

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

## **BOARD OPERATIONS COMMITTEE MEETING**

**Wednesday, January 12, 2022**

**1:30 p.m. – 3:00 p.m.**

**Via Webex Video Conference**

**Committee Members:** [Click here to join the meeting](#)

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### **AGENDA**

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action/Discussion: (5 minutes)
  - A. December 8, 2021, Committee Meeting Minutes – Corrections/Approval
  - B. Consolidated 2022 Bus Stop & Route Facilities Project – Scope of Work Approval (*Otterstrom*)
5. Fare Policy Revisions: Outreach and Action – Recommendation (*Liard/Otterstrom*) (15 minutes)
6. City Line High Performance Transit Amenities: Browne's Addition Revised Agreement – Recommendation (*Otterstrom*) (10 minutes)
7. Temporary Staffing Services Award of Contract – Recommendation (*Williams*) (5 minutes)
8. Approval for Board Member Travel to 2022 APTA Meetings – Recommendation (*Meyer*) (5 minutes)
9. Appointment of Board Members and Chairs to the Planning & Development and Performance Monitoring & External Relations Committees for 2022 – Recommendation (*Grover*) (10 minutes)
10. Board of Directors Meeting Agenda January 20, 2022 – Corrections/Approval (*Meyer*) (5 minutes)
11. Board Operations Committee Draft February 9, 2022, Meeting Agenda – Information (*Meyer*) (5 minutes)
12. CEO Report (15 minutes)
13. New Business
14. Adjourn

Next Committee Meeting: Wednesday, February 9, 2022, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on 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. 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 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 2 :**     APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**             Chris Grover, Committee Chair

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**SUMMARY**

At this time, the Board Operations Committee will review the meeting agenda.

**RECOMMENDATION TO COMMITTEE:**   Approve agenda.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, Committee Chair

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**SUMMARY**

Mr. Grover will take this opportunity to discuss topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 4A:** MINUTES OF THE DECEMBER 8, 2021, COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Amie Blain  
Executive Assistant to the Chief Financial Officer

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**SUMMARY**

The December 8, 2021, meeting minutes are attached for your information, correction and/or approval.

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the December 8, 2021 Meeting  
Via Webex Video Conference

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, Chair  
Chris Grover, Small Cities Representative (Airway Heights), *Performance Monitoring & External Relations Committee Chair*, Chair Pro Tempore  
Al French, Spokane County, *Planning & Development Committee Chair*  
Karen Stratton, City of Spokane  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

Emily Arneson, *Ombudsman & Accessibility Officer*  
Dana Infalt, *Clerk of the Authority*  
Monique Liard, *Chief Financial Officer*  
Karl Otterstrom, *Director of Planning & Development*  
Brandon Rapez-Betty, *Director of Communications & Customer Service*  
Nancy Williams, *Director of Human Resources & Labor Relations*

### **MEMBERS ABSENT**

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

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

#### **2. APPROVE COMMITTEE AGENDA**

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

#### **3. CHAIR'S COMMENTS**

Ms. Haley asked Mr. Otterstrom to present information regarding near term investment opportunities for STA. The Committee reviewed and discussed two lists of prospective projects (Package A and Package B) for consideration by the Board at the December 16, 2021, Board meeting. Both packages include the purchase of ten additional battery electric buses. A final evaluation report will be included the December Board Packet. Staff will request the Board select and approve a package of near-term investments for implementation.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. October 13, 2021 Committee Minutes**

*Mr. French moved to approve the October 13, 2021, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Al French, Chair, Planning & Development (P&D)**

The Committee finalized the 2022 P&D Committee Work Program. The Committee forwarded the Sprague High Performance Transit Corridor Development Plan to the Board consent agenda and a recommendation that the Board adopt the Final Proposed 2022 Operating and Capital Budgets. Mr. Otterstrom presented updates on draft revisions to Connect Spokane and the I-90/Valley High Performance Transit Corridor Planning.

##### **b. Chris Grover, Chair, Performance Monitoring & External Relations (PMER)**

The Committee forwarded the Diesel and Unleaded Gasoline Award of Contract to the Board consent agenda and a recommendation that the Board approve the Draft 2022 State Legislative Priorities. Mr. Rapez-Betty presented a Fare Policy Public Outreach update.

**6. STRATEGIC PLANNING SERVICES AWARD OF CONTRACT**

Spokane Transit is seeking qualified assistance in developing a multi-year strategic plan. After careful consideration of all submissions, consultant interviews, and evaluation criteria, the STA evaluation committee determined Nelson\Nygaard Consulting to be the most qualified firm to provide Strategic Planning services. Based on the cost estimates provided by Nelson\Nygaard Consulting, the total value of the strategic planning services contract is \$526,873. The cost of the contract will be locally funded out of STA's 2022 operating budget.

*Mr. Grover moved to recommend the Board authorize the CEO to award a contract to Nelson\Nygaard Consulting for Strategic Planning services in the amount of \$526,873, Mr. French seconded and the motion passed unanimously.*

**7. 2021 FTA 5310 PROGRAM OF PROJECTS BUDGET REVISION**

The STA Board approved the use of \$658,828 in federal funds and \$24,672 in STA local funds for the 2021 Section 5310 Call for Projects. The federal funding sources included the FY 2021 annual apportionment and funds returned from prior federal 5310 grant funds apportioned before FY 2020. However, the availability for the prior-year federal funds has lapsed and cannot be used on a current year project. Staff proposed substituting funds by increasing the 2021 local funding amount by \$96,974 and applying the prior year federal funds to an approved FY 2020 project. This changes the federal funds in FY 2021 to \$561,854 and the STA local funds to \$121,646. The overall effect of this proposed action is cost neutral and the total award amount remains \$683,500.

*Mr. Grover moved to recommend the STA Board make available an additional \$96,974 in STA local funds to the previously approved 2021 5310 funding awards to maintain the cumulative federal and STA local fund award amount of \$683,500, Mr. French seconded and the motion passed unanimously.*

**8. 2022 BOARD AND COMMITTEE MEETING CALENDAR**

The Committee reviewed the 2022 Board and Committee Meeting Schedule noting exceptions to traditional meeting dates in September and December. The Board and Committees do not meet in August. The Board Operations Committee will meet on January 12, and the Board of Directors on January 20. The P&D and PMER Committees do not meet in January. In addition to the regular Board meetings, Strategic Planning & Budget workshops for the Board of Directors are scheduled in March, May, and July.

*Mr. Grover moved to recommend the Board approve the 2022 Board and Committee meeting calendar, Ms. Stratton seconded and the motion passed unanimously.*

**9. BOARD OF DIRECTORS AGENDA DECEMBER 16, 2021**

*Mr. French moved to approve the Board of Directors agenda as presented, Mr. Grover seconded and the motion passed unanimously.*

**10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 12, 2022**

*Mr. Grover moved to approve the Board Operations Committee agenda as presented, Mr. French seconded and the motion passed unanimously.*

**11. CEO REPORT**

The Board Operations Committee is the only committee that meets in January. Mayor Grover will be chair of the committee and Mr. French and Ms. Stratton will attend as committee members. New committee members will be appointed at the January Board of Directors meeting and will attend the remaining meetings in 2022.

Ms. Meyer, Ms. Haley, Mr. Otterstrom, and Ms. Wilkerson met with a representative from the Browne's Addition Neighborhood Council (Council) regarding the City Line station located in Browne's Addition. At its March 18, 2021 meeting, the STA Board approved a customized shelter top for the Browne's Addition Neighborhood provided the Council pay 20 percent of the cost to design a revision to the standard City Line shelter top. The Council has requested the design cost be waived. STA staff will continue discussions with the Council and will submit a recommendation to the Board of Directors for consideration in January or February. Ms. Stratton said she will see if the City of Spokane can help with funds for the Council.

**12. NEW BUSINESS**

None.

**13. EXECUTIVE SESSION**

At 2:44 p.m., Chair Haley announced the Committee would adjourn for an Executive Session for the purpose of reviewing the performance of a public employee and would reconvene in open session at approximately 2:59 p.m.

At 2:59 p.m., Ms. McAloon announced the Committee would reconvene at 3:04 p.m.

At 3:04 p.m., Ms. McAloon announced the Committee would reconvene at 3:09 p.m.

At 3:09 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

**14. ADJOURN**

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:09 p.m.

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 4B :** CONSOLIDATED 2022 BUS STOP & ROUTE FACILITIES  
PROJECT – SCOPE OF WORK APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Ryan Brodwater, Capital Projects Manager

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**SUMMARY**

In May 2021, the STA Board approved a Final Recommendation for service revisions and new routes associated with implementation of City Line and ongoing *STA Moving Forward* projects. These revisions require nearly two hundred new stops and associated accessibility improvements within the Public Transit Benefit Area (PTBA) spanning multiple jurisdictions. Specific project elements and approved local funding sources are summarized below:

Element	Improvement	CIP #	Approved Budget
Service Change Bus Stops	New Bus Stops (appx. 70 total) Stop Pole Installation (appx. 117 total)	743	\$1,850,940
Operational Improvements	Garland-Regal Layover (1 total)	751	\$200,000
Rural Stops	Hayford Road Stops (4 total)	464	\$700,000

Coffman Engineers provided survey and civil design and has coordinated with associated jurisdictions for approval. To support multiple service revisions and implementation schedules through 2023, the improvements are being packaged into phases that are planned to be constructed over 2022 and 2023. Individual phases are anticipated to be within CEO authority to award, however; the cumulative projects are anticipated to exceed \$1M. To ensure transparency, staff are presenting the project scope of work for approval prior to a phased bid approach.



## **GENERAL SCOPE OF WORK CONSOLIDATED 2022 BUS STOP & ROUTE FACILITIES PROJECT**

### **Phase 1 (Early 2022 Construction)**

- CIP #743 - Service Change Bus Stops
  - Construct new bus stops and associated accessibility improvements (approximately 45)
  - Install stop poles and flags (approximately 89)
- CIP #751 – Operational Improvements
  - Construct Garland-Regal layover

### **Phase 2 (Late 2022 Construction)**

- CIP #743 – Service Change Bus Stops
  - Construct new bus stops and associated accessibility improvements (approximately 25)
  - Install stop poles and flags (approximately 28)
- CIP #464 – Rural Stops
  - Construct rural stops (4)

### **Phase 3 (2023 Construction, as necessary)**

- Construct remaining new bus stops and associated accessibility improvements
- Install remaining stop poles and flags

**RECOMMENDATION TO COMMITTEE:** Approve the general scope of work and authorize staff to release the Invitation for Bids (IFB) for the Consolidated 2022 Bus Stop & Route Facilities Project.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 5 :** FARE POLICY REVISIONS: OUTREACH AND ACTION –  
RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
Karl Otterstrom, Director of Planning & Development

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**SUMMARY**

STA periodically evaluates its fare policy and fare structure, with the last fare policy revisions in 2016. The current policy revision is not proposing tariff increases, rather it is being undertaken in anticipation of the implementation of a new, modernized fare collection system. The three primary objectives of the revision are to: 1) incorporate new fare types enabled by the new system, 2) broaden discount programs which encourage ridership and enhance access and equity, and 3) simplify the policy document itself.

**Background**

In December 2020, STA contracted with INIT Innovations in Transportation Inc. to implement a new account-based fare collection system that offers smart card and mobile ticketing capabilities to enhance rider experience across its network. Through the new system, customers will have increased convenience through electronic fare payment and self-service account management capabilities, while also improving transit system performance by enabling pre-payment of fares and all-door boarding to reduce dwell time.

The proposed fare policy revisions and public outreach plan were presented to the Performance Monitoring and External Relations (PMER) Committee at their November 3, 2021, meeting. The public comment period for the proposed revisions was open from November 4 to December 17, 2021. A public hearing on the proposed fare policy revisions was held at the December 16, 2021, Board Meeting. One comment in support from Spokane Neighborhood Action Partners (SNAP) was received during the public hearing (A summary of the public outreach and survey results is attached).

Staff have provided the following for review:

- Draft Board Resolution with proposed fare policy and fare structure tables
- Public Outreach Summary report
- Draft Title VI Equity Analysis report

### **Public Outreach Summary**

STA sought public input on the proposed fare policy. The public comment period was November 4 to December 17, 2021, with STA utilizing a public outreach campaign to collect feedback on the proposed fare policy. This outreach included a variety of communication techniques. Overall, STA met with 14 community-based organizations, and received input from over 1800 people through an online and paper survey. (The full public outreach strategy is outlined in Section III of the public outreach summary document). Survey responses were generally supportive of the proposed fare policy revisions. Throughout the survey it became evident that how the policy becomes implemented will be important in adoption of the fare policy media, and that a strong educational component will be necessary in communicating the key aspects of the policy revisions.

### **Draft Title VI Equity Analysis**

The Federal Transit Administration requires transit agencies to analyze any fare change for potential impacts to populations protected under Title VI of the Civil Rights Act to ensure government action does not impose a disparate impact on minority populations or a disproportionate burden on low-income populations (as defined by STA policy in Connect Spokane). This analysis is to be performed prior to the implementation of the proposed fare policy revision.

STA's Title VI Fare Policy Revisions Equity Analysis finds no disparate impact or disproportionate burden from the fare policy as currently proposed. STA will revisit and update this analysis as implementation methods are developed to ensure compliance with Title VI of the Civil Rights Act of 1964.

### **Proposed Fare Policy, Fare Structure Tables, and draft Board Resolution**

The proposed fare policy and the accompanying fare structure tables are included for review along with the draft resolution for action.

Subject to Board approval, the fare structure tables (*currently in effect*) will be replaced with the fare structure tables (*effective with fare collection system implementation*) once the new fare collection system goes into service which is expected in October 2022.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors adopt by resolution the revised STA Fare Policy as presented.

**DRAFT RESOLUTION NO.**

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE, PARATRANSIT AND VANPOOL; RESCINDING RESOLUTION NUMBER 779-19; AND OTHER MATTERS RELATED THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, on September 19, 2019, the STA Board of Directors adopted Resolution No. 779-19, approving the current STA Tariff Policy, inclusive of the Special Event Fares; and

WHEREAS, on July 16, 2020, the STA Board of Directors adopted Resolution No. 778-20, approving the current STA Vanpool Fare Policy; and

WHEREAS, the STA Board of Directors desires to update its Tariff Policy and rescind Resolutions No. 779-19 and 778-20.

