

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

## **NOTICE OF BOARD MEETING**

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, February 17, 2022, via Webex video conference.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 17th day of February 2022.



Dana Infalt  
Executive Assistant to the CEO  
& Clerk of the Authority

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 2:** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

At this time, the STA Board will review and approve the meeting agenda with any revisions provided.

**RECOMMENDATION TO BOARD:** Approve Board agenda.

**FINAL REVIEW FOR BOARD BY:**

Division Head // Chief Executive Officer // Legal Counsel //

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

## BOARD MEETING

Thursday, February 17, 2022  
1:30 – 3:00 p.m.

**Via Webex Video Conference**

Board Members: [Board Member Link](#)

General Public: [Public Attendee Link](#)

Audio Conference: 1-408-418-9388; Event #: 2493 730 7113; Password: 2022

## AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
  - A. Judy Cassell, Paratransit Van Operator – Retirement (*Brandon Rapez-Betty*)
  - B. JoAnn Tourtellotte, Customer Service Representative – Retirement (*Brandon Rapez-Betty*)
  - C. 4<sup>th</sup> Quarter 2021 Years of Service Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the January 20, 2022, Board Meeting – Corrections/Approval
  - B. January 2022 Vouchers (*Monique Liard*)
  - C. Fall Protection Contract: Final Acceptance (*Brandon Rapez-Betty*)
6. Board Action – Other: *none*
7. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chris Grover*)
8. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Pam Haley*)
10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. January 2022 Sales Tax Revenue (*Monique Liard*)
  - C. December 2021 Operating Indicators (*Brandon Rapez-Betty*)
  - D. Review 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
  - E. Transit Development Plan 2023-2028 Overview (*Karl Otterstrom*)
  - F. Connect Spokane – Phase I Draft Revisions Review (*Karl Otterstrom*)
  - G. I-90 / Valley High Performance Transit-Preliminary Alternatives & Public Outreach (*Karl Otterstrom*)
  - H. 4<sup>th</sup> Quarter 2021 Service Planning Public Input Report (*Karl Otterstrom*)

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 February 17, 2022, Board Meeting:

Saturday, February 19, 2022	4:00 p.m.
Monday, February 21, 2022	10:00 a.m.
Tuesday, February 22, 2022	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

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

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, March 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.

### 3.

#### **PUBLIC EXPRESSIONS**

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

Anyone wishing to comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be read at the meeting. Comments must be received by 9:00 a.m. the day of the meeting. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

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

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 4A :** JUDY CASSELL, VAN OPERATOR - RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer and Interim Director of Communications & Customer Service  
Nancy Williams, Director of Human Resources and Labor Relations

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**SUMMARY:** Paratransit Operator Judy Cassell began her career at STA in 1990.

Judy worked in Paratransit as a van operator from 1990-1997, worked in the Training department as an instructor from 1997-2004, and then returned to Paratransit as a van operator from 2008-2021.

Over the course of her 27 years of service to STA, Judy received many accolades including 14 years of safe driving, many customer compliments, and numerous excellent Quality Counts shops.

Judy brought the Paratransit perspective to the Training department during her time there and was instrumental in expanding the Training department to include Paratransit. Judy also served on the Safety Committee and spent time in a coverage position for the Reservations department.

Judy's kind demeanor made her well-liked by both her customers and her peers. Her friendly service will be missed!

STA extends our sincere best wishes and congratulations on her retirement.

**RECOMMENDATION TO BOARD:** Recognize Judy for her 27 years of service and dedication to Spokane Transit.

**FINAL REVIEW FOR BOARD BY:**

Division Head   //   Chief Executive Officer   //   Legal Counsel   //

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 4B :** JOANN TOURTELLOTTE, CUSTOMER SERVICE  
REPRESENTATIVE - RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer and Interim Director of  
Communications & Customer Service  
Nancy Williams, Director of Human Resources and Labor Relations

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**SUMMARY:** JoAnn Tourtellotte retired on January 14<sup>th</sup>, 2022, after having spent 25 years in the Customer Service department. She began her career with STA as a Customer Service Representative but spent a majority of her time as a Lead for the department. She was a dedicated employee who always strived to do her best.

JoAnn's sense of humor, knowledge of STA and the Customer Service processes, and her leadership will be missed.

STA extends our sincere best wishes and congratulations on JoAnn on her retirement.

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

**FINAL REVIEW FOR BOARD BY:**

Division Head   //   Chief Executive Officer   //   Legal Counsel   //

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 4C :** 4<sup>TH</sup> QUARTER 2021 YEARS OF SERVICE AWARDS – RECOGNITION

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with STA. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

**40 Years**

Paratransit Maintenance Foreperson

Mark Thompson

**30 Years**

Fixed Route Vehicle Maintenance Lead

Jeffrey Smith

Associate Building Maintenance Specialist

Kevin Milnes

**20 Years**

Fixed Route Supervisor

Rahfel Hairston

Fixed Route Operator

Thomas Hodl

Nancy Franks

Jeffrey McCauley

Fixed Route Vehicle Maintenance Lead

Jeremy Fitch

Associate Building Maintenance Specialist

Dammon Myers

**15 Years**

Fixed Route Coach Operator

James Black

James Davis

Gregory Furulie

Ken Richardson

Jason Rutherford

**5 Years**

Cashier

Karin Ryon

Fixed Route Coach Operator

Albert Benson

Paul Brown

Eric Ehmer

Erik Hanson

Anthony Kuiper

Terry Nesbitt

Alice Young

Paratransit Van Operator

Tabatha Branch

Brandi Pool

Thomas Michaels

Leonard Walters

Paratransit Dispatch

Januari Brown

General Repair Vehicle Technician

James Janca

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 5A**: MINUTES OF THE JANUARY 20, 2022, BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The minutes of the January 20, 2022, Board meeting are attached for your information, corrections and/or approval.

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

**FINAL REVIEW FOR BOARD BY:**

Division Head di Chief Executive Officer BSH Legal Counsel LM

Attachment

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

## **BOARD OF DIRECTORS**

Draft Minutes of the January 20, 2022, Board Meeting  
Via WebEx Video Conference

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Monique Liard, Chief Financial Officer  
Brandon Rapez-Betty, Chief Operations Officer and  
Interim Director of Communications & Customer Svc.  
Karl Otterstrom, Director of Planning & Development  
Nancy Williams, Director of Human Resources &  
Labor Relations  
Dana Infalt, Executive Assistant to the CEO and Clerk  
of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **GUESTS**

Bennett Resnik, Deputy Counsel & Director of  
Government Relations, Cardinal Infrastructure

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

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

#### 2. **APPROVE BOARD AGENDA**

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

#### 3. **PUBLIC EXPRESSIONS**

None

#### 4. **BOARD ACTION – CONSENT AGENDA**

A. Approval of the Minutes of the December 16, 2021, Board Meeting

B. Approval of the following December 2021 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (December)	Nos. 615204 – 615612	\$ 6,374,898.75
Workers Comp Vouchers (December)	ACH – 2286	\$ 294,353.63
Payroll 12/03/2021	ACH – 12/03/2021	\$ 2,039,170.27
Payroll 12/17/2021	ACH – 12/17/2021	\$ 1,451,996.97
Payroll 12/31/2021	ACH – 12/31/2021	\$ 1,620,234.15
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,720.31
DECEMBER TOTAL		\$ 11,785,374.08

- C. Approval of travel for up to eight Board members to attend APTA conferences in 2022.
- D. Authorize revisions to the terms of the previously approved authorization by the Board to allow “in-kind” contributions by the Browne’s Addition Neighborhood Steering Committee in recognition of their National Historic Register designation and historic character of the neighborhood to the City of Spokane, to meet their financial obligation with a maximum cost of \$13,673 and authorize the CEO to execute any agreements necessary.
- E. Authorize the CEO to award a five-year contract to Provisional Services, Inc., Humanix Corporation, and Infojini, Inc. for a projected total cost of \$1,170,000.

**Ms. Haley moved to approve Consent Agenda 4A through 4E. Mr. French seconded, and the motion passed unanimously.**

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Board Operations Committee

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

Chair Grover provided a review of the committee appointments made in accordance with the STA Bylaws, subject to approval by the full board. He thanked Mr. French and Ms. Haley for agreeing to Chair the committees.

Mr. Zappone asked for an explanation of the differences in the committees. Mr. Otterstrom offered a brief summary, advising the P&D committee typically oversees and participates in Annual Planning Calendar of the Board, Annual Budget and Action Plan, Transit Development Plan and other major planning studies, particularly corridor studies. He said the PMER committee oversees important policies, such as Fare Collection and Near-Term Service changes, external relations, legislative items, and has a subcommittee (Citizen Advisory Committee) that reports to them.

Chair Grover suggested Mr. Zappone reach out to staff for additional information. Ms. Meyer offered that STA invites new members to an orientation and provides a link to the responsibilities of the committees and review the website where prior committee agendas can be reviewed.

Mr. Zappone asked if members could request a different committee. Chair Grover advised that the appointments represented equal representation from each of the jurisdictions. He provided some additional information and requested Mr. Zappone participate in PMER for this year and noted there may be an opportunity to be a member of P&D at some point in the future. Mr. Zappone agreed.

**Mr. Hattenburg moved to confirm the Board Chair’s appointments of members and chairs to the Planning & Development and Performance Monitoring & External Relations committees for 2022. Ms. Haley seconded, and the motion passed unanimously.**

B. Fare Policy Revisions: Outreach and Action

Ms. Liard advised she would review the final step in the Fare Policy Revision proposal and work that began in November, 2021. She noted the modernized fare collection system will offer online fare management and contactless payment tools aimed at making the fare payment process easier, more accessible, more convenient and allow for faster boarding times.

She discussed the benefits of a modernized fare collection system and noted this new system provided an opportunity to review STA’s fare policy. She talked about the proposed fare policy revisions, key revisions to fares, as well as current fixed route and paratransit fares. She explained the fares after implementation and described proposed reduced fares.

Ms. Liard told the Board of the implications of the fare collection system, new fare types, and fare policy revisions. She summarized the fare policy outreach and analysis as it pertains to Title VI of the Civil Rights Act of 1964. She reviewed key findings from the outreach and summarized the key takeaways.

Chair Grover asked for questions or comments.

Ms. Kinnear asked if there would be an option for smart phone use of a downloadable app and the ability to use that app to get on the bus to swipe. Ms. Liard advised there will be a smart card as well as the introduction of a mobile application that will be available through a phone.

Ms. Stratton expressed her thanks to Ms. Liard for all the work put into the effort and noted she was impressed with the amount of community outreach that went into this for public feedback.

Dan Sander noted he appreciated the clearness and evaluation of the survey. He said surveys are difficult to develop, let alone implement, and expressed his gratitude.

**Ms. Haley moved to adopt, by Resolution, the revised STA Fare policy as presented. Ms. Kinnear seconded, and the motion passed unanimously.**

6. BOARD ACTION – OTHER

A. Election of Chair Pro Tempore

Chair Grover nominated Council Member Lori Kinnear, City of Spokane, as Chair Pro Tempore. Ms. Kinnear accepted the nomination.

**Ms. Haley moved to approve Chair Grover's nomination of Ms. Kinnear as Chair Pro Tempore. Mr. Hattenburg seconded, and the motion passed unanimously.**

Following the approval of the Chair Pro Tempore, Chair Grover shared the Board Operations Committee assignments, Chairs of the Planning & Development and Performance Monitoring & External Relations Committees.

Ms. Meyer reminded that composition of Board Operations is automatically created by the Chairs of the Committees and the Chair Pro Tempore so that each of the jurisdictional groups are represented.

B. Recognition of Mark Richard – Resolution

Ms. Meyer said that Mark Richard, President and CEO of the Downtown Spokane Partnership (DSP) for the past nine years has taken a position with the United Soccer League and is relocating to Tampa, Florida.

She asked the Board to express appreciation for Mark's service, both to STA directly, and on behalf of STA. She noted a Resolution was sent to board members prior to today's meeting and commented that Mark Richard served on the STA Board from 2005 – 2012, and was Board Chair in 2008. He served on every STA committee and was a diligent, committed, prepared, professional board member. After he became president and CEO of DSP, he facilitated productive relationships and input between DSP, downtown businesses and members, and STA – especially as it related to the City Line. He has been on the Steering Committee since its inception in 2015. If you haven't recently looked at the fantastic video we made unveiling the City Line project, he was one of the speakers, eloquently expressing thoughts about the City Line project as transformational to downtown.

Ms. Meyer recommended the Board thank him and recognize his service by a resolution. Ms. McAloon advised the resolution was emailed to the Board at 12:30 pm today. The resolution was shared on screen.

**Mr. French moved to adopt the Resolution as presented today in recognition of the outstanding service that Mark Richard has provided to STA and the community at large. Mr. Hattenburg seconded, and the motion passed unanimously.**

Chair Grover expressed thanks to Mr. Richard on behalf of STA for his service throughout the years.

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chair Grover advised the committee reviewed the makeup of the Board Operations Committee and discussed the items approved on the Consent Agenda today. Also had a detailed discussion on the Fare Policy Revisions.

8. PLANNING & DEVELOPMENT COMMITTEE

A. Chair's Report

No report - no January Meeting

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

A. Chair's Report

No report - no January Meeting

10. CEO REPORT

Ms. Meyer congratulated Ms. Kinnear on her selection as Chair Pro Tempore, saying staff looks forward to her leadership and service on two committees. She welcomed Ms. Wilkerson, who was previously an alternate for the City of Spokane, and Mr. Zappone, a new Board member representing the City of Spokane.

Ms. Meyer reported on the following items:

- Ridership for Fixed Route, Paratransit, and Vanpool for December 2021 monthly and year-to-date comparisons. She discussed the goals set for 2021 and the continuing impacts of pandemic. Ridership has increased each month in Fixed Route and Paratransit exceeded their 15% increase in ridership goal for 2021. Vanpool mode of travel experiences the most impact from the pandemic as some groups that ride together are working remotely. She discussed van groups and companies affected.
- Monthly Revenue by Service Type from January 2020 through December 2021 data points.
- Voter approved Sales Tax Revenue for December (October sales) came in at 14% above December 2020 actual, 17.5% year-to-date above 2020 actual, and 33.4% year-to-date above budget.
- Operating Expenditures through November 2021 were at 4.3% lower than budgeted. Timing of expenditures can cause this percentage to vary.
- City Line Finances and Construction recently completed, underway, and upcoming were reviewed.
- Details on the Division Bus Rapid Transit (BRT) project which was selected for a Transit Oriented Development Planning grant. Ms. Meyer commended Mr. Otterstrom for his efforts in winning this \$405,000 grant which will support revitalization and infill on Division, along with Division BRT, and is aligned with opening in 2027-2029 of the North Spokane Corridor.
- State Legislative is a short session (day 11 of 60 days). A new chair of the Senate Transportation Committee, Senator Marko Liias, and Representative Jake Fey, House Transportation Committee, are working to discuss a potential revenue package, with varying

opinions of the likelihood of that happening. The package would not include a gas tax increase and would likely include revenue from the Cap-and-Trade Bill passed last year (carbon fees), a transfer from the operating fund, some federal funding, and perhaps some increase in fees. Staff are keeping an eye on this package to see what happens.

