

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

NOTICE OF BOARD MEETING

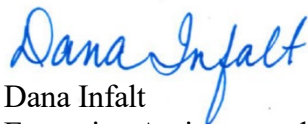
NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 17, 2021, via Webex video conference.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 17th day of June 2021.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, STA Board Chairwoman

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

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

BOARD MEETING

Thursday, June 17, 2021
1:30 – 3:00 p.m.

Via Video Conference

Board Members: Board Members [Join Here](#)

General Public: Public Attendees [Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 187 095 6932 Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions: *None*
4. Public Hearing: *15 minutes*
 - A. 2022-2027 Transit Development Plan: Complete Draft Plan (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, STA Director of Planning & Development:
kotterstrom@spokanetransit.com (*Action at the July Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the May 20, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the May 2021 Vouchers (*Monique Liard*)
 - C. 2021-2024 Equal Employment Opportunity Program: Resolution (*Nancy Williams*)
 - D. Plaza 1st Floor Restroom Partition Replacement: Final Acceptance (*Brandon Rapez-Betty*)
 - E. Plaza High Performance Transit Platforms: Phase 2 Construction: Final Acceptance (*Karl Otterstrom*)
6. Board Discussion – *10 minutes*
 - A. Strategic Planning Workshop Update (*E. Susan Meyer*)
7. Board Report– *10 minutes*
 - A. 2020/2021 FTA Triennial Report (*E. Susan Meyer*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. 2020 Community Perception Survey (*Brandon Rapez-Betty*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2021 Sales Tax Revenue (*Monique Liard*)
 - C. April 2021 Financial Results Summary (*Monique Liard*)
 - D. April 2021 Operating Indicators (*E. Susan Meyer*)
 - E. I-90 / Valley Corridor Update High Performance Transit Corridor Planning Update (*Karl Otterstrom*)
 - F. System Performance Report (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): 15 minutes
16. Adjourn

Cable 5 Broadcast Dates and Times of June 17, 2021, Board Meeting:

Saturday, June 19, 2021	4:00 p.m.
Monday, June 21, 2021	10:00 a.m.
Tuesday June 22, 2021	8:00 p.m.

Next Committee Meetings (Via Virtual Conference) Wednesday:

Planning & Development	June 30, 2021, 10:00 a.m. (<i>July Meeting</i>)
Performance Monitoring & External Relations	June 30, 2021, 1:30 p.m. (<i>July Meeting</i>)
Board Operations	July 9, 2021, 1:30 p.m. (<i>1 Week Early</i>)

Board Strategic Planning Workshop (Via Virtual Conference):

Wednesday, June 30, 2021, 11:30 p.m.

Next Board Meeting (Via Virtual Conference):

Thursday, July 15, 2021, 1:30 p.m.

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

3.

PUBLIC EXPRESSIONS

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

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

- To provide **Oral Public Expressions** via telephone or computer, please complete this [form](#) and email it to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.
- To provide **Written Public Expressions** to be read during the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 4A : PUBLIC HEARING:

A. 2022-2027 Transit Development Plan: Complete Draft Plan

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: The Chairperson will conduct the public hearing as follows:

1. Open public hearing.
2. Call upon staff for a presentation. (*Karl Otterstrom*)
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

For reference, the final draft TDP is located here:

https://www.spokanetransit.com/files/content/draft_tdp_2022-2027.pdf

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action at the July 15, 2021, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

Staff Report – 04A

Presented: STA Board Meeting – June 17, 2021

SUBJECT: 2022-2027 Transit Development Plan: Complete Draft Plan

SUMMARY:

The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation service and related capital and operating projects over a six-year period. STA stipulates it should be submitted to WSDOT no later than September 1 of each year following approval by the governing board of the agency. The 2022-2027 Transit Development Plan is in draft form. As part of the public hearing, staff will review key sections and contents of the draft plan and the process by which it was prepared. Subject to board direction, staff anticipate preparing a final draft of the plan for board approval in July.

The draft Transit Development Plan: 2022-2027 can be found here:
https://www.spokanetransit.com/files/content/draft_tdp_2022-2027.pdf

Written comments may be sent to: Karl Otterstrom, Director of Planning & Development, Spokane Transit Authority, 1230 W Boone Ave., Spokane, WA 99201, or by email to kotterstrom@spokanetransit.com.

All public comments will be accepted through the following link and **must be received by 1:30 PM** on June 17, 2021. <https://www.spokanetransit.com/about-sta/forms-for-public-comments>

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

June 17, 2021

AGENDA ITEM 5A : MINUTES OF THE MAY 20, 2021, 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 May 20, 2021, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer BSM

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the May 20, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Breean Beggs, Alternate for City of Spokane
Chris Grover, Small Cities Representative (Airway Heights) *Chair Pro Tempore*
Al French, Spokane County
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Kate Burke, City of Spokane
Lori Kinnear, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Candace Mumm, City of Spokane

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Fred Nelson, Chief Operations Officer (Interim)
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications & Customer Service
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

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

None

4. **RECOGNITIONS AND PRESENTATIONS**

A. 1st Quarter Years of Service.

Ms. Williams presented the first quarter 2021 years of service, naming employees who had achieved 5, 10, 15, 20, and 30 years of service with STA. Ms. Williams thanked and congratulated the employees for their accomplishments and service to STA.

B. 1st Quarter Employee Recognition.

Ms. Williams advised this program allows employees to nominate their coworkers for recognition and is considered an honor to receive an award. During the first quarter of 2021, employee recognition awards were received by Transit Officer Chris Jones, Fixed Route Operator Kristi Parham, and two employees tied for an award, Fixed Route Coach Operator James Hagins and Database Administrator Jeff Dieterle.

5. BOARD ACTION – CONSENT AGENDA

A. Approval of the Minutes of the April 15, 2021, Board Meeting

B. Approve the following April 2021 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 612083 – 612531	\$ 15,142,045.01
Workers Comp Vouchers (April)	ACH – 2286	\$ 144,107.92
Payroll 04/09/2021	ACH – 04/09/2021	\$ 1,971,850.92
Payroll 04/23/2021	ACH – 04/23/2021	\$ 1,427,842.69
WA State – DOR (Use Tax) (April)	ACH – 1767	\$ 3,769.09
APRIL TOTAL		\$ 18,689,615.63

C. Approve, by resolution, the proposed 2021 Spokane Regional Transportation Council (SRTC) Interlocal Agreement

D. Approve the recommended Division BRT Corridor Development Plan.

E. Approve an Award of Contract for the Wall Street Reconstruction, and Station 28 project to Cameron Reilly for \$1,932,878 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

F. Authorize the CEO to execute a contract for the Vanpool and Special Transportation Needs Rideshare program fuel card use agreement with WEX under DES contract 00819.

G. Approve the award of contract for the Non-Diesel UST Replacement project to Granite Petroleum for \$1,337,710, plus applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

Mr. Grover moved to approve Consent Agenda 5A through 5G. Mr. Hattenburg seconded, and the motion passed unanimously.

6. BOARD ACTION – OTHER

A. 2022 Service Revisions: Final Recommendation

Mr. Otterstrom advised this item was brought forward from the Performance Monitoring and External Relations Committee due to the changes made to the Draft Recommendations. He said staff wanted to ensure the Board was fully briefed on the item.

He recapped that service change objectives are timed to implement planning STA Moving Forward service improvements to include City Line, City Line related route changes, improve routes & frequency to Northeast Spokane, and improve system performance, and respond to community input. The timeline of service revision planning and outreach was reviewed.

Changes since the draft recommendation include:

- Changes to Route 36 in North Central for an east-west connection north of the river. Staff are finalizing alignment through ongoing analysis and feedback.
- Route 35 at Francis/Market has been revised to interline with the new route 36 at Garland / Market.
- Crestline Route 27 revised to operate on North Foothills Drive rather than Mission Avenue. This provides new service on North Washington and North Foothills Drive, connecting to grocery that was not previously served and provides more east/west connections.

- South Hill network include changes to Routes 34, 43, and 46 as proposed in the draft. Route 42 South Adams still recommended to be replaced with new Route 14.

Mr. Otterstrom shared the final recommendation of service changes in North Spokane and noted there were no changes in the West Plains, Spokane Valley, Millwood, or Liberty Lake draft recommendations.

Title VI Analysis requirements and results were reviewed. He noted the Findings have not changed and there was no disparate impact on minority or low-income populations.

Paratransit impacts encompass new areas in Northeast Spokane, Northwood, and small expansions of service in southeast Spokane, Spokane Valley, Liberty Lake, and around Airway Heights.

Budget impacts and committee recommendation were reviewed and included current Fixed Route network, the final recommendation for the Fixed Route network and percentage of increase in annual revenue hours and peak service.

A full final recommendation report was provided as a link in the packet.

Mr. Hattenburg moved to approve as 2022 Service Revisions Final Recommendation as presented. Mr. Grover seconded, and the motion passed unanimously.

7. 2021 LEGISLATIVE SESSION REPORT

Ms. Meyer provided a detailed report on the 2021 Legislative which ended on time April 25th. The biennial budgets are established for operating, capital and transportation during this long session. In spite the restrictions, the legislature passed all three budgets.

The 2021-2023 Transportation budget, House Bill 1091, Senate Bill 5126 were reviewed. Ms. Meyer also reviewed House Bill 1514 and House Bill 1287 and provided detail of impacts and potential impacts to STA.

She discussed long term care insurance which applies to all public and private employers, except federal employers, self-employed organizations, and the tribes which are considered optional.

A new Health Emergency Labor Standards Act (HELSEA) establishes requirements for an infectious or contagious disease like COVID-19 during a declared health emergency. Among other requirements, it states that frontline workers, as defined in the law, who contract an infectious or contagious disease are entitled to workers' compensation wage replacement and medical benefits under a rebuttable presumption that exposure to disease occurred on the job.

Staff watched police reform bills throughout the legislature as anything that applies to a peace officer includes STA's limited commissioned officers. STA Transit officers have received limited commissions from the Chief of Police and the Sheriff.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley mentioned the consent agenda items that were discussed by members at the Board Operations meeting.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French said Mr. Otterstrom would provide the report. Mr. Otterstrom noted the City Line Award of Contract was recommended and will go out to bid next month. Division Street BRT Corridor Development Plan was also recommended for acceptance by the Board. He said the

committee spent much of their time on the Transit Development Plan for the period of 2022 through 2027 and included reviewing the draft mid-range planning guidance, major activities, draft capital improvement program, and the draft proposed service improvements between 2022 and 2024.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover mentioned the action items that were undertaken at the Committee and the discussion and service recommendations for May 2022. He then asked Mr. Nelson to speak about the 2021 Van Grant Recipients Award,

- i. 2021 Van Grant Recipients Award: Mr. Nelson reported that each year up to ten vans are available to be granted to individual human service organizations. There were 23 applicants this year. A panel of eight employees reviewed the packets and independently scored them. They then met for a final score consolidation and made a recommendation to the CEO.

The 2021 awardees include: Adult & Teen Challenge Pacific Northwest, Armstrong Adult Family Home, Excelsior, Liberty Baptist Church, Mid-City Concerns, Inc., New Horizon Care Centers/Isabella House, Peak 7 Adventures, Transitions, Veterans First Organization, and Youth Build Spokane/NEWESD 101. He mentioned that since 2012, 86 vans have been awarded.

- ii. Summer Youth Pass Pilot Program Update: Mr. Rapez-Betty updated on the status of the Summer Pass Pilot Program as approved by the Board on April 15, 2021. Staff have worked to make the program a reality as of June 15th. The marketing rollout began on Monday and included representatives from all the jurisdictions and school districts in STA's service area. The five fun, summer-themed card designs were shown which will be distributed from the libraries. Cards are expected to be ready late. He talked about where to go on the website for information on the program (stasummerpass.com or spokanetransit.com/stasummerpass).

Marketing included a digital toolkit sent to the jurisdictions and the school districts and libraries as well as posters, table tents, and a kid's map. Video was shared on social media. He talked about the radio ad spots on I-Heart Radio and KISS 98.1. Mr. Rapez-Betty shared a video with the Board.

Ms. Bowers asked if STA was prepared for the big increase in ridership. Mr. Rapez-Betty advised STA ordered 6,000 cards last time and 5,400 cards were used. He said they will communicate with Coach Operators exactly how many they expect to see throughout the region this year. Staff have ordered 15,000 cards for the full region. Ms. Bowers thanked Mr. Rapez-Betty for his reply.

Mr. Grover thanked Mr. Rapez-Betty for his report and noted that it was a great video and he had shared it on Facebook today to get the word out as much as possible.

11. CEO REPORT

CEO Meyer thanked the Board for approving the Summer Youth Pass Pilot Program.

She discussed Ridership which has increased over a year ago at this time.

- Fixed route increased 34% year over year
- Paratransit increased two and a half fold – up to as many as 850 rides per day

- Vanpool ridership was down but three new groups were added this month (STA, EWU, Fairchild AFB).

Ridership trends were shown that demonstrated 2019, 2020, and 2021 current.

April 2021 Voter Approved Sales Tax Revenue (sales collected on retail sales in February) was almost 20% above April 2020, 8% above 2020 year-to-date, and 25% year-to-date above budget. As a reminder, she mentioned sales tax, fares, and federal funding are STA's three sources of funding.

Operating expenditures were almost \$19M, about 10% lower than budget which is not unusual due to timing of expenditures.

