

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, April 21, 2016, 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 21st day of April, 2016.



Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

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

BOARD MEETING

Thursday, April 21, 2016 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 95 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. John “Scotty” Mundy, Coach Operator – Retirement (*Steve Blaska*)
 - B. Karl Youngren, Coach Operator – Recognition (*Steve Blaska*)
 - C. First Quarter 2016 Years of Service Awards (*Steve Doolittle*)
 - D. First Quarter 2016 Employee Recognition Awards (*Steve Doolittle*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the March 17, 2016 Board Meeting – Corrections/Approval
 - B. March 2016 Vouchers (*Lynda Warren*)
 - C. Acceptance of Boone Avenue Tenant Improvements Contract & Approval to Pay Retainage (*Hafner/Otterstrom*)
 - D. Approval of Spokane Police Department Interlocal Agreement (*Hafner/Meyer*)
 - E. Approval to Award Additional Van Grant Vehicle (*Hafner/Blaska*)
 - F. Draft Transit Development Plan (TDP): Finalize Mid-Range Planning Guidance (*Waldref/Otterstrom*)
 - G. West Plains Transit Center Update – Project Design Approach & Grant Endorsements (*Waldref/Otterstrom*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *60 minutes*
 - A. Deferred Motion: “Do not put anything on the ballot in 2016 but continue the conversation towards a ballot in 2017 and ask staff to address service level needs and improve service throughout the region” (*Al French*)
 - B. STA Moving Forward Ten Year Plan & Funding Discussion (*Waldref/Otterstrom*)
 - C. Central City Line: Alignment & Mode Refinements (*Waldref/Otterstrom*)
8. Board Operations Committee: *5 minutes*
 - A. Chair’s Report (*Al French*)

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9. Planning & Development Committee: *5 minutes*
 - A. Chair's Report (*Amber Waldref*)
 - i. Draft Transit Development Plan (TDP): Revenue & Expenditure Forecast Assumptions

10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair's Report (*Chuck Hafner*)
 - i. February 2016 Financial Results Summary (*see item 12.B*)
 - ii. Plaza Renovation Communications Plan

11. CEO Report – *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2016 Financial Results Summary (*Lynda Warren*)
 - C. March 2016 Sales Tax Summary (*Lynda Warren*)
 - D. February 2016 Operating Indicators (*Steve Blaska*)
 - E. May Service Changes (*Karl Otterstrom*)

13. New Business

14. Board Members' Expressions

15. Executive Session (*Workland Witherspoon*) - *None*

16. Adjourn

Cable 5 Broadcast Dates and Times of April 21, 2016 Board Meeting:

Saturday, April 23, 2016	4:00 p.m.
Monday, April 25, 2016	10:00 a.m.
Tuesday, April 26, 2016	8:00 p.m.

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

Planning & Development	May 4, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	May 4, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	May 11, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 19, 2016, 1:30 p.m., STA Boardroom, 1230 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 day 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

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 ESM

Legal Counsel UM

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

April 21, 2016

AGENDA ITEM 4.A. JOHN 'SCOTTY' MUNDY, COACH OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations

SUMMARY: Coach Operator, Scotty Mundy retired on March 31, 2016, ending his 24 year career with Spokane Transit Authority. Scotty started as a part-time Paratransit driver in July 1991, moving to full time in 1994. Ten years later, he moved to Fixed Route where he was a Coach Operator until his retirement. During his career, he had 19 years of safe driving and numerous customer compliments. He also received nominations for the Employee Recognition Award and won in 2005 for his efforts in training Fixed Route drivers on the operations of cut-away vans.

Scotty will be spending time with his family during his retirement. Thank you for your years of service and dedication to STA! Congratulations on your retirement.

RECOMMENDATION TO BOARD: Recognize Coach Operator, John "Scotty" Mundy for his years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer JM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **4.B.**: KARL YOUNGREN, COACH OPERATOR – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations

SUMMARY: Coach Operator, Karl Youngren began his career with Spokane Transit Authority as a Custodial Laborer in 1992. He became a Coach Operator in 1993 and remained in this role until February 2016.

He had many accomplishments over his 22 years with STA. In 2003, he was part of the Team Wall of Fame Award for his dedication, extra effort and concern for the public. In January 2004, he won the Employee Recognition Award for his outstanding customer service, specifically when he gave a Christmas present to the three year old child of one of his regular passengers who could not afford to purchase gifts that year. He also had 22 years of safe driving, several perfect Quality Counts Awards and numerous compliments from his passengers.

Thank you for your years of service and dedication to STA! Good luck in your future endeavors.

RECOMMENDATION TO BOARD: Recognize Coach Operator, Karl Youngren for his years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer SM

Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 4.C. **YEARS OF SERVICE AWARDS – RECOGNITION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Doolittle, Director of Human Resources

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

30 Years

Fixed Route Supervisor
Pamela Tonhofer

15 Years

Fixed Route Coach Operator
Joseph Quinn

5 Years

Financial Services Manager
Lynn Holmes

25 Years

Trainer
Paul Hoffman

Customer Service Representative
Gail Quick

Paratransit Van Operator
Sam Knowlton
Karen Littlejohn
John Renford
Anthony Barr

Building Maintenance Specialist
Kenneth Caton

10 Years
Director of Human Resources
Stephen Doolittle

Paratransit Reservationist
Kim Nichols

20 Years

Trainer
Katherine Barnes

Information Systems Manager
George Hanrahan

Paratransit Van Operator
Kathryn Yeats

Fixed Route Coach Operator
Lenee Barnes

Journeyman Vehicle Technician
Michael Watts

Building Maintenance Specialist
John Ehnes

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head SD

Chief Executive Officer SDM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **4.D.** 2016 FIRST QUARTER EMPLOYEE RECOGNITION WINNERS
REFERRAL COMMITTEE: N/A
SUBMITTED BY: Steve Doolittle, Director of Human Resources

SUMMARY: The Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve our core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. A list of the award winners is attached.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head SD

Chief Executive Officer SM

Legal Counsel LM



2016 1st QUARTER EMPLOYEE RECOGNITION WINNERS

January 2016	Ron Simmons	Fixed Route Operator
	Sandra Genzone	Fixed Route Operator
	Dave Easter	Fixed Route Operator
	Ryan Harbison	Fixed Route Operator
February 2016	Frank English	Associate Bldg. Maintenance Specialist
	Steve Nenno	Database Administrator
	Chad Wetzel	Fixed Route Operator
March 2016	Scott Spencer	Fixed Route Operator
	Jeff Railton	Fixed Route Supervisor
	Dave Goodwin	Fixed Route Operator

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **5.A.** MINUTES OF THE MARCH 17, 2016 BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

SUMMARY:

Minutes of the March 17, 2016 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer SM

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 March 17, 2016, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Shelly O'Quinn, Spokane County
Amber Waldref, City of Spokane
Candace Mumm, City of Spokane (*by phone*)
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Tom Trulove, Small Cities Representative
(Cheney)
Aspen Monteleone, Small Cities Representative
(Airway Heights)
Keith Kopelson, Small Cities Representative
(Liberty Lake)
Rhonda Bowers, Labor Representative
Richard Schoen, *Alternate* Small Cities Representative
(Millwood) *Ex Officio*

MEMBERS ABSENT

John Higgins, Small Cities Representative
(Medical Lake) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, Workland Witherspoon PLLC

GUEST

Mayor Steve Peterson, City of Liberty Lake

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

Mr. Hafner moved to amend the Board agenda to limit item 3, Public Expressions, to a total of 15 minutes and that this item could be continued if necessary at the end of the meeting. Ms. O'Quinn seconded.

Mr. French said 7 people had signed up to speak.

Ms. O'Quinn moved to amend the Board agenda item 15, Executive Session, to include "Reviewing the performance of a public employee." Mr. Pace seconded.

The motions to amend the agenda as presented passed unanimously

3. PUBLIC EXPRESSIONS

John Lemus asked the Board to vote for a ballot measure to completely forward the Moving Forward plan which he said would revitalize transit in Spokane. He added that there are 150 employees at Skills'kin at Fairchild Air Force Base and they would like more service.

John Alder said he is a regular transit rider and recommends action by the Board to keep the bus system moving forward. It is a much needed service for the entire community.

Jim Bakke encouraged the Board to take action on a ballot measure as soon as possible since more bus service is needed before development at places like the Indian Trail neighborhood.

Terry Deno is Chair of the Indian Trail Neighborhood Council. He said there is limited bus service in that neighborhood which is one of the fastest growing neighborhoods in the area. He is in favor of a tax increase.

Gary Olmsted is Vice President of the Northwood Homeowners Association and said there is no bus service in his neighborhood. Traffic, particularly on Argonne Road, is getting worse and they would like a Park and Ride or bus service.

Paul Kropp lives in Moran Prairie and uses route #45. He said 15 minute service to downtown would be preferable due to the growing population of the area. Other services and amenities such as a Post Office, library and shopping are already available.

Jason Campbell is the Vice President of Operations for the Community Health Association of Spokane (CHAS) and said many patients rely on public transportation. In September 2015, CHAS relocated to a larger building in the Spokane Valley and bus service is too far away. STA should extend service along Indiana to meet the patients' needs.

Mr. French commented that if anyone else wishes to speak, they may do so at the end of the meeting.

4. RECOGNITIONS AND PRESENTATIONS – None.

5. BOARD ACTION – CONSENT AGENDA

Mr. Hafner moved to approve the following consent agenda items 5. A through D. Mr. Kopelson seconded and the motion passed unanimously.

A. Approve the minutes of the February 18, 2016 Board meeting.

B. Approve the following vouchers and payroll for February 2016:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (February)	Nos. 588522 - 588790	\$ 1,552,246.03
Workers Comp Vouchers (February)	Nos. 216434 - 216582	\$ 86,547.99
Payroll 02/05/2016	ACH – 02/05/2016	\$ 1,480,960.05
Payroll 02/19/2016	ACH – 02/19/2016	\$ 1,064,555.19
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,329.57
FEBRUARY TOTAL		\$ 4,191,638.83

C. Award a contract for the Plaza Upgrade Project to Walker Construction, Inc. for a contract value of \$3,502,800, excluding sales tax.

D. Approve consolidating the three separate projects as a single project for the Jefferson Lot improvement with a budget amount of \$554,000.

<u>Project Number</u>	<u>Project Name</u>	<u>Available Budget</u>
OPF-2015-346	Jefferson Lot Improvements	\$250,000
TCS-2011-336	Fiber Communications	\$200,000 (2015 & 2016)
TCS-2011-305	Jefferson Add-Ons (Cameras)	\$104,000
	TOTAL BUDGET	\$554,000

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS: None.

Ms. Mumm joined the meeting by phone at 1:51 p.m.

7. BOARD ACTION – OTHER:

A. STA Moving Forward Ten Year Plan & Funding Discussion

Ms. Waldref said the Planning & Development committee had a discussion on the next steps for STA Moving Forward. They reviewed maps and data regarding travel patterns. No new information was introduced and there were no further questions about funding or scenarios.

Mr. Otterstrom added that Ms. Watson had emailed copies of the Moving Forward scenarios and the previous presentation in advance of this meeting. Copies are included in the grey folders.

Mr. French asked about another funding option and said Ms. O'Quinn and Mr. Peterson had recently presented one to the City Council of Airway Heights.

Ms. O'Quinn said they asked the Council where they stood on the Moving Forward plan; they did not discuss funding.

Mr. Peterson said they also discussed Airway Heights' loss of transit service several years ago. The conversation included how important service is to the West Plains area for education and business purposes and how important it is to improve ridership and service in that location. He added that there are plans for a fare increase in 2017 and he does not support a ballot measure in 2016.

Ms. O'Quinn said Spokane Transit has changed its financial assumptions since the ballot in April 2015 and is now in a great financial position with good reserves and a well-run agency. She added that two weeks ago she received calls from constituents saying they were told that the Spokane Transit Board will go to the ballot for 2/10ths of one percent additional sales tax in November 2016 and that the Boardroom would be full of people endorsing it. However, the Board has made no such decision and it would be optimal for the Board to be in agreement rather than divided on this issue. If a ballot measure is agreed upon, it should be with a super majority of the Board. She said she would support taking the decision off the table for 2016 and continue to have thoughtful conversation about a ballot measure in 2017. She added that all Board members agree that transit is positive for the community.

Ms. O'Quinn moved to not put anything on the ballot in 2016, but continue the conversation towards a ballot in 2017 and ask staff to address service level needs and improved service throughout the region.

Ms. Monteleone seconded.

Ms. Waldref said it has taken a year to better understand projected sales tax assumptions. The Moving Forward plan was adopted by the Board and re-affirmed as a guidebook as to how transit service can be expanded. There have been three years of public conversation around the plan and it is a good starting point. The Board agreed last year that financial assumptions were too conservative and the good news is that the Moving Forward plan can be funded with 2/10ths instead of the original 3/10ths that went to the ballot last year and was narrowly defeated. The ballot in November 2016 is unique in that it is a Presidential election and more people vote. She has not heard a reason why STA would not put an initiative on the ballot at this time.

Mr. Pace said he likes the motion but will propose an amendment. Transit service is missing in locations such as the Northwood housing development and there is a lot more traffic on Argonne Road. He added that he is an advocate for the new CHAS (Community Health Association of Spokane) clinic in the Spokane Valley and would like transit service there. He supports the Moving Forward plan but believes transit does not work well in the Spokane Valley since bus stops are located too far away from housing developments. It works better for the City of Spokane and he suggested the City Council fund its own part of the plan.

Mr. Otterstrom said proposed bus service on Indiana would connect the CHAS clinic with other activities and connect to the Mirabeau Park and Ride. He has worked with Spokane Valley staff to ensure bus connections in that area.

Ms. Mumm said she is currently in Olympia. She asked the Board to remember they are all elected officials and there is an opportunity to put this plan before the greatest number of voters in November 2016 – 18 months after the last version of the ballot measure at a lower tax increase. She advised the

Board to watch and wait to see what the Spokane City Council decides on its Transit Benefit District (TBD) plan.

Ms. Mumm moved to defer Ms. O'Quinn's motion until the next Board meeting. Ms. Waldref seconded and the motion passed 5 to 4 as follows:

Al French	Yes
Tom Trulove	Yes
Amber Waldref	Yes
Candace Mumm	Yes
Keith Kopelson	Yes
Chuck Hafner	No
Shelly O'Quinn	No
Ed Pace	No
Aspen Monteleone	No

Ms. O'Quinn suggested the Board have a discussion about the Central City Line (CCL) since it is a bigger subject than just for the City of Spokane.

Ms. Mumm wished to clarify this statement and said the Spokane City Council is not just considering the CCL but the TBD will include major upgrades for the new district in the municipal boundary.

Mr. Hafner referred to Spokane City Council President Ben Stuckart's letter which made it clear if the STA Board did not approve one or two tenths, he would go ahead with the TBD. Mr. Hafner asked if this is a veiled threat and feels blindsided. He said he was unable to attend the March 9 Board Operations Committee meeting and asked when it was determined that the Board would ask for 2/10ths of new sales tax revenue. He then read an email he had received from Kitty Klitzke that referred to this Board meeting and asked people to attend and encourage the Board to agree on a ballot measure for November 2016. Ms. Klitzke added that the STA Board had enough votes (5) to approve this action. Mr. French said the Board Operations Committee members discussed moving the conversation along and there is no recommendation from a committee on a specific ballot measure. He added that discussions are taking place outside of the Board meetings.

Ms. O'Quinn said the fact that the City of Airway Heights this week reversed their decision to endorse the ballot measure meant that there were not as many people in the audience today as expected. She added that she did not want another month of political games being played; people were called and told the STA Board had five votes in favor of the ballot measure at 2/10ths this November. STA also cut their contribution to Greater Spokane Inc. because that organization remained neutral at the last election. Actions like that are unfortunate. She suggested requesting an increase of 1/10th of one percent sales tax on the ballot in April 2017 and another 1/10th in five years if needed. At the last ballot 3/10ths was requested and it was stated that STA needed 1.5 tenths to sustain service. Reviewing the financial assumptions suggested that was not needed so remove the 1.5 tenths and the 1.5 tenths remaining would fund the entire Moving Forward plan. A phased approach would show STA is being frugal and working on long-term sustainability. Transit is just one of many needs the community has for increasing sales tax; others include safety and roads.

Ms. Waldref commented that people worked hard in last year's ballot measure and good leadership requires outreach and compromise. She added that it is important to review projects that could be included and those that could wait five years. It would not behoove STA to build a Park and Ride and then wait five years to have the funds to operate it.

Mr. Trulove agreed the Board needs to get down to basics and believes all members support STA. The transit system is very important to the West Plains and it may be destroyed by action by the City of Spokane or lack of action by this Board. He would like to see a ballot measure as soon as possible and

would consider November 2016 or April 2017. He does not believe 1/10th is enough and would support 2/10ths. He also added that staff has done a great job and due diligence.

Mr. Hafner said he did not know if a vote was for 1/10th or 2/10ths and there must have been a leak to others since Ms. Klitzke's email referenced 2/10ths and 5 votes of approval.

Mr. French suggested the possibility of 1/10th followed by another 1/10th. He said he would not want to repeat the decision to go the ballot in April since the turnout was poor and included funding for school districts. He is in favor of 2/10ths in November 2016 which gives time to take the message out to the public.

Mr. Schoen said he can envisage a split in the Public Transportation Benefit Area (PTBA) if a separate funding district is formed and this is going in the wrong direction for transit.

Ms. Bowers said she has been a member of the Board for a number of years and a lot of work has gone into Moving Forward. She read out a statement from unions ATU #1015 and AFSCME endorsing 2/10ths in November 2016. She is also concerned about breaking up the PTBA.

Mr. Hafner said there are merits to further discussion on the Central City Line (CCL) and its advantages for the City of Spokane. What is the value to Spokane Valley? There will be increased operating costs as well as capital.

Mr. Trulove said there may be benefits to students but there are also other needs for taxes such as police and safety.

Mr. Kopelson asked if he could reconsider his vote.

Ms. McAloon said the motion to defer is not subject to reconsideration. However a different motion could be entertained.

Ms. O'Quinn moved to pursue a ballot measure for November 2017 at an undetermined amount. Mr. Hafner seconded.

Ms. Waldref said she would oppose the motion since there has been no reason for not doing it in November 2016.

Ms. McAloon said the deadline for submitting a ballot measure for November is in August.

Mr. Pace said he will not support the motion because he wants the City of Spokane to go ahead with its own TBD.

Mr. Trulove said November 2017 is too far in the future.

Ms. Mumm thanked Mr. Pace for supporting the City of Spokane's TBD and thanked Ms. O'Quinn for requesting a ballot measure. She added that it is premature for the Board to set a date until members see what the City of Spokane is considering.

Ms. Mumm moved to postpone the question until the next Board meeting and asked that Ms. Waldref explain what the City of Spokane is considering. The motion died through lack of a second.

Ms. O'Quinn's original motion failed by six votes to three as follows:

Al French	No
Keith Kopelson	No
Candace Mumm	No
Ed Pace	No
Amber Waldref	No
Tom Trulove	No
Shelly O'Quinn	Yes
Chuck Hafner	Yes
Aspen Monteleone	Yes

Mr. French said there are existing routes more expensive to run than the Central City Line and questioned whether those would be given up also.

Mr. Hafner requested details of the cost of those routes. He added that people have requested routes to Northwood, Indian Trail, etc. The CCL serves one purpose – to go from Browne’s Addition to downtown to the university to Spokane Community College. There is no other purpose. The same route could be configured with regular buses at a far lesser cost.

Mr. French asked about the proposed West Plains Transit Center.

Mr. Hafner said it serves Cheney and the entire West Plains area.

Ms. Waldref said commuters and visitors in addition to students would use the CCL. High Performance Transit (HPT) is new; it serves with more frequency and will cost more. Other examples of HPT are Sprague Avenue, Cheney, and South Regal to North Monroe.

Mr. French concluded the discussion by saying the Board will take up this matter again next month.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Mr. French said he attended the recent American Public Transportation Association (APTA) Legislative Conference and had meetings with legislators. Susan Meyer, Candace Mumm and Kevin Freeman also attended this event. He added that they met with Senators Murray and Cantwell and Congresswoman Cathy McMorris Rodgers. Meetings were also held with Federal Transit Administration staff regarding the Central City Line (CCL) and the Small Starts Grant application that STA plans to submit later this year. Representatives from two bus manufacturers said they are prepared to move forward with a battery-powered vehicle for the CCL. The cost of such vehicles would be paid through a federal grant for low emission units (LoNo program).

Ms. Mumm said the conference and meetings were successful and it was interesting to note how other transit agencies nationwide are doing. She also noted that the cost of buses powered with alternative energy sources is decreasing.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair’s Report

Ms. Waldref said the committee discussed the Transit Development Plan (item 12.F) and the STA Moving Forward plan.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair’s Report

Mr. Hafner said the committee discussed two items that are included in the Board packet:

- i. Year End 2015 Unaudited Financial Report
- ii. Year End 2015 Performance Measures

In addition, the committee recommended approval for consent agenda items 5.C and D.

11. CEO REPORT

Ridership

Ms. Meyer reported that fixed route bus ridership in February 2016 decreased by 0.8% over February 2015 for a 3.9% decrease year-to-date.

