

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, March 19, 2020, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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 19th day of March 2020.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

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, March 19, 2020, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Robert Niehenke Retirement – Vehicle Maintenance (*Steve Blaska*)
 - B. Kenneth Caton Retirement – Facilities & Grounds (*Steve Blaska*)
 - C. Katherine Barnes Retirement – Training (*Nancy Williams*)
5. Public Hearing: *15 minutes*
 - A. Cheney Line Infrastructure and Alignment Plan (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, Director of Planning and Development
kotterstrom@spokanetransit.com
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the February 20, 2020, Board Meeting – Corrections/Approval
 - B. February 2020 Vouchers (*Monique Liard*)
 - C. Approval of Amended 2020 Interlocal Agreement with Spokane Police Department (*Nancy Williams*)
 - D. Adoption of 2020 Draft Title VI Program (*Karl Otterstrom*)
 - E. Award of Contract: City Line Communications Provider (*Karl Otterstrom*)
 - F. Approval of City Line Temporary Construction Easements & Right of Way Acquisition (*Karl Otterstrom*)
7. Executive Session (*McAloon Law PLLC*) - *20 minutes*
8. Board Action – Committee Recommendations: (*None*)
9. Board Action – Other: (*None*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
12. Performance Monitoring & External Relations Committee: *20 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. Year End 2019 Performance Measures (*Steve Blaska*)
 - ii. Year End 2019 Unaudited Financial Report (*Monique Liard*)
 - iii. 2019 Community Perception Survey Results (*Brandon Rapez-Betty*)

13. CEO Report: *10 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2020 Sales Tax Revenue (*Monique Liard*)
 - C. January 2020 Financial Results Summary (*Monique Liard*)
 - D. January 2020 Operating Indicators (*Steve Blaska*)
 - E. Paratransit Ridership Analysis (*Steve Blaska*)
 - F. STA Alternate Fuel Strategy (*Steve Blaska*)
 - G. Capital Improvement Program Adjustment-Battery Electric Bus Charging Infrastructure (*Steve Blaska*)
 - H. 2020 Transit Development Plan: Develop Mid-Range Planning Guidance (*Karl Otterstrom*)
 - I. Draft SRTC 2020-2021 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
 - J. Connect Spokane: Major Update Scope of Work (*Karl Otterstrom*)
 - K. Division Street Corridor Study Update (*Karl Otterstrom*)
15. New Business: *5 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of March 19, 2020, Board Meeting:

Saturday, March 21, 2020	4:00 p.m.
Monday, March 23, 2020	10:00 a.m.
Tuesday, March 24, 2020	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	April 1, 2020, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 1, 2020, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 8, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, April 16, 2020, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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

3.

PUBLIC EXPRESSIONS

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 4A : ROBERT NIEHENKE JOURNEYMAN VEHICLE TECHNICIAN
RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Chief Operations Officer
Todd Griffith, Vehicle Maintenance Manager

SUMMARY: Robert “Bob” Niehenke began his 37-year career with Spokane Transit on March 10, 1983, as a Cleaner in the Fixed Route Vehicle Maintenance Department, but his tenure with STA included many steps along the way. In June 1983 Bob entered the Washington State Apprenticeship Program and after he graduated in July 1986, was promoted to a General Repair Vehicle Technician. Bob sharpened his skills and six months later was promoted to a Journeyman Vehicle Technician, ultimately working up to being the Fixed Route Lead.

Throughout the years, Bob trained and mentored many mechanics and servicers and was instrumental in the success of the engine area where he rebuilt multiple coach engines. Bob was always accountable for his actions and constantly set high standards for other employees to follow. These high standards contributed to the STA Maintenance Department’s success.

Bob has had great success in his 37 years at STA and should be recognized as one of the key players in many of the accomplishments of Spokane Transit Authority. Bob will be warmly remembered by his fellow workers who have always enjoyed his hands-on attitude.

To celebrate his retirement, Bob will be spending time with family and friends. Bob creates custom woodwork in his off time and, if he has time, he’d like to finish a couple of projects around the house.

We want to recognize and thank Bob for his 37 years of service to STA. His presence at STA will be missed and we all wish him the best in his retirement.

RECOMMENDATION TO BOARD: Recognize Bob Niehenke for his 37 years of service and dedication to Spokane Transit and the Spokane community.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 4B : KENNETH CATON, BUILDING MAINTENANCE SPECIALIST
RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Chief Operations Officer

SUMMARY: Ken Caton began his career with STA March 11, 1991, as a maintenance specialist in the Facilities and Grounds Department. Ken received his 25-year Safety Award this year.

During his 29-year career with STA, Ken specialized in heating ventilation and air conditioning (HVAC) and low voltage wire runs for data and phone. He spent many years in the senior position on the swing shift on site and bore the responsibility for all the facilities during the time on he was duty. He completed many complex tasks behind the scenes which allowed other staff to complete their work in a timely manner.

Ken Caton is retiring March 21, 2020 after 29 years of service to STA. His strong work ethic, skills and knowledge will be missed by the team.

We wish him all the best in his retirement.

RECOMMENDATION TO BOARD: Recognize Ken Caton for his 29 years of service and leadership to Spokane Transit.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 4C : KATHERINE BARNES, TRAINER

REFERRAL COMMITTEE: N/A

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

SUMMARY:

RECOMMENDATION TO BOARD: Recognize Katherine Barnes for her 24 years of service and dedication to STA.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 4C : KATHERINE BARNES – TRAINING INSTRUCTOR RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director Human Resources and Labor Relations

SUMMARY: Kathy Barnes began her career at Spokane Transit in April 1996 as a coach operator. While in coach operator training, she had a moment of gestalt and knew operator training was where she wanted to be in the future. In February of 2007 she was selected as an STA Training Instructor and spent the balance of her STA career as a member of the training department team.

During her twenty-four years of service with STA, Katherine helped strengthened STA's coach and van operator training course curriculum. Her passion for teaching enabled hundreds of student drivers to develop into highly regarded professional coach and van operators.

Along the way Katherine gathered several awards and accolades; the two most notable being the 2009 Washington State Transit Association's Training Team Wall of Fame Member selectee and the 2019 Wall of Fame individual selectee. Both are incredible honors.

Throughout Katherine's 24 years of professional service, dedication, and passion for teaching she brought great credit upon herself, the Training Department, and Spokane Transit.

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

RECOMMENDATION TO BOARD: Recognize Katherine Barnes for 24 of years of service and dedication to Spokane Transit.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 5A : PUBLIC HEARING

A. Cheney Line Infrastructure and Alignment Plan

REFERRAL COMMITTEE: N/A

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

SUMMARY:

1. Open public hearing.
2. Call upon staff for a presentation (*Karl Otterstrom*). *The draft Cheney Line Infrastructure and Alignment Plan is attached.*
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

RECOMMENDATION TO BOARD: Conduct public hearing.
(Action item at the April 16, 2020, Board meeting)

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer ASH

Legal Counsel LM

High Performance Transit: Cheney Line

Draft Infrastructure and Alignment Plan

Prepared for: Board of Directors

Draft

3/4/2020



Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. Please call (509) 325-6094 (TTY WA Relay 711) or email earneson@spokanetransit.com.

Table of Contents

Executive Summary.....	1
Development of the Project Plan.....	2
2018 Project Plan	2
2019 Alignment Reconsiderations	2
Infrastructure Reconsiderations	3
Revised Preferred Project Scope.....	4
Summary of Public Outreach.....	6
Summary of Online Survey Feedback.....	7
Recommended Project Plan.....	8
Proposed Alignment.....	9
Four Lakes Station	10
Proposed Routing.....	10
Additional Cheney Service Considerations	12
List of Proposed Changes to 2018 Plan	15
Budget Considerations.....	15
Project Next Steps and Schedule.....	15
Appendix A	17
Project Schedule	17
Appendix B	18
Online Survey Questions and Results and Public Feedback.....	18

Executive Summary

The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan. Fostering greater ridership in Cheney and the West Plains supports regional economic development and access to jobs and services. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Risks to state funding due to the passage of Initiative 976, newer station strategies and an opportunity to extend the project length, are reasons to conduct additional public outreach for purposes of bringing forward a revised project plan to the board later this spring for approval.

This report will describe how the draft recommendation was developed, the nature of public outreach, a summary of public input, an outline of recommended changes and the method for seeking additional public input to inform a final recommendation by staff and package of approved changes by the STA Board of Directors. The appendix includes a compilation of written public feedback.

Development of the Project Plan

First identified in *Connect Spokane*, the Cheney Line was envisioned to connect Spokane, Cheney and the West Plains Transit Center with all-day, two-way high-quality transit. The Cheney HPT Line Corridor Advisory Panel that convened as part of the planning stages of *STA Moving Forward* concentrated on the line traveling from the EWU PUB to the STA Plaza.

2018 Project Plan

The Regional Mobility Grant application submitted in 2018 was founded on the original 2013 plan with corridor infrastructure improvements and the purchase of the region's first double decker buses to enhance speed and reliability. Improvements were planned to be made at Four Lakes (SR904), the Jefferson Lot Park and Ride (I-90), the new West Plains Transit Center and at locations throughout the city of Cheney. Existing stops and stations (approximately 30 locations) throughout the corridor would be upgraded with the HPT Brand, shelters, improved lighting, real-time arrival information signs and improved accessibility. The purchase of up to seven (7) double decker buses was also included to streamline service, expand capacity and replace existing vehicles as part of STA's agency-wide Fleet Management Plan.

This plan was supported by the City of Cheney, Eastern Washington University (EWU) and the West Plains Chamber of Commerce in addition to being verified by Spokane Regional Transportation Council (SRTC) for consistency with regional and local long-range plans.

2019 Alignment Reconsiderations

The major renovation of the EWU PUB (completed in late 2018) eliminated an important bus layover and, along with changes to other services in Cheney and the West Plains, prompted reconsiderations of the route endpoints, cycle time and alignment. While past efforts focused on preserving a 90-minute cycle time, this no longer is appropriate, even with the new layover provided by EWU and partially funded by STA at the Surbeck Services Facility.

The Route 64 is today's 7-day a week service between Spokane and Cheney and a forerunner of the Cheney Line. In configuring the route for layover and effective connectivity, it was extended south of the EWU campus to K Street Station. This made better use of a required 120-minute cycle time with two buses running hourly service. Given this headway, particularly nights and weekend, it would be wasteful to revise this

route length of service plan for a 90-minute cycle time. During periods of hourly headways, more than 30 minutes would be extended layover, in addition to the targeted 15% layover, ultimately represented as much as 45% of platform hours during those time periods.

In addition to the above considerations and iterations, there is an interest and ability to relocate the layover for the Cheney Line outside of the Plaza without compromising the service plan cost in terms of buses and revenue hours. Even with the extension to K Street Station, the 120-minute cycle time offers an opportunity to locate the layover to the edge of downtown. EWU has also had a long-term request to extend direct service from EWU to the University District to better serve their Spokane programs. Given this, STA has identified Front Avenue, a public street adjoining the Bookie and WSU Spokane Teaching Health Clinic, as a great opportunity to construct a bus turnaround and layover. The terminal station for this route would be on Spokane Falls Blvd at WSU Spokane, which has been designed and will be constructed as part of the Central City Line project.

Because the existing downtown layover project (CIP #480) funding is still available (other layover locations have not proven out), and because no other station improvements would be additive, this extension does not increase the Cheney Line project funding requirements. Frequencies of greater than every 30-minute would be provided with the 66 operating on the same pattern but running from the EWU PUB to the STA Plaza only with a 90-minute cycle time. Preliminary scheduling work indicates that a 30-minute headway on the Cheney Line (Route 6) and a 30-minute headway on the 66 could be interwoven to provide a consistent 15-minute headway between the Plaza and EWU, meeting the original intent identified in recommendations from the Corridor Advisory Panel in 2013. This would require seven buses in operation, which is consistent with the number of planned double decker buses (contingent on funding). The alignment would travel along 6th Street and Elm Street to access EWU, like today's Route 64 and 66. This is the preferred alignment because it is more geographically centered in Cheney and has long-established ridership patterns.

Infrastructure Reconsiderations

The *STA Moving Forward* plan envisioned HPT service in the Cheney corridor, representing a higher level of passenger amenities over "HPT 'Lite'" improvements called out elsewhere in the plan. The HPT station amenities had been developed with the effort to provide consistent station amenities on the Cheney Line as the Central City Line. Three facts have confronted this assumption. One, the elimination of the PUB as a layover, staging and passenger waiting area has opened the need for a facility on Elm Street that can accommodate a large volume of passengers, even greater than the largest Central City Line stations. Two, the cost estimates for HPT station amenities in a complete package would be in excess of the project budget. And finally, HPT has evolved to recognize a greater level of

investment and attendant distinct branding for the Central City Line over other lines. While still providing a level of identification with markers and more shelters, eliminating the use of HPT shelters while applying other station amenities, such as the markers, can ensure the project budget can be applied to other geometric improvements, as originally envisioned.

Figure 1 depicts what a typical HPT stop would now look like with a distinctive wayfinding marker and a standard bus shelter with seating.

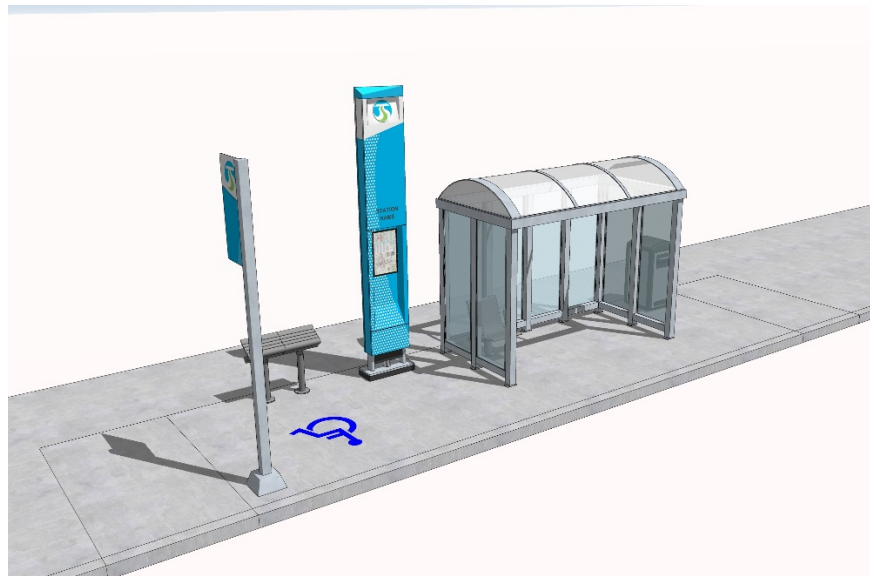


Figure 1 HPT Bus Stop

Revised Preferred Project Scope

To mitigate the risk of funding loss due to I-976, STA performed an alternatives analysis of five different scenarios. Additionally, STA has been working with regional partners and the legislature to lobby for the full funding. Based on the analysis and feedback received from legislators, STA is operating under the assumption that the full project funding will be available. As such, the project plan is being finalized and will shortly move into the project development phase. This analysis is summarized in a January 6, 2020 Memorandum titled *HPT Cheney Line: Funding Mitigation Preferred Alternative*.

The revised preferred scope includes the following:

- Extension of HPT service from K Street Station to the U District.
- Construction of a layover at the U District (separately funded project).
- Replacement of the HPT shelters with standard shelters (approximate savings of \$100k per location).

- Additional geometric and pedestrian improvements to increase safety, reliability and speed.
- Jefferson Park and Ride transit lane, HPT amenities and branding improvements.

Summary of Public Outreach

STA developed a Public Outreach Plan to solicit input from the public on the proposed revisions to the original plan. The following strategies will be used to engage the public: Online surveys, public meetings, stakeholder presentations, open houses, tabling at the PUB, email, social media and website updates. Based on initial feedback, STA plans to present this Draft Infrastructure and Alignment Plan at a public hearing on March 19. The final plan will be presented to the Board of Directors in April for approval. Below is the current public outreach schedule.

Table 1 Public Outreach Preliminary Schedule

Cheney Line Public Outreach Preliminary Schedule	
Phase/Task	Date
General	
Cheney Line <u>Rider Round Table</u>	July 30 2019
2020-2022 Service Change <u>Online Open House</u>	November 2019
2020-2022 Service Change <u>Online Survey</u>	February 2020
Planning & Development Committee Update	February 5, 2020
Cheney Line <u>Online Survey</u>	February 13 – March 13, 2020
ASEWU Transportation Panel	March 5 2020
Cheney City Council <u>Presentation</u>	March 2020
Board of Directors <u>Public Hearing</u>	March 2020
Board of Directors Approval of Plan	April 2020
Phase I	
Four Lakes Design & Corridor Plan <u>Public Meeting</u>	February 13 2020
Four Lakes Construction <u>Open House</u>	May 2020
Eagle Station Design & Corridor Plan <u>Tabling</u>	April 2020
Eagle Station Construction <u>Stakeholder Outreach</u>	July 2020
Phase 2	
Stops and Roadway Improvements Design <u>Open House</u>	Fall 2020
Stops and Roadway Improvements Const. <u>Open House</u>	Spring 2021
Cheney Line Construction Webpage	Spring 2021
Phase 3	

Summary of Online Survey Feedback

A summary of the online survey feedback will be provided after the survey closes on March 13. The results of the survey and summary of the February Open House will be provided as an appendix.

Recommended Project Plan

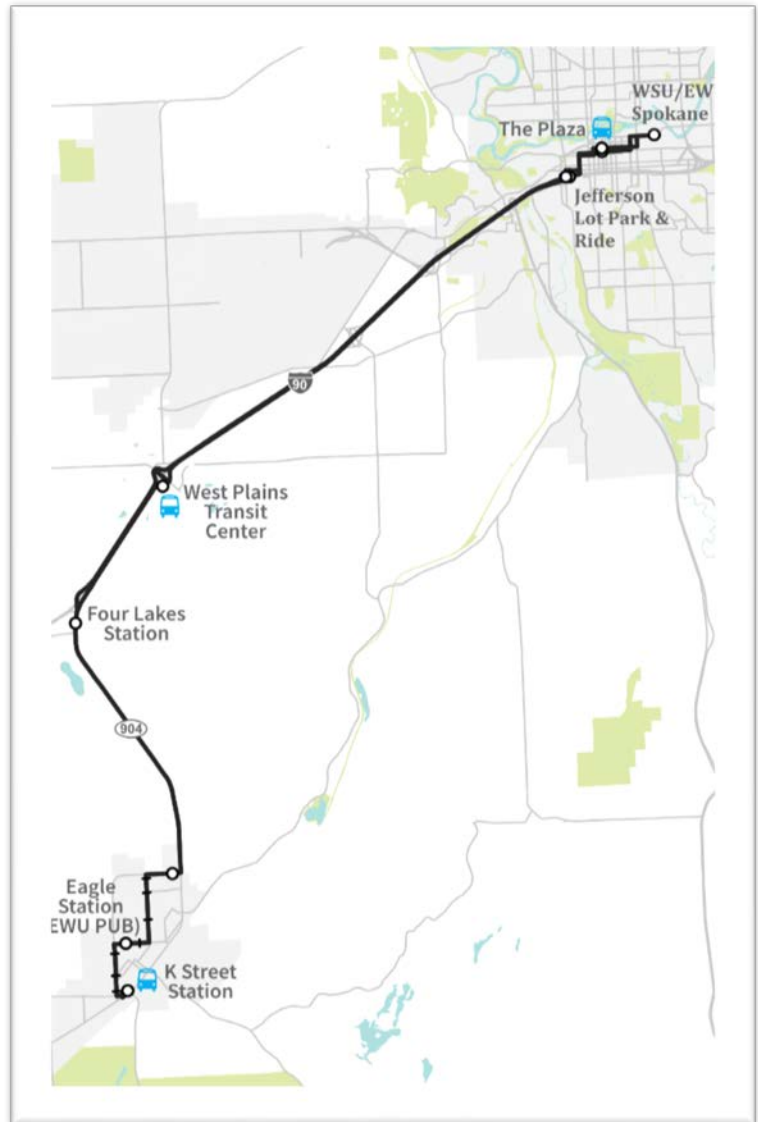
The recommended infrastructure and alignment plan is summarized below:

- **Extend HPT Service:** Replace the existing Route 64 with the new Route 6. Service would be extended from K Street Station to the U District to improve scheduling efficiency and customer requests. This route would continue to serve the Salnave/Presley area in one direction during peak commute times. The service is planned to begin in September 2020.
- **Standard Shelters:** Replace the previously planned unique HPT shelters with STA's standard bus shelter. This results in an approximate cost savings of \$100,000 per shelter. The intent is for these savings to be reinvested throughout the project and to provide shelters at more locations. Based on public outreach, shelters at more locations is a high priority for STA customers.
- **Corridor Improvements:** Geometric and pedestrian improvements to increase safety, reliability and speed. Savings on shelters will be utilized to expand these improvements. Includes the closure and relocation of some existing stops to further increase the efficiency of the route. Final proposed alignment and service considerations are discussed below.
- **Existing Facility Upgrades:** Improvements at Jefferson Lot Park and Ride, West Plains Transit Center and K Street Station to include geometry revisions and addition of distinctive wayfinding. At Jefferson Lot Park and Ride, the geometry will be revised to include a transit only lane with the potential to construct a more direct route to the I-90 on ramp as funding allows.
- **Accessibility Improvements:** Improve existing bus stop locations by providing new sidewalk and platforms (where warranted) to meet ADA accessibility guidelines.
- **Enhanced Amenities:** Provide stop amenities including shelters, distinctive wayfinding markers, benches, leaning rails, waste and recycle bins and real time signage. The level of investment will vary based on current and project ridership at each stop location.
- **Double Decker Buses:** Implement the regions first Double Decker buses to provide a safer and more comfortable ride for passengers as well as increase the efficiency of the route.

Proposed Alignment

The proposed alignment for the new Cheney Line (Route 6), based on public input, would be expanded to service both K Street Station and the U District in Spokane. This will provide EWU students and faculty a one-seat ride between both campuses. Currently, EWU programs have classes at the WSU health sciences buildings at the U District. Beginning in Fall 2020, EWU plans to begin shifting programs to the new Catalyst building on the South end of the new Gateway Bridge. According to faculty, the intent is for these programs to reside completely in Spokane; the students would not be required to commute to Cheney to take any classes unless they choose to do so. Although a separation is the University's intent, STA still anticipates a need for this connection for faculty and staff and recommends reevaluating the efficacy once EWU has fully transitioned their programs into the new buildings.

The terminus of this route will be at the North end of the new Gateway Bridge. The Cheney Line will share its final stop with the City Line, along Spokane Falls Boulevard. A layover and bus turnaround will be designed and constructed along Front Avenue adjacent to the Teaching Health Clinic under a separate project. STA had multiple discussions regarding the terminus of this Route given the fact that EWU is shifting to the Catalyst building. Ultimately, in order maintain connections at the Plaza and accommodate the height of double decker buses (Jefferson Street is only route under the viaduct that they can fit) it was decided to keep the terminus on the North side of the bridge. Students, staff and faculty would have the option of walking approximately 1000 feet over the bridge or making a connection with Route 90 Sprague (another future HPT corridor) to get to the Catalyst building.



Four Lakes Station

The existing stop in the Four Lakes community are being relocated and improved to include platforms, sidewalk, shelters, lighting and real time signage. In addition to these stop improvements, a new crosswalk and sidewalk will be constructed at the intersection of SR-904 with 1st Avenue to provide a safe connection for the community. The exact configuration of the stops has yet to be decided but STA is exploring two options. The first includes a combination of a pullout in the Southbound direction and an in lane stop Northbound. Option 2 includes pullouts in both directions. In close coordination with WSDOT and Spokane County, the intersection will be revised to eliminate left turns onto 1st Avenue and from 1st Avenue onto SR-904. This will improve the vehicle and pedestrian safety at the intersection and is expected to have a minimal effect on local traffic because there exist easy routes to intersections with better lines of sight and capacity. Additionally, the number of turning movements from and onto 1st Avenue is very low based on a traffic study performed by STA's design consultant, Lochner.

Proposed Routing

To better increase efficiency and reliability, STA intends to consolidate and/or relocate existing stops served by the current Cheney Routes. Figure 1 below shows the existing and new stops in the Spokane Area. The highlighted green are new or current stops that will be served. The greyed-out stops will no longer be served by the Cheney Line but will remain open as they are shared with other STA Fixed routes. A new stop will be required at Jefferson and 1st Avenue which will require the removal of some existing parking and close coordination with the City. The EWU/WSU Station (yet to be named) is a new pair of stops constructed as part of the City Line Project. As noted above, the route was adjusted to use Jefferson Street since this is the only route by which the viaduct clearance can accommodate the height of a double decker bus.