City Line Bus Rapid Transit is going into service in 2022 and has a budget of \$92.2M. She reviewed the budget numbers and the City Line construction completed and upcoming as follows:

- SCC and Moran Station charging infrastructure is installed and has been tested. The garage is due to be done by the end of the month.
- Updates on construction progress of various stations were discussed.
- Core construction begins at WSU in June.
- Cincinnati and Springfield construction will also begin in late June.
- Wall Street reconstruction and Station 28 will begin in late June after the Wall Street Vault work is completed by Avista.
- Amenities installation contract is the last piece of the Stations and their components, including shelters, markers, etc., and we are currently out to bid to come back to the Board for Award of Contract in July.
- Westbound Riverside Stations (13, 15, 17) are in plan review at the City and we are planning to advertise for bid in June for Award of Contract in July.

STA made infrastructure requests to our federal delegation. The first was with Senator Murray seeking input on prospective projects for funding in future infrastructure bill or surface transportation reauthorization.

Staff made a request to Congresswoman McMorris Rodgers, Senator Murray, and will submit to Senator Cantwell on June 1st, for Division BRT and Fleet Electrification. STA was fortunate to receive letters of support from the City, County, and GSI.

STA won a 2021 AdWheel Award with American Public Transportation Association (APTA), the lead advocacy organization in the United States for transit and public transportation. APTA recognizes excellence in marketing and communication. It is a very sought-after award among transit peers, with thousands of entries every year across the country. There were 27 awards in multiple categories and STA won 4 first place awards. This year APTA added a new category "Best Marketing & Communications of the COVID-19 Pandemic", and STA took first place for a Shoestring Tactic for the Coronavirus Response website. She shared pictures of the website and mentioned the work was all performed in-house.

STA won 1st Place in Best Marketing and Communications Educational Initiative, a Shoestring Tactic for the "Your Cougar Card is your Bus Pass" video as well as 1st Place in Best Marketing and Communications Educational Initiative in the Electronic Media category for the "City Line Construction begins this Summer" video. Both videos were shared with the Board.

The final 1st Place Award was received in Marketing and Communications on the COVID-19 Pandemic, Electronic Materials category, for the "Community Essentials Staff Profile" series. Featured profiles were completed for 41 consecutive weeks to highlight the work that all STA employees are doing to maintain safe public transit during the pandemic. All work was completed in-house.

Ms. Meyer recognized the Communications Team, Brandon Rapez-Betty, Chris Tohm, Nathan Mauger, Delana Combs, Marc Morris, Peggy McManus, Dustin Hall, and Stacia Bowers, saying congratulations to all.

Ms. Kinnear mentioned her admiration of the STA Communications Team and wondered if there had been thought given to promoting completion of City Line construction. She asked if there was an opportunity to look at Browne's Addition, Downtown, Chief Garry, or Gonzaga as we finish some of those areas, to do mini-celebrations of benchmarks – like “we’ve come this far” and bring people together so it is constantly on their mind that this is moving forward. She said she was just looking for opportunities to celebrate and bring excitement going along for City Line. Discussions about upcoming potential for celebrations ensued.

Ms. Meyer thanked Fred Nelson for serving as our Interim Chief Operations Officer since August 2020. Fred retired as Fixed Route Senior Manager and he agreed to come back and help while STA searches for a Chief Operations Officer. She wished him a happy re-retirement and expressed her appreciation for all he has contributed.

Ms. Haley expressed her appreciation to Mr. Nelson for returning and all his service.

12. BOARD INFORMATION

- A. Committee Minutes
- B. April 2021 Sales Tax Revenue
- C. March 2021 Financial Results Summary
- D. March 2021 Operating Indicators
- E. 2022-2027 Transit Development Plan: Mid-range Planning Guidance
- F. 2022-2027 Transit Development Plan: Major Activities
- G. 2022-2027 Transit Development Plan: 2022-2027 Capital Improvement Program
- H. 2022-2027 Transit Development Plan: Proposed 2022-2024 Service Improvements
- I. 1st Quarter 2021 Service Planning Input Report
- J. 1st Quarter Performance Measures

13. NEW BUSINESS – *None*

14. BOARD MEMBERS' EXPRESSIONS

- A. Mr. Grover congratulated Mr. Nelson and thanked him for his service. He also congratulated all employees for their yearly milestone awards and gave a shout out to STA employee and his fellow Cheney resident and friend, Jim Hagens, for his Employee Recognition Award. He commended the Communications Team on the well-deserved awards from APTA.
- B. Mr. French acknowledged the great work the Communications Team has done. He talked about seeing STA's work as it compares to other agencies and noted his pride in the quality of work STA puts out. He offered thanks and congratulations to Mr. Rapez-Betty and the Communications Team on the APTA awards.
- C. Mr. Hattenburg thanked STA for the opportunity to attend the recent APTA Legislative Conference. He said the sessions he was able to attend were very good.
- D. Chairwoman Haley echoed Mr. French's comments, saying she is so impressed with the Communications Team's work.

E.

15. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:34 p.m.

Respectfully submitted,

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

Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 5B : MAY 2021 VOUCHERS

REFERRAL COMMITTEE: N/A

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

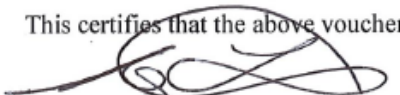
SUMMARY: The following warrants and ACH transfers for the period of May 1 through 31, 2021, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 612532 – 612907	\$ 7,118,221.81
Workers Comp Vouchers (May)	ACH – 2286	\$ 115,144.16
Payroll 05/07/2021	ACH – 05/07/2021	\$ 2,031,973.14
Payroll 05/21/2021	ACH – 05/21/2021	\$ 1,436,383.95
WA State – DOR (Use Tax) (May)	ACH – 1767	\$ 6,036.97
MAY TOTAL		\$ 10,707,760.03

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 ml Chief Executive Officer ESAM Legal Counsel LM

Spokane Transit Authority
Vouchers - May 2021

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
5/6/2021	612532	Inland Welding Supply Inc	1032	3,063.85
5/6/2021	612533	Ash & Rowan Hardware LLC	2278	44.59
5/6/2021	612534	AFSCME	1328	432.28
5/6/2021	612535	AFSCME	1328	122.00
5/6/2021	612536	Air Electric Equipment & Tools Inc	1044	1,997.23
5/6/2021	612537	Amazon Capital Services Inc	2098	2,067.91
5/6/2021	612538	Architectural Hardware	1989	371.35
5/6/2021	612539	ArchiveSocial Inc	1920	2,988.00
5/6/2021	612540	Amalg Transit Union #1015	1055	18,170.22
5/6/2021	612541	Amalg Transit Union #1598	1056	781.62
5/6/2021	612542	Appleway Chevrolet Inc	1068	131.82
5/6/2021	612543	Battery Systems Inc	1089	1,616.04
5/6/2021	612544	Blanchard Electric & Fleet Supply	2589	337.59
5/6/2021	612545	Becherini Scale Ctr Inc	1093	3,732.00
5/6/2021	612546	Daniel H Brunner Trustee	1124	2,906.63
5/6/2021	612547	California Department of Child Support Services	1130	189.69
5/6/2021	612548	Canon Financial Services Inc	1154	515.38
5/6/2021	612549	Carquest Auto Parts	1025	267.39
5/6/2021	612550	Catholic Charities of Spokane	2418	3,447.70
5/6/2021	612551	Consolidated Electrical Distributors Inc	1133	3,570.43
5/6/2021	612552	QWEST Corporation	1148	1,327.13
5/6/2021	612553	Cerium Networks Inc	1149	630.18
5/6/2021	612554	Child Support Enforcement Agency	1825	392.30
5/6/2021	612555	Cintas Corporation No 2	2383	1,099.15
5/6/2021	612556	City Glass Spokane Inc	2599	321.26
5/6/2021	612557	City of Spokane	1601	38.00
5/6/2021	612558	Clean Concepts Group Inc	1471	5,022.82
5/6/2021	612559	COAST Transportation	2040	816.86
5/6/2021	612560	Comcast	1170	110.00
5/6/2021	612561	Comcast	1170	205.00
5/6/2021	612562	Comcast	1170	921.06
5/6/2021	612563	CompuNet Inc	1166	11,284.03
5/6/2021	612564	Occupational Health Centers of Washington PS	2313	198.00
5/6/2021	612565	FreeForm by Contract Resource Group	1178	481.12
5/6/2021	612566	Michael Hugh Maycumber	1179	2,103.95
5/6/2021	612567	CCGS Holdings Corp	1511	1,954.84
5/6/2021	612568	Cummins Inc	1027	13,613.18
5/6/2021	612569	Delta Dental of Washington	1726	57,093.12
5/6/2021	612570	DLT Solutions LLC	2076	3,415.10
5/6/2021	612571	Employee Advisory Council	1236	541.50
5/6/2021	612572	Edge Construction Supply Inc	1224	908.67
5/6/2021	612573	Edward Price Co-Trustee Account	1227	1,833.60
5/6/2021	612574	El Jay Oil Co Inc	1003	3,732.93
5/6/2021	612575	Electrical Service Products Inc	1230	474.12
5/6/2021	612576	Wireless Investors LLC	2517	VOID
5/6/2021	612577	Robert S Letson	2206	6,122.75
5/6/2021	612578	Fastenal Company	1249	3,119.81
5/6/2021	612579	Encore Ventures LLC	2583	245.75
5/6/2021	612580	FedEx	1808	85.12
5/6/2021	612581	Ferguson Enterprises Inc	1252	210.52
5/6/2021	612582	Freedman Seating Company	1827	1,858.63
5/6/2021	612583	Galls LLC	1271	93.11
5/6/2021	612584	General Fire Extinguisher Service Inc	1274	273.72
5/6/2021	612585	Gillig LLC	1279	13,417.49
5/6/2021	612586	Glass Doctor	1308	1,202.26
5/6/2021	612587	H & H Business Systems	1298	121.06
5/6/2021	612588	Humanix Corp	1329	746.98
5/6/2021	612589	Northwest Business Press Inc	1366	725.00
5/6/2021	612590	Kelvion	2625	3,270.00
5/6/2021	612591	Kirk's Automotive Inc	1007	743.45
5/6/2021	612592	McCarty's Sacro Ease	2406	4,696.00
5/6/2021	612593	Mohawk Manufacturing & Supply Co	1011	3.52
5/6/2021	612594	MultiCare Health Systems	2453	3,088.00
5/6/2021	612595	Black Realty Management Inc	1658	4,766.89
5/6/2021	612596	NAPA Auto Parts Inc	1014	7,058.89
5/6/2021	612597	The Aftermarket Parts Company LLC	1015	2,347.69
5/6/2021	612598	Zachary Johnson	903	24.00
5/6/2021	612599	Janet Stowe	900	60.13

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
5/6/2021	612600	Pacific Office Solutions	2288	2,421.47
5/6/2021	612601	Pacific Office Solutions	2288	855.34
5/6/2021	612602	Pacific Power Group LLC	1496	315.95
5/6/2021	612603	Perfection Tire #5 Inc	1504	6,431.98
5/6/2021	612604	Premera Blue Cross	1521	310,013.00
5/6/2021	612605	Professional Finishes	1526	3,577.64
5/6/2021	612606	S & A Systems Inc	2223	12,249.16
5/6/2021	612607	S T A - Well	1557	389.50
5/6/2021	612608	Safety-Kleen Systems Inc	1564	1,264.59
5/6/2021	612609	SBA Towers II LLC	1569	2,174.69
5/6/2021	612610	Securitas Security Services USA Inc	1574	14,863.24
5/6/2021	612611	Vanessa Bogensberger	1582	820.31
5/6/2021	612612	Six Robbles Inc	1017	167.79
5/6/2021	612613	Spokane Neighborhood Action Partners	2571	6,791.79
5/6/2021	612614	Spokane Regional Health District	1611	311.12
5/6/2021	612615	The Spokesman Review	1616	1,672.95
5/6/2021	612616	Sportworks Northwest Inc	1617	189.49
5/6/2021	612617	Thermo King Northwest	1650	655.45
5/6/2021	612618	Trashcans Unlimited LLC	2449	6,646.50
5/6/2021	612619	United Way of Spokane County	1684	200.00
5/6/2021	612620	Verizon Wireless LLC	1686	11,616.01
5/6/2021	612621	Voith US Inc	2460	10,560.59
5/6/2021	612622	US Bank National Association	1698	8,555.51
5/6/2021	612623	American Federation of State County 2 WA Council	1705	1,574.61
5/6/2021	612624	Walter E Nelson Co	1721	1,580.22
5/6/2021	612625	Waxie's Enterprises LLC	2588	2,247.93
5/6/2021	612626	Whitley Fuel LLC	2016	184,500.42
5/13/2021	612627	Inland Welding Supply Inc	1032	221.61
5/13/2021	612628	Access	2340	478.85
5/13/2021	612629	Allied Electronics & Automation	1049	336.50
5/13/2021	612630	Amazon Capital Services Inc	2098	1,181.88
5/13/2021	612631	Northwest Industrial Services LLC	1058	91.62
5/13/2021	612632	APS Inc	1841	326.70
5/13/2021	612633	Avista Corporation	1081	43,957.84
5/13/2021	612634	Blanchard Electric & Fleet Supply	2589	234.57
5/13/2021	612635	Boston Consulting Inc	2607	29.95
5/13/2021	612636	Camp Automotive Inc	1024	211.11
5/13/2021	612637	Canon Financial Services Inc	1154	142.37
5/13/2021	612638	Carquest Auto Parts	1025	873.35
5/13/2021	612639	Catholic Charities of Spokane	2418	2,379.90
5/13/2021	612640	Consolidated Electrical Distributors Inc	1133	205.69
5/13/2021	612641	City of Cheney - Utility	1158	195.00
5/13/2021	612642	City of Cheney	1158	2,487.55
5/13/2021	612643	City of Medical Lake	1424	84.62
5/13/2021	612644	City of Spokane	1601	500,000.00
5/13/2021	612645	City of Spokane	1601	8,197.48
5/13/2021	612646	Consolidated Irrigation	1177	82.71
5/13/2021	612647	Continental Door Company	1986	7,325.00
5/13/2021	612648	Copiers Northwest Inc	2429	260.83
5/13/2021	612649	Washington State Dept of Corrections	1708	826.77
5/13/2021	612650	Cummins Inc	1027	11,237.72
5/13/2021	612651	DeVries Business Records Management Inc	1766	90.00
5/13/2021	612652	Digi-Key Corporation	1213	576.10
5/13/2021	612653	Downtown Spokane Development Association	1217	250.00
5/13/2021	612654	Edge Construction Supply Inc	1224	452.62
5/13/2021	612655	El Jay Oil Co Inc	1003	2,515.59
5/13/2021	612656	Fastenal Company	1249	2,080.99
5/13/2021	612657	FedEx	1808	157.50
5/13/2021	612658	First Data Merchant Services Corporation	1257	2,441.87
5/13/2021	612659	FP Mailing Solutions	1878	500.00
5/13/2021	612660	Galls LLC	1271	1,145.81
5/13/2021	612661	The General Store	1956	47.24
5/13/2021	612662	SPX Corporation	1268	2,825.77
5/13/2021	612663	Gibson's Nursery & Landscape Supply Inc	1278	97.81
5/13/2021	612664	Gillig LLC	1279	15,453.89
5/13/2021	612665	Glass Doctor	1308	315.81
5/13/2021	612666	Goodson Manufacturing Company	1284	2,621.06
5/13/2021	612667	W.W. Grainger Inc	1285	289.40
5/13/2021	612668	Graybar Electric Co Inc	1287	560.55
5/13/2021	612669	Gruber Technical Inc	2127	3,548.40

