

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Wednesday, September 1, 2021, 1:30 p.m.

Via Video Conference

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the June 30, 2021, Committee Meeting – *Corrections/Approval*
4. Committee Action (*20 minutes*)
 - A. Board Consent Agenda
 1. Boone Elevator Modernization – Final Contract Acceptance (*Monique Liard*)
 2. Approval of Contract Renewal for Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System Maintenance & Upgrade Services (*Monique Liard*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
5. Reports to Committee (*None*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. July 2021 Operating Indicators (*E. Susan Meyer*)
 - B. July 2021 Financial Results Summary (*Monique Liard*)
 - C. August 2021 Sales Tax Revenue Information (*Monique Liard*)
 - D. June 2021 Semi-Annual Financial Reports (*Monique Liard*)
 - E. 2nd Quarter 2021 Service Planning Input Report (*Karl Otterstrom*)
8. October 6, 2021, Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: October 6, 2021, 1:30 p.m. via WebEx.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Performance Monitoring and External Relations

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 3A: MINUTES OF THE JUNE 30 (JULY) 2021, PERFORMANCE
MONITORING AND EXTERNAL RELATIONS COMMITTEE
MEETING – CORRECTIONS OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dawn Scartozzi, Executive Assistant to the Chief Operations Officer

SUMMARY: Attached are the minutes of the June 30, 2021, Performance Monitoring and External Relations Committee meeting for corrections or approval.

RECOMMENDATION TO COMMITTEE: Corrections or approval.

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the June 30, 2021 (July) Meeting

DRAFT

Virtual WebEx

MEMBERS PRESENT

Chris Grover, City of Airway Heights*
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Kate Burke, City of Spokane
Veronica Messing, City of Cheney (*Ex-Officio*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)

GUESTS

Emily Arneson, Ombudsman
Office of the Washington State Auditor

- Walter Green, Audit Lead
- Alex Lycan, Audit Supervisor

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Kendel Froese, Attorney, McAloon Law PLLC

*Committee Chair

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

Chair Grover called the meeting to order at 1:30 p.m. Introductions were made.

2. **COMMITTEE CHAIR REPORT**

Chair Grover recognized the exciting discussion from the 2021 STA Strategic Planning Workshop. He believes the key to a successful long term strategic plan is to focus on our vision and mission.

3. **COMMITTEE APPROVAL**

A. **Minutes of the June 2, 2021, Committee Meeting**

Ms. Kinnear moved to approve the June 2, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Rules of Conduct Update**

Ms. Arneson, STA Ombudsman, provided information on Spokane Transit Rules of Conduct that specifically deal with prohibitive behavior.

The Board of Directors first adopted the Spokane Transit Rules of Conduct for Transit Vehicle, Facilities, and Properties on May 24, 1995. As circumstances change or new rules become necessary, the Rules of Conduct are updated.

Spokane Transit has received direction from the Federal Transit Administration that the requirement of seatbelt use for passengers under the Revised Code of Washington does not apply to STA Paratransit vehicles. Therefore, Rule 44 will be deleted from the Rules of Conduct.

Paratransit riders will continue to be asked to use the seatbelt and offered assistance to secure it if necessary; however, they will not be denied service if they refuse to use it.

With the deletion of Rule 44, Rules 45-51 are consequently renumbered. A draft of the proposed deletion and renumbering, with tracked changes, was included in the packet.

Ms. Arneson requested the committee recommend the Board approve the revisions to the Rules of Conduct as recommended by staff and legal counsel.

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

COMMITTEE ACTION

A. Board Consent Agenda

1. Community Access Pass Pilot Program – Three Month Extension

The CAP Pilot Program was unanimously recommended by PMER and approved by the Board of Directors on July 16, 2020.

Beginning September 1, 2020, for a one-year pilot period, approved nonprofit human service organizations may purchase discounted (50%) 2-hour, one-ride, and day-passes from STA. The intent of the program is to enable organizations that serve vulnerable populations to increase access to public transit. The program is slated to end on August 31, 2021.

Staff request the term of the pilot program be extended until November 30, 2021 (3 months) to provide sufficient time to review a full year's worth of data to present to the Board. Extending the term will allow the program to continue while the analysis is conducted and until the board makes its determination about the program's future.

Mr. Rapez-Betty recommends the Board extend the Community Access Pass (CAP) Pilot Program to November 30, 2021.

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

5. REPORTS TO COMMITTEE

A. 2020 State Audit Exit Briefing

On June 7, 2021, the Washington State Auditor's Office held an Audit Exit Conference with STA staff and the Chair of the Board of Directors regarding the 2020 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2020 Audit results.

Reports are publicly available on their website: <https://sao.wa.gov/reports-data/audit-reports>.

6. CEO REPORT

- June 2021 sales tax (collected on April Sales) was 47.5% above June 2020 actual, 21.1% YTD above 2020 actual, and 39.4% YTD above budget.
- STA and Avista partnered to provide free rides thru Friday, July 2nd, to cooling centers throughout the county. Due to capacity rates being lifted, the STA Plaza is open to customers and others who need to get out of the heat. However, masks are still required inside the Plaza.

- Free rides to vaccines were extended to July 5. After July 5, anyone who took advantage of a free ride for the first shot can also get a free ride for a second shot.
- Safe Start Reopening Plan – exception: on Public Transit, masks are still required. This is consistent with Transportation Security Administration (TSA) which has a directive until September 15th that includes planes, trains, buses, or a station.
 - STA offers employees 2 hours of pay to get the vaccination.
- Department of Labor Industry (L&I) guidance gives employers 4 ways to learn if employees are vaccinated. Acceptable types of verification include:
 1. Vaccine card or photo of vaccine card
 2. Documentation from a health care provider
 3. State immunization information system record
 4. Hard copy or electronically signed self-attestation from the employee
- The FTA awarded STA a 6.38M grant. This grant will be used to replace 10 diesel buses that have reached their useful life with 10 battery electric buses. We only need funding for 10 more buses, this will complete the capacity at the Boone Northwest garage. The project, part of an ongoing fleet replacement strategy, will reduce diesel emissions and improve air quality for Spokane residents.
- Summer Youth Pass provided 9000 rides in the first 2 weeks.

7. COMMITTEE INFORMATION

- May 2021 Operating Indicators – *as presented*
- May 2021 Financial Results Summary – *as presented*
- June 2021 Sales Tax Revenue Information – *as presented*

8. September 1, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

Ms. Kinnear moved to approve the September 1st Draft Agenda. Mr. Kerns seconded, and the motion passed unanimously.

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

(none)

11. ADJOURN

Chair Grover adjourned the meeting at 2:11 p.m.

12. NEXT MEETING – WEDNESDAY, September 1, 2021, 1:30 P.M., VIA WEBEX

Respectfully submitted,



Dawn Scartozzi
Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

September 1, 2021

AGENDA ITEM 4A.1: BOONE ELEVATOR MODERNIZATION – FINAL CONTRACT ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Jessica Charlton, Capital Projects Manager

SUMMARY: On October 8, 2020, the CEO awarded a contract with Schindler Elevator Corporation in the amount of \$252,894 to modernize two elevators at STA's headquarters at 1230 and 1229 W. Boone Avenue. The contractor began work at the site on February 15, 2021 and reached substantial completion on May 27, 2021.

In accordance with closeout requirements for Public Works contracts in excess of \$35,000, staff are seeking this Committee's recommendation that the Board of Directors accept the Schindler Elevator Corporation contract as complete.

BACKGROUND: The work performed by Schindler Elevator Corporation and their subcontractors have extended the useful life of the elevators by successfully replacing all obsolete equipment, replacing all moving pieces with exception to the inground cylinder, replacing all controls and upgrading all electrical, mechanical, fire protection and ADA elements to meet current code.

No change orders were added to the contract value. Five percent, or \$12,644.70, has been withheld as retainage as required by RCW 60.28.011. All Affidavits of Wages Paid have been received. On July 22, 2021, the Notice of Completion was sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any public works project over \$35,000.