Ms. Meyer introduced Mr. Bennett Resnik, Deputy Counsel & Director of Government Relations at Cardinal Infrastructure and he provided the following Federal Legislative update.

Mr. Resnik began with government funding and appropriations. He advised we are operating under a continuing resolution for government funding that expires 2/18/2022. The senate and house leadership and top members of the Senate and House Appropriations Committee have been meeting to negotiate a funding package for the remainder of the fiscal year which ends September 30th for the federal government.

He said that while Democrats would like to pass an Omnibus Appropriations bill that includes a lot of congressionally directed spending (earmarks), there are a lot of challenges at play which may result in another short-term continuing resolution. If that is the case, it could go to mid-March. Although it impacts the Infrastructure Investment Funding, the bus discretionary programs for bus and bus facilities and the Low or No Emission Grant Programs received a significant amount of funding within the Infrastructure Bill in the form of advanced appropriations. While there is a slight impact to the program, it is not as much of an impact to other new or continued funding that the 2022 appropriations would be providing money toward.

He said, in summary, even if slightly delayed we are okay in terms of a high level of funding for the Low-No program. When it comes to the budget reconciliation process, the Build Back Better Act is currently on hold. It has been reported that Democrats may use a lot of February to make a deal with Senator Manchin and a few other members to produce a scaled back (skinny) version of the package. The attempt to do that is to get some of the climate related provisions passed and some of the tax credits and give the President a legislative win prior to the State of the Union on March 1<sup>st</sup>.

On January 7<sup>th</sup>, the FTA held a briefing on the implementation of the Infrastructure Law. A senior FTA official mentioned that a successful Fiscal Year 2021 bus and bus facility award will be published soon and then the 2022 notices of funding opportunities for both bus discretionary programs will be released. Typically, the FTA doesn't publish for these types of programs until there is a full-year appropriations, but because the programs are now funded by the highway trust fund and have the advanced appropriations, FTA is able to put out that notice. It could say something to the effect that "subject to 2022 appropriations" because the number could go up with the new authorized levels.

In that same briefing, Mr. Resnik advised FTA also noted they will publish a partial apportionment notice, so a couple months of apportionment from FTA, and that will give us an indication of what they are expecting for the remainder of the year.

In planning emphasis areas, the FTA and Federal Highway Administration issued an updated planning emphasis areas document. These are intended to be used by the MPOs and the transit agencies in their Unified Planning Work Programs. These updated PDAs reflect the Biden/Harris Administration's goals of advancing equity and environmental justice in transportation planning, whether that be for cash reduction or advancing racial equity in supporting underserved and disadvantaged communities.

On January 12, the FTA issued a "Dear Colleague" letter on the Capital Investment Grant Program on the accomplishments made under the program. Two things of note: The letter pointed to a number of project milestones and the increased interest in entering the program, discussing the amount of funding provided from the infrastructure law to accommodate that increase and, secondly, FTA made note of the challenges that project sponsors continue to face as we emerge

from the pandemic. FTA has now made certain accommodations – whether that be allowing CIG sponsors to use 2019 data for projected financial plans or for projected ridership – they have been touting those accommodations.

Ms. Meyer added that the majority of the funding made available is money STA can compete for and has been successful in the past competing for federal grants. The small starts grant is something STA will apply for and are encouraged that Division BRT got a federal TOD grant. She noted the change in the formula funding we receive is about \$15M in total over five years' time. STA uses that funding primarily for preventative maintenance. That is a change of about \$3M per year which is not insignificant, but the large amount of money available is what we are going to compete for with our strategic plan.

- Ms. Meyer concluded her report by advising that STA is hiring for multiple positions. Ms. Meyer encouraged all to visit the website for details.

11. BOARD INFORMATION

- A. Board Operations Committee December Minutes
- B. December 2021 Sales Tax Revenue
- C. November 2021 Financial Results Summary

12. NEW BUSINESS: *None*

13. BOARD MEMBERS' EXPRESSIONS

Chair Grover asked Board Members for comments. None were forthcoming and Chair Grover stated he looked forward to working with everyone throughout the 2022 year, another successful year for STA. He thanked everyone for their support.

14. EXECUTIVE SESSION (*McAloon Law PLLC*) *None*

15. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:26 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 5B:** JANUARY 2022 VOUCHERS

**REFERRAL COMMITTEE:** N/A

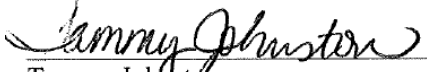
**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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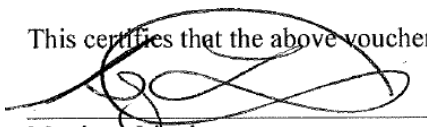
**SUMMARY:** The following warrants and ACH transfers for the period of January 1 through 31, 2022, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 615894 – 615980	\$ 6,832,295.63
Workers Comp Vouchers (January)	ACH – 2286	\$ 104,626.88
Payroll 1/14/2022	ACH – 1/14/2022	\$ 2,352,254.34
Payroll 1/28/2022	ACH – 1/28/2022	\$ 1,503,287.19
Fourth QTR Leasehold Tax	ACH – 1767	\$ 2,664.28
WA State – DOR (Excise Tax)	ACH – 1767	\$ 7,757.57
<b>JANUARY TOTAL</b>		<b>\$ 10,802,885.89</b>

Certified:

  
Tammy Johnston  
Senior Financial Services Manager

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

  
Monique Liard  
Chief Financial Officer  
(Auditing Officer)

**RECOMMENDATION TO BOARD:** Approve claims as listed above.

**FINAL REVIEW FOR BOARD BY:**

Division Head di Chief Executive Officer BSM Legal Counsel LM



Spokane Transit Authority  
Vouchers - January 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
1/7/2022	615613	K9 Pest Detectives LLC	2551	3,542.50
1/7/2022	615614	ADT Commercial	2462	2,549.75
1/7/2022	615615	AlSCO Inc	2196	4,611.73
1/7/2022	615616	Amazon Capital Services Inc	2098	740.31
1/7/2022	615617	Arctic Lighting & Electric LLC	2100	2,599.47
1/7/2022	615618	Avista Corporation	1081	43,380.06
1/7/2022	615619	Battery Systems Inc	1089	2,071.00
1/7/2022	615620	Better Business Bureau Northwest	1100	1,985.00
1/7/2022	615621	Troy Q Gaines	2672	441.75
1/7/2022	615622	Budinger & Associates Inc	2149	4,753.25
1/7/2022	615623	Calvary Spokane	1136	850.01
1/7/2022	615624	Camp Chevrolet	1024	531.30
1/7/2022	615625	Canon Financial Services Inc	1154	435.00
1/7/2022	615626	QWEST Corporation	1148	1,246.47
1/7/2022	615627	QWEST Corporation	1148	135.08
1/7/2022	615628	CHK America Inc	1155	3,780.00
1/7/2022	615629	City of Spokane	1601	62.06
1/7/2022	615630	Coffman Engineers Inc	1162	45,563.08
1/7/2022	615631	Comcast	1170	195.01
1/7/2022	615632	Comcast	1170	110.01
1/7/2022	615633	CompuNet Inc	1166	860.13
1/7/2022	615634	Occupational Health Centers of Washington PS	2313	396.00
1/7/2022	615635	Conseal Containers LLC	1176	347.65
1/7/2022	615636	Copiers Northwest Inc	2429	50.24
1/7/2022	615637	DeVries Business Records Management Inc	1766	182.00
1/7/2022	615638	El Jay Oil Co Inc	1003	12,598.63
1/7/2022	615639	Fastenal Company	1249	12.75
1/7/2022	615640	FedEx	1808	289.87
1/7/2022	615641	Freedman Seating Company	1827	1,858.64
1/7/2022	615642	Gordon Truck Centers Inc	1018	3,289.95
1/7/2022	615643	Galls LLC	1271	1,947.48
1/7/2022	615644	Gard Communications Inc	1272	662.50
1/7/2022	615645	The General Store	1956	110.84
1/7/2022	615646	Gillig LLC	1279	3,399.18
1/7/2022	615647	Gillig LLC	1279	6,592.48
1/7/2022	615648	Imagine GPS Inc	2568	398.65
1/7/2022	615649	W.W. Grainger Inc	1285	1,213.95
1/7/2022	615650	Humanix Corp	1329	12,109.67
1/7/2022	615651	Kaiser Foundation Health Plan of Washington	1296	43,150.04
1/7/2022	615652	Kaiser Foundation Health Plan of WA Options Inc	1295	2,814.80
1/7/2022	615653	Kaiser Foundation Health Plan of WA Options Inc	1295	24,083.44
1/7/2022	615654	Kershaw's Inc	1374	62.74
1/7/2022	615655	L&E Park LLC	2391	3,978.38
1/7/2022	615656	Car Wash Partners Inc	1436	28.80
1/7/2022	615657	Mohawk Manufacturing & Supply Co	1011	53.10
1/7/2022	615658	Motion Auto Supply Inc	1012	57.36
1/7/2022	615659	NAPA Auto Parts Inc	1014	7,384.04
1/7/2022	615660	The Aftermarket Parts Company LLC	1015	7,376.59
1/7/2022	615661	Office Depot Inc	1483	98.51
1/7/2022	615662	Pacific Office Solutions	2288	1,031.51
1/7/2022	615663	Pacific Power Group LLC	1496	59.29
1/7/2022	615664	Playcore Group Inc & Subsidiaries	2647	35,720.78
1/7/2022	615665	Proterra Inc	2519	1,258.78
1/7/2022	615666	Multi Service Technology Solutions Inc	2146	523.57
1/7/2022	615667	Rehn & Associates	2395	270.00
1/7/2022	615668	Romaine Electric Corporation	1548	1,671.56
1/7/2022	615669	SageView Advisory Group LLC	1955	9,500.00
1/7/2022	615670	Securitas Security Services USA Inc	1574	16,861.20
1/7/2022	615671	Six Robbles Inc	1017	1,065.91
1/7/2022	615672	Spokane County Commute Smart Northwest	1603	600.00
1/7/2022	615673	Standard Digital Print Co Inc	1623	192.87
1/7/2022	615674	Staples Business Credit	1627	104.42
1/7/2022	615675	Trapeze Software Group Inc	1669	4,503.88
1/7/2022	615676	U S Postal Service	1680	300.00
1/7/2022	615677	US Bank	1678	31,733.79
1/7/2022	615678	West Central Community Development Association	2262	875.00
1/7/2022	615679	Wells Fargo Financial Leasing Inc	1735	75.21
1/7/2022	615680	Wendle Motors Incorporated	1021	1,239.69

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1/7/2022	615681	Wex Bank	2642	12,834.52
1/7/2022	615682	Whitley Fuel LLC	2016	79,486.56
1/14/2022	615683	Inland Welding Supply Inc	1032	598.24
1/14/2022	615684	Francis Avenue Hardware	2279	1,040.92
1/14/2022	615685	CBS Reporting Inc	1035	450.50
1/14/2022	615686	AFSCME	1328	411.43
1/14/2022	615687	AFSCME	1328	114.00
1/14/2022	615688	Northwest Industrial Services LLC	1058	214.08
1/14/2022	615689	Northwest Center Services	2271	25,690.03
1/14/2022	615690	Arnett Industries LLC	2331	91.14
1/14/2022	615691	Amalg Transit Union #1015	1055	18,384.88
1/14/2022	615692	Amalg Transit Union #1598	1056	940.15
1/14/2022	615693	Avista Corporation	1081	27,039.03
1/14/2022	615694	Battery Systems Inc	1089	1,478.30
1/14/2022	615695	The Braun Corporation	1117	56.69
1/14/2022	615696	Daniel H Brunner Trustee	1124	2,696.63
1/14/2022	615697	Budinger & Associates Inc	2149	5,961.01
1/14/2022	615698	California Department of Child Support Services	1130	189.69
1/14/2022	615699	Lithia Motors Support Services	1024	793.22
1/14/2022	615700	Canon Financial Services Inc	1154	1,242.48
1/14/2022	615701	Carquest Auto Parts	1025	315.75
1/14/2022	615702	The Coeur D'Alenes Company	2441	642.82
1/14/2022	615703	Consolidated Electrical Distributors	1133	6,532.29
1/14/2022	615704	QWEST Corporation	1148	948.56
1/14/2022	615705	Child Support Enforcement Agency	1825	392.30
1/14/2022	615706	City of Cheney - Utility	1158	236.88
1/14/2022	615707	City of Medical Lake	1424	75.61
1/14/2022	615708	City of Spokane	1601	115.89
1/14/2022	615709	City of Spokane	1601	29,450.00
1/14/2022	615710	City of Spokane	1601	12,824.71
1/14/2022	615711	Coaching Systems LLC	1160	1,575.00
1/14/2022	615712	Coffman Engineers Inc	1162	200,228.98
1/14/2022	615713	Consolidated Irrigation	1177	22.00
1/14/2022	615714	Copiers Northwest Inc	2429	288.40
1/14/2022	615715	Michael Hugh Maycumber	1179	2,321.70
1/14/2022	615716	Cummins Inc	1027	2,240.23
1/14/2022	615717	Employee Advisory Council	1236	537.50
1/14/2022	615718	El Jay Oil Co Inc	1003	1,725.72
1/14/2022	615719	Wireless Investors LLC	2517	505.76
1/14/2022	615720	Robert S Letson	2206	1,947.63
1/14/2022	615721	Fastenal Company	1249	1,853.42
1/14/2022	615722	FedEx	1808	82.72
1/14/2022	615723	Ferguson Enterprises Inc	1252	11.84
1/14/2022	615724	FP Mailing Solutions	1878	1,137.34
1/14/2022	615725	Freedman Seating Company	1827	96.16
1/14/2022	615726	Gordon Truck Centers Inc	1018	4,899.19
1/14/2022	615727	Galls LLC	1271	514.67
1/14/2022	615728	The General Store	1956	77.83
1/14/2022	615729	SPX Corporation	1268	1,040.19
1/14/2022	615730	Gillig LLC	1279	2,099.26
1/14/2022	615731	Gillig LLC	1279	19,597.34
1/14/2022	615732	Glass Doctor	1308	602.22
1/14/2022	615733	Goodson Manufacturing Company	1284	139.03
1/14/2022	615734	GovernmentJobs.com Inc	2473	5,288.69
1/14/2022	615735	W.W. Grainger Inc	1285	63.98
1/14/2022	615736	GTS Interior Supply	1994	82.89
1/14/2022	615737	H & H Business Systems	1298	1,141.50
1/14/2022	615738	H W Lochner Inc	1405	17,044.15
1/14/2022	615739	Hogan Mfg Inc	1008	320.92
1/14/2022	615740	Oil Price Information Service LLC	1346	158.05
1/14/2022	615741	Inland Pacific Hose & Fittings Inc	1777	145.66
1/14/2022	615742	Jacobs Engineering Group Inc	2285	216,747.69
1/14/2022	615743	William Corp	1363	1,009.01
1/14/2022	615744	Liberty Lake Sewer and Water District	1396	127.30
1/14/2022	615745	Michael Boodel	1804	660.00
1/14/2022	615746	Maintenance Solutions	1418	434.91
1/14/2022	615747	Mascott Equipment Company	2650	986.60
1/14/2022	615748	McClintock & Turk Inc	2652	89,313.35
1/14/2022	615749	McGuire Bearing Company	1010	64.09
1/14/2022	615750	Michelin North America Inc	2325	44,433.91
1/14/2022	615751	Car Wash Partners Inc	1436	86.30