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
5/13/2021	612670	H & H Business Systems	1298	2,129.14
5/13/2021	612671	Spokane Downtown Hotel Operations Inc	2628	326.10
5/13/2021	612672	Haskins Steel Co	1309	737.44
5/13/2021	612673	Horizon	1321	412.73
5/13/2021	612674	HRA Veba Trust	1415	23,296.62
5/13/2021	612675	Humanix Corp	1329	12,155.11
5/13/2021	612676	IRS Environmental of WA Inc	2546	9,331.05
5/13/2021	612677	Jacobs Engineering Group Inc	2285	56,301.76
5/13/2021	612678	William Corp	1363	412.03
5/13/2021	612679	Kershaw's Inc	1374	116.27
5/13/2021	612680	Kirk's Automotive Inc	1007	436.00
5/13/2021	612681	Les Schwab Tire Centers of Washington Inc	1393	2,978.08
5/13/2021	612682	Lithia Motors Support Services	1088	174.78
5/13/2021	612683	Loomis Armored US LLC	1408	4,984.44
5/13/2021	612684	M & L Supply Co Inc	1413	325.28
5/13/2021	612685	Maintenance Solutions	1418	535.79
5/13/2021	612686	Marz Mountain Industries Inc	2427	18,672.02
5/13/2021	612687	McGuire Bearing Company	1010	28.29
5/13/2021	612688	Modern Electric Water Co Inc	1439	1,341.73
5/13/2021	612689	Mohawk Manufacturing & Supply Co	1011	403.84
5/13/2021	612690	Motion Auto Supply Inc	1012	118.45
5/13/2021	612691	Motorola Solutions Inc	1448	3,049.20
5/13/2021	612692	Muncie Reclamation and Supply Co	1013	181.19
5/13/2021	612693	Black Realty Management Inc	1658	16,046.37
5/13/2021	612694	NAPA Auto Parts Inc	1014	3,659.55
5/13/2021	612695	Legend Investments Inc	1454	45.74
5/13/2021	612696	New Flyer of America	1015	32.91
5/13/2021	612697	The Aftermarket Parts Company LLC	1015	15,327.46
5/13/2021	612698	New Flyer Of America Inc	2528	3,904,907.40
5/13/2021	612699	National Native American Construction Inc	2251	105,100.87
5/13/2021	612700	Norlift Inc	1470	812.95
5/13/2021	612701	CSWW Inc	1102	216.18
5/13/2021	612702	North 40 Outfitters	1102	155.77
5/13/2021	612703	Tammy Lynne Glidewell	1282	1,106.70
5/13/2021	612704	Office Depot Inc	1483	507.44
5/13/2021	612705	Connor Trousgard	901	18.00
5/13/2021	612706	Parr Lumber	2299	237.65
5/13/2021	612707	People 2.0 Global LP	2472	1,716.04
5/13/2021	612708	Platt Electric Supply	1517	395.29
5/13/2021	612709	Power Machine Service Inc	1519	376.88
5/13/2021	612710	Professional Finishes	1526	5,374.65
5/13/2021	612711	Multi Service Technology Solutions Inc	2146	273.05
5/13/2021	612712	Rehn & Associates	2395	212.00
5/13/2021	612713	Schindler Elevator Corporation	1930	322.36
5/13/2021	612714	John Latta Associates Inc	1936	44.18
5/13/2021	612715	Securitas Security Services USA Inc	1574	14,302.40
5/13/2021	612716	Six Robbles Inc	1017	1.61
5/13/2021	612717	Spokane Public Facilities District	1941	1,750.00
5/13/2021	612718	Spokane County Solid Waste	1603	369.21
5/13/2021	612719	Spokane County Treasurer	1603	1,514.42
5/13/2021	612720	Spokane House of Hose Inc	1605	1,806.45
5/13/2021	612721	Spokane Valley Power Tool	1615	177.59
5/13/2021	612722	Standard Digital Print Co Inc	1623	181.32
5/13/2021	612723	Stoneway Electric Supply Co	1633	154.02
5/13/2021	612724	Solid Waste Systems Inc	2514	323.26
5/13/2021	612725	Team Torque Inc	1644	200.27
5/13/2021	612726	Terminal Supply Inc	1648	299.88
5/13/2021	612727	The Engraver Inc	1242	72.42
5/13/2021	612728	Thermo King Northwest	1650	205.50
5/13/2021	612729	Stephen Hirano	1665	115.00
5/13/2021	612730	United Parcel Service Inc	1683	6.90
5/13/2021	612731	Veracity Networks	2461	1,109.48
5/13/2021	612732	Washington State Dept of Labor and Industries	1208	608.20
5/13/2021	612733	Walter E Nelson Co	1721	3,169.37
5/13/2021	612734	Waste Management Spokane	1702	396.71

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
5/13/2021	612735	Waste Management Recycle America	1702	182.23
5/13/2021	612736	Waxie's Enterprises LLC	2588	2,289.82
5/13/2021	612737	Wendle Motors Incorporated	1021	101.23
5/13/2021	612738	Wheeler Industries Inc	1743	201.47
5/13/2021	612739	Whitley Fuel LLC	2016	40,765.44
5/13/2021	612740	Whitworth Water District	1746	44.11
5/13/2021	612741	Wilbur Ellis Company	1747	2,317.17
5/13/2021	612742	WSP	2597	9,728.70
5/13/2021	612743	Zayo Group LLC	2321	12,706.23
5/21/2021	612744	CBS Reporting Inc	1035	158.00
5/21/2021	612745	ADT Commercial	2462	2,524.41
5/21/2021	612746	AFSCME	1328	432.28
5/21/2021	612747	AFSCME	1328	122.00
5/21/2021	612748	Aluminum Entry Systems Inc	2409	416.01
5/21/2021	612749	Amazon Capital Services Inc	2098	1,035.07
5/21/2021	612750	Northwest Industrial Services LLC	1058	117.33
5/21/2021	612751	Amerigas 1790	1064	6.37
5/21/2021	612752	Northwest Center Services	2271	29,597.98
5/21/2021	612753	Amalg Transit Union #1015	1055	18,128.69
5/21/2021	612754	Amalg Transit Union #1598	1056	886.29
5/21/2021	612755	Amalgamated Transit Union	1057	219.11
5/21/2021	612756	Avista Corporation	1081	191.10
5/21/2021	612757	Daniel H Brunner Trustee	1124	2,906.63
5/21/2021	612758	Budinger & Associates Inc	2149	2,052.03
5/21/2021	612759	California Department of Child Support Services	1130	189.69
5/21/2021	612760	Lithia Motors Support Services	1024	896.49
5/21/2021	612761	Canon Financial Services Inc	1154	219.27
5/21/2021	612762	Catholic Charities of Spokane	2418	2,842.48
5/21/2021	612763	QWEST Corporation	1148	501.83
5/21/2021	612764	Cerium Networks Inc	1149	630.18
5/21/2021	612765	Child Support Enforcement Agency	1825	392.30
5/21/2021	612766	Cintas Corporation No 2	2383	538.69
5/21/2021	612767	City of Spokane	1601	426.73
5/21/2021	612768	City of Spokane	1601	145.00
5/21/2021	612769	Cobalt Truck Equipment	1161	5,989.50
5/21/2021	612770	Coffman Engineers Inc	1162	5,008.15
5/21/2021	612771	Comcast	1170	152.71
5/21/2021	612772	Conseal Containers LLC	1176	347.40
5/21/2021	612773	Copiers Northwest Inc	2429	33.88
5/21/2021	612774	Michael Hugh Maycumber	1179	2,103.95
5/21/2021	612775	Cummins Inc	1027	2,987.28
5/21/2021	612776	Dardan Enterprises Inc	1782	14,392.14
5/21/2021	612777	Employee Advisory Council	1236	561.50
5/21/2021	612778	Elevator Consulting Services Inc	2512	3,900.00
5/21/2021	612779	El Jay Oil Co Inc	1003	1,374.24
5/21/2021	612780	Fastenal Company	1249	532.30
5/21/2021	612781	FedEx	1808	4.85
5/21/2021	612782	AMGB Inc	2011	168.80
5/21/2021	612783	Galls LLC	1271	4,944.11
5/21/2021	612784	The General Store	1956	220.51
5/21/2021	612785	SPX Corporation	1268	2,523.48
5/21/2021	612786	Gillig LLC	1279	2,755.85
5/21/2021	612787	Wireless Sensor Technologies Inc	2561	58.26
5/21/2021	612788	Imagine GPS Inc	2568	416.69
5/21/2021	612789	H & H Business Systems	1298	58.99
5/21/2021	612790	Humanix Corp	1329	7,247.96
5/21/2021	612791	Oil Price Information Service LLC	1346	150.28
5/21/2021	612792	Insight Public Sector	2490	4,263.00
5/21/2021	612793	JOTFORM Inc	2614	8,328.00
5/21/2021	612794	Northwest Business Press Inc	1366	1,517.25
5/21/2021	612795	KEPRO	2258	1,114.28
5/21/2021	612796	Kershaw's Inc	1374	201.69
5/21/2021	612797	L&E Park LLC	2391	3,862.50
5/21/2021	612798	Liberty Lake Sewer and Water District	1396	127.30
5/21/2021	612799	Michael Boodel	1804	330.00
5/21/2021	612800	Maintenance Solutions	1418	801.50
5/21/2021	612801	Michelin North America Inc	2325	44,287.41
5/21/2021	612802	Car Wash Partners Inc	1436	44.80