This work was part of the Boone Elevator Modernization project with a budget of \$380,000. Costs associated with the project include but are not limited to the construction contract, consulting services and Washington State sales tax. The project will be \$64,274 under budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Schindler Elevator Corporation for the Boone Elevator Modernization project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS MEETING

September 1, 2021

AGENDA ITEM 4A.2 : APPROVAL OF CONTRACT RENEWAL FOR COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (CAD/AVL) SYSTEM MAINTENANCE & UPGRADE SERVICES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer
Frank Bezemer, Senior Transportation Manager

SUMMARY: In June 2012, the Board of Directors approved the award of contract for a computer aided dispatch and automatic vehicle location (CAD/AVL) system, through a competitive solicitation, to the Trapeze Software Group (“Trapeze”).

Spokane Transit Authority (“STA”) and Trapeze successfully implemented and deployed Trapeze’s CAD/AVL system, TransitMaster, in late 2016 when STA completed the final acceptance of the system. Since its implementation, STA’s operations have been modernized and improved using TransitMaster. At the time of contract award, STA negotiated extended maintenance and upgrade support for TransitMaster which lapsed effective April 30, 2021.

STA began negotiating the new TransitMaster maintenance & upgrade agreement with Trapeze in January 2021. The negotiations took several months and yielded a new agreement with a five-year term, extending from May 1, 2021, to April 30, 2026. While the agreement offers the same hardware and software support as the original agreement, STA was able to secure an annual price escalation reduction from 5% to 4% and received 6 registrations for the Think Transit conference compared to the 2 included in the original agreement.

The agreement is valued at \$1,102,306 over the five-year term, including annual escalation. With sales tax, the total is \$1,201,514. This cost of the agreement is paid through the Information Services operating budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to execute the TransitMaster maintenance and upgrade agreement with Trapeze for a five-year term in the amount of \$1,201,514.

SPOKANE TRANSIT AUTHORITY
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 6 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

September 1, 2021

AGENDA ITEM 7A: JULY 2021 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: There were two less weekdays in July 2021 compared to July 2020. While Covid-related restrictions continue to suppress mobility, ridership continued to increase on Fixed Route Paratransit. We may anticipate increases in ridership as passengers become more comfortable in travelling due to vaccinations, and many businesses returning to pre-pandemic operations. Fare collection resumed effective July 1, 2020.

FIXED ROUTE

- Average weekday ridership increased 11.7% (16,535 vs. 14,807) in July 2021 compared to July 2020.
- Total monthly ridership increased 7.4% (427,200 vs. 397,604) in July 2021 compared to July 2020.
- Year to date, ridership is down 25.1% (2,897,737 vs. 3,866,967). The goal for the year is to recover ridership at 39.7% over 2020 ridership.
- On time performance was 94.4% for July of 2021. The 2021 goal is 93%.
- July preventable accident rate was 0.05 per 10,000 miles. Year to date, the rate is 0.07, with the stated goal being 0.08 per 10,000 miles.

PARATRANSIT

- Total monthly ridership increased 78.0% (21,649 vs. 12,159) in July 2021 compared to July 2020.
- Year to date ridership decreased 3.48% (132,386 vs. 137,159) in July 2021 compared to July 2020.
- July preventable accident rate was 0.00 per 10,000 miles. Year to date, at the rate of 0.04 per 10,000 miles compares favorably with the stated goal of 0.10 per 10,000 miles.

VANPOOL

- Average monthly ridership declined 15.0% (5,346 vs. 6,293) in July 2021 compared to July 2020.
- Year to date ridership is down 32.8% (40,041 vs. 59,619) in July compared to July 2020.
- Van groups were 63 vs. 70 comparing July 2021 to July 2020.
- Air Guard started 1 new van group in July 2021.
- A total of 2 accidents were reported in July 2021. Year to date, accidents are at 0.1 per 10,000 miles, below the stated goal of 0.3 per 10,000 miles.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 33.2% (4,769 vs. 3,580 in 2020) and increased 2.3% (30,480 vs. 29,793) year-to-date.

- Adult Pass/Smartcard monthly pass sales increased 48.0% (2,796 vs. 1,889 in 2020) and increased 48.3% (15,064 vs. 10,158) year-to-date
- Shuttle Park monthly sales increased 19.3% (161 vs. 135 in 2020) and decreased 42.3% (1,013 vs. 1,757) year-to-date.
- 7-Day Pass/Smartcard monthly sales increased 59.0% (1,550 vs. 975 in 2020) and increased 29.5% (5,365 vs. 4,144) year-to-date.
- ESBP monthly sales increased 48.7% (290 vs. 195 in 2020) and decreased 47.3% (1,843 vs. 3,494) year-to-date.

UTAP monthly rides increased 52.4% (15,258 vs. 10,011 in 2020) and decreased 62.0% (164,575 vs. 433,175) YTD.

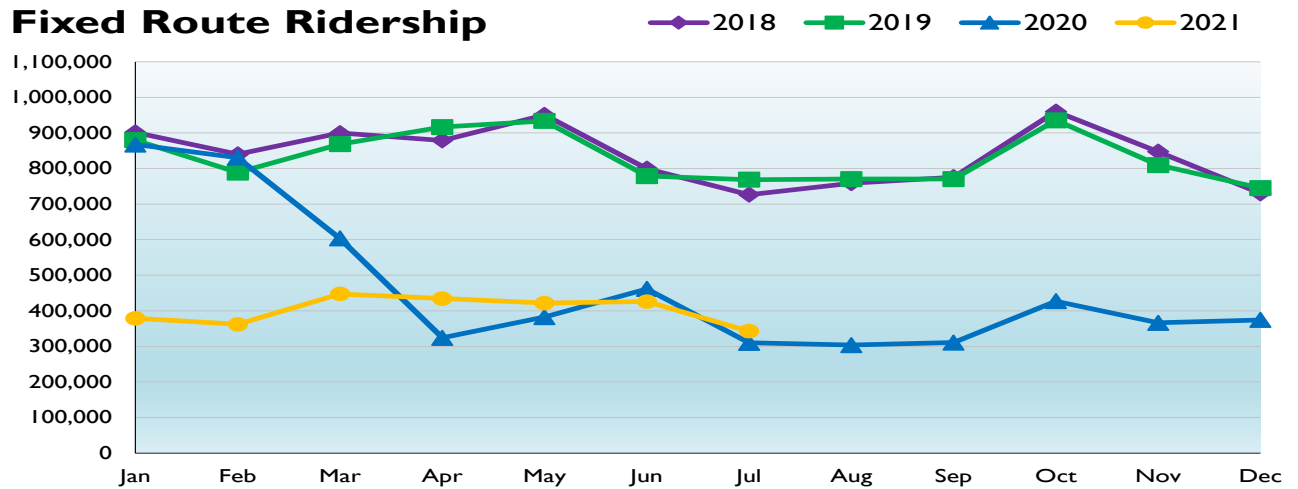
Reduced Fare Pass/Smartcard monthly sales increased 9.2% (905 vs. 829 in 2020) and increased 16.6% (6,791 vs. 5,822) year-to-date.

Paratransit Pass/Smartcard monthly sales increased 103.6% (342 vs. 168 in 2020) and decreased 9.1% (1,926 vs. 2,118) year-to-date.

