

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

NOTICE OF BOARD MEETING

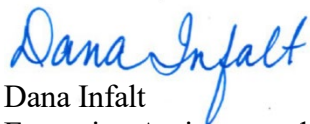
NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, October 21, 2021, via Webex video conference.

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 21st day of October 2021.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 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, October 21, 2021
1:30 – 3:00 p.m.

Via Webex Video Conference

Board Members: Board Members Join [Here](#)
General Public: Public Attendees Join [Here](#)
Audio Conference: 1-408-418-9388; Event #: 2492 266 5818 Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Recognitions and Presentations – *5 minutes*
 - A. Third Quarter Years of Service (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the September 16, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the September 2021 Vouchers (*Monique Liard*)
 - C. Division Bus Rapid Transit: Design and Engineering Services: Award of Contract (*Karl Otterstrom*)
 - D. Passenger Information Digital Displays: Award of Contract (*Karl Otterstrom*)
 - E. High Performance Transit: Amenities Fabrication - Contract Amendment (*Karl Otterstrom*)
 - F. Fleck Service Center Energy Savings: Contract Final Acceptance (*Monique Liard*)
 - G. Community Access Pass Pilot Program Approval (*Brandon Rapez-Betty*)
6. Reports to Board: *15 minutes*
 - A. Near Term Project Opportunities-Assessment Process (*Karl Otterstrom/Monique Liard*)
7. Board Action – Other: *None*
8. Board Operations Committee: *10 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *30 minutes*
 - A. Chair Report (*Al French*)
 - i. Draft 2022 Action Plan (*Karl Otterstrom*)
 - ii. Draft 2022 Operating and Capital Budgets (*Monique Liard*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2021 Sales Tax Revenue (*Monique Liard*)
 - C. August 2021 Financial Results Summary (*Monique Liard*)
 - D. August 2021 Operating Indicators (*E. Susan Meyer*)
 - E. Second Quarter Performance Measures (*E. Susan Meyer*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): *None*
16. Adjourn

Cable 5 Broadcast Dates and Times of October 21, 2021, Board Meeting:

Saturday, October 23, 2021	4:00 p.m.
Monday, October 25, 2021	10:00 a.m.
Tuesday October 26, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	November 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	November 3, 2021, 1:30 p.m.
Board Operations	November 10, 2021, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, November 18, 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 at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 4A : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

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

30 Years

Paratransit Van Operator
Bert Simmons

25 Years

Fixed Route Operator
Traci Lawson

20 Years

Sr Transportation Manager
Frank Bezemer

Fixed Route Supervisor
Edward Steeber

Fixed Route Operator
Joseph Elison
Robert Peters

Custodian
Andrew Beamis

15 Years

Sr Accounting Coordinator
Kristi Rockwell

Customer Service Representative
Sandra Olfson

5 Years

Timekeeping Specialist
Janet Luih

Fixed Route Coach Operator
Carrie Haight

Terrance Montano
Edward Murphy
Angela Trevino
Randy Zimmerman

Servicer Cleaner
Neva Dakota

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5A : MINUTES OF THE SEPTEMBER 16, 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 September 16, 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 ASAM

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 September 16, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Betsy Wilkerson, City of Spokane
(Alternate for Candace Mumm)
Chris Grover, Small Cities Representative (for Airway Heights) *Chair Pro Tempore*
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*
Veronica Messing, Small Cities Representative (for Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
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 conducted roll call.

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley called three times for public expressions. There were none.

4. **RECOMMENDATIONS AND PRESENTATIONS**

A. **Wall of Fame Nominations**

Ms. Williams provided background of the Washington State Department of Transportation (WSDOT) Wall of Fame Award Program. She recognized Matt Smith, Assistant Building Maintenance Specialist, and the Information Systems (IS) Team (John Rockwell, Michael Campbell, Ben Liebhaver, Trey Barnett, Jeff Dieterle, Tim Elmer, Kevin James, and Eric Meyer) as the 2021 Wall of Fame recipients. She read excerpts from the nomination forms and Chairwoman Haley congratulated all Wall of Fame honorees on behalf of the Board.

B. 2nd Quarter Years of Service Recognition

Ms. Williams read the names of employees with 5, 10, 15, and 25 years of service. Linda Hansen, Next Day Scheduler, James Norfolk, Building Maintenance Specialist, Matthew Smith Associate Building Maintenance Specialist, and Joan Tourtellotte, Customer Service Representative have all been with STA for 25 years. Chairwoman Haley thanked all the employees and said the Board was happy they work for this company.

C. 2nd Quarter Employee Recognition

Ms. Williams read the names of those nominated for employee recognition awards for the second quarter of 2021. The program was approved by the Board to acknowledge employees who go the extra mile in the course of their work. Employees are nominated by their peers to the Employee Recognition Committee for embodying and displaying STA's core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained professionalism. Second quarter winner was Trever Ribic. On behalf of the Board, Chairwoman Haley congratulated Mr. Ribic.

5. BOARD ACTION – CONSENT AGENDA

- A. Approve of the Minutes of the July 15, 2021, Board Meeting as presented.
- B. Approve Minutes of the September 1, 2021, STA Strategic Planning Board Workshop as presented
- C. Approve the following July and August 2021 Vouchers:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (July)	Nos. 613261 – 613689	\$ 11,257,878.79
Workers Comp Vouchers (July)	ACH – 2286	\$ 91,211.50
Payroll 07/02/21	ACH – 07/02/21	\$ 1,380,112.36
Payroll 07/16/21	ACH – 07/16/21	\$ 2,419,678.64
Payroll 07/30/21	ACH – 07/30/21	\$ 1,480,388.02
WA State – DOR (Use Tax)	ACH – 1767	\$ 3,468.22
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,549.92
JULY TOTAL		\$ 16,635,287.45

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (August)	Nos. 613690 – 614009	\$ 3,809,703.67
Workers Comp Vouchers (August)	ACH – 2286	\$ 152,872.68
Payroll 08/13/21	ACH – 08/13/21	\$ 1,960,435.35
Payroll 08/27/21	ACH – 08/27/21	\$ 1,442,912.72
WA State – DOR (Use Tax)	ACH – 1767	\$ 4,928.00
AUGUST TOTAL		\$ 7,370,852.42

- D. Award Section 5310 funding and up to \$24,672 in STA local funds as listed in Exhibit A “Funding Recommendations 2021 FTA 5310 Call for Projects” and authorize staff to make administrative modifications to final grant awards as necessary to address project costs and schedule.
- E. Accept the contract with Schindler Elevator Corporation for the Boone Elevator Modernization project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law
- F. Approve Contract Renewal for Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System Maintenance & Upgrade Services (*Monique Liard*)

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

6. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley noted the committee approved a general Scope of Work for the Strategic Planning Services and authorized staff to release a Request for Proposal for Strategic Planning Services.

7. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Mr. French's absence, Mr. Otterstrom advised the committee recommended item 5D on the consent agenda which was approved today. He noted the committee also received reports on the Connect Spokane Major Update: Document Review and the Sprague High Performance Transit Planning Update.

8. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover thanked Ms. Kinnear for Chairing the PMER meeting. He noted items 5E and 5F approved on the consent agenda today were heard by the committee and recommended to the Board. He thanked the Board for their approval and noted the Boone Elevator Modernization came in \$64K under budget.

9. CEO REPORT

Ms. Meyer welcomed Board members back after the August break.

- Ridership for August saw an increase of 11% in Fixed Route month over month and 22% decrease year to date.
Paratransit ridership is growing and reported an increase of 83% over August 2020, with a 3.8% year to date increase.
Vanpool realized a 4.5% decrease in August and has seen a 30% decrease year-to-date. There were 63 vans in service, which was the same as last month.
Ms. Meyer reminded that January and February of 2020 had "normal" ridership and the eight-month comparison included six months of pandemic constrained ridership. She shared graphs illustrating monthly ridership for 2019, 2020, and 2021 for Fixed Route, Paratransit, and Vanpool.
- Fare revenue received January 2020 through August 2021 was provided and a graph displayed Fixed Route, Paratransit, Vanpool fare revenue received. In January 2020, fare revenue was \$1.1M and in August 2021 was reported as \$580K. Ms. Meyer reminded of the temporary Covid-19 fare suspension period between April 2020 and July 2020.
- August sales tax revenue for sales tax collected on June retail sales showed \$9.6M, an 11% increase over August 2020, an increase of 20% (\$11.0M) year-to-date over 2020, and 37% (\$18.3M) above budget year-to-date.
- Expenditures at \$45M for August, were 6.7% lower than budget and staff expect timing is affecting those percentages. Fuel prices were higher than last year, but less than budget. Fuel expenses were \$1.3M in 2020 versus \$1.8M in 2021.
- Details of ridership, distribution, and routes were provided in the Summer Youth Pass Pilot update. The program ended September 15th
- STA is providing a Shuttle Bus to the Spokane County Fair through the 19th. Riders will receive a discount on fair admission when a pass is shown.

- City Line Financial Update was given, and Ms. Meyer reported the project continues to be approximately \$14.3M under the \$92.2M budget. She shared pictures of the core construction upcoming, ongoing, and completed.
- A Federal Update was offered on the Senate Bipartisan Infrastructure Bill which includes a reauthorization of the surface transportation bill (FAST act).

The House Transportation and Infrastructure Committee held a 15-hour markup of its Budget Reconciliation Bill before passing it out of the committee. She noted some of the items included in the bill and advised House Democratic leadership's goal continues to be to pass the bill later this month.

- Jobs recently filled at STA include 9 coach operators, an assistant transit planner, shipping and receiving clerk, and a vehicle cleaner. Ms. Meyer reviewed the job openings and referred anyone who is interested to visit www.spokanetransit.com and submit an online application.
- Under the heading of Miscellaneous, Ms. Meyer noted that two 40' New Flyer Battery Electric Buses were planned for service on Route 4 on Sunday. However, staff are providing/receiving additional training and testing. She said a new launch date will be announced soon. She discussed the impact of the Administration's / OSHA vaccine mandate on STA as of today.
- Ms. Meyer advised STA will continue virtual Board and Committee meetings through December.

Ms. Burke said she had been enjoying watching the City Line stations being constructed but said there is a spot on the Centennial Trail in GU on Cincinnati where the curb on one of the ADA ramps cuts off the trail and she is worried that someone is going to hit that curb because it's in the trail for bikers. Ms. Burke had connectivity issues and couldn't be heard further. Mr. Otterstrom advised that the team is aware of this issue and are working to address it and it will be resolved. Ms. Meyer asked Ms. Burke to contact her directly if there were additional issues she wished to express.

10. BOARD INFORMATION

- A. Committee Minutes
- B. August 2021 Sales Tax Revenue (*Monique Liard*)
- C. July 2021 Financial Results Summary (*Monique Liard*)
- D. July 2021 Operating Indicators (*E. Susan Meyer*)
- E. Connect Spokane Major Update: Document Review (*Karl Otterstrom*)
- F. Sprague High Performance Transit Planning Update (*Karl Otterstrom*)
- G. June 2021 Semi-Annual Financial Reports (*Monique Liard*)

11. NEW BUSINESS (*None*)

12. BOARD MEMBERS' EXPRESSIONS (*None*)

13. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:04 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5B: SEPTEMBER 2021 VOUCHERS

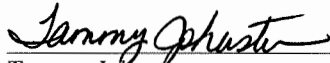
REFERRAL COMMITTEE: N/A

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

SUMMARY: The following warrants and ACH transfers for the period of September 1 through 30, 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.

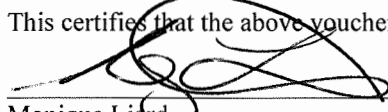
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 614010 – 614381	\$ 4,476,605.28
Workers Comp Vouchers (September)	ACH – 2286	\$ 208,834.88
Payroll 09/10/2021	ACH – 09/10/2021	\$ 1,937,002.74
Payroll 09/24/2021	ACH – 09/24/2021	\$ 1,500,526.74
WA State – DOR (Use Tax) (September)	ACH – 1767	\$ 3,934.07
SEPTEMBER TOTAL		\$ 8,126,903.71

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 SSM

Legal Counsel LM

Spokane Transit Authority
Vouchers - September 2021

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
9/3/2021	614010	Inland Welding Supply Inc	1032	98.10
9/3/2021	614011	Amazon Capital Services Inc	2098	384.51
9/3/2021	614012	Northwest Center Services	2271	25,930.91
9/3/2021	614013	Arnett Industries LLC	2331	43.60
9/3/2021	614014	Avista Corporation	1081	898.70
9/3/2021	614015	Battery Systems Inc	1089	206.06
9/3/2021	614016	Blanchard Electric & Fleet Supply	2589	364.80
9/3/2021	614017	Robert J Berg	1099	136.25
9/3/2021	614018	Stacia Bowers	1918	600.00
9/3/2021	614019	Budinger & Associates Inc	2149	4,657.36
9/3/2021	614020	Lithia Motors Support Services	1024	421.85
9/3/2021	614021	Cardinal Infrastructure LLC	2059	12,000.00
9/3/2021	614022	CDW-Government	1132	2,354.91
9/3/2021	614023	QWEST Corporation	1148	1,199.33
9/3/2021	614024	QWEST Corporation	1148	135.32
9/3/2021	614025	City of Cheney - Utility	1158	336.09
9/3/2021	614026	City of Spokane	1601	10,887.03
9/3/2021	614027	City of Spokane	1601	9,711.00
9/3/2021	614028	Coffman Engineers Inc	1162	189,190.16
9/3/2021	614029	CompuNet Inc	1166	6,513.11
9/3/2021	614030	Occupational Health Centers of Washington PS	2313	99.00
9/3/2021	614031	Consolidated Irrigation	1177	94.13
9/3/2021	614032	Cummins Inc	1027	41,226.87
9/3/2021	614033	Dardan Enterprises Inc	1782	12,361.40
9/3/2021	614034	GEM Inc	1005	867.92
9/3/2021	614035	El Jay Oil Co Inc	1003	7,879.31
9/3/2021	614036	Fastenal Company	1249	5,795.52
9/3/2021	614037	FedEx	1808	245.56
9/3/2021	614038	FedEx Freight	2346	397.02
9/3/2021	614039	FP Mailing Solutions	1878	147.15
9/3/2021	614040	Future Systems US Inc	VOID	0.00
9/3/2021	614041	Galls LLC	1271	2,147.96
9/3/2021	614042	Gard Communications Inc	1272	1,296.50
9/3/2021	614043	The General Store	1956	127.49
9/3/2021	614044	Gillig LLC	1279	11,051.39
9/3/2021	614045	W.W. Grainger Inc	1285	552.40
9/3/2021	614046	H & H Business Systems	1298	104.41
9/3/2021	614047	H W Lochner Inc	1405	18,407.45
9/3/2021	614048	Hotsy of Spokane LLC	2370	545.00
9/3/2021	614049	Jacobs Engineering Group Inc	2285	69,001.60
9/3/2021	614050	William Corp	1363	1,706.77
9/3/2021	614051	KnowBe4 Inc	2357	492.13
9/3/2021	614052	KPFF Inc	2510	28,081.29
9/3/2021	614053	Lithia Motors Support Services	1088	422.65
9/3/2021	614054	LogMeIn Inc	1406	2,179.99
9/3/2021	614055	McAloon Law PLLC	2178	11,978.00
9/3/2021	614056	Mohawk Manufacturing & Supply Co	1011	58.54
9/3/2021	614057	Motion Auto Supply Inc	1012	458.04
9/3/2021	614058	Motorola Solutions Inc	1448	19,671.40
9/3/2021	614059	Muncie Reclamation and Supply Co	1013	198.10
9/3/2021	614060	Black Realty Management Inc	1658	4,738.07
9/3/2021	614061	NAPA Auto Parts Inc	1014	12,351.57
9/3/2021	614062	Argosy Credit Partners Holdings LP	2006	8,966.76
9/3/2021	614063	The Aftermarket Parts Company LLC	1015	2,783.38
9/3/2021	614064	Office Depot Inc	1483	49.40
9/3/2021	614065	Oxarc Inc	1002	999.79
9/3/2021	614066	Pacific Power Group LLC	1496	669.15
9/3/2021	614067	Professional Finishes	1526	5,274.66
9/3/2021	614068	Rehn & Associates	2395	264.00
9/3/2021	614069	Romaine Electric Corporation	1548	2,750.16
9/3/2021	614070	Securitas Security Services USA Inc	1574	14,010.16
9/3/2021	614071	Vanessa Bogensberger	1582	136.26
9/3/2021	614072	Six Robbles Inc	1017	972.06
9/3/2021	614073	Spokane County Treasurer	1603	1,057.74
9/3/2021	614074	Spokane House of Hose Inc	1605	269.77
9/3/2021	614075	Staples Business Credit	1627	41.50
9/3/2021	614076	Tall Tree of Eastern Washington	1880	1,905.75

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
9/3/2021	614077	Thermo King Northwest	1650	66.97
9/3/2021	614078	US Bank	1678	35,604.50
9/3/2021	614079	Vanner Inc	2534	3,213.20
9/3/2021	614080	Veracity Networks	2461	1,128.35
9/3/2021	614081	Walter E Nelson Co	1721	360.65
9/3/2021	614082	Washington State	1709	6,591.27
9/3/2021	614083	Washington State Department of Transportation	1709	2,322.22
9/3/2021	614084	Waste Management Recycle America	1702	464.88
9/3/2021	614085	Wells Fargo Financial Leasing Inc	1735	435.46
9/3/2021	614086	Wendle Motors Incorporated	1021	221.14
9/3/2021	614087	Western Systems Inc	2640	9,849.56
9/3/2021	614088	Whites Boots Inc	1744	357.72
9/3/2021	614089	Whitley Fuel LLC	2016	176,411.31
9/3/2021	614090	Wm. Winkler Company	1752	164,611.14
9/3/2021	614091	Verizon	2142	5,456.27
9/3/2021	614092	Zayo Group LLC	2321	12,608.08
9/3/2021	614093	Zipline Communications Inc	2492	4,935.00
9/10/2021	614094	Inland Welding Supply Inc	1032	3,236.76
9/10/2021	614095	CBS Reporting Inc	1035	298.50
9/10/2021	614096	AFSCME	1328	411.43
9/10/2021	614097	AFSCME	1328	116.00
9/10/2021	614098	Amazon Capital Services Inc	2098	3,329.48
9/10/2021	614099	Amalg Transit Union #1015	1055	17,516.31
9/10/2021	614100	Amalg Transit Union #1598	1056	881.25
9/10/2021	614101	Avista Corporation	1081	26,687.07
9/10/2021	614102	Banner Furnace & Fuel Inc	1123	3,107.02
9/10/2021	614103	Battery Systems Inc	1089	2,464.19
9/10/2021	614104	Blanchard Electric & Fleet Supply	2589	247.87
9/10/2021	614105	The Braun Corporation	1117	479.19
9/10/2021	614106	Daniel H Brunner Trustee	1124	2,681.63
9/10/2021	614107	Budinger & Associates Inc	2149	328.20
9/10/2021	614108	California Department of Child Support Services	1130	189.69
9/10/2021	614109	Cameron-Reilly LLC	1137	1,117,173.70
9/10/2021	614110	Lithia Motors Support Services	1024	301.45
9/10/2021	614111	Canon Financial Services Inc	1154	1,465.59
9/10/2021	614112	Carquest Auto Parts	1025	76.10
9/10/2021	614113	Child Support Enforcement Agency	1825	392.30
9/10/2021	614114	City of Medical Lake	1424	152.13
9/10/2021	614115	City of Spokane	1601	74.90
9/10/2021	614116	CompuNet Inc	1166	450.00
9/10/2021	614117	Occupational Health Centers of Washington PS	2313	99.00
9/10/2021	614118	Washington State Dept of Corrections	1708	53.41
9/10/2021	614119	Cummins Inc	1027	27,555.52
9/10/2021	614120	DeVries Business Records Management Inc	1766	140.00
9/10/2021	614121	Downtown Spokane Development Association	1217	374.00
9/10/2021	614122	Employee Advisory Council	1236	544.50
9/10/2021	614123	El Jay Oil Co Inc	1003	3,438.68
9/10/2021	614124	Fastenal Company	1249	25.85
9/10/2021	614125	FedEx	1808	108.92
9/10/2021	614126	Freedman Seating Company	1827	1,858.66
9/10/2021	614127	Gillig LLC	1279	13,134.40
9/10/2021	614128	Great Floors LLC	1288	1,212.57
9/10/2021	614129	Humanix Corp	1329	16,889.72
9/10/2021	614130	Jacobs Engineering Group Inc	2285	44,758.06
9/10/2021	614131	Kirk's Automotive Inc	1007	352.45
9/10/2021	614132	Lithographic Reproductions Inc	1403	633.80
9/10/2021	614133	Magnetic Ticket & Label Corporation	2627	1,083.20
9/10/2021	614134	Q49 Solutions LLC	2594	20.71
9/10/2021	614135	Modern Electric Water Co Inc	1439	1,487.29
9/10/2021	614136	Mohawk Manufacturing & Supply Co	1011	735.22
9/10/2021	614137	Motion Auto Supply Inc	1012	275.86
9/10/2021	614138	Black Realty Management Inc	1658	31,856.41
9/10/2021	614139	NAPA Auto Parts Inc	1014	2,459.62
9/10/2021	614140	The Aftermarket Parts Company LLC	1015	5,232.62
9/10/2021	614141	Office Depot Inc	1483	1,516.64
9/10/2021	614142	Pam Richards	900	103.89
9/10/2021	614143	Pacific Office Solutions	2288	132.20
9/10/2021	614144	Pacific Power Group LLC	1496	2,061.82
9/10/2021	614145	Perfection Tire #5 Inc	1504	2,085.24
9/10/2021	614146	News Radio 920	2318	4,345.00
9/10/2021	614147	Romaine Electric Corporation	1548	1,275.96