Paratransit ridership increased by 8.1% over February 2015 for a 5.5% increase year-to-date.

Vanpool ridership decreased by 5.1% over February 2015 with one less van in service for a 10% decrease year-to-date. It should be noted that February 2016 had one more weekday than February 2015.

Financial Summary

Due to the conversion to the new business system effective January 1, 2016, new financial reports are being developed. February reports will be available in April.

Sales Tax Revenue

February 2016 sales tax revenue (collected on December 2015 retail sales) increased 6.3% over February 2015 for a year-to-date increase of 5.4% over budget.

ABBG Conference in Spokane

STA is hosting the American Bus Benchmarking Group (ABBG) Paratransit Workshop in Spokane on March 22 and 23. This group was impressed with the paratransit operation in Spokane at the last workshop. Approximately 20 transit agencies will be represented.

Final 2016 State Legislative Report

The Supplemental Transportation Budget was passed and sent to the Governor for signature. The Central City Line will receive \$3M from Connecting Washington in the 2015-2017 fiscal biennium. An additional \$6M will be provided in the 2017-2019 fiscal biennium, and \$6M in the 2019-2021 fiscal biennium.

12. BOARD INFORMATION

- A. Committee Minutes
- B. February 2016 Sales Tax Summary
- C. 2015 State Audit Timeline
- D. January 2016 Operating Indicators
- E. Purchase of Nine Fixed Route Replacement Coaches
- F. Transit Development Plan: Mid-Range Planning Guidance

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. French asked if there were additional public expressions.

Dave Schmitt said people in Cheney and rural areas have their own transportation and have an aversion to using public transportation because of its inconvenience. Transit ridership is declining and there is no need for more service or increased taxes.

Ms. Waldref and Ms. Mumm commented that the APTA conference was excellent and they appreciated the opportunity to attend.

15. EXECUTIVE SESSION

At 3:35 p.m., Mr. French announced that the Board would adjourn for an Executive Session for the following purposes:

- 1. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.
- 2. Reviewing the performance of a public employee.

The STA Board of Directors will reconvene in open session at approximately 3:50 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 in open public session.

At 3:50 p.m., Ms. McAloon announced the Board of Directors will reconvene at 4:00 p.m.

At 4:00 p.m., Ms. McAloon announced the Board of Directors will reconvene at 4:05 p.m.

Chair French announced that no action will be taken as a result of the Executive Session.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 4:07 p.m.

Respectfully submitted,



Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

A video of the Board meeting may be viewed on STA's website
www.spokanetransit.com the week after the meeting.

Cable 5 Broadcast Dates and Times of March 17, 2016 Board Meeting:

Saturday, March 19, 2016	4:00 p.m.
Monday, March 21, 2016	10:00 a.m.
Tuesday, March 22, 2016	8:00 p.m.

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

Planning & Development	April 6, 2016, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 6, 2016, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 13, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, April 21, 2016, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **5.B.** MARCH 2016 VOUCHERS - MOTION

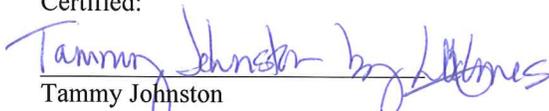
REFERRAL COMMITTEE: N/A

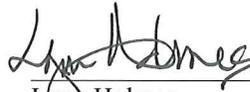
SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of March 1 through 31, 2016 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 (March)	Nos. 588791 - 589113	\$ 2,359,510.64
Workers Comp Vouchers (March)	Nos. 216583 - 216844	\$ 122,416.68
Payroll 03/04/2016	ACH - 03/04/2016	\$ 1,491,901.23
Payroll 03/18/2016	ACH - 03/18/2016	\$ 1,057,412.09
WA State - DOR (Use Tax)	ACH - W0640	\$ 6,943.17
MARCH TOTAL		\$ 5,038,183.81

Certified:


Tammy Johnston
Budget and Accounting Manager


Lynn Holmes
Financial Services Manager

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


Lynda Warren
Director of Finance & Information Services
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head LLW

Chief Executive Officer SM

Legal Counsel LM

Spokane Transit Authority
Vouchers - March 2016

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/03/16	588791	Inland Welding Supply Inc	1032	474.23
03/03/16	588792	AFSCME	1328	356.24
03/03/16	588793	Amazon.Com LLC	1054	1,080.29
03/03/16	588794	Aronson Security Group	1070	3,335.34
03/03/16	588795	Amalg Transit Union #1015	1055	17,615.78
03/03/16	588796	Amalg Transit Union #1598	1056	545.82
03/03/16	588797	Association of Washington Cities	1076	195.00
03/03/16	588798	Battery Systems Inc	1089	733.99
03/03/16	588799	Cheryl Beckett	1092	187.50
03/03/16	588800	Daniel H Brunner Trustee	1124	3,483.81
03/03/16	588801	Canon Financial Services Inc	1154	220.67
03/03/16	588802	Consolidated Electrical Distributors	1133	2,364.23
03/03/16	588803	QWEST Corporation	1148	110.69
03/03/16	588804	Child Support Enforcement Agency	1825	392.30
03/03/16	588805	City of Spokane	1601	2,057.20
03/03/16	588806	City of Spokane	1601	88.00
03/03/16	588807	City of Spokane	1601	4,619.03
03/03/16	588808	Coffman Engineers Inc	1162	55,790.33
03/03/16	588809	Kathleen M Collins	1163	4,593.41
03/03/16	588810	Comcast Holdings Corporation	1170	453.49
03/03/16	588811	Desautel Hege	1839	2,850.00
03/03/16	588812	Joel and Julie Diamond	1212	4,800.00
03/03/16	588813	Department of Social and Health Services	1210	3,693.24
03/03/16	588814	Employee Advisory Council	1236	480.00
03/03/16	588815	El Jay Oil Co Inc	1003	3,956.68
03/03/16	588816	Evergreen Safety Council	1248	20.00
03/03/16	588817	Federal Express Corporation	1808	155.58
03/03/16	588818	Friends of the Centennial Trail	1600	500.00
03/03/16	588819	FSX Equipment Inc	1267	1,067.98
03/03/16	588820	Galls LLC	1271	323.68
03/03/16	588821	SPX Corpration	1268	1,477.25
03/03/16	588822	Government Finance Officers Association	1269	10,580.00
03/03/16	588823	Gillig LLC	1279	321.76
03/03/16	588824	W.W. Grainger Inc	1285	4,241.14
03/03/16	588825	Graybar Electric Co Inc	1287	265.23
03/03/16	588826	Great Floors LLC	1288	2,236.35
03/03/16	588827	H & H Business Systems	1298	964.69
03/03/16	588828	Cramblit Inc	1322	1,135.92
03/03/16	588829	Humanix Corp	1329	779.76
03/03/16	588830	Kershaw's Inc	1374	360.82
03/03/16	588831	Kone Inc	1380	820.69
03/03/16	588832	Les Schwab Tire Centers of Washington Inc	1393	694.32
03/03/16	588833	Life Ins Co of N America	1397	13,464.24
03/03/16	588834	lynda.com Inc	1412	152.25
03/03/16	588835	MV Public Transportation Inc	1452	315,303.81
03/03/16	588836	NAPA Auto Parts Inc	1014	122.79
03/03/16	588837	Robert Niehenke	1465	73.00
03/03/16	588838	CSWW Inc	1102	247.24
03/03/16	588839	CSWW Inc	1102	73.36
03/03/16	588840	Occupational Medicine Associates PS	1482	3,201.00
03/03/16	588841	Office Depot Inc	1483	619.63
03/03/16	588842	Oil Price Information Service LLC	1490	113.05
03/03/16	588843	Olsten	1487	1,758.13
03/03/16	588844	Ann Jones	900	47.18
03/03/16	588845	Teresa Overhauser	1495	547.20
03/03/16	588846	Paratransit Inc	1501	32,721.53
03/03/16	588847	Perfection Tire #5 Inc	1504	3,712.32
03/03/16	588848	The Pitney Bowes Bank Inc	1513	28.21
03/03/16	588849	Rexel Inc	1517	1,431.63
03/03/16	588850	Premera Blue Cross	1521	382,968.04
03/03/16	588851	Pressworks Inc	1522	552.20
03/03/16	588852	Professional Finishes	1526	640.72
03/03/16	588853	KC Auto Paint and Supplies Inc	1526	7,484.62
03/03/16	588854	Remnicha Inc	1540	240.20
03/03/16	588855	Roadwise Inc	1546	5,845.92
03/03/16	588856	S T A - Well	1557	338.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
03/03/16	588857	Safeguard Northwest	1561	150.55
03/03/16	588858	Safeguard Northwest	1561	696.30
03/03/16	588859	Safety Kleen Systems Inc	1564	859.66
03/03/16	588860	SHRM	1555	190.00
03/03/16	588861	Spokane County Treasurer	1603	244.17
03/03/16	588862	Spokane County Treasurer	1603	6,261.81
03/03/16	588863	Spokane House of Hose Inc	1605	796.40
03/03/16	588864	Spokane Pump Inc	1609	5,481.74
03/03/16	588865	Standard Digital Print Co Inc	1623	47.83
03/03/16	588866	Staples Advantage	1627	36.09
03/03/16	588867	State of Arizona	1770	494.25
03/03/16	588868	Summit Rehabilitation Associates PLLC	1638	375.00
03/03/16	588869	Symetra Life Insurance Company	1562	3,542.00
03/03/16	588870	Synergema	1819	11,812.67
03/03/16	588871	Tall Tree of Eastern Washington	1880	1,950.00
03/03/16	588872	James Tyler Robertson	1875	2,860.00
03/03/16	588873	Trapeze Software Group	1669	252,966.47
03/03/16	588874	TrendSource Inc	1671	2,299.08
03/03/16	588875	Tyler Technologies Inc	1675	5,500.00
03/03/16	588876	United Laboratories	1681	799.28
03/03/16	588877	United Way of Spokane County	1684	363.00
03/03/16	588878	US Bank	1678	8,801.04
03/03/16	588879	American Federation of State County 2 WA Council	1705	1,647.39
03/03/16	588880	Walter E Nelson Co	1721	5,722.31
03/03/16	588881	Wells Fargo Financial Leasing Inc	1735	3,519.10
03/03/16	588882	Wendle Motors Incorporated	1021	150.90
03/03/16	588883	Workland & Witherspoon PLLC	1843	5,775.00
03/03/16	588884	XO Holdings	1757	925.15
03/11/16	588885	Moline Inc	1042	692.05
03/11/16	588886	Air Electric Equipment & Tools Inc	1044	1,649.13
03/11/16	588887	Amazon.Com LLC	1054	437.53
03/11/16	588888	American Planning Assoc	1061	653.00
03/11/16	588889	Applied Indust Tech Inc	1067	109.18
03/11/16	588890	Aronson Security Group	1070	12,014.98
03/11/16	588891	Appleway Chevrolet Inc	1068	136.54
03/11/16	588892	Battery Systems Inc	1089	193.45
03/11/16	588893	Belarc Inc	1096	1,135.50
03/11/16	588894	Robert J Berg	1099	125.01
03/11/16	588895	Blanchard Auto Electric	1109	668.23
03/11/16	588896	Bearing Distributors Inc	1022	422.84
03/11/16	588897	Carquest Auto Parts	1025	1,540.52
03/11/16	588898	City of Spokane Valley	1614	3,345.23
03/11/16	588899	Coffman Engineers Inc	1162	6,599.31
03/11/16	588900	Comcast Holdings Corporation	1170	143.67
03/11/16	588901	Comcast Holdings Corporation	1170	106.15
03/11/16	588902	WA State Consolidated Technology Services	1712	131.14
03/11/16	588903	Cooperative Supply Inc	1026	22,096.90
03/11/16	588904	Washington State Dept of Corrections	1708	34,421.99
03/11/16	588905	Country Homes Christian Church	1183	34.65
03/11/16	588906	Cummins Inc	1027	25,049.80
03/11/16	588907	Curved Glass Inc	1028	975.00
03/11/16	588908	Dell Marketing LP	1204	138.58
03/11/16	588909	Desautel Hege	1839	23,728.75
03/11/16	588910	DeVries Business Records Management Inc	1766	420.00
03/11/16	588911	El Jay Oil Co Inc	1003	14,129.48
03/11/16	588912	Electrical Service Products Inc	1230	825.30
03/11/16	588913	Ergo Works Inc	1244	834.63
03/11/16	588914	Fastenal Company	1249	822.21
03/11/16	588915	Federal Express Corporation	1808	19.91
03/11/16	588916	First Data Merchant Services Corporation	1257	5,490.19
03/11/16	588917	Galls LLC	1271	7,119.74
03/11/16	588918	SPX Corpration	1268	2,757.10
03/11/16	588919	Gillig LLC	1279	21,649.27
03/11/16	588920	W.W. Grainger Inc	1285	6,057.58
03/11/16	588921	H & H Business Systems	1298	505.54
03/11/16	588922	Haskins Steel Company Inc	1309	1,094.39
03/11/16	588923	Haskins Steel Company Inc	1309	183.41
03/11/16	588924	Hogan Mfg Inc	1008	609.23
03/11/16	588925	Humanix Corp	1329	1,019.42
03/11/16	588926	Icon Corporation	1845	8,950.00
03/11/16	588927	Kaski Inc	1836	52,031.38
03/11/16	588928	Kershaw's Inc	1374	1,397.36

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
03/11/16	588929	Loomis Armored US LLC	1408	5,303.20
03/11/16	588930	Metroline Inc	1429	368.93
03/11/16	588931	Mohawk Manufacturing & Supply Co	1011	1,883.97
03/11/16	588932	Motion Auto Supply Inc	1012	96.54
03/11/16	588933	NAPA Auto Parts Inc	1014	1,194.98
03/11/16	588934	Transit Holdings Inc	1015	2,322.75
03/11/16	588935	Northwest Bus Stamp Wbe	1472	79.84
03/11/16	588936	Office Max	1484	195.39
03/11/16	588937	Olsten	1487	466.88
03/11/16	588938	Ann Jones	900	41.37
03/11/16	588939	Pacific Power Group LLC	1496	10,147.94
03/11/16	588940	The Pitney Bowes Bank Inc	1513	1,284.24
03/11/16	588941	Pure Filtration Products Inc	1531	200.99
03/11/16	588942	Remnicha Inc	1540	115.49
03/11/16	588943	Roadwise Inc	1546	5,827.20
03/11/16	588944	Safety Kleen Systems Inc	1564	858.96
03/11/16	588945	Securitas Security Svcs	1574	20,754.78
03/11/16	588946	Vanessa Bogensberger	1582	1,179.34
03/11/16	588947	Six Robbles Inc	1017	2,205.15
03/11/16	588948	softwareONE Inc	1824	310.34
03/11/16	588949	Spokane County Treasurer	1603	84.21
03/11/16	588950	Spokane Diesel Pump	1893	550.00
03/11/16	588951	Spokane Pump Inc	1609	852.12
03/11/16	588952	Spokane Valley Power Tool	1615	8,573.65
03/11/16	588953	BDI Inc	1622	15.50
03/11/16	588954	Standard Digital Print Co Inc	1623	454.91
03/11/16	588955	Staples Advantage	1627	864.68
03/11/16	588956	Studio Cascade	1854	934.50
03/11/16	588957	Synergema	1819	26,800.00
03/11/16	588958	Trans Machine Corporation	1019	186.00
03/11/16	588959	Trapeze Software Group	1669	11,980.91
03/11/16	588960	TrendSource Inc	1671	2,299.08
03/11/16	588961	US Bank National Association	1698	13,042.86
03/11/16	588962	Walter E Nelson Co	1721	4,439.47
03/11/16	588963	WCP Solutions	1737	247.84
03/11/16	588964	Wendle Motors Incorporated	1021	90.43
03/11/16	588965	Wheeler Industries Inc	1743	429.37
03/11/16	588966	XO Holdings	1757	5,769.08
03/18/16	588967	AFSCME	1328	356.24
03/18/16	588968	Allied Safe & Vault Co Inc	1052	572.82
03/18/16	588969	Northwest Industrial Services LLC	1058	110.00
03/18/16	588970	APS Inc	1841	573.94
03/18/16	588971	Argus Integrated Services LLC	1071	3,056.09
03/18/16	588972	Amalg Transit Union #1015	1055	17,716.14
03/18/16	588973	Amalg Transit Union #1598	1056	545.82
03/18/16	588974	Amalg Transit Union-Cope	1057	489.80
03/18/16	588975	Appleway Chevrolet Inc	1068	405.99
03/18/16	588976	Avista Corporation	1081	26,614.02
03/18/16	588977	Battery Systems Inc	1089	2,156.48
03/18/16	588978	Fyrne M Bemiller	1098	15.00
03/18/16	588979	Black Realty Management Inc	1658	48,019.98
03/18/16	588980	Beth Bousley	1114	1,420.68
03/18/16	588981	Daniel H Brunner Trustee	1124	3,483.81
03/18/16	588982	Camp Automotive Inc	1024	703.39
03/18/16	588983	Carquest Auto Parts	1025	1,534.10
03/18/16	588984	Consolidated Electrical Distributors	1133	132.72
03/18/16	588985	Child Support Enforcement Agency	1825	392.30
03/18/16	588986	City of Cheney - Utility	1158	329.77
03/18/16	588987	City of Medical Lake	1424	75.61
03/18/16	588988	City of Spokane	1601	6,804.61
03/18/16	588989	Coaching Systems LLC	1160	720.00
03/18/16	588990	Conseal Containers LLC	1176	271.75
03/18/16	588991	Consolidated Irrigation	1177	21.00
03/18/16	588992	Creative Bus Sales Inc	1233	448.63
03/18/16	588993	Cummins Inc	1027	14,553.72
03/18/16	588994	Adam Curryer	1193	35.00
03/18/16	588995	Desautel Hege	1839	12,625.00
03/18/16	588996	Joel and Julie Diamond	1212	4,750.00
03/18/16	588997	Department of Social and Health Services	1210	3,416.29
03/18/16	588998	Employee Advisory Council	1236	478.00
03/18/16	588999	Federal Express Corporation	1808	39.60
03/18/16	589000	Metavante Corporation	1258	550.96
03/18/16	589001	Fleet-Net Corporation	1260	1,331.58
03/18/16	589002	Victor R Frazier	1264	15.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/18/16	589003	Galls LLC	1271	2,396.06
03/18/16	589004	Gard Communications Inc	1272	197.50
03/18/16	589005	Gillig LLC	1279	11,378.73
03/18/16	589006	W.W. Grainger Inc	1285	80.96
03/18/16	589007	H & H Business Systems	1298	70.99
03/18/16	589008	H W Lochner Inc	1405	13,078.37
03/18/16	589009	Charles M Hansen	1305	15.00
03/18/16	589010	Resa Hayes	1310	15.00
03/18/16	589011	Hogan Mfg Inc	1008	685.55
03/18/16	589012	Home Depot Credit Service	1318	404.71
03/18/16	589013	Charlie Howell	1816	15.00
03/18/16	589014	HRA Veba Trust	1415	17,200.05
03/18/16	589015	Humanix Corp	1329	1,134.16
03/18/16	589016	Internet Archive	1354	1,000.00
03/18/16	589017	Tammy Johnston	1362	998.61
03/18/16	589018	Kimmel Athletic Supply Co Inc	1376	108.65
03/18/16	589019	Kone Inc	1380	820.69
03/18/16	589020	Liberty Lake Sewer and Water District	1396	90.82
03/18/16	589021	Lawrence S Luton	1791	15.00
03/18/16	589022	Dean Lynch	1411	15.00
03/18/16	589023	Modern Electric Water Co Inc	1439	1,681.30
03/18/16	589024	Mohawk Manufacturing & Supply Co	1011	2,657.89
03/18/16	589025	Marc Morris	1898	1,006.09
03/18/16	589026	Motion Auto Supply Inc	1012	209.77
03/18/16	589027	NAPA Auto Parts Inc	1014	3,245.72
03/18/16	589028	Transit Holdings Inc	1015	146.04
03/18/16	589029	Northwest Vital Records Center Inc	1476	425.71
03/18/16	589030	Office Depot Inc	1483	167.61
03/18/16	589031	Olsten	1487	769.67
03/18/16	589032	Lindsey Braithwaite	900	48.32
03/18/16	589033	Pacific Power Group LLC	1496	1,743.09
03/18/16	589034	Perception Plastics Inc	1883	576.11
03/18/16	589035	Provantage LLC	1527	332.56
03/18/16	589036	Pure Filtration Products Inc	1531	200.99
03/18/16	589037	Remnicha Inc	1540	198.64
03/18/16	589038	Rimco Inc	1337	63.92
03/18/16	589039	S T A - Well	1557	337.00
03/18/16	589040	Saads Shoe Repair	1558	31.30
03/18/16	589041	Securitas Security Svcs	1574	100.00
03/18/16	589042	The Sherwin-Williams Co	1580	912.36
03/18/16	589043	Six Robbles Inc	1017	4,384.97
03/18/16	589044	Spokane County Utilities	1603	493.05
03/18/16	589045	Spokane Optical Company LLC	1607	561.00
03/18/16	589046	Cowles Publishing Company	1616	996.04
03/18/16	589047	Staples Advantage	1627	215.96
03/18/16	589048	State of Arizona	1770	494.25
03/18/16	589049	Synergema	1819	16,319.68
03/18/16	589050	United Parcel Service	1683	23.00
03/18/16	589051	United Way of Spokane County	1684	363.00
03/18/16	589052	U S Healthworks Medical Group of Washington PS	1679	95.00
03/18/16	589053	USSC Acquisition Corp	1676	261.25
03/18/16	589054	Peterson Enterprise Inc	1688	602.50
03/18/16	589055	Washington State	1704	1,629.25
03/18/16	589056	American Federation of State County 2 WA Council	1705	1,637.24
03/18/16	589057	Washington State	1209	19,890.48
03/18/16	589058	Waste Management Spokane	1702	328.93
03/24/16	589059	CBS Reporting Inc	1035	312.00
03/24/16	589060	Amazon.Com LLC	1054	240.34
03/24/16	589061	Avista Corporation	1081	11,359.91
03/24/16	589062	Robert J Berg	1099	282.62
03/24/16	589063	Black Realty Management Inc	1658	34,297.82
03/24/16	589064	Cascade Centers Inc	1142	1,503.35
03/24/16	589065	QWEST Corporation	1148	221.46
03/24/16	589066	CH2M Hill Inc	1131	40,113.61
03/24/16	589067	Coffman Engineers Inc	1162	1,614.37
03/24/16	589068	Kathleen M Collins	1163	4,593.41
03/24/16	589069	Cooperative Supply Inc	1026	64,455.55
03/24/16	589070	CCGS Holdings Corp	1511	1,770.56
03/24/16	589071	Cummins Inc	1027	6,500.00
03/24/16	589072	Delta Dental of Washington	1726	49,852.00
03/24/16	589073	Delta Dental of Washington	1726	105.60
03/24/16	589074	Desautel Hege	1839	25,979.63
03/24/16	589075	El Jay Oil Co Inc	1003	688.72
03/24/16	589076	Galls LLC	1271	905.26