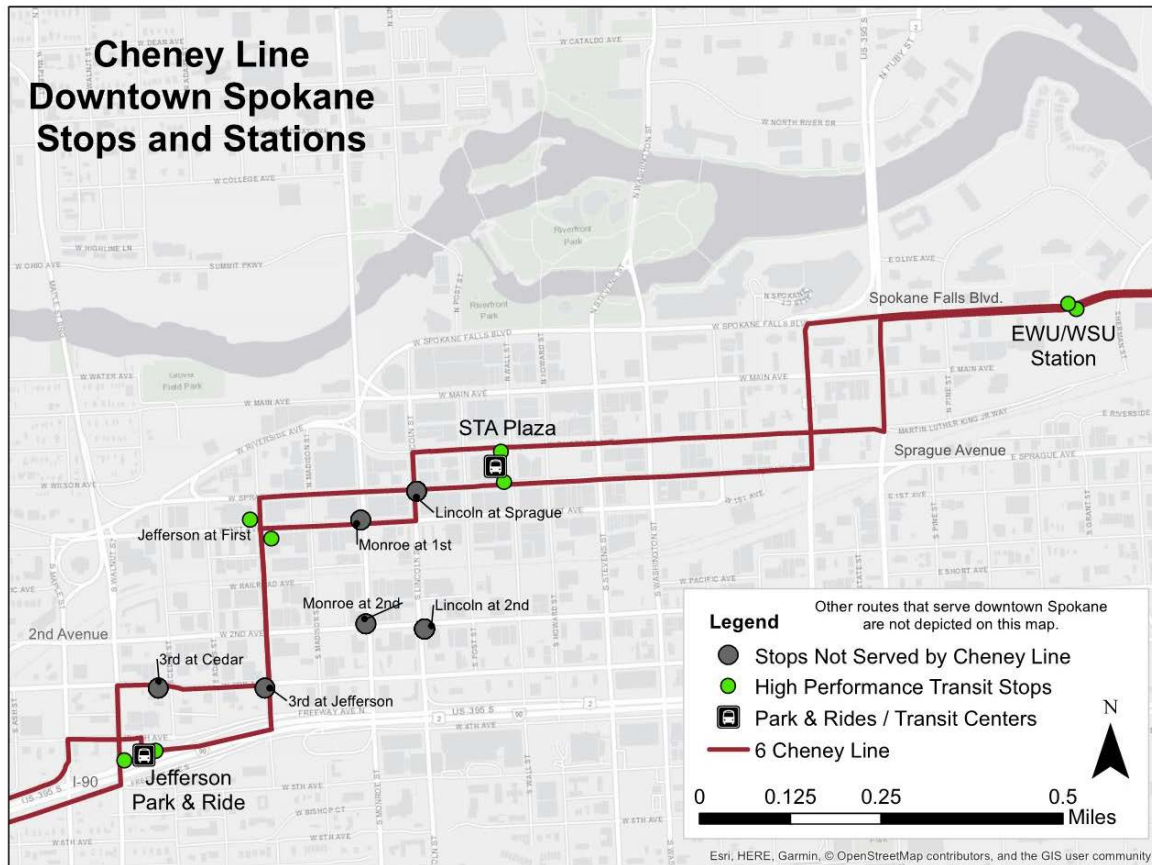


Figure 2 Downtown Spokane Stops

In Cheney, stops are planned to be consolidated along 6th Street. Peak time service to the Salnave and Presley area is not shown on this map but is still a part of the service plan. The stops on Betz near SR-904 will be improved and will make up Betz Station. The two existing stops on Elm, adjacent next to the Pence Union Building, will be relocated, enhanced and coupled with the existing stop for the local routes to make up Eagle Station. The greyed-out stops shown in the map below would be closed under this proposal.

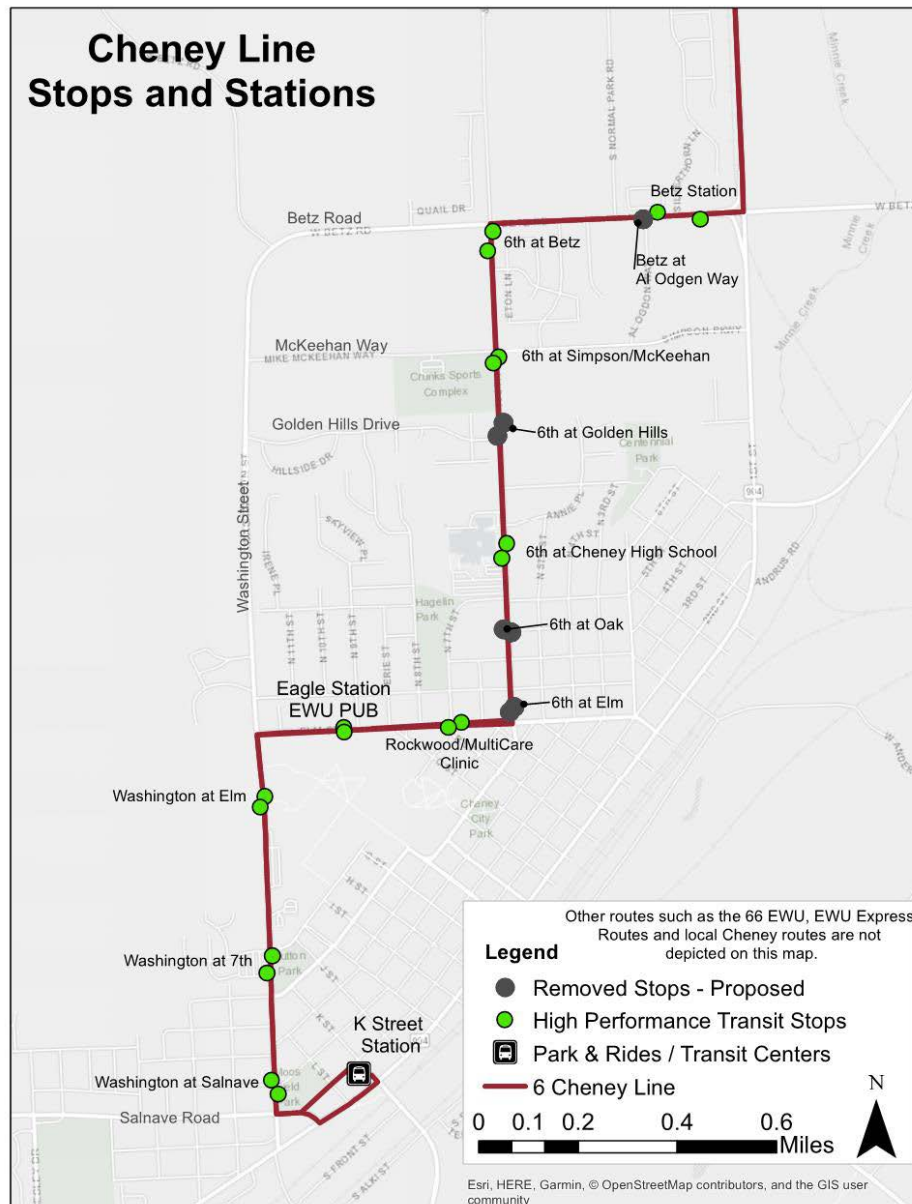


Figure 3 Cheney Stops and Stations

Additional Cheney Service Considerations

The Cheney Line is planned to operate with two routes, the 6 and 66. The 6 will run daily between K Street station in Cheney and WSU Spokane, replacing the existing 64. The route 66 supplements the 6 on the corridor on weekdays, providing a combined 15-minute frequency between EWU and the STA Plaza.

Express routes will continue to serve EWU from locations around the region at peak times and will bypass the West Plains Transit Center.

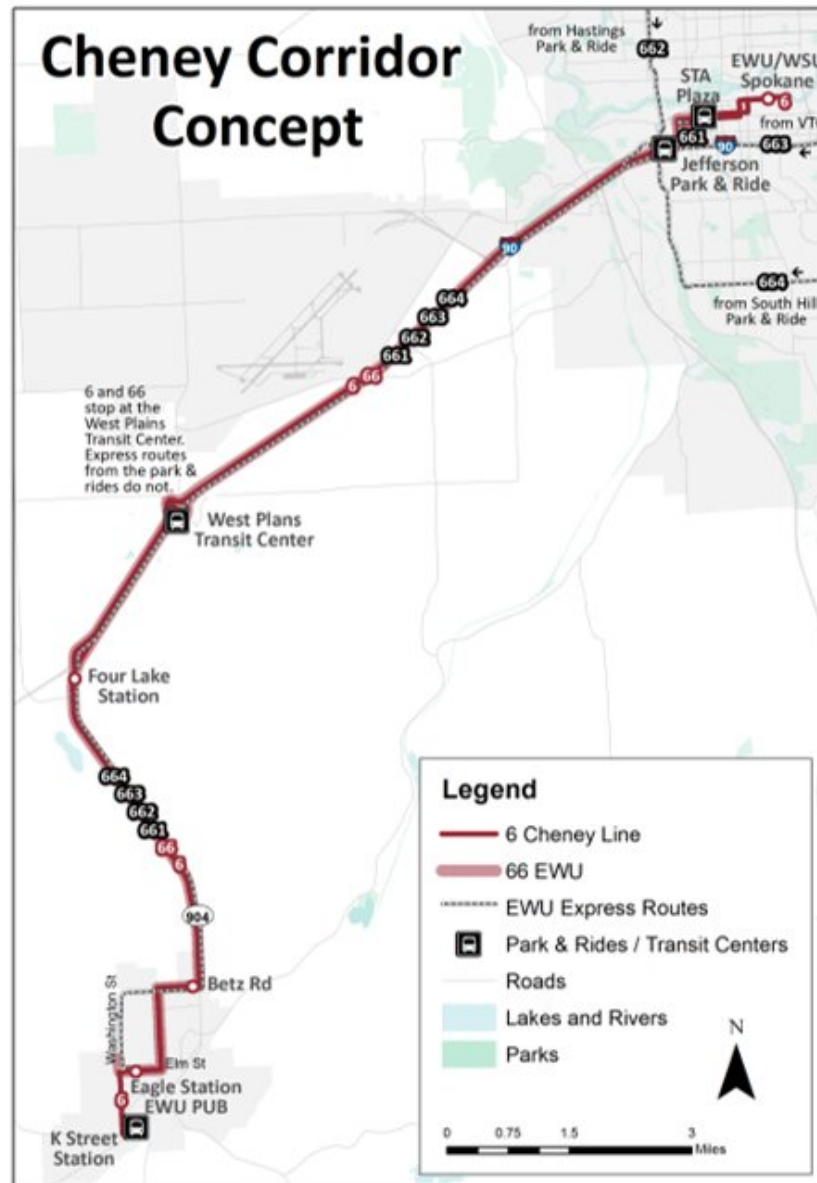


Figure 4 Cheney Corridor Concept

Table 2 Cheney Service Plan

Route		AM Weekday peak (~ 6:30-8:30 AM)	Mid- Weekday	PM Weekday peak (~ 4:00-6:30 PM)	Weekday Evening	Saturdays	Saturday Evenings/Nights	Sundays and Holidays
6		30	30	30	60	60	60	60
66 non-EWU- schooldays		30	-	30	-	-	-	-
66 EWU School Days		30	30	30	-	-	-	-
661(EWU School Days only)		^	^	^	-	-	-	-
662 (EWU School Days only)		2 trips	-	-	-	-	-	-
663 (EWU School Days only)		3 trips	-	-	-	-	-	-
664 (EWU School Days only)		2 trips	-	-	-	-	-	-

30*At least every 30 minutes and more frequently to respond to demand

^Based on demand and interline opportunities

List of Proposed Changes to 2018 Plan

Table 3 List of Proposed Changes

Proposed Revision	Rationale
Extend service between K Street Station and U District	Provide one-seat ride between both EWU program locations and improve connections between the West Plains and Eastern Spokane.
Replace HPT shelters with Standard Shelters	Approximate cost savings of \$100k per shelter. Reinvest these savings into additional corridor and infrastructure improvements
Provide distinctive wayfinding at all stops	A consistent brand of wayfinding will identify this corridor as High Performance Transit with enhance amenities. Will also act as wayfinding for customers less familiar with the system
Additional investment in infrastructure improvements	Geometric and pedestrian improvements utilizing shelter savings to further improve safety and connections to the bus stops. Roadway improvements for bus only movements to increase safety, reliability and speed.

Budget Considerations

The Final Recommendation will include an analysis of the service plan requirements and the budgeted revenue hours for service with double deckers and Service without double deckers. That analysis will be summarized here.

Additionally, as more information becomes available with the State funding, the project budget will be updated.

Project Next Steps and Schedule

This draft Infrastructure and Alignment Plan will be presented to the Planning & Development Committee for information on March 4, 2020. Then it will be presented at a

Public Hearing at the Board meeting on March 19, 2020. Following the public hearing, the project plan will be updated based on feedback from the Open House, Online Survey and Public Hearing and the final plan will be presented to the Board of Directors for approval in April 2020.

The anticipated project schedule is provided as Appendix A. Phase 1 of the project includes the construction of Four Lakes Station, Eagle Station and the Service change. Phase 2 includes the construction of the overall corridor improvements such as the stops, roadway improvements and installation of wayfinding. Phase 3 of this project is the implementation of Double Decker Buses.

Appendix A

Project Schedule

	2019				2020												2021												2022										
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S		
Outreach																																							
Board Action																																							
Phase 1																																							
Phase 2																																							
Phase 3																																							

W – Board Approval of recommended plan

X – Award of Contract: Four Lakes Station Construction

Y – Award of Contract: Eagle Station Construction

Z – Award of Contract: Corridor Improvements Construction

Appendix B

Online Survey Questions and Results and Public Feedback

6.

EXECUTIVE SESSION

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

1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.
2. Discussing planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time - 20 minutes

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7A : MINUTES OF THE FEBRUARY 20, 2020, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the February 20, 2020, 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 BSM 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 February 19, 2020, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Candace Mumm, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Kate Burke, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

None

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Chief Operations Officer
Monique Liard, Chief Financial Officer and Director
of Information Services
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources and
Labor Relations
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

2. **APPROVE BOARD AGENDA**

Chair French advised he would like to add an Executive Session to the Agenda and asked for a motion to approve the agenda with that addition.

Mr. Grover moved to approve the agenda. Ms. Mumm seconded, and the motion passed unanimously.

Ms. Haley arrived at 1:35

3. **PUBLIC EXPRESSIONS**

David Tyvan

Advised he had made public expressions on previous occasions and had spoken to Mr. Watkins about his experiences riding the bus and the driving habits of some of the coach operators. He expressed his concerns that some drivers need additional training and offered examples of things he had observed to support his opinion. After his time expired for expression, Chair French thanked him and advised his concerns were being referred to Steve Blaska for follow up.

4. RECOGNITIONS AND PRESENTATIONS

Ms. Meyer introduced a short highlight video created from the January 21st FTA / City Line Grant Award event that was held in the Boone Northwest Garage where the FTA announced the award of the \$53.425M grant to the City Line project, the first bus rapid transit project in eastern Washington. This award completed the funding for the City Line project.

Mr. French thanked CEO Meyer and staff for all the work they have put into the project's success.

5. PUBLIC HEARING

A. 2020 Draft Title VI Program

Mr. Otterstrom introduced and reviewed the Title VI program and explained that it is a federal requirement to update this program every year. He informed about the overall requirements and noted it required Board adoption prior to March 23, 2020.

Mr. French opened the public hearing at 1:58 p.m.

Mr. French asked three times for comments from the public.

Hearing none, he closed the public hearing at 1:59 pm

6. BOARD ACTION – CONSENT AGENDA

A. Approve of the minutes of the January 16, 2020, Board Meeting

B. Approve the following vouchers and payroll for January 2020:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 606231 – 606655	\$ 7,279,488.47
Workers Comp Vouchers (January)	ACH – 2286	\$ 97,147.97
Payroll 01/03/2020	ACH – 01/03/2020	\$ 1,375,848.34
Payroll 01/17/2020	ACH – 01/17/2020	\$ 1,938,829.14
Payroll 01/31/2020	ACH – 01/31/2020	\$ 1,360,968.21
WA State – DOR (Use Tax) (January)	ACH – 1767	\$ 7,274.59
JANUARY TOTAL		\$ 12,059,556.72

C. Authorize contract negotiations between STA and KPFF for planning, design, and engineering services for the I-90/Valley HPT Corridor Improvements scope of work as issued on November 13, 2019; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with Parametrix.

D. Authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement with the Washington State Department of Transportation.

E. Approve the 2020 Performance Measures as presented.

Ms. Mumm moved to approve Consent Agenda 6A through 6E. Mr. Hattenburg seconded, and the motion passed unanimously.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS

A. City Line Award of Contract – Core Construction Contract

Mr. Otterstrom acknowledged the contract documents still have the “Central City Line” name and advised it will continue to appear as staff works through the project and updates the title on new contracts. He proceeded to review the background, contracts, and general scope of work. He advised of the items scheduled for this year and the 2021 additional roadway stations. Mr. Otterstrom

discussed the bid process, the bids received, and noted that Cameron Reilly, LLC was the low bidder. Mr. Otterstrom reviewed the bidder qualifications, the contract budget that Board Operations Committee recommended, as well as the project schedule and management.

Discussion ensued.

Ms. Mumm moved to approve an award of contract for the Central City Line Core Construction contract with Cameron-Reilly, LLC, in the amount of \$12,300,000, plus any applicable sales tax, and authorize the allowance for 30% in contingency funding in the amount of \$3,690,000 be assigned to the contract budget. Mr. Grover seconded, and the motion passed unanimously.

8. BOARD ACTION – OTHER – none

9. REPORTS TO BOARD

A. Nonprofit Discount Pass Update

Mr. Blaska provided an update on the discount fare program. He reviewed the STA Board directive to establish the scope and eligibility requirements before going out to other agencies, and reminded of STA's existing fare policy. He reviewed existing discount programs. Following the update on other transit models, discussion ensued.

Mr. Blaska advised it will be difficult to meet the objective to not supplant or alter existing non-profit participation. He advised his opinion that there would be a degradation of the standard half-fare consumption if monthly passes were offered under this program.

The Board directed staff to continue to work on this project, to reach out to non-profits to find out if they are available partners. Staff were instructed to include monthly pass options in the discussion, along with the day pass and 2-hour pass options.

10. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French noted that all items which were covered by Board Operations were being presented here today. He did not have additional comments.

11. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Grover thanked Ms. Mumm for chairing the Planning and Development Committee meeting in his absence. He noted that in addition to the Title VI Plan and the City Line Core Construction, they reviewed the 2020 Work Program for the year. He said that much of that is included in the Transit Development Plan (TDP) and the final will go to the Board in July. He advised the committee received an update on Downtown Spokane Development and Cheney High Performance Transit Center. There was an open house for the Four Lakes Plan last week – most of this month and next month will include outreach for Eagle Station.

12. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear noted everything covered in the committee had been reviewed except the 2021 Service Change. Mr. Otterstrom provided an update on the projected changes. He noted the *STA Moving*

Forward Implementation Plan, preliminary concepts, the different routes being affected. He showed the questions staff have been asking requesting feedback on some of the anticipated changes.

Ms. Kinnear left at 2:40

Discussion ensued and Mr. Otterstrom advised the next steps include coming back to Performance Monitoring and External Relations Committee in June.

13. CEO REPORT

- Ms. Meyer reviewed Fixed Route ridership which was down 1.5% for January. She assessed the different areas of decline and explained the colleges had additional days of holiday break that occurred in January. She talked about UTAP and City Ticket/Shuttle Park
- Paratransit ridership saw a decline of 3.2. The objective is to manage growth to no more than 1.5% growth. Mr. Blaska will share a report next month with details of Paratransit ridership. On-time performance was 94% which is above the 93% goal.
- Vanpool ridership decreased 6.3%. She discussed vans in service month over month and year over year and explained that our objective is grow ridership by 1%.
- Ms. Meyer reviewed sales tax for January 2020 which was 19.4% over January 2019 actual; and 4.4% year-to-date above budget.
- STA Feedback links – www.spokanetransit.com, click “Feedback” in upper righthand portion of screen and you will be taken to STA Questions and Comments page. She advised all items submitted through this portal are answered by STA staff.
- Update on Spokane Public Library at the Plaza 2nd floor – signage is up and their anticipated open date is March 2nd. The library will occupy this location for approximately 2 years during the main library renovation.
- Annual Capital Investment Grant (CIG) Report for Fiscal Year 2021 showed recommendations for funding of \$945 million for existing multi-year grant agreements. Of the projects, 33 are small starts and 15 are new starts or project development. A slide with the minimum, maximum, and average cost per mile was shown to clarify the difference between Bus Rapid Transit, Streetcar, and Light Rail.
- Ms. Meyer provided an update on the final City Line Small Starts Rating which was changed from Medium to Medium-High based on increase of non-Capital Improvement Grant match (local funding) and improved financial capacity estimates and assumptions.
- 2021-2022 Service Revisions: Preliminary Proposal. Ms. Meyer provided a link to SpokaneTransit.com/Survey for members to provide their input. She said the survey would be open until March 2, 2020.
- 4th Quarter public input is included in the Board Information item 14H.

14. BOARD INFORMATION

- A. Committee Minutes
- B. January 2020 Sales Tax Summary (*Monique Liard*)
- C. 2019 State Audit Timeline (*Monique Liard*)
- D. December 2020 Operating Indicators (*Steve Blaska*)
- E. 2020 Planning and Development Committee Work Program (*Karl Otterstrom*)
- F. 2020 Transit Development Plan Overview (*Karl Otterstrom*)
- G. Cheney High Performance Transit Line Public Outreach Update (*Karl Otterstrom*)
- H. Fourth Quarter Service Planning Public Input Report (*Karl Otterstrom*)
- I. Downtown Spokane Plan Development-Update (*Karl Otterstrom*)

15. NEW BUSINESS - *None*

16. BOARD MEMBERS' EXPRESSIONS - *none*

17. EXECUTIVE SESSION

At 3:10 p.m., Ms. McAloon announced that the STA Board of Directors will adjourn to an executive session for the following purpose:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. To discuss with legal counsel litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

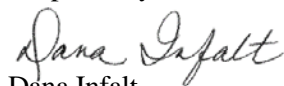
The STA Board of Directors will reconvene in open session at approximately 3:30 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 3:30 the Board reconvened and Chair French declared the meeting back in public session.

18. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:30 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of February 20, 2020 Board Meeting:

Saturday, February 22, 2020	4:00 p.m.
Monday, February 24, 2020	10:00 a.m.
Tuesday, February 25, 2020	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	March 4, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 4, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 11, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 19, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7B : FEBRUARY 2020 VOUCHERS

REFERRAL COMMITTEE: N/A

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

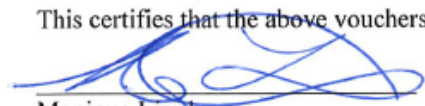
SUMMARY: The following warrants and ACH transfers for the period of February 1 through 29, 2020, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (February)	Nos. 606656 – 607018	\$ 3,089,766.18
Workers Comp Vouchers (February)	ACH – 2286	\$ 104,214.83
Payroll 02/14/2020	ACH – 02/14/2020	\$ 2,187,942.28
Payroll 02/28/2020	ACH – 02/28/2020	\$ 1,356,129.33
WA State – DOR (Use Tax) (February)	ACH – 1767	\$ 10,180.06
FEBRUARY TOTAL		\$ 6,748,232.68

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 //

Chief Executive Officer BOM

Legal Counsel LM

Spokane Transit Authority
Vouchers - February 2020

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
2/7/2020	606656	South Hill Ace Hardware	2263	43.09
2/7/2020	606657	ACI Northwest Inc	2426	27,653.25
2/7/2020	606658	Alsco Inc	2196	65.92
2/7/2020	606659	Amazon Capital Services Inc	2098	854.30
2/7/2020	606660	Steven W Niles Jr	2276	163.35
2/7/2020	606661	Appleway Chevrolet Inc	1068	103.69
2/7/2020	606662	Avidex Industries LLC	2244	358.28
2/7/2020	606663	B & H Foto & Electronics Corp	1082	1,673.98
2/7/2020	606664	Cleland Investments	2038	62.07
2/7/2020	606665	Cheryl Beckett	1092	250.00
2/7/2020	606666	Robert J Berg	1099	147.01
2/7/2020	606667	Canon Financial Services Inc	1154	463.27
2/7/2020	606668	Carquest Auto Parts	1025	231.31
2/7/2020	606669	QWEST Corporation	1148	1,174.62
2/7/2020	606670	QWEST Corporation	1148	133.30
2/7/2020	606671	City of Spokane	1601	7,867.68
2/7/2020	606672	City of Spokane	1601	7,240.33
2/7/2020	606673	Comcast	1170	110.00
2/7/2020	606674	Comcast	1170	195.00
2/7/2020	606675	Comcast	1170	914.29
2/7/2020	606676	Occupational Health Centers of Washington PS	2313	99.00
2/7/2020	606677	Consolidated Irrigation	1177	22.00
2/7/2020	606678	CCGS Holdings Corp	1511	1,916.51
2/7/2020	606679	Cummins Inc	1027	2,387.28
2/7/2020	606680	The Whalley Glass Co	1028	2,140.00
2/7/2020	606681	Delta Dental of Washington	1726	56,263.75
2/7/2020	606682	Robert S Letson	2206	4,147.55
2/7/2020	606683	Fastenal Company	1249	58.77
2/7/2020	606684	The Fig Tree	2465	140.00
2/7/2020	606685	First Data Merchant Services Corporation	1257	2,674.96
2/7/2020	606686	Galls LLC	1271	1,967.98
2/7/2020	606687	The General Store	1956	23.09
2/7/2020	606688	Gillig LLC	1279	12,175.12
2/7/2020	606689	Glass Doctor	1308	228.69
2/7/2020	606690	Kaiser Foundation Health Plan of Washington	1296	41,701.85
2/7/2020	606691	LCD Exposition Services	1381	997.52
2/7/2020	606692	Les Schwab Tire Centers of Washington Inc	1393	1,869.38
2/7/2020	606693	Life Ins Co of N America	1397	15,599.73
2/7/2020	606694	M & L Supply Co Inc	1413	598.24
2/7/2020	606695	Mohawk Manufacturing & Supply Co	1011	1,118.91
2/7/2020	606696	Motion Auto Supply Inc	1012	368.02
2/7/2020	606697	Muncie Reclamation and Supply Co	1013	32.52
2/7/2020	606698	Genuine Parts Company	1014	212.56
2/7/2020	606699	The Aftermarket Parts Company LLC	1015	5,280.36
2/7/2020	606700	North 40 Outfitters	1102	73.50
2/7/2020	606701	Office Depot Inc	1483	826.94
2/7/2020	606702	Pacific Office Solutions	2288	634.12
2/7/2020	606703	Pacific Power Group LLC	1496	312.59
2/7/2020	606704	Paratransit Inc	1501	28,541.61
2/7/2020	606705	Premiera Blue Cross	1521	333,580.25
2/7/2020	606706	Quality Logo Products Inc	2450	773.55
2/7/2020	606707	Quik Stage Inc	1532	529.18
2/7/2020	606708	SBA Towers II LLC	1569	2,149.33
2/7/2020	606709	Spray Center Electronics Inc	1619	236.30
2/7/2020	606710	Standard Digital Print Co Inc	1623	609.84
2/7/2020	606711	Stoneway Electric Supply Co	1633	87.61
2/7/2020	606712	Symetra Life Insurance Company	1562	3,968.87
2/7/2020	606713	Trapeze Software Group	1669	299.20
2/7/2020	606714	URM Stores Inc	1677	119.28
2/7/2020	606715	Verizon Wireless LLC	1686	150.98
2/7/2020	606716	Washington State Dept of Labor and Industries	1208	71,810.28
2/7/2020	606717	Walter E Nelson Co	1721	365.26
2/7/2020	606718	WCP Solutions	1737	69.09
2/7/2020	606719	Wells Fargo Financial Leasing Inc	1735	690.43

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
2/7/2020	606720	Whites Boots Inc	1744	442.07
2/7/2020	606721	US Bank National Association	1698	14,192.10
2/11/2020	606722	Bacon Concrete Inc	2435	241,130.97
2/14/2020	606723	Inland Welding Supply Inc	1032	185.67
2/14/2020	606724	Access	2340	459.45
2/14/2020	606725	Francis Avenue Hardware	2279	633.99
2/14/2020	606726	CBS Reporting Inc	1035	1,004.50
2/14/2020	606727	AFSCME	1328	553.35
2/14/2020	606728	AFSCME	1328	134.00
2/14/2020	606729	AlSCO Inc	2196	135.07
2/14/2020	606730	Aluminum Entry Systems Inc	2409	1,071.90
2/14/2020	606731	Amazon Capital Services Inc	2098	1,610.43
2/14/2020	606732	Steven W Niles Jr	2276	214.54
2/14/2020	606733	Northwest Industrial Services LLC	1058	92.00
2/14/2020	606734	AMPD Entertainment LLC	2463	8,343.59
2/14/2020	606735	The Arc of Spokane	2361	1,864.78
2/14/2020	606736	Arctic Lighting & Electric LLC	2100	7,442.60
2/14/2020	606737	Arnett Industries LLC	2331	39.80
2/14/2020	606738	Aronson Security Group	1070	6,095.25
2/14/2020	606739	Amalg Transit Union #1015	1055	18,374.37
2/14/2020	606740	Amalg Transit Union #1598	1056	809.94
2/14/2020	606741	Appleway Chevrolet Inc	1068	190.67
2/14/2020	606742	Avista Corporation	1081	70,428.20
2/14/2020	606743	Avista Utilities Contract	1081	98,715.09
2/14/2020	606744	B & H Foto & Electronics Corp	1082	1,192.69
2/14/2020	606745	Battery Systems Inc	1089	1,616.04
2/14/2020	606746	Better Business Bureau	1100	1,955.00
2/14/2020	606747	Daniel H Brunner Trustee	1124	2,039.71
2/14/2020	606748	California Department of Child Support Services	1130	198.92
2/14/2020	606749	Calvary Spokane	1136	920.53
2/14/2020	606750	Camp Automotive Inc	1024	261.95
2/14/2020	606751	Carahsoft Technology Corporation	2187	1,878.53
2/14/2020	606752	Carquest Auto Parts	1025	1,221.21
2/14/2020	606753	CDW-Government	1132	3.06
2/14/2020	606754	Consolidated Electrical Distributors Inc	1133	285.42
2/14/2020	606755	QWEST Corporation	1148	1,108.55
2/14/2020	606756	Cerium Networks Inc	1149	630.18
2/14/2020	606757	Child Support Enforcement Agency	1825	392.30
2/14/2020	606758	City of Cheney - Utility	1158	311.57
2/14/2020	606759	City of Medical Lake	1424	74.32
2/14/2020	606760	City of Spokane	1601	2,600.00
2/14/2020	606761	City of Spokane	1601	685.41
2/14/2020	606762	Coffman Engineers Inc	1162	365.32
2/14/2020	606763	Compunet Inc	1166	91,721.60
2/14/2020	606764	Occupational Health Centers of Washington PS	2313	198.00
2/14/2020	606765	WA State Consolidated Technology Services	1712	175.36
2/14/2020	606766	FreeForm by Contract Resource Group	1178	4,425.70
2/14/2020	606767	Country Homes Christian Church	1183	125.00
2/14/2020	606768	Corporate Translation Services Inc	2158	13.46
2/14/2020	606769	Waterco of the Pacific North West Inc	2230	54.45
2/14/2020	606770	Cummins Inc	1027	20,957.21
2/14/2020	606771	Dean Davis Photography Inc	1963	1,280.00
2/14/2020	606772	Dell Marketing LP	1204	6,337.14
2/14/2020	606773	DeVries Business Records Management Inc	1766	240.00
2/14/2020	606774	Downtown Spokane Development Association	1217	3,675.00
2/14/2020	606775	Employee Advisory Council	1236	529.00
2/14/2020	606776	EasyKeys.com Inc	2415	15.25
2/14/2020	606777	El Jay Oil Co Inc	1003	1,822.01
2/14/2020	606778	Electrical Service Products Inc	1230	348.11
2/14/2020	606779	Fastenal Company	1249	1,948.66
2/14/2020	606780	FedEx	1808	139.66
2/14/2020	606781	Galls LLC	1271	324.46
2/14/2020	606782	Galls LLC	1271	1,548.62
2/14/2020	606783	Gard Communications Inc	1272	270.25

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
2/14/2020	606784	The General Store	1956	58.80
2/14/2020	606785	Gillig LLC	1279	22,001.47
2/14/2020	606786	Glass Doctor	1308	528.17
2/14/2020	606787	Goldenwest Mobility Inc	1006	52.27
2/14/2020	606788	GovernmentJobs.com Inc	2473	2,457.00
2/14/2020	606789	W.W. Grainger Inc	1285	3,511.73
2/14/2020	606790	H & H Business Systems	1298	1,154.65
2/14/2020	606791	HRA Veba Trust	1415	23,713.30
2/14/2020	606792	IBI Group	1336	8,179.46
2/14/2020	606793	John Hanke	1303	110.00
2/14/2020	606794	Kershaw's Inc	1374	192.65
2/14/2020	606795	LaRiviere Inc	2366	119,307.60
2/14/2020	606796	LaRiviere Inc	2366	452,771.84
2/14/2020	606797	Les Schwab Tire Centers of Washington Inc	1393	491.87
2/14/2020	606798	Liberty Lake Sewer and Water District	1396	120.95
2/14/2020	606799	Meltwater News US Inc	2175	3,267.00
2/14/2020	606800	Modern Electric Water Co Inc	1439	1,938.42
2/14/2020	606801	Mohawk Manufacturing & Supply Co	1011	1,706.80
2/14/2020	606802	Momar Inc	1441	957.23
2/14/2020	606803	Motion Auto Supply Inc	1012	94.73
2/14/2020	606804	MultiCare Health Systems	2453	1,607.00
2/14/2020	606805	Black Realty Management Inc	1658	28,551.70
2/14/2020	606806	Genuine Parts Company	1014	683.47
2/14/2020	606807	NAPA Auto Parts Inc	1014	2,292.29
2/14/2020	606808	The Aftermarket Parts Company LLC	1015	4,003.92
2/14/2020	606809	National Native American Construction Inc	2251	155,662.89
2/14/2020	606810	North 40 Outfitters	1102	65.33
2/14/2020	606811	North Coast Electric Company	1469	364.90
2/14/2020	606812	Northern Energy - 1790	1064	7.46
2/14/2020	606813	Office Depot Inc	1483	550.39
2/14/2020	606814	Darrin Truitt	900	19.58
2/14/2020	606815	Dwain Weems	900	6.47
2/14/2020	606816	Pacific Office Solutions	2288	826.44
2/14/2020	606817	Pacific Power Group LLC	1496	645.71
2/14/2020	606818	Power Machine Service Inc	1519	29.27
2/14/2020	606819	Professional Finishes	1526	3,215.76
2/14/2020	606820	Pure Filtration Products Inc	1531	296.44
2/14/2020	606821	Rae-Cor Distributing LLC	1533	1,541.44
2/14/2020	606822	Rehn & Associates	2395	131.00
2/14/2020	606823	Roadwise Inc	1546	12,920.52
2/14/2020	606824	S & A Systems Inc	2223	111.30
2/14/2020	606825	S T A - Well	1557	375.50
2/14/2020	606826	Safety Kleen Systems Inc	1564	228.90
2/14/2020	606827	Schetky Northwest Sales Inc	1570	90.08
2/14/2020	606828	Schindler Elevator Corporation	1930	1,353.85
2/14/2020	606829	Jeffrey S Sears	1573	87.12
2/14/2020	606830	Securitas Security Services USA Inc	1574	32,173.40
2/14/2020	606831	Society For Human Resource Management	1555	219.00
2/14/2020	606832	Six Robblees Inc	1017	2,346.02
2/14/2020	606833	Source Incorporated of Missouri	2074	1,158.95
2/14/2020	606834	Spokane County Treasurer	1603	1,442.30
2/14/2020	606835	Standard Digital Print Co Inc	1623	1,219.68
2/14/2020	606836	State of Arizona	1770	347.45
2/14/2020	606837	State of Arizona - Child Support Enforcement	1770	185.92
2/14/2020	606838	Summit Law Group PLLC	1637	5,229.00
2/14/2020	606839	Telemedia LLC	2356	8,950.00
2/14/2020	606840	Trans Machine Corporation	1019	173.00
2/14/2020	606841	Stephen Hirano	1665	115.00
2/14/2020	606842	Transportation Choices Coalition	1668	3,000.00
2/14/2020	606843	Trapeze Software Group	1669	85,904.72
2/14/2020	606844	Internal Revenue Service	1357	22.00
2/14/2020	606845	United Way of Spokane County	1684	238.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
2/14/2020	606846	Veracity Networks	2461	478.76
2/14/2020	606847	Verizon Wireless LLC	1686	9,011.62
2/14/2020	606848	Washington Highway Users Federation	1711	500.00
2/14/2020	606849	American Federation of State County 2 WA Council	1705	1,687.65
2/14/2020	606850	Walter E Nelson Co	1721	4,909.37
2/14/2020	606851	Waste Management Spokane	1702	356.84
2/14/2020	606852	Wendle Motors Incorporated	1021	316.39
2/14/2020	606853	Whitley Fuel LLC	2016	131,219.22
2/14/2020	606854	Whitworth Water District	1746	23.16
2/14/2020	606855	Washington State Transit Assoc	1715	32,000.00
2/20/2020	606856	Ash & Rowan Hardware LLC	2278	49.61
2/20/2020	606857	Aluminum Entry Systems Inc	2409	1,627.74
2/20/2020	606858	Amazon Capital Services Inc	2098	1,493.69
2/20/2020	606859	Aronson Security Group	1070	1,169.31
2/20/2020	606860	Budinger & Associates Inc	2149	3,759.94
2/20/2020	606861	Canon Financial Services Inc	1154	267.25
2/20/2020	606862	Carquest Auto Parts	1025	600.08
2/20/2020	606863	QWEST Corporation	1148	215.96
2/20/2020	606864	Cintas Corporation No 2	2383	910.28
2/20/2020	606865	City of Cheney	1158	90.00
2/20/2020	606866	Spokane Regional Clean Air Agency	1602	671.00
2/20/2020	606867	Coffman Engineers Inc	1162	29,954.46
2/20/2020	606868	Comcast	1170	139.56
2/20/2020	606869	Conseal Containers LLC	1176	347.40
2/20/2020	606870	Copiers Northwest Inc	2429	90.55
2/20/2020	606871	Cummins Inc	1027	25,567.63
2/20/2020	606872	DeVries Business Records Management Inc	1766	58.00
2/20/2020	606873	El Jay Oil Co Inc	1003	1,472.33
2/20/2020	606874	Fastenal Company	1249	513.69
2/20/2020	606875	SPX Corpration	1268	3,304.90
2/20/2020	606876	Gillig LLC	1279	1,585.49
2/20/2020	606877	H & H Business Systems	1298	370.64
2/20/2020	606878	H W Lochner Inc	1405	16,217.64
2/20/2020	606879	Hogan Mfg Inc	1008	985.34
2/20/2020	606880	Humanix Corp	1329	3,479.17
2/20/2020	606881	Kirk's Automotive Inc	1007	436.00
2/20/2020	606882	L&E Park LLC	2391	3,750.00
2/20/2020	606883	Loomis Armored US LLC	1408	5,938.40
2/20/2020	606884	McCarty's Sacro Ease	2406	1,192.08
2/20/2020	606885	Mohawk Manufacturing & Supply Co	1011	1,187.79
2/20/2020	606886	Muncie Reclamation and Supply Co	1013	89.82
2/20/2020	606887	Genuine Parts Company	1014	3,753.45
2/20/2020	606888	The Aftermarket Parts Company LLC	1015	1,023.46
2/20/2020	606889	CSWW Inc	1102	178.35
2/20/2020	606890	North 40 Outfitters	1102	238.69
2/20/2020	606891	Tammy Lynne Glidewell	1282	1,413.60
2/20/2020	606892	Office Relief Inc	1991	1,501.50
2/20/2020	606893	People 2.0 Global LP	2472	514.81
2/20/2020	606894	Multi Service Technology Solutions Inc	2146	342.46
2/20/2020	606895	Roadwise Inc	1546	5,972.13
2/20/2020	606896	Romaine Electric Corporation	1548	686.29
2/20/2020	606897	Safety Kleen Systems Inc	1564	2,273.60
2/20/2020	606898	Schetky Northwest Sales Inc	1570	330.25
2/20/2020	606899	Vanessa Bogensberger	1582	673.56
2/20/2020	606900	Six Robbles Inc	1017	537.54
2/20/2020	606901	Source Incorporated of Missouri	2074	1,537.67
2/20/2020	606902	Spokane County Environmental Services	1603	403.51
2/20/2020	606903	Spokane House of Hose Inc	1605	483.74
2/20/2020	606904	Sportworks Northwest Inc	1617	14,078.86
2/20/2020	606905	Trapeze Software Group	1669	47,150.44
2/20/2020	606906	Walter E Nelson Co	1721	4,078.61
2/20/2020	606907	Wells Fargo Financial Leasing Inc	1735	1,444.03
2/20/2020	606908	Wendle Motors Incorporated	1021	12.56
2/20/2020	606909	Westmatic Corporation	1742	5,966.97
2/20/2020	606910	Whites Boots Inc	1744	764.40
2/28/2020	606911	Ash & Rowan Hardware LLC	2278	41.35
2/28/2020	606912	AFSCME	1328	553.35

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
2/28/2020	606913	AFSCME	1328	134.00
2/28/2020	606914	Allied Envelope Printing & Graphics	1050	1,184.18
2/28/2020	606915	Alsco Inc	2196	44.98
2/28/2020	606916	Amazon Capital Services Inc	2098	762.27
2/28/2020	606917	Steven W Niles Jr	2276	21.78
2/28/2020	606918	Northwest Industrial Services LLC	1058	95.00
2/28/2020	606919	Northwest Center Services	2271	3,844.97
2/28/2020	606920	Amalg Transit Union #1015	1055	22,178.99
2/28/2020	606921	Amalg Transit Union #1598	1056	809.94
2/28/2020	606922	Amalgamated Transit Union	1057	319.03
2/28/2020	606923	Appleway Chevrolet Inc	1068	522.31
2/28/2020	606924	Avista Corporation	1081	5,086.02
2/28/2020	606925	Battery Systems Inc	1089	1,969.97
2/28/2020	606926	Blanchard Auto Electric Co	1109	1,114.19
2/28/2020	606927	The Braun Corporation	1117	181.87
2/28/2020	606928	Daniel H Brunner Trustee	1124	3,006.96
2/28/2020	606929	California Department of Child Support Services	1130	198.92
2/28/2020	606930	Canon Financial Services Inc	1154	267.25
2/28/2020	606931	Carquest Auto Parts	1025	823.28
2/28/2020	606932	Catholic Charities of Spokane	2418	2,423.09
2/28/2020	606933	CDW-Government	1132	3,181.71
2/28/2020	606934	Consolidated Electrical Distributors Inc	1133	913.80
2/28/2020	606935	QWEST Corporation	1148	444.47
2/28/2020	606936	QWEST Corporation	1148	125.30
2/28/2020	606937	Child Support Enforcement Agency	1825	392.30
2/28/2020	606938	City of Spokane	1601	204.44
2/28/2020	606939	COAST Transportation	2040	347.00
2/28/2020	606940	Coffman Engineers Inc	1162	2,308.32
2/28/2020	606941	Compunet Inc	1166	7,821.71
2/28/2020	606942	Copiers Northwest Inc	2429	211.70
2/28/2020	606943	Michael Hugh Maycumber	1179	2,014.65
2/28/2020	606944	Washington State Dept of Corrections	1708	892.98
2/28/2020	606945	Cummins Inc	1027	13,629.66
2/28/2020	606946	Displays2go	2342	69.60
2/28/2020	606947	Downtown Spokane Development Association	1217	1,082.00
2/28/2020	606948	DW Excavating Inc	2297	119,609.43
2/28/2020	606949	Employee Advisory Council	1236	535.00
2/28/2020	606950	El Jay Oil Co Inc	1003	2,944.66
2/28/2020	606951	Electrical Service Products Inc	1230	264.07
2/28/2020	606952	Evergreen Safety Council	1248	852.73
2/28/2020	606953	Fastenal Company	1249	736.34
2/28/2020	606954	Federal Express Corporation	1808	167.97
2/28/2020	606955	Francotyp-Postalia Inc	1878	3,000.00
2/28/2020	606956	Galls LLC	1271	504.23
2/28/2020	606957	Gard Communications Inc	1272	490.00
2/28/2020	606958	Gillig LLC	1279	23,278.96
2/28/2020	606959	Glass Doctor	1308	228.69
2/28/2020	606960	W.W. Grainger Inc	1285	212.53
2/28/2020	606961	H & H Business Systems	1298	48.71
2/28/2020	606962	Hogan Mfg Inc	1008	296.30
2/28/2020	606963	IR Specialty Foam LLC	1345	618.99
2/28/2020	606964	Kershaw's Inc	1374	230.87
2/28/2020	606965	Krueger Sheet Metal Co	2407	7,227.69
2/28/2020	606966	Les Schwab Tire Centers of Washington Inc	1393	2,224.67
2/28/2020	606967	Michael Boodel	1804	375.70
2/28/2020	606968	M & L Supply Co Inc	1413	173.12
2/28/2020	606969	Maintenance Solutions	1418	414.01
2/28/2020	606970	Car Wash Partners Inc	1436	25.60
2/28/2020	606971	Mohawk Manufacturing & Supply Co	1011	1,187.74
2/28/2020	606972	Muncie Reclamation and Supply Co	1013	370.04
2/28/2020	606973	Black Realty Management Inc	1658	7,944.01
2/28/2020	606974	Genuine Parts Company	1014	653.93
2/28/2020	606975	NAPA Auto Parts Inc	1014	3,663.66
2/28/2020	606976	The Aftermarket Parts Company LLC	1015	7,341.16
2/28/2020	606977	Nwestco LLC	1474	18,195.73
2/28/2020	606978	Office Depot Inc	1483	451.60
2/28/2020	606979	Pacific Office Solutions	2288	187.13
2/28/2020	606980	Paratransit Inc	1501	32,004.04

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
2/28/2020	606981	People 2.0 Global LP	2472	2,402.45
2/28/2020	606982	Office Tavern of Spokane Inc	1539	4,865.39
2/28/2020	606983	Multi Service Technology Solutions Inc	2146	360.98
2/28/2020	606984	Romaine Electric Corporation	1548	686.29
2/28/2020	606985	S T A - Well	1557	386.50
2/28/2020	606986	Schetky Northwest Sales Inc	1570	275.97
2/28/2020	606987	Vanessa Bogensberger	1582	2,067.31
2/28/2020	606988	Six Robblees Inc	1017	2,481.02
2/28/2020	606989	Special Mobility Services	2122	4,580.10
2/28/2020	606990	Spokane Public Facilities District	1941	7,574.00
2/28/2020	606991	Spokane House of Hose Inc	1605	623.19
2/28/2020	606992	Spokesman Review	1616	200.20
2/28/2020	606993	Sportworks Northwest Inc	1617	17,634.15
2/28/2020	606994	Square Peg Multimedia LLC	2468	125.00
2/28/2020	606995	STA Operations	1556	449.29
2/28/2020	606996	Standard Digital Print Co Inc	1623	1,004.58
2/28/2020	606997	Staples Business Credit	1627	265.18
2/28/2020	606998	State of Arizona	1770	347.45
2/28/2020	606999	State of Arizona - Child Support Enforcement	1770	185.92
2/28/2020	607000	Stoneway Electric Supply Co	1633	221.48
2/28/2020	607001	Summit Rehabilitation Associates PLLC	1638	481.00
2/28/2020	607002	Terminal Supply Inc	1648	239.58
2/28/2020	607003	The Engraver Inc	1242	156.27
2/28/2020	607004	Thermo King Northwest	1650	868.50
2/28/2020	607005	Titan Truck Equipment Inc	1655	329.64
2/28/2020	607006	TrendSource Inc	1671	2,582.08
2/28/2020	607007	United Way of Spokane County	1684	213.00
2/28/2020	607008	URM Stores Inc	1677	10.85
2/28/2020	607009	US Bank	1678	33,926.58
2/28/2020	607010	VarspeX Inc	2197	193.20
2/28/2020	607011	American Federation of State County 2 WA Council	1705	1,674.16
2/28/2020	607012	Linda M Polley	1731	2,371.19
2/28/2020	607013	West Central Community Development Association	2262	875.00
2/28/2020	607014	Wells Fargo Financial Leasing Inc	1735	147.02
2/28/2020	607015	Nova Verta USA	2368	478.11
2/28/2020	607016	Washington State Transit Assoc	1715	140.00
2/28/2020	607017	Verizon	2142	8,862.73
2/28/2020	607018	Zayo Group LLC	2321	13,779.10
TOTAL FEBRUARY ACCOUNTS PAYABLE				3,089,766.18
2/1/2020-2/29/2020	ACH	WORKER'S COMPENSATION	2286	104,214.83
TOTAL FEBRUARY WORKER'S COMPENSATION DISBURSEMENTS				104,214.83
2/14/2020	726565-726599	PAYROLL AND TAXES PR 04,2020	VARIES	2,187,942.28
2/28/2020	726600-726628	PAYROLL AND TAXES PR 05,2020	VARIES	1,356,129.33
TOTAL FEBRUARY PAYROLL AND TAXES				3,544,071.61
2/24/2020	ACH	WA STATE - DOR (USE TAX)	1767	10,180.06
TOTAL FEBRUARY EXCISE TAX DISBURSEMENT				10,180.06
TOTAL FEBRUARY DISBURSEMENTS FROM TO1 ACCOUNTS				6,748,232.68
TOTAL FEBRUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL FEBRUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS				6,748,232.68

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7C: AMENDED 2020 SPOKANE POLICE DEPARTMENT (SPD)
INTERLOCAL AGREEMENT

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

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

SUMMARY: Staff provided copies of the amended 2020 Spokane Police Department Interlocal Agreement.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the amended agreement as presented.