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
9/10/2021	614148	S T A - Well	1557	392.50
9/10/2021	614149	Vanessa Bogensberger	1582	1,825.53
9/10/2021	614150	Six Robbles Inc	1017	651.60
9/10/2021	614151	Sno Valley Process Solutions Inc	2469	352.84
9/10/2021	614152	Sno Valley Process Solutions Inc	2469	264.63
9/10/2021	614153	Spokane Public Facilities District	1941	2,618.00
9/10/2021	614154	Spokane County Solid Waste	1603	59.99
9/10/2021	614155	Thermo King Northwest	1650	250.83
9/10/2021	614156	United Way of Spokane County	1684	200.00
9/10/2021	614157	USSC Acquisition Corp	1676	130.44
9/10/2021	614158	Utilities Plus	2606	765.00
9/10/2021	614159	Verizon Wireless LLC	1686	11,782.41
9/10/2021	614160	American Federation of State County 2 WA Council	1705	1,495.25
9/10/2021	614161	Walter E Nelson Co	1721	61.00
9/10/2021	614162	Waste Management Spokane	1702	390.39
9/10/2021	614163	Wells Fargo Financial Leasing Inc	1735	121.27
9/10/2021	614164	Wendle Motors Incorporated	1021	164.87
9/10/2021	614165	Western States Equipment	1740	12.51
9/10/2021	614166	Western Systems Inc	2640	7,085.00
9/10/2021	614167	Whitworth Water District	1746	167.07
9/10/2021	614168	Washington State Transit Assoc	1715	150.00
9/17/2021	614169	Inland Welding Supply Inc	1032	1,597.18
9/17/2021	614170	Access	2340	429.56
9/17/2021	614171	Francis Avenue Hardware	2279	310.11
9/17/2021	614172	Air Electric Equipment & Tools Inc	1044	1,757.95
9/17/2021	614173	Alsco Inc	2196	12,267.99
9/17/2021	614174	Amazon Capital Services Inc	2098	1,581.51
9/17/2021	614175	Northwest Industrial Services LLC	1058	204.48
9/17/2021	614176	Northwest Center Services	2271	3,667.07
9/17/2021	614177	Associated Credit Service Inc	1882	337.00
9/17/2021	614178	Auto B Clean Inc	1077	428.59
9/17/2021	614179	Avista Utilities Contract	1081	13,372.42
9/17/2021	614180	Battery Systems Inc	1089	2,634.48
9/17/2021	614181	Blanchard Electric & Fleet Supply	2589	476.48
9/17/2021	614182	Big Ass Holding LLC	2591	1,987.34
9/17/2021	614183	Bonded Adjustment	1112	1,052.16
9/17/2021	614184	BDI	1022	276.16
9/17/2021	614185	Clary Longview LLC	2611	131,740.69
9/17/2021	614186	Budinger & Associates Inc	2149	2,031.30
9/17/2021	614187	Lithia Motors Support Services	1024	74.64
9/17/2021	614188	Canon Financial Services Inc	1154	431.36
9/17/2021	614189	Carahsoft Technology Corporation	2187	4,763.34
9/17/2021	614190	Carquest Auto Parts	1025	833.55
9/17/2021	614191	Consolidated Electrical Distributors Inc	1133	1,334.04
9/17/2021	614192	QWEST Corporation	1148	1,467.48
9/17/2021	614193	City of Spokane	1601	3,255.22
9/17/2021	614194	Comcast	1170	110.01
9/17/2021	614195	Comcast	1170	195.01
9/17/2021	614196	Comcast	1170	910.55
9/17/2021	614197	CCGS Holdings Corp	1511	1,954.84
9/17/2021	614198	Cummins Inc	1027	15,344.63
9/17/2021	614199	Delta Dental of Washington	1726	54,615.12
9/17/2021	614200	Edge Construction Supply Inc	1224	126.44
9/17/2021	614201	El Jay Oil Co Inc	1003	93.20
9/17/2021	614202	Electrical Service Products Inc	1230	1,771.16
9/17/2021	614203	Wireless Investors LLC	2517	505.76
9/17/2021	614204	Fastenal Company	1249	569.38
9/17/2021	614205	The Fig Tree	2465	1,080.00
9/17/2021	614206	Galls LLC	1271	2,199.71
9/17/2021	614207	Gard Communications Inc	1272	773.25
9/17/2021	614208	The General Store	1956	539.52
9/17/2021	614209	SPX Corporation	1268	901.81
9/17/2021	614210	Gillig LLC	1279	8,991.78
9/17/2021	614211	GTS Interior Supply	1994	232.18
9/17/2021	614212	HRA Veba Trust	1415	22,829.96
9/17/2021	614213	Oil Price Information Service LLC	1346	158.05
9/17/2021	614214	IR Specialty Foam LLC	1345	951.35
9/17/2021	614215	William Corp	1363	988.28
9/17/2021	614216	Kaiser Foundation Health Plan of Washington	1296	317,138.62
9/17/2021	614217	Kaiser Foundation Health Plan of Washington	1296	41,907.24
9/17/2021	614218	Kaiser Foundation Health Plan of WA Options Inc	1295	3,735.27

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9/17/2021	614219	Kaiser Foundation Health Plan of WA Options Inc	1295	23,361.25
9/17/2021	614220	Kershaw's Inc	1374	110.37
9/17/2021	614221	Lamar Texas Limited Partnership	1938	1,700.00
9/17/2021	614222	Michael Boodel	1804	660.00
9/17/2021	614223	M & L Supply Co Inc	1413	106.27
9/17/2021	614224	Maintenance Solutions	1418	787.91
9/17/2021	614225	Car Wash Partners Inc	1436	82.68
9/17/2021	614226	Q49 Solutions LLC	2594	20.71
9/17/2021	614227	Mohawk Manufacturing & Supply Co	1011	825.30
9/17/2021	614228	Motion Auto Supply Inc	1012	41.05
9/17/2021	614229	NAPA Auto Parts Inc	1014	11,931.50
9/17/2021	614230	National Color Graphics Inc	1455	1,867.17
9/17/2021	614231	NATIONWIDE	2592	394.89
9/17/2021	614232	Argosy Credit Partners Holdings LP	2006	3,270.00
9/17/2021	614233	The Aftermarket Parts Company LLC	1015	1,076.58
9/17/2021	614234	New Pig Corporation	1462	1,302.89
9/17/2021	614235	Tammy Lynne Glidewell	1282	2,855.10
9/17/2021	614236	Office Depot Inc	1483	13.22
9/17/2021	614237	Oxarc Inc	1002	104.30
9/17/2021	614238	Pacific Office Solutions	2288	304.28
9/17/2021	614239	Pacific Office Solutions	2288	63.20
9/17/2021	614240	Pacific Power Group LLC	1496	9,153.13
9/17/2021	614241	Premera Blue Cross	1521	293,913.99
9/17/2021	614242	Multi Service Technology Solutions Inc	2146	115.70
9/17/2021	614243	Refrigeration Supply Dist	1541	873.21
9/17/2021	614244	Romaine Electric Corporation	1548	573.90
9/17/2021	614245	SBA Towers II LLC	1569	2,174.69
9/17/2021	614246	Screen Tek LLC	2636	156.82
9/17/2021	614247	Securitas Security Services USA Inc	1574	28,337.94
9/17/2021	614248	Six Robbles Inc	1017	74.12
9/17/2021	614249	Solarwinds Inc	1812	6,432.59
9/17/2021	614250	Spaldings Inc	1771	178.76
9/17/2021	614251	Spokane County Commute Smart Northwest	1603	500.00
9/17/2021	614252	Spokane County Treasurer	1603	1,514.42
9/17/2021	614253	Spokane House of Hose Inc	1605	1,437.20
9/17/2021	614254	Spokane Pump Inc	1609	212.99
9/17/2021	614255	Spokesman Review	1616	2,520.87
9/17/2021	614256	Sportworks Northwest Inc	1617	3,076.39
9/17/2021	614257	Stanley Convergent Security Solutions	1624	821.23
9/17/2021	614258	Thermo King Northwest	1650	1,155.91
9/17/2021	614259	Uline Inc	2401	163.83
9/17/2021	614260	Jeffrey Oien	2155	697.06
9/17/2021	614261	Caracal Enterprises LLC	2419	2,178.00
9/17/2021	614262	Veracity Networks	2461	1,180.43
9/17/2021	614263	Verizon Wireless LLC	1686	552.00
9/17/2021	614264	Walt's Mailing Service	1976	1,770.16
9/17/2021	614265	Walter E Nelson Co	1721	2,919.49
9/17/2021	614266	Washington Assoc of Public Records Officers	1725	65.00
9/17/2021	614267	Wendle Motors Incorporated	1021	1,341.01
9/17/2021	614268	Wilbur Ellis Company	1747	1,427.42
9/17/2021	614269	WSP	2597	18,422.44
9/17/2021	614270	Washington State Transit Assoc	1715	150.00
9/17/2021	614271	Verizon	2142	5,430.32
9/17/2021	614272	Zayo Group LLC	2321	12,797.20
9/21/2021	614273	Future Systems US Inc	2320	88,626.00
9/24/2021	614274	Inland Welding Supply Inc	1032	5,471.11
9/24/2021	614275	ADT Commercial	2462	3,472.39
9/24/2021	614276	AFSCME	1328	369.04
9/24/2021	614277	AFSCME	1328	114.00
9/24/2021	614278	Air Dixon	1848	1,469.55
9/24/2021	614279	Amazon Capital Services Inc	2098	2,162.29
9/24/2021	614280	Amerigas 1790	1064	6.37
9/24/2021	614281	Northwest Center Services	2271	25,930.91
9/24/2021	614282	ATS Inland NW LLC	1916	9,958.90
9/24/2021	614283	Amalg Transit Union #1015	1055	17,912.50
9/24/2021	614284	Amalg Transit Union #1598	1056	881.25
9/24/2021	614285	Amalgamated Transit Union	1057	206.36
9/24/2021	614286	Avista Corporation	1081	465.04
9/24/2021	614287	Bardes Products Inc	1826	1,238.65
9/24/2021	614288	BDI	1022	49.92
9/24/2021	614289	Daniel H Brunner Trustee	1124	2,681.63

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9/24/2021	614290	Budinger & Associates Inc	2149	37,674.91
9/24/2021	614291	California Department of Child Support Services	1130	189.69
9/24/2021	614292	Carquest Auto Parts	1025	118.78
9/24/2021	614293	Communtiy Colleges of Spokane	1174	16,701.38
9/24/2021	614294	QWEST Corporation	1148	533.01
9/24/2021	614295	Cerium Networks Inc	1149	630.76
9/24/2021	614296	Child Support Enforcement Agency	1825	392.30
9/24/2021	614297	City of Spokane	1601	792.78
9/24/2021	614298	City of Spokane	1601	1,122.50
9/24/2021	614299	Clean Concepts Group Inc	1471	3,443.06
9/24/2021	614300	Comcast	1170	151.64
9/24/2021	614301	CompuNet Inc	1166	8,439.49
9/24/2021	614302	Occupational Health Centers of Washington PS	2313	198.00
9/24/2021	614303	Continental Contractors Inc	2603	61,639.80
9/24/2021	614304	Continental Door Company	1986	22,202.00
9/24/2021	614305	FreeForm by Contract Resource Group	1178	8,182.91
9/24/2021	614306	Copiers Northwest Inc	2429	225.09
9/24/2021	614307	Washington State Dept of Corrections	1708	50.26
9/24/2021	614308	Cummins Inc	1027	17,203.22
9/24/2021	614309	Employee Advisory Council	1236	538.50
9/24/2021	614310	El Jay Oil Co Inc	1003	2,083.86
9/24/2021	614311	Elite Entry Systems LLC	2632	569.70
9/24/2021	614312	Robert S Letson	2206	6,377.78
9/24/2021	614313	Fastenal Company	1249	496.97
9/24/2021	614314	Encore Ventures LLC	2583	286.75
9/24/2021	614315	First Transit Inc	2430	341,698.52
9/24/2021	614316	Galls LLC	1271	1,088.57
9/24/2021	614317	The General Store	1956	122.59
9/24/2021	614318	Gillig LLC	1279	3,881.15
9/24/2021	614319	Glass Doctor	1308	315.81
9/24/2021	614320	W.W. Grainger Inc	1285	707.56
9/24/2021	614321	Guardian Security Systems Inc	2199	117.72
9/24/2021	614322	H & H Business Systems	1298	134.82
9/24/2021	614323	H & H Business Systems	1298	712.69
9/24/2021	614324	Hogan Mfg Inc	1008	63.89
9/24/2021	614325	Humanix Corp	1329	860.44
9/24/2021	614326	IdentiSys Inc	2159	2,508.48
9/24/2021	614327	iHeart Media Entertainment Inc	2639	1,500.00
9/24/2021	614328	Jacobs Engineering Group Inc	2285	2,485.33
9/24/2021	614329	Kajeet Inc	2284	1,818.67
9/24/2021	614330	KEPRO	2258	2,171.60
9/24/2021	614331	Kershaw's Inc	1374	62.87
9/24/2021	614332	L&E Park LLC	2391	3,978.38
9/24/2021	614333	Liberty Lake Sewer and Water District	1396	474.10
9/24/2021	614334	Loomis Armored US LLC	1408	5,091.44
9/24/2021	614335	Magaldi & Magaldi Inc	1416	385.73
9/24/2021	614336	McKinstry Essention LLC	1422	6,342.98
9/24/2021	614337	Michelin North America Inc	2325	43,214.37
9/24/2021	614338	Michigan Truck Spring of Saginaw Inc	2634	273.71
9/24/2021	614339	Q49 Solutions LLC	2594	20.71
9/24/2021	614340	Black Realty Management Inc	1658	49,711.54
9/24/2021	614341	Nanonation Inc	2554	8,120.50
9/24/2021	614342	NAPA Auto Parts Inc	1014	806.44
9/24/2021	614343	The Aftermarket Parts Company LLC	1015	3,963.31
9/24/2021	614344	CSWW Inc	1102	477.50
9/24/2021	614345	North 40 Outfitters	1102	370.23
9/24/2021	614346	CSWW Inc	1102	75.31
9/24/2021	614347	Northwest Lift & Equipment LLC	1952	1,370.27
9/24/2021	614348	ANNETTE CONTOS	901	27.00
9/24/2021	614349	Wayne Hansen	903	114.00
9/24/2021	614350	Pacific Office Solutions	2288	1,250.58
9/24/2021	614351	Pacific Power Group LLC	1496	4,102.60
9/24/2021	614352	Perfection Tire #5 Inc	1504	2,470.65
9/24/2021	614353	Professional Finishes	1526	214.25
9/24/2021	614354	News Radio 920	2318	1,468.00
9/24/2021	614355	Multi Service Technology Solutions Inc	2146	521.27
9/24/2021	614356	Rehn & Associates	2395	156.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
9/24/2021	614357	S & A Systems Inc	2223	2,689.83
9/24/2021	614358	S T A - Well	1557	388.50
9/24/2021	614359	Safety-Kleen Systems Inc	1564	3,188.43
9/24/2021	614360	Securitas Security Services USA Inc	1574	29,117.27
9/24/2021	614361	Vanessa Bogensberger	1582	1,461.06
9/24/2021	614362	Six Robbles Inc	1017	759.02
9/24/2021	614363	Spokane County Environmental Services	1603	447.19
9/24/2021	614364	Standard Digital Print Co Inc	1623	377.12
9/24/2021	614365	Summit Law Group PLLC	1637	34,177.52
9/24/2021	614366	Symetra Life Insurance Company	1562	17,081.25
9/24/2021	614367	Trapeze Software Group	1669	15,783.20
9/24/2021	614368	United Way of Spokane County	1684	200.00
9/24/2021	614369	US Bank	1678	10,939.01
9/24/2021	614370	Utilities Plus	2606	127.00
9/24/2021	614371	Caracal Enterprises LLC	2419	8.90
9/24/2021	614372	Verizon Wireless LLC	1686	2,479.35
9/24/2021	614373	US Bank Voyager Fleet Systems	1698	46.63
9/24/2021	614374	American Federation of State County 2 WA Council	1705	1,504.10
9/24/2021	614375	WA State Department of Revenue - Leasehold Tax	1767	2,560.82
9/24/2021	614376	Walter E Nelson Co	1721	1,150.66
9/24/2021	614377	Washington State	1709	1,359.79
9/24/2021	614378	Wells Fargo Financial Leasing Inc	1735	810.97
9/24/2021	614379	Wex Bank	2642	12,682.83
9/24/2021	614380	Washington State Ridesharing Org	1714	175.00
9/24/2021	614381	Zipline Communications Inc	2492	8,050.00
TOTAL SEPTEMBER ACCOUNTS PAYABLE				4,476,605.28
9/1/2021-9/30/2021	ACH	WORKER'S COMPENSATION	2286	208,834.88
TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS				208,834.88
9/10/2021	727805-727831	PAYROLL AND TAXES PR 18,2021	VARIES	1,937,002.74
9/24/2021	727832-727852	PAYROLL AND TAXES PR 19,2021	VARIES	1,500,526.74
TOTAL SEPTEMBER PAYROLL AND TAXES				3,437,529.48
9/21/2021	ACH	WA STATE - DOR (USE TAX)	1767	3,934.07
TOTAL SEPTEMBER EXCISE TAX DISBURSEMENT				3,934.07
TOTAL SEPTEMBER LEASEHOLD TAX DISBURSEMENT				0.00
TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				8,126,903.71
TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				8,126,903.71

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5C : DIVISION BUS RAPID TRANSIT: DESIGN AND ENGINEERING SERVICES AWARD OF CONTRACT

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The Division Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the region. Staff, with the support of partner agencies, have conducted a committee-authorized procurement process to select the most qualified consultants to engage with STA in design and engineering services for the project. As described in further detail below, staff are recommending the CEO be authorized to negotiate a contract with Parametrix to engage in design and engineering services on behalf of STA in the advancement of Division BRT.

BACKGROUND: Spokane Transit envisions bus rapid transit extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. The future BRT corridor will include approximately 28 substantial stations, business access and transit (BAT) lanes for most of the corridor, the reconfiguration of the Division/Ruby couplet, and other related multimodal investments to improve mobility in the corridor.

The scope of work includes design, engineering, and related services during four major phases of the project: 1) Preliminary Engineering, 2) Project Development and Final Engineering, 3) Bidding and Construction, and 4) Testing and Startup. These Design and Engineering services will be essential to implementing fixed-guideway bus rapid transit on Division Street, in line with the recently adopted Local Preferred Alternative (LPA) and the Division BRT Corridor Development Plan. The project also completes STA's vision for high performance transit (HPT) on Division Street as articulated in *Connect Spokane*, STA's comprehensive plan for public transportation.

PROCUREMENT PROCESS: On June 2, 2021, the Planning and Development Committee approved the Scope of Work for the Division BRT Design and Engineering services and authorized staff to issue a Request for Qualifications (RFQ). On June 6, 2021, the RFQ was issued, posted to the STA website, and sent to eighty-three (83) consultants during the solicitation period. Notice of the RFQ was published in the local newspaper and nationally in Transit Talent on June 6, 2021.

A pre-proposal meeting was held on June 17, 2021. On July 23, 2021, three proposals were received and deemed responsive to the RFQ from responsible contractors HDR, Parametrix, and WSP.

The initial evaluation committee meeting was held on August 5 and was comprised of STA staff alongside staff representatives from Spokane County, Spokane Regional Transportation Council, and the City of Spokane. Following are the evaluation criteria.

Evaluation Criteria	Maximum Point Value
Previous Performance and Relevant Experience	30
Key Personnel	30
Project Management and Coordination Experience	20
Understanding of project and proposed delivery approach	10
References	10

After the initial evaluation, the committee invited the three Proposers to participate in presentations, held in person at SRTC, to introduce their proposed team members and their qualifications, present their understanding of the scope of work and project timeline, and answer in-depth questions that demonstrated their previous performance and relevant experience in completion of similar projects. The interviews were held on September 8 and 9. The committee met after the last interview on September 9 to evaluate the three consultants. The evaluation comments and independent scoring results were submitted, calculated, and averaged as follows:

Rank	Proposer	Average Evaluation Points Earned
1	Parametrix	91.14
2	HDR	89.71
3	WSP	84.14

After careful consideration of all submissions, consultant interviews, and evaluation criteria, the evaluation committee determined Parametrix to be the most qualified firm to provide Division BRT Design and Engineering Services.

FUNDING AND ESTIMATED CONTRACT VALUE: There will be a variety of contracts related to the Division BRT project, including but not limited to, design and engineering services, special inspections, construction management, and administration, materials, equipment, and construction activities. Additionally, certain staff time will be attributed to the project time. The complete Division BRT project is currently estimated to cost between \$120 million and \$150 million over the project implementation period. The subject contract is a component of the Division BRT project, and its full value is subject to scoping and negotiating of specific work orders during the life of the project. Work orders in excess of \$1 million are anticipated to require board approval prior to execution. The Board-approved 2021-2026 Capital Improvement Program (CIP) includes local funds for the Preliminary Engineering (Phase 1) and Project Development (Phase 2) phases, with subsequent phases subject to the commitment of future federal and state awards, supplemented by local funding commitments, all supported through Board actions. Additionally, initiation of the Project Development Phase (Phase 2) is conditioned on the approval to enter Project Development by FTA. Upon entry into Project Development,

project expenditures are eligible for federal reimbursement should STA be successful in obtaining a future Small Starts grant. Additionally, the transportation committees of the Washington State Legislature have proposed providing up to \$50 million in funding for the project, potentially propelling the project toward realization.

NEGOTIATIONS AND CONTRACT: As a qualifications-based procurement process that is required for all engineering and architectural services, STA is required to negotiate final contract terms with Parametrix. If STA and Parametrix cannot successfully agree to a fair and reasonable price for services, negotiations would terminate and negotiations would begin with the second-most qualified firm, HDR.

Staff presented the Division Bus Rapid Transit Design and Engineering Services Award of Contract at the Planning and Development Committee meeting on October 6, 2021.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and Parametrix for design and engineering services for the Division BRT project consistent with the scope of work as issued on June 6, 2021; and authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with HDR.

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

RECOMMENDATION TO THE BOARD: By motion, authorize contract negotiations between STA and Parametrix for design and engineering services for the Division BRT project consistent with the scope of work as issued on June 6, 2021; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with HDR.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ASAM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5D : PASSENGER INFORMATION DIGITAL DISPLAYS AWARD OF CONTRACT

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

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

SUMMARY: To support an ongoing system improvement plan, STA plans to install digital displays for customer information throughout its system of bus stops and high-performance transit facilities over the next three (3) to five (5) years. Customer information will include bus departure and arrival times, service alerts, announcements, dynamic media, social media, etc. These displays will be a combination of new installations and replacements of existing signs. The scope of this project is the provision of approximately 200 digital displays and compatible mounts for outdoor applications. Staff are seeking approval of an award of contract recommendation based on evaluations of the proposals. This project will be funded through a combination of CIP 796 (Digital Monitors for Customer Information) and CIP 347 (City Line).

BACKGROUND: The scope of this project is the provision of approximately 200 digital displays and compatible mounts for outdoor applications.

The Planning and Development Committee approved the scope of work on March 25, 2021, and on July 12, 2021, a Request for Proposals (RFP) to provide Passenger Information Digital Displays was advertised nationally and on the STA website. The RFP was sent to fifty-three (53) potential vendors during the solicitation period, with the deadline to receive submittals posted as August 27.

Three (3) proposals were received and deemed responsive to the RFP from responsible contractors: Daktronics, Global Display Solutions, and Solari. Upon review of the technical specifications of the demonstration unit provided by Solari, it was determined that Solari did not meet the size requirements as specified in the RFP and would not be a viable solution.

The initial evaluation committee meeting was held on September 14 and was comprised of STA staff alongside consultants supporting station design and implementation. The proposals were evaluated based on the following criteria:

- Price Proposal (40 points)
- Product Quality (30 points)
- Warranty (15 points)
- References (10 points)
- RFP Compliance & Quality of Proposal (5 points)

The evaluation comments and scoring were submitted and calculated on September 20. The following compiled results are tabulated based on a maximum score of 100 points:

Proposer	Average Score	Price Proposal*
Daktronics	95.5	\$1,637,690.00
Global Display Solutions	84.6	\$1,754,874.00

** The Independent Cost Estimate total was \$1,660,409.00. As such, the prices proposed were determined to be fair and reasonable.*

After careful consideration by the evaluation team, Daktronics was selected as the recommended vendor to provide Passenger Information Digital Displays for an estimated contract value of \$1.6 million.