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1/14/2022	615752	Modern Electric Water Co Inc	1439	1,181.05
1/14/2022	615753	Mohawk Manufacturing & Supply Co	1011	1,591.52
1/14/2022	615754	MultiCare Health Systems	2453	4,355.00
1/14/2022	615755	Black Realty Management Inc	1658	1,414.00
1/14/2022	615756	Nanonation Inc	2554	43,708.46
1/14/2022	615757	NAPA Auto Parts Inc	1014	20,859.38
1/14/2022	615758	National Color Graphics Inc	1455	696.51
1/14/2022	615759	The Aftermarket Parts Company LLC	1015	6,297.09
1/14/2022	615760	Newark element14	1463	47.46
1/14/2022	615761	Norlift Inc	1470	817.46
1/14/2022	615762	North Coast Electric Company	1469	498.60
1/14/2022	615763	Tammy Lynne Glidewell	1282	2,242.00
1/14/2022	615764	Oxarc Inc	1002	236.04
1/14/2022	615765	Pacific Office Solutions	2288	6,384.92
1/14/2022	615766	Pacific Power Group LLC	1496	372.87
1/14/2022	615767	Bag A Nickels INC	2673	2,049.30
1/14/2022	615768	Prisma International Inc	2431	3,964.05
1/14/2022	615769	Proterra Inc	2519	9,505.56
1/14/2022	615770	Pure Filtration Products Inc	1531	909.58
1/14/2022	615771	News Radio 920	2318	893.00
1/14/2022	615772	Radio Engineering Industries Inc	2669	6,584.90
1/14/2022	615773	Rehn & Associates	2395	150.00
1/14/2022	615774	S & A Systems Inc	2223	8,804.02
1/14/2022	615775	S T A - Well	1557	407.50
1/14/2022	615776	Safety-Kleen Systems Inc	1564	1,443.24
1/14/2022	615777	Schindler Elevator Corporation	1930	297.84
1/14/2022	615778	Securitas Security Services USA Inc	1574	39,573.29
1/14/2022	615779	Vanessa Bogensberger	1582	224.70
1/14/2022	615780	Six Robbles Inc	1017	565.45
1/14/2022	615781	Spokane House of Hose Inc	1605	1,712.94
1/14/2022	615782	Spokane Power Tool	1608	375.81
1/14/2022	615783	Summit Rehabilitation Associates PLLC	1638	592.00
1/14/2022	615784	Thrifty Supply Company Inc	2513	3,319.55
1/14/2022	615785	Titan Truck Equipment Inc	1655	61,132.04
1/14/2022	615786	Trapeze Software Group	1669	10,706.52
1/14/2022	615787	Tyler Business Forms	1788	1,219.72
1/14/2022	615788	Tyler Technologies Inc	1675	650.00
1/14/2022	615789	United Parcel Service Inc	1683	60.99
1/14/2022	615790	United Way of Spokane County	1684	356.15
1/14/2022	615791	Utilities Plus	2606	12.00
1/14/2022	615792	Jeffrey Oien	2155	275.77
1/14/2022	615793	Caracal Enterprises LLC	2419	6.60
1/14/2022	615794	Verizon Wireless LLC	1686	11,678.81
1/14/2022	615795	American Federation of State County 2 WA Council	1705	1,517.44
1/14/2022	615796	Washington State Department of Licensing-Tanks	1768	211.58
1/14/2022	615797	Walter E Nelson Co	1721	13,838.49
1/14/2022	615798	Washington State Department of Transportation	1709	923.08
1/14/2022	615799	Waste Management Recycle America	1702	325.26
1/14/2022	615800	Wells Fargo Financial Leasing Inc	1735	376.06
1/14/2022	615801	Wendle Motors Incorporated	1021	429.90
1/14/2022	615802	Wesco Group LLC	2368	4,629.61
1/14/2022	615803	Western States Equipment	1740	2,437.46
1/14/2022	615804	Whitley Fuel LLC	2016	112,333.69
1/14/2022	615805	Whitworth Water District	1746	24.31
1/14/2022	615806	Zilo International Group LLC	2410	9,963.93
1/14/2022	615807	Zipline Communications Inc	2492	12,740.00
1/21/2022	615808	ABM Industry Groups LLC	1066	4,661.18
1/21/2022	615809	Access Information Holdings	2340	522.24
1/21/2022	615810	ADT Commercial	2462	6,378.80
1/21/2022	615811	Amazon Capital Services Inc	2098	811.68
1/21/2022	615812	Amerigas 1790	1064	6.37
1/21/2022	615813	Northwest Center Services	2271	10,729.80
1/21/2022	615814	Avista Corporation	1081	4,364.85
1/21/2022	615815	Battery Systems Inc	1089	2,278.10
1/21/2022	615816	Blanchard Electric & Fleet Supply	2589	143.76
1/21/2022	615817	The Braun Corporation	1117	259.21
1/21/2022	615818	BDI	1022	30.92
1/21/2022	615819	Clary Longview LLC	2611	40,626.15
1/21/2022	615820	Budinger & Associates Inc	2149	6,326.44
1/21/2022	615821	Lithia Motors Support Services	1024	840.41
1/21/2022	615822	QWEST Corporation	1148	98.51

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1/21/2022	615823	Cintas Corporation No 2	2383	548.29
1/21/2022	615824	City of Spokane	1601	9,201.16
1/21/2022	615825	Coffman Engineers Inc	1162	230,504.08
1/21/2022	615826	Commercial Tire	2451	14,992.14
1/21/2022	615827	CompuNet Inc	1166	39,184.88
1/21/2022	615828	Occupational Health Centers of Washington PS	2313	204.00
1/21/2022	615829	Michael Hugh Maycumber	1179	190.75
1/21/2022	615830	Washington State Dept of Corrections	1708	7,395.82
1/21/2022	615831	Downtown Spokane Development Association	1217	346.00
1/21/2022	615832	Employment Security Department	1237	43,376.59
1/21/2022	615833	Fastenal Company	1249	22.36
1/21/2022	615834	FedEx	1808	101.05
1/21/2022	615835	First Data Merchant Services Corporation	1257	3,180.66
1/21/2022	615836	FP Mailing Solutions	1878	3,000.00
1/21/2022	615837	Gordon Truck Centers Inc	1018	6,069.52
1/21/2022	615838	Galls LLC	1271	1,543.35
1/21/2022	615839	General Fire Extinguisher Service Inc	1274	380.85
1/21/2022	615840	Gillig LLC	1279	3,246.61
1/21/2022	615841	Gillig LLC	1279	21,160.81
1/21/2022	615842	W.W. Grainger Inc	1285	110.40
1/21/2022	615843	H & H Business Systems	1298	71.48
1/21/2022	615844	HRA Veba Trust	1415	22,821.62
1/21/2022	615845	Humanix Corp	1329	7,038.02
1/21/2022	615846	Idaho State Tax Commission	2504	16,515.90
1/21/2022	615847	IR Specialty Foam LLC	1345	454.53
1/21/2022	615848	Kaiser Foundation Health Plan of Washington	1296	338,269.18
1/21/2022	615849	Lithographic Reproductions Inc	1403	4,987.84
1/21/2022	615850	Mascott Equipment Company	2650	672.44
1/21/2022	615851	Meltwater News US Inc	2175	3,270.00
1/21/2022	615852	Michelin North America Inc	2325	45,573.74
1/21/2022	615853	Q49 Solutions LLC	2594	121.49
1/21/2022	615854	Mohawk Manufacturing & Supply Co	1011	1,111.38
1/21/2022	615855	Black Realty Management Inc	1658	11,567.80
1/21/2022	615856	NAPA Auto Parts Inc	1014	6,307.22
1/21/2022	615857	National Color Graphics Inc	1455	35,197.83
1/21/2022	615858	The Aftermarket Parts Company LLC	1015	3,363.62
1/21/2022	615859	CSWW Inc	1102	264.82
1/21/2022	615860	North 40 Outfitters	1102	812.90
1/21/2022	615861	North 40 Outfitters	1102	492.87
1/21/2022	615862	CSWW Inc	1102	174.39
1/21/2022	615863	Oak Harbor Freight Lines Inc	1835	363.48
1/21/2022	615864	Office Depot Inc	1483	256.75
1/21/2022	615865	David Cameron	903	125.00
1/21/2022	615866	Power Machine Service Inc	1519	2,746.80
1/21/2022	615867	Premera Blue Cross	1521	326,349.71
1/21/2022	615868	Pure Filtration Products Inc	1531	156.24
1/21/2022	615869	Multi Service Technology Solutions Inc	2146	420.16
1/21/2022	615870	Rehn & Associates	2395	160.00
1/21/2022	615871	SBA Towers II LLC	1569	2,309.96
1/21/2022	615872	Six Robblees Inc	1017	91.12
1/21/2022	615873	Spokane Public Facilities District	1941	2,422.00
1/21/2022	615874	Sportworks Global LLC	1617	7,260.35
1/21/2022	615875	Spokane Regional Transportation Council	1610	58,706.00
1/21/2022	615876	Standard Digital Print Co Inc	1623	6.54
1/21/2022	615877	Thermo King Northwest	1650	370.60
1/21/2022	615878	Trashcans Unlimited LLC	2449	4,691.40
1/21/2022	615879	Caracal Enterprises LLC	2419	7.40
1/21/2022	615880	Washington State	1209	3,455.83
1/21/2022	615881	Washington State Dept of Labor and Industries	1208	610.96
1/21/2022	615882	Walt's Mailing Service	1976	3,313.75
1/21/2022	615883	Walter E Nelson Co	1721	1,924.89
1/21/2022	615884	Waste Management Spokane	1702	386.47
1/21/2022	615885	Wells Fargo Financial Leasing Inc	1735	359.70
1/21/2022	615886	Washington Finance Officers Assoc	1701	75.00
1/21/2022	615887	Washington State Transit Insurance Pool	1703	2,200,372.00
1/21/2022	615888	Verizon	2142	5,433.13
1/28/2022	615889	Inland Welding Supply Inc	1032	7,531.90
1/28/2022	615890	AFSCME	1328	411.43
1/28/2022	615891	AFSCME	1328	120.00
1/28/2022	615892	Alsco Inc	2196	9,276.69
1/28/2022	615893	Amazon Capital Services Inc	2098	963.80

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1/28/2022	615894	Northwest Center Services	2271	25,690.03
1/28/2022	615895	Amalg Transit Union #1015	1055	17,904.07
1/28/2022	615896	Amalg Transit Union #1598	1056	940.15
1/28/2022	615897	Amalgamated Transit Union	1057	206.36
1/28/2022	615898	Appleway Chevrolet Inc	1068	1,002.39
1/28/2022	615899	Autonation	1068	340.50
1/28/2022	615900	Avista Corporation	1081	632.08
1/28/2022	615901	Battery Systems Inc	1089	2,196.43
1/28/2022	615902	The Braun Corporation	1117	87.19
1/28/2022	615903	Daniel H Brunner Trustee	1124	2,696.63
1/28/2022	615904	Budinger & Associates Inc	2149	1,804.28
1/28/2022	615905	California Department of Child Support Services	1130	189.69
1/28/2022	615906	Cameron-Reilly LLC	1137	425,189.86
1/28/2022	615907	Lithia Motors Support Services	1024	870.03
1/28/2022	615908	Canon Financial Services Inc	1154	219.47
1/28/2022	615909	Cardinal Infrastructure LLC	2059	25,000.00
1/28/2022	615910	Carquest Auto Parts	1025	1,504.07
1/28/2022	615911	Catholic Charities of Spokane	2418	3,697.97
1/28/2022	615912	Child Support Enforcement Agency	1825	392.30
1/28/2022	615913	City of Spokane	1601	2,329.25
1/28/2022	615914	City of Spokane	1601	427.48
1/28/2022	615915	City of Spokane	1601	242.66
1/28/2022	615916	COAST Transportation	2040	1,860.00
1/28/2022	615917	Kathleen M Collins	1163	5,000.00
1/28/2022	615918	Comcast	1170	147.67
1/28/2022	615919	Occupational Health Centers of Washington PS	2313	315.00
1/28/2022	615920	Conseal Containers LLC	1176	347.65
1/28/2022	615921	Michael Hugh Maycumber	1179	2,321.70
1/28/2022	615922	Washington State Dept of Corrections	1708	2,418.63
1/28/2022	615923	Country Homes Christian Church	1183	50.00
1/28/2022	615924	Cummins Inc	1027	116.51
1/28/2022	615925	Employee Advisory Council	1236	511.50
1/28/2022	615926	El Jay Oil Co Inc	1003	16,153.41
1/28/2022	615927	Energy Saving Products Inc	1238	1,503.11
1/28/2022	615928	The Estate of Ethan Thompson	2692	6,526.35
1/28/2022	615929	Fastenal Company	1249	9,279.87
1/28/2022	615930	First Transit Inc	2430	385,022.37
1/28/2022	615931	Francotyp-Postalia Inc	1878	173.31
1/28/2022	615932	Gordon Truck Centers Inc	1018	3,813.09
1/28/2022	615933	Galls LLC	1271	257.80
1/28/2022	615934	Gard Communications Inc	1272	2,873.75
1/28/2022	615935	GMCO Corporation	2623	20,282.98
1/28/2022	615936	H & H Business Systems	1298	224.90
1/28/2022	615937	Humanix Corp	1329	9,242.29
1/28/2022	615938	IBI Group	1336	9,237.50
1/28/2022	615939	Janek Corporation	1358	654.00
1/28/2022	615940	KEPRO	2258	1,092.92
1/28/2022	615941	KPFF Inc	2510	40,400.00
1/28/2022	615942	L&E Park LLC	2391	3,978.38
1/28/2022	615943	Maintenance Solutions	1418	433.82
1/28/2022	615944	McAloon Law PLLC	2178	5,227.25
1/28/2022	615945	Mohawk Manufacturing & Supply Co	1011	192.95
1/28/2022	615946	Motion Auto Supply Inc	1012	864.04
1/28/2022	615947	Black Realty Management Inc	1658	7,475.98
1/28/2022	615948	NAPA Auto Parts Inc	1014	2,864.94
1/28/2022	615949	The Aftermarket Parts Company LLC	1015	502.23
1/28/2022	615950	Northwest Lift & Equipment LLC	1952	2,539.84
1/28/2022	615951	Office Depot Inc	1483	504.21
1/28/2022	615952	Paul Antl	903	140.00
1/28/2022	615953	Zachery Schultz	903	121.00
1/28/2022	615954	Pacific Office Solutions	2288	2,368.68
1/28/2022	615955	Pacific Power Group LLC	1496	2,324.38
1/28/2022	615956	Patriot Fire Protection Inc	2436	1,678.60
1/28/2022	615957	Romaine Electric Corporation	1548	2,807.83
1/28/2022	615958	S T A - Well	1557	375.50
1/28/2022	615959	Safety-Kleen Systems Inc	1564	11,736.03
1/28/2022	615960	Schindler Elevator Corporation	1930	159.04