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/24/16	589077	W.W. Grainger Inc	1285	1,504.96
03/24/16	589078	Graybar Electric Co Inc	1287	59.09
03/24/16	589079	Group Health Cooperative	1296	119,625.81
03/24/16	589080	Group Health Options Inc	1295	6,089.13
03/24/16	589081	H & H Business Systems	1298	333.55
03/24/16	589082	Home Depot Credit Service	1318	38.61
03/24/16	589083	Humanix Corp	1329	3,224.01
03/24/16	589084	Betty Kendall	1907	96.24
03/24/16	589085	Kershaw's Inc	1374	2,482.64
03/24/16	589086	Group W Marketing	1375	600.00
03/24/16	589087	Kimmel Athletic Supply Co Inc	1376	472.64
03/24/16	589088	Michael Boodel	1804	460.00
03/24/16	589089	M & L Supply Co Inc	1413	1,851.68
03/24/16	589090	M E Uphus Construction Inc	1414	1,157.00
03/24/16	589091	Occupational Medicine Associates PS	1482	4,423.00
03/24/16	589092	Linda Wagner	900	107.55
03/24/16	589093	Pressworks Inc	1522	1,287.01
03/24/16	589094	KC Auto Paint and Supplies Inc	1526	1,659.90
03/24/16	589095	Remnicha Inc	1540	115.49
03/24/16	589096	Securitas Security Svcs	1574	20,936.16
03/24/16	589097	SHRM	1555	190.00
03/24/16	589098	Spokane County Treasurer	1603	1,325.27
03/24/16	589099	Cowles Publishing Company	1616	2,109.52
03/24/16	589100	Stanley Convergent Security Solutions	1624	763.26
03/24/16	589101	Staples Advantage	1627	2,012.85
03/24/16	589102	Summit Rehabilitation Associates PLLC	1638	843.75
03/24/16	589103	Symetra Life Insurance Company	1562	3,463.40
03/24/16	589104	Terminal Supply Inc	1648	1,026.34
03/24/16	589105	The Engraver Inc	1242	368.06
03/24/16	589106	American Service Corp	1663	950.00
03/24/16	589107	U S Healthworks Medical Group of Washington PS	1679	190.00
03/24/16	589108	Jose Vera	1691	36.86
03/24/16	589109	Verizon Wireless LLC	1686	1,409.53
03/24/16	589110	Wells Fargo Financial Leasing Inc	1735	1,358.77
03/24/16	589111	Westmatic Corporation	1742	28,093.35
03/24/16	589112	Workland & Witherspoon PLLC	1843	5,094.50
03/24/16	589113	John Zodrow	1908	24.06
		TOTAL MARCH ACCOUNTS PAYABLE		2,359,510.64
3/1/16 - 3/31/2016	216583-216844	WORKER'S COMPENSATION WARRANTS	VARIES	122,416.68
		TOTAL MARCH WORKER'S COMPENSATION DISBURSEMENTS		122,416.68
3/4/16	721842-721893	PAYROLL AND TAXES PR 5,16	VARIES	1,491,901.23
3/18/16	721894-721943	PAYROLL AND TAXES PR 6,16	VARIES	1,057,412.09
		TOTAL MARCH PAYROLL AND TAXES		2,549,313.32
3/24/16	ACH	WA STATE - DOR (USE TAX)	1767	6,943.17
		TOTAL MARCH EXCISE TAX DISBURSEMENT		6,943.17
		TOTAL MARCH DISBURSEMENTS FROM TO1 ACCOUNTS		5,038,183.81
		TOTAL MARCH DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL MARCH DISBURSEMENTS TO1 & TO5 ACCOUNTS		5,038,183.81

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 5.C. : ACCEPTANCE OF BOONE TENANT IMPROVEMENTS CONTRACT AND APPROVAL TO PAY RETAINAGE

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

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: The Boone Tenant Improvement project is a continuation of improvements implemented in support of STA's Master Planning. Past projects include the Fixed Route Dispatch Center (in 2013), and the 1212 Sharp Building Renovation (in 2014) which now accommodates Paratransit Operations. The Boone Tenant Improvement Project accomplished the following elements of the Master Plan:

- Moved Human Resources to the 1st floor of the Administrative building
- Construction of a secure reception area
- Added a secure access across the corridor which leads to all STA Operations and Administration

The project was advertised in the Spokesman-Review and on STA's website on September 10, 2015. Six bid proposals were received on September 30, 2015. Kaski Construction Inc. was determined to be the lowest most responsive and responsible bidder. The CEO awarded a contract to Kaski Construction, Inc. in the amount of \$233,315, plus Washington State Sales Tax (WSST).

Site work began on November 23, 2015, and reached substantial completion on March 9, 2016. Office spaces that formerly housed STA's Paratransit Operations have been altered to add new office spaces, update all finishes, and improve security. This space is now occupied by the Human Resources department. A new reception area was created at the main entry into the Administrative building which is secure. A secure access was added across the corridor in the reception area which will control access to STA's facilities. This change resulted in the elimination of Bus Shop Too which now accommodates flexible work spaces for STA's fixed route supervisors. Other minor changes to flooring, base, and paint were made in the Finance Department and two offices in the Administrative building.

At completion, the construction contract, including 1.7% in changes and WSST, totals \$257,985. In all, after all project costs, including advertising, permits, contingency, A&E contract, and this construction contract, approximately \$672,911 will remain in this project budget for other improvements to be made later this year. All progress payments have been received from Kaski Construction. Retainage in the amount of \$11,867 remains to be paid.

RECOMMENDATION TO COMMITTEE: Recommend the Board accept the on-site construction contract for the Boone Tenant Improvement Project as complete and conditionally authorize release of \$11,867 in retainage to Kaski Construction, Inc. Release of retainage is conditioned on pending certificates approving release from the Department of Revenue, Employment Security Department, and Department of Labor and Industries.

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

RECOMMENDATION TO BOARD: Accept the on-site construction contract for the Boone Tenant Improvement Project as complete and conditionally authorize release of \$11,867 in retainage to Kaski Construction, Inc. Release of retainage is conditioned on pending certificates approving release from the Department of Revenue, Employment Security Department, and Department of Labor and Industries.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer SM

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 5.D. : RENEWAL OF SPOKANE POLICE DEPARTMENT INTERLOCAL AGREEMENT

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Since 2005, STA and Spokane Police Department (SPD) have utilized Interlocal Agreements which provide additional police presence in the vicinity of the STA Plaza.

From 2005 through 2013, STA provided the equivalent funding for one SPD officer to be stationed in the Plaza. SPD matched that funding by providing a second officer. During this time, these were the only SPD officers dedicated to downtown Spokane.

In 2014, SPD began instituting a new policing strategy. Part of that strategy was to establish a precinct in downtown. This precinct was located in the Peyton Building, adjacent to the STA Plaza. In recognition of this new development, the STA/SPD Interlocal Agreement was modified. The new agreement provided for STA funding for one (1) officer and seven (7) parking spaces in the STA Plaza garage. The latest agreement expired in December 31, 2015. It was not renewed pending the need to accommodate changes created by the relocation of the precinct to the Intermodal Center.

STA and SPD have negotiated a new agreement which accomplishes the same objectives that inspired the original agreement in 2005. STA's interest is to have an increased SPD presence in/around the STA Plaza. As a regional transportation center, this location has the largest concentration of pedestrian activity in the downtown core. It is in the interest of transit customers, as well as the general public, that SPD is enabled to provide additional attention to this specific area.

The new agreement stipulates special-emphasis patrolling of the area in/around the STA Plaza. Key times of the day have been identified as to when this additional SPD presence would be most effective. In addition, the agreement establishes a special communications protocol between STA Transit Officers and the Downtown Precinct. This communications protocol allows for SPD to be alerted and respond accordingly to events that may not otherwise require a police response. Both of these measures help deter uncivil behavior that does not rise to criminal conduct, but otherwise has an impact on the overall environment.

The cost to STA of the Interlocal Agreement is \$57,933.00 for the remainder of 2016. This is the same annualized rate charged under the previous agreements.

A copy of the Agreement is attached for your information.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the Spokane Police Department Interlocal Agreement as presented.

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

RECOMMENDATION TO BOARD: Approve the Spokane Police Department Interlocal Agreement as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

After filing, return to:
Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201

**INTERLOCAL AGREEMENT FOR POLICE SERVICES
BETWEEN
CITY OF SPOKANE AND SPOKANE TRANSIT AUTHORITY**

THIS INTERLOCAL AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as "City", and SPOKANE TRANSIT AUTHORITY, a Washington State political subdivision and special purpose district, as "STA", whose address is 1230 West Boone Avenue, Spokane, Washington 99201, and jointly referred to as the "Parties".

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

WHEREAS, STA desires to support the effort of the City of Spokane and the Spokane Police Department to increase the number of officers dedicated to the downtown Spokane area, where STA services are delivered and where its downtown transfer center, The Plaza, is located at 701 W. Riverside Avenue, Spokane, WA; and

WHEREAS, a routine police presence in and around the STA Plaza and neighboring businesses helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the City of Spokane desires to enhance police services to STA and to assist in furthering enforcement efforts at and around the STA Plaza and surrounding areas; and

WHEREAS, chapter 39.34 RCW, 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; -- NOW, THEREFORE,

The Parties agree as follows:

- I. PURPOSE. The purpose of this Agreement is to enable the City and SPD to dedicate one (1) commissioned City police officer to assist STA by providing police patrol services to the downtown area in the immediate vicinity of the STA Plaza and its surrounding areas, and to assist in furthering enforcement efforts for the benefit of the public in and around the downtown area, under the following terms and conditions:
 - A. Hours. The SPD officer shall be assigned to the STA area to perform general patrol functions and also to conduct specific emphasis walk throughs of the area. Emphasis walk through hours will be from 14:30 to 17:30 hours Monday through Friday, but may be adjusted to meet the demands of the STA and those of the downtown service area.
 - B. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle at no cost to STA.
 - C. Office and Supportive Facilities. The officer shall be based out of the Spokane Police Department downtown precinct, but shall have desk space as needed at the STA Plaza.
 - D. Location of Police Service. The general service area will be from the Spokane River, inclusive of Riverfront Park, to Interstate 90, and Division Street to Madison Street, or at other locations as mutually agreed upon by both Parties.
 - E. Communication. During hours when the officer is not on site, STA Plaza security shall be permitted to have direct communication with the Spokane Police Department's downtown precinct for assistance in responding to low level disturbances. SPD shall respond to such calls in accordance with precinct priorities.
 - F. Adherence to City Policy and Procedures. While providing services pursuant to the Agreement, the officer is obligated to discharge all duties of his or her office and to adhere to Spokane Police Department policy and procedures at all times.
 - G. Duty to City: The 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
- II. TERM. The Agreement shall begin May 1, 2016, and run through December 31, 2016, unless terminated earlier. This Agreement may be terminated by either Party at any time upon sixty (60) days written notice to the other Party.

- III. COMPENSATION. STA shall pay the City, an amount not to exceed FIFTY SEVEN THOUSAND NINE HUNDRED AND 33/100 DOLLARS (\$57,933.00), as full compensation for everything furnished and done under this Agreement.
- IV. PAYMENT. The City shall submit monthly applications for payment to Spokane Transit Authority, 1230 West Boone Avenue, Spokane, Washington 99201. STA shall submit payment within ten (10) days of receipt of invoice and remit to the Spokane Police Department, Administration Office, 1100 West Mallon Avenue, Spokane, Washington 99260-0001. All checks shall be made payable to the City of Spokane.
- V. ADMINISTRATOR. This Agreement shall be administered by the Chief Executive Officer of STA.
- VI. LIABILITY.
 - A. 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 the 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 the Agreement, except to the extent of the negligence of the City, its officers, employees and agents. 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.
- VII. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.

- VIII. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the rest of the Agreement shall remain in full force and effect.
- IX. NOTICES. All notices shall be in writing and served on any of the Parties either personally or by certified mail, return receipt requested, at their respective addresses. Notices sent by certified mail shall be deemed served when deposited in the United States mail, postage prepaid.
- X. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.

CITY: Director of Law Enforcement/ and or Chief of Police
Spokane Police Department
Administration Office
Public Safety Building
1100 West Mallon Avenue
Spokane, Washington 99260-0001

STA: Chief Executive Officer
Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201

- XI. INSURANCE. During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):
- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, 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; and
 - B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$2,000,000 each occurrence for bodily injury and property damage; and
 - C. 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.
 - D. 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.

- XII. 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.
- XIII. 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, 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.
- XIV. VENUE. This Agreement shall be construed under the laws of Washington State. 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.
- XV. 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.
- XVI. RCW 39.34 REQUIRED CLAUSES.
- A. Purpose. See Section I above.
 - B. Duration. See Section II 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.
 - 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 responsible for the financing of its contractual obligations under its normal budgetary process.
 - G. Termination. See provision II 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.

Dated: _____

CITY OF SPOKANE

David Condon
Mayor of Spokane

James McDevitt
Director of Law Enforcement

Attest:

Approved as to form:

City Clerk

Nancy Isserlis
City Attorney

Dated: _____

SPOKANE TRANSIT AUTHORITY

By: _____

E. Susan Meyer, CEO

Attest:

Approved as to form:

Jan Watson, Clerk of the Authority

Laura D. McAloon, Legal Counsel

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 5.E.: APPROVAL TO AWARD ADDITIONAL VAN GRANT VEHICLE
REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Hafner*)
SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: The selection process is complete for the 2016 award for vans under the Van Grant Program. In 2012, the Board approved a policy to award retired vans from the Vanpool and Paratransit programs to community service organizations. The policy allows for the award of up to ten (10) vans per year.

This year staff is recommending the Board approve an exception to policy to allow the award of 11 vans due to the very close scoring between the 10th and 11th place.

The selection committee reviewed twenty-nine (29) applications. Scoring was based on five criteria: demonstrated community benefit (45 pts.); total number of annual trips (25 pts.); clarity/quality of application (5 pts.); coordination of services (15 pts.); ability of organization to maintain service (10 pts.).

Generally what segregated the awardees from other applicants were three elements of the demonstrated community benefit and total number of annual trips criteria:

1. Awardees that served multiple populations/needs (elderly, disabled, youth, low income, etc.). These agencies scored higher than those who had a singular purpose/population.
2. Awardees that generally had higher estimated number of trips.
3. Awardees also showed they would use the van to provide multiple services to clientele rather than a single use such as transporting to and from church services.

This year the top scoring applications include:

1. Artisans
2. Inland Northwest Health Services (St. Luke's Rehabilitation)
3. Daybreak Youth Services
4. East Central Community Center
5. South Hill Bible Church
6. Project ID
7. City of Liberty Lake
8. Family of Faith Church
9. Fulcrum Institute
10. South Hill Senior Living
11. Orchard Christian Fellowship

Staff is requesting the Board approve an exception to policy to award one additional van in 2016 to avoid choosing between equally-worthy grant applicants. Depending on scoring methodology, Fulcrum Institute and Orchard Christian Fellowship alternated between being in the top ten. We have an adequate number of vans available to be retired this year to support this exception to policy.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve an exception to policy to award one additional van grant vehicle in 2016.

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

RECOMMENDATION TO BOARD: By motion, approve an exception to policy to award one additional van grant vehicle in 2016 and authorize the award of eleven surplus Vanpool and Paratransit vans to the eleven grant applicants listed above.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer SM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF

April 21, 2016

AGENDA ITEM **5.F**

DRAFT TRANSIT DEVELOPMENT PLAN: FINALIZE MID-RANGE PLANNING GUIDANCE

REFERRAL COMMITTEE: Planning & Development Committee, (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: At the February 3rd Planning and Development meeting the Committee began the process of developing the 2016 Transit Development Plan (TDP). The TDP, STA's primary mid-range planning document, is expected to be adopted in July 2016 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2016 TDP is through 2022.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The Committee started the process of developing mid-range guidance by engaging in a discussion about what the agency should accomplish in the 6-year horizon, the roles of the agency in the regional transportation system and how the agency should respond to regional growth.

Based on this discussion and the mid-range planning guidance from last year, staff prepared draft guidance statements as a starting point for discussion. The Committee discussed these statements at its March 2nd meeting and proposed revisions which have been incorporated (see below). The Committee also reviewed another element of the TDP, the draft Major Activities, at their March meeting (see revised attached). In April the Committee was asked to make its final recommendation to the Board of Directors on the Mid-Range Guidance statements. Please note, the redlined text was added at the April Planning & Development Committee.

Draft 2016 TDP Mid-Range Guidance

- **Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information, and customer service. ~~as well as add~~ 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 and can be influenced locally in communities of Spokane's size. Outside of travel to home, 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.

RECOMMENDATION TO COMMITTEE: Recommend that the Board approve, as amended, the 2016 Mid-Range Guidance Statements for inclusion in the 2016 Transit Development Plan.

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

RECOMMENDATION TO BOARD: By motion, approve, as amended, the 2016 Mid-Range Guidance Statements for inclusion in the 2016 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head *KO*

Chief Executive Officer *ZM*

Legal Counsel *CM*

Draft TDP Major Activities 2016-2022

Customer and Community Outreach

- Employer Sponsored Bus Pass Program expansion
- Universal Transit Access Pass (UTAP) expansion
- Expand the number of retail bus pass outlets
- Continuation of the surplus van grant program
- Investigate alternative methods of advertising

Service Development

- Procure a new contract for supplemental paratransit service (as early as 2018)
- Implement STA Moving Forward/HPT Network Development (2016-2022) commensurate with funding availability

Facilities and Fleet

- Complete Plaza renovation
- Fleet replacement (2016-2022)
- Expand maintenance facilities to meet existing and planned needs

System Management

- Study and implement changes to the fare structure
- Implement FTA Safety Management Systems (SMS)
- Manager and supervisor leadership training
- Comprehensive employee compensation study
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities.

Technology

- Complete CAD/AVL implementation and Real Time Information deployment
- Fixed route radio replacement
- Fixed route and paratransit camera systems upgrade
- Complete business systems implementation
- Smart Card upgrade/farebox upgrade
- Expand On-board Wi-Fi availability

Planning

- 2016/2017 update to Connect Spokane: A Comprehensive Plan for Public Transportation
- Study strategies to address gaps in services to populations with special mobility needs
- Title VI Plan update
- Develop a Transit Asset Management Plan pursuant to new federal requirements

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **5.G.**

UPDATE ON THE WEST PLAINS TRANSIT CENTER AND GRANT SUBMITTAL AUTHORIZATION

REFERRAL COMMITTEE: Planning & Development Committee (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: The purpose of this item is to give the committee a general update on the West Plains Transit Center and seek Board approval on two recommendations from the Planning and Development Committee which are 1) Board approval of a revised design approach and 2) Board endorsement on two grant opportunities to fully fund the first phase.

Background

On March 5, 2014, the Board awarded an engineering services contract to H.W. Lochner, Inc. (Lochner) for preliminary engineering design, right of way acquisition and construction management services for the West Plains Transit Center. On June 10, 2014, a contract was signed with Lochner and preliminary design began.

Over the past 22 months, a number of major tasks have been completed for the West Plains Transit Center, including the completion of the Interchange Justification Report (IJR) for the median improvements in the I-90 right-of-way, geotechnical and environmental investigation work, property boundary and topographic surveying, property appraisals, conceptual site plans, three (3) separate NEPA environmental reviews and updated cost estimates.