Staff presented the Passenger Information Digital Displays Award of Contract at the Planning and Development Committee meeting on October 6, 2021.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize contract negotiations between STA and Daktronics for maximum 5-year term for the provision of Passenger Information Digital Displays at an estimated contract value of \$1.6 million, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

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

RECOMMENDATION TO THE BOARD: By motion, authorize contract negotiations between STA and Daktronics for maximum 5-year term for the provision of Passenger Information Digital Displays at an estimated contract value of \$1.6 million, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5E : HIGH PERFORMANCE TRANSIT: AMENITIES FABRICATION –
CONTRACT AMENDMENT

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Staff is seeking approval of an amendment for the HPT Shelter and Amenities Fabrication contract with Future Systems US, Inc (FSI) to accommodate necessary unit cost increases. These increases, reviewed and determined justified by staff, are due to 1) pricing increases to raw materials largely resulting from COVID-related supply chain challenges and supply/demand volatility, and 2) necessary revisions to the design that was included in the original RFP which called for additional material for production.

BACKGROUND: The contract for HPT Shelters and Amenities Fabrication with FSI was executed on November 2, 2020, for a total price of \$8,679,473 to provide HPT amenities for the City Line, STA Plaza, Monroe-Regal Line and Cheney Line including passenger shelters, light poles and station markers. The value of the contract with FSI reflected the planned quantity of amenities, the materials specified in preliminary drawings and the then going rate of raw materials, along with labor, overhead and profit.

The first price increase relates to the cost of raw materials which have escalated at a rate that exceeds reasonable inflationary assumptions. Notably, the per tonnage price of USA hot rolled steel has increased by about \$1,478 to \$2,200 from approximately \$600 at the time of bid, based on the “SteelBenchMarker” price history report dated September 13, 2021. Similar, though not nearly as significant, price escalations have also been realized for aluminum and stainless-steel materials.

The second driver of the requested price increase stems from the design for manufacture process FSI employed to convert the preliminary drawings to manufacturing drawings. As part of this process, the team maintained a Design Progression Log to capture all adjustments that were made to the initial design. Some examples include revisions to the marker logo and lighting assembly and shifting to a bolted shelter frame/canopy assembly instead of a fully welded assembly to facilitate hot dip galvanizing. All modifications were reviewed and approved by STA Staff and our design consultant, IBI Group, who developed the preliminary design prepared for the RFP. These changes resulted in an additional requirement of materials for the fabrication and assembly of the shelters and other amenities beyond what FSI estimated in the initial contract.

Based on a request by FSI and the information above, Staff determined that a pricing adjustment was justified and has engaged with FSI to establish the resulting price increase.

To quantify the impact of these material pricing and quantity increases, the FSI team calculated the total tonnage of the final design components and compared the price at the time of bid to an assumed price at the anticipated time of order placement in November 2021. For steel, which is the most prominent material by weight and pricing impact, that assumed per tonnage price was \$2,200. Based on this comparison, FSI determined an assumed percentage increase in price and applied that to the total calculated weight of materials to determine a unit cost increase for each shelter and amenity type.

This analysis, combined with the necessary revisions to fabrication processes and materials, yield a total estimated increase in cost for City Line shelters and amenities of \$1.13 million and \$270,000 for amenities to be installed in other facilities and lines for an aggregate total of \$1.4 million, excluding applicable sales tax.

Staff recommends a contract amendment with FSI be entered into account for the anticipated price changes and quantity increases described above for an amount not-to-exceed \$1.4 million. When added to the original contract value plus previous CEO-approved change orders, the revised contract total could amount to approximately \$10.2 million, before applicable sales tax, as shown in the table below. Because the amendment is based on estimated price increases as of September 13, 2021, the amendment will include a clause stipulating the establishment of a final pricing adjustment which is based on the actual market prices of raw materials at the time of order placement.

Table 1 - Pricing Adjustment Summary

	Original Amount	CEO Approved Change Orders	Design & Quantity Adjustment	Approx. Revised Contract Total
City Line	\$ 7,217,800.00	\$ 137,891.42	\$ 1,130,000.00	\$ 8,485,691.42
Non-City Line	\$ 1,461,673.00	\$ 27,924.32	\$ 270,000.00	\$ 1,759,597.32
Totals	\$ 8,679,473.00	\$ 165,815.74	\$ 1,400,000.00	\$ 10,245,288.74

Staff presented the High Performance Transit Amenities Fabrication Contract Amendment at the Planning and Development Committee meeting on October 6, 2021.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to negotiate and execute a contract amendment with Future Systems US, Inc. to adjust the unit prices of the shelter and amenities to accommodate material price escalations and design-driven material quantity adjustments for an amount not to exceed \$1.4 million.

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

RECOMMENDATION TO THE BOARD: By motion, authorize the CEO to negotiate and execute a contract amendment with Future Systems US, Inc. to adjust the unit prices of the shelter and amenities to accommodate material price escalations and design-driven material quantity adjustments for an amount not to exceed \$1.4 million.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5F: FLECK SERVICE CENTER ENERGY SAVINGS: FINAL CONTRACT ACCEPTANCE

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

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

SUMMARY: In 2013, STA's Board of Directors authorized the CEO to enter into an agreement with Washington State Department of Enterprise Services (DES) to undertake energy savings projects. Since that time, STA has successfully completed three projects with DES through its contractor, McKinstry, and in coordination with Avista Utilities.

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 McKinstry Essention, LLC contract as complete.

BACKGROUND: An Investment Grade Audit was completed in April 2019 to evaluate the potential for energy savings for a number of capital improvement projects at STA's Fleck Service Center. The audit resulted in a contract to upgrade and or replace all lighting, mechanical air handling and cooling units, overhead garage doors, an emergency generator and to add automated building controls to the facility.

A kick-off meeting was held in October 2019 and work began immediately thereafter and continued up until substantial completion on June 16, 2020. The work by McKinstry and their sub-contractors came in at a total of \$1,581,040.

A key requirement of the DES energy savings projects is to report on the benefits created by the projects. As such, monitoring and verification of the energy usage and proper function of the improvements began upon substantial completion and wrapped up in July 2021. The project resulted in energy savings measuring a 28% reduction in electrical use and 61% reduction in natural gas use, which in turn, generated an approximate cost savings of \$13,858 per year. Per McKinstry's final report, the implementation of the projects resulted in CO₂ emissions being "reduced by 177.8 metric ton equivalents annually, which is the equivalent to removing 34 average size cars from the road or 49 acres of trees planted annually."

The Board approved budget for the Project was \$1.8M. The total project cost upon completion was \$1,669,195, a total of \$130,805 under budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Fleck Service Center Energy Savings Project as complete subject to receipt of such certificates and releases as required by law.

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

RECOMMENDATION TO THE BOARD: Approve by motion, to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Fleck Service Center Energy Savings Project as complete subject to receipt of such certificates and releases as required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 5G: COMMUNITY ACCESS PASS PILOT PROGRAM APPROVAL

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

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

SUMMARY: The Community Access Pass (CAP) Pilot Program was unanimously recommended by PMER and approved by the Board of Directors on July 16, 2020.

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

Staff will present analysis and findings for the 1-year pilot program so the Board can determine the program's future.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to approve the Community Access Pass Program as a permanent discounted fare program.

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

RECOMMENDATION TO THE BOARD: Approve by motion the Community Access Pass Program as a permanent discounted fare program.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer BSAN

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 6: NEAR-TERM PROJECT OPPORTUNITIES – ASSESSMENT
PROCESS

REFERRAL COMMITTEE: N/A

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

SUMMARY: STA intends for the new strategic plan to address emerging technologies, trends, and opportunities with 2035 as the planning horizon year. Meanwhile, there is a near-term opportunity to increase investment in public transportation services and programs concurrent with this strategic planning and while STA continues to implement *STA Moving Forward*.

During the September 1, 2021, Board Workshop, staff presented a starting list of project ideas that was augmented with Board Member input. Prospective projects centered around key strategic areas such as improving and expanding service, supporting fare and mobility partnership programs, and considering real estate and transit-oriented opportunities. The list of prospective projects will be distributed to board members in advance of the October 21, 2021, Board Meeting.

During the October 21, 2021, Board Meeting, staff will present a proposed process for defining, screening, evaluating and packaging projects based on evaluation criteria, and seek concurrence on a proposed level of funding to be made available to deliver these near-term projects.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 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

October 21, 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

October 21, 2021

AGENDA ITEM 9Ai: DRAFT 2022 ACTION PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

Key actions proposed in the 2022 Action Plan were reviewed at the Planning and Development Committee meeting on October 6, 2021. The draft plan is attached for board information. A final draft will be reviewed for input and recommendation at the November Planning and Development Committee for action by the full board in advance of the adoption of the 2022 operating and capital budgets in December.

RECOMMENDATION TO BOARD: Information only.

2022 Action Plan

Draft for review, October 14, 2021

INTRODUCTION

The 2022 Action Plan outlines key activities in what will be the sixth year of delivering the commitments in the *STA Moving Forward* plan and voter approval of its funding. It will also mark the centennial anniversary of a voter-approved unified transit system that became Spokane United Railways, a predecessor to Spokane Transit. The name “Spokane United Railways” was more than symbolic gesture; it was the melding of disparate operations, fare policies and route schedules to achieve a coherent, more functional and convenient system for tens of thousands of daily commuters. Arguably it also impressed in the collective mind of the community the essential nature of transit in the healthy function of a city.

Since the onset of the COVID-19 global pandemic in March 2020, the essential nature of transit service has once again been emphasized. Similarly, the historic unification of transit came during a time of much disruption to the transit industry, including inflation and increased car ownership, not unlike the present day.

Our hope is that 2022 will be a year of recovery from the pandemic and its impacts on public health, the economy, employment and transit ridership. We will track external indicators and emphasize to riders and the community that transit is still a safe way to travel. In spite of the uncertainty created by COVID-19, we will strive to exemplify resiliency and excellence. Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address the associated traffic challenges of a strong region.

The COVID-19 Global Pandemic has resulted in supply-chain disruptions that have severely impacted project delivery, particularly for the City Line, which now will go into service in July 2023. Despite this setback, 2022 will be an important year for key improvements and important planning activities, both for the delivery of projects in the *STA Moving Forward* plan and also opportunities beyond that plan.

VISION

Spokane Transit aspires to be a source of pride for the region.

MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region’s neighborhoods, business and activity centers.

We are leaders in transportation and a valued partner in the community’s social fabric, economic infrastructure and quality of life.

As described later in this plan, there are four core actions STA will pursue in 2022 to support ridership recovery and plan implementation:

1. Design and deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve the customer experience
4. Look to the future.

PLAN BASIS

The 2022 Action Plan provides a focused view of the specific activities Spokane Transit will take in the coming year to further and deliver on its strategy. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including STA's comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan* (TDP), and the 10-year plan, *STA Moving Forward*.

PLAN CONTEXT

STA provides the region with a high level of service relative to the region's population and density, undergirding everything we do. With the COVID-19 global pandemic in its second year, we have learned to be more agile and flexible. It is in this context we outline actions and deliverables for the coming year to address regional transportation needs and growth and provide quality service that can be a source of pride for the region.

Ridership projections for 2022 are necessary for budgeting purposes notwithstanding the uncertainty surrounding such figures.

1. **Fixed-Route Bus** – STA's goal is to begin to recover fixed-route bus ridership. The budget assumes 6.3 million rides. It appears likely that ridership recovery will be prolonged.
2. **Paratransit** – STA projects 277,000 passengers on the service, a decline from pre-pandemic levels.
3. **Vanpool** – STA's goal is to stabilize Vanpool ridership at 136,000 rides in 2022. Vanpool ridership is expected to continue to be sensitive to shifts in telecommute policies.

PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, including continued use of recovery and rescue plan funds, and local, voter-approved sales tax.

PRIORITIES

Ensure Safety

Earn and Retain
the Community's Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

NATIONAL & REGIONAL CHALLENGES

The actions in the 2022 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area and a non-voting representative of labor. Those plans provide conceptual and specific solutions that aim to address the following challenges at the local and national levels:

- ☞ Uncertain economic outcomes arising from the prolonged COVID-19 pandemic, related to labor availability and supply chain constraints impacting timing and cost of goods.
- ☞ Major shifts in travel patterns intertwined with temporary changes will result in an uncertain picture of the future transportation system.
- ☞ Significant regional growth in Spokane County will continue to strain the region's transportation infrastructure.

GOAL & STRATEGIES

It is Spokane Transit's goal in 2022 to further the implementation *STA Moving Forward* and exemplify resiliency and excellence. In addition to its ongoing operations performance measures, STA will track outcomes against the following four strategies and associated objectives.

Action 1: Deliver Core Infrastructure & Services

STA will continue to design and deliver infrastructure that ensures a state of good repair and improve public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. In 2022 STA will make progress on three major initiatives that, in each case, have a significant influence on the quality and demand for public transportation in the future and align with the agency's mission, vision and priorities.

- ☞ **Fare Collection System** Spokane Transit will implement a modernized fare collection system that empowers riders to manage their fares online and to use contactless fare payment tools like mobile devices or STA's new smartcard. This important technology improvement stems from customer feedback to make the fare payment process easier, more convenient and more accessible and has the benefit of faster boarding times as more customers can by-pass the farebox. Revisions to STA's fare policy is expected to be finalized in early 2022 to support the rollout of new smart cards and payment options. All major hardware and software features will be in place and functional by late 2022. STA will evaluate the scope and timing of other capabilities, such as all-door boarding.
- ☞ **Battery Electric Technology** – STA's battery electric bus (BEB) fleet is now comprised of 14 coaches, including 10 City Line vehicles, with an additional 16 currently fully funded in the Capital Improvement Program. Ten of these additional coaches are funded through a Low or No Emissions Vehicle ("Low-No") Grant submitted in partnership with Proterra, a US BEB manufacturer. Beginning with their initial placement in revenue service in late 2021, STA will evaluate the performance of the first four BEBs, two each from two different manufacturers, to determine the preference for future orders, especially six more buses that will enable the Route 4 Monroe-Regal to operate 100% electrically. STA will also begin work on additional charging infrastructure to support overnight charge of the additional buses awarded in the Low-No grant with funding support from the region's Electrification of the Transportation System (ETS) grant, awarded in late 2020. The STA Board of Directors may fund up to ten more BEBs that can be accommodated in the Boone Northwest Garage and placed into revenue service by 2024. STA expects to reassess the state of technology as early as 2023 to determine if there are expanded opportunities for funding to increase the adoption of zero emission vehicles.
- ☞ **May 2022 Fixed Route Service Revisions** – A key deliverable of the *STA Moving Forward* plan in 2022 is improved service to northeast Spokane. Through extensive public input, STA developed a service plan for these improvements, originally envisioned to be in place at the time of the City Line launch. With the City Line launch date extended to July 2023, STA has identified a path to deploy most of these improvements in May 2022. New and revised services to launch in 2022 will improve

access to high schools and middle schools in north Spokane and Spokane Valley. These include a new east-west route in north Spokane, extending of service northward in the area of Francis Avenue and Crestline Street, and revising service in Liberty Lake to serve the new Ridgeline High School.

- ☞ **Near Term Investment Opportunities** – STA’s financial position, borne from careful management, regional economic growth and federal support, has introduced an opportunity to consider additional investments in service, capital improvements and other investments that support longer term strategies. This may include opportunities to add targeted improvements to improve job access and equitable access to the fixed route network. These near-term investments will be evaluated and selected by the STA Board of Directors in late 2021 and could be deployed during 2022.

Action 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA’s central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan with varying levels of improvements planned. The following summary outlines the current status and planned actions on these lines during 2022.

- ☞ **City Line** – The planned 5.8-mile corridor-based Bus Rapid Transit route from Browne’s Addition to Spokane Community College by way of downtown and the University District, including Gonzaga University, is in construction, with the installation of station amenities slated through much of 2022. In response to supply chain and other impacts, many of which are associated with the COVID-19 global pandemic, a new launch date of July 2023 is now expected for the project.
- ☞ **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. The service architecture was instituted in September 2021 and the construction of Four Lakes and Eagle stations are projected to be complete by end of 2021. Other improvements in the corridor will be in design and move toward construction in the second half of 2022. Capital investments on the Cheney Line will conclude in 2023 with additional station and stop improvements and the deployment of double-decker buses
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019 and has become STA’s busiest bus route. Additional elements are planned for 2022, including station and access improvements at South Hill Park and Ride, wayfinding markers and real time signs at stations in the corridor.
- ☞ **Sprague Line** – In 2021, STA successfully received a state regional mobility grant to advance the Sprague Line. During 2022, STA expects to complete design of the Sprague Line improvements in preparation for construction in 2023 and 2024. This work is predicated on past improvements made in partnership with the City of Spokane and the Sprague Line corridor development plan that is expected to be completed in late 2021. As much as possible, STA will continue to partner with

the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements.

- ☞ **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. In 2021, STA was a state regional mobility grant recipient to aid in the implementation of this corridor. STA will be completing the corridor plan for the I-90/Valley corridor in 2022 that will establish the location and scale of transit improvements to improve capacity, accessibility and service quality in this corridor.
- ☞ **Division BRT** – Division Bus Rapid Transit has transitioned from a long-term planning concept to an active project in 2021 with the adoption of a locally preferred alternative (LPA) identifying battery electric buses operating primarily in business access and transit (BAT) lanes from downtown Spokane to the Mead area and along Division Street and Newport Highway. During 2022 we expect to advance preliminary engineering and establish the window of time in 2023 in which we will formally submit the project to the FTA Small Starts program for entry into Project Development.
- ☞ **Action 3: Improve the Customer Experience Focus Communication Efforts** – STA will focus its efforts on assuring riders and the community that it is safe to ride transit. Emphasizing vehicle and facility cleaning, air circulation and filtering, and compliance with state and federal health requirements should communicate confidence in STA's diligence to keeping a healthy environment for employees and customers.
- ☞ **Deliver New Customer Information Systems** – In addition to the Fare Collection project that will enable customers to manage their fares online, STA will coordinate the introduction of other digital communication functions to provide customers with important information where it is most convenient for them – on their mobile or desktop devices. A redeveloped website, designed for transit customers' convenience, will launch in 2021. It will provide easy access to trip planning, real-time information, improved schedules and detour notifications, as well as fare management and mobile ticketing.
- ☞ **Implement New Digital Signage** – STA began to transition away from displaying important customer information at high ridership locations on printed temporary signage in 2021. In 2022 digital signs will be installed at more locations to display more timely and relevant information for customers. Real-time schedule information, system alerts, emergency notifications, rider tips and other helpful messages will be delivered to digital screens throughout the transit network via a newly acquired content management software service. This system will lay the foundation for on-board digital signage on City Line buses when that service begins in 2023.

Action 4: Look to the Future

-
- ☞ **Complete a major update to *Connect Spokane*** – STA's comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. A major

update is underway and will improve plan usability, refine policy outcomes and provide a framework for preparing a new (roadmap??) as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.

- ☞ **Embark on strategic planning journey** – The STA Board of Directors has charted a course to refresh its vision for the future, extending the horizon for strategic investments and actions through 2035. The first phase of this planning effort will set the direction of the agency. It is expected to be completed in the second half of 2022 and transition to a second phase in which investment opportunities are defined and selected. Key areas to explore in the planning process include the course toward a zero-emission fleet, understand ridership dynamics of the future, expand STA’s efforts in diversity, equity and inclusion, assess required facilities to address planned and projected service growth, new service and growth opportunities and other means to improve the role STA plays and the value STA provides to the region.
- ☞ **Recruit talent** – STA continues to operate in a growth phase to fully deliver STA Moving Forward. Continue to pursue excellence in recruiting and retaining new talent to fill a variety of roles.

CONCLUSION

On May 2, 1922, voters in the City of Spokane overwhelmingly endorsed the future of transit despite the challenges. Similar to a hundred years ago, we look forward to the future, united in our commitment to serve the region now and in the future. We remain dedicated to strong collaborative partnerships with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our ongoing commitment to bringing the *STA Moving Forward* vision to life.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 9Aii: DRAFT 2022 OPERATING & CAPITAL BUDGETS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Monique, Chief Financial Officer

SUMMARY: The Draft 2022 Operating & Capital Budgets will be discussed.

RECOMMENDATION TO BOARD: For discussion.

A photograph of a Spokane Transit Authority bus, number 1606, crossing a stone bridge. The bus is white with a green roof and blue accents. It has a digital display showing route 22 and the destination 'NIA BLVD TO COASTWAY'. The bridge has ornate stone railings and arches. In the background, a river flows over a rocky dam or waterfall. A 'No Parking' sign is visible on a lamppost near the bus.

Spokane Transit Authority Draft 2022 Operating and Capital Budgets

**Board of Directors Meeting
October 21, 2021**

Vision/Mission

Vision

- We aspire to be a source of pride for the region.

Mission

- We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to Spokane region's neighborhoods, business and activity centers;
- We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure, and quality of life.