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

RECOMMENDATION TO THE BOARD: Recommend the Board approve, by motion, the amended agreement as presented.

FINAL REVIEW FOR BOARD BY:

Division Head *NW/a*

Chief Executive Officer *BSM*

Legal Counsel *LM*

FIRST AMENDED INTERLOCAL AGREEMENT

FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES AND STA SPECIAL COMMISSIONS AND TRAINING

This Interlocal Agreement ("Agreement") is between the City of Spokane ("City"), a Washington State municipal corporation, and the Spokane Transit Authority ("STA"), a Washington State municipal corporation and special purpose district; individually referred to as "Party" and jointly referred to as the "Parties".

WHEREAS, STA and the Spokane Police Department ("SPD") have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to increase the availability and visibility of SPD officers at STA's downtown transit center, located at 701 W. Riverside Avenue, Spokane, WA ("The Plaza"); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Transit Officers ("STA Officers") with SPD special commissions located in and around The Plaza helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided at The Plaza and to assist in furthering law enforcement efforts in the areas immediately surrounding The Plaza; and

WHEREAS, Chapter 10.93 RCW, Washington Mutual Aid Peace Officers Powers Act, establishes the nature and scope of the authorization of and powers granted to specially commissioned officers by SPD and STA Officers are recipients of such special commissions from SPD; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

WHEREAS, the City and STA ~~previously desire to~~ set forth the scope of funding, police services, special commissions and training requirements and opportunities to be provided in furtherance of the Parties' mutual desire to provide for a law enforcement presence in and around The Plaza, -pursuant to the Interlocal Agreement for Spokane Police Department Plaza Police Services and STA Special Commissions and Training dated December 4, 2019, STA contract no. 2019-10431 ("Interlocal"); and

WHEREAS, STA and SPD desire to amend the Interlocal to authorize SPD's use of up to nine (9) additional parking spaces in The Plaza solely for use by law enforcement patrol vehicles assigned to or servicing a new SPD downtown precinct located at 710 W. Riverside Ave., Spokane, WA.

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSES. The purposes of this Agreement are to:

- A. enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to jointly facilitate law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza; and
- B. provide STA Officers with required certifications and recertification for SPD special commissions and control device training and certification; and
- C. provide STA Officers with additional law enforcement training opportunities as available and desired, under the following terms and conditions:

i. SPD Officers. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1.C.iv below. An SPD officer will be assigned to and based out of The Plaza for eight hours during the hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer's shift will be mutually agreed upon by the SPD Downtown Precinct Captain and STA and are subject to change pending agreement by both parties.

ii. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD.

iii. Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer, a parking space for one SPD vehicle in the STA garage.

iv. Additional Parking Spaces. Upon commencement of the operations of the SPD downtown precinct located at 710 W. Riverside Ave., Spokane, WA. STA shall provide up to nine (9) additional parking spaces for SPD patrol vehicles. Provision of the additional parking spaces is contingent upon the continued operation of the SPD downtown precinct at 710 W. Riverside Ave., Spokane, WA. ~~707 W Main Avenue, Spokane, WA.~~

v. Plaza Service Area. The Plaza Service Area is defined as: The Plaza, located at 701 West Riverside Avenue, the STA boarding zones surrounding The Plaza, including boarding/alighting zones located in the 600, 700 and 800 blocks of Riverside and Sprague Avenues, and on Post Street and Wall Street between Riverside and Sprague Avenues or at other locations as mutually agreed upon in writing by both Parties.

vi. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.

vii. Duty to City. The SPD Officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The parties acknowledge that SPD Officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.

viii. Communication. STA Officers shall have direct communication with the SPD's downtown precinct. SPD shall respond to such calls in accordance with precinct priorities.

2. MANDATORY CERTIFICATION AND TRAINING OF STA OFFICERS.

Formatted: Font color: Auto

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Underline

- A. Special Police Officer Training Certification. The SPD shall provide initial and annual Special Police Officer Training ("SPOT") to STA Officers at no additional cost to STA. Successful completion of the 40-hour SPOT course is mandatory for all STA Officers prior to initially entering service as a SPD "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5). To maintain certification as a SPD special commission officer, STA Officers are required to attend the 8-hour SPOT recertification course offered by the SPD each calendar year. Upon issuance of a SPD special commission, STA Officers shall be authorized to enforce provisions of the Spokane Municipal Code (SMC) as set forth on Exhibit A attached hereto and incorporated herein.
- B. Control Device Certification. The SPD will provide STA Officers initial certification and annual recertification training in baton and oleoresin capicum (OC) control devices. STA Officers are required to successfully complete this training and attend annual recertification training in order to carry and deploy these control devices. No other control devices may be used by STA Officers.
- C. Crisis Intervention Training. The SPD shall provide a 40-hour Crisis Intervention Training course for at least two (2) STA Officers each calendar year.
3. TERM. This Agreement shall commence January 1, 2020, and continue through December 31, 2020, unless terminated earlier in accordance with Section 10 herein.
4. COMPENSATION. STA shall pay the City a fee of \$117,800 and 00/100 dollars as full compensation for everything furnished and performed under this Agreement. The parties acknowledge that the City is currently in the process of negotiating its collective bargaining agreement with the labor organization representing its law enforcement officers and agree to reassess compensation of this Agreement upon settlement of the collective bargaining agreement.
5. PAYMENT. The City shall submit monthly applications for payment addressed to the address specified in Section 7 herein. Payment to the City will be made by check within twenty (20) days of receipt of invoice to the remittance address specified in Section 7 herein.
6. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Nancy Williams Director, Human Resources Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: nwilliams@spokanetransit.com P: (509) 325-6081

7. NOTICES. All notices, requests, claims, demands and other communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by registered or certified mail,

postage prepaid, return receipt requested; or (3) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) upon receipt after dispatch by registered or certified mail, postage prepaid; or (3) upon confirmation of receipt when transmitted by facsimile or a read receipt when transmitted by email.

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Robert West Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: rwest@spokanetransit.com P: (509) 325-6000 F: (509) 325-6036
Remittance Address: Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable: Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

8. **INSURANCE.** During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):

A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.

B. STA shall maintain:

- i. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
- ii. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- iii. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.

- C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

9. INDEMNIFICATION.

- A. In addition to the duties of a commissioning agency under Ch. 10.93 RCW, the City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents or as provided by Ch. 10.93 RCW. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

10. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 7 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.

11. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.

12. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

13. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.

14. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.

15. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.

16. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

17. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
18. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
19. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
20. RCW 39.34 REQUIRED CLAUSES.
- A. Purpose. See Section 1 above.
 - B. Duration. See Section 3 above.
 - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
 - D. Responsibilities of the Parties. See provisions above.
 - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
 - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
 - G. Termination. See Section 10 above.
 - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

21. SIGNATURES. The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

City of Spokane

Spokane Transit Authority

By: ~~David Condon~~ Nadine Woodward
Title: Mayor
Date: _____

By: E. Susan Meyer
Title: Chief Executive Officer
Date: _____

By: Craig Meidl
Title: Chief of Police
Date: _____

Attest:

Attest:

By: Terri Pfister
Title: City Clerk
Date: _____

By: Dana Infalt
Title: Clerk of the Authority
Date: _____

Approved as to form:

Approved as to form:

By: Michael Ormsby
Title: City Attorney
Date: _____

By: Laura McAloon
Title: STA Attorney
Date: _____

EXHIBIT A

STA TRANSIT OFFICERS AUTHORITY

Offenses related to safety and sanitation	SMC/INFR	10.03.100
Possession Of Stolen Property 3rd degree	SMC	10.05.064
Theft	SMC	10.05.100
Urinating In Public	SMC	10.06.015
Lewd Conduct	SMC	10.06.020
Making a False/ Misleading Statement to a Public Servant; False Reporting.	SMC	10.07.020.A
Obstructing A Law Enforcement Officer	SMC	10.07.032
Resisting Arrest	SMC	10.07.034
Unlawful Discharge Of A Laser (Adult - Criminal)	SMC	10.07.142
Unlawful Discharge Of A Laser (Juvenile-Civil)	SMC	10.07.144
Littering less than or equal to 1 cu ft. Side Walk	SMC/INFR	10.08.010.C.E1
Littering more than 1 CU FT Side Walk	SMC/INFR	10.08.010.C.E2
Providing Tobacco To A Minor	SMC	10.08.050
MIP Tobacco	SMC/INFR	10.08.055
Littering Lit Tobacco Products	SMC/INFR	10.08.112.D
Open/Consume Alcohol In A Public Place	SMC/INFR	10.08.200
MIP/Consuming Liquor Possess, Consume, or otherwise acquire.	SMC	10.08.210.A.1
MIP/Consuming Liquor Public Place or Motor Vehicle exhibiting effects	SMC	10.08.210.A.2
Disorderly Conduct	SMC	10.10.020
Pedestrian Interference	SMC	10.10.025
Sit And Lie On Sidewalk In Retail Zone	SMC	10.10.026
Regulation Of Solicitation	SMC	10.10.027
Unlawful Bus Conduct	SMC	10.10.100
Assault	RCW	9A.36.041
Dangerous Weapons	RCW	9.41.250
Weapons Apparently Capable of Producing Bodily Harm--Unlawful Carrying or Handling	RCW	9.41.270
Criminal Trespass 1st	SMC	10.12.050.A
Criminal Trespass 2nd	SMC	10.12.050.C
Malicious Mischief Personal Property	SMC	10.12.020.A.1
Malicious Mischief Graffiti	SMC	10.12.020.A.2
Minor Possessing MJ	SMC	10.15.100
Open Possession/Consumption Of MJ	SMC/INFR	10.15.220
DOL auto reg. "when associated with investigations with report number." Commissioning authority only resides on the property of commissioned and county has not restricted what we can write for. To include buses, bus stops and park and ride lots. All minors are written under the RCW.		

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7D : ADOPT 2020 DRAFT TITLE VI PROGRAM

REFERRAL COMMITTEE: Planning and Development (*Grover*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Gordon Howell, Principal Transit Planner
Emily Arneson, Ombudsman and Accessibility Officer

SUMMARY: Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Along with Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 30, 2020, when the current program expires. Each element in the program fulfills specific FTA requirements.

The program includes a discussion of fare and service changes over the last three years (2017, 2018, and 2019), demographic analysis of minority and low-income populations, the public outreach process used to assist protected populations, and updating the Limited English Proficiency (LEP) plan. In addition, the program requires Board consideration and approval of the major service change policy, disparate impact policy and disproportionate burden policy, Fixed-route System-wide Service Standards and Policies, and the results from the monitoring results.

A public hearing regarding the Title VI Program was held on February 20, 2020 at the Board of Directors meeting. No one offered testimony at the hearing.

No substantive changes have been made to the draft program since the public hearing. The draft 2020 Title VI Program including the Limited English Proficiency Analysis & Language Assistance Plan which is an attachment of the program can be found at the following link:

<https://www.spokanetransit.com/about-sta/title-vi-non-discrimination-policy>

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors approve by resolution the 2020 Title VI Program as presented.

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

RECOMMENDATION TO BOARD: By resolution, approve the recommended 2020 Title VI Program.

FINAL REVIEW FOR BOARD BY:

Division Head KO/de Chief Executive Officer BSM Legal Counsel LM

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2020 TITLE VI PROGRAM; AND
OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, Section 601 of the Civil Rights Act of 1964 states: *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"*; and,

WHEREAS, Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color or national origin; and,

WHEREAS, Executive Order 12898 requires agencies to identify and address effects of its programs, policies, and activities on minorities and low-income populations; and,

WHEREAS, the Federal Transit Administration (FTA) Circular FTA C 4702.1B, requires the Spokane Transit Board of Directors to adopt a Title VI Program and to update said program every three years; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on its Title VI program on February 20, 2020; and,

WHEREAS, the STA Board of Directors considered and approved the major service change policy, disparate impact policy and disproportionate burden policy; and,

WHEREAS, the STA Board of Directors considered and approved the Fixed-route System-wide Service Standards and Policies, and the results from the monitoring results.

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

Section 1. The STA Board of Directors hereby adopts the 2020 Title VI Program attached hereto as Exhibit 'A' and incorporated herein by reference.

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2020 Title VI program.

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

ADOPTED by STA at a meeting thereof held on the 19th day of March 2020.

ATTEST:

Dana Infalt, Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

Al French, STA Board Chair

Approved as to form:

Laura McAloon, Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7E : CITY LINE: AWARD OF CONTRACT OF COMMUNICATIONS PROVIDER(S)

REFERRAL COMMITTEE: Planning and Development (*Grover*)

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

SUMMARY: The passenger amenities at City Line stations will include the following technology components: security cameras, real-time information sign and passenger information monitors. A fast and reliable internet connection at each station is necessary to upload passenger information content as well as download security data. This data service must be fast, reliable and provide the ability to expand services in the future as ridership increases and communication needs evolve. After evaluating several options with the help of our design consultant, STA staff have concluded that either an optical fiber or Private LAN network is the optimal solution. Two potential providers with these services have been identified in the Spokane area. Therefore, a Request for Proposals (RFP) was deemed necessary to procure this service at a fair and reasonable price.

The scope of work for this contract includes the provision of internet service to each City Line Station. The major requirements of the RFP are as follows:

- Construction to bring the fiber infrastructure to a maximum of 33 City Line stations.
- Construction to bring the fiber infrastructure to the Boone Administration/Maintenance facility.
- A minimum upload and download speed of 1 Gbps with the ability to accommodate future expansion and bandwidth increases.
- All maintenance and repair of physical fiber to be done by provider.

On June 5, 2019, the Planning and Development Committee approved the Scope of Work (SOW) for Central City Line Telecommunications Infrastructure pursuant to STA procurement policies and authorized staff to release a Request for Proposals (RFP).

The Scope of Work and RFP were advertised and issued to twelve (12) potential service providers on November 26, 2019. 0000Amendments No. 1 and No. 2 were issued on December 17, 2019 and January 9, 2020, respectively. Proposals were due by January 24, 2020. STA received two (2) responses from the following proposers: Zayo and Comcast. However, Comcast was deemed non-responsive because they took exception to the entire RFP at the end of their proposal even though it was clearly stated in the RFP that is not acceptable.

An evaluation committee composed of Angie Fitchner, Nick Hanson, Ben Liebhaber, John Rockwell, Don Skillingstad, and Kimberly Smallwood (as a non-voting member) reviewed the single responsible and responsive proposal. The qualifications of the service provider were scored based on the following criteria:

- Qualifications and Relevant Experience (10 points)
- References (10 points)
- Project Management and Customer Service (5 points)
- Proposed Network Solution (40 points)
- Warranty, Maintenance and Service Level Agreement (10 points)
- Price Proposal (25 points)

Based on independent scoring of the written materials, the committee reached the following composite scores (based on a maximum score of 100 points):

Provider	Average Score
Zayo	81.33

Zayo was determined to be a qualified service provider by the evaluation committee. Because they were the only proposal, an internal cost analysis was performed. Based on multiple quotes received for the same services, Zayo's proposal was deemed fair and reasonable. Additionally, they were able to meet all the technical requirements per the RFP.

A comparison between the proposed price and the Independent Cost Estimate is provided below. Because Zayo was deemed to be the only responsive and responsible proposer, a Cost Analysis was performed. These prices were deemed to be fair and reasonable.

Description	Proposal	Independent Cost Estimate
Initial Construction	\$610,078	\$1,300,000
Monthly Recurring	\$16,500	\$17,000

The total for a 10-year contract, assuming a maximum annual rate increase of 4% per Zayo's sample agreement, would be \$2,987,287.

This pricing represents that maximum costs for implementation. The Monthly Recurring cost is subject to an annual increase for which the allowable rate will be negotiated. The RFP was structured to allow for a-la-carte pricing allowing STA to pick and choose which locations to provide service based on cost. STA has the option to choose to provide fiber at some stations while using a cellular connection at others to save on costs while maintaining the necessary level of service. The final pricing and number of stations will be negotiated with Zayo to serve the best interests of STA.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize contract negotiations between STA and Zayo for the Central City Line Station Communications Service Network as published November 26, 2019, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

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

RECOMMENDATION TO BOARD: By motion, approve the recommended contract negotiations between STA and Zayo for the Central City Line Station Communications Service Network as published November 26, 2019, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

FINAL REVIEW FOR BOARD BY:

Division Head KOT/de Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 7F: CITY LINE TEMPORARY CONSTRUCTION EASEMENTS AND RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Dan Wells, Deputy Director of Capital Development

SUMMARY: The City Line project will require the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvement projects. STA has been in contact with all of the property owners regarding these acquisitions and easements, and all are willing partners.

On May 16, 2019, the STA Board of Directors approved Resolution 770-19, which established the public use and necessity of acquiring all parcels and easements for the Central City Line and expressed the Board's intent to take all steps necessary to complete such acquisitions. Attached are three (3) temporary construction easements (TCEs) and one (1) property acquisition for Committee consideration and recommendation. Funding for the easements and property acquisition will be provided by the City Line project budget.

The first TCE is located at the northwest corner of the intersection of Cincinnati Street and Sharp Avenue near the Gonzaga University campus, site of a future roundabout to be constructed by the project. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.0213. The current use of the property is single family residential. In order to construct the future roundabout at this location, an easement of approximately 1,300 square feet is necessary. The easement area consists of a small grass strip, driveway and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$3,300. Gonzaga believed the offer to be low and responded with a counteroffer of \$4,092.61. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$4,092.61.**

The second TCE is located at the southwest corner of Cincinnati Street and Sharp Avenue near the Gonzaga University campus. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2401. The current use of the property is single family residential. In order to construct the future roundabout at this location, an easement of approximately 1,150 square feet is necessary. The easement area consists of a small grass strip and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$3,500. Gonzaga believed the offer to be low and responded with a counteroffer of \$3,620.37. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$3,620.37.**

The third TCE is located at the northeast corner of Cincinnati Street and Desmet Avenue on the Gonzaga University campus at the Boone Avenue Retail Center (BARC). The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2219. The current use of the property is commercial/parking garage. In order to construct future street improvements, drainage facilities and

stations at this location, an easement of approximately 7,798 square feet is necessary. The easement area consists of a grass swale, landscape area, and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$18,307.54. Gonzaga believed the offer to be low and responded with a counteroffer of \$24,548.04. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$24,548.04.**

The property acquisition is of real estate located at the northeast corner of Cincinnati Street and Desmet Avenue on the Gonzaga University campus at the Boone Avenue Retail Center. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2219. The current use of the property is commercial/parking garage. In order to construct the future street improvements, drainage facilities, and stations at this location, the acquisition of approximately 1,802 square feet is necessary. The acquisition area consists of a grass swale, landscape area, and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$54,292.00. Gonzaga believed the offer to be low and responded with a counteroffer of \$68,366.30. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$68,366.30.**

RECOMMENDATION TO COMMITTEE: Four (4) separate recommendations are provided.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.0213 at the northwest corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and the Spokane Transit Authority for \$4,092.61, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.2401 at the southwest corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$3,620.37, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.2219 at the northeast corner of Cincinnati Street and Desmet Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$24,548.04, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the property acquisition of 1,802 square feet of parcel no. 35171.2219 at the northeast corner of Cincinnati Street and Desmet Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$68,366.30, and authorize the CEO to execute the acquisition on behalf of Spokane Transit Authority.

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

RECOMMENDATION TO THE BOARD: By motion, authorize the CEO to execute all documents necessary to acquire the property and Temporary Construction Easements noted above for the amounts agreed upon by The Corporation of Gonzaga University and Spokane Transit Authority.

FINAL REVIEW FOR BOARD BY:

Division Head KD/de

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 10A : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: Al French, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 11A : PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Planning & Development (*Grover*)

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 12A : PERFORMANCE MONITORING AND EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

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

SUBMITTED BY: Lori Kinnear, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 12Ai : YEAR END 2019 PERFORMANCE MEASURES

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

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: A full set of the 2019 Year End Performance Measures are posted to the STA website at <https://www.spokanetransit.com/about-sta/mission-priorities-performance-measures>. Staff will be prepared to address any questions about any measure. The following is a summary of significant measures that are of interest or that the Committee has provided guidance for staff to highlight on a routine basis.

Ensure Safety

Preventable Accident Rate

- At 0.06, Fixed Route exceeded STA's standard of 0.08 preventable accidents per 10,000 miles. This rate is better than most American Bus Benchmark Group (ABBG) members. Another key indicator is the severity, and most of STA's preventable accidents for 2019 were relatively minor, with 31 of 38 total accidents categorized in the lowest categories of damage with no injuries.
- At 0.13, Paratransit did not meet STA's standard of 0.10 preventable accidents per 10,000 miles. For perspective, a goal of 0.10 is significantly lower than the ABBG average of 0.14 per 10,000 miles.
 - Preventable accidents increased in 2019 (18 vs 12 in 2018), but the severity decreased significantly.
 - There was a total of \$16.6K incurred cost on the 10 claims filed on the 18 preventable accidents in 2019. Compared to \$25.1K incurred cost in 2018 and \$87K in 2017.
 - Half (9) of the preventable collisions were \$0 events and the other half were less than \$2500.
 - Half (9) of the preventable collisions occurred while backing in congested areas (apartment complexes).
 - Backing mitigation techniques continue to be included in Advanced Training and backup cameras are planned for future vehicle purchases.

Earn and Retain the Community's Trust

Ridership

Ridership for Fixed Route ended the year with a 1.0% decrease compared to ridership in 2018. Fixed Route provided 9,971,798 rides in 2019 vs. 10,069,599 in 2018. All of the decrease occurred with non-revenue trips (transfers, short fares, etc).

- Revenue trips in 2019 were up 0.3% over 2018 (+27,436). Reduced ridership from monthly passes (-196,093 trips) were offset by increased use of Day Passes (+126,345), 7 Day Pass (+28,606) and City of Spokane Summer Youth Program (+132,996). Similarly, a reduction of EWU Eagle Pass ridership (-30,162) was offset by an increase in the Kendall Yards program (+33,057). The migration of monthly pass use to 7 Day and Day Passes has been consistent since the last fare increase.

- The largest decrease in non-revenue trips was with riders who use a 2 Hour Pass to transfer from one route to another to complete their trip (-42,511). There was a similar decrease in “ride through” trips (-32,958). Ride throughs are trips where a rider stays on the same bus as that bus changes to serve another route. The creation of Rt 4 Monroe-Regal eliminated many ride through trip counts. The reduction of transfers and ride throughs is a symptom of better service. It indicates passengers are meeting their trip demands without a need to transfer.

STA’s goal in Paratransit is to manage growth and incur no more than a 1.5% increase over the 2018 ridership level. At year end, Paratransit ridership was down 7.1% compared to 2018 (442,186 vs. 476,020).

- Although managing Paratransit demand is a long-standing objective, this drop in ridership (-33,834 trips) raised some concerns. Staff conducted an analysis to validate that we continue to meet the community’s needs. A summary of this analysis is bulletized below:
 - Approximately 26% (-8,818) of the reduction was in the Special Use Vanpool (SUV) program. SUV partner agencies reported various reasons from lack of drivers, to reduced opportunities for clients to engage in work or recreation activities to account for their decline in ridership.
 - Partner agencies also reported reduced work opportunities for their clients. These daily work activities generate high numbers of trips. For instance, just one worksite’s reduced demand accounted for nearly 6% of Paratransit’s overall reduced ridership.
 - Our previous contractor’s challenge to meet peak Sunday demands during church hours in 2018 seems to have had a legacy effect. This rider population likely started to use fellow church members to provide trips to Sunday services. This pattern continued through 2019 even after the Sunday peak demand challenge had been addressed.

Vanpool ridership decreased in 2019 by 1.4% (155,262 vs. 157,433 in 2018). STA’s goal was to increase ridership by 1.0% this year

- It appears the several-year decline in vanpool participants has leveled out. The number of vans remained consistent at approximately 76 throughout the first three quarters. In the fourth quarter, the number of vans increased to 80. The number of participants per van remains lower (average 7.0) than it was during the peak ridership years of the program (average 8.7).

Passengers per Revenue Hour (PPRH).