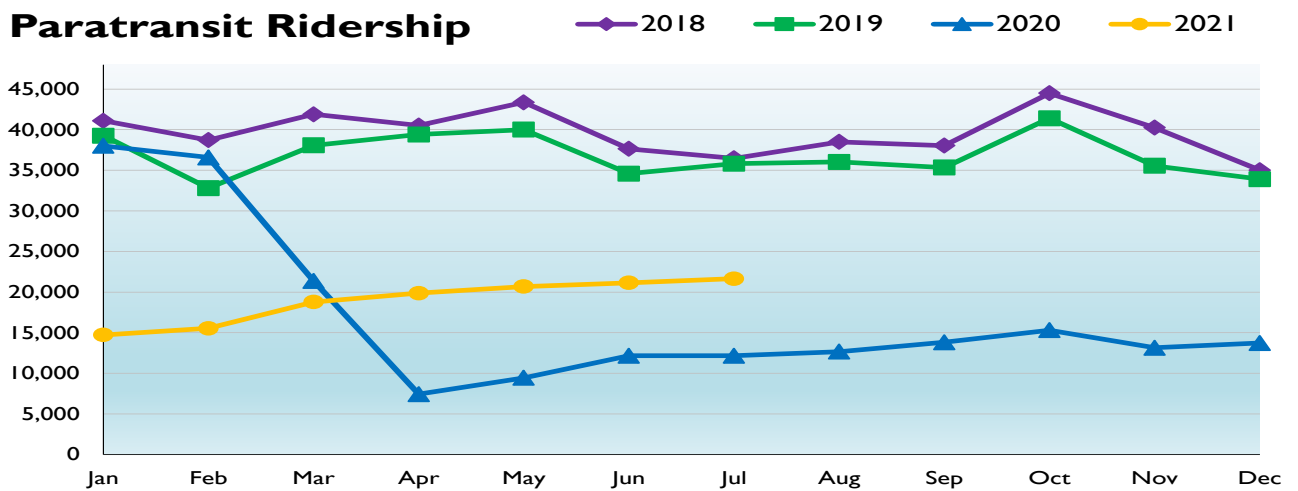
Fare collection was suspended in 2020 from April through June due to COVID-19

RECOMMENDATION TO COMMITTEE: Information only.

