

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 9, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (15 minutes)
  - A. Minutes of June 4, 2025, Committee Meeting - Corrections/Approval
  - B. Safety Telematics - Scope of Work Approval (Rapez-Betty)
  - C. Farebox Replacement - Scope of Work Approval (Cortright)
  - D. Route 7 High Performance Transit - Phase 1: Scope of Work Approval (Otterstrom)
4. Committee Action (15 minutes)
  - A. Board Consent Agenda
    1. Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2026, 2027 and 2028 (Resolution) (Johnston)
    2. Apprenticeship Utilization Program (Resolution) (Otterstrom)
    3. Procurement Restrictions Update (Resolution) (Otterstrom)
  - B. Board Discussion Agenda (20 minutes)
    1. Low-Income Fare Pilot Program (Resolution) (Cortright)
5. Reports to Committee (10 minutes)
  - A. 2025 Service Revisions Interim Update (Otterstrom)
  - B. Citizen Advisory Committee Update (Cortright)
6. CEO Report (Rapez-Betty/Otterstrom) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. May 2025 Operating Indicators (Rapez-Betty)
  - B. May 2025 Financial Results Summary (Johnston)
  - C. June 2025 Sales Tax Revenue (Johnston)
8. Review September 3, 2025, Meeting Draft Agenda (5 minutes) (No August Meeting)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 1:30 p.m.

Optional Virtual Link: [Click here to join](#)

Password:

**Members:** 2025

**Guests:** 0725

Call-in Number:

1-408-418-9388

Event #: 2496 151 8714

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 3A :** MINUTES OF THE JUNE 4, 2025, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING – CORRECTIONS OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Molly Fricano, Executive Assistant

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**SUMMARY:** Attached are minutes of the June 4, 2025, Performance Monitoring & External Relations Committee meeting for corrections or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections or approval.

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of June 4, 2025, Meeting  
Northside Conference Room  
1230 W Boone Avenue, Spokane, WA

*In person meeting with optional virtual link*

### **COMMITTEE MEMBERS' PRESENT**

Lance Speirs, City of Medical Lake\*  
Zack Zappone, City of Spokane  
Michael Cathcart, City of Spokane  
Dan Sander, City of Millwood (*Ex-Officio*)  
Brandon Rapez-Betty, Interim Co-CEO  
Karl Otterstrom, Interim Co-CEO

### **COMMITTEE MEMBERS ABSENT**

Josh Kerns, Spokane County  
Hank Bynaker, City of Airway Heights (*Ex-Officio*)

\*Committee Chairman

### **STAFF PRESENT**

Nancy Williams, Chief Human Resources Officer  
Carly Cortright, Chief Communications and Customer Service Officer  
Kade Peterson, Chief Information Officer  
Tammy Johnston, Interim Chief Financial Officer  
Molly Fricano, Executive Assistant to the COO

### **PROVIDING LEGAL COUNSEL**

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

### **GUESTS PRESENT**

Jessica Kelch, Senior Project Manager

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1. **CALL TO ORDER AND ROLL CALL**  
Chair Speirs called the meeting to order at 1:30 p.m. and roll call was conducted.
  2. **COMMITTEE CHAIR REPORT**  
Chair Speirs had no report at this time.
  3. **COMMITTEE APPROVAL**
    - A. **Minutes of April 30, 2025, Committee Meeting (May Meeting)**  
**Mr. Cathcart moved to approve the April 30, 2025, (May) committee meeting minutes. Mr. Speirs seconded, and the motion passed unanimously.**
    - B. **Electrical Systems Upgrade: Scope of Work Approval**  
Mr. Rapez-Betty introduced Ms. Kelch, Senior Project Manager, who presented the proposed scope of work for the Electrical Systems Upgrade at the Boone Campus. Ms. Kelch explained the electrical infrastructure, including main distribution panels (MDPs) and motor control centers (MCCs), is original to the 1987 construction and has reached the end of its useful life. She shared the general scope of work necessary for both the Boone North and Boone South buildings and presented a site plan and timeline. The total project budget is \$5 million. As of May 5, 2025, actuals and encumbrances total \$236,000. The estimated cost range is between \$3.5 million and \$6 million, with forecasted future encumbrances of approximately \$1.2 million.  
  
**Mr. Cathcart moved to approve, by motion, the general scope of work and authorize staff to release an Invitation for Bid (IFB) for the Electrical Systems Upgrade contract.**

**Mr. Speirs seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Customer Care Auditing Services – Award of Contract

Dr. Cortright provided background on the benefits of mystery shopper observations and reporting to identify organizational strengths and opportunities for improvement. A Request for Proposal (RFP) was advertised on February 27, 2025, and proposals were due March 31, 2025. Two responsive proposals were received and the committee selected A Customer's Point of View. A three-year contract, valued at approximately \$351,280, will run from July 2025 through June 2028. Under this agreement, the selected vendor will conduct monthly audits assessing customer interactions with staff, including operators, supervisors, and office personnel. The vendor will deliver detailed monthly reports based on these evaluations.

**Mr. Cathcart moved to recommend the Board of Directors authorize, by motion, the award of contract for Customer Care Auditing Services and authorize the CEO (Interim Co-CEOs) to execute a three-year contract with A Customers Point of View for a total estimated cost of \$351,280. Mr. Speirs seconded, and the motion passed unanimously.**

2. Data Feed & Customer Information Improvements – Award of Contract

Mr. Peterson shared that from 2018 to 2024, STA used an open-source trip planning app but it became outdated and unreliable. As a result, STA no longer supports an official mobile trip planner and would benefit from a trip planning app that has better integration with STA's existing systems. A Request for Proposal (RFP) was advertised on February 3, 2025, and proposals were due February 28, 2025. Five responsive proposals were received and the committee selected Swiftly Inc. Mr. Peterson presented the contract terms and financials and stated the cost of the five-year contract will be approximately \$1,060,120, including a one-time implementation fee.

**Mr. Cathcart moved to approve, by motion, the award of contract for Data Feed & Customer Information Improvements and authorize the CEO (Interim Co-CEOs) to execute a five-year contract with Swiftly, Inc., for a total estimated cost of \$1,060,120. Mr. Speirs seconded, and the motion passed unanimously.**

3. Cheney Transit Improvements Interlocal Agreement (ILA)

Mr. Otterstrom provided background on the Cheney Transit Improvements Interlocal Agreement (ILA) and the importance of the proposed agreement to support future transit-related infrastructure projects. He presented Project Order #1 which is the Elm Street Corridor Improvements. The agreement sets a five-year framework for collaborative project orders, with a cumulative value not to exceed \$3 million. The total cost for this initial project is capped at \$100,000 but will have \$500,000 funded through STA's Cooperative Projects budget (CIP #894).

**Mr. Cathcart moved to recommend the Board approve, by motion, the CEO (interim Co-CEOs) to execute the Master Design and Construction Interlocal Agreement with the City of Cheney, along with Project Order #1, "Elm Street Corridor Improvements." Mr. Speirs seconded, and the motion passed unanimously.**

B. Board Discussion Agenda

5. REPORTS TO COMMITTEE

A. 2025 First Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the 2025 First Quarter Year-to-Date Performance Measures Summary and advised the full presentation is included in the committee packet and on the STA website. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

B. Enhanced Transit Security Update

Ms. Williams presented an update on STA's enhanced transit security strategy, which aligns with the Connect 2035 10-year strategic plan, since safety and security remain central to STA's operations. She shared several initiatives that have been implemented or are underway. Security metrics from the first quarter of 2025 show a notable improvement compared to the same period in 2024.

The Transit Ambassador Program was introduced as part of the broader safety initiative. Transit Ambassadors are non-enforcement personnel whose roles include customer support, safety monitoring, real-time incident reporting, and operator wellness checks. The program aims to enhance the rider experience, support operations, and promote accessibility. Performance monitoring will be in place to track key metrics. Five ambassadors will be hired and trained by the end of August. Operators on light duty can also be used as additional ambassadors.

C. Alternative Low-Income Fare Program Structure

Dr. Cortright presented an overview of potential structures for a new low-income fare program. The goal of the program is to make public transportation more accessible and affordable for residents with limited income, while also supporting STA's broader mission to increase ridership and maintain financial sustainability.

Based on common industry practices and modeled similarly to STA's existing reduced fare programs, staff developed three income-based eligibility program models. The first model focuses on partnering with local housing organizations to identify eligible participants based on their qualified residence in affordable housing. The second income-based model establishes eligibility and enrollment for individuals already enrolled in public assistance programs verified by a state agency. The third model permits open enrollment based on defined income requirements and relies on STA to verify eligibility directly and administer the documentation process.

Each model varies in terms of how many people it could serve, the expected increase in ridership, and the associated costs. The housing-based model is the most limited in scope but also the least expensive. The open enrollment models could reach more people and generate more ridership, but they would also require more administrative resources and result in greater fare revenue loss.

Discussion ensued about the financial impact of reduced fares, community outreach and stakeholder engagement, eligibility and verification, pilot program design, zero-fare option and policy interpretation and board direction. Staff recommended the full board discuss the interpretation of the phrase "reduced fare" to determine if a zero-fare option is consistent with the agency's fare policy and the development of the low-income fare initiative in the

Connect 2035 strategic plan. A Low-Income Fare Pilot Program Resolution will be brought to the Performance Monitoring & External Relations Committee and the Board meeting in July.

D. Citizen Advisory Committee Update

Due to time constraints, this agenda item was postponed.

6. CEO REPORT

- Mr. Otterstrom discussed the APTA Legislative Conference in May held in Washington DC. In attendance were Commissioner French, Council Members Zappone, Council Member Speirs, and Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty. Meetings included a briefing with Cardinal Infrastructure, discussions with the FTA on the Division Street BRT, and visits to congressional offices.
- Mr. Rapez-Betty shared the STA Roadeo was held on May 31 at the STA ballpark property. The event featured hourly double-decker bus tours and was attended by STA employees, their families, Deputy Mayor Hattenburg and Council Member Cathcart. STA volunteers staffed the event. Mr. Rapez-Betty recognized winners across categories that included Fixed Route, Paratransit and Maverick.
- Mr. Rapez-Betty discussed the All Employee Meetings which were held on Tuesday, June 3, 2025. Four sessions were held with 301 total attendees. Topics included wellness, Division Street BRT, Facilities Master Plan, Safety Ambassador Program, Low Income Fare Pilot, Telematics technology, and a Q&A with department chiefs.
- Mr. Otterstrom shared there was a roundtable event on June 3, 2025, held at Ruby River Hotel to discuss the Division Street BRT project and Division Street Transit-Oriented Development (TOD). This event featured a panel discussion on TOD opportunities and challenges. Panelists included private sector employers and regional developers, with facilitation by MIG. Mr. Otterstrom listed presented the upcoming open houses being held in June.

7. JULY 9, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW (ONE WEEK LATE)

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:48p.m.

The next committee meeting will be held on Wednesday, July 9, 2025, (one week late) 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

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

July 9, 2025

**AGENDA ITEM:** 3B SAFETY TELEMATICS - SCOPE OF WORK APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Interim Co-Chief Executive Officer  
Stephanie Crawford, Director of Safety  
Michael Ketterer, Business & Performance Data Analyst

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**SUMMARY:** Staff seek approval of the scope of work for the acquisition and implementation of a Safety Telematics program. This initiative supports Spokane Transit's broader goal of building a safety-first culture by reducing preventable accidents, recognizing and rewarding safe driving behavior, increasing awareness of risky habits, and protecting operators in the event of false claims or disputes.

**BACKGROUND:** STA has experienced a notable increase in both preventable and non-preventable events in recent years. Data analysis indicates several key factors have contributed to this trend. As outlined in Spokane Transit's Preventable Event Reduction Report, this telematics program is one of the key mitigation strategies being implemented to support individualized training and address trends in preventable collisions and safety events.

As part of STA's ongoing commitment to innovation and service excellence, a telematics program has been identified in the Connect 2035 Strategic Plan as a critical component to strengthen operational capacity and elevate the customer experience. This project aligns with STA's long-term vision to leverage real-time data and advanced safety technologies, enabling more efficient fleet management, improved driver performance, and a safer, more reliable transit service for the community.

A telematics program is a system used to monitor and improve driving behavior by collecting data on actions such as hard stops, speeding, swerving, following too closely, and not wearing seatbelts. The program aims to:

- Identify and correct unsafe behaviors early using real-time data.
- Provide non-punitive coaching to drivers to prevent accidents.
- Deliver immediate feedback through a program administrator for timely improvements.
- Reward safe driving to boost morale and encourage good habits.

Overall, the program promotes safer driving through proactive monitoring, feedback, and positive reinforcement.

Following the Preventable Event Reduction Report, STA has implemented various strategies to enhance safety and minimize collisions including enhancing post-event reviews with coaching and retraining, implementing structured ride checks, expanding advanced training and implementing training support for new operators after their in-service date.

Building on these existing initiatives, the addition of a safety telematics program will further strengthen STA's commitment to a data-driven, proactive approach to operator safety. By supplementing in-person coaching and post-event reviews with continuous real-time monitoring, the telematics system will help STA identify risky behaviors as they occur, allowing for quicker intervention and more targeted coaching. This technology complements current strategies by providing consistent, objective insights into operator performance, especially during periods when staffing constraints limit the availability of individualized feedback. Moreover, the program reinforces STA's focus on positive reinforcement by creating opportunities to recognize and reward safe driving behaviors, thereby supporting a sustainable culture of safety and accountability.

**General Scope of Work:**

- Install telematics equipment
- Configure and set up dashboards and alerts
- Complete necessary technology integrations
- Support change management efforts
- Provide staff training and a comprehensive training plan

**Deliverables:**

- Configuration summary
- Training materials
- Roadmap for continuous improvement
- Communication materials

The estimated cost of the program over the first five years is \$2,240,171 and is budgeted in the approved 2025 Capital Improvement Plan. Safety Telematics hardware and software is available on a Sourcewell master contract. Staff intend to utilize the master contract via STA's Intergovernmental Cooperative Purchasing Agreement with Sourcewell in order to capitalize on the pricing of the cooperative buying power.

**RECOMMENDATION TO COMMITTEE:** Approve the scope of work for the Safety Telematics program.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM:** 3C FAREBOX REPLACEMENT: SCOPE OF WORK APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Carly Cortright, Chief Communications & Customer Service Officer  
Krissy Ellis, Technology Project Manager

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**SUMMARY:** STA is seeking to replace its cash fareboxes on its fixed route fleet which have reached the end of useful life. The purpose of this agenda item is to approve the scope of work and authorize staff to release the Request for Proposals (RFP) for the Farebox Replacement project.

**BACKGROUND:**

The fixed route fleet is currently equipped with GenFare cash fare boxes. These fare boxes are approximately 20 years old and have reached the end of their useful life. GenFare no longer manufactures replacement parts, and it is estimated that Maintenance spends over \$100,000 a year in labor and road calls to respond to buses with broken fareboxes that have jammed TRiM units, which print the paper transfer pass.

There are two cash farebox options available: a standard, non-validating box that simply accepts cash and coin. No paper transfer option is printed. These boxes are considerably cheaper (about one-fifth the cost of a validating box that prints a transfer), but do have considerable drawbacks. Since these boxes are non-validating, there is greater risk of fare evasion since counterfeit cash and coin can be inserted. There is greater manual labor required by STA staff to remove the cash box and store to be counted, also requiring additional spare cash boxes to be purchased per bus to allow for this exchange. The cash room would need to be remodeled in order to install a carousel to hold the cash boxes until they could be counted. A Title VI equity analysis would also need to be carried out due to the impact to the customer on the termination of cash transfers; since paper transfers would not be available, cash-paying customers would not receive the 2-hour fare and would be required to pay fare on every trip. This would also require an update to the existing fare policy.

The validating farebox, which staff is recommending, is an equivalent replacement to the cash farebox used today. This farebox validates the cash and coin for authenticity, reducing fare evasion. Most importantly, it generates a paper transfer pass with a QR code that can be used on the Connect validator for transfers, eliminating concerns of equity for cash-paying customers since the 2-hour fare would remain. This option would also require an update of the existing vaulting equipment currently used, but this equipment reduces the amount of manual labor involved in removing and storing the cash boxes.

This validating farebox option is estimated to cost \$2.7M including the vaulting equipment. The non-validating option, along with carousel, spare boxes, and cash room remodel, is an estimated \$670,000. However, the 10-year operating cost is equal when factoring in labor costs and fare evasion, plus the

validating farebox option would have the least impact on cash-paying customers and would not require an update to the existing fare policy.

**RECOMMENDATION TO COMMITTEE:** Approve the general scope of work and authorize staff to release a request for proposals (RFP) for the Farebox Replacement project.