Planning level cost estimates have been developed at several milestones throughout the design process. Based upon the current level of design (approx. 20%), the cost estimates for the project have risen from the original \$16.3 million estimated in 2014 to \$23.8 million. The majority of the cost increase is due to the increased cost of the pedestrian bridge and the center median improvements, and construction requirements to meet stormwater treatment standards both on and off site.

Staff has been in discussions with WSDOT to consider a joint project at the Medical Lake Interchange. Recently, WSDOT received funding for improvements to this interchange as part of the Connecting Washington program. These improvements include the installation of a traffic circle on the south side of the interchange. These improvements, along with the transit center improvements, provide for a competitive multi-modal, multi-jurisdictional project with a significant amount of matching funds in-hand and advanced project engineering.

Proposed Revised Design Approach

Given the escalated implementation costs, staff and the consultants have suggested a revised design approach. The revised design approach includes construction of the transit center and park and ride lot and deeper integration with improvements planned by WSDOT at the interchange. This potentially includes transit-only lanes in conjunction with WSDOT's future interchange improvements at the eastbound off-ramp to facilitate east and west bound bus traffic. A revised design approach could still provide substantial transit benefits to the West Plains, including the key objective of connecting all three cities of the West Plains. This revised design approach will reduce the project below \$14 million, with only \$2-3 million in outstanding funding needed. The construction of the eastbound off-ramp flyer stop, center median flyer stop and the pedestrian bridge would no longer be in the scope of the project but would not be precluded by the improvements made as part of the revised design.

Current Grant Opportunities

Last year, STA was awarded a Regional Mobility Grant (RMG) for \$8.7 million to fund final engineering and partial construction. This funding does not fully fund construction of either the entire project or a phased project, additional funds are needed. Recently, the US Department of Transportation (USDOT) issued a notice of funding availability for the Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. As much as \$500

million is available for the construction of transportation projects. This is a very competitive grant program for multi-modal and multi-jurisdictional projects. Additionally, FTA recently announced \$211 million in competitive bus and bus facilities funding. This project is also eligible under that program. Notably, the 2016 Greater Spokane Incorporated (GSI) Legislative Agenda includes support of TIGER and/or bus and bus facilities funding for the project and GSI will be presenting the project to policy makers in Washington D.C. this week.

RECOMMENDATION TO COMMITTEE: Approve the revised design approach to the West Plains Transit Center and endorse the submittal of a TIGER and/or Section 5339 Bus and Bus Facilities grant application(s) to the USDOT for grant funding for the construction of the West Plains Transit Center.

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

RECOMMENDATION TO BOARD: By motion, approve the revised design approach to the West Plains Transit Center and endorse the submittal of a TIGER and/or Section 5339 Bus and Bus Facilities grant application(s) to the USDOT for grant funding for the construction of the West Plains Transit Center.

FINAL REVIEW FOR BOARD BY:

Division Head RO

Chief Executive Officer SM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **7.A.**

DEFERRED MOTION FROM BOARD MEETING OF MARCH 17, 2016

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

Al French, STA Board Chair

SUMMARY:

At the March 17, 2016 a motion made by Spokane County Commissioner Shelly O'Quinn and seconded by Councilmember Monteleone, City of Airway Heights, was deferred to the April 21, 2016 Board meeting.

The motion is: *"Do not put anything on the ballot in 2016 but continue the conversation towards a ballot in 2017, and ask staff to address service level needs and improve service throughout the region."*

RECOMMENDATION TO BOARD: Consider the deferred motion.

FINAL REVIEW FOR BOARD BY:

Division Head / Chief Executive Officer ESM Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 7.B. STA MOVING FORWARD PLAN & FUNDING DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services

SUMMARY:

At this time, the Board will continue the discussion regarding the funding of STA Moving Forward.

RECOMMENDATION TO BOARD: Discussion and possible action.

FINAL REVIEW FOR BOARD BY:

Division Head Ko/w

Chief Executive Officer SM

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 7.C. CENTRAL CITY LINE – ALIGNMENT & MODE REFINEMENTS

REFERRAL COMMITTEE: Planning & Development Committee (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: In July 2011, the STA Board adopted the Locally Preferred Alternative (LPA) which defined the alignment and vehicle mode for the Central City Line. The alignment extended from the Browne's Addition Neighborhood, east through downtown Spokane, through the University District to the Gonzaga University campus. The vehicle mode that was selected was a rubber tired Modern Electric Trolley. In July 2014, the STA Board approved an extension of the LPA from Gonzaga University, east to Spokane Community College, with the City of Spokane concurring in August 2014. The vehicle mode was further clarified to continue the consideration of electric propulsion technology, including inductive charging and battery storage options.

Through both of the LPA approval processes, the Browne's Addition Neighborhood and downtown Spokane alignment were not fully defined. Several options exist through the neighborhood and downtown area and so it was decided that these two areas would be fully vetted through a public outreach and engineering design review process once the project was accepted into Project Development by FTA and prior to submission of a Small Starts Grant.

In June of 2015, the FTA approved the Central City Line to enter into Project Development. In October 2015, the STA Board of Directors and Spokane City Council approved a joint resolution (2015-0104 and 736-15) creating a Steering Committee for the purposes of establishing a collaborative process by which the Committee would provide policy-level advisory input and direction at key decision points in the implementation of the Central City Line. The first key decision point has been the consideration and recommendation of a preferred alignment through the downtown area. The Committee has met three times to review and discuss many aspects about the project but the primary focus has been to come to consensus on the preferred downtown alignment.

In total, there were five east-west alignment options the Committee considered, all of which included some combination of Spokane Falls Boulevard, Main Avenue and Riverside Avenue. These five alignment options were presented to the public and various organizations over several months to gather input into a preferred route. The project team has met with individual property owners and representatives; conducted three workshops; presented at three brown bag lunch meetings at varying locations throughout the alignment; and, presented to the boards of the Public Facilities District, Visit Spokane, and the Downtown Spokane Partnership.

The Steering Committee has met a total of three times, with the primary purpose of recommending a preferred alignment through the downtown area. The project team provided the Committee with technical planning and engineering guidance along with results of the public feedback from the various outreach events for their consideration. At their meeting on March 29, 2016, the Committee passed a motion to recommend the Main Ave./Riverside Ave. alignment through downtown Spokane. The north-south alignments near the Plaza will be determined through further engineering design and analysis.

The second alignment consideration has been the route through the Browne's Addition Neighborhood. The team considered several route options through the neighborhood; however, only two options were considered viable due to technical and operational concerns such as right-of-way width, travel length, potential layover locations, visual impacts and traffic impacts. These two options were presented to the neighborhood at a workshop to gather their input. Based on the public input and technical analysis, the recommended route through the neighborhood is west on Pacific Ave., south on Spruce St., east on 2nd Ave., south on Cannon St., west on 4th Ave., north on Spruce St., and then east on Pacific Ave. towards the Plaza. This route provides for the most efficient route through the neighborhood using streets with adequate right-of-way and provides for the best layover and potential charging station location.

The second recommendation made by the Committee is clarifying and refining the vehicle mode. The current term "Modern Electric Trolley" is no longer applicable as the consideration for overhead wires is giving way to inductive or conductive charging technology with battery storage. The Committee has recommended that, moving forward the vehicle mode be defined as "Bus Rapid Transit vehicle using electric propulsion." This term more closely describes the current vehicle design type, and the purpose and function of the Central City Line.

Pursuant to the joint resolution approved by the STA Board and the Spokane City Council, the Steering Committee has approved a recommendation on the preferred alignment through downtown Spokane and defined the vehicle mode, which has been forwarded to the STA Board and Spokane City Council for consideration. This Locally Preferred Alignment recommendation is the result of considerable public input, technical analysis and discussion by the Committee. The joint resolution is attached.

RECOMMENDATION TO PLANNING & DEVELOPMENT COMMITTEE: Information only.

RECOMMENDATION TO BOARD: The Central City Line Steering Committee recommends the Board adopt by resolution, the amended Locally Preferred Alignment.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer SM

Legal Counsel LM

CITY OF SPOKANE RESOLUTION NO. _____

SPOKANE TRANSIT AUTHORITY RESOLUTION NO. _____

BEFORE THE SPOKANE CITY COUNCIL AND THE SPOKANE TRANSIT AUTHORITY BOARD OF DIRECTORS:

A JOINT RESOLUTION DEFINING A PREFERRED ALIGNMENT THROUGH THE DOWNTOWN SPOKANE CORE AND THE BROWNE'S ADDITION NEIGHBORHOOD AND ESTABLISHING THE LOCALLY PREFERRED ALTERNATIVE IN ITS ENTIRETY, AND CLARIFYING THE VEHICLE MODE TYPE FOR THE CENTRAL CITY LINE; AND OTHER MATTERS RELATED THERETO

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

WHEREAS, the City of Spokane is a first class charter city operating and existing under and pursuant to the Constitution and Laws of the State of Washington and its City Charter; and

WHEREAS, the boundaries of the City of Spokane are located wholly within the boundaries of the PTBA; and

WHEREAS, the STA Board of Directors and Spokane City Council adopted a Locally Preferred Alternative (LPA) for the Central City Line in July of 2011; and

WHEREAS, the STA Board of Directors adopted an updated Locally Preferred Alternative (LPA) for the Central City Line in July of 2014, and the Spokane City Council concurred with the LPA in August of 2014; and

WHEREAS, in 2015, the STA Board of Directors and the Spokane City Council approved Joint Resolution No. 736-15 and 2015-0104 respectively, establishing a collaborative process to implement the Central City Line and creating a Steering Committee; and

WHEREAS, the Steering Committee includes representatives of public and private interests including Avista Corporation, Browne's Addition Neighborhood, Cheney Free Press, Chief Garry Park Neighborhood, City of Spokane, DCI Engineers, Inc., Downtown Spokane Partnership, Gonzaga University, Greater Spokane Incorporated, Logan Neighborhood, People First, Public Facilities District, Riverside Neighborhood, Spokane Community College, Spokane Transit Authority, University District Development Association, Visit Spokane, Washington State University – Spokane, and a Spokane Valley Representative; and

WHEREAS, the purpose of the Steering Committee is to provide policy-level advisory input and direction to the STA Board of Directors and the Spokane City Council at key decision points in the implementation of the Central City Line; and

WHEREAS, the adopted LPA is identified as a general alignment extending between Browne's Addition Neighborhood to Gonzaga University by way of downtown Spokane and the WSU Campus at SpokaneRiverpoint, then east along Mission Avenue to Spokane Community College; and

WHEREAS, the alignment through the Browne's Addition Neighborhood and downtown Spokane core was not fully defined; and

WHEREAS, the Federal Transit Administration (FTA) will require the LPA to be defined in its entirety prior to completion of the NEPA environmental review process and submission of a Small Starts Grant application; and

WHEREAS, an extensive public outreach process was conducted to gather public input on the preferred alignment through the Browne's Addition Neighborhood and the downtown Spokane core, which included multiple public workshops and brown bag discussions, meetings with neighborhood groups and presentations to boards and professional groups such as Downtown Spokane Partnership, Public Facilities District and Visit Spokane; and

WHEREAS, the Steering Committee considered five (5) alignment alternatives with technical analysis and input from the consultant team, and input from the public through the outreach process; and

WHEREAS, the approved vehicle mode ~~is~~ was identified as a Modern Electric Trolley (MET) which utilizes overhead catenary wires for power but may include conductive or inductive charging with battery storage; and

WHEREAS, electric vehicle and battery storage technology has evolved since the adoption of the preferred vehicle such that, all-electric bus rapid transit (BRT) vehicles with battery power storage have become a viable alternative to the ~~overhead catenary wire system required by~~ the Modern Electric Trolley vehicle type; and

WHEREAS, the vehicle mode should be revised to ~~more closely identify~~ eliminate confusion on the vehicle type for the Central City Line and affirm the absence of overhead catenary wires as part of the implementation of the project. ~~the likely vehicle type for the Central City Line.~~

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Spokane and the Spokane Transit Authority Board of Directors as follows:

Section 1. The Locally Preferred Alternative (LPA) route shall be defined as that shown in the attached Exhibit A, Central City Line Locally Preferred Alternative (LPA).

Section 2. The vehicle type shall be known as "Bus Rapid Transit vehicle using electric propulsion."

JOINTLY ADOPTED by the City Council of the City of Spokane and the Spokane Transit Authority Board of Directors on the date and year opposite their signature blocks.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

City Attorney

Dated: _____

SPOKANE TRANSIT AUTHORITY

Al French
STA Board Chairman

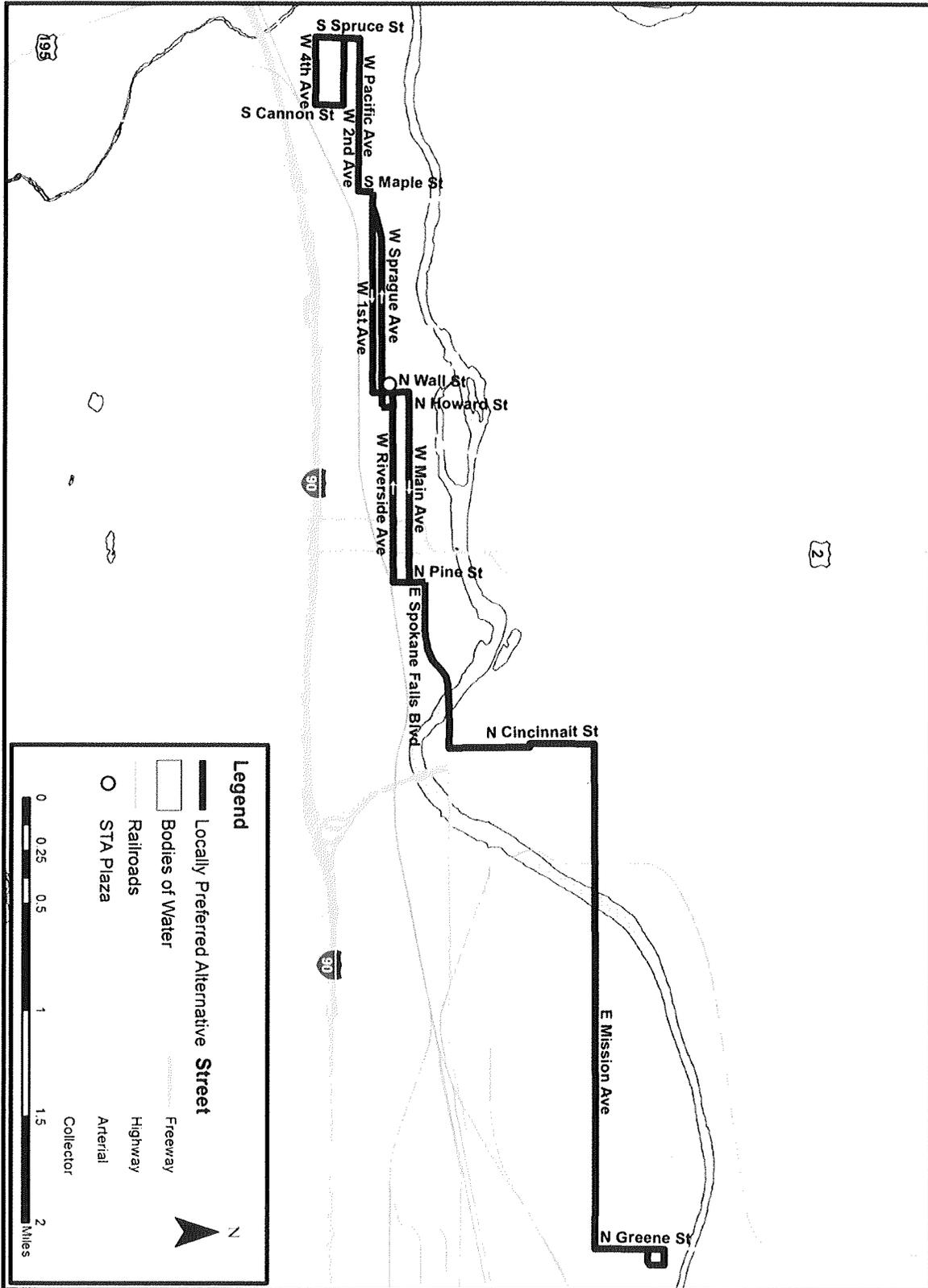
Attest:

Approved as to form:

Jan Watson
Clerk of the Authority

Legal Counsel for Spokane Transit Authority

EXHIBIT A
 Central City Line Locally Preferred Alternative (LPA)



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **8.A.**

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.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer SM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 9.A : PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT
REFERRAL COMMITTEE: Planning & Development (*Waldref*)
SUBMITTED BY: Amber Waldref, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting including:

- i. Draft Transit Development Plan (TDP): Revenue & Expenditure Forecast Assumptions

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 9.A.i : DRAFT TRANSIT DEVELOPMENT PLAN: REVENUE & EXPENDITURE FORECAST ASSUMPTIONS

REFERRAL COMMITTEE: Planning & Development Committee (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance and Information Services

SUMMARY: In order to complete a draft Transit Development Plan (TDP), financial results need to be completed. At the October 2015 Board meeting, the Board agreed on the following major assumptions:

Revenue

- Sales Tax will remain on a 3% trend based on historical trends since 1993 through 2013.
- There will be increases in fares between 2016 and 2021 in order to align with the board-adopted policy to maintain a 20% farebox recovery for fixed-route operations.
- FTA Section 5307 Urbanized Formula funds, federal funding that is used primarily for preventive maintenance and is the third largest source of operating revenue, will grow consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act and then grow at a 1% rate thereafter through the remainder of the planning horizon.

Expenditures

- The annual budget creates the baseline for operating expenses.
- Operating expenses the year following the budget remain flat.
- Operating expenses grow at 3% beginning the second year after the budget.
- Fully fund the Capital Improvement Program through the TDP period (2022)

RECOMMENDATION TO COMMITTEE: Discuss and affirm concurrence on the assumptions for the 2016 Transit Development Plan.

COMMITTEE ACTION: Concurrence on the assumptions for the 2016 Transit Development Plan, as presented.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO/LW

Chief Executive Officer BM

Legal Counsel LM

**Item 5.C.I. DRAFT TRANSIT DEVELOPMENT
PLAN – REVENUE & EXPENDITURE
FORECAST ASSUMPTIONS**

Purpose: Discussion.

Requirement: At its October 2015 meeting, the Board provided guidance on the assumptions to be used for the forecast model. Staff is asking for concurrence on the assumptions in order to complete the 2016 Transit Development Plan.

Projected Revenue & Operating Expenses

- A State required section of the TDP
- Staff will prepare draft projections based on assumptions the Board adopted in October 2015
- Review assumptions in preparation for draft TDP in May

Primary Revenue Forecast Assumptions

- Sales Tax will remain on a 3% trend based on historical trends (1993 -2013).
- Fares increase inline with the board-adopted policy to maintain a 20% farebox recovery for fixed-route operations.
- FTA Section 5307 Urbanized Federal Formula funds,
 - used for preventive maintenance & transit improvements
 - 3rd largest source of operating revenue
 - consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act through 2020 and then grow at a 1% rate thereafter.

Oct. 2015 Board Expenditure Assumptions

- The annual budget creates the baseline for operating expenses.
- Operating expenses the year following the budget remain flat.
- Operating expenses grow at 3% beginning the second year after the budget.
- Fully fund the Capital Improvement Program through the TDP period (2022)

Next Step

- The Draft TDP in May will incorporate the financial assumptions presented with updates on other grants and updates to the Capital Improvement Program

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 10.A : PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

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

SUBMITTED BY: Chuck Hafner, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting including the following:

- i. February 2016 Financial Results Summary (*see item 12.B*)
- ii. Plaza Renovation Communications Plan

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head Chief Executive Officer ESM Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM **10.Aij.** PLAZA RENOVATION COMMUNICATIONS PLAN

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

SUBMITTED BY: Beth Bousley, Director of Communications and Customer Service
Karl Otterstrom, Director of Planning

SUMMARY:

The Plaza Renovation Communications Plan objectives are to communicate fundamental logistics and timing of the Plaza renovation, build excitement and anticipation, foster trust in the investment and decision making process, minimize misperceptions and be considerate and mindful of impact to our customers, neighbors and the community.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head BB/ko

Chief Executive Officer SM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

Date: April 21, 2016

SUBJECT: PLAZA RENOVATION COMMUNICATIONS PLAN

Goal:

The goal of this campaign is to support downtown Spokane with a vibrant, functional and convenient transit facility for customers and the community.

Objectives:

Communicate fundamental logistics and timing of the Plaza renovation.
Build excitement and anticipation.
Foster trust in the investment & decision making process.
Minimize misperceptions.
Be considerate and mindful of impact to our customers, neighbors and the community.

Communication Themes:

The STA Plaza renovation will improve visitors' experience from a functional perspective as well as enhance the overall customer service.

- Transit connectivity in Spokane County has long been centered in downtown Spokane.
- Some highlights of the renovation include:
 - Relocating all transit and retail functions to the first floor as well as allowing for quicker and more convenient access to services and shopping
 - Installing real-time signage and constructing more indoor waiting areas
 - Providing more locations for food-related businesses on the first floor

The renovation will ensure the STA Plaza remains a vibrant space for the community.