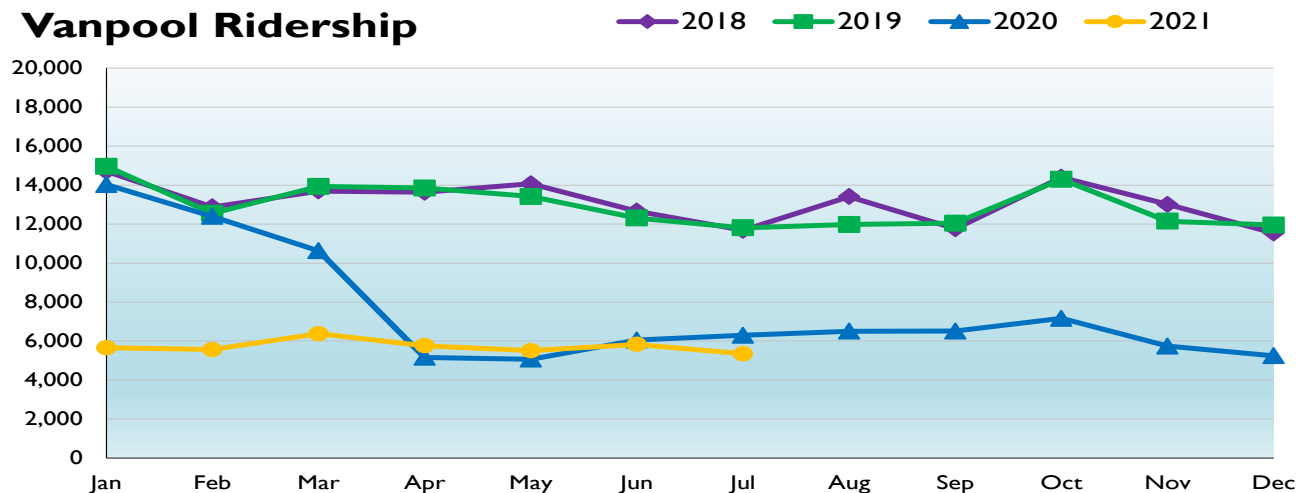
Fixed Route Ridership



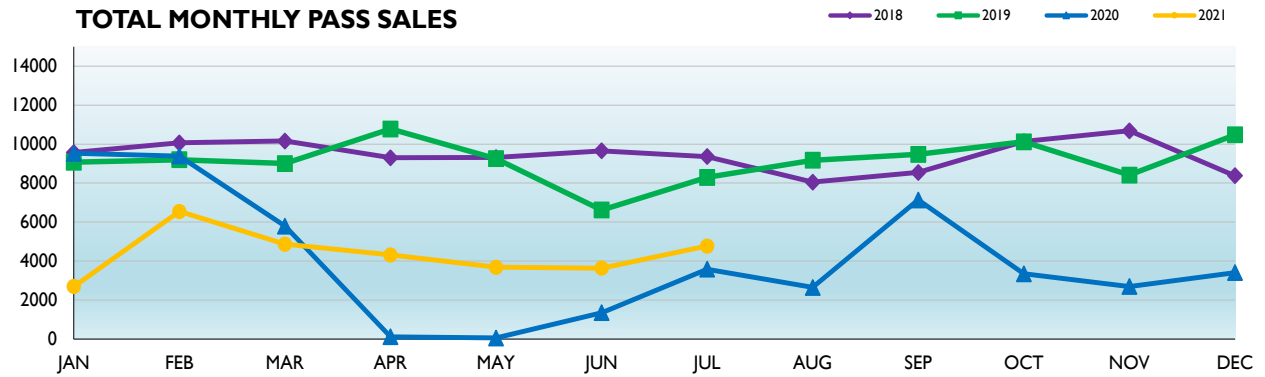
Paratransit Ridership



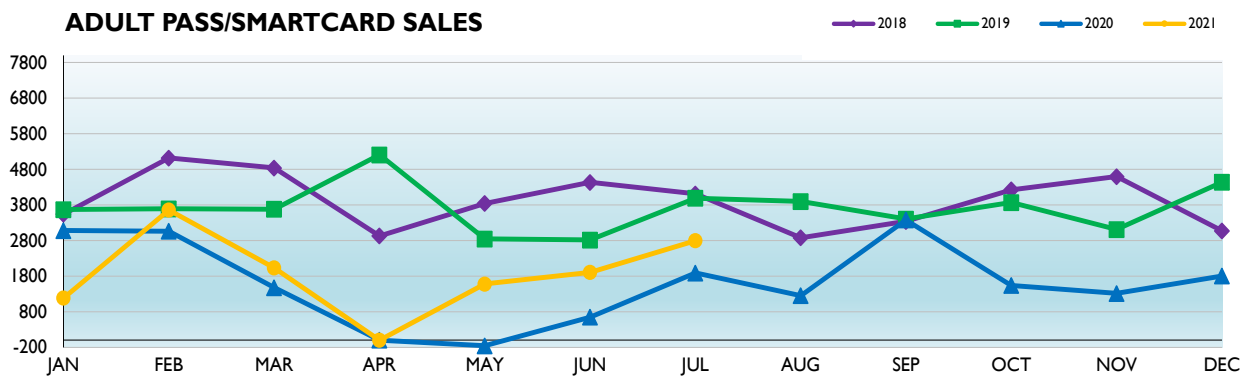
Vanpool Ridership



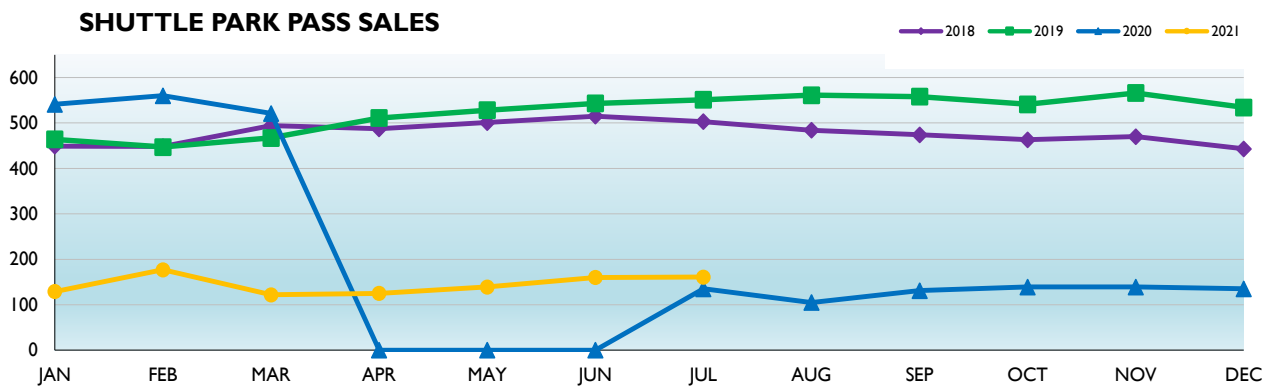
TOTAL MONTHLY PASS SALES



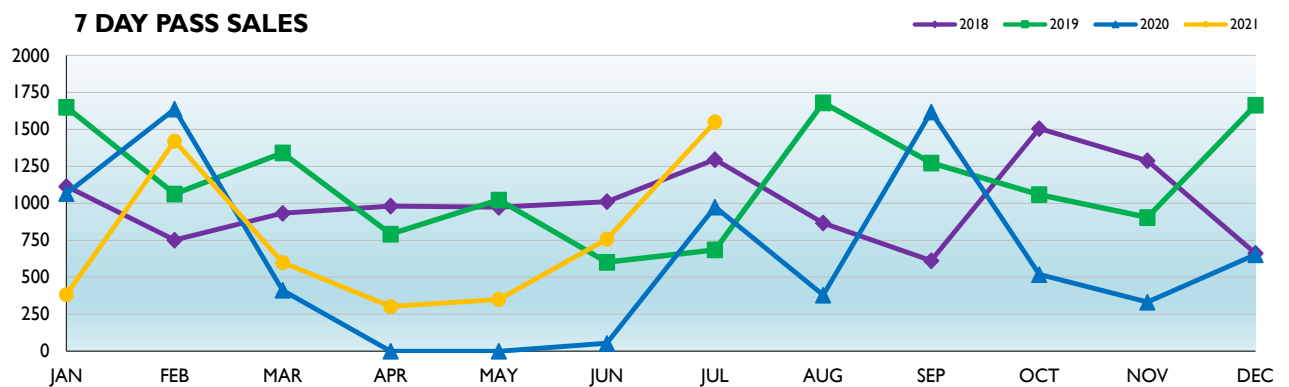
ADULT PASS/SMARTCARD SALES

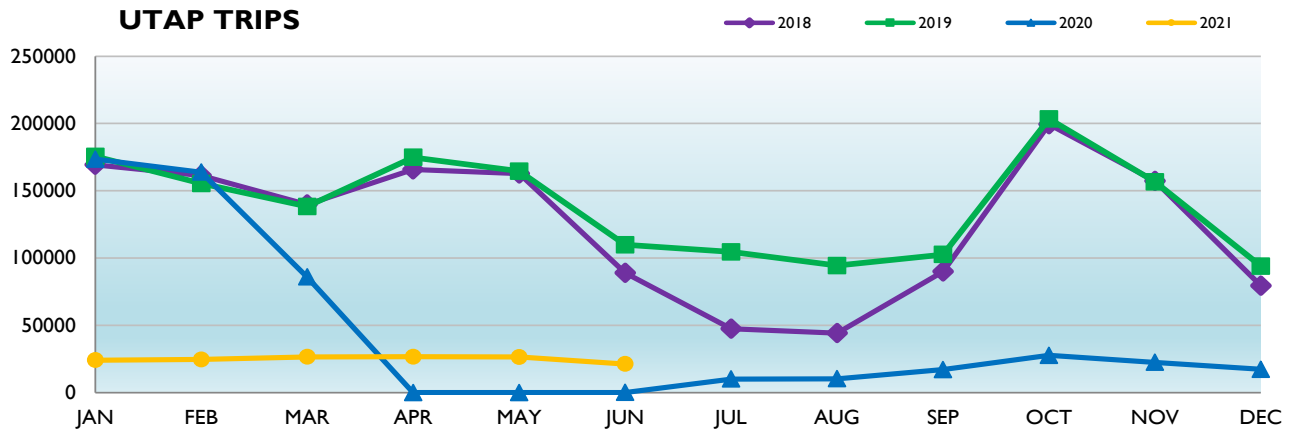


SHUTTLE PARK PASS SALES



7 DAY PASS SALES





SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS MEETING

September 1, 2021

AGENDA ITEM 7B : JULY 2021 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the July 2021 financial results. As part of the 2021 budget process, staff returned to preparing a monthly breakdown of revenues and expenses. The charts are being shown with a comparison to the YTD budgetary values rather than as a percentage of the year which has elapsed as shown for 2020 and prior.

Revenue

Overall, July year-to-date revenue is 61.2% (\$32.3M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 22.7% lower than budget
- Sales Tax Revenue is 38.7% higher than budget
- Federal & State Grants is 333.5% higher than budget
- Miscellaneous Revenue is 35.4% higher than budget

Operating Expenses

Overall, July year-to-date operating expenses are 6.7% (\$3.2M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.7% lower than budget
- Paratransit is 4.7% lower than budget
- Vanpool is 17.9% lower than budget
- Plaza is 30.0% lower than budget
- Administration is 12.9% lower than budget

RECOMMENDATION TO COMMITTEE: Information only.

Spokane Transit Revenues ⁽¹⁾ - July 2021

70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000

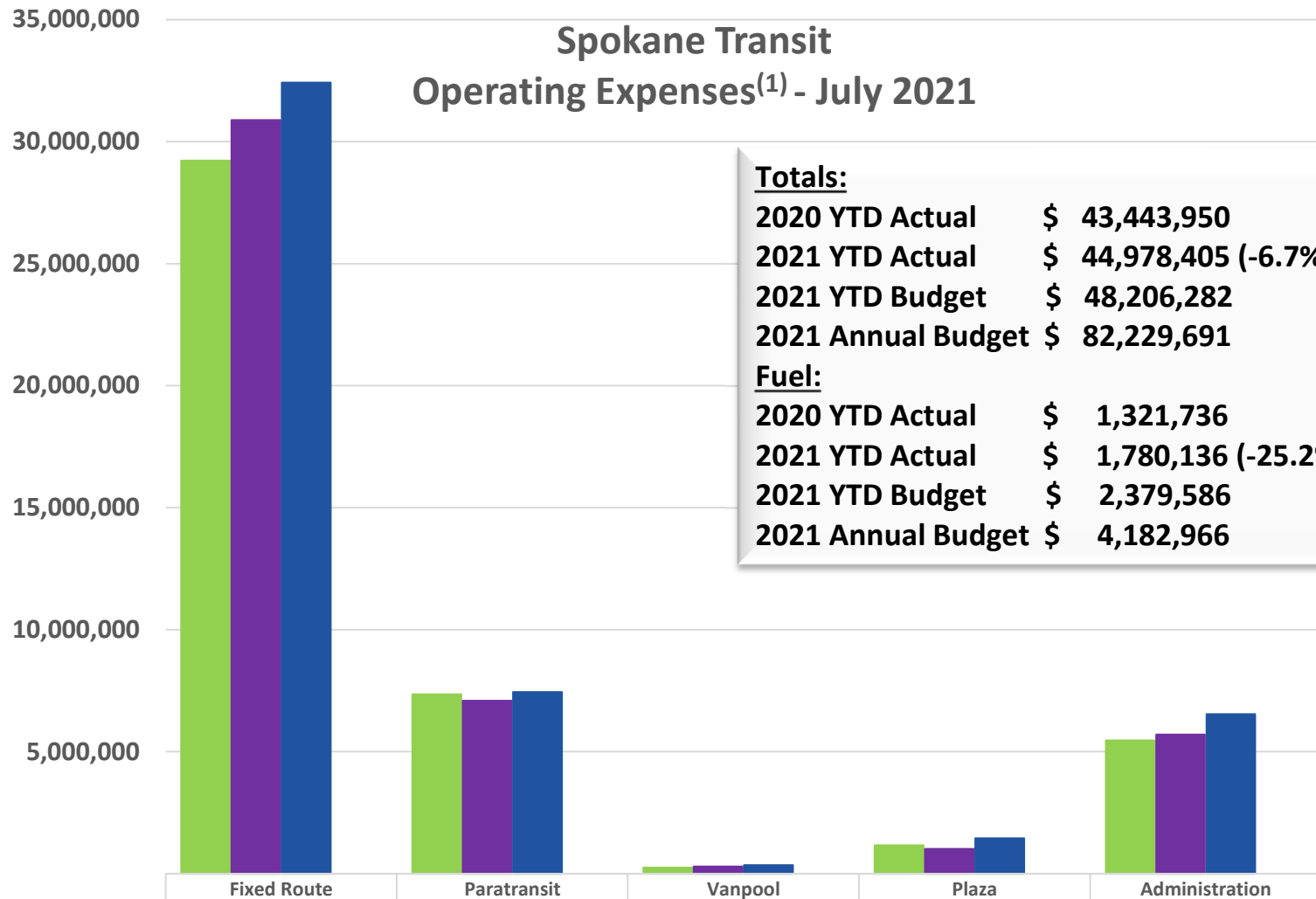
Totals:

