

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, May 21, 2020, via video conference.

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

PURSUANT TO THE GOVERNOR'S PROCLAMATION 20-28, THE MEETING SHALL BE OPEN TO THE PUBLIC TO ATTEND BY TELEPHONE OR WEBEX.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 21st day of May 2020.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head / Chief Executive Officer BSM Legal Counsel LM

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

BOARD MEETING

Thursday, May 21, 2020, at 1:30 p.m.
Via Video Conference

AGENDA

Estimated meeting time: 45 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Board Action - Consent Agenda: *10 minutes*
 - A. Minutes of the April 16, 2020, Board Meeting – Corrections/Approval
 - B. Minutes of the April 23, 2020, Special Board Meeting – Corrections/Approval
 - C. April 2020 Vouchers (*Monique Liard*)
4. Board Action – Other: *15 minutes*
 - A. Battery Electric Charging Infrastructure: Scope of Work and Request for Proposals (*Steve Blaska*)
 - B. Cheney Line Infrastructure and Alignment Plan (*Karl Otterstrom*)
 - C. Equal Employment Opportunity Commission Program (*Nancy Williams*)
5. CEO Report *15 minutes*
6. Board Information – *no action or discussion*
 - A. April 2020 Sales Tax Revenue (*Monique Liard*)
 - B. March 2020 Financial Results Summary (*Monique Liard*)
 - C. March 2020 Operating Indicators (*Steve Blaska*)
 - D. City Line: Construction Communication Plan (*Brandon Rapez-Betty*)
 - E. Connect Spokane Major Update: Document Review (*Karl Otterstrom*)
 - F. 2021/2022 Service Revisions – Post COVID-19 Approach (*Karl Otterstrom*)
 - G. 1st Quarter 2020 Performance Measures (*Steve Blaska*)
 - H. 2020 Transit Development Plan: Timeline Adjustments (*Karl Otterstrom*)
 - I. Division Connects Study: Project Update (*Karl Otterstrom*)
 - J. FTA Section 5310 Funding Call for Projects Timeline (*Karl Otterstrom*)
 - K. 1st Quarter 2020 Service Planning Input Report (*Karl Otterstrom*)
7. New Business
8. Adjourn

Board members will receive email and/or calendar invite with information of how to join the meeting.

The Public is invited to attend via the WebEx options below:

Event address for Public attendance: <https://spokanetransit.webex.com/spokanetransit/onstage/g.php?MTID=e95c7c49d3c03cbe5255292b7020c22fe>
Audio conference: Call the number below and enter the access code.
United States Toll
+1-408-418-9388
Access code: 968 609 965

Cable 5 Broadcast Dates and Times of May 21, 2020, Board Meeting (if available):

Saturday, May 23, 2020	4:00 p.m.
Monday, May 25, 2020	10:00 a.m.
Tuesday, May 26, 2020	8:00 p.m.

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

Planning & Development	June 3, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	June 3, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	June 10, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, June 18, 2020, 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. If available, a video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 3A : MINUTES OF THE APRIL 16, 2020, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the April 16, 2020, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer _____ Legal Counsel _____

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the April 16, 2020, Board Meeting
Via Conference Call

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

MEMBERS ABSENT

* *Chair Pro Tempore*

Clerk's notation: *This Board meeting was scheduled to be held via Webex platform. Immediately prior to the meeting start time, the Webex platform crashed and the Clerk instituted a conference line for Board members and staff to call in for the meeting. Public distribution of that number was inadvertently missed, therefore, pursuant to ch. 42.30 RCW, please see the minutes of the April 23, 2020 Special Board meeting for the record of formal action taken by the Board on these agenda items.*

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:34 p.m. and the Clerk of the Authority, Dana Infalt, conducted roll call.

Chair French read the following statement: "Pursuant to the Governor's Proclamation 20-28, the Spokane Transit Authority Board of Directors is prohibited from conducting any meeting unless the meeting is not conducted in person and instead provides the public with the opportunity to attend through telephonic or other electronic means. All persons attending the meeting telephonically or electronically must have the ability to hear each other at the same time. In addition, while Proclamation 20-28 remains in effect, the STA Board of Directors is prohibited from taking action at any meeting 'unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 public health emergency.' All other action should be deferred until such time as the public can once again engage in regular public participation at Board meetings.

Accordingly, for today's STA Board meeting only 'necessary and routine' business will be considered for action under an abbreviated agenda. All non-essential business has been deferred until such time as the public can fully participate in our Board meetings."

He noted there was no public forum for this meeting. If the public wants to communicate to the STA Board, he recommends they do so in written form to CEO, E. Susan Meyer, and she can circulate it to the board members.

2. APPROVE BOARD AGENDA

Chair French asked for a motion to approve the agenda as submitted.

Ms. Wilkerson moved to approve the agenda. Mr. Hattenburg seconded, and the motion passed unanimously.

3. BOARD ACTION – CONSENT AGENDA

- A. Approval of the minutes of the March 19, 2020, Board Meeting
- B. Approval of the following vouchers and payroll for March 2020:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 607019 – 607428	\$ 4,489,173.33
Workers Comp Vouchers (March)	ACH – 2286	\$ 84,115.23
Payroll 03/13/2020	ACH – 03/13/2020	\$ 1,901,760.82
Payroll 03/27/2020	ACH – 03/27/2020	\$ 1,345,322.89
WA State – DOR (Use Tax) (March)	ACH – 1767	\$ 6,709.92
MARCH TOTAL		\$ 7,827,082.19

Ms. Wilkerson moved to approve Consent Agenda items 3A and 3B. Mr. Hattenburg seconded, and the motion passed unanimously.

4. BOARD ACTION – OTHER

C. City Line: Acquisition of Real Estate and Temporary Construction Easement

Mr. Otterstrom summarized that this item included a recommendation for two combined actions for the Acquisition of Real Estate and a Temporary Construction Easement adjacent to the Gonzaga University campus.

Pursuant to the May 16, 2019, Board authority to do all things required to purchase property, he advised that staff worked through STA's Right of Way (ROW) Agent and Gonzaga to come to an agreed upon price for the ROW in the amount of \$212,855.59.

As STA constructs the cul-de-sac and landscaping, there will be a requirement for a temporary construction easement (TCE) of approximately 4700 square feet for an agreed upon price of \$14,809.

He read the full recommendation by staff to approve, by motion, the following two (2) actions, as listed.

1. The acquisition of a portion of parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$212,855.59, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.
2. The acquisition of a Temporary Construction Easement on parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$14,809.00, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.

Ms. Haley joined the meeting.

Ms. Mumm moved to approve the two recommendations as presented. Ms. Burke seconded, and the motion passed unanimously.

D. City Line: Award of Contract for Ten, 60' Battery Electric Buses

Mr. Blaska noted staff are seeking approval for an Award of Contract to purchase ten 60' signature coaches for the City Line, allowing for all door boarding and interior bike racks, funded within small starts project (Budget \$18,197,000). Staff are purchasing through existing Commonwealth of Virginia Contract E194-81688 which ensures competitive pricing and saves significant time over the development of specifications, release of a request for proposals, and the awarding of a contract

The decision to purchase the New Flyer Xcelsior Charge model is a result of the recommendation from the Center for Transportation and the Environment (CTE) modeling for the City Line service study. He advised of the scheduling of the buses purchase and delivery timeline expectation.

The delivered cost for the 2021- 60' Battery Electric Bus from New Flyer is \$1,261,683.46. He noted the price does not include charging equipment and that staff are also seeking a 10% contingency budget due to unknown costs of changes identified during pre-production including mid-door docking engineering costs. The contingency also allows for purchase of spare components which includes special tools as determined appropriate during ongoing coordination with New Flyer.

Mr. Hattenburg moved to approve, by motion, the purchase of ten (10) 60-foot battery electric buses through the Commonwealth of Virginia Contract, from New Flyer Corporation, for the contract amount of \$13,878,518.06. Ms. Haley seconded, and the motion passed unanimously.

E. Acceptance of Spokane County Easement for Moran Station Park and Ride

Mr. Otterstrom advised of the opening of the Park and Ride facility at 57th and Palouse Highway on March 27th. Staff worked closely with Spokane County Public Works on the Ben Burr Trail Right of Way Cooperative Design which allows STA to treat the county's property water and bring the county trail through STA property.

To obtain a finalized certificate of occupancy, the design requires the consummation of easement from the county for stormwater facilities. He noted the slides included an image of property and show an 80' swath of land to the right. The green rectangle represents the STA stormwater facility for the Park and Ride. He advised staff does not have the final language for the easement but anticipates it to have standard terms and conditions for this type of an easement.

The recommendation from staff is: By motion, authorize the CEO to accept executed Stormwater Easement Agreement from Spokane County.

Mr. Grover moved to authorize the CEO to accept executed Stormwater Easement Agreement from Spokane County. Ms. Wilkerson seconded, and the motion passed unanimously.

5. CEO REPORT

- Ms. Meyer reviewed the monthly ridership and finance figures:
 - For the month of March, Fixed Route ridership decreased 30.5%, Paratransit ridership decreased 44.1%, and Vanpool decreased 23.7%. Ridership numbers reflected include approximately half month of usual ridership and half month after Coronavirus.
 - Sales tax for March was 28.4% over 2019 and Operating Expenditures through February (16.7% of the year) were \$12.5M which represented 14.9% of budget. She reminded that timing of expenditures always has an effect.

- Coronavirus Update –Information on STA website regarding the Coronavirus tab is separated into the following sections:
 - **Rider Update** – communications with riders
 - **STA Employees** tab contains all the news and updates that have been provided to employees since February 28 and is also available to the public. Ms. Meyer highlighted:
 - March 26th – suspended fares on all modes to enable rear door boarding to allow all passengers (except people who needed the ramp) to bypass the front of the bus and not interact with the driver
 - **Rides for Seniors** –Paratransit vehicles open to seniors has been very successful
 - **STA Plaza** – updates of closures and businesses
 - **Updates** – ways to stay informed
 - **Emergency Team** – Incident Response Organizational Chart
 - **Stay Healthy** – ways to fight the spread
 - **Videos** – all the videos produced for Coronavirus in one place
- Ms. Meyer discussed the Fixed Route ridership trends since March 1st. She noted that since the stay home order went into effect, ridership has seen about a 70% decline. School is out, the Stay at home order is in place, and only essential trips are to be taken. STA is providing Level 3 service ridership now with 10,000 to 11,000 rides per day compared to 35,000 to 38,000 prior to Coronavirus. This level allows for social distancing.

Paratransit ridership dropped off right away due to the closure of many of the places they transport people. Most trips are transporting 1 customer at a time, including the seniors now riding.

Vanpool has 78 vans still in the program and 17 have more than 5 riders; 31 have less than 5 riders and 30 are temporarily parked.

- Ms. Meyer asked Monique Liard, CFO to provide an update on financial assessment estimates. Ms. Liard advised the assumptions STA has made with the most recent information as well as some forward-looking information. Staff have consulted with economic experts in the region, including Dr. Grant Forsyth.

STA's May through December sales tax reduction is anticipated to be approximately 40%. The fare reduction from March through December, with fare collection anticipated to resume on July 1, 2020, for forecasting purposes, is expected to be down 60%. Combined, this results in an approximate \$35M impact. The CARES Act funding STA will receive is \$23.4M, which leaves a gap of about \$12M in revenue between impact and funding, calculations below:

\$111M	Budgeted Revenue
(35M)	Economic COVID impact
<u>23M</u>	CARES Transit Funding
\$99M	Revenue Forecast.

2020 Forecasted Cash Flow

\$ 84M	Operating Expenses
18M	Capital – Locally Funded
<u>9M</u>	Fleet Replacement Allocation
\$111M	Expenditure Forecast
<u>\$ 99M</u>	Forecasted Revenue
\$(12M)	Cash Flow Shortfall

Key takeaways and next steps show sufficient cash flow for 2020. STA expects to continue to maintain the service currently in place and be adaptable to respond to changes. Staff will continue to address and bridge the cashflow gap and will return with additional details at the May 21st Board meeting.

- Ms. Meyer advised that contractor Cameron Riley is expected to begin construction on the City Line on May 1 at Cincinnati and Sharp Avenue for the new roundabout as it is considered an essential construction project. There will be an online construction Open House on April 29th at 4:00 pm. Mailers are being sent to the neighborhood and the contractor's public liaison will work with Brandon and STA's communications team to actively speak with adjoining property owners.
- She informed of the construction work that will continue as essential construction and the projects being postponed during COVID-19.
- Ms. Meyer expressed her pride in STA staff, saying it has been an amazing month. She noted people are coming to work, taking their temperatures, employees are being provided masks and personal protective equipment (PPE), the buses are being cleaned throughout the day, the bulkhead sign is noting "Essential Trips Only". There have been 5800 meals on wheels delivered. She closed by saying STA a wonderful organization, operating during a tough time and the right team is on hand to handle what lies ahead.

6. BOARD INFORMATION

- A. March 2020 Sales Tax Revenue
- B. February 2020 Financial Results Summary
- C. February 2020 Operating Indicators
- D. May 2020 Service Change Summary

7. NEW BUSINESS - none

8. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:40 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Clerk's notation: Pursuant to 42.30 RCW, please see minutes of Special Board Meeting of April 23, 2020 for further action related to these Agenda items.

Cable 5 Broadcast Dates and Times of April 16, 2020 Board Meeting — no recording available

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

Planning & Development	May 6, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	May 6, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	May 13, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 21, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 3B : MINUTES OF THE APRIL 23, 2020, SPECIAL BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the April 23, 2020, Special Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer _____ Legal Counsel _____

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the April 23, 2020, Special Board Meeting
Via Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*

* *Chair Pro Temp*

STAFF PRESENT

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

GUESTS PRESENT

Betsy Wilkerson, City of Spokane

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 11:15 p.m. and conducted roll call.

Chair French read the following statement: “Just minutes prior to the scheduled start of our regular Board meeting on April 16th, the WebEx videoconference platform crashed and STA was unable to use it as had been publicized. Staff quickly established a conference call number and distributed that information to Board members and others and we held our meeting. However, after subsequently reviewing the distribution of the emergency conference line information on April 16th, staff determined that the call-in number had not been circulated as widely as possible to ensure that all members of the public had the information needed to call in and listen to our meeting as required under the Open Public Meeting Act. In an abundance of caution, we have published notice for this special meeting in order to have the Board take final action, i.e. vote, again on the five action items that were presented and discussed at the April 16th meeting. Since the items were presented and discussed last week, I’ve asked staff to present them for final action under the consent agenda.”

2. BOARD ACTION – CONSENT AGENDA

- A. Approval of the minutes of the March 19, 2020, Board Meeting
B. Approve the following vouchers and payroll for March 2020:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 607019 – 607428	\$ 4,489,173.33
Workers Comp Vouchers (March)	ACH – 2286	\$ 84,115.23
Payroll 03/13/2020	ACH – 03/13/2020	\$ 1,901,760.82
Payroll 03/27/2020	ACH – 03/27/2020	\$ 1,345,322.89
WA State – DOR (Use Tax) (March)	ACH – 1767	\$ 6,709.92
MARCH TOTAL		\$ 7,827,082.19

- C. Approval of the following two (2) actions:
1. The acquisition of a portion of parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$212,855.59, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.
 2. The acquisition of a Temporary Construction Easement on parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$14,809.00, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.
- D. Approval of the purchase of ten (10) 60-foot battery electric buses through the Commonwealth of Virginia Contract, from New Flyer Corporation, for the contract amount of \$13,878,518.06.
- E. Authorize the CEO to accept executed Stormwater Easement agreement from Spokane County.

Mr. Grover moved to approve Consent Agenda items 2A through 2E. Ms. Stratton seconded, and the motion passed unanimously.

3. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:21 a.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Clerk's notation: Please see the minutes of STA Board Meeting of April 16, 2020, for additional information related to these agenda items.

Next Board Meeting: Thursday, May 21, 2020, 1:30 p.m., STA Boardroom, via Video Conference.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 3C: APRIL 2020 VOUCHERS

REFERRAL COMMITTEE: N/A

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

SUMMARY: The following warrants and ACH transfers for the period of April 1 through 30, 2020, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

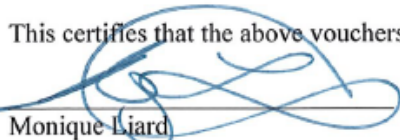
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 607429 – 607779	\$ 3,800,861.80
Workers Comp Vouchers (April)	ACH – 2286	\$ 172,294.86
Payroll 04/10/2020	ACH – 04/10/2020	\$ 1,932,228.71
Payroll 04/24/2020	ACH – 04/24/2020	\$ 1,323,540.10
WA State – DOR (Use Tax) (April)	ACH – 1767	\$ 5,717.13
APRIL TOTAL		\$ 7,234,642.60

Certified:



Tammy Johnston
Senior Financial Services Manager

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



Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - April 2020

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
4/2/2020	607429	Jant Group II	2263	94.27
4/2/2020	607430	Alsco Inc	2196	2,530.82
4/2/2020	607431	Aluminum Entry Systems Inc	2409	149.60
4/2/2020	607432	Amazon Capital Services Inc	2098	8,125.72
4/2/2020	607433	Northwest Industrial Services LLC	1058	90.00
4/2/2020	607434	Arctic Lighting & Electric LLC	2100	428.70
4/2/2020	607435	Aronson Security Group	1070	4,007.47
4/2/2020	607436	Appleway Chevrolet Inc	1068	853.97
4/2/2020	607437	Avista Corporation	1081	26,799.55
4/2/2020	607438	Avista Utilities Contract	1081	82,195.71
4/2/2020	607439	Bacon Concrete Inc	2435	2,506.47
4/2/2020	607440	Battery Systems Inc	1089	2,123.55
4/2/2020	607441	Robert J Berg	1099	544.51
4/2/2020	607442	Blanchard Auto Electric Co	1109	139.49
4/2/2020	607443	Camp Automotive Inc	1024	60.68
4/2/2020	607444	Canon Financial Services Inc	1154	267.25
4/2/2020	607445	Consolidated Electrical Distributors Inc	1133	38.04
4/2/2020	607446	QWEST Corporation	1148	609.72
4/2/2020	607447	QWEST Corporation	1148	125.30
4/2/2020	607448	City of Spokane	1601	8,488.29
4/2/2020	607449	Coffman Engineers Inc	1162	58,348.61
4/2/2020	607450	Comcast	1170	110.00
4/2/2020	607451	Comcast	1170	195.00
4/2/2020	607452	Compunet Inc	1166	7,665.12
4/2/2020	607453	Occupational Health Centers of Washington PS	2313	99.00
4/2/2020	607454	Conseal Containers LLC	1176	347.40
4/2/2020	607455	Consolidated Irrigation	1177	22.00
4/2/2020	607456	CCGS Holdings Corp	1511	1,916.51
4/2/2020	607457	Cummins Inc	1027	32,328.63
4/2/2020	607458	Desautel Hege	1839	12,392.41
4/2/2020	607459	Harwin LLC	2471	2,401.25
4/2/2020	607460	Electrical Service Products Inc	1230	335.96
4/2/2020	607461	Robert S Letson	2206	5,136.64
4/2/2020	607462	Fastenal Company	1249	78.68
4/2/2020	607463	FedEx	1808	268.71
4/2/2020	607464	FedEx Freight	2346	491.07
4/2/2020	607465	AMGB Inc	2011	87.12
4/2/2020	607466	Galls LLC	1271	725.41
4/2/2020	607467	SPX Corporation	1268	2,175.56
4/2/2020	607468	Gillig LLC	1279	7,850.81
4/2/2020	607469	W.W. Grainger Inc	1285	301.65
4/2/2020	607470	H W Lochner Inc	1405	24,754.28
4/2/2020	607471	George C Howie	1327	1,960.20
4/2/2020	607472	IR Specialty Foam LLC	1345	609.97
4/2/2020	607473	Northwest Business Press Inc	1366	1,517.25
4/2/2020	607474	Kaiser Foundation Health Plan of Washington	1296	551.08
4/2/2020	607475	Kershaw's Inc	1374	64.25
4/2/2020	607476	Kirk's Automotive Inc	1007	1,665.00
4/2/2020	607477	LaRiviere Inc	2366	463,888.22
4/2/2020	607478	Life Ins Co of N America	1397	16,077.99
4/2/2020	607479	McAloon Law PLLC	2178	10,200.00
4/2/2020	607480	McCarty's Sacro Ease	2406	748.00
4/2/2020	607481	Car Wash Partners Inc	1436	38.40
4/2/2020	607482	Mohawk Manufacturing & Supply Co	1011	262.79
4/2/2020	607483	Motion Auto Supply Inc	1012	94.73
4/2/2020	607484	Black Realty Management Inc	1658	6,073.68
4/2/2020	607485	Genuine Parts Company	1014	356.56
4/2/2020	607486	NAPA Auto Parts Inc	1014	1,211.35
4/2/2020	607487	The Aftermarket Parts Company LLC	1015	465.27
4/2/2020	607488	Office Depot Inc	1483	782.77
4/2/2020	607489	Office Relief Inc	1991	1,011.00
4/2/2020	607490	Pacific Office Solutions	2288	408.95
4/2/2020	607491	People 2.0 Global LP	2472	4,804.92
4/2/2020	607492	Premera Blue Cross	1521	317,054.86

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
4/2/2020	607493	Pressworks Inc	1522	693.69
4/2/2020	607494	Professional Finishes	1526	270.82
4/2/2020	607495	S & J Engines Inc	1801	255.92
4/2/2020	607496	Safety-Kleen Systems Inc	1564	201.78
4/2/2020	607497	SBA Towers II LLC	1569	2,149.33
4/2/2020	607498	Schindler Elevator Corporation	1930	7,538.57
4/2/2020	607499	Schindler Elevator Corporation	1930	11,024.65
4/2/2020	607500	Securitas Security Services USA Inc	1574	16,134.68
4/2/2020	607501	Six Robblees Inc	1017	140.70
4/2/2020	607502	Spokane House of Hose Inc	1605	335.90
4/2/2020	607503	Spokane Regional Health District	1611	1,483.44
4/2/2020	607504	Stanley Convergent Security Solutions	1624	296.21
4/2/2020	607505	Staples Business Credit	1627	142.41
4/2/2020	607506	Symetra Life Insurance Company	1562	3,931.96
4/2/2020	607507	Thermo King Northwest	1650	2,765.89
4/2/2020	607508	Walter E Nelson Co	1721	1,176.85
4/2/2020	607509	Whites Boots Inc	1744	409.42
4/2/2020	607510	Women's Transportation Seminar	2007	95.00
4/2/2020	607511	Zipline Communications Inc	2492	1,330.00
4/10/2020	607512	Francis Avenue Hardware	2279	38.41
4/10/2020	607513	AFSCME	1328	584.63
4/10/2020	607514	AFSCME	1328	142.00
4/10/2020	607515	AlSCO Inc	2196	197.76
4/10/2020	607516	Amazon Capital Services Inc	2098	2,060.84
4/10/2020	607517	Arnett Industries LLC	2331	22.87
4/10/2020	607518	ATS Inland NW LLC	1916	9,958.90
4/10/2020	607519	Amalg Transit Union #1015	1055	21,781.55
4/10/2020	607520	Amalg Transit Union #1598	1056	809.94
4/10/2020	607521	Avista Corporation	1081	33,530.08
4/10/2020	607522	Cleland Investments	2038	41.38
4/10/2020	607523	WWSS Associates Inc	2475	2,125.46
4/10/2020	607524	BDI	1022	306.27
4/10/2020	607525	Daniel H Brunner Trustee	1124	2,909.46
4/10/2020	607526	California Department of Child Support Services	1130	198.92
4/10/2020	607527	Canon Financial Services Inc	1154	196.02
4/10/2020	607528	Cardinal Infrastructure LLC	2059	12,000.00
4/10/2020	607529	Carquest Auto Parts	1025	571.73
4/10/2020	607530	CDW-Government	1132	1,014.97
4/10/2020	607531	QWEST Corporation	1148	46.99
4/10/2020	607532	Child Support Enforcement Agency	1825	392.30
4/10/2020	607533	Cintas Corporation No 2	2383	503.58
4/10/2020	607534	City of Cheney - Utility	1158	298.11
4/10/2020	607535	City of Medical Lake	1424	75.61
4/10/2020	607536	City of Spokane	1601	19,633.34
4/10/2020	607537	Coaching Systems LLC	1160	720.00
4/10/2020	607538	Compunet Inc	1166	706.77
4/10/2020	607539	CompuNet Inc	1166	40,293.27
4/10/2020	607540	Cummins Inc	1027	49,738.37
4/10/2020	607541	Desautel Hege	1839	2,862.81
4/10/2020	607542	DeVries Business Records Management Inc	1766	242.00
4/10/2020	607543	Employee Advisory Council	1236	552.00
4/10/2020	607544	Fastenal Company	1249	1,306.10
4/10/2020	607545	First Transit Inc	2430	494,781.51
4/10/2020	607546	Galls LLC	1271	503.19
4/10/2020	607547	Gillig LLC	1279	10,604.72
4/10/2020	607548	Glass Doctor	1308	216.72
4/10/2020	607549	Goodson Manufacturing Company	1284	162.24
4/10/2020	607550	W.W. Grainger Inc	1285	1,027.51
4/10/2020	607551	H & H Business Systems	1298	1,289.09
4/10/2020	607552	Hogan Mfg Inc	1008	196.76
4/10/2020	607553	HRA Veba Trust	1415	23,304.97
4/10/2020	607554	Humanix Corp	1329	1,928.18
4/10/2020	607555	ILF Media LLC	1889	1,250.00
4/10/2020	607556	KEPRO	2258	1,100.04

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
4/10/2020	607557	Kershaw's Inc	1374	712.47
4/10/2020	607558	Krauthamer & Associates LLC	2476	14,000.00
4/10/2020	607559	Kyron Environmental Inc	1993	1,350.00
4/10/2020	607560	LaRiviere Inc	2366	445,655.60
4/10/2020	607561	Liberty Lake Sewer and Water District	1396	120.95
4/10/2020	607562	Long Business Forms	2301	1,668.36
4/10/2020	607563	McAloon Law PLLC	2178	17,828.50
4/10/2020	607564	Metroline Inc	1429	70.70
4/10/2020	607565	Modern Electric Water Co Inc	1439	1,377.26
4/10/2020	607566	Mohawk Manufacturing & Supply Co	1011	1,506.19
4/10/2020	607567	Motion Auto Supply Inc	1012	92.00
4/10/2020	607568	MultiCare Health Systems	2453	5,845.00
4/10/2020	607569	Black Realty Management Inc	1658	2,250.00
4/10/2020	607570	Genuine Parts Company	1014	2,674.45
4/10/2020	607571	NAPA Auto Parts Inc	1014	5,237.67
4/10/2020	607572	NAPA PAINT STORE	1014	1,705.72
4/10/2020	607573	The Aftermarket Parts Company LLC	1015	2,547.87
4/10/2020	607574	National Native American Construction Inc	2251	48,071.77
4/10/2020	607575	Office Depot Inc	1483	761.22
4/10/2020	607576	Oil Re-Refining Co Inc	1486	2,192.16
4/10/2020	607577	Pacific Office Solutions	2288	844.02
4/10/2020	607578	People 2.0 Global LP	2472	4,161.41
4/10/2020	607579	Power Machine Service Inc	1519	764.28
4/10/2020	607580	Professional Finishes	1526	10,140.52
4/10/2020	607581	S T A - Well	1557	396.50
4/10/2020	607582	Safety Kleen Systems Inc	1564	574.98
4/10/2020	607583	SageView Advisory Group LLC	1955	9,375.00
4/10/2020	607584	Schetky Northwest Sales Inc	1570	96.19
4/10/2020	607585	Securitas Security Services USA Inc	1574	29,159.37
4/10/2020	607586	Six Robblees Inc	1017	276.39
4/10/2020	607587	SocketLabs	2484	1,375.00
4/10/2020	607588	Spokane County Treasurer	1603	8,122.80
4/10/2020	607589	Standard Digital Print Co Inc	1623	1,148.08
4/10/2020	607590	State of Arizona	1770	347.45
4/10/2020	607591	State of Arizona - Child Support Enforcement	1770	185.92
4/10/2020	607592	Summit Law Group PLLC	1637	11,579.00
4/10/2020	607593	Summit Rehabilitation Associates PLLC	1638	888.00
4/10/2020	607594	The Engraver Inc	1242	68.06
4/10/2020	607595	Uline Inc	2401	76.12
4/10/2020	607596	United Way of Spokane County	1684	213.00
4/10/2020	607597	Veracity Networks	2461	1,258.90
4/10/2020	607598	Verizon Wireless LLC	1686	7,245.69
4/10/2020	607599	US Bank National Association	1698	10,772.95
4/10/2020	607600	American Federation of State County 2 WA Council	1705	1,634.64
4/10/2020	607601	Walter E Nelson Co	1721	2,156.32
4/10/2020	607602	Waste Management Spokane	1702	375.40
4/10/2020	607603	West Central Community Development Association	2262	875.00
4/10/2020	607604	WCP Solutions	1737	253.41
4/10/2020	607605	Wells Fargo Financial Leasing Inc	1735	162.26
4/10/2020	607606	Whitley Fuel LLC	2016	71,068.27
4/10/2020	607607	Whitworth Water District	1746	23.16
4/17/2020	607608	A to Z Rentals	1033	97.48
4/17/2020	607609	Inland Welding Supply Inc	1032	807.71
4/17/2020	607610	Ash & Rowan Hardware LLC	2278	24.78
4/17/2020	607611	Francis Avenue Hardware	2279	426.61
4/17/2020	607612	Alsco Inc	2196	4,919.90
4/17/2020	607613	Amazon Capital Services Inc	2098	816.55
4/17/2020	607614	Steven W Niles Jr	2276	37.57
4/17/2020	607615	Arctic Lighting & Electric LLC	2100	719.27
4/17/2020	607616	Aronson Security Group	1070	6,550.22
4/17/2020	607617	Atlas Boiler & Equipment Co.	2420	6,408.77
4/17/2020	607618	Avista Corporation	1081	99.90

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
4/17/2020	607619	Battery Systems Inc	1089	3,939.93
4/17/2020	607620	Cleland Investments	2038	62.07
4/17/2020	607621	Blanchard Auto Electric Co	1109	1,073.08
4/17/2020	607622	BDI	1022	507.26
4/17/2020	607623	Calvary Spokane	1136	113.80
4/17/2020	607624	Carquest Auto Parts	1025	496.58
4/17/2020	607625	CDW-Government	1132	478.12
4/17/2020	607626	Consolidated Electrical Distributors Inc	1133	5,149.18
4/17/2020	607627	QWEST Corporation	1148	653.03
4/17/2020	607628	Clean Concepts Group Inc	1471	130.48
4/17/2020	607629	Cobalt Truck Equipment	1161	12,153.24
4/17/2020	607630	Coffman Engineers Inc	1162	30,296.45
4/17/2020	607631	Comcast	1170	139.56
4/17/2020	607632	Compunet Inc	1166	7,389.88
4/17/2020	607633	Copiers Northwest Inc	2429	282.65
4/17/2020	607634	Cummins Inc	1027	15,702.52
4/17/2020	607635	Dell Marketing LP	1204	8,557.59
4/17/2020	607636	Downtown Spokane Development Association	1217	1,042.00
4/17/2020	607637	El Jay Oil Co Inc	1003	1,822.01
4/17/2020	607638	Employment Security Department	1237	39,698.52
4/17/2020	607639	Fastenal Company	1249	340.39
4/17/2020	607640	Ascent Mechanical and Plumbing Inc	2494	75.00
4/17/2020	607641	Gordon Truck Centers Inc	1018	116.65
4/17/2020	607642	Galls LLC	1271	1,683.30
4/17/2020	607643	General Fire Extinguisher Service Inc	1274	287.77
4/17/2020	607644	Gillig LLC	1279	8,188.32
4/17/2020	607645	W.W. Grainger Inc	1285	1,662.10
4/17/2020	607646	Gray Manufacturing Company Inc	2170	453.11
4/17/2020	607647	Idaho State Tax Commission	2504	6,436.00
4/17/2020	607648	Oil Price Information Service LLC	1346	141.57
4/17/2020	607649	Cindy L Griffith	2502	403.91
4/17/2020	607650	William Corp	1363	26.94
4/17/2020	607651	Kershaw's Inc	1374	52.31
4/17/2020	607652	L&E Park LLC	2391	3,750.00
4/17/2020	607653	Loomis Armored US LLC	1408	5,967.01
4/17/2020	607654	Magaldi & Magaldi Inc	1416	448.58
4/17/2020	607655	Michelin North America Inc	2325	43,107.27
4/17/2020	607656	Mohawk Manufacturing & Supply Co	1011	72.80
4/17/2020	607657	Motion Auto Supply Inc	1012	91.82
4/17/2020	607658	Black Realty Management Inc	1658	8,224.53
4/17/2020	607659	Genuine Parts Company	1014	2,335.36
4/17/2020	607660	NAPA Auto Parts Inc	1014	1,473.62
4/17/2020	607661	NAPA PAINT STORE	1014	542.32
4/17/2020	607662	The Aftermarket Parts Company LLC	1015	2,200.65
4/17/2020	607663	Northern Energy - 1790	1064	6.37
4/17/2020	607664	Northwest Lift & Equipment LLC	1952	2,266.08
4/17/2020	607665	Tammy Lynne Glidewell	1282	846.30
4/17/2020	607666	Office Depot Inc	1483	441.98
4/17/2020	607667	Alex Henry	903	109.00
4/17/2020	607668	Pacific Office Solutions	2288	279.32
4/17/2020	607669	Pacific Power Group LLC	1496	3,750.23
4/17/2020	607670	People 2.0 Global LP	2472	3,775.29
4/17/2020	607671	Power Machine Service Inc	1519	1,593.51
4/17/2020	607672	Professional Finishes	1526	8,823.64
4/17/2020	607673	Safety Kleen Systems Inc	1564	577.21
4/17/2020	607674	Safety-Kleen Systems Inc	1564	11,395.30
4/17/2020	607675	Securitas Security Services USA Inc	1574	30,455.10
4/17/2020	607676	Spokane Public Facilities District	1941	7,294.00
4/17/2020	607677	Spokane County Environmental Services	1603	403.51
4/17/2020	607678	Spokane County Treasurer	1603	1,546.52
4/17/2020	607679	Spokane Power Tool	1608	39.18
4/17/2020	607680	Staples Business Credit	1627	249.93
4/17/2020	607681	Terminal Supply Inc	1648	848.15
4/17/2020	607682	Stephen Hirano	1665	115.00
4/17/2020	607683	Washington State	1704	30,876.30
4/17/2020	607684	Walter E Nelson Co	1721	3,609.11
4/17/2020	607685	Wells Fargo Financial Leasing Inc	1735	737.26