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
1/28/2022	615961	Securitas Security Services USA Inc	1574	26,317.84
1/28/2022	615962	Senske Lawn & Tree Care Inc	2194	107.91
1/28/2022	615963	Vanessa Bogensberger	1582	2,738.60
1/28/2022	615964	Six Robbles Inc	1017	138.81
1/28/2022	615965	Spokane County Treasurer	1603	129.35
1/28/2022	615966	Spokane County Environmental Services	1603	447.19
1/28/2022	615967	Summit Law Group PLLC	1637	1,373.50
1/28/2022	615968	Thermo King Northwest	1650	1,097.28
1/28/2022	615969	Trapeze Software Group	1669	33,777.56
1/28/2022	615970	United Way of Spokane County	1684	181.15
1/28/2022	615971	US Bank	1678	17,338.99
1/28/2022	615972	Verizon Wireless LLC	1686	2,643.22
1/28/2022	615973	American Federation of State County 2 WA Council	1705	1,615.70
1/28/2022	615974	Walter E Nelson Co	1721	1,515.06
1/28/2022	615975	Washington State	1709	558.92
1/28/2022	615976	Wendle Motors Incorporated	1021	1,252.96
1/28/2022	615977	Wesco Group LLC	2368	2,251.86
1/28/2022	615978	Whitley Fuel LLC	2016	256,565.24
1/28/2022	615979	Wm. Winkler Company	1752	166,514.43
1/28/2022	615980	Younker Bros Inc	1971	35.64
<b>TOTAL JANUARY ACCOUNTS PAYABLE</b>				<b>6,832,295.63</b>
<b>1/1/2022-1/31/2022</b>	<b>ACH</b>	<b>WORKER'S COMPENSATION</b>	<b>2286</b>	<b>104,626.88</b>
<b>TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS</b>				<b>104,626.88</b>
<b>1/14/2022</b>	<b>728030-728051</b>	<b>PAYROLL AND TAXES PR 01,2022</b>	<b>VARIES</b>	<b>2,352,254.34</b>
<b>1/28/2022</b>	<b>728052-728074</b>	<b>PAYROLL AND TAXES PR 02, 2022</b>	<b>VARIES</b>	<b>1,503,287.19</b>
<b>TOTAL JANUARY PAYROLL AND TAXES</b>				<b>3,855,541.53</b>
<b>1/21/2022</b>	<b>ACH</b>	<b>FOURTH QTR LEASEHOLD TAX</b>	<b>1767</b>	<b>2,664.28</b>
<b>1/21/2022</b>	<b>ACH</b>	<b>WA STATE - DOR (EXCISE TAX)</b>	<b>1767</b>	<b>7,757.57</b>
<b>TOTAL JANUARY EXCISE TAX DISBURSEMENT</b>				<b>10,421.85</b>
<b>TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS</b>				<b>10,802,885.89</b>
<b>TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT</b>				<b>0.00</b>
<b>TOTAL JANUARY DISBURSEMENTS TO1 &amp; TO5 ACCOUNTS</b>				<b>10,802,885.89</b>

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

February 17, 2022

**AGENDA ITEM 5C :** FALL PROTECTION CONTRACT: FINAL ACCEPTANCE

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

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer, and Interim Director of Communications & Customer Service  
Jessica Charlton, Senior Project Manager

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**SUMMARY:** On September 14, 2021, the CEO awarded a contract with Walker Construction, Inc. in the amount of \$53,400 to perform construction activities associated with installing fall protection systems at STA's Fixed Route maintenance garage. The contractor began work at the site on September 29, 2021, and reached substantial completion on November 4, 2021.

In accordance with closeout requirements for Public Works Contracts in excess of \$35,000, staff sought the committee's recommendation that the Board of Directors accept the Walker Construction, Inc. contract as complete.

**BACKGROUND:** The work performed by Walker Construction, Inc. and their subcontractors successfully increased STA's capacity to maintain buses by installing a fall protection system for one of STA's body shop maintenance bays and an additional system that supports two electrical maintenance bays. Safety protocols require that any work on STA's battery electric bus fleet be conducted by two technicians at all times. The newly installed fall protection system was designed with this requirement in mind, allowing dual technician access to the top of a bus for maintenance.

Throughout construction, one additive change order was executed in response to variable and unknown field conditions. The change resulted in \$5,084.33 increase resulting in a final contract value of \$58,484.33.

Five percent of the total contract value, or \$2,924.22, has been withheld as retainage as required by RCW 60.28.011. All affidavits of wages paid have been received and all progress payments have been made. On December 13, 2021, the Notice of Completion was sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any public works project over \$35,000.

This work was part of the Fall Protection capital project with an original budget of \$65,000. The project budget was later adjusted to a total of \$105,000, using \$40,000 in savings from an underspent 2021 capital project, allowing the overall 2021 Capital Budget to stay within the Board approved total. Costs associated with the project include but are not limited to A&E services, contingency funds, equipment purchases and sales tax. The project will close out \$2,238 over its revised budget.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a motion to accept the contract with Walker Construction, Inc. for the Fall Protection project as complete, and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

**RECOMMENDATION TO BOARD:** Approve a motion to accept the contract with Walker Construction, Inc. for the Fall Protection project as complete, and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

**FINAL REVIEW FOR BOARD BY:**

Division Head di Chief Executive Officer BTM Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 7A:** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** Board Operations (*Grover*)

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

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 8A :** PLANNING AND DEVELOPMENT COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** Planning & Development (*French*)

**SUBMITTED BY:** Al French, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 9A :** PERFORMANCE MONITORING AND EXTERNAL RELATIONS  
COMMITTEE CHAIR'S REPORT

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

**SUBMITTED BY:** Pam Haley, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 11A :** COMMITTEE MINUTES – INFORMATION  
- Board Operations Committee  
- Planning & Development Committee  
- Performance Monitoring & External Relations Committee

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

Approved Minutes of the December 1, 2021, Planning and Development Committee, the December 1, 2021, Performance Monitoring and External Relations Committee, and the January 12, 2022, Board Operations Committee meeting are attached.

**RECOMMENDATION TO BOARD:** Information only.

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the January 12, 2022, Meeting  
Via Webex Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative (Airway Heights), Chair  
Al French, Spokane County, *Planning & Development Committee Chair*  
Karen Stratton, City of Spokane  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

None

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Grover called the meeting to order at 1:32 p.m., and Ms. Infalt conducted roll call.

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

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

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

Chair Grover thanked the P&D and PMER chairs for accepting their roles as Committee Chairs.

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

##### **a. December 8, 2021, Committee Minutes**

*Mr. French moved to approve the December 8, 2021, committee meeting minutes as submitted, Ms. Stratton seconded and the motion passed unanimously.*

##### **b. Consolidated 2022 Bus Stop & Route Facilities Project**

Mr. Otterstrom provided a summary of the project. In early 2021, the STA Board approved changes that support STA Moving Forward and the City Line project. The project includes new bus stops and improvements, which must meet ADA compliance. Mr. Otterstrom explained the areas for the proposed stops and improvements, and he presented related capital projects. The total projected cost is \$1.8 million.

*Mr. French moved to approve the general scope of work and authorize staff to release the Invitation for Bid (IFB) for the Consolidated 2022 Bus Stop & Route Facilities Project, Ms. Stratton seconded and the motion passed unanimously.*

#### **5. FARE POLICY REVISIONS: OUTREACH AND ACTION**

Ms. Liard presented this project that will provide customers with new online fare management and contactless payment tools. The primary goal is to increase the customer value STA provides, reduce financial barriers, address fare inequities, and increase access to public transit. This will also allow for an update to the fare policy, keeping it separate from the fare tables and making it easier to update through periodic reviews. New discount programs are being introduced, as well as fare capping. No base fares are changing. However, a review under Title VI of the Civil Rights Act of 1964 is needed. The Title VI analysis determines whether changes result in

disparate impacts to minorities or disproportionate burden to low-income populations. None were found in and of the proposed fare policy revisions. A copy of the full analysis was included in the agenda packet. Key findings resulting from the public outreach indicated concerns expressed over the potential elimination of cash payment options, information access barriers, gaps in vendor locations, and a name change from Two-Hour Pass to One Ride. Concerns will be addressed through education and the implementation phase. Ms. Stratton asked if cash payment options will remain available. Ms. Liard confirmed, and she included additional cash options would be available through retail locations and ticket machines. Mr. French asked if an impact on total projected annual revenue had been determined. Ms. Liard explained it was included in the budget, and the review included impacts of fare capping primarily, utilization of passes under the current structure, and lack of utilization of the full monthly pass. She added that it will be a fairly neutral impact as an increase in ridership is expected to offset fare revenues. Mr. French supports the new fare structure, and he believes it will be more user friendly and equitable for the monthly passholders. Ms. Stratton is also supportive of the fare policy revisions.

***Ms. Stratton moved to recommend that the Board of Directors adopt by resolution the revised FTA Fare Policy as presented, Mr. French seconded and the motion passed unanimously.***

**6. CITY LINE HIGH PERFORMANCE TRANSIT AMENITIES: BROWNE'S ADDITION REVISED AGREEMENT**

Mr. Otterstrom presented and explained that Browne's Addition has expressed an interest in incorporating historic elements into their City Line shelters within their neighborhood. This began in 2018, and the Board approved a formal request in 2021, for a custom shelter design. Due to the neighborhood's limited financial resources, they tabled final execution of the agreement. The original terms state the Browne's Addition Neighborhood Steering Committee (BANC) would contribute 20% of initial design costs up to \$13,673, or final net costs, whichever is less. Due to the limited financial resources and to prevent the gifting of public funds, the proposal allows an "in-kind" contribution via marketing value exchange, not to exceed the amount of \$13,673. Mr. French asked about the other neighborhoods and whether this option would be available for them. Mr. Otterstrom replied and advised that this has been a challenge with Browne's Addition, and the marketing value in lieu of the cash contribution seemed to be the only alternative that met policy requirements and was easily accessible for the neighborhood. In 2018, all of the neighborhoods were contacted regarding the shelters, and Browne's Addition was the only neighborhood that responded. Ms. Meyer explained that they decided they needed to utilize their funds to help with work relating to supporting homelessness within their neighborhood. They had expressed interest in the bus stop shelter design change for many years. This is a solution that will serve to obtain their commitment for support for City Line and service once they receive the shelter. Mr. French explained that this could set a precedence and other neighborhoods will want the same accommodation. Ms. Stratton explained that Browne's Addition was the only neighborhood who expressed interest, and she is supportive of this revised agreement. Mr. French suggested incorporating language in the agreement that recognizes the historic character of the neighborhood, and that this agreement would be based upon its historic nature.

***Mr. French moved to recommend that 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, in recognition of their Historic Register designation and the historical character of the neighborhood for the City of Spokane, to meet their financial obligation with a maximum value of \$13,673, and authorize the CEO to execute any agreements necessary, Ms. Stratton seconded. Chair Grover asked Legal Counsel if the motion was acceptable as stated. Ms. McAloon confirmed. Chair Grover called for the vote and the motion passed unanimously.***

**7. TEMPORARY STAFFING SERVICES AWARD OF CONTRACT**

Ms. Williams provided information regarding the request for a contract for temporary personnel working on a temporary basis for STA who are employed by a staffing agency. Five proposals were received and reviewed by the evaluation committee.

*Ms. Stratton moved to recommend the Board authorize the CEO to award a five-year contract to each of the top three proposers, Provisional Services, Inc., Humanix Corporation, and Infojini, Inc. for a projected total cost of \$1,170,000, Mr. French seconded and the motion passed unanimously.*

**8. APPROVAL FOR BOARD MEMBER TRAVEL TO 2022 APTA MEETINGS**

Ms. Meyer explained these meetings are budgeted annually by STA for Board development. The trainings offered by APTA, American Public Transportation Association, have been found to be meaningful and useful for Board members and staff. The Legislative Conference and CEO Seminar is in Washington DC, where elected officials, staff, and FTA leadership are also in attendance. This provides an opportunity to discuss the City Line and FTA's \$53 million investment in it. The Transform Conference will be held in Seattle this year.

*Ms. Stratton moved to recommend the Board of Directors approve travel for up to eight Board members to attend APTA conferences in 2022, and forward to the Board consent agenda, Mr. French seconded and the motion passed unanimously.*

**9. APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2022**

Mr. French thanked Chair Grover for the opportunity to serve as Chair of P&D another year. Chair Grover thanked everyone for their service on the STA committees.

*Mr. French moved to 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, Ms. Stratton seconded and the motion passed unanimously.*

**10. BOARD OF DIRECTORS AGENDA JANUARY 20, 2022**

There were no changes or corrections.

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

**11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 9, 2022**

There were no changes or corrections.

**12. CEO REPORT**

Ms. Meyer informed the committee that Mr. Rapez-Betty was selected as the new Chief Operations Officer. He is continuing in his previous role while taking on this new role until it can be filled. Ms. Meyer further explained additional position openings within STA. STA staff held its kickoff meeting for the Strategic Planning project led by Ms. Liard, and included STA's consultants, Nelson Nygaard and Desautel Hege – DH, and Kevin Desmond with Sam Schwartz Engineering. Kevin served as the previous CEO with TransLink in Vancouver in British Columbia. Prior to that, Kevin served as the CEO of King County Metro for 12 years. Kevin's experience on the consulting team will be invaluable. The Legislative Session began, and updates will be provided. STA is working to understand OSHA's vaccine mandates, which apply to private organizations. Ms. Meyer is working with Ms. Williams in Human Resources, to review STA's policies. An order for COVID tests is pending.