## Scope of Work

### Project Overview

The Farebox Replacement project will procure and install validating fareboxes across STA's 200-vehicle fixed route fleet, along with updated vaulting equipment and reporting software, to replace end-of-life fareboxes. The system will validate cash/coin payments, issue barcoded Proof of Purchase (PoP) receipts for all cash fares, collect operational data, and integrate with existing Connect validators to maintain the 2-hour fare policy. The project aims to enhance fare collection reliability, reduce fare evasion, and streamline operations, with completion targeted for mid-2026.

### Scope of Work

#### Procurement and Installation

- Acquire 200 validating fareboxes.
- Acquire updated vaulting equipment.
- Install fareboxes, vaulting systems and reporting software.

#### System Integration

- Ensure fareboxes integrate with Connect validators for QR-coded PoP transfers.
- Configure fareboxes for data collection and reporting.

#### Implementation Services

- Vendor to provide installation, testing, and training for operators and maintenance staff.
- Comprehensive system testing to ensure 99% uptime and accuracy.

#### Maintenance and Support

- Vendor to provide ongoing maintenance support and software updates.
- Warranty for a minimum of 5 years.

#### Project Timeline

- RFP release: August 2025.
- Vendor selection and contract award: December 2025.
- Installation and testing: January–June 2026.
- Full deployment: July 2026.

#### Deliverables

- 200 installed validating fareboxes with PoP and data collection capabilities.
- Updated vaulting equipment.
- Integration with Connect validators.
- Operator and maintenance training programs.
- System documentation and support plan.

#### Vendor Requirements

- Proven experience with transit farebox systems (minimum 5 successful deployments).
- Capability to deliver by mid-2026.
- Robust technical support and maintenance services.
- Compatibility with STA's existing fare collection infrastructure.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 3D:** ROUTE 7 HIGH PERFORMANCE TRANSIT – PHASE 1: SCOPE OF WORK APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Ryan Brodwater, Capital Projects Manager

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**SUMMARY:** The I-90/Valley High Performance Transit (HPT) Route 7 is planned to supersede Routes 60 and 74 as one singular route that extends from Spokane International Airport to the City of Liberty Lake. The purpose of this agenda item is to approve the scope of work and authorize the release of the Invitation for Bids (IFB) for construction of Phase 1 improvements to enable implementation of Route 7.

**BACKGROUND:** As part of *STA Moving Forward*, Spokane Transit is delivering new services and infrastructure to provide residents with expanded regional mobility choices. In October 2022, the STA Board of Directors approved the I-90/Valley HPT Corridor Development Plan (CDP) as the culmination of a planning effort to further define the investments to support regional mobility along Interstate 90. Investments such as Mirabeau Transit Center and Argonne Station Park and Ride were identified investments in the CDP. The CDP also identified Route 7 as the primary investment in all-day, two-way service as part of delivering *STA Moving Forward*. In November 2024, the STA Board of Directors approved a supplement to the I-90/Valley CDP outlining revised planned Route 7 improvements.

Coffman Engineers, STA's on-call architectural and engineering consultant, will provide design and construction administration and is now finalizing construction documents for Phase 1.

Phase 1 construction is planned to include civil, pedestrian, and amenity improvements for up to 13 locations (3 stations, 7 enhanced stops, and 3 bulb outs) along the existing Routes 60 and 74 including HPT improvements at the Liberty Lake Park and Ride.

Subject to approval of the 2026-2031 Capital Improvement Program, the Route 7 HPT project will have an updated capital budget of \$6.15 million, augmenting the previously approved budget of \$3.1 million with approximately \$3.05 million state Regional Mobility Grant funds awarded to the I-90/Valley HPT Corridor. The addition of state funds will enable future phases, including improvements on the western segment of the corridor, to include the planned station at Spokane International Airport.

<b>OVERALL PROJECT BUDGET (CIP #1020)</b>	<b>\$6,148,532</b>
Expenditures (A&E, amenities, and capital labor)	\$625,550
Engineer’s estimate (Phase 1)	\$900,000
Phase 1 contingency, inspections, construction administration, etc.	\$150,000
<b>Remaining funds (other phase 1 activities, future phases)</b>	<b>\$4,472,982</b>

An Invitation for Bid (IFB) is required for procurement of the general contractor that will carry out project construction. Construction contracts with potential to be more than \$1 million require approval by a board committee of the scope of work prior to procurement. Phase 1 project expenses include design and engineering, construction management, permitting, HPT amenities, and construction testing. All project expenses are expected to be within budget from existing CIP #1020.

**RECOMMENDATION TO COMMITTEE:** Approve the general scope of work and authorize staff to release an invitation for bid (IFB) for Route 7 High Performance Transit – Phase 1.

## General Scope of Work

### Route 7 HPT – Phase 1

#### Proposed Improvements

- Demolition of existing sidewalk and landscaping
- Construct High Performance Transit improvements (up to 10 locations)
- Install shelters
- Install HPT markers (stations only)
- Install power and communications infrastructure (stations only)
- Install HPT amenities
- Install stop posts & flags
- Other related site-specific roadway, utility, and geometric improvements as required

#### Phase 1 Improvement Locations

Route Street	Cross Street	Direction	Type
Sunset Blvd.	Cannon St.	Westbound	Station
Sunset Blvd.	Cannon St.	Eastbound	Enhanced Stop
Lincoln St.	2 <sup>nd</sup> Ave.	Eastbound	Bulbout
2 <sup>nd</sup> Ave.	Jefferson St.	Westbound	Bulbout
3 <sup>rd</sup> Ave.	Jefferson St.	Eastbound	Bulbout
Indiana Ave.	Pines Rd.	Westbound	Station
Indiana Ave.	Hanson Center	Westbound	Enhanced Stop
Indiana Ave.	Hanson Center	Eastbound	Enhanced Stop
Indiana Ave.	15915 E. Indiana	Westbound	Enhanced Stop
Indiana Ave.	15915. E. Indiana	Eastbound	Enhanced Stop
Mission Ave.	Barker Rd.	Westbound	Enhanced Stop
Mission Ave.	Barker Rd.	Eastbound	Enhanced Stop
Liberty Lake P&R	Bay 3	Terminus	Station

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 4A1 :** DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR FEDERAL FISCAL YEARS 2026, 2027 AND 2028 (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer  
Jordan Hayes-Horton, Director of Procurement and DBE Liaison Officer

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**SUMMARY:** In response to Federal Transit Administration (FTA) requirements and in accordance with the regulations of the Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program, staff has developed a proposed DBE goal for the next three federal fiscal years (FFY). This three-year goal captures, as completely and accurately as possible, all the federally assisted contracting opportunities that staff reasonably anticipates over the next three FFY beginning October 1, 2025, through September 30, 2028.

A DBE is a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and control of management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

The process of establishing a goal consists of reviewing STA's anticipated federally funded contracting opportunities for FFY 2026, 2027, & 2028. Staff researched the most recent census information to find firms in Spokane County for the classifications of anticipated work and compared the number of DBE firms to the total number of firms (non-DBE) available. The percentage of DBE firms in each category of work corresponds to the overall percentage goal for DBE utilization. Using the FTA-provided formula, staff has established an overall agency DBE goal for FFY 2026, 2027, & 2028 of 0.7491%.

Pursuant to FTA policy, notice of the proposed three-year goal was posted on the STA website on May 28, 2025. No comments were received. In addition, staff sought public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry.

STA's DBE Program encourages equal opportunity for all firms competing for federally funded contracts with STA. Eligibility for federal grants is contingent on compliance with the DBE Program. To ensure equal opportunity to compete for contracts, staff members participate in local workshops to educate DBE firms on how to do business with STA. In addition, the DBE goal and solicitations for various contracting opportunities are distributed to DBE firms and are posted on STA's website. While there is no guarantee of a contract award to a DBE firm, they are provided with equal opportunity to participate in the bidding process.

Staff are requesting adoption of the 0.7491% goal. The adopted goal must be submitted to the FTA by August 1, 2025.

**RECOMMENDATION TO COMMITTEE:** Recommend that the Board adopt, by resolution, the proposed DBE goal of 0.7491% for Federal Fiscal Years 2026, 2027, & 2028.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FEDERAL FISCAL YEARS 2026, 2027 AND 2028.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, as a recipient of federal financial assistance, the STA Board of Directors regularly establishes a Disadvantaged Business Enterprise (DBE) Program and DBE goal in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26; and,

WHEREAS, STA staff has prepared and recommended a DBE goal for federal fiscal years (FFY) 2026, 2027 and 2028.

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

- Section 1. The STA Board of Directors hereby adopts the FFY 2026, 2027, and 2028 goal of 0.7491 percent utilization of Disadvantaged Business Enterprises for federal contracting opportunities for the period of October 1, 2025, through September 30, 2028.
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Disadvantaged Business Enterprise Program.
- Section 3. This resolution shall take effect and be in force immediately upon passage.
- Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 24th day of July 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lance Speirs  
Chair Pro Tempore

APPROVED AS TO FORM:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 4A2 :** APPRENTICESHIP UTILIZATION PROGRAM (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

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**SUMMARY:** In response to requirements of the State of Washington, staff has developed an Apprenticeship Utilization Program (AUR) in accordance with the requirements of RCW 39.04.300 through 39.04.320. This program applies to Public Works projects with an estimated cost of \$1,000,000 or more.

Studies of Washington State’s workforce highlight population trends that, without a concerted effort to offset them, will lead to an inadequate supply of skilled workers in the construction industry. A well-trained construction trades workforce is critical to the ability to complete public works projects in an efficient and economical manner.

The RCW focuses on leveraging apprenticeship training programs as an effective method in providing training and experience to individuals seeking to enter or advance in the workforce. These programs are intended to provide experience that will help ensure that a trained workforce will be available in sufficient numbers for future construction of public works projects.

Spokane Transit’s proposed Apprenticeship Utilization Program includes the necessary program requirements identified in the RCW. The key program elements include:

- Apprentice Utilization requirements on public works projects as outlined below

Date	Engineer’s Estimate	Required Minimum Apprentice Utilization
Now – June 30, 2026	\$2,000,000 or more	15%
July 1, 2026 – June 30, 2028	\$1,500,000 or more	15%
July 1, 2028 – Ongoing	\$1,000,000 or more	15%

- Monetary incentive for meeting the Apprentice Utilization goal
- Monetary penalty for failure to meet the Apprentice Utilization goal
- Required reporting on Apprentice Utilization
- Good Faith Effort demonstration and goal adjustment request requirements

While the Program’s monetary incentive component may have some impact on the value of future contracts, there is no immediate budget impact with the proposed action.

**RECOMMENDATION TO COMMITTEE:** Recommend that the Board approve, by resolution, to adopt the proposed Apprenticeship Utilization Program as presented.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY APPRENTICESHIP UTILIZATION PROGRAM.

**SPOKANE TRANSIT AUTHORITY**  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, studies of Washington State’s workforce highlight population trends that, without a concerted effort to offset them, will lead to an inadequate supply of skilled workers in the construction industry; and

WHEREAS, a well-trained construction trades workforce is critical to the ability to complete public works projects in an efficient and economical manner; and

WHEREAS, leveraging apprenticeship training programs is an effective method in providing training and experience to individuals seeking to enter or advance in the workforce and helps ensure that a trained workforce will be available in sufficient numbers for future construction of public works projects; and

WHEREAS, as a municipal corporation that regularly contracts for public works projects, the State of Washington requires STA to have an Apprenticeship Utilization Program in accordance with RCW 39.04.300 through 39.04.320; and

WHEREAS, STA staff has prepared an Apprenticeship Utilization Program that meets the requirements of the State of Washington.

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

Section 1. The STA Board of Directors hereby adopts the Apprenticeship Utilization Program as prepared by staff, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference.

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Apprenticeship Utilization Program.

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

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 24th day of July 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY

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Dana Infalt  
Clerk of the Authority

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Lance Speirs  
Chair Pro Tempore

APPROVED AS TO FORM:

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Megan Clark  
Legal Counsel

# Exhibit A



## APPRENTICESHIP UTILIZATION PROGRAM

July 2025

## **PURPOSE**

Spokane Transit Authority (STA) recognizes that a well-trained construction work force is critical to the ability to construct successful public works projects. Apprenticeship training programs are particularly effective in providing training and experience to individuals seeking to enter or advance in the workforce by providing experience that will help assure that a trained workforce will be available in sufficient numbers in the future for the construction of public works projects. Therefore, STA has established an Apprenticeship Utilization Program, pursuant to Revised Code of Washington (RCW) 39.04.320, to ensure that apprentices are utilized for public works projects estimated to cost one million dollars or more.

## **DEFINED TERMS**

Spokane Transit Authority adopts and incorporates by reference the defined terms contained in RCW 39.04.010 and 39.04.310.

**Apprentice:** Defined by RCW 39.04.310 (1), means an apprentice enrolled in a state-approved apprenticeship training program.

**Apprenticeship Program:** An apprenticeship program that has been approved or recognized by the Washington Apprenticeship and Training Council or similar programs approved by the Washington State Department of Labor and Industries.

**Apprenticeship Utilization Plan:** Defined by RCW 39.04.310 (2), means a plan submitted by a prospective bidder specifically detailing verifiable efforts to meet the apprenticeship utilization requirements.

**Apprenticeship Utilization Requirement (AUR):** Defined by RCW 39.04.310 (3) means the requirement that the appropriate percentage of labor hours be performed by apprentices.

**Good Faith Effort(s) (GFE):** Describes the Contractor's efforts to meet the Apprenticeship Utilization Requirement, including but not limited to, the specific steps taken by the Contractor to meet the Apprenticeship Utilization Requirement.

**Labor Hours:** Defined by RCW 39.04.310 (4), means the total hours of workers receiving an hourly wage who are directly employed on the public works project. Labor Hours includes hours performed by workers employed by the contractor and all subcontractors working on the project. Labor Hours does not include hours worked by foremen, superintendents, owners, and workers who are not subject to prevailing wage requirements.

**Public Work:** Defined by RCW 39.04.010, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with chapter 39.12 RCW. "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060 (4) or under development agreements entered into under RCW 36.102.060 (7) or leases entered into under RCW 36.102.060 (8).

## **PROGRAM REQUIREMENTS**

**Overview:** Public works projects estimated to cost one million dollars or more require the Contractor to have a percentage of their labor hours performed by Apprentices enrolled in an approved Apprenticeship Program. The limit of Apprentices used for such projects shall be a minimum of fifteen percent (15%) of the work as defined by RCW 39.04.320 and as outlined below:

<b>Date</b>	<b>Engineer's Estimate</b>	<b>Required Minimum Apprentice Utilization</b>
July 1, 2024 – June 30, 2026	\$2,000,000 or more	15%
July 1, 2026 – June 30, 2028	\$1,500,000 or more	15%
July 1, 2028 – Ongoing	\$1,000,000 or more	15%

The Contractor must ensure that a minimum of fifteen percent (15%) of the total Contract Labor Hours used on the project are performed by Apprentices and that this requirement is included in any subcontract at any tier on the project. Total Contract Labor Hours includes any additional hours worked due to Change Orders.

**Apprenticeship Utilization Plan:** The Contractor must submit a comprehensive Apprenticeship Utilization Plan listing the subcontractors and Apprentice(s)/Apprentice Program(s) to be used on the project and how the Apprentice Utilization Requirements will be met.

The Apprenticeship Utilization Plan must be submitted utilizing the STA-provided Apprenticeship Utilization Plan Form within ten (10) days of Contract execution. An approved Apprenticeship Utilization Plan is required prior to STA's issuance of Notice to Proceed.

An updated Apprenticeship Utilization Plan is required when any new subcontractor is approved to the project and when any Change Order Proposal is submitted.

**Apprenticeship Utilization Plan Reporting:** The Contractor must report all Apprentices, and the wages paid, as required by the Washington State Department of Labor and Industries (L&I), utilizing L&I's Prevailing Wage Intent & Affidavit (PWIA) system. The Contractor will also submit a Monthly Apprenticeship Utilization Report to STA with their request for payment, or in advance of STA issuing payment for the applicable period. This will aid in the tracking of Apprenticeship Utilization. The Monthly Apprenticeship Utilization Report shall report on the cumulative delivery of apprentice hours by:

- (a) Trade
- (b) Title if applicable
- (c) Work performed for the period
- (d) Days on site

At the closeout phase of the project, the Contractor shall be required to complete a final report for apprentices that were used during the project. This report shall be completed and submitted to STA prior to the issuance of final payment for the project.

**Incentives and Penalties:** Should the Contractor meet the Apprenticeship Utilization goal for the project, without any good faith efforts, a monetary incentive, outlined in the table below, will be included as part of the final payment to the Contractor for successfully meeting the goal of the project.

Effective Date	Project Cost	Monetary Incentive
Current – Ongoing	\$2,000,000 or more	\$10,000.00
Applicable beginning July 1, 2026	\$1,500,000 to \$1,999,999	\$7,500.00
Applicable beginning July 1, 2028	\$1,000,000 to \$1,499,999	\$5,000.00

Should the Contractor fail to meet the Apprenticeship Utilization goal for the project, a \$10/hour penalty for each unmet apprenticeship hour will be assessed and deducted from any amounts due the Contractor in the final payment. In no event shall the penalty exceed 3% of the total Contract value.

