

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

NOTICE OF BOARD MEETING

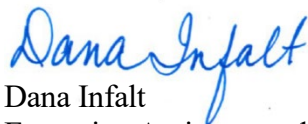
NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, December 16, 2021, via Webex video conference.

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 16th day of December 2021.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 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, December 16, 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 #: 2483 846 5895 Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Public Hearing: *10 minutes*
 - A. Proposed Fare Policy Revisions
Comments should be addressed to Mike Tresidder, Associate Transit Planner at mtresidder@spokanetransit.com
5. Recognitions and Presentations: *5 Minutes*
 - A. 2021 STA Retirements (*Nancy Williams*)
6. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the November 18, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the Minutes of the December 1, 2021, Board Workshop– Corrections/Approval
 - C. Approval of the November 2021 Vouchers (*Monique Liard*)
 - D. Sprague High Performance Transit: Draft Corridor Development Plan (*Karl Otterstrom*)
 - E. Strategic Planning Services: Award of Contract (*Karl Otterstrom/Monique Liard*)
 - F. 2021 FTA 5310 Program of Projects: Budget Revision (*Karl Otterstrom*)
 - G. Diesel and Unleaded Gasoline: Award of Contract (*Monique Liard*)
 - H. 2022 Board and Committee Meeting Calendar (*Dana Infalt*)
7. Board Action – Committee Recommendations: *20 Minutes*
Planning & Development Committee
 - A. Adoption of 2022 Operating & Capital Budgets – Resolution (*Monique Liard*)
(Majority vote of 5 required)
Performance Monitoring & External Relations
 - B. Draft 2022 State Legislative Priorities (*Brandon Rapez-Betty*)
8. Board Action – *10 minutes*
 - A. Near Term Investment Opportunities: Recommendation (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
10. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2021 Sales Tax Revenue (*Monique Liard*)
 - C. October 2021 Financial Results Summary (*Monique Liard*)
 - D. October Operating Indicators (*E Susan Meyer*)
 - E. ConnectSpokane Update: Draft Revisions (*Karl Otterstrom*)
 - F. I-90/Valley High Performance Transit Corridor Planning Update (*Karl Otterstrom*)
 - G. Finalize 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - H. STA's Holiday Services & Office Hours (*Dana Infalt*)
14. New Business: *5 minutes*
 - A. Election of 2022 Chair and Presentation of Gavel (*Pamela Haley*)
(Majority vote of 5 required)
15. Board Members' Expressions: *5 minutes*
 - A. Presentation of Commendation to Pamela Haley – Outgoing Board Chair (*2022 Board Chair*)
 - B. Presentation of Commendation to Candace Mumm – Retiring Board Member (*2022 Board Chair*)
 - C. Presentation of Commendation to Kate Burke – Retiring Board Member (*2022 Board Chair*)
16. Executive Session (*McAloon Law PLLC*): *15 minutes*
17. Adjourn

Cable 5 Broadcast Dates and Times of December 16, 2021, Board Meeting:

Saturday, December 18, 2021	4:00 p.m.
Monday, December 20, 2021	10:00 a.m.
Tuesday, December 21, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	February 2, 2022, 10:00 a.m.
Performance Monitoring & External Relations	February 2, 2022, 1:30 p.m.
Board Operations	January 12, 2022, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, January 20, 2022, 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

December 16, 2021

AGENDA ITEM 4A : PUBLIC HEARING

A. Proposed Fare Policy Revisions

REFERRAL COMMITTEE: N/A

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

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

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

RECOMMENDATION TO BOARD: Conduct public hearing.

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer son Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 5A: RETIREMENT - RECOGNITION

REFERRAL COMMITTEE: N/A

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

SUMMARY: Spokane Transit recognizes employees who have retired with 20 or more years of service to the organization. Since the onset of the COVID-19 pandemic, staff have postponed recognizing retirees with the hope that there would be an opportunity to personally recognize, thank, and present plaques to retirees.

Retirees since the last recognition in March have been invited to attend virtually to receive our recognition of service and thanks and plaques will be mailed to all retirees following the Board meeting.