**13. NEW BUSINESS**

There was no new business.

**14. ADJOURN**

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:46 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain

Executive Assistant to the Chief Financial Officer

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

Minutes of the December 1, 2021, Board Meeting  
Via Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County – *Chair*  
Candace Mumm, City of Spokane  
Karen Stratton, City of Spokane  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### **MEMBERS ABSENT**

Tim Hattenburg, City of Spokane Valley  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
Brandon Rapez-Betty, Director of Communications  
& Customer Service  
Monique Liard, Chief Financial Officer  
Nancy Williams, Director of Human Resources &  
Labor Relations  
Vicki Clancy, Executive Assistant to the Director of  
Planning and Development

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

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

#### 2. **COMMITTEE CHAIR REPORT**

*(No items being presented this month.)*

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE NOVEMBER 3, 2021 COMMITTEE MEETING**

**Ms. Karen Stratton moved to approve the November 3, 2021 Planning and Development Committee meeting minutes. Ms. Candace Mumm seconded, and the motion was approved unanimously.**

##### B. **FINALIZE 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM**

Mr. Karl Otterstrom presented. According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation.

*10:06 am – Chair Al French joined the meeting.*



The proposed work program identifies recurring committee work and other committee activities that align with internal and external project calendars, and includes the four planning documents founded on the principles and policies of Connect Spokane that require annual updates: Transit Develop Plan (TDP), Service Improvement Program (SIP), Capital Improvement Program (CIP), Annual Action Plan/Budget. Other anticipated committee activities not included in the timeline: 2025-2035 Strategic Planning, and High Performance Transit (HPT) procurement activities. Mr. Otterstrom noted that schedules can change due to timing, or additional projects. Staff has proposed funding for a Real Estate Development Manager position in the budget. This employee would be involved in the acquisition of real estate for park & rides, the assessment of current STA assets to better utilize existing properties, and the participation of near-term investment opportunities in order to partner and proactively work with the various jurisdictions to deliver more transit-oriented development (TOD) around corridors and STA properties.

Chair Al French shared that several attended a TOD session at the recent APTA conference. Agencies were encouraged to see STA take more of a leadership role in transit-oriented development projects. Chair French and Ms. Mumm indicated their support for STA's proactive approach.

*Chair French continued the facilitation of the committee meeting.*

**Ms. Candace Mumm moved to approve the 2022 Planning and Development Committee as presented and forward to the Board for information. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. SPRAGUE HIGH PERFORMANCE TRANSIT: CORRIDOR DEVELOPMENT PLAN APPROVAL

Mr. Karl Otterstrom presented. The Sprague High Performance Transit (HPT) Corridor Development Plan represents enhancements to the current Route 90 Sprague operating between the STA Plaza and the Valley Transit Center. The plan documents existing conditions, planning process and project goals; establishes alignment and station locations for Sprague Line; identifies other stop improvements and amenities; identifies corridor improvements (enhanced crosswalks, Transit Signal Priority (TSP), Business Access Transit (BAT) lanes, and Valley Transit Center improvements; sets forth implementation timeline; and documents public input on the plan. Board and community outreach and input included committee, board and council presentations; corridor-wide mailing; social media posts; stop notices and onboard announcements; project web page and online survey; Newspaper legal notice; and November 18 Public Hearing (no testimony received). The final draft is attached in the plan for consideration. Mr. Otterstrom reviewed the project schedule: full design begins in 2022, Phase II construction is anticipated to be completed in 2024.

**Ms. Karen Stratton moved to recommend the Board of Directors approve the Sprague High Performance Transit Corridor Development Plan. The motion was seconded by Ms. Candace Mumm, and passed unanimously.**

**B. BOARD DISCUSSION AGENDA**

**1. FINAL PROPOSED 2022 OPERATING AND CAPITAL BUDGETS**

Ms. Monique Liard reviewed updates to the Final Proposed 2022 Operating and Capital Budgets. A draft of the Board resolution to adopt the budget is included in the packet.

The 2022 Operating Expense Budget totals \$90,848,364; a 10.5% increase (\$8,618,673 over last year's budget of \$82,229,691). The Final Proposed Budget of \$326,489 is higher than the Proposed Budget reflecting updated labor costs, most recent fuel prices, and other net changes totaling under \$50,000.

The 2022 Operating Revenue Budget totals \$145,244,932; a 49.7% increase (\$48,250,177 over last year's budget of \$96,994,755). The Final Proposed Budget of \$1,826,364 is higher than the Proposed Budget reflecting additional Sales Tax partially offset by a reduction in Vanpool fare revenue.

**THE FINANCIAL PROPOSED 2022 OPERATING AND CAPITAL BUDGETS**

SOURCE OF FUNDS:		USE OF FUNDS:	
Revenues	\$ 145,244,932	Operating Expenses	\$ 90,848,364
Capital Grants	\$ 20,928,632	Capital Projects	\$ 67,690,286
From Cash Balance	\$ 989,513	Fleet Replacement Allocation	\$ 8,624,427
Total Source of Funds	\$ 167,163,077	Total Use of Funds	\$ 167,163,077

Chair French made the observation that STA may end up paying more in fuel than originally anticipated based upon fuel prices nationwide [due to the pandemic]; however, he believes STA can cover the unexpected increase within available resources.

**Ms. Candace Mumm moved to recommend the Board of Directors adopt, by resolution, the Final Proposed 2022 Operating and Capital Budget. The motion was seconded by Ms. Karen Stratton, and passed unanimously.**

**5. REPORTS TO COMMITTEE**

**A. CONNECT SPOKANE UPDATE: DRAFT REVISIONS**

Mr. Otterstrom presented. *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Work that initially began in 2020 was put on pause due to the pandemic until February 2021. The work program was again presented at the April 2021 Committee meeting, and an update on the process and intermediate results was presented at the September 2021 Committee meeting.

Mr. Otterstrom reviewed the Integrated Planning Horizon graph and proposed update phases. Phase II is to be informed by the Strategic Plan, and expected to begin in 2023. Several sections will be impacted: vision, diversity and equity, HPT Network map, public engagement, flexible services, paratransit, regional transportation and land use coordination, and other policies / elements that may be prompted by the strategic planning process.

Highlights of the draft change were presented during the committee meeting with redline versions available for review. Revised sections will be presented at the February committee meeting, and any additional feedback taken and incorporated. Engagement with the public and STA's jurisdictional partners will begin mid-February, with a public hearing scheduled for April 2022 Board meeting, with adoption proposed at the May 2022 board meeting.

B. I-90 / VALLEY HIGH PERFORMANCE TRANSIT: CORRIDOR PLANNING UPDATE

Mr. Otterstrom presented. Interstate 90 between downtown Spokane and Spokane Valley is one of the most congested corridors in eastern Washington. As part of the *STA Moving Forward* plan, this corridor is one of the six corridor investments. Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90 / Valley High Performance Transit project extends from downtown Spokane to Liberty Lake with a night and weekend service and increased parking capacity for commuters choosing vanpool or bus to complete their commute. Funding for the corridor includes state and federal grants. Mr. Otterstrom reviewed the corridor map, development plan draft objectives, development planning process, and key data findings from existing conditions and forecasts. The rise in continued cross-state commuting to/from Idaho was discussed and the travel demand forecast reviewed.

Chair French commented that the Idaho Legislature has allocated \$80M to to expand I-90 from Coeur d'Alene to the State Line, and asked if there has been any conversation to compensate this investment in Washington. Mr. Otterstrom responded scope of work for the I-90 widening project in Kootenai County did not mention transit. STA has reached out to the Idaho Transportation Department (ITD) to request involvement in this project. STA will reach out again.

Ms. Susan Meyer added that the transit operator in Kootenai County has indicated to STA that multiple businesses in the county would like transit connectivity into Spokane. The conversation has long been that there would be transit connections in both Post Falls and Coeur d'Alene.

Mr. Otterstrom reported that as part of the study, a workshop was held with STA staff and the consulting team. Fourteen (14) total scenarios were created for an initial high-level scoring and screening. Mr. Otterstrom briefly reviewed five scenarios that are being evaluated in further detail to identify one or more preferred scenarios. A public input effort will begin in February 2022.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2021 Voter-Approved Sales Tax Update – Revenue collected on September retail sales: 13.6% above November 2020 actual (\$1.1M), 17.9% YTD above 2020 actual (\$14.5M), and 34.0% YTD above budget (\$24.3M).

Board Member Rotation effective January 1, 2021 – Small Cities include Airway Heights, Liberty Lake, Medical Lake, Millwood, and Cheney. Each Small City has a position on the Board. By rotation, each Small City has a voting representative.

7. COMMITTEE INFORMATION

*(No items being presented this month.)*

8. FEBRUARY 2, 2022, COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None*

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*

Chair French thanked Ms. Mumm for her years of service to STA and the City of Spokane; today is Ms. Mumm's last Planning and Development Committee meeting. Ms. Mumm responded that "it's been a great ride."

Ms. Meyer reminded the committee of the Board Workshop taking place in 15 minutes.

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:12 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 2, 2022, (No January Meeting) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

*Vicki Clancy*

Vicki Clancy, Executive Assistant  
Planning and Development Department

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

## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the December 1, 2021, Meeting  
Via Virtual WebEx

### **MEMBERS PRESENT**

Chris Grover, City of Airway Heights\*  
Lori Kinnear, City of Spokane  
Josh Kerns, Spokane County  
Don Kennedy, City of Medical Lake (*Ex-Officio*)  
Veronica Messing, City of Cheney (*Ex-Officio*)  
Rhonda Bowers, Labor Representative (*non-voting*)  
E. Susan Meyer, CEO (*Ex-Officio*)

### **MEMBERS ABSENT**

Kate Burke, City of Spokane

*\*Committee Chair*

### **STAFF PRESENT**

Brandon Rapez-Betty, Director of Communications  
& Customer Service  
Karl Otterstrom, Director of Planning and  
Development  
Monique Liard, Chief Financial Officer  
Dana Infalt, Executive Assistant to the CEO / Clerk  
of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Attorney, McAloon Law PLLC

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

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

#### 2. **COMMITTEE CHAIR REPORT**

Chair Grover had no report at this time.

#### 3. **COMMITTEE APPROVAL**

##### A. **Minutes of the November 3, 2021, Committee Meeting**

Chair Grover advised he was open to a motion to approve the minutes.

**Mr. Kerns moved to approve the November 3, 2021, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.**

#### 4. **COMMITTEE ACTION**

##### A. **Board Consent Agenda**

##### 1. **Diesel and Unleaded Gasoline: Award of Contract**

Ms. Liard provided background, vendor comparisons of the bids received, and noted the recommendation from staff was to have the Board award a contract to Coleman Oil, for diesel and unleaded fuel and service for five years effective February 1, 2022.

**Ms. Kinnear moved to approve as presented. Mr. Kerns seconded, and the motion passed unanimously.**

B. Board Discussion Agenda

1. Draft 2022 State Legislative Priorities

Mr. Rapez-Betty provided an overview of the general focus of the legislative priorities, and discussed new funding requests for Division Line Bus Rapid Transit. He reviewed the priorities to preserve and maintain funding and talked about developing priorities.

**Ms. Kinnear made a motion to recommend the Board approve the 2022 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Mr. Kerns seconded, and the motion passed unanimously.**

5. REPORTS TO COMMITTEE

A. Fare Policy Public Outreach Update

Mr. Otterstrom's update report informed the committee members about the Fare Policy Outreach Strategy, including the media campaign, meetings with community-based organizations, community presentations, fare policy survey, and public hearing to be held at the STA Board meeting on December 16, 2021.

Concerning survey results, Ms. Kinnear asked about comments regarding cash where people responded to say, "it's more convenience to me". She wondered if people were just more comfortable using cash and if there were a good way to flesh that out. Mr. Otterstrom advised there were other open-ended questions asked in different ways to help determine if they would use other modes if available.

He advised staff expect feedback and guidance from the Board to finalize a recommendation prior the item being presented to Board Operations for a recommendation to the Board next month. He noted staff will have the complete preliminary Title VI ready to share in January as well, also prior to Board action.

Chair Grover thanked Mr. Otterstrom and commented that it was very interesting feedback.

6. CEO REPORT

- Ms. Meyer extended her appreciation to Kathleen Weinand, Principal Transit Planner in STA's Planning Department, for the analysis completed for the Board Workshop. She thanked her for all the work that went into scoring, calculating, and creating spreadsheets, further commenting that Kathleen has remarkable skills in transit planning, knowledge of STA system and routes, and noted she is an overall great professional colleague.
- Ms. Meyer reported on the November 2021 voter approved Sales Tax, which represents sales tax collected on sales two months prior. She reminded that STA operates in a public transportation benefit area (PTBA) and is not a part of the county, but is a stand-alone transit agency with taxing authority with voter approval. In the State of Washington, transit is funded primarily by voter approved sales tax. STA's voters have approved up to 8/10 of a cent of sales tax – collected on retail sales in the PTBA and generated for the month of November, collected on September, \$9.36M which is \$1.1M above November 2020 and 18% above 2020 actual. STA had a higher budget and actual in 2020 and budgeted quite conservatively for 2021 and are 34% above the 2021 budget year-to-date \$24M.

- Ms. Meyer reviewed the rotation schedule of the nine voting members for the STA Board Chair position. She said the Washington RCW 36.57A provides the structure for public transportation benefit area operations and specifies there will be nine elected officials, appointed by their jurisdictions, in the Spokane PTBA. As of a couple years ago, the number of positions for jurisdictions have been determined by population and are comprised of four City of Spokane members, two Spokane County members, two Spokane Valley members, and one Small City representative (representing five small cities-Airway Heights, Liberty Lake, Medical Lake, Millwood, and Cheney). The rotation agreed upon among the small cities shows Airway Heights has the voting seat in 2021 and 2022, followed by Liberty Lake, Medical Lake, Millwood, and Cheney. The 2021 STA Board Chair was Spokane Valley representative Pam Haley and in 2022 the Chair is appointed by Airway Heights. They have appointed Cheney Mayor Chris Grover to serve as their representative for two years (2021/2022). Mayor Grover will be elected Chair for the 2022 term on behalf of all small cities. The City of Spokane is in rotation for the 2023 Chair position and may have the vice chair in 2022.

Ms. Meyer offered to answer any questions or comments.

Mayor Grover thanked Veronica Messing from Airway Heights for agreeing to represent the City of Cheney in the small cities' rotation. Ms. Messing thanked him in return for the appointment.

Ms. Meyer clarified that each of the small cities, whether in a voting position or not, have a seat on the STA Board. She explained that of the five cities, one has a voting seat, and the other four appoint their representatives to attend and have all the privileges of board membership except voting for that year.