Fixed Route PPRH was 22.39

- This is below the goal of 25. As STA introduces new service and extends service hours on late nights and weekends, staff expects that PPRH will be moderated somewhat until that new service fully matures in 2 to 3 years. Staff anticipates as ridership grows with the new service, PPRH will increase back above goal. Of Washington State transit agencies, STA remains second only to King County Metro on this metric. It should be noted that STA’s cost per revenue hour of service declined compared to 2018 due to costs increasing at a lower rate than our increased hours of service.

Paratransit PPRH was 2.69

- This is short of the goal of 2.8 PPRH. The PPRH goal is a very aspirational goal; in comparison to other regional Paratransit operations, performance goals of 2.5 are common. It is also important to note that there is an inverse relationship between PPRH and on-time performance. When we increase hours of service to improve on-time performance it decreases PPRH.

Provide Excellent Customer Service

Professional and Courteous

- The company-wide average for “professional and courteous” rating exceeded the goal of a 4.5 average (on a 5-point scale) from customer observations in our Quality Counts! Survey program. STA’s overall average was 4.82.

On Time Performance (OTP)

- At 93.0% OTP, Fixed Route met STA’s goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the departure time at scheduled stops).
- At 92.4% OTP, Paratransit OTP came in just below the goal of 93% set for 2019. Similar to other goals, a 93% on-time performance rate is an aspirational goal. The American Bus Bench Group (ABBG) average is slightly above 80%. STA was in the top 5 performers in the ABBG in 2018, the most recent published results available. Staff have implemented a number of scheduling and dispatching changes that have shown positive results over the last several months.

Enable Organizational Success

Operator Ride Checks

- Fixed Route and Paratransit both met the goal of 100% successful ride checks for all active coach and van operators.

Exemplify Financial Stewardship

Cost per Passenger

- Fixed Route and Paratransit both far surpassed STA’s goal to keep the cost per passenger at 95% of the average cost of the urban systems in Washington State.
 - Fixed Route cost per passenger was \$5.57. This is 63.1% of the urban systems’ average.
 - Paratransit cost per passenger was \$33.41. This is 57.7% of the urban systems’ average.

Cost Recovery from User Fees (Farebox Recovery)

Fixed Route YTD farebox recovery is down to 17.8%, well below the goal of 20%. This represents an increase over 2018 which was 17.0%. An increase in revenue ridership is needed to further improve this metric.

Paratransit farebox recovery is at 5.4% which is above the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 12Aii : 2019 UNAUDITED YEAR-END FINANCIAL REPORT

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Attached are the 2019 unaudited year-end financial results.

- Annual revenues exceeded budget by \$16.4 million.
- Annual operating expenses were \$8.6 million below budget. Fuel expenses comprised \$2.2 million of this difference.
- Due to the timing of projects, approximately \$31.1 million of the adopted capital budget remained unexpended in 2019. The majority of this was incorporated into the 2020 capital budget.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT
CAPITAL BUDGET STATUS, Including Cooperative Projects
DECEMBER 31, 2019

Capital Projects	State Funding	Federal Funding	Local Funding	2019 Budget Total	Expensed to Date	Remaining Balance
Revenue Vehicles						
Fixed Route Coaches (Diesel-Expansion)			\$3,016,248	\$3,016,248	\$3,059,550	(\$43,302)
Paratransit Vans (Replacement)		\$1,315,232	1,284,768	2,600,000	2,614,539	(14,539)
Vanpool Vans (Replacement)			387,161	387,161	385,936	1,225
Vanpool Vans (Expansion)	\$225,257		56,314	281,571	-	281,571
Total Revenue Vehicles	\$225,257	\$1,315,232	\$4,744,491	\$6,284,980	6,060,025	\$224,955
Non-Revenue Vehicles						
Service Trucks-Shelters			\$90,000	\$90,000	\$75,676	\$14,324
Service Vehicles			90,000	90,000	102,979	(12,979)
Facilities Service/Dump Truck			51,000	51,000	62,773	(11,773)
Total Non-Revenue Vehicles	\$0	\$0	\$231,000	\$231,000	\$241,428	(\$10,428)
Facilities - Maintenance and Administration						
Boone - Facility Master Plan Program			\$5,418,506	\$5,418,506	\$1,290,116	\$4,128,390
Boone - Preservation and Improvements			560,000	560,000	44,127	515,873
Fleck Center - Preservation and Improvements			995,000	995,000	450,203	544,797
Miscellaneous Equipment and Fixtures			101,750	101,750	147,430	(45,680)
Total Facilities - Maintenance and Administration	\$0	\$0	\$7,075,256	\$7,075,256	\$1,931,876	\$5,143,380
Facilities - Passenger and Operational						
Park and Ride Upgrades			\$225,000	\$225,000	\$0	\$225,000
Plaza Preservation and Improvements			226,000	226,000	337,543	(111,543)
Route and Stop Facility Improvements	\$200,000	\$200,000	1,280,000	1,680,000	18,389	1,661,611
Route and Stop Facility Improvements Co-op					491,195	(491,195)
Upriver Transit Center	2,694,410		1,796,274	4,490,684	2,065,231	2,425,453
Upriver Transit Center Co-op					1,788,745	(1,788,745)
SFCC Transit Center	1,876,000		737,000	2,613,000	897,244	1,715,756
SFCC Transit Center Co-op					1,614,357	(1,614,357)
Total Facilities - Passenger and Operational	\$4,770,410	\$200,000	\$4,264,274	\$9,234,684	\$7,212,703	\$2,021,981
Technology Projects						
Business Systems Replacement			\$300,000	\$300,000	\$0	\$300,000
Communications Technology Upgrades			850,000	850,000	340,115	509,885
Computer Equipment Preservation and Upgrades			150,000	150,000	112,208	37,792
Fare Collection and Sales Technology		\$498,493	2,861,507	3,360,000	124,867	3,235,133
Operating and Customer Service Software			295,000	295,000	-	295,000
Security and Access Technology			4,071,500	4,071,500	-	4,071,500
Smart Bus Implementation-Fiber Communications			141,773	141,773	93,473	48,300
Capital Program Management Software			180,000	180,000	-	180,000
Total Technology Projects	\$0	\$498,493	\$8,849,780	\$9,348,273	\$670,663	\$8,677,610
High Performance Transit						
Central City Line	\$9,241,636	\$6,453,500	\$0	\$15,695,136	\$2,741,015	\$12,954,121
HPT Implementation - Incremental HPT Investments	70,000	1,273,176	627,490	1,970,666	410,695	1,559,971
HPT Implementation - Incremental HPT Investments Co-Op					255,147	(255,147)
West Plains Transit Center	911,200	-	88,800	1,000,000	23,988	976,012
West Plains Transit Center Co-op					292,083	(292,083)
Monroe-Regal Line	3,000,206	94,889	2,622,777	5,717,872	2,536,625	3,181,247
Monroe-Regal Line Co-op					1,130,940	(1,130,940)
Cheney Line	251,000	154,520	204,372	609,892	-	609,892
Cheney Line Co-op					82,505	(82,505)
Sprague Line			200,000	200,000	-	200,000
Sprague Line Co-op					265,271	(265,271)
Total High Performance Transit	\$13,474,042	\$7,976,085	\$3,743,439	\$25,193,566	\$7,738,270	\$17,455,296
TOTAL	\$18,469,709	\$9,989,810	\$28,908,240	\$57,367,759	\$23,854,965	\$33,512,794
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2018 BUT PAYMENTS MADE IN 2019):						
					1,062,415	(\$1,062,415)
Plaza Skywalk Roofing					\$0	(\$0)
Park and Ride Development-Moran Station					115,145	(115,145)
Business Systems Replacement					3,675	(3,675)
Operating and Customer Service Software					418,586	(418,586)
HPT Facility Design and Communication Study					22,144	(22,144)
Fluid Management System					18,829	(18,829)
Indiana East of Pines Sidewalk Extension Co-op					4,065	(4,065)
Greene & Ermina Traffic Signal Co-op					367,169	(367,169)
Communications Infrastructure Assessment					112,802	(112,802)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2019):					1,303,061	(\$1,303,061)
Air Compressor Upgrade					\$14,981	(\$14,981)
Gonzaga University Property Lease Agreement					1,271,509	(1,271,509)
Plaza Garage Door replacement					1,945	(1,945)
I-90 HPT Corridor Improvements Co-op					3,872	(3,872)
Elevator Upgrade at Boone					10,754	(10,754)
Subtotal RECONCILING ITEMS	\$0	\$0	\$0	\$0	2,365,476	(2,365,476)
GRAND TOTAL	\$18,469,709	\$9,989,810	\$28,908,240	\$57,367,759	\$26,220,440	\$31,147,319

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

March 19, 2020

AGENDA ITEM 12Aiii: COMMUNITY PERCEPTION SURVEY RESULTS

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

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications and Customer Service

SUMMARY: Critical Data, Inc. was procured through a bidding process to conduct a telephone survey of 400 adults who reside within Spokane Transit Authority's Public Transportation Benefit Area during December 2019 and January 2020. The community interviews were performed using landline and cell phone interviews with residents over the age of 18.

At 95% confidence level, the margin of error for this study is +/- 2.7% which represents a random survey of 400 adults within the specific STA service area.

This study followed similar studies implemented in 2005-2007, 2011, 2013-2014, and 2016-2017.

The report is very favorable. Residents participating in this study rated the overall job Spokane Transit is doing higher than all previous studies.

Staff will present the findings of the Community reception Survey.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14A :

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

SUMMARY: Minutes of the February 12, 2020, Board Operations Committee meeting and the February 5, 2020, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the February 12, 2020 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

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

STAFF PRESENT

Steve Blaska, *Chief Operations Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Dan Wells, *Deputy Director of Capital Development*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

The Executive Session, item number ten, was removed from the agenda.

Mr. Grover moved to approve the agenda as amended, Ms. Haley seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French thanked committee members for agreeing to serve on the Board Operations Committee for 2020 and their continued dedication to STA. He said the event held on January 21, 2020, when the Federal Transit Administration awarded \$53.425M to the STA City Line project was a great celebration and gave kudos to staff for their work.

4. COMMITTEE ACTION/DISCUSSION

a. January 8, 2020 Committee Minutes

Mr. Grover moved to approve the January 8, 2020, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

The Committee reviewed the 2020 Committee Work Program that was approved in December 2019, and received updates on City Line Construction Contracting, the 2020 Draft Title VI Program, the 2020 Transit Development Plan, the Downtown Spokane Plan Development, and the Cheney High Performance Transit Line Public Outreach Plan. There will be a Public Hearing at the February 20, 2020, Board Meeting to receive feedback on the 2020 Draft Title VI Program.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

The Committee forwarded the 2020 Performance Measures and the I-90/Valley Corridor Award of Contract for Design and Engineering Services to the Board consent agenda. The Committee received a report on the Preliminary Proposal for 2021-2022 Service Revisions, as well as Legislative Report.

6. JEFFERSON LOT COOPERATIVE PARK AND RIDE AGREEMENT

The Jefferson Lot is a park and ride facility under the I-90 Viaduct between Jefferson and Walnut streets with approximately 400 parking stalls. STA has the opportunity to enter into a no-fee cooperative agreement with the Washington State Department of Transportation (WSDOT) for the continued use of the Jefferson Lot Park and Ride to provide transit services. The term of the agreement is 20-years, with one 10-year renewal. Board authorization is required to enable the CEO to sign the final agreement.

Mr. Grover moved to recommend the Board authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement with the Washington State Department of Transportation and forward to the Board consent agenda. Ms. Haley seconded the motion and the motion passed unanimously.

6.1. CENTRAL CITY LINE AWARD OF CONTRACT – CORE CONSTRUCTION

STA Board Resolution 774-19, adopted 7/25/19, approved the full Central City Line (City Line) project budget of \$92.231 million, which includes a combination of federal Small Starts funding and state, local and federal CMAQ funds. The Planning and Development Committee approved the City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The IFB was released on December 23, 2019, and two bids were received on February 7, 2020. Both bids were lower than the final engineer's estimate of \$20,265,084. Staff reviewed each bid package and determined the bids were responsive and included all of the required information. Staff performed a responsibility review of the lowest bidder, Cameron-Reilly, LLC, and determined the company is responsible, has all of the required licensing, is registered with the appropriate local and state agencies, and is not debarred from working on a public works projects. Staff requested an award of contract to Cameron-Reilly, LLC, in the amount of \$12,300,000 before applicable sales tax and Board authorization for a contingency budget of 30%, in the amount of \$3,690,000, for a total contract budget up to \$15,990,000, before applicable sales tax.

Mr. Grover moved to recommend the Board approve an award of contract for the Central City Line Core Construction contract with Cameron-Reilly, LLC, in the amount of \$12,300,000 plus any applicable sales tax, and authorize the allowance for 30% in contingency funding in the amount of \$3,690,000 be assigned to the contract budget. Ms. Haley seconded the motion and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA FEBRUARY 20, 2020

Item 6.E., Central City Line Award of Contract, moved to Board Action – Committee Recommendations. Item 8.A., Nonprofit Discount Pass Update, moved to Reports to Board – Information. There will be no Executive Session.

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

8. CEO REPORT

A King County Superior Court Judge denied a Motion for Summary Judgement and granted the State's motion regarding Initiative 976 (I-976) on all but two issues. The court will allow discovery on the two remaining issues, which are the Contract Impairment claim and the Kelley Blue Book Privileges and Immunities claim. The injunction currently in place against I-976 will continue to be in effect while additional discovery is completed on the two remaining issues.

STA contracted with K&A, an executive search firm, to conduct a search for STA's permanent Chief Operations Officer.

9. NEW BUSINESS

Ms. Kinnear said there was a discussion about providing a Summer Youth Transit Pass Program in 2020 at a committee meeting with Spokane Parks and Libraries. Discussions are ongoing about funding for the program and the scope of days of service. Ms. Meyer said the program was a Universal Transit Access Pass (UTAP) program with the City of Spokane and STA. STA can provide data regarding rides taken in 2019.

Ms. Kinnear and Mr. Otterstrom met with representatives from the Browne's Addition Neighborhood Council regarding the City Line shelter design in Browne's Addition. The Neighborhood Council will assign members to a task force to talk about the art elements that Spokane Arts is helping with for the station. The Council will create a committee to review STA's standard shelter design and may present suggestions for modifications to the STA Board. Mr. Otterstrom will attend the next Neighborhood Council meeting.

The Spokane Regional Transportation Council hosted a Community Workshop regarding U.S. Route 195 to discuss a new traffic study involving the highway corridor, including the junction of I-90 and Highway 195. Mr. Otterstrom and Ms. Meyer represented STA and provided information about STA services.

Mr. French will not be able to attend the March 19, 2020, Board meeting. Ms. Haley will chair the meeting.

10. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:38 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the February 5, 2020 Meeting, 10:00 a.m.,
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane
Pam Haley, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(*Cheney*)
Karen Stratton, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning &
Development
Roger Watkins, Chief Operations Officer
Steve Blaska, Interim Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources
Emily Arneson, Ombudsman & Accessibility
Officer
Kathleen Weinand, Principal Transit Planner
Jeff Logan, Construction Manager
Mike Tresidder, Associate Transit Planner
Dana Infalt, Executive Assistant to the CEO & Clerk of the
Authority
Sam Guzman, Executive Assistant, Operations

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Acting Chair Candace Mumm called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Acting Chair Mumm complimented STA on a great the City Line grant announcement event. She saw a lot of coverage. She extended congratulations to the Planning and Development Committee.

Note: Mr. Kevin Freeman is the alternate for Chair Chris Grover who is absent due to illness today. In his absence, Mrs. McAloon confirmed that Mr. Freeman, as duly noticed alternate, can vote in Chair Grover's absence.

4. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 4, 2019 COMMITTEE MEETING

Mr. Freeman moved to recommend approval of the December 4, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

No items being presented this month.

B. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

A. REVIEW 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Karl Otterstrom reviewed the 2020 Planning and Development Committee Work Program which is customary at the beginning of each new year. According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. In December 2019, the Planning and Development Committee approved its work program for 2020. Highlights of the work plan include the 2020 Transit Development Plan (TDP), the 2021 Annual Strategic Plan and Budgets, and several other planning efforts: Title VI Program update, Division Street Corridor Study, Facilities Master Plan update, Connect Spokane 2020 update and the Mobility On-Demand pilot project. The work program is provided today as information and is subject to change.

SRTC is the lead on the planning study but STA is partnering directly on the transit element of their planning study where every task order to the consultant that has transit in it is reviewed and approved by STA before it is authorized and paid by SRTC. STA then reimburses SRTC.

Mr. Otterstrom shared the Senator Hobbs last session created his transportation revenue package with a project list. One of the local projects included was the Division Bus Rapid Transit (BRT) Corridor for \$25M. There is a hearing today on the bill.

B. CENTRAL CITY LINE (CITY LINE): CONSTRUCTION CONTRACTING UPDATE

Mr. Otterstrom reported that the core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the City Line. For the general public, property owners and customers, it will be among the most visible construction activities during the next two years along the City Line. On December 4, 2019, the Planning and Development Committee approved the Central City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The original bid date was extended to encourage maximum participation by contractors. It is important to note that the change in bid date does not alter the current construction schedule. .

C. 2020 DRAFT TITLE VI PROGRAM

Mr. Otterstrom reviewed the Title VI Program requirements and 2020 timeline. A public hearing on the draft program is scheduled for the February 2020 STA Board meeting. On March 4, the Planning and Development Committee meeting will make a recommendation to the Board of Directors. On March 19, the Board of Directors will take action. On March 30, the final Title VI Program will be submitted to the Federal Transit Administration (FTA). The final will then be posted to the STA website.

D. 2020 TRANSIT DEVELOPMENT PLAN OVERVIEW

Mr. Otterstrom provided an overview of the 2020 Transit Development Plan (TDP) including state requirements, hierarchy of the STA Plans, TDP organization and the TDP Project Timeline. This document provides updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. 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 the Planning and Development Committee

will develop the Mid-Range Planning Guidance over the next three meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. Staff will lead a discussion on mid-range guidance at the March Planning and Development Committee meeting.

E. DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

The City of Spokane has partnered with Downtown Spokane Partnership to update the downtown plan, last adopted in 2008. Spokane Transit is participating in the technical committee for the update and providing feedback through review of draft documents and attendance at public open houses. Mr. Otterstrom provided a verbal update on the plan and its relation to transit during the meeting reviewing draft goals and strategies, and next steps. Spokane Downtown Plan brochures were distributed at the meeting.

F. CHENEY HIGH PERFORMANCE TRANSIT LINE PUBLIC OUTREACH UPDATE

The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan. The overall project includes state and federal funds and is programmed to have infrastructure in place by late 2021 and new buses in 2022. Mr. Otterstrom reviewed the background of this project, the original project scope, potential scope revisions, project schedule overview, and the public outreach plan. The project objective is to foster greater ridership in Cheney and the West Plains to support regional economic development and access to jobs and services. Next steps include a public hearing at the March 19 Board meeting, a review of the final corridor plan at the April 1 Planning and Development Committee meeting and Board action on April 16.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW MARCH 4, 2020 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

9. NEW BUSINESS

Ms. Pam Haley asked if STA would like to be on the Continuum of Care Board. E. Susan Meyer stated that she'll follow up with Ms. Haley after the meeting.

Ms. Meyer thanked Roger Watkins for his service at STA as Chief Operations Officer. Mr. Watkins departs from STA this Friday. Acting Chair Mumm shared that it was great working with Mr. Watkins.

10. COMMITTEE MEMBERS' EXPRESSIONS

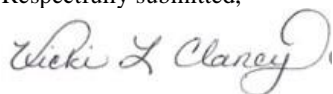
11. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:30 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 4, 2020 at 10:00 a.m..

(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the February 5, 2020, Meeting
Southside Conference Room

MEMBERS PRESENT

Lori Kinnear, City of Spokane *
Josh Kerns, Spokane County
Kate Burke, City of Spokane
Tim Hattenburg, City of Spokane Valley
Mike Kennedy, City of Liberty Lake (Ex-Officio)
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

(none)

GUESTS

(none)

STAFF PRESENT

Roger Watkins, Outgoing Chief Operations Officer
Steve Blaska, Interim Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications and Customer Service
Nancy Williams, Director of Human Resources
Sam Guzman, Executive Assistant to the Chief Operations Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

*Chair

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

Chair Kinnear called the meeting to order at 1:32 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

(none)

3. **COMMITTEE CHAIR REPORT**

Chair Kinnear had no report at this time.

4. **COMMITTEE APPROVAL**

A. **Minutes of the December 4, 2019, Committee Meeting**

Mr. Kerns moved to recommend approval of the December 4, 2019, Committee meeting minutes. Mr. Hattenburg seconded the motion, and it passed unanimously.

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **2020 Performance Measures**

Mr. Watkins presented the updated performance measure goals for 2020, an in-depth review of the 2019 year-end goals will be reviewed next month.

Ridership: Adjusted during the budgeting process for revenue projections.

- Fixed Route ridership has increased its goal from 2% to 5% (approximately 10.6M trips)
- No changes to Paratransit or Vanpool ridership goals

Maintenance costs: Based on budgeted maintenance expenses and the projected miles

- Fixed Route = \$1.28 (or less) per mile
- Paratransit = \$1.02 (or less) per mile

Mr. Watkins recommended that the Committee review and recommend the Board approve the 2020 Performance Measures as presented. He added that the full set of 2020 goals are included in the meeting packet.

Ms. Bowers inquired about the increased Paratransit costs earlier in 2019 and how that affected the maintenance cost per mile. Mr. Watkins clarified that those costs did inflate the 2019 goal, but they have since been capitalized and do not affect the 2020 goal.

Mr. Kerns moved to approve item 5A1, Ms. Burke seconded the motion, and it passed unanimously.

2. I-90/Valley Corridor Award of Contract for Design and Engineering Services

The I-90/Valley corridor projects date back to 2010 with the adoption of *Connect Spokane*, and it is also included in STA Moving Forward (STAMF). There are three capital projects in the Capital Improvement Program including:

- CIP 545 – Preliminary Engineering I-90 HPT Corridor Facilities
- CIP 469 – Mirabeau P&R Relocation and/or Expansion
- CIP 477 – Liberty Lake P&R Relocation and/or Expansion

The overall programmatic cost of the Corridor in the Capital Improvement Program is \$14.8M, half of which is secured currently.

STA is seeking engineering services to evaluate and select sites for the Mirabeau Transit Center and Liberty Lake P&R, design and engineer projects committed in STAMF, assist in right-of-way acquisition, provide construction management services, and support public outreach.

The procurement process began last spring when the Planning and Development Committee approved the scope of work. Requests for Qualifications (RFQs) were issued November 13th, December 20th was the submittal deadline, and on January 8, 2020, the RFQs were evaluated by a committee.

Three (3) firms submitted statements of qualifications; KPFF, Parametrix, and All West. All West was deemed non-responsive because they did not supply qualifications for all the required services. Based on the initial evaluation and informed by in-person interviews, KPFF scored highest at 96.77, and Parametrix followed with a score of 88.22.

Upon Board approval, STA will enter into negotiations with KPFF to agree on a full contract. If negotiations fail, the STA CEO will begin negotiations with Parametrix.

Mr. Otterstrom asked that the Committee recommend the Board authorize contract negotiations between STA and KPFF for planning, design, and engineering services for the I-90/Valley HPT Corridor Improvements scope of work as issued on November 13, 2019; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with Parametrix.

Ms. Burke suggested that an Operator or Union representative be a part of the process, Ms. Bowers clarified that involvement during the design phase could be beneficial. Mr. Kennedy inquired about how PTBA boundaries are determined (example: going into Post Falls and/or CDA). Chair Kinnear asked a few clarifying questions about the overall contract scope.

Mr. Kerns moved to approve item 5A1, Mr. Hattenburg seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

(none)

6. REPORTS TO COMMITTEE

A. 2021-2022 Service Revisions Preliminary Proposal

Mr. Otterstrom presented an overview of the service improvements and revisions planned for 2021 and 2022. Mr. Otterstrom began by describing the process surrounding creating and implementing major service changes. The focus areas of the 2021-2022 service revisions are the greater Spokane Valley, Airway Heights, and Northeast Spokane.