**Good Faith Efforts:** As defined by RCW 39.04.320 (2), if the Contractor determines that the project will be unable to achieve the Apprenticeship Utilization goal, the Contractor may make a written request to STA to adjust the required Apprenticeship Utilization percentage. The request must include documentation of the Contractor's and any subcontractor's Good Faith Efforts to hire registered Apprentices.

Acceptable Good Faith Efforts must include one or more of the following:

- (a) Demonstrated lack of availability of registered Apprentices;
- (b) Demonstrated lack of Apprenticeship Program(s);
- (c) Insufficient hours on the project to afford the appropriate ratio of journey-level to Apprentice oversight;
- (d) Change in Apprentice status during the project;
- (e) Added/Deleted work affecting Apprentice participation;
- (f) Apprentice participation in required classroom training impacting hours worked on the project;
- (g) Apprentice retention issues;
- (h) Apprentice Utilization and involvement in the project would void warranty as verified by the original equipment manufacturer;
- (i) Small or established workforce;
- (j) A disproportionately high ratio of material costs to labor hours, which does not make it feasible to attain the required levels of Apprentice participation;
- (k) Other documented and verifiable impracticality that could not have been foreseen or avoided.

STA will evaluate the request and, if approved, will reduce the required Apprentice Utilization percentage. If STA determines that a reduction in the required Apprentice Utilization percentage is not justified, STA will communicate the decision in writing to the Contractor. The determination shall be made by either the Director of Capital Development or the Director of Procurement and the decision shall be final. STA will accept re-submission of requests or new requests that contain information that was not previously evaluated.

**Exemption Due to Funding:** This program shall not apply should STA utilize state or federal funding that restricts local training or apprenticeship programs.

## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

July 9, 2025

**AGENDA ITEM 4A3 :** PROCUREMENT RESTRICTIONS UPDATE (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

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**SUMMARY:** In response to changes in Uniform Guidance via recommendation from the Federal Office of Management and Budget (OMB) and updates to the Code of Federal Regulations (CFR) that govern procurement standards (2 CFR Part 200), staff have developed a proposed update to STA's Procurement Resolution which removes geographical preference restrictions.

**BACKGROUND:** Procurement of goods and services is a crucial business function for Spokane Transit and requires strict adherence to state and federal procurement laws and regulations. STA's procurement rules, established consistent with state and federal requirements, are embodied in the agency "Procurement Resolution" which was last amended in 2013 by way of Resolution No. 702-13.

In 2024, OMB proposed to remove the prohibition in the Uniform Guidance on using geographic preference requirements. In the same section, OMB also proposed that subpart D does not prohibit recipients and subrecipients from incorporating a scoring mechanism that rewards bidders committing to specific numbers and types of U.S. jobs, as long as any geographic preferences or scoring mechanisms are consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award. These proposed changes took effect October 1, 2024, and are reflected in 2 CFR Part 200.

Staff propose updating STA's Procurement Resolution to align Section 6, "Procurement Restrictions," with the federal guidance currently in effect. The two most pertinent reasons for this update are: 1) this change maintains STA's alignment with Uniform Guidance without being more restrictive than required, which is STA's historical practice, and 2) this update allows STA to continue to utilize the buying power of the Washington State Department of Enterprise Services (DES) master contracts that have begun to include geographic preferences for "Washington State" small, disadvantaged, and veteran-owned businesses in their solicitations.

The proposed update will remove the following language/restriction from STA's Procurement Resolution:

*(i) Specifying in-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographical preferences, even if those preferences are imposed by State or local laws or regulations, except that:*

- (1) For Architectural Engineering (A&E) Services only, geographic location may be a selection criterion if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.*
- (2) The State may enforce its licensing requirements that do not conflict with Federal law.*
- (3) Federal assistance awarded under the Stafford Act, 42 U.S.C. Section 5150, to support contracts and agreements for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities permits a preference, to the extent feasible and practicable, for organizations, firms and individuals residing or doing business primarily in the area affected by a major disaster or emergency.*

All other elements of STA's Procurement Resolution will remain unchanged.

**RECOMMENDATION TO COMMITTEE:** Recommend that the Board adopt, by resolution, the proposed update to the Procurement Resolution as presented.

**RESOLUTION NO. XXX-25**

A RESOLUTION PROVIDING FOR THE PROCUREMENT OF MATERIALS, SUPPLIES, AND PERFORMANCE OF WORK AND SERVICES, REPEALING RESOLUTIONS 655-09, 685-11 AND 702-13 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPOKANE TRANSIT AUTHORITY:

WHEREAS, the Spokane Transit Authority (Spokane Transit) is a public transportation benefit area organized and operating pursuant to the laws of the State of Washington; and

WHEREAS, Resolution No. 655-09 was adopted by the Board of Directors in 2009 and amended by Resolutions 685-11 in 2011 and 702-13 in 2013 and authorizes the Chief Executive Officer (the "CEO") to procure materials, supplies, work, or services subject to certain restrictions; and

WHEREAS, the Board of Directors finds it prudent and necessary to revise the procurement policy of Spokane Transit so as to align its procurement policy with recent changes to federal guidance on procurement restrictions.

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

**Section 1. AUTHORITY**

RCW 36.57A.080 grants authority to Spokane Transit to determine and prescribe requirements of notice, bidder qualification and bid conditions for all purchases of goods and services.

**Section 2. PURPOSE**

- (a) The objectives of Spokane Transit's procurement policy for the bidding of municipal contracts are to prevent fraud, collusion, favoritism, and improvidence in the administration of public business, as well as to ensure that the municipality receives the best goods and services at the most reasonable price practicable.
- (b) Many procurement actions of Spokane Transit are in conjunction with Federal grants and assistance programs, and Federal law seeks to ensure that Federal funds are expended according to sound procurement principles.
- (c) It is necessary and desirable that Spokane Transit maintain procedures for the accomplishment of its transportation facilities, for the purchase of supplies and materials and for the performance of necessary work and services.
- (d) It is Spokane Transit's goal to provide fair and open participation in procurements by qualified and competent suppliers, contractors and consultants, including state certified disadvantaged business enterprises.

### **Section 3. REFERENCES TO LAWS AND REGULATIONS**

- (a) All references herein to the "FTA Circular" are to the FTA Circular C 4220.1F, dated November 1, 2008 or as it is hereafter amended or superseded.
- (b) All references herein to provisions of the United States Code, Revised Code of Washington and other regulations are to the current provisions and regulations, or as those are hereafter amended or superseded.

### **Section 4. ADMINISTRATIVE RESPONSIBILITY**

- (a) Spokane Transit has employed a CEO to implement the mission, goals, objectives and policy guidelines of the Board of Directors of Spokane Transit (the "Board of Directors") pursuant to the procedures established by the Board of Directors. The CEO derives authority from the Board of Directors acting as the governing body of Spokane Transit and as permitted by law. The following procedures are adopted by the Board for the purpose of establishing the administrative authority of the CEO.
- (b) The CEO shall be responsible for normal Spokane Transit operations. The phrase "normal Spokane Transit operations" as used herein means the regular day-to-day business transactions of the agency involving personnel, finances, payments of vouchers, facilities, management of real and personal property, and other assets, and the acquisition of equipment and services identified and approved by the Board through the annual Capital Improvement Program (CIP) budget. The CEO shall retain professional staff, which shall operate and manage according to directives and policy from the CEO subject to review by the Board. The CEO shall regularly inform and consult with the Chair of the Board, the Board's standing committees, and the Board as a whole regarding significant information, business transactions, contracts in excess of the CEO's authority, and administrative policies through methods mutually agreeable to the Board and the CEO. The CEO shall be responsible for the day-to-day direction and conduct of business transactions of Spokane Transit subject to the policies, limitations and procedures set forth in this Resolution.
- (c) As permitted by law, the CEO may delegate to appropriate Spokane Transit staff such of his or her administrative authority or reporting requirements herein established as, in his or her discretion, is necessary and advisable for the efficient exercise of such authority. To implement delegations to Spokane Transit staff, the CEO may issue such policies and procedures, monetary delegations, authority to execute contracts and other documents to guide agency administration which shall include such delegations as may be appropriate.
- (d) Directives or initiatives by the Board shall be implemented through the CEO unless otherwise provided in the Board's directive or initiative. Except in the event of emergencies, directives or initiatives shall be approved by the full Board of Spokane Transit acting as a body, or by a motion of a standing committee of the Board. The Board, acting as a body, may at any time rescind or suspend all or any portion of the delegated authority confirmed upon the CEO under this Resolution by further resolution or motion acted on in a public meeting.

- (e) The CEO shall ensure that equipment, materials, supplies and services are procured efficiently and economically by Spokane Transit with maximum practicable competition and in compliance with the procedures established by this Resolution, applicable state and federal laws and regulations and agency policies.
- (f) Contract Approvals Required
  - (1) "Contract" shall mean the total cost of the contract, inclusive of options and exclusive of sales tax, and shall be governed by the required level of approval as provided below:
    - a. Contracts for equipment, materials, supplies, leases, and non-professional and professional services purchased or work ordered for Spokane Transit, the estimated cost of which is not more than Two Hundred Thousand Dollars (\$200,000), may be awarded by the CEO pursuant to such procedures as the CEO deems reasonable and in the best interests of Spokane Transit.
    - b. Procurement specifications for contracts less than or equal to One Million Dollars (\$1,000,000), or for replacement equipment and services identified in the Board-approved CIP budget, may be approved by the CEO pursuant to such procedures as the CEO deems reasonable and in the best interests of Spokane Transit. Such procurements shall be reported to the appropriate standing committee unless previously approved in the Board-approved CIP budget.
    - c. Contracts for replacement equipment and services identified in the Board-approved CIP budget may be awarded by the CEO. New equipment and services for less than or equal to One Million Dollars (\$1,000,000) identified in the Board-approved CIP budget may be awarded by the CEO provided the Contract does not exceed the current approved CIP budget for the project by more than 10%.
  - (2) Price quotations for repetitively purchased items that are purchased within one year of the last procurement of that exact item(s) shall be unnecessary provided the prior competitively quoted purchase price has not changed.
- (g) Except as provided otherwise by the Board, for all contracts for which Board approval has been obtained (either through the CIP budget, a project basis or an individual contract basis) or for which the CEO is authorized to contract without prior Board approval, the CEO is authorized to take all further steps necessary for completion of the work, including, but not limited to: development and approval of general specifications, publication of notice calling for bids or proposals; rejection of bids or proposals or awards of contract; canceling or delaying bid or proposal openings; administration of contracts (including execution of contract change orders); acceptance or rejection of work; termination of contract; contract close-out; and claims negotiations and settlements. Such actions shall be consistent with applicable legal requirements and Spokane Transit policies.

- (h) The CEO may issue or cause to be issued administrative policies and procedures implementing and/or enforcing the requirements of this resolution.

**Section 5. GENERAL SCOPE**

- (a) Solicited Proposals. All procurement transactions, regardless of whether by verbal or written quote, by sealed bid or by competitive negotiation, shall be conducted in a manner that provides, to the fullest extent possible, maximum full and open competition in accordance with this Resolution.
- (b) Competition Defined. Competition in procurement is defined as a condition where two or more sources are able to compete for a requirement in price and/or technical skills.
- (c) Unsolicited Proposals. Procurement transactions may also be based on an unsolicited proposal in accordance with Chapter I of the FTA Circular.
- (d) Prequalification. Prequalification lists may be used to prequalify people, firms and property for procurement purposes if:
  - (1) All prequalification lists that are used are current.
  - (2) All prequalification lists that are used include enough qualified sources to provide maximum full and open competition.
  - (3) Potential bidders or offerors are permitted to qualify during the solicitation period (from the issuance of the solicitation to its closing date). However, a particular solicitation does not need to be held open to accommodate a potential supplier that submits property for approval before or during that solicitation. Nor must prequalification evaluations of bidders, offerors, or property presented for review during the solicitation period be expedited or shortened.

Prequalification does not replace reviews of technical qualifications in the two-step procurements and qualifications-based procurements discussed in 16 and 17 of this resolution.
- (e) Professional Services, other than Architectural or Engineering (A&E) services, acquired with local funds, will typically be procured under the requirements outlined herein; provided, professional services acquired with local funds shall be exempt from this policy when:
  - (1) The total contract amount is within the limits of the CEO's procurement authority under Section 4(f)(1) of this policy; and
  - (2) The service is provided by a consultant to accomplish a specific study, task or other work statement whereby the provider is selected based on their unique approach or expertise; and

- (3) The CEO has determined that the contract amount is fair and reasonable in light of the scope of services obtained.

## **Section 6. PROCUREMENT RESTRICTIONS**

- (a) Procurement procedures should not restrict or eliminate competition or support an exclusionary or discriminatory specification, including:
  - (b) Placing unreasonable requirements on prospective contractors in order for them to qualify to do business.
  - (c) Supporting or allowing noncompetitive pricing practices between contractors or affiliated companies. Questionable practices include, but are not limited to, submissions of identical bid prices for the same products by the same group of firms, or an unnatural pattern of awards that had the cumulative effect of apportioning work among a fixed group of bidders or offerors.
  - (d) Requiring unnecessary or unreasonable experience and performance requirements.
  - (e) Making noncompetitive awards to professionals and other consultants that are on retainer contracts if that award is not for the property or services specified for delivery under the retainer contract.
  - (f) Specifying only a “brand name” product without allowing offers of “an equal” product, or allowing “an equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
  - (g) Using prequalification procedures that conflict with the prequalification standards described in Section 5(d) of this Resolution.
  - (h) Requiring unreasonable, unduly restrictive or excessive bonding requirements.
  - (i) Supporting or allowing organizational conflicts of interest.
- (1) An organizational conflict of interest occurs when any of the following circumstances arise:
  - a. The contractor is unable, or potentially unable, to provide impartial and objective assistance or advice due to other activities, relationships, contracts or circumstances.
  - b. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
  - c. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

- (2) Each planned acquisition must be analyzed in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award.
- (j) Any arbitrary and capricious action in the procurement process.

**Section 7. PROCUREMENT STANDARDS**

The following standards shall be applicable to all Spokane Transit procurements.

- (a) A review of all proposed procurements by authorized staff shall be mandatory.
- (b) When contracting for professional services, the contract shall limit the total of the base and option time periods to not more than five years, unless approved by the Board. Prices for each base and option time period shall be firm and fixed wherever possible and shall be established in the initial contract bidding, negotiation and execution. If it is not possible to establish firm, fixed prices, changes in the option period prices shall be tied to a well-known, published pricing index, such as The Consumer Price Index.
- (c) Spokane Transit shall maintain a contract administration system that ensures contractors perform in accordance with the terms and conditions, and specifications of their contract.

**Section 8. ADDITIONAL PROCUREMENT REQUIREMENTS WHEN FEDERAL FUNDS ARE USED**

The following additional requirements shall be applicable to each Spokane Transit procurement for which Federal funds are used.

- (a) Description of Property or Services. The solicitation and the contract awarded thereunder must include a clear and accurate description of the technical requirements for the property or services to be acquired in a manner that provides for full and open competition.
  - (1) What to Include. The requirements should be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards, but use of detailed technical specifications are not prohibited when appropriate.
  - (2) Quantities Limited to Actual Needs. Procurements shall be limited to the amount necessary to support the quantity of property or extent of services actually needed. Quantities or options may not be added to contracts solely to allow these quantities or options to be assigned at a later date.
- (b) Evaluation Factors. The solicitation must identify all factors to be used in evaluating bids or proposals.

- (c) Contract Type Specified. The specifications should state the type of contract that will be awarded, such as a firm fixed price contract or cost reimbursement contract as defined in the FTA Circular.
- (d) Award to Other than the Low Bidder. If the right to award to other than the low bidder is to be reserved, that information should be stated in the solicitation document.
- (e) Rejection of All Bids or Offers. If the right to reject all bids or offers is to be reserved, that information should be stated in the solicitation document.
- (f) Products and Services. Products and services that conserve natural resources, protect the environment, and are energy efficient are to be preferred, and products and services dimensioned in the metric system of measurement are to be accepted, to the extent practicable and economically feasible.
- (g) Additional Federal Requirements.
  - (1) The solicitation and resulting contract must identify those Federal requirements set forth in Chapter IV, subsection 2.b of the FTA Circular, and FTA's latest Master Agreement.
  - (2) The solicitation and resulting contract must identify those Federal requirements that a bidder or offeror must fulfill before and during contract performance as set forth in Chapter IV, subsection 2.a. of the FTA Circular and FTA's latest Master Agreement.
- (h) Procurements must otherwise comply with Federal laws and regulations, including those set forth in Chapter IV of the FTA Circular that impose cost rates and restrictions, civil rights and environmental protection requirements applicable to the procurement, and audit service and audit procurement requirements. Spokane Transit must implement those requirements as necessary through its third party contracts.