There were no further questions or comments

7. COMMITTEE INFORMATION

- A. January 2022 Service Changes
- B. October 2021 Financial Results Summary
- C. November 2021 Sales Tax Revenue Information
- D. October 2021 Operating Indicators
- E. STA's 2021 Holiday Service and Office Hours

8. FEBRUARY 2, 2022 - COMMITTEE MEETING DRAFT AGENDA REVIEW

The February 2, 2022, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Grover thanked the committee members for their service to PMER for the 2021 year. He recognized the committee got a lot accomplished and thanked staff for their hard work and for keeping things moving forward.

Ms. Messing thanked staff for the presentation in the workshop, noting Airway Heights is excited about the projects included that will help their community members access transit.

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:37 p.m.

The next committee meeting will be held on Wednesday, February 2, 2022, at 1:30 p.m. via WebEx

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

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



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 11B :** JANUARY 2022 SALES TAX REVENUE

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

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

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**SUMMARY:** Attached is January 2022 voter-approved sales tax revenue information. January sales tax revenue, which represents sales for November 2021, was:

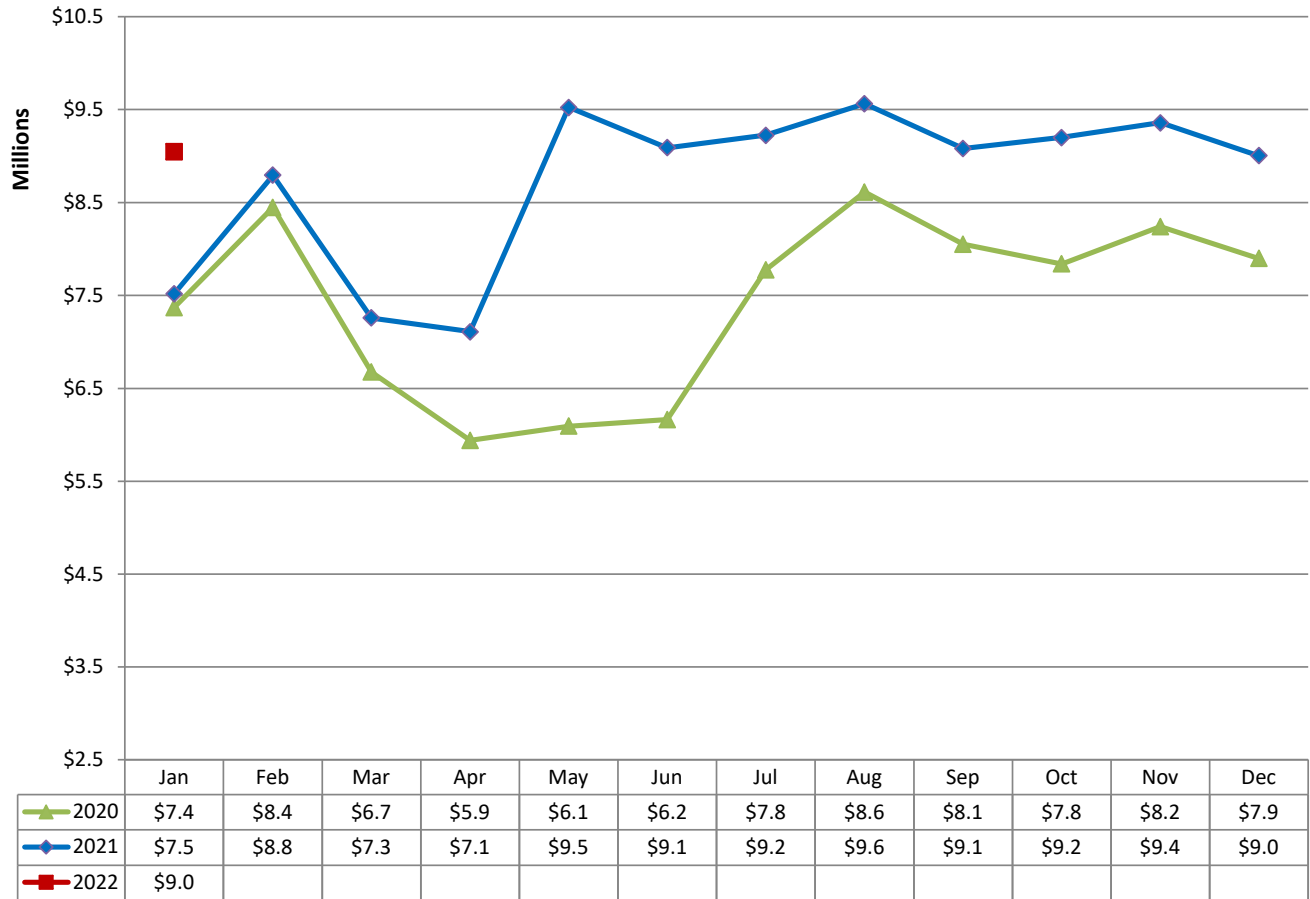
- 16.8% above 2022 budget
- 16.8% above year-to-date 2022 budget
- 20.4% above 2021 actual
- 20.4% above year-to-date 2021 actual

Total taxable sales for November 2021 were up 20.5% from November 2020, while November 2021 year-to-date sales were up 20.6% compared with November 2020 year-to-date. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings year-to-date.

- Retail Trade increased by 15.5% (\$75.7M) in November 2021 vs. November 2020 and is up by 19.0% (\$971.0M) November 2021 year-to-date vs. 2020 year-to-date.
  - Automobile Dealers increased 24.6% (\$216.7M) for November 2021 year-to-date over 2020 year-to-date.
  - Other Miscellaneous Store Retailers increased 23.3% (\$139.3M) for November 2021 year-to-date over 2020 year-to-date.
  - General Merchandise Stores, including Warehouse Clubs and Supercenters, increased 13.0% (\$97.4M) November 2021 year-to-date over 2020 year-to-date.
  - Clothing Stores increased 52.0% (\$88.0M) November 2021 year-to-date over 2020 year-to-date.
  - Building Material & Supplies Dealers increased 14.3% (\$82.2M) for November 2021 year-to-date over 2020 year-to-date.
- Construction increased by 14.3% (\$20.0M) in November 2021 vs. November 2020 and is up by 18.9% (\$294.5M) November 2021 year-to-date vs. 2020 year-to-date
- Accommodation and Food Services increased by 45.0% (\$28.5M) in November 2021 vs. November 2020 and is up 33.8% (\$270.0M) November 2021 year-to-date vs. 2020 year-to-date. However, it is 1.4% (\$15.1M) below November 2019 year-to-date.

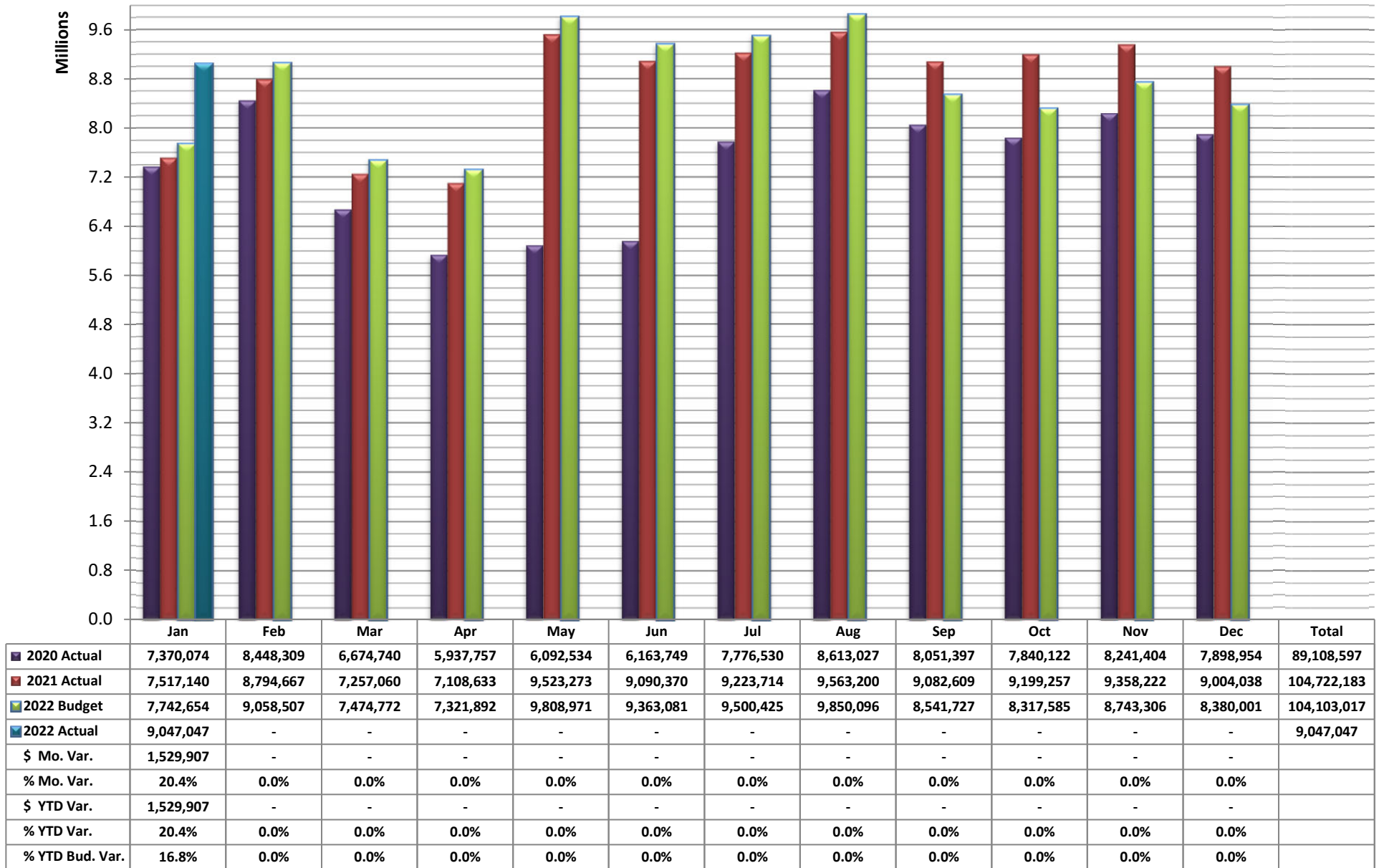
**RECOMMENDATION TO BOARD:** Information only.

## Sales Tax Revenue History-January 2022<sup>(1)</sup>



(1) Voter approved sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

## 2020 - 2022 SALES TAX RECEIPTS <sup>(1)</sup>



<sup>(1)</sup> Voter approved sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

February 17, 2022

#### AGENDA ITEM 11C : DECEMBER 2021 OPERATING INDICATORS

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

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer, and Interim Director of Communications & Customer Service

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**SUMMARY:** December 2021 had one additional weekday compared to December 2020.

#### **FIXED ROUTE**

Fixed Route 2021 ridership goal was to increase ridership 39.7% over 2020 levels to approximately 8.1M rides. December's total monthly ridership increased 20.8% (451,890 vs. 347,129 in 2020) and is down 10% (5,238,664 vs. 5,817,776) year-to-date. Average weekday ridership increased 19.5% (17,210 vs. 14,399) in December 2021 compared to December 2020 and is down 9.5% (17,271 vs. 19,080) year-to-date.

#### **Detailed breakdown:**

- Adult ridership increased 22.6% in December 2021 (271,398 vs. 221,292 in 2020) and is up 8.8% (3,082,678 vs. 2,833,685) year-to-date.
- Youth ridership increased 207.9% (27,422 vs. 8,905 in 2020) and is up 48.3% year-to-date (306,328 vs. 206,503).
- Reduced Fare / Para ridership increased 8.1% (66,697 vs. 61,715 in 2020) and is up 19.1% (833,043 vs. 699,230) year-to-date.
  - CCS Pass ridership increased 66.3% in December 2021 (11,941 vs. 7,182 in 2020) and is down 27.0% (148,207 vs. 203,052) year-to-date.
  - Eagle Pass ridership increased 228.2% in December 2021 (14,140 vs. 4,309 in 2020) and is down 30.5% (160,276 vs. 230,523) year-to-date.

#### **PARATRANSIT**

Paratransit 2021 ridership goal was to increase ridership by 15% over 2020 ridership levels. Combined total ridership for Paratransit has increased 79.4% (24,613 vs. 13,719) in December 2021, and is up 22.9% year-to-date (252,857 vs. 205,815). Non-revenue ridership is up 104.9% for December (1,920 vs. 937 in 2020) and saw a 62.7% decrease year-to-date (14,266 vs. 38,251).

#### **Detailed breakdown:**

- Directly operated service increased 40.7% (12,085 vs. 8,591) in December and is up 48.4% year-to-date (123,019 vs. 82,874).
- Contracted service increased 152.3% (9,355 vs. 3,708) in December and is up 33.3% year-to-date (86,632 vs. 65,010)
- Special Use Van ridership increased 159.4% (1,253 vs. 483 in 2020) and is up 67.3% year-to-date (15,543 vs. 9,290).

#### **VANPOOL**

Vanpool customer trips were up 3.5% in December 2021 vs. 2020 (5,423 vs. 5,240) and were down 22.6% (70,298 vs. 90,770) year-to-date. The 2021 goal for ridership in Vanpool for 2021 was to increase ridership 68.5% over 2020 (approximately 155,000 trips).

- Vanpool vans in service decreased 12% (59 vs 67 in 2020) in December 2021

**CUSTOMER SERVICE/PASS SALES**

Total monthly pass sales increased 75.0% (5,952 vs 3,402 in 2020) and were up 14.8% (56,277 vs. 49,016) year-to-date.

- Adult Pass/Smartcard monthly pass sales increased 45.5% (2,627 vs. 1,806 in 2020) and decreased 31.8% (25,635 vs. 19,450) year-to-date.
- Shuttle Park monthly sales increased 28.1% (173 vs. 135 in 2020) and decreased 20.5% (1,913 2,406) year-to-date.
- 7-Day Pass/Smartcard monthly sales increased 115.6% (1,408 vs. 653 in 2020) and increased 20.5% (9,214 vs. 7,645) year-to-date.
- ESBP monthly sales increased 80.4% (406 vs. 225 in 2020) and decreased 27.2% (3,490 vs. 4,791) year-to-date.