2020 YTD Actual \$ 73,652,217
2021 YTD Actual \$ 84,927,329 (61.2%)
2021 YTD Budget \$ 52,674,516
2021 Annual Budget \$ 96,994,755

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2020 YTD Actual	3,269,309	48,463,693	20,572,295	1,346,920
■ 2021 YTD Actual	3,574,126	58,514,855	21,697,273	1,141,075
■ 2021 YTD Budget	4,624,549	42,201,928	5,005,259	842,780
2021 YTD Budget Variance	-22.7%	38.7%	333.5%	35.4%
2021 Budget	7,909,947	78,486,526	9,153,521	1,444,761

(1) Above amounts exclude grants used for capital projects. Year-to-date July state capital grant reimbursements total \$2,171,566 and federal capital grant reimbursements total \$20,484,918. (2) Federal/State Grants are over budget due to unbudgeted CRRSSA Funding of \$15,188,541.

Spokane Transit Operating Expenses⁽¹⁾ - July 2021



Totals:

2020 YTD Actual \$ 43,443,950
 2021 YTD Actual \$ 44,978,405 (-6.7%)
 2021 YTD Budget \$ 48,206,282
 2021 Annual Budget \$ 82,229,691

Fuel:

2020 YTD Actual \$ 1,321,736
 2021 YTD Actual \$ 1,780,136 (-25.2%)
 2021 YTD Budget \$ 2,379,586
 2021 Annual Budget \$ 4,182,966

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2020 YTD Actual	29,225,820	7,346,232	246,518	1,169,741	5,455,639
2021 YTD Actual	30,879,194	7,092,250	289,317	1,019,194	5,698,450
2021 YTD Budget	32,417,810	7,438,691	352,257	1,456,528	6,540,996
2021 YTD Budget Variance	-4.7%	-4.7%	-17.9%	-30.0%	-12.9%
2021 Budget	55,669,976	12,847,070	603,027	2,317,546	10,792,072

(1) Operating expenses exclude capital expenditures of \$35,925,730 and cooperative projects of \$209,357 for year-to-date July 2021.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS MEETING

September 1, 2021

AGENDA ITEM 07C: AUGUST 2021 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached is August 2021 voter-approved sales tax revenue information.

August sales tax revenue, which represents sales for June 2021, was:

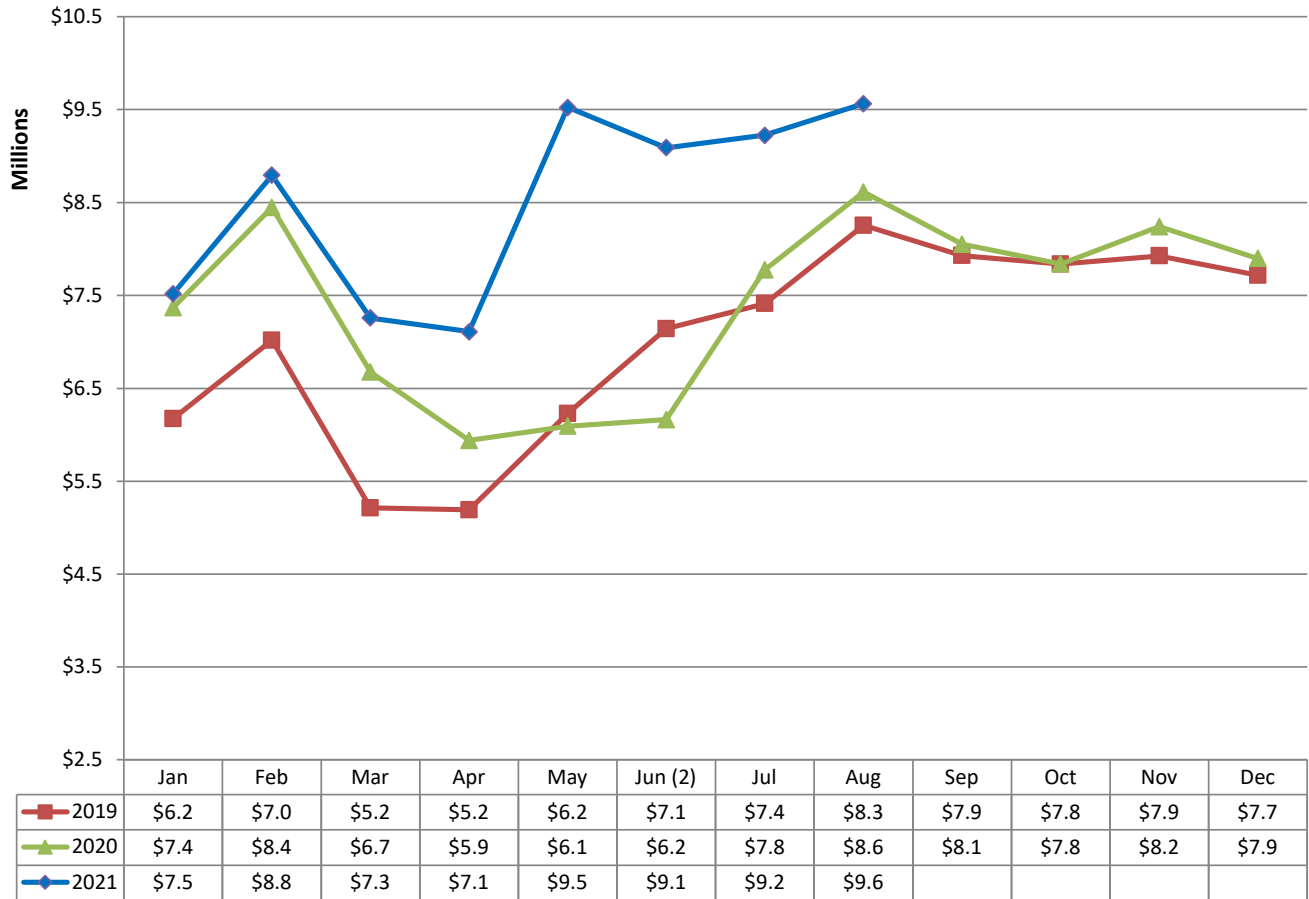
- 26.7% above 2021 budget
- 36.8% above YTD 2021 budget
- 11.0% above 2020 actual
- 19.3% above YTD 2020 actual

Total taxable sales for June 2021 were *up* 11.7% from June 2020 while June 2021 YTD sales were *up* 25.5% compared with June 2020 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD.