- The renovation will improve the functionality of the STA Plaza for riders and the community.
- The renovation was designed to enhance purposeful transit and retail activities.
- In addition to providing essential transit services, the STA Plaza hosts many community events, such as art shows, live performances, health screenings and job fairs.
- The renovation will ensure that access to the skywalk system will be preserved.
- The renovation will enhance security by increasing first floor visibility.

The STA Plaza renovation is being done in a cost effective manner.

- The STA Plaza is key to efficient transit connections for STA riders and cost effective for taxpayers.
- Additionally, STA bundled federally mandated energy efficiency updates into the STA Plaza renovation to save taxpayers money.

There has been significant community involvement leading up to the STA Plaza renovation.

- STA has collaborated closely with community stakeholders and facilitated multiple rounds of public feedback on the STA Plaza renovation design.
- Additionally, STA has incorporated six specific recommendations from the Downtown Spokane Partnership, Greater Spokane Incorporated, and Visit Spokane into the STA Plaza design.

Project Details:

Project construction is scheduled to begin in mid-2016, with completion expected in summer 2017. Customer service will be improved by relocating these services to the first floor: closer to bus zones and convenient for customers. Phase I construction will begin in the April/May timeframe with no significant impacts to customers or downtown neighborhoods anticipated. More substantive construction in Phase II will begin in the June/July timeframe.

The renovation will include:

- Replacing and repositioning the escalator to enhance visual corridors throughout the facility.
- Energy and facility updates such as lighting, to save STA operating costs over time.
- Reconfiguration, consolidation and enhancement of key services, such as more security on the main floor, customer service and retail offerings.
- Additional and enhanced indoor waiting spaces, with floor-to-ceiling windows, to enable riders to wait indoors and still have visibility for arriving and departing buses.
- Addition of restrooms on the first floor.
- Infrastructure for digital signage to display real-time information about arrival and departure times.
- Programmable space on the second floor for community events, such as health screenings and community meetings until a suitable tenant is found.

Strategies, Tactics & Timeline:

The following is a table outlining details for communication strategies and tactics to be executed throughout the Plaza Renovation. Each tactic includes an estimated execution timeline and owner.

STRATEGY	TACTICS	OWNER	TIMELINE
Environmental Communication	Develop a visual brand platform to ensure a consistent look and feel through communication	DH	Done
	Onsite Plaza Communications, including wayfinding signage, posters, construction wall communication	Peggy	Beginning development
	On bus communications, including bulk heads	Peggy	Beginning development
External/Online Communication	Post timely updates on plaza reno progress on Spokanetransit.com	Synergema	April
	Develop a project microsite that contains more detailed information on plaza reno plans and progress	Synergema	In development
	Send out high level updates that partners can share via with employees and customers	Brandon	Begins in April
	Construction update e-blasts, weekly updates on what to expect this week	Brandon	Begins before phase II construction
	Social media--regular posts on milestones and progress	Marc	Begins after first media release is sent
	STA on-hold messaging	Beth	Begins before phase II construction
	Communication with downtown security network	Beth	May
	Customer Service & Security Tool Kit, including key facts and FAQs	Beth	Development after messaging finalized
Media Relations	Service alerts on vehicles	Beth	May
	Send out press releases at key milestones or with important updates	Brandon/DH	Announcement distributed after protest period
	Develop a media tool kit that contains fact sheet, FAQs, renderings and other visual aids	DH	Begin development after messaging finalized
	Conduct editorial meetings with Journal of Business and Spokesman-Review	STA leadership	TBD
	Conduct deskside briefings with (TV and radio) news stations	STA comm.	TBD

Grassroots Outreach	Identify/prioritize key stakeholders One-on-one meetings with key influencers	Brandon/DH/ Karl	Beginning development
Community Relations	Weekly onsite construction update meetings	Planning/ Brandon Brandon	TBD
	Door-to-door communication, to distribute construction handout, timeline and FAQ		Begins month before phase 2 construction
Internal STA	Ribbon cutting and potential renaming ceremony (if relevant) when Plaza Reno is complete	Brandon	TBD
	Employee Tool Kit, including key facts and FAQs Post regular updates via STA Informed	Beth	Development after messaging finalized
	Distribute updates via email	Marc	TBD
	Distribute updates to STA management, ask for these updates to be shared with staff	Karl	TBD
	All employee meeting	Susan/Karl	May 24th

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 12.A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to CEO & Clerk of the Authority

SUMMARY:

Minutes of the March 2, 2016 meetings of the Planning & Development Committee and Performance Monitoring & External Relations Committee are attached.

Minutes of the March 9, 2016 Board Operations Committee meeting are also attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head /
attachment

Chief Executive Officer ESM

Legal Counsel CM

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Meeting Minutes for March 9, 2016

Northside Conference Room

MEMBERS PRESENT

Al French, Spokane County, Board Operations
Committee Chair
Amber Waldref, City of Spokane, Planning &
Development Committee Chair
E. Susan Meyer, Chief Executive Officer, Ex-officio

MEMBERS ABSENT

Tom Trulove, City of Cheney, Board Operations
Committee Member
Chuck Hafner, City of Spokane Valley, Performance
Monitoring & External Relations Committee Chair
and Chair Pro Tempore

STAFF PRESENT

Beth Bousley, Director of Communications & Customer
Service
Karl Otterstrom, Director of Planning
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Ms. Waldref moved approval of the agenda and Mr. French seconded the motion. There was no further discussion and the motion passed.

3. CHAIR'S COMMENTS - None

4. COMMITTEE ACTION/DISCUSSION

a. February 10, 2016 Special Committee Minutes

Ms. Waldref moved approval of the February 10, 2016 minutes and Mr. French seconded. There was no further discussion and the motion passed.

5. COMMITTEE CHAIR REPORTS

a. Amber Waldref, Planning & Development (P&D)

Ms. Waldref said Commissioner French attended the meeting for Commissioner O'Quinn, along with Council Members Mumm and Pace. There was no further discussion regarding the STA Moving Forward Plan or funding. Council Member Pace requested ridership data for the Spokane Valley.

Mr. Otterstrom said that he sent some data to him and will send additional information.

Ms. Waldref continued with her report saying that the Transit Development Plan (TDP) mid-range planning guidance was reviewed. The P&D's recommendations from their February meeting has been incorporated into the document and minor edits have been red-lined. The Board will receive the TDP as information in their March Board packet.

Ms. Waldref said in follow up to the public expressions at the last Board meeting, the Committee discussed both the impact on traffic with the future re-design of East Sprague and the idea of alternative temporary bus service during the water main project in Peaceful Valley. STA will follow up with the City of Spokane as to the timeframe on that water main project.

Mr. Blaska said that Brandon Ropez-Betty, Sr. Communications Specialist, has responded to the Peaceful Valley neighborhood leadership that STA will provide service during the water main project and details will be announced at a later date.

Ms. Meyer said a meeting is scheduled with Mr. Stone, business owner, to discuss the impact on traffic on East Sprague due to the planned High Performance Transit (HPT) corridor.

b. Chuck Hafner, Performance Monitoring & External Relations (PM&ER)

In Mr. Hafner's absence, Mr. Blaska summarized the meeting. He said the Committee approved both the Budget Amount for the Jefferson Lot Improvement and the Award of Contract for the Plaza Upgrades and these were forwarded to the Board consent agenda. The Jefferson Lot item was three separate capital projects and staff is requesting the Committee recommend the Board approve the scope of work as a single project. The Plaza upgrade was awarded to Walker Construction and recommended for approval. The Committee was briefed on the Purchase of Nine (9) Fixed Route Replacement Coaches, the Year End 2015 Unaudited Financial Report and the Year End 2015 Performance Measures. If time allows at the Board meeting, both Year End reports can be shared, otherwise they will be included as information.

Ms. Waldref asked about the Jefferson Lot project budget.

Mr. Otterstrom said the total budget for the Jefferson Lot project is \$554K. This includes rehabilitation of pavement and seal coating, security cameras with communication infrastructure, and a platform for loading and unloading passengers. The lot is owned by WSDOT and leased to the City of Spokane. STA then sub-leases the lot from the City of Spokane. The current lease with the City expires on May 15, 2021, concurrent with the expiration of the City's lease with WSDOT. STA is seeking affirmation from WSDOT that the lot will continue to be available for lease following the expiration of the City's lease.

Ms. Waldref asked about the communication plan for the Plaza upgrades and other potential items following the March 17 Board meeting.

Ms. Bousley said that STA Communications staff has been finalizing a messaging plan to all audiences.

Ms. Waldref asked about the Year End 2015 Financial Report.

Mr. Blaska said a modification was made to the way cash is displayed that makes it clearer.

Ms. Meyer said that STA was under budget in expenses and over budget in sales tax revenue.

6. BOARD OF DIRECTORS AGENDA: MARCH 17, 2016 - REVIEW

Discussion ensued regarding agenda items and time allocated to those items.

Mr. French asked if an update to the discussion on Board alternates is planned.

Ms. Meyer said there is not. However, the Liberty Lake City Council passed a resolution to identify any small city Mayor to be the STA alternate in the absence of the appointed representative or alternate representative to STA. Ms. Meyer will check with Ms. McAloon, Legal Counsel, regarding any other updates that she may have received.

The PM&ER Committee report was reduced from 20 minutes to 5 minutes.

Ms. Waldref made a motion to adopt the Board of Directors meeting agenda as amended for March 17, 2016 and Mr. French seconded. There was no further discussion and all voted in favor.

7. CEO REPORT

Ms. Meyer handed out a map showing the final voter results of Proposition 1 that was held April 2015.

Mr. French asked about the North Indian Trail area election results.

Mr. Otterstrom mentioned that Indian Trail had presentations by groups with opposing views. Of the areas that were going to receive new service, this area was the exception to the rule.

Ms. Meyer reported that the 2015-2017 Supplemental Transportation Budget has passed the House and Senate. Included in this budget is \$3M for the Central City Line (CCL). Representatives have expressed their intent to fund \$6M in each of the two future biennium's for the CCL.

Ms. Meyer said that Ms. Warren, Mr. Blaska and Mr. Otterstrom have met with representatives from the City of Spokane staff regarding the STA Moving Forward Plan and STA's financials. The City staff members are currently of the opinion that the Moving Forward Plan can be implemented in its entirety for a 1/10th of one percent additional sales tax. Discussion ensued.

Mr. Blaska said that to complete the STA Moving Forward Plan and sustain that service, 2/10ths of one percent additional sales tax revenue is required. The package has a net increase in hours that is distributed across the system. There is an ongoing capital requirement to sustain the additional service. STA is sustainable through 2022. There is a \$42M fleet replacement in 2022-2026 that is not accounted for.

Ms. Waldref asked if there have been comparisons between the Central City Line (CCL) route and any other route that would have increased service.

Mr. Otterstrom answered there have not been any comparisons to date.

Ms. Meyer said that Mr. Blaska is continuing conversations with the Spokane Police Department (SPD) to discuss options for an agreement in 2016. Proposals have gone out to the SPD and STA is waiting for a response. Visibility is the issue, not coverage. SPD is very responsive.

Ms. Meyer said that STA is a member of the American Bus Benchmarking Group (ABBG). This group consists of 20 transit agencies across the country. This group measures and compares its performance measures against each other. This group will meet in Spokane on March 22 & 23 for a Paratransit Workshop. Spokane was chosen because of its superior Paratransit group.

8. NEW BUSINESS

Mr. French asked about STA's Fairgrounds property. Spokane County has an interest in purchasing the property.

Ms. Meyer said that STA owns the property and the Spokane County Fair & Expo Center uses the property. STA uses this property for bus operator training.

Mr. French asked if STA had looked at the possibility of using Spokane County Raceway as a training facility. Functionally, does the Raceway provide the assets required in a training facility?

Mr. Doolittle said that the Raceway has not been evaluated for use as a training facility.

Mr. French said that the Racetrack is in use on some weekends.

Mr. Doolittle said that the agreement with Spokane County states that during the Spokane Interstate Fair which occurs annually in September, training is not allowed.

Mr. Blaska said that Spokane County eventually needs that property, but STA has an immediate need for the property.

Mr. French said the individual to contact regarding Spokane County Raceway is Doug Chase, Parks Director at Spokane County.

Mr. French asked about the condition of Gardner Road (located to the South of STA's main bus garage) and asked if buses travel on that road. He has heard of Gardner's bumpy condition from individuals traveling to the Election office.

Mr. Blaska said that STA's buses do not use Gardner Road frequently, only occasionally, but will look into it.

Ms. Waldref said that Gardner Road will be part of the City of Spokane residential street improvement program.

Ms. Watson said that Council Member Mumm suggested that the P&D Committee meeting scheduled for July 6 be moved to June 29. Ms. Watson will conduct a poll to check availability to move both Committee meetings and the Board workshop currently scheduled for July 6 to June 29.

9. ADJOURN

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 3:03 p.m.

Respectfully submitted,



Merilee Robar
Executive Assistant to the Director of Finance & Information Services

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

PLANNING & DEVELOPMENT COMMITTEE

MEETING 10:00 A.M.

Minutes of the March 2, 2016, Meeting

Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Shelly O'Quinn, Spokane County
Kevin Freeman, Small Cities Representative
(Millwood), Ex-Officio

STAFF PRESENT

Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Sr. Communications Specialist
Merilee Robar, Executive Assistant, Finance & Information Systems

Guests

Al French, Spokane County

*Chair

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:04 a.m. Roll was called.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 3, 2016, COMMITTEE SPECIAL MEETING

Ms. Mumm moved to recommend approval of the February 3, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace. Motion passed unanimously.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

A. BOARD CONSENT AGENDA

No items being presented this month.

B. BOARD ACTION AGENDA

No items being presented this month.

C. BOARD DISCUSSION AGENDA

1. STA MOVING FORWARD PLAN & FUNDING DISCUSSION

Mr. Otterstrom said that there were no further requests for information at the February Board meeting so no new information is being presented at this time. The Committee level discussion is an opportunity to review the data and timeline. Chair Waldref said she would like to forward the slides regarding how the system is used and the STA Moving forward timeline on to other council members as it is related to discussions they are having about how many people travel to work in the city of Spokane from outside of the city. Over half of the people that work downtown do not live in the city. Mr. Otterstrom said that within 1.5 miles of the STA Plaza, less than half of the people that work in that radius live in the City of Spokane. Approximately 30% of all jobs in the PTBA are within 1.5 miles of the Plaza and of those jobs, less than 50% are filled by City of Spokane residents. Mr. Pace said that he saw a similar graphic in the City of Spokane Valley's review of its comprehensive plan and existing conditions. A small percentage both live and work in the City of Spokane Valley. Discussion ensued regarding existing conditions and office vacancy rates and population/land use trends in the Valley. Mr. Pace said that the areas that were designated for office space use in the Valley's last comprehensive plan (Mullan and Argonne, for example) have a high vacancy rate. Mr. Pace said businesses want to locate along the freeway and Indiana so something needs to change. Mr. French asked what the frequency is on Argonne & Mullan. Mr. Otterstrom responded that it is 30 minute frequency. STA Moving Forward looked at the possibility of providing a freeway flyer stop at Argonne and Mullan on I-90 but the cost was high and it did not make the final cut. It is still a long-term consideration for the I-90 corridor.

Ms. Waldref said she has been pulling some national data on economic development that is generated from transit investments. Ms. Waldref offered to provide the data to STA staff. Eugene, Oregon was cited as an example of returned investment. Over approximately a decade, Eugene experienced a four-fold increase based on community investment in the transit system. Ms. Mumm said that research is showing that transit investment is an economic driver and revenue generator nationwide. Data received at the APTA (American Public Transportation Association) conference supports this. Ms. Mumm said that cities that see transit investment as an economic generator are seeing results whereas the cities that see investment in transit as an expense only are dying and their workforce is moving away. Chair Waldref made the point that it is not always apples to oranges for capital investments. With transit investment there is actually a greater return. Ms. Waldref said her desire is that the Board consider a system-wide financial investment that will benefit all, and not just be seen as a sales tax increase, but an increase in economic activity and opportunity.

Mr. French said the past months' conversations have been leading up to a Board decision in March to give direction for what STA will be doing in the next nine to twelve months. To that end, Ms. Waldref asked if there was anything that needed to be prepared for the March Board meeting. Mr. French said he anticipates asking the question a final time at the Board meeting about whether there is anything further needed in order to make a decision. The STA Moving Forward plan has already been approved by the Board as a blueprint for the future of STA and the Board has identified that additional funding is needed to support the plan. Mr. French said he anticipates the March Board discussion to be about "when and how much?" The Board needs to provide direction to STA staff and also the City of Spokane so a decision can be made about how to go forward with regard to the Central City Line funding. Ms. Mumm asked if the Planning & Development Committee had made a recommendation at the February meeting. Chair French said that a recommendation had been made on the plan but not on the ballot measure. Chair French said the Committees are in place to provide direction to the Board to assist in making decisions. Ms. Mumm said she will not be able to attend the March Board meeting but will call in. There was discussion about whether a blank resolution should be drafted for the Board to fill in. The consensus was that this action should come from the Board at its pleasure.

Mr. Blaska asked if it would be relevant to provide materials at the Board meeting regarding the different scenarios discussed for reference. Mr. Pace said he thought that would be helpful. Mr. Pace said that the perception is still that buses are near empty or not being used and he would like data proving that perception is wrong if that is the case. Mr. Otterstrom said that the Annual Route Report has metrics that provide the data Mr. Pace requested. Mr. Otterstrom said that since the 2011 service adjustments and investments were made, most routes in the Valley have seen growth of approximately 400% on local routes. Routes that used to have 90 people per day now carry 500-700. Mr. Pace said that some might say that is 500% of 1 – 5 people. Mr. French offered to attend some the formal and informal meetings in the Valley to help dispel these perceptions. Mr. Pace said that would be good. Ms. Meyer added that in the annual route performance report, compared to other systems, Spokane Transit's service effectiveness per revenue mile is second in the state only to King County Metro. Spokane Transit's average passenger per square mile is 27.5. Mr. Pace said that was interesting from a transit system management perspective but what does it mean to a person who is only interested in driving a car? Mr. French said it means to the person in the car that instead of sitting behind 40 other people in cars they are behind one bus and that is congestion relief. Mr. French said buses make it easier to get to where you need to be. Mr. French mentioned another thing heard in the industry is that you cannot build your way out of congestion. A public transportation system is needed to reduce the cost. Mr. French said that for those who really love to use their cars and want to get there on good roads, a good transit system is required, otherwise you are going to tax yourself out of your house and business. Mr. French added that the example is valid nationwide. Mr. Pace said he appreciated the information. Chair Waldref said there is more return on investment and lower cost to increase a transit system than to pay for new roads, intersections and bridges. Mr. Pace said that a problem for the Spokane Valley that the City of Spokane doesn't have is bridging railroad tracks. Mr. Pace said most people in the Valley think of the railroad tracks when they think of congestion, such as around Trent and Barker. Mr. Pace said that from almost the city limits south on Barker to the freeway and beyond is congested. Ms. Mumm agreed that the frequency of the rail use has changed things and maybe people in the Valley are becoming more aware of the traffic issues because of it. Mr. Pace agreed but said that as an STA Board member his problem is that Valley residents don't see buses as a solution to the problem. They see bridges and underpasses as the solution.

Chair French brought up the issue of the public comments that were made at the February Board meeting regarding the Sprague route. Mr. French said it was difficult to hear strong supporters criticizing the agency and wondered how the agency could respond to their concerns. Chair Waldref asked if that could be addressed in the CEO report as there have been some further developments. Ms. Meyer asked if the question was also about the comments made by folks in Peaceful Valley? Mr. French said that Peaceful Valley is an operational question to be worked out by the City of Spokane regarding construction and his question was more in regard to Sprague comments. Chair Waldref said she has made a plea to public works on the Peaceful Valley issue and thinks a solution can be worked out with STA. Ms. Meyer said that STA can provide a shuttle. Mr. Pace asked to bring up another perception of the Spokane Valley. Mr. Pace gave an example of his daughter-in-law who is part of the demographic that favors walkability and transit. Discussion ensued. Ms. Waldref said that the City of Spokane actually has more 20 - 34 year olds than Seattle. Mr. Pace said that Spokane Valley is generally older. Ms. Mumm said that many young people are not tied to homes, are opting out of sprawl and are going for urbanized areas that have transit. Ms. Mumm asked the question, does the City of Spokane Valley want to attract young people? If so, they should look at transit. Mr. French added that some of the demand for an area, such as office space, is getting people to that destination so that there is a customer base. Transit's role is getting customers to destinations and there is a direct connection between transit and economic growth. Making transit a part of the Valley's comprehensive plan and identifying where the Valley wants to see growth would be very interesting to see at the Board level so it can be supportive. Mr. Pace asked if some of that information had been relayed from the meeting the Spokane Valley Chamber had that STA participated in. Mr. Otterstrom said that the information had been relayed and, like any other new transit investment, it would require more funding. Discussion ensued regarding secondary investments and connecting destinations. As changes are made to the system, further changes and restructures are made possible to improve the system. Ms. Mumm said it is interesting to look back at the history of transit

in Spokane, it was funded to a large degree by the real estate industry. Real estate companies knew that if they built next to transit they would have the ability to sell more homes. Chair Waldref said she appreciated the good conversation. There being no further questions, the Committee moved to the next item of business.