Greater Spokane Valley:

- Address performance of Rt. 95 Mid-Valley
- New Rt. 92 SFCC/VTC would provide new service to north Millwood and Upriver Dr
- New Rt. 71 Mirabeau Point Express and 72 Indiana/Mission, Rt. 98 revised to stay on the south side of the freeway (introduces new service from Barker Rd to Liberty Lake Rd.)
- Modified Rt. 94 East Central/Broadway/Mission
- New Computer Express Rt. 171 Mirabeau/Pinecroft Express which would work in tandem with Rt. 71 to provide 15-minute service at peak
- Rt. 172 would be paired with the new Rt. 174 Meadowwood Express to provide a reverse commute to those working in Liberty Lake

Airway Heights:

- Two concepts put forward for feedback
 - More direct trips Airway Heights
 - More frequent trips to the airport

Northeast Spokane:

- Two concepts put forward for feedback
 - Both options increase service levels, introduce service to the North YMCA, extend service north along Market and Crestline, introduce new cross-town service east-west and north-south.
 - Concept A has less frequent routes directly serve more locations
 - Concept B has a frequent grid, more transfers would be required, but bus comes more often
- New Rt. 47 Crestline, Logan, and Lincoln also has two concepts with different north layover locations

All areas would have Paratransit service boundary expansions to mirror the new service. There is a potential boundary change on Fairchild Air Force Base that would shrink the service area slightly. Seventeen (17) Paratransit customers traveled to destinations in 2019 that would be outside the new boundary.

Discussion ensued amongst the group clarifying the revisions and discussing what other areas Committee members would like to see considered for future service.

B. Legislative Report

Ms. Meyer reported that the legislature began on the 13th of January and is scheduled to end on March 12th.

- I-976 is being heard in Thurston County. The Supreme Court issued an injunction to prevent the measure from being implemented while it makes its way through the courts on the constitutional challenges.

- Both the House and Senate budget chairs will prepare their budgets. The House will go first this year to conform to I-976 and work on ways to restore projects that are paused. The financial gap they are facing is \$450 million.
- The Senate Transportation Committee is having a work session later today and will review the transportation funding proposal. One option for generating revenue is through a carbon tax, and the other is through a cap and invest.
 - There are two STA projects on the list that would be funded with this additional revenue; the Division Street BRT and Sprague Avenue Phase II Improvement.
- The Green Transportation Bill is a program to help with the electrification of transportation.
 - STA submitted an application for a competitive grant to help fund battery-electric bus infrastructure. STA's project is currently rated first on the list for that bill.

7. COMMITTEE INFORMATION

- December 2019 Operating Indicators – *as presented*
- 2018 State Audit Timeline – *as presented*
- January 2020 Sales Tax Revenue Information – *as presented*
- 4th Quarter 2019 Service Planning Public Input Report – *as presented*

8. March 4, 2020 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes requested)

9. NEW BUSINESS

(No new business at this time)

10. COMMITTEE MEMBERS' EXPRESSIONS

(none)

11. ADJOURN

Chair Kinnear adjourned the meeting at 2:44 p.m.

11. NEXT MEETING – WEDNESDAY, MARCH 4, 2020, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Sam Guzman, Executive Assistant

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14B : FEBRUARY 2020 SALES TAX REVENUE

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

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

SUMMARY: Attached is February 2020 voter-approved sales tax revenue information.

February sales tax revenue, which represents sales for December 2019, was:

20.4% over February 2019 actual
19.9% YTD above 2019 actual
4.9% YTD above budget

RECOMMENDATION TO BOARD: Information only.

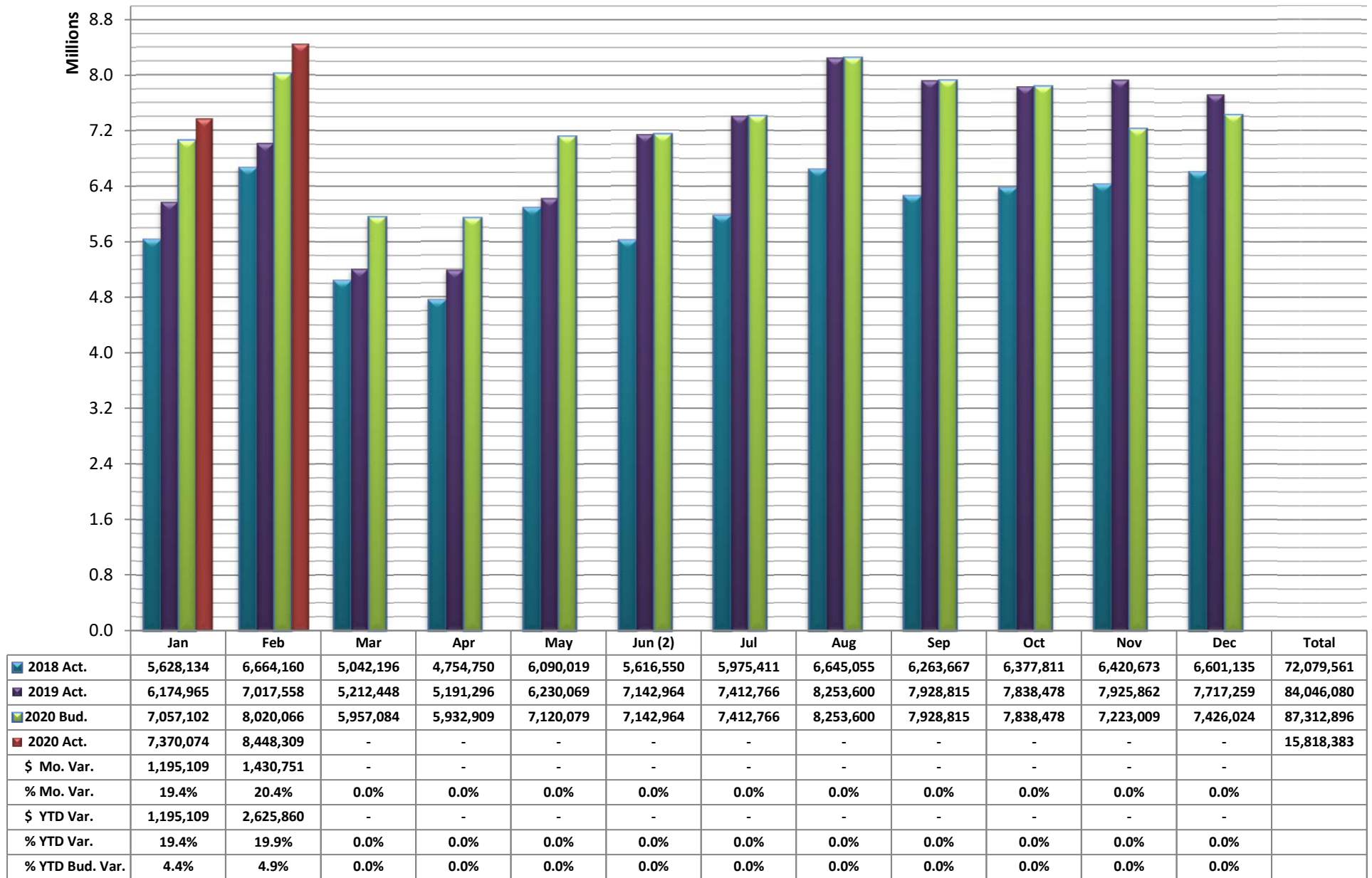
Sales Tax Revenue History-February 2020⁽¹⁾



(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.

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .007 to .008 in 2019.

2018 - 2020 SALES TAX RECEIPTS ⁽¹⁾



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

⁽²⁾ June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .007 to .008 in 2019.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14C : JANUARY 2020 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

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

SUMMARY: Attached are the January 2020 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. January equates to 8.3% of the year.

Revenue

Overall, year-to-date revenue is at 7.9% of budget (\$8.8M) which is lower than the expected \$9.3M.

Fares & Other Transit Revenue is higher than the budget at 8.7%.

Sales Tax Revenue is higher than the budget at 8.4%.

Federal & State Grants is lower than the budget at 1.8%.

Miscellaneous Revenue is higher than the budget at 12.3%.

Operating Expenses

Year-to-date operating expenses at 7.6% of budget (\$6.4M) are 8% below the expected amount of \$7.0M.

Fixed Route 7.8% of budget expended

Paratransit 7.5% of budget expended

Vanpool 6.2% of budget expended

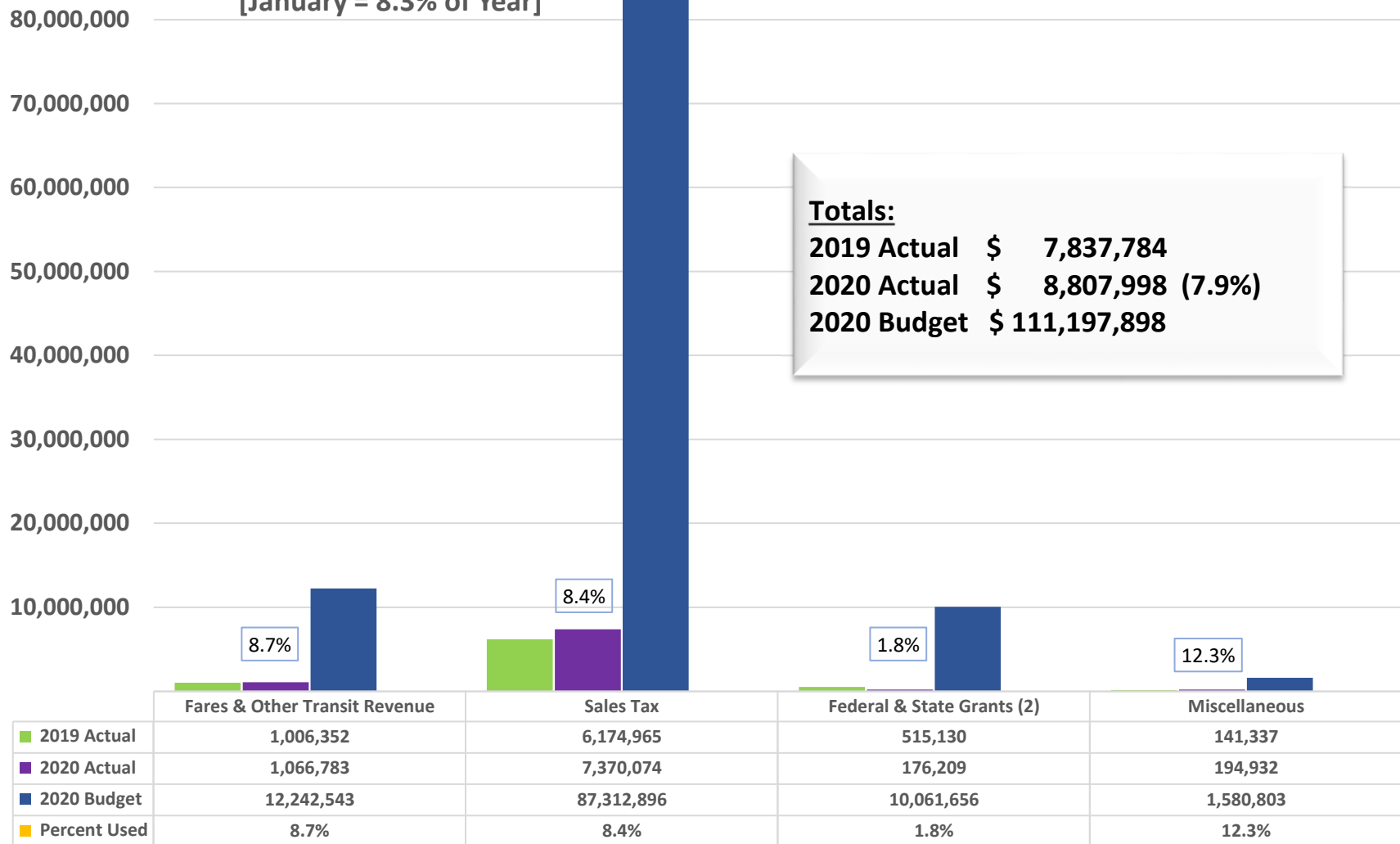
Plaza 7.2% of budget expended

Administration 7.1% of budget expended

Operating expenses are greatly influenced by the timing of payments.

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - January 2020 [January = 8.3% of Year]

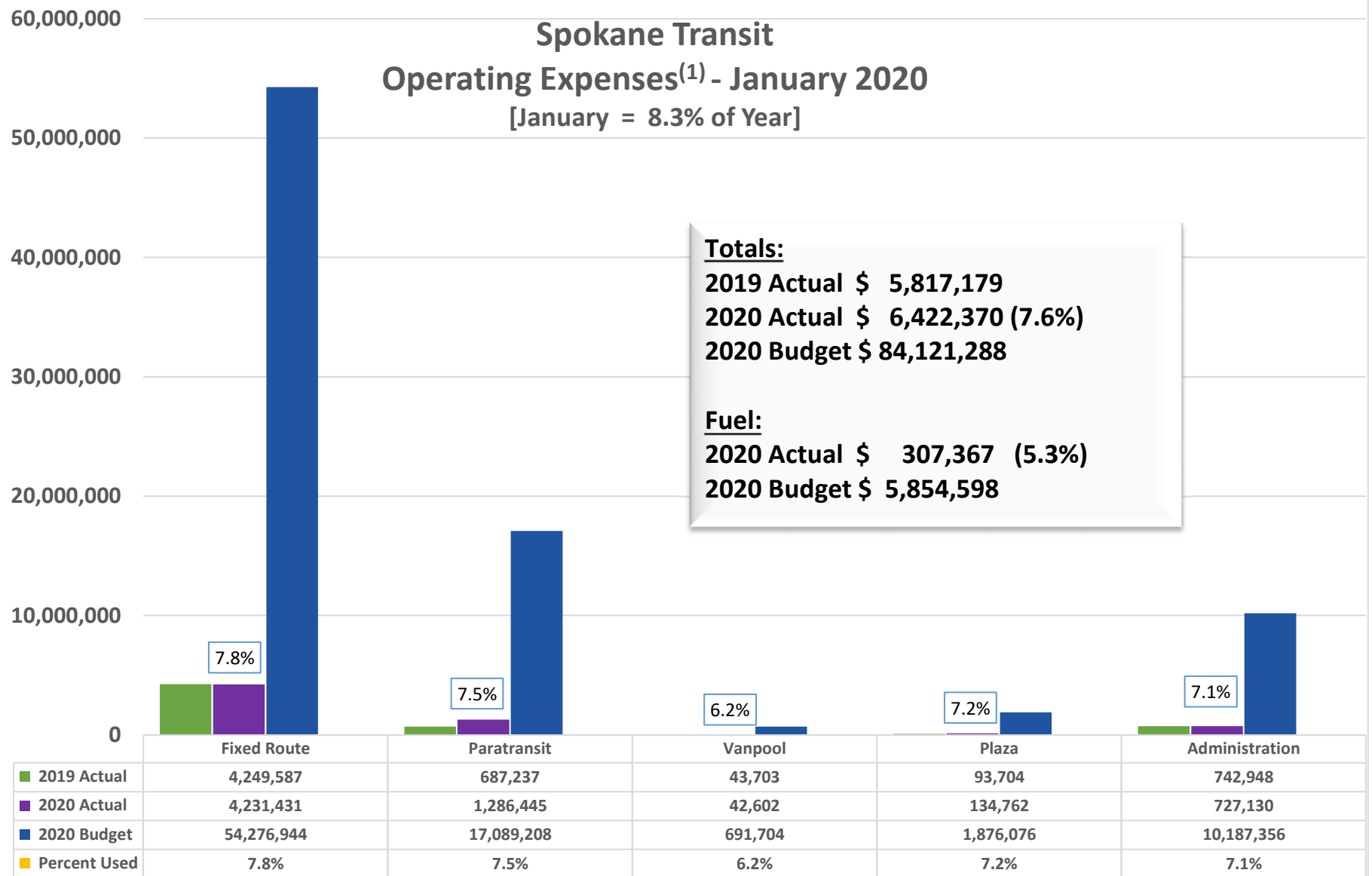


Totals:

2019 Actual \$ 7,837,784
2020 Actual \$ 8,807,998 (7.9%)
2020 Budget \$ 111,197,898

(1) Above amounts exclude grants used for capital projects. Year-to-date January state capital grant reimbursements total \$146,778 and federal capital grant reimbursements total \$0.

(2) Federal/State Grants under budget in 2020 due to the full amount of the Washington State Consolidated Grant (Special Needs) drawn down in 2019 - \$1.6M in 2020 budget.



(1) Operating expenses exclude capital expenditures of \$131,489.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14D: JANUARY 2020 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: There were the same number of weekdays in January 2020 compared to January 2019.

FIXED ROUTE

Average weekday ridership decreased 1.7% (34,629 vs. 35,224 in January 2019). Total monthly ridership decreased 1.4% (867,428 vs. 879,764 in January 2019). Adult ridership was essentially flat with a 16-rider difference (569,448 vs. 569,432 in January 2019).

- CCS Pass ridership decreased 14.7% (61,544 vs. 72,072 in January 2019). The ridership decline can be attributed to the Community Colleges of Spokane Christmas break extending into January four days longer this year compared to last year.
- Eagle Pass ridership increased 12.2% (87,533 vs. 78,007 in January 2019).

Youth ridership increased 0.1% (56,629 vs. 56,600 in January 2019).

Reduced Fare / Para ridership decreased 4.1% (107,968 vs. 112,565 in January 2019).

PARATRANSIT

Monthly ridership had a decrease of 3.2% (38,006 vs 39,256 in January 2019). Approximately ½ of ridership decline was due to lower use of the SUV program. Skills'kin continues to be challenged with losing employment worksites for their clients and other SUV users are having a hard time keeping drivers.

- Special Use Van ridership decreased 22.2% (2,209 vs 2,839 in January 2019).
- On-Time Performance reflects a 1.4% improvement for December (93.9% vs 92.6% in January 2019). The goal is 93%.
- Passengers Per Hour were down 9.8% (2.49 vs 2.76 in January 2019). The goal is 2.8.

VANPOOL

Vanpool customer trips were down 6.3% (14,028 vs 14,965 in January 2019). The ridership decline can be partly attributed to the average number of days operated per van dropping from 20 to 19.

- Vanpool vans in service increased 3.9% (79 vs 76 in January 2019). December 2019 had 80 vans operating. One Avista van was removed from service due to loss of riders.
- Average daily vanpool ridership increased 2.8% (557 trips vs 542 last month) and the average participant per van was 7.05 vs 6.78 last month

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 5.0% (9,531 vs. 9,073 in 2019).

- Adult Pass/Smartcard sales decreased 16.0% (3,082 vs. 3,669 in 2019).
- Shuttle Park sales increased 16.6% (542 vs. 465 in 2019).
- 7-Day Pass/Smartcard sales decreased 35.4% (1,066 vs 1,650 in 2019).
- ESBP sales increased 23.3% (1,143 vs 927 in 2019).

January 2020 Group Sales increased 17.2 % (32,714 passes vs. 27,923 in 2019).

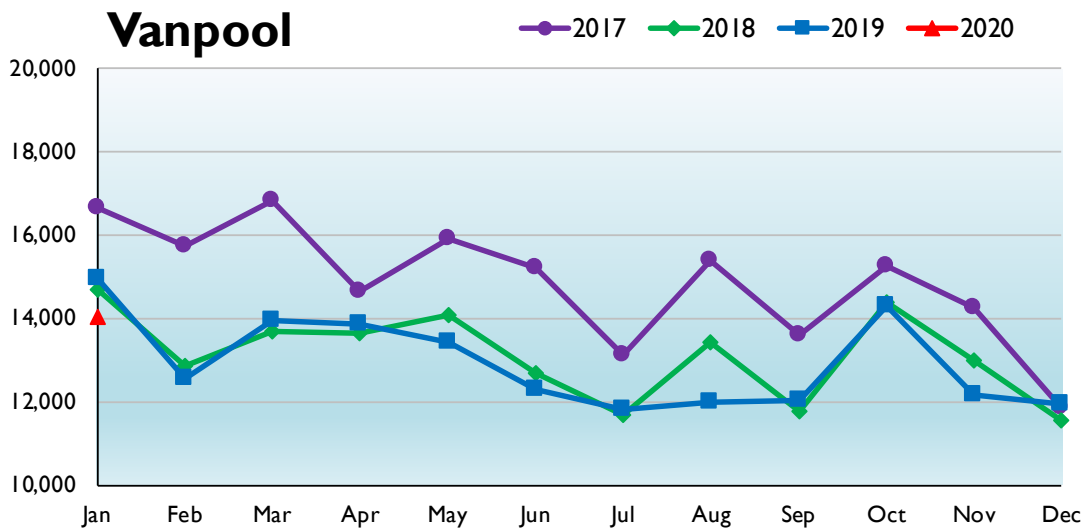
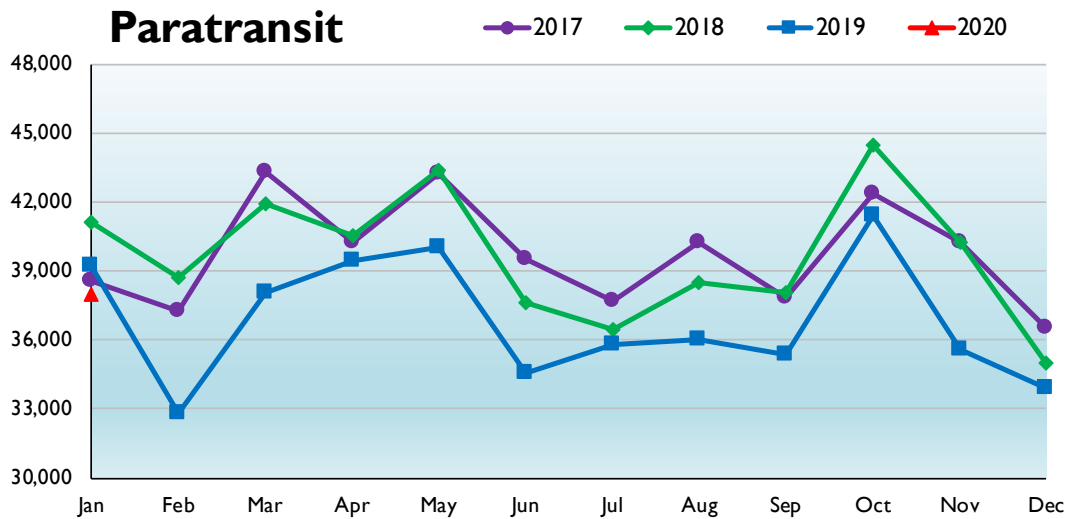
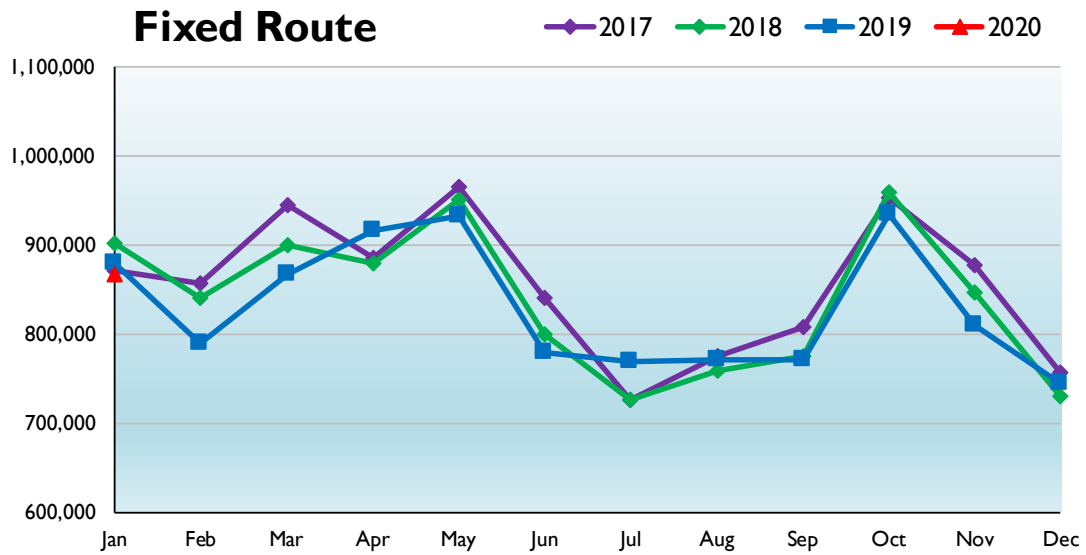
Youth Pass/Smartcard monthly sales increased 33.0% (2,335 vs. 1,755 in 2019).