WHEREAS, STA has conducted extensive public outreach to provide awareness and receive input on proposed updates to its Tariff Policy; and

WHEREAS, STA has conducted an equity analysis of the fare policy changes resulting from an update to its Tariff Policy pursuant to Title VI of the Civil Rights Act, guidance promulgated by the Federal Transit Administration, related policies within *Connect Spokane* and STA's 2020 Title VI Plan; and

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

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

Section 1. The STA Board of Directors hereby adopts and establishes the rates, tolls, and fares identified in the Fixed Route and Paratransit Fares, Vanpool Fares, and Special Event Fares (effective with fare collection system implementation), a copy of which is attached hereto and incorporated herein as "Exhibit A."

Section 2. Resolution No. 779-19, and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.

Section 3. Resolution No. 778-20, and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.

Section 4. This Resolution shall become effective upon its date of adoption and shall remain in full force and in 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 as "Fixed Route and Paratransit Fares (effective with fare collection system implementation)" at such date in the future when the new account-based fare collection system is put in service for use by STA patrons.

ADOPTED by STA at a regular meeting thereof held on the 21st day of January 2022.

ATTEST:

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

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Chris Grover  
Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Legal Counsel

# STA POLICY

## 01-006 Fares

*Draft*

The Board of Directors shall structure fares establishing a base fare, categories of prepaid fares, special fare programs, and the pricing of such fares and programs.

Spokane Transit Authority (STA) shall establish and maintain an equitable and effective fare system in support of Connect Spokane, STA's Comprehensive Plan for Public Transportation. STA's fare structure will comply with all Federal and State regulatory requirements. STA's fare structure shall be designed with a primary goal of encouraging ridership while appropriately balancing farebox, tax, and grant revenues to provide high-quality service.

This policy applies to all STA fare services.

### Approval Authority

The Chief Executive Officer will present to the Board of Directors for approval all proposed discounts to base fare rates, including special fare rates and services such as pilot programs and community events.

The Chief Executive Officer will provide notice to the Board of Directors of the following:

- A. The result of Universal Transit Access Pass (UTAP) agreements
- B. Agreements for bulk pass purchases over \$200,000
- C. Fare suspensions or reductions resulting from a declared emergency
- D. Adoption of new fare media and modifications to existing fare media

The Board of Directors may delegate approval authority under this policy to a designee.

### APPROVED BY

Chief Executive Officer

\_\_\_\_\_  
E. Susan Meyer

\_\_\_\_\_  
Date

Effective: 01/21/2022

### RELATED INFORMATION

Board Resolution ###-##, Fares, Zones and Passes – Adopted ##/##/2022

Fixed Route and Paratransit Fares

Vanpool Fares

Special Event Fares

*Connect Spokane: A Comprehensive Plan for Public Transportation*

Bylaws of the Spokane County Public Transportation Benefit Area

RCW 36.57A.230 through 36.57A.245 – Public Transportation Fares

Title VI, Civil Rights Act of 1964

STA Available Fare Types by Media

STA Fare Media

Supersedes:

04001-05 Tariff Policy & Procedures – Fixed Route & Paratransit Services

05001-01 Vanpool Fare Policy

01/06/2022

Page 1 of 1

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

GENERAL PUBLIC Fare Type	Adult (1)	Reduced Fare (2)			Paratransit (3)
		Youth (Ages 6-18)	Student	Reduced Fare	
Two-Hour Pass / Cash	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	N/A
7-day Rolling Pass	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	N/A
31-day Rolling Pass	\$ 60.00	\$ 40.00	N/A	\$ 30.00	N/A
Monthly Pass (4)	N/A	N/A	\$ 52.00	N/A	N/A
Paratransit Monthly Pass	N/A	N/A	N/A	N/A	\$ 60.00
Summer Youth Pass (5)	N/A	\$ 60.00	N/A	N/A	N/A
Shuttle Park (6)	\$ 40.00	N/A	N/A	N/A	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(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) Monthly Student Pass is priced as a 31-day adult pass with discount applied, subject to enrollment and verification by STA in accredited educational program

(5) Three-month youth pass valid June through August (*approved at no cost to rider through 2023*)

(6) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement

**Fixed Route and Paratransit Fares (effective with fare collection system implementation)**

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider-In-Training (Ages 6-12)	Rider's License (Ages 13-18)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	Free	\$ 1.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	\$ 2.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	\$ 30.00	\$ 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	\$ 60.00	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 (9)			
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) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(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) Three-month youth pass valid June through August (*approved at no cost to rider through 2023*)

(8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park agreement

(9) Limited use fare types available for quantity purchases only and not available to the general public

**Vanpool Fares** *(currently in effect, no planned revision)*

	Monthly Fare	
Zone 1 - Spokane County	\$	60.00
Zone 2 - Stevens/Kootenai County	\$	80.00
Zone 3 - All Others	\$	100.00

Note: The origin or destination of any vanpool must be in the Public Transportation Benefit Area



**Special Event Fares (*currently in effect, no planned revision*)**

All Special Event service is open to the public and serves pre-designated stops.

Event	Daily Rate	Specifications
Bloomsday	\$ 2.00	Pre-purchased Single Day Pass sticker valid on day of event.
Hoopfest	\$ 2.00	Single Day Pass valid on any day of the event.
Spokane County Fair	\$ 2.00	Single Day Pass valid on any day of the fair.
Valleyfest	\$ 0.00	Service between Spokane Valley Mall, CenterPlace and Mirabeau Meadows Park valid on dates of the event.

Note: Special Event Fares do not apply toward fare capping when implemented.

# Draft Title VI Equity Analysis

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## Proposed Fare Policy Revisions

Draft

1/6/2022



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. Please call (509) 325-6094 (TTY Relay 711) or email [ombudsman@spokanetransit.com](mailto:ombudsman@spokanetransit.com).



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# Section I: Introduction

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As Spokane Transit Authority (STA) advances *STA Moving Forward*, the 10-year plan for more and better transit services in the region, it is implementing a modernized fare collection system, which will provide new benefits and greater convenience for riders. These benefits are further described in the proposed fare policy revisions which introduces an account-based system with durable fare cards and a mobile ticketing application.

This report documents STA's Title VI equity analysis of the proposed fare policy revisions which will guide implementation of the fare collection system in 2022. Upon completion of this fare equity analysis, staff shall brief the Board of Directors prior to the Board's action(s). STA will keep this analysis on file and available for review by the Federal Transit Administration (FTA) and the general public.

The fare equity analysis was performed in accordance with the requirements specified in the Federal Transit Administration (FTA), Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients and STA's 2020 Title VI Program and the policies outlined in STA's Comprehensive Plan, *Connect Spokane, A Comprehensive Plan for Public Transportation*.

## Fare Policy Revisions Objectives and Overview

The objectives of the revisions are to incorporate new fare types enabled by the new fare collection system and broaden discount programs to encourage ridership and to enhance access and equity. The fare policy revisions have three major components:

- **Fare Media:** Introduce an account-based fare collection system with a card and mobile ticketing application as the primary (non-cash) fare media
- **Fare Capping:** Provide daily and monthly fare caps enabled through the use of smart cards or mobile ticketing application (mobile app)
- **Discount Programs:** Provide more discount options to a broader population of riders

## Spokane Transit Authority (STA)

### Description of Fleet and Services

Spokane Transit Authority is a regional public transportation agency providing a variety of transportation services, including fixed-route, Paratransit, and Vanpool service. In 2019<sup>1</sup> Spokane Transit's fixed route system provided 9,971,798 unlinked passenger trips and traveled 6,118,526 revenue miles. Paratransit provided 441,097 passenger trips and traveled 2,393,647 revenue miles. Vanpool provided 155,262 passenger trips and traveled 929,850 revenue miles.

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<sup>1</sup> Spokane Transit is providing 2019 NTD and fixed route service and maintenance data (unless otherwise noted) which is the last full year of reporting prior to COVID-19

STA's 2020 fleet includes 147 active fixed route coaches, 70 active Paratransit vans and 96 active vanpool vans. Fixed Route Bus Service operates 43 routes, 365 days a year. In accordance with the Americans with Disabilities Act (ADA), all vehicles are lift or ramp equipped.

Paratransit Service is operated by STA and its contractor for people who qualify under the eligibility requirements of the ADA. Paratransit service is provided within a defined service area, during the same hours and days as fixed route service and in compliance with applicable state and federal laws for service to people whose disability prevents them from using Fixed Route bus service. The directly operated Paratransit fleet is comprised of 70 vehicles, each with a capacity for up to 15 passengers. Contracted transportation supplements service during the early mornings, nights and weekends as well as augments capacity during weekdays.

Vanpool (Rideshare) Service augments STA's public transportation system through the assignment of passenger vans to vanpool groups. A vanpool group can be formed by a group of five to 15 people whose origin or destination is within the STA service area.

## **Areas Served**

Areas served include cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane, and Spokane Valley and some unincorporated areas of Spokane County. Services include connections between downtown Spokane and the Spokane International Airport, major shopping malls, area colleges and universities, and Fairchild Air Force Base. Spokane Transit Authority (STA) operates within the designated Public Transportation Benefit Area (PTBA) which encompasses approximately 248 square miles of Spokane County which includes approximately 459,007 residents or 84.8 percent of the county population.

## **STA's Title VI Policy Development**

Title VI of the Civil Rights Act of 1964 (Title VI) requires public transportation providers that receive federal funds to operate services and programs in a non-discriminatory manner. Race, color, and national origin are protected classes under Title VI. Low-income populations are not a protected class under Title VI; however, the FTA requires transit providers to evaluate the impacts of any fare changes on low-income populations as well.

STA's Fare Change Minority Disparate Impact Policy and Fare Change Low-Income Disproportionate Impact Policy were developed with an extensive public outreach effort. Letters were sent to a wide range of Limited English Proficiency (LEP) and nonprofit organizations as well as community centers and government agencies in early 2013 and early 2014. A public hearing was held to gather public comments. The 2014 Title VI update and policies were adopted by the Spokane Transit Board of Directors in early 2014. These policies continue to serve the agency and were incorporated into the 2019 *Connect Spokane* update and the 2020 Title VI Plan.

## Section II. Proposed Fare Policy

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STA periodically evaluates its fare policy and fare structure. The last major review of the fare structure was conducted in 2016 and led to a fare increase. These policy revisions are not proposing tariff revisions, rather they are being undertaken in anticipation of the implementation of STA's new fare collection system.

Spokane Transit is implementing a new account-based fare collection system that offers smart card and mobile ticketing capabilities to enhance rider access and experience across its network. Through the new system, customers will have increased convenience through electronic fare payment and self-service account management capabilities, while also improving transit system performance by enabling pre-payment of fares and all-door boarding to reduce dwell time.

### Fare Policy Revisions Overview

The fare policy revision has three major components:

- **Fare Media:** Introduce an account-based fare collection system with a card and mobile ticketing application as the primary, non-cash, fare media
- **Fare Capping:** Provide daily and monthly fare caps enabled through the use of smart cards or mobile ticketing application
- **Discount Programs:** Provide more discount options to a broader population of riders

### Fare Media

Fare media smart cards and the mobile app, both of which will serve as front end devices for the account-based system, will become the primary fare media used to access the STA system beginning in Fall 2022. The account-based system and fare policies will eliminate the need for daily, 7-day rolling, and 31-day rolling passes. The account-based system will provide for daily and/or monthly fare capping. A description of each fare media type is shown in Table II-1 below.

Table II-1. Current and Proposed Fare Media Types

Fare Media	Description	Current	With Fare Collection System Implementation
Cash	Exact fare required in cash or coin – no change will be given and pennies are not accepted	✓	✓
Magnetic Stripe Card	Magnetic Stripe Cards are read by making the appropriate contact between the card and the farebox card reader. Paratransit van operators may record fare use of the card for the paratransit rider as needed.	✓	
Connect Card	Connect Cards are chip-embedded cards holding data that allows a vast array of potential fare opportunities. The first Connect Card for a customer will be provided free of charge. Replacement card fees will be based on STA's cost to provide the cards. Connect Cards can also serve as an identity card (by adding a photo and other basic information). Connect Cards can be reloaded with additional value or time and reused indefinitely. The card is read by passing the card near or "within proximity" of the validator hardware.	✓	✓
Institutional Card	Combination ID/Smart Card issued to participants in current STA pass programs	✓	
Mobile App	Manage your fare account or pay with your virtual Connect Card through the STA mobile app.		✓
Limited Use Ticket	Paper RFID ticket that can be read by holding near the fare validator hardware. Available through Group sales only.		✓
Barcoded Paper Ticket	Paper barcoded ticket issued by a Ticket Vending Machine.	✓	✓
Contactless Credit Card	Discover, Mastercard and Visa contactless credit cards read by passing the card near or "within proximity" of the validator hardware.		✓
NFC-based Payments	NFC-based payments such as Apple Pay and GooglePay on a mobile phone can be read by passing the device near or "within proximity" of the validator hardware.		✓

## Account-Based Fare Media

The proposed, modernized fare collection system will be account-based. Account-based systems store value in an individualized account; but the fare media only contains credentialing information that enables the fare system to draw from the appropriate account. While all fare media are linked to an account in the fare collection system, meeting STA's data security policies, STA will categorize fare media as either "registered" or "unregistered", with additional benefits available to registered media.

## Accessing Smart Card Benefits

Customers will be able to reload funds onto their account at multiple locations, including partner retail locations. All funds added to an account will be available for use on all fare media tied to the customer's account. Funds can be re-loaded onto customer accounts using a fare media smart card at the STA Plaza, partner retail locations, or online. The mobile app can also be used as a device to re-load customer accounts.



## Fare Capping

STA is introducing fare capping. Fare capping limits the total amount of money users are charged for rides taken within a specific period; additional rides within that period are free of charge. This new fare policy is intended to promote transit ridership and enhance the customer experience.