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
4/17/2020	607686	Whitley Fuel LLC	2016	81,312.63
4/17/2020	607687	Verizon	2142	6,607.79
4/17/2020	607688	Zayo Group LLC	2321	11,725.93
4/24/2020	607689	Ash & Rowan Hardware LLC	2278	20.67
4/24/2020	607690	Francis Avenue Hardware	2279	92.19
4/24/2020	607691	Jant Group II	2263	6.85
4/24/2020	607692	Action Drain & Rooter LLC	1036	190.58
4/24/2020	607693	AFSCME	1328	584.63
4/24/2020	607694	AFSCME	1328	140.00
4/24/2020	607695	Air Electric Equipment & Tools Inc	1044	305.79
4/24/2020	607696	Alsco Inc	2196	2,422.52
4/24/2020	607697	Amazon Capital Services Inc	2098	3,422.82
4/24/2020	607698	Northwest Industrial Services LLC	1058	177.00
4/24/2020	607699	Northwest Center Services	2271	3,604.09
4/24/2020	607700	Associated Industries of the Inland Northwest	1075	1,206.00
4/24/2020	607701	Amalg Transit Union #1015	1055	21,325.54
4/24/2020	607702	Amalg Transit Union #1598	1056	755.66
4/24/2020	607703	Amalgamated Transit Union	1057	308.53
4/24/2020	607704	Appleway Chevrolet Inc	1068	503.21
4/24/2020	607705	Avista Corporation	1081	1,648.99
4/24/2020	607706	Association of Washington Cities	1076	500.00
4/24/2020	607707	Battery Systems Inc	1089	213.41
4/24/2020	607708	Daniel H Brunner Trustee	1124	2,909.46
4/24/2020	607709	California Department of Child Support Services	1130	198.92
4/24/2020	607710	Canon Financial Services Inc	1154	267.25
4/24/2020	607711	Carquest Auto Parts	1025	1,125.39
4/24/2020	607712	Consolidated Electrical Distributors Inc	1133	16.66
4/24/2020	607713	QWEST Corporation	1148	592.15
4/24/2020	607714	Cerium Networks Inc	1149	630.18
4/24/2020	607715	Child Support Enforcement Agency	1825	392.30
4/24/2020	607716	Cook Hammond & Kell Inc	1155	3,150.00
4/24/2020	607717	City of Spokane	1601	4,628.14
4/24/2020	607718	City of Spokane	1601	38.00
4/24/2020	607719	City of Spokane	1601	99.49
4/24/2020	607720	Clean Concepts Group Inc	1471	27.95
4/24/2020	607721	Coffman Engineers Inc	1162	10,552.42
4/24/2020	607722	Compunet Inc	1166	5,625.00
4/24/2020	607723	Creative Bus Sales Inc	1233	88.74
4/24/2020	607724	Cummins Inc	1027	46,006.40
4/24/2020	607725	Employee Advisory Council	1236	550.00
4/24/2020	607726	Edge Construction Supply Inc	1224	101.28
4/24/2020	607727	Fastenal Company	1249	795.47
4/24/2020	607728	Freedman Seating Company	1827	1,831.73
4/24/2020	607729	Galls LLC	1271	931.48
4/24/2020	607730	The General Store	1956	20.93
4/24/2020	607731	SPX Corporation	1268	1,033.59
4/24/2020	607732	Gillig LLC	1279	10,380.82
4/24/2020	607733	W.W. Grainger Inc	1285	118.95
4/24/2020	607734	Horizon Distributors Inc	1321	646.88
4/24/2020	607735	Jacobs Engineering Group Inc	2285	39,140.48
4/24/2020	607736	Jacobs Engineering Group Inc	2285	25,218.29
4/24/2020	607737	William Corp	1363	238.26
4/24/2020	607738	Kershaw's Inc	1374	159.47
4/24/2020	607739	Les Schwab Tires	1393	54.05
4/24/2020	607740	Michael Boodel	1804	609.80
4/24/2020	607741	Maintenance Solutions	1418	388.77
4/24/2020	607742	McKinstry Essention LLC	1422	32,074.45
4/24/2020	607743	Car Wash Partners Inc	1436	56.97
4/24/2020	607744	Mohawk Manufacturing & Supply Co	1011	158.44
4/24/2020	607745	Muncie Reclamation and Supply Co	1013	202.16
4/24/2020	607746	Genuine Parts Company	1014	794.72
4/24/2020	607747	NAPA Auto Parts Inc	1014	2,594.26
4/24/2020	607748	Office Depot Inc	1483	314.36
4/24/2020	607749	Oxarc Inc	1002	17,649.06
4/24/2020	607750	Pacific Office Solutions	2288	511.55
4/24/2020	607751	People 2.0 Global LP	2472	5,410.90
4/24/2020	607752	Pressworks Inc	1522	309.28
4/24/2020	607753	Professional Finishes	1526	93.03

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
4/24/2020	607754	Rehn & Associates	2395	310.00
4/24/2020	607755	S & J Engines Inc	1801	239.28
4/24/2020	607756	S T A - Well	1557	393.50
4/24/2020	607757	Safety Kleen Systems Inc	1564	1,317.68
4/24/2020	607758	Securitas Security Services USA Inc	1574	29,873.94
4/24/2020	607759	Senske Lawn & Tree Care Inc	2194	107.81
4/24/2020	607760	Six Robblees Inc	1017	488.44
4/24/2020	607761	Spokane House of Hose Inc	1605	29.30
4/24/2020	607762	Spokane Optical Company LLC	1607	755.00
4/24/2020	607763	Spokane Regional Health District	1611	2,894.75
4/24/2020	607764	Standard Digital Print Co Inc	1623	750.19
4/24/2020	607765	State of Arizona	1770	347.45
4/24/2020	607766	State of Arizona - Child Support Enforcement	1770	185.92
4/24/2020	607767	Summit Rehabilitation Associates PLLC	1638	74.00
4/24/2020	607768	United Way of Spokane County	1684	213.00
4/24/2020	607769	American Federation of State County 2 WA Council	1705	1,675.27
4/24/2020	607770	Walt's Mailing Service	1976	1,488.01
4/24/2020	607771	Walter E Nelson Co	1721	14,892.42
4/24/2020	607772	Wells Fargo Financial Leasing Inc	1735	855.97
4/24/2020	607773	Whitley Fuel LLC	2016	33,404.69
4/24/2020	607774	Zipline Communications Inc	2492	3,045.00
4/27/2020	607775	Gonzaga University	1283	3,620.37
4/27/2020	607776	Gonzaga University	1283	4,092.61
4/27/2020	607777	Gonzaga University	1283	4,200.00
4/27/2020	607778	WFG National Title Insurance Company of Eastern WA	2467	94,102.33
4/27/2020	607779	WFG National Title Insurance Company of Eastern WA	2467	229,366.59
4/30/2020	EFT	City of Spokane	1601	15,660.50
TOTAL APRIL ACCOUNTS PAYABLE				3,800,861.80
4/1/2020-4/31/2020	ACH	WORKER'S COMPENSATION	2286	172,294.86
TOTAL APRIL WORKER'S COMPENSATION DISBURSEMENTS				172,294.86
4/10/2020	726703-726740	PAYROLL AND TAXES PR 08,2020	VARIES	1,932,228.71
4/24/2020	726741-726771	PAYROLL AND TAXES PR 09,2020	VARIES	1,323,540.10
TOTAL APRIL PAYROLL AND TAXES				3,255,768.81
4/27/2020	ACH	WA STATE - DOR (USE TAX)	1767	5,717.13
TOTAL APRIL EXCISE TAX DISBURSEMENT				5,717.13
TOTAL APRIL DISBURSEMENTS FROM TO1 ACCOUNTS				7,234,642.60
TOTAL APRIL DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL APRIL DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,234,642.60

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 4A : BATTERY ELECTRIC CHARGING INFRASTRUCTURE: SCOPE OF WORK AND REQUEST FOR PROPOSALS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Chief Operations Officer
Ralph Wilder, Senior Maintenance Manager

SUMMARY: In accordance with Spokane Transit's (STA) Moving Forward Battery Electric Bus (BEB) purchases for Monroe-Regal and City Line service, STA intends to seek proposals from qualified firms for Final Design Provision of Equipment, Installation, and Implementation Services for Battery Electric Bus Charging Infrastructure.

A study of the charging equipment requirements for the Monroe-Regal and City Line charging equipment conducted by the Center for Transportation and the Environment (CTE) recommends:

- Two (2) 450-kW on route chargers at the SCC Transit Center for the City Line
- Two (2) 450-kW on route chargers at the Moran Station for the Monroe-Regal Line
- Two (2) 450-kW chargers at the Boone Northwest Garage
- Five (5) 150-kW plug-in or ceiling-mounted overhead pantographs at the Boone Northwest Garage

The 450-kW chargers will recharge each bus (depending on battery level at time of charge) in six to fifteen minutes. The 150-kW chargers will typically charge/recharge each bus in three to four hours.

This project encompasses work under three capital improvement projects: CIP 347 City Line Design and Construction, CIP 766 Boone Campus Battery Electric Bus (BEB) Charging Infrastructure, and CIP (New) Moran Station BEB Infrastructure for a total estimated budget of \$9.7M. The attached staff paper details information provided to the Performance Monitoring & External Relations Committee at the March 4, 2020, meeting.

General Scope of Work:

- Engineering, design, construction, and installation of six (6) 450-kW on route charging systems, and five (5) 150-kW depot charging systems and delivery of associated spare parts.
- All engineering, design, construction and installation work must be performed by a qualified and experienced Contractor able to comply with STA requirements for construction contracts, and the Contractor must retain the services of a qualified consultant for the final design, construction and installation of the on route charging systems, and depot charging systems.
- Prepare all documentation required for submitting and obtaining all required permits.
- Prepare and update a critical path method schedule including associated phasing and logistics.
- Analyze phasing and project schedule to identify and include milestones, utility impacts, other risks, and any potential impacts to STA operations.
- Perform quality control and quality assurance processes throughout the design and construction, startup, testing, commissioning, and testing and make any necessary recommendations to STA.

As required by STA's procurement policy, as this contract is expected to exceed an aggregate amount of \$1M, staff are seeking approval of the attached Scope of Work and authorization to release a Request for Proposals for final design, provision of equipment, installation and implementation services for battery electric bus charging infrastructure.

RECOMMENDATION TO BOARD: By motion, approve Scope of Work and authorize staff to release a Request for Proposal for Battery Electric Bus Charging Infrastructure.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report

Presented: STA Performance Monitoring & External Relations Committee – March 4, 2020

SUBJECT: Project Budget – Battery Electric Bus Charging Infrastructure

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

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

BACKGROUND:

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

The requirements are:

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

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

Project budgets are:

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

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

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

Costs

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

Funding Sources

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

Resulting New CIP Project Budgets:

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

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

PART II

SCOPE OF WORK

1. SCOPE OF WORK

1.1 PROJECT SUMMARY

Contractor will provide final design services, equipment procurement, construction and installation services, and testing and commissioning to STA for complete charging infrastructure systems for battery electric bus (BEB) operations at the Northwest Boone Garage, Spokane Community College (SCC) Transit Center, and Moran Station Park & Ride, as shown in the project drawings (attached) and charging infrastructure specifications (attached). The work includes developing final detailed design for complete charging systems and ancillary equipment and structures at each facility and installation, testing, and commissioning of the equipment to ensure proper operation with STA's BEB fleet. Selective demolition, concrete, masonry, electrical & communications services, and installation and commissioning of on-route and depot electric vehicle charging equipment are all elements of the work.

This project includes work at three facilities as detailed below:

- Northwest Boone Garage, 1224 North Cedar Street, Spokane, WA 99201
- SCC Transit Center, 1810 North Green Street, Spokane WA 99217
- Moran Station Park & Ride, Palouse Highway & 57th Avenue, Spokane, WA 99223

The Contractor agrees to begin work immediately following "Notice to Proceed" and coordinate Substantial Completion of the work including final design, installation, and commissioning of the electric vehicle charging equipment at the three (3) STA facilities by March 31, 2021.

1.2 DETAILED SCOPE OF WORK

The work will consist of design and installation of the following:

1.2.1 NORTHWEST BOONE GARAGE

1. Two (2) fully operational 450 kilowatt (kW) depot vehicle charging systems, each equipped with a 450 kW Charging Cabinet and associated inverse, facility mounted Charging Pantograph (see Technical Specifications 111136.13).
2. Five (5) fully operational 150 kW depot vehicle charging systems, each equipped with a 150 kW Charging Cabinet and two (2) associated Remote Dispensing Units mounted to the facility roof structure or two (2) inverse, facility mounted Charging Pantographs. A total of ten (10) Remote Dispensing Units or ten (10) inverse, facility mounted Charging Pantographs to be provided (see Technical Specifications Section 111136.13).
3. Remote Dispenser Units to be equipped with cable management systems designed by charge equipment manufacturer or Contractor.
4. Upgrades, additions, or modifications to the current 3,000 amp (A) switchgear, with associated 800 A subpanel, to support electric vehicle charging and associated ancillary equipment.
5. Ancillary electrical and communication conduit and conductors necessary to provide fully operational charging equipment.
6. Chargers to be installed on raised, steel platform, minimum 24-inches off floor, to facilitate installation of conduit and conductors.
7. Coordination with electric utility for upgrades to existing 1,500 kVA transformer or design and installation of additional transformer, as necessary.
8. Training and Commissioning
9. Required labeling and certification of all equipment.

1.2.2 SCC TRANSIT CENTER

1. Two (2) fully operational 450 kW on-route vehicle charging systems, each equipped with a 450 kW Charging Cabinet and associated Charging Mast with Pantograph (see Technical Specifications Section 111136.13).
2. Any necessary upgrades, additions, or modifications to the current 1,600 A switchgear.
3. Ancillary electrical and communication conduit and conductors necessary to provide fully operational charging equipment. Conduit from the switchgear location in electrical room to the proposed charger enclosure location exists as depicted on drawings.
4. Coordination with electric utility for electric service supply for upgrades to existing 500 kVA transformer, as necessary.
5. Training and Commissioning
6. Masonry equipment enclosure with locking gate for protection of Charging Cabinets as shown on drawings.
7. Required labeling and certification of all equipment.

1.2.3 MORAN STATION PARK & RIDE

1. Two (2) 450 kW on-route vehicle charging systems, each equipped with a 450 kW Charging Cabinet and associated Charging Mast with Pantograph (see Technical Specifications Section 111136.13).
2. Any necessary upgrades, additions, or modifications to the current 1,200 A switchgear.
3. Ancillary electrical and communication conduit and conductors necessary to provide fully operational charging equipment. Conduit from existing switchgear to proposed Charger Cabinet location as well as junction in Charger Cabinet equipment enclosure to pull-boxes exists as depicted on drawings.
4. Coordination with electric utility for electric service supply for upgrades to existing 750 kVA transformer, as necessary.
5. Required labeling and certification of all equipment.

1.3 CONTRACTOR GENERAL RESPONSIBILITIES

- A. Comply with STA's Safety Program
- B. Complete final design and installation of charging infrastructure to include charger cabinets, charging masts with foundation, facility mounted inverse pantographs and/or remote dispensing equipment, electrical switchgear, electrical and communication conduit and conductors, all associated trenching for underground conduit to charger mast locations, and installation of steel support structure for charging cabinets as detailed in these Contract Documents.
- C. Codes, regulations, and standards adopted by the STA and city, state, and federal agencies having jurisdiction shall govern minimum requirements of this project. Where codes, regulations, and standards conflict with Contract Documents, these conflicts shall be brought to the immediate attention of the STA Project Manager. Upon contract awarded, STA design standards and a collection of standard designs will be made available to the Contractor for incorporation, as appropriate, into this project.
- D. Contractor shall participate in on-site meetings with STA to review site conditions, access requirements, construction progress, and confirmed or potential utility conflicts.

- E. The Contractor will be responsible for final design of charging infrastructure, obtaining necessary permits, coordinating project work with STA, completing equipment procurement and installation and commissioning, and preparing as-built drawings.
- F. Perform necessary engineering analysis and design (structural, electrical, civil) as required for a complete project including permits.
- G. Prepare stamped and signed documents, as necessary, including all corrections based upon permit review comments.
- H. Participate in permit review and coordination meetings with regulatory agencies.
- I. The Contractor will cooperate and coordinate with STA, Avista, regulatory authorities, and other contractors in order to ensure completion of the project without interference or delay.

1.4 DESIGN REQUIREMENTS AND CONSTRAINTS

- A. Contractor shall provide STA with Design Documents at the 60 percent and Final stages with engineering drawings and calculations confirming the design for STA review and comment. STA will provide design review comments within 14 calendar days of receipt of Design Documents.
- B. Upon approval of final design by STA, Design Documents shall be signed and sealed by appropriate professionals licensed in the State of Washington. Contractor shall submit package for permitting and approvals by Authorities Having Jurisdiction (AHJs), expected to be the City of Spokane.
- C. Contractor shall provide all necessary equipment submittals and shop drawings to STA for review and approval and shall maintain a Submittal Log of all Contract submittals.
- D. Contractor's design work shall be fully coordinated with STA.
- E. Design for BEB charging infrastructure shall consider future facility development plans (e.g. bus stop structures, lighting, communications).
- F. Technical Specifications for BEB charging equipment are included in Technical Specification Section 111136.13 – Commercial Electric Vehicle Charging Equipment.
- G. Installed chargers must meet ALL applicable codes and manufacturer recommendations.
- H. Installed chargers will be designed and installed in such a way that a single STA employee can safely connect (and disconnect) the charger to the BEBs without the need for a ladder or any special tools.
- I. Installed chargers must be compatible with charging the propulsion batteries installed on STA BEB fleet (currently planned to consist of New Flyer and Proterra BEBs).
- J. Chargers must have an emergency shut off switch that is clearly marked, easily accessible and easily operable.
- K. Cables and connectors must be resistant to oil, diesel fuel, and other corrosives found in STA bus garages.

- L. Plug-in connectors to the BEBs must have a locking mechanism, ensuring the connector will not come loose or fall by incidental contact.
- M. Plug-in connector must have an attached cap or seal that prevents the intrusion of water, dust, or dirt while not in use.
- N. Chargers to be located as indicated on the drawings. Changes to the charger installation locations require approval from STA. Design documents must be delivered, reviewed, and approved by STA.
- O. Electrical:
 - 1. Existing electrical infrastructure to support, or partially support, electric vehicle charging is present at the facilities as follows and is depicted on one-line diagrams and panel schedules included in the Project Drawings.
 - a. Northwest Boone Garage:
 - 1) 1,500 kVA, 3-phase utility supplied (Avista) transformer
 - 2) 3,000-amp (A), 3-phase switchgear with 800-amp subpanel (to support electric vehicle charging).
 - 3) Provisions for additional transformer and switchgear installation adjacent to existing switchgear
 - b. SCC Transit Center:
 - 1) 500 kVA, 3-phase utility supplied (Avista) transformer
 - 2) 1,600-A, 3-phase switchgear, equipped with two (2) 800-A breaker positions
 - c. Moran Station Park & Ride:
 - 1) 750 kVA, 3-phase utility supplied (Avista) transformer
 - 2) 1,200-A, 3-phase switchgear
 - 2. Electrical components and wiring to be designed to meet requirements of the National Electrical Code (NEC).
 - 3. All electrical systems/components will be UL tested and UL listed.
 - 4. All work related to the local electrical utility, Avista, will be approved by Avista and adhere to Avista standards.
 - 5. See following Technical Specification sections related to electrical work:
 - a. 260500 - Common Work Results
 - b. 260519 - Electrical Power Conductors and Cables
 - c. 260526 - Grounding and Bonding
 - d. 260529 - Hangers and Supports
 - e. 260533 - Raceways and Fittings
 - f. 260540 - Outlet, Junction and Pull Boxes
 - g. 260553 - Identification
 - h. 260816 - Commissioning of Electrical Systems Support
 - i. 262413 - Switchboards
 - j. 262416 - Panelboards
 - k. 262726 - Wiring Devices
 - l. 262813 - Fuses
 - m. 262816 - Enclosed Switches and Circuit Breakers
- P. Structural:
 - 1. Structural steel shall meet requirements in following Technical Specifications:
 - a. 051200 - Structural Steel Framing
 - b. 055000 - Metal Fabrications
 - 2. Masonry shall meet all requirements in following Technical Specification section:
 - a. 042000 - Unit Masonry

3. Geotechnical reports for each facility will be made available at the request of the Contractor.

Q. Civil:

1. Concrete repairs to disturbed concrete areas, concrete pads for charging equipment, foundations for charging masts, etc. shall be completed in accordance with the following Technical Specification section and manufacturer recommendations:
 - a. 033000 Cast-in-Place Concrete
2. Trenching or other required earthmoving work to support installation of electrical conduit/conductors shall be completed in accordance with the following Technical Specification sections:
 - a. 311100 - Site Clearing
 - b. 312000 - Earth Moving

- R. Contractor shall complete Process Hazard Analysis to identify potential failure modes and develop mitigations to ensure failsafe BEB charging systems are provided.

1.5 CONSTRUCTION REQUIREMENTS AND CONSTRAINTS

- A. Contractor shall complete all construction activities in accordance with approved and permitted final construction package. Contractor shall promptly coordinate any site findings or issues during construction that may affect approved design, schedule, or costs with STA.
- B. Contractor to complete all construction to the highest industry standards, with construction meeting all applicable local, state, and federal codes and regulations.
- C. Contractor shall be solely responsible for complying with all applicable Occupational Health and Safety Administration (OSHA), National Fire Protection Association (NFPA), NEC, and other safety regulations.
- D. Contractor shall furnish and install any temporary work necessary during construction to maintain bus operations and safety, including, but not limited to signage, railings, fencing, lighting, etc.
- E. Contractor shall furnish, install, and maintain all traffic control devices throughout the duration of the project.
- F. Contractor shall inspect the sites and verify all existing conditions, dimensions, access, and obstructions prior to the performance of all Work.
- G. Contractor shall provide protection of public right-of-way, landscaping, paving, building and all other site features from materials and methods of construction. Protect existing utilities and buildings to remain from damage including conducting public utility locate in accordance with applicable laws or standards prior to any excavation activities. Repair any damage caused by construction operations.
- H. Contractor shall coordinate all work with STA. Contractor operations cannot interfere with the operation or maintenance of STA bus transit service unless otherwise agreed to with STA for specific time periods.
- I. Contractor shall provide Work Plan, exhibiting Work to be completed, phasing plan, equipment and material staging areas, areas requiring traffic control, and project schedule, for STA review and approval, as well as continued coordination as work on site progresses.

- J. Contractor shall schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- K. All equipment of the charging system shall be protected against impact from vehicle traffic typical to the location of installation. Bollards blocking access to doors/openings of any equipment shall be removable and include provisions for locking.
- L. Contractor shall install all equipment per component manufacture requirements.
- M. Contractor shall haul and dispose of any excavation materials that cannot immediately be used at the site for fill. The Contractor will assume there is no fill storage available at any of the project sites.
- N. Contractor shall complete all site restoration activities, repair all damage caused by construction operations, and take necessary precautions to protect STA's property, adjacent properties, employees, and the public during the construction period.
- O. Contractor shall be responsible for obtaining all necessary signoffs from site owners and AHJs throughout construction.
- P. All work performed on STA property shall be compliant with all Federal, State, local AHJ, and STA environmental related policies and procedures.
- Q. Design objectives shall include a maximizing of operating and maintenance safety. All assembly and installation/construction on STA property shall be compliant with all Federal, State, local AHJ, and STA safety policies and procedures.
- R. Contractor shall provide final as-built engineering drawings (signed and sealed) for the site and installation.

1.6 COMMISSIONING

- A. General
 - 1. Contractor will commission BEB charging systems at all STA locations with authorized engineers experienced with the systems.
 - 2. Commissioning requires a fully operational charge station that is able to charge BEBs as detailed in the Technical Specification Section 111136.13 – Commercial Electric Vehicle Charging Equipment without issue.
 - 3. Commissioning of charging stations to be completed to ensure proper operation with STA's full BEB fleet.
 - 4. Commissioning should be completed on a charger by charger basis.
- B. Commissioning Plan
 - 1. The Contractor shall develop a commissioning plan including but not limited to the following:
 - a. List of systems and assemblies to be commissioned on a project site location basis.
 - b. Roles and responsibilities of personnel involved in the commissioning process.
 - c. Schedules for commissioning.
 - d. Documentation and checklists.
 - e. Process for resolving problems and deficiencies.
 - 2. Commissioning Plan shall be submitted to STA for review and approval a minimum of 60 days prior to commissioning of the first charging station is scheduled.

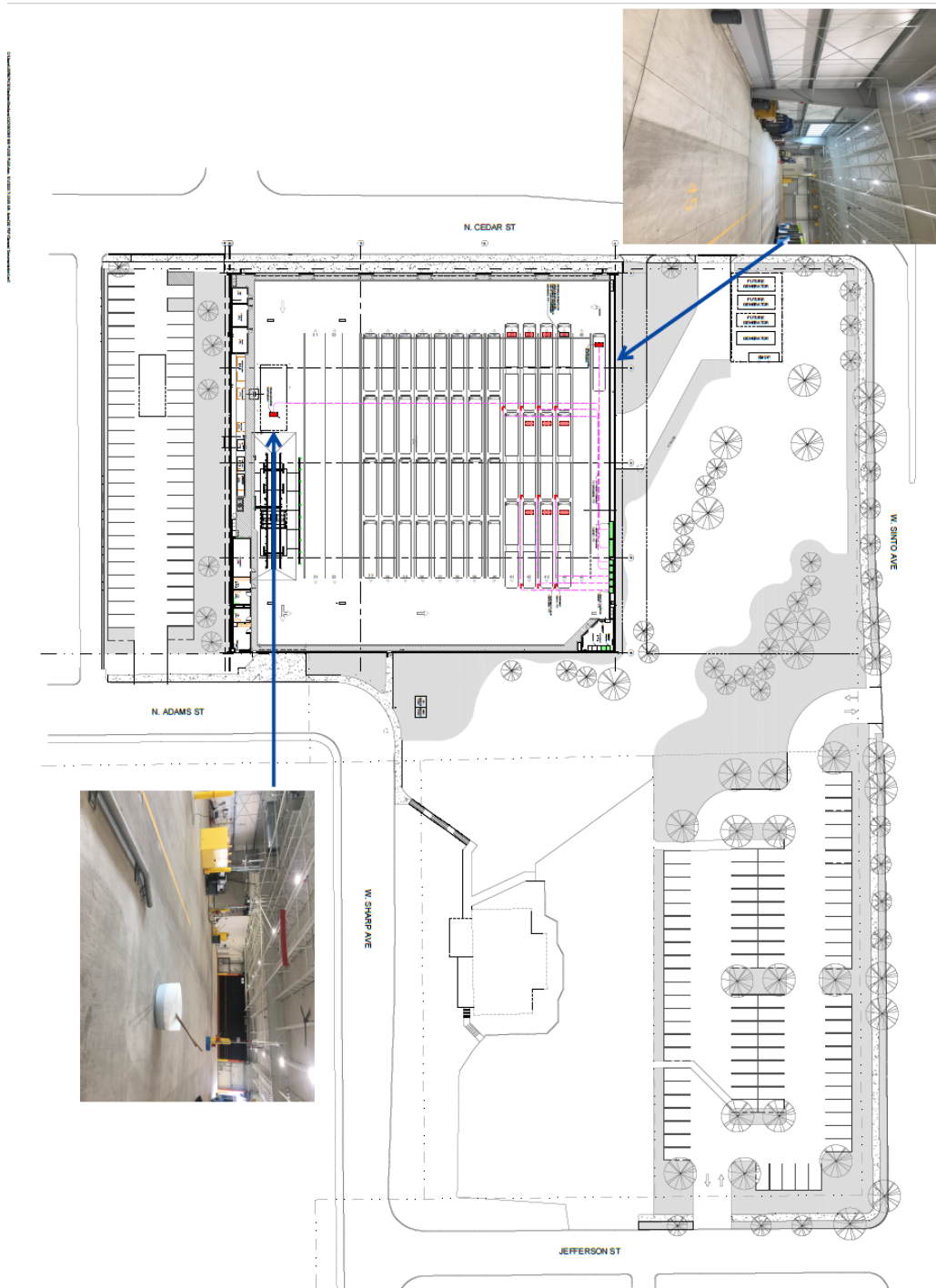
1.7 TRAINING AND TECHNICAL SUPPORT

- A. Charging Infrastructure Operation and Maintenance Training
 - 1. Contractor will provide the following operation and maintenance training:
 - a. Charging Cabinet, Battery Electric Bus, 150 kW, DC Power:
Hours Required: 16
 - b. Charging Cabinet, Battery Electric Bus, 450 kW, DC Power:
Hours Required: 16
 - c. Remote Dispensing Units:
Hours Required: Included with Charging Cabinet, Battery Electric Bus, 150 KW, DC Power
 - d. Charging Pantograph, Inverse, Facility Mounted:
Hours Required: 16
 - e. Charging Mast with Pantograph, On-Route:
Hours Required: 16
 - 2. Initial training materials shall be provided to STA a minimum of 60 days prior to completion of the first training class.
 - 3. Ten (10) copies of Instruction Manuals and Maintenance/Repair Manuals, together with final versions of any other training materials, tools, and software must be provided at or before the training.
 - 4. Training will be available for scheduling within (5) days of commissioning date of the first completed charging location.
 - 5. Training details for the BEB charging systems are included in Technical Specification Section 111136.13 – Commercial Electric Vehicle Charging Equipment.

1.8 DRAWINGS OF STA FACILITIES

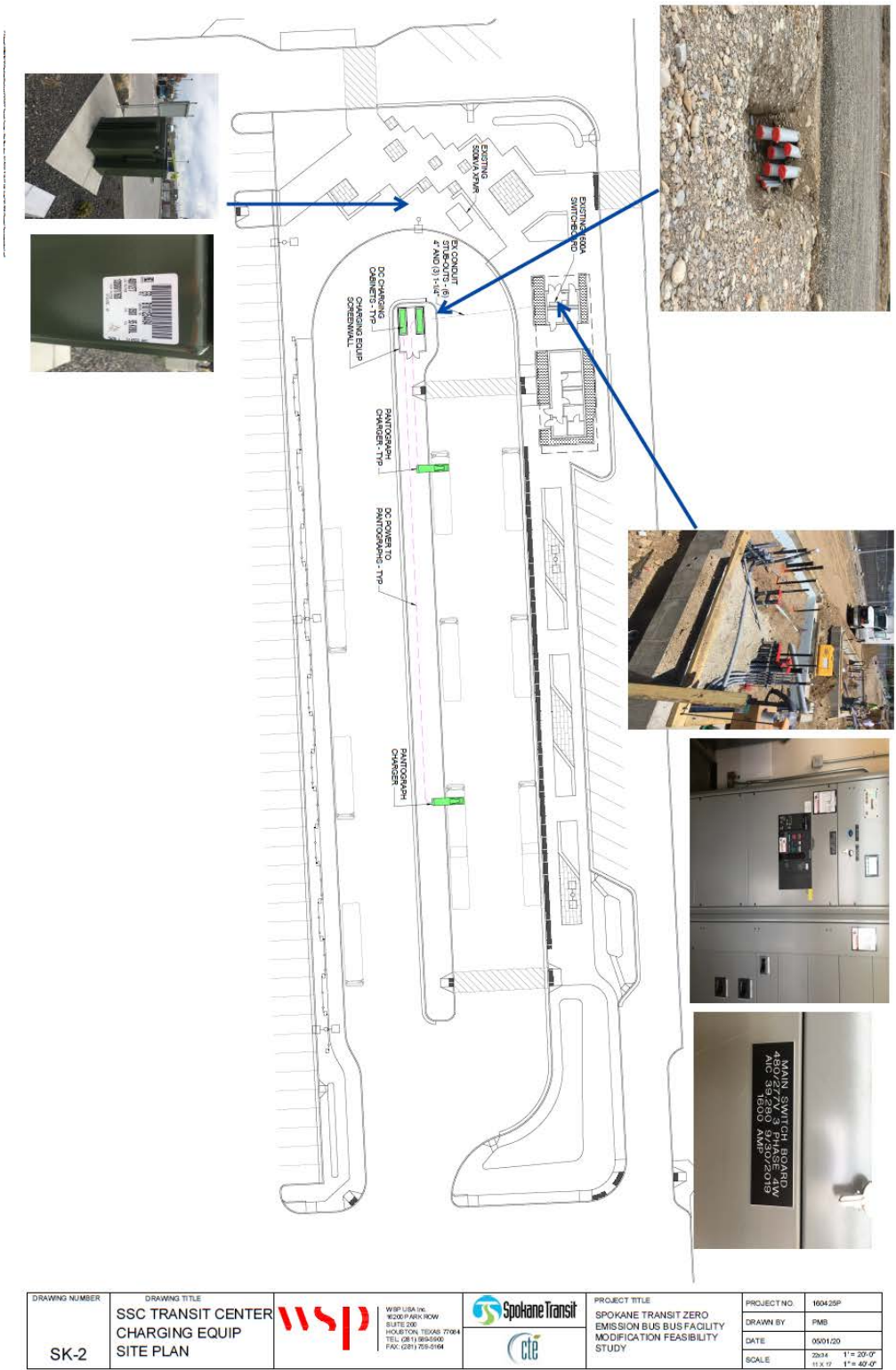
- A. Conceptual layouts for charging infrastructure at the three (3) STA facilities are included as an attachment to this Scope of Work. In addition, select drawings included one-line electrical diagrams, panel schedules, and electrical site plans from conformed construction drawings for each facility are also included. Photographic documentation of current site conditions including existing electrical components (transformers, switchgear) are also included on the drawings.

Northwest Boone Garage Project Drawings



DRAWING NUMBER	DRAWING TITLE	 WSP USA INC. 1200 PARK ROW SUITE 200 HOUSTON, TEXAS 77064 TEL: (281) 955-5500 FAX: (281) 759-5164	 	PROJECT TITLE SPOKANE TRANSIT ZERO EMISSION BUS BUS FACILITY MODIFICATION FEASIBILITY STUDY	PROJECT NO.	16042SP
SK-3	NW BOONE GARAGE CHARGING EQUIP SITE PLAN				DRAWN BY	PMB
					DATE	05/01/20
					SCALE	20'x4" 1"= 20'-0"
						11 X 17

SCC Transit Center Project Drawing



[illegible]11 | Page

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM **4B** : CHENEY LINE INFRASTRUCTURE AND ALIGNMENT PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kathleen Weinand, Principal Transit Planner
Nick Hanson, Capital Projects Manager

SUMMARY: At the Planning and Development Committee meeting in February, staff presented an update on the Cheney Line Public Outreach Plan, which was then provided as information to the Board of Directors. The update included a summary of potential revisions to the original 2018 project plan that had been identified as the design and planning process progressed. Additionally, staff presented the scheduled approach for public outreach to get feedback on the recommendations and continue to engage the public during design and construction phases.

On February 13, 2020, STA and consultant staff hosted an open house in Cheney, presenting an overview of the Cheney Line Plan as it had evolved and specific design options for the Four Lakes Station. The purpose of the open house was to gather feedback on the proposed routing and service and infrastructure improvements and get input in order to make a final decision on the Four Lakes stop configuration. On the same day, an online survey was posted to collect feedback on specifics of the proposed plan. The survey ran through March 13, 2020, and STA received a total of 250 responses.

A public hearing on the draft proposed plan was held at the Board meeting on March 19, 2020. No testimony was received.

Based on the feedback received through the outreach strategies noted above, staff finalized the recommended Cheney Line Infrastructure and Alignment Plan, which is provided following this item and via the link below. Changes or additions made to the draft plan are summarized below:

- Staff recommends the current pair of stops at 6th and Golden Hills, which serve the Cheney Care Center, remain. The draft plan included the removal of these stops to better consolidate the stops along 6th Street.
- Improvements to the shelter and layout of the K-Street station passenger waiting area to improve customer experience and safety during the winter months, specifically when it is icy.
- Options for improving connections between Cheney and Spokane Valley will be further explored.

The Cheney Line Infrastructure and Alignment Plan can be found via this link:

<https://s3.us-west-2.amazonaws.com/stamovingforward/project-documents/Cheney-Line-Infrastructure-and-Alignment-Plan-Final-2020-03-26.pdf>

RECOMMENDATION TO BOARD: Approve, by motion, the Cheney Line Infrastructure and Alignment Plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

High Performance Transit: Cheney Line

Infrastructure and Alignment Plan

Prepared for: Board of Directors

Final

3/26/2020



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

Table of Contents

Executive Summary.....	1
Development of the Project Plan.....	2
2018 Project Plan	2
2019 Alignment Reconsiderations	2
Infrastructure Reconsiderations	3
Revised Project Scope for Public Input.....	4
Summary of Public Outreach.....	5
Summary of Feedback	6
February 2020 Open House	6
Online Survey	6
Changes to Draft Plan	8
Recommended Project Plan.....	10
Proposed Alignment.....	11
Four Lakes Station	12
Proposed Routing.....	12
Additional Cheney Service Considerations	14
Double Decker Bus Analysis	17
Budget Considerations.....	17
Project Next Steps and Schedule.....	19
Appendix A	20
Project Schedule	20
Appendix B	21
Online Survey Questions and Results.....	21
Appendix C.....	22
Open House Materials and Feedback	22

Executive Summary

The Cheney Line is an important element of the envisioned High Performance Transit (HPT) Network and a commitment of the *STA Moving Forward* plan. The objectives of the project are to foster greater ridership in Cheney and the West Plains and support regional economic development through improved access to jobs and services. The project budget is derived from local, state and federal funds and is programmed for implementation in phases between 2020 and 2022. The purpose of this plan is to address proposed revisions to the project resulting from new station investment strategies, new routing opportunities, and the uncertainties that arose in late 2019 as a result of the passage of Washington State Initiative 976. There are additional proposed revisions to the project plan that have come about through public outreach conducted during the first quarter of 2020.