**Section 9. ETHICAL STANDARDS OF CONDUCT**

- (a) No employee, officer, or agent of Spokane Transit shall participate in the selection, or in the award or administration of a contract, if a conflict of interest, real or apparent, direct or indirect, would be involved.

Such a conflict would arise when:

- (1) The employee, officer, agent or board member,
- (2) Any member of his/her immediate family,
- (3) His/her partner, or
- (4) An organization that employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for contract award.

- (b) Spokane Transit's officers, employees, or agents shall neither solicit nor accept gratuities, gifts, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Only unsolicited items of nominal intrinsic value may be accepted from such parties, for example, an occasional business meal or advertising souvenirs.
- (c) Spokane Transit, its employees and directors, shall also comply in all respects with applicable laws, rules and regulations governing ethical standards of conduct.

#### **Section 10. METHODS OF PROCUREMENT**

Procurement shall be achieved by one of the following methods as currently defined in the FTA Circular:

- (a) micro-purchase (currently less than \$10,000 (Section 11))
- (b) small purchase (currently \$10,000 to \$250,000 (Section 12))
- (c) competitive sealed bid (Invitation for Bids, IFB) (currently greater than \$250,000 (Section 13))
- (d) competitive proposal (Request for Proposals, RFP) (currently greater than \$250,000 (Section 11))
- (e) two-step procurement, including review of technical qualifications and approach, and review of bids and proposals submitted by qualified prospective contractors (Section 15)
- (f) architectural engineering (A&E) services
- (g) design-bid-build
- (h) design-build
- (i) emergency procurement and other than full and open competition (including sole source)
- (j) For purposes of determining the appropriate procurement method, value of the procurement shall be determined without allowance for tax and/or freight.

#### **Section 11. MICRO-PURCHASES (Less than \$10,000)**

- (a) Micro-purchase procedures shall be used for purchases of materials, equipment, supplies, work and/or services for Spokane Transit when the total price is valued at or less than the maximum micro-purchase amount set forth in Chapter VI, subsection 3.a of the FTA Circular (currently any price valued less than \$10,000 without obtaining price quotations). These purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements will, however, apply in accordance with federal and state law, even though micro-purchase procurement procedures are used.

The following procedures apply to micro-purchases:

- (1) Micro-purchases should be distributed equitably among qualified suppliers.
- (2) The size of the procurement may not be divided or reduced merely to come within the micro-purchase limit.
- (3) The determination that the price is fair and reasonable and a description of how that determination was made is required and shall be documented.

**Section 12. SMALL PURCHASES** (currently \$10,000 to \$250,000)

- (a) Small purchase procedures shall be used for purchases of materials, equipment, supplies, work and/or services for Spokane Transit when the total value is more than the micro-purchase threshold but less than the Federal simplified acquisition threshold at 41 U.S.C. § 403(11) (currently \$250,000). These purchases up to \$150,000 are also exempt from FTA's Buy America requirements. The following procedures apply to small purchases:
  - (1) Price or rate quotations must be obtained from an adequate number of qualified sources. The CEO shall be responsible for determining the adequacy of quotations for small purchases.
  - (2) The size of the procurement may not be divided or reduced merely to avoid additional procurement requirements applicable to larger acquisitions.

**Section 13. COMPETITIVE SEALED BID – INVITATION FOR BIDS**

- (a) All procurements not specifically outlined or excepted by another method of procurement contained in this resolution or authorized by law shall be made by competitive sealed bid.
- (b) An Invitation for Bids (IFB) shall be utilized in all cases where each of the following conditions is present:
  - (1) A complete, adequate, precise, and realistic specification or purchase description is available.
  - (2) Two or more responsible bidders are willing and able to compete effectively for the business.
  - (3) The procurement generally lends itself to a firm fixed price contract.
  - (4) The successful bidder can be selected on the basis of price and those price-related factors listed in the IFB including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken.
- (c) A pre-bid/proposal conference may be held in competitive sealed bid situations, for the purpose of answering questions and clarifying the requirements and specifications relevant to the Invitation for Bids or the Request for Proposals. Notice for such pre-

bid/proposal conference shall be advertised and stated in the general requirements section of the IFB or the Request for Proposal.

- (d) Procurement Procedures. The following procedures apply to sealed bid procurements.
  - (1) The CEO shall cause the IFB to be publicly advertised in an appropriate publication or web site posting(s) at least once, and at least 18 calendar days prior to the bid opening.
  - (2) Bids must be solicited from an adequate number of known suppliers.
  - (3) The IFB, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
  - (4) The IFB shall specify Spokane Transit's right to award the contract to other than the low bidder and its right to reject all bids or offers.
  
- (e) Public Opening of Bids
  - (1) All bids shall be opened and read publicly at the time and place designated in the IFB notice.
  - (2) The name and address of each bidder, the price bid, and any other relevant information as may be specified in the IFB shall be read aloud and recorded in the minutes of the bid opening.
  - (3) It shall be also announced that the bid review will be completed by Spokane Transit staff and the date the contract will be awarded.
  - (4) All bidders will be notified of award postponement and of the contract award.
  - (5) The purchase record, including each bid, shall be open to public inspection in accordance with ch. 42.56 RCW.
  - (6) Any or all bids may be rejected if there is a sound, documented business reason.

**Section 14. COMPETITIVE PROPOSAL - REQUEST FOR PROPOSAL**

- (a) A Request for Proposal (RFP) shall be utilized when the procurement lacks definite specifications, when proposals are sought for the purpose of establishing a bid specification, when the goods or services being procured involve creative design or professional administration, and/or when subjective criteria is considered in the contract award, which is made in the best interests of Spokane Transit. Procurement Procedures. The following procedures apply to procurements by competitive proposals:
  - (1) The CEO shall cause the request for proposal (RFP) to be publicly advertised in an appropriate publication or web site posting(s) at least once, and at least 18 calendar days prior to the proposal due date.

- (2) The RFP shall identify all significant evaluation factors and their relative weighted importance.
- (3) Proposals shall be solicited from an adequate number of qualified sources.

**Section 15. TWO-STEP PROCUREMENT**

- (a) Two-step procurement procedures in both sealed bid and competitively negotiated procurements may be used, provided the opportunity for full and open competition is retained.
- (b) Procurement Procedures. The applicable two-step procedures are as follows:
  - (1) Review of Technical/Professional Qualifications and Approach. The first step involves a review of the prospective contractors' technical or professional approach to the IFB or RFP and technical qualifications to carry out that approach.
  - (2) Review of Bids and Proposals Submitted by Qualified Prospective Contractors. The second step is to solicit and review complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals should be solicited from at least three qualified prospective contractors. All bid or proposal prices submitted, as well as other factors, shall be considered, rather than limiting reviews to the most qualified bidder or offeror.
- (c) In the interests of efficiency Spokane Transit may elect to obtain submittals of both steps via a single solicitation.

**Section 16. ARCHITECTURAL ENGINEERING (A&E) SERVICES AND OTHER RELATED SERVICES**

- (a) The use of qualifications-based procurement procedures based on the "Brooks Act", 40 U.S.C. §§ 1101-1104, and RCW Chapter 39.80, shall be used when Spokane Transit seeks to acquire architectural and engineering services, such as program management, architectural engineering, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and other related services set forth in 49 U.S.C. Section 5325(b) (collectively referred to in this Resolution as "A&E services").
- (b) Qualifications-Based Procurement Procedures. Currently, the applicable procedures are as follows:
  - (1) The CEO shall cause to be distributed in advance of Spokane Transit's requirement for professional services a concise announcement of the general scope and nature of the project or work for which the services are required and the address of a Spokane Transit representative who can provide further details.

- (2) The most qualified offeror may be selected subject to negotiation of a fair and reasonable compensation. Price shall not be considered as an evaluation factor in determining the most qualified offeror.
- (3) Negotiations shall first be conducted only with the most qualified offeror. Only after failing to agree on a fair and reasonable price shall negotiations be conducted with the next most qualified offeror until a contract award can be made to the offeror whose price is determined to be fair and reasonable.

**Section 17. DESIGN-BID-BUILD**

- (a) Design-bid-build procedures may be used for contracts for design services and for construction of transportation facilities. If this method is elected by Spokane Transit, relevant provisions of Ch. 39.04 RCW will be used to establish the minimum procedures.
- (b) For design services, qualifications-based procurement procedures must be used in compliance with the FTA Circular and applicable Federal, State and local law and regulations.
- (c) For services related to the actual construction, alteration or repair of real property, competitive procedures (including competitive sealed bid or competitive negotiation procurement methods) shall be used in compliance with the FTA Circular and applicable Federal, State and local law and regulations.

**Section 18. DESIGN-BUILD**

- (a) Design-build procedures may be used when Spokane Transit contracts for design and construction simultaneously with a contract award to a single contractor, consortium, joint venture, team, or partnership that will be responsible for both the project's design and construction.
- (b) The various contract activities to be undertaken shall be classified as design or construction and the estimated total value of each shall be calculated. The procurement method appropriate for the services having the greatest cost shall be used.
- (c) When construction costs are predominant, qualifications-based procurement procedures may not be used to acquire A&E and other services to which Section 15 of this Resolution is applicable, unless FTA determines otherwise in writing or unless required by State law.
- (d) When A&E services are predominant, qualifications-based procurement procedures based on the Brooks Act, and currently described in Section 15 of this Chapter, shall be used.

**Section 19. EMERGENCY PROCUREMENT AND OTHER THAN FULL AND OPEN COMPETITION**

- (a) Noncompetitive proposals may be used only when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances is present:
- (1) Competition Adequacy. Spokane Transit determines that competition is adequate after soliciting from several sources, and after determining that its specifications are not unduly restrictive and changes cannot be made to encourage greater competition. A cost analysis must be performed in lieu of a price analysis when this situation occurs.
  - (2) Sole Source. A sole source award may be made where at least one of the following circumstances is present:
    - a. the supplies or services are available only from a single source (as defined in Chapter VI, subsection 3.i of the FTA Circular) and no other supplies or services will satisfy Spokane Transit's requirement.
    - b. upon receiving a single bid or proposal in response to a solicitation, Spokane Transit determines that competition was adequate.
    - c. an unusual and urgent need for the property or services exists and Spokane Transit would be seriously injured unless it were permitted to limit the solicitation or a sufficient emergency exists for the requirement that will not permit the delay of competitive solicitation. The CEO may authorize an emergency procurement. Emergency procurements in excess of the CEO's signature authority shall be ratified by the Board at its next regular meeting.
    - d. FTA has authorized noncompetitive proposals, including the authorizations set forth in Chapter VI, subsection 3.i.(1)(e) of the FTA Circular.
      1. FTA does not, however, authorize noncompetitive proposals that are justified on the basis of failure to plan.
- (b) Procurement Procedures. The following procurement procedures apply when less than full and open competition is available:
- (1) Offers shall be solicited from as many potential sources as is practicable under the circumstances.
  - (2) If an offer is solicited from only one source, that decision must be adequately justified in writing based on the standards set forth in the Circular.

- (3) A cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits shall be prepared.
- (4) When applicable, and if FTA so requests, the proposed procurement shall be submitted to FTA for preaward review.

## **Section 20. BID/PROPOSAL EVALUATION**

- (a) General. Proposals or bids shall be unconditionally accepted without alteration or correction, except as authorized in this resolution. Submissions shall be evaluated based on the requirements set forth in the RFP or IFB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, suitability for a particular purpose, and pre-award survey of the bidder's/proposer's facilities. Those criteria that will affect the price and will be considered in evaluation for award as determined by Spokane Transit shall be objectively measurable, including but not limited to discounts, sales tax, transportation costs, installation costs, and total project or life cycle costs. STA may not modify its evaluation factors after proposals are received.

- (1) RFP Opening

- a. Except where prohibited by the Open Public Meetings Law, proposals shall be reviewed by an evaluation committee regarding all evaluative factors maintained throughout the review process. The evaluation committee will grade all factors, with their consensus recorded on the proposal tabulation worksheet.

- (2) Verbal interviews with any offeror who has submitted a proposal may be made to determine such offeror's qualifications for further consideration.
- (3) Pre-award negotiations may be conducted with offerors in the competitive range for submission of best and final offers. If negotiations are conducted, Spokane Transit must negotiate with all offerors in the competitive range.
- (4) A committee may be selected to conduct the technical evaluation of the proposals received and shall make a recommendation for contract award based upon each of the evaluation elements in accordance with the weighted importance of each criteria and other elements having a bearing on the decision to award the contract as determined by the division director and purchasing manager prior to the solicitation. The relative positions and evaluation points are totaled for each evaluation criteria or element, and the proposer with the highest overall total of evaluation points shall be recommended for contract award.

If Spokane Transit contracts for evaluation services, the procurement standards of this Resolution will apply to those contractors and to those contractors selected to perform evaluation functions on behalf of Spokane Transit.

- (5) Spokane Transit may reject any or all bids/proposals, including the bid or proposal of an offeror whose performance under a previous contract, even though finally

accepted by Spokane Transit or another public agency, imposed additional costs and burdens upon the public in obtaining satisfactory performance.

- (b) Options. In awarding any contract that will include options, the following standards apply:
  - (1) Evaluation Required. Except as provided in subsection (2), bids or offers for any option quantities or periods contained in an RFP or IFB shall be evaluated if Spokane Transit intends to exercise those options after the contract is awarded.
  - (2) Evaluation Not Required. Spokane Transit need not evaluate bids or offers for any option quantities when Spokane Transit determines that evaluation would not be in its best interests, such as when Spokane Transit is reasonably certain that funds will not be available to permit it to exercise the option.

## **Section 21. CONTRACT AWARD**

- (a) Except as provided in subsection (b) of this Section, the contract award shall be made to the lowest responsive bidder or offeror.
- (b) Award to Other than Lowest Bidder or Offeror. A contract may be awarded to other than the lowest bidder in either of the following circumstances:
  - (1) the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs, or
  - (2) when Spokane Transit states in the evaluation factors of its RFP or IFB that it may award the contract to other than the offeror whose proposal is lowest.

In both cases, the right to award the contract to other than the low bidder or offeror must be stated in the RFP or IFB.

- (c) Award Only to a Responsible Contractor. Contract awards may only be made to “responsible” contractors under the standards of 49 U.S.C. § 5325, possessing the ability, willingness and integrity to perform successfully under the terms and conditions of the contract. The prospective contractor must at a minimum satisfy the following criteria to demonstrate its qualifications as a “responsible” contractor:
  - (1) Integrity and Ethics. Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. § 5325(j)(2)(A).
  - (2) Debarment and Suspension. Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4,

- (3) Affirmative Action and DBE. Is in compliance with the Common Grant Rules' affirmative action and FTA's Disadvantaged Business Enterprise requirements,
- (4) Public Policy. Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § 5325(j)(2)(B),
- (5) Administrative and Technical capacity. Has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. § 5325(j)(2)(D),
- (6) Licensing and Taxes. Is in compliance with applicable licensing and tax laws and regulations,
- (7) Financial Resources. Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D),
- (8) Production and Capability. Has, or can obtain, the necessary production, construction and technical equipment and facilities,
- (9) Timeliness. Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments,
- (10) Performance Record. Is able to provide a:
  - a. Satisfactory current performance record, and
  - b. Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
    1. Key personnel with adequate experience, a parent firm with adequate experience and past performance,
    2. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
    3. A prospective contractor that is or recently has been seriously deficient in contract performance is presumed to be nonresponsible, unless it is determined that the circumstances were properly beyond the prospective contractor's control.
- (11) Such other information as may be secured having a bearing on the decision to award the contract.

Before entering into a full funding contract for a fixed guideway project, Spokane Transit must consider the prospective contractor's past performance in

estimating costs and ridership as reported in the Contractor Performance Assessment Reports, as required by 49 U.S.C. § 5325(j)(2)(C).

- (d) The contract award will be made by the CEO or Board of Directors as applicable.

**Section 22. BID/PROPOSAL CORRECTION**

- (a) Except in the case of competitive negotiation, no changes in price or other provisions of proposals or bids after opening shall be permitted unless an error is obvious. An obvious error is one which can be clearly established from mathematical extension or tabulation shown in the bid documents submitted with the bid. An error in a mathematical extension, reported by a bidder but not shown in the bid documents, does not constitute an obvious error. Bidders are presumed to submit correct tabulations and specifications.
- (b) Minor informalities and irregularities in the bid/proposal may be waived by Spokane Transit.