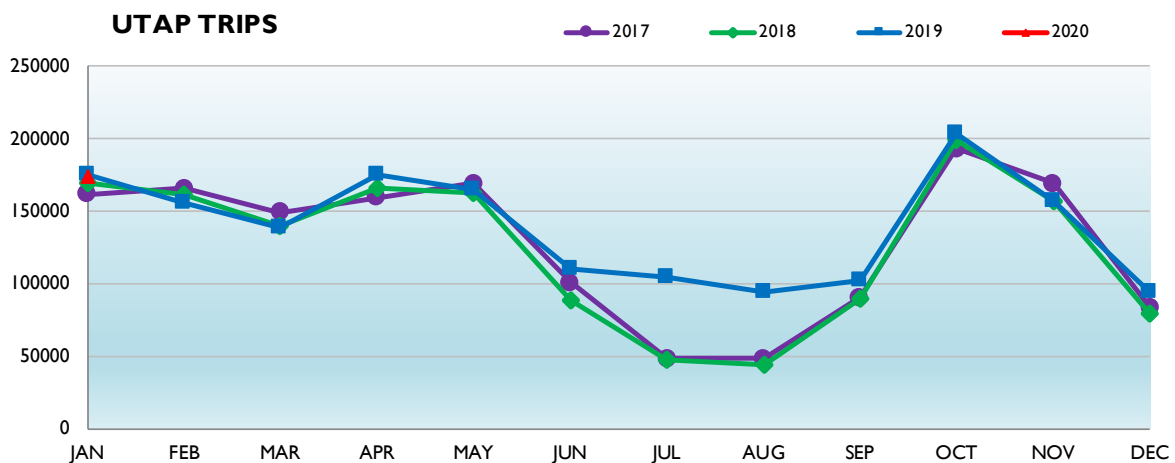
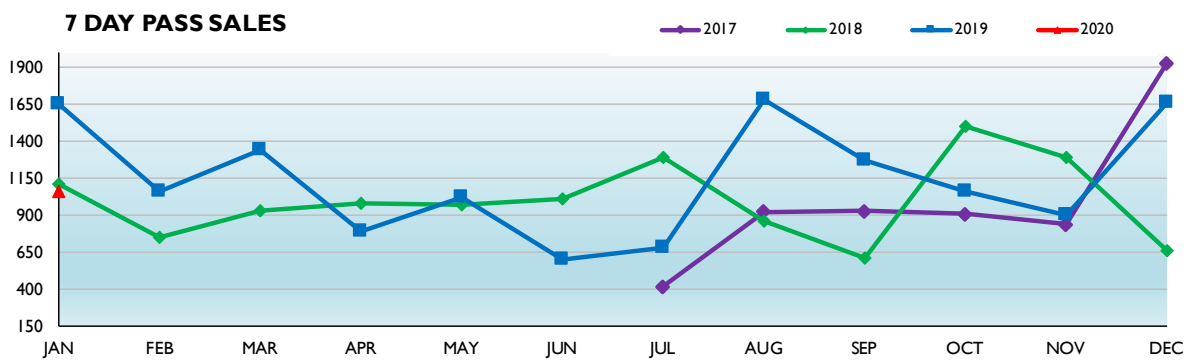
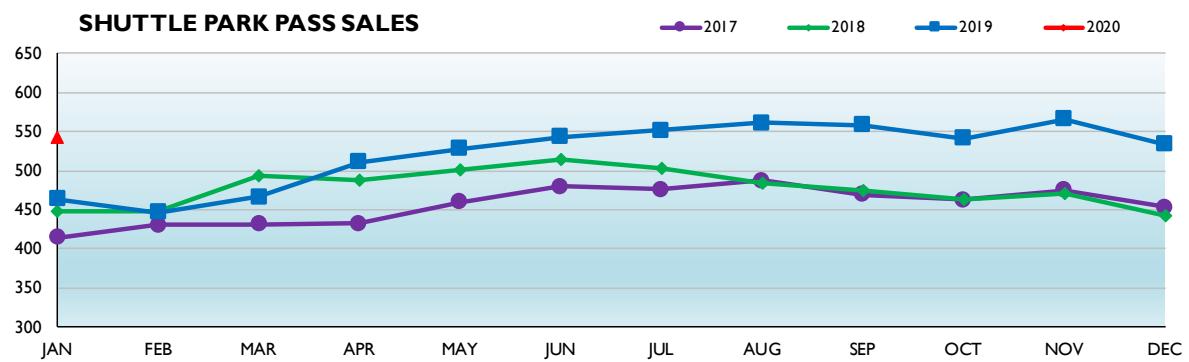
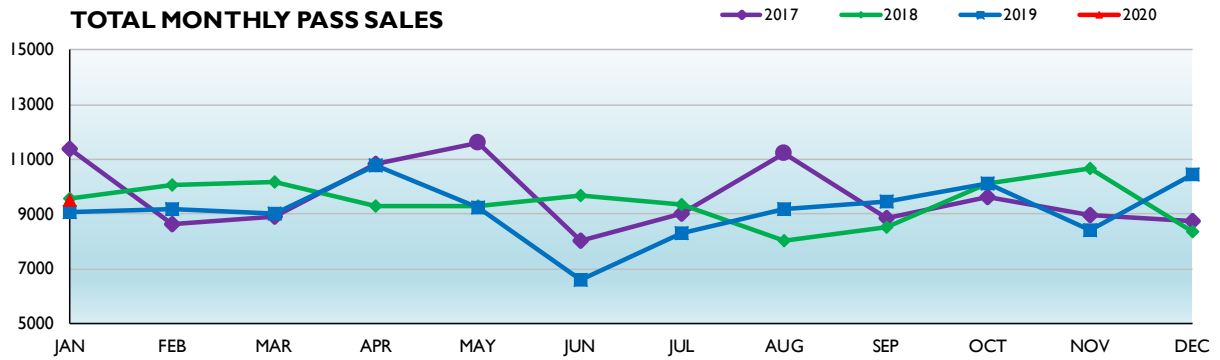
Reduced Fare Pass/Smartcard monthly sales increased 12.9% (1,703 vs. 1,509 in 2019).

Paratransit Pass/Smartcard sales decreased .2% (722 vs. 746 in 2019).

UTAP rides decreased 1.2% (173,463 vs 175,509 in 2019). This is mostly due to the extended Christmas break at the Community Colleges of Spokane.

RECOMMENDATION TO BOARD: Information only.





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14E : PARATRANSIT RIDERSHIP ANALYSIS

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: Staff provided a report on 2019 Paratransit ridership to the Performance Monitoring and External Relations Committee.

RECOMMENDATION TO BOARD: Information only.

Paratransit Ridership Analysis

- STA's 2019 Goal: 1.5% increase over 2018
 - Meet the region's need
 - Growth management vs unconstrained growth
- 2019 Result -7.1% (-33,834 trips)
 - Requires introspection and analysis
- Assessment
 - Multiple variables//complex relationship
 - Action items to insure we are proactive



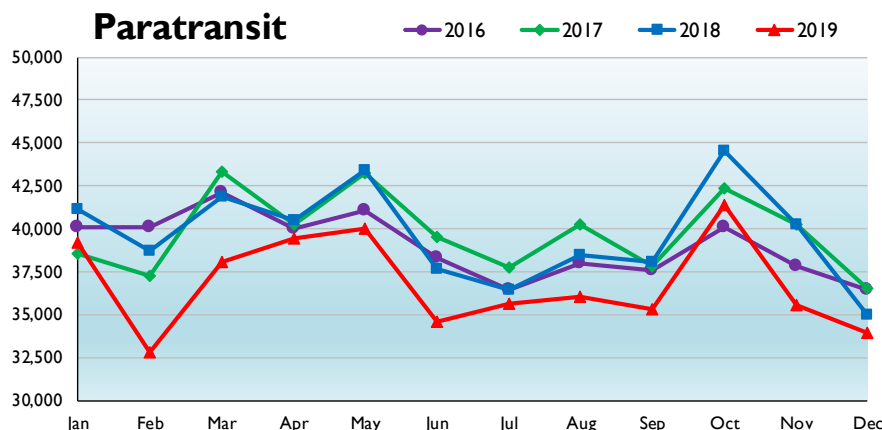
Paratransit Ridership Analysis

- 2018/2019 Megatrends
 - National/Regional
 - Weather
 - Fare
 - Application Process
- Specific Trends
 - Special Use Vanpool (SUV)
 - Worksite Changes
 - Standing Rides



Paratransit Ridership Analysis

Megatrends – Weather



February & Early March

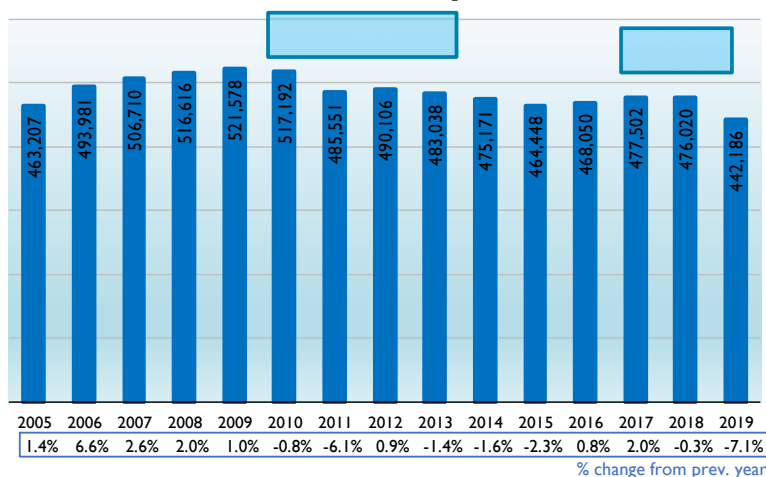
- Down 11,565 trips of 33,834 for the year
- Prolonged snow & ice
 - Side streets/parking lots
 - Path of travel



Paratransit Ridership Analysis

Megatrends – Fare

Paratransit Growth History



Paratransit Monthly Pass Sales

2016	2017	2018	2019
766	808	798	712
773	816	801	707
807	823	784	724
790	815	779	712
806	815	784	716
780	810	762	709
759	782	706	672
750	792	713	664
771	804	741	712
795	806	761	712
820	824	770	707
793	790	727	701

Analysis

- Downward pressure but mixed pattern with ridership
- Fewer monthly passes – migrate to one rides

Action: Potential of new fare collection technology



Paratransit Ridership Analysis

Megatrends – Applications

■ Analysis

■ Personal Care Attendants (PCA) Non-Revenue Passengers

■ Down -17.3% (5566 of 33,834 trips – 16% of total trip reduction)

■ Counter intuitive to response to fare increase

■ Action: Ensure applicants know PCA travels for free



Paratransit Ridership Analysis

Specific Trends – Special Use Vanpool (SUV) Program

■ Analysis

■ Down -23.4% (8,818 of 33,834 trips – 26% of total trip reduction)

■ 13 Vehicles at 7 Human Service Organizations --

Agency	#Vehicles	Challenge
ARC	4	Staffing / Lift maintenance
A.G.E.S.	2	No report
Artisan Arc	2	Employer pool decreasing
Latah	1	Staffing/clientele travel reducing
Compass	1	Staffing
Day Bridge	2	Recently gaining number of trips
Merry Glen	1	Pairing with Day Bridge success

Paratransit Ridership Analysis

Specific Trends – Special Use Vanpool (SUV) Program (cont)

■ Actions

- Relax requirement for monthly passes – allow one ride passes
- Assist with reporting
- Adult Day Health – candidate for new SUV
- Investigate lift maintenance

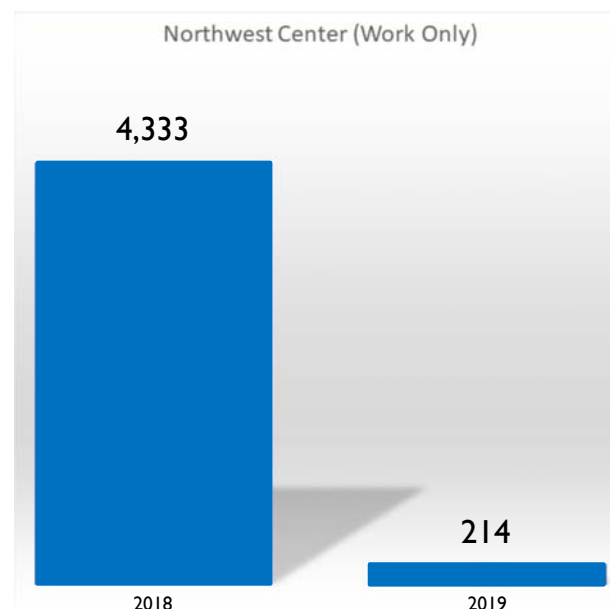


Paratransit Ridership Analysis

Specific Trend – Worksite Changes

■ Analysis

- Changes in major activities – especially work opportunities -- have dramatic effect
- One worksite example
 - Work trips down (4119 trips – 12% of total trip reduction)



Paratransit Ridership Analysis

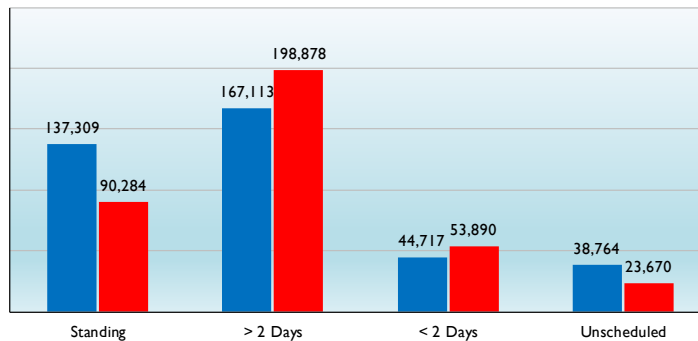
Specific Trends – Standing Rides

■ Analysis

- Standing rides is a premium service – too many has detrimental effect on capacity of other reservations
- Initiated moratorium on new standing rides
 - Potential negative impact

Bookings by Scheduling Type

■ 2018 ■ 2019



- ### ■ Action: Reinstitute new standing rides off peak. Allows for negotiation

Paratransit Ridership Analysis

■ Other Improvements

- New Real Time Customer Information
- Expanding Web-based Trip Scheduling Capabilities

■ Paratransit Rider Surveys

Paratransit Ridership Analysis (Summary of Actions)

- Ensure applicants know PCA travels for free
- Potential of new fare collection technology
- SUV Actions
 - Relax requirement for monthly passes – allow one ride passes
 - Assist with reporting
 - Adult Day Health – candidate for new SUV
 - Investigate lift maintenance
- Reinstitute new standing rides off peak
 - Allows for negotiation

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14F : SPOKANE TRANSIT AUTHORITY ALTERNATE FUEL STRATEGY

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: For at least a decade, Spokane Transit analyzed prospects to reduce greenhouse gas emissions and migrate to cleaner fuels. A seminal study, “Alternate Fuel Evaluation for Spokane Transit Fixed Route Bus Fleet” was published in 2015. That study provided a blueprint for STA’s long-term fleet replacement vision. It also identified opportunities and challenges to introduce alternate fuels when economically feasible. Planning and implementation of our fleet replacement remains consistent with the 2015 blueprint.

Over the next few months, Staff will provide the Board with several agenda items as to how this blueprint is being implemented in the short-term (2020-2023) as well as the long-term strategy (2023 to 2040).

The Short-Term Plan:

This plan implements actions in accordance with current Board direction.

STA is committed to an all-electric Bus Rapid Transit service, The City Line. In addition, STA is employing additional Battery Electric Buses (BEBs) on the new Monroe-Regal Line. The Monroe-Regal plan serves two functions: 1. It allows STA to gain experience with BEB service prior to the operation of City Line; 2. It serves as a test bed for potential integration of BEB service in other parts of the system.

Significant decisions

- In December 2019, Staff presented the Board our plan to buy four (4) BEB’s as the first installment of the Monroe-Regal test. Actions to procure those buses are underway.
- In April, Staff will request Board award of contract for the 10 City Line buses.
- In July, Staff will request Board award of contract for procurement and installation of the battery charging infrastructure.

The Long-Term Strategy:

This strategy lays out how STA will address opportunities for emerging technology bound by solid fiscal responsibility. The strategy also identifies subsequent decision points where the vision can be validated or modified. A key element of this effort is a detailed study STA commissioned with the Center for Transportation and Environment (CTE) – a national expert on emerging transportation technology.

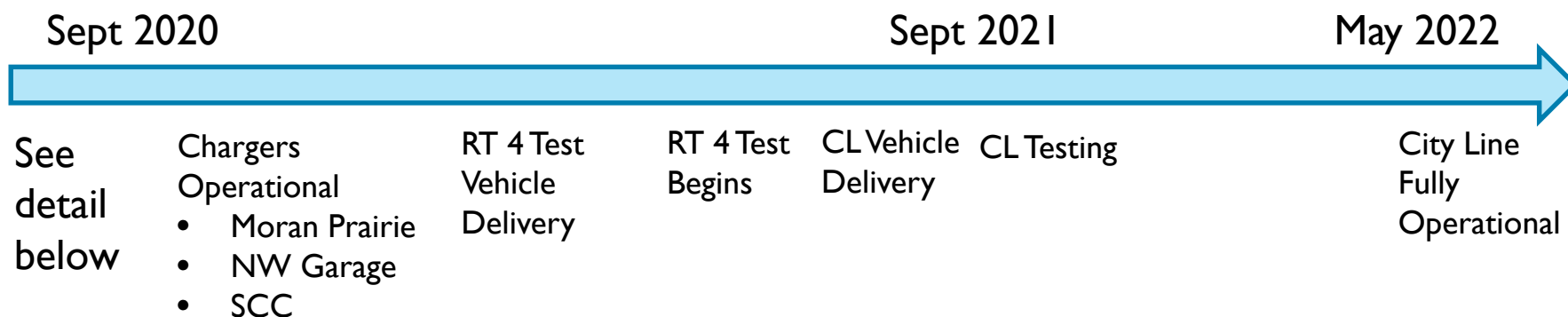
Staff will present conclusions and recommendations for a long-term strategy at an April Board Workshop. The CTE final report will also be presented at that time.

Staff will cover the attached timelines at the Committee Meeting.

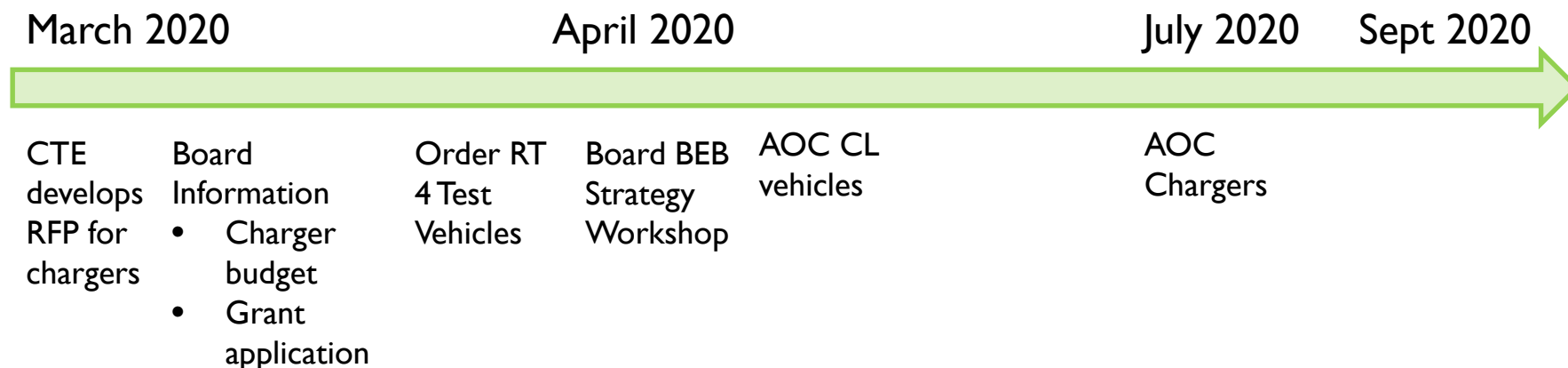
RECOMMENDATION TO BOARD: Information only.

STA Fleet Alternate Fuel Strategy

NEAR TERM TIMELINE

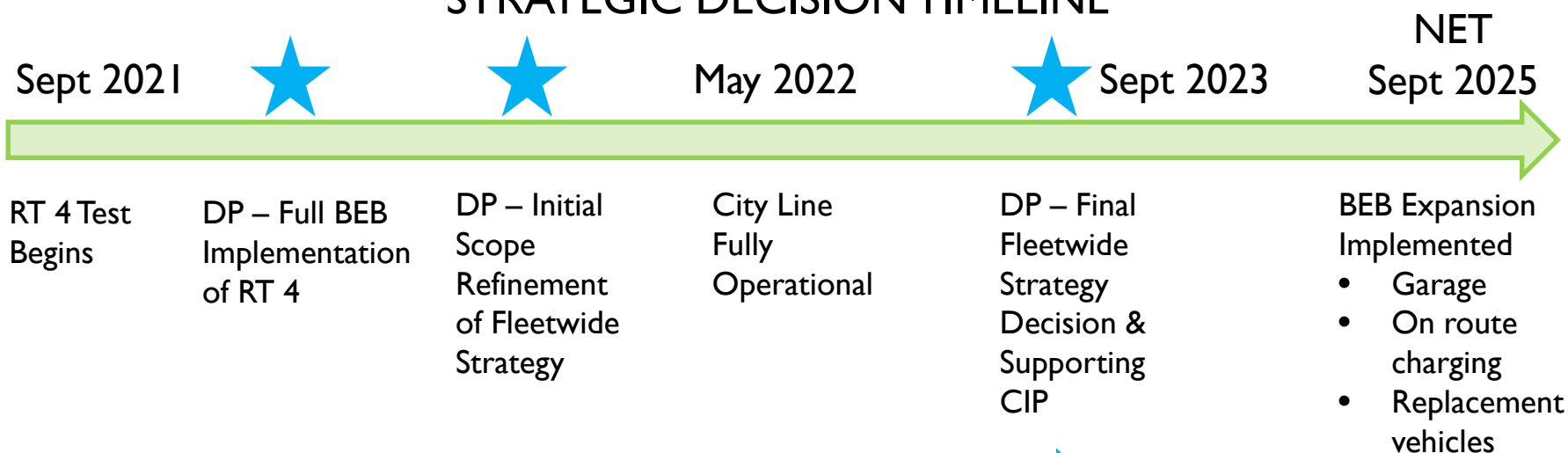


IMMEDIATE TIMELINE



STA Fleet Alternate Fuel Strategy

STRATEGIC DECISION TIMELINE



Current Fleet Replacement Plan in Effect

Monitor emerging technology for electric / zero emission development

Continue TCO analysis for Para, VP, and Non-Revenue

STA Fleet Alternate Fuel Strategy

ACTIONS

■ March

■ PMER & P&D Committee

- Presentation on background of CL & Rt 4 decisions (Steve)

- Context for Board authority to shift budget and prep for eventual AOC for chargers. Action: Board approval of budget shift*

- Presentation on No/Low Grant (Karl)

- Opportunity to expedite AOC process for chargers. Action: Board approval to submit grant application*

■ Go Final with CTE Study (Steve lead)

- Prep internal calculations to develop our long-term vision recommendation

- Identify Boone NW Garage BEB capacity w/o additional facility

- Obtain CTE agreement with our internal assessments

* *How to get Board approval prior to Board meeting.*

STA Fleet Alternate Fuel Strategy

ACTIONS (continued)

■ April

- PMER & P&D Committee
 - AOC for CL vehicles (Steve)
- ??? Forum ????
- Present CTE Study concurrent with our assessment and recommended strategy (Steve or Karl?)
 - Justifies CIP for diesel replacements
 - Builds opportunity for subsequent decisions

■ May

- Release Charging Infrastructure RFP

■ July

- PMER & P&D Committee
 - AOC Charging Infrastructure

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14G: CAPITAL IMPROVEMENT PROGRAM (CIP) ADJUSTMENT –
BATTERY ELECTRIC BUS (BEB) CHARGING INFRASTRUCTURE

REFERRAL COMMITTEE: Performance Monitoring and External Relations (*Kinnear*)

SUBMITTED BY: Steve Blaska, Chief Operations Officer
Monique Liard, Chief Financial Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: Staff received refined cost estimates for the battery charging infrastructure to support City Line and Monroe-Regal battery electric buses (BEBs). The refined estimates require a funding reallocation for various Capital Improvement Plan (CIP) projects. This reallocation does not represent an increase in local funding for the overall BEB strategy (buses + charging systems) and does not require an increase to the 2020 Capital Budget.

These changes will be included in the 2021- 2026 Transit Development Plan for approval in July. However, Staff is presenting this information early in preparation for the award of contract for charging infrastructure procurement and installation which is also planned for July.

BACKGROUND:

The expanding BEB integration in public transportation systems is demanding development of charging systems that can handle greater numbers of buses in various operating environments. There is little industry experience with robust charging infrastructures. Staff's original cost estimate for supporting infrastructure was inadequate. Consequently, staff requested experts from New Flyer and Proterra to conduct a site analysis to provide refined budget estimates. These site visits were informed by engineering and survey information provided by the Center for Transportation and the Environment (CTE).

The requirements are:

- Overnight and fast charging capability in Boone Northwest Garage (2 x overhead fast-charging stations + 5 slow-charging depot stations).
- Fast charging capability at Spokane Community College (SCC) to support City Line (2 x overhead fast-charging stations).
- Fast charging capability at Moran Station to support the Monroe-Regal Line (2 x overhead fast-charging stations).