This report describes how the recommendation was developed, an overview of the public outreach performed, a summary of public input and a final recommendation by staff for approval by the STA Board of Directors. The appendix includes a compilation of public feedback.

The recommended infrastructure and alignment plan is summarized as follows:

- **Extend HPT Service:** Extend service from K Street Station to the U District to improve scheduling efficiency and respond to customer requests.
- **Standard Shelters:** Replace the previously planned unique HPT shelters with STA's standard bus shelter.
- **Corridor Improvements:** Consolidation of stops, geometric improvements and pedestrian improvements to increase safety, reliability and speed.
- **Existing Facility Upgrades:** Improvements at Jefferson Lot Park and Ride, West Plains Transit Center and K Street Station to include geometry revisions and addition of distinctive wayfinding.
- **Accessibility Improvements:** Improve existing bus stop locations by providing new sidewalk and platforms (where warranted) to meet ADA accessibility guidelines.
- **Enhanced Amenities:** Provide stop amenities including shelters, distinctive wayfinding markers, benches, leaning rails, waste and recycle bins and real time signage with the level of investment varying based on current and anticipated ridership.
- **Double Decker Buses:** Deploy the regions first Double Decker buses to provide a safer and more comfortable ride for passengers as well as increase the efficiency of the route.

Development of the Project Plan

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

2018 Project Plan

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

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

2019 Alignment Reconsiderations

The major renovation of the EWU PUB (completed in late 2018) eliminated an important bus layover and, along with changes to other services in Cheney and the West Plains, prompted reconsiderations of the route endpoints, alignment and operational cycle time. Cycle time is the round trip running time, including necessary time for layover and recovery, and should result in whole numbers when divided by the frequency of service. This value represents the number of buses required for direct operations of the schedule during a given level of service. While past efforts focused on preserving a 90-minute cycle-time (3 buses at 30-minute frequency, 6 buses at 15-minute frequency) based on focusing the line's route from EWU to the STA Plaza, this is no longer considered ideal as explained in further detail below.

The Route 64 is today's 7-day a week service between Spokane and Cheney and a forerunner of the Cheney Line. In configuring the route for layover, service to the West Plains and effective connectivity within the City of Cheney, it was extended south of the

EWU campus to K Street Station. The travel time exceeded what could be accomplished with 90-minutes in cycle time, ultimately operating with a 120-minute cycle time with two buses running hourly service. Given this headway, particularly for nights and weekend, it would be wasteful to revise this route length of service plan for a 90-minute cycle time. During periods of hourly headways, more than 30 minutes would be extended layover, in addition to the targeted 15% layover, ultimately represented as much as 45% of platform hours during those time periods.

In addition to the above considerations and iterations, there is an interest and ability to relocate the layover for the Cheney Line outside of the Plaza without compromising the service plan cost in terms of buses and revenue hours. Even with the extension to K Street Station, the 120-minute cycle time offers an opportunity to locate the layover to the edge of downtown. EWU has also had a long-term request to extend direct service from EWU to the University District to better serve their Spokane programs. Given this, STA has identified Front Avenue, a public street adjoining the Bookie and WSU Spokane Teaching Health Clinic, as a great opportunity to construct a bus turnaround and layover. The terminal station for this route would be on Spokane Falls Blvd at WSU Spokane, which will be constructed as part of the Central City Line project and go into service no later than fall 2021.

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

Infrastructure Reconsiderations

The *STA Moving Forward* plan envisioned HPT service in the Cheney corridor, representing a higher level of passenger amenities over "HPT 'Lite'" improvements called out elsewhere in the plan. The HPT station amenities had been developed to provide consistent station amenities on the Cheney Line (and other HPT lines) with the City Line (formerly Central

City Line). Three facts have confronted this assumption. One, the elimination of the PUB as a layover, staging and passenger waiting area has opened the need for a facility on Elm Street that can accommodate a large volume of passengers, even greater than the largest Central City Line stations. Two, the cost estimates for HPT station amenities in a complete package would be in excess of the project budget. And Finally, HPT has evolved to recognize a greater level of investment and attendant distinct branding for the City Line over other lines. While still providing a level of HPT identification with markers and more shelters, substituting standard shelters for HPT shelters while applying other station amenities, such as the markers, can ensure the project budget can be applied to other geometric improvements, as originally envisioned.

Figure 1 depicts what a typical HPT stop would now look like with a distinctive wayfinding marker and a standard bus shelter with seating. The actual deployment of amenities will differ for each stop depending upon the location and current and anticipated ridership.

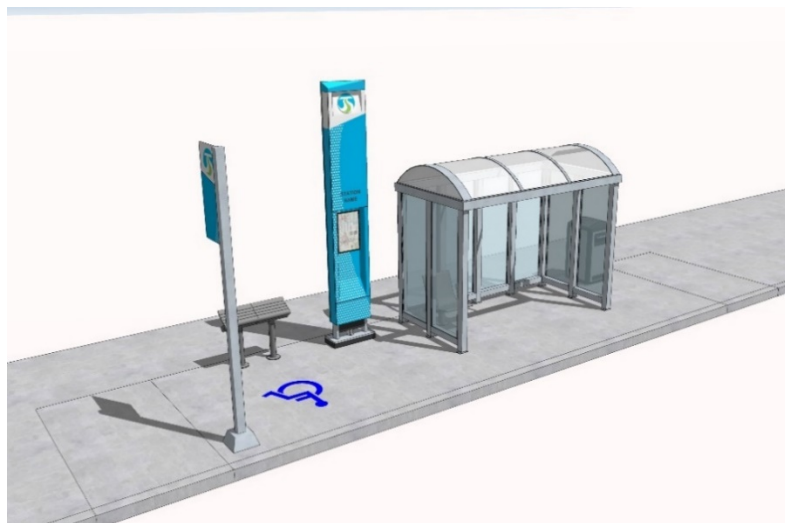


Figure 1 HPT Bus Stop

Revised Project Scope for Public Input

To mitigate the risk of funding loss due to I-976, STA has explored alternative tactics for deploying investments on the Cheney Line. Additionally, STA worked with regional partners and its legislative representatives to maintain the full project funding. In March 2020, the State legislature enacted the supplemental transportation budget for the 2019-21 biennium and with it, retained the original appropriation for the project, along with programming the full funding of the project through the next biennium. As such, the project plan is being finalized and will shortly move into the project development phase upon approval of this plan by the Board of Directors. This analysis is summarized in a January 6, 2020 Memorandum titled *HPT Cheney Line: Funding Mitigation Preferred Alternative*.

Based on the alternatives analysis, the preferred project scope was revised to include the following:

- Extension of HPT service from K Street Station to the U District.
- Construction of a layover at the U District (separately funded project).
- Replacement of the HPT shelters with standard shelters (approximate savings of \$100k per location).
- Additional geometric and pedestrian improvements to increase safety, reliability and speed.
- Jefferson Park and Ride transit lane, HPT amenities and branding improvements.

STA staff presented this revised scoping at multiple public outreach events to receive input.

Summary of Public Outreach

STA developed a Public Outreach Plan to solicit input from the public on the proposed revisions to the original plan and capital improvement designs as the project proceeds. The following strategies have and will continue to be used to engage the public: online surveys, public meetings, stakeholder presentations, open houses, tabling at the PUB, email, social media and website updates. Based on initial feedback, STA presented the revised Draft Infrastructure and Alignment Plan at a public hearing on March 19. This final plan is now presented to the Board of Directors for approval. Below is a summary of public outreach activities and events, both those that have taken place and those that are scheduled during design and construction.

Table 1 Public Outreach Preliminary Schedule

Cheney Line Public Outreach Preliminary Schedule	
Phase/Task	Date
General	
Cheney Line Rider Round Table	July 30, 2019
2020-2022 Service Change Online Open House	November 2019
Planning & Development Committee Update	February 5, 2020
Cheney Line Online Survey	February 13 – March 13, 2020
ASEWU Transportation Panel	March 5, 2020
Cheney City Council Presentation	March 2020
Board of Directors Public Hearing	March 2020
Board of Directors Approval of Plan	April 2020

Phase 1

Four Lakes Design & Corridor Plan Public Meeting	February 13, 2020
Four Lakes Construction Open House	May 2020
Eagle Station Design & Corridor Plan Online Survey	April 2020
Eagle Station Construction Stakeholder Outreach	July 2020

Phase 2

Stops and Roadway Improvements Design Open House	Fall 2020
Stops and Roadway Improvements Const. Outreach	Spring 2021
Cheney Line Construction Webpage	Spring 2021

Phase 3

Double Decker Bus Implementation/Orientation Outreach	September 2022
---	----------------

Summary of Feedback

February 2020 Open House

An open house was hosted on February 13, 2020 at the Wren Pierson Community Center in Cheney. STA and Consultant staff presented the proposed Cheney Line plan and received feedback on options for the stop configuration of Four Lakes Station. Between 20 and 30 people were in attendance. The participants at this open house were also asked to take the online survey, which opened on the same day.

A slight majority of attendees favored pullouts in both directions at Four Lakes and posed questions about the layout of the intersection at 1st Avenue and SR 904.

Online Survey

The online survey, which ran from February 13 to March 13, focused on the Cheney Line corridor alignment, location of new stops, potential consolidation of existing stops, service improvements and proposed use of double decker buses. STA received 250 responses

. A plurality of respondents (45%) are Spokane Residents, with 30% residing in Cheney and 10% on the West Plains. 32% of respondents were affiliated with EWU. Most ride the bus 3 days per week or more. The reason that respondents ride the bus varied but generally they were commuting to work or school, running errands or attending social events.

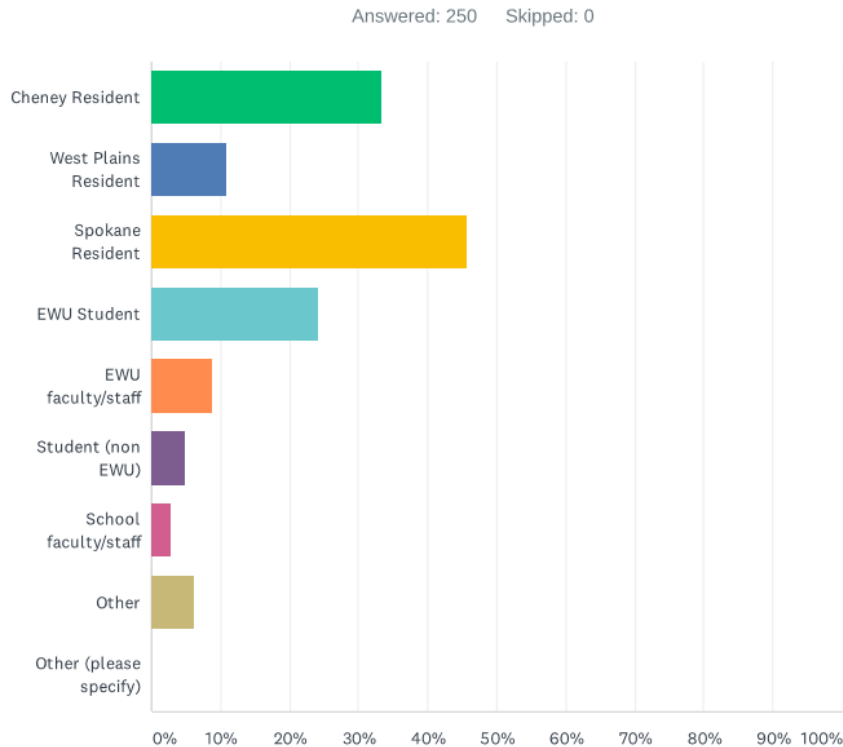


Figure 2 Participant Breakdown

When asked to rank six (6) potential service improvements based on making bus ridership more attractive to them, the answers were varied, but Increased Frequency was ranked highest, by a small margin. The top three also included Later Service and Improved Stop Amenities.

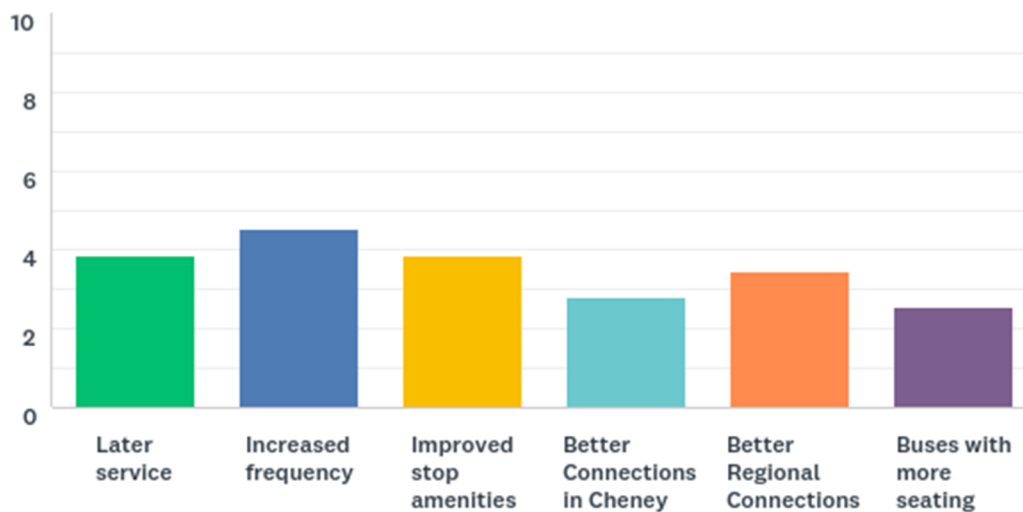


Figure 3 Question #5 Service Improvement Ranking Summary

In response to a question about the proposed consolidation of stops within Cheney, specifically along 6th Street, a majority of respondents supported the consolidation. However, STA received multiple comments asking to maintain the existing stop at Golden Hills, which also serves the adjacent Cheney Care Center nursing home and Cheney Assisted Living center. Based on this feedback and given the advantages of having a stop near facilities that serve the elderly, this stop will be maintained.

When prompted for additional feedback, several respondents expressed a desire for a better and/or direct connection from Cheney to Spokane Valley via the Valley Transit Center during peak times as well as at midday. The 663 currently provides express service from VTC in the morning, however the number of comments warrants further investigation by STA staff into how these connections can be improved.

Broad support for the extension between K Street station and the Spokane U District was evident based on the survey results; most respondents indicated this would make them more likely to ride the bus. Along with this, there is a strong desire for a good connection to the Catalyst building. Additionally, based on the data, STA will maintain service to Salnave/Presley during the peak commute times to best serve riders traveling to Spokane from this area. There were also some comments requesting improvements to the connection times between local routes and service to Spokane.

Infrastructure improvements, namely improving waiting areas with shelters and benches, also appears to be important to customers. As part of the current plan, each stop will be evaluated for further amenity investments based on current and future ridership. With the consolidation of stops, it is likely that additional stops will meet warrants for seating and/or a shelter. Specifically, the layout and shelter will be improved at K Street station to improve safety and comfort, especially during the winter months based on comments from respondents.

In general, the survey data proves that there is support for the planned improvements as proposed, with only a few minor adjustments.

Changes to Draft Plan

Based on the public feedback to date and summarized above, the draft plan was revised as follows:

- Staff is recommending that the current pair of stops at 6th Street and Golden Hills Drive, which serve the Cheney Care Center, remain. The draft plan included the removal of these stops to better consolidate the stops along 6th Street.

- Improvements to the shelter and layout of K-Street station passenger waiting area to improve customer experience and safety during the winter months, specifically when it is icy.
- Options for improving connections between Cheney and Spokane Valley, in both directions, will be further explored.

Recommended Project Plan

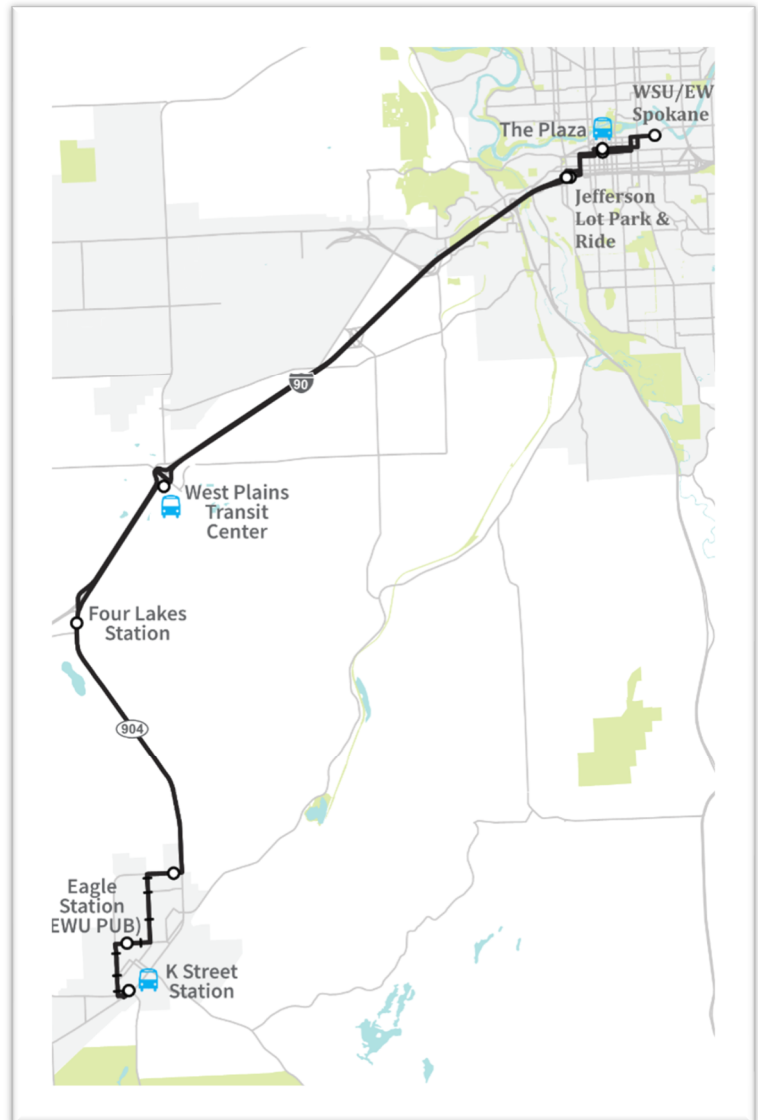
The recommended infrastructure and alignment plan is summarized below:

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

Proposed Alignment

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

The terminus of this route will be at the North end of the new Gateway Bridge. The Cheney Line will share its final stop with the City Line, along Spokane Falls Boulevard. A layover and bus turnaround will be designed and constructed along Front Avenue adjacent to the Teaching Health Clinic under a separate project. STA had multiple discussions regarding the terminus of this Route given the fact that EWU is shifting to the Catalyst building. Ultimately, in order maintain connections at the Plaza and accommodate the height of double decker buses (Jefferson Street is only route under the viaduct that they can clear) it was decided to keep the terminus on the North side of the bridge. Students, staff and faculty would have the option of walking approximately 1,000 feet over the bridge or making a connection with Route 90 Sprague (another future HPT corridor) to get to the Catalyst building.



Four Lakes Station

The existing stops in the Four Lakes community are being relocated and improved to include platforms, sidewalk, shelters, lighting and real time signage. In addition to these stop improvements, a new crosswalk and sidewalk will be constructed at the intersection of SR-904 with 1st Avenue to provide a safe connection for the community. Two layout options were proposed. The first was a combination of a pullout and in-lane stop and the second was a pullout stop in both directions. Based on public feedback and a decision made by STA management in coordination with WSDOT, option 2 was selected.

In close coordination with WSDOT and Spokane County, the intersection will be revised to eliminate left turns onto 1st Avenue and from 1st Avenue onto SR-904. This will improve the vehicle and pedestrian safety at the intersection and is expected to have a minimal effect on local traffic because there exists easy routes to intersections with better lines of sight and capacity. Additionally, the number of turning movements from and onto 1st Avenue is very low based on a traffic study performed by STA's design consultant, Lochner.

Proposed Routing

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

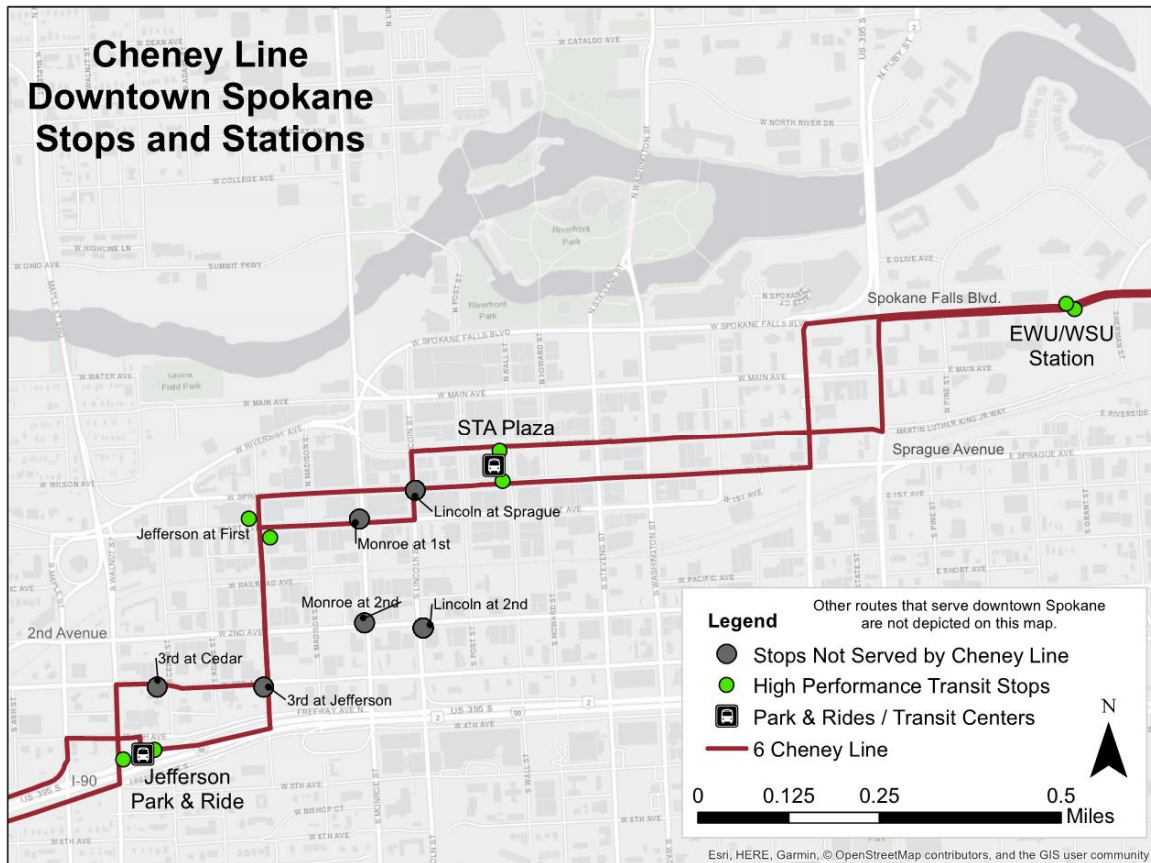


Figure 4 Spokane Stops

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

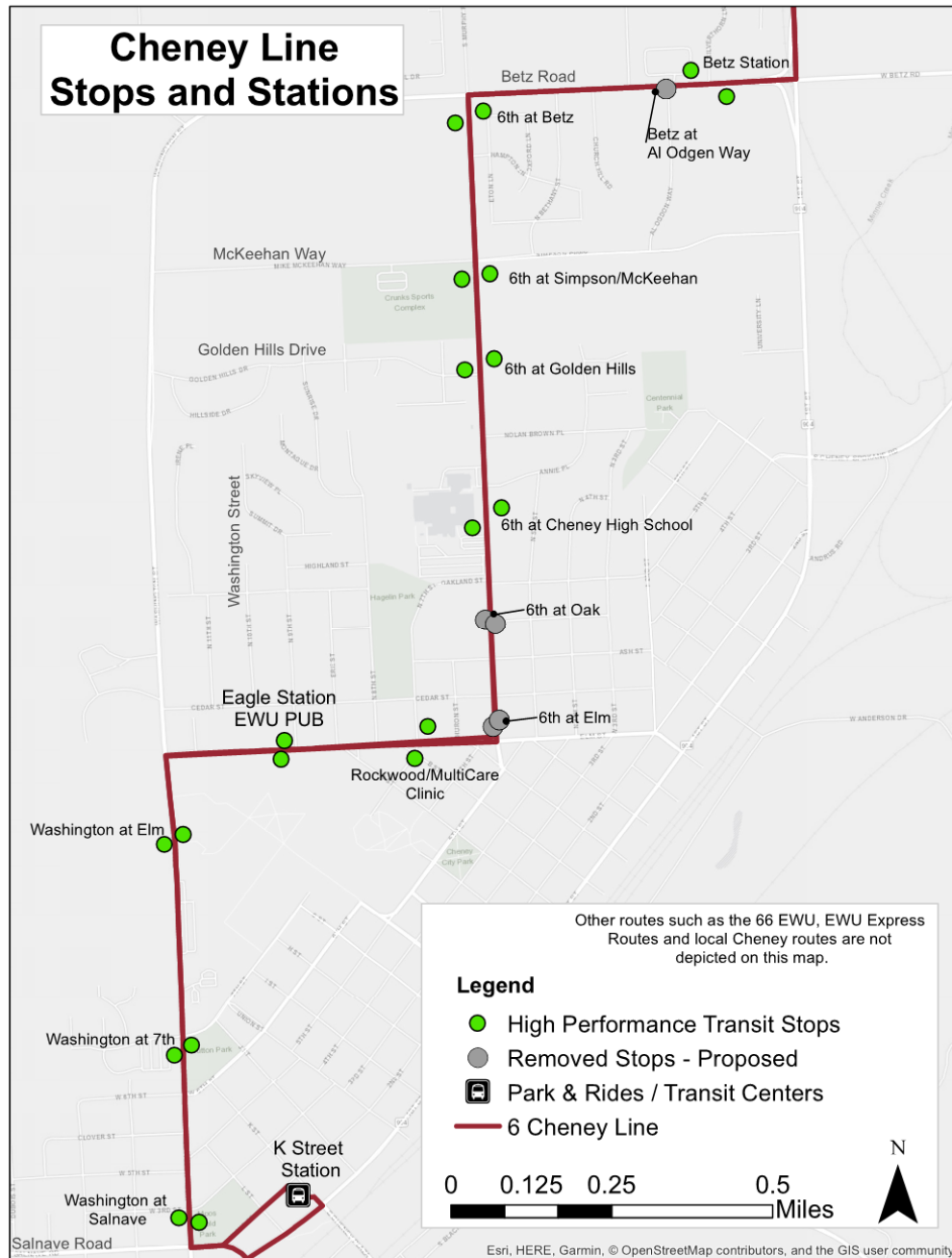


Figure 5 Cheney Stops

Additional Cheney Service Considerations

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

Express routes will continue to serve EWU from locations around the region at peak times and will bypass the West Plains Transit Center. Additionally, based on public feedback, improvements to the existing connections between Cheney and the Valley will be explored.

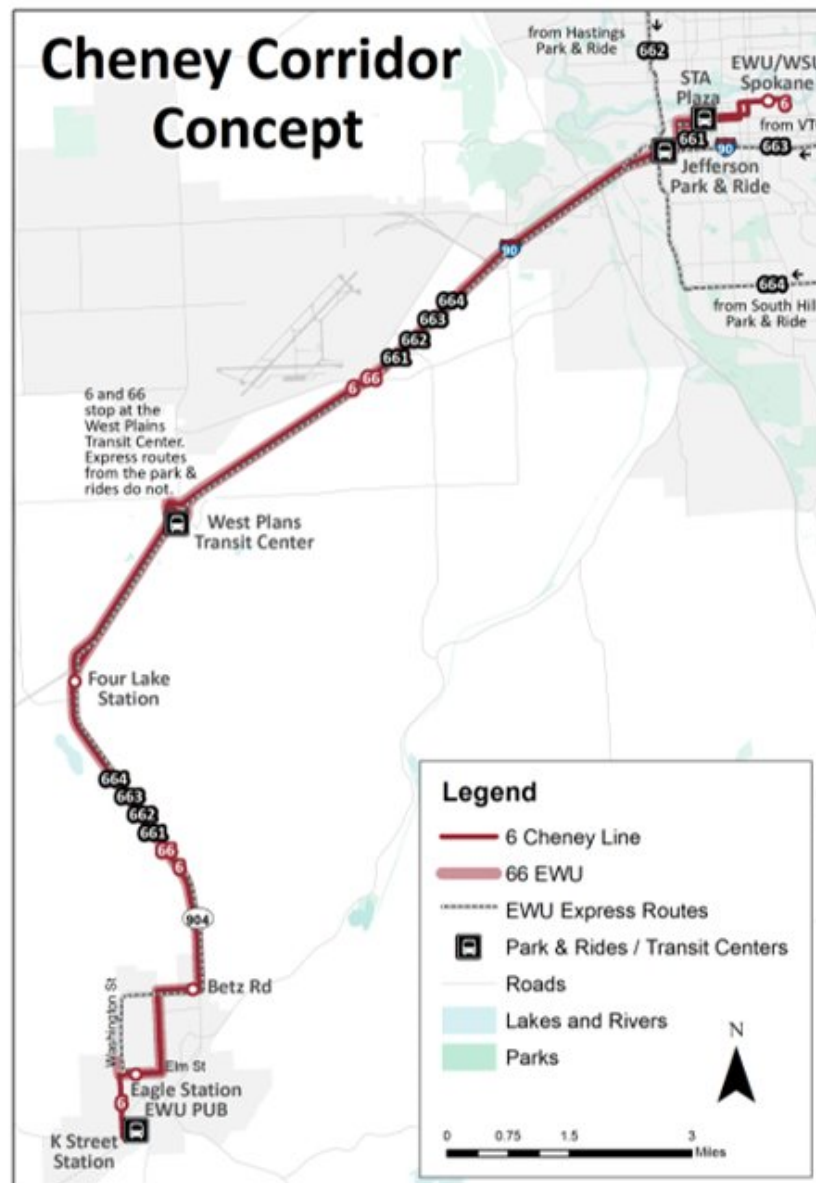


Figure 6 Cheney Corridor Concept

Table 2 Cheney Service Plan

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

^Based on demand and interline opportunities

Double Decker Bus Analysis

The Cheney Line has been identified as an opportunity to implement Double Decker buses due mainly to the need to increase capacity along this corridor during peak times when school is in session. Compared to a typical 60-foot articulated coach, a double decker can carry approximately 20 more passengers.

To verify the feasibility and assumed cost savings of implementing double decker buses, a schedule analysis was done. The advantages and disadvantages are identified below. Based on feedback from the public, published operational studies¹ and this scheduling analysis, the recommendation is to implement the double decker buses as planned.

Advantages:

1. Uses less curb length and garage space than 60' bus
2. Improved handling in inclement weather
3. Increased capacity will reduce standing loads
 - Can eliminate some overload trips due to extra capacity saving approximately 1,400 weekday annual revenue hours of fixed route service
4. Experience elsewhere indicates lower operating costs and as much as 50% lower cost per seat-mile over 60-foot articulated buses
 - Fuel economy is slightly improved over 60-foot bus
 - Additional seat capacity improves overall efficiency

Disadvantages

1. Some scheduling efficiencies with links to other routes will be lost or made more challenging because of clearance requirements (14' minimum clearance including headroom for 13'6" vehicle height)
2. Impacts to dwell time (loading and unloading) and service reliability unknown

Budget Considerations

The project budget, shown in the table below, is based on the award of a Regional Mobility Grant which was applied for in 2018. Prior to the passing of I-976, the legislature had included the full request over the next two (2) biennia but an agreement was not signed. This cast some doubt on the project funding however, on March 13, the state legislature passed a supplemental budget that maintained the full funding for this project in the

¹ North American Double Deck Bus Market Study; ARUP; September 2018

current 2019-2021 biennium (\$2.303 million) and maintained the placeholder for 2021-2023 (\$4.027). The total project budget, including Four Lakes Station, is summarized in the table below.

Table 3 Project Budget

	Total	Local	State Grant	Fed Grants
Four Lakes Budget (CIP 465)	\$849,707	\$569,707	\$ -	\$280,000
Cheney Line (CIP 764)	\$3,879,600	\$1,440,500	\$2,439,100	\$ -
Signature Vehicles (CIP 533)	\$8,240,400	\$4,349,888	\$3,890,512	\$ -
Cheney HPT Total	\$12,969,707	\$6,360,095	\$6,329,612	\$280,000

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

Project Next Steps and Schedule

Upon approval of this Final Draft Cheney Line Infrastructure and Alignment Plan, STA staff will begin working quickly to move this project into the project development phase.

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

There is additional public outreach planned to get feedback on the proposed improvements and designs for Eagle Station at the EWU Pence Union Building, to coordinate right-of-way and identify possible conflicts with properties at planned stops along the route and to provide information on Construction schedules and impacts.

Appendix A

Project Schedule

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

W – Board Approval of recommended plan

X – Award of Contract: Four Lakes Station Construction

Y – Award of Contract: Eagle Station Construction

Z – Award of Contract: Corridor Improvements Construction

Appendix B

Online Survey Questions and Results

Cheney Line Improvements Survey

Welcome

Welcome to the online survey for the Cheney Line corridor improvements!

The Cheney Line is an important element of STA's envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan which was approved by regional voters in 2016. The implementation of High Performance Transit between Cheney and Downtown Spokane will enhance service on the West Plains by improving the frequency, hours of service, passenger amenities and the operation of an enhanced bus along the path of current Route 64. This line, which will operate primarily as Route 6 along with enhanced service on Route 66, will connect with local service in the West Plains, including the 67 Swoop Loop and 68 Cheney Loop in Cheney and the 62 Medical Lake and 63 Airway Heights at the West Plains Transit Center. More project details can be found online: <http://stamovingforward.com/plan/projects/hpt-corridor-cheney>

Risks to state funding due to the passage of I-976, new station strategies and an opportunity to extend the service area have all been recent developments. As STA works to finalize our planning process and improve upon the plan set out in STA Moving Forward, public input is vital! This survey will focus on the following potential improvements to the plan:

- Service improvements including and extension of service from K Street Station to the Spokane U District.
- Opportunity to increase bus capacity by purchasing new vehicles.
- Consolidation of stops to improve reliability and overall service.

Cheney Line Improvements Survey

Tell Us About Yourself

Thank you for participating in this survey! Your input will help STA make taking transit on the Cheney Line better. Please take a moment to tell us about yourself and how you use our service.

1. Who are you? (select all that apply)

- ☐ Cheney Resident
- ☐ West Plains Resident
- ☐ Spokane Resident
- ☐ EWU Student
- ☐ EWU faculty/staff
- ☐ Student (non EWU)
- ☐ School faculty/staff
- ☐ Other

2. What is your age?

3. On average, how often do you ride the bus? (select one)

- ☐ Less than once a month
- ☐ 1-3 days per month
- ☐ Weekly
- ☐ 3 days per week or more
- ☐ I don't ride the bus

4. Why do you ride the bus? (select all that apply)

- ☐ Commute to school or work
- ☐ Run errands
- ☐ Social events

Other (please specify)



Cheney Line Improvements Survey

Share your input!

STA is developing a plan for improve service for the Cheney Line. We are considering changes for expanding service times, extending service to better connect downtown Cheney and the U District in Spokane, revising stop locations, improving stop amenities and implementing a higher capacity bus.