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
5/21/2021	612803	Black Realty Management Inc	1658	18,401.79
5/21/2021	612804	NAPA Auto Parts Inc	1014	6,538.65
5/21/2021	612805	National Color Graphics Inc	1455	35,165.54
5/21/2021	612806	Argosy Credit Partners Holdings LP	2006	95.83
5/21/2021	612807	The Aftermarket Parts Company LLC	1015	1,886.20
5/21/2021	612808	North 40 Outfitters	1102	409.42
5/21/2021	612809	Office Depot Inc	1483	63.25
5/21/2021	612810	Pacific Office Solutions	2288	1,730.25
5/21/2021	612811	People 2.0 Global LP	2472	858.02
5/21/2021	612812	Professional Finishes	1526	4,511.35
5/21/2021	612813	Pure Filtration Products Inc	1531	1,079.85
5/21/2021	612814	KXLY-FM	2318	1,780.00
5/21/2021	612815	Refrigeration Supply Dist	1541	4,247.10
5/21/2021	612816	S T A - Well	1557	410.50
5/21/2021	612817	Securitas Security Services USA Inc	1574	28,430.80
5/21/2021	612818	Vanessa Bogensberger	1582	862.84
5/21/2021	612819	Spokane County Environmental Services	1603	368.63
5/21/2021	612820	Spokane House of Hose Inc	1605	360.29
5/21/2021	612821	The Spokesman Review	1616	1,059.00
5/21/2021	612822	Standard Digital Print Co Inc	1623	284.50
5/21/2021	612823	Staples Business Credit	1627	50.12
5/21/2021	612824	Still Waters Metal Fab LLC	2624	4,321.02
5/21/2021	612825	StingRay Manufacturing LLC	2593	92,212.00
5/21/2021	612826	Symetra Life Insurance Company	1562	17,290.42
5/21/2021	612827	Thrifty Supply Company Inc	2513	65.81
5/21/2021	612828	Titan Truck Equipment Inc	1655	816.95
5/21/2021	612829	United Way of Spokane County	1684	200.00
5/21/2021	612830	Verizon Wireless LLC	1686	553.59
5/21/2021	612831	American Federation of State County 2 WA Council	1705	1,596.73
5/21/2021	612832	Walt's Mailing Service	1976	3,334.29
5/21/2021	612833	Washington State	1709	565.69
5/21/2021	612834	Wendle Motors Incorporated	1021	639.71
5/21/2021	612835	Whites Boots Inc	1744	1,969.81
5/21/2021	612836	Whitley Fuel LLC	2016	57,333.58
5/21/2021	612837	Wm. Winkler Company	1752	18,501.85
5/21/2021	612838	Verizon	2142	5,477.44
5/21/2021	612839	Coffman Engineers Inc	1162	108,404.03
5/21/2021	612840	Dardan Enterprises Inc	1782	90,106.10
5/27/2021	612841	Inland Welding Supply Inc	1032	1,192.46
5/27/2021	612842	Alsco Inc	2196	14,807.01
5/27/2021	612843	Avista Corporation	1081	722.50
5/27/2021	612844	Battery Systems Inc	1089	1,769.63
5/27/2021	612845	Blanchard Electric & Fleet Supply	2589	72.63
5/27/2021	612846	Belfor USA Group Inc	2605	5,592.40
5/27/2021	612847	The Braun Corporation	1117	68.59
5/27/2021	612848	BDI	1022	467.40
5/27/2021	612849	Lithia Motors Support Services	1024	243.57
5/27/2021	612850	Carquest Auto Parts	1025	191.41
5/27/2021	612851	Catholic Charities of Spokane	2418	2,562.46
5/27/2021	612852	QWEST Corporation	1148	660.00
5/27/2021	612853	QWEST Corporation	1148	135.76
5/27/2021	612854	City of Spokane	1601	123.46
5/27/2021	612855	Coffman Engineers Inc	1162	27,344.45
5/27/2021	612856	Kathleen M Collins	1163	5,000.00
5/27/2021	612857	CompuNet Inc	1166	5,503.81
5/27/2021	612858	Country Homes Christian Church	1183	65.34
5/27/2021	612859	Cummins Inc	1027	10,390.63
5/27/2021	612860	Dell Marketing LP	1204	18,796.20
5/27/2021	612861	El Jay Oil Co Inc	1003	4,502.34
5/27/2021	612862	Elite Entry Systems LLC	2632	557.57
5/27/2021	612863	Wireless Investors LLC	2517	509.65
5/27/2021	612864	FedEx	1808	78.93
5/27/2021	612865	FedEx Freight	2346	547.55
5/27/2021	612866	First Transit Inc	2430	337,192.40
5/27/2021	612867	Flynn BEC LP	2479	1,652.01
5/27/2021	612868	Galls LLC	1271	432.18
5/27/2021	612869	Gard Communications Inc	1272	623.75
5/27/2021	612870	The General Store	1956	166.67
5/27/2021	612871	Gillig LLC	1279	15,988.90
5/27/2021	612872	H & H Business Systems	1298	154.46
5/27/2021	612873	Humanix Corp	1329	5,879.29

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
5/27/2021	612874	IR Specialty Foam LLC	1345	881.95
5/27/2021	612875	Northwest Business Press Inc	1366	1,164.50
5/27/2021	612876	Kershaw's Inc	1374	75.29
5/27/2021	612877	Lamar Texas Limited Partnership	1938	1,700.00
5/27/2021	612878	Marz Mountain Industries Inc	2427	2,982.75
5/27/2021	612879	Mohawk Manufacturing & Supply Co	1011	211.70
5/27/2021	612880	Motion Auto Supply Inc	1012	137.84
5/27/2021	612881	North Idaho Metal Works Inc	2601	986.83
5/27/2021	612882	MultiCare Health Systems	2453	4,594.00
5/27/2021	612883	NAPA Auto Parts Inc	1014	4,407.40
5/27/2021	612884	The Aftermarket Parts Company LLC	1015	3,439.72
5/27/2021	612885	National Native American Construction Inc	2251	28,895.71
5/27/2021	612886	Office Depot Inc	1483	151.84
5/27/2021	612887	Oxarc Inc	1002	10,182.15
5/27/2021	612888	People 2.0 Global LP	2472	858.02
5/27/2021	612889	Power Machine Service Inc	1519	796.76
5/27/2021	612890	Multi Service Technology Solutions Inc	2146	115.70
5/27/2021	612891	Schetky Northwest Sales Inc	1570	37.86
5/27/2021	612892	Securitas Security Services USA Inc	1574	40.00
5/27/2021	612893	Six Robbles Inc	1017	30.53
5/27/2021	612894	Spokane House of Hose Inc	1605	92.24
5/27/2021	612895	Spokane Regional Transportation Council	1610	26,907.60
5/27/2021	612896	Standard Digital Print Co Inc	1623	207.18
5/27/2021	612897	StingRay Manufacturing LLC	2593	1,309.25
5/27/2021	612898	Trapeze Software Group	1669	28,709.83
5/27/2021	612899	Verizon Wireless LLC	1686	1,659.91
5/27/2021	612900	Voith US Inc	2460	888.85
5/27/2021	612901	Walt's Mailing Service	1976	1,323.70
5/27/2021	612902	Walter E Nelson Co	1721	827.64
5/27/2021	612903	Washington State	1709	32,295.91
5/27/2021	612904	Wells Fargo Financial Leasing Inc	1735	1,944.96
5/27/2021	612905	Whitley Fuel LLC	2016	67,663.63
5/27/2021	612906	Verizon	2142	23.80
5/27/2021	612907	Zipline Communications Inc	2492	20,335.00
TOTAL MAY ACCOUNTS PAYABLE				7,118,221.81
5/1/2021-5/31/2021	ACH	WORKER'S COMPENSATION	2286	115,144.16
TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS				115,144.16
5/7/2021	727566-727588	PAYROLL AND TAXES PR 09,2021	VARIES	2,031,973.14
5/21/2021	727589-727623	PAYROLL AND TAXES PR 10,2021	VARIES	1,436,383.95
TOTAL MAY PAYROLL AND TAXES				3,468,357.09
5/25/2021	ACH	WA STATE - DOR (USE TAX)	1767	6,036.97
TOTAL MAY EXCISE TAX DISBURSEMENT				6,036.97
TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS				10,707,760.03
TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,707,760.03

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 5C : 2021-2024 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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

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 Program for the period 2021-2024.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board adopt STA's 2021-2024 Equal Employment Opportunity Program.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution, STA's 2021-2024 Equal Employment Opportunity Program.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer BSM

Legal Counsel LM

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING AND AUTHORIZING
THE EXECUTION AND IMPLEMENTATION OF STA'S 2021-2024 EQUAL
EMPLOYMENT OPPORTUNITY PROGRAM, RESCINDING RESOLUTION NO. 777-20,
AND OTHER MATTERS PROPERLY RELATING THERETO

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, it is the policy of STA that each and every person, regardless of race, creed, color, national origin, gender, gender identity, age, disability, sexual orientation, veteran or disability status, has the right to obtain and hold employment without discrimination; and

WHEREAS, it is the policy of the United States of America to provide equal employment opportunities for all, and that every person to be employed has an opportunity for advancement based on merit, ability, and potential; and

WHEREAS, the STA Board of Directors wishes to continue to ensure equal participation of all STA employees in a favorable working environment, and to continue to ensure equal opportunities for all citizens to STA employment; and

WHEREAS, the STA Board of Directors is committed to its equal employment opportunities, and has previously required full compliance with the spirit as well as the letter of all State of Washington and United States statutes, orders, rules, and regulations dealing with equal employment opportunities and has previously adopted Resolution No. 777-20 establishing the 2019 and 2020 Equal Employment Opportunity Programs; and

WHEREAS, the Federal Transit Administration Circular 4704.1A now requires the submittal of an updated Equal Employment Opportunity Program every four years or as major changes occur in the workforce or employment conditions of STA, therefore staff are now recommending the adoption of a four year program by the STA Board of Directors; and

WHEREAS, STA staff have prepared a four year Equal Employment Opportunity Program and recommends adoption of the 2021-2024 Equal Employment Opportunity Program, comprised of the following elements: Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting, all in conformance with updated guidance and direction from the Federal Transit Administration; and

WHEREAS, STA staff will provide annual updates to the STA Board of Directors regarding the 2021-2024 Equal Employment Opportunity Program and will further monitor the

workforce and employment conditions of STA and make recommendations for updates to the 2021-2024 Equal Employment Opportunity Program as warranted.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors reaffirms the policy of STA to provide equal employment opportunity in all personnel actions for all persons; pledges STA to a policy and program of positive action aimed at assuring true equality of employment opportunities and a work environment without discrimination.

Section 2. The STA Board of Directors hereby adopts, establishes, and authorizes the execution and implementation of the 2021 - 2024 Equal Employment Opportunity Program as prepared by the STA staff, attached hereto as Exhibit 'A' and incorporated herein by reference.

Section 3. The STA Board of Directors further authorizes and instructs the STA CEO to implement by such delegation as may be required or necessary said STA Equal Employment Opportunity Programs and to publicize and make available copies of the STA Equal Employment Opportunity Programs to all persons.

Section 4. Resolution No. 777-20 is hereby rescinded effective immediately.

Section 5. This Resolution shall become effective upon its date of adoption and shall remain in full force and effect until revised by Board Resolution.

ADOPTED by STA at a regular meeting thereof held on the 17th day of June 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Pamela Haley
STA Board Chairwoman

Approved as to form:

Laura McAloon
Attorney for Spokane Transit Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 5D : PLAZA 1ST FLOOR RESTROOM PARTITION REPLACEMENT:
FINAL ACCEPTANCE

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

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications & Customer Service
Jessica Charlton, Capital Projects Manager

SUMMARY: On January 5, 2021, the CEO awarded a contract with Dardan Enterprises, Inc. in the amount of \$107,469 to perform construction activities associated with replacing the toilet partitions in the public men's and women's restrooms on the first floor of the Plaza. The contractor began work at the site on March 24th and reached substantial completion on May 10, 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 Dardan Enterprises, Inc. contract as complete.

BACKGROUND: The work performed by Dardan Enterprises, Inc. and their subcontractors successfully replaced all of the standard commercial toilet partitions in the Plaza's 1st floor public restrooms with a new structural steel frame, heavy-duty HDPE partition walls and heavy-duty HDPE low profile doors. This work is expected to reduce maintenance as well as enhance safety and security measures.

Throughout construction, one additive change order was executed. Changes were made as a result of variable and unknown field conditions. The change increased the contract value by \$3,817.73 resulting in a final contract value of \$111,286.73.

Five percent, or \$5,564.34, of the contract value was withheld as retainage as required by RCW 60.28.011. As allowed by RCW 39.08.010, the contractor also elected to have STA withhold an additional ten percent, or \$11,128.67, in lieu of bond. Submissions of affidavits of wages paid are under way and, as of May 28, the final progress payment will have been made. As required for any public works project over \$35,000, a Notice of Completion will be sent to the Department of Revenue and Employment Security Department, and the Department of Labor and Industries.

This project for the Plaza 1st Floor Restroom Partition Replacement had a budget of \$160,000. Costs associated with the project included, but are not limited to, A&E services, this construction contract, contingency funds, and sales tax. The project will be \$34,264 under budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Dardan Enterprises, Inc. for the Plaza 1st Floor Restroom Partition Replacement as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

RECOMMENDATION TO BOARD: Approve a motion to accept the contract with Dardan Enterprises, Inc. for the Plaza 1st Floor Restroom Partition Replacement as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 5E : PLAZA HPT PLATFORMS: PHASE 2 CONSTRUCTION:
FINAL ACCEPTANCE

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

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: On May 28, 2020, STA entered into Contract #2019-10434 with Wm. Winkler Company for the construction of Plaza HPT Platforms – Phase 2 (Riverside Avenue and Wall Street) in the amount of \$266,714.50. Wm Winkler received Notice to Proceed on June 9th and reached Substantial Completion on September 9, 2020.

The work included demolition, installation of conduit, construction of footings, curb line and sidewalk. Work also included installation of a new signal pole, demolition of several zone marker signs around the perimeter of the Plaza, installation of conduit and footings for new zone markers, and extending communication and electrical conduit from inside the Plaza to handhole locations.

Throughout construction, additive and deductive change orders were executed. Each change was required for the successful completion of the project. Changes during construction resulted in a net \$30,526.19 increase to the contract with Wm. Winkler Company for a final contract value of \$297,240.69. No retainage was withheld because Wm. Winkler posted a Retainage Bond.

The final Affidavit of Wages Paid was received by STA on December 18, 2020. Notice of Completion was filed on December 21, 2020, with the State Department of Revenue, the Department of Labor and Industries, and the Employment Security Department. Releases have been received from each the three state departments.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Wm. Winkler Company for the Plaza HPT Platforms – Phase 2 Riverside Avenue and Wall Street contract as complete and authorize release of retainage security.

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

RECOMMENDATION TO BOARD: Approve a motion to accept the contract with Wm. Winkler Company for the Plaza HPT Platforms – Phase 2 Riverside Avenue and Wall Street contract as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSAM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 6A : STRATEGIC PLANNING WORKSHOP UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, staff will provide an update on the Strategic Planning Workshop.

RECOMMENDATION TO BOARD: For discussion

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 7A : 2020/2021 FTA TRIENNIAL REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, staff will provide a report on the FTA Triennial Review.

RECOMMENDATION TO BOARD: For discussion

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 8A : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Pamela Haley, Committee & Board Chairwoman

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 9A : PLANNING AND DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

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

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

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 10Ai : 2020 COMMUNITY PERCEPTION SURVEY

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

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

SUMMARY: Staff will present the results of the 2020 Community Perception Survey conducted primarily in the final two months of the year. In addition to the standard questions asked annually, the 2020 survey included questions about STA's response to the pandemic to gauge perception of the agency's efforts.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 12A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Minutes of the May 5, 2021, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings and the May 12, 2021, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 12, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

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

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. April 7, 2021 Committee Minutes

Mr. Grover moved to approve the April 7, 2021, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Al French, Chair, Planning & Development (P&D)

The Committee forwarded to the Board consent agenda recommendations to approve the Division Bus Rapid Transit Acceptance of Corridor Development Plan and an Award of Contract for City Line Wall Street Reconstruction and Station 28. The Committee received reports on the draft 2022-2027 Transit Development Plan that is scheduled for adoption by the Board of Directors in July.

b. Chris Grover, Chair, Performance Monitoring & External Relations (PMER)

The Committee forwarded a recommendation to the Board of Directors to approve the May 2022 Service Revisions. The Committee forwarded to the Board consent agenda recommendations to approve the Spokane Regional Transportation Council Interlocal Agreement, an Award of Contract for the Non-Diesel Underground Storage Tank Replacement Project, and an Award of Contract for WEX Fuel Card Conversion.