STA extends our sincere best wishes and congratulations to the following retirees:

- **Darroll Woelk, Journeyman Vehicle Technician—retiring with 37 years of service on 05/31/2021**
- **Ronald Scouton, Fixed Route Maintenance Lead—retiring with 37 years of service on 05/21/2021**
- **Sherri Rice, Coach Operator—retiring with 30 years of service on 08/06/2021**
- **Donald Scouton, Fixed Route Maintenance Foreperson—retiring with 30 years of service on 06/11/2021**
- **Jacque Tjards, Purchasing Senior Manager—retiring with 23 years of service on 11/30/2021**
- **Johnnie Forland, Coach Operator—retiring with 22 years of service on 05/22/2021**
- **Clyde Hargens, Associate Building Maintenance Specialist—retiring with 22 years of service on 07/01/2021**
- **Frederick Kelso, Paratransit Reservationist—retiring with 22 years of service on 06/22/2021**
- **Frank Bezemer, Fixed Route Senior Transportation Manager—retiring with 20 years of service on 12/03/2021**

RECOMMENDATION TO BOARD: Recognize these retirees for their combined 200+ years of service and dedication to Spokane Transit.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6A : MINUTES OF THE NOVEMBER 18, 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 November 18, 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 November 16, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Chris Grover, Small Cities Representative (Airway Heights) *Chair Pro Tempore*
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Candace Mumm, City of Spokane
Kate Burke, City of Spokane
Mike Kennedy, Small Cities Representative (Liberty Lake) *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

GUESTS

Bennett Resnik, Cardinal Infrastructure

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. Ms. Kinnear seconded, and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley asked if anyone had public expressions. There were no public expressions received in advance of the meeting. Attendees were invited to comment. Chairwoman Haley called 3 times, there were no public expressions.

4. **PUBLIC HEARING:**

A. **Proposed 2022 Operating & Capital Budgets** –Chairwoman Haley opened the public hearing at 1:33 and introduced Chief Financial Officer, Monique Liard who informed everyone that a video presentation of the budget was provided via a link on the Board meeting agenda ([Video link](#)). Board members, staff, and guests viewed the video for approximately 10 minutes.

Following the video, Chairwoman Haley reminded everyone that the video is on the STA website for viewing. She noted any public comments should be addressed to the CFO at budget@spokanetransit.com and said action will occur on this item at the December 16, 2021, Board meeting.

Chairwoman Haley asked for questions or comments from the Board and then opened the public hearing to all attendees. She called for public comments three times and there were none. Chairwoman Haley closed the Public Hearing at 1:46

- B. Sprague High Performance Transit: Draft Corridor Development Plan – Chairwoman Haley opened the public hearing at 1:46 and introduced STA’s Director of Planning and Development, Karl Otterstrom who gave a verbal presentation that included background, information on the Sprague Line, previous Committee/Board review, budget, public outreach, survey feedback, proposed bus stop revisions and improvements, other proposed improvements, and the Valley Transit Center opportunities. Ms. Kinnear asked about additional crosswalks at key locations. She asked what kind of crosswalks. Mr. Otterstrom said STA will be pursuing some sort of protected crosswalk, a median refuge with rectangular flashing beacons or even hock signals where possible –just something more than a painted crosswalk. Ms. Kinnear thanked him for the clarification.

Mr. Sander joined the meeting at 1:51

Mr. Otterstrom closed his presentation with a review of the project schedule. He advised that the final corridor development plan will be submitted to the Planning & Development Committee for committee recommendation and Board action in December then pursue full design throughout 2022. He said that through the design process, staff will target and develop the precise stop locations and improvement definitions and continue to coordinate with the City and acquire property where necessary to ensure available space for bus stop improvements. The first phase construction will begin in 2023 and wrap up in 2024.

Chairwoman Haley asked for questions or comments from the Board and then opened the public hearing to all attendees. She called for public testimony three times. There were no comments. Chairwoman Haley noted that written comments could be sent to Karl Otterstrom at kotterstrom@spokanetransit.com. Chairwoman closed the public hearing at 1:55.