Daily and monthly fare capping will be applied to unregistered and registered accounts. Only trips that reduce the amount of value in an account, not free transfers, will count towards the daily and monthly fare cap; these are also known as “charged trips”. Fare capping will apply across all STA services, except Vanpool which is a monthly program only.

For the purposes of the policy, a day is defined as the first run of the day to the last run of the day based on STA’s then in effect schedules by route. The daily fare cap triggers after \$4.00 of charged trips (2 paid trips). Trips taken during the free transfer window (within two hours after the charged trip) will not count towards the cap or deduct money from the account. The month will be defined as the calendar month. Table II-2 compares existing policy versus the proposed policy.

*Table II-2. Fare Capping – Existing Policy versus Proposed Policy*

	Fare Cap	Regular Service	Paratransit	Reduced Fare Discount Programs
Existing Fare Capping	Daily	None	None	None
	Monthly	None	None	None
Proposed Fare Capping	Daily	\$4.00	\$4.00	\$2.00
	Monthly	\$60.00	\$60.00	\$30.00

## Reduced Fare Discount Programs

STA is proposing to expand the current discount programs that are offered by the agency. Table II-3 below identifies the current and proposed reduced fare discount programs (including an eligibility description for each).

Table II-3. Expanded Reduced Fare Discount Programs

Program Title	Program Description	Current	With Fare Collection System Implementation
Honored Rider	A Fixed Route reduced fare (50%) program available to customers who are: 1) 60 years of age or older; or 2) have a qualifying disability; or 3) have a valid Medicare card issued by the Social Security Administration. An STA-provided reduced fare or paratransit identification card must be shown to the bus operator each time the bus is boarded and the reduced fare paid.	✓ (currently 65 years or older)	✓
Stars and Stripes	A Fixed Route reduced fare (50%) program open to veterans, reserve, and active-duty military with proof of status <ul style="list-style-type: none"> <li>o Active-duty military ID card</li> <li>o VA ID card</li> <li>o DD214</li> <li>o Driver's license with Veteran designation</li> </ul>		✓
Rider's License	A Fixed Route reduced fare program (50%) available to youth customers (13-18 years of age) when presenting an STA issued pass.		✓
Rider-In-Training	A Fixed Route reduced fare program (100%) available to youth customers (6-12 years of age) when presenting an STA issued pass.		✓
Student	A Fixed Route reduced fare program available to students enrolled in post-secondary education at a technical or job/career training institution. Students who possess valid proof of enrollment in a registered institution are eligible for a discount of 20% off the standard monthly fare cap. Eligible educational and training institutions are either: qualified providers of federal financial aid and have obtained a Federal School Code; or have obtained a vocational school license issued by the Washington State Workforce Training and Education Coordinating Board.	✓ (currently 31-day pass w/discount)	✓

All other existing reduced fare discount programs (such as the Community Access Program) will continue to operate in the same form as previously.

## Section III. Fare Equity Analysis

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Title VI of the Civil Rights Act of 1964 requires public transportation providers that receive federal funds to operate services and programs in a non-discriminatory manner. Race, color, and national origin are protected classes under Title VI.

To fulfill the requirements of Executive Order 12898 and DOT Order 5610.2(a) on Environmental Justice, FTA requires that an impact analysis be conducted to identify any disproportionate burdens to low-income populations that would occur as a result of a major service or fare change. Low-income populations are not a protected class under Title VI. However, Chapter IV-18 of the Title VI Circular states that “transit providers should take steps to minimize or mitigate impacts (for this population) where practical. The provider should also describe alternatives available to low-income passengers affected by service changes.”

STA’s Title VI policy, adopted in early 2014, identifies how STA assesses disparate impact and disproportionate burden that could potentially result from changes to fare policy.

### **Minority Disparate Impact Policy**

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

### **Low-Income Disproportionate Impact Policy**

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

The analysis methodology is contained in Appendix A: Fare Equity Methodology. An overview of the proposal, and the results of the analysis, follows.

## Overview of Major Fare Policy Revisions

The fare policy revisions contains three major components:

- **Fare Media:** Introducing an account-based fare collection system with a card and mobile ticketing application as the primary, non-cash, fare media
- **Fare Capping:** Provides daily and monthly fare caps enabled through the use of smart cards or mobile ticketing application
- **Discount Programs:** Provides more discount options to a broader population of riders

# Major Fare Policy Revisions Analysis

## Fare Media

STA is introducing an account-based fare collection system with a smart card and mobile ticketing application as the primary, non-cash, fare media. Because use of the account-based system is a prerequisite to access some of the benefits offered by the new system, STA wanted to know the answers to two questions:

1. How does the use of various fare payment types compare among various populations? and
2. How does the access to existing and proposed vendor locations where the fare media will be available for purchase and reloading compare?

## Fare Payment Types Analysis

Using data collected for the 2020 Title VI Rider Survey, Tables III-1 and III-2 list the fare payment use type by (a) minority households and (b) low-income households compared to the overall population use for those fare payment types. (Responses marked “prefer not to say” for self-identifying race were excluded from the analysis in Table III 1).

Table III-1: Fare Payment by Minority Households as Compared to Total Households

Fare Medium	Minority HHs % Use	Overall Population % Use	Title VI Threshold	Disparate Impact (DI)
CASH	36.7%	41.0%	45.1%	NO
PASS	36.7%	31.1%	34.2%	NO
SMART CARD	25.0%	22.3%	24.5%	NO
STUDENT ID	0%	0.8%	0.8%	NO
No Response	1.5%	4.9%	5.4%	NO
Total	100%	100%	-	-

Table III-2: Fare Payment Type Use by Low-Income Households as Compared to Total Households

Fare Medium	Low-Income HHs % Use	Overall Population % Use	Title VI Threshold	Disproportionate Burden (DB)
CASH	40.0%	41.1%	45.2%	NO
PASS	34.7%	31.6%	34.6%	NO
SMART CARD	21.3%	23.3%	25.6%	NO
STUDENT ID	0.8%	1.2%	1.3%	NO
No Response	3.1%	2.8%	3.0%	NO
Total	100%	100%	-	-

## Fare Payment Type Analysis Results

Using survey data collected in the 2020 Title VI Rider survey, STA determined that minority riders use passes and smart cards at a slightly higher rate compared to the overall population, while low-income riders use passes at a slightly higher rate compared to the overall population.

## Vendor Access Analysis

The next step for STA was to analyze vendor access to determine if there is a disparate impact or disproportionate burden on Title VI populations. Because use of the account-based system is a prerequisite to access some of the fare policy benefits, STA analyzed access to proposed locations where the fare media will be available for purchase and where cash may be used to load funds to riders' smart cards.

Access to transit and transit amenities can be determined by measuring the estimated distance a rider would walk to the route or amenity. STA regularly uses ½ mile as the standard walking range for its users. For the purposes of this Title VI analysis, a buffer area of ½ mile will be applied around all STA routes (September 2021 network) for population analysis, as well as the existing and proposed vendor locations. See Appendix A for a full methodology.

The account-based fare media available at vendor locations requires different technologies than STA's existing fare media. As such, STA is working with InComm, a global company with a network of partner retail locations providing smart card technology compatible with the new STA fare collection system, to identify potential vendor locations in the STA service area. STA is also intending to negotiate with the existing retail network to support the sale of smart cards and loading of funds.

Table III-3 shows the vendor access analysis results. STA intends to do additional vendor access analysis once the specific vendors have been identified to corroborate the results found in Table III-3.

*Table III-3: Vendor Access Results*

	Service Area Population	Current Access	% w/ Current Access	Future Access	% w/ Future Access	Change in Access	Title VI Threshold	DI/DB
Overall	323,953	63,354	19.6%	150,506	46.5%	137.6%	156.6%	NO
Minority	63,808	12,962	20.3%	31,411	49.2%	142.3%		
Low-Income	51,193	11,371	22.2%	26,654	52.1%	134.4%	147.8%	NO

Figures III-1 through Figure III-4 illustrate the distribution of the existing and proposed vendor locations as related to the density of impacted populations (persons/acre), as well as the access area (1/2-mile radius) for those vendor locations.