- Retail Trade *increased* by 7.7% (\$42.6M) in June 2021 vs June 2020 and is *up* by 27.0% (\$696.8M) June 2021 YTD vs 2020 YTD.
 - Automobile Dealers *increased* 41.6% (\$179.4M) for June 2021 YTD over 2020 YTD
 - Other Miscellaneous Store Retailers *increased* 30.8% (\$91.2M) for June 2021 YTD over 2020 YTD
 - Building Material & Supplies Dealers *increased* 21.4% (\$64.1M) for June 2021 YTD over 2020 YTD
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *increased* 16.0% (\$61.2M) June 2021 YTD over 2020 YTD
 - Clothing Stores *increased* 76.2% or \$55.6M June 2021 YTD over 2020 YTD
- Construction *increased* by 4.6% (\$8.0M) in June 2021 vs June 2020 and is *up* by 26.1% (\$205.7M) June 2021 YTD vs 2020 YTD
- Accommodation and Food Services *increased* by 33.4% (\$26.8M) in June 2021 vs June 2020 and is *up* 25.1% (\$106.0M) June 2021 YTD vs 2020 YTD

RECOMMENDATION TO COMMITTEE: Information only.

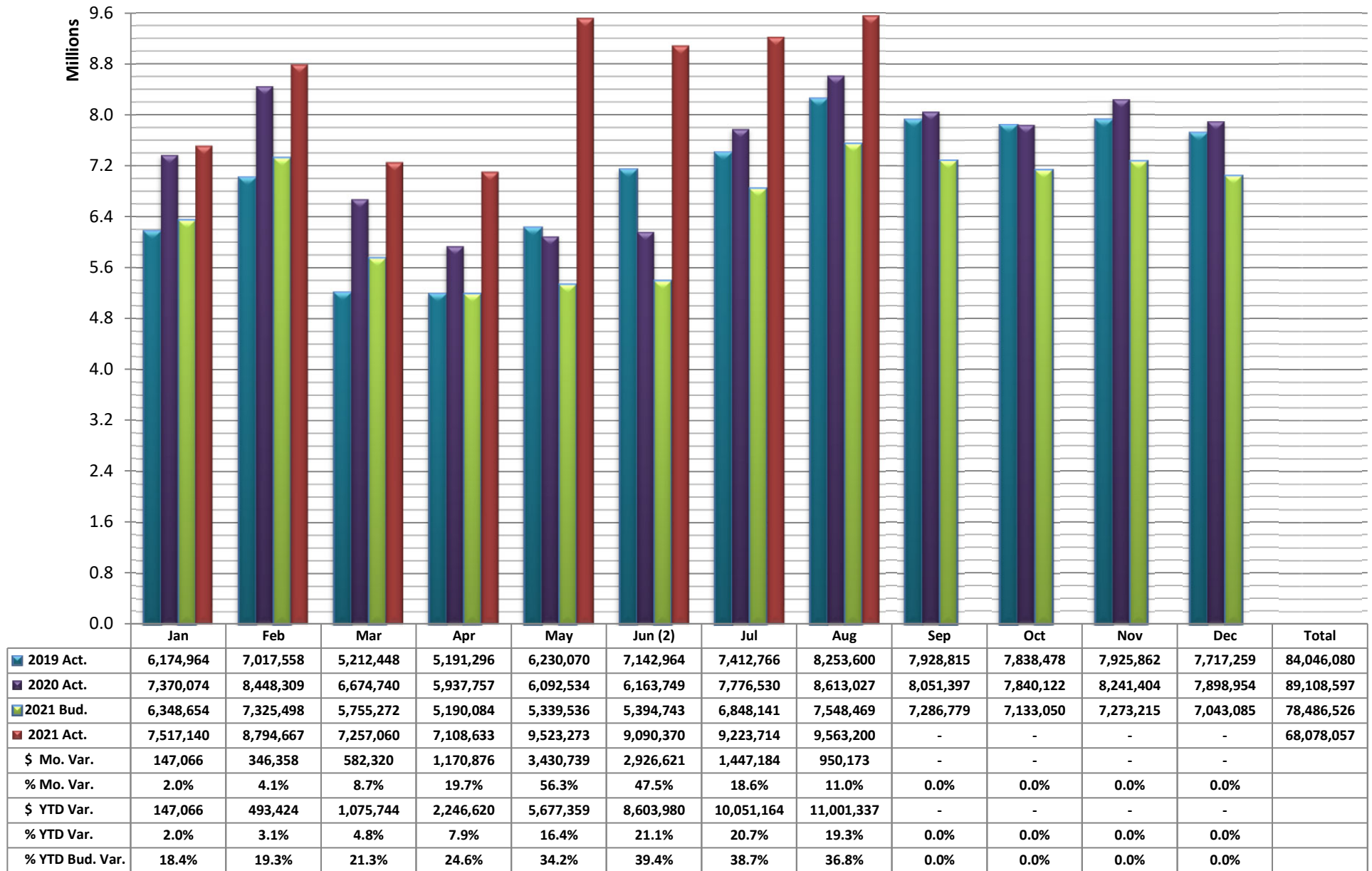
Sales Tax Revenue History-August 2021⁽¹⁾



(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.

2019 - 2021 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
PERFORMANCE MONITORING AND EXTERNAL RELATIONS MEETING

September 1, 2021

AGENDA ITEM 7D: JUNE 2021 SEMI-ANNUAL FINANCIAL REPORTS

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the June 2021 semi-annual financial reports.

- Capital Budget
 - 45.9% of the Capital budget has been spent.
 - Due to timing of projects, a higher level of expenditures will be made in the last half of the year.
 - 2021 forecasted capital spend to budget is expected to amount to 80% or \$57.5 million.
- Federal Grants
 - Federal capital grants cover multiple years and plans have been made for the expenditure of these grants.
- Cash Balance
 - The cash balance of \$137.3 million includes the fleet replacement fund of \$22.7 million.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
Through June 30, 2021**

Capital Projects	State Funding	Federal Funding	Local Funding	2020 Budget Total	Expensed to Date	Remaining Balance
<u>Revenue Vehicles</u>						
Fixed Route Coaches (Replacement)		\$ -	\$8,533,167	\$8,533,167	\$8,556,345	(\$23,178)
Fixed Route Coaches (Diesel-Expansion)	\$1,100,000	2,025,871	625,741	3,751,612	1,898,130.92	\$1,853,481
Paratransit Vans (Replacement)		947,911	167,279	1,115,190	-	1,115,190
Total Revenue Vehicles	\$1,100,000	\$2,973,782	\$9,326,187	\$13,399,969	\$10,454,476	\$2,945,493
<u>Non-Revenue Vehicles</u>						
Service Vehicles			\$211,500	\$211,500	\$ -	\$211,500
Fixed Route Supervisor Vehicles			80,000	80,000	-	80,000
Facilities & Grounds Service Trucks			240,000	240,000	-	240,000
Total Non-Revenue Vehicles			\$531,500	\$531,500	\$ -	\$531,500
<u>Facilities - Maintenance and Administration</u>						
Boone - Facility Master Plan Program	\$937,544		\$2,862,456	\$3,800,000	\$2,572,759	\$1,227,241
Boone - Preservation and Improvements			1,384,200	1,384,200	29,613	1,354,587
Fleck Center - Preservation and Improvements			18,500	18,500	-	18,500
Miscellaneous Equipment and Fixtures			165,000	165,000	110,601	54,399
Secondary Transit Maintenance Campus			442,500	442,500	47,800	394,700
Total Facilities - Maintenance and Administration	\$937,544		\$4,872,656	\$5,810,200	\$2,760,773	\$3,049,427
<u>Facilities - Passenger and Operational</u>						
Park and Ride Upgrades			\$125,000	\$125,000	\$ -	\$125,000
Plaza Preservation and Improvements			170,000	170,000	12,297	157,703
Route and Stop Facility Improvements		\$28,000	769,056	797,056	38,603	758,453
Total Facilities - Passenger and Operational		\$28,000	\$1,064,056	\$1,092,056	\$50,901	\$1,041,155
<u>Technology Projects</u>						
Communications Technology Upgrades			\$621,939	\$621,939	\$10,417	\$611,522
Computer Equipment Preservation and Upgrades			175,000	175,000	32,231	142,769
Fare Collection and Sales Technology		\$141,230	2,698,900	2,840,130	334,615	2,505,515
Operating and Customer Service Software			300,524	300,524	253,479	47,045
Security and Access Technology			200,000	200,000	-	200,000
Smart Bus Implementation-Fiber Communications			100,000	100,000	68,357	31,643
Total Technology Projects		\$141,230	\$4,096,363	\$4,237,593	\$699,099	\$3,538,494
<u>High Performance Transit</u>						
Central City Line		\$32,767,170	\$7,532,830	\$40,300,000	\$16,249,426	\$24,050,574
HPT Implementation - Incremental HPT Investments		159,669	539,917	699,586	351,332	348,254
Monroe-Regal Line			3,700,000	3,700,000	912,070	2,787,930
Cheney Line	\$450,000		810,453	1,260,453	438,294	822,159
I-90/Valley Line		160,000	40,000	200,000	53,965	146,035
Sprague Line	117,364		117,365	234,729	2,883	231,846
Division Line			450,000	450,000	-	450,000
Total High Performance Transit	\$567,364	\$33,086,839	\$13,190,565	\$46,844,768	\$18,007,969	\$28,836,799
GRAND TOTAL	\$2,604,908	\$36,229,851	\$33,081,327	\$71,916,086	\$31,973,218	\$39,942,868
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2020 BUT PAYMENTS DELAYED TO 2021):						
Vanpool Vans (Replacement)					\$9,554	(\$9,554)
Passenger Elevator Replace Boone					281,577	(281,577)
Bus Stop Improvements - 2020					4,495	(4,495)
Cisco Switches					44,297	(44,297)
Phone System Replacement					36,573	(36,573)
OnBoard Camera Upgrade					541,362	(541,362)
Monroe-Regal Line					4,244	(4,244)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2021):						
First Floor Plaza Restroom Stalls					121,501	(121,501)
City Line - Neighborhood Station Id					5,722	(5,722)
Subtotal RECONCILING ITEMS					\$1,049,324	(\$1,049,324)
GRAND TOTAL	\$2,604,908	\$36,229,851	\$33,081,327	\$71,916,086	\$33,022,542	\$38,893,544