5. We are considering a number of changes to enhance service. We're interested in knowing which of these proposed changes might have the greatest success in attracting more passengers to ride the bus. Please rank order the list below based on how likely the changes are to encourage you, or others close to you, to begin to ride the bus or use it more often than you do today. 1 is the highest rank



Later service



Increased frequency



Improved stop amenities such as shelters and real time information



Better connections to local Cheney Routes (67/68)



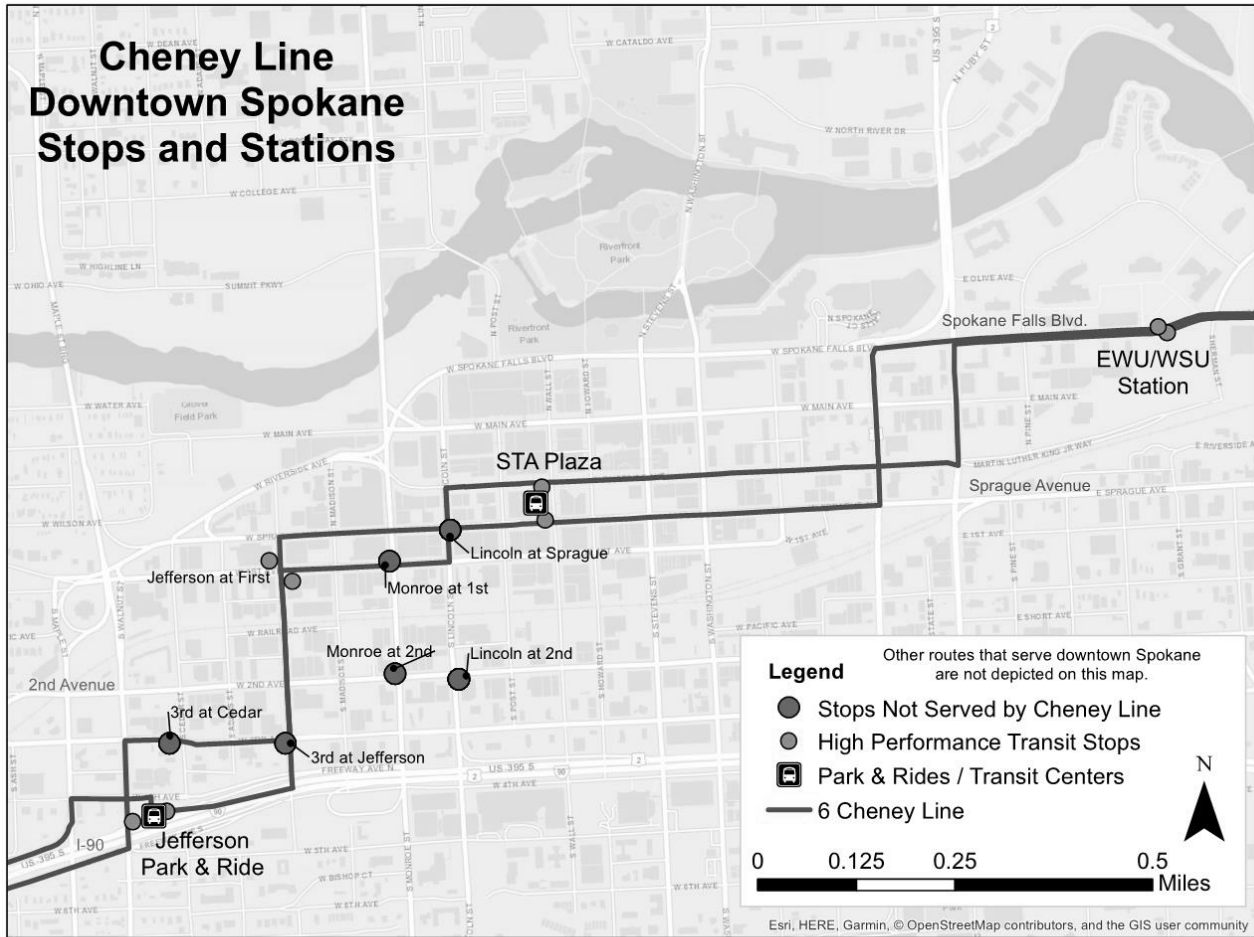
Better connections to STA service outside of Cheney



Buses with more seating

To better improve reliability and efficiency, STA is considering closing and consolidating a few stops along the route. The two maps below show the stops that are currently planned to be closed and where the new stops will be located. For question 5 please, refer to these images.

Cheney Line Stops: Spokane

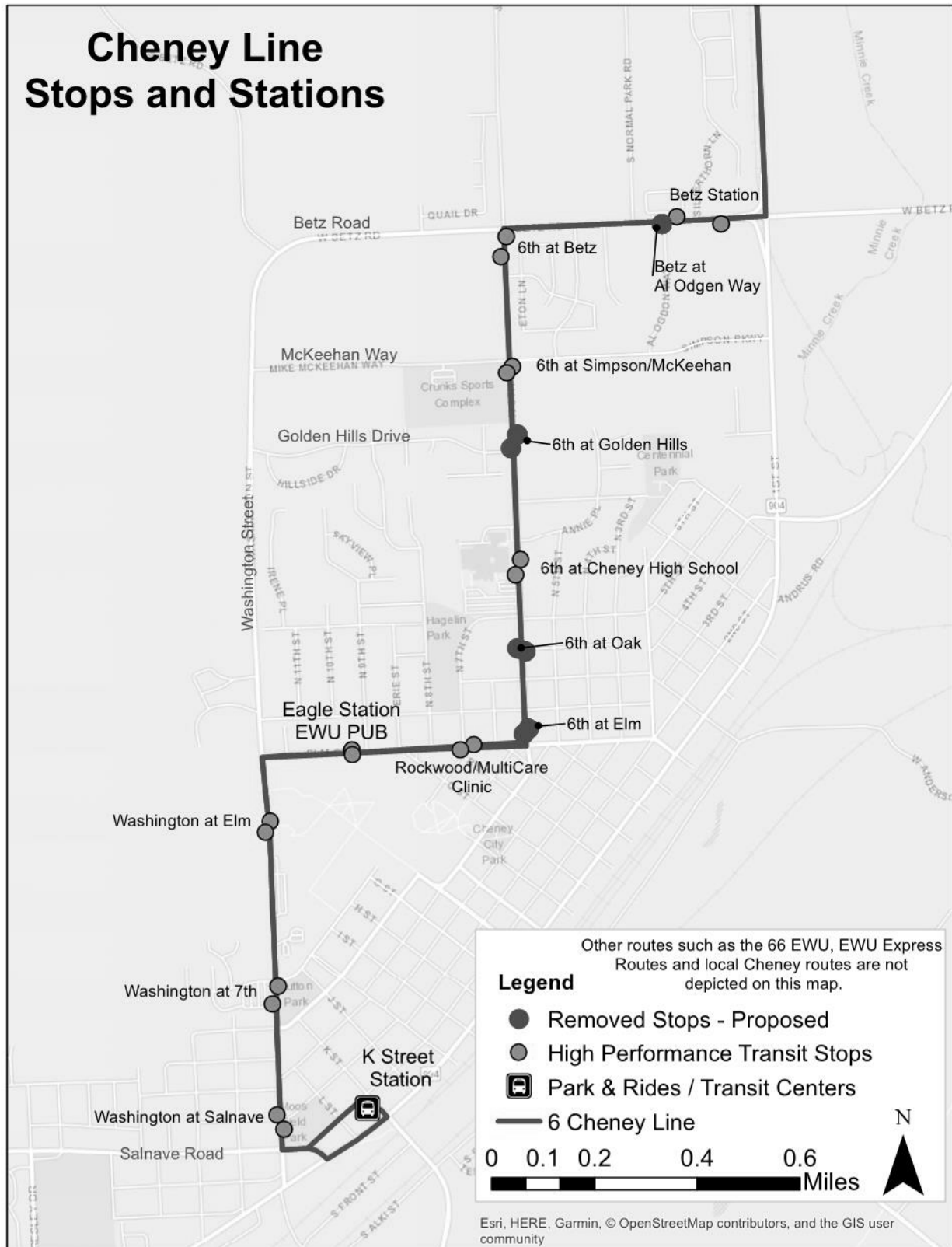


6. To support the use of a Double Decker bus, which is taller than a normal bus, STA is revising the Spokane portion of the route to Jefferson Street, skipping the stops shown in grey and terminating the route on the North side of the new Gate way Bridge.

Which of the following would you prefer?

- ☐ Keep as shown.
- ☐ Provide another stop along Jefferson.
- ☐ Provide another stop between the Plaza and WSU/EWU stop
- ☐ Other (please specify)

--



7. As shown in the maps above, STA is planning to consolidate a few stop locations. For the Cheney Stops, which of the following would you prefer?

- ☐ Consolidate (close) the grey stops along 6th Avenue and reduce trip time but increase walking distance to stop (about 2 blocks).
- ☐ Maintain the existing stop locations.
- ☐ Other (please specify)

8. Anything that we missed? Please provide any additional feedback on the maps shown above.

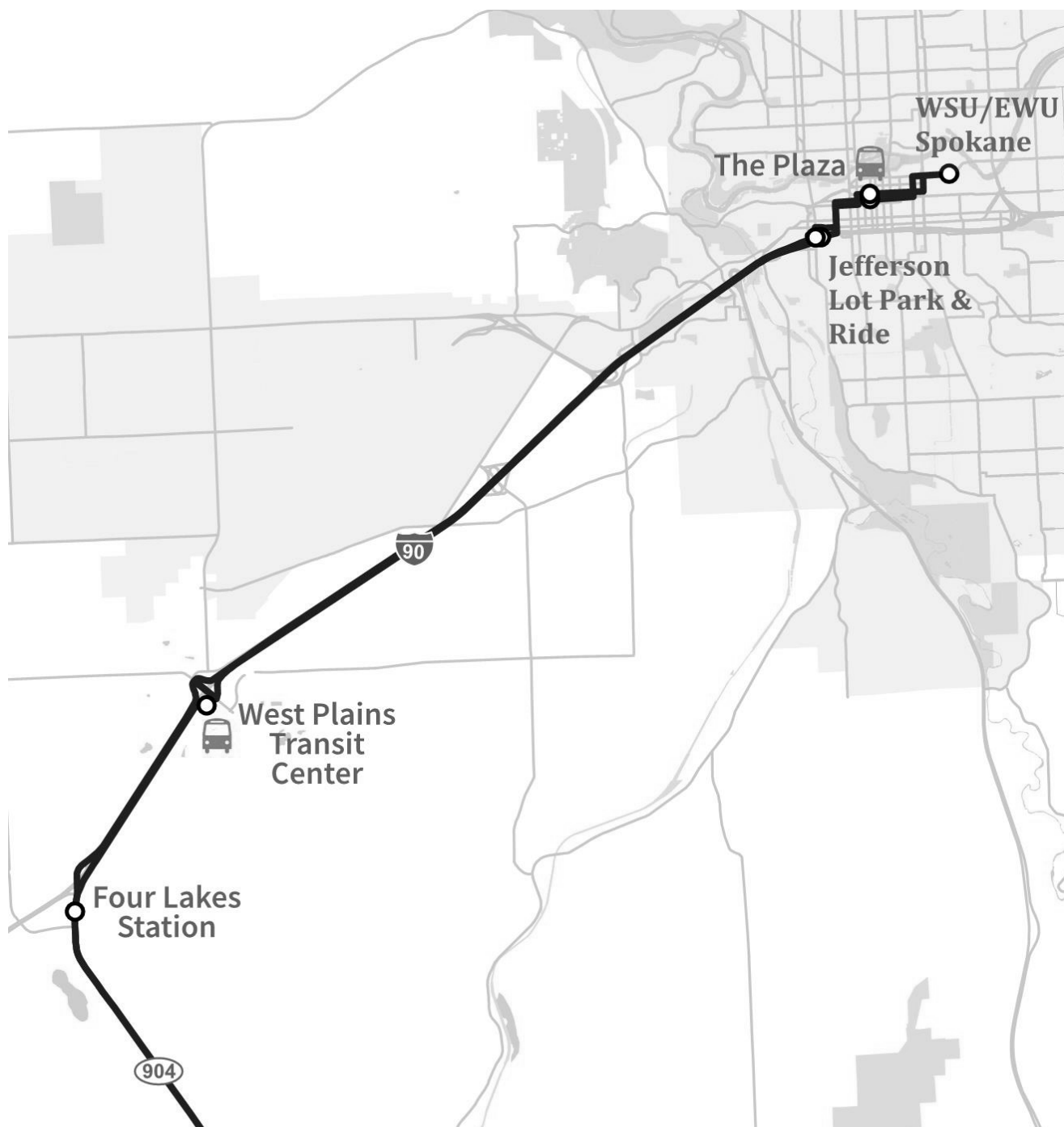


Cheney Line Improvements Survey

Route Improvements

The map shown below illustrates the current planned route for the Cheney Line. Please refer to it for questions 6 and 7.

Proposed Cheney Line Route





9. Would you be more likely to ride the bus if we offered service to Salnave and Presley West of Washington Street?

- ☐ Yes
- ☐ No
- ☐ N/A

10. Would you be more likely to ride the bus if we offered service to WSU/EWU Spokane in the U District?

- ☐ Yes
- ☐ No
- ☐ N/A

Cheney Line Improvements Survey

Summary

11. Did we miss anything? Please share any other feedback you may have on the project.

12. If you would like regular updates on this exciting project, please provide your email address below.

Email Address

Next Steps

Based on public input and additional analysis, STA will develop a draft plan for the Cheney Line. The STA Board of Directors will hold a public hearing on the draft recommendation in March of 2020 and will make a final decision on changes in April 2020. As the project progresses, STA plans to host additional open houses and presentations seeking input on aspects of the design and construction schedule and potential impacts.

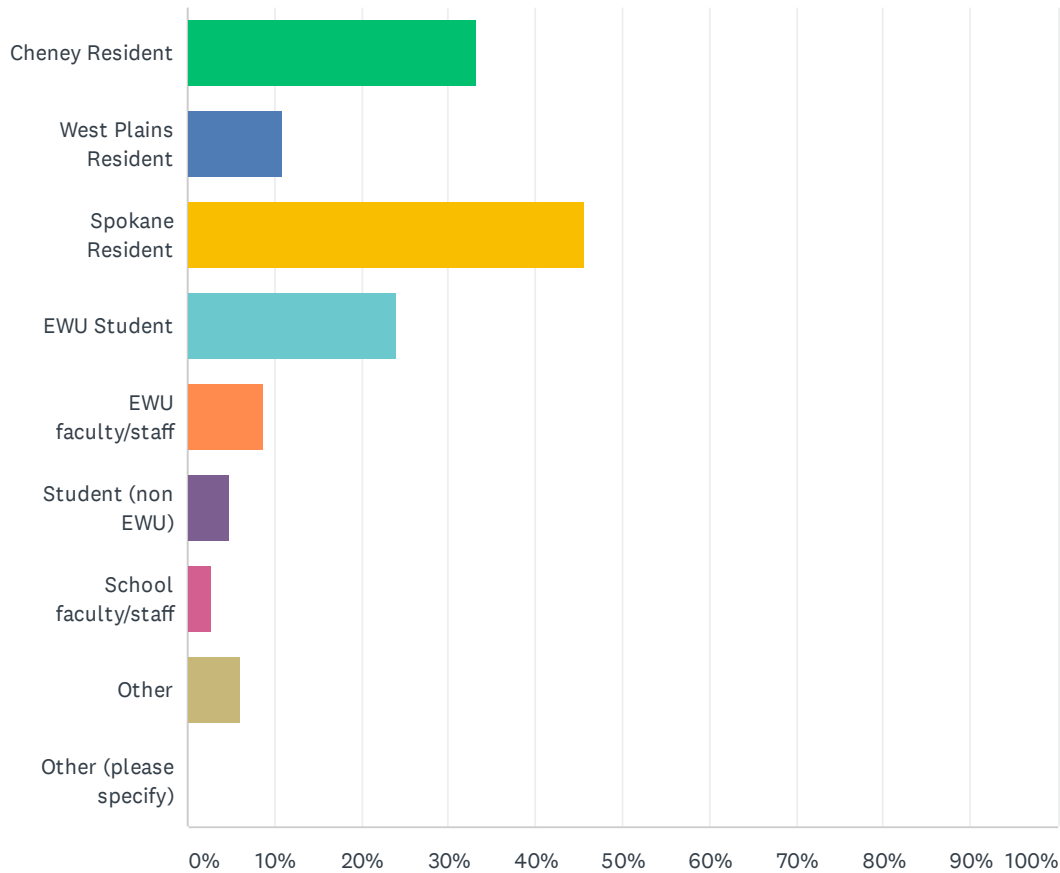
The public hearing will be held March 19, 2020 at 1:30pm at 1230 W. Boone Ave, Spokane, WA.

To provide additional feedback or get project information, please contact nhanson@spokanetransit.com or visit our project website at:

<http://stamovingforward.com/plan/projects/hpt-corridor-cheney>

Q1 Who are you? (select all that apply)

Answered: 250 Skipped: 0

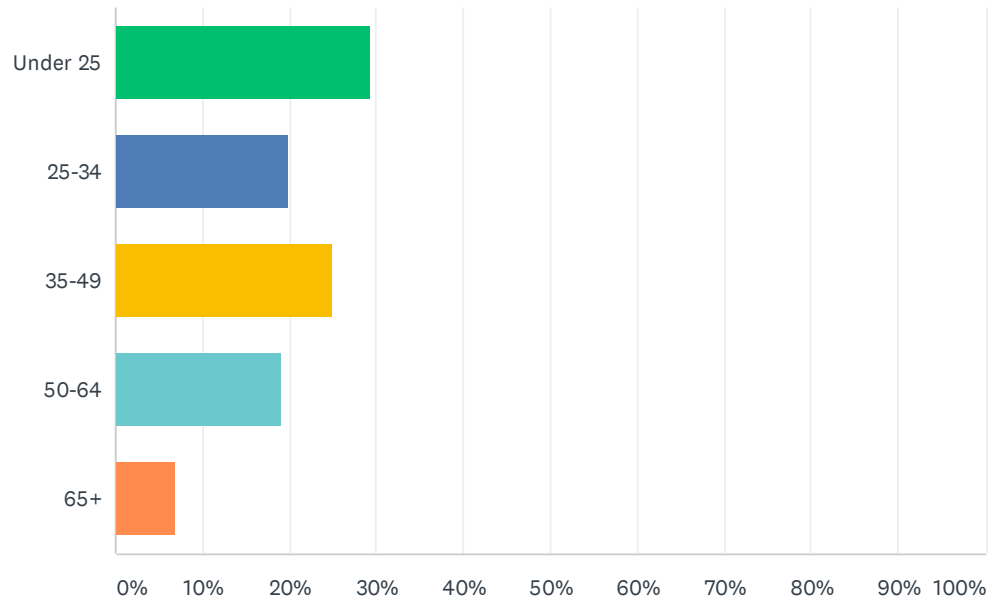


ANSWER CHOICES	RESPONSES	
Cheney Resident	33.20%	83
West Plains Resident	10.80%	27
Spokane Resident	45.60%	114
EWU Student	24.00%	60
EWU faculty/staff	8.80%	22
Student (non EWU)	4.80%	12
School faculty/staff	2.80%	7
Other	6.00%	15
Other (please specify)	0.00%	0
Total Respondents: 250		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q2 What is your age?

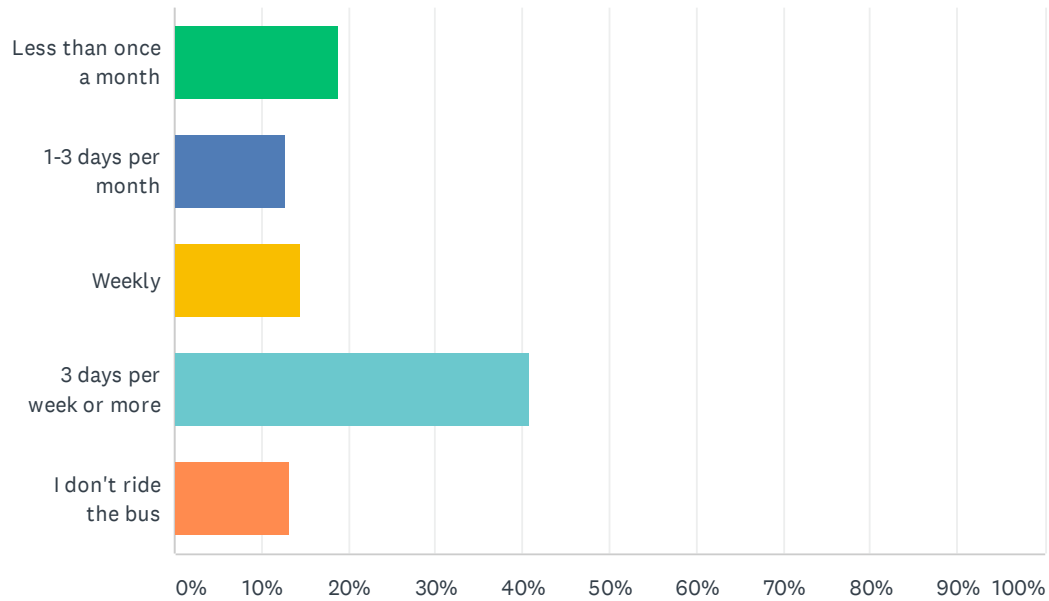
Answered: 246 Skipped: 4



ANSWER CHOICES	RESPONSES	
Under 25	29.27%	72
25-34	19.92%	49
35-49	24.80%	61
50-64	19.11%	47
65+	6.91%	17
TOTAL		246

Q3 On average, how often do you ride the bus? (select one)

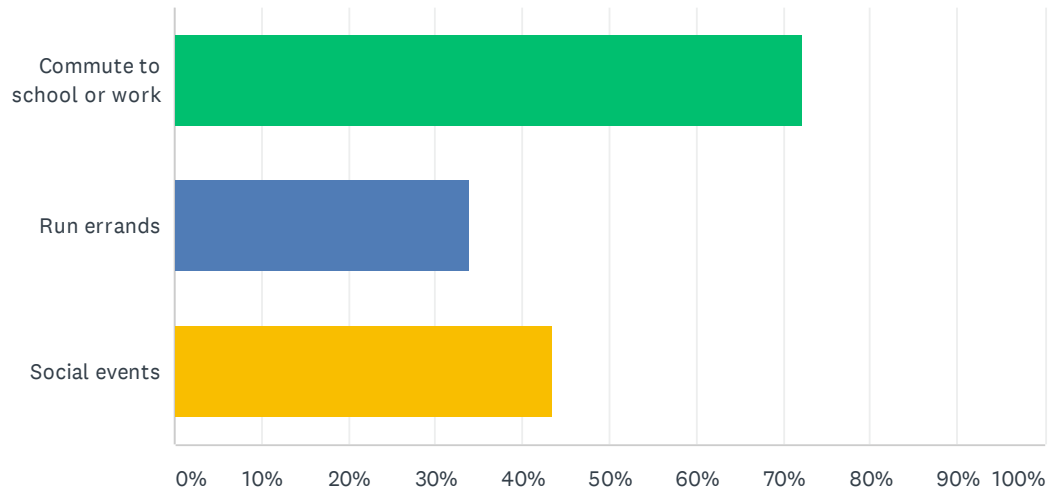
Answered: 250 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than once a month	18.80%	47
1-3 days per month	12.80%	32
Weekly	14.40%	36
3 days per week or more	40.80%	102
I don't ride the bus	13.20%	33
TOTAL		250

Q4 Why do you ride the bus? (select all that apply)

Answered: 230 Skipped: 20



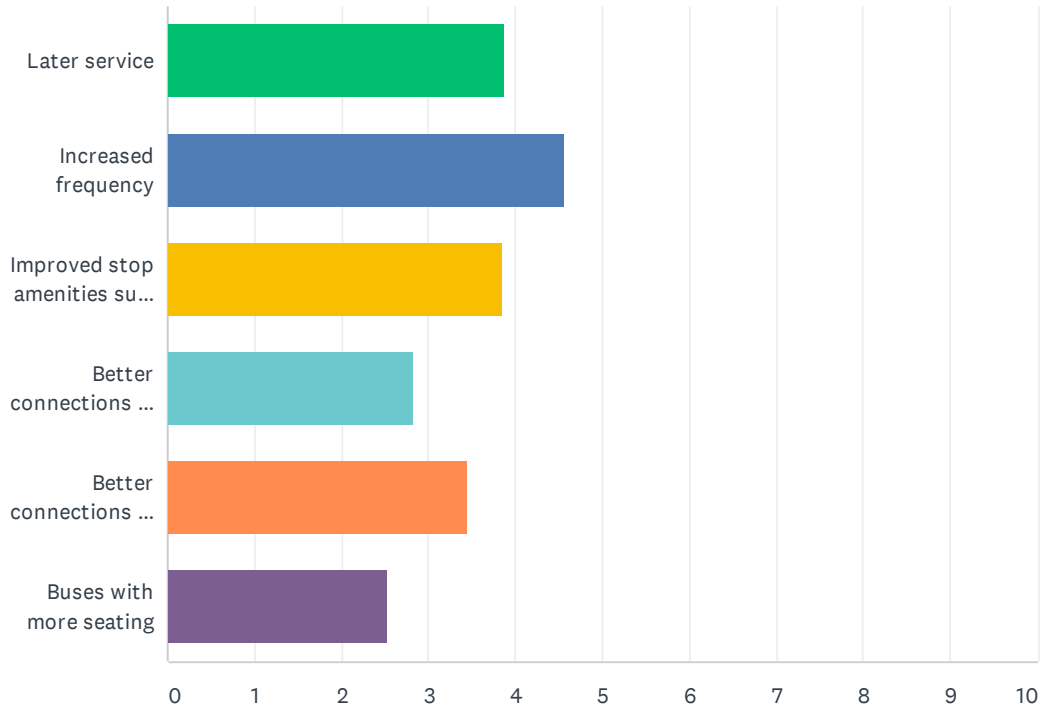
ANSWER CHOICES	RESPONSES	
Commute to school or work	72.17%	166
Run errands	33.91%	78
Social events	43.48%	100
Total Respondents: 230		

Cheney Line Improvements Survey

#	OTHER (PLEASE SPECIFY)	DATE
1	I ride the bus Evey day	3/10/2020 6:46 AM
2	Medical appointments	3/9/2020 7:26 PM
3	Wanted to ride the bus to school in Cheney, but didn't due to long commute time	3/8/2020 6:33 PM
4	Access to downtown	3/8/2020 10:22 AM
5	Go to grandkids school events.	3/6/2020 5:46 PM
6	Random fun	3/5/2020 9:01 AM
7	If I cannot drive	3/5/2020 8:24 AM
8	Environmental	3/4/2020 1:34 PM
9	N/A	3/3/2020 11:17 PM
10	Accompanying family	3/1/2020 11:15 AM
11	To go any where I need to	2/29/2020 12:24 PM
12	Shop and attend meetings in downtown Spokane.	2/29/2020 11:25 AM
13	No car	2/25/2020 6:11 PM
14	Decrease transportation costs, study while riding the bus	2/24/2020 9:46 AM
15	Doesn't go where I need to go	2/23/2020 6:05 AM
16	Medical appointments, see a movie, eat at restaurants, Church, have a life outside of my house.	2/20/2020 12:50 PM
17	Doctors appointments	2/20/2020 12:21 PM
18	I dont .	2/20/2020 11:05 AM
19	Medical Appointments	2/20/2020 1:01 AM
20	Dr appointments	2/19/2020 10:20 AM
21	I would ride the bus to work if there was a bus stop close enough to walk to.	2/19/2020 8:41 AM
22	To go to large events with little parking	2/17/2020 9:36 AM
23	Bloomsday transport	2/16/2020 6:40 PM
24	Was injured and couldn't drive myself	2/16/2020 9:34 AM
25	its convient and i live by the PUB	2/14/2020 11:37 AM
26	Doctor Appointments	2/14/2020 6:20 AM
27	Drinking	2/13/2020 9:56 PM
28	Do not ride bus	2/13/2020 12:45 PM
29	Doctors appointments and to the meat market	2/13/2020 12:31 PM

Q5 We are considering a number of changes to enhance service. We're interested in knowing which of these proposed changes might have the greatest success in attracting more passengers to ride the bus. Please rank order the list below based on how likely the changes are to encourage you, or others close to you, to begin to ride the bus or use it more often than you do today. 1 is the highest rank

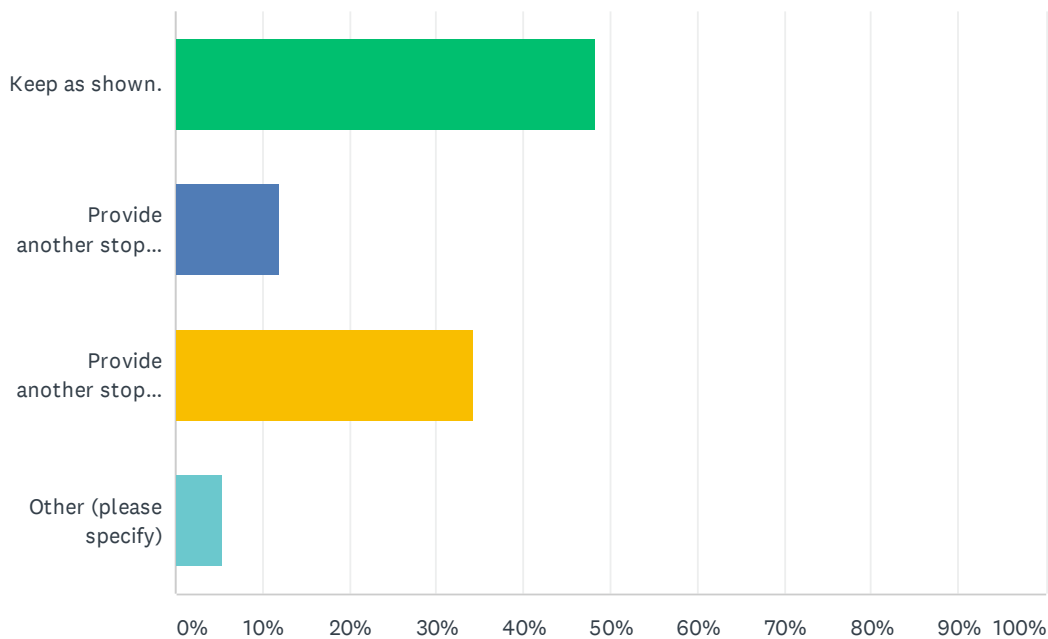
Answered: 187 Skipped: 63



	1	2	3	4	5	6	TOTAL	SCORE
Later service	23.08% 42	17.58% 32	18.68% 34	16.48% 30	10.99% 20	13.19% 24	182	3.86
Increased frequency	31.32% 57	29.12% 53	18.13% 33	10.44% 19	7.69% 14	3.30% 6	182	4.56
Improved stop amenities such as shelters and real time information	13.66% 25	20.77% 38	28.96% 53	15.85% 29	14.75% 27	6.01% 11	183	3.85
Better connections to local Cheney Routes (67/68)	8.24% 15	6.59% 12	11.54% 21	27.47% 50	25.27% 46	20.88% 38	182	2.82
Better connections to STA service outside of Cheney	16.30% 30	16.85% 31	11.41% 21	18.48% 34	25.00% 46	11.96% 22	184	3.45
Buses with more seating	9.24% 17	8.70% 16	11.41% 21	11.41% 21	15.76% 29	43.48% 80	184	2.54

Q6 To support the use of a Double Decker bus, which is taller than a normal bus, STA is revising the Spokane portion of the route to Jefferson Street, skipping the stops shown in grey and terminating the route on the North side of the new Gate way Bridge. Which of the following would you prefer?

Answered: 184 Skipped: 66



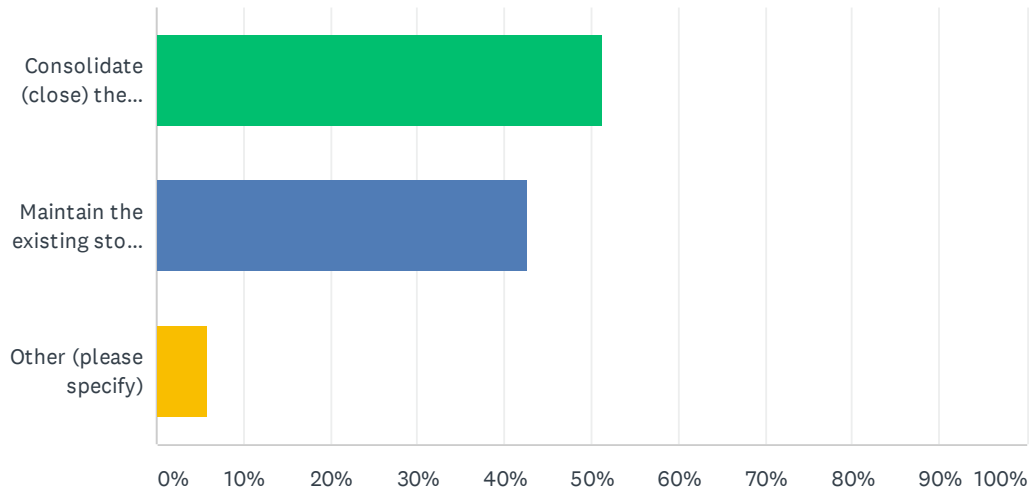
ANSWER CHOICES	RESPONSES	
Keep as shown.	48.37%	89
Provide another stop along Jefferson.	11.96%	22
Provide another stop between the Plaza and WSU/EWU stop	34.24%	63
Other (please specify)	5.43%	10
TOTAL		184

Cheney Line Improvements Survey

#	OTHER (PLEASE SPECIFY)	DATE
1	Would prefer not to lose the stops on 2nd st. I use those the most.	3/6/2020 10:33 AM
2	Leave stop at Lincoln and Sprague	3/2/2020 9:10 AM
3	Keep the park & ride under the freeway. That's the only downtown stop I use.	2/28/2020 2:41 PM
4	IDK. I ride from Cheney to where I need to make a connection. A stop infront of the Red Dragon would be nice. They are wonderful for lunch or dinner.	2/20/2020 1:26 PM
5	Eliminate north of gateway bridge stop and add one south of bridge by Gateway building.	2/19/2020 8:04 AM
6	So you're taking out the park and ride?? Do you know how many people here on campus us that??	2/18/2020 7:31 AM
7	Whichever option gets the double decker bus	2/16/2020 10:32 PM
8	Safer ways to ceoss 904 in Four Lakea. Also have another stop in four lakes besides just at gas station	2/14/2020 8:27 PM
9	doesn't matter	2/14/2020 11:41 AM
10	Do not know	2/13/2020 12:48 PM

Q7 As shown in the maps above, STA is planning to consolidate a few stop locations. For the Cheney Stops, which of the following would you prefer?

Answered: 185 Skipped: 65



ANSWER CHOICES	RESPONSES	
Consolidate (close) the grey stops along 6th Avenue and reduce trip time but increase walking distance to stop (about 2 blocks).	51.35%	95
Maintain the existing stop locations.	42.70%	79
Other (please specify)	5.95%	11
TOTAL		185

#	OTHER (PLEASE SPECIFY)	DATE
1	Provide a stop by Eagle Point Apartments	3/9/2020 1:39 AM
2	Not sure	3/3/2020 5:17 AM
3	Renew service to Salnave and Presley	3/1/2020 11:32 AM
4	Make sure the Cheney care center has a stop for the old people riding the bus	2/29/2020 4:00 PM
5	golden hills stop is right in front of the retirement home. I generally see people boarding this stop towards Spokane in the AM who are older or have lots of luggage. All other stops could be closed, consolidated.	2/26/2020 7:36 AM
6	Keep Golden Hills, it's right in front of care center and sub division.	2/20/2020 6:59 PM
7	Golden Hills is not who needs that stop. The staff & residents of the Cheney Care Community do. Direct communication with them would be proper (and good PR).	2/20/2020 1:26 PM
8	Consolidate grey stops along 6th Avenue except 6th at Elm	2/19/2020 3:19 PM
9	Keep the golden hills stop maybe?	2/17/2020 11:43 AM
10	Add stops on salnave	2/15/2020 9:07 PM
11	Keep 6th & Golden Hills	2/13/2020 1:23 PM

Q8 Anything that we missed? Please provide any additional feedback on the maps shown above.