Figure III-1: Map of Existing Vendor Locations – Minority Density

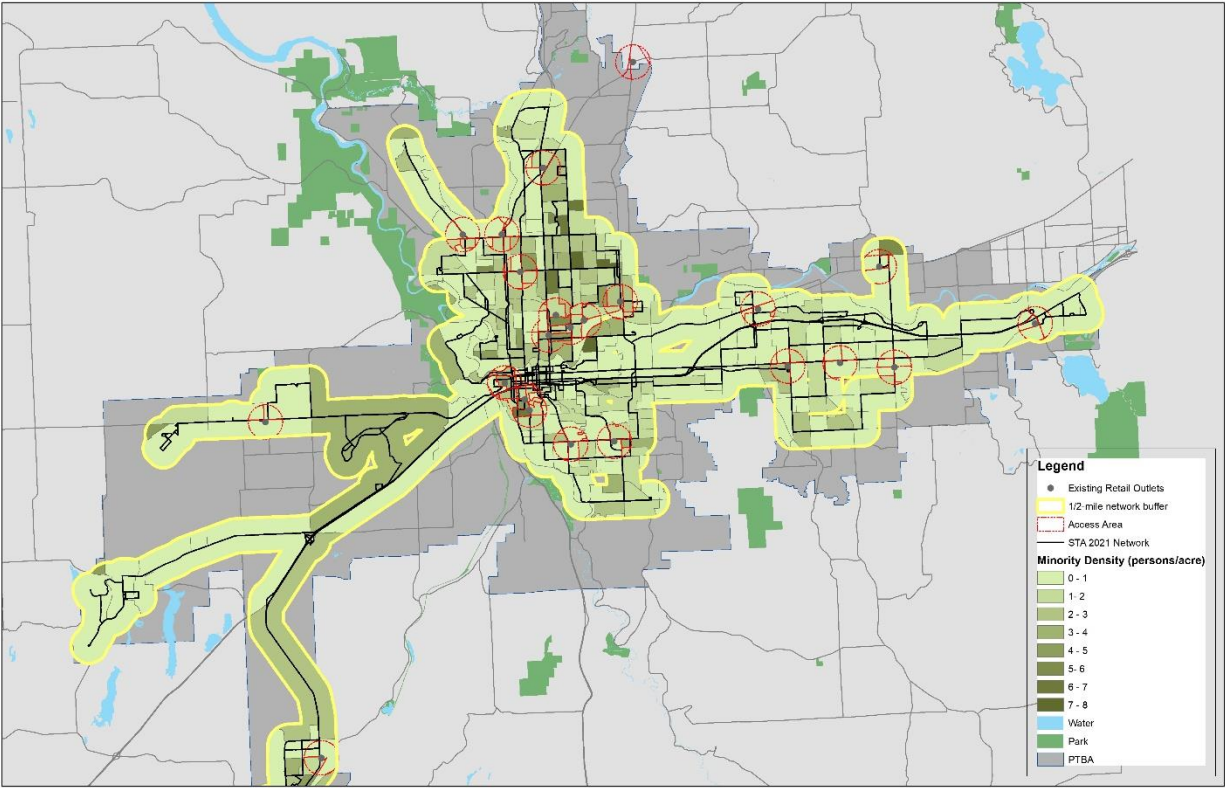


Figure III-2: Map of Existing Vendor Locations – Poverty Density

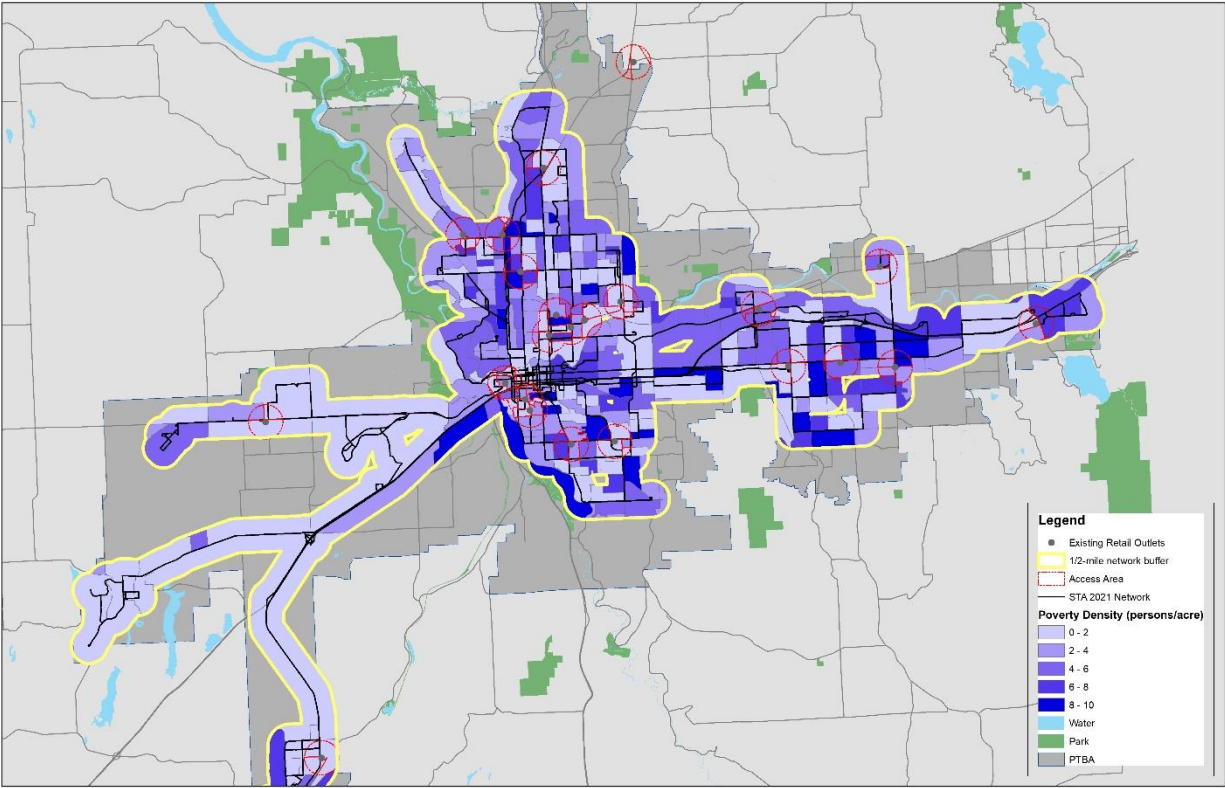




Figure III-3: Map of Proposed Vendor Locations – Minority Density

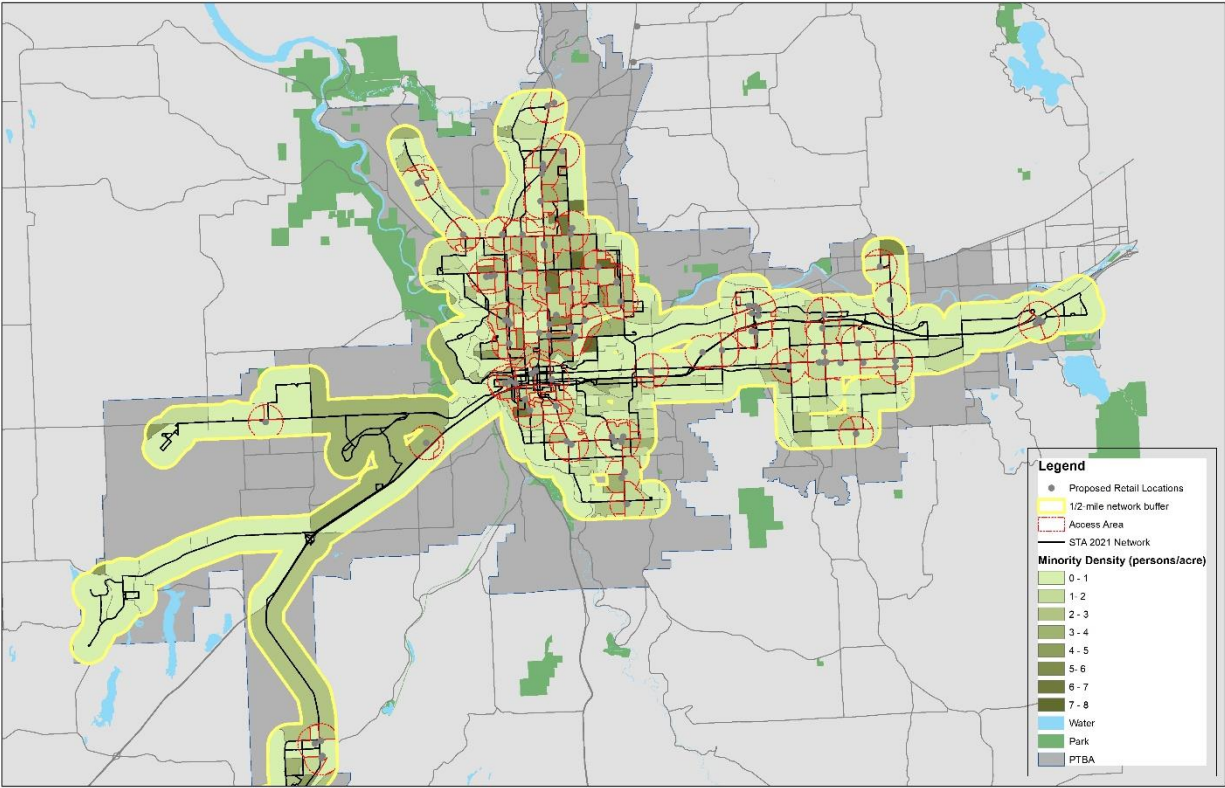
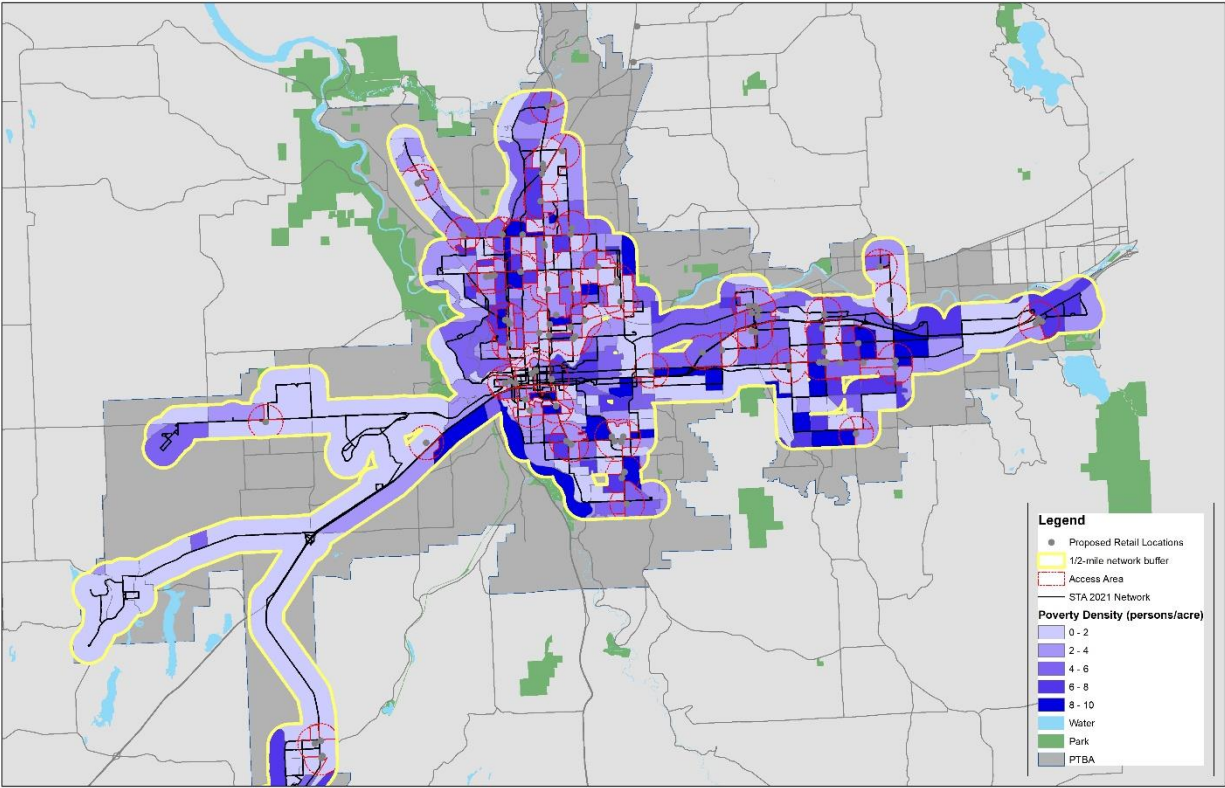


Figure III-4: Map of Proposed Vendor Locations – Poverty Density



## Fare Capping

Fare capping allows users to capture the benefit of an unlimited time-period pass (e.g., 31-day rolling pass) without facing the burden of the upfront cost of those passes. At present, purchasing a period pass may be cost-prohibitive to low-income riders who would benefit from having access to those passes.

Fare capping rewards frequent use of the system and limits the amount an individual spends on transit during the designated period. Fare capping serves as an equitable alternative to a period pass by enabling riders to “spend toward” a period pass. Under the fare capping proposal, 2 or more charged trips within the transit day will cap at, i.e., cost no more than, \$4.00; 30 or more charged trips within the transit month will cap at, i.e. cost no more than, \$60.00. Riders may load funds incrementally throughout the month while accruing toward the fare cap.

To analyze the costs and benefits of fare capping within this fare equity analysis, a robust analysis is dependent upon fare media, trip frequency, and trip characteristics. While STA did not collect sufficient trip information in the 2020 Title VI Rider Survey that was used to conduct the preliminary Title VI Fare Policy Analysis of disparate and disproportionate impact to conduct an in-depth analysis, a review of fare payment method (Tables III-4 and III-5) provides insight.

*Table III-4: Pass & Smart Card Payment by Minority Households as Compared to Total Households*

Fare Medium	Minority HHs % Use	Overall Population % Use	Title VI Threshold	DI
CASH	36.7%	41.0%	45.1%	NO
PASS	36.7%	31.1%	34.2%	NO
SMART CARD	25.0%	22.3%	24.5%	NO
STUDENT ID	0%	0.8%	0.8%	NO
No Response	1.5%	4.9%	5.4%	NO
Total	100%	100%	-	-

*Table III-5: Pass & Smart Card Payment by Low-Income Households as Compared to Total Households*

Fare Medium	Low-Income HHs % Use	Overall Population % Use	Title VI Threshold	DB
CASH	40.0%	41.1%	45.2%	NO
PASS	34.7%	31.6%	34.6%	NO
SMART CARD	21.3%	23.3%	25.6%	NO
STUDENT ID	0.78%	1.2%	1.3%	NO
No Response	3.1%	2.8%	3.0%	NO
Total	100%	100%	-	-

Tables III-4 and III-5 demonstrate that minority and low-income populations used passes at a higher rate than the general population in the 2020 Title VI Survey, while minority households also used smart cards at a higher rate, indicating the populations of concern are already using fare media that will provide the benefits of fare capping.



In addition, STA reviewed other agencies' equity analyses where fare capping was included, and those reports found no disparate impact or disproportionate burden from the introduction of fare capping. The consulted reports included:

- IndyGO: Fare Policy Proposal and Equity Analysis (2019)
- TriMet (OR): Title VI Fare Equity Analysis for Migration to E-Fare (2016)
- Greater Dayton Regional Transit Authority (RTA): Title VI Fare Equity Analysis for New Payment System & Proposed Fare Changes (2021)
- NFTA Metro (Buffalo, NY): Fare Equity Title VI Analysis (2016)

## Reduced Fare Discount Programs

STA is expanding access to its reduced fare discount programs by increasing eligibility for seniors through a reduction in the age limit and creating new reduced fare discount programs for:

- Retired and active-duty military
- Teenagers (13-18 old)
- Youth (6-12 years old)

STA is still exploring available data to expand the analysis and will update the analysis as appropriate. Table III-6 shows the results of increasing eligibility for seniors.

*Table III-6: Increase in Senior Eligibility Access Analysis*

	Service Area Population	Current Access	% w/ Current Access	Future Access	% w/ Future Access	Change in Access
<b>Overall</b>	323,953	-	-	-	-	-
<b>65 +</b>	-	49,145	15.2%	-	-	-
<b>60+</b>	-	-	-	68,845	21.3%	40.1%

In analyzing the impacts on military veterans, STA isolated the impacts on those veterans between the ages of 18-64. Under STA's existing programs, those customers would most likely not be eligible for a reduced fare. Creating the Stars and Stripes program would provide discounts for those customers. Table III-7 shows the results of increasing eligibility for veterans.

*Table III-7: Increase in Veterans Eligibility Access Analysis*

	Service Area Population	Current Access	% w/ Current Access	Future Access	% w/ Future Access
<b>Overall</b>	323,953	-	-	-	-
<b>Veterans (18-64)</b>	-	-	-	14,704	4.5%

Analyzing the impacts on teenagers and youth is more difficult, as census data does not exist that shares the same age range to allow for a 1:1 analysis. STA is continuing to explore available data and will update the analysis as appropriate.

In all analyses of the impacts of the reduced fare discount programs, no disparate impact or a disproportionate burden was found. However, additional analyses will be explored as data becomes available.

## Summary

STA evaluated the major fare policy revisions and the access to fare media based on current implementation information available and determined there was no evidence of disparate impact on minority households or disproportionate burden on low-income households. *Table III-8: Summary of Fare Equity Analyses*

Policy	Fare Media Access	Fare Capping	Discount Programs
Disparate Impact	NO	NO	NO
Disproportionate Burden	NO	NO	NO

STA will return and update this analysis once additional implementation steps are developed, including:

- Specific vendor identification. The initial vendor access analysis assumed that all potential InComm retailers in the region agree to carry STA products; and that all retailers where STA currently sells passes agree to become partners and continue to carry STA products.
- Information access. How STA customers without internet access can easily add cash to their cards and can easily track their balances will be important to understanding any potential disparate impacts or disproportionate burden.

## Section IV. Public Outreach

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A full description of the public outreach process, as well as an analysis of the public input received, can be found in Appendix B: *Proposed Fare Policy Revisions Public Outreach Summary* report.

# Appendix A: Fare Equity Analysis Methodology

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STA's methodology for evaluating fare equity, in assessing any benefits or impacts associated with the proposed fare policy revisions, is outlined within this appendix. Due to the nature of the new fare media, a spatial analysis of vendor locations is required in addition to an analysis of the fare policy changes.

## Federal Guidance

The Federal Transit Administration (FTA) provided guidance for conducting a Fare Equity Analysis in Federal Circular 4702.1B. This guidance describes subjects of analysis and procedures to be used if proposed fare changes result in disparate impacts or disproportionate burdens to riders. The Circular also requires that transit providers use ridership surveys for their analysis and specifies certain categories of information to be included in their final equity documentation.

## General Methodology

Each policy will be assessed for the benefits or, if applicable, the burdens borne by minority, low-income, and all riders. If the percent of riders receiving benefits or burdens exceed a range of (+) ten percent between minority and overall population or low-income and the overall population, then a disparate impact or disproportionate burden may exist.

The primary source of data used for the analysis was derived from the 2020 Title VI Rider Survey conducted between November 11, 2020, and December 15, 2020. Due to social distancing requirements imposed during the COVID-19 pandemic, on-board rider surveys that had been conducted in previous years were suspended. A two-page self-administered survey was posted on Spokane Transit's website, distributed by email to interested parties (including community organizations and local jurisdictions), and sent by direct mail to 7,215 addresses (Reduced Fare Mailing List). A total of 524 surveys were returned to Spokane Transit. An analysis of the demographics showed that the survey respondents were representative of the overall population of the Spokane Transit service area. That survey allowed respondents to identify their race, ethnicity, household size, and household income. For the purposes of this analysis, minority riders will be considered those riders who identified as any of the following: American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or "other" as applicable; non-minority riders will be those who identified as White, alone, in the survey. Survey respondents who refused to identify their race or ethnicity were not included in the analysis concerning disparate impact.