Organizational Priorities

- Ensure Safety
- Earn and Retain the Community's Trust
- Provide Outstanding Customer Service
- Enable Organizational Success
- Exemplify Financial Stewardship

2022 Budget Guidance

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Recover Ridership
- Proactively Partner in the Community
- Advance and implement High Performance Transit (HPT)
- Ensure Financial Resilience through Sustainable Planning that Avoids Debt



Operating Revenue

2022 Draft Budget

2022 vs 2021

Operating Revenue Budget

2022 Operating Revenue	\$143,418,568
2021 Operating Revenue	<u>\$ 96,994,755</u>
Operating Revenue Change	<u>\$ 46,423,813</u> (47.9% Increase)

2022 Operating Revenue Changes

Source	2021 Budget (Rounded)	2022 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000
Sales Tax	\$78.5M	\$104.1M	\$25.6M (32.6%)	Increase in Sales Tax based on growth rate assumptions as detailed on page 8
Fares & Other Transit Revenue	\$7.9M	\$7.6M	\$-.3M (-3.8%)	Projected Ridership as detailed on page 9
Federal Grants	\$8.4M	\$28.4M	\$20.0M (238.1%)	Federal Preventive Maintenance - \$8.4M CRRSAA and ARP - \$20M
State Grants	\$0.8M	\$1.7M	\$0.9M (113.0%)	Special Needs Grant
Miscellaneous Revenue	\$1.4M	\$1.6M	\$0.2M (14.3%)	Interest income-1% rate of return on higher average cash balance
Total	\$97.0M	\$143.4M	\$46.4M (47.8%)	

Operating Budget Assumptions

Revenue – Sales Tax Recommendation

- For 2022, staff recommends sales tax revenue be budgeted 3% over 2021 projected levels as detailed below

2020 Actual Sept – Dec	\$32,031,877
2020 Actual Sept-Dec @ 3% increase	\$32,992,833
2021 Actual Jan - Aug	<u>\$68,078,057</u>
2021 Projected	\$101,070,890
2022 Budget 3% over 2021 Projected	\$104,103,017

Operating Budget Assumptions

Revenue – Fare & Other Transit

- Fare revenue of \$7,603,547 based on:
 - Current Fare structure
 - Ridership Changes – Assume continuing recovery from 2021 as ridership slowly regains

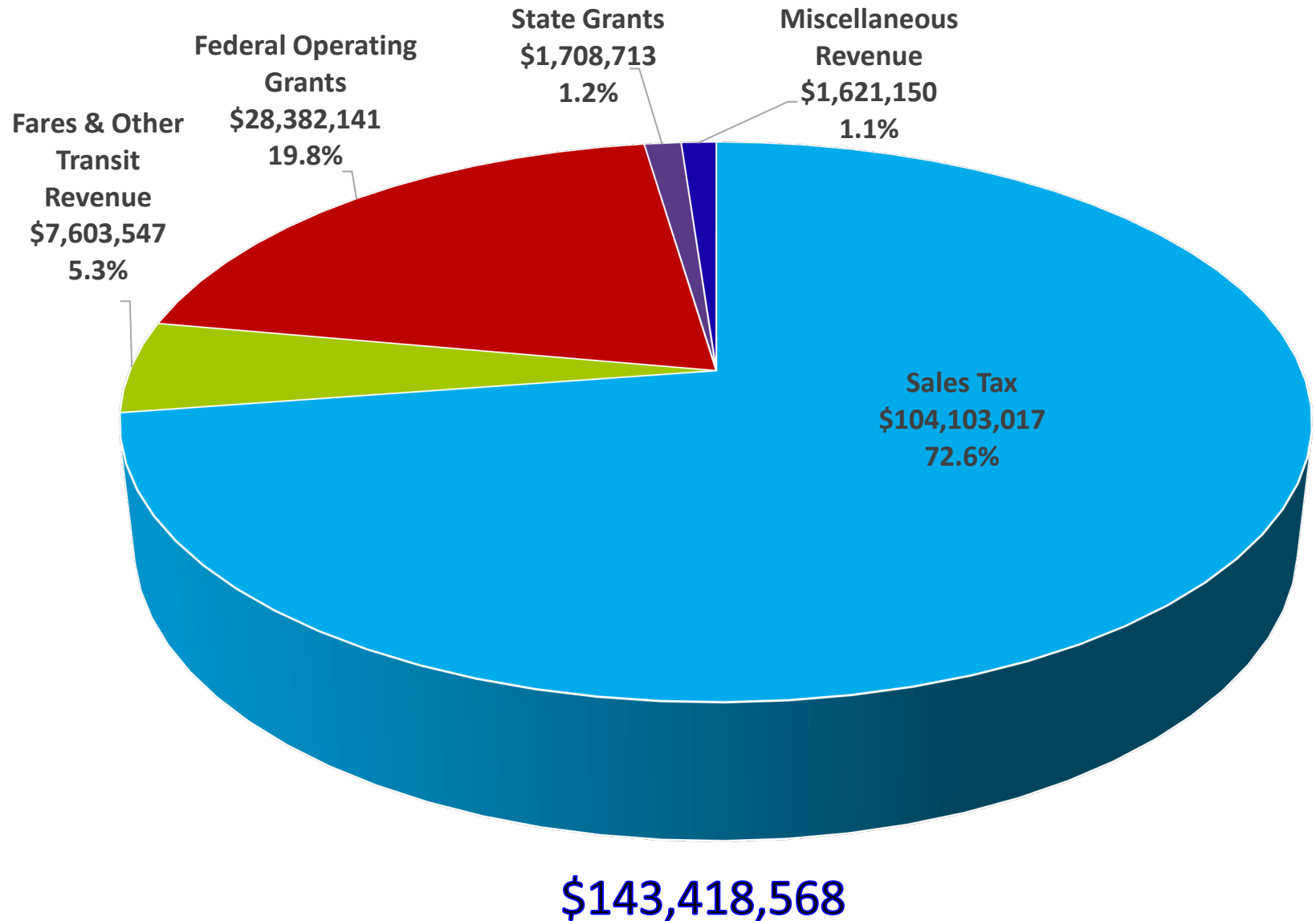
Mode	2021 Projected	2022 Draft Budget	2022 Change
Fixed Route	5.0M	6.3M	26.0%
Paratransit	249K	277K	11.2%
Vanpool	74K	136K	83.8%

Operating Budget Assumptions

Revenue – Grants and Miscellaneous

- Federal grants of \$28,382,141
 - 5307 Formula funds - \$8,422,729
 - Federal stimulus packages
 - CRRSAA final draw \$3,940,465 – fully drawn in 2022
 - ARP initial draw \$16,018,947 – remaining \$19,959,412 to be drawn in 2023
- State grants of \$1,708,713
- Miscellaneous revenue of \$1,621,150

2022 Operating Revenues





Operating Expenses

2022 vs 2021

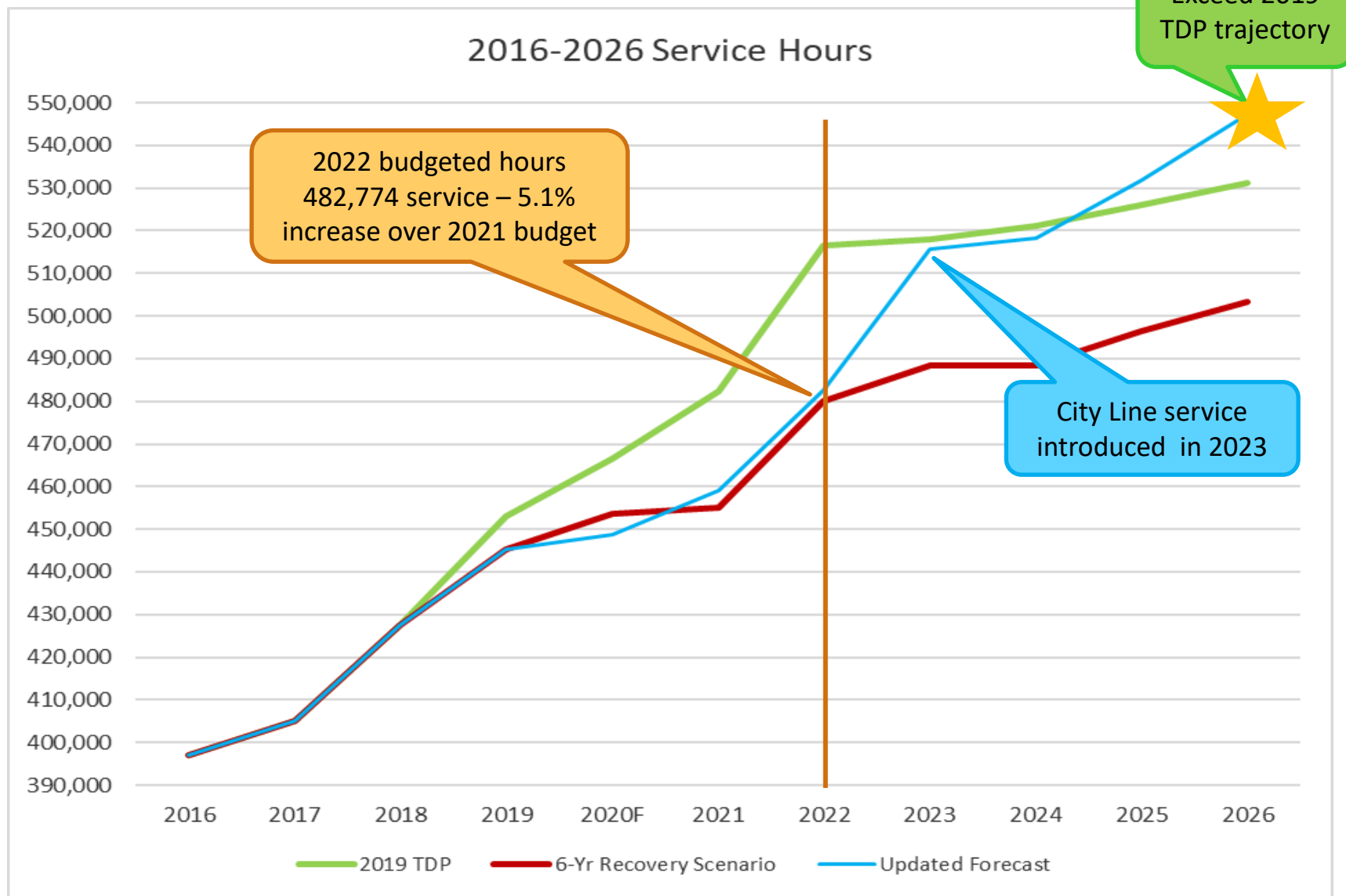
Operating Expense Budget

2022 Operating Expense	\$90,521,875
2021 Operating Expense	<u>\$82,229,691</u>
Operating Expense Change	<u>\$ 8,292,184</u> (10.1% increase)

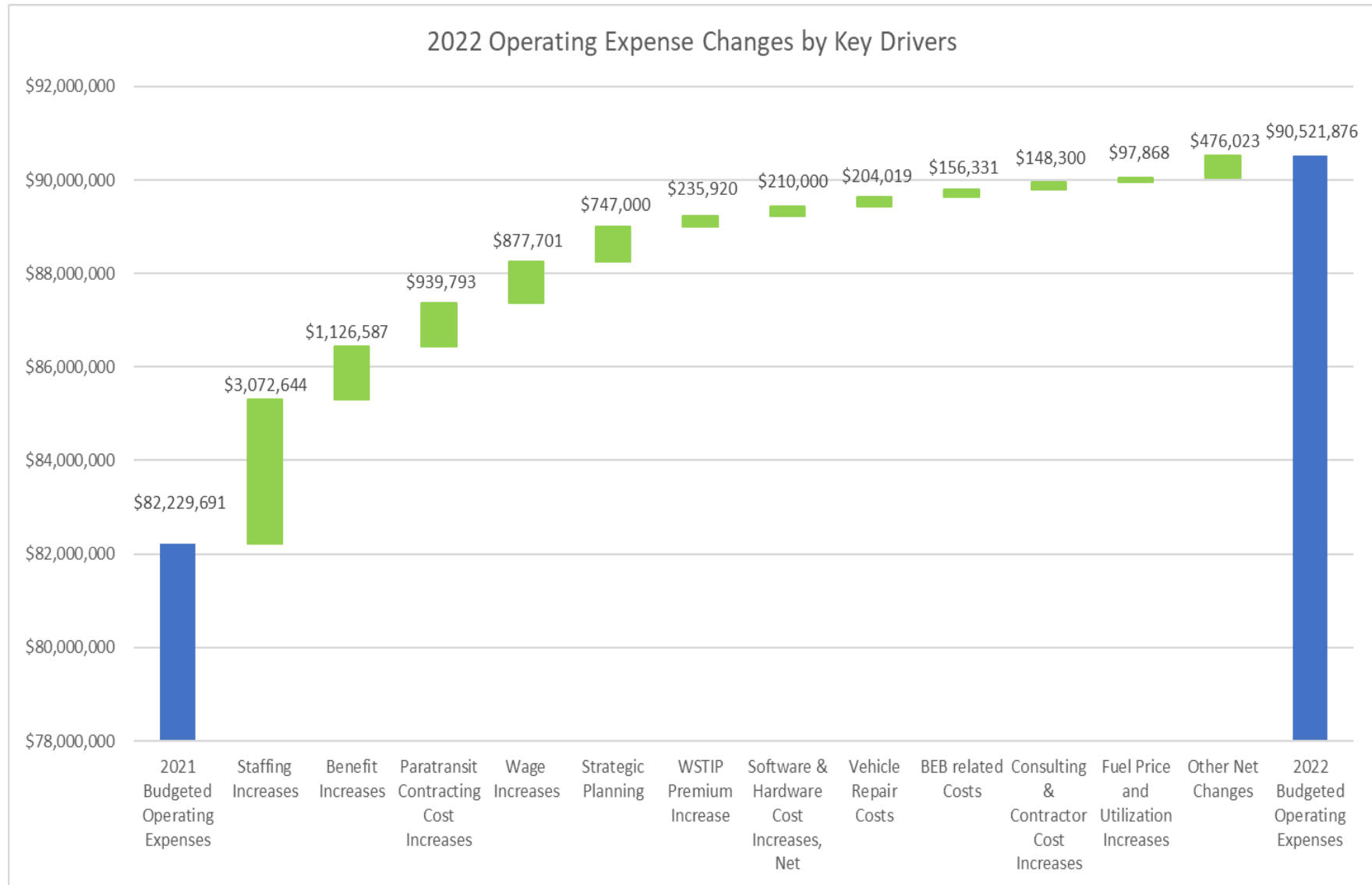
2022 Operating Expense Changes

Object	2021 Budget (Rounded)	2022 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000	
Labor/Benefits	\$58.2M	\$62.7M	\$4.5M (7.7%)	Labor Medical/Dental Retirement (FICA less Pension)	\$ 3.1M \$ 1.2M \$ 0.3M
Services	\$5.3M	\$6.7M	\$1.4M (26.4%)	Consulting (IS/Planning/Maintenance) Professional & Tech Fees (IS, Planning) Temporary Help (Cleaners, Customer Service, Plaza Labor)	\$ 0.8M \$ 0.4M \$ 0.1M
Contracted Transportation	\$3.9M	\$5.0M	\$1.1M (28.2%)	Paratransit contracted service Fuel utilization	\$0.9M \$0.1M
Materials	\$10.4M	\$11.3M	\$0.9M (8.7%)	Facilities Supplies (Maintenance) Furniture/Fixtures/Small Equip Vehicle Repair Materials Fuel	\$ 0.3M \$ 0.2M \$ 0.2M \$ 0.1M
Insurance Utilities Other	\$4.4M	\$5.0M	\$0.6M (13.6%)	Utilities Property & Liability Insurance Training/Meetings/Travel	\$ 0.2M \$ 0.2M \$ 0.1M
Total	\$82.2M	\$90.5M	\$8.3M (10.1%)		

Updated Service Hour Plan



Operating Expense Changes in 2022



2022 Operating Budget Assumptions

Expenses – Personnel

Division	2021 Positions	Additions	2022 Positions
Fixed Route	290 FT Coach Operators 25 PT Coach Operators <u>188</u> FT Other 503	Supervisors (4 – Hire Q4) Coach Operators (Net 3 - Hire Q3) Lead Vehicle Technician General Repair Vehicle Technician Building Specialist – Graphics Printing (Hire Q4) Customer Service Representative Parts Clerk	296 FT Coach Operators 22 PT Coach Operators <u>197</u> FT Other 515
Paratransit	52 FT Van Operators 2 PT Van Operators <u>41</u> FT Other 95	Van Operator (Net 3 – Add back 2021 Temporary Reduction of 9 unfilled positions) Journeyman Vehicle Technician	56 FT Van Operators 1 PT Van Operators <u>42</u> FT Other 99
Vanpool	2 FT		2 FT
Administrative	65 FT <u>1</u> PT 66	Training Manager Purchasing Manager (Hire Q2) Real Estate Development Manager (Hire Q3)	68 FT <u>1</u> PT 69
Total	638 FT <u>28</u> PT 666	FT Additions PT Reductions	661 FT <u>24</u> PT 685

FT = Full time PT = Part time

2022 Operating Budget Assumptions

Expenses – Compensation

Employee Group	# Of Employees (As of September 2021)	Contract Term	2022 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	426	April 1, 2020 to March 31, 2023	3.0%
AFSCME 3939 (Paratransit)	66	July 1, 2021 to June 30, 2024	3.0%
ATU 1598 (Fixed Route & Paratransit Supervisors)	26	February 1, 2021 to January 31, 2024	2.0%
Management & Administrative	87	At Will	3.0%
Total	605		

2022 Operating Budget Assumptions

Expenses – Benefits (Medical & Dental)

Plan	2022 Premium % Increase (Decrease)	# of Employees Enrolled (as of September 2021)
Premera	12%	196
Kaiser Core HMO	5.5%	50
Kaiser Buy-Up HMO	5.5%	301
Kaiser CDHP	5.5%	26
Washington Dental	2%	564

- Retirement
 - Employer's retirement contribution rate
 - 10.25%
 - Employee's contribution rate
 - PERS 1 6.0% on-going (statutorily set)
 - PERS 2 *6.36% (legislatively set)
 - PERS 3 Varies 5% to 15%

*The Washington State Pension Funding Council approved the reduction to the 2021-2023 state retirement plan rates effective 7/1/2021. The State Legislature included the approved rates as part of the biennial budget for 2021-2023.

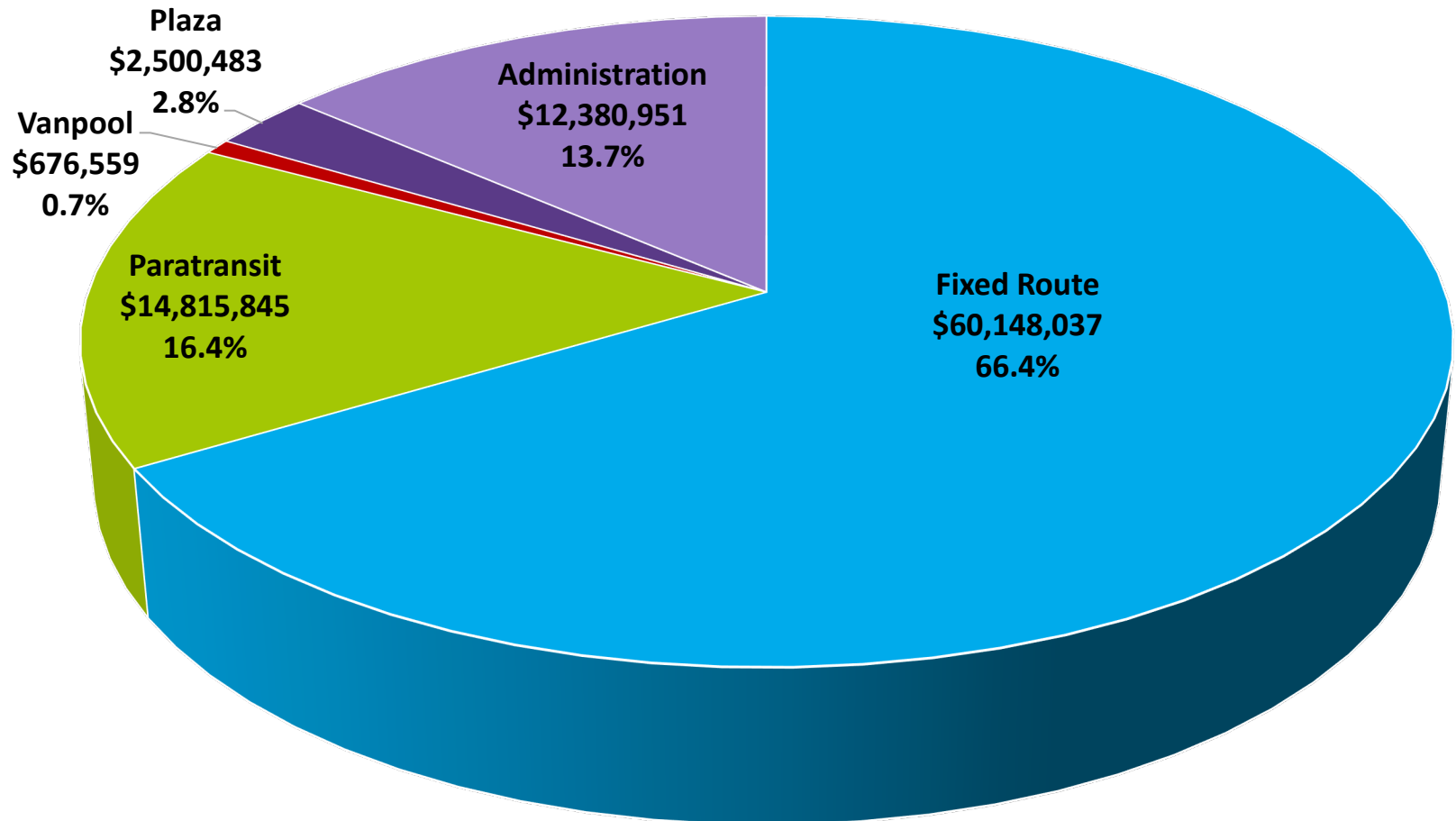
2022 Operating Budget Assumptions

Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (approximate)
	2020 Actual	2021 Budget	2022 Budget ¹	
Diesel	\$1.44	\$2.73	\$2.83	\$3.7M
Gasoline	\$1.91	\$2.94	\$3.04	\$0.7M
Total				\$4.4M

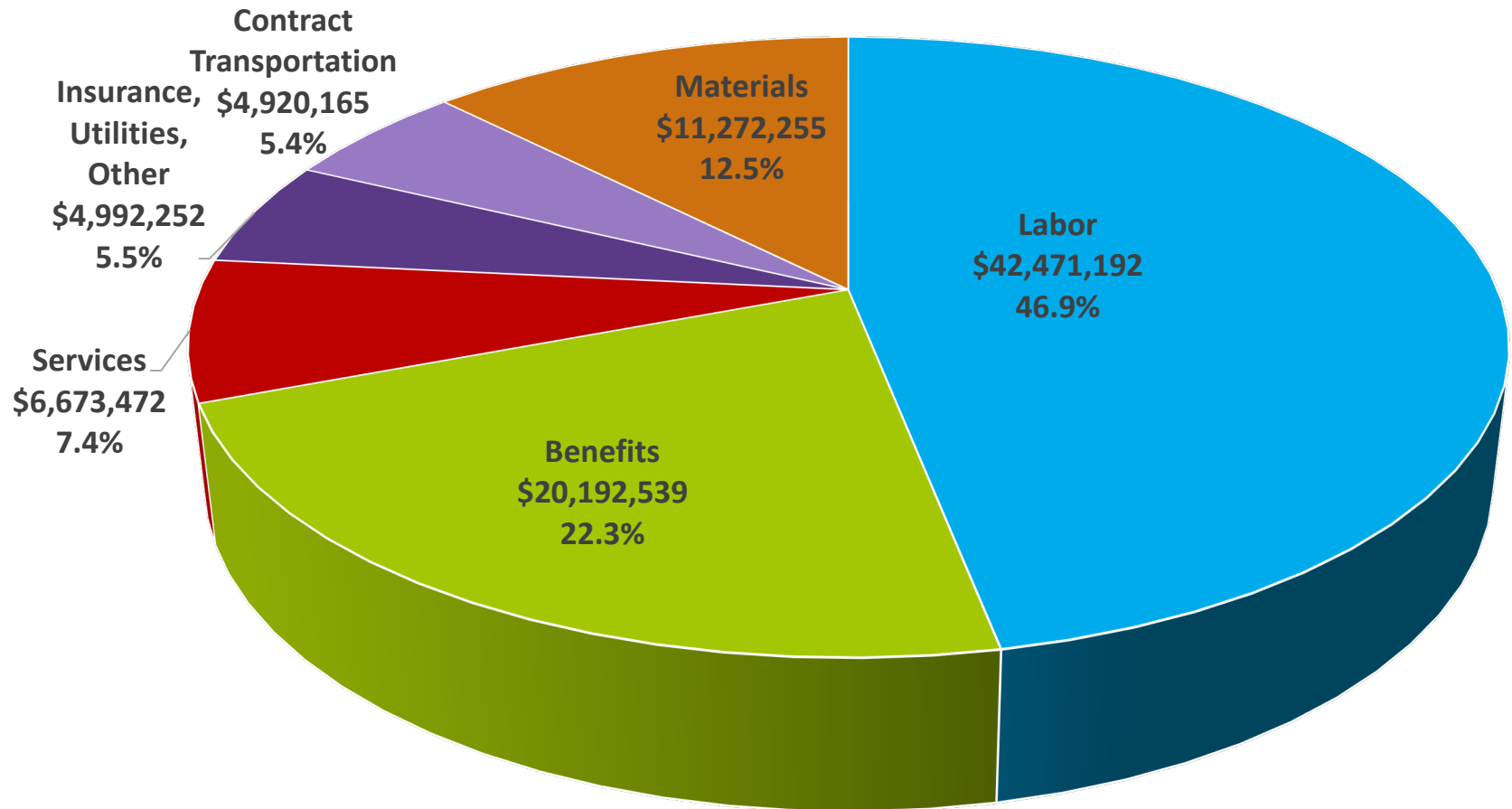
¹ Energy Information Administration August 2021 forecast with 1/4 standard deviation