6. REPORTS TO COMMITTEES

A. DEVELOPMENT OF TRANSIT DEVELOPMENT PLAN: MID-RANGE PLANNING GUIDANCE

Mr. Otterstrom reviewed the Transit Development Plan (TDP) requirement and the background of the six year plan. The TDP is Spokane Transit's primary mid-range planning document and is required to be submitted to the Washington State Department of Transportation annually. At the February 3rd Planning and Development meeting the Committee began the process of developing the 2016 Transit Development Plan (TDP). The TDP, STA's primary mid-range planning document, is expected to be adopted in July 2016 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2016 TDP is through 2022. Final action is expected in July.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The Committee started the process of developing mid-range guidance by engaging in a discussion about what the agency should accomplish in the 6-year horizon, the roles of the agency in the regional transportation system and how the agency should respond to regional growth.

Some of the themes from the Committee's February discussion included:

- Maintain and grow ridership and frequency
- Grow ridership relative to resources available
- Identify what STA can control in relation to ridership, what national trends drive ridership and what drives demand locally in communities of Spokane's size
- Grow the system consistent with community growth
- Respond to demographic behavioral trends (youth desires)
- Save families money
- Improve quality of life
- Provide an affordable and convenient option
- Provide workforce delivery and connections to educational opportunities
- Play a strong role in implementing community planning strategies and the regional vision
- Help decrease parking demand
- Contribute to Transportation Demand Management
- Respond to current trends and new technology

Mr. Otterstrom mentioned the timeliness of the theme to "play a strong role" with the Spokane Valley's comprehensive plan update and the "Big Five" initiative by the Valley Chamber. Mr. Otterstrom noted that at the Economic Forecast luncheon in February put on by the Valley Chamber of Commerce, Mr. Steve Scranton brought up the role of the coming demographics and the desire of this demographic to live in walkable and transit friendly communities.

Mr. Otterstrom went on to review the mid-range guidance that based on input received last year and more recent Committee input. The Committee provided some additional modifications to the draft mid-range guidance and the following will be presented to the Board for review or further refining:

- **Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information, and customer service, as well as add value to the community and improve the quality of life in the region. 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 and can be influenced locally in communities of Spokane's size. Outside of travel to home, 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, 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.

Ms. Mumm said that speaking to the "foster and sustain quality" bullet, perhaps the biggest benefit to the current and upcoming demographics is how much money they save. Ms. Mumm quoted the statistic that one out of five residents in Spokane falls below the poverty line and the statistics are getting worse. The cost savings of using transit has been demonstrated and possibly one of the best things that can be provided to alleviate poverty. Another piece to add in is transit's positive impact on the environment. People are making choices based on carbon footprint and responsibility to the environment. It was agreed the environmental impact piece would be good to reference in the plan.

Mr. Otterstrom referenced the 2016-2022 Major Activities found in the packet. The draft 2016-2022 Major Activities (highlights) will be presented in the plan as follows:

Draft TDP Major Activities 2016-2022

Customer and Community Outreach

- Employer Sponsored Bus Pass Program expansion
- Universal Transit Access Pass (UTAP) expansion
- Expand the number of retail bus pass outlets
- Continuation of the surplus van grant program
- Investigate alternative methods of advertising

Service Development

- Procure a new contract for supplemental paratransit service (as early as 2018)
- Implement STA Moving Forward/HPT Network Development (2016-2022) commensurate with funding availability

Facilities and Fleet

- Complete Plaza renovation
- Fleet replacement (2016-2022)
- Expand maintenance facilities to meet existing and planned needs

System Management

- Study and implement changes to the fare structure
- Implement FTA Safety Management Systems (SMS)
- Manager and supervisor leadership training
- Comprehensive employee compensation study
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities.

Technology

- Complete CAD/AVL implementation and Real Time Information deployment
- Fixed route radio replacement
- Fixed route and paratransit camera systems upgrade
- Complete business systems implementation

- Smart Card upgrade/farebox upgrade
- Expand On-board Wi-Fi availability

Planning

- 2016/2017 update to Connect Spokane: A Comprehensive Plan for Public Transportation
- Study strategies to address gaps in services to populations with special mobility needs
- Title VI Plan update
- Develop a Transit Asset Management Plan pursuant to new federal requirements
- Develop an ADA Transition Plan to systematically address obstacles to accessibility to bus stops

A modified draft will be presented in the March Board packet for information. In April staff will ask for a recommendation from the Committee to move the TDP on to the full Board for review and interaction regarding what needs to be included in the plan for the preliminary draft in May.

Mr. Pace asked if staff has been working with City of Spokane Valley staff on the transit and economic development segment of its comprehensive plan. Mr. Otterstrom responded that Kathleen Weinand has been working with the City of Spokane Valley. Mr. Pace said he thought the Argonne/Mullan corridor that has high office vacancies may be a good area to target for development and he would like to be involved in a discussion with STA and City of Spokane Valley staff regarding this. Mr. Otterstrom said he would follow up on that. The Committee agreed that there is a lot of opportunity in the Valley. Ms. Mumm mentioned that the City of Spokane and the City of Spokane Valley used to get together several times a year to share best practices and she suggested that it might be a good idea to get that started again. Mr. Pace agreed that would be a great idea.

7. COMMITTEE INFORMATION

No items being presented this month.

8. CEO REPORT

Ms. Meyer reported on the resolution that passed at the Liberty Lake City Council meeting that allows the mayors of any of the identified small cities to serve as alternates for the City of Liberty Lake on the STA Board if the appointee and appointed alternate are not available.

Ms. Meyer reported on items to be discussed at the March Board of Directors meeting including:

- Request Award of Contract for the Plaza Construction project to Walker Construction.
 - The contract is within budget
 - Lots of planning and coordinating for mitigation during construction will take place internally and with downtown partners

Ms. Waldref asked what items had been changed to enable the bid to be within budget. Mr. Otterstrom responded with three different categories that were changed: 1) Phasing – consolidating work areas and closure (the Sprague entrance will need to be closed for a period of time); 2) Clarifying specifications; 3) Non-essential elements were identified as additives and are separate bids. STA is not completing all of the additives at this time to save cost.

Ms. Meyer reported that the third open house for the Central City Line was held on March 1, 2016. It was very well attended and people who attended were engaged in the workshop activities. That was the last open house while talking about the alignment, shelter amenities, and strategic overlay plan. Staff will summarize the input received and report back to the Board in the future.

The Board has been invited to attend the STA Safety and Performance Awards Banquet on Sunday, March 6, 2016. More than 300 people have RSVP'd for this event.

Commissioner French, Council Member Mumm, Mayor Freeman and Ms. Meyer will attend the American Public Transportation Association (APTA) Legislative Conference in Washington, D.C. They will be meeting with

legislators and also Federal Transit Administration staff for a general update and to talk about the Central City Line. Ms. Mumm mentioned that she had received a call from the City of Spokane's federal lobbyist who asked if he could be of assistance for anything this spring that has a link to the City of Spokane. Ms. Meyer said she would check with the Ombudsman for STA regarding this. Ms. Mumm asked if a schedule of STA's appointments in D.C. and a status report on STA's request could be sent to Mr. Peckinpaugh.

STA will be hosting the American Bus Benchmarking Group (ABBG) Paratransit workshop March 22 – 23, 2016. The ABBG Working Group on Paratransit Operations workshop will include comparing performance, sharing experience and identifying best practices. The ABBG said that they were impressed with STA's Paratransit operation in the last workshop. Approximately twenty agencies will participate in the next working group meeting in Spokane.

Other items of interest:

- The state auditor currently is conducting its annual audit of STA.
- STA will have a bus in the St. Patrick's parade.
- The Roadeo, professional driving competition takes place March 26, 2016.
- The state supplemental transportation budget is being negotiated at this time. STA hopes that the transportation supplemental budget will be approved so that the capital and operating budget can be approved. Staff has communicated that STA needs the funding in 2017 or that biennia to have a strong application for a Small Starts grant.
- STA will host a job fair at the STA Plaza March 4, 2016. This is in partnership with the Next Generation Zone.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Meyer reported that STA will provide a shuttle to Peacefully Valley during downtown construction this summer. Ms. Waldref said the City of Spokane will work to make sure the construction contract will require specifics about construction timeframes so STA can schedule the shuttle and bus detours.

Ms. Waldref mentioned that Mr. Otterstrom had presented the goals of transit and potential future condition of High Performance Transit (HPT) in the Sprague corridor at the last meeting of the City Transportation sub-committee which is comprised of citizens, council members, city and STA staff. Some of the Sprague business owners that expressed concerns regarding HPT in the Sprague corridor at the February Board meeting were asked to attend the meeting. The East Sprague Business Association is not believed to have taken an official position. Ms. Waldref said she feels there needs to be more education on what High Performance Transit is in answer to some of the concerns expressed. City staff is comfortable with the HPT design and suggested that STA meet with a specific concerned business owner. Ms. Waldref offered to be a part of this meeting. Ms. Meyer said that STA has reached out to the business owner but has not received a reply as yet. Discussion ensued about Sprague lane narrowing and the consensus of the business owners along the corridor. Mr. French relayed his wish to address the concerns that have been voiced by several east Sprague business owners. Ms. Waldref said that she respects that the strong opinions expressed by a few business owners along Sprague at the February Board meeting do need to be addressed. However, the City has conducted door-to-door polling of businesses on east Sprague and there are many that do not share the same concerns. Ms. Waldref said it is important to listen to the context of all of the business owners since not all share the same concerns. Mr. Otterstrom said that the bus stops are not operating as effectively as they will be if HPT elements are added in such as being able to get to the curbs to load/unload and reducing several stops. Mr. Otterstrom added that contrary to what was publicly expressed at the Board meeting, the design presented is the design presented by MIG which was vetted by the neighborhood in 2011 and 2012. Further discussion ensued.

Ms. Mumm asked if the Committee would be interested in moving the July 6 meeting to June 29th due to being so close to the July 4 holiday when many are out of town. Neither the Spokane City Council nor the County Commission are scheduled to meet that week and many take that opportunity for a vacation. Ms. Waldref said she would not be able to meet on either of those dates so that would be fine with her and she would need to ask someone to chair the meeting on her behalf. Ms. Mumm said she will not be able to attend if the meeting is on July 6. Staff will check into rescheduling the July meeting. Mr. Otterstrom said that there is typically a budget guidance workshop in July that would need to be considered as well. Perhaps the workshop could be scheduled for June 29th as well.

11. REVIEW OF APRIL 6, 2016, COMMITTEE MEETING DRAFT AGENDA

As presented in the packet with the addition of a report from the Washington, D.C. trip.

12. NEXT MEETING – WEDNESDAY, APRIL 6, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

13. ADJOURN

Chair Waldref adjourned the meeting at 11:44 p.m.

Respectfully submitted,



Angela Stephens, Executive Assistant

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the March 2, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley*
Tom Trulove, City of Cheney
Keith Kopelson, City of Liberty Lake
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

Steve Lawrence, City of Airway Heights
John Higgins, City of Medical Lake (Ex-Officio)

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Systems
Steve Doolittle, Director of Human Resources
Don Reimer, Manager, Maintenance & Facilities
Jessica Charlton, Project Manager
Don Skillingstad, Project Manager, HPT
Brandon Rapez-Betty, Sr. Communications Specialist

GUESTS

Victor Frazier, Citizen Advisory Committee Member
Tom Arnold, Principal, Coffman Engineers
Siri Ashworth, Project Manager, Coffman Engineers

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

Chair Hafner called the meeting to order at 1:31 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Chair Hafner thanked Mr. Blaska for taking time to go over the monthly Committee packet in advance with him to provide a full picture of those items coming before the Committee and Board.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF THE FEBRUARY 3, 2016, COMMITTEE MEETING**

Mr. Kopelson moved to recommend approval of the February 3, 2016, Committee meeting minutes. The motion was seconded by Mr. Trulove and passed unanimously.

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **REQUEST TO APPROVE THE BUDGET AMOUNT FOR THE JEFFERSON LOT IMPROVEMENT PROJECT**

Mr. Otterstrom explained that the Jefferson Lot is the most heavily used park and ride lot in STA's system and it is served by the Cheney/Spokane route, used extensively by students traveling to Eastern Washington University. The lot is owned by the Washington State Department of Transportation (WSDOT) and leased to the City of Spokane, who sub-leases it to STA. The current lease with the City expires in May 2021, concurrent with the expiration of the City's lease with WSDOT. STA is seeking affirmation from WSDOT that the lot will continue to be available for lease following the expiration of the City's lease.

General maintenance improvements (replacement of failing asphalt and concrete, widening the approach where buses enter, seal coating and re-striping the lot), as well as service and operational improvements (the installation of fiber optic cabling, security cameras, and a new ADA-accessible, raised passenger loading platform with real time signage), are needed in order to make the lot safer and easier for riders to use. The construction work would be completed during the summer months, and a specific construction schedule will be prepared prior to going out to bid.

Since the project was approved and funded as three separate projects in the Capital Improvement Plan, staff is requesting the Committee recommend that the Board approve the scope of work as a single project with a budget of \$554,000. An award of contract is anticipated to be issued in May 2016 by the CEO, as the total project cost is under \$1M and within her authority.

Mr. Trulove moved to recommend the Board approve consolidating the three separate projects as a single project with a budget amount of \$554,000. The motion was seconded by Mr. Kopelson and passed unanimously.

2. AWARD OF CONTRACT FOR PLAZA UPGRADES

Mr. Otterstrom said that in December 2014, the Board authorized the Plaza Upgrade project to proceed to final design and approved a total project budget of \$4.95M. In July 2015, the Performance Monitoring and External Relations Committee approved a scope of work to be issued to solicit bids. Only one bid was received, and because it exceeded the allowable budget, staff elected to go back out for re-bid.

The bid included ten different additive options, four of which staff recommend selecting as they are important features that aid in achieving the project's goals and would be more cost effective to complete concurrently with the base bid work.

STA received four (4) proposals. An evaluation committee (composed of internal stakeholders and STA's legal counsel) determined that Walker Construction, Inc., was the lowest, most responsible and responsive bidder.

Mr. Otterstrom said that staff is recommending an award of contract to Walker Construction, Inc., for the total base bid, plus additive options, for a total contract value of \$3,502,800, excluding any applicable Washington State sales tax and construction contingency reserved by STA. With all expenses required for the project (including contracts for architectural and engineering services, construction, secure access and security cameras, special inspection, and fees such as advertising, permitting, and reserved construction contingency), the project is anticipated to be within the \$4.95M budget approved by the Board.

Mr. Trulove moved to recommend the Board award a contract for the Plaza Upgrade project to Walker Construction, Inc. for a contract value of \$3,502,800, excluding sales tax. The motion was seconded by Mr. Kopelson and passed unanimously.

B. Board Discussion Agenda

(No items were presented this month.)

6. REPORTS TO COMMITTEE

A. PURCHASE OF NINE (9) FIXED ROUTE REPLACEMENT COACHES

Mr. Blaska explained that in accordance with STA's adopted 2016-2021 Capital Improvement Program (CIP) and Vehicle Replacement Plan, nine Fixed Route coaches are scheduled to be replaced in 2018. Vehicles scheduled for replacement exceed the Federal Transit Administration (FTA) minimum service life guidelines of twelve years or 500K miles. The CIP has identified \$4,498,520 in local funds and \$1,121,265 in federal funds for a total of \$5,619,785 for the replacement of these vehicles.

The Washington State Cooperative Contract (WSCC) has low floor, clean-diesel powered coaches that satisfy STA's requirements. Purchasing from the WSCC ensures competitive pricing and saves significant time over the development of specifications, release of a request for proposals, and the awarding of a contract. STA's 2018 coach requirements include the purchase of three (3) 60-foot coaches and six (6) 40-foot coaches. Staff recommends purchasing the three 60-foot articulated coaches from New Flyer Industries and the six 40-foot coaches from Gillig Corporation. The quoted unit price to purchase a 2018 60-foot articulated coach is \$694,160, which represents a 17.3% cost above STA's 2009 purchase. The quoted unit cost to purchase a 2018 40-foot coach is \$419,838, which represents a 2.3% increase cost above the current purchase. The increase in pricing is attributed to the Producer Price Index increase, as well as the 2010, 2013, and 2017 Federal Engine Emissions Standard requirements.

The total quoted pricing for these nine (9) vehicles is currently \$5,011,042 (including sales tax and a \$1,000 per unit fee to purchase off of the WSCC). Staff anticipates the need for approximately a 5% contingency budget to make minor changes to enhance operator and passenger amenities (e.g., pre-wiring for camera and CAD/AVL, passenger seating and securements, disc brakes, composite flooring, and electric fan drives). It will also be necessary for Maintenance staff to travel to the manufacturing facility to conduct pre-production meetings and on-line inspections during production to ensure quality control and contract specification compliance. The total anticipated cost of this purchase (including taxes, contingency, and travel) will not exceed the budgeted amount of \$5,619,785. Mr. Blaska noted that STA's Procurement Policy authorizes the CEO to award a contract for replacement of equipment included the Board-approved CIP.

B. YEAR END 2015 UNAUDITED FINANCIAL REPORT

Ms. Warren gave the 2015 Unaudited Year End Financial Report to the Committee.

- Revenues were \$1.7M (2.5%) over budget; \$7.1M (2.5%) above 2014 actual.
 - Fares & Other Transit Revenue were \$1.2M (10.6%) below budget; \$798K (7.4%) below 2014.
 - Sales Tax Revenue was \$2.9M (5.9%) above budget; \$3.4M (7.1%) above 2014.
 - Federal and State Grants Revenue was \$109K (1.3%) above budget; \$1.3M (13.3%) below 2014.
 - Miscellaneous Revenue was \$80K (12%) below budget; \$471K (393%) above 2014.

As a preface to her presentation on expenses, Ms. Warren explained that the Government Accounting Standards Board (GASB 68) issued standards on how pensions should be reported. She said that any unfunded pension liability needs to be reported on financial statements. The net pension liability is the difference of the market value of the pension fund assets and the benefit obligations at a specific date. This information is obtained from the Washington Department of Retirement Systems. There is a liability on the balance sheet of \$25.6M. Annual GASB 68 expenses are calculated based on actual contributions recorded each payroll. This resulted in 2015 additional expenses of \$733,549. Without GASB 68, the expenditures for 2015 would have been \$59,882,374 or \$5.7M (8.7%) below the 2015 budget. Brief discussion ensued.

- Expenses were \$5.0M (7.6%) under budget; \$1.7M (2.9%) above 2014 actual.
 - Fixed Route Expenses were \$3.0M (6.8%) under budget; \$1.1M (2.9%) over 2014.
 - Paratransit Expenses were \$875K (7.3%) under budget; \$298K (2.7%) over 2014.
 - Vanpool Expenses were \$263K (30%) under budget; \$144K (19%) under 2014
 - Plaza Expenses were \$22K (\$1.7%) over budget; \$59K (4.4%) above 2014.
 - Administrative Expenses were \$875K (11.4%) under budget; \$354K (5.5%) above 2014.

Ms. Warren noted that there was a favorable revenue budget variance of \$1.7M, and a favorable expense budget variance of \$5.0M, for a total favorable budget variance of \$6.7M. In 2015, total revenues exceeds total operating expenses by \$9.9M.

She concluded with a review of the Capital Budget Status Summary, the Federal Grant Report, and 2015 Cash Balance figures. She said that due to the timing of projects, approximately \$6.5M of the adopted Capital Budget remained unexpended in 2015.

C. YEAR END 2015 PERFORMANCE MEASURES

Mr. Blaska reviewed the year end 2015 Performance Measures with the Committee. He commented that the Committee had previously provided input on which of the Performance Measures they wanted to see in the packet each quarter, and requested their input on whether this information was sufficient for a clear picture of STA's performance, based on the complete presentation which was included at the end of the Committee packet.

Mr. Blaska explained that the Performance Measures are tied to STA's five Priorities and Objectives, and each one has several performance metrics associated with it. Highlighted were the results of those measures requested by the Committee:

- Ridership
 - Fixed Route provided 10,815,736 rides in 2015, a 4.5% decrease from 2014. The decrease can be traced primarily to fewer riders in the college programs (EWU and the Community Colleges).
 - Paratransit provided 464,449 rides in 2015, a 2.3% decrease from 2014. Mobility Training, the In-Person Assessment program, and the Van Grant program are all contributing to keeping Paratransit ridership, and costs, down.
 - The Vanpool program provided 219,578 rides in 2015, a 10.9% decrease from 2014. Mr. Blaska noted that this mode is extremely sensitive to gas prices, resulting in smaller vanpool groups.
- On-Time Performance
 - Fixed Route on-time performance was 95.4%; the goal is 85%. Since July, rather than random timepoint checks by Supervisors, the CAD/AVL system makes these calculations. Observations went from approximately 650 per month to around 27.7K.
 - Paratransit on-time performance was 93.36%; the goal is 95%. This is a measurement of every trip. Mr. Blaska noted that severe weather late in the year accounted for not meeting the goal.
- Professional and Courteous
 - With a goal of 4.5 (out of a possible 5), the overall company-wide score was 4.68. Fixed Route scored 4.71; Paratransit scored 4.67, and Customer Service/Reservations/Security/Admin/Management scored 4.67.
- Annual Employee Evaluations
 - All active Fixed Route and Paratransit Operators have had ride checks.
- Cost Effectiveness
 - The cost per passenger for Fixed Route was \$4.36; this is 68.3% of the urbanized average.
 - The cost per passenger for Paratransit was \$27.78; this is 59.4% of the urbanized average.
- Preventable Accidents
 - Fixed Route had a total of 38 preventable accidents in 2015; this is below STA's standard of 0.08 per 10,000 miles.
 - Paratransit had a total of 12 preventable accidents in 2015; this is below STA's standard of 0.10 per 10,000 miles.