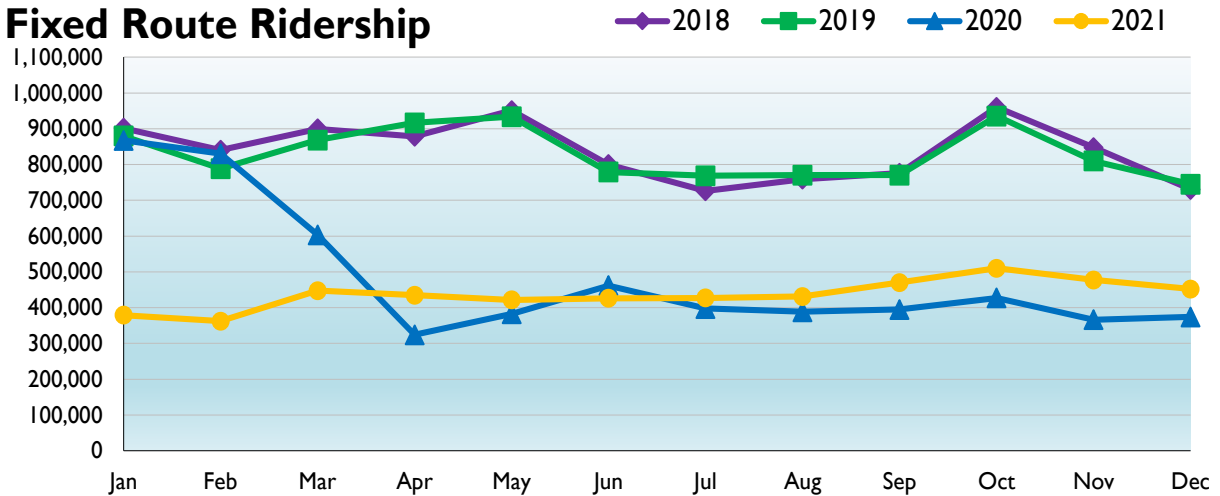
Group Sales decreased 5.8% in December 2021 (14,343 passes vs. 15,177 in 2020) and increased 11.3% (132,666 passes vs 119,233) year-to-date.

UTAP monthly rides increased 108.8% (39,954 vs. 17,216 in 2020) and decreased 22.7% (408,037 vs. 527,788) year-to-date.

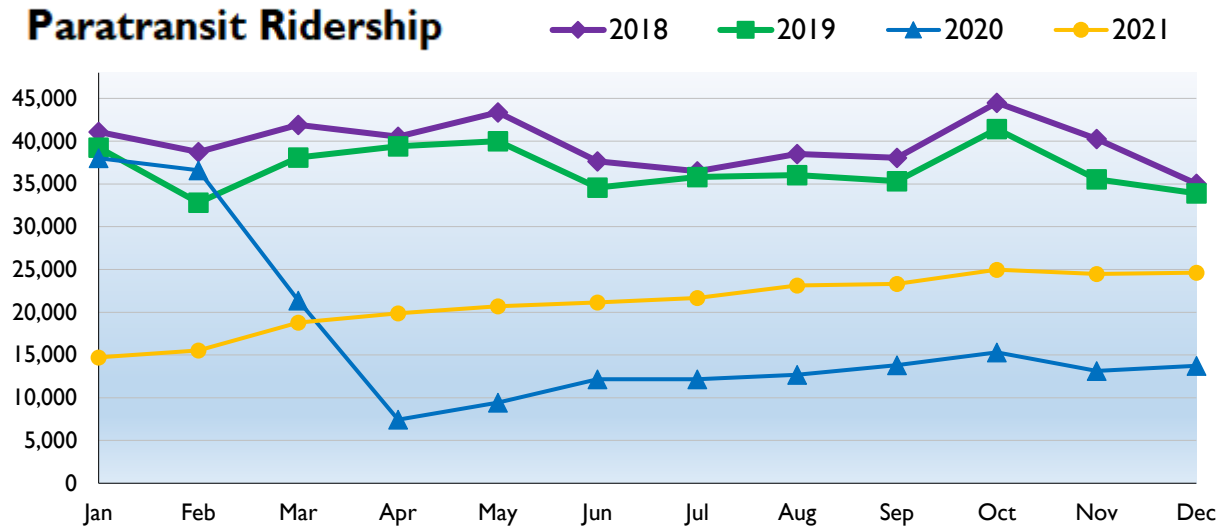
Community Access Pass (CAP) pilot program sold 4,760 2hr passes and 2,164 Day passes in December and 19,374 2hr and 20,251 Day passes year-to-date. These passes are included in the pass sales above.

**RECOMMENDATION TO BOARD:** Information only.

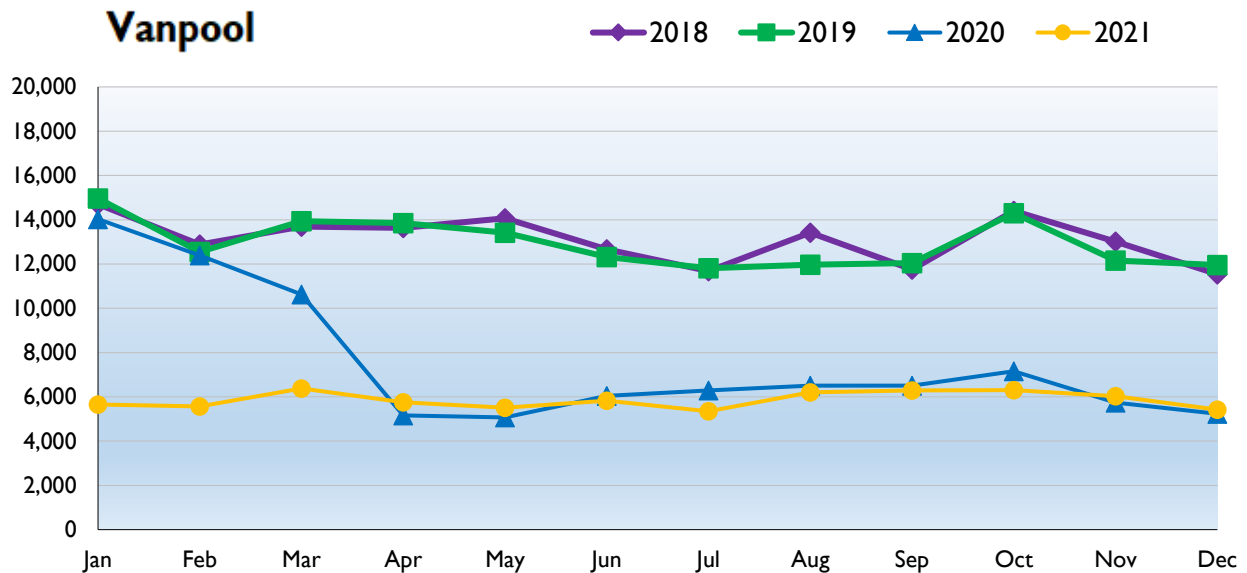
## Fixed Route Ridership

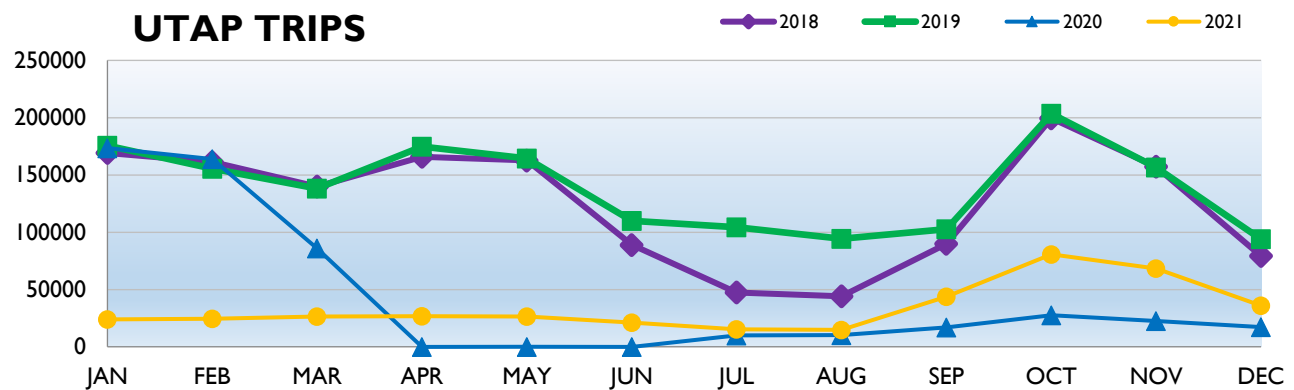
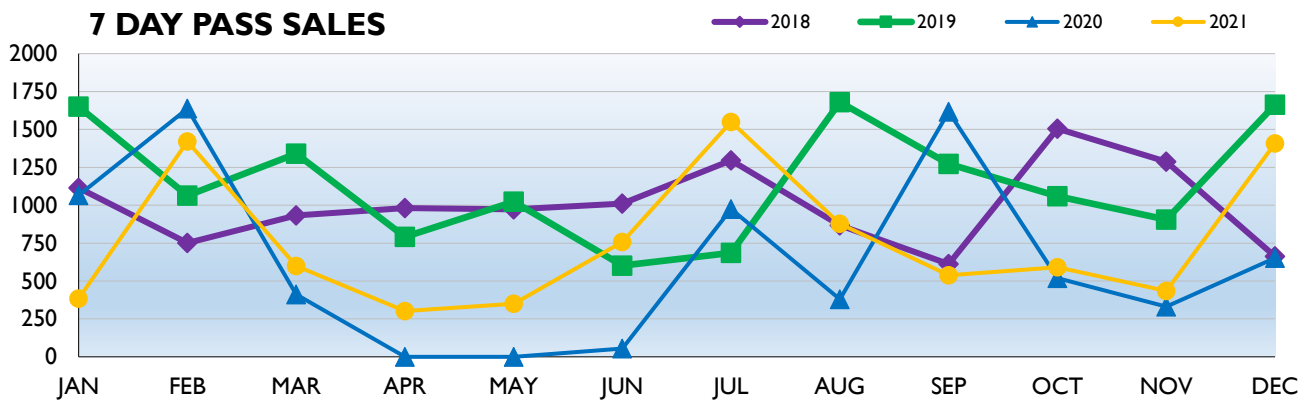
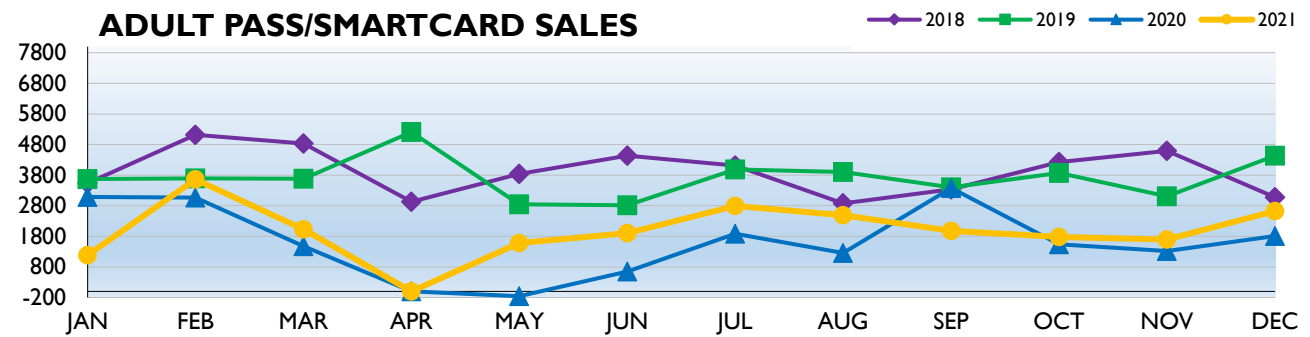
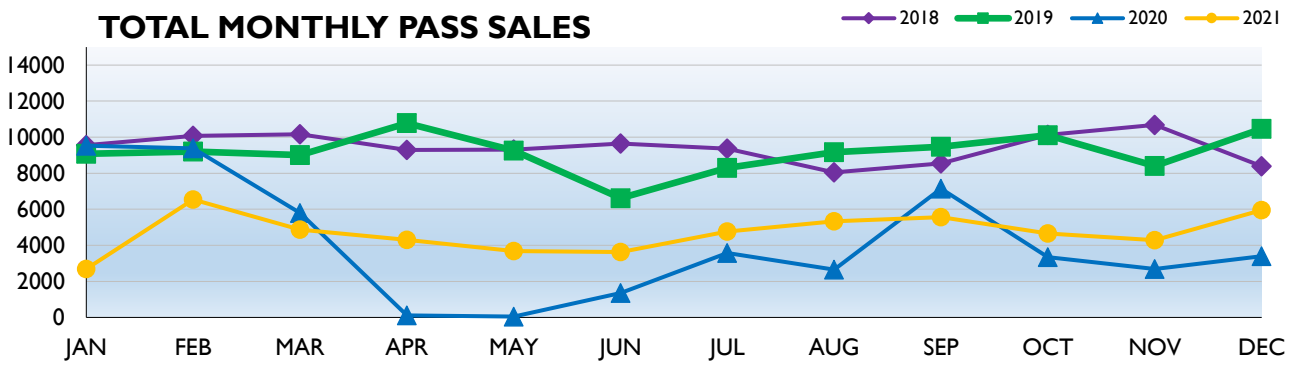


## Paratransit Ridership



## Vanpool





**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 17, 2022

**AGENDA ITEM 11D :** REVIEW 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

**REFERRAL COMMITTEE:** Planning and Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

In December 2021, the Planning and Development Committee approved its work program for 2022. The work program is provided below as information. As was noted at the time, the work program is subject to change. Following the timeline is a brief list of other projects that the Committee may be directly involved in. Other projects or activities may emerge through the calendar year.