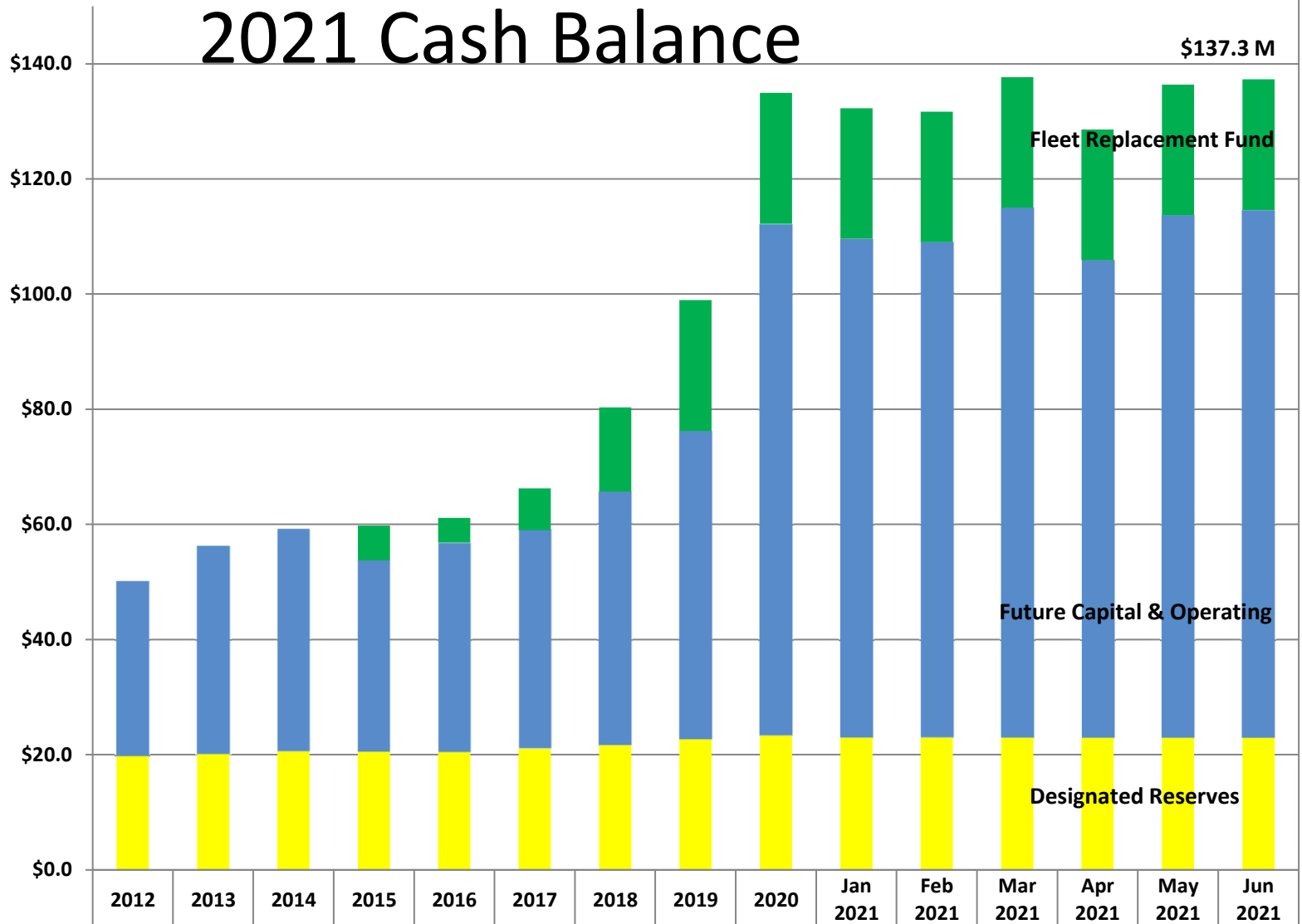
**SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
JUNE 30, 2021**

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-95-X092 SMART CARD/FAREBOX UPGRADE	1,400,000	579,912	820,088	410,044	410,044
WA-2017-015 FOUR LAKES STATION IMPROVEMENTS (ADA ACCESS)	323,699	323,699	0	0	0
WA-2017-020 PARATRANSIT VANS (3), MOBILITY MGMT, ENHANCED ADA ACCESS	997,452	997,452	0	0	0
WA-2018-067 MOBILITY MANAGEMENT, OPERATIONS, VANS, ENHANCED ADA ACCESS	1,156,791	838,920	317,871	141,964	175,907
WA-2018-069 I-90 HPT CORRIDOR IMPROVEMENTS	751,445	104,894	646,551	87,284	559,267
WA-2018-076 STBG DIVISION HPT ALIGNMENT & STATION LOCATION STUDY	462,428	317,257	145,171	19,598	125,573
WA-2019-012 REPLACEMENT FIXED ROUTE COACHES - ELECTRIC (QTY 2)	1,617,647	0	1,617,647	242,647	1,375,000
WA-2019-073 REPLACEMENT FIXED ROUTE COACHES - ELECTRIC (QTY 6)	3,086,705	1,897,866	1,188,839	160,493	1,028,345
WA-2020-009 CENTRAL CITY LINE BRT	90,641,404	33,999,589	56,641,815	5,022,210	51,619,605
WA-2020-015 REPLACEMENT FIXED ROUTE COACHES (Qty 3)	1,198,087	1,198,087	0	0	0
WA-2020-025 PARATRANSIT VANS (4) & EQUIP, PARATRANSIT OPERATIONS	366,938	80,696	286,242	61,138	225,104
WA-2021-010 REPLACEMENT FIXED ROUTE COACHES (Qty 2)	1,244,592	0	1,244,592	186,689	1,057,903
WA-2021-014 METROPOLITAN PLANNING - FIVE MILE HUB STUDY	231,214	0	231,214	34,682	196,532
WA-2021-023 MOBILITY MANAGEMENT, OPERATIONS, VANS (Qty 2)	410,414	0	410,414	0	410,414
WA-2021-025 PREVENTIVE MAINTENANCE (2020)	10,335,660	10,335,660	0	0	0
WA-2021-027 EXPANSION DOUBLE DECKER DIESEL BUS (Qty 7)	8,240,000	0	8,240,000	5,289,998	2,950,002
WA-2021-029 EMERGENCY RELIEF OPERATING ASSISTANCE	100,000	0	100,000	0	100,000
WA-2021-031 CONSTRUCTION ENHANCED ADA ACCESS	48,730	0	48,730	9,746	38,984
WA-2021-033 PREVENTIVE MAINTENANCE (2021)	10,397,697	6,828,255	3,569,442	713,888	2,855,554
WA-2021-034 REPLACEMENT 60' DIESEL BUS (Qty 2)	1,154,165	0	1,154,165	173,125	981,040
FEDERAL GRANTS TOTAL	\$134,165,068	\$57,502,288	\$76,662,780	\$12,553,506	\$64,109,274