2022 Operating Expenses by Division



\$90,521,875

2022 Operating Expenses by Object



\$90,521,875



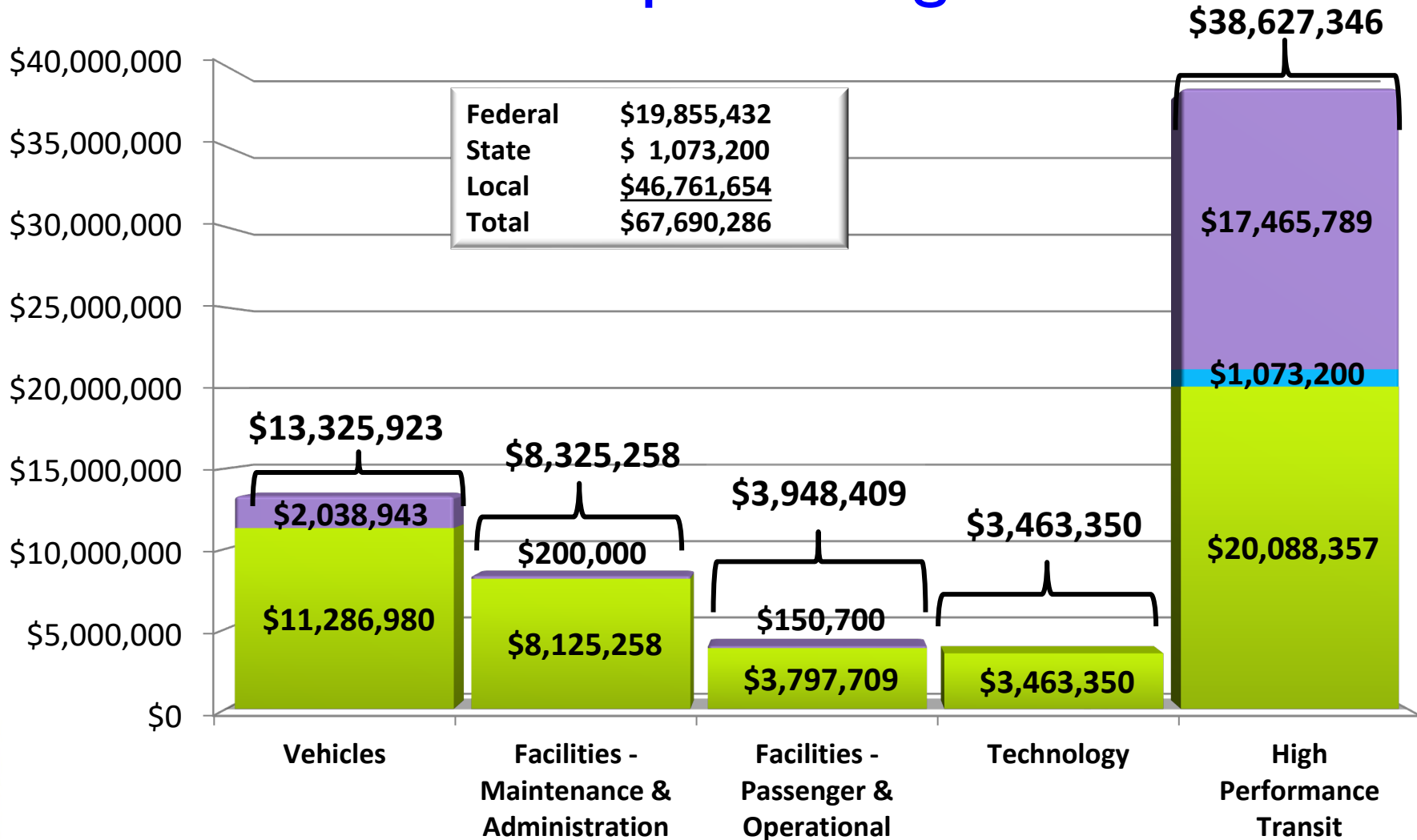
Capital

2022 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$19,855,432	29.3%
State	\$1,073,200	1.6%
Local (includes \$9,051,977 from Fleet Replacement Fund)	<u>\$46,761,654</u>	69.1%
2022 Capital Total *	\$67,690,286	
Fleet Replacement 2022 Contribution	\$ 8,624,427	
Total 2022 Capital/Fleet Replacement Contribution Budget	<u>\$ 76,314,713</u>	

*2022 capital budget was increased by \$2,214,508 from 2022-2027 CIP which was included in the TDP to account for cost increases and timing of projects – 2022 capital in CIP was \$65,475,778

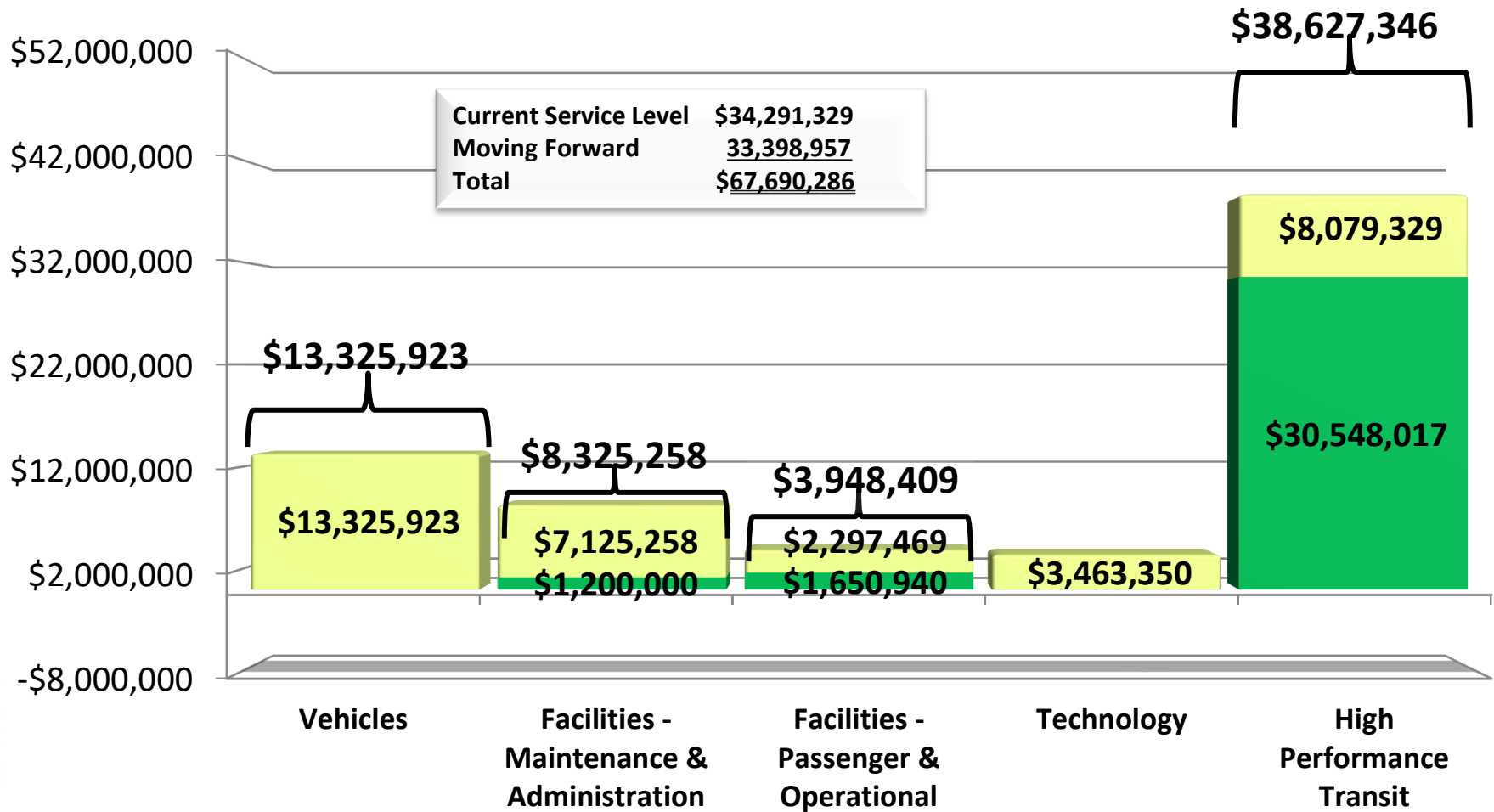
2022 Capital Budget



Total 2022 Capital Budget \$67,690,286

Local State Federal

2022 Moving Forward vs Current Service Level Capital Budget



Total 2022 Capital Budget \$67,690,286

■ Current Service Level ■ Moving Forward

Budget Comparison 2021 to 2022

	2021 Budget	2022 Draft Budget	\$ Change from 2021 Budget	% Change from 2021 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	\$7,909,947	\$7,603,547	(\$306,400)	-3.9%
Sales Tax	\$78,486,526	104,103,017	25,616,491	32.6%
State Grants	\$802,308	1,708,713	906,405	113.0%
Miscellaneous Revenue	\$1,444,761	1,621,150	176,389	12.2%
Federal Preventive Maintenance	\$8,351,213	28,382,141	20,030,928	239.9%
Subtotal: Operating Revenues	\$96,994,755	\$143,418,568	\$46,423,813	47.9%
Federal Capital Revenue	\$36,229,851	\$19,855,432	(\$16,374,419)	-45.2%
State Capital Revenue	2,604,909	1,073,200	(1,531,709)	-58.8%
Subtotal: Capital Revenue	\$38,834,760	\$20,928,632	(\$17,906,128)	-46.1%
Total Revenue	\$135,829,515	\$164,347,200	\$28,517,685	21.0%
Decrease in Cash Balance*	18,316,261	2,489,388	(15,826,873)	-86.4%
Total Source of Funds	\$154,145,777	\$166,836,588	\$12,690,812	8.2%
Estimated Expenditures:				
Fixed Route	\$55,669,976	\$60,148,037	\$4,478,061	8.0%
Paratransit	12,847,070	14,815,845	1,968,775	15.3%
Vanpool	603,027	676,559	73,532	12.2%
Plaza	2,317,546	2,500,483	182,937	7.9%
Administration	10,792,072	12,380,951	1,588,879	14.7%
Total Operating Expenses	\$82,229,691	\$90,521,875	\$8,292,184	10.1%
Capital Expenditures - Includes FR & PT Fleet	\$71,916,086	\$67,690,286	(\$4,225,800)	-5.9%
FR & PT Fleet Replacement Allocation	-	8,624,427	8,624,427	100.0%
Total Use of Funds	\$154,145,777	\$166,836,588	\$12,690,812	8.2%

* Represents net increase in cash from Cash & Reserve Analysis of \$6,562,589 less \$9,051,977 from reduction in Fleet Replacement Fund for purchase of vehicles

2022 Cash and Reserve Analysis

	2022 Draft Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$143,418,568
Operating Expense	(\$90,521,875)
Revenue Over / (Under) Operating Expenses	\$52,896,693
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(37,709,677)
FR & PT Fleet Replacement Allocation	(8,624,427)
Total Local Cash Used for Capital Activities	(46,334,104)
NET INCREASE IN CASH	6,562,589
CASH (Projected beginning 2022)	138,965,875
CASH (Projected ending 2022)	145,528,464
BOARD DESIGNATED RESERVES	
Operating Reserve (15% of Operating Expenses)	(13,578,281)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Claims Reserve - L&I required	(357,000)
Total Board Designated Reserves	(24,385,281)
2022 Estimated End of Year Cash Balance After Reserves¹	\$121,143,183

¹ Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2022-2027 Capital Improvement Plan as well as to support future 2025-2035 strategic planning initiatives to be defined. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$12,860,434 as of December 31, 2022.

Next Steps

Date (2021)	Action
October 6	2022 Draft Budget-Operating & Capital presented to the Planning & Development Committee
October 21	2022 Draft Budget-Operating & Capital presented to STA Board
November	Citizen and Employee Outreach
November 3	2022 Proposed Budget-Operating & Capital & 2022 Strategic Plan presented to the Planning & Development Committee
November 18	Public Hearing for 2022 Proposed Budget-Operating & Capital
	Board adoption of the 2022 Action Plan
December 1	Recommendation of 2022 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
December 16	Board adoption, by resolution, of the 2022 Final Proposed Budget-Operating & Capital

Questions?

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 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

October 21, 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 September 1, 2021, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings and the September 8, 2021, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 8, 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

Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial 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 1:31 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. July 7, 2021 Committee Minutes

Mr. French moved to approve the July 7, 2021, committee meeting minutes as submitted, Mr. Grover 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 a recommendation to approve the FTA Section 5310 Funding Awards. Mr. Otterstrom presented reports on a major update to *Connect Spokane* and on Sprague Avenue High Performance Transit Planning.

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

The Committee forwarded to the Board consent agenda recommendations to approve the final contract acceptance for the Boone Elevator Modernization project and to approve the contract renewal for Computer Aided Dispatch/Automatic Vehicle Location System Maintenance and Upgrade Services.

6. STRATEGIC PLANNING SERVICES SCOPE OF WORK

Ms. Liard said staff have developed a scope of work for Strategic Planning Services to assist in developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development, and addresses emerging technologies, trends, and opportunities with 2035 as the planning horizon year. Development of the plan comes as STA nears completion of the most significant investments within its current ten-year plan, *STA Moving Forward*.

Expected deliverables include:

- Project management
- Design and execution of a comprehensive and proven strategic planning process
- Facilitate the refresh or update of STA's vision, mission, and values
- Conduct research to understand and inventory dynamics which could impact STA, its service delivery, operations, facilities and staffing through 2035
- Organize outreach, scaled for strategic planning, including Board engagement and ownership, along with data gathering
- Develop scenarios for possible futures given research findings and advise on most likely scenario(s) with STA's Board and leadership team
- Develop an actionable strategic plan, including a high-level projected budget for implementation
- Develop recommendations regarding the plan's implementation

Based on preliminary cost estimates and the anticipated level of specific strategic skillset required for this work, the total value of the strategic planning services contract is estimated at \$650,000. The cost of the contract will be locally funded out of the 2022 operating budget.

Mr. Grover moved to approve the general Scope of Work and authorize staff to release a Request for Proposal for Strategic Planning Services. Ms. Stratton seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 16, 2021

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 13, 2021

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

9. CEO REPORT

STA remains under the Transportation Security Administration (TSA) directive requiring face masks for employees and customers in vehicles and facilities through January 18, 2022. STA will continue with virtual Committee and Board meetings through the end of this year. Staff are preparing to update STA meeting rooms with new audio video equipment that will allow quality hybrid in-person and virtual meetings next year when the TSA mask mandate is lifted. The goal is to allow virtual participation at all future Committee and Board meetings. Committee members agreed with this strategy.

10. NEW BUSINESS

Mr. French asked Ms. Stratton for the status of zone changes for the STA City Line. Ms. Stratton will check on the status and contact Mr. French.

11. 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 September 1, 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
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
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
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's request called the meeting to order at 10:00 a.m., and Ms. Vicki Clancy conducted the roll call.

2. **COMMITTEE CHAIR REPORT**

(No items being presented this month.)

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JUNE 30, 2021 (JULY) COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the June 30, 2021, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION**

Mr. Karl Otterstrom reviewed the results of the FTA Section 5310 call for projects, including applications received, evaluation scores, and recommendations for awarding up to \$693,500 in federal and STA funds, subject to Board approval, that supports mobility of seniors and individuals with disabilities. Mr. Otterstrom reviewed the details of the re-issued Call for Projects. Spokane Transit Authority is a designated recipient for these apportionments, and all projects awarded must align with the program's objectives and are consistent with the regional Coordinated Public Transit – Human Services Transportation Plan.

This year is unique in that there is almost twice as much money as usual, and there were more funding requests than dollars available in the past. Because there was no local match required this year, the funds were more enticing to more local agencies to meet needs. Mr. Otterstrom reviewed the funding breakdown, and the 2021 Call for Projects Timeline.

Funding recommendations included awards to Special Mobility Services (Spokane Shopper and Mobility Training), Cancer Can't, COAST Transportation, City of Spokane Valley, SNAP, Volunteers of America, Southside Senior Community Center (Maintenance, and Senior and Disability Transportation). All applicants have been notified and are welcome to attend the Board meeting if they desire.

Mr. Hattenburg moved to recommend the Board award Section 5310 funding and up to \$24,672 in STA local funds as listed in Exhibit A "Funding Recommendations 2021 FTA 5310 Call for Projects" and authorize staff to make administrative modifications to final grant awards as necessary to address projects costs and schedule. Ms. Candace Mumm seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE MAJOR UPDATE: DOCUMENT REVIEW

Mr. Otterstrom presented. *Connect Spokane* is STA's 30-year comprehensive plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies. This required update allows the agency to formally recognize placement of a multi-year strategic plan (the STA Moving Forward Plan), and provides opportunity to review and refresh the entire document. Mr. Otterstrom reviewed the work program assumptions. Originally adopted in 2010, the last major update took place in 2017, and the last minor update in 2019.

The Connect Spokane Work Program includes the following:

- Task 1: Develop Work Program
- Task 2: Connect Spokane Review
- Task 3: Plan Organizational Framework
- Task 4: Policy and Vision Development
- Task 5: Draft Amendments
- Task 6: Peer / Public Review and Revision
- Task 7: Adoption

Current work is focused on work program tasks 2, 3, 4 and 5. The following chapters are under review: fixed-route service, high performance transit, system infrastructure, and sustainability. The tasks will continue through Fall 2021 and will include outreach (Task 6) to STA's jurisdictional partners, STA's customers, and the general public with an estimated completion date of early 2022. The Board will be an integral part of this process.

Ms. Mumm suggested breaking out "sustainability" from "reducing environmental impacts" due to the state's request for electrification. Mr. Otterstrom agreed to take this into account but stated

this may be a better fit in the strategic plan where expectations are more specific during a 10-year period. Chair French suggested that the diversity criteria be considered in balance with sustainability to ensure services to all sectors within the Public Transportation Benefit Area (PTBA) boundary. Mr. Otterstrom agreed the inclusion, equity and diversity are key elements of how people are addressed in our community. As part of the overall plan update, staff does intend to review the opportunity to include a new element specific to diversity, equity, and inclusion. Currently, STA has Title VI policies as an annex to the plan which will be brought more fully into the plan.

B. SPRAGUE HIGH PERFORMANCE TRANSIT: PLANNING UPDATE

Mr. Otterstrom reviewed the notable elements of the proposed Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center, and provides connection to several other STA routes, and other transportation services (i.e., Greyhound, Amtrak). This line is one of the highest ridership routes in the STA system with 866,634 annual boardings in 2019 and 590,490 in 2020. The project has an approved budget of \$6.55 million which includes a Regional Mobility Grant was awarded earlier this year. Mr. Otterstrom reviewed the work to-date, the preliminary corridor analysis, and stop typology. Proposed bus stop revisions and improvements were reviewed.

Mr. Otterstrom reviewed the notable elements of the proposed Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center, and provides connection to several other STA routes, and other transportation services (i.e., Greyhound, Amtrak). This line is one of the highest ridership routes in the STA system with 866,634 annual boardings in 2019 and 590,490 in 2020. The project has an approved budget of \$6.55 million which includes a Regional Mobility Grant earlier this year. Mr. Otterstrom reviewed the work to-date, the preliminary corridor analysis, and stop typology. Proposed bus stop revisions and improvements were reviewed. There are 24 (7 existing) total sheltered stops proposed, and 54 total stops (62 existing) proposed.

Based on existing and proposed shelter installations, seventy-three percent (73%) of passenger boardings could occur at a sheltered stop or station (2020 data) in the future. Additional improvements for consideration are ADA upgrades and other enhancements to bus stops, and may also include sidewalks/pedestrian crossings, Business Access and Transit (BAT) lanes, and Transit Signal Priority (TSP). Staff seeks to gain public feedback on the draft corridor proposal for inclusion in the Corridor Development Plan. Subject to public input and board approval of a corridor development plan, design activities for remaining improvements in the corridor will begin in 2022, with construction planned to begin in 2023 followed by substantial completion in 2024.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

- August 2021 Voter-Approved Sales Tax Update – Revenue collected on June retail sales: 11.0% above August 2020 actual (\$1.0M), 19.3% YTD above 2020 actual (\$11.0M), and 36.8% YTD above budget (\$18.3M).
- Spokane County Fair Shuttle – September 10 – 19, 2021. STA partnered with Spokane County Fair and Spokane Community College to provide big savings to fairgoers riding STA. All Route

- 342 Fair Shuttle riders who show an STA Day Pass at the fair admission gate will receive \$7.00 off adult tickets and \$4 off senior/children's tickets (regularly \$13/adult and \$10/seniors and children).
- APTA Study: Understanding Post Pandemic Travel – APTA has chosen STA as one of the five agencies (LA Metro, Denver RTD, Pittsburgh, Richmond, VA, and Spokane). This study is being conducted by the Urban Institute and the Center for Neighborhood Technology. It will be released in November at the APTA conference.
- STA has job openings – Please direct those interested in applying to spokanetransit.com. Current openings include paratransit operators, coach operators, mechanics, vehicle cleaners, Chief Operations Officer, facilities, and grounds, etc.
- Washington State Transportation Commission – Spokane Meeting: Virtual on September 21 & 22, 2021. Ms. Meyer will give an update. Larry Krauter will speak. Lois Bollenback (New Executive Director of SRTC) and Mike Gribner (WSDOT) will be involved.
- Shuttle Park Program – Ms. Meyer and staff met with Spokane Public Schools and Public Facilities District to discuss how to continue the shuttle park program (which has a park and ride lot at the Arena) when construction begins on the new stadium. The program goal is to give people who work downtown a place to park so that customers have places to park downtown.
- Strategic Planning Board Workshop - 11:30 a.m. – 1:30 a.m. today. Today's agenda includes two items: consideration of near-term investment opportunities, and the review of the scope to seek a consultant to help support the Board's strategic planning.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. OCTOBER 6, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

Chair French experienced technical difficulties and the committee was unable to hear him; Ms. Candace Mumm stepped in. Karl Otterstrom reviewed the draft agenda.

9. NEW BUSINESS -- *None*

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

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, OCTOBER 6, 2021, at 10:00 a.m. VIA WEBEX.