Answered: 36 Skipped: 214

Cheney Line Improvements Survey

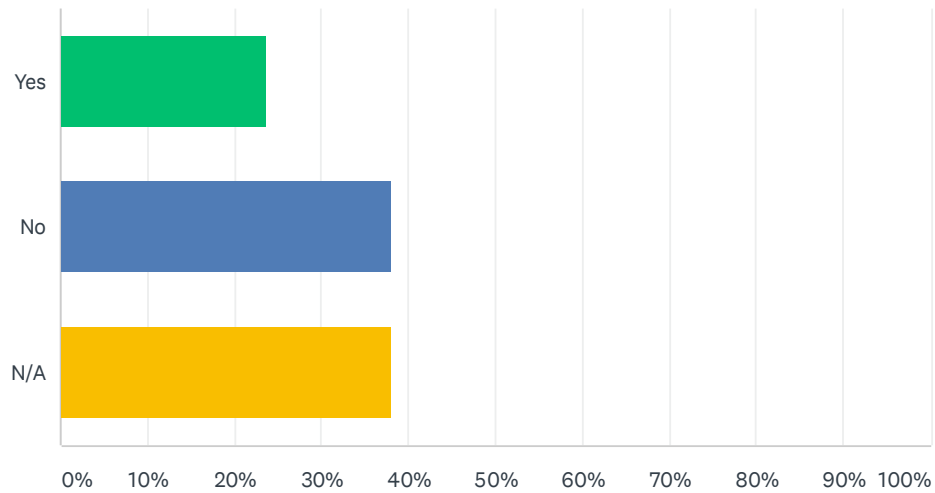
#	RESPONSES	DATE
1	Would love frequent times after 7pm and weekend Cheney trips.	3/12/2020 7:15 AM
2	Service will be needed to the catalyst building	3/8/2020 2:51 PM
3	Improve accessibility to stops in Four Lakes	3/8/2020 10:29 AM
4	Add stops on other routes (42, 43, etc.) to the Jefferson Park & Ride - this will help with connectivity from the South Hill.	3/8/2020 10:11 AM
5	Navada streets	3/7/2020 7:44 PM
6	Nope	3/7/2020 6:56 AM
7	Stops as now arranged are well spaced and should remain in use. Removing stops would make bus use far less convenient.	3/5/2020 8:03 PM
8	I do not ride the bus since I end up having to stand and cannot do so for a length of time so I drive. The students do not trade seats to older people and it is difficult for me to stand and hold on.	3/5/2020 8:28 AM
9	Need to connect EWU with Spokane Valley; there are a lot of students out here who need a quick trip from Liberty Lake, Mirabeau, and Valley Park and Ride with an express route to get them to Eastern	3/3/2020 6:25 PM
10	There are a lot of people that go from ewu to the vtc at 11am 12pm. It would be awesome if there was a smaller but direct bus to the vtc from ewu.	3/3/2020 7:50 AM
11	No	3/2/2020 5:24 PM
12	Please consider a rapid line between Cheney/West Plains and the Valley	3/1/2020 11:32 AM
13	Would rather not have double decker bus and have the original route with stop at Lincoln and 2nd.	2/28/2020 5:21 AM
14	At K Street station the pickup zone for the 64 is sloped and water runs off shed. This make it vary slippery, I have fallen trying to get the bus door. I have seen other riders with canes and wheelchairs have a problem with is part of the K Street station. Before someone gets hurt here.	2/28/2020 5:20 AM
15	Less drivers soliciting sex	2/26/2020 12:27 AM
16	Love the idea of consolidating stops in Cheney as long as access is maintained for residents with mobility impairments.	2/24/2020 9:49 AM
17	shovel the snow around shelters more frequently	2/24/2020 1:55 AM
18	Sounds like EWU students are your TOP priority. For many Cheney residents you are their main or only transportation. We may be a small percentage of your ridership, but, we and our families are part of the tax base. Not out of town/county/state students.	2/20/2020 1:26 PM
19	You need to have more frequency to the presely salanave route in the mornings and evenings for bud 64. I hate having to take 2-3 buses in Cheney (7 mile radius) just to make it to Spokane. And if the 10:35 64 is late you miss the 68 (last bus to salanave).	2/19/2020 10:26 AM
20	As a resident of the west plains, to get to a bus we have to either walk along Grove Rd and on an overpass that does not have a walking path to a bus stop on the Geiger side of the freeway OR drive to the new Medical Lake station. Why do we not have a stop at Grove and Hallet? I have seen a bus coming from the transfer station on Hallet and turn on Grove to get to the freeway.	2/19/2020 8:45 AM
21	Provide shelters and seating.	2/19/2020 8:04 AM
22	I would think it would benefit you with more riders if you make earlier pick ups from down town. Workers here get off the bus after work starts, and have to stay extra time after making it up just to wait for a bus. I moved to Cheney because the busses would not get me to work on time, and it was easier to just move then deal with the busses. Also 4lakes stop has ZERO light or cross walks. Super unsafe.	2/18/2020 7:31 AM
23	Go through Medical Lake	2/17/2020 2:06 PM
24	I occasionally ride the bus to/from the STA Plaza and the Four Lakes stop. As long as the Four	2/17/2020 10:03 AM

Cheney Line Improvements Survey

	Lakes stop continues to exist, I have no additional input.	
25	Well done. Carry on.	2/17/2020 8:44 AM
26	n/a	2/17/2020 8:08 AM
27	N/A	2/16/2020 6:43 PM
28	No	2/16/2020 3:35 PM
29	Having buses service salnave is very helpful to me	2/15/2020 9:07 PM
30	What about stops on Geiger and Grove area?	2/15/2020 5:32 PM
31	Improve lighting at bus stops and shelters.	2/15/2020 12:25 PM
32	Safer crossing options in four lakes	2/14/2020 8:27 PM
33	It's kind of hard to see, but I would love for there to be a stop on the other side of EWU campus. The track across campus can be a lot, especially in the winter.	2/14/2020 12:54 PM
34	Please Maintain the 6Th and Oak. A few people ride from this stop weekly Includes myself.	2/14/2020 12:01 PM
35	Make the walk between the 68/67 and the 64/66 at the Pub shorter, why is there a block of space between these stops? It makes it hard to connect when you can't walk very well!	2/13/2020 2:10 PM
36	No	2/13/2020 12:48 PM

Q9 Would you be more likely to ride the bus if we offered service to Salnave and Presley West of Washington Street?

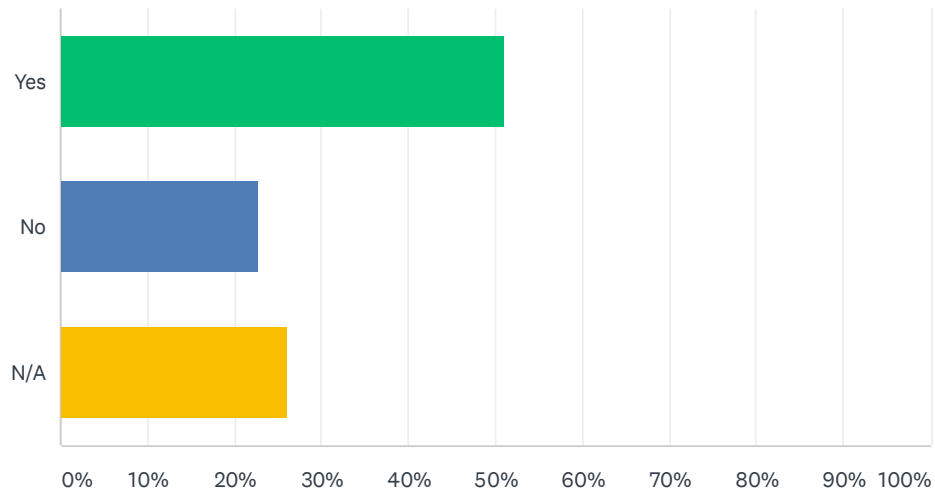
Answered: 186 Skipped: 64



ANSWER CHOICES		RESPONSES	
Yes		23.66%	44
No		38.17%	71
N/A		38.17%	71
TOTAL			186

Q10 Would you be more likely to ride the bus if we offered service to WSU/EWU Spokane in the U District?

Answered: 188 Skipped: 62



ANSWER CHOICES		RESPONSES	
Yes		51.06%	96
No		22.87%	43
N/A		26.06%	49
TOTAL			188

Q11 Did we miss anything? Please share any other feedback you may have on the project.

Answered: 34 Skipped: 216

Cheney Line Improvements Survey

#	RESPONSES	DATE
1	A direct route to from Cheney to Airway Heights would be great. I work in in Airway Heights and live in Cheney and would love a shortened trip	3/9/2020 1:41 AM
2	It takes 90 minutes to get from the South Hill to Cheney, because I have to ride a bus to downtown first. A circular line with more stops in Spokane with two busses moving in opposite directions (counter-clockwise and clockwise) would encourage me to ride the bus, because it would significantly reduce my commute time both ways.	3/8/2020 6:38 PM
3	I used to ride this route when I was a student at both EWU campuses and these proposed improvements would have enhanced my experience.	3/8/2020 10:31 AM
4	An issue at one of the Cheney stops is that people aren't waiting in line to get on the bus and are cutting in line in front of the people who do wait. So it becomes chaos and the people who didn't wait get on the bus while the people who did often aren't able to get on the bus and have to wait for another.	3/7/2020 9:37 AM
5	No	3/7/2020 6:57 AM
6	More service to the west plains park and ride	3/5/2020 2:33 PM
7	A more direct Riverpoint connection would be great	3/5/2020 8:30 AM
8	Spokane Valley to EWU	3/3/2020 6:26 PM
9	I know this doesn't have anything to do with bus routes aforementioned, but I believe the 39 should go farther into Hillyard than just the Minnehaha park. I have extreme trouble walking that far from where I live (off of Longfellow and Freya), and I can't take the 33 anymore as the one street I took to get there (Wellesley by Market) is currently under construction (where the bridge and train tracks once were). Please look into considering this. Thank you. My email is alexis509bowen@gmail.com and my phone number is (509) 992-9456.	3/3/2020 4:31 PM
10	Just a direct bus from ewu to the vtc	3/3/2020 7:51 AM
11	No one wants to go downtown plaza. I mean no one	3/2/2020 2:19 AM
12	Nope. Thanks!	3/1/2020 11:33 AM
13	N/A	2/29/2020 11:39 PM
14	At the West Plains transfer station, Bus that say if bus is going to CHENEY or SPOKANE. Larger letter's on that deck sign,	2/28/2020 5:34 AM
15	Need more morning buses that are express...skipping West Plains. The two current ones are either too early or too late.	2/28/2020 5:22 AM
16	I would like to see more stops added back for route 68. A stop in front of the gas station in front of Safeway would be helpful for access to Grocery Outlet/Verizon and walking distance to Dollar Tree/McDonald's area.	2/25/2020 6:45 PM
17	Feedback for Four Lakes Station Proposal: 1) THANK YOU! 2) Pedestrian operated signals to make sure traffic actually stops. 3) I would like to see security cameras at the proposed station provide full three-sixty coverage of the station. I live next to where it is proposed to be placed and I know that people speed down Elenore at reckless speeds when the road is in good condition. There will be a retaining wall, but I think the increase in cars and pedestrian traffic may make it necessary to watch all around the station.	2/24/2020 9:57 AM
18	please fix up the stop at medical lk 4 lks rd	2/24/2020 1:58 AM
19	Will swoop loop remain?	2/23/2020 9:45 PM
20	need to serve Cheney to sacred heart hospital	2/23/2020 6:10 AM
21	Need more Express service, k street to plaza with no west plains stop	2/21/2020 5:20 AM
22	No	2/20/2020 11:57 PM
23	Dropping summer/holiday service from 4 times hourly to 2 or 1 time hourly can be quite difficult. how about 3 time hourly instead.	2/20/2020 1:33 PM
24	Cheney is NOT just college kids. Please concider the businesses group and disabled and	2/19/2020 10:28 AM

Cheney Line Improvements Survey

residents. I'm tired of everyone just catering to the college. More bus stops or shelters in the salanave area would be phenomenal

25	Would love for the Cheney bus schedule to be easier to read. It's confusing to figure out where to catch the bus for errands within Cheney - like from the library to Safeway and back. If you have a cell phone, it's easy. But senior citizen friends have given up trying to read the paper schedule. Thanks for the increased service in the West plains!	2/19/2020 8:58 AM
26	Please have some shelter at major bus stops. A bench is not enough. People like to take the bus in the winter to avoid driving but they then get stuck in bad weather waiting for buses (multiple buses by Cheney HS if they are too full).	2/18/2020 6:33 PM
27	n/a	2/17/2020 8:09 AM
28	It is critical to serve Salnave for morning and evening work commuters.	2/17/2020 6:43 AM
29	N/A	2/16/2020 6:43 PM
30	No	2/16/2020 3:36 PM
31	Solar lighting around K Street station, at all shelters. I feel safer with well lit shelters and the bus driver can see me so that the can stop in time.	2/15/2020 12:38 PM
32	Please Please add more run during night due a lot students taking classes in Spokane and going back to Cheney. At lease increase to 30 min each bus.	2/14/2020 12:04 PM
33	Please go to catalyst building	2/13/2020 8:32 PM
34	Don't change the current 68 sevrice.	2/13/2020 2:13 PM

Q12 If you would like regular updates on this exciting project, please provide your email address below.

Answered: 31 Skipped: 219

ANSWER CHOICES	RESPONSES	
Name	0.00%	0
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	31
Phone Number	0.00%	0

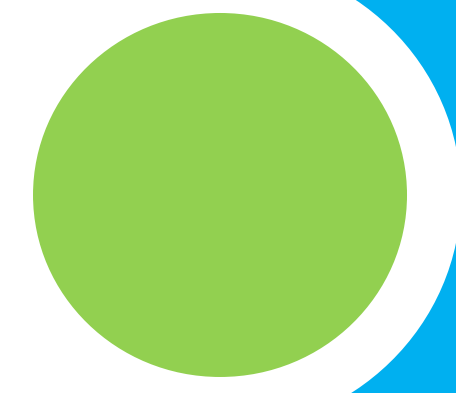
#	NAME	DATE
	There are no responses.	
#	COMPANY	DATE
	There are no responses.	
#	ADDRESS	DATE
	There are no responses.	
#	ADDRESS 2	DATE
	There are no responses.	
#	CITY/TOWN	DATE
	There are no responses.	
#	STATE/PROVINCE	DATE
	There are no responses.	
#	ZIP/POSTAL CODE	DATE
	There are no responses.	
#	COUNTRY	DATE
	There are no responses.	

Cheney Line Improvements Survey

#	EMAIL ADDRESS	DATE
1	usquared@hotmail.com	3/10/2020 10:02 PM
2	levibasinger820@gmail.com	3/8/2020 10:31 AM
3	aaronhope1981@gmail.com	3/7/2020 6:57 AM
4	eric.meisfjord@gmail.com	3/5/2020 8:04 PM
5	joejazztrombone@aol.com	3/5/2020 2:33 PM
6	alexis509bowen@gmail.com	3/3/2020 4:31 PM
7	dkcameron@gmail.com	2/28/2020 3:21 AM
8	mistydcox@yahoo.com	2/25/2020 1:01 AM
9	k.erickson@eagles.ewu.edu	2/24/2020 9:57 AM
10	alemusespinoza@eagles.ewu.edu	2/24/2020 7:58 AM
11	bekka1243@eagles.ewu.edu	2/20/2020 12:26 PM
12	catpaw172@gmail.com	2/19/2020 10:28 AM
13	movielyn@gmail.com	2/19/2020 8:58 AM
14	alissaadams1@gmail.com	2/19/2020 8:47 AM
15	nanawa8@gmail.com	2/18/2020 5:55 PM
16	tindalldisney@gmail.com	2/18/2020 5:21 AM
17	lalaithbeinia@gmail.com	2/17/2020 1:47 PM
18	sherilatt@comcast.net	2/17/2020 7:12 AM
19	blstetrlr@hotmail.com	2/17/2020 6:43 AM
20	jasonwong.architecture@gmail.com	2/17/2020 5:55 AM
21	tarynndanielle@yahoo.com	2/16/2020 3:36 PM
22	beltfedweapon99@yahoo.com	2/16/2020 9:37 AM
23	errosenzweig@gmail.com	2/15/2020 9:08 PM
24	Jwrosenzweig@gmail.com	2/15/2020 9:00 PM
25	hagins2414@gmail.com	2/15/2020 12:38 PM
26	whitney.l.longie@gmail.com	2/14/2020 11:40 PM
27	sherrabayman@gmail.com	2/14/2020 8:29 PM
28	dragonnancy@outlook.com	2/14/2020 12:04 PM
29	bwhiteman@ewu.edu	2/14/2020 11:42 AM
30	guitargod1963@hotmail.com	2/13/2020 2:13 PM
31	sucook0426@msn.com	2/13/2020 12:49 PM
#	PHONE NUMBER	DATE
	There are no responses.	

Appendix C

Open House Materials and Feedback



Cheney Line & Four Lakes Station



Welcome to the Open House!

We are presenting information on the planned Cheney Line and preliminary design alternatives for the Four Lakes Station.

We would like to hear your feedback as we finalize plans to improve service quality and capacity of service to Cheney and the West Plains.

Please visit both areas to learn more about the Cheney Line and the proposed improvements at Four Lakes.

1

About the Cheney Line

2

Four Lakes Station

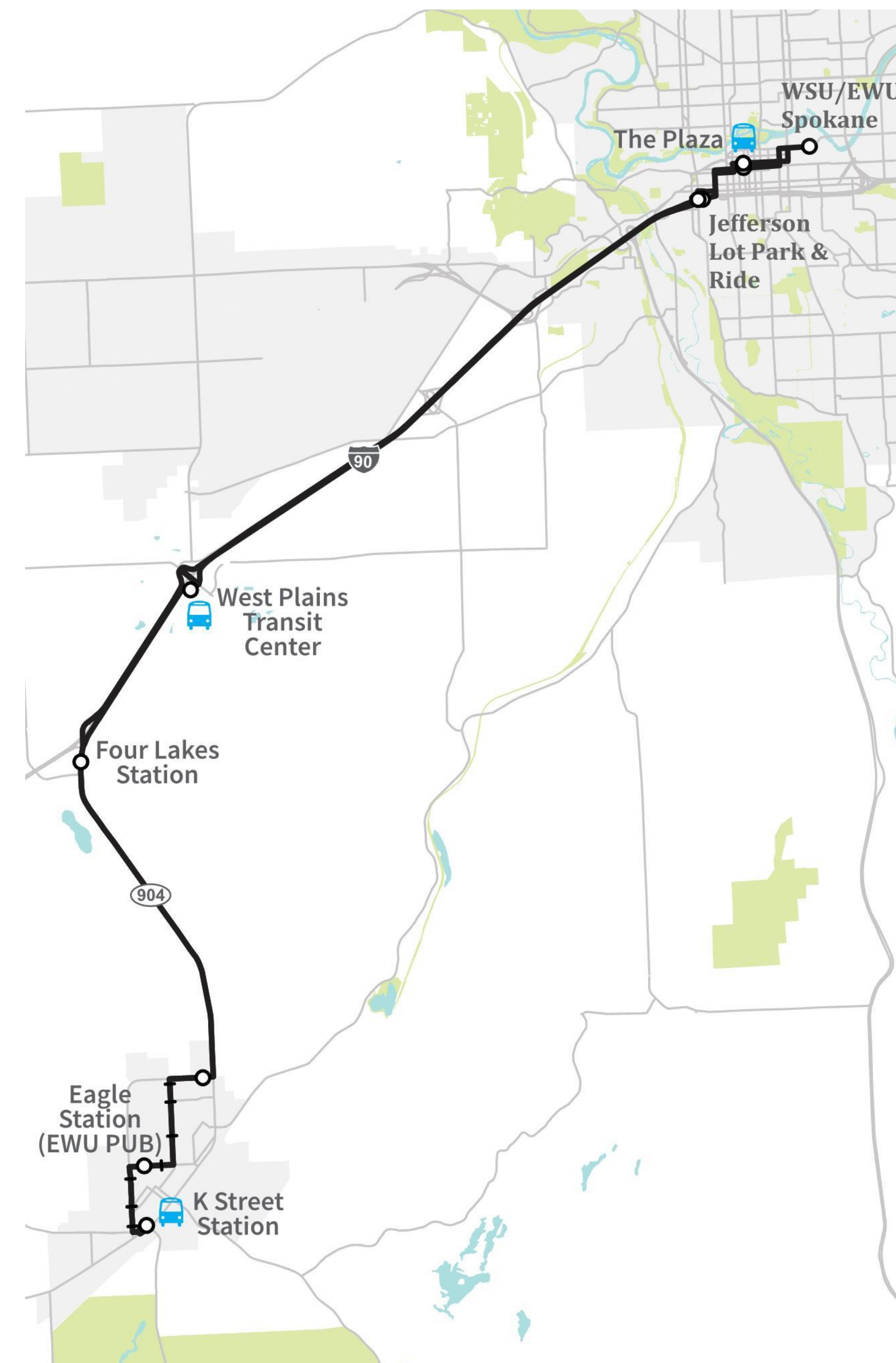
The Cheney Line is a new High Performance Transit corridor between downtown Spokane and Cheney via I-90 and SR-904.

Project Objectives:

- Enhance service and connectivity on the West Plains
- Increase frequency and reliability
- Improve and expand passenger amenities
- Increase service capacity

Will Serve:

- | | |
|----------------------|-------------------------------|
| • Spokane U District | • Cheney HS |
| • Downtown Spokane | • Cheney MS |
| • Jefferson Lot | • EWU PUB |
| • West Plains TC | • Salnave/Presley (peak only) |
| • Four Lakes | • K-Street Station |



Scope of Work

- Service improvements
- Concrete platforms & sidewalks
- Crosswalks & roadway improvements
- Shelters
- Station wayfinding
- Real Time information
- Improved lighting
- Double Decker buses for increased capacity

Total Budget* = \$12,969,707

Design & Construction = \$4.73 million

Bus Purchase = \$8.24 million

*Full project funding is contingent upon a State Regional Mobility Grant. This is at risk given the passage of I-976. A loss of funding could reduce the scope of the project and/or require more local STA funding. We are working closely with our state legislators and regional stakeholders to ensure full project funding.





Cheney Line

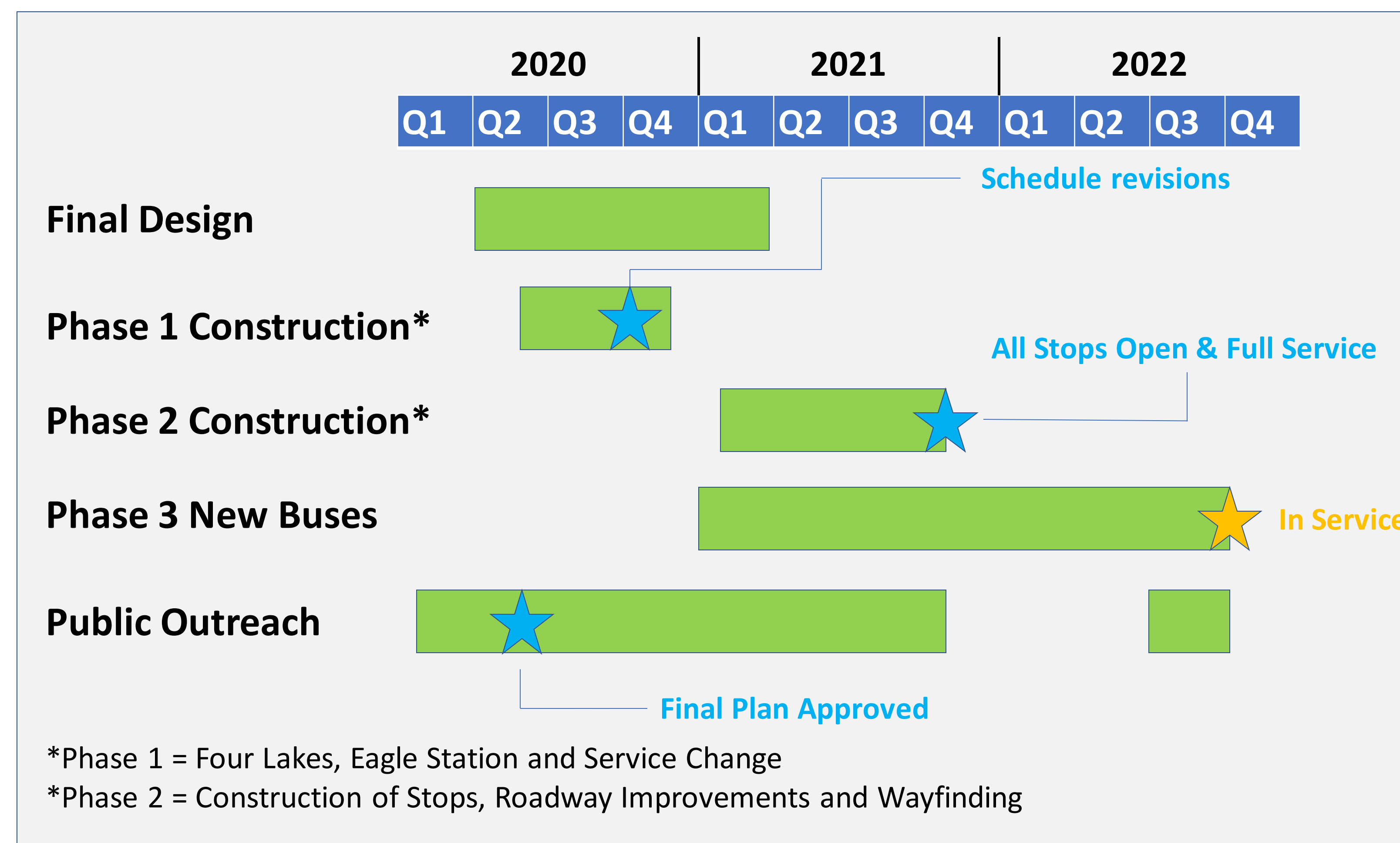


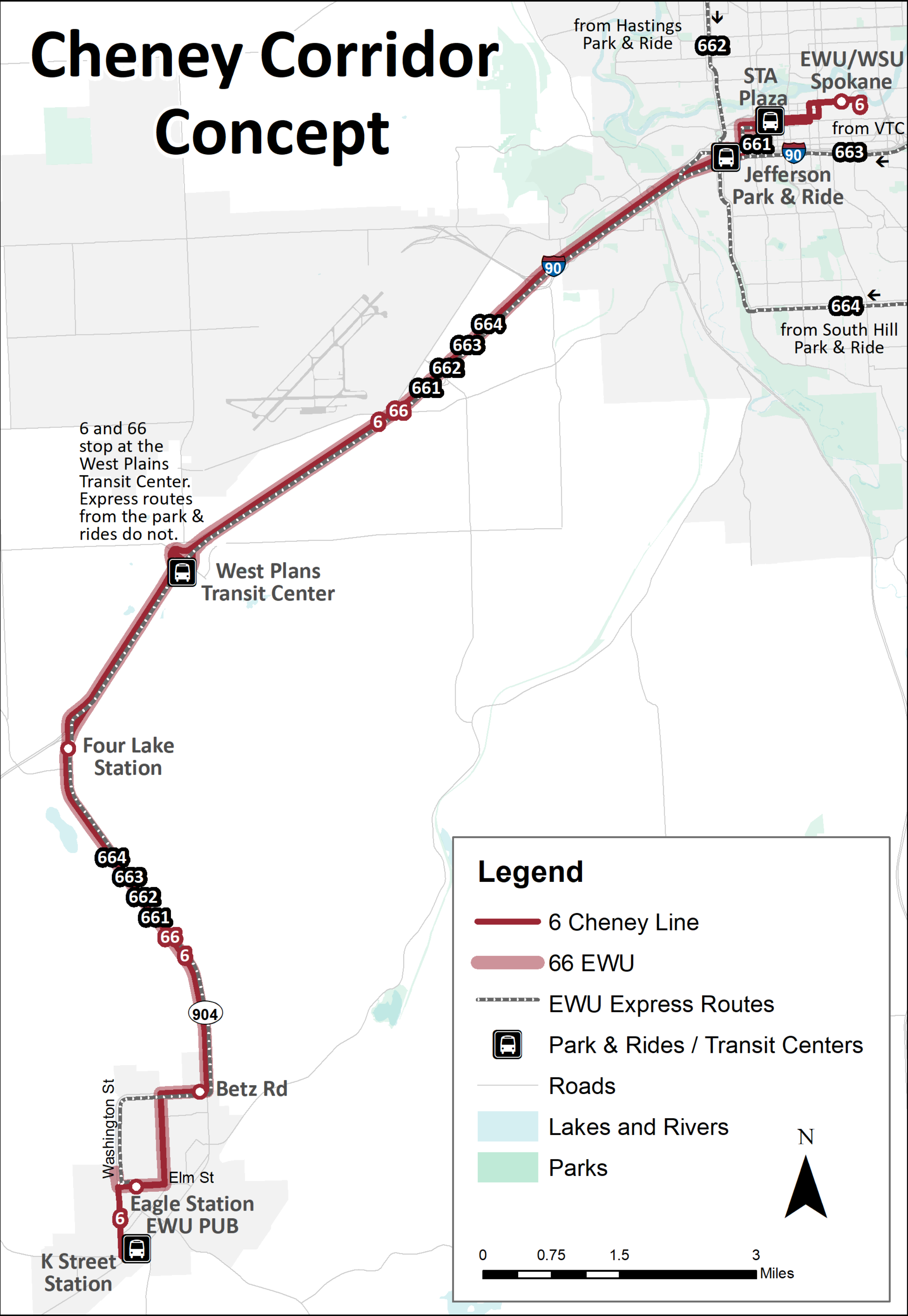
Project Schedule & Next Steps

We will consider and incorporate public feedback and present the revised project plan at a Public Hearing at our Board meeting on March 19. We will also host an online survey Feb 13 – Mar 13.

To participate in the online survey, view project updates or to provide additional comments, please visit our project website <http://stamovingforward.com/plan/projects/hpt-corridor-cheney> or reach out to us directly at nhanson@spokanetransit.com.

Schedule





Service Concept

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

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

Route #	Service Description	Planned Frequency by Time of Day (# of trips)					
		AM Peak	Mid-Day	PM Peak	Eve.	Sat.	Sun.
6	Core route of the Cheney Line with service between K Street Station to the Spokane University District serving all stops, including the West Plains Transit Center. Trips at peak times will serve southwest Cheney (Salnave/Presley roads)	30	30	30	60	60	60
66	Secondary route of the Cheney, supplementing service between the STA Plaza and EWU PUB during peak demand, serving all stops in between including the West Plains Transit Center	30	30*	30	-	-	-
661	Express service between downtown Spokane and EWU in the direction of strong demand (AM to EWU, Mid-day and PM to Spokane)	(4 or more)*	(3 or more)*	(2 or more)*			
662	Express trips from Hastings Park and Ride to EWU	(2)*					
663	Express trips from the Valley Transit Center to EWU	(3)*					
664	Express trips from South Hill Park and Ride to EWU	(2)*					

*Service noted will operate only when EWU is in regular academic session (Fall, Winter and Spring quarters)



Four Lakes Station



Project Justification

Four Lakes is an integral component of the Cheney Line and an investment in high performance transit (HPT) in the West Plains. The project will construct accessible, sheltered bus stops along SR 904 in Four Lakes, add sidewalk and lighting and will provide a crosswalk across the highway with a median refuge.

The project will improve the safety of transit operations in Four Lakes and enhance passenger comfort and visibility. It also aims to improve connectivity of the Four Lakes community which has limited pedestrian pathways and is divided by the highway.

A study performed by STA indicates that 10-20 people a day cross SR-904 to ride the bus or shop at the convenience store. Input from community members indicates these numbers would be higher with a well-lit crosswalk.

Project Location Info

Bus Riders	13-26 Daily
SR 904 Ped Crossings	10-20 Daily
SR 904 Speed Limit	40 mph
Four Lakes Population	520 (2010)
Peak SB Traffic	847 Vehicles*
Peak NB Traffic	813 Vehicles*

***Data from STA Traffic Study on 10/15/2019**

Project Schedule & Next Steps

We will consider and incorporate public feedback before finalizing design.

The project is scheduled for construction in Summer 2020 as part of the first phase of Cheney Line implementation.

Proposed Project Element	Purpose
Sheltered Stops	Improve passenger comfort and visibility.
Stop Platform	Improve accessibility and safety.
Lighting Improvements	Safety and visibility for bus riders, pedestrians and motorists
ADA Accessible Sidewalk	Improve access and safety for pedestrians
Crosswalk & Median	Provide a community connection with a well-lit pedestrian crossing of SR 904. A median will improve safety by shortening the crossing distance
Eliminate Left Turns from 1st Avenue to SR 904	<p>Improve intersection safety by rerouting left turn movements to 6th Ave (Southbound) and Medical Lake Four Lakes Road (Northbound) which have better lines of sight. Relatively low number of vehicles making these turns currently.</p> <p>4 left turns onto South SR 904 from 1st Avenue*</p> <p>19 left turns onto N. SR 904 from 1st Avenue*</p>
Spokane Street Closure between 2 nd and 1 st Ave	Improve SR 904 intersection geometry and safety.

***Data from STA Traffic Study on 10/15/2019 during AM and PM Peak Traffic Hour**

Preliminary Design Lane configuration

Spokane Transit is seeking input on preliminary design alternatives for the Four Lakes Station. Please provide feedback on your preferred option by reviewing the potential advantages and disadvantages of each along with the design and conceptual renderings.

Option 1

Option 1 provides a pull-out for the southbound bus stop. Adequate merging distance is provided transitioning to a right-turn only lane for Medical Lakes – Four Lakes Road. The northbound bus stop is in-lane adjacent to the crosswalk.

Advantages	Disadvantages
<ul style="list-style-type: none">Proximity to the crosswalk decreases likelihood of mid-block crossings by pedestrians to/from the northbound bus stopThe in-lane northbound stop reduces dwell time and eliminates the need for buses to pull back into traffic. Reduces sidewalk and retaining wall requirements of the projectBetter protects pedestrians in the crosswalk while bus is stopped	<ul style="list-style-type: none">A vehicle queue will form when a bus is stopped at the in-lane stop.

Option 2

Option 2 also provides a pull-out for the southbound bus stop. The key difference is the northbound bus stop is also in a pull-out, setback from the crosswalk to allow for buses to merge back into traffic toward the I-90 interchange.

Advantages	Disadvantages
<ul style="list-style-type: none">Does not restrict flow of traffic.	<ul style="list-style-type: none">Short acceleration/merge lane due to proximity to intersection. Max speed is about 18 mph upon merging while through traffic is traveling around 40mph. This requires the bus to hold for larger breaks in traffic which can be limited during peak periods of travelIncreased delay to transit passengers due to delayed re-entry into northbound trafficMore likely to have mid-block crossings by pedestrians with platform further away from intersection.Requires more asphalt, sidewalk, retaining wall and drainage improvements.