Staff used the high-side estimates from the New Flyer and Proterra site visits to refine project budgets for these requirements.

Project budgets are:

- \$5.7M for Boone Northwest Garage
- \$2.0M for Moran Station
- \$2.0M for SCC

The SCC charging system project is funded within the City Line CIP budget. That budget can accommodate the new cost estimate for that project. Cost estimates for the Boone Northwest Garage and Moran Station can be accommodated by \$5.23M in grants awarded since the current CIP was approved. Approximately \$3.56M of those grants are for the Monroe-Regal BEBs which frees up local funding previously designated for those purchases.

Summary of funding sources for Boone Northwest Garage and Moran Station:

Costs

Boone NW Garage	\$5.70M
Moran Station	\$2.00M
Total Cost	\$7.70M

Funding Sources

Existing CIP budget	\$2.50M
Local Funding Supplanted by new BEB grants (Federal & State)	\$3.56M
New State grant for charging systems (pending release in April/May)	\$1.67M
Total Funding	\$7.73M

Resulting New CIP Project Budgets:

	Local	State	Federal	Total
(CIP 568) Rt 4 Buses	\$3.22M	\$1.10M	\$5.06M	\$9.38M
(CIP 766) Boone NW Garage Charging	\$4.03M	\$1.67M	\$0	\$5.70M
(CIP New) Moran Station Charging	\$2.00M	\$0	\$0	\$2.00M

In addition to the already awarded Federal Grants, Staff is partnering with Proterra for a \$500K grant application under the Federal Low or No Emission Program. The awards for this grant will be announced in May.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14H : 2020 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

REFERRAL COMMITTEE: Planning & Development (*Grover*)

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

SUMMARY: According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2019 TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan. The 2020 TDP is expected to be adopted in July 2020 and will include the Capital Improvement Program and the Service Improvement Program. The planning horizon of the 2020 TDP is through 2026, which is six years plus the current year.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2019 TDP are as follows:

Board Guidance from 2019 TDP

Foster and Sustain Quality. Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.

Maintain a State of Good Repair. Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.

Expand Ridership. Continue to foster ridership markets in line with the principles of Connect Spokane. Identify and leverage the factors that drive ridership. Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

Proactively Partner in the Community. Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

Advance and Adapt the System Growth Strategy. Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost effective growth plans.

The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three 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.

February	March	April
Overview of the 2020 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 Implementation Plan, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation on Final Plan

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14I : DRAFT SRTC 2020-2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

REFERRAL COMMITTEE: Planning & Development (*Grover*)

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

SUMMARY: The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next state Fiscal Year (July 1, 2020 through June 30, 2021). These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization, including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each cycle STA submits a description of the planning activities it will engage in over the identified State Fiscal Years.

The draft description of STA's ongoing and upcoming planning activities are attached for review.

RECOMMENDATION TO BOARD: Information only.

**SRTC July 1, 2020 - June 30, 2021 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016 voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2020 and 2021 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include significant public outreach.

Schedule

2020 TDP: December 2019 – September 2020

2021 TDP: December 2020 – September 2021

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

January 2019-December 2020

Source of Funds/Budget

Local

Division High Performance Transit Study

This project will study and form the implementation strategy for Bus Rapid Transit on the Division St. Corridor, a corridor that runs along Division St. between Downtown Spokane and the Wandermere Area of Spokane County.

Expected Outcomes/Products

Through a coordinated effort with the Washington State Department of Transportation, SRTC, City of Spokane and Spokane County, this project will identify the operational treatments, including but not limited to traffic impact analysis regarding the benefits and operational impacts of various alignments (including a center-running alignment for transit vehicles), Business Access and Transit Lanes, Transit Signal Priority, etc. The location of stations and the level of investment (station amenities, off-board fare payment stations, real-time information, bike lockers, etc.) at those stations will be documented in addition to a study of the frequency, span and type of vehicles that would best suit this High Performance Transit investment.

Schedule

October 2019 – June 2021

Source of Funds/Budget

Federal Surface Transportation and Local Funds, Budget of \$500,000

Division HPT Conceptual Engineering and Environmental Scoping

The next step to follow the Division High Performance Transit Study.

Expected Outcomes/Products

Develop the Division Line HPT project to a station of preliminary engineering and design to have the following complete: reasonable range of total project cost, draft service plan, anticipated environmental review requirements (NEPA scoping), and preliminary implementation schedule. These will be necessary to enter project development in order to prepare for obtaining a federal capital investment grant in the future, ideally by 2025.

Schedule

TBD

Source of Funds/Budget

Local

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Design and Preliminary Engineering

In 2013 STA completed a preliminary concept for High Performance Transit between Spokane and Liberty Lake along I-90. The study included conceptual engineering on several park and ride lots and new “flyer stations” along the corridor. Subsequently STA has secured funding for the design and construction of new facilities.

Expected Outcomes/Products

STA endeavors to construct expanded and more efficient transit facilities along I-90 in Spokane Valley and Liberty Lake to promote and accommodate ridership demand. The design and engineering of these improvements will begin with planning tasks that will include: revisiting the original scope, documenting purpose and need, reviewing and selecting the type, size and location of potential facilities as previously developed by STA, and developing design and preliminary engineering drawings for Mirabeau Park & Ride and the Liberty Lake Park & Ride in light of state and local investments in I-90 access improvements. The results from this effort will transition to a full design and engineering effort in late 2020.

Schedule

March 2020 – May 2021

Funding

Local

STA Facilities Master Plan

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to develop a plan for growth and in consideration of board direction related to transitioning to a zero-emission fleet.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

TBD

Funding

Local

5-Mile Park & Ride Mobility Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and rides. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation.

Schedule

September 2020 – December 2021

Funding

Local

Connect Spokane Update

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* policies the update will include a significant public input element.

Expected Outcomes/Products

STA is reviewing the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

Schedule

March 2020 – May 2021

Source of Funds/Budget

Local

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14J : CONNECT SPOKANE: MAJOR UPDATE SCOPE OF WORK

REFERRAL COMMITTEE: Planning & Development (*Grover*)

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

SUMMARY: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017 and an update for the plan is due to begin no later than 2020.

At the December 2019 Planning & Development Committee meeting, staff presented on certain Work Program assumptions, what's next, and a draft Work Program and schedule.

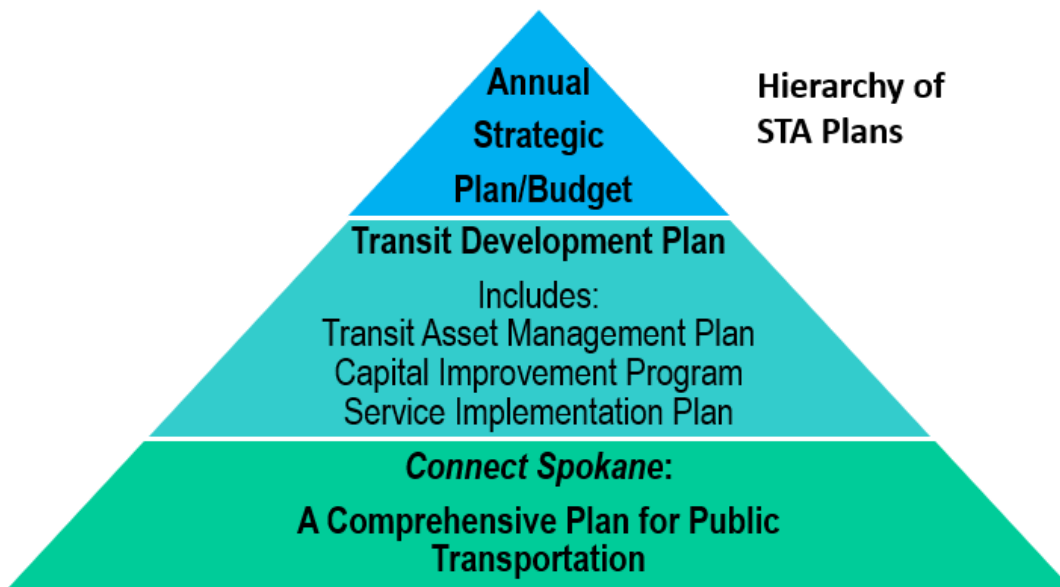
The Work Program assumptions included:

- The High Performance Transit (HPT) network will continue to be a key component of Connect Spokane
- All sections of the Plan are open to review and revision
- Technical assistance and review will be provided by local agency and jurisdictional staff

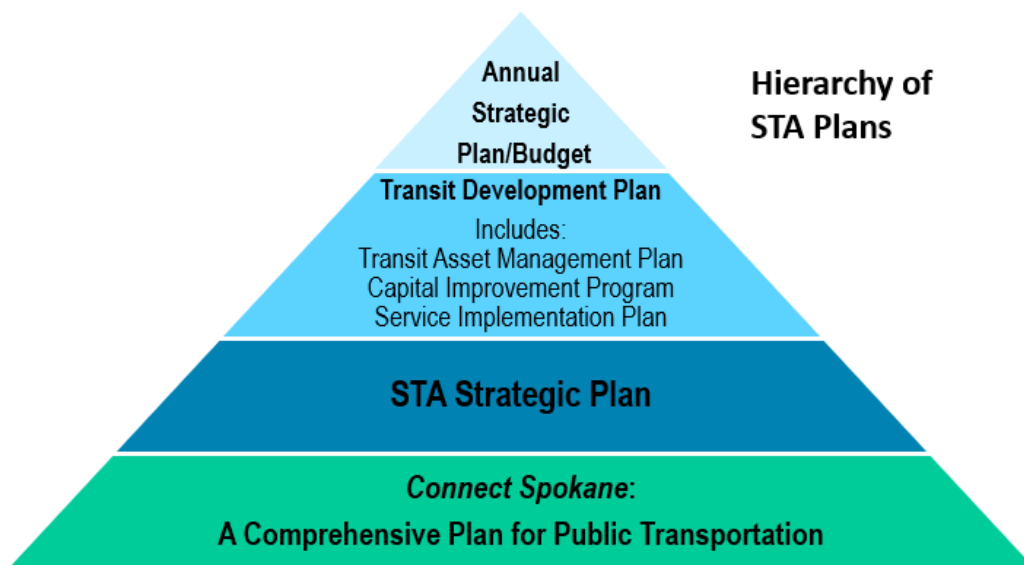
The next steps identified at that point in time were:

- Coordination with SRTC scope/schedule for MTP Update
- Refinements to scope and outreach strategies
- Return to P&D Committee

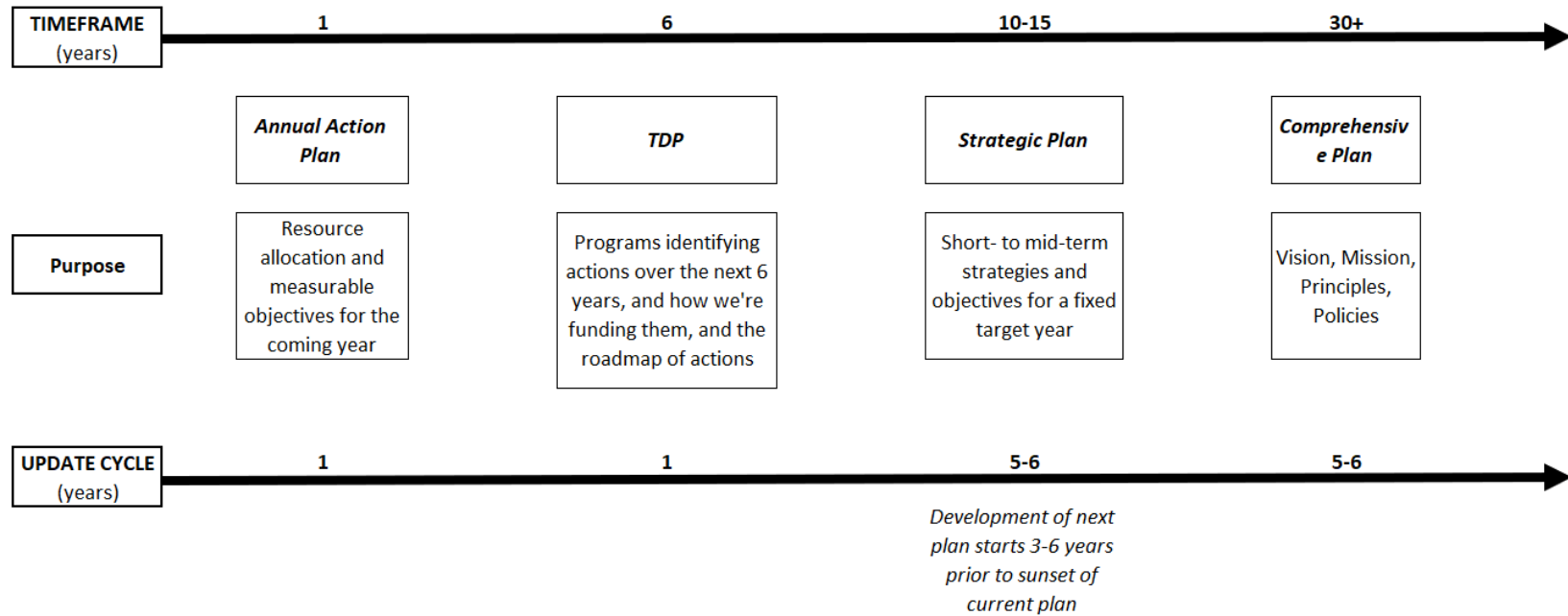
Staff, in internal discussions on refining scope, have identified an opportunity to create a stronger connection between our guiding documents through this update process. Currently, the hierarchy of STA plans looks like:



Staff have identified the opportunity to develop a Strategic Plan that will more closely tie together the Comprehensive Plan with the TDP.



The relationship and timeframes of the documents would be:



The *Connect Spokane Update* will conduct a comprehensive review of the existing document and identify opportunities to streamline the document while identifying new Policies/policy areas that might be necessary to guide STA over the next 25 years.

A Strategic Plan is intended to help STA direct its efforts and resources toward a clearly defined vision for its future. The plan will include benchmarks or milestones that measure progress along the way.

Potential strategic themes include:

- Identifying dedicated infrastructure
- Regional connectivity
- Transit frequency
- Partnerships
- Funding

A proposed Update Work Program, Outreach Program and Schedule for the *Connect Spokane Update* are attached for review and are proposed to be approved by the Board of Directors during the first quarter of 2020.

The proposed work program for the Strategic Plan will be developed in 2020 in conjunction with *Connect Spokane* Policy and Vision Development and brought forward to the P&D Committee in the Fall.

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Authority

Connect Spokane *A Comprehensive Plan for Public Transportation*

Update Work Program

The *Connect Spokane* principle, *Course Corrections* states, “Course corrections and goal modifications do occur and, if done deliberately, can support dynamic adaptation and improvement.”

Consistent with the existing principles of *Connect Spokane*, this Work Program outlines the tasks to be conducted for the 3-year major update to begin in 2020. *Connect Spokane Monitoring and Improvement Policy 3.1* states:

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The effort will engage stakeholders and the public to review and update *Connect Spokane* in order to support deliberate adaptations and improvements.

- Task 1: Adopt Work Program and Outreach Program
- Task 2: *Connect Spokane* Document Review
- Task 3: Policy and Vision Development
- Task 4: Draft amendments
- Task 5: Review and revise draft amendments
- Task 6: Adopt amendments

Note: Public and stakeholder outreach will be conducted where noted.

Task 1 – Adopt Work Program and Outreach Program (Jan 2020 – Mar 2020)

The Board adopted work program for this update outlines the scope, process and expected outcomes of the update and provides agreement, guidance and transparency regarding what the update will and will not include.

The *Connect Spokane Communications and Input Policy* states that, “Any change which affects the substance of the Comprehensive Plan will require a public hearing and supporting public outreach.” The Board will also adopt an outreach program that outlines the process for public and stakeholder input in the update.

ASSUMPTIONS:

- This document is the work program
- The update process will begin in early 2020 and be completed by the end of 2021
- The *High Performance Transit network* will continue to be a key component of *Connect Spokane*.
- The Planning & Development Committee will review and make a recommendation to the Board of Directors on the Work and Outreach Program, then the Board of Directors will adopt them.

DELIVERABLES:

- Draft Update Work Program
- Draft Outreach Program
- Final Update Work Program
- Final Outreach Program

Task 2 – *Connect Spokane* Document Review (Mar 2020 – May 2020)

STA will conduct an internal review of *Connect Spokane*, looking at the following:

- a. Overall organization of the Plan
- b. Sections/policies that are no longer needed and can be combined/deleted
- c. Sections and policies that need refresh/update
- d. Sections that should be added

Staff will develop a review matrix that clearly identifies those items noted above and which later tasks will build upon.

ASSUMPTIONS:

- While *Connect Spokane* contains sections that will clearly remain in this Update, no section is exempt from review and possible adjustments.

DELIVERABLES:

- *Connect Spokane* document review matrix
- Staff Report on Task 2 findings
- Presentation(s) to the Planning & Development Committee and Board

Task 3 – Plan Organizational Framework Update (May 2020 – Aug 2020)

There are two primary objectives in undertaking this Plan Update now:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

Like most long-range plans, *Connect Spokane* contains background information that defines the conditions at the starting point of the plan. However, there is not a section that clearly ties the chapters of *Connect Spokane* together, or define its relationship to the other guiding documents for Spokane Transit. Task 3 will build on Task 2 a.-d. to provide greater context both within the document and to other STA guiding documents. This is envisioned to include tying the Comprehensive Plan to the newly proposed Strategic Plan.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3
- Presentation(s) to the Planning & Development Committee and Board

Task 4 Policy and Vision Development (July 2020 – Dec 2020)

The objective of this task will be to develop updated policies and vision that will see STA through the next 20-25 years of growth in the region.

First working internally and in collaboration with our jurisdictional partners, and then extending to broader conversations with our customers, the purpose of this task is to identify key policies for STA over the next 25 years as the region continues to grow.

Potential policy themes/topics that may be addressed include:

- Infrastructure
- Regional Connectivity
- Partnerships
- Frequency / Span
- Funding
- Strategic Planning

Staff will engage stakeholders and the public to vet the principles and policies of *Connect Spokane*, based on the findings in Task 2 as well as what is developed in Tasks 3 and 4, with the objective of identifying high-level planning course corrections towards achieving STA's established mission and vision, prior to drafting the update language.

ASSUMPTIONS:

- The activities in Task 4 will be the first meaningful touchpoint with the public, as outlined in Task 5.2.
- The identification of major investments may require consultant resources for planning-level analyses of ridership benefits, cost estimates and network integration.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3.2
- Stakeholder and public high-level concept vetting engagement
- High-level concept vetting findings staff report
- Presentation(s) to the Planning & Development Committee and Board

Task 5 – Draft Amendments (Oct 2020 – Feb 2021)

Based on the findings of Tasks 2-4, staff will draft a package of proposed amendments to *Connect Spokane*. Additional research and outreach on specific topics will likely be required as a part of this task.

ASSUMPTIONS:

- Draft amendments to *Connect Spokane* will be updates that reflect changing times and course corrections towards achieving STA's established mission and vision.

DELIVERABLES:

- Package of Draft Amendments, including one or more new sections of the plan
- Amendments Summary Staff Report
- Presentation(s) to the Planning & Development Committee and Board

Task 6 – Peer/Public Review and Revision (Oct 2020 – Feb 2021)

Staff will engage stakeholders and the public to review materials from task 4 and 5.

Task 6.1 Peer Review

STA staff will conduct two separate external reviews of the compiled matrix:

1. The PTAC (Planning Technical Advisory Committee) an advisory body to the SCEO (the Steering Committee of Elected Officials), will allow for staff of local jurisdictions to review with an eye towards how transit can best serve their residents; and
2. The WSTA Planners Group, which will provide a statewide transit planning perspective

These external reviews will provide STA with additional grounding for potential changes to the document.

Task 6.2 Public Review**Goals of the Outreach Program**

Engagement with the public will be a serious undertaking to engage the public in a meaningful manner.

- Developing outreach strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

- Involve stakeholders in the process to assist with specific areas of expertise, as well as vet current Connect Spokane principles and policies to help identify the changing opportunities and challenges of furthering STA's mission and vision over the next 30 years.
- Receive feedback on draft amendments to Connect Spokane.
- Identify opportunities for partnerships in achieving shared goals.
- Engaging and collaborating with SRTC as they complete an update to the MTP.

Stakeholder Workshops

2-4 stakeholder workshops will be held to elicit input during key points in the update process:

- Work Program Task 3 – Plan Update Framework
- Task 5 – Peer / Public Review and Revision

At a minimum, representatives from the following interests will be invited to participate in the stakeholder workshops:

- | | | |
|----------------------------------|---|----------------------------|
| • Jurisdiction Elected Officials | • Agencies and Advocacy Groups representing disabled, low income, minorities, and people who speak limited English. | • Educational Institutions |
| • STA Citizen Advisory Committee | • Relevant Government Agency and Jurisdiction Staff | • Utilities |
| • Labor Representatives | • Chambers of Commerce | • Other Civic Groups |

Stakeholder workshops will be open to the public but targeted at representative interests.

Public Engagement

Public Engagement will begin in Task 3 as STA develops new/updated policies and strategies. The Public Engagement will consist of 2-3 Open Houses, as well as staff engaging in such activities as:

- Farmers Markets and other Community/Neighborhood events
- School activities
- Community Assembly meetings and other neighborhood group meetings

This section will be more developed through internal meetings in Winter of 2019 to continue to develop outreach strategies, including developing strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

Online Stakeholder Survey

An online stakeholder survey will be conducted to supplement the workshops and to reach others who may not be able to participate in person. The survey will focus on the substance of Work Program Task 3.

Website

STA will develop and host a public-facing webpage for the project. The webpage will provide summary information about the project and its milestones, including draft amendments. It will also provide an email link for site visitors to send comments.

State Environmental Policy Act (SEPA) Compliance

Once amendments to *Connect Spokane* have been drafted and revised, staff will complete a SEPA Checklist, a SEPA Determination and all required noticing.

Committee Engagement and Review

The Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the update process.

Public Hearing

After the Planning and Development Committee make a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing will be noticed in the *Spokesman Review* and on STA's website.

Task 6.3 Revise Amendments

Based on the feedback provided in Tasks 6.1 and 6.2, Staff will revise Connect Spokane for presentation to the Planning & Development Committee and the Board.

DELIVERABLES:

- Revised Package of Amendments
- Peer Review meetings and meeting summaries
- Public Open House meeting and meeting summaries
- Tabling events and summaries
- Summary Staff Report on Amendment Feedback
- Presentation to the Planning & Development Committee and Board
- Final package of Draft Amendments

Task 7 – Adopt Amendments (Apr 2021)

After the Planning and Development Committee has made a recommendation on the proposed amendments, the Board of Directors will hold a public hearing at a regularly scheduled meeting. Revisions will be made as appropriate based on hearing testimony. The Board would then take action at their following regularly scheduled meeting.

DELIVERABLES:

- Public Hearing
- Resolution amending *Connect Spokane*
- Final *Connect Spokane* Amendment

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 19, 2020

AGENDA ITEM 14K : DIVISION STREET CORRIDOR STUDY UPDATE

REFERRAL COMMITTEE: Planning & Development (*Grover*)

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

SUMMARY: The Division Street Corridor Study is focusing on Division Street opportunities and challenges that come with the completion of the North Spokane Corridor and the implementation of High-Performance Transit (HPT) by STA. Through previous planning efforts including the board adopted *Connect Spokane*, the planned mode for the corridor is bus rapid transit.

A High-Performance Transit (HPT) corridor provides higher frequency, enhanced, easy-to-use service with improved passenger amenities. Division Street has historically been one of the top performing lines in the STA system, and providing more frequent and faster service along a vital regional corridor that is anticipated to transform considerably over the next decade will provide important access to jobs and housing. Division HPT will operate using a rubber-tired bus to provide maximum design and operational flexibility within the corridor.

The current study has two funded phases, and will result in recommendations that address transit operations, multimodal planning, geometrics, safety, and land use opportunities in the corridor study area. Phase 1 of the study will consist of higher-level public engagement to determine the magnitude of potential and desired transportation and land use change within the corridor, starting with the assumption that there will be HPT service along Division. Phase 1 has a significant public engagement component, in-depth HPT analysis, and multimodal operational analyses to establish baseline and future conditions for the corridor. Phase 2 of the Study will take findings from Phase 1 and further develop alternative concepts for Division Street, including complementary roadway design changes and land use opportunities.

The selected consultant team, led by Parametrix, is wrapping up the State of the Corridor report, with highlights to be presented in committee. Upcoming activities include:

- Website launch (mid-March)
- Survey launch (mid-March)
- Public Engagement kick-off (late March)

Following the public engagement kick-off, opportunities for dialogue and engagement will occur on a monthly basis along the corridor.

RECOMMENDATION TO BOARD: Information only.