Respectfully 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

Approved Minutes of the September 1, 2021, Meeting

Virtual WebEx

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Acting Chair*
Josh Kerns, Spokane County
Kate Burke, City of Spokane
Veronica Messing, City of Cheney (*Ex-Officio*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Chris Grover, City of Airway Heights*

*Committee Chair

STAFF PRESENT

Brandon Rapez-Betty, Director of Communications &
Customer Service
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Dana Infalt, Executive Assistant to the CEO / Clerk of
the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, Attorney, McAloon Law PLLC

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

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

2. **COMMITTEE CHAIR REPORT**

Acting Chair Kinnear had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the July 30, 2021, Committee Meeting**

Mr. Kerns moved to approve the July 30, 2021, Committee meeting minutes. Ms. Burke seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Boone Elevator Modernization – Final Contract Acceptance**

Ms. Liard provided an overview of the Boone Elevator Modernization and shared before and after pictures of the work that had been completed.

She noted staff was asking the committee to recommend the Board approve a motion to accept the contract with Schindler Elevator Corporation for the Boone Elevator Modernization project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

2. Approval of Contract Renewal for Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System Maintenance & Upgrade Services

Ms. Liard provided background on the contract with Trapeze which was originally awarded in 2012. She noted that STA and Trapeze successfully implemented and deployed the TransitMaster CAD/AVL System in late 2016. At the time of contract award, STA negotiated extended maintenance and upgrade support which lapsed on April 30, 2021.

Staff began negotiating the new TransitMaster maintenance & upgrade agreement with Trapeze in January 2021. The negotiations took several months and yielded a new agreement with a five-year term, extending from May 1, 2021, to April 30, 2026.

Ms. Liard noted the committee was being asked to recommend the Board of Directors authorize the CEO to execute the TransitMaster maintenance and upgrade agreement with Trapeze for a five-year term in the amount of \$1,201,514.

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

5. REPORTS TO COMMITTEE *(No reports were presented this month)*

6. CEO REPORT

- Ms. Meyer provided a sales tax update on the August 2021 sales tax (collected on June Sales) which showed an increase of 11.0% above August 2020 actual (\$1.0M), 19.3% year-to-date above 2020 actual (\$11.0M), and, partially due to very conservative 2021 budgeting, 36.8% year-to-date above budget (\$18.3M).
- STA has partnered with Spokane County Fair and Spokane Community College to offer savings for fairgoers who ride STA to the fair. Fair Shuttle riders who show an STA Day Pass at the fair admissions gate will receive \$7.00 off adult tickets and \$4 off senior/ children's tickets (regularly \$13/adult and \$10/seniors & children). The Fair is operating September 11th through September 19th.
- An APTA study is being undertaken to understand post pandemic travel and APTA has asked the Urban Institute and the Center for Neighborhood Technology to conduct the research. STA is being included as one of the properties whose results will be reported, along with LA Metro, Denver RTD, Pittsburgh, and Richmond, VA. Ms. Meyer said STA is pleased to be participating. The results of the study will be available at the APTA annual meeting in November.
- Ms. Meyer mentioned STA had job openings and asked committee members to refer people interested in working for STA to SpokaneTransit.com to complete an application. She noted a few of the openings currently available.
- The Washington State Transportation Commission has invited Ms. Meyer to provide a presentation on Public Transit Issues, Challenges, and Successes on September 22nd, on the 2nd day of the WSTC Spokane meetings. Meetings are being held virtually this year and other presenters include the Department of Transportation, Spokane International Airport, GSI, and Spokane Regional Transportation Council.
- Staff have been meeting with Spokane Public Schools and the Public Facilities District about the potential impact on Shuttle Park program when the construction on the new stadium begins, as well as after the stadium is complete and operational. The Shuttle Park program is a partnership between the Public Facilities District (to provide parking at the Arena), Downtown Spokane Partnership (to promote), and STA (to provide service). Participants pay \$40 per month to park at the Arena and take the shuttle from the Arena to the downtown area which allows for more parking availability in the downtown core

for shoppers and visitors. An agreement has been reached for during construction and Brandon will be communicating to customers how this will work. There will not be much change during construction as parking will be available one lot over from the current parking and the shuttle will continue. Research is ongoing to resolve the lack of parking availability after construction ends and the stadium becomes operational. Also, long-range planning is ongoing to determine how to best serve events at the new facility, along with the other existing venues.

- Ms. Meyer thanked members for attending the Board Strategic Planning session and noted she appreciated the input and guidance.

7. COMMITTEE INFORMATION

- A. July 2021 Operating Indicators
- B. July 2021 Financial Results Summary
- C. August 2021 Sales Tax Revenue Information
- D. 2021 Semi-Annual Reports
- E. Second Quarter 2021 Service Planning Input Report

8. OCTOBER 6, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

The October 6, 2021, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kerns reiterated how much he liked the vintage bus paint job and suggested STA do a few more.

11. ADJOURN

With no further business to come before the Committee, Acting Chair Kinnear adjourned the meeting at 1:50 p.m.

The next committee meeting will be held on Wednesday, October 6, 2021, at 1:30 p.m. via WebEx

Respectfully submitted,



Dana Infalt
Executive Assistant to the Chief Executive Officer
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 12B : SEPTEMBER 2021 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

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

September sales tax revenue, which represents sales for July 2021, was:

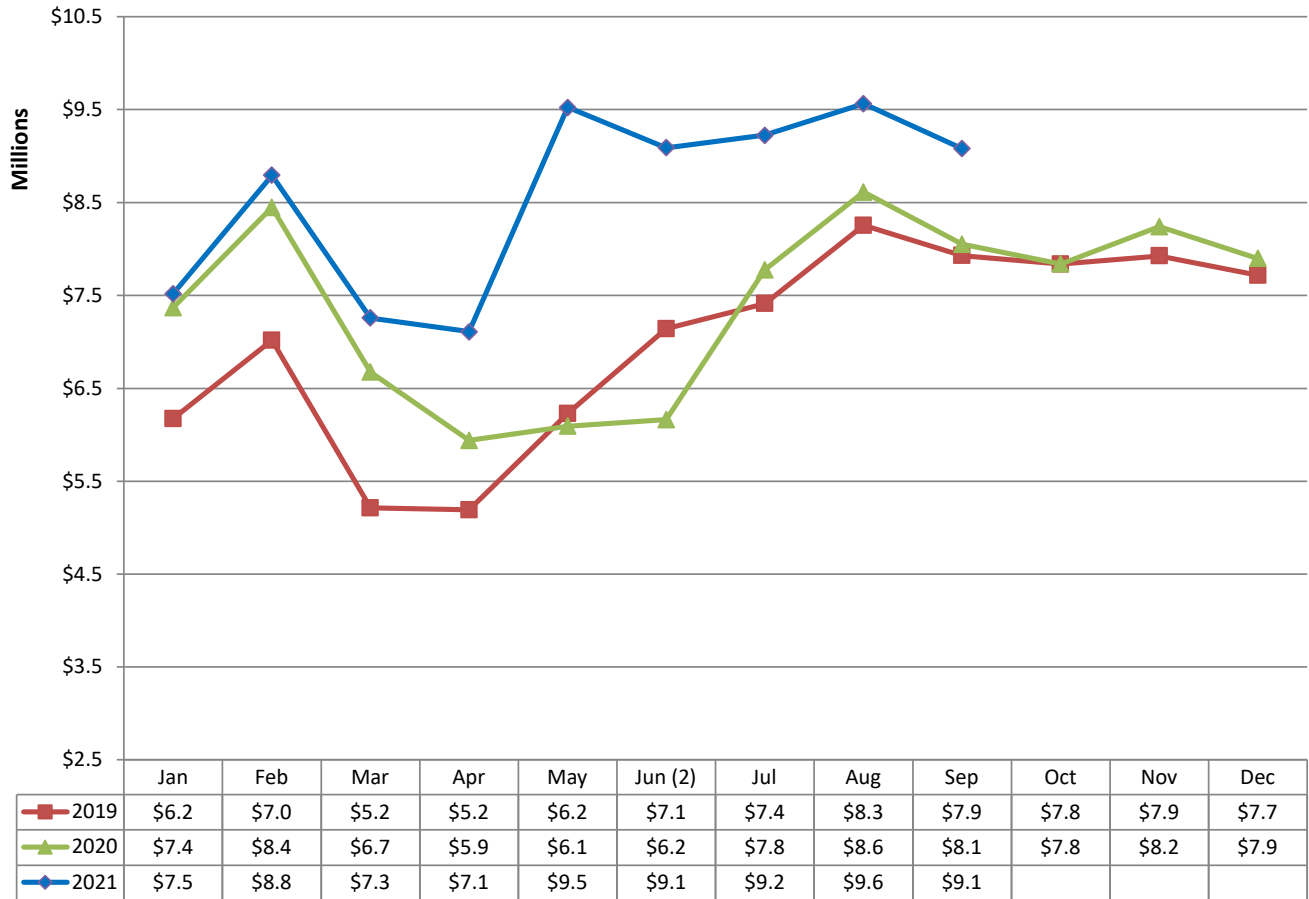
- 24.6% above 2021 budget
- 35.3% above YTD 2021 budget
- 12.8% above 2020 actual
- 18.5% above YTD 2020 actual

Total taxable sales for July 2021 were *up* 12.9% from July 2020 while July 2021 YTD sales were *up* 23.4% compared with July 2020 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD.

- Retail Trade *increased* by 8.1% (\$42.8M) in July 2021 vs July 2020 and is *up* by 23.8% (\$739.6M) July 2021 YTD vs 2020 YTD.
 - Automobile Dealers *increased* 36.7% (\$191.3M) for July 2021 YTD over 2020 YTD
 - Other Miscellaneous Store Retailers *increased* 25.0% (\$89.6M) for July 2021 YTD over 2020 YTD
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *increased* 15.1% (\$71.0M) July 2021 YTD over 2020 YTD
 - Building Material & Supplies Dealers *increased* 18.9% (\$68.0M) for July 2021 YTD over 2020 YTD
 - Clothing Stores *increased* 72.5% or \$64.3M July 2021 YTD over 2020 YTD
- Construction *increased* by 4.7% (\$7.1M) in July 2021 vs July 2020 and is *up* by 22.7% (\$212.8M) July 2021 YTD vs 2020 YTD
- Accommodation and Food Services *increased* by 51.7% (\$38.5M) in July 2021 vs July 2020 and is *up* 29.1% (\$144.5M) July 2021 YTD vs 2020 YTD

RECOMMENDATION TO BOARD: Information only.

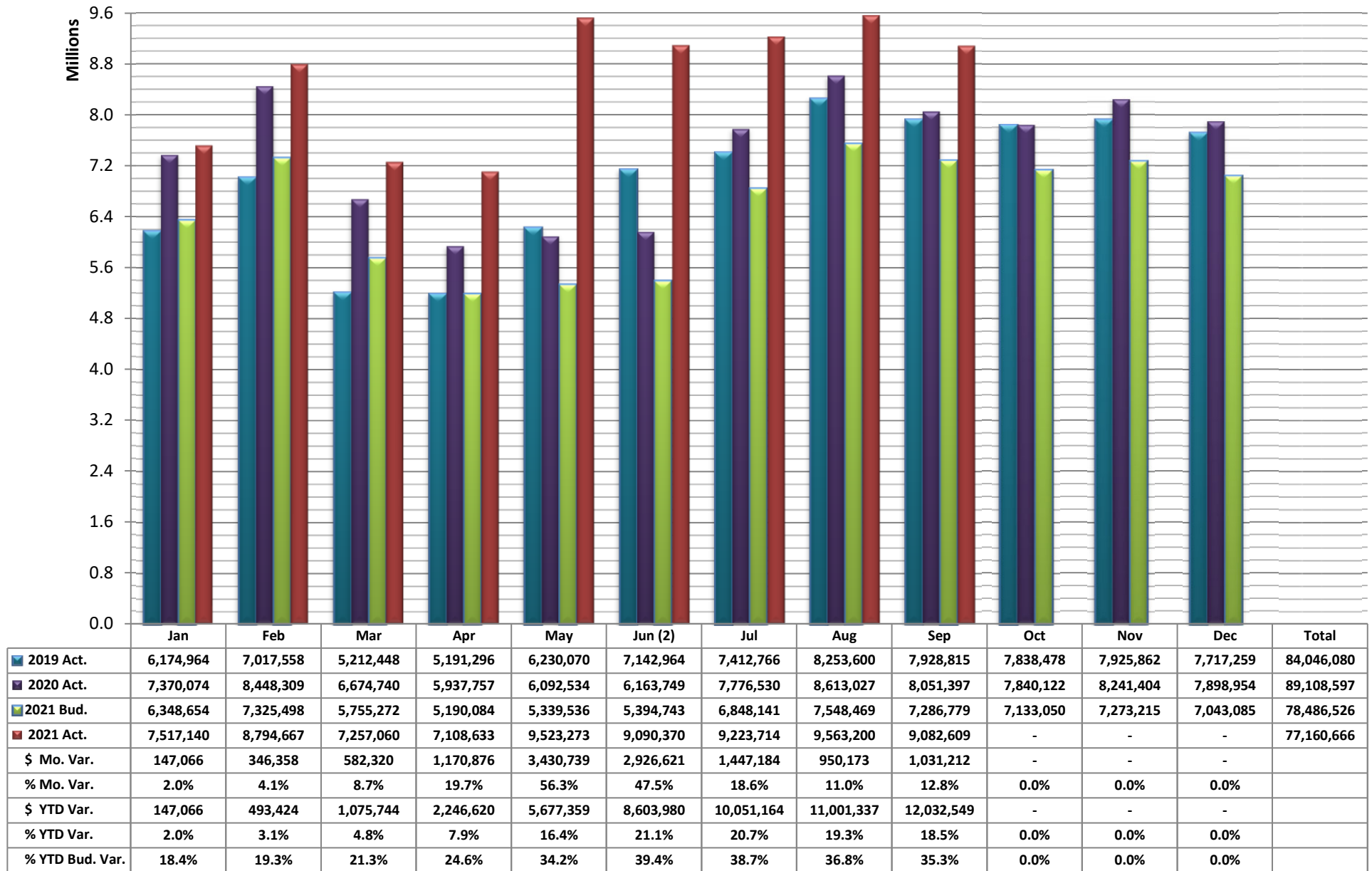
Sales Tax Revenue History-September 2021⁽¹⁾



(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

October 21, 2021

AGENDA ITEM 12C: AUGUST 2021 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the August 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, August year-to-date revenue is 59.1% (\$36.6M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 21.5% lower than budget
- Sales Tax Revenue is 36.8% higher than budget
- Federal & State Grants is 326.3% higher than budget
- Miscellaneous Revenue is 34.5% higher than budget

Operating Expenses

Overall, August year-to-date operating expenses are 6.3% (\$3.5M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.2% lower than budget
- Paratransit is 4.0% lower than budget
- Vanpool is 17.7% lower than budget
- Plaza is 32.0% lower than budget
- Administration is 13.5% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - August 2021

80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000

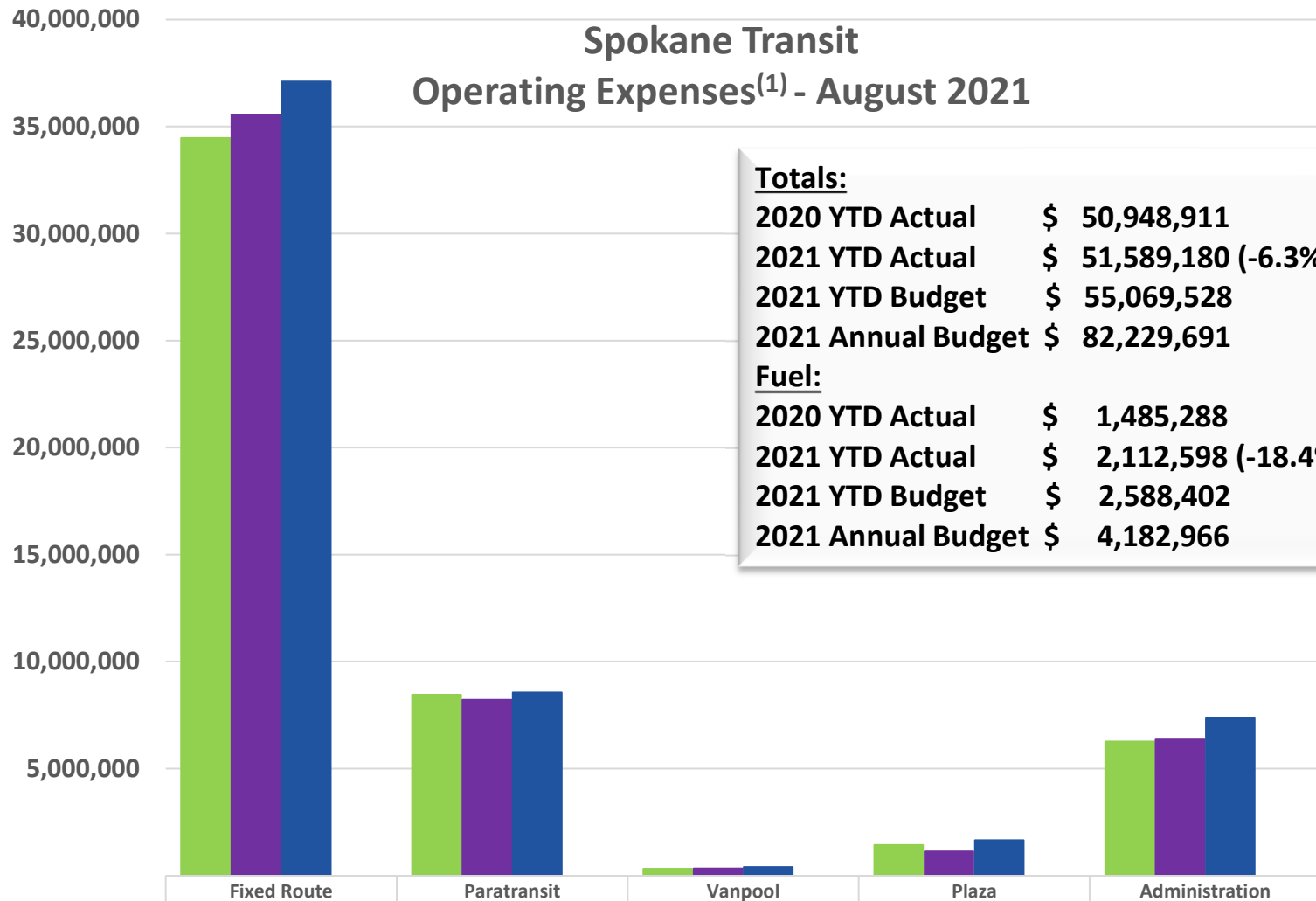
Totals:

2020 YTD Actual \$ 87,426,927
2021 YTD Actual \$ 98,397,791 (59.1%)
2021 YTD Budget \$ 61,830,993
2021 Annual Budget \$ 96,994,755

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2020 YTD Actual	3,640,631	57,076,720	25,251,067	1,458,509
■ 2021 YTD Actual	4,147,779	68,078,056	24,876,100	1,295,856
■ 2021 YTD Budget	5,282,508	49,750,397	5,834,911	963,177
2021 YTD Budget Variance	-21.5%	36.8%	326.3%	34.5%
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 August state capital grant reimbursements total \$2,258,602 and federal capital grant reimbursements total \$22,144,102. (2) Federal/State Grants are over budget due to unbudgeted CRRSSA Funding of \$17,420,108.

Spokane Transit Operating Expenses⁽¹⁾ - August 2021



Totals:

2020 YTD Actual \$ 50,948,911
 2021 YTD Actual \$ 51,589,180 (-6.3%)
 2021 YTD Budget \$ 55,069,528
 2021 Annual Budget \$ 82,229,691

Fuel:

2020 YTD Actual \$ 1,485,288
 2021 YTD Actual \$ 2,112,598 (-18.4%)
 2021 YTD Budget \$ 2,588,402
 2021 Annual Budget \$ 4,182,966

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2020 YTD Actual	34,475,305	8,450,028	321,518	1,431,222	6,270,838
2021 YTD Actual	35,561,825	8,211,736	330,374	1,129,032	6,356,213
2021 YTD Budget	37,103,690	8,554,249	401,533	1,659,432	7,350,624
2021 YTD Budget Variance	-4.2%	-4.0%	-17.7%	-32.0%	-13.5%
2021 Budget	55,669,976	12,847,070	603,027	2,317,546	10,792,072

(1) Operating expenses exclude capital expenditures of \$37,852,168 and cooperative projects of \$215,948 for year-to-date August 2021.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM 12D : AUGUST 2021 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: There was one additional weekday in August 2021 compared to August 2020. While Covid-related restrictions continue to suppress mobility, ridership increased in July and August on Fixed Route and Paratransit ridership has increased each month since January.

FIXED ROUTE

- Average weekday ridership increased 10.2% (16,439 vs. 14,912) in August 2021 compared to August 2020.
- Total monthly ridership increased 11.0% (431,090 vs. 388,297) in August 2021 compared to August 2020.
- Year to date, ridership is down 21.8% (3,328,827 vs. 4,255,264). The goal for the year is to recover ridership at 39.7% over 2020 ridership.
- On time performance was 95.2% for August of 2021. The 2021 goal is 93%.
- August preventable accident rate was 0.02 per 10,000 miles. Year to date, the rate is 0.07, with the stated goal being 0.08 per 10,000 miles.

PARATRANSIT

- Total monthly ridership increased 82.4% (23,106 vs. 12,671) in August 2021 versus August 2020.
- Year to date ridership increased 3.8% (155,492 vs. 149,830) in August 2021 compared 2020.
- On time performance was 95.1% for August 2021. The 2021 goal is 93%
- There were no preventable accidents in August. Year to date, the rate of 0.04 per 10,000 miles compares favorably with the stated goal of 0.10 per 10,000 miles.

VANPOOL

- Vanpool monthly ridership declined 4.5% in August 2021 vs August 2020 (6,208 vs 6,502).
- Year to date ridership decreased 30.1% (46,249 vs. 66,121) in August compared to August 2020.
- Van groups were 63 vs. 69 comparing August 2021 to August 2020.
- A total of three accidents were reported in August 2021. Year to date, total accidents are at 0.17 per 10,000 miles, compared to the stated goal of 0.3 per 10,000 miles.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 101.6% (5,337 vs. 2,647 in 2020) and increased 10.4% (35,817 vs. 32,440) year-to-date.

- Adult Pass/Smartcard monthly pass sales increased 98.8% (2,491 vs. 1,253 in 2020) and increased 53.3% (17,555 vs. 11,411) year-to-date
- Shuttle Park monthly sales increased 78.1% (877 vs. 105 in 2020) and decreased 35.6% (1,200 vs. 1,862) year-to-date.
- 7-Day Pass/Smartcard monthly sales increased 130.8% (877 vs. 380 in 2020) and increased 38.0% (6,242 vs. 4,524) year-to-date.
- ESBP monthly sales increased 16.2% (308 vs. 265 in 2020) and decreased 42.8% (2,151 vs. 3,759) year-to-date.