**2022 Planning and Development Committee Work Program**

Month	Recurring Committee Work	Other Committee Activities
<b>December 2021</b>	Approval of Work Program	
<b><i>January 2022</i></b>	<i>No Committee Meetings in January</i>	
<b>February 2022</b>	Review Committee Work Program Transit Development Plan (TDP) 2023-2028: Overview	I-90/Valley HPT preliminary alternatives and public outreach <i>Connect Spokane</i> draft revisions review
<b>March 2022</b>	TDP 2023-2028: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP)	2022 SRTC Call for Projects grant applications
<b>April 2022</b>	TDP 2023-2028 <ul style="list-style-type: none"><li>Finalize mid-range planning guidance</li><li>Review preliminary revenue and expenditure forecast assumptions</li><li>Identify major activities</li></ul>	I-90/Valley HPT Draft Corridor Development Plan Division BRT decision-making framework <i>Connect Spokane</i> draft revisions for public comment



Month	Recurring Committee Work	Other Committee Activities
<b>May 2022</b>	TDP 2023-2028 <ul style="list-style-type: none"> <li>Proposed 2023-2025 Service Improvements</li> <li>Preliminary Capital Improvement Program (2023-2028)</li> <li>Review Financial Forecasts</li> </ul> FTA Section 5310: Call for projects	Five Mile Mobility Hub Study Update <i>Connect Spokane</i> Revisions Approval
<b>June 2022</b>	TDP 2023-2028: Complete draft plan Public hearing conducted on draft TDP	I-90/Valley HPT Draft Corridor Development Plan
<b>July 2022</b>	TDP 2023-2028: Finalize and approve 2023 Action Plan/Budget guidance workshop (full Board) FTA Section 5310: recommend funding awards	2023-2025 Regional Mobility Grant submissions I-90/Valley HPT Corridor Development Plan Approval
<b>August 2022</b>	<i>No Board/Committee Meetings in August</i>	
<b>September 2022</b>	Review draft 2023 Action Plan	I-90/Valley HPT Design and Engineering Work Order(s) City Line Implementation Update
<b>October 2022</b>	Adoption of 2023 Action Plan Draft 2023 operating and capital budgets submitted to Committee and Board	Transit-oriented development work program
<b>November 2022</b>	Prepare 2023 Committee work program Public hearing on proposed 2023 operating and capital budgets	Division BRT Update
<b>December 2022</b>	Finalize and approve 2023 operating and capital budgets Finalize 2023 Committee work program	

**Other anticipated committee activities not included in the timeline:**

- 2025-2035 Strategic Planning
- High Performance Transit (HPT) procurement activities

**RECOMMENDATION TO BOARD:** Information only

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

February 17, 2022

### AGENDA ITEM **11E** : TRANSIT DEVELOPMENT PLAN 2023-2028 OVERVIEW

**REFERRAL COMMITTEE:** Planning and Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Mike Tresidder, Associate Transit Planner

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**SUMMARY:** According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning efforts. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The TDP: 2022-2027 may be viewed on STA's website at [spokanetransit.com/projects-plans/transit-development-plan](https://spokanetransit.com/projects-plans/transit-development-plan). The TDP: 2023-2028 is expected to be adopted in July 2022 and will include the Capital Improvement Program and the Service Improvement Program.

#### **BACKGROUND:**

Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Provide consistency with comprehensive plans of the jurisdictions we serve
- Document how STA intends to implement the state and local long-range plans for:
  - Public transportation
  - Capital improvements
  - Significant operating changes
  - Funding for program needs
- Set forth regionally significant projects

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

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval of the plan in July, consistent with the schedule shown below. Parallel to preparing the 2023-2028 TDP, STA will be engaged in preparing a ten-year strategic plan. It is expected that the strategic plan will be completed later in 2022 and major strategies and guidance developed in this new strategic plan will inform the preparation of the 2024-2029 Transit Development Plan.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
May	June	July
Review proposed Service Improvement Program, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation to the Board on Final Plan

**RECOMMENDATION TO BOARD:** Information only.

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

February 17, 2022

**AGENDA ITEM 11F:** CONNECT SPOKANE: PHASE I DRAFT REVISIONS REVIEW

**REFERRAL COMMITTEE:** Planning and Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Mike Tresidder, Associate Transit Planner

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**SUMMARY:** *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Work that initially began in 2020 was put on pause due to the pandemic until February 2021, when the work program was again presented at the April 2021 Committee meeting, followed by an update on the process and current status at the September 2021 Committee meeting.

Since the September Committee meeting, staff presented the idea to split the Connect Spokane update into two distinct phases. Phase I with elements that will inform the Strategic Planning efforts, and Phase II, containing elements that will be informed by the Strategic Planning efforts. The Phase I and Phase II elements are identified below.

Phase I Elements (2022)	Phase II Elements (2023)
Fixed Route	*New* Vision section
High Performance Transit	*New* Diversity & Equity element
System Infrastructure	Updated HPT Network Map
Fare Revenue	Communications & Public Input
Monitoring & Improvement	Flexible Services
	Paratransit
	Regional Transportation & Land Use Coordination
	Other policies or elements

Highlights of the draft changes in the Phase I elements were presented during the Planning and Development Committee's meeting. Engagement with the public and STA's jurisdictional partners will begin in March, with a public hearing scheduled for the April 2022 Board meeting, with adoption proposed at the May 2022 board meeting.

**RECOMMENDATION TO BOARD:** Information only.

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

February 17, 2022

#### AGENDA ITEM **11G**: I-90 / VALLEY HIGH PERFORMANCE TRANSIT: PRELIMINARY ALTERNATIVES AND PUBLIC OUTREACH

**REFERRAL COMMITTEE:** Planning and Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Hamid Hajjafari, Senior Transit Planner

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**SUMMARY:** As part of the *STA Moving Forward* plan, the I-90/Valley High Performance Transit (HPT) project extends from downtown Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership. It will include increased night and weekend service and increased parking capacity for commuters choosing vanpool or bus to complete their commute. STA is currently engaged in the corridor development planning phase of the project, with the support of a consulting team led by the local office of KPFF. STA has also engaged a technical advisory committee comprised of engineering and planning staff from the land use and transportation jurisdictions in the corridor, including WSDOT. The primary objective of the current phase is to develop a plan that identifies the service, infrastructure, and implementation steps for I-90/Valley HPT.

**BACKGROUND:** Thus far, the I-90/Valley HPT corridor development planning phase has included the following activities:

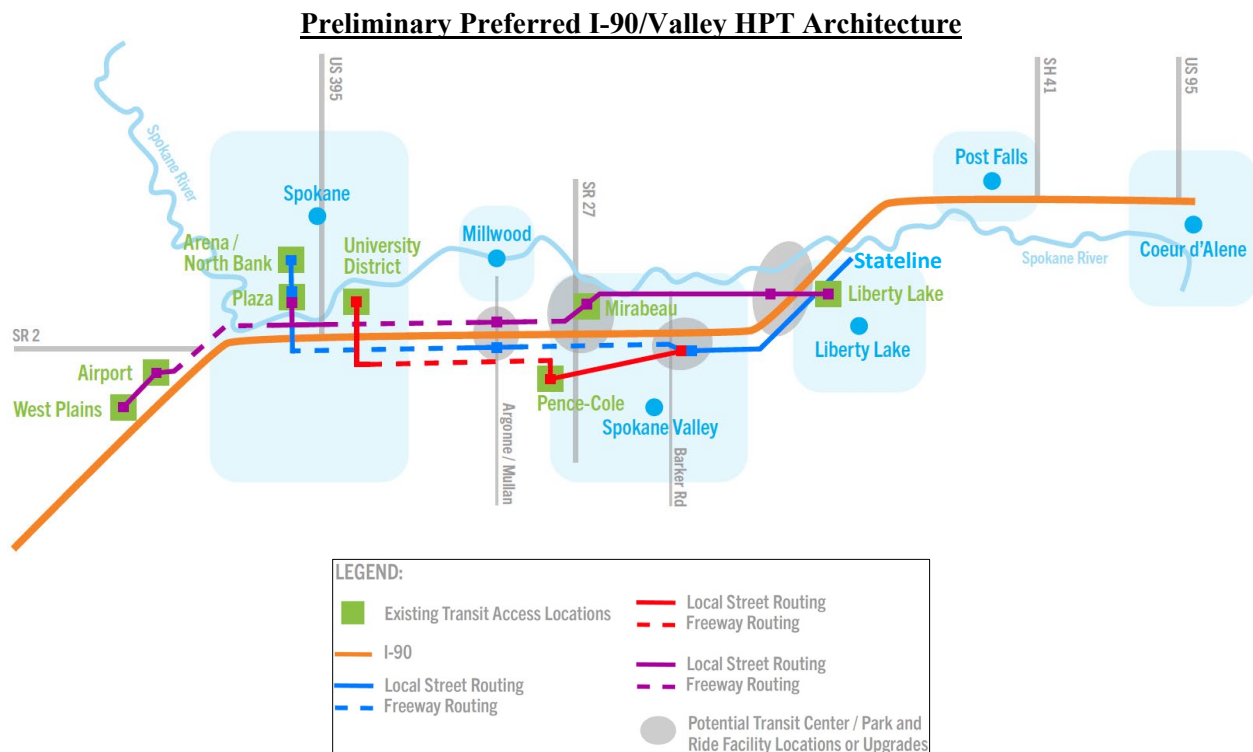
- Documentation of existing conditions
- Definition of project objectives
- Development of evaluation criteria
- Preliminary engagement with key stakeholders
- Identification of prospective HPT building blocks, such as transit centers, park-and-ride lots, route options, transit priority measures and so forth
- Creation of multiple corridor architecture scenarios
- Scoring and screening of scenarios
- Preliminary screening prospective transit centers and park-and-ride lots
- Development of preliminary preferred I-90/Valley HPT corridor architecture

The preliminary preferred I-90/Valley HPT corridor architecture envisions three primary trunk lines connecting greater Spokane Valley to Spokane and the region. Each trunk line includes components of regional, point-to-point travel, and urban, arterial-oriented access. The integration of these components seeks to balance mobility and access. The architecture also supports a pilot extension to Post Falls and Coeur d'Alene. The three trunk lines of this architecture are depicted in the diagram below and can be generally described as follows:

- Stateline to the north bank of downtown Spokane via Greenacres
- Liberty Lake to the West Plains Transit Center via Mirabeau, downtown Spokane, and Spokane Airport
- Greenacres to the University District via the Valley Transit Center

The preliminary preferred corridor architecture is the basis for three alternatives for evaluation that will explore differing placements of new transit facilities and the attendant changes to route configurations. Staff will review these alternatives and the evaluation criteria during the committee meeting.

During the month of February, staff will update local jurisdictions on the progress of the planning effort and promote upcoming opportunities to weigh in on the project. At the March 2, 2022 Planning and Development Committee meeting, staff will present an update on the alternative evaluation. An online public open house is scheduled for the evening of Wednesday March 2 with project reports and a survey posted online to give input. These engagement efforts will aid in preparing a recommended preferred alternative and drafting a corridor development plan.



**RECOMMENDATION TO BOARD:** Information only.

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

February 17, 2022

#### AGENDA ITEM **11H**: 4<sup>TH</sup> QUARTER 2021 SERVICE PLANNING PUBLIC INPUT REPORT

**REFERRAL COMMITTEE:** Planning and Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Kathleen Weinand, Principal Transit Planner

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**SUMMARY:** A total of 22 comments related to fixed route service and stops were received by the Planning and Development Department during the third quarter of 2021. Of the comments received, eleven were related to requests for new service, seven were related to existing service, and four were related to bus stops. The comments are summarized below. It is also noted if any applicable comments are addressed by the *STA Moving Forward* plan.

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

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the 3rd Quarter of 2021. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

#### **NEW SERVICE COMMENTS**

Two requests for service in the Nine Mile Road area in north Spokane. *Not included in STA Moving Forward.*

One request to extend service to overnight hours. *Not included in STA Moving Forward.*

One request for a direct route between Airway Heights and Fairchild Air Force Base (FAFB) from the West Plains Transit Center (WPTC). *Route 63 will be revised in 2023 to provide more direct service between Airway Heights and the WPTC. Travel between the WPTC and FAFB will still require a transfer between routes 63 and 61.*

One request to provide bus service to the Amazon Fulfillment Center in the Spokane Valley. *Service to the Valley Amazon facility was selected by the Board of Directors as a near-term investment to be implemented this year.*

One request to expand service to Costco in North Spokane and Yokes in Mead. *Not included in STA Moving Forward.*

One request to provide bus service to Eagle Ridge. <i>Not included in STA Moving Forward.</i>
One inquiry regarding service to Vinegar Flats. <i>Not included in STA Moving Forward.</i>
One request to provide service to the new Ridgeline High School in Liberty Lake. <i>Route 98 will be amended to serve Ridgeline Highschool this year.</i>
One request to extend bus service hours on weekends from Geiger Amazon to downtown Spokane on Route 63. <i>Extended hours of service on Sundays are planned for implementation this year.</i>
One request to extend service to senior apartments on W. 6 <sup>th</sup> Avenue in Airway Heights. <i>The Route 61 will be extended on W. 6<sup>th</sup> Avenue once the street connects to Craig Road. STA is partnering with the City of Airway Heights to complete the street extension and the project was selected as a near term investment by the STA Board of Directors.</i>

#### EXISTING SERVICE COMMENTS

Two comments requesting the eastern terminus of the Route 6 be changed to the Catalyst building on Sprague Street instead of Front Street at Spokane Falls Blvd. <i>The route plan for the 6 was developed with extensive involvement and input from the EWU community, including online surveys and public meetings in early 2020. It also considered future plans for double decker buses that are too tall to travel under the railroad trestle at Division Street and Sprague Avenue which limits efficient access to the Catalyst building (those buses are funded and planned to be in operation in 2023).</i>
One request to increase service to Geiger Amazon to serve growth in shifts for the holidays. <i>Staff reviewed the ridership on the buses that served the identified shifts and found that there was enough capacity on existing service to accommodate the increase.</i>
One comment requesting later trips on Route 63 to reach the Amazon facility at the Spokane Airport for night shifts. <i>A later trip was added to the schedule at the time of the January service change.</i>
One comment regarding keeping the bus route in West Central on Boone Avenue where it had been detoured for construction rather than returning to the normal routing on Mission Avenue. <i>The current Route 21 alignment has been utilized since 1999. The routing serves high ridership stops along Broadway Avenue and serves Anna Ogden Hall and the YWCA shelter on A Street between the Northwest Community Center and Broadway Avenue. The current routing minimizes turning movements while still serving high ridership destinations in the neighborhood (Broadway Avenue) and special uses serving vulnerable individuals (shelters). In bus route planning unnecessary turning movements are avoided because they introduce unreliability and delay into the schedule and increase opportunity for conflict with other travelers.</i>

One comment that routes 66 and 67 should operate on non-EWU school days. These routes cater to increased demand to and from Cheney destinations on EWU school days and do not operate when EWU is not in session. The route 6 and 68 provide service to Cheney on non-school days.

One comment regarding changes to which I-90 exit the westbound Route 74 uses and crowding on the route. *The trip in question was interlined (same bus becomes another route at the route end-of-line) with a different route than it previously was which results in the bus using a different exit from I-90. The loads on the trip will be monitored to see if deploying a 60-foot coach on the trip is appropriate.*

#### **BUS STOP COMMENTS**

One request to provide a bus stop closer to the new Liberty Park Library. *STA staff are working with City of Spokane staff to locate stops closer to the Liberty Park Library.*

One comment regarding donating benches for bus stops. *Staff provided information about bench installation by STA and by third-party advertisers as well as information about Americans with Disabilities (ADA) requirements.*

One comment regarding a request for better lighting at the intersection of E. 32<sup>nd</sup> Avenue and S. Clinton Road on the Route 97. *STA staff is reviewing options with City of Spokane Valley staff.*

One request for a bus shelter at the bus stop at Summit Blvd. and A Street in the West Central Neighborhood in Spokane. Based on average daily ridership, the stop currently does not warrant a shelter, but a shelter pad was constructed as part of a City of Spokane street improvement project to future proof the stop for if and when a shelter is warranted.

**RECOMMENDATION TO BOARD:** Information only.