevard and S. F Street along Routes 60 and 61. <i>Customer was informed of the challenges of this site. Bus stop at this location has been explored previously but deemed infeasible at the time due to slopes, limited sidewalks, etc.</i></p> |
| <p>One request for any future bus stops at the Veterans Affairs (VA) Hospital be in front of the main building (east entrance). <i>Customer was notified that pending VA Hospital construction will permanently remove the bus stop from the front of the facility, with a possible location on Independence Dr near the northeast corner of the hospital. Staff have endeavored to proactively approach the Veterans Administration about the impacts to stop relocation and this is the most preferred option for transit operations given the range of possibilities the VA Hospital has shared.</i></p> |
| <p>One request for an additional stop on Route 61 near Salish Apartments between Northern Quest Casino and Airway Heights Corrections Center. <i>Customer request is being reviewed for further consideration.</i></p> |
| <p>One request for an additional stop on Route 144 near High Drive and S. Grand Boulevard. <i>Customer was assured that the request would be reviewed for further consideration.</i></p> |
| <p>Two requests for additional stops on Route 95 Mid-Valley, including on N. Flora Road and N. Barker Road near E. Euclid Avenue. <i>Customers were assured that additional stops on this corridor are being planned for upcoming implementation.</i></p> |

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13H: TRANSIT DEVELOPMENT PLAN: 2025-2030 OVERVIEW

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: According to STA Board Resolution 681-11, the Planning & Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning efforts. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The TDP: 2025-2030 is expected to be adopted in July 2024 and will include the six-year Capital Improvement Program and the three-year Service Improvement Program. The current TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan.

BACKGROUND: Per RCW 35.58.2795, transit agencies are required to submit a six-year TDP and provide consistency with comprehensive plans of the jurisdictions STA serves. The TDP needs to document how STA intends to meet state and local long-range priorities for: public transportation, capital improvements, significant operating changes, and funding for program needs.

The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP). The TIP is a four-year program of regional transportation projects and demonstrates that resources are being used to implement the region's long-range transportation plan. The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) responsible for updating the TIP annually.

This plan will provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. Additionally, the plan is used as a tool for preparing and consulting with the public on a proposed program of projects for the use of federal formula funds that STA receives to advance public transportation in the region.

The TDP is organized as follows:

- Section 1: Introduction and Agency System Overview
- Section 2: 2023 in Review
- Section 3: Mid-Range Tactical Framework (2025-2030)
- Section 4: Service Improvement Program (2025-2027)
- Section 5: Capital Improvement Program (2025-2030)
- Section 6: Operating and Financial Projections
- Appendices: Final Proposed 2024 Budget (including Annual Action Plan, Board Approved December 21, 2023) and the Transit Asset Management Plan

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements and confirm stakeholder outreach approach. Stakeholders to the plan include partner agencies, customers and the general public. The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Tactical Framework over the next two meetings.

Beginning in May, the Committee will review the draft sections of the plan ultimately working toward Board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

| February | March | April |
|---|--|---|
| Overview of the TDP process and requirements | <ul style="list-style-type: none">• Prepare Mid-range Tactical Framework• Confirm stakeholder outreach approach | <ul style="list-style-type: none">• Final Recommendation on Mid-Range Tactical Framework• Revenue/Expenditure Forecast Assumptions |
| May | June | July |
| <ul style="list-style-type: none">• Review Proposed Service Improvement Program• Review Proposed Capital Improvement Program | <ul style="list-style-type: none">• Present draft TDP• Revenue/Expenditure Forecast Update | P&D Committee recommendation to the Board on Final Plan |

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 15, 2024

AGENDA ITEM 13I : CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: At the January 31, 2024, Planning & Development Committee meeting, staff reviewed the proposed draft language for a new *Equity and Inclusion* element of STA’s comprehensive plan, informed by discussion and input at the November 2023 Planning & Development Committee. Staff provided an overview of the *Revenues and Fares* element and introduced a draft work program for exploring new policy alternatives informed by case studies, financial analyses and committee member deliberation.

BACKGROUND: *Connect Spokane* is STA’s comprehensive plan and 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 current adopted version of the plan can be viewed here:

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

The *Connect Spokane* Update initially began in 2020 but was paused for a time due to the COVID-19 Pandemic. The effort was restarted February 2022, at which time staff presented to the Planning and Development Committee an approach to split the plan update into two distinct phases: Phase I, elements that will inform the Strategic Planning efforts, and Phase II, elements that will be informed by the Strategic Plan.