**Section 23. BID/PROPOSAL PROTEST — PROCEDURE**

- (a) Bidders, offerors and/or taxpayers wishing to protest the legitimacy of any type of procurement action outlined in this resolution must submit their pre-award Notice of Protest in writing no less than eight (8) calendar days before the bid opening/proposal due date. Persons wishing to protest a contract award must submit their Notice of Protest in writing within seven (7) calendar days after STA has issued an Intent to Award notice.
- (b) When Federal funds are involved, the FTA must be notified when Spokane Transit receives a third party contract protest and Spokane Transit must keep FTA informed about the status of the protest pursuant to the requirements of Chapter VII, subsection 1.a(2) of the FTA Circular.
- (c) The Notice of Protest will be handled as follows:
  - (1) The Notice of Protest shall be mailed, sent electronically, sent via facsimile, or delivered to the Purchasing Manager and shall state all issues and facts applicable to the protest. Issues and facts not stated in the Notice of Protest will not be considered.
  - (2) A meeting(s) may be called following receipt of the protest that will include representatives from Spokane Transit and the protestor to discuss the issue related to the protest. The meeting may be conducted by telephone conference.
  - (3) The CEO will make his/her decision according to the following time schedule and Spokane Transit will notify the protestor of the decision in writing by regular mail, electronically, or by facsimile transmission.
    - a. Pre-award protests will be decided at least five (5) calendar days before the bid opening/proposal due date.

- b. Contract award protests will be decided within seven (7) calendar days following receipt of the protest.
- (4) The CEO may, at his/her sole discretion, extend the limits of time outlined above.
- (5) The decision of the CEO shall be final. Any appeal of the CEO's decision will be governed by FTA, if applicable.
- (6) Failure of the protestor to specify their objections in writing and in accordance with the specified time deadlines shall constitute a waiver of all right to protest.
- (d) This protest procedure shall be made known to all prospective bidders or proposers by being included or referenced in the requirements section of all solicitation documents.
- (e) All communications with the parties involved, including Spokane Transit staff or board members concerning a protest, shall be in writing, and will be open for public inspection. Spokane Transit shall be responsible for compiling and maintaining the written protest record.
- (f) FTA may entertain a protest that alleges Spokane Transit has failed to have or follow written protest procedures, or a protest involving issues important to FTA's overall public transportation program. Such protest must be filed with FTA not later than five (5) working days after the CEO has rendered his/her final decision or five (5) working days after the protestor knows or has reason to know that the CEO has failed to render his/her final decision. Such protest to FTA must be filed in accordance with Chapter VII(1)(b) of the FTA Circular.
- (g) When a protest has been timely filed with Spokane Transit before award, Spokane Transit shall not make an award prior to five (5) days after the resolution of the protest, or if a protest has been filed with FTA, during the pendency of that protest, unless Spokane Transit determines that:
  - (1) The goods or services to be procured are urgently required;
  - (2) Delivery or performance will be unduly delayed by failure to make the award promptly; or
  - (3) Failure to make prompt award will otherwise cause undue harm to Spokane Transit or the Federal Government.

In the event that Spokane Transit determines that the award is to be made during the five-day period following the local protest decision or the pendency of a protest, Spokane Transit shall notify FTA prior to making such award. FTA will not review the sufficiency of Spokane Transit's determination to award during the pendency of a protest prior to FTA's bid protest decision. FTA reserves the right not to participate in the funding of any contract awarded during the pendency of a protest.

**Section 24. CONTRACT CHANGES AND MODIFICATIONS**

- (a) Approval Requirements. Spokane Transit must have cost justifications supporting each change order it may issue and pursuant to Section 24.
- (b) Cost Restrictions. The cost of any change, modification, change order or constructive change to a current contract must be allowable, allocable, within the scope of any applicable FTA grant or cooperative agreement, and reasonable for the completion of the project scope.

**Section 25. FEDERAL ASSISTANCE IN CONTRACT DISPUTES**

- (a) If Spokane transit intends to request FTA's permission to use Federal assistance to support payments to a third party contractor to settle a dispute, or intends to request increased Federal assistance for that purpose, Spokane Transit must comply with the requirements pertaining to notification of FTA, documentation, audit and other requirements set forth in Chapter VII(3) of the FTA Circular.

**Section 26. CLAIMS AND LITIGATION INVOLVING FEDERALLY-FUNDED CONTRACTS**

- (a) Spokane Transit shall comply with the requirements set forth in Chapter VII(4) of the FTA Circular pertaining to claims and litigation involving Federally-funded third party contracts that:
  - (1) Have a value exceeding \$100,000
  - (2) Involve a controversial matter, irrespective of amount, or
  - (3) Involve a highly publicized matter, irrespective of amount.

**Section 27. FTA PARTICIPATION IN SETTLEMENTS, ARBITRATION AWARDS AND COURT AWARDS**

- (a) Where Spokane Transit incurs costs due to binding arbitration or court decision, Spokane Transit must secure FTA review and written concurrence in a proposed final settlement involving a dispute, claim, or litigation, and comply with the other requirements of Chapter VII(5) of the FTA Circular before using Federal assistance to support its costs if one of the following circumstances is present:
  - (1) When the settlement exceeds \$100,000.
  - (2) When the approved project lacks sufficient funds to cover Spokane Transit's settlement costs.
  - (3) When a special Federal interest or Federal concern is declared due to program management concerns, possible mismanagement, impropriety, waste or fraud.

## **Section 28. BONDING POLICY**

- (a) Unless FTA determines that other arrangements adequately protect the Federal interest, for all construction contracts exceeding the simplified acquisition threshold fixed at 41 U.S.C. Section 403(11) (currently \$100,000), the following minimum bonding requirements shall be met with each procurement.
  - (1) Each bidder must provide a bid guarantee equivalent to 5 percent of its bid price and must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure that the bidder will honor its bid upon acceptance.
  - (2) A performance bond for 100 percent of the total contract price shall be received from the successful contractor prior to contract award.
  - (3) A payment bond on the part of the contractor for 100 percent of the total contract price shall be received from the successful contractor prior to contract award, except that
    - a. Payment bonds that meet the minimums established in Chapter IV, subsection 2.h(1) of the FTA Circular are acceptable. Currently, the following minimums are acceptable:
      - 1. Fifty percent (50%) of the contract price if the contract price is not more than \$1 million.
      - 2. Forty percent (40%) of the contract price if the contract price is more than \$1 million but not more than \$5 million, or
      - 3. Two and one half million dollars if the contract price is more than \$5 million.
- (b) For non-federally funded projects, Spokane Transit may consider an irrevocable letter of credit as an acceptable form of security in lieu of performance and payment bonds only if it is issued by a federally insured financial institution holding an investment grade or higher commercial rating. **[Not in FTA Circular]**

## **Section 29. RECYCLED PRODUCTS GOALS AND STRATEGIES**

- (a) The following strategy for increasing recycled product purchases and achieving the procurement goals shall be followed by the purchasing staff:
  - (1) Work with the State of Washington Department of General Services Administration and the Department of Trade and Economic Development to access their database and receive technical assistance concerning available recycled content products and vendors supplying such products.

- (2) For contracts of \$10,000 or more, provide up to a 5% purchase preference to firms offering products meeting specifications with a recycled content of at least 50% and a minimum of at least 15% post consumer waste.
- (3) Attend periodic training sessions and workshops on purchasing recycled products to learn of new developments in this field.
- (4) Communicate with vendors representing products with a recycled content to become better aware of available products.
- (5) Utilize the State of Washington Office of State Procurement Contracting Program to purchase products with recycled contents.

**Section 30. DISPOSITION OF SURPLUS EQUIPMENT AND MATERIALS**

- (a) The purchasing department will be responsible for the disposition of all surplus equipment and shall make recommendations to the CEO as to which method of disposal will yield the highest net return. Methods of disposal may include Spokane Transit public auction, public auction with another governmental agency, Spokane Transit-contracted public auction, Internet-based auction, or sealed bid sale on the open market, with award of the equipment made to the highest responsible bidder in all cases.
- (b) The purchasing department shall be responsible for causing a public notice of the Spokane Transit auction or the sealed bid sale, containing necessary bidding information, to be published in an appropriate publication(s) at least once, and at least ten (10) days prior to the auction or bid opening. When equipment is placed in another governmental agency - conducted public auction or Spokane Transit-contracted public auction, the published Notice of Sale shall be completed by the agency or contractor conducting the auction or by Spokane Transit.
- (c) Items of equipment with an estimated current per-unit fair market value of less than or equal to \$25,000 may be disposed of within the authority of the CEO. Disposal of items estimated to exceed \$25,000 current fair market value shall require the Board of Director's approval prior to disposition. Appropriate reimbursement to FTA will be made when required under applicable federal regulations for federally funded equipment.
- (d) The CEO shall be authorized to sell, transfer, exchange, lease or otherwise dispose of any Spokane Transit personal property to the state, any municipality or political sub-division thereof, or the federal government, on such terms and conditions as may be mutually agreed upon by the proper authorities of said governmental agencies or divisions, and as provided by law.

### **Section 31. OPEN RECORDS**

In accordance with ch. 42.56 RCW all procurement information generated and acquired through any of the procurement processes shall be open to public inspection through the Public Records Officer. Spokane Transit shall not be responsible for the protection of information marked "proprietary" submitted by proposers.

### **Section 32. DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

- (a) It is the policy of Spokane Transit to allow disadvantaged business enterprises (small, minority, and woman-owned) the maximum practicable opportunity to participate in the procurement process for all purchases.
- (b) Spokane Transit will take all necessary affirmative steps to assure that DBE's are contracted with when possible. Affirmative steps shall include:
  - (1) Placing qualified DBE's on solicitation lists;
  - (2) Assuring that DBE's are solicited whenever they are potential sources.
  - (3) Dividing total requirements (within the limits of this resolution), when economically feasible, into smaller tasks or quantities to permit maximum DBE participation.
  - (4) Establishing delivery schedules, where the requirement permits, that encourage DBE participation;
  - (5) Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subparagraphs (1) through (5) above.
- (c) In construction contracts, contractors shall provide a list of DBE subcontractors to be included in the project along with respective dollar amounts of participation. The contractor shall submit with each monthly invoice a billing specification which clearly outlines the dollar amount of DBE participation for that billing period.

### **Section 33. SELF-CERTIFICATION OF PROCUREMENT SYSTEM**

The CEO is authorized to file with the appropriate FTA Regional Office a self certification that its procurement system and procedures comply with the Federal requirements and standards set forth in the FTA Circular. The effect of such certification serves to limit mandatory FTA review of the procurements listed in Chapter III of the FTA Circular. The CEO shall self-certify Spokane Transit's procurement system in the FTA Annual Certification/Assurance Process or as otherwise required by FTA.

**Section 34. PURCHASE RECORD MAINTENANCE**

- (a) The purchasing department shall maintain records sufficient to detail project performance and financial records in accordance with required retention schedules. Spokane Transit must also maintain records sufficient to detail the significant history of a procurement, including but not limited to the following:
  - (1) The rationale for the method of procurement.
  - (2) The selection of contract type and evaluation criteria.
  - (3) Contractor selection or rejection, and rationale.
  - (4) The basis for the contract price.
  - (5) The bid tabulation or proposal evaluation worksheet.

**Section 35. STATE, FEDERAL AND INTERGOVERNMENTAL AGREEMENTS**

- (a) The CEO is authorized to enter into intergovernmental purchase agreements between Spokane Transit and state and other political subdivisions. Such purchase agreements shall comprise a valid method of transacting procurements only if all aforementioned procurement standards and requirements are adhered to. Public notice advertising requirements shall be deemed met by the advertising of the state or other political subdivision.
- (b) Spokane Transit may enlist in the State Contract Participation Program through the Office of State Procurement to take advantage of the volume purchasing inherent in this program. All purchase transactions conducted through the state program will be considered completely valid and shall be used whenever practicable.
- (c) Spokane Transit may utilize “existing contract” rights, which are the post award use of contract rights that allows someone who was not contemplated in the original contract to purchase the same supplies/equipment through that contract (otherwise known as “piggybacking”). Such purchases shall meet FTA requirements set forth in Chapter V, subsection 7 of the FTA Circular.
- (d) In order to facilitate cooperative purchasing, Spokane Transit may include in its procurement actions, the consolidated requirements of other public entities.

**Section 36. CONTRACT PROVISIONS**

- (a) Third-party contracts shall contain provisions required by the FTA Circular and applicable State, Federal and local law. Each third-party contractor must extend those provisions to its subcontractors to the extent required by applicable laws and regulations.

**Section 37. WAIVER**

The Board may waive these requirements by motion or resolution except when prohibited by federal or state law or regulation.

**Section 38. REPEAL**

Resolution No. 655-09, adopted December 16, 2009, and Resolution No. 685-11, adopted December 15, 2011, and Resolution 702-13, adopted May 16, 2013, are hereby repealed in their entirety.

**Section 39. EFFECTIVE DATE**

This Resolution shall be effective upon adoption.

Adopted by the Spokane Transit Board of Directors at a regular meeting thereof held on the 24<sup>th</sup> day of July 2025.

ATTEST:

SPOKANE TRANSIT:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lance Speirs  
Chair Pro Tempore

Approved as to Form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 4B1 :** LOW-INCOME FARE PILOT PROGRAM

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Carly Cortright, Chief Communications & Customer Service Officer  
Mike Tresidder, Senior Transit Planner

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**SUMMARY:** Spokane Transit’s Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. At the June committee meeting, staff provided an overview of three alternative program structures for the eligibility-based reduced fare program for riders experiencing low-income pilot. At the July meeting, staff will present the results of additional outreach and research and propose a recommended program pilot structure.

**BACKGROUND:** *Connect 2035* reached a significant milestone with the plan’s adoption at the December 19, 2024, STA Board meeting, while the sequencing timeline was adopted at the April 17, 2025, STA Board meeting, completing the last step in finalizing *Connect 2035*. The June PMER Committee meeting provided an overview of three alternative program structures and their potential impacts for discussion. The PMER Committee directed staff to continue pursuing a potential combination of two of these alternatives. After discussion, and with additional outreach to community-based organizations, a proposed pilot program structure has been identified below.

<b>Proposed Pilot Program Structure</b>		
	Option 1	Option 2
<b>Pricing</b>	50% of regular fare	50% of regular fare
<b>Eligibility</b>	50% AMI (housing based)	200% of Federal Poverty Level (FPL) (food/transportation based)
<b>Verification</b>	External partner verification with low-income housing provider	Primary – External partner verification Secondary - Internal STA verification
<b>Enrollment</b>	Pre-selected eligibility pool	Open

**RECOMMENDATION TO COMMITTEE:** Recommend the STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare.

**RESOLUTION NO. XXX-25**

A RESOLUTION FOR THE PURPOSE OF REVISING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors is the legislative body of the Spokane County Public Transportation Benefit Area; and

WHEREAS, pursuant to RCW 36.57A.090(3), the STA Board of Directors shall have the power to fix rates, tolls, fares and charges for the use of public transit services and facilities; and

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

WHEREAS, on September 28, 2022 the STA Board of Directors adopted resolution No. 801-22, updating the current STA Tariff Policy to revise the fare structure for riders age 18 and younger to access available grant funding made available through Move Ahead Washington legislation; and

WHEREAS, on December 19, 2024 the STA Board of Directors adopted resolution No. 831-24, adopting a new strategic plan for the delivery of public transportation service to succeed STA Moving Forward upon its completion and through the year 2035, entitled Connect 2035; and

WHEREAS, on October 21, 2021 the STA Board of Directors adopted the Community Access Pass (CAP) program, which is a discounted fare program for eligible non-profit human service agencies to purchase single use fare passes to provide at no cost to their program participants; and

WHEREAS, an initiative identified within Connect 2035 was to pilot a reduced fare program for riders experiencing low incomes; and

WHEREAS, as a pilot, this reduced fare program will run for a period of not more than three (3) years; and

WHEREAS, STA has conducted an equity analysis of the fare policy changes resulting from an update to its Tariff Policy to incorporate a reduced fare pilot program for riders experiencing low incomes

pursuant to Title VI of the Civil Rights Act; guidance promulgated by the Federal Transit Administration, related policies within *Connect Spokane* and STA's current Title VI Program; and

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

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

Section 1. The STA Board of Directors hereby revises the rates, tolls, and fares identified in the Fixed Route and Paratransit Fares, Vanpool Fares, and Special Event Fares, a copy of which is attached hereto and incorporated herein as "Exhibit A"

Section 2. Resolution No. 801-22 and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.

Section 3. This Resolution shall become effective upon its date of adoption and shall remain in full force and effect until revised by Board resolution; provided, the Chief Executive Officer is hereby authorized to implement the effective date of the rates, tolls, and fares identified in Exhibit A.

ADOPTED by STA at a regular meeting thereof held on the 24th day of July 2025.