Low-income riders were considered riders who described their total annual household income in ranges that are within those thresholds set by the US Department of Health and Human Services (DHHS) poverty guidelines in 2020 (see Table A-1 for details). Survey respondents who refused to identify their income or household size were not included in the analysis concerning disproportionate burden.

# Specific Methodologies

## Fare Media

STA is introducing an account-based fare collection system with a smart card and mobile ticketing application as the primary, non-cash, fare media. Because use of the account-based system is a prerequisite to access some of the benefits offered by the new system, STA wanted to know the answers to two questions:

1. How does the use of various fare payment types compare among various populations? and
2. How does the access to existing and proposed vendor locations where the fare media will be available for purchase and reloading compare?

## *Fare Payment Type Analysis*

For the Fare Payment Type Analysis, STA first needed to determine how the rider paid their fare, as well as the self-identified race and income status for that respondent. All the data came from the 2020 Title VI Rider Survey conducted between November 11, 2020, and December 15, 2020.

## Fare Payment

For Fare payment, there were 6 options available:

- Smart card
- Cash
- Paper bus pass
- Student ID
- Monthly Pass (includes: adult 31 day pass, youth 31 day pass, reduced fare 31 day pass, paratransit monthly pass, shuttle park monthly pass)
- Other Pass (includes: 2-hour adult/youth pass, 2 hour reduced fare pass, day pass, seven-day pass, paratransit one ride pass)

These were combined into four categories for analysis purposes:

- Smart Card
- Cash
- Pass
- Student ID

## Race Identity

The survey asked respondents to self-identify by race, with the option of checking all that apply. The options presented were based on the US Census categories:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Two or more races

- Other (please specify)
- Prefer Not to Say

Respondents were also asked about whether they identified as Hispanic or Latino/Latina.

### Low-Income

To calculate the income status of a respondent, STA reviewed the responses to two demographic questions – how many people in your household, and what is your annual household income? Low-income riders were considered riders who described their total annual household income in ranges that are within those thresholds set by Department of Health and Human Services (DHHS) poverty guidelines in 2020 (see Table A-1 for details). Survey respondents who refused to identify their income or household size were not included in the analysis concerning disproportionate burden.

*Table A-1: Low-Income Thresholds*

Number of People in Household	DHHS 2020 Poverty Limit
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120

### Fare Payment Type Analysis

To complete the fare payment type analysis, the fare payment identified was cross tabulated with (a) the self-identified race and (b) the low-income status, and those responses compared to the overall population for those fare payment types.

## **Vendor Access Analysis**

Following the fare payment type analysis, the next step for STA was to look at vendor access for various populations to identify if there is a disparate impact or disproportionate burden. Because use of the account-based system is a prerequisite to access some of the fare policy benefits, STA analyzed access to proposed locations where the fare media will be available for purchase and where cash may be used to load funds to riders' smart cards.

### **Datasets Used**

The American Community Survey (ACS) surveys a sample of the population, gathering valuable information on characteristics including income and race. The ACS is provided in 1-year and 5-year ranges. The 5-year datasets are averages of the years and is the most comprehensive and precise dataset with all the information needed for this examination. The most recent version of the dataset is the ACS 2015-2019: 5-year estimates; these datasets were used for this analysis. All datasets are at the block group level, unless otherwise noted.

- Table B01003 Total Population
- Table B02001 Minority Population
- Table B17021 Poverty Status of Individuals in Past 12 Months by Living Arrangement

### **Vendor Location**

The account-based fare media available at vendor locations requires different technologies than STA's existing fare media. As such, STA is working with InComm, a global company with a network of partner retail locations providing smart card technology compatible with the new STA fare collection system, to identify potential vendor locations in the STA service area. STA is also intending to negotiate with the existing retail network to support the sale of smart cards and loading of funds.

The initial vendor access analysis assumed the following for vendor locations for the new fare technology system:

- All potential InComm retailers in the region agree to carry STA products
- All retailers where STA currently sells passes agree to become partners and continue to carry STA products

### **Determining Accessible Population**

Access to transit and transit amenities can be determined by measuring the estimated distance a rider would walk to the route or amenity. STA regularly uses ½ mile as the standard walking range for its users. For the purposes of this Title VI analysis, a buffer area of ½ mile will be applied. Overlapping buffers will be dissolved.

Population data are attributed to Census block groups evenly, which are represented by polygons in the spatial software. When overlaying a buffer onto a polygon, a portion of the polygon may fall outside the buffer. STA staff will determine a population's access to a vendor by assuming that only the area of a polygon that falls within the ½ mile buffer has access. Therefore, the proportion of the polygon within the buffer and the proportion of the Census block group population will be the same. For example, if 1/3 of a block group falls within a vendors ½-mile buffer, then only 1/3 of that block group's population will be considered to have access to that vendor.

## Spatial Methodology

The following methodology was applied to determine if the locations of proposed vending locations will have a disparate impact or disproportionate burden.

### Analysis Steps

1. Plot all current and proposed vendor locations. Merge and buffer them by ½ mile.
2. Calculate percentage of total population, low-income population, and minority population within the buffers for current vendor locations and proposed vendor locations.
3. Compare current access to proposed access for all populations.
4. Determine if there is a disproportionate burden and/or disparate impact. If the change in protected populations (i.e., low-income and minority populations) is in the acceptable range, then there is a determination of no impact. Table A-2 provides a detailed explanation for every column within the table.

Table A-2 provides a detailed explanation for each column in Table III-3, which is utilized in the Fare Equity Analysis section to explain the results of the analysis.

Column	Explanation
Service Area Population	The population of the service area. The service area is all persons living within a ½ mile radius of an STA route (September 2021 network). The population information is expressed in several groups – overall, minority, and low-income.
Current Access	Those in the service area and within ½ mile of a current STA vendor
% w/Current Access	Population with current access divided by total service area population of the group
Future Access	Those in the service area and within ½ mile of a proposed STA vendor
% w/Future Access	Population with future access divided by total service area population of the group
Change in Access	The percent difference in access Current Access by Group and Proposed Access by Group
Title VI Acceptable Range	The policy is applied as a (+) 10 percent of impact (or change) on total population
DI/DB	Determination of disproportionate burden (low-income) and/or disparate impact (minority). If the changes in access for the protected population is outside the applied acceptable range, it is determined there is an impact.



## **Appendix B: Fare Policy Revision Public Outreach Summary**

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See accompanying “Public Outreach Summary” report.

# Public Outreach Summary

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## Proposed Fare Policy Revisions

Draft

1/6/2022



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. Please call (509) 325-6094 (TTY Relay 711) or email [ombudsman@spokanetransit.com](mailto:ombudsman@spokanetransit.com).



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# Section I: Introduction

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As Spokane Transit Authority (STA) advances *STA Moving Forward*, the 10-year plan for more and better transit services in the region, it is implementing a modernized fare collection system, enabling it to introduce new benefits and provide greater convenience to its riders. These benefits are encompassed in proposed fare policy changes and the introduction of an account-based system with durable fare cards and a mobile ticketing application.

This report documents STA's outreach efforts with regards to the proposed fare policy revisions. The outreach was designed to engage both the general public, whether current bus riders or not, as well as identified vulnerable and marginalized populations to inform Title VI fare equity analysis. The fare equity analysis was performed in accordance with the requirements specified in the Federal Transit Administration (FTA), Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients* and STA's 2020 Title VI Program and the policies outlined in STA's Comprehensive Plan, *Connect Spokane, A Comprehensive Plan for Public Transportation*, and can be found in the accompanying report *Preliminary Title VI Fare Policy Revisions Equity Analysis*.

## STA's Communication and Public Input Policies

*Connect Spokane* is STA's comprehensive plan, setting forth a vision and policy framework to guide decisions made by STA's Board of Directors, its staff, and partnering agencies that will further Spokane Transit's mission and vision for at least the next 30 years. The Communications and Public Input element of *Connect Spokane* identifies the goals and policies of STA related to public engagement.

*As a public agency, Spokane Transit Authority believes that proper communications and public input is of the highest importance.*

### Policy CI 1.0 – Public Outreach

*The following policies are intended to serve as a guide describing public outreach/input requirements for each action. In cases where there are federal or state requirements for public outreach/input, STA will meet the minimum requirements. In cases where STA has requirements in addition to those defined by the state or federal government, STA will follow both.*

#### 1.8 Title VI Reporting

***During major service reductions and fare increases, STA will conduct an analysis to verify that no discrimination of protected classes takes place.***

*Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

Race, color, and national origin are protected classes under Title VI. Low-income populations are not a protected class under Title VI; however, the FTA requires transit providers to evaluate the impacts of any fare

changes on low-income populations as well. STA's Title VI policy, adopted in early 2014, identifies how STA assesses disparate impact and disproportionate burden that could potentially result from changes to fare policy. This is described more fully in the *Preliminary Title VI Fare Policy Revisions Equity Analysis* report.

While the proposed fare policy revisions do not include a fare increase, it does include the introduction of new fare media, which STA believes warranted a public outreach effort and a Title VI analysis to meet the needs of our customers and the guidance provided by the FTA. The remaining sections of this report identify the proposed fare revisions, and discuss the public outreach conducted as well as the input received.

## Section II. Proposed Fare Policy

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Spokane Transit is implementing a new account-based fare collection system that offers smart card and mobile ticketing capabilities to enhance rider access and experience across its network. Through the new system, customers will have increased convenience through electronic fare payment and self-service account management capabilities, while also improving transit system performance by enabling pre-payment of fares and all-door boarding to reduce dwell time.

STA periodically evaluates its fare policy and fare structure. The last major review of the fare structure was conducted in 2016. This policy revision is not proposing tariff revisions, rather is being undertaken in anticipation of the implementation of the fare collection system.

### Fare Policy Update Objectives and Overview

The objectives of the update are to incorporate new fare types enabled by the new system and broaden discount programs to encourage ridership and enhance access and equity. The fare policy update has three major components:

- **Fare Media:** Introduce an account-based fare collection system with a card and mobile ticketing application as the primary, non-cash, fare media
- **Fare Capping:** Provide daily and monthly fare caps enabled through the use of smart cards or mobile ticketing application (mobile app)
- **Discount Programs:** Provide more discount options to a broader population of riders

### Fare Media

Fare media smart cards and the mobile app, both of which will serve as front end devices for the account-based system, will become the primary fare media used to access the STA system beginning in Fall 2022. The account-based system and fare policies will eliminate the need for daily, 7-day rolling, and 31-day rolling passes. The account-based system will provide for daily and/or monthly fare capping. A description of each fare media type (current and proposed) is shown in Table II-1 below.

Table II-1. Current and Proposed Fare Media Types

Fare Media	Description	Current	With Fare Collection System Implementation
Cash	Exact fare required in cash or coin - no change will be given and pennies are not accepted	✓	✓
Magnetic Stripe Card	Magnetic Stripe Cards are read by making the appropriate contact between the card and the farebox card reader. Paratransit van operators may record fare use of the card for the paratransit rider as needed.	✓	
Connect Card	Connect Cards are chip-embedded cards holding data that allows a vast array of potential fare opportunities. The first Connect Card for a customer will be provided free of charge. Replacement card fees will be based on STA's cost to provide the cards. Connect Cards can also serve as an identity card (by adding a photo and other basic information). Connect Cards can be reloaded with additional value or time and reused indefinitely. The card is read by passing the card near or "within proximity" of the validator hardware.	✓	✓
Institutional Card	Combination ID/Smart Card issued to participants in current STA pass programs	✓	
Mobile App	Manage your fare account or pay with your virtual Connect Card through the STA mobile app.		✓
Limited Use Ticket	Paper RFID ticket that can be read by holding near the fare validator hardware. Available through Group sales only.		✓
Barcoded Paper Ticket	Paper barcoded ticket issued by a Ticket Vending Machine.	✓	✓
Contactless Credit Card	Discover, Mastercard and Visa contactless credit cards read by passing the card near or "within proximity" of the validator hardware.		✓
NFC-based Payments	NFC-based payments such as Apple Pay and GooglePay on a mobile phone can be read by passing the device near or "within proximity" of the validator hardware.		✓

## Account-Based Fare Media

The proposed, modernized fare collection system will be account-based. Account-based systems store value in an individualized account; but the fare media only contains credentialing information that enables the fare system to draw from the appropriate account. While all fare media are linked to an account in the fare collection system, meeting STA's data security policies, STA will categorize fare media as either "registered" or "unregistered", with additional benefits available to registered media.

## Accessing Smart Card Benefits

Customers will be able to reload funds onto their account at multiple locations, including partner retail locations. All funds added to an account will be available for use on all fare media tied to the customer's account. Funds can be re-loaded onto customer accounts using a fare media smart card at the STA Plaza, partner retail locations, or online. The mobile app can also be used as a device to re-load customer accounts.



## Fare Capping

STA is introducing fare capping. Fare capping limits the total amount of money users are charged for rides taken within a specific period; additional rides within that period are free of charge. This new fare policy is intended to promote transit ridership and enhance the customer experience.

Daily and monthly fare capping will be applied in the new system. Only trips that reduce the amount of value in an account, not free transfers, will count towards the daily and monthly fare cap; these are also known as “charged trips”. Fare capping will apply across all STA services, except Vanpool which is a monthly program only.

For the purposes of the policy, a day is defined as the first run of the day to the last run of the day based on STA’s then in effect schedules by route. The daily fare cap triggers after \$4.00 of charged trips (2 paid trips). Trips taken during the free transfer window (within two hours after the charged trip) will not count towards the cap or deduct money from the account. The month will be defined as the calendar month. Table II-2 compares existing policy versus the proposed policy.

*Table II-2. Fare Capping – Existing Policy versus Proposed Policy*

	Fare Cap	Regular Service	Paratransit	Reduced Fare Discount Programs
Existing Fare Capping	Daily	None	None	None
	Monthly	None	None	None
Proposed Fare Capping	Daily	\$4.00	\$4.00	\$2.00
	Monthly	\$60.00	\$60.00	\$30.00

## Reduced Fare Discount Programs

STA is proposing to expand the current discount programs that are offered by the agency. Table II-3 below identifies the current and proposed reduced fare discount programs (including an eligibility description for each).