Staff worked with the Board, Committee and community to complete Phase I of the *Connect Spokane*, update culminating in the adoption of revisions that were adopted by Resolution No. 795-22 on May 19, 2022. *Connect Spokane* elements updated during Phase I, along the reasoning for those updates are as follows:

Phase 1 Updates

| Element | What was Updated | Purpose |
|------------------------------|---|--|
| Fixed Route | Streamlined classification system for clarity, updated service span, headway policies | Inform and ensure that Strategic Plan recommendations are consistent with most current policy regarding span and service |
| System Infrastructure | Expanded facility types and hierarchy, new technology policies, new maintenance, and administrative section | Provide policy basis for new infrastructure development |

| Element | What was Updated | Purpose |
|-------------------------------------|---|---|
| High Performance Transit | Revised corridor configurations, formalized corridor development plan process, new corridor characteristics policies, new HPT implementation policies, updated vision map | Provide foundation for Strategic Plan to inform future vision |
| Fares & Revenue | Payment methods, new discounts | Incorporate revisions to support new fare collection system |
| Monitoring & Improvement | Updated hierarchy of plans | Introduce Strategic Plan into hierarchy of plans |

The *Connect Spokane* Phase II Update was initiated in July 2023 consistent with the Planning & Development Committee’s 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023. An updated version of that scope is provided below with a column indicating the current status of the work, including what elements were discussed at the February Planning & Development Committee meeting on January 31, 2024.

Phase 2 Scope of Work

| Element | Proposed Scope | Status |
|--|--|--|
| 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 |
| Equity and Inclusion (including existing Annex 2: Title VI) | Create new Equity and Inclusion element, assimilating Annex 2: Title VI, and address other principles and policies related to equity and inclusion | Draft proposed element is ready for review |
| 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 | Begin discussion and scope of alternatives development during the January 31 committee meeting |
| Fixed Route | Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network | Upcoming work |
| HPT | Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation | Upcoming work |

| Element | Proposed Scope | Status |
|---|--|---------------|
| Sustainability | Minor updates to chapter language, minor re-organization | Upcoming work |
| Flexible Services | Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand | Upcoming work |
| Paratransit | Service Area definition (no change to boundary) | Upcoming work |
| Regional Transportation & Land Use | TOD and land acquisition policies | Upcoming work |

RECOMMENDATION TO BOARD: For information.

Identify Transit Equity and Inclusion (draft)

Transit equity is intimately tied to environmental justice. Transit equity concerns come up when wealthier and less marginalized parts of society receive more transportation benefits while the more marginalized people in our communities – historically including communities of color and lower income populations - receive less transportation or experience more negative effects of transportation activities.

Environmental justice in Washington State, as provided in the Healthy Environment for All Act (HEAL Act) addresses disproportionate environmental and health impacts in all laws, rules, and policies by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. (RCW 70A.02.010). The passage of the Healthy Environment for All (HEAL) Act in 2021 is a historic step toward eliminating environmental health disparities and more equitably distributing health and environmental benefits among communities of color and low-income households.

At the national level, the US Department of Transportation has adopted three fundamental environmental justice principles to guide transportation justice efforts:

- Avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects, including social and economic effects, on communities of color and low-income populations.
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by communities of color and low-income populations.

STA is committed to providing high-quality service to low-income communities and communities of color. We use transit equity and environmental considerations in our decision-making.

Transit Equity and Inclusion Goal

STA will work towards a system that ensures inclusive and equitable access to our programs, services, and transit system.

Transit Equity and Inclusion Principles

These principles describe the foundation for the policies found in this element:

1. Equitable and Effective Decision-Making

Effective transportation decision-making depends upon understanding and properly addressing the unique needs of different socio-economic groups.

STA is committed to providing high-quality service to low-income communities and communities of color. We use transit equity and inclusion considerations in our decisions about:

- transit service to low-income neighborhoods and communities of color
- placement of bus stops and shelters
- service for non-English speaking populations
- service for students

2. Accountable

A transparent and public account of decisions made and responses to public input regarding these decisions increases STA's accountability to its customers.

Thorough recordkeeping helps to ensure a common understanding of decisions, policies, and responses. Sharing records and analysis with the public demonstrates the transparency with which STA conducts its business.

3. Inclusive

Inclusionary engagement maximizes the benefits of STA's services and activities to the community.

Transit Equity and Inclusion Policies

TEI 1.0 – Designing Public Engagement and Outreach

STA will strive to design inclusive and accessible engagement and outreach efforts, including efforts to reach out and seek participation from historically marginalized communities.

STA staff will develop engagement strategies with the goal of reaching out and seeking participation, especially from those communities that have historically been marginalized and are more vulnerable to changes in access to jobs, goods and services, medical care, and other essentials of daily life.