Attest:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lance Speirs  
STA Board Chair Pro Tem

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

**EXHIBIT A**

**Fixed Route and Paratransit Fares (currently in effect)**

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider-In-Training (6-12 years)	Rider's License (13-18 years) (7)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 48.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	Zero Fare	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A

GROUP SALES (8)			
Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
Two-Hour Pass	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 2.00	\$ 4.00
7-day Rolling Pass	\$ 17.00	N/A	N/A
Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

- (1) Children under six years of age ride free and must be accompanied by an adult, youth, or student reduced fare or paratransit passenger
- (2) Reduced Fare programs require verification of eligibility.
- (3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)
- (4) Allows for travel up to two (2) consecutive hours after initial validation
- (5) Maximum fare charged per day when paid with a smart card or mobile app
- (6) Maximum fare charged per calendar month when paid with a smart card or mobile app
- (7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to the rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels.
- (8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement
- (9) Limited use fare types available for quantity purchases only and not available to the general public

**Fixed Route and Paratransit Fares (effective when Opportunity fare put into service)**

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)						Paratransit (3)
		Rider-In-Training (6-12 years)	Rider's License (13-18 years) (7)	Student	Honored Rider	Stars & Stripes	Opportunity (10)	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 48.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	Zero Fare	N/A	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
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Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

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- (5) Maximum fare charged per day when paid with a smart card or mobile app
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- (7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to the rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels.
- (8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement
- (9) Limited use fare types available for quantity purchases only and not available to the general public
- (10) Program will commence during Q4 2025 and will be effective for a period no longer than 36 months from its initial start

## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

July 9, 2025

**AGENDA ITEM 5A:** 2025 SERVICE REVISIONS INTERIM UPDATE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Emily Poole, Principal Transit Planner

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**SUMMARY:** Staff will present an update to the final 2025 Service Revisions report which identifies the planned adjustments to the fixed route network for service changes occurring in September 2025. Planned adjustments have been refined, informed by public outreach and stakeholder engagement efforts as discussed further below.

**BACKGROUND:**

**Airway Heights:** On March 5, 2025, the 2025 Service Revisions Final Report was published which included plans for Route 61 Highway 2/Fairchild to increase to 15-minute frequency during the AM and PM weekday peaks. This improvement was tied to an *STA Moving Forward* initiative to have “additional weekday trips and buses to Airway Heights.” Since then, several key factors have prompted STA staff to consider focusing the “additional weekday trips and buses to Airway Heights” to Route 65 Hayford, increasing service frequency from 60 minutes to every 30 minutes for most of the weekday service schedule. This would be paired with adding one early morning and one afternoon trip of Route 61, targeted to improve access to employment. These key factors include:

- Public feedback requesting additional frequency on Route 65 Hayford
- Opportunity for improved service to new areas of Airway Heights as part of planned routing revision, including along 10<sup>th</sup> and 6<sup>th</sup> Avenues
- Constraints on bus bay capacity at the STA Plaza in downtown Spokane

**Route 96 Pines/Sullivan:** An operational adjustment for Route 96 Pines/Sullivan end of line is required due to circumstances beyond STA’s control. For over a decade, the Nom Nom gas station located on Progress Road at East Trent Avenue acted as a comfort station for operators on layover on Route 96. The station was partially destroyed by fire in 2024. Since then, STA learned the owner had no plans to reopen. The routing adjustment mitigates this comfort station loss by extending service west on East Trent Avenue to North Evergreen Road to a new layover location adjacent to a Mobil gas station which will act as a replacement comfort station. This routing adjustment is conducive to future routing plans in Spokane Valley for 2028 and will extend Paratransit access to approximately 1,800 residents in the Trentwood community.

**Public Feedback:** STA sought public feedback on these changes as they are a departure from plans presented in the public outreach for the 2025 Service Revisions. A public survey was conducted from

May 30 until June 15, 2025, and advertised on posters at all Route 61 and 65 bus stops, Route 96 bus stops, and on the STA website. Additionally, the proposed changes were presented to the Airway Heights City Council on June 23, 2025. STA staff coordinated with staff from the City of Airway Heights, the Spokane Tribe, the Kalispel Tribe, and the City of Spokane Valley regarding the proposals. Survey responses have been positive about the increased frequency on Route 65. Some expressed some concerns with routing changes to Route 65 that were already planned and not subject to the proposal. Some pointed out heavy demand on Route 61. Route 65 will have an opportunity to shift some of the load of Route 61, given its consistent connection with Route 6 at the West Plains Transit Center. Staff will present a summary of the results. The full survey results are incorporated into the report posted at the link.

The update to the 2025 Service Revisions Report will be available online beginning July 9, 2025, at the following link:

<https://www.spokanetransit.com/projects/2025-service-revisions/>

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM:** **5B:** CITIZEN ADVISORY COMMITTEE UPDATE

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Per their Charter, the Citizen Advisory Committee (CAC) is advisory to the Performance Monitoring & External Relations (PMER) Committee and will “represent the interests of the community and assist staff and STA in furthering STA’s stated mission, vision, and goals, in accordance with the regular input received from the public and stakeholders.”

To keep PMER informed of the activities of the CAC, an update will be provided during the meeting.

**RECOMMENDATION TO COMMITTEE:** Receive report

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 7A :** MAY 2025 OPERATING INDICATORS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Interim Co-Chief Executive Officer /Chief Operations Officer

**SUMMARY:** There was one less number of weekdays in May 2025 compared to May 2024 (21 vs. 22). On-time performance for Fixed Route was 91.6% and Paratransit 94.5%.

**FIXED ROUTE**

Ridership	May 2025	May 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	935,534	935,408	0.0%	3.9%
Average Daily Ridership	36,538	35,633	2.5%	4.7%
Adult Ridership	364,732	328,424	11.1%	1.0%
CCS Pass Ridership	42,249	34,594	22.1%	16.7%
Eagle Pass Ridership	28,349	30,797	-7.9%	-8.8%
Youth Ridership	209,505	189,558	10.5%	7.2%
% of Ridership by Youth	22.4%	20.3%	2.1%	0.6%
Reduced Fare / Paratransit Ridership	118,422	98,369	20.4%	8.8%

**PARATRANSIT**

Ridership	May 2025	May 2024	Month/Month % Change	Year/Year % Change
Combined	34,984	34,378	1.8%	4.8%
Directly Operated	18,750	19,074	-1.7%	5.6%
Purchased Transportation	16,234	15,304	6.1%	3.8%
SUV	1,202	1,145	5%	17.3%

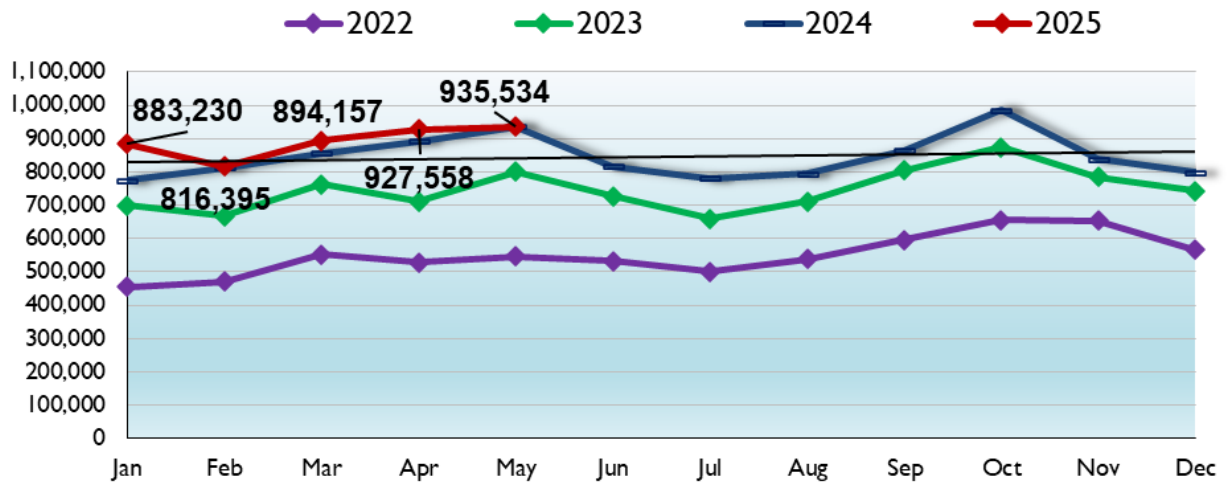
**RIDESHARE**

Ridership	May 2025	May 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,130	8,861	3.0%	
Year to Date Customer Trips	43,780	44,795		-2.3
Monthly Active Groups	88	83	6.0%	3.5%
Unique Riders	397	402	2.2%	1.5%
Riders per Vehicle	4.73	4.67	-3.6%	-2.0%

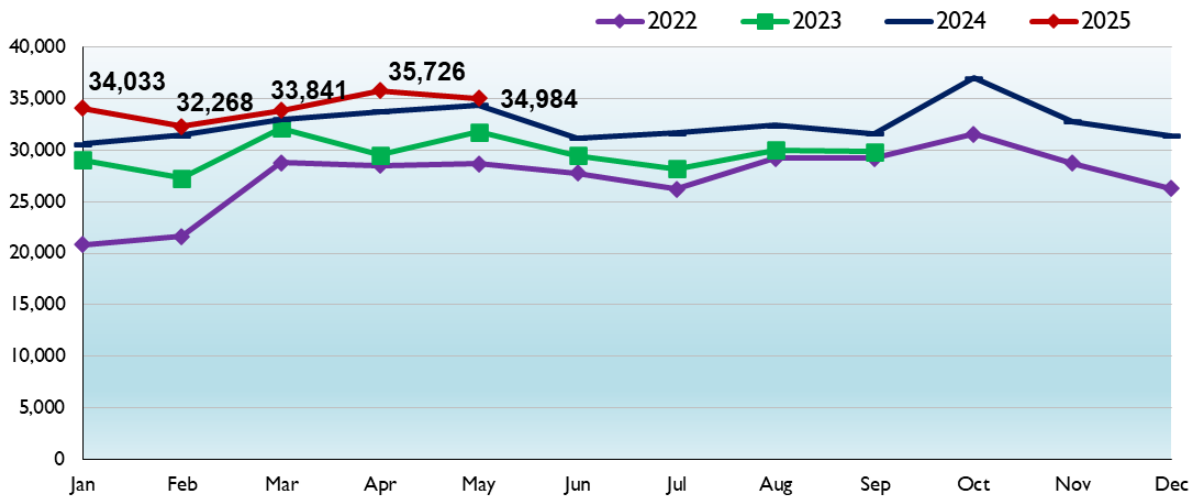
Group Formations and Folds
Airway Heights Corrections started three new groups.