Chair Hafner asked the Committee members to let Mr. Blaska know if there were any other Performance Measures they felt should be included in the quarterly reports.

7. CEO REPORT

- A. Ms. Meyer said that the American Bus Benchmarking Group (ABBG) will hold its Paratransit Workshop in Spokane on March 22-23, 2016. Representatives from approximately 20 ABBG agencies from across the country are expected to attend. Spokane Transit was chosen because its Paratransit program, under the direction of Transportation Manager Denise Marchioro, is superior. STA will host the ABBG Member Visit on March 21st from 1:00 - 4:00 p.m.
- B. Ms. Meyer asked Mr. Blaska to provide information about the upcoming Job Fair. Mr. Blaska reported that the Downtown Spokane Partnership (DSP) announced that a Job Fair would be hosted at the STA Plaza on Thursday, March 3rd.
- C. Ms. Meyer said that an STA bus will participate in the local St. Patrick's Day Parade, and STA employees and their families will distribute candy to children along the route.
- D. Ms. Meyer said that the annual Employee Awards Dinner will take place on Sunday evening, March 6th, at Northern Quest Resort and Casino. This is the one opportunity STA has to honor those employees who have done an excellent - and safe - job over the prior year.

- E. Ms. Meyer said that the local Roadeo – an annual competition of bus and van drivers’ operating skills – will be held on March 26th. She noted that two years ago, STA Coach Operator Gabe Fernos was the National Champion. She mentioned that she is unable to invite Board members to actually drive a coach (due to insurance reasons), but they are welcome to join the festivities early that morning at the Jefferson Lot Park & Ride.
- F. Ms. Meyer reported that the 2015-2017 Supplemental Transportation Budget is currently being negotiated between House and Senate. The \$15M that the State has earmarked for the Central City Line needs to be tracked to ensure that it does not get lost. Staff is monitoring that funding.
- G. Ms. Meyer said that the American Public Transportation Association Legislative Conference will hold their next meeting on March 12 – 16. Mayor Freeman, Commissioner French, Councilmember Mumm, and Ms. Meyer will be attending the meeting.
- H. Ms. Meyer said that the third Central City Lines Open House was held on Tuesday, March 1st, in Browne’s Addition. Input was received on the downtown alignment, shelter options, and an overlay plan.
- I. Ms. Meyer said that also on Tuesday, March 1st, the Liberty Lake Council passed a resolution to identify any small city Mayor to be the STA alternate in the absence of the appointed representative or alternate representative to STA.

8. COMMITTEE INFORMATION

- A. February 2016 Sales Tax Revenue Information – *as presented.*
- B. 2015 State Audit Timeline – *as presented.*
- C. Year End 2015 Safety & Loss Summary – *as presented.*
- D. January 2016 Operating Indicators – *as presented.*
- E. Communications Update – *as presented.*

9. APRIL 2016 COMMITTEE PACKET AGENDA REVIEW

Chair Hafner asked if there were any comments about the draft agenda for the next Committee meeting. None were forthcoming.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS’ EXPRESSIONS

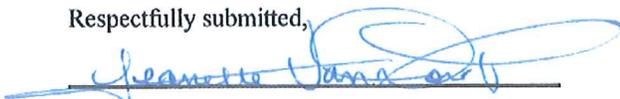
None.

12. ADJOURN

Chair Hafner adjourned the meeting at 3:10 p.m.

13. NEXT MEETING – WEDNESDAY, APRIL 6, 2016, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Jeanette Van Dort, Executive Assistant

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

April 21, 2016

AGENDA ITEM 12.B : FEBRUARY 2016 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached are the February 2016 financial results. Due to the transition to a new financial system, the charts differ from the past. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. February equates to 16.7% of the year.

Revenue

Overall, Revenue is 6.1% higher at 17.7% of budget (\$12.4M) than the expected 16.7% (\$11.7M).
Fares & Other Transit Revenue is slightly below budget at 15.4% of budget.
Sales Tax Revenue is higher at 18.2% of budget.
Grants and Miscellaneous Revenue is slightly higher at 17.5% of budget.

Operating Expenses

Operating Expenses at 13.4% of budget (\$8.7M) are 19.7% below the expected amount of 16.7% (\$10.9M).

Fixed Route	14.3% of budget expended
Paratransit	11.4% of budget expended
Vanpool	13.5% of budget expended
Plaza	9.1% of budget expended
Administration	12.4% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 5.3% (\$246K) of the fuel budget has been spent to date and we expect that to change significantly as the year goes along.

RECOMMENDATION TO COMMITTEE: Staff requested the Committee discuss and approve the new format.

COMMITTEE ACTION: The Committee reviewed and approved the new format.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

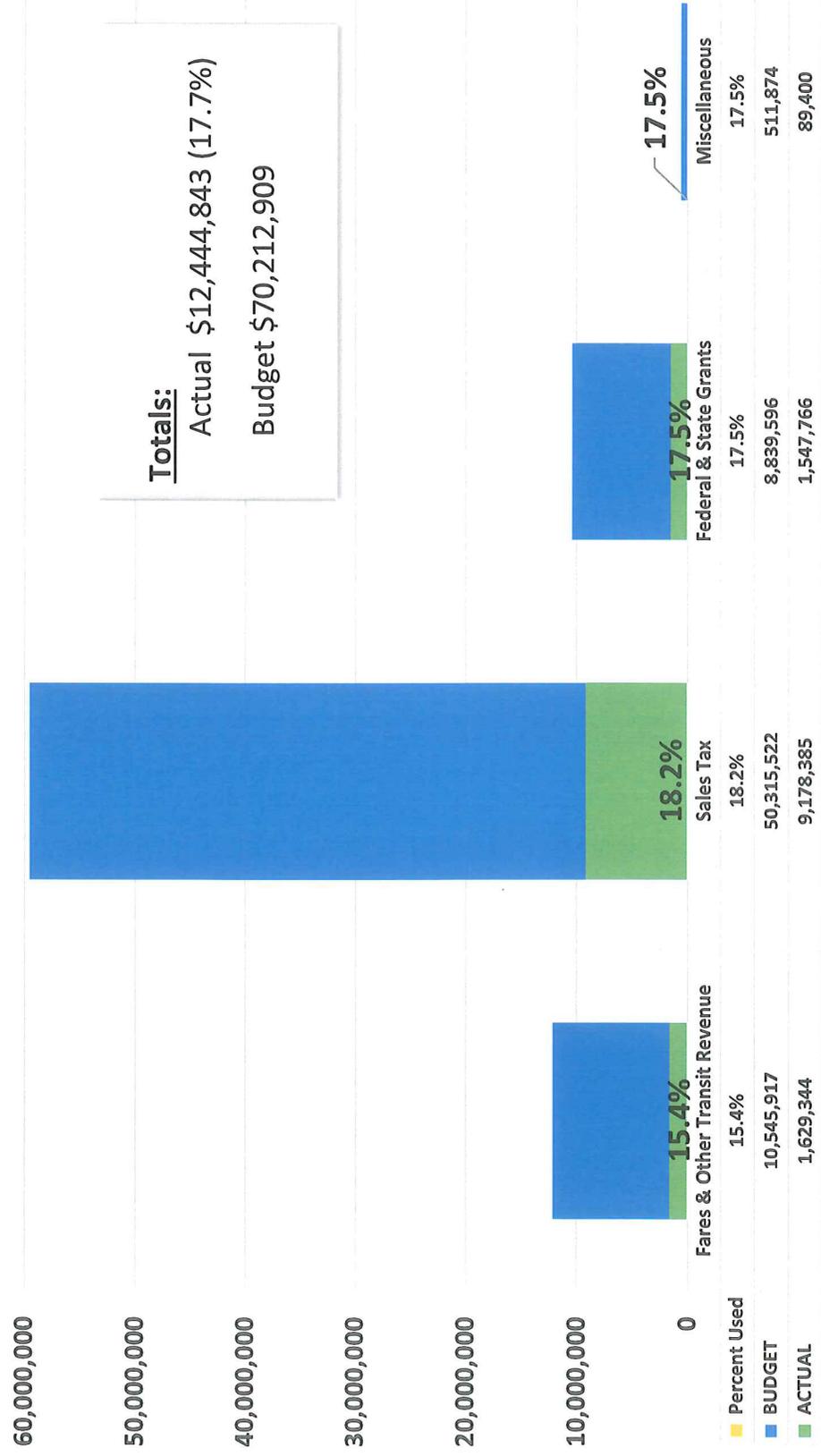
Division Head *LW*

Chief Executive Officer *ESM*

Legal Counsel *LM*

Spokane Transit Revenues ⁽¹⁾ - February 2016

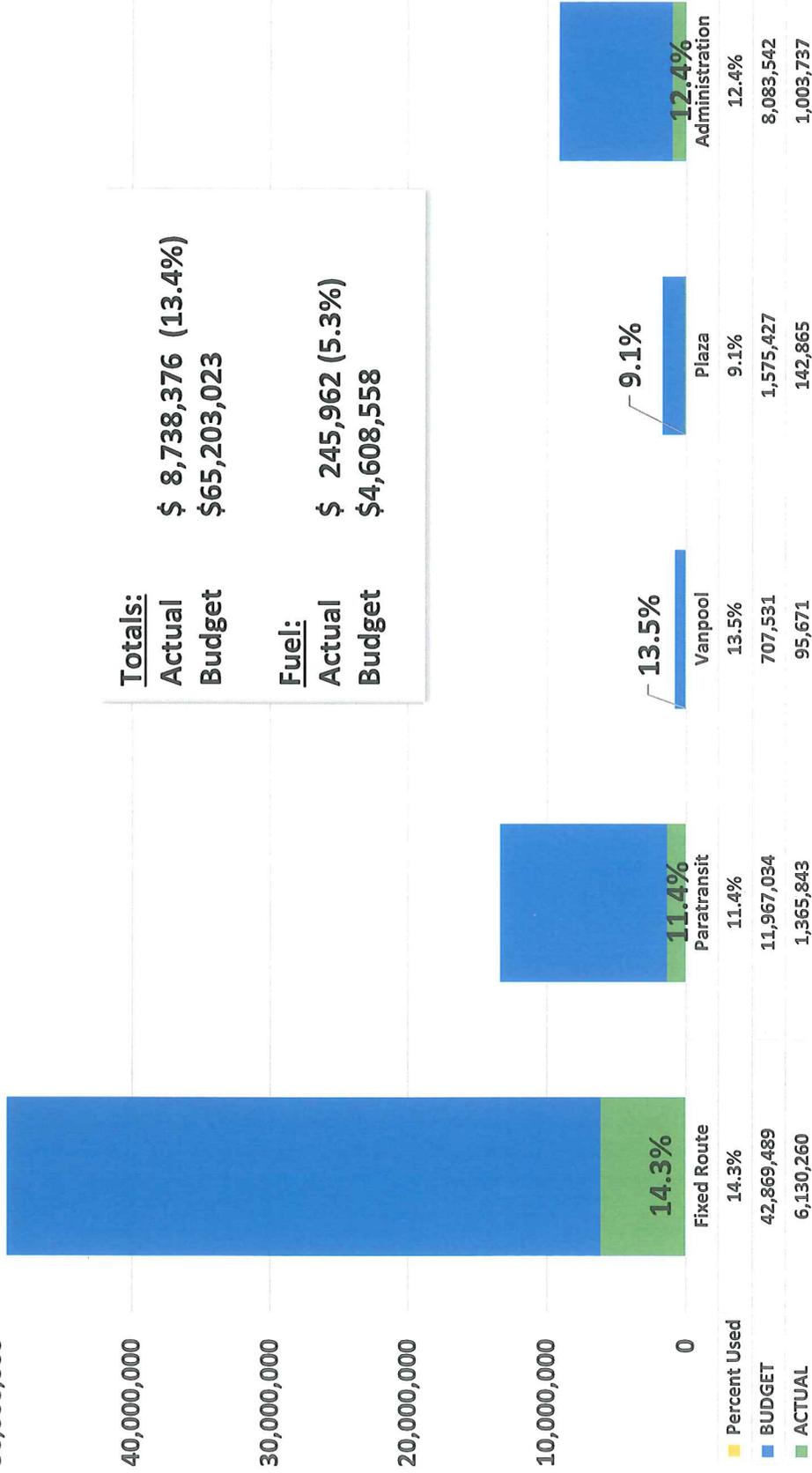
[February = 16.7% of Year]



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date February 2016, state capital grant reimbursements total \$3,652 and federal capital grant reimbursements total \$90,363.

Spokane Transit Operating Expenses - February 2016

[February = 16.7% of Year]



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM 12.C. MARCH 2016 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

Attached is March 2016 sales tax revenue information.

March sales tax revenue, which represents sales for January 2016, was:

+5.4% over March 2015 actual

+5.4% YTD above budget

+5.5% above YTD actual

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head LLW

Chief Executive Officer ESM

Legal Counsel CM

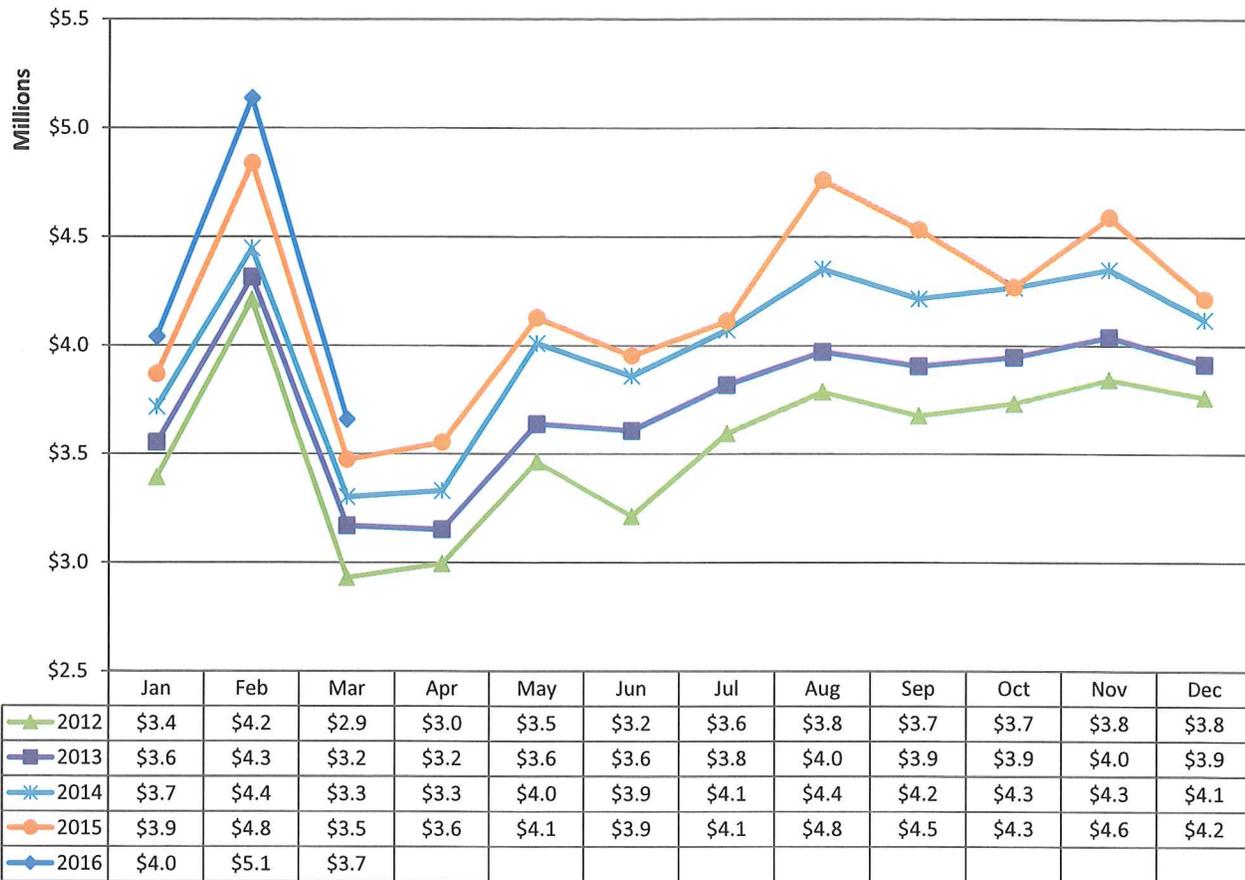
2012 - 2016 SALES TAX RECEIPTS (1)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012 Act.	3,393,162	4,210,587	2,931,140	2,995,322	3,464,079	3,214,084	3,595,195	3,786,787	3,677,285	3,733,831	3,842,726	3,761,526	42,605,722
2013 Act.	3,552,629	4,313,315	3,170,287	3,152,776	3,638,110	3,607,445	3,818,364	3,971,379	3,905,284	3,946,531	4,038,362	3,913,617	45,028,101
2014 Act.	3,717,183	4,445,759	3,303,019	3,331,820	4,010,737	3,860,469	4,073,091	4,352,108	4,215,907	4,267,406	4,349,765	4,119,702	48,046,965
2015 Act.	3,865,250	4,835,478	3,471,459	3,550,797	4,124,484	3,949,801	4,109,906	4,756,705	4,530,359	4,265,975	4,587,132	4,211,936	50,259,282
2016 Bud.	3,869,575	4,840,888	3,475,344	3,554,771	4,129,100	3,954,221	4,114,505	4,762,028	4,535,428	4,270,749	4,592,265	4,216,648	50,315,522
2016 Act.	4,040,342	5,138,043	3,659,631	-	-	-	-	-	-	-	-	-	-
\$ Mo. Var.	175,092	302,566	188,171	-	-	-	-	-	-	-	-	-	-
% Mo. Var.	4.5%	6.3%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$ YTD Var.	175,092	477,657	665,829	-	-	-	-	-	-	-	-	-	-
% YTD Var.	4.5%	5.5%	5.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% YTD Bud. Var.	4.4%	5.4%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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

Sales Tax Revenue History-March 2016⁽¹⁾



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

Sales Tax Summary (with Mitigation for All Jurisdictions)				
March 2016				
	YTD 2015	YTD 2016	\$ CHANGE	% CHANGE
MILLWOOD	\$ 87,918	\$ 110,983	\$ 23,064	26.2%
LIBERTY LAKE	530,704	666,200	135,496	25.5%
CHENEY	278,322	313,510	35,188	12.6%
SPOKANE COUNTY	5,444,718	5,903,673	458,956	8.4%
SPOKANE VALLEY	4,456,464	4,764,543	308,079	6.9%
PFD	2,145,632	2,274,631	129,000	6.0%
STA	12,172,187	12,838,016	665,829	5.5%
SPOKANE	10,151,932	10,468,220	316,289	3.1%
MEDICAL LAKE	67,356	63,119	(4,237)	-6.3%
AIRWAY HEIGHTS	434,578	400,474	(34,104)	-7.8%
ALL	\$ 35,769,810	\$ 37,803,370	\$ 2,033,559	5.7%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **12.D.** FEBRUARY 2016 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning

SUMMARY: February 2016 had one more weekday than February 2015.

FIXED ROUTE

Average weekday ridership decreased 5.8% (40,055 vs. 42,537 in February 2015) and is down 5.0% (39,766 vs. 41,847) YTD. Total ridership decreased 0.8% (924,777 vs. 932,539 in February 2015) and is down 3.9% (1,845,402 vs. 1,919,818) YTD. The ridership goal for 2016 is 1.5% growth over 2015.

- Adult ridership decreased 3.2% (588,283 vs. 607,568 in February 2015) and is down 6.0% (1,180,795 vs. 1,255,965) YTD.
- Youth ridership increased 7.5% (62,779 vs. 58,394 in February 2015) and is up 4.3% (122,251 vs. 117,165) YTD
- Reduced Fare / Para ridership increased 5.7% (121,470 vs. 114,887 in February 2015) and is up 2.9% (237,365 vs. 230,640) YTD.
- UTAP program ridership decreased 6.7% (182,081 vs. 195,189 in February 2015), and is down 11.5% (356,791 vs. 403,320) YTD.
 - CCS Pass ridership decreased 12.8% (77,232 vs. 88,571 in February 2015) and is down 19.5% (141,505 vs. 175, 684) YTD.
 - Eagle Pass ridership decreased 2.2% (92,252 vs. 94,307 in February 2015) and is down 6.0% (190,369 vs. 202,615) YTD.
 - GU Bulldogs Pass ridership totaled 5,856 for February 2016 and totals 11,194 YTD.