2

Four Lakes Station



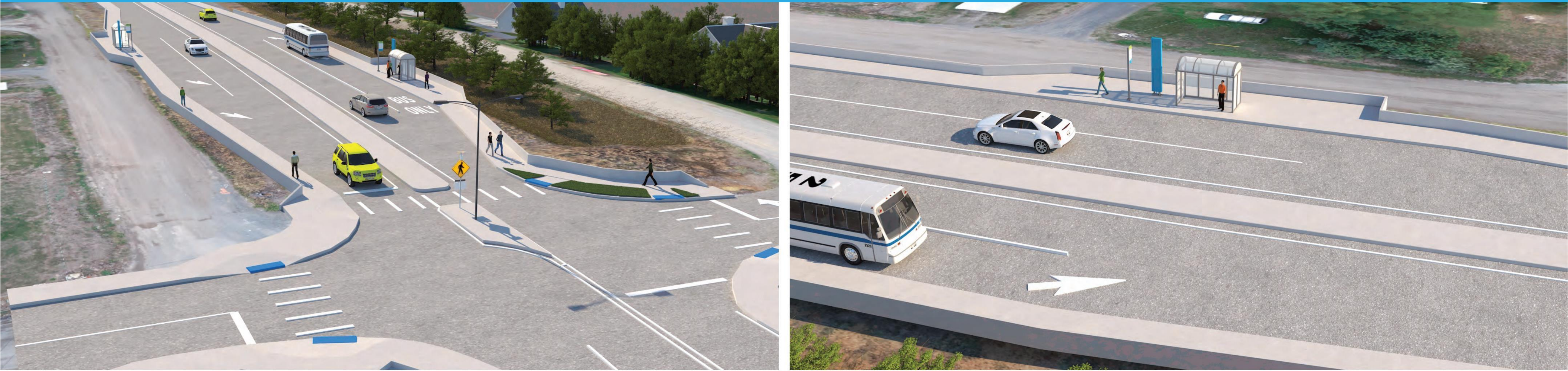
NB in-lane, SB pull-out



General Area



NB and SB pull-outs



General Area



Please use the space provided to comment on this topic.

I feel when the train backs traffic onto the highway the lack of left turns will create a stand still traffic backup.

Blocking left turns as proposed will back up traffic to the point of frustration.

Turning left at 6th is almost impossible in the mornings.

By removing the two way left turn lane it will become even harder to turn left.

Please reconsider removing the left ~~turns~~ turns that allow overflow onto the highway at busy times and when the train has traffic backed up.

Dusty Jones
509.630.0854

Cheney Line and Four Lakes Station Open House



Please use the space provided to comment on this topic.

Stops @ Garfield & SR 904

- 1 mile walk

- Halfway house on Garfield?

Cheney Line and Four Lakes Station Open House

WHICH WOULD YOU PREFER?

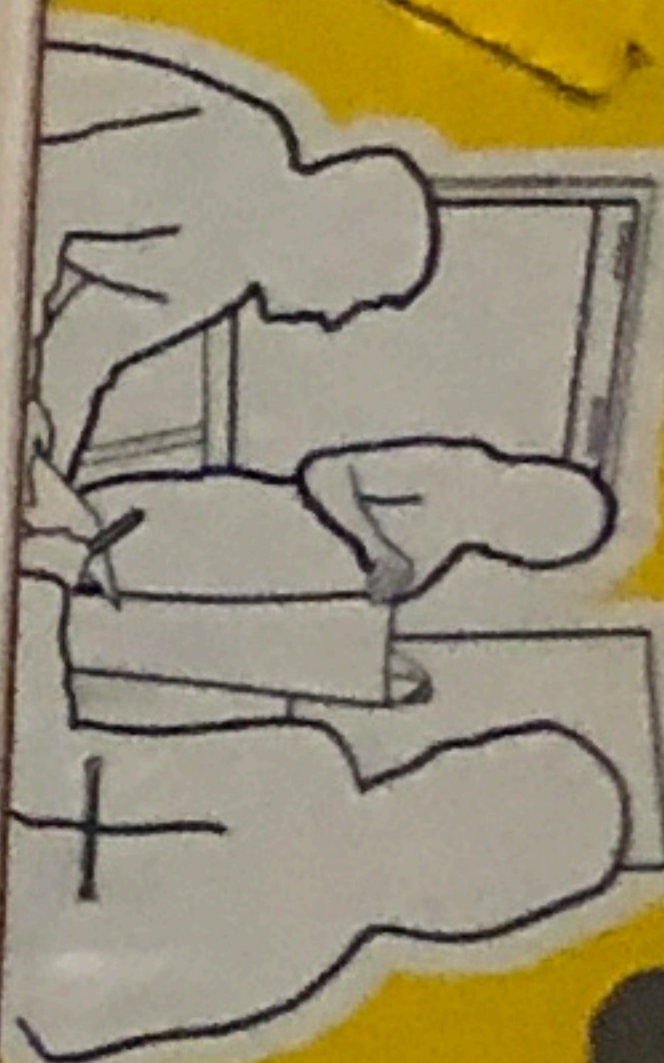
Option 1: NB IN LANE
SB Pull Out



Option 2: NB & SB Pullouts



SUPERSTORY EASEL PAD
TABLEAU A FEUILLES MOBILES SUPERCOLLANTES
SUPERADHESIVAS BLOO DE HOJAS REPOSICIONABLES



30



25 IN/PD x 30 IN/PD
63.5 cm x 76.2 cm
5.2 SQ FT/PP (0.48 m²)

3M

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 4C : EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Federal Transit Administration (FTA) requires entities with 100 or more transit-related employees who receive capital or operating assistance in excess of \$1 million, or requests or receives planning assistance in excess of \$250,000, in the previous federal fiscal year implement all of the Equal Employment Opportunity (EEO) Program elements and submit an EEO Program every 4 years.

The EEO Program requirements include the following program elements: Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting.

Staff will present the EEO Programs for 2019 and 2020.

RECOMMENDATION TO BOARD: By resolution, adopt STA's Equal Employment Opportunity Programs as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6A : APRIL 2020 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

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

April sales tax revenue, which represents sales for February 2020, was:

14.4% over April 2019 actual
20.5% YTD above 2019 actual
5.4% YTD above budget

February 2020 Accommodation & Food Services sector sales saw their first impact from COVID-19 with a 21.5% reduction in collections over February 2019.

RECOMMENDATION TO BOARD: Information only.

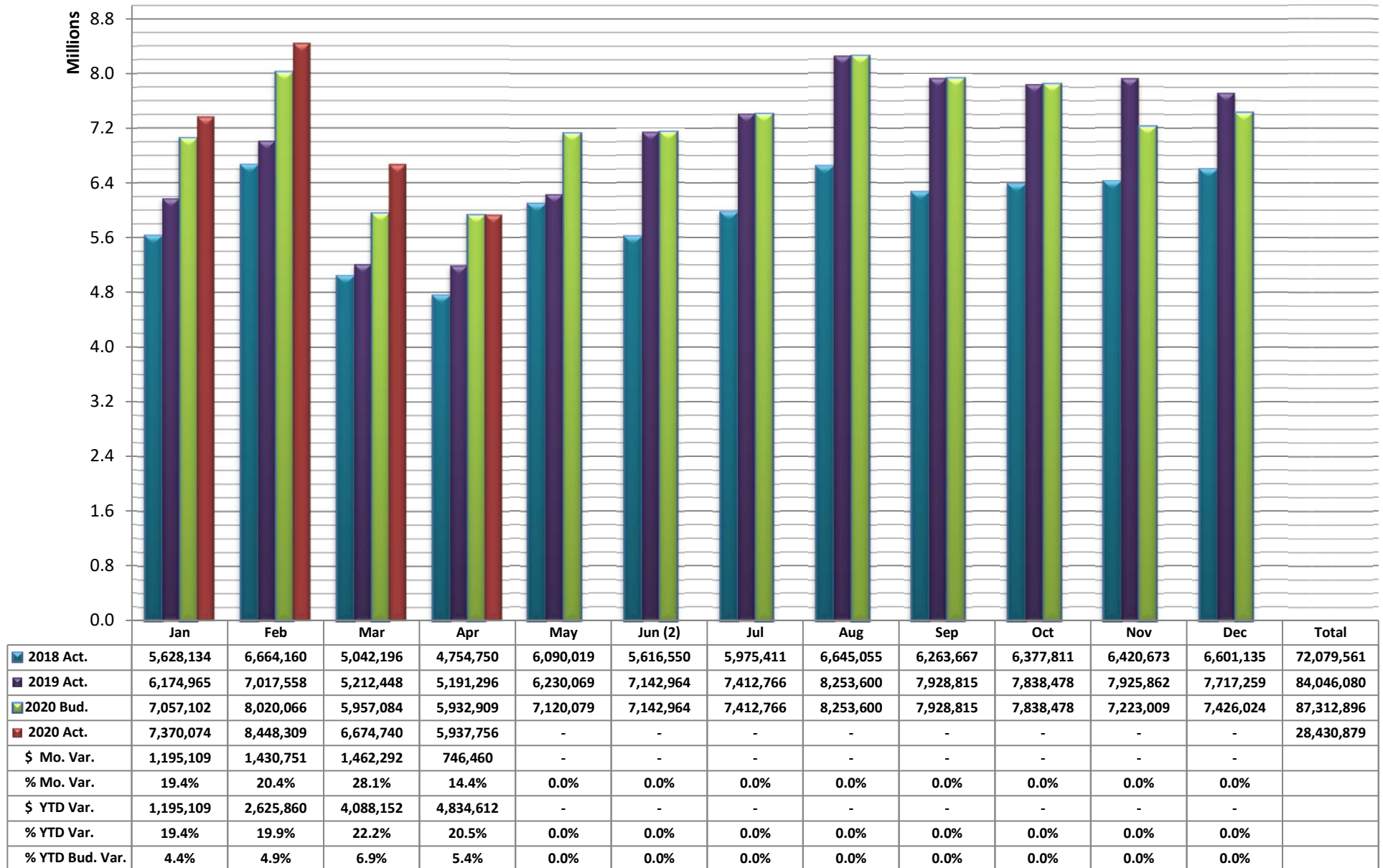
Sales Tax Revenue History-April 2020⁽¹⁾



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

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

2018 - 2020 SALES TAX RECEIPTS ⁽¹⁾



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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6B : MARCH 2020 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the March 2020 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. March equates to 25.0% of the year.

Revenue

Overall, year-to-date revenue is at 24.9% of budget (\$27.6M) which is slightly lower than the expected \$27.8M.

Fares & Other Transit Revenue is lower than the budget at 21.7%.

Sales Tax Revenue is higher than the budget at 25.8%.

Federal & State Grants is lower than the budget at 18.6%.

Miscellaneous Revenue is higher than the budget at 39.0%.

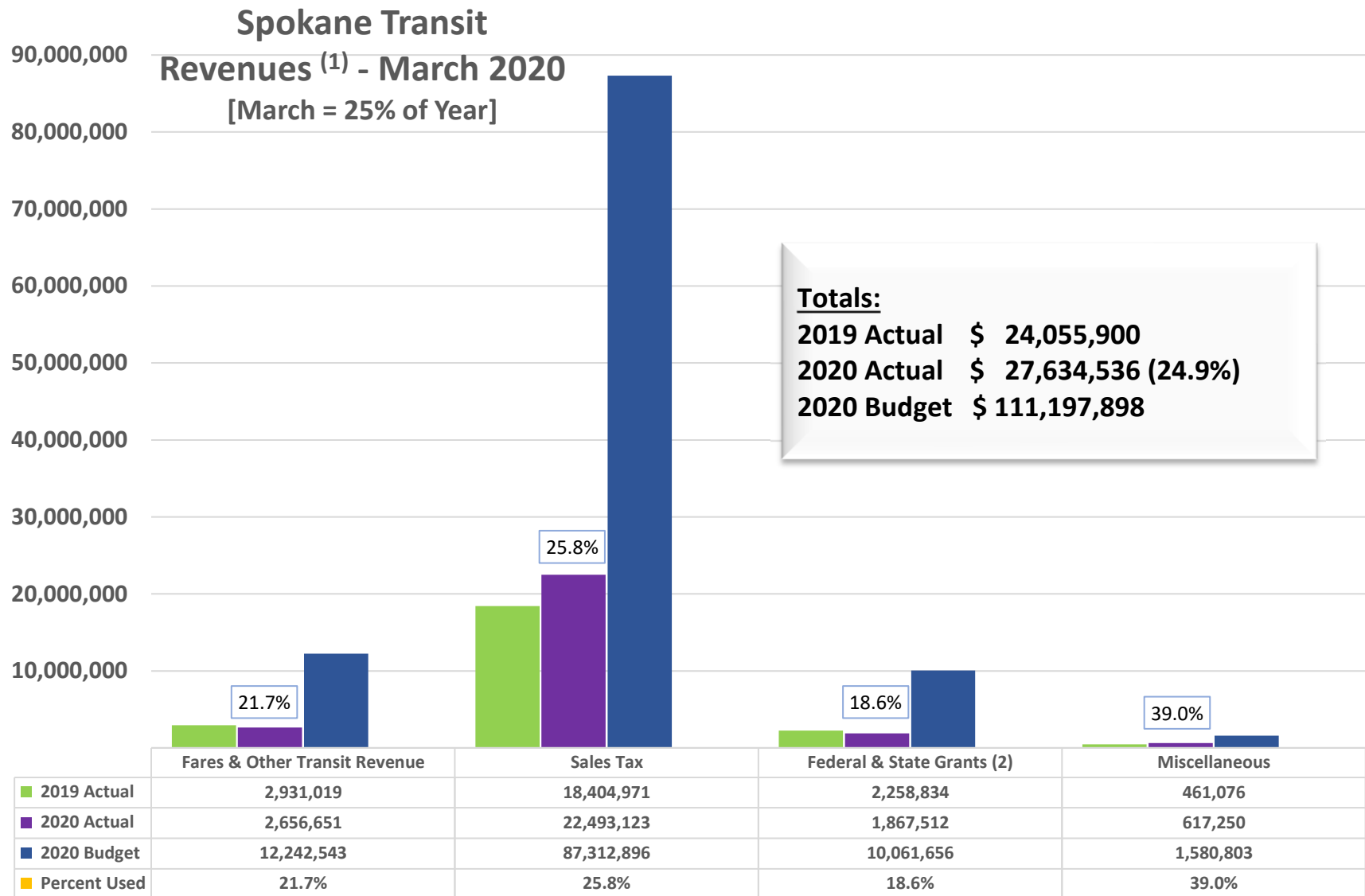
Operating Expenses

Year-to-date operating expenses at 22.6% of budget (\$19.0M) are 10% below the expected amount of \$21.0M.

Fixed Route	22.5% of budget expended
Paratransit	21.8% of budget expended
Vanpool	17.3% of budget expended
Plaza	27.3% of budget expended
Administration	23.9% of budget expended

Operating expenses are greatly influenced by the timing of payments.

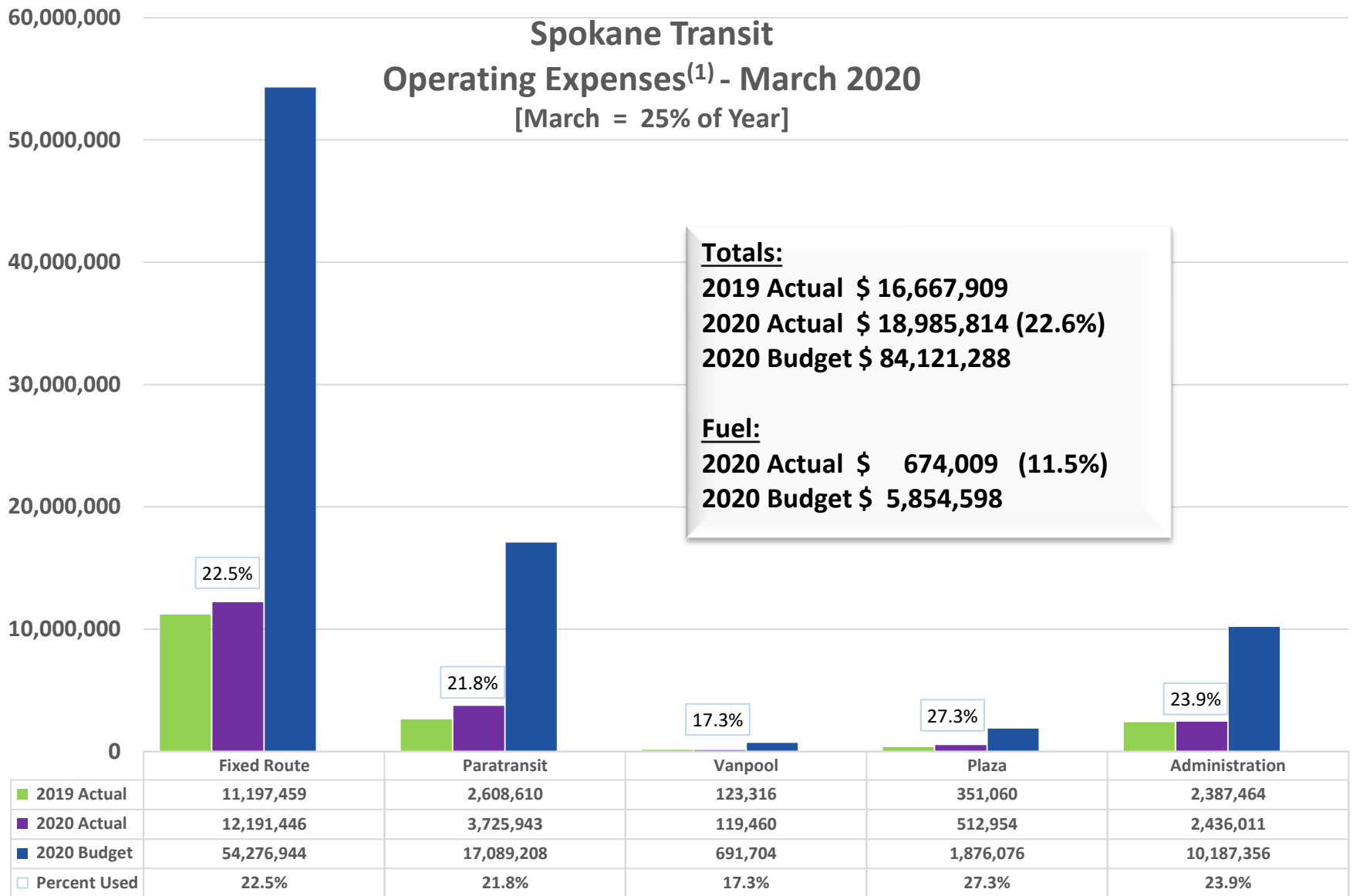
RECOMMENDATION TO BOARD: Information only.



(1) Above amounts exclude grants used for capital projects. Year-to-date March state capital grant reimbursements total \$972,888 and federal capital grant reimbursements total \$58,745.

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

Spokane Transit Operating Expenses⁽¹⁾ - March 2020 [March = 25% of Year]



(1) Operating expenses exclude capital expenditures of \$1,947,447 and Street/Road cooperative projects of \$129 for year-to-date March.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6C: MARCH 2020 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: There was one more weekday in March 2020 compared to March 2019. Service was significantly impacted by the COVID-19 pandemic; including the implementation of Service Level 2 (non-school day service) on March 16th, and the “Stay Home, Stay Healthy” order on March 23rd.

FIXED ROUTE

Average weekday ridership decreased 32.7% (23,612 vs. 35,085 in March 2019) and is down 11.2% (31,388 vs. 35,335) Year to Date (YTD). Total monthly ridership decreased 30.5% (603,379 vs. 868,572 in March 2019) and is down 9.3% (2,302,290 vs. 2,537,165) YTD.

- Adult ridership decreased 37.0% (344,779 vs. 547,363 in March 2019) and is down 11.0% (1,451,423 vs. 1,630,172) YTD.
- CCS Pass ridership decreased 35.9% (35,735 vs. 55,751 in March 2019) and is down 15.1% (158,136 vs. 186,255) YTD.
- Eagle Pass ridership decreased 35.1% (37,719 vs. 58,107 in March 2019), and is down 1.6% (205,315 vs. 208,550) YTD.
- Youth ridership decreased 48.9% (34,140 vs. 66,793 in March 2019) and is down 16.1% (148,365 vs. 176,755) YTD.
- Reduced Fare / Para ridership decreased 29.9% (79,602 vs. 113,572 in March 2019) and is down 8.0% (294,719 vs. 320,489) YTD.

PARATRANSIT

Monthly ridership had a decrease of 44.1% (21,285 vs 38,078 in March 2019) and is down 13.0% (95,677 vs 110,002) YTD.

- Special Use Van ridership decreased 54.9% (903 vs 2,000 in March 2019) and has decreased 18.6% (5,164 vs. 6,344 in 2019) YTD.
- On-Time Performance reflects a 9.7% improvement for March (96.4% vs 87.9% in March 2019). The goal is 93%.
- Passengers Per Hour were down 26.5% (2.05 vs 2.79 in March 2019). The goal is 2.8.

VANPOOL

Vanpool customer trips were down 23.7% (10,629 vs 13,934 in March 2019) and are down 10.6% (37,049 vs 41,452) YTD.

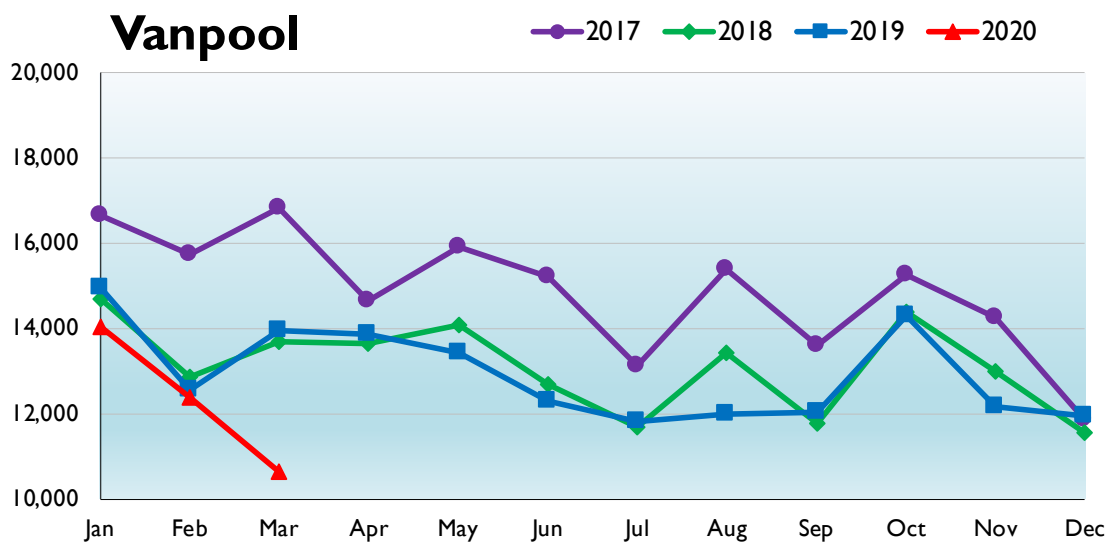
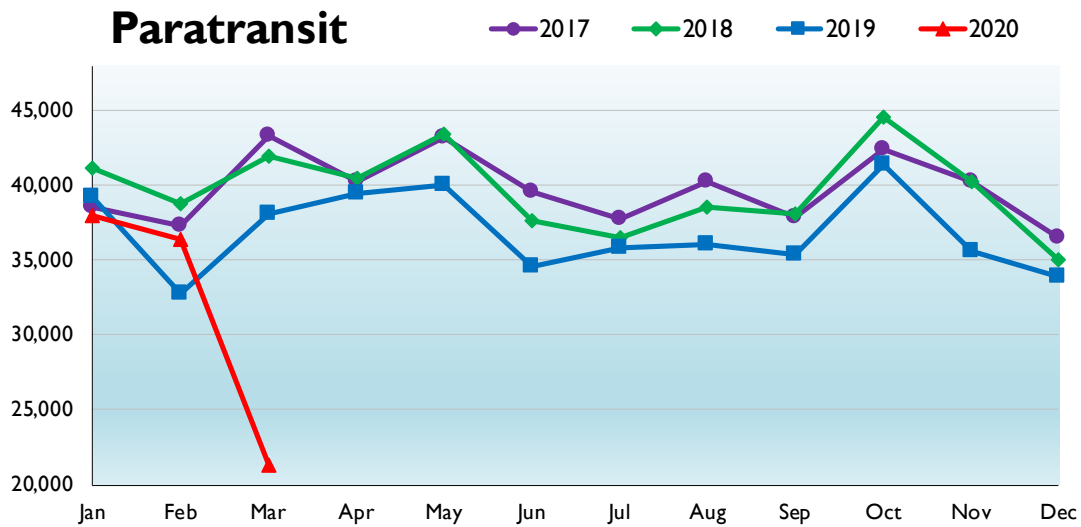
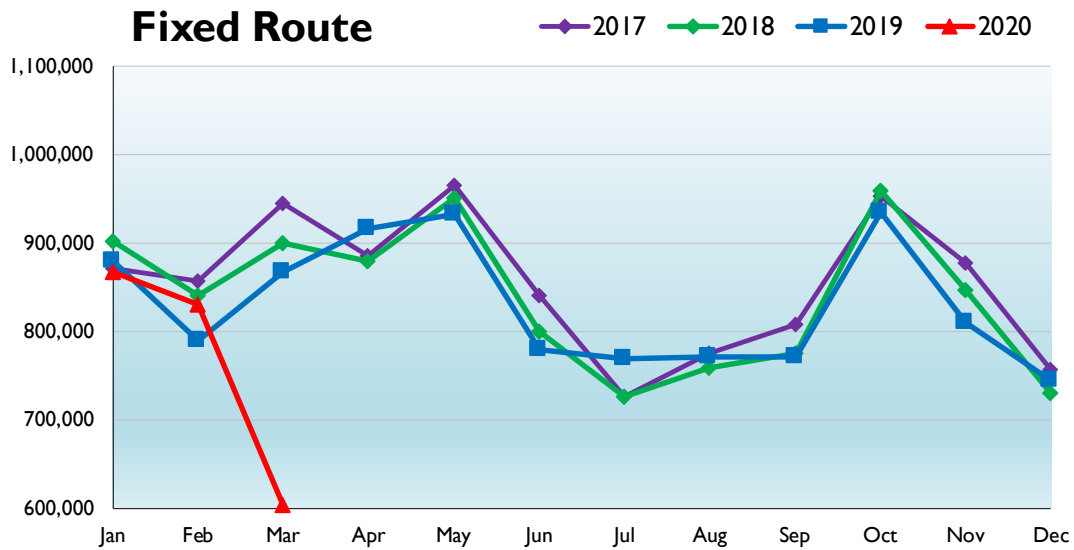
- Vanpool vans in service increased 3.9% (80 vs 77 in March 2019). February 2020 also had 80 vans A Triumph van closed in March and an Eastern State Hospital van started on March 5th.
- Average daily vanpool ridership decreased 11.4% (637 trips vs 719 last month) and the average participant per van was 6.66 vs 6.83 last month.

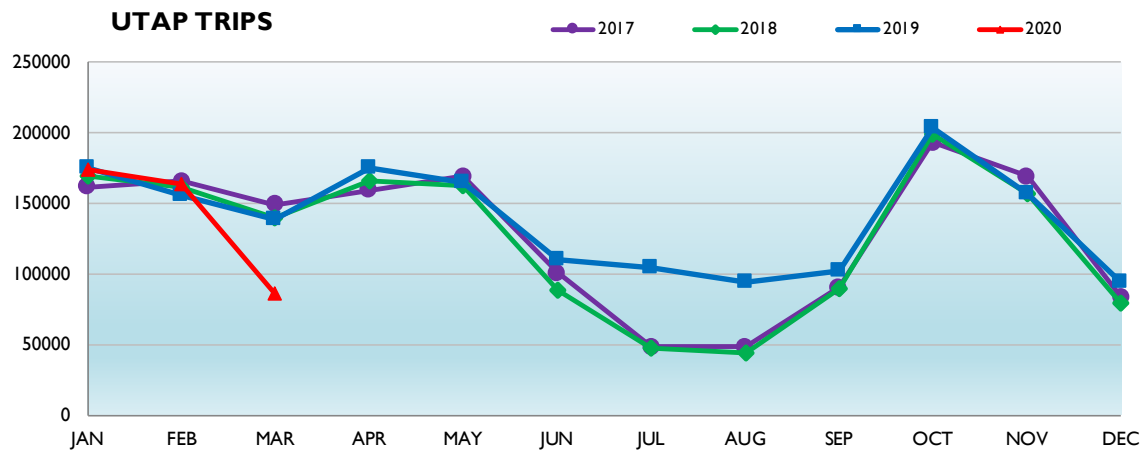
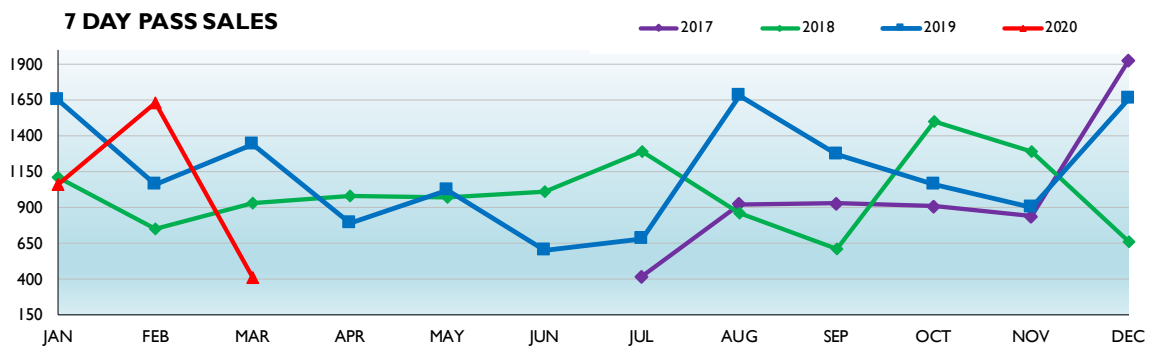
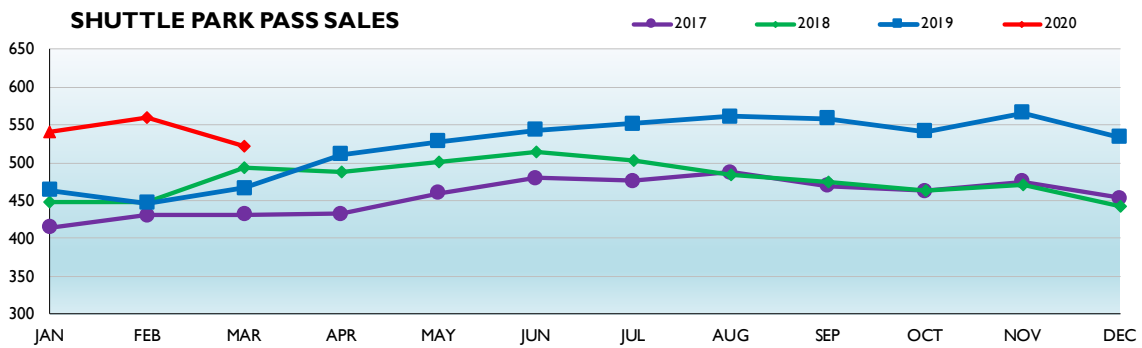
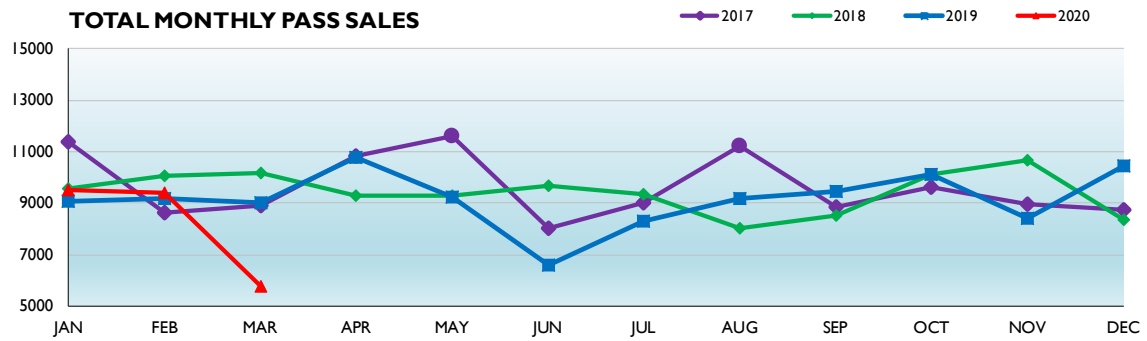
CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 35.6% (5,792 vs. 9,001 in March 2019) and decreased 9.4% (24,707 vs. 27,270) YTD.

- Adult Pass/Smartcard sales decreased 59.9% (1,477 vs. 3,681 in March 2019) and decreased 31.0% (7,620 vs. 11,041) YTD.
- Shuttle Park sales increased 11.6% (521 vs 467 in March 2019) and increased 17.6% (1,622 vs 1,379) YTD.
- 7-Day Pass/Smartcard sales decreased 69.3% (412 vs 1,341 in March 2019) and decreased 23.2% (3,115 vs. 4,054) YTD.
- ESBP sales decreased 30.2% (638 vs. 914 in March 2019) and decreased 8.8% (2,792 vs. 3,062) YTD.
- March 2020 Group Sales decreased 23.9% (14,661 passes vs. 19,262 in March 2019) and increased 11.6% (68,819 passes vs. 60,833) YTD.
- Youth Pass/Smartcard monthly sales increased 2.1% (1,535 vs. 1,504 in March 2019) and increased 18.7% (5,933 vs. 4,997) YTD.
- Reduced Fare Pass/Smartcard monthly sales decreased 40.1% (998 vs. 1,666 in March 2019) and increased 5.5% (4,778 vs. 4,527) YTD.
- Paratransit Pass/Smartcard sales decreased 18.7% (620 vs. 763 in March 2019) and decreased 13.4% (1,950 vs. 2,253) YTD.
- UTAP rides decreased 37.9% (85,874 vs. 138,254 in March 2019) and decreased 9.8% (423,145 vs. 469,152) YTD.

RECOMMENDATION TO BOARD: Information only.





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6D : CITY LINE: CONSTRUCTION COMMUNICATION PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications and Customer Service
Karl Otterstrom, Director of Planning and Development

SUMMARY: City Line construction began on May 1, 2020, beginning with the core construction contract approved by the STA Board of Directors in February. To facilitate communication during construction STA has prepared a construction communications plan.

The purpose of the City Line Construction Communication Plan is to ensure the City Line Project provides relevant, accurate, and consistent project information to STA project stakeholders and other appropriate internal audiences.

The Communication Plan provides a framework to manage and coordinate the wide variety of communications that take place during the project. The Communication Plan covers who will receive the communications, how the communications will be delivered, what information will be communicated, who communicates, and the frequency of the communications.

This plan will be coordinated with the communication activities of STA contractors, including Cameron-Reilly, the prime contractor for the core construction contract. The plan will also be coordinated with internal public communication plans established by Director of Communications and Customer Service. The plan is attached for review.

RECOMMENDATION TO BOARD: Information Only

CITY LINE Construction SPOKANE TRANSIT Communications Plan

Construction on City Line stations begins May 4, ahead of the start of service in May 2022.

Goals

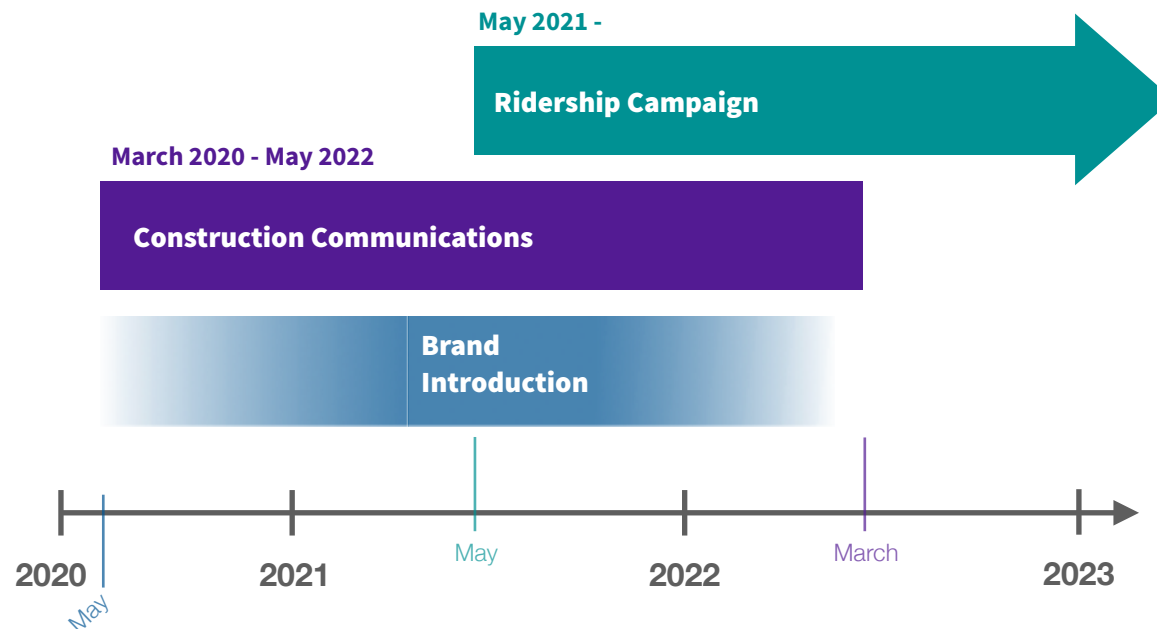
Introduce the City Line brand and service to the public, educate the general public and stakeholders of immediate construction plans, and lay the foundation for a ridership campaign in 2021.