Mr. Nelson presented a report to the Committee on the 2021 Van Grant recipients.

Adult & Teen Challenge Pacific Northwest	New Horizon Care Centers/Isabella House
Armstrong Adult Family Home	Peak 7 Adventures
Excelsior	Transitions
Liberty Baptist Church	Veterans First Organization
Mid-City Concerns, Inc	Youth Build Spokane/NEWESD 101

6. BOARD OF DIRECTORS AGENDA MAY 20, 2021

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 9, 2021

Mr. Grover moved to approve the draft Board Operations Committee agenda as presented, Ms. Stratton seconded and the motion passed unanimously.

8. CEO REPORT

In support of a recent request by the Washington State Department of Health, STA is offering Free Rides to Vaccines using paratransit vans. Starting today through June 12, residents in the STA service area can schedule a free door-to-door ride to and from their COVID-19 vaccination appointments. Customers who sign up for a free ride during the one-month program are eligible for a second free ride if a follow-up appointment is required for the second dose of the Moderna or Pfizer vaccine. Board members thanked staff for providing this important service to the community.

Since mid-April, ridership has increased dramatically in Paratransit service. There have been days with 800 or more rides. Ridership is still less than one year ago, but it is a significant increase over the 500 rides a day at the beginning of the pandemic. In order to meet the demand, Paratransit is once again providing socially distanced, shared ride service. Van operators and customers are required to wear masks.

The 2021 Regular Session of the Washington State Legislature adjourned on April 25, 2021. All the grants STA was awarded through the Regional Mobility Grant program and carried over to the new biennium were approved. Additionally, the new Regional Mobility Grants STA applied for were awarded and approved. There is an increase in funding for special needs transportation that STA uses for Paratransit service. There is also an increase in the funds available for the Green Transportation Capital Grant program. The Legislature did not pass a transportation revenue package.

The Federal Transit Administration held a Triennial Review Exit Conference with staff on May 6, 2021. Ms. Meyer will provide a report of the results at the May Board of Directors meeting.

9. NEW BUSINESS

None.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:52 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the May 5, 2021 Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Candace Mumm, City of Spokane
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Hugh Severs, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

2. **COMMITTEE CHAIR REPORT**

Chair French reported that the Legislature concluded the regular session without a new revenue transportation bill. There is conversation about convening a special session and movement on a transportation bill, but Chair French is not overly optimistic. He opined that it will most likely will take place in 2023.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE MARCH 31, 2021 (APRIL) COMMITTEE MEETING**

Ms. Candace Mumm moved to approve the March 31, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **DIVISION BRT: ACCEPTANCE OF CORRIDOR DEVELOPMENT PLAN**

Mr. Karl Otterstrom presented. The Corridor Development Plan documents the process of selecting the locally preferred alternative (LPA). This plan sets the foundation for future high performance transit (HPT) development along Division Street, identifies LPA for bus rapid transit (BRT), serves as a data resource for pursuing grant funding, and sets the stage for upcoming Preliminary Engineering (PE) activities on the project. Mr. Otterstrom presented the plan organization, and implementation steps. Upcoming activities include procuring planning and preliminary engineering services and NEPA scoping which is a precursor to FTA Project

Development phase of Small Starts. The DivisionConnects study will continue into a second phase with focus on land use vision which will inform the future land use actions. This second phase is led by SRTC with continued involvement by STA.

Mr. Tim Hattenburg made a motion to recommend the Board accept the Division BRT Corridor Development Plan. Ms. Karen Stratton seconded, and the motion was approved unanimously.

2. CITY LINE: AWARD OF CONTRACT FOR WALL STREET RECONSTRUCTION, AND STATION 28

Mr. Otterstrom presented. This project scope represents components of awarding the City Line project. The Planning and Development Committee approved the Scope of Work (SOW) and authorized staff to release an invitation for bid for City Line Wall Street Reconstruction and Station 28 Construction at SCC Transit Center on March 3, 2021. These elements were removed from the overall City Line design because design and scope relied on factors that were not yet determine in late 2019 when City Line Core Construction was put out to bid. This scope will reconstruct the entirety of the public right-of-way of Wall Street between Riverside Avenue and Main Avenue, and construct City Line Station 28 in the center island of the SCC Transit Center. Mr. Otterstrom reviewed renderings, the procurement process, and the contract financials. Given STA received one bid, a price analysis was completed. STA determined that the opportunity for competition was sufficient and that the Cameron-Reilly, LLC bid was responsive, responsible and the bid price fair, and reasonable. Total bid value is \$1,932,878. Staff propose a 20% construction contingency of \$386,575. Physical construction is tentatively expected to start in July of 2021.

Ms. Candace Mumm made a motion to review and recommend the Board approve an Award of Contract for the Wall Street Reconstruction and Station 28 project to Cameron-Reilly, LLC, for \$1,932,878 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

Chair French asked Ms. Mumm for the status of the land use changes along the City Line. Ms. Mumm responded that Councilmember Kinnear is now the City Council liaison for the City Plan Commission and she believes there will be an update on the process soon.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. 2022-2027 TRANSIT DEVELOPMENT PLAN: MID RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed the TDP background, project timeline, organization, and board guidance text revisions. Staff is proposing text revisions for discussion today (see redline on cover sheet).

Ms. Mumm requested adding language for committee consideration that reflects the impact of the City Line on the other routes. Mr. Otterstrom agreed; this revised language will be brought forward in June.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: MAJOR ACTIVITIES (2022-2027)

Mr. Otterstrom presented this step in the annual preparation of the agency's Transit Development Plan; the Committee reviews the planned major activities for the agency for inclusion in the 2022-2027 Plan. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2022-2027 TDP in June for broader public input. Major activities organization categories includes: 1.) Customer Tools and Technology 2.) Community Outreach 3.) Service Development 4.) Facilities and Fleet 5.) Systems and Programs, and 6.) Planning.

Ms. Mumm requested the consideration of new service improvements, such as extending the city line to SFCC. Mr. Otterstrom responded that staff are presenting a new connection from North Central area to SFCC to the PMER Committee later this afternoon.

C. 2022-2027 TRANSIT DEVELOPMENT PLAN: 2022-2027 CAPITAL IMPROVEMENT PROGRAM

Mr. Otterstrom presented. The most robust of the components in the TDP is the Capital Improvement Program (CIP). The CIP is developed in accordance with *Connect Spokane*. The development of a six-year Capital Improvement Program provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the TDP and Service Improvement Program (SIP), connects the long-range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The CIP programs are organized into five distinct program categories: Vehicles, Facilities-Maintenance & Administration, Facilities-Passenger & Operational, Technology, and High Performance Transit Implementation. Mr. Otterstrom reviewed the programs of the draft CIP and the relative costs. The 2022-2027 CIP represents \$207,869,778 in programmed capital projects and programs. Replacement coaches and the implementation of the City Line are presently the two largest programs by expenditures in the draft CIP. The CIP, along with the other plan elements, will be compiled into the draft Transit Development Plan and presented at the June committee meeting.

Chair French mentioned the state legislation concerning fleet electrification that recently passed and asked if STA has given any consideration to the mandate. Ms. Meyer responded that electrified replacements for current buses is dependent upon the ability to purchase more buses and the room to store them in current garages. Expansion beyond the current estimate of about 35-40 electric buses would require an additional facility. Ms. Mumm shared a hope that federal partners would assist with funding some of the money to expand since it is one of their priorities. The average cost of an electric bus today is about \$1.1M. Mr. Otterstrom noted that this topic will be addressed at the upcoming workshop.

D. 2022-2027 TRANSIT DEVELOPMENT PLAN: PROPOSED 2022-2024 SERVICE IMPROVEMENTS

Mr. Otterstrom presented. The draft Service Improvement Program (SIP) is updated annually and, in this iteration, outlines planned fixed-route service changes to take place in 2022, 2023 and 2024. The most significant changes are planned to take place in 2022 with the start of the City Line. Double decker buses begin operating in 2023 on the Cheney HPT Corridor with minor routing and schedule adjustments as needed, and then minor routing and scheduling adjustments

continue as needed in 2024. The SIP is developed in close coordination with the agency's financial projections.

Ms. Mumm requested a map with columnar information, and a heat map of the PBTA. Chair French suggested adding employment centers for a 2-3 year look. Ms. Meyer commented that minority and low-income demographics can be added as well. Mr. Otterstrom responded that staff can provide these additional maps.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

- Legislative Update – Washington legislature adjourned as planned in the regular session on April 25 and passed an operating, a capital, and a transportation budget, but not a new revenue transportation package. Ms. Meyer reported on approved grants, and reviewed the State Transportation Budget Summary for 2021-2023.
- April 2021 Voter-Approved Sales Tax Update – Revenue collected on February retail sales: 19.7% above April 2020 actual (\$1.2M), 7.9% YTD above 2020 actual (\$2.2M), and 24.6% YTD above budget (\$6.1M).
- Miscellaneous –
 - Mask Mandate -- TSA has extended the mask requirement on buses, airplanes, airports and stations from May to September 13, 2021.
 - Vaccines – Almost 40% of STA's employees have been vaccinated
 - Vaccine Clinic -- STA had to cancel the vaccine clinic that had been scheduled with Rite Aid. Staff will continue to try and reschedule a clinic.
 - Utilities and Transportation Commission – approved the Avista proposed commercial rate structure to go into effect that will reduce the cost of energy for the STA battery electric bus charging.
 - Electric Bus Charging Video – a demonstration of how STA electric buses are charged at “fast chargers”.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. JUNE 2, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None.*

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

11. ADJOURNED

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

NEXT COMMITTEE MEETING: WEDNESDAY, JUNE 2, 2021 at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the May 5, 2021 Meeting

Virtual WebEx

MEMBERS PRESENT

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

MEMBERS ABSENT

Kate Burke, City of Spokane

GUESTS

Pamela Haley, City of Spokane Valley, STA Board
Chair

STAFF PRESENT

Brandon Rapez-Betty, Director of Communications &
Customer Service
Fred Nelson, Chief Operations Officer
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 Chief
Operations Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, 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 STA's exciting progress.

3. **COMMITTEE APPROVAL**

A. **Minutes of the March 31, 2021 (April), Committee Meeting**

Ms. Kinnear moved to approve the March 31, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Spokane Regional Transportation Council (SRTC) Interlocal Agreement**

SRTC is responsible to coordinate a regional transportation planning process. Local and State government organizations created SRTC, STA joined the signatories to this agreement in 1994. The current interlocal agreement was approved in 2013.

The SRTC undertook a revision of its Interlocal Agreement beginning in November 2020 which was approved on April 15, 2021. This Interlocal Agreement defines how SRTC and its member agencies cooperate and coordinate in the regional transportation planning process.

Key highlights of the proposed SRTC Interlocal Agreement are: SRTC is designated by the State as a Regional Transportation Planning Organization (RTPO) and federally designated

Metropolitan Planning Organization (MPO) for Spokane County; Definition of SRTC boundaries and areas of jurisdiction and definition of RTPO and MPO duties.

Chair Grover recognized the CEO and team. He stated that everyone on the committee as elected officials will be asked to approve through resolution the Interlocal Agreement.

Ms. Meyer recommended the Board approve, by resolution, the proposed 2021 Spokane Regional Transportation Council (SRTC) Interlocal Agreement.

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

2. Award of Contract for Non-Diesel Underground Storage Tank (UST) Replacement Project

The PMER committee and the Board of Directors approved the Non-Diesel UST project scope of work and an increase to the project budget in February 2021. The original CIP in 2015 was considered short and the Board approved budget of \$2.1M for this locally funded project.

The tanks are used by STA for every day operational needs. The replacement project will result in replacement, removal, and/or abandonment of nine (9), thirty-five to thirty-six year-old underground storage tanks located at STA's Administrative and Maintenance headquarters. Life expectancy of the tanks is 30-40 years. Tank locations are at Boone North, both inside the building and outside, and Boone South indoors.

Physical construction is scheduled to start in June and be complete by November 19, 2021. Actual project length will be determined by what is found as they excavate and test the existing tanks.

Mr. Nelson requested the committee review and recommend the Board approve an award of contract for the Non-Diesel UST Replacement project to Granite Petroleum for \$1,337,710 plus applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

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

3. Award of Contract for WEX Fuel Card Conversion

Spokane Transit Authority Vanpool and Special Transportation Needs Rideshare (SUV) programs include the provision of fuel for program participants. Fuel purchases are made by the approved volunteer drivers using an STA provided fleet fuel card.

STA uses the fleet fuel card vendor awarded by the Washington State Department of Enterprise Services (DES) for administration of fuel cards and related purchases. From 2014 to June 30, 2021, the WA DES contract was awarded to US Bank Voyager Fleet Commander.

A new contract was awarded by Department of Enterprise Services (DES) to WEX Fleet Card Services for the period of January 1, 2021 through December 31, 2025. To maintain Vanpool and Special Transportation Needs Rideshare program operations, STA will need to transition to WEX Fleet Card Services prior to expiration of the US Bank Voyager Fleet Commander contract on June 30, 2021.