TEI 2.0 – Accessible Information

Providing access and non-technical explanations of relevant reports, records, and documents in a variety of formats demonstrates STA's commitment to transparency.

STA conducts its business in a fair, honest, and legal manner. For that reason, providing access to relevant documents so that the material may be consumed and understood by people of all abilities broadens the public's perception of STA's high operating standards.

TEI 3.0 – Designing an Inclusive Transit System

STA strives to provide an inclusive transit system that provides access and mobility to all, and to provide affordable and convenient connections to jobs, goods and services, medical care, and other essentials of daily life.

STA will use a variety of tools, including public outreach, technical analysis, and prioritization and performance metrics to provide service and amenities to the most critical areas of the STA service area.

DRAFT

TEI 4.0 Title VI

TEI 4.1 System-Wide Title VI Policies

STA will not “utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin.” (See CFR 42.104)

STA will “take affirmative action to assure that no person is excluded from participation in, or denied the benefits of, the program or activity on the grounds of race, color, or national origin.”

STA assures that “no person or group of persons shall be discriminated against with regard to routing, scheduling, or quality of service transportation on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.”

TEI 4.2 Major Service Change Policies

In developing annual plans and service changes, STA will assess whether changes meet the Major Service Change threshold. This threshold is as follows:

- ***Cost Impacts: More than 5% reduction in revenue hours of service in any calendar year***
- ***Ridership Impacts: 5% or more of annualized system ridership negatively impacted by loss of bus stop(s), trip(s), or route(s) at any given service change.***

A Title VI analysis and evaluation of the impacts of major service changes will be published prior to a formal public hearing on the service change or a draft recommendation is published, whichever comes first.

TEI 4.3 Service Change Disparate Impact Policy

When a major service change impacts a census tract with a minority population that exceeds the average minority population of the service area by 10% or more, a disparate impact exists and the impacts will be assessed and evaluated for mitigation.

The average minority population for the PTBA is identified in STA’s adopted *Title VI Program*. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of minority population along that route. If the percentage exceeds the PTBA minority population by more than 10%, then a disparate impact exists.

TEI 4.4 Service Change Disproportionate Burden Policy

When a major service change impacts a census tract with a low-income population that exceeds the average low-income population of the service area by 10% or more, a disproportionate burden exists and the impacts will be assessed and evaluated for mitigation.

The average low-income population in the PTBA is identified in STA’s adopted *Title VI Program*. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of low-income population along that route. If the percentage exceeds the PTBA low-income population by more than 10%, then a disparate impact exists.

TEI 4.5 System-wide Transit Amenities Service Policy

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops and stations along those routes and the High Performance Transit facility standards with variances from this policy to support connectivity of routes and riders with limited mobility.

TEI 4.6 Vehicle Assignment Service Policy

STA bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route such as passenger loads and overall ridership of each route. Local routes with lower ridership may be assigned a smaller fixed route vehicle. Some routes requiring tight turns on narrow streets may be operated with smaller fixed route vehicles. The age of the vehicle shall not be a consideration when assigning the vehicle to a particular maintenance garage for daily service.

TEI 4.7 Fare Change Policy

STA evaluates fare changes to ensure fare increases do not disproportionately negatively impact a class protected under Title VI.

TEI 4.8 Fare Change Minority Disparate Impact Policy

If a fare change affects fare categories or payment methods used disproportionately by minority populations (10% or greater) than the overall population, a fare change disparate impact exists and the impacts will be assessed and evaluated for mitigation.

TEI 4.9 Fare Change Low-Income Disproportionate Impact Policy

If a fare change affects fare categories or payment methods used disproportionately by low-income populations (10% or greater) than the overall population, a fare change disproportionate burden exists and the impacts will be assessed and evaluated for mitigation.

TEI 4.10 On-Time Performance Standard

STA's on-time performance objective will be identified and tracked in STA's annual performance measures, which will be posted to the STA website.

TEI 5.0 Economic Development

TEI 5.1 Equal Employment Opportunity

STA has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects our diverse community. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

TEI 5.2 Disadvantaged Business Enterprise (DBE) Program

STA is committed to eliminating barriers, creating opportunities and building capacity for underrepresented and women-owned businesses to ensure businesses building our regional transit system represent the communities we serve.

STA's DBE program information can be accessed at <https://www.spokanetransit.com/bidding-opportunities/disadvantaged-business-enterprise-program/>, where the agency program and goals are linked.

16.

EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

1. *Discussion with legal counsel representing STA for discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The STA Board of Directors will reconvene in open session approximately 15 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes

A separate Zoom link will be provided for Board members attending virtually.