**RECOMMENDATION TO COMMITTEE:** Information only.

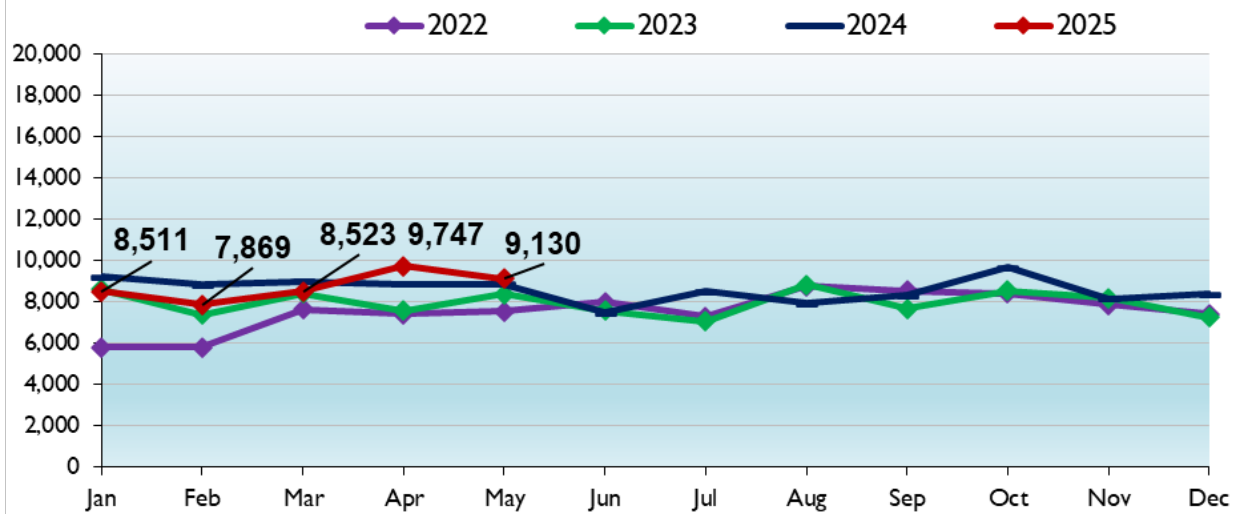
### FIXED ROUTE RIDERSHIP



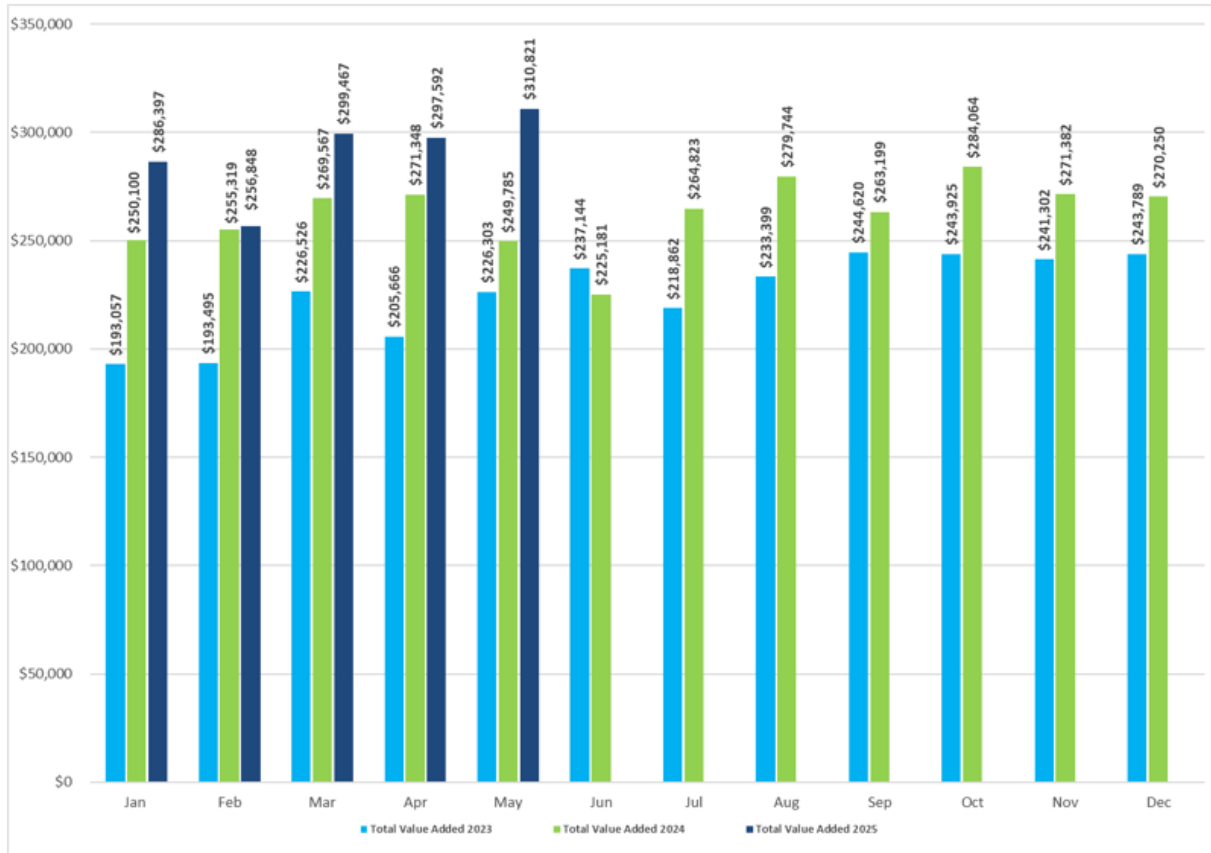
### PARATRANSIT RIDERSHIP



### RIDESHARE RIDERSHIP

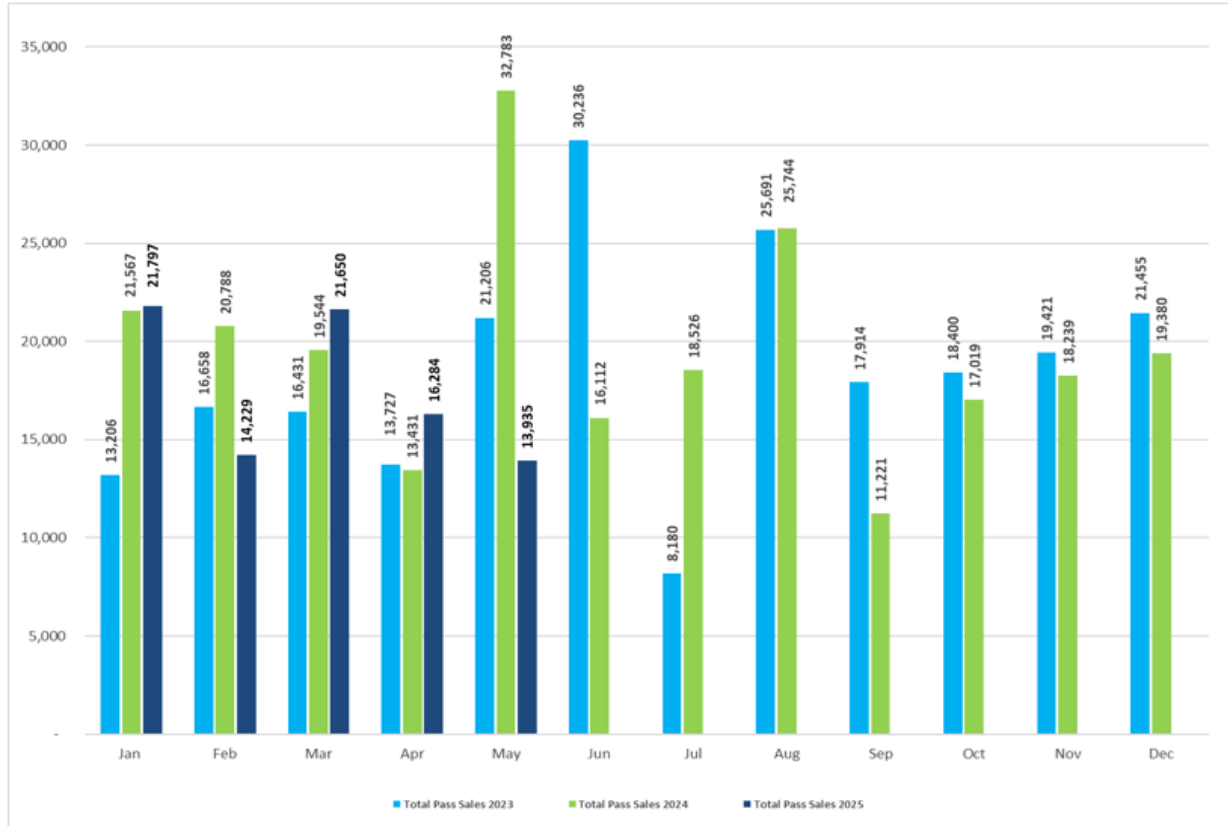


## MONTHLY VALUE ADDED TO CONNECT CARDS



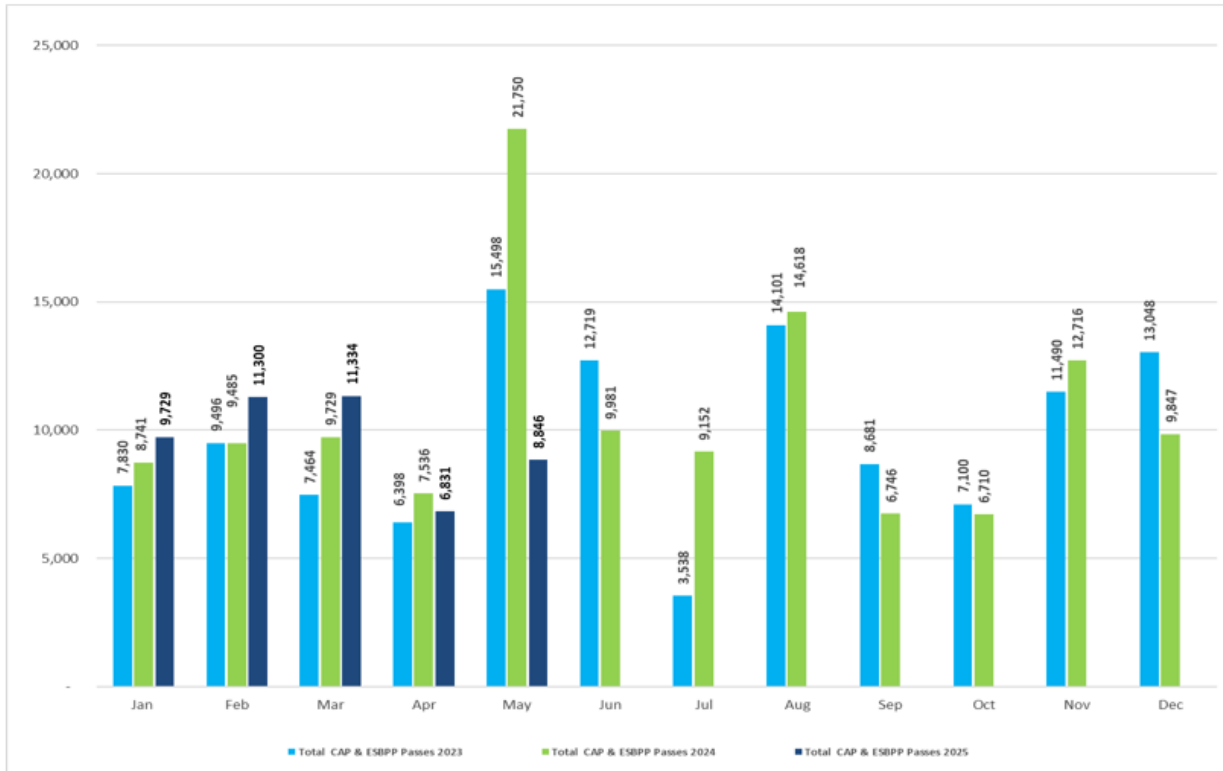
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 52,248	\$ 69,891	\$ 84,081	20.3%
Call Center	\$ 22,696	\$ 35,982	\$ 43,459	20.8%
Customer Service Terminal	\$ 308,002	\$ 316,192	\$ 308,233	-2.5%
Customer Website	\$ 113,400	\$ 108,263	\$ 104,353	-3.6%
Mobile Ticketing	\$ 473,082	\$ 561,751	\$ 579,496	3.2%
Institutional Website	\$ 62,467	\$ 107,449	\$ 138,914	29.3%
Open Payments	\$ -	\$ 77,968	\$ 172,800	121.6%
Retail	\$ 13,152	\$ 18,623	\$ 19,789	6.3%
<b>Total</b>	<b>\$ 1,045,047</b>	<b>\$ 1,296,118</b>	<b>\$ 1,451,126</b>	<b>12.0%</b>

## MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



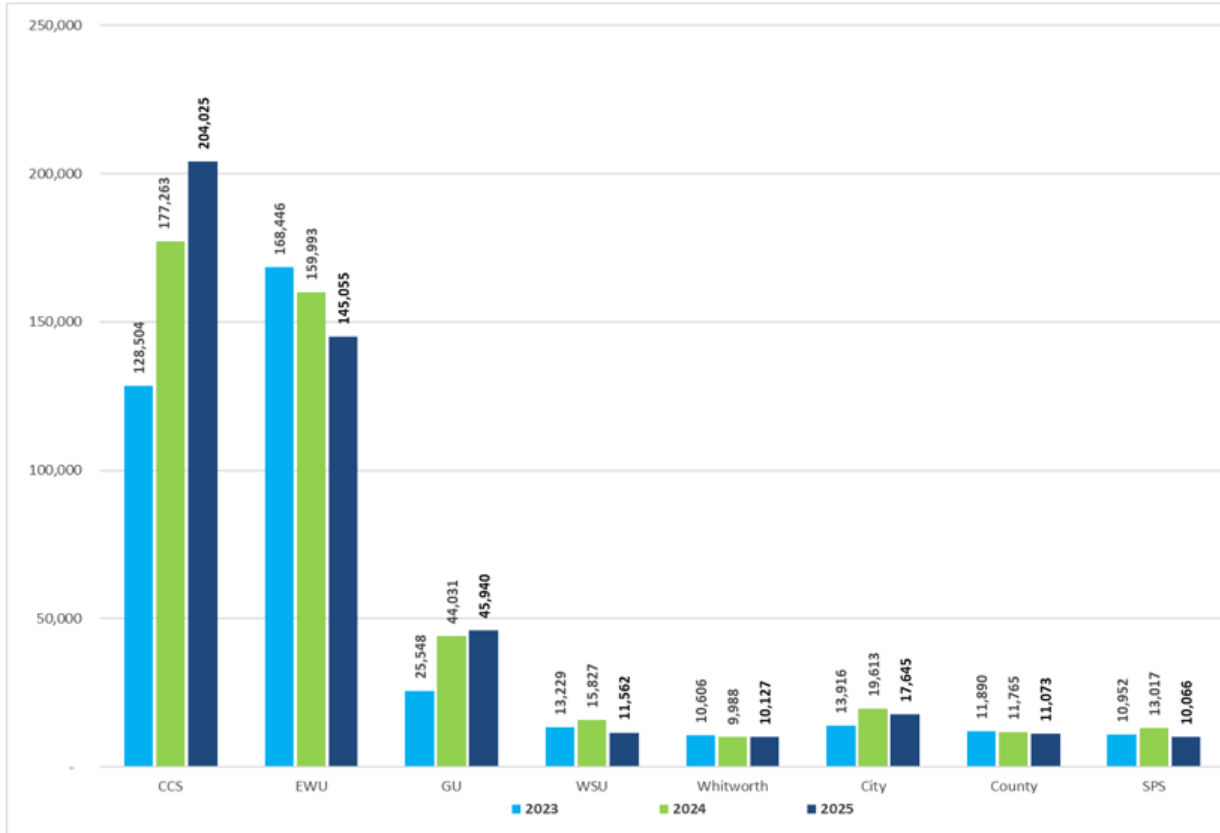
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	29,841	39,695	30,300	-23.7%
7-Day	1,165	1,784	2,368	32.7%
Day Pass	44,652	60,075	48,825	-18.7%
Stars & Stripes/ Honored Rider	266	249	223	-10.4%
Paratransit Monthly	170	192	178	-7.3%
Shuttle Park	922	617	385	-37.6%
31-Day Rolling	4,212	5,501	5,616	2.1%
<b>Total</b>	<b>81,228</b>	<b>108,113</b>	<b>87,895</b>	<b>-18.7%</b>

## COMMUNITY ACCESS AND EMPLOYER SPONSORED PASS SALES (Included in Total Passes Sold)



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	18,384	20,897	16,865	-19.3%
Day Pass CAP	26,341	34,097	29,002	-14.9%
Employer Sponsored Bus Pass	1,961	2,247	2,173	-3.3%
<b>Total</b>	<b>46,686</b>	<b>57,241</b>	<b>48,040</b>	<b>-16.1%</b>

## MAY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	128,504	177,263	204,025	15.1%
EWU	168,446	159,993	145,055	-9.3%
GU	25,548	44,031	45,940	4.3%
WSU	13,229	15,827	11,562	-26.9%
Whitworth	10,606	9,988	10,127	1.4%
City	13,916	19,613	17,645	-10.0%
County	11,890	11,765	11,073	-5.9%
Spokane Public Schools	10,952	13,017	10,066	-22.7%
<b>Total</b>	<b>383,091</b>	<b>451,497</b>	<b>455,493</b>	<b>0.9%</b>

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 7B :** MAY 2025 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer  
Kristi Rockwell, Accounting Manager

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**SUMMARY:** Attached are the May 2025 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, May year-to-date revenue is 4.9% (\$3.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 9.2% higher than budget
- Sales Tax Revenue is 0.1% lower than the budget
- Federal & State Grant Revenue is 27.2% higher than budget
- Miscellaneous Revenue is 6.0% higher than budget

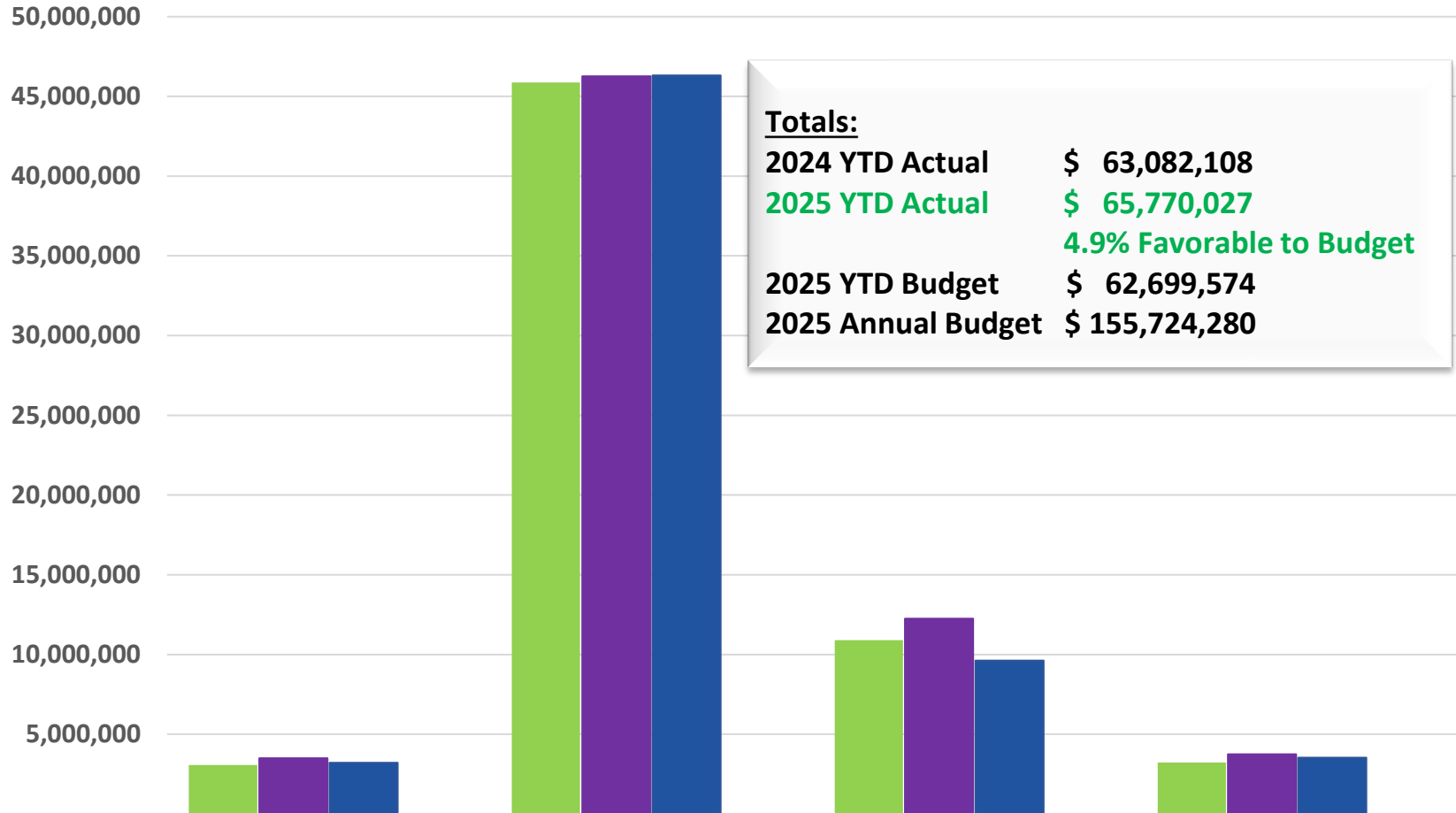
Operating Expenses

Overall, May year-to-date operating expenses are 4.7% (\$2.6M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 1.1% lower than budget
- Paratransit is 8.3% lower than budget
- Rideshare is 12.9% lower than budget
- Plaza is 11.8% lower than budget
- Administration is 14.2% lower than budget