The WEX Fleet Card Services provide the same services as the previous provider, which includes driver authentication, fuel purchase and tracking analytics, tax exemptions, tax recovery, and tax reporting.

The fuel card agreement is directly with WEX is governed by DES contract 00819 and meets all STA procurement requirements. During the life of this new contract, expected fuel purchases will exceed \$200,000, which requires Board approval to authorize the CEO to execute the contract for services with WEX. For perspective, 2019 one-year total spent was \$132,480.

Mr. Nelson requested the committee recommend the Board authorize the CEO to execute a contract for the Vanpool and Special Transportation Needs Rideshare program fuel card use agreement with WEX under DES contract 00819.

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

B. Board Discussion Agenda

1. May 2022 Service Revisions: Final Recommendation

Mr. Otterstrom provided information for discussion on the May 2022 Service Revisions and requested STA Board action on major (as defined in Connect Spokane) fixed-route service changes to take place in 2022 at the same time as the City Line. The changes result in an approximately 13% growth in annual revenue hours compared to the current fixed-route system. In addition to the starting of service on the City Line, the change includes STA Moving Forward improvements to routes and frequency in Northeast Spokane/Hillyard, as well as other revisions to improve system performance, respond to input and serve emerging destinations. A full final recommendation report was provided as a link in the PMER packet.

Mr. Otterstrom requested the committee recommend the Board approve a motion to approve the May 2022 Service Revisions Final Recommendation as presented.

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

5. REPORTS TO COMMITTEE

A. 2021 Van Grant Recipients Award

Each year, in accordance with Board Resolution 677-11, up to ten surplus vans are made available to eligible community agencies to enhance transportation service provided within Spokane Transit's Public Transportation Benefit Area (PTBA).

Human Service Organizations that serve individuals of the Spokane Transit Public Transportation Benefit Area (PTBA) who have a disability, are of low income, or have mobility limitations due to advanced age are eligible to apply. Since 2012, Spokane Transit has granted 86 vans to eligible applicants.

Applications for the 2021 Van Grant were accepted from January 18, 2021 through and including February 26, 2021. Applicants are asked to provide a brief description of who they are, the proposed use of the vehicle, an estimate of the monthly number of one-way trips, and what transportation issue would be addressed if a van was awarded

A committee of eight STA employees independently review each application. It was the consensus of the selection committee that the following applicants should receive vehicles:

- Adult & Teen Challenge Pacific Northwest
- Armstrong Adult Family Home
- Excelsior

- Liberty Baptist Church
- Mid City Concerns, Inc.
- New Horizon Care Centers/Isabella House
- Peak 7 Adventures
- Transitions
- Veterans First Organization
- Youth Build Spokane/NEWESD 101

6. CEO REPORT

- April 2021 sales tax (collected on February Sales) was 19.7% above April 2020 actual, 7.9% YTD above 2020 actual, and 24.6% YTD above budget.
- Legislature adjourned April 25th and passed the Regional Transportation Budget. STA grants awarded include three Regional Mobility Grants: I-90 Valley HPT, Sprague High Performance, and Cheney High Performance Corridor (approved last cycle). Additionally, STA was awarded a Green Transportation Grant: Monroe-Regal Electric Bus.
- Transportation Security Administration has extended the federal mask requirement on buses, stations, airports, and airplanes from May 11 to September 13.
- Approximately 40% of STA employees have been vaccinated.
- Vaccine clinic on site with Rite Aid has been cancelled due to the provider's requirement of 25 shots per hour being more than STA can fill. STA is searching for another provider.
- The Utilities and Transportation Commission allowed a new rate structure proposed by Avista that is going to reduce the cost of energy for bus electrification charging at the Boone Northwest garage. STA has separate meters established to track the electricity being used for bus charging and that being used by the building. Savings of approximately 20% less expensive energy costs than budgeted for the City Line over the long run.
- Video shared to show a battery electric bus and the charging apparatus at the Moran Station. Four charging stations total, two at Spokane Community College and two at Moran Station have all been commissioned.
- The fourth 60-foot, 5 door, Battery Electric City Line bus arrived.

7. COMMITTEE INFORMATION

- 1st Quarter 2021 Performance Measures – *as presented*
- March 2021 Operating Indicators – *as presented*
- March 2021 Financial Results Summary – *as presented*
- April 2021 Sales Tax Revenue Information – *as presented*
- 1st Quarter 2021 Service Planning Input Report – *as presented*

8. June 2, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

Ms. Kinnear moved to approve the June 2 Draft Agenda. Mr. Kerns seconded, and the motion passed unanimously.

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kerns recognized the 40th Anniversary bus video and stated the bus looks even better in person.

Chair Grover recognized the CEO's update. He extended thanks to STA staff and committee members for their service.

11. ADJOURN

Chair Grover adjourned the meeting at 2:25 p.m.

12. NEXT MEETING – WEDNESDAY, June 2, 2021, 1:30 P.M, VIA WEBEX

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'DScartozzi', with a stylized flourish at the end.

Dawn Scartozzi
Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM **12B** : MAY 2021 SALES TAX REVENUE

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

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

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

May sales tax revenue, which represents sales for March 2021, was:

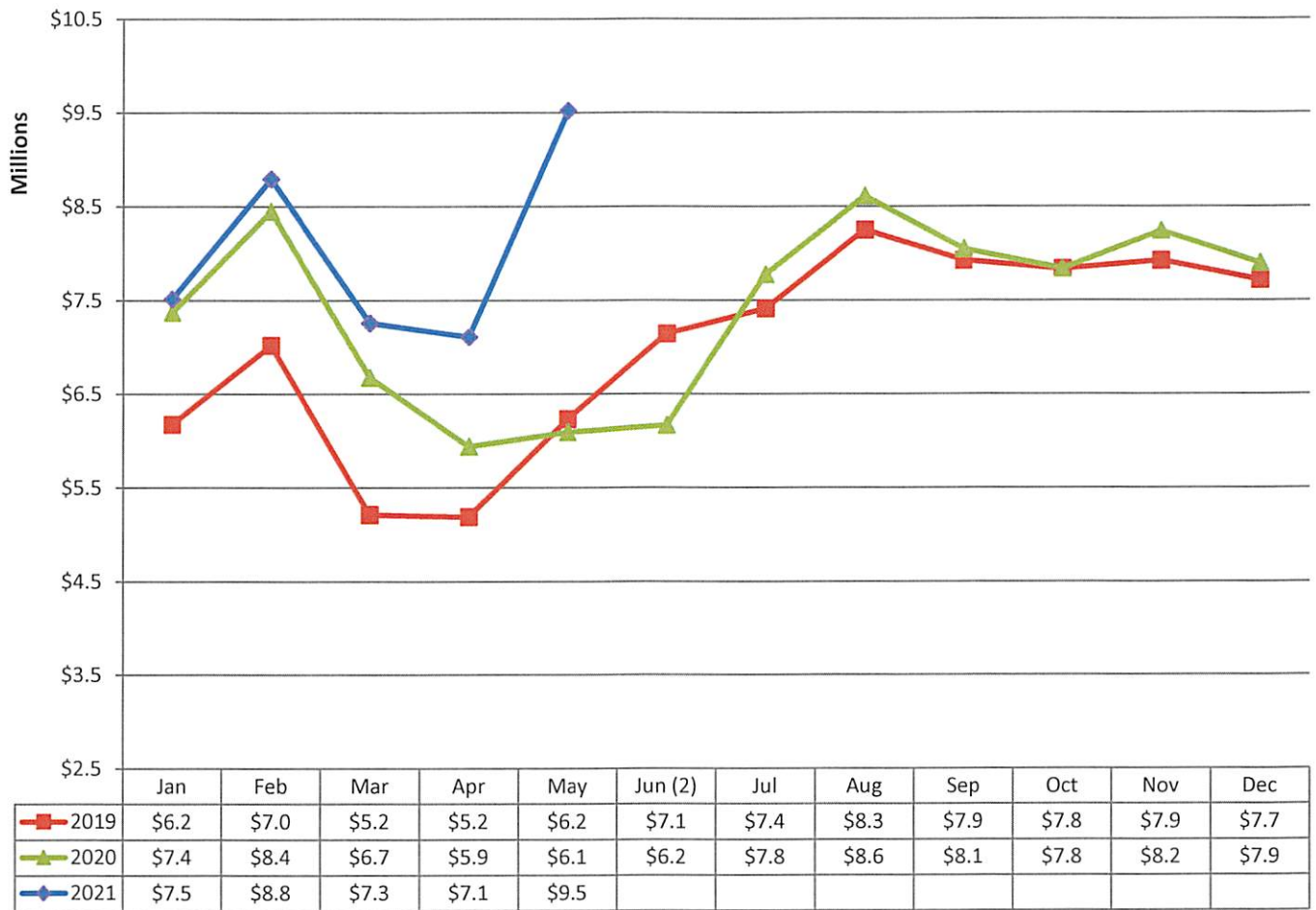
- 56.3% above budget and May 2020 actual
- 16.4% YTD above 2020 actual
- 34.2% YTD above budget

Total taxable sales for March 2021 were *up* 56.0% from March 2020 while March 2021 YTD sales were *up* 27.8% compared with March 2020 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD. Accommodation and Food Services saw its first significant increase from the prior YTD and is favorable overall on a YTD basis:

- Retail Trade *increased* by 74.1% (\$260.6M) in March 2021 vs March 2020 and is *up* by 38.6% (\$425.8M) March 2021 YTD vs 2020 YTD.
 - Automobile Dealers *increased* 59.1% (\$108.1M) for March 2021 YTD over 2020 YTD
 - Other Miscellaneous Store Retailers *increased* 61.8% (\$70.7M) for March 2021 YTD over 2020 YTD
 - Other Motor Vehicle Dealers *increased* 137.7% (\$38.6M) for March 2021 YTD over 2020 YTD
 - Building Material & Supplies Dealers *increased* 32.9% (\$36.5M) for March 2021 YTD over 2020 YTD
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *increased* 20.6% (\$35.2M) March 2021 YTD over 2020 YTD
- Construction *increased* by 42.9% (\$53.8M) in March 2021 vs March 2020 and is *up* by 33.4% (\$119.5M) March 2021 YTD vs 2020 YTD
- Accommodation and Food Services *increased* by 67.3% (\$38.3M) in March 2021 vs March 2020 and is *up* 8.9% (\$18.2M) March 2021 YTD vs 2020 YTD

RECOMMENDATION TO BOARD: Information only.

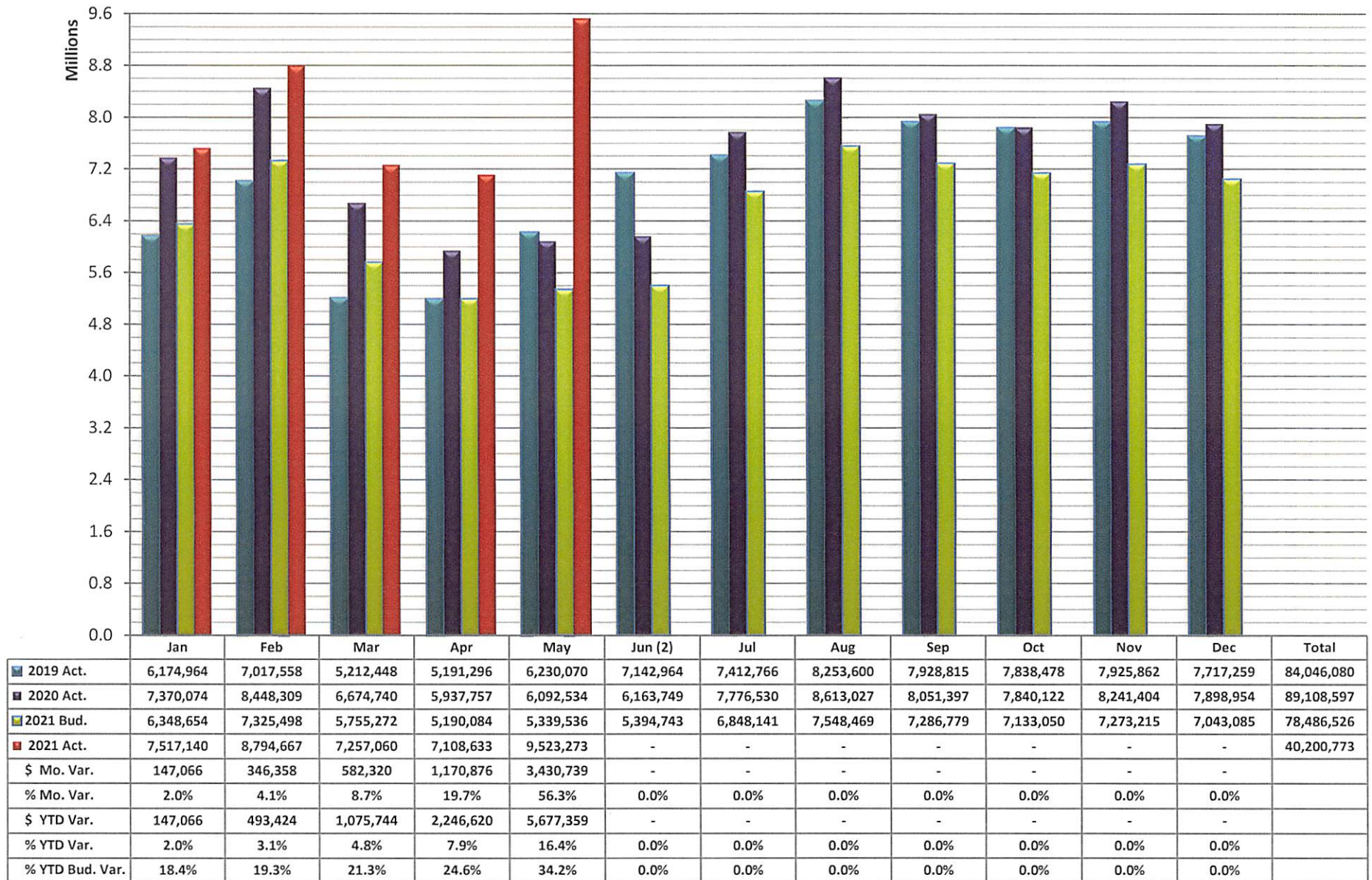
Sales Tax Revenue History-May 2021⁽¹⁾



(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

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 12C: APRIL 2021 FINANCIAL RESULTS SUMMARY