Audiences			
Local <i>People directly affected by the construction</i>	Proximity <i>People who live near construction but are not directly affected</i>	Ridership <i>Current and prospective bus riders</i>	Taxpayers <i>Taxpayers who fund City Line and STA</i>

* Communication with local audiences is handled by a Communications Liaison managed by Planning.

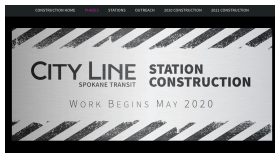
Communications are broken down into three phases:

1. Introduce the City Line brand and specific service elements (**Brand Introduction**)
2. Educate public about the timing of construction projects (**Construction Communications**)
3. City Line ridership campaign (**Ridership Campaign**)

**City Line & COVID-19**

- Brand Introduction has been severely impacted by the coronavirus emergency.
- Construction communications will proceed as planned, but introducing City Line will be modified in light of recent events.
- Timing of the tactics listed on the following pages to raise brand awareness is TBD.

CONSTRUCTION COMMUNICATIONS				
May 2020 - May 2022				
Educate the public on the phasing, timing and benefits of City Line station construction				
Construction Begins	Construction Phases	• Phase 1 — Ground-level foundations of first 20 stations (platforms, ramps) • Phase 2 — Building vertical structures (shelters, markers)		Communication Channels • Website landing page • Social Media (targeted) • Postcards & mailers • On-site construction signage • Open houses • Newsletter • Kickoff Video
	Construction Details	• Immediate construction plans • Specific construction location and timing (details TBD) • Starting / end dates • Traffic, pedestrian and business impacts		
	Benefits the construction brings	Electrical & data conduits	• Real Time (RT) and other digital signage • Ticket vending machines (TVMs) • Enhanced pedestrian lighting • Security cameras	
		Platforms & ramps	• Near-level boarding • Faster and easier boarding and disembarking • Improved ADA accessibility	



Website

[City Line construction](#) and [City Line](#) websites are online. Construction site has 2020 and 2021 construction projects, gallery of station renderings and other info.



Postcards

Postcards going out to homes within ½ mile radius.



Special Edition Newsletter

Construction start, impact of coronavirus, City Line benefits, and more.

BRAND INTRODUCTION					
Start time TBD					
Unveil the City Line brand and raise awareness of future benefits, service and construction					
Introducing City Line	What is City Line?	<ul style="list-style-type: none">• Battery-electric, environmentally friendly• Longer hours, weekend service• Increased frequency and convenience along major corridor			Communication Channels <ul style="list-style-type: none">• Website landing page• Radio• Print media• Social media (general)• Outreach events• STA Plaza monitors• Newsletter• Print collateral• In-person Presentations
	City Line brand	<ul style="list-style-type: none">• Color, wordmark, livery• Bus and station designs			
	Future service	Stakeholders & service areas	<ul style="list-style-type: none">• GSI, DSP, downtown businesses, Avista• EWU, WSU, GU, University District• Browne’s Addition, Logan Park, East Central, Chief Gary Park / East Mission, SCC		
		Local beneficiaries	<ul style="list-style-type: none">• Downtown businesses• University staff & students• Downtown workforce and visitors• Bus riders		
	Benefits to region	<ul style="list-style-type: none">• Completion of an important community priority first documented in 1999• Eastern Washington’s first Small Starts Grant Award, \$53.4 million• Land and improvement values expected to increase \$175 million over 20 years• Projected to provide approximately 1 million rides a year• Streetscape and road improvements along the 6-mile route• Improving multi-modal transportation options and reduce parking demand downtown• Redistribution of transit from downtown to other parts of the region			

RIDERSHIP CAMPAIGN			
May 2021 - May 2022			
<i>A campaign to build awareness of City Line service and promote future ridership as construction wraps up</i>			
Ridership Campaign	<i>Service Areas</i>	<ul style="list-style-type: none"> • Map and route • Frequency and schedule 	Communication Channels <ul style="list-style-type: none"> • Website landing page • Newsletter • Social media (targeted) • Postcards & Mailers • Outreach events • Bus side advertising • On-site construction signage • TV commercials • Digital monitors
	<i>Rider solutions</i>	<ul style="list-style-type: none"> • Downtown work & shopping • University staff & students • Downtown workforce & riders 	
	<i>Unique features</i>	<ul style="list-style-type: none"> • Distinctly branded service separate from Fixed Route • Battery electric • Enhanced stations • Pre-boarding & mobile ticketing 	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6E : CONNECT SPOKANE MAJOR UPDATE: DOCUMENT REVIEW

REFERRAL COMMITTEE: N/A

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

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

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

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

At the March 2020 Planning and Development Committee meeting, staff presented on the proposed Scope of Work for the 2020 Connect Spokane major Update, which included the development of a strategic plan in the Fall of 2020. The Planning & Development Committee recommended the Board approve the Scope of Work at the March meeting, which happened. This completed Task 1.

Task 2 is the "Connect Spokane Document Review". It states:

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

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

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

While the matrix will be presented in committee at a high-level, recommended next steps identified by staff include:

- Review strategies and incorporate as policy where needed and move all others for possible incorporation into new Strategic Plan
- Review and update proposed HPT lines and terminology
- Review the organization of the System Infrastructure element, including consolidating where appropriate and including naming hierarchy for passenger infrastructure such as stops, stations, and transit centers
- Review opportunities to incorporate policy statements in appropriate sections on transit service in a time of uncertainty

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6F: 2021-2022 SERVICE REVISIONS- POST COVID-19 APPROACH

REFERRAL COMMITTEE: N/A

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

BACKGROUND: The *STA Moving Forward* plan, as amended, and the Board-adopted 2019 Transit Development Plan (TDP) identify several significant service changes and improvements that would go into effect in 2021 and 2022. As required by *Connect Spokane: A Comprehensive Plan for Public Transit* the STA Board of Directors adopted a public outreach plan to guide these service changes in June 2019. Shortly after the outreach plan was adopted STA began the planned outreach to vet goals and identify opportunities for the service revisions. This included conducting rider round table discussions over the summer of 2019, engaging STA employees at the All Employee Meeting in the fall, and conducting an online workshop. Informed by the collected input, STA staff prepared a Preliminary Proposal report in February 2020 that outlined proposed concepts for route changes. The proposed concepts focused on three areas for which changes would be made in two phases in May of 2021 and May of 2022; Greater Spokane Valley, Airway Heights/Hwy2/Airport/Fairchild Air Force Base, and Northeast Spokane. STA conducted outreach with various stakeholders including an online survey that received 884 responses. Guided by the feedback staff developed a draft recommendation concept and were about to write-up the draft recommendation report when it became quite clear that the revenue and travel pattern assumptions used to develop the draft recommendation are significantly different than those now anticipated in the wake of the COVID-19 pandemic.

The next steps in the previously scoped project was to have a consultant team from Nelson|Nygaard conduct a peer review of the draft recommendation and complete the required Title VI Equity Analysis. Given the conditions identified below, these steps are now suspended pending additional guidance.

Revised Conditions:

1. Sales tax and fare revenue are in decline given the steep drop-off of economic activity. This might impact projected service levels for 2022.
2. It may be appropriate to expand the scope of possible changes to address system efficiency and effectiveness in order to reflect changed financial conditions. Many *STA Moving Forward* improvements have been implemented since funding was approved in 2016, while many were scheduled to be implemented in 2021-2022 and beyond. If the *STA Moving Forward* improvements were simply curtailed it would result in a geographically lopsided network that is inconsistent with the principles outlined in STA's Comprehensive Plan *Connect Spokane*.
3. Travel patterns may be different than prior to the pandemic. For example, many office workers who are working from home during the pandemic may continue to work from home after social distancing eases. Route segments that see little all-day use but are justified by peak use may be considered for restructure, even if not previously considered.

4. While the revenue and travel pattern assumptions have changed, the insights gathered from the outreach conducted in previous phases of the project are still valuable and relevant and will still inform the revised draft recommendation.
5. The delivery of the Draft Recommendation will be delayed compared to the original project schedule. The timing of a final recommendation will depend on the decisions made regarding the approach to service recommendations.

In the coming weeks, staff will engage with the Board of Directors to consider alternatives and obtain guidance on how to proceed with implementing *STA Moving Forward* in this new era.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6G : 1ST QUARTER 2020 PERFORMANCE MEASURES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Chief Operations Officer

SUMMARY: A complete set of the 1st Quarter 2020 Performance Measures is attached to this packet. Staff will be prepared to address any questions about any measure. The complete report has also been posted to the STA website at: <https://www.spokanetransit.com/about-sta/mission-priorities-performance-measures>.

The unprecedented measures required to meet the challenge of the COVID-19 pandemic are having significant impacts on the usual performance metrics.

The following is a summary of significant measures that are of particular interest or the committee has provided guidance for staff to highlight on a routine basis.

Ensure Safety

Preventable Accident Rate

Both Fixed Route and Paratransit did better than the goal of 0.08 and 0.10 preventable accidents per 10,000 miles, respectively.

- At 0.07, Fixed Route was lower than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.03, Paratransit was significantly below STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

After posting two months of favorable trends in January and February, ridership in all modes is drastically reduced due to Stay Home, Stay Healthy initiative in response to COVID-19 Pandemic.

- Ridership for Fixed Route ended the quarter down 9.3% compared to ridership in 2019. Fixed Route provided 2,301,290 in 2020 vs. 2,537,165 in 2019. The ridership goal for Fixed Route in 2020 is 5.0% increase from 2019 (approximately 10.47 million trips).
- STA's goal in Paratransit is to manage growth and maintain a 1.5% increase over 2019 ridership level. At the end of the 1st Quarter, Paratransit ridership is 13.0% lower than in 2019 (95,677 vs. 110,002).
- Vanpool ridership decreased in the first quarter of 2020 by 10.6% (37,049 vs. 41,452 in 2019). STA's goal is to realize a 1.0% increase in ridership from 2019 (approximately 157,000 trips).

Passengers per Revenue Hour (PPRH)

Fixed Route PPRH was 20.25

- To encourage social distancing and respond to customers' essential needs, we have surgically reduced service rather than make draconian cuts. By design, we are delivering a higher ratio of hours of service compared to passenger demand. Consequently, this metric will be lower than our objective in order to respond properly to the pandemic. Our normal goal is 25 PPRH.

Paratransit PPRH was 2.38

- Like Fixed Route, our prudent response to the pandemic will drive down this metric. We have retained more revenue hours in order to transition from a shared ride service to a point-to-point service with only one passenger on a van at a time, when possible. This limits exposure of each customer. Our normal goal is 2.8 PPRH.

Provide Excellent Customer Service

On Time Performance

This performance will remain strong due to fewer passengers and less traffic.

- At 94.3%. Fixed Route exceeded STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).
- Paratransit on time performance was 94.8%, exceeding the goal of 93%.

Professional and Courteous

The company-wide average for "professional and courteous" rating exceeded the goal of a 4.5 (or above) average (on a 5-point scale) from customer observations in our Quality Counts! Survey Program. STA's overall average was 4.85. This was our status through February. We suspended this "mystery shopper" program in March due to the pandemic.

Enable Organizational Success

Operator Ride Checks

Fixed Route and Paratransit both are on target to meet the respective goals of 100% successful ride checks for all active coach and van operators by year end. (Fixed Route - 85 of 281 and Paratransit - 9 out of 61).

Exemplify Financial Stewardship

Cost per Passenger

Fixed Route and Paratransit both far surpassed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State. We do much better than that goal. It should be noted however, that 1st Quarter data will be skewed in a positive manner due to the timing lag of some outstanding payments. Most significant are the fuel and contracted service payments to First Transit.

- Fixed Route cost per passenger was \$6.27. This is 63.9% of the urban systems' average.
- Paratransit cost per passenger was \$46.10. This is 62.5% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery).

Fare collection was suspended on March 26th in order to minimize close contact with riders. Specifically, this measure allowed for customers to board buses through the rear door, hence allowing for social distancing between the operator and most passengers.

- Fixed Route farebox recovery is 15.9%, below the goal of 20%.
- Paratransit farebox recovery is at 3.9%, which is below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.



Performance Measures 1st Quarter 2020



Effects of COVID-19

The unprecedented measures required to meet the challenge of the COVID-19 pandemic are having significant impacts on our usual performance metrics.



Priorities and Objectives

1. Ensure Safety
2. Earn and Retain the Community's Trust
3. Provide Excellent Customer Service
4. Enable Organizational Success
5. Exemplify Financial Stewardship



Ensure Safety

2 Performance Measures:

- Preventable Accident Rate
- Injury Rate
 - Workers Comp Time Loss
 - Claims per 1,000 Hours



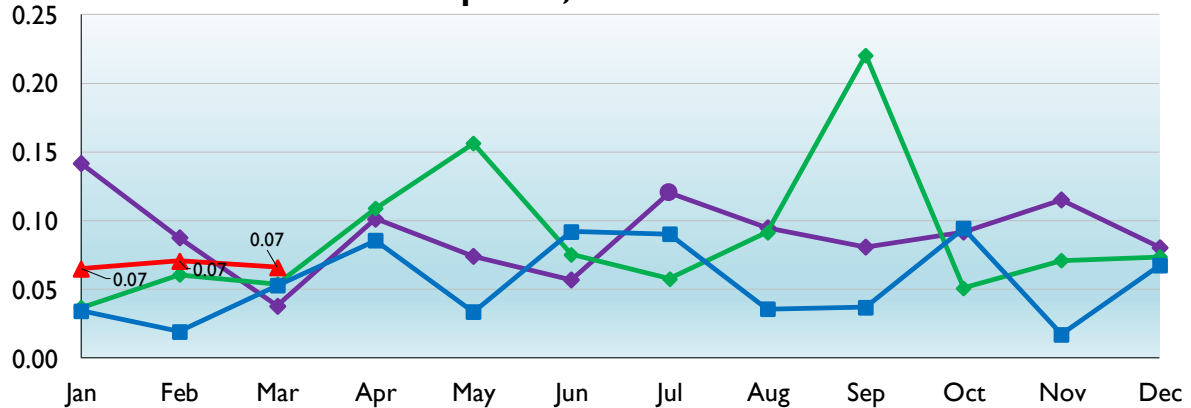
Preventable Vehicle Accidents

GOAL:
≤ 0.08 PER
10,000 MILES

Fixed Route

	2017	2018	2019	2020
January	7	2	2	4
February	4	3	1	4
March	2	3	3	4
April	5	6	5	0
May	4	9	2	0
June	3	4	5	0
July	6	3	5	0
August	5	5	2	0
September	4	11	2	0
October	5	3	6	0
November	6	4	1	0
December	4	4	4	0
Total Prev. Accidents	55	57	38	12
YTD Preventables per 10,000 miles	0.09	0.09	0.06	0.07

Preventable Accidents per 10,000 Miles



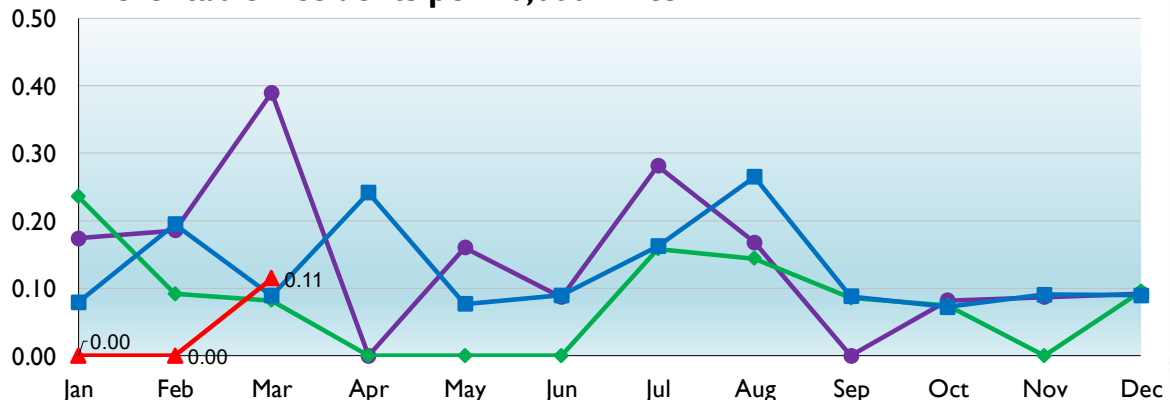
Preventable Vehicle Accidents

GOAL:
≤ 0.10 PER
10,000 MILES

Paratransit

	2017	2018	2019	2020
January	2	3	1	0
February	2	1	2	0
March	5	1	1	1
April	0	0	3	0
May	2	0	1	0
June	1	0	1	0
July	3	2	2	0
August	2	2	3	0
September	0	1	1	0
October	1	1	1	0
November	1	0	1	0
December	1	1	1	0
Total Prev. Accidents	20	12	18	1
YTD Preventables per 10,000 miles	0.15	0.08	0.13	0.03

Preventable Accidents per 10,000 Miles



Workers' Compensation - Time Loss

Lost Time Days per 1,000 Hours

	2017	2018	2019	2020	Goal
Fixed Route	0.02	0.02	0.03	0.03	≤ 0.02
Paratransit	0.05	0.01	0.04	0.06	≤ 0.04
Maintenance	0.05	0.07	0.08	0.04	≤ 0.05



Workers' Compensation - Claims

Claims per 1,000 Hours

	2017	2018	2019	2020	Goal
Fixed Route	0.06	0.05	0.05	0.03	≤ 0.05
Paratransit	0.10	0.12	0.12	0.04	≤ 0.08
Maintenance	0.07	0.11	0.11	0.14	≤ 0.09



Earn & Retain the Community's Trust

4 Performance Measures:

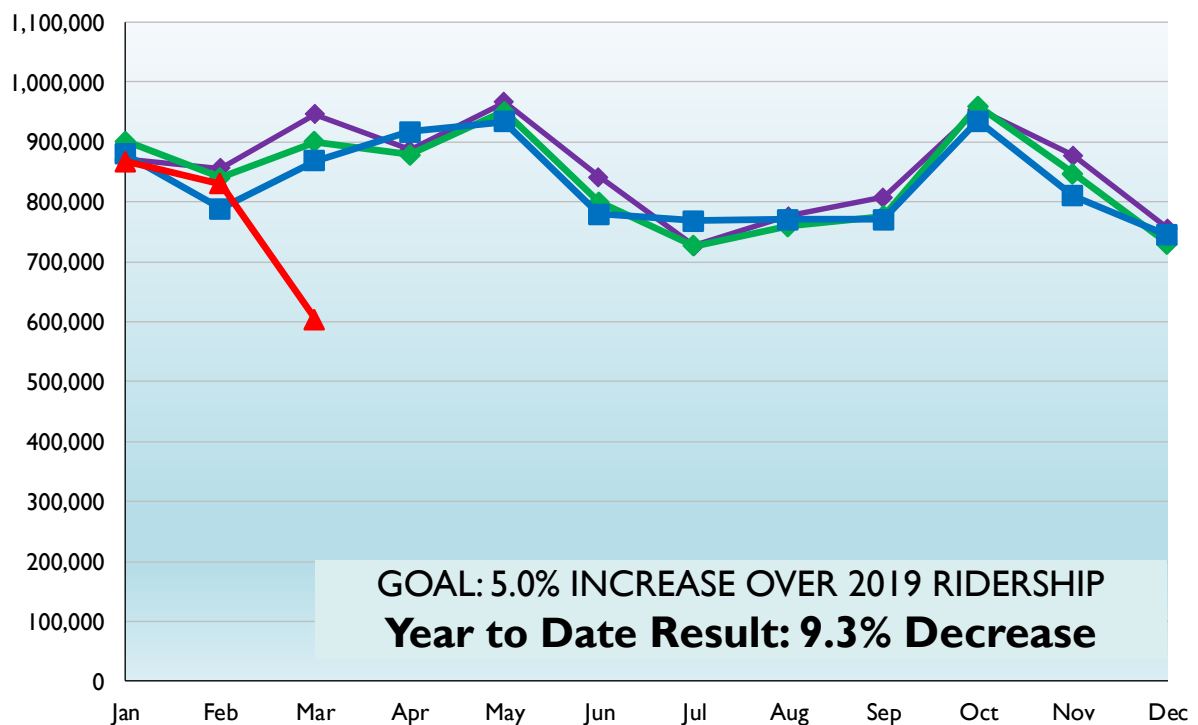
- Ridership
- Service Effectiveness
(Passengers per Revenue Hour)
- Customer Security
- Public Outreach



Ridership

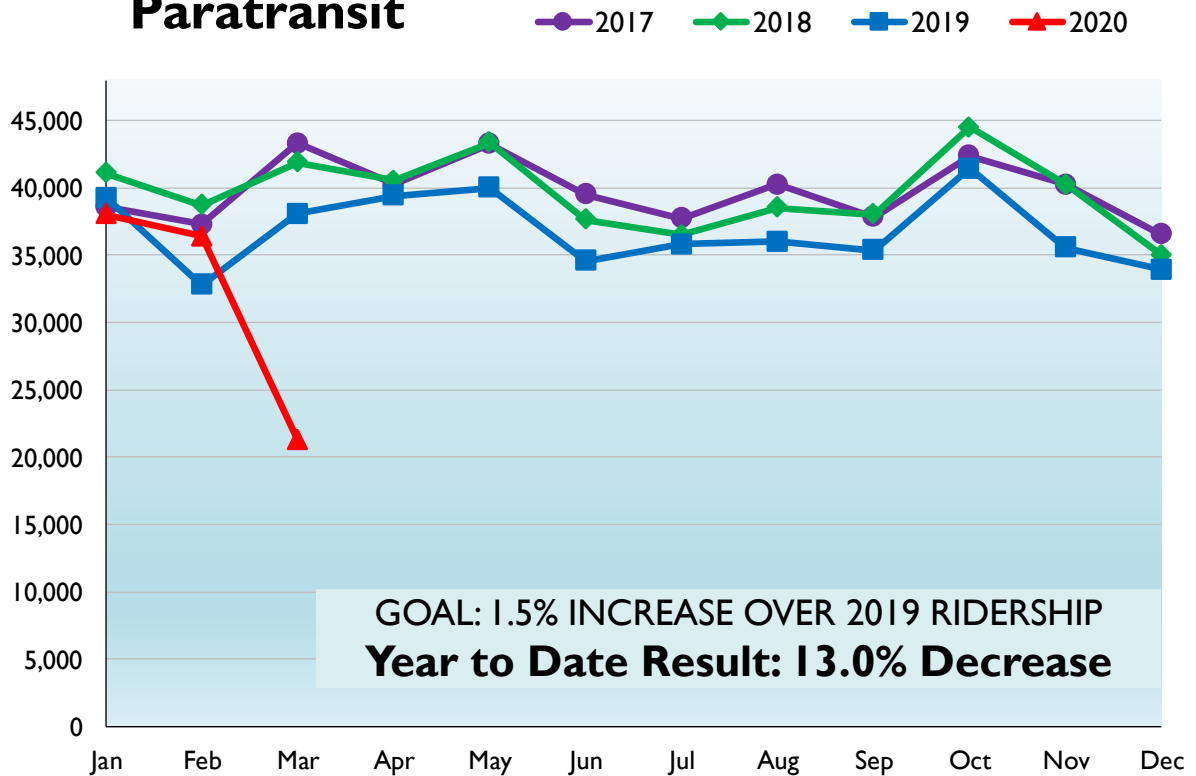
Fixed Route

— 2017 — 2018 — 2019 — 2020



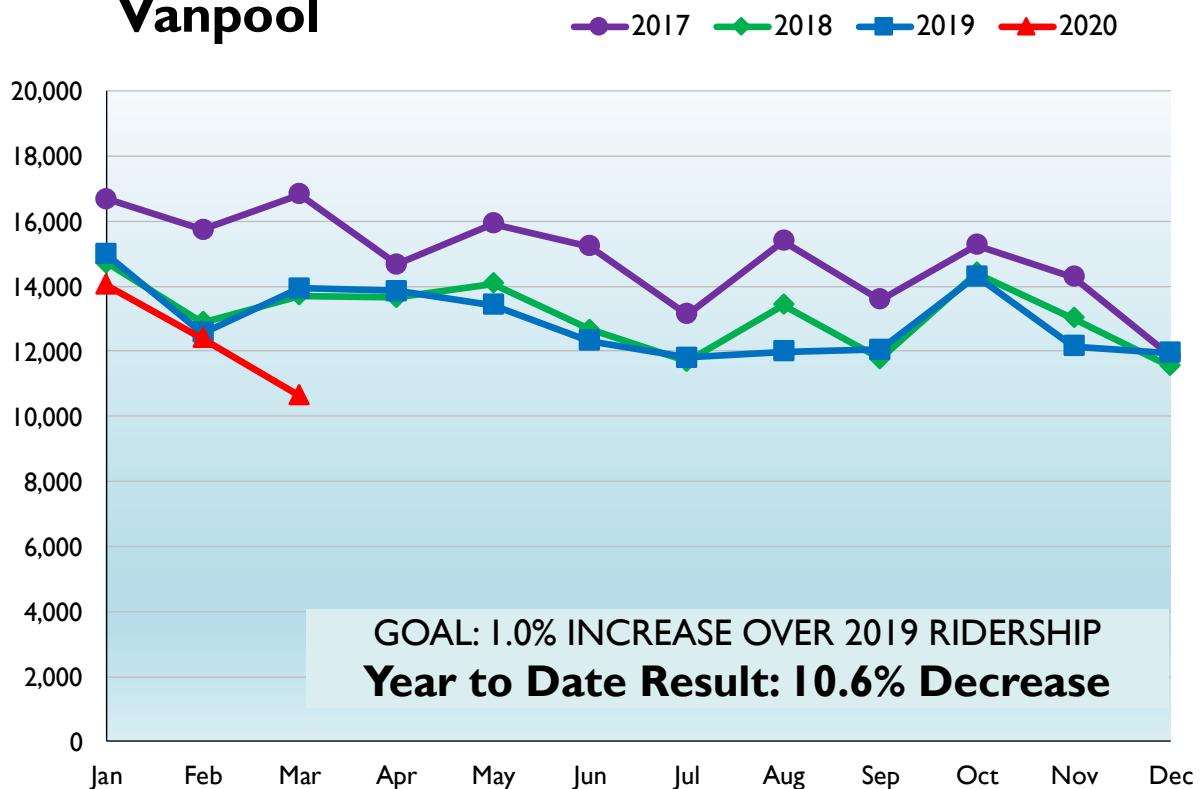
Ridership

Paratransit



Ridership

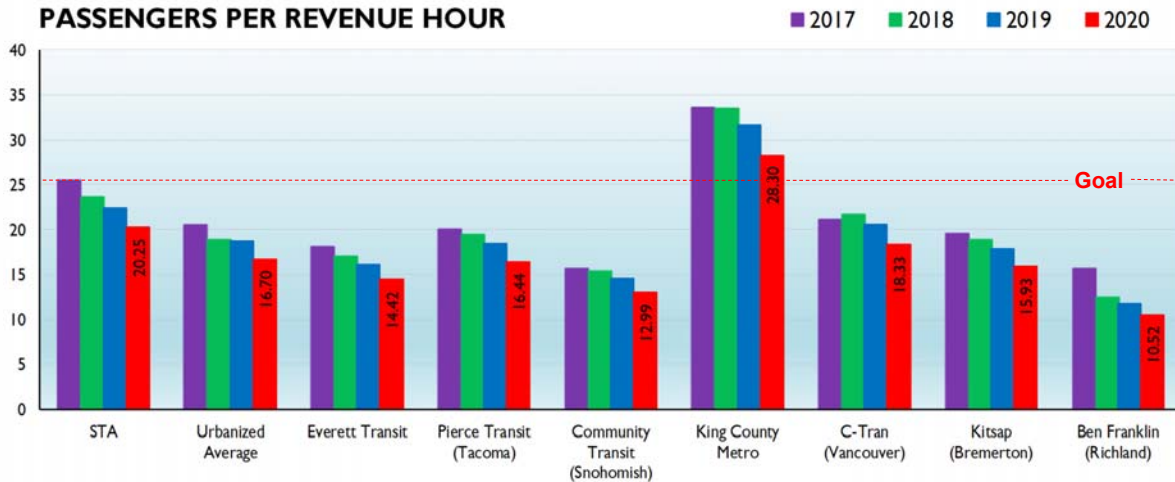
Vanpool



Service Effectiveness

Fixed Route

PASSENGERS PER REVENUE HOUR



GOAL: TRANSPORT 25 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2019 & 2020



Service Effectiveness

Demand Response

PASSENGERS PER REVENUE HOUR



GOAL: TRANSPORT 2.8 OR MORE PASSENGERS PER REVENUE HOUR



Customer Security

Fixed Route	2017	2018	2019	2020	GOAL
Personal Safety on Bus	4.5	4.2	4.1	Scheduled for Fall 2021	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	4.6	4.4	4.3	Scheduled for Fall 2021	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Paratransit	2017	2018	2019	2020	GOAL
Personal Safety on Van	Scheduled for 2018	4.8	Scheduled for Fall 2020	Scheduled for Fall 2020	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	Scheduled for 2018	4.8	Scheduled for Fall 2020	Scheduled for Fall 2020	Score 4.5 on a scale of 1-5 (Std. = 4.5)



Community Perception

“Does STA do a good job of listening to the public?”

2017	2018	2019	2020	GOAL
3.75	3.74	3.67	3.67	Score 4.5 on a scale of 1-5



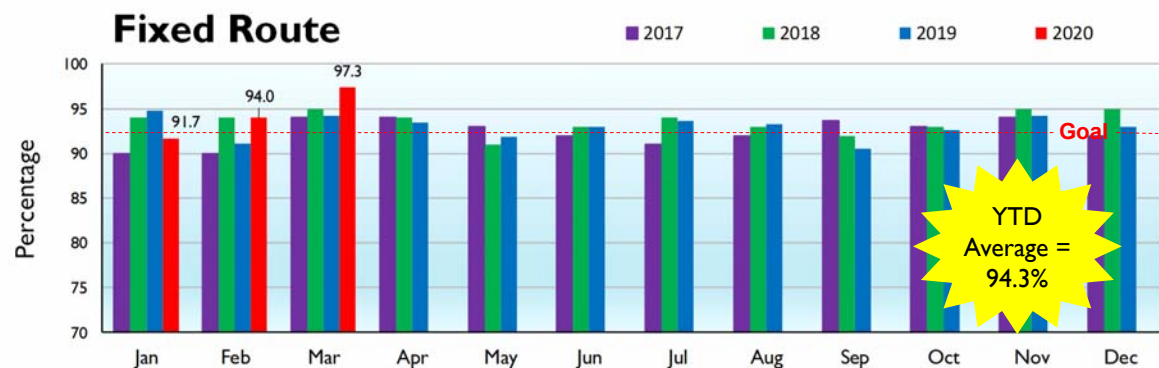
Provide Excellent Customer Service

6 Performance Measures:

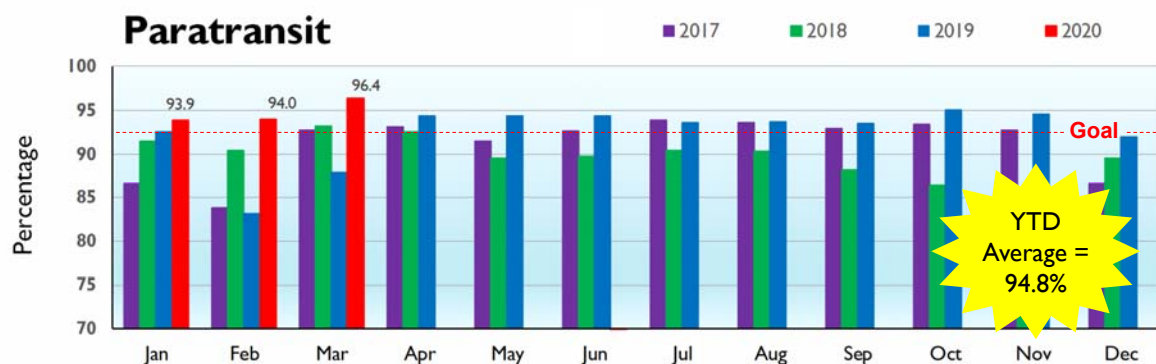
- On-Time Performance
- CS Call Center/Paratransit Reservations
 - Abandoned Calls
 - Customer Service Response Time
- Professionalism and Courtesy
- Driver Announcements / Introduction
- Cleanliness of Coach / Van
- Complaint Rate
- Maintenance Reliability



On Time Performance

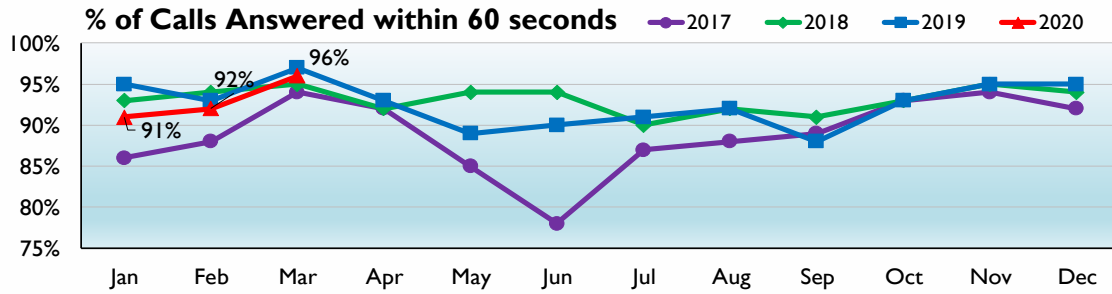


Fixed Route – 100% Automated Time Checks began May 2016

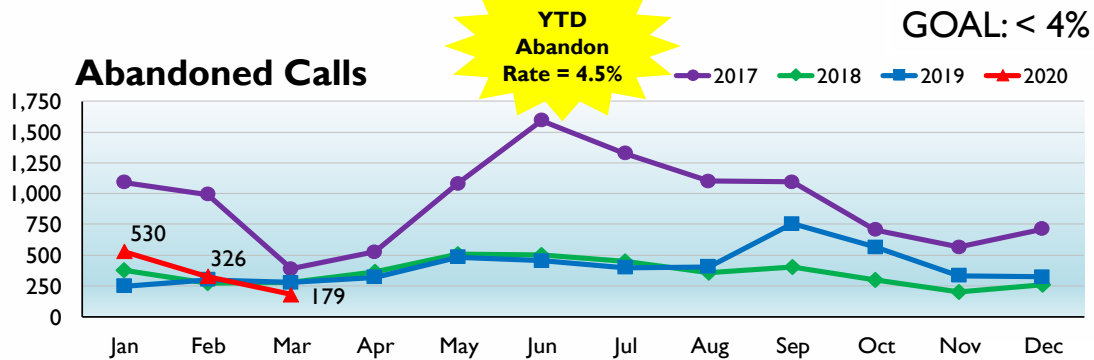


Customer Service: 328-RIDE Call Center Performance

Service Level:



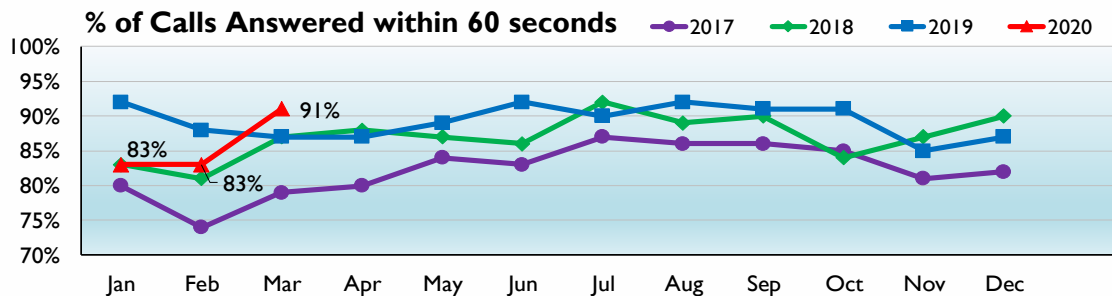
Abandoned Calls



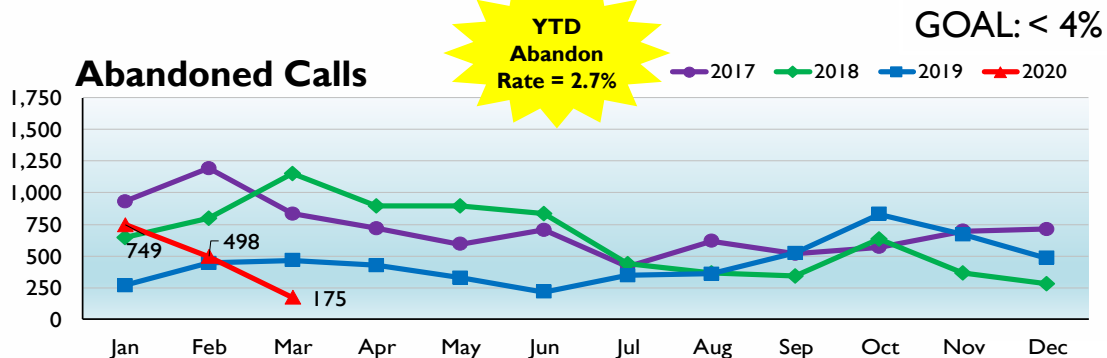
Call Center reporting software updated year end 2017. Setting parameters improved to reflect accurate hours of operation; lowering abandoned call numbers.