**RECOMMENDATION TO COMMITTEE:** Information only.

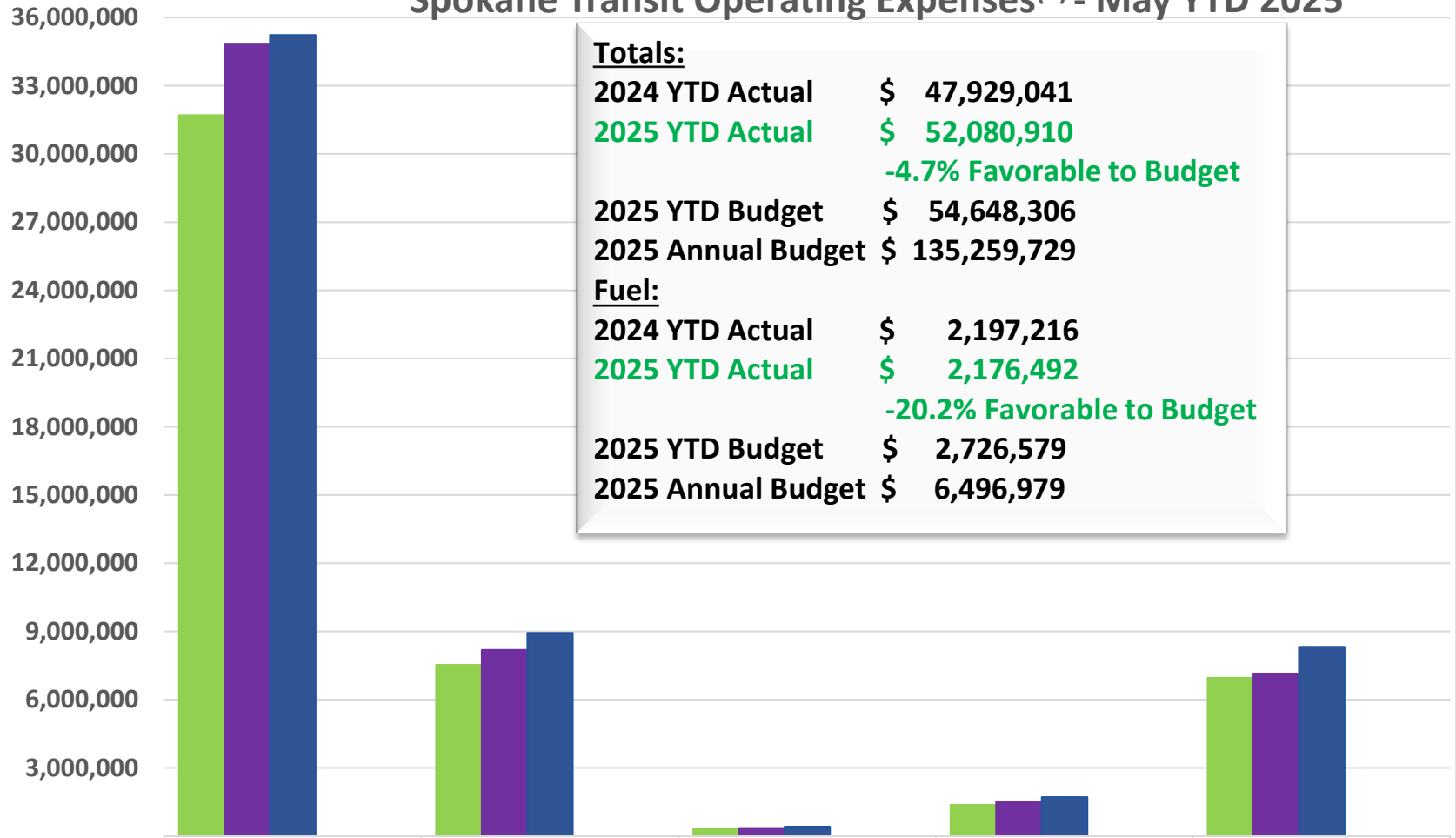
## Spokane Transit Revenues <sup>(1)</sup> - May YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2024 YTD Actual	3,072,630	45,864,373	10,906,472	3,238,633
■ 2025 YTD Actual	3,504,442	46,269,253	12,247,960	3,748,372
■ 2025 YTD Budget	3,208,408	46,323,017	9,630,647	3,537,502
2025 YTD Budget Variance	9.2%	-0.1%	27.2%	6.0%
2025 Budget	7,808,056	116,312,668	23,113,552	8,490,004

(1) Above amounts exclude grants used for capital projects. Year-to-date May state capital grant reimbursements total \$3,854,371 and federal capital grant reimbursements total \$3,389,280.

## Spokane Transit Operating Expenses<sup>(1)</sup> - May YTD 2025



	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	31,707,936	7,534,135	333,007	1,378,745	6,975,218
2025 YTD Actual	34,850,481	8,200,172	362,500	1,517,005	7,150,752
2025 YTD Budget	35,232,187	8,945,686	416,328	1,719,867	8,334,238
2025 YTD Budget Variance	-1.1%	-8.3%	-12.9%	-11.8%	-14.2%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$16,665,310 and Street/Road cooperative projects of \$0 for year-to-date May 2025.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 7C :** JUNE 2025 SALES TAX REVENUE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer

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**SUMMARY:** Attached is the June 2025 voter-approved sales tax revenue information. June sales tax revenue, which represents sales for April 2025, was:

- 3.0% below 2025 budget
- 0.6% below YTD 2025 budget
- 2.0% below 2024 actual
- 0.4% above YTD 2024 actual

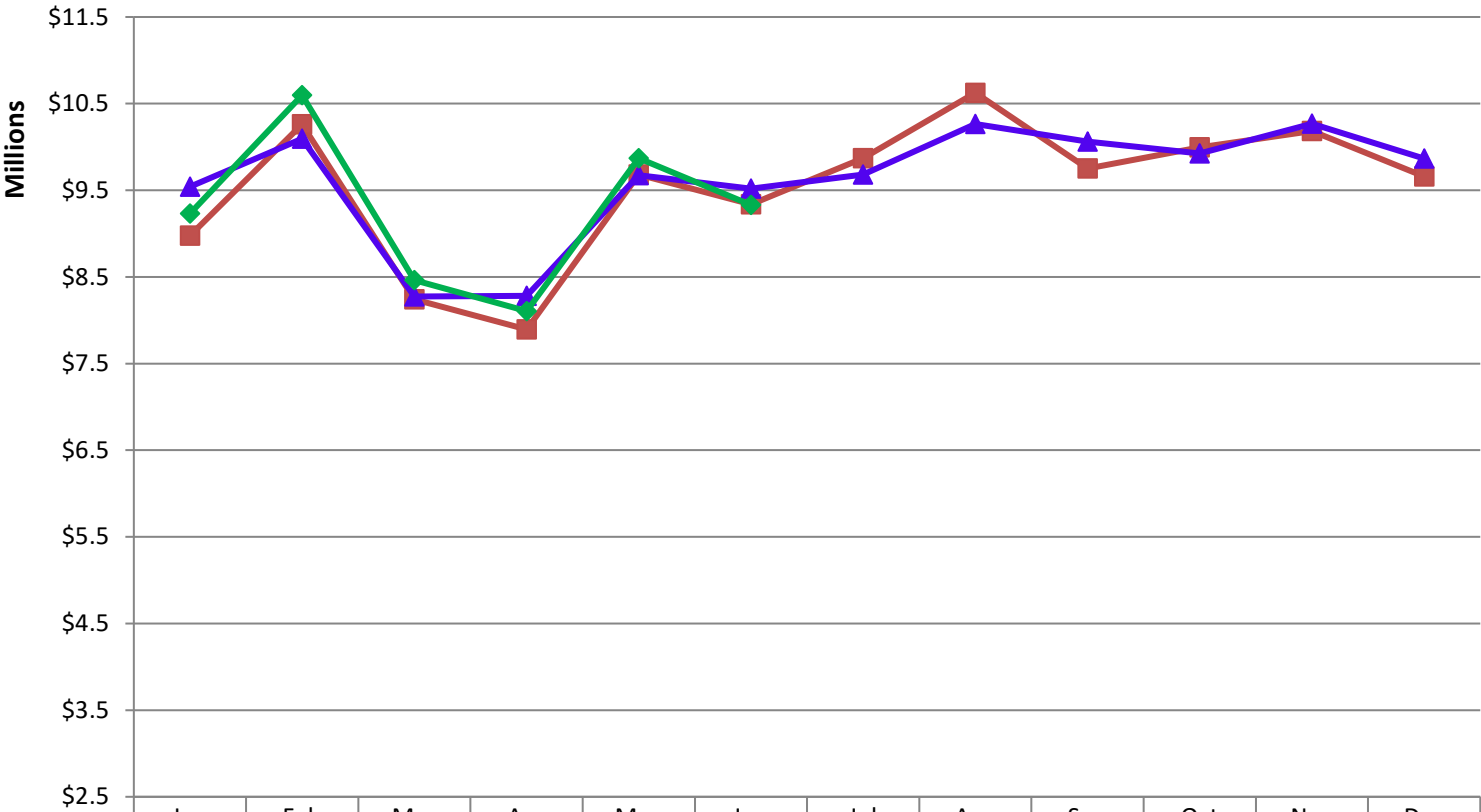
Total taxable sales for April were *down* 1.8% from April 2024. 2025 YTD sales are *up* 0.1% compared with April 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 2.6% or \$14.1M in April 2025 vs April 2024 and is *up* by 1.8% or \$37.5M April 2025 YTD vs 2024 YTD
  - Other Miscellaneous Retailers *increased* 7.9% or \$27.1M April 2025 YTD over April 2024 YTD
  - Automotive Parts, Accessories, and Tire Retailers *increased* 15.4% or \$12.5M April 2025 YTD over April 2024 YTD
  - Grocery and Convenience Retailers *increased* 7.0% or \$8.3M April 2025 YTD over April 2024 YTD
  - Electronics and Appliance Retailers *increased* 5.4% or \$7.0M April 2025 YTD over April 2024 YTD
  - Automobile Dealers *increased* 0.6% or \$2.1M April 2025 YTD over April 2024 YTD
  - Other Motor Vehicle Dealers *increased* 3.0% or \$1.6M April 2025 YTD over April 2024 YTD
  - Gasoline Stations *increased* 2.4% or \$1.3M April 2025 YTD over April 2024 YTD
  - Lawn and Garden Equipment and Supplies Retailers *increased* 12.1% or \$1.1M April 2025 YTD over April 2024 YTD
  - Clothing and Clothing Accessories Retailers *increased* 1.3% or \$1.0M April 2025 YTD over April 2024 YTD
  - Fuel Dealers *decreased* 31.4% or \$-1.3M April 2025 YTD over April 2024 YTD
  - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 0.8% or \$-2.3M April 2025 YTD over April 2024 YTD
  - Department Stores Retailers *decreased* 14.5% or \$-2.5M April 2025 YTD over April 2024 YTD

- Furniture and Home Furnishings Retailers *decreased* 5.9% or \$-3.2M April 2025 YTD over April 2024 YTD
- Building Material and Supplies Dealers *decreased* 3.0% or \$-5.7M April 2025 YTD over April 2024 YTD
- Health and Personal Care Retailers *decreased* 10.2% or \$-8.8M April 2025 YTD over April 2024 YTD
- Construction *decreased* by 6.0% or \$10.6M in April 2025 vs April 2024 and is *down* by 1.1% or \$6.9M April 2025 YTD vs 2024 YTD
- Accommodation and Food Services *increased* by 0.9% or \$1.1M in April 2025 vs April 2024 and is *up* by 1.2% or \$5.4M April 2025 YTD vs 2024 YTD

**RECOMMENDATION TO COMMITTEE:** Information only.

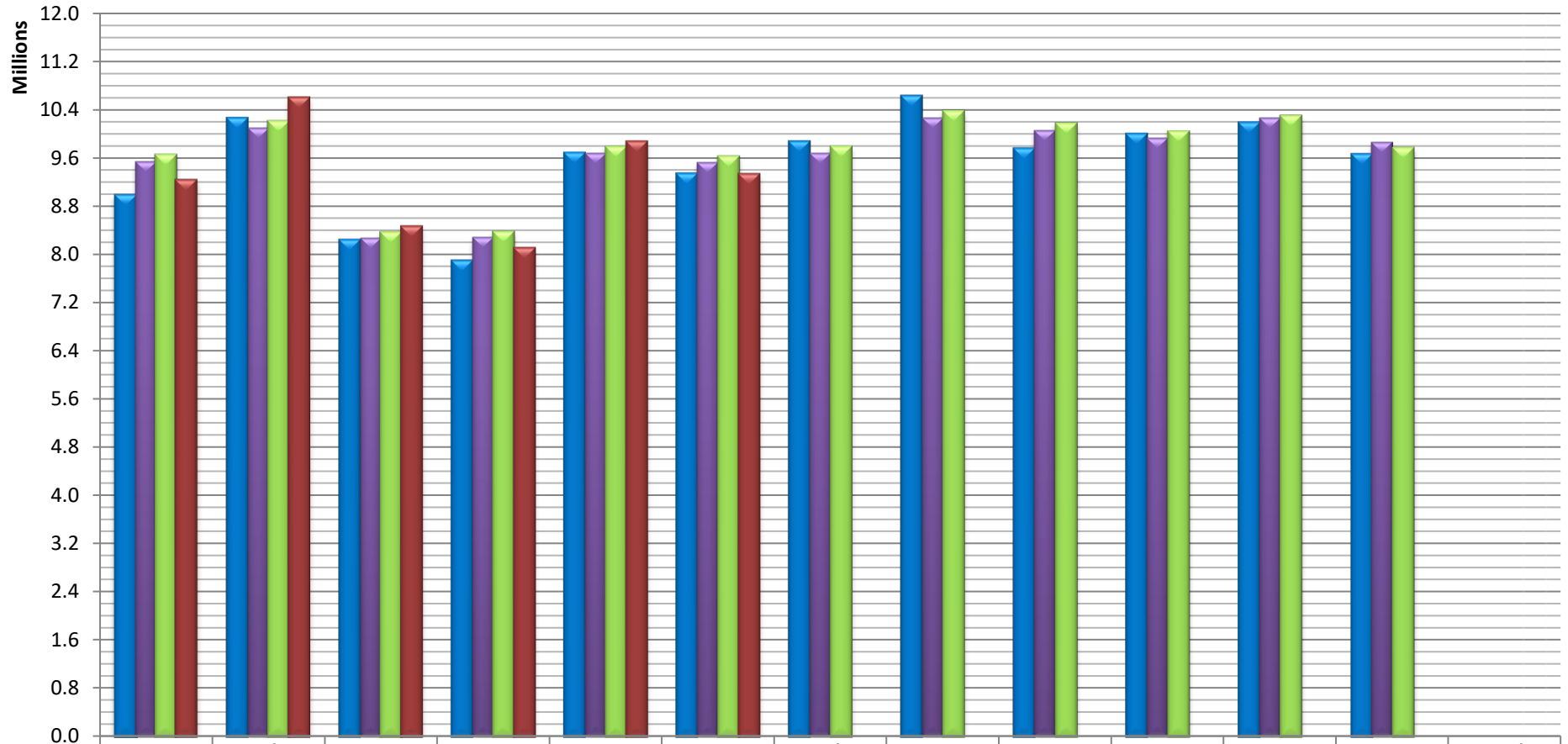
### Sales Tax Revenue History-June 2025<sup>(1)</sup>



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	\$10.1	\$8.3	\$8.3	\$9.7	\$9.5	\$9.7	\$10.3	\$10.1	\$9.9	\$10.3	\$9.9
2025	\$9.2	\$10.6	\$8.5	\$8.1	\$9.9	\$9.3						

(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.

## 2023 - 2025 SALES TAX RECEIPTS <sup>(1)</sup>



\$ Mo. Var.	(309,335)	502,687	190,317	(174,999)	196,210	(189,045)	-	-	-	-	-	-	
% Mo. Var.	-3.2%	5.0%	2.3%	-2.1%	2.0%	-2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(309,335)	193,352	383,669	208,670	404,880	215,835	-	-	-	-	-	-	
% YTD Var.	-3.2%	1.0%	1.4%	0.6%	0.9%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-4.2%	0.0%	0.4%	-0.4%	-0.1%	-0.6%	-0.5%	-0.4%	-0.4%	-0.4%	-0.4%	-0.3%	

<sup>(1)</sup> 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**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 8 :** SEPTEMBER 3, 2025, DRAFT COMMITTEE MEETING AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** STA Staff

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**SUMMARY:** At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to review and discuss the items to be included on the September 3, 2025, draft agenda.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, September 3, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

**DRAFT AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of June 4, 2025, Committee Meeting - *Corrections/Approval*
  - B. Enterprise Asset Management – Scope of Work Approval (*Rapez-Betty*)
4. Committee Action (10 minutes)
  - A. Board Consent Agenda
    1. Electrical Systems Upgrade: Award of Contract (*Rapez-Betty*)
    2. Millwood Transit Improvements Interlocal Agreement (*Otterstrom*)
  - B. Board Discussion Agenda (*none*)
5. Reports to Committee (40 minutes)
  - A. 2025 Second Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
  - B. 2025 Paratransit Survey Results Summary (*Cortright*)
  - C. 2024 State Audit Report (*Johnston*)
  - D. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. July 2025 Operating Indicators (*Rapez-Betty*)
  - B. July 2025 Financial Results Summary (*Johnston*)
  - C. August 2025 Sales Tax Revenue (*Johnston*)
  - D. June 2025 Semiannual Financial Reports (*Johnston*)
  - E. 2nd Quarter 2025 Service Planning Input Report (*Otterstrom*)
  - F. September 2025 Service Change
8. Review October 1, 2025, Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members’ Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, October 1, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0925
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA’s website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 9 :** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**SUMMARY:** At this time, the Committee will have the opportunity to discuss new business relating to Performance Monitoring & External Relations.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

July 9, 2025

**AGENDA ITEM 10 :** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**SUMMARY:** At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to express comments or opinions.

**RECOMMENDATION TO COMMITTEE:** For discussion.