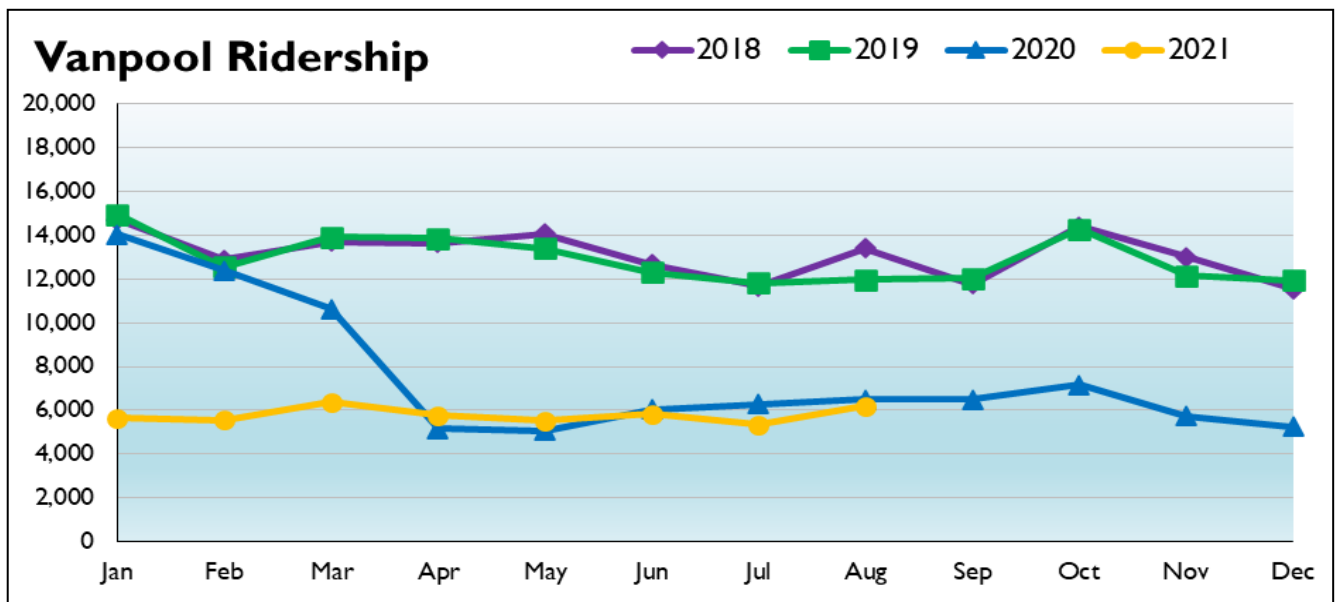
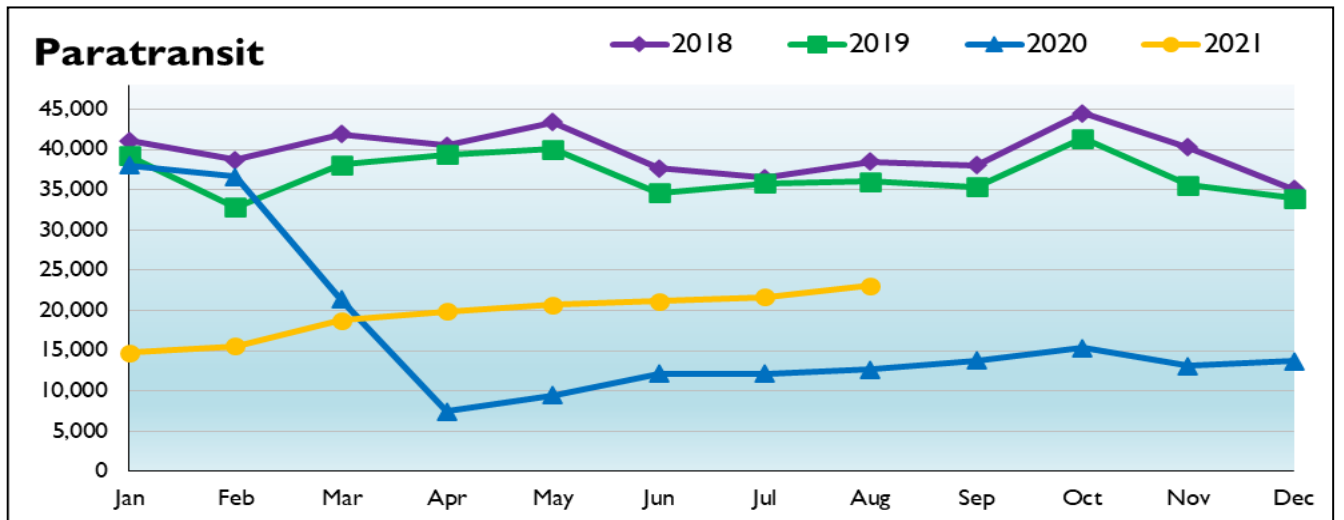
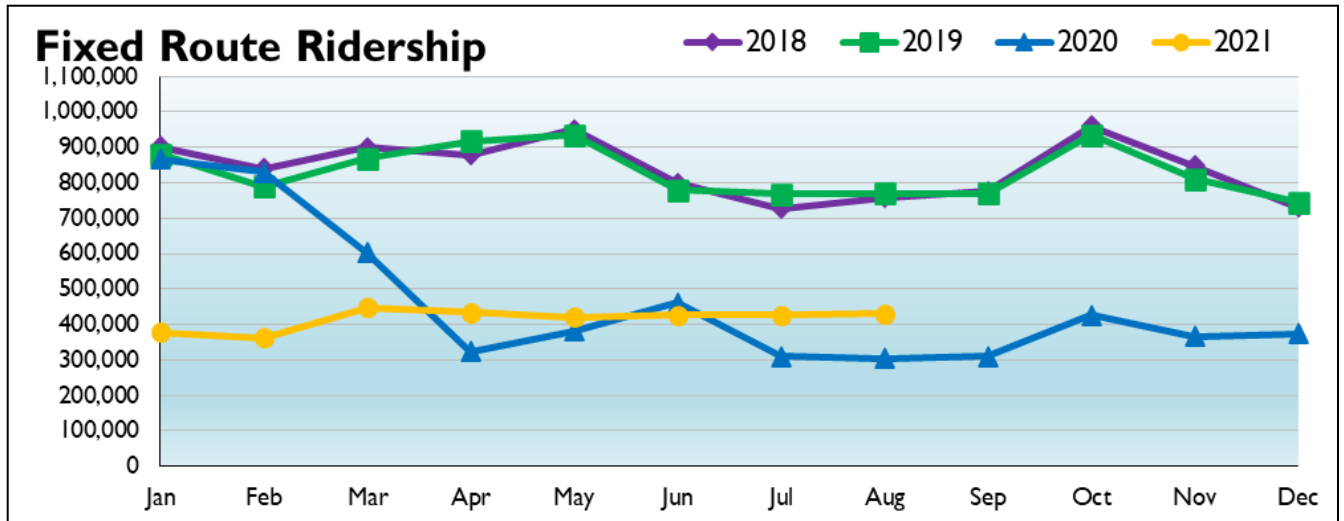
UTAP monthly rides increased 299.2% (41,013 vs. 10,275 in 2020) and decreased 45.8% (240,148 vs. 443,467) YTD.

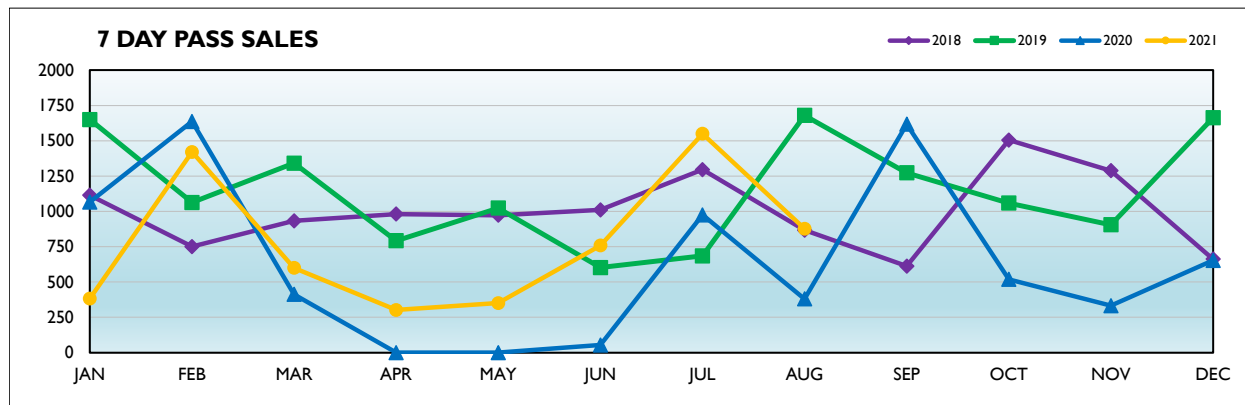
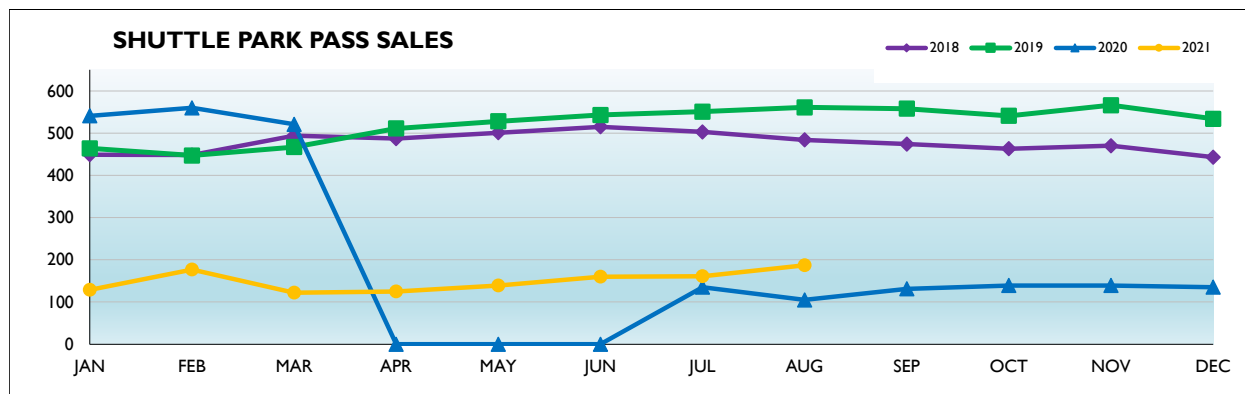
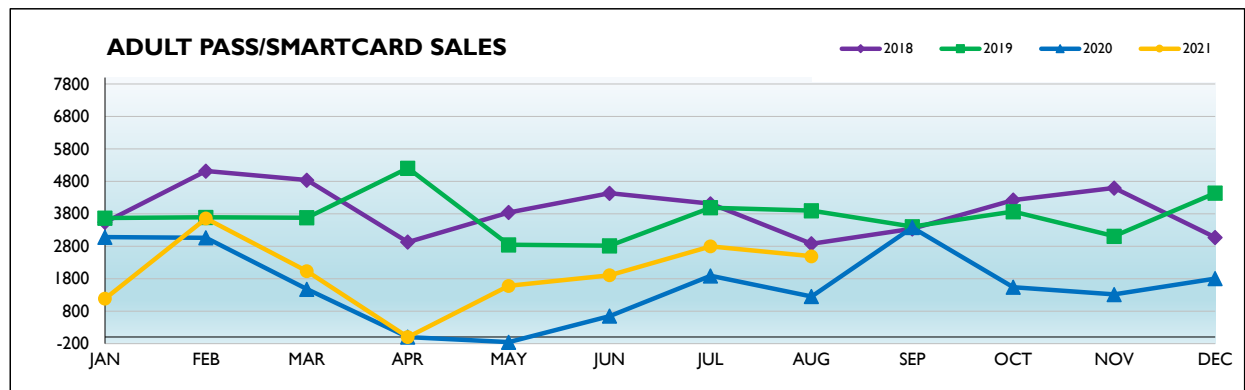
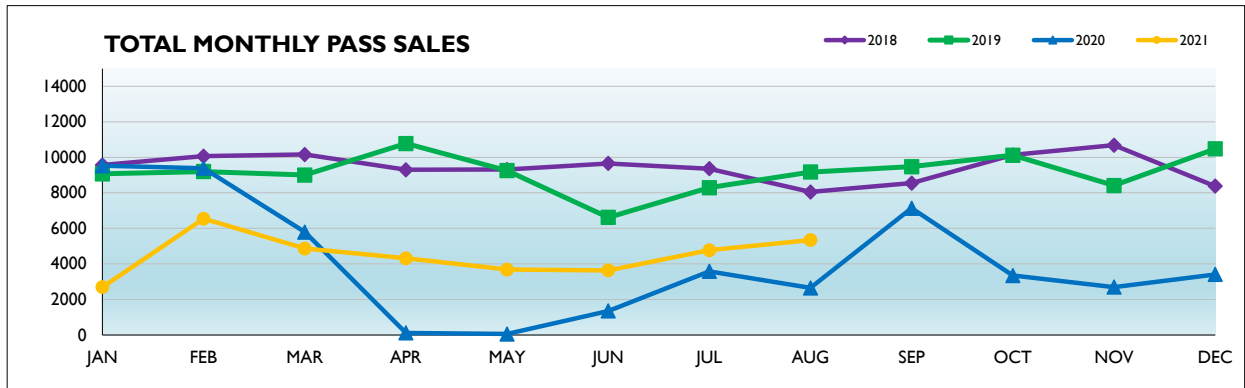
Reduced Fare Pass/Smartcard monthly sales increased 78.4% (1,313 vs. 736 in 2020) and increased 23.6% (8,104 vs. 6,558) year-to-date.

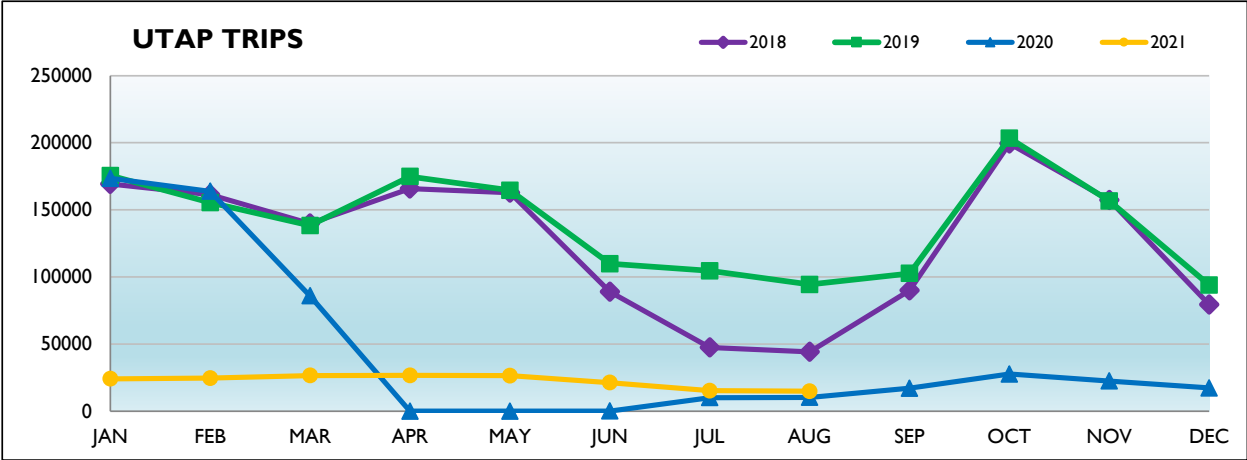
Paratransit Pass/Smartcard monthly sales increased 115.0% (372 vs. 173 in 2020) and increased .3% (2,298 vs. 2,291) year-to-date.

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

RECOMMENDATION TO BOARD: Information only.







SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 21, 2021

AGENDA ITEM **12E** : SECOND QUARTER 2021 PERFORMANCE MEASURES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The challenges of the COVID-19 pandemic continue to impact STA's usual performance metrics. Staff anticipated a flattening and an increase in ridership beginning in April. However, the Delta variant of COVID-19 has continued to impact operations.

A complete set of the Second Quarter 2021 Performance Measures are attached to the end of the packet and posted to the STA website at this link: [2Q 2021 Performance Measures](#)

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

Ensure Safety

Preventable Accident Rate

Fixed Route met and Paratransit exceeded the goals of 0.08 and 0.10 preventable accidents per 10,000 miles, respectively.

- At 0.08, Fixed Route's preventable accident rate per 10,000 miles equaled STA's goal of 0.08.
- At 0.05, Paratransit preventable accident rate per 10,000 miles was below STA's goal of 0.10.

Earn and Retain the Community's Trust

Ridership

Ridership on Fixed Route is flat and Paratransit is showing consistent ridership gains, keeping in mind that January and February of 2020 saw pre-pandemic ridership.

- Ridership for Fixed Route ended the second quarter down 28.8% compared to second quarter ridership in 2020. Fixed Route provided 2,470,532 in 2021 vs. 3,469,363 in 2020. The ridership objective for Fixed Route in 2021 is 39.7% increase from 2020 (approximately 8.1 million trips).
- Paratransit appears to be on track to meet the objective of 15% increase over 2020 ridership level. At the end of the second quarter, Paratransit ridership was 11.4% lower than the end of second quarter 2020 (110,737 vs. 125,000) and continues to see ridership gains each month.
- Vanpool ridership decreased in the second quarter of 2021 by 34.9% (34,695 vs. 53,326 in 2020). STA's objective is to realize a 68.5% increase in ridership from 2020 (approximately 157,000 trips).

Passengers per Revenue Hour (PPRH)

Fixed Route PPRH was 11.15

- As previously reported, to encourage social distancing and respond to customer's essential needs, STA strategically reduced service rather than make extreme cuts and, by design, continue to deliver a higher ratio of hours of service compared to passenger demand. Consequently, this metric remains lower than the objective in order to respond properly to the continuing pandemic conditions. The 2021 goal is to reach 20 passengers per revenue hour.

Paratransit PPRH was 2.01

- As with Fixed Route, the judicious response to the pandemic drove down this metric in 2020. This year, STA has transitioned back to shared ride service. The 2021 goal is 2.1 passengers per revenue hour.

Provide Excellent Customer Service

On Time Performance

This performance metric continues to remain strong due to fewer passengers.

- At 95.8%. Fixed Route exceeded STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).
- Paratransit on time performance was 95.6%, also exceeding the goal of 93%.

Professional and Courteous

The Quality Counts! Program has been suspended since March 2020 due to the pandemic.

Enable Organizational Success

Operator Ride Checks

Fixed Route and Paratransit operator ride checks continue to be suspended due to COVID-19 for all active coach and van operators.

Exemplify Financial Stewardship

Cost per Passenger

The goal for Fixed Route and Paratransit is to keep the cost per passenger to less than 95% of the average cost of the urban systems in Washington State. This metric has been impacted by the reduction of ridership as a result of the pandemic. Urban averages assume performance equal to STA's for current and prior years.

- Fixed Route cost per passenger was \$12.52 which is 78.3% of the urban systems' average of \$15.99. The goal of 95% of urban average would result in a cost of \$15.19 for STA.
- Paratransit cost per passenger was \$67.27, This represents 82.8% of the urban systems' average of \$81.24. The goal of 95% of urban average would result in a cost of \$77.18 for STA.

Cost Recovery from User Fees (Farebox Recovery).

Fare collection continued to be significantly down due to ridership.

- Fixed Route farebox recovery is 8.2%, which falls below the goal of 20%.
- Paratransit farebox recovery is 2.8%, falling below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.



Performance Measures 2nd Quarter 2021



Effects of COVID-19

Continuing COVID-19-related restrictions have impacted STA's usual performance metrics.



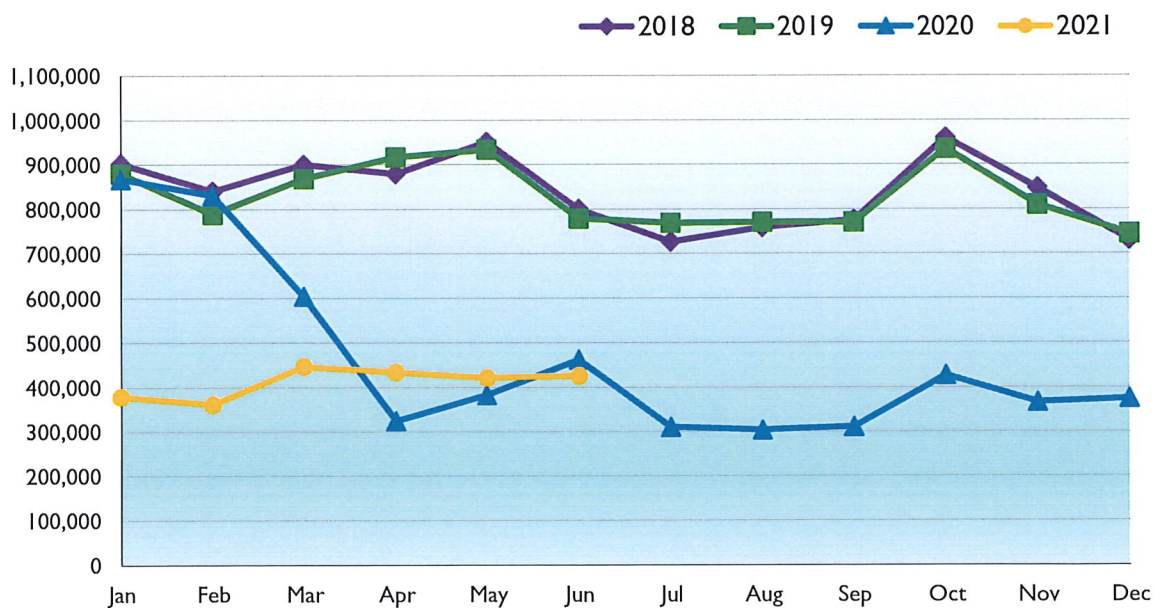
Performance Measures

- **Earn and Retain the Community's Trust**
Ridership
- **Provide Excellent Customer Service**
*Professionalism and Courtesy /
On Time Performance*
- **Enable Organizational Success**
Annual Employee Feedback / Ride Checks
- **Exemplify Financial Stewardship**
Cost Effectiveness / Cost Per Passenger
- **Ensure Safety**
Accident Rate