5. BOARD ACTION – CONSENT AGENDA

- A. Approval of the Minutes of the October 21, 2021, Board Meeting- with corrections.
B. Approval of the following October 2021 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 614382 – 614829	\$ 6,738,462.00
Workers Comp Vouchers (October)	ACH – 2286	\$ 112,206.79
Payroll 10/08/2021	ACH – 10/08/2021	\$ 1,979,492.52
Payroll 10/22/2021	ACH – 10/22/2021	\$ 1,469,941.48
WA State – DOR (Use Tax)	ACH – 1767	\$ 4,658.31
WA State – DOR (Leasehold Tax)	ACH – 1767	3,926.40
OCTOBER TOTAL		\$ 10,308,687.50

- C. Approved a motion to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Boone North Energy Savings Project as complete subject to receipt of such certificates and releases as required by law
D. Approved, by motion, the 2022 Action Plan as presented.
E. Approved, by motion, the acceptance of the contract with Arrow Concrete & Asphalt Specialties for the asphalt maintenance project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

Chairwoman Haley noted the corrections on the October 21, 2021, Board Meeting. With no questions or comments, the Chairwoman was open to a motion.

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

6. BOARD ACTION – OTHER

A. Near Term Investment Opportunities: Project Screening

Mr. Otterstrom advised this was a continuation of the discussion from last month regarding Near Term Investment Opportunities.

As background, Mr. Otterstrom noted that STA's financial position offers the opportunity to augment current planned improvements while planning for the next ten years of growth. He said this coincides with the continued implementation of STA Moving Forward (STAMF) as we enter the sixth year of that program.

Mr. Otterstrom provided detail on the Board Engagement Steps, and discussed the 24 Investment Concepts, broken down into investment categories that were presented last month, to include Service Improvement/Expansion (12); Fare & Mobility Partnerships (5); Real Estate and Transit Oriented Development (TOD) (5); Analysis/Study (1); and Miscellaneous (1). He noted two of the projects are already underway and won't be moved forward, but they were included in the types of projects reviewed last month (expand language translations and Community Access Pass Program). He shared a map that depicted the general vicinity of projects with specific locality.

Ms. Kinnear asked about the Summer Youth Pass Program being continued year-round. Mr. Otterstrom asked if her intent was to extend the program year-round and Ms. Kinnear said yes. Ms. Meyer asked if this had been a discussion or action item. Ms. Kinnear said it was a discussion subject and other board members agreed it would be a good thing to pursue.

Ms. Kinnear asked Mr. Otterstrom to return to the System-wide Investment Concept slide and noted under "Continue Summer Youth Pass", she thought that the intent was the system-wide investment concept. She reiterated that this was the discussion we had that we would not continue the Summer Youth Pass but would make it year-round program. She said that's what the minutes reflected on the discussion. She noted she and Candace were pushing the idea, but some other board members agreed that would be something to pursue. She noted it looked like we're going back to the Summer Youth Pass but we're not adding the piece about considering year-round free youth pass.

Mr. Otterstrom noted one of the projects on the map included two different projects that are related in support of the overall concept to support Airway Heights downtown revitalization and there are two pieces of that; one is the small version and then there is a large version. In keeping with Ms. Kinnear's intent from September, he suggested to add that year-round youth pass but perhaps also keep the Summer Youth Pass on a summer basis. He clarified that we would add a 23rd project to this list and evaluate both of them – cost of just a summer youth pass and the cost of a year-round youth pass. Ms. Kinnear agreed saying it was put on the table by Candace and her, and thinks it has merit to consider and wants to make sure it is something that is considered.

Ms. Meyer apologized for the confusion on the topic and noted members will also see in the fare study in the draft proposal, the inclusion of the extension of fare free for youth. She advised it would not include free fares all the way to age 18, but noted staff are seeking public input on the draft proposal. However, she clarified it is the Board's decision to make in December and

staff will bring back all the input received and the analysis on Title VI. Ms. Kinnear thanked Ms. Meyer.