2021 Cash Balance

Million \$

\$137.3 M



Fleet Replacement Fund				\$6.0	\$4.3	\$7.2	\$14.6	\$22.7	\$22.7	\$22.7	\$22.7	\$22.7	\$22.7	\$22.7	\$22.7
Future Capital & Operating	\$30.2	\$36.0	\$38.6	\$33.1	\$36.2	\$37.8	\$43.9	\$53.5	\$88.8	\$86.5	\$85.9	\$91.9	\$82.8	\$90.6	\$91.5
Designated Reserves	\$20.0	\$20.2	\$20.6	\$20.6	\$20.6	\$21.2	\$21.8	\$22.7	\$23.4	\$23.1	\$23.1	\$23.1	\$23.1	\$23.1	\$23.1

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

September 1, 2021

AGENDA ITEM 7E: 2ND QUARTER 2021 SERVICE PLANNING INPUT REPORT

REFERRAL COMMITTEE: N/A

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

SUMMARY: A total of 26 comments were received by the Planning and Development Department during the second quarter of 2021. Of the comments received, ten were related to requests for new service, four were related to existing service, and twelve were related to bus stops. The comments are summarized below. It is also noted if any comments are addressed by the *STA Moving Forward* plan.

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

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the 2nd Quarter of 2021. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

NEW SERVICE COMMENTS

1 request for earlier service on Sunday to Amazon to serve people getting off work on the night shift. <i>The requested time is currently outside of STA's established Sunday span of service. In 2022 STA plans to explore expanding the Sunday span of service for select routes including the new Route 6 which will serve the West Plains Transit Center near Amazon.</i>
1 request for expanded late night service on weekday and weekends. <i>Not in STA Moving Forward.</i>
1 request for service on 17 th Ave. on Spokane's South Hill. <i>A route on 17th Ave. was considered as an alternative for route changes on the South Hill that took place in 2019. There was negative feedback on the concept and the alternative did not move forward.</i>
1 request for service closer to Caterpillar on W. Hallet Rd. in the West Plains. <i>Not included in STA Moving Forward.</i>
1 general request for improved frequency of service on bus routes and more Bus Rapid Transit lines.
1 request for service to Vinegar Flats in south Spokane. <i>Not included in STA Moving Forward.</i>
1 request for service to Eagle Ridge. <i>Not included in STA Moving Forward.</i>
1 request for service along Trent Ave. to Rathdrum, Idaho. <i>Not included in STA Moving Forward.</i>
1 request for service to Mead via North Freya St. <i>Not included in STA Moving Forward.</i>
1 request for service to Nine Mile Falls/Northwest Terrace. <i>Not included in STA Moving Forward.</i>

EXISTING SERVICE COMMENTS

- 1 comment regarding changes to the schedule that result in a missed transfer between the routes 66 and 68 at Betz Rd. at Al Ogdon Way in Cheney. *Instructions to hold for the transfer have been added to the Operator information until the schedule can be revised at the time of the scheduled September 2021 service change.*
- 1 comment suggesting that the number of buses going to Moran Station is wasteful given the number of cars using the park & ride. *Moran Station functions not just as a park & ride but also a layover for the Route 4. Layover allows the bus to recover time and get back on schedule between trips. It also provides an opportunity for the Operator to use the restroom and have their meal break. Moran Station has also seen increased bus traffic as battery electric bus chargers installed there are being tested and commissioned.*
- 1 request to stagger plaza departures of bus routes traveling the same direction. *STA does try to stagger the scheduled departure of routes traveling the same direction when possible.*
- 1 comment that the Route 23 should directly connect the Indian Trail neighborhood with the Five Mile center. *The Route 23 was rerouted away from 5 Mile in 2011 to provide more direct trips to downtown and address capacity constraints at the 5 Mile Park & Ride.*

BUS STOP COMMENTS

- 3 comments that 60-foot buses laying over at 2nd Ave. and Lincoln St. in Downtown Spokane were obstructing the view of pedestrians in the adjacent crosswalk. The layover has been relocated.
- 1 comment about the travel time it takes Operators to get to the 2nd and Lincoln layover. *The layover has been relocated.*
- 1 comment from an Operator about the installation of two signs at an insufficient distance from the curb. *The concern has been shared with City of Spokane Valley sign crew for consideration.*
- 1 comment regarding construction fencing blocking access to a bus stop on Broadway Ave. at Cannon St. in West Central Spokane. *The City was contacted and they adjusted the fencing.*
- 1 comment regarding relocating the bus stop to a new bus stop on W. Medical Lake Rd. at Graham to the location of new stop improvements. *The stop was relocated to the area of improvements.*
- 1 request for a shelter on westbound Whistalks Way at Elliot Dr. *A shelter pad is expected to be constructed by Catholic Charities as a condition of their development for their near-by housing project. Once the pad is constructed STA can install the shelter.*
- 1 request from an adjoining property owner at 2504 N Freya in Northeast Spokane to relocate a bus stop. *The stop is planned to close in 2022 when the City Line opens and service on the new Route 38 Upriver/Argonne starts.*
- 1 request to remove parking adjacent to the stop at 2nd @ Washington in Downtown Spokane. *Parking removal must be approved by the City of Spokane.*
- 1 comment regarding trash around a stop at 29th Ave. and Regal St. *A trash can has been installed at the stop.*
- 1 request for crosswalk warning lights on Hastings Rd. at Mayfair near the Hastings Park & Ride. *The request was forwarded to Spokane County for consideration.*

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 8: OCTOBER 6, 2021, DRAFT COMMITTEE PACKET
 AGENDA REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: STA Staff

SUMMARY: At this time, members of the Performance Monitoring and External Relations Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of October 6, 2021 meeting.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Wednesday, October 6, 2021, 1:30 p.m.

Via Video Conference

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the September 1, 2021, Committee Meeting – *Corrections/Approval*
4. Committee Action (*10 minutes*)
 - A. Board Consent Agenda
 1. Fuel – Award of Contract (*Monique Liard*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
5. Reports to Committee (*40 minutes*)
 - A. Fare Policy Revisions:
 1. Preliminary Proposal and Public Outreach (*Monique Liard*)
 2. Public Outreach (*Karl Otterstrom*)
 - B. Community Access Pass (CAP) Pilot Program Review (*Brandon Rapez-Betty*)
 - C. Summer Youth Pass Program – Final Report (*Brandon Rapez-Betty*)
 - D. Second Quarter 2021 Performance Measures (*E. Susan Meyer*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. August 2021 Operating Indicators (*E. Susan Meyer*)
 - B. August 2021 Financial Results Summary (*Monique Liard*)
 - C. September 2021 Sales Tax Revenue Information (*Monique Liard*)
8. November 3, 2021, Committee Meeting Draft Agenda Review
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: November 3, 2021, 1:30 p.m. via WebEx.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Performance Monitoring and External Relations.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

September 1, 2021

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Performance Monitoring and External Relations Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: For discussion.