Table II-3. Expanded Reduced Fare Discount Program

Program Title	Program Description	Current	With Fare Collection System Implementation
Honored Rider	A Fixed Route reduced fare (50%) program available to customers who are: 1) 60 years of age or older; or 2) have a qualifying disability; or 3) have a valid Medicare card issued by the Social Security Administration. An STA-provided reduced fare or paratransit identification card must be shown to the bus operator each time the bus is boarded and the reduced fare paid.	✓ (currently 65 years or older)	✓
Stars and Stripes	A Fixed Route reduced fare (50%) program open to veterans, reserve, and active-duty military with proof of status <ul style="list-style-type: none"> <li>o Active-duty military ID card</li> <li>o VA ID card</li> <li>o DD214</li> <li>o Driver's license with Veteran designation</li> </ul>		✓
Rider's License	A Fixed Route reduced fare program (50%) available to youth customers (13-18 years of age) when presenting an STA issued pass.		✓
Rider-In-Training	A Fixed Route reduced fare program (100%) available to youth customers (6-12 years of age) when presenting an STA issued pass.		✓
Student	A Fixed Route reduced fare program available to students enrolled in post-secondary education at a technical or job/career training institution. Students who possess valid proof of enrollment in a registered institution are eligible for a discount of 20% off the standard monthly fare cap. Eligible educational and training institutions are either: qualified providers of federal financial aid and have obtained a Federal School Code; or have obtained a vocational school license issued by the Washington State Workforce Training and Education Coordinating Board.	✓ (currently 31-day pass w/discount)	✓

All other existing reduced fare discount programs (such as the Community Access Program) will continue to operate in the same form as previously.

## Section III. Public Outreach

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### Public Outreach Objectives

The public outreach and engagement provided the public, community groups, and project stakeholders the ability to learn about the proposed policy revisions and provide input to help inform the policy and its implementation. The outreach objectives included:

- Providing context for the proposed policy revisions
- Being inclusive. Reaching out to community-based organizations that serve our community
- Seeking feedback on the proposed policy revisions

### Public Outreach Strategy

STA developed a multi-pronged strategy to solicit public input and feedback on the proposed fare policy revisions. The strategy included:

- A Fare Policy Survey
- Meetings with community-based organizations
- Community meeting presentations
- A launch page on the STA website
- Media campaign
- Public Hearing

Details for each strategic effort can be found in the following sections.

#### Fare Policy Survey

The primary tool in soliciting feedback on the proposed fare policy revisions was the fare policy survey. The survey was predominantly an online instrument, with copies of the survey mailed to all riders on the reduced fare mailing list. The number of returned surveys are shown below in Table IV-I. The survey was open from November 4, 2021 to December 17, 2021. It could be accessed at <https://www.spokanetransit.com/ride-sta/fare-policy-survey>, and was available in the following safe harbor languages:

- English
- Spanish
- Russian
- Vietnamese
- Chinese (traditional)

Table IV-I: Total Fare Survey Responses

Survey Instrument	Number of Respondents
Online – English	1227
Online – Spanish	5
Online – Russian	5
Online – Vietnamese	7
Online – Chinese	4
Paper Survey	563
<b>TOTAL</b>	<b>1812</b>

## Community-Based Organizations

STA contacted a number of community-based organizations to hold brief, introductory conversations about the proposed fare policy update. The purpose of these conversations was to:

- Provide an overview of the proposed fare policy update and collect input from service providers
- Provide an opportunity to schedule a listening session for their organization
- Inform them of fare policy update schedule
- Ask for assistance in distributing online survey link

By the close of the public outreach period, STA had held introductory conversations with the following 14 organizations:

- The Arc of Spokane
- Catholic Charities
- Family Promise
- SNAP
- Volunteers of America
- Lighthouse for the Blind
- Goodwill Industries
- Lutheran Community Services
- Special Mobility Services (SMS)
- Spokane Housing Authority
- Aging & Long-Term Care of Eastern Washington (ALTCEW)
- Veterans Affairs (VA)
- Providence Adult Day Health & Health Care Foundation
- WorkSource Spokane

In addition, STA attended larger internal meetings with SNAP and WorkSource Spokane, to present to a broader internal audience for those community partners.

## Community Meetings

In addition to scheduling meetings with community-based organizations, STA scheduled additional meetings with other community organizations as well that included:

- City of Spokane Community Assembly<sup>1</sup>
- City of Spokane Public Infrastructure, Environment, & Sustainability (PIES) Committee
- Spokane Regional Transportation Council (SRTC) Technical Advisory Committee (TAC)

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<sup>1</sup> The Community Assembly is a coalition of independent Neighborhood Councils and serves as a forum for discussion of issues of broad interest. Each Neighborhood Council selects one representative and a designated alternate to serve on the Community Assembly

## Fare Policy Update Webpage

The STA Communications Department created a launch page on the STA website, <https://www.spokanetransit.com/ride-sta/fare-policy-survey>, to provide a consolidated location for those seeking information on the fare policy update. The launch page included links to:

- A video about the new fare collection system
- A video explaining fare capping
- A link to the Fare Policy survey
- A link to an ESRI StoryMap on the proposed policy
- FAQs
- A link to background on the STA fare policy

## Media Campaign

Along with the creation of the Fare Policy Update webpage, the STA Communications department crafted a full media campaign, available at this [link](#). Highlights included:

- Promotion
  - Customer service recorded messages
  - Email and text messages to Mobile Storm subscribers
  - Onboard bus announcements
  - STA Moving Forward stories
- Signage
  - Posters / tri-fold flyers at STA Plaza
  - Fixed Route and Paratransit bulkheads
- Internet
  - Google display ads
  - Paid social media campaign
- Spokanetransit.com
  - Website banners
  - Survey landing page
  - FAQs
  - Videos
- Digital outreach toolkit
  - FAQs and background paper
  - Flyer
  - Posters (English, Russian, Spanish, Vietnamese, Chinese)
  - PowerPoint presentation
  - Videos for social media
- Videos
  - “Take the Survey!”
  - “Fare Capping Explained”
  - Subtitles in English, Russian, Spanish, Vietnamese, Chinese
  - 6 x short social media videos
- StoryMap

- Advertising: General
  - Spokesman-Review
  - Inlander
  - Cheney Free Press
  - Liberty Lake Splash
- Advertising: Targeted
  - Black Lens
  - Fig Tree
  - Latin News Zone
  - Russian News Spokane
  - 2 x Russian / Ukrainian grocery stores
  - 2 x Vietnamese / Asian grocery stores
  - 2 x Mexican grocery / deli

## Public Outreach Results

### Survey Results

The survey instrument was identical across all versions. The survey had ten (10) questions, along with six (6) demographic questions. Among the ten questions, there were four opportunities for the respondent to write-in their response.

Some notes on the survey and survey analysis:

- For every question, results are provided for: (a) minority respondents; (b) low-income respondents; and (c) all respondents. Based on the notes below, the 'n' value (the number of total respondents) will be different for each population. The 'n' values are noted in the tables.
- All questions were optional, so some respondents may have not answered every question, or answered some of them incompletely.
- In the demographics portion, respondents were asked to self-identify as to race. Not all respondents chose to do so. Responses marked as "prefer not to say" as well as "other" were excluded from the minority analysis but were included when looking at all respondents.
- In determining low-income status, a respondent had to provide answers on both "the number of people living in your household" as well as "current household income" to make a determination as to status. Not all respondents chose to do so, which impacts the number of responses analyzed for low-income status as compared to all respondents.

The survey results are shown below.

**Question 1: In the past 30 days, have you ridden an STA bus route?**

	Minority (n = 134)	Low-Income (n= 297)	All Respondents (n= 1641)
<b>Yes</b>	83.6%	87.2%	70.2%
<b>No</b>	16.4%	12.8%	29.8%

**Question 1.1: For those who answered YES to the previous question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.**

Note that for this question, n (the total number of respondents) is based on the total number of people who answered YES to the previous question.

	Minority (n = 112)	Low-Income (n=259)	All Respondents (n=1152)
<b>I paid with cash and /or coin at the farebox</b>	50.9%	57.1%	50.4%
<b>I used a two-hour pass or day pass</b>	42.0%	45.6%	32.8%
<b>I swiped/validated my 7-day or 31-day rolling pass</b>	25.9%	19.7%	26.3%
<b>I used an STA Smart Card to deduct/validate my fare</b>	22.3%	24.3%	18.9%
<b>I swiped or tapped my university/employee ID card</b>	10.7%	10.0%	13.4%
<b>I used a reduced fare ID to pay for or use a reduced fare pass</b>	29.5%	37.8%	31.3%
<b>I purchased a ticket from a ticket vending machine</b>	2.7%	0.4%	0.7%
<b>I did not pay my fare due to lack of change, missing pass, or other reason</b>	6.3%	1.9%	3.0%

Of those respondents who paid with cash and/or coin at the farebox for at least one trip, 80.4% of the low-income respondents also used one of the other payment methods, while 71.9% of minority respondents and 62.4% of all respondents used an additional form of payment for a trip.

**Question 1.2: Why did you pay with cash/coin on trips taken in the last 30 days? Please mark all that apply.**

Note that for this question, n (the total number of respondents) is based on the total number of people who answered “I paid with cash and/or coin at the farebox” to the previous question.

	Minority (n = 57)	Low-Income (n= 148)	All Respondents (n= 581)
<b>I don't know where to purchase a pass in advance</b>	5.3%	10.8%	9.3%
<b>I don't ride the bus often enough to get the full value of the pass</b>	45.6%	43.9%	54.7%
<b>I can't afford purchasing a pass</b>	24.6%	43.9%	26.7%
<b>It is more convenient for me</b>	38.6%	48.6%	43.7%
<b>Other (please specify)<sup>2</sup></b>	43.8%	11.5%	28.7%

<sup>2</sup> The “Other” responses generally focused on the access issue of getting a new pass or their current pass was lost or expired, and they were using cash until they could get a new one.

**Question 2: The following statements are about STA’s proposed fare capping policy. Fare capping eliminates the upfront costs for daily and monthly trips, meaning riders who pay one trip at a time get the same benefit as passengers who pay for a daily or monthly pass. Once a rider pays the cost of a daily or monthly pass, the rest of the rides for that day or month are free. Please read each statement and rate your level of agreement with them.**

		Fare capping maximizes the financial benefit to the rider	Fare capping is easy to understand	Fare capping will encourage people to ride transit more often
<b>Strongly Disagree</b>	Minority (n = 136)	6.6%	7.4%	7.4%
	Low-Income (n=303)	6.6%	11.9%	6.9%
	All Respondents (n= 1610)	6.3%	7.7%	7.6%
<b>Disagree</b>	M	7.4%	11.8%	7.4%
	LI	5.3%	14.2%	5.9%
	AR	4.3%	12.9%	6.6%
<b>Not Sure</b>	M	24.3%	19.1%	35.3%
	LI	25.1%	21.1%	36.0%
	AR	21.6%	20.8%	37.2%
<b>Agree</b>	M	26.5%	36.0%	27.2%
	LI	24.1%	30.0%	27.1%
	AR	29.6%	31.7%	25.8%
<b>Strongly Agree</b>	M	35.3%	25.0%	22.8%
	LI	38.6%	22.4%	24.1%
	AR	36.5%	25.0%	22.6%



**Question 3: STA plans to introduce a new fare collection system that allows customers to pay with an app on a mobile device or using a Smart Card. Money can be added to the Smart Card online, or by paying with cash or a debit/credit card at a participating retail store, gas station, or the STA Plaza. The new system benefits customers by allowing fare capping, providing the same value of a day pass or monthly pass without paying for it all up front. Customers using their Smart Card or the app on their mobile device may also be eligible for new discount programs. Cash paying customers will not have the same benefits. Given these planned changes, how likely will you use the following methods for paying for your fare when boarding the bus?**

		Cash	Smart Card	Mobile Application
<b>Highly Unlikely</b>	Minority (n =137)	26.3%	16.1%	19.0%
	Low-Income (n= 298)	17.4%	14.4%	14.1%
	All Respondents (n=1564)	28.3%	16.4%	22.4%
<b>Probably Not</b>	M	18.2%	8.0%	13.1%
	LI	14.1%	9.7%	10.4%
	AR	17.3%	9.4%	10.1%
<b>Not Sure</b>	M	10.9%	16.1%	16.1%
	LI	16.4%	16.1%	17.8%
	AR	14.5%	17.1%	14.6%
<b>Probably</b>	M	21.2%	18.2%	28.5%
	LI	23.5%	21.1%	16.1%
	AR	18.4%	23.5%	19.8%
<b>Highly Likely</b>	M	23.4%	40.1%	27.0%
	LI	27.5%	38.6%	29.2%
	AR	20.3%	33.6%	31.3%

For those respondents who were identified as low-income AND identified that they paid with cash or coin at the farebox in the last 30 days (137 total respondents), 65% noted they were highly likely or probably going to continue to use cash for some fare payments. However, of those same respondents 54% identified as highly likely or probably to use the smart card, while 51% identified a mobile application as a fare payment method they would highly likely or probably use.

**Question 4: Once available, STA wants customers to manage their fares in an online account and use their Smart Card or mobile device to board the bus and pay their fare faster. This is because many customers boarding and paying with cash can cause buses to be late. At some point in the future, STA may discourage paying cash on board the bus by eliminating the option to get a free transfer pass. Customers who pay with a Smart Card or their mobile device would still have the option to transfer for free. If implemented, how would eliminating cash transfers affect you?**

This was an open-ended question, and six codes were assigned to identify any major themes from the responses. The six codes were organized into two groups – personal impacts to the respondent as an individual, and potential impacts on the general population of riders:

Individual:

- No Impact (as an individual)
- Negative Impact (as an individual)
- Positive Impact (as an individual)

Population Concerns:

- General concerns about specific populations, including the homeless, low-income, those with developmental disabilities, and seniors
- General concerns about access – to the internet, to locations to load cash, to tracking card balance, etc
- Concerns regarding transfers

Nearly 75% of total survey respondents provided some text for this question (1341). All percentages below are based on the total number of responses to this question (1,341 responses), and not to the total number of survey respondents.