Paratransit Reservations: 328-1552 Call Center Performance

Service Level:

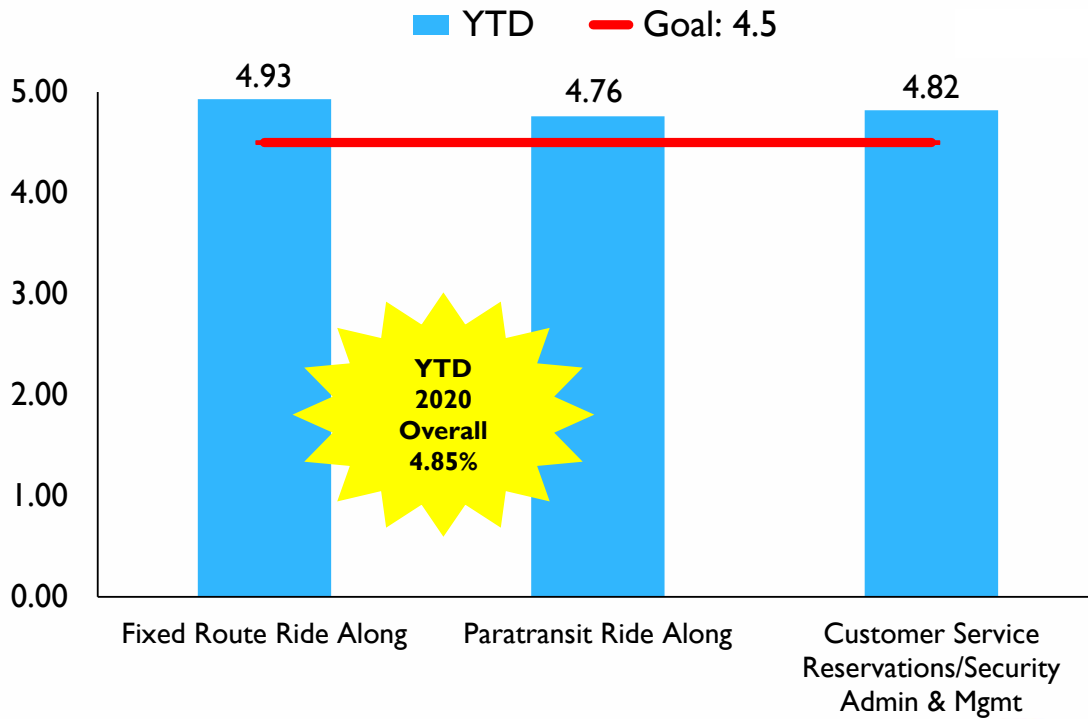


Abandoned Calls



Page 10 Call Center reporting software updated year end 2017. Setting parameters improved to reflect accurate hours of operation; lowering abandoned call numbers.

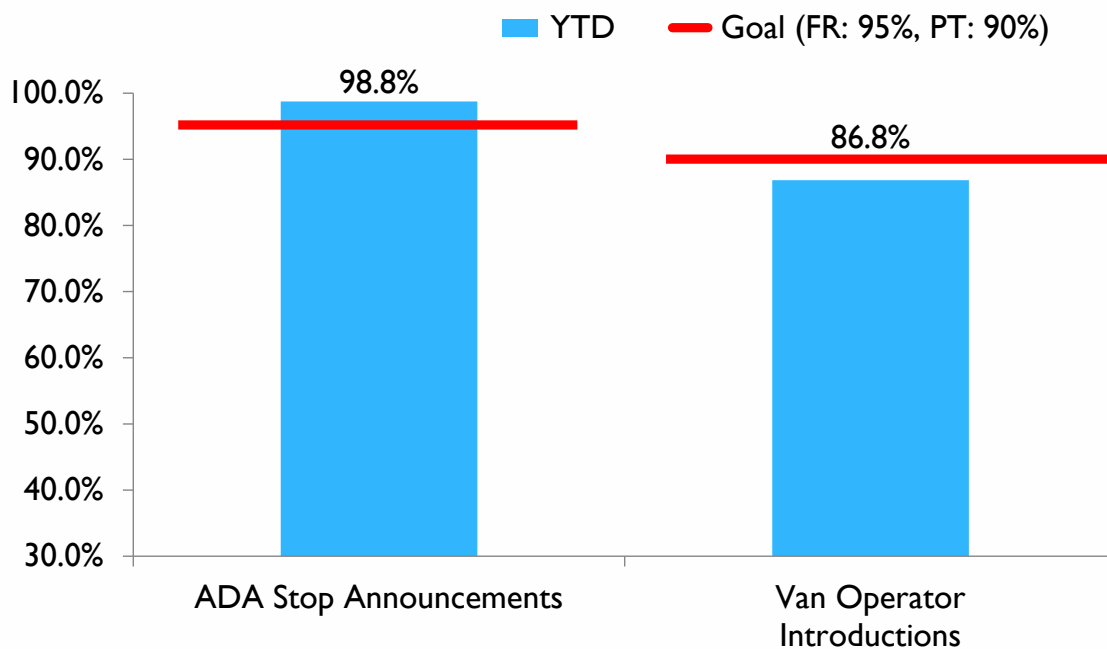
Professional & Courteous



**Quality Counts! Program suspended March – September*



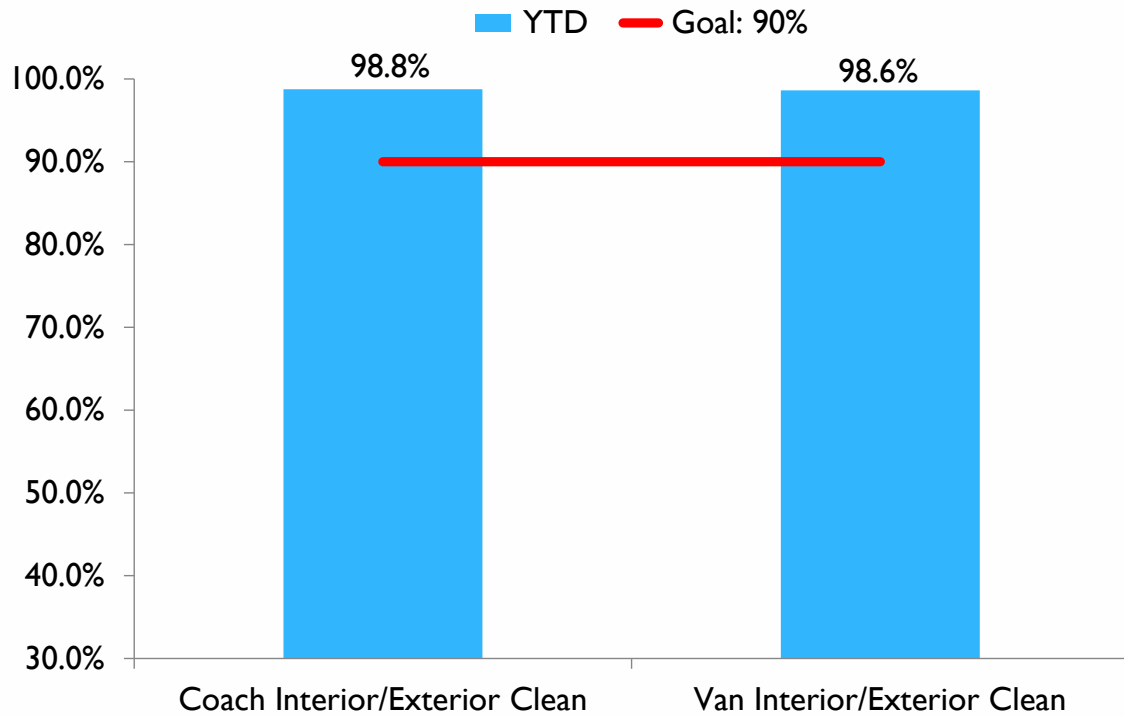
ADA Announcements/Introductions



**Quality Counts! Program suspended March – September*



Vehicle Cleanliness



**Quality Counts! Program suspended March – September*



Comment Rate

Fixed Route

Paratransit

	2019	2020	Goal
Fixed Route	10.8	12.1	≤ 8.0 (per 100K passengers)
Paratransit	5.4	5.6	≤ 8.0 (per 10K passengers)



Maintenance Reliability

Average Miles Between Road Calls

Fixed Route

Paratransit

2019	YTD 2020	GOAL
6,722	7,439	< 1 / 7,500 miles
67,537	80,661	< 1 / 75,000 miles



Enable Organizational Success

3 Performance Measures:

- Training Rate
- Annual Employee Evaluations
- Governance



Training Rates

	2018	2019	YTD 2020	Goal
Fixed Route	Delayed to 2019 due to scheduling	Completed	Scheduled for Fall 2020	8 hours Advanced Training per Operator annually
Paratransit	Completed	Completed	In progress to be completed by Fall	8 hours Advanced Training per Operator annually



Ride Checks/Ride Along

	2019	YTD 2020	Goal
Fixed Route	268* of 273 completed	85 of 281 completed	100% of operators checked annually
Paratransit	61 of 61 completed	9 of 61 completed	100% of operators checked annually

*** All active Operators completed**



Maintenance Training

Maintenance

2019	Goal
Measured Annually	25 hours per employee per year



Managers/Supervisors/ Administrative Training

**Managers /
Supervisors/
Admin**

2019	Goal
Measured Annually	100 % receive on-site or off-site training each year



Governance

Board Development

Attendance at a transit-related conference / training event

Event	Location	Attendee(s)
APTA Legislative Conference March 15-17, 2020	Washington, D.C.	Event Canceled
APTA Annual Meeting October 11-14, 2020	Anaheim, CA	TBD

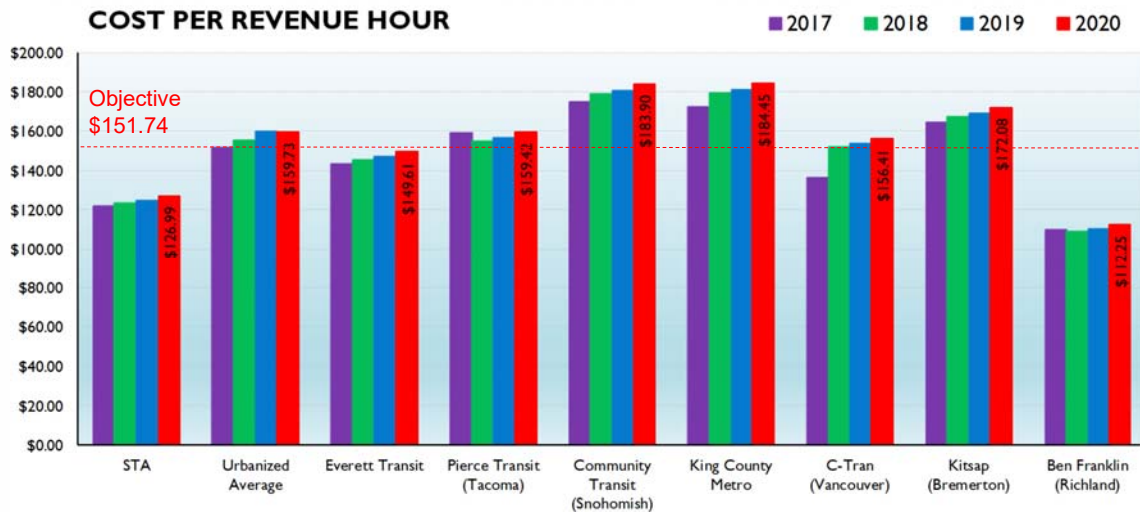
Exemplify Financial Stewardship

5 Performance Measures:

- Cost Efficiency
- Cost Effectiveness
- Cost Recovery from User Fees
- Maintenance Cost
- Financial Capacity
 - Financial Management
 - Service Level Stability
 - Ability to Sustain Essential Capital Investments
 - Public Perception

Cost Efficiency

Fixed Route



OBJECTIVE: CONSTRAIN OPERATING COST PER HOUR OF SERVICE TO LESS THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2020 Status: 79.5% (STA - \$126.99; Urban Average - \$159.73)

Previous year results

- 2018 data from NTD reports
- 2019 STA data reflects year-end

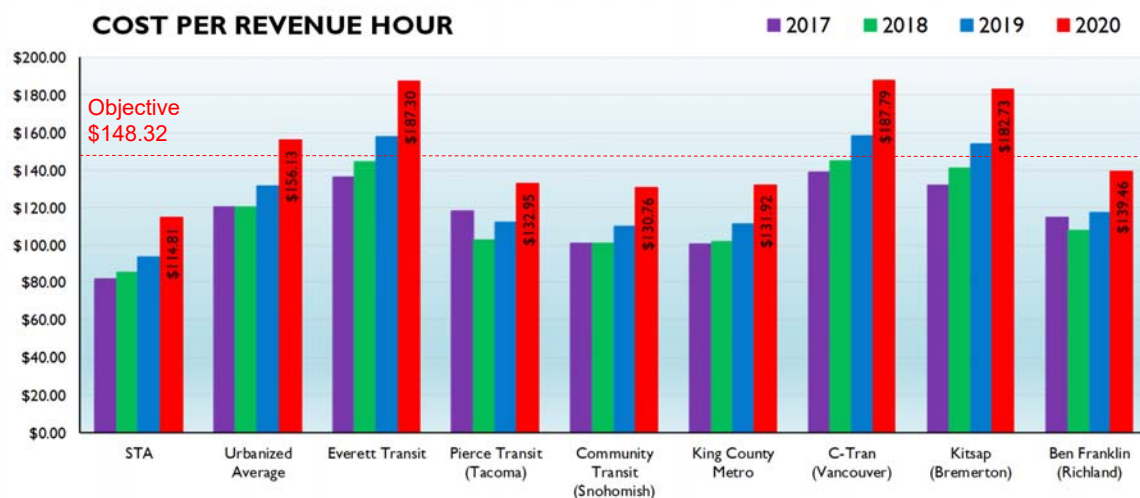
STA 2020 data reflects year-to-date 1st quarter

- Expenditures will lag slightly until end of year



Cost Efficiency

Demand Response



OBJECTIVE: CONSTRAIN OPERATING COST PER HOUR OF SERVICE TO LESS THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2020 Status: 73.5% (STA - \$114.81; Urban Average - \$156.13)

Previous year results

- 2018 data from NTD reports
- 2019 STA data reflects year-end

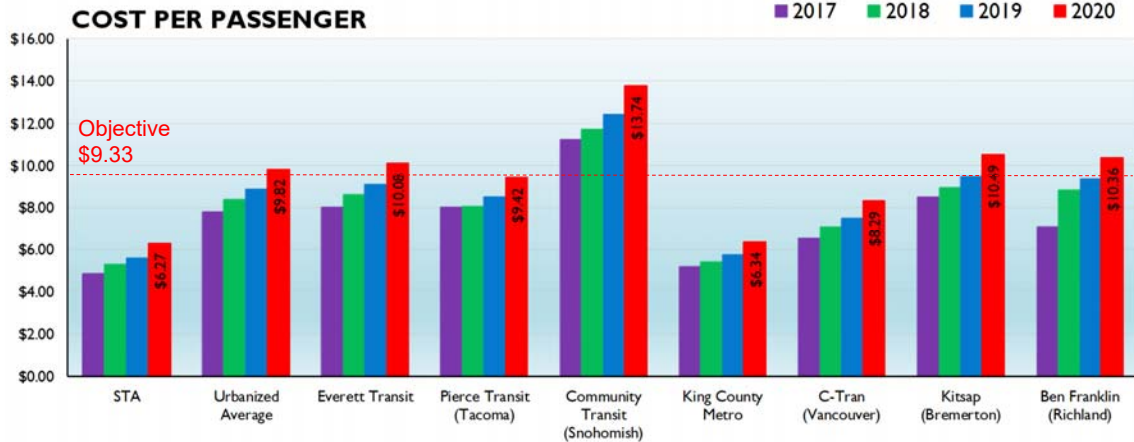
STA 2020 data reflects year-to-date 1st quarter

- Expenditures will lag slightly until end of year



Cost Effectiveness

Fixed Route



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2020 Status: 63.9% (STA - \$6.27; Urban Average - \$9.82)

Previous year results

- 2018 data from NTD reports
- 2019 STA data reflects year-end

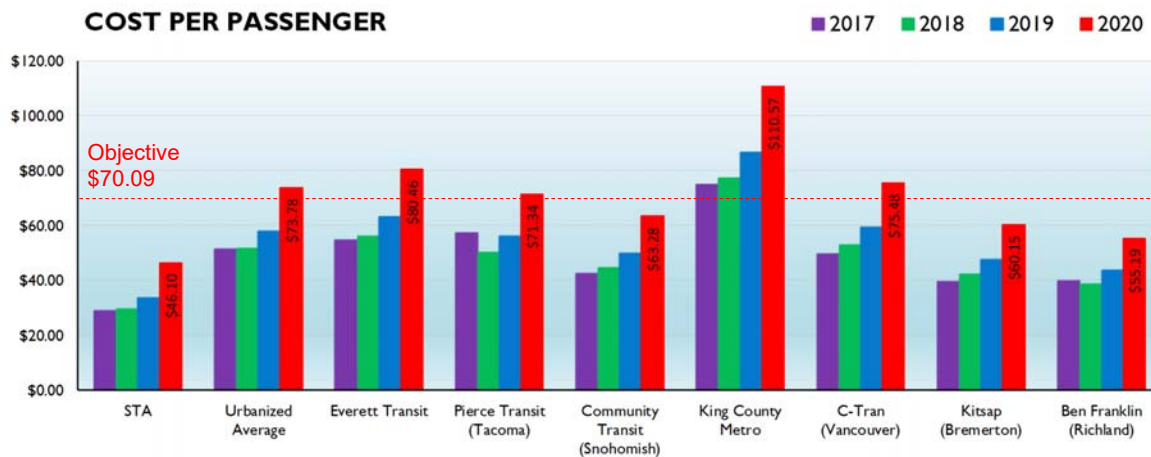
STA 2020 data reflects year-to-date 1st quarter

- Expenditures will lag slightly until end of year



Cost Effectiveness

Demand Response



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2020 Status: 62.5% (STA - \$46.10; Urban Average - \$73.78)

Previous year results

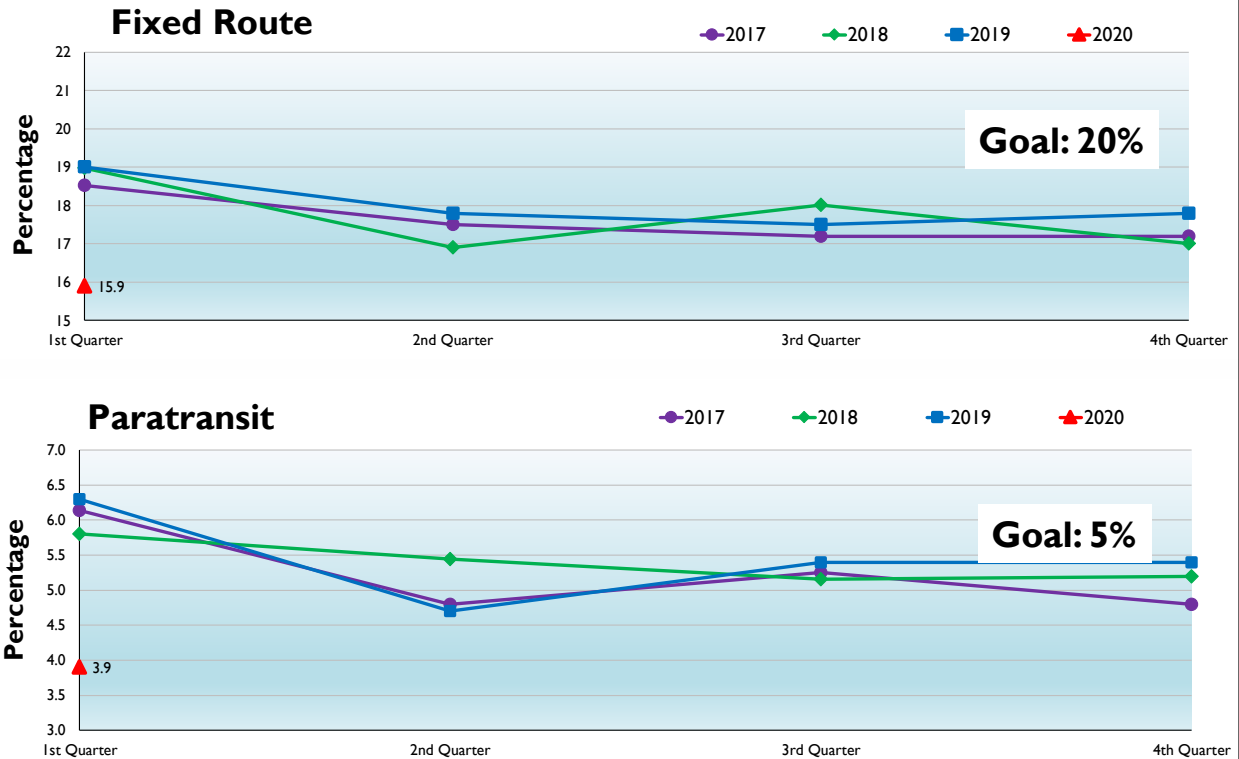
- 2018 data from NTD reports
- 2019 STA data reflects year-end

STA 2020 data reflects year-to-date 1st quarter

- Expenditures will lag slightly until end of year



Cost Recovery from User Fees



**Fares suspended March 26 - TBD*

Cost Efficiency

Rideshare

	2017	2018	2019	YTD 2020
Operating/Admin Cost per Mile	\$0.51	\$0.52	\$0.53	\$0.51
Revenue per Mile	\$0.53	\$0.52	\$0.51	\$0.36
%	104.5%	99.9%	95.2%	70.0%

GOAL: RECOVER 100% OF OPERATING/ADMINISTRATIVE COSTS

Maintenance Cost

Cost per Total Mile

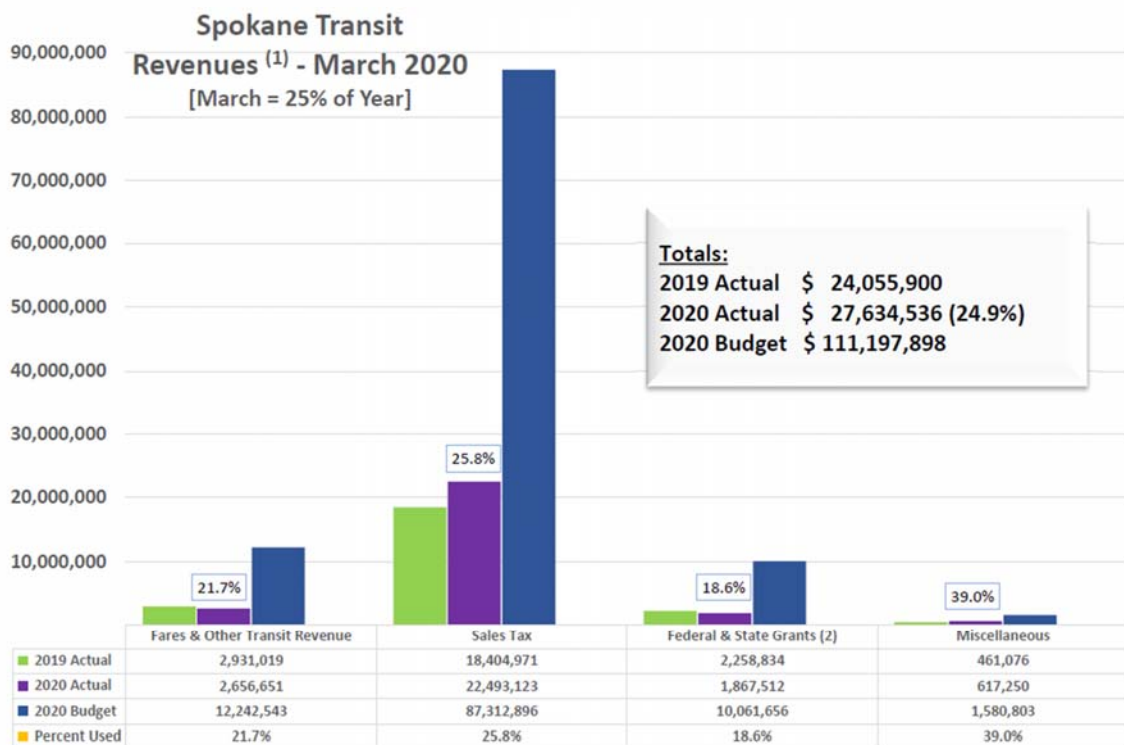
Fixed Route

Paratransit

	2019	YTD 2020	GOAL
Fixed Route	\$1.18	\$1.19	\$1.28
Paratransit	\$1.00	\$1.04	\$1.20



Financial Management



(1) Above amounts exclude grants used for capital projects. Year-to-date March state capital grant reimbursements total \$972,888 and federal capital grant reimbursements total \$58,745.

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

Service Level Stability & Ability to Sustain Essential Capital Investments

	Current Projection	Goal
# of Years Current Service Level Can Be Sustained	6 Years	6 Years
Fully Funded Capital Improvement Plan	6 Years	6 Years

Public Perception

Community Survey Question	Response*	Standard
STA is Financially Responsible	3.74	Score 4.5

*Survey completed in 2019



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6H : 2020 TRANSIT DEVELOPMENT PLAN: TIMELINE ADJUSTMENTS

REFERRAL COMMITTEE: N/A

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

SUMMARY: The preparation of the 2020 Transit Development, including the 2021-2026 Capital Improvement Program, has been impacted by the economic disruptions in the wake of the COVID-19 pandemic.

Staff is preparing a revised timeline for the TDP, including obtaining Board guidance that reflects changed conditions as well as preparing and presenting the various sections of the plan, including the capital improvement program and service implementation plan.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6I : DIVISION CONNECTS STUDY: PROJECT UPDATE

REFERRAL COMMITTEE: N/A

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

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

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

A steering committee comprised of elected officials and administrators was assembled at the end of March and will be engaged on an as needed basis to provide feedback and direction. Scheduling for the first committee meeting is underway, and staff expects the meeting to occur in the middle of May.

The website (DivisionConnects.org) launched Monday April 6th. The first project survey and a draft of the “State of the Corridor” report were posted to the website on Friday April 10th. As of end of day April 26, 2020, there were 158 responses to the survey.

Currently the consultant team is working on two tasks related to Division HPT which will be included in the report to the committee:

- DRAFT Transit Design Framework – A framework developed for decision-making and alternatives criteria based on STA and stakeholder priorities that align with FTA Small Starts program criteria
- Potential terminal points – The Division corridor has been divided into 6 distinct segments, and how Division BRT serves North Spokane and the downtown community are key questions to be answered.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6J : FTA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Gordon Howell, Principal Transit Planner

SUMMARY: Spokane Transit Authority (STA) is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, known as Section 5310. The goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options. Spokane Transit has the responsibility of administering and managing Section 5310 funds among subrecipients.

A minimum of 55% of the Section 5310 annual allocation must be spent on Traditional Capital Projects, which are projects carried out by private, non-profit organizations or a local government authority (if there are no non-profits readily available in the area to provide the service) to meet the special needs of seniors and individuals with disabilities. Traditional Capital projects include a vehicle purchase, mobility management which is the coordination of transportation services, construction projects such as sidewalks and ADA ramps and acquisition of ADA-complimentary paratransit services.

The remaining 45% (categorized as other projects) may be used for operating projects or capital projects. Operating projects include alternatives to public transportation and improved access to fixed-route service. Public Transportation projects under this category can be for capital or operating and must exceed the requirements of ADA Paratransit services.

Spokane Transit has \$510,414 available for this call for projects with \$410,414 available from the 2020 apportionment and \$100,000 available from the remaining 2019 apportionment. The remaining \$100,000 was held in reserve for a future call for projects. Below is a table showing how the Traditional and Other categories are distributed.

Amount Available and Funding Category			
Year	Amount Available	Category Allocation	
		Traditional	Other
2020	\$410,414	\$225,728	\$184,686
2019	\$100,000	\$100,000*	
Total	\$510,414		

*Note: The remaining funds from 2019 can be used in the Other and/or the Traditional category.

The table below outlines the expected timeline for this call and selection for projects.

Date	Action
May 8, 2020	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants)
June 1, 2020	Project Applications Due
July 1, 2020	Present to Planning and Development Committee for Board recommendation of prioritized list for funding
July 16, 2020	STA Board acts on recommended project applications.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 21, 2020

AGENDA ITEM 6K : FIRST QUARTER 2020 SERVICE PLANNING INPUT REPORT

REFERRAL COMMITTEE: N/A

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

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

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning and Development Department in the 1st Quarter of 2020. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

A total of 33 comments were received by the Planning and Development Department during the quarter. Of the comments received, 9 were related to requests for new service, 14 were related to existing service, 9 were related to bus stops, and one other comment. The comments are summarized below. It is also noted if any comments are addressed by the *STA Moving Forward* plan.

NEW SERVICE COMMENTS
2 requests for service to Chase Middle School (south Spokane). <i>Not included in STA Moving Forward.</i>
1 request for east-west service on Rowan Ave in north Spokane. <i>Not included in STA Moving Forward.</i>
1 request for service to Deer Park. <i>Not included in STA Moving Forward. Deer Park is outside of the PTBA. Significant planning and coordination would be required to finance and plan the requested service.</i>
1 request for service to Eagle Ridge in South Spokane. <i>Not included in STA Moving Forward.</i>
1 request for service to Thorpe Rd and Hwy 195. <i>Not included in STA Moving Forward.</i>
1 inquiry regarding service for Lakeside High School in Stevens County. <i>Not included in STA Moving Forward. Not located within the PTBA. Would require extensive coordination with Stevens County as well as political actions.</i>
1 request for service to 9 Mile Falls area. <i>Not included in STA Moving Forward.</i>
1 request for service to Shenandoah Mobile Home Park in the Mead area. <i>Not included in STA Moving Forward.</i>

EXISTING SERVICE COMMENTS

2 comments about difficulties connecting between the Route 22 Northeast Blvd and Route 27 Hillyard at the 5 Mile Park & Ride. <i>Adjustments to improve the connection will be made at the time of the May service revisions.</i>
1 comment regarding crowding on the Route 20 SFCC. <i>Passenger loads are typically higher during the first few days after a new academic quarter starts and they level out as the term progresses.</i>
1 comment regarding crowding on morning trips of the Route 67 Swoop Loop. <i>Additional trips were added to address crowding at the time of the January 2020 service change.</i>
1 suggestion to realign the Route 21 West Broadway in west central to use Belt St and Boone Ave south of the West Central Community Center.
1 comment regarding difficulties making the connection between the Route 66 EWU and the Route 68 Cheney Loop. <i>The schedule was impacted by winter weather.</i>
1 comment requesting changes to schedules for the Route 67 Swoop Loop and the Route 68 Cheney Loop. <i>The requested changes would break connections with the Route 64 Cheney/West Plains.</i>
1 request for later service on the Swoop Loop.
1 comment stating the Route 32 Trent/Montgomery was always departing late from the SCC Station. The passenger was not waiting and was calling her spouse for a ride. <i>Upon investigation it was found that the real time arrival application was incorrectly telling her the bus would be late.</i>
1 request for a return of mid-day service on S Bernard St. <i>Prior to September 2019 the Route 44 would alternate between Grand Blvd and Bernard St providing mid-day service on Bernard St. Now the 4 serves Grand Blvd every trip and the 144 South Express serves Bernard St but only during the weekday peak.</i>
1 complaint regarding delayed buses do to rail crossings. <i>Due to changes in rail operations STA is seeing significantly longer delays at rail crossings.</i>
1 request to extend the Route 90 Sprague to Liberty Lake.
1 request to maintain the Route 22 Northwest Blvd service to the VA Hospital. <i>No change is proposed that would discontinue service on the Route 22 to the VA Hospital.</i>
1 request to add a 6:00 PM Plaza departing Route 45 trip. <i>The suggested improvement will be implemented at the time of the September 2020 service change.</i>

BUS STOP COMMENTS

1 comment regarding inadequate snow removal at the Country Homes Park & Ride. <i>Facilities & Grounds addressed the reported conditions.</i>
1 request to relocate a stop at Argonne Rd and Trent Ave. <i>After coordinating with the City of Spokane Valley and WSDOT staff determined the stop cannot be moved.</i>
1 request for a bus shelter at Market St and Wellesley Ave. <i>Ridership at the stop does not warrant a shelter.</i>
1 request for an additional bus stop on Route 61 HWY 2. <i>Request for more information not returned.</i>
1 request to reinstate the bus stops at 12 th Ave and Grand Blvd which were consolidated as part of the Monroe-Regal HPT implementation project. <i>Based on feedback since the stop closures, the northbound stop was reinstated.</i>

1 request from a coach operator to remove an on-street parking spot located near a bus stop at Sprague Ave and Brown St to allow the more space for bus movements. <i>STA staff is working with City staff to improve the bus stop at this location.</i>
1 request from a coach operator to move the westbound stop at Sprague Ave and Cowley St to the east side of the intersection. <i>The stop will be addressed as part of the City of Spokane's Sprague Phase II project.</i>
1 report that a bench provided by an advertiser with a contract with the City of Spokane at Nevada St and Holland Ave was badly damaged. <i>The report was forwarded to the City staff that manage the contract.</i>
1 request to reinstate the stop at 29 th Ave and Bernard St. <i>The stop was consolidated as part of the implementation of the 144 South Express. The request remains under review.</i>

OTHER

1 suggestion that should School District 81 build a sports stadium downtown that students be able to use their student ID to ride the bus for free to games.

RECOMMENDATION TO BOARD: Information only.