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

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

SUMMARY: Attached are the April 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, April year-to-date revenue is 47.4% (\$14.5M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 22.6% lower than budget
- Sales Tax Revenue is 24.6% higher than budget
- Federal & State Grants is 316.6% higher than budget
- Miscellaneous Revenue is 35.6% higher than budget

Operating Expenses

Overall, April year-to-date operating expenses are 7.6% (\$2.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.6% lower than budget
- Paratransit is 6.6% lower than budget
- Vanpool is 18.9% lower than budget
- Plaza is 33.5% lower than budget
- Administration is 16.6% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - April 2021

35,000,000

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

Totals:

2020 YTD Actual \$ 34,910,836

2021 YTD Actual \$ 44,962,341 (47.4%)

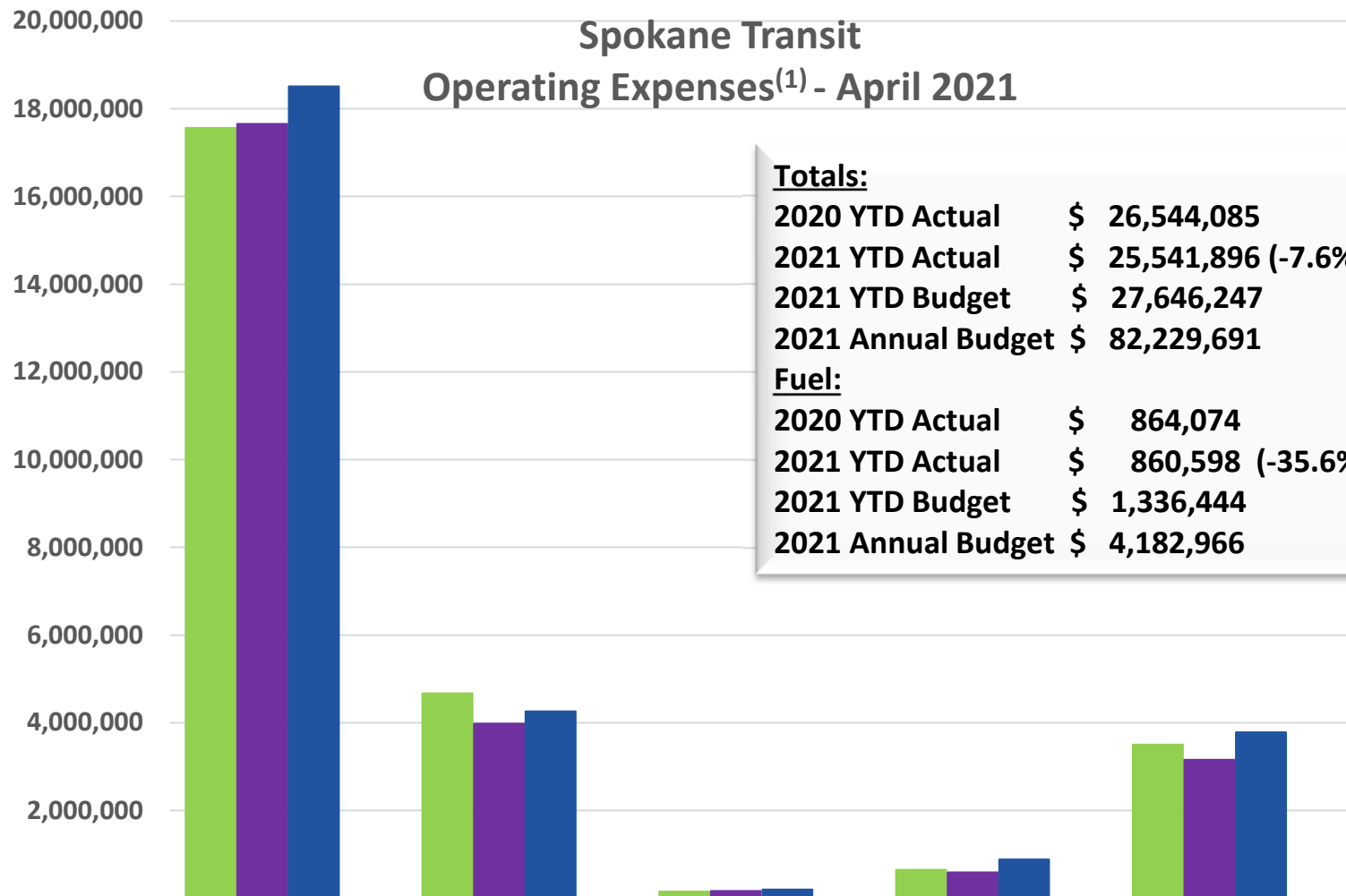
2021 YTD Budget \$ 30,512,273

2021 Annual Budget \$ 96,994,755

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2020 YTD Actual	2,678,652	28,430,880	2,997,262	804,042
■ 2021 YTD Actual	2,034,483	30,677,499	11,597,561	652,798
■ 2021 YTD Budget	2,627,439	24,619,508	2,783,738	481,588
2021 YTD Budget Variance	-22.6%	24.6%	316.6%	35.6%
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 April state capital grant reimbursements total \$1,362,175 and federal capital grant reimbursements total \$3,872,109. (2) Federal/State Grants are over budget due to unbudgeted CRRSSA Funding of \$7,699,129.

Spokane Transit Operating Expenses⁽¹⁾ - April 2021



Totals:

2020 YTD Actual \$ 26,544,085
2021 YTD Actual \$ 25,541,896 (-7.6%)
2021 YTD Budget \$ 27,646,247
2021 Annual Budget \$ 82,229,691

Fuel:

2020 YTD Actual \$ 864,074
2021 YTD Actual \$ 860,598 (-35.6%)
2021 YTD Budget \$ 1,336,444
2021 Annual Budget \$ 4,182,966

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2020 YTD Actual	17,564,416	4,671,567	155,643	652,181	3,500,278
2021 YTD Actual	17,653,116	3,981,029	162,429	589,405	3,155,917
2021 YTD Budget	18,511,961	4,263,219	200,176	886,287	3,784,604
2021 YTD Budget Variance	-4.6%	-6.6%	-18.9%	-33.5%	-16.6%
2021 Budget	55,669,976	12,847,070	603,027	2,317,546	10,792,072

(1) Operating expenses exclude capital expenditures of \$16,294,993 and cooperative projects of \$108,696 for year-to-date April 2021.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM **12D**: APRIL 2021 OPERATING INDICATORS

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: There were the same number of weekdays in April 2021 compared to April 2020. While COVID-related restrictions continue to suppress mobility, we have seen our first increases in ridership for April on all three modes. One additional note on ridership, with fares suspended starting in April of 2020, there was no way to itemize out the specific trip type on Fixed Route. Operators were simply tallying the total rides at the farebox. Fare collection resumed effective July 1, 2020.

FIXED ROUTE

- Average weekday ridership increased 38% (16,959 vs. 12,289) in April 2021 compared to April 2020.
- Monthly ridership also increased 34.2% (434,549 vs. 323,895) in April 2021 compared to April 2020.
- Year to date, ridership is still down 38.2% (1,623,006 vs. 2,625,185) for 2021 when compared to 2020. Our goal for the year is to recover ridership at 39.7% over 2020 ridership.
- On time performance was 95.5% for April of 2021 compared to our goal of 93%.
- April preventable accident rate came in at 0.15 per 10,000 miles. Year to date we sit at our stated goal of 0.08 per 100,00 miles.

PARATRANSIT

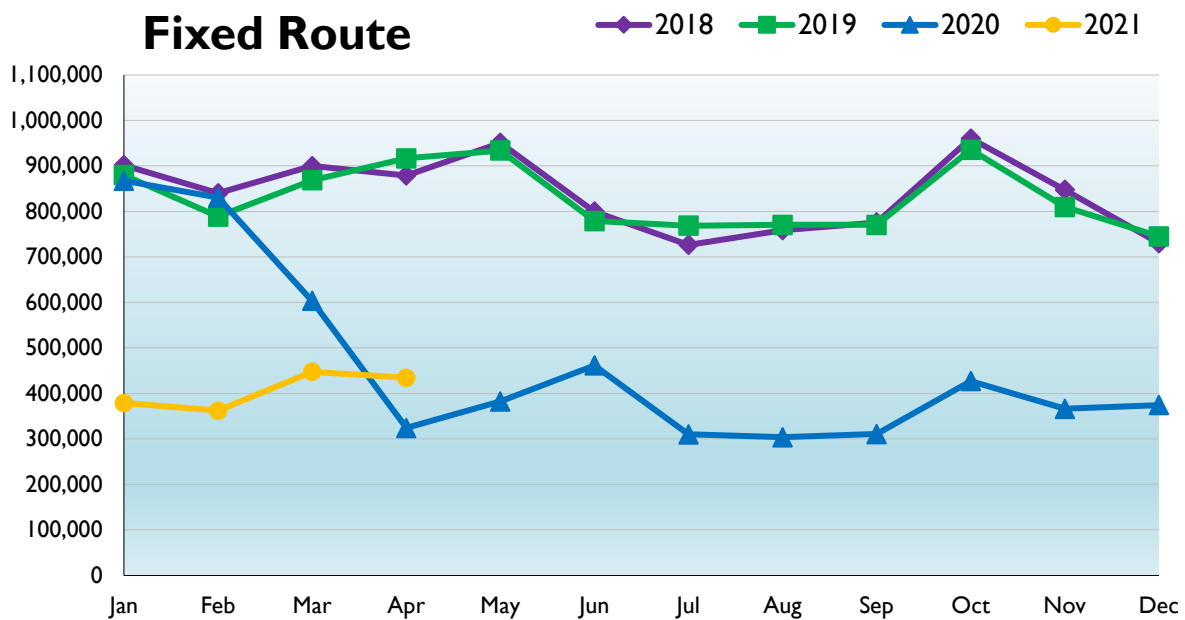
- Monthly ridership increased 167.4% (19,873 vs. 7,432) in April 2021 compared to April 2020.
- Year to date ridership is still down 33.3% (68,917 vs. 103,392) when compared to 2020. Our goal for the year is to recover ridership at 15% over 2020 ridership.
- For the third month in a row, April showed no preventable accidents. Year to date, we sit at 0.02 per 10,000 miles, well below our stated goal of 0.10 per 10,000 miles.

VANPOOL

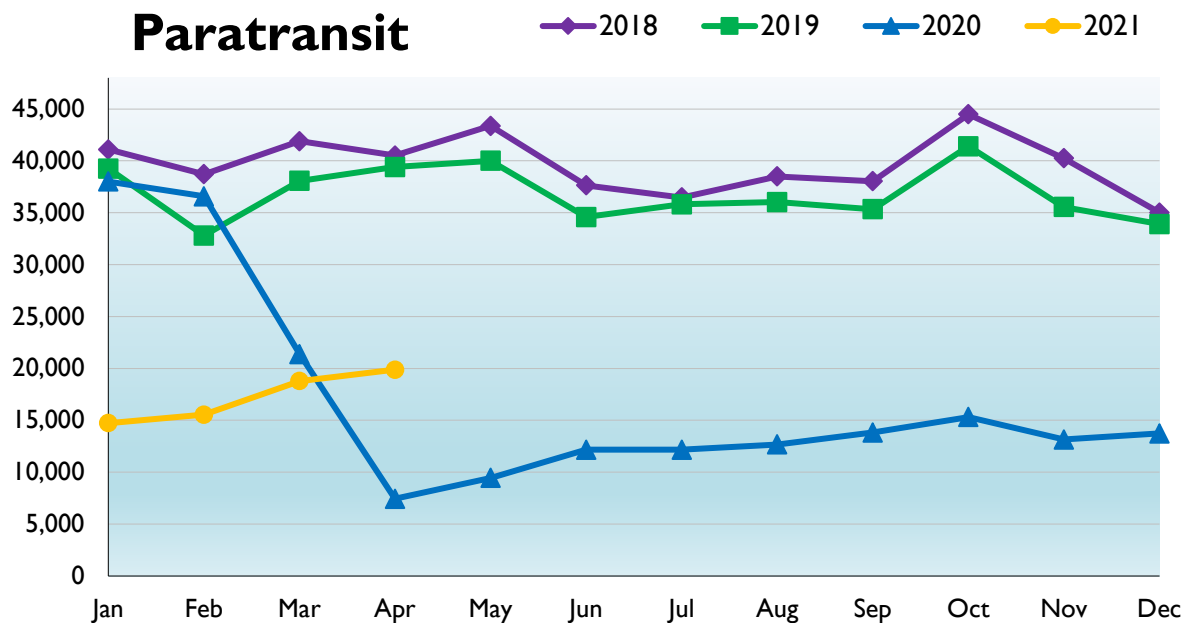
- Monthly ridership increased 11.6% (5,759 vs. 5,160) in April 2021 compared to April 2020.
- Year to date ridership is still down 44.65% (23,361 vs 42,209) when compared to 2020.
- Van groups were down (65 vs. 79) when comparing April of 2021 to April of 2020. One positive note was that there were three more van groups in April compared to March 2021, which had 62 vans in operation.
- Vanpool registered one preventable accident in April.