For the individual, 54% of the respondents who provided comments on this question characterized the proposed changes as either having No Impact (42%) or a Positive Impact (12%) on them as an individual rider. 10.8% of all respondents who provided some response to this question identified it as a negative impact.

For the general population concerns, access was mentioned fairly frequently, with about 29% of the responses touching on this theme across all groups, and 26% of those respondents who identified as low income. The following quotes are examples of those concerns. *(all quotes verbatim from the survey)*

#### **Respondent A**

*"By eliminating cash, that hurts riders that have to scrounge change to get to work, homeless or at-risk people who need to access resources, people who don't have access to mobile devices, and anyone who misplaces their Smart Card. The new payment options are great OPTIONS, but they should be just that, options."*

#### **Respondent B**

*"However, you do it your rider has to continually keep track of money in their account in order to ride the bus. That means going to the bank or trying to remember how much money is left in their account. You seem to think these are easy tasks for low income or no income riders."*

**Question 5: STA is proposing to introduce a new Smart Card to make the fare payment process quicker and more convenient. In the new system, bus fare could be added to the Smart Card at multiple stores throughout the region, including the STA Plaza. Looking at the following map, select the options below that describe where you would be able to get and load cash onto a Smart Card (please pick all that apply)**

	Minority (n = 146)	Low- Income (n= 324)	All Respondents (n= 1790)
Not near any of the above	18.5%	16.7%	13.8%
Near work, home, places I go	81.5%	83.3%	86.2%
Near (by location):			
my place of work	36.3%	25.0%	28.0%
my residence	60.3%	62.0%	49.6%
other places I go	46.6%	49.1%	41.4%

**Question 6: STA is also considering new discounts for a variety of riders. These discounts are intended to encourage ridership and lessen the cost of riding the bus. Please rank your support on a scale of 1 (Strongly oppose) to 5 (Strongly support) for each pass program.**

		Honored Rider: 50% off fares for pass holders 60 and over (previously was for ages 65+)	Stars and Stripes: 50% off fares for pass holders who are current and former service members	Rider's License: 50% off fares for pass holders ages 13-18	Rider-in-Training: Free fares for pass holders ages 6-12	Student: 20% off the standard monthly fare cap for all students enrolled in technical or job training programs, so students pay \$48 or less each month
<b>1 - (Strongly Oppose)</b>	Minority (n =144)	2.8%	4.9%	4.9%	4.9%	4.2%
	Low-Income (n=318)	3.5%	4.7%	6.6%	6.6%	5.3%
	All Respondents (n= 1523)	3.1%	4.4%	5.7%	5.9%	4.1%
<b>2</b>	M	2.1%	1.4%	2.8%	6.3%	2.1%
	LI	1.6%	3.1%	3.8%	4.7%	0.9%
	AR	1.4%	3.2%	3.2%	4.4%	1.6%
<b>3</b>	M	6.3%	11.1%	13.2%	8.3%	7.6%
	LI	7.9%	10.1%	13.2%	11.9%	10.4%
	AR	7.9%	12.5%	13.5%	12.9%	9.7%
<b>4</b>	M	9.7%	11.8%	16.7%	16.0%	16.7%
	LI	9.1%	10.7%	13.2%	11.3%	11.9%
	AR	10.7%	11.9%	17.2%	14.7%	16.7%
<b>5 - (Strongly Support)</b>	M	79.2%	68.1%	51.4%	61.1%	67.4%
	LI	78.0%	69.8%	60.1%	61.9%	68.2%
	AR	76.9%	66.6%	57.6%	59.2%	65.9%

**Question 7: Are there any other rider groups not listed above that should receive discounts?**

This was an open-ended question, and six codes were assigned to identify any major groups from the responses. The six codes were:

- Low-income
- Transit should be free
- Riders with disabilities
- Health care workers, first responders, teachers
- Rider loyalty program
- Other

40% of all survey respondents (716) provided some answer for this question. However, no group coded for received more than 11% support. Riders with disabilities were identified by 10.6% of all respondents, while low-income riders were mentioned by just under 9% of respondents. This held true across all groups. There was minimal support for any of the other groups.

**Question 8: When the bus arrives at your stop, how important is it to you that you're able to board the bus quickly and efficiently?**

	Minority (n = 145)	Low- Income (n= 319)	All Respondents (n= 1524)
Very important	47.6%	48.3%	44.0%
Important	26.9%	29.5%	32.8%
Somewhat important	19.3%	16.3%	17.6%
Not so important	4.1%	5.0%	4.3%
Not at all important	2.1%	0.9%	1.2%

**Question 9: The new fare policy proposes to change the name of a "Two-Hour" pass to a "One Ride" pass. A One-Ride pass will still allow riders the exact same ability to ride for two hours, including transfers.**

	Minority (n = 142)	Low- Income (n= 318)	All Respondents (n= 1517)
I agree with the new name	32.4%	30.8%	31.2%
I disagree with the new name	44.4%	46.2%	44.8%
I don't know	23.2%	23.0%	23.9%

**Question 10: Is there anything else you wish to tell STA about the proposed fare policy update?**

This was an open-ended question, and seven codes were assigned to identify any major themes from the responses. The seven codes were:

- One Ride Naming
- Operations (transfers, etc)

- An identified educational opportunity/need
- Fare Costs Thoughts (related to costs, discounts, zones, etc)
- Fare Payment Methods (other methods, retail locations, etc)
- Transit Network (routes, stop locations, etc)
- General Support

Overall, 35% of survey respondents provided some text in this space. None of the themes received more than 10% of the overall responses. Thoughts on fare payment methods rose to the top, with 9.0% of all respondents commenting on either a specific payment method (using credit cards, using Apple/Google Pay, using an Apple watch) or retail locations (noting gaps in the map, or conversely, generally good distribution).

For riders who self-identified as a minority, the most common theme noted was on fare costs thoughts and fare payment thoughts (5.5% of 145 respondents for each) generally focused on the total cost or questioning the lack of zonal payments.

Nearly half (48.9%) of the comments in this section were from respondents identified as low-income. Again though, none of the themes received more than 10% of the responses. Concerns about fare payment methods was the highest for this population group (7.2%) followed by thoughts on overall fare costs (5.4%).

## Key Findings

Those who responded to the survey were generally supportive of the proposed fare policy revisions, based on the responses above. Key findings evolved around the following themes:

### *Rider Characteristics*

- There was strong bus rider representation. A super-majority of minority (83.6%) and low-income (87.2%) respondents had ridden the bus in the last 30 days, while just over 70.2% of all respondents had ridden the bus in the last 30 days.
- The response rate by those who self-identified as a minority on the English language survey was 8.2%, less than the overall percentage in the Public Transportation Benefit Area (PBTA) (12.2%). That percentage increases to 9.2% when including the safe harbor language surveys. However, 26% of survey respondents did not answer this question.
- The response rate by those who were characterized as low-income on the English language survey was 18.1%, greater than the overall percentage in the PTBA ((15.6%)

### *Payment methods*

- Cash (57.1%) was used slightly more by low-income riders than minority (50.9%) and all respondents (50.4%) and was the single most used fare payment method across all groups. However, the combined total for ALL pass/card options shows a preference for card/pass as payment methods.
- A majority of all respondents (51.2%) identified as probably or highly likely to use a mobile application, with 57.1% of all respondents probably or highly likely to use a smart card.
- 59.7% of low-income respondents noted they were probably or highly likely to use a smart card, as did 58.4% of minority respondents.

- “Convenience” and “not riding frequently enough” were the two most common reasons identified for using cash, indicating an audience that might benefit from the proposed fare management tools and fare capping.
- All proposed discount programs were supported by a majority of all groups, with Honored Rider (76.9% all respondents, 78% low income, 79.2% minority) and Stars and Stripes (66.6%/69.8%/68.1%) programs receiving the most support.

### ***Educational Opportunities***

- On the specific question regarding fare capping, 21% of all respondents (25% low-income, 24.3% minority) indicated “Not Sure” for whether fare capping maximizes the financial benefit to the rider. “Not Sure” was 20% of all respondents’ choice on whether it is easy to understand the concept of fare capping. This suggests a need for a strong educational and informational campaign about fare capping.
- Over 50% of low-income riders still identified as “probably or highly likely” to continue to use cash on the bus. However, nearly 60% of those same riders indicated they were “probably or highly likely” to use a Smart Card.
- 15%-17% of respondents, in all groups, were unsure how likely they were to use either a Smart Card or mobile application for their payment method. This suggests a need for a strong educational and informational campaign about the uses and benefits of the Smart Cards and mobile application.

### ***Access***

- The narrative survey responses provided indicate concerns as to whether the cash payment option would be eliminated and/or a perception that minority and low-income households may experience information access barriers (due to income and/or disability). How riders without internet access can easily add cash to their cards and can easily track their balances will be critical to ensuring a strong adoption among the tech adverse, unbanked, and other populations.
- Access to proposed vendor locations was generally good, but there are some identified gaps in parts of the service area that will need to be addressed in the implementation phase.

# Appendix A: Survey Instrument

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As part of the anticipated launch of its modernized fare collection system in October 2022, STA plans to make it easy for customers to manage their fares online, as well as use contactless fare payment options like smart phones and other mobile devices to pay fares. This customer experience improvement will make the fare payment process more convenient and accessible. Also, contactless payment tools, like Smart Cards and mobile devices, make the boarding process much faster and helps keep the buses and its passengers on time.

STA is also considering a new approach to collecting fares called, “fare capping.” Fare capping ensures that riders are always paying the lowest fare available. It eliminates burdensome upfront costs for daily and monthly passes and means that riders who pay for single trips get exactly the same benefit as passengers who pay for a daily or monthly pass.

1. In the past 30 days, have you ridden an STA bus route? YES/NO

1.1 [THIS QUESTION FOR THOSE ANSWERING YES ABOVE]

For this question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.

- ☐ I paid with cash and/or coin at the farebox
- ☐ I used a two-hour pass or day pass
- ☐ I swiped/validated my 7-day or 31-day rolling pass
- ☐ I used an STA Smart Card to deduct/validate my fare
- ☐ I swiped or tapped my university/employee ID card
- ☐ I used a reduced fare ID to pay for or use a reduced fare pass
- ☐ I purchased a ticket from a ticket vending machine
- ☐ I did not pay my fare due to lack of change, missing pass, or other reason

1.2 [THIS QUESTION FOR THOSE USING CASH]

Why did you pay with cash/coin on trips taken in the last 30 days? Please mark all that apply.

- ☐ I don't know where to purchase a pass in advance
- ☐ I don't ride the bus often enough to get the full value of the pass
- ☐ I can't afford purchasing a pass
- ☐ It is more convenient for me
- ☐ Other - please explain: \_\_\_\_\_



2. The following statements are about STA's proposed fare capping policy. Fare capping eliminates the upfront costs for daily and monthly trips, meaning riders who pay one trip at a time get the same benefit as passengers who pay for a daily or monthly pass. Once a rider pays the cost of a daily or monthly pass, the rest of the rides for that day or month are free. Please read each statement and rate your level of agreement with them.

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
Fare capping maximizes the financial benefit to the rider					
Fare capping is easy to understand					
Fare capping will encourage people to ride transit more often					

3. STA plans to introduce a new fare collection system that allows customers to pay with an app on a mobile device or using a Smart Card. Money can be added to the Smart Card online, or by paying with cash or a debit/credit card at a participating retail store, gas station, or the STA Plaza. The new system benefits customers by allowing fare capping, providing the same value of a day pass or monthly pass without paying for it all up front. Customers using their Smart Card or the app on their mobile device may also be eligible for new discount programs. Cash paying customers will not have the same benefits. Given these planned changes, how likely will use the following methods for paying for your fare when boarding the bus?

	Highly Unlikely	Probably Not	Not Sure	Probably	Highly likely
Cash					
Connect Card					
Mobile Application					

4. Once available, STA wants customers to manage their fares in an online account and use their Smart Card or mobile device to board the bus and pay their fare faster. This is because many customers boarding and paying with cash can cause buses to be late. At some point in the future, STA may discourage paying cash on board the bus by eliminating the option to get a free transfer pass. Customers who pay with a Smart Card or their mobile device would still have the option to transfer for free. If implemented, how would eliminating cash transfers effect you?

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5. STA is proposing to introduce a new Smart Card to make the fare payment process quicker and more convenient. In the new system, bus fare could be added to the Smart Card at multiple stores throughout the region, including the STA Plaza. Looking at the following map, select the options below that describe

where you would be able to get and load cash onto a Smart Card (please pick all that apply):  
(Accompanied by map of outlet/retail partners)

Along a bus route I use

- ☐ Near my place of work
- ☐ Near my residence
- ☐ Near other places I go
- ☐ Not near any of the above

6. STA is also considering new discounts for a variety of riders. These discounts are intended to encourage ridership and lessen the cost of riding the bus. Please rank your support on a scale of 1 (Strongly oppose) to 5 (Strongly support) for each pass program.

	1 (strongly oppose)	2	3	4	5 (Strongly support)
Honored Rider: 50% off fares for pass holders 60 and over (previously was for 65+)					
Stars and Stripes: 50% off fares for pass holders who are current and former service members					
Rider's License: 50% off fares for pass holders ages 13-18					
Rider-in-Training: Free fares for pass holders ages 6-12					
Student: 20% off the standard monthly fare cap for all students enrolled in at technical or job training programs, so students pay \$48 or less each month					

7. Are there any other rider groups not listed above that should receive discounts?

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8. When the bus arrives at your stop, how important is it to you that you're able to board the bus quickly and efficiently?

- 5: Very Important
- 4: Important
- 3: Moderately Important
- 2: Slightly Important
- 1: Unimportant

9. The new fare policy proposes to change the name of a “Two-Hour” pass to a “One Ride” pass. A One-Ride pass will still allow riders the exact same ability to ride for two hours, including transfers.