PARATRANSIT

Monthly ridership increased 8.1% (40,096 vs. 37,075 in February 2015), and is up 5.5% (80,220 vs 76,069) YTD. The 2016 ridership goal is to maintain 2015 ridership.

VANPOOL

Vanpool customer trips were down 5.5% (17,922 vs 18,888 in February 2015), and down 10.0% (35,979 vs 39,969) YTD. One new Vanpool group was formed in February and 33 new participants joined Vanpool since February. Total vans in service is 96 vs. 97 in 2015. The 2016 ridership goal is a 7% increase over 2015.

CUSTOMER SERVICE

Total monthly pass sales were down 6.0% (9,718 vs. 9,171 in 2015). YTD pass sales declined by 7.3% (18,989 vs. 20,486). The decline in sales is attributed to smaller purchases by Spokane Tribe of Indians, DSHS, and Salvation Army.

Adult Pass/Smartcard sales increased 19.3% (4,545 vs. 3,811 in February 2015). YTD sales declined by 2.6% (8,702 vs. 8,931) due to fewer purchases by the Spokane Tribe of Indians, DSHS, Salvation Army, and the Union Gospel Mission.

- ESBP sales decreased 33.6% (798 vs. 1,202 in February 2015). YTD pass sales declined 12.9% (1,742 vs. 2,000) largely due to fewer purchases by Spokesman-Review, SFCC, and the YMCA.

Student Pass sales decreased 78.3% (51 vs. 235 in January 2015). YTD pass sales decreased 71.7% (123 vs, 435). Decreases are attributed to universities converting to the UTAP program.

Youth Pass/Smartcard monthly sales decreased 29.0% (1,525 vs. 1,182 in February 2015). YTD pass sales decreased 15.7% (2,469 vs. 2,928), primarily due to decreased purchases from District 81 and Spokane Tribe of Indians.

Reduced Fare Pass/Smartcard monthly sales increased 3.1% (1,610 vs. 1,561 in February 2015). YTD pass sales decreased 4.6% (3,579 vs. 3,753) due to decreased purchases by Spokane Public Schools.

RECOMMENDATION TO BOARD: Information only.

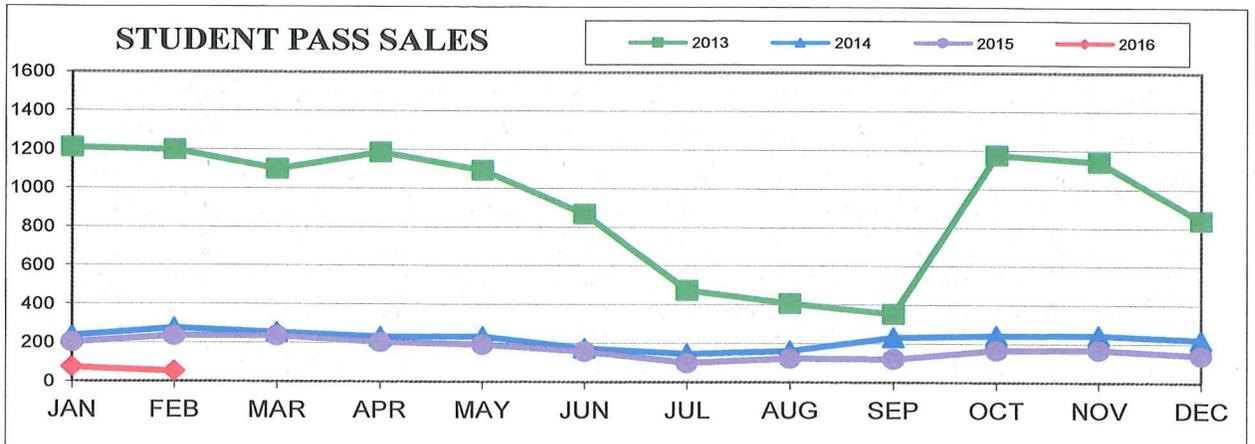
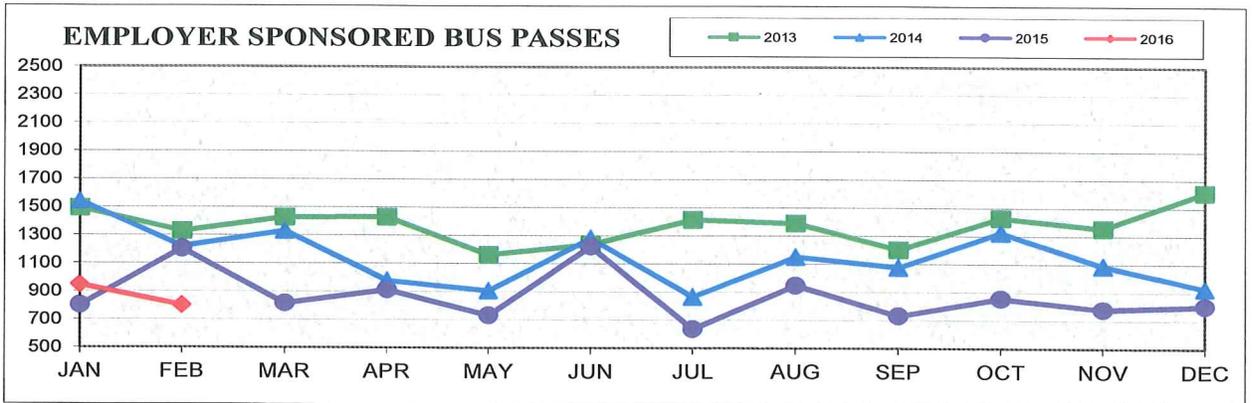
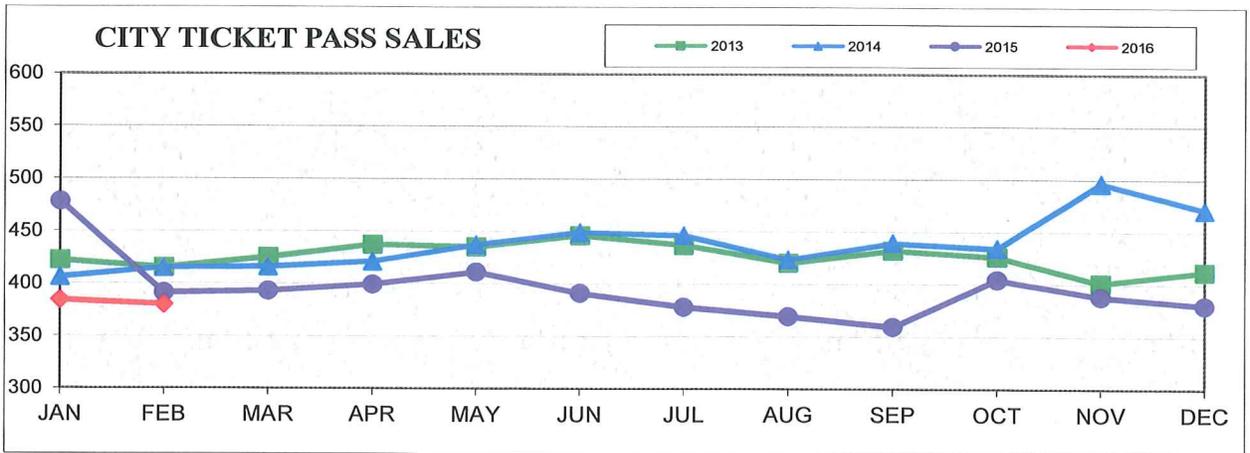
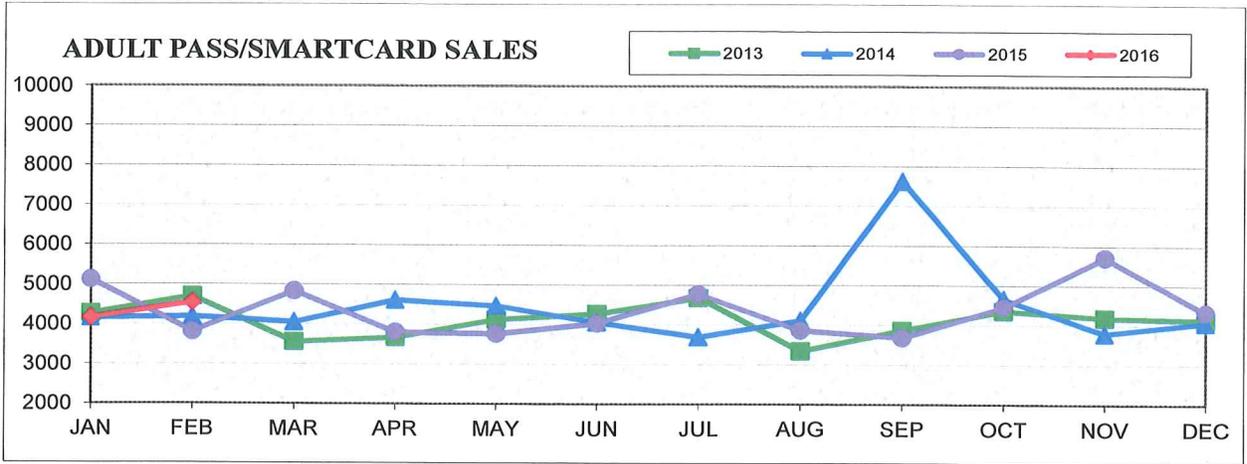
FINAL REVIEW FOR BOARD BY:

Division Head SB/KO

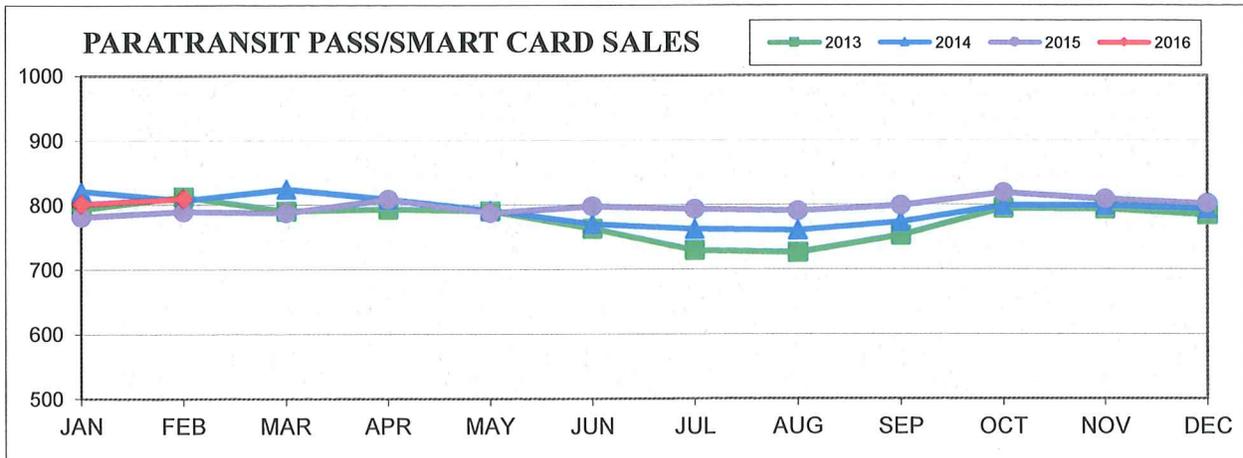
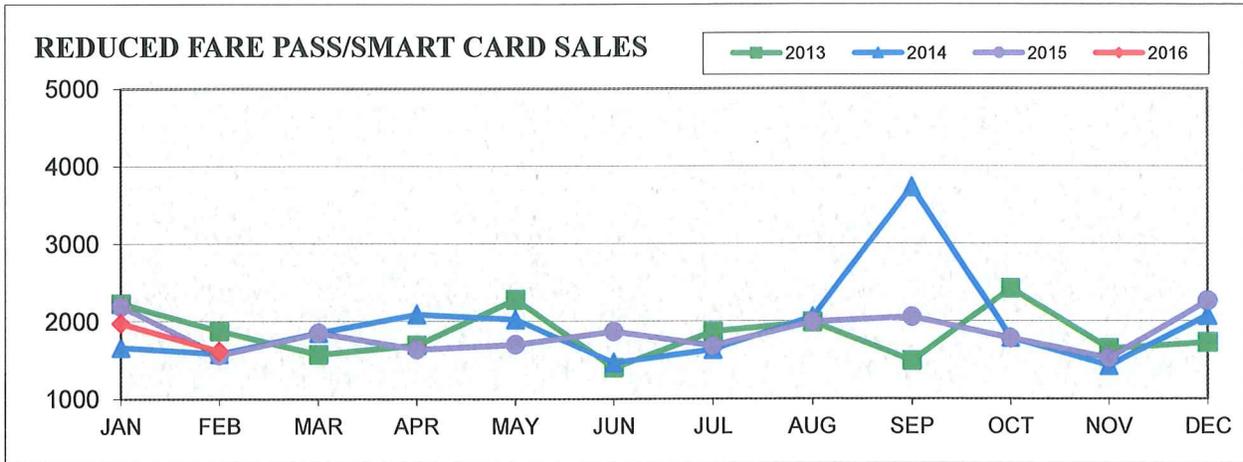
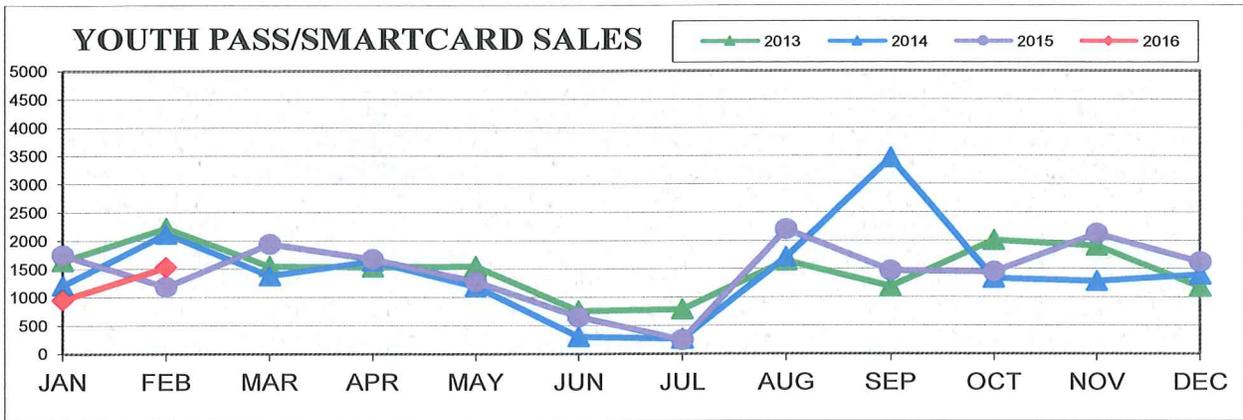
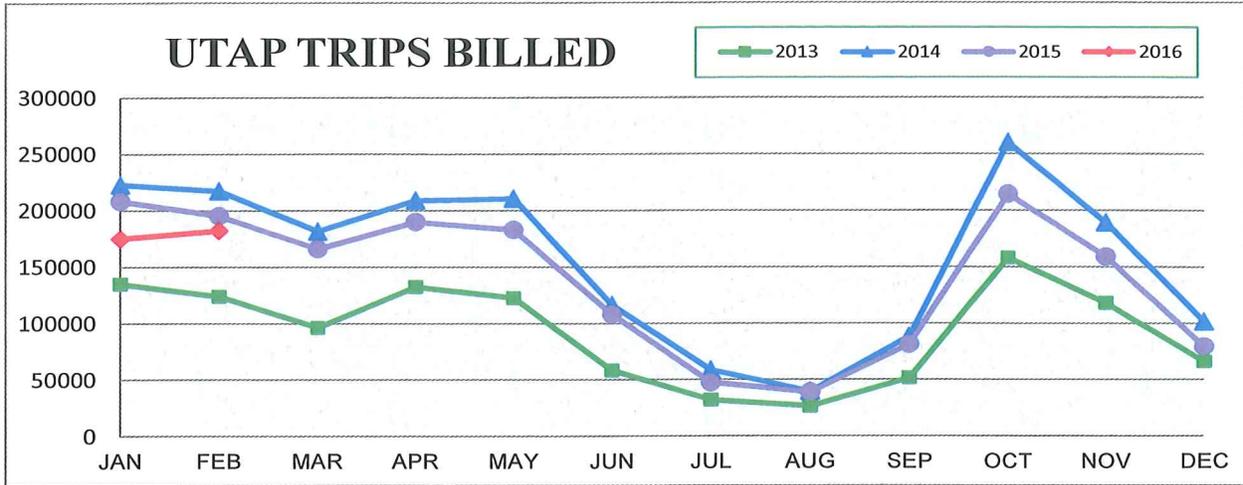
Chief Executive Officer ESM

Legal Counsel UM

PASS SALES



PASS SALES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 21, 2016

AGENDA ITEM **12.E.** MAY 2016 SERVICE CHANGE UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. Per the Service Implementation Plan (SIP) contained in the adopted Transit Development Plan (TDP), STA will implement minor routing and schedule adjustments as needed in May 2016. Also listed was re-routing Route 29 to use Martin Luther King Way and Sherman Street subject to input by the University District (WSU/EWU Spokane). This would have eliminated bus service on Riverpoint Blvd. The rationale behind this was to locate the route pattern closer to the health clinic that is currently under construction on the east side of campus.

Staff worked with WSU/EWU Spokane representatives to coordinate on-campus stakeholder meetings, as well as to disseminate digital and printed information. Participants asked a variety of questions about the proposal and were concerned about riders negatively impacted by the proposal. Eventually everyone agreed that the Martin Luther King Jr. to Sherman Street route option should not be considered due to concerns that the routing would be too far from the main campus. Staff came up with a new proposal that includes the two other routes that serve WSU/EWU Spokane, Routes 26 and 28. Additional feedback was obtained on the new proposal and all involved were satisfied with the mitigation steps. The final plan includes all three routes traveling the same pattern via Martin Luther King Way and Pine Street to Spokane Falls Blvd in order to have all campus transit centrally located and to simplify service. However, the Route 29 proposal to relocate service off of Riverpoint Blvd is anticipated to take place in September when all three routes will be combined to improve frequency to WSU/EWU Spokane.

Another change worth noting is Route 32 serving Mansfield Ave between Pines Rd and Mirabeau Pkwy. This change will improve safety by eliminating the necessity for riders living in the many apartment complexes on Mansfield Ave from walking across railroad tracks and busy Indiana Ave in order to board a bus. This change also locates service closer to the YMCA and Centerplace in Spokane Valley. This area had service restructured in September 2011 when the recession triggered service reductions. This change does not require any additional resources and is possible because Mansfield Avenue now flows through between Pines Road and Mirabeau Pkwy when in 2011 it did not.

The Communications and Public Input section of STA's Comprehensive Plan authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (i.e., 1.0% up to 5.0% growth or reduction in revenue hours of service in any calendar year or .5% up to 5.0% of annualized system ridership negatively impacted by loss of bus stop, trips or route at any given service change). The following changes are considered minor and do not require a public hearing. The May service changes will become effective May 15, 2016.

MAY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT	RATIONALE
23 Maple/Ash	Break the interline with Route 45 on weekdays and provide 30 minutes of extra cycle time (15 minutes on each route and one extra bus in operation for the May markup only) in order to provide more inbound running time; weekday timepoint adjustments.	Improve reliability due to anticipated delays caused by City of Spokane road construction projects.
26 Lidgerwood	Modify route to travel on MLK Way and Pine St thereby eliminating service on Division and Browne Streets; modify inbound routing to travel on Bernard St from Riverside Ave.	Improve reliability; part of overall WSU/EWU Spokane plan to centrally locate service.
28 Nevada	Modify route to travel on MLK Way and Pine St thereby eliminating service on Division and Browne Streets; modify inbound routing to travel on Bernard St from Riverside Ave.	Improve reliability; part of overall WSU/EWU Spokane plan to centrally locate service.

MAY SERVICE CHANGES

ROUTE(S)	PLANNED ADJUSTMENT	RATIONALE
29 S.C.C.	Minor inbound routing change to travel on Bernard St from Riverside Ave (no schedule re-print).	Follow the same inbound pattern as Routes 26 and 28 (Route to be modified to follow same WSU/EWU Spokane pattern as Routes 26 and 28 in September).
32 Trent/Montgomery	Modify route to travel on Mansfield Ave between Pines Rd and Mirabeau Pkwy.	Resolve safety concern; restore some service lost during the September 2011 service reductions without increasing costs; improve route productivity by directly serving multiple apartment complexes on Mansfield Ave.
45 Regal	Break the interline with Route 23 on weekdays and provide 30 minutes of extra cycle time (15 minutes on each route and one extra bus in operation for the May markup only) in order to provide more inbound running time on Route 23; weekday timepoint adjustments.	Improve reliability due to anticipated delays caused by City of Spokane road construction projects.
61 Highway 2 via Browne's Addition	Modify most inbound trips to depart earlier from the end of line all service days.	Improve reliability.
173 VTC Express	Modify three inbound trips to depart earlier from the VTC.	Improve reliability.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel UM