RECOMMENDATION TO BOARD: Information only.

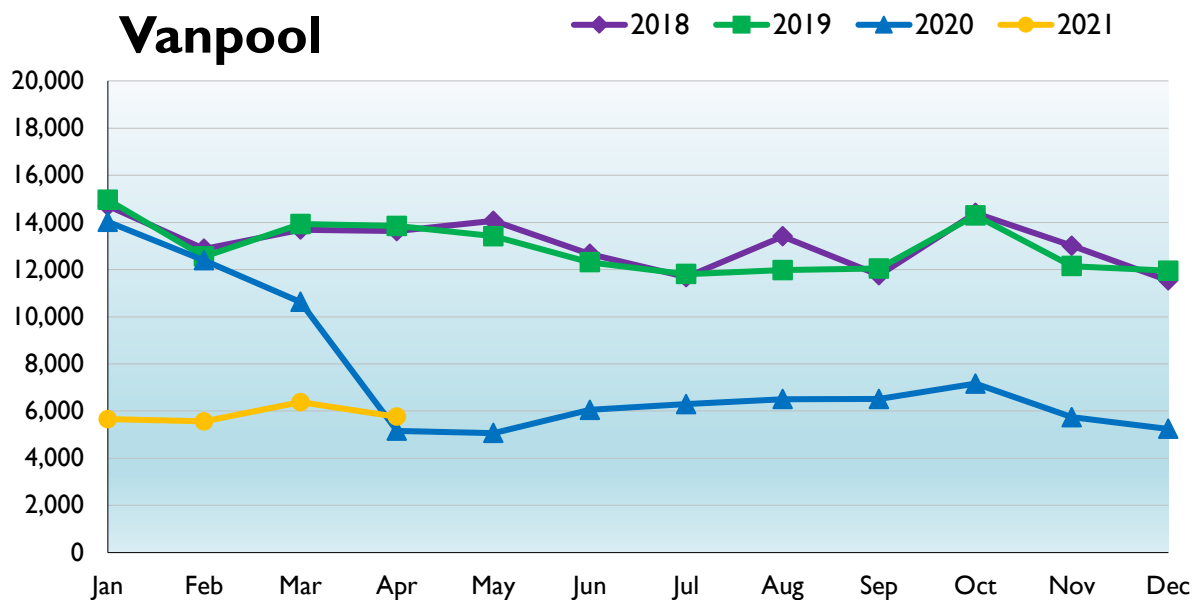
Fixed Route



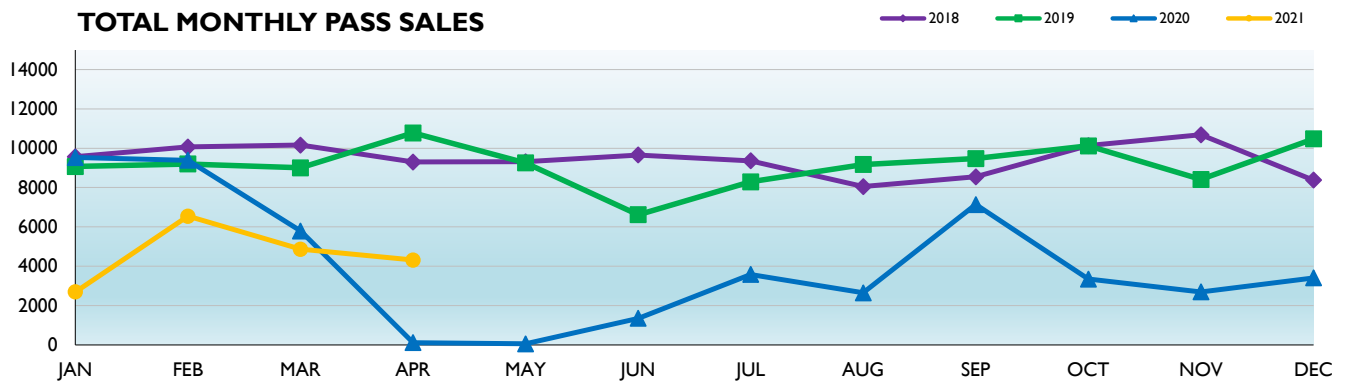
Paratransit



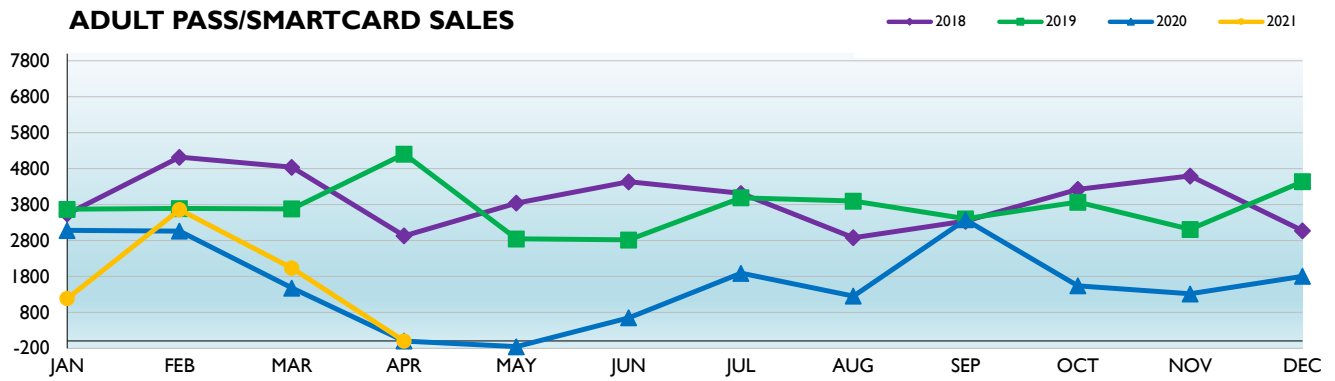
Vanpool



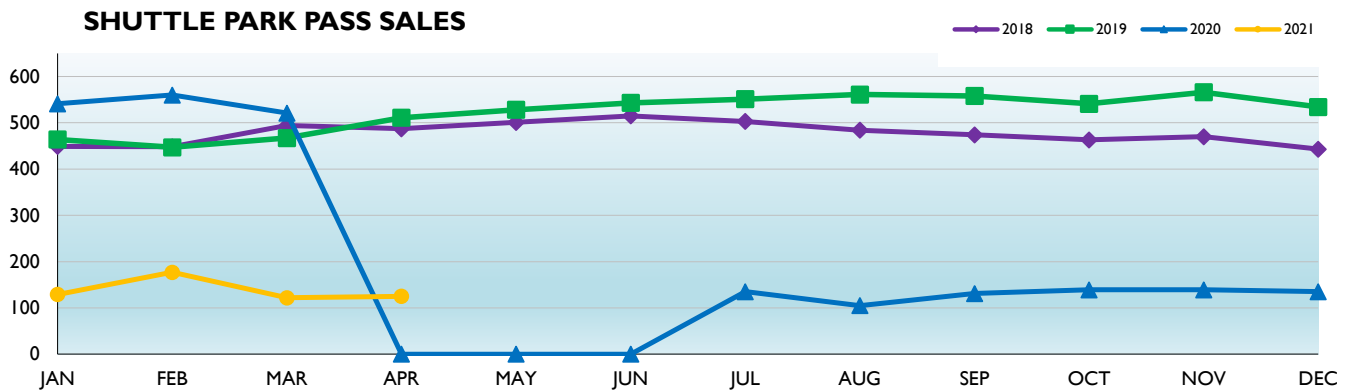
TOTAL MONTHLY PASS SALES



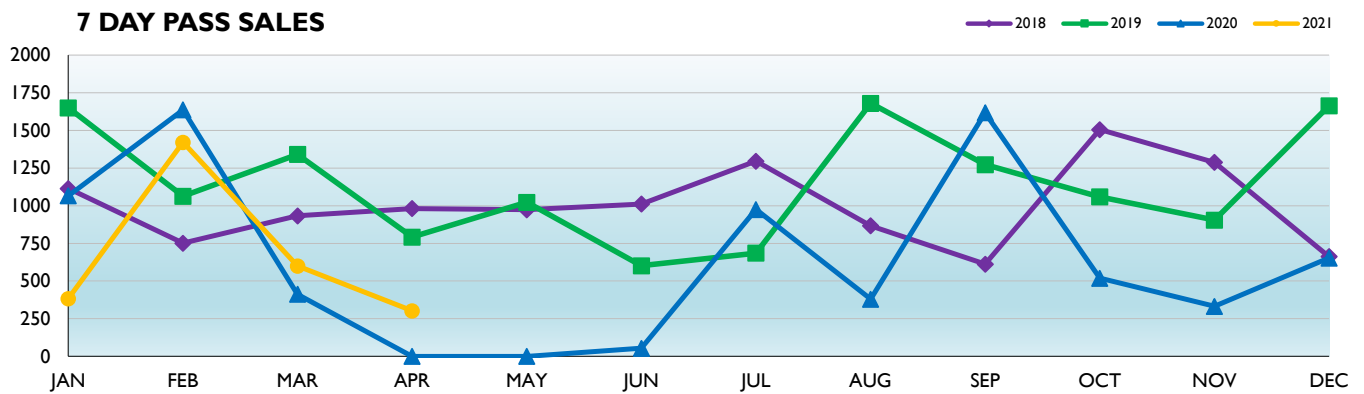
ADULT PASS/SMARTCARD SALES



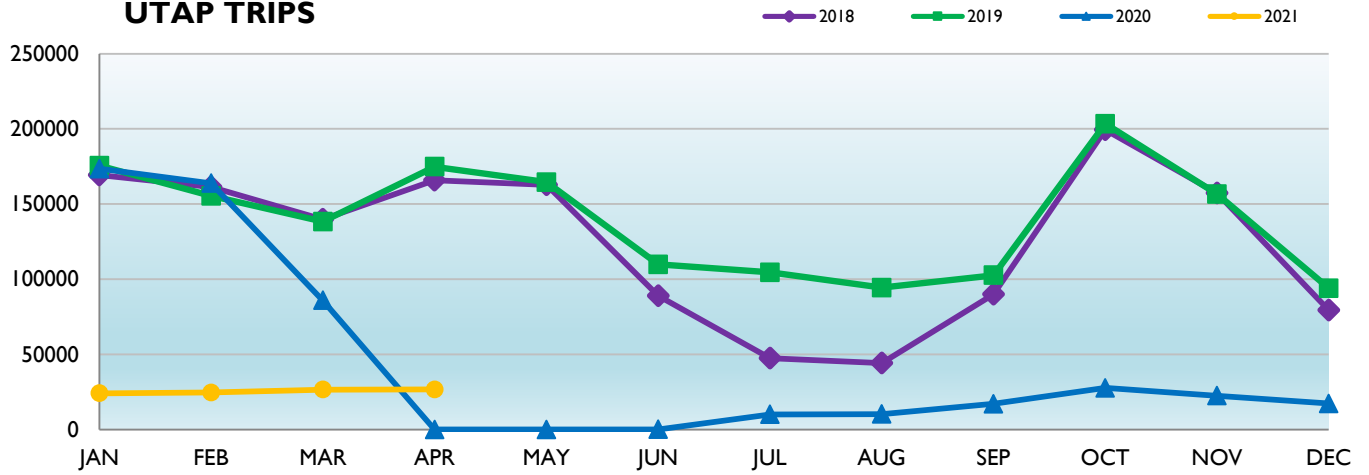
SHUTTLE PARK PASS SALES



7 DAY PASS SALES



UTAP TRIPS



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 12E : I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR
PLANNING UPDATE

REFERRAL COMMITTEE: N/A

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

SUMMARY: Interstate 90 between downtown Spokane and Spokane Valley is one of the most congested corridors in eastern Washington. As part of the *STA Moving Forward* plan, Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90/Valley High Performance Transit (HPT) project extends from downtown Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership. It will include increased night and weekend service and increased parking capacity for commuters for those choosing vanpool or bus to complete their commute. In 2020, STA contracted with KPFF Engineers for planning, design and engineering and other professional services for the infrastructure projects that make up the I-90/Valley HPT program of projects.

The corridor planning phase of the project began in March 2021. Staff provided an update on the status of planning efforts during the June 2, 2021 Planning and Development Committee meeting.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 17, 2021

AGENDA ITEM 12F: SYSTEM PERFORMANCE REPORT

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

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

SUMMARY: Annex 1.4 of the adopted *Connect Spokane: A Comprehensive Plan for Public Transportation*, calls for an annual report on the performance of each route based on established performance standards. This year marks the twelfth publication of such report. The annual fixed-route System Performance Report is available for review online at this location:

https://www.spokanetransit.com/files/projects-plans/2020_Annual_Performance_Report.pdf

The report includes:

- an overview of 2020 ridership,
- individual route performance against three established standards: Ridership, Equivalent Energy Consumption, and Fares,
- a remediation plan for non-compliant routes,
- route indicators (length, capacity, revenue hours, revenue miles, etc.),
- average daily ridership by stop,
- a summary of 2020 operational improvements,
- park & ride and bike locker utilization,
- Universal Transit Access Pass (UTAP) rates, and
- route profile sheets (appendix).

As previously reported, 2020 ridership was severely impacted by the COVID-19 pandemic.

RECOMMENDATION TO BOARD: Information only.

15.

EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose(s) of:

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

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

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

Estimated time - 15 minutes