- ☐ I agree with the new name
- ☐ I disagree with the new name
- ☐ I don't know

10. Is there anything else you wish to tell STA about the proposed fare policy update?

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## And now, about you...

What is your age?

- Under 18
- 18 to 21
- 22 to 34
- 35 to 44
- 45 to 59
- 60 or over

Gender (select all that apply):

- Woman
- Man
- Non-binary
- Prefer to self-describe: \_\_\_\_\_
- Prefer not to say

How do you self-identify by race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Two or more races
- Other (please specify): \_\_\_\_\_
- Prefer not to say

Are you Hispanic or Latino/Latina?

- Yes
- No
- Prefer not to say

Including yourself, how many people are there in your household? \_\_\_\_\_

What is your current (annual) household income?

- ☐ Less than \$12,880
- ☐ \$12,881 to \$17,420
- ☐ \$17,421 to \$21,960
- ☐ \$21,961 to \$26,500
- ☐ \$26,501 to \$31,040
- ☐ \$31,041 to \$35,580
- ☐ \$35,581 to \$40,120
- ☐ \$40,121 to \$44,660
- ☐ \$44,660 - \$49,999
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ \$150,000 and greater
- ☐ Prefer not to say

## Appendix B: Public Comment & Survey Responses

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Appendix B is 119 pages in length and is thus included as a link its location on the STA website. Appendix B may be accessed at the following link:

[https://www.spokanetransit.com/files/content/Appendix\\_B\\_Public\\_Comment\\_and\\_Survey\\_Response.pdf](https://www.spokanetransit.com/files/content/Appendix_B_Public_Comment_and_Survey_Response.pdf)

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 6 :** CITY LINE HIGH PERFORMANCE TRANSIT AMENITIES:  
BROWNE’S ADDITION REVISED AGREEMENT –  
RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Nick Hanson, Capital Projects Manager

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**SUMMARY**

Pursuant to *Connect Spokane* Policy SI 4.10, “HPT Station Identification and Customization,” the Browne’s Addition Neighborhood is requesting the STA Board of Directors allow for a customized shelter design to be installed at three City Line stations located in the neighborhood. In lieu of financial compensation, staff propose the Board allow an “in-kind” contribution composed of a variety of marketing value exchange components to satisfy match requirements set forth by the Board. This represents a departure from the original authorization approved by the Board in March 2021.

**BACKGROUND**

In June 2018, staff held a series of meetings with neighborhoods along the City Line to discuss options for making a request for customization of station elements. In accordance with *Connect Spokane* Policy SI 4.10 HPT Station Identification and Customization, groups can request customization of station elements.

Browne’s Addition was the only neighborhood group to express interest and initially outlined their request in a Statement of Interest dated June 2018. This request centered around the architectural design of the shelters; specifically, they desired a final product that was comparable to the bus stop shelter that was previously in place adjacent to Coeur d’Alene Park. The neighborhood continued to reiterate this request as the City Line design process progressed over the next several years. After the finalization of the shelter fabrication contract with Future Systems Inc, staff attended two neighborhood meetings to discuss specifics of the design request. Staff also facilitated a meeting between Browne’s Addition representatives and Future Systems Inc. The neighborhood further clarified that their desire is to have a pitched roof matching the aesthetic of the previous shelter with similar colors, materials, and signage to replace the current design for the single bay, S1 shelter. STA then directed Future Systems to prepare a change order proposal for the design of a customized shelter based on those discussions.

On February 19, 2021, the Browne’s Addition Neighborhood Council approved a motion to move forward with the customization process as discussed below and take this request to STA’s Board of Directors for final approval in accordance with *Connect Spokane* Policies. This customization proposal focuses on the final design of the shelter’s roofs and consistency with the design of the shelters previously installed adjacent to Coeur d’Alene Park.

On March 3, 2021, this motion was presented to the Planning and Development Committee with a representative from the neighborhood in attendance to express support for the motion and terms of the proposal. The Planning and Development Committee recommended approval to the full Board via the consent agenda and the motion was subsequently unanimously approved on March 21, 2021. Following approval by the Board, staff worked diligently with Legal Counsel, Neighborhood Council representatives and City of Spokane staff, to finalize terms of an agreement between STA and the Browne's Addition Neighborhood Steering Committee (BANSC), the neighborhood council's state-registered non-profit organization. However, the parties were unable to come to a final resolution and the neighborhood voted to table final action on the agreement in November 2021. Following said action by the neighborhood, the neighborhood council chair, Mr. Rick Biggerstaff, reached out to STA board members and council members of the City of Spokane to seek an alternative solution. Through these discussions, which took place in December 2021, STA proposed "in-kind" contributions composed of marketing value exchange components to satisfy the match requirements.

### **Shelter Customization Terms (as approved by the Board)**

The customization design effort will be focused exclusively on the shelter roofs to match the aesthetic of the bus stop shelters previously in place adjacent to Coeur d'Alene Park. The specific design elements requested include the pitched roof, materials, color, and distinct Browne's Addition Signage. The specific terms of the agreement are as follows:

- Neighborhood to cover 20% of the initial design costs (\$13,673) or the final net cost difference between the customized shelters (including design costs and a single spare) and the standard shelter plan costs, whichever is less. Payment due within 90 days of final shelter install.
- Design process includes opportunity for review and comment by Neighborhood representatives at the following milestones: 10% conceptual design, 60% design complete and 90% design complete.
- If design is not approved by the neighborhood at any stage, they may back out and would be responsible for reimbursement at 50% of all costs incurred by STA (not to exceed \$13,673).
- STA shall coordinate Neighborhood representative attendance at pertinent design meetings.
- Use of design by other neighborhood groups will be strictly limited, requiring written approval by Neighborhood and reimbursement

### **Requested Modifications to Terms**

- Relieve financial burden with allowance for "in-kind" contributions via marketing value exchange to cover the net costs, not exceeding \$13,673. This would include but not be limited to the following activities:
  - Summer Concert Series with Sponsor announcements
  - Browne's Addition ribbon cutting event promotion engagement
  - Editorial social calendar leading up to Revenue Service Launch
  - Volunteer time to place door hangers promoting the City Line

- Marketing activities to be completed no later than 90 days after City Line Revenue Service launch in July 2023.
- If the design is not approved by the neighborhood at any design stage, they may back out and would be responsible for “in-kind” reimbursement at 50% of the total costs incurred by STA (not to exceed \$13,673).

### **Analysis**

The request by the Browne's Addition Neighborhood Council is the only such request along the City Line and as stated above, has been an enduring interest by the neighborhood since 2018. In bringing this forward to the Board of Directors, staff recognize the distinct historic qualities of Browne's Addition, including its legacy as a streetcar neighborhood. Staff also note that the request does not interfere with the station marker, a key element of City Line branding on each station platform. Additionally, Staff acknowledge that proposed marketing activities are of sufficient value to offset costs as contemplated by the original agreement.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a motion to authorize revisions to the terms of the authorization previously approved by the Board on March 21, 2021, to allow “in-kind” contributions by the Browne's Addition Neighborhood Steering Committee to meet their financial obligation with a maximum cost of \$13,673 and authorize the CEO to execute any agreements necessary.



## **SPOKANE TRANSIT AUTHORITY**

### **BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 7 :** TEMPORARY STAFFING SERVICES AWARD OF CONTRACT –  
RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Nancy Williams, Director of Human Resources, Labor Relations, & EEO  
Officer

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#### **SUMMARY**

Per STA Administrative Procedure 03-004-05, Section III, personnel temporarily working at STA who are employed by a staffing agency are exempt from the bidding process; however, FTA requires a contract be in place. The current contract (2020-10576) with Provisional Services, Inc. for temporary cleaners expired on December 31, 2021. Humanix Corporation's Contract 2021-10642 for laborer, cleaner, intern, and data collector, also expired on December 31, 2021.

The RFP was released on October 14, 2021, to ten (10) interested firms with twenty (20) additional firms requesting a copy of the RFP for a total of thirty (30) interested firms. The RFP was advertised on October 17, 2021, in the Spokesman Review, posted on the Washington State Office of Minority and Women's Business Enterprises (OMWBE) website, and STA's website on October 15, 2021. A pre-proposal Microsoft Teams meeting was held on October 20, 2021, with ten (10) representative firms in attendance. Two amendments to the RFP were issued: number one on October 22, 2021, and number two on November 3, 2021. On November 15, 2021, STA received a total of twelve (12) proposals along with one (1) no-bid. Of those twelve, seven (7) were deemed non-responsive. Five (5) proposals were forwarded to the evaluation committee.

On December 7, 2021, the evaluation committee met to discuss, score, and rank each proposal based on the scoring criteria as listed below. The evaluation committee included Jeff Smith, Nancy Williams, Kristine Williams, Todd Griffith, and Tammy Santana.

Firms were evaluated on proposer experience, qualifications, and financial stability (20 points), management plan, technical approach, and work plan (25 points), record keeping process and EEO plan (15 points), references (20 points), and price proposal (20 points) for a total of 100 possible points. Proposals were ranked as follows:

<b>FIRM</b>	<b>AVERAGE SCORE (MAX 100)</b>	<b>RANK</b>
<b>Provisional Services, Inc.</b>	87.36	<b>1</b>
<b>Humanix Corporation</b>	84.11	<b>2</b>
<b>Infojini, Inc.</b>	83.68	<b>3</b>
ANR Group, Inc.	80.17	4
Kelly Services	77.71	5

Based on STA's total labor spend (and headcount) over the past five (5) years and an average annual increase of 6%, STA anticipates a total cost of \$1,170,000 over the term of the contracts. This equates to \$234,000 per year.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board authorize the CEO to award a five (5) year contract to each of the top three (3) proposers, Provisional Services, Inc., Humanix Corporation, and Infojini, Inc. for a projected total cost of \$1,170,000.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE**

January 12, 2022

**AGENDA ITEM 8 :** APPROVAL OF BOARD MEMBER TRAVEL TO 2022 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

STA Bylaws require Board approval for Board member travel.

APTA is scheduled to hold its 2022 Legislative Conference in Washington, D.C., March 13-15, 2022. There will also be opportunities to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board Members is the APTA Transform Conference meeting in Seattle, Washington, being held October 9-12, 2022.

Up to eight Board members are budgeted to attend APTA conferences this year at an approximate cost of \$3,000 each.

**RECOMMENDATION TO COMMITTEE:** By motion, recommend the Board approve travel for up to eight Board members to attend APTA conferences in 2022.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 9 :** APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE  
PLANNING & DEVELOPMENT AND PERFORMANCE  
MONITORING & EXTERNAL RELATIONS COMMITTEES FOR  
2022 – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, STA Board Chair

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**SUMMARY**

The Board Chair appoints the Board members and Chairs of STA's Planning & Development Committee and the Performance Monitoring & External Relations Committee for the coming year, subject to confirmation by the Board.

The Chief Executive Officer is an ex-officio member of all Board committees.

The proposed list of 2022 committee appointments will be provided at the meeting.

**RECOMMENDATION TO COMMITTEE:** By motion, recommend the Board confirm the Board Chair's appointments of members and chairs to the Planning & Development and Performance Monitoring & External Relations Committees for 2022.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 10 :** BOARD OF DIRECTORS MEETING AGENDA JANUARY 20, 2022  
– CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

The Board of Directors meeting agenda for January 20, 2022, is attached for your information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval

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

## BOARD MEETING

Thursday, January 20, 2022  
1:30 – 3:00 p.m.

**Via Webex Video Conference**

Board Members: [Join Here Board Members](#)

General Public: [Public Attendees Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 2485 879 7963; Password: 2022

## AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the December 16, 2021, Board Meeting – Corrections/Approval
  - B. December 2021 Vouchers (*Monique Liard*)
  - C. Travel for Board Members to attend 2022 APTA Conferences (*E. Susan Meyer*)
  - D. City Line High Performance Transit Amenities: Browne's Addition Revised Agreement (*Karl Otterstrom*)
  - E. Temporary Staffing Services Award of Contract (*Nancy Williams*)
5. Board Action – Committee Recommendations: *20 minutes*

Board Operations

  - A. Confirmation of Board Chair's Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2022 (*Chris Grover*)
  - B. Fare Policy Revisions: Outreach and Action (*Monique Liard/Karl Otterstrom*)
6. Board Action – Other: *10 minutes*
  - A. Election of Chair Pro Tempore (*Chris Grover*)

**Note: Item 5A requires a majority vote of 5**
7. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chris Grover*)
8. Planning & Development Committee: *No January meeting*
9. Performance Monitoring & External Relations Committee: *No January meeting*

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. November 2021 Sales Tax Revenue (*Monique Liard*)
  - C. December 2021 Financial Results Summary (*Monique Liard*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*McAloon Law PLLC*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of January 20, 2022, Board Meeting:

Saturday, January 22, 2022	4:00 p.m.
Monday, January 24, 2022	10:00 a.m.
Tuesday, January 25, 2022	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	February 2, 2022, 10:00 a.m.
Performance Monitoring & External Relations	February 2, 2022, 1:30 p.m.
Board Operations	February 9, 2022, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, February 17, 2022, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](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 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 11 :** BOARD OPERATIONS COMMITTEE DRAFT FEBRUARY 9, 2022,  
MEETING AGENDA – INFORMATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

The draft Board Operations Committee meeting agenda for February 9, 2022, is attached for your information.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.



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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, February 9, 2022**  
**1:30 p.m. – 3:00 p.m.**

**Via Webex Video Conference**

**Committee Members:** Click here to join the meeting

**General Public:** Click here to view the meeting

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: ###

**DRAFT AGENDA**

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action/Discussion: (5 minutes)
  - A. January 12, 2022, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports:
  - A. TBD, Planning & Development
  - B. TBD, Performance Monitoring & External Relations
6. Board of Directors Draft February 17, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
7. Board Operations Committee Draft March 9, 2022, Meeting Agenda – Information (*Meyer*) (5 minutes)
8. CEO Report (15 minutes)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, March 9, 2022, 1:30 p.m.

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 12, 2022

**AGENDA ITEM 12 :** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** N/A