1

Fixed Route Ridership



2018 = 10,069,599

2019 = 9,971,798

2020 = 5,817,776

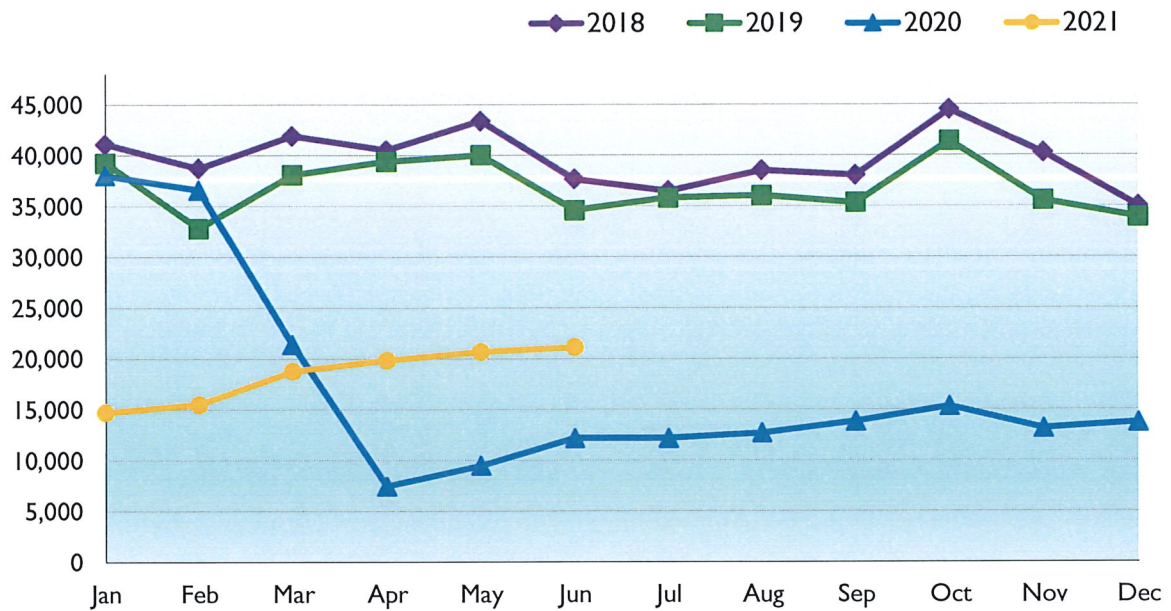
2021 = 8,151,253 (objective)*

GOAL: 39.7% INCREASE OVER 2020 RIDERSHIP

Year to Date Result: 28.8% Decrease



Paratransit Ridership



2018 = 476,032

2019 = 442,186

2020 = 205,815

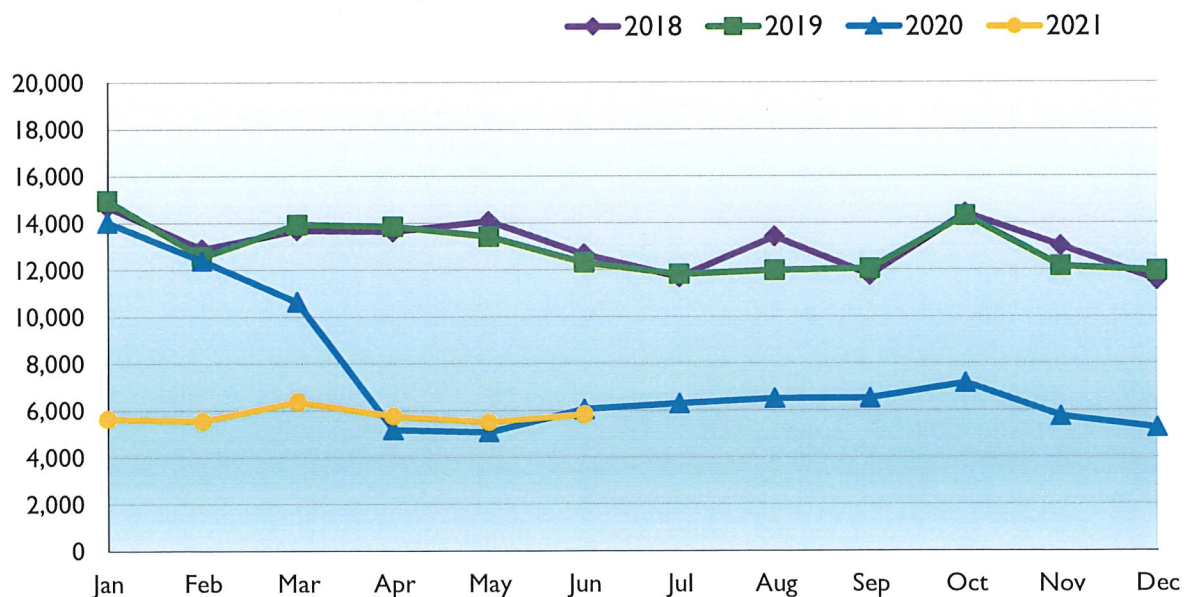
2021 = 236,687 (objective)

GOAL: 15% INCREASE OVER 2020 RIDERSHIP

Year to Date Result: 11.4% Decrease



Vanpool Ridership



2018 = 157,433

2019 = 155,262

2020 = 90,770

2021 = 152,947 (objective)

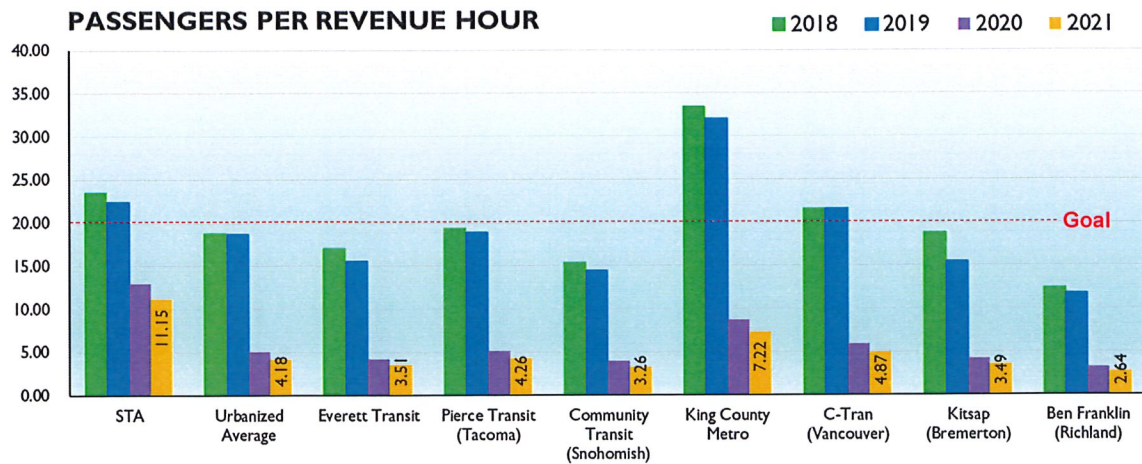
GOAL: 68.5% INCREASE OVER 2020 RIDERSHIP

Year to Date Result: 34.9% Decrease



Service Effectiveness

Fixed Route



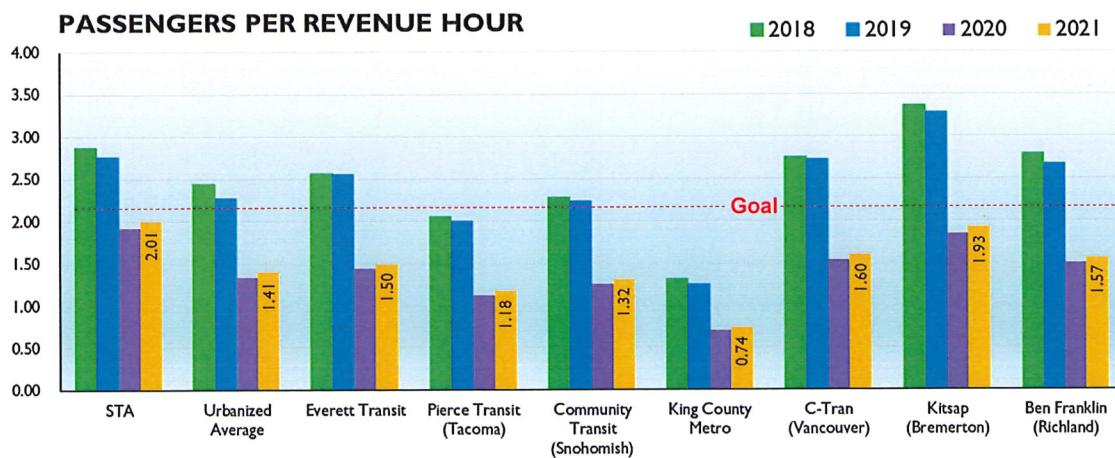
GOAL: TRANSPORT 20 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2020



Service Effectiveness

Demand Response (Paratransit)



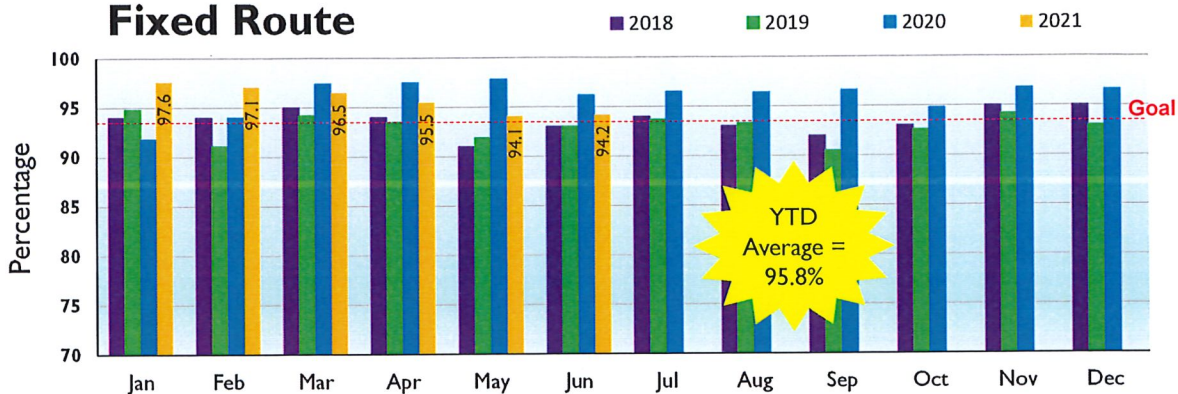
GOAL: TRANSPORT 2.1 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2020

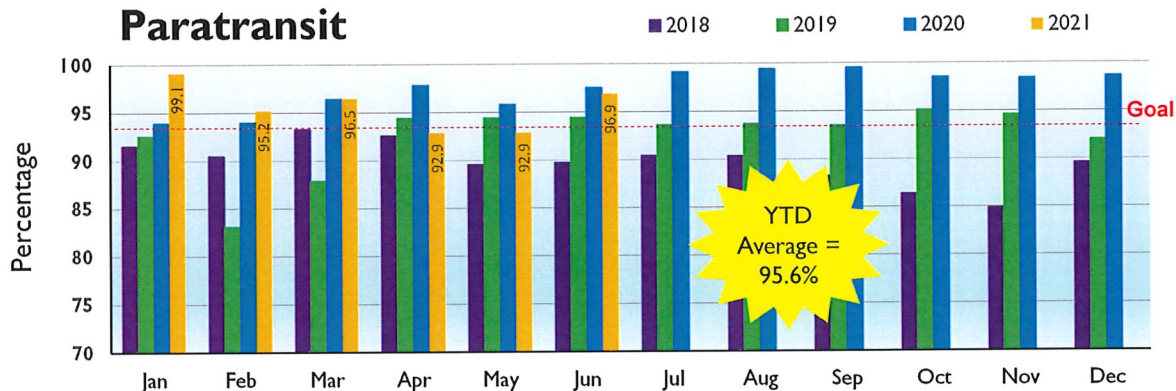


On Time Performance

Fixed Route

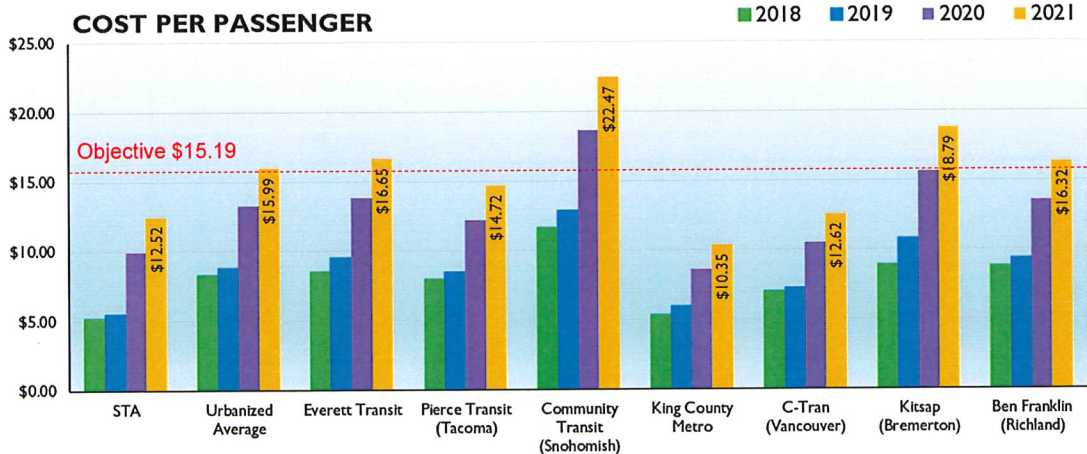


Paratransit



Cost Effectiveness

Fixed Route



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

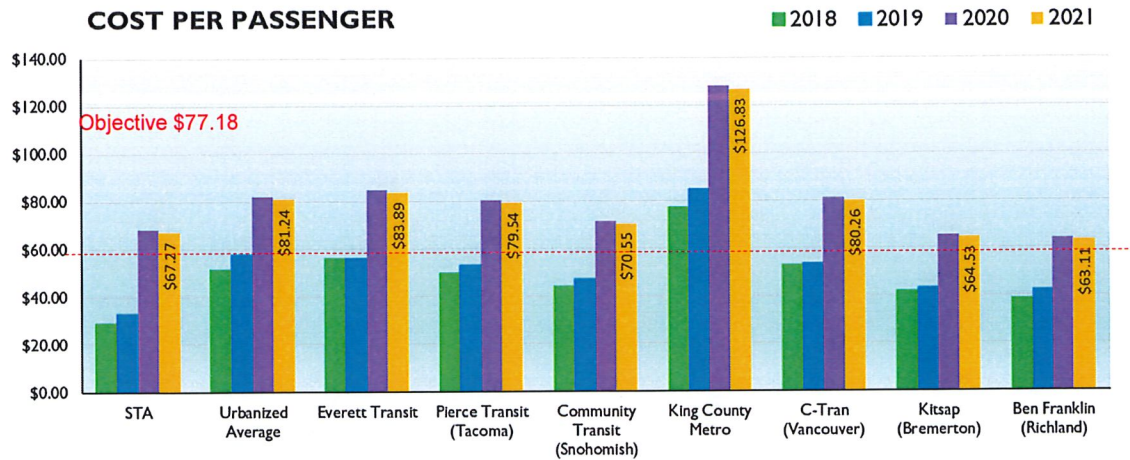
2021 Status: 78.3% (STA - \$12.52; Urban Average - \$15.99)

Previous year results

- 2019 data from NTD reports
- 2020 STA data reflects year-end
- **STA 2021 data reflects year-to-date 2nd quarter**
- Expenditures will lag slightly until end of year

Cost Effectiveness

Demand Response (Paratransit)



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

2021 Status: 82.8% (STA - \$67.27 Urban Average - \$81.24)

Previous year results

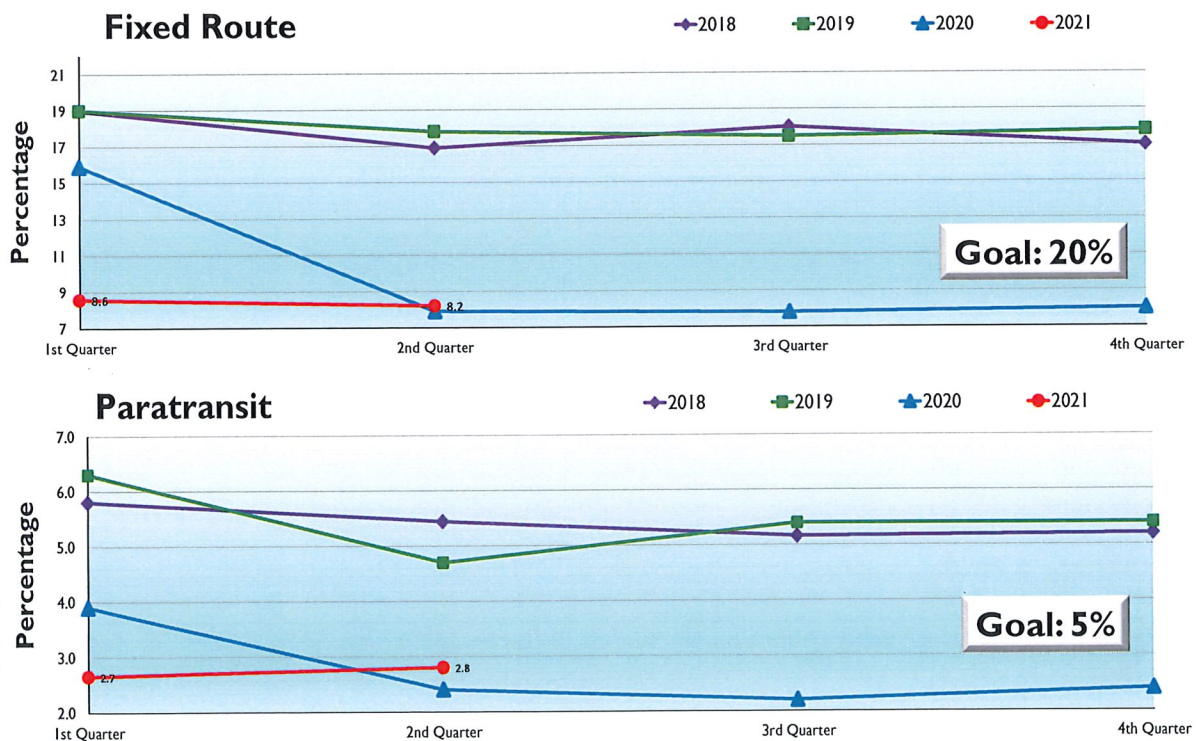
- 2019 data from NTD reports
- 2020 STA data reflects year-end

STA 2021 data reflects year-to-date 2nd quarter

- Expenditures will lag slightly until end of year



Cost Recovery from User Fees



**Fares suspended March 26 – July 1, 2020*



Ensure Safety

2 Performance Measures:

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



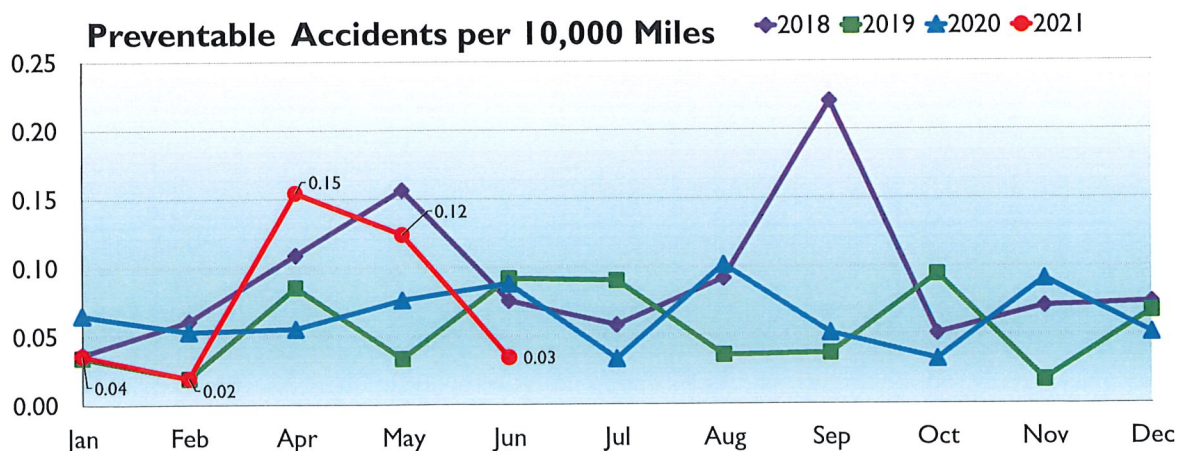
Fixed Route

	2018	2019	2020	2021
January	2	2	4	2
February	3	1	3	1
March	3	3	3	5
April	6	5	3	9
May	9	2	4	7
June	4	5	5	2
July	3	5	2	0
August	5	2	6	0
September	11	2	3	0
October	3	6	2	0
November	4	1	5	0
December	4	4	3	0
Total Prev. Accidents	57	38	43	26
YTD Preventables per 10,000 miles	0.09	0.06	0.06	0.08

Preventable Vehicle Accidents



Preventable Accidents per 10,000 Miles



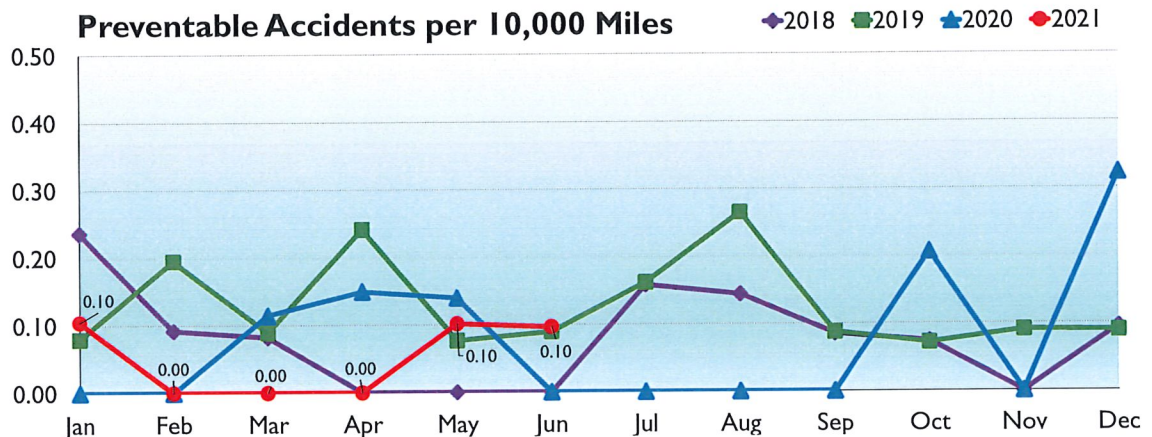
Paratransit

	2018	2019	2020	2021
January	3	1	0	1
February	1	2	0	0
March	1	1	1	0
April	0	3	1	0
May	0	1	1	1
June	0	1	0	1
July	2	2	0	0
August	2	3	0	0
September	1	1	0	0
October	1	1	2	0
November	0	1	0	0
December	1	1	3	0
Total Prev. Accidents	12	18	8	3
YTD Preventables per 10,000 miles	0.08	0.13	0.07	0.05

Preventable Vehicle Accidents

Goal:
≤ 0.10 per
10,000 miles

Preventable Accidents per 10,000 Miles



Workers' Compensation - Time Loss

Lost Time Days per 1,000 Hours

	2018	2019	2020	2021	Goal
Fixed Route	0.02	0.03	0.03	0.04	< 0.02
Paratransit	0.01	0.04	0.05	0.06	< 0.04
Maintenance	0.07	0.08	0.04	0.09	< 0.05

Workers' Compensation - Claims

Claims per 1,000 Hours

Fixed Route

Paratransit

Maintenance

2018	2019	2020	2021	Goal
0.05	0.05	0.04	0.04	< 0.06
0.12	0.12	0.06	0.10	< 0.08
0.11	0.11	0.10	0.14	< 0.09