Mr. French asked what the deadline is to meet regarding the Governor's orders in electrifying the fleet? Mr. Otterstrom said he didn't want to guess but would find out. Mr. French noted STA has a significant fleet to convert to electric vehicle or CNG and thought he had a conversation about putting electrifying the fleet on this list. He said we have to electrify the fleet by a certain date to meet the state's mandate. He asked if that should be put on the list now? Mr. Otterstrom responded that it is on the list that pre-existed this one. He noted in July while working through the agencies' new strategic plan, we recognized zero emission technology was here to stay and something the agency was seeking to implement. Ms. Liard identified the intent to expand STA's electric fleet by ten vehicles over the next several years. Basically, that was taken off the top for expansion before contemplating this idea of a near-term investment list. He noted a limitation of ten vehicles which brings our overall fleet to a maximum of 40, which is the capacity of the Boone Northwest Garage for Electric buses. Beyond that cap, we will look to the overall strategic plan that will be developed over the next year.

Mr. Otterstrom shared the initial screening results and finished with Next Steps which included staff conducting an evaluation and scoring of projects before the December 1st Board Workshop to present evaluation results and consider investment packaging options. At the December 16th Board meeting, formal board action will occur to determine which projects move forward into implementation.

He asked for questions or comments. None were forthcoming.

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley noted the Board Operations Committee meeting had been canceled due to the Board Members and staff being in Orlando for the APTA TRANSform Expo. She thanked the board for allowing Commissioner French and her to attend the conference. Chairwoman noted a takeaway from the trip is that STA is in a financial position that allows us to step up and invest in our system, and are doing great things. She said many other agencies were trying to figure out how to dig out of debt and rehire bus drivers they laid off. She said it speaks to the management team and STA's Board actions to keep things conservative.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French added Board members and staff attended a really good meeting with FTA and provided an update on the City Line and the status of the agency. The agency was well represented by Chairwoman Haley, staff, Sherry Little from Cardinal Infrastructure and Mr. French. He reported FTA staff were clearly pleased with the progress they saw STA making on a number of different fronts. Kudos to staff for good work and keeping our partners at the federal level engaged.

He noted the P&D also received a report on the budget and the Planning & Development Work Program for 2022.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover added his regrets for not being able to attend the APTA Expo. He noted PMER approved a new member of the Citizen Advisory Committee, and the Energy Savings and Asphalt Maintenance items that were approved on the Board Consent Agenda. He noted the Boone North Energy Savings contract came in over \$97,000 under budget. He noted many projects have come in under budget recently and offered kudos to staff. He introduced a report from staff.

9Ai. Fare Policy Revisions: Preliminary Proposal and Public Outreach

Mr. Rapez-Betty provided the background, reviewed the 2021 fare review objectives, and the fare policy on the public outreach currently underway. He shared the fixed route and paratransit fares currently in effect and described the proposed fare structure and fare types. He explained fare capping, expanded discount options and other fares and turned the presentation over to Mr. Otterstrom to discuss the preliminary title VI analysis.

Chairwoman Haley asked if anyone had questions for Mr. Rapez-Betty. None were forthcoming.

Mr. Otterstrom explained the component, analysis method, and the results of the preliminary title VI analysis. He noted the fare policy outreach purpose, timeline, and audiences, as well as the key outreach instruments and the outreach to date.

He concluded by informing the survey is available at spokanetransit.com/faresurvey.

Mr. Rapez-Betty added the point that the policy documents shared earlier in the month by Ms. Liard were included in the packet. The policy, resolution, and tables of information were all included in the packet that accompany the outreach method described today.

Chairwoman Haley asked if anyone had questions or comments. None were forthcoming.

10. CEO REPORT

Ms. Meyer provided a Ridership update for October 2021 as compared to 2020 and shared the monthly revenue by service.

Ms. Meyer shared sales tax and expenditure updates.

She gave an update on the financial slide of the City Line project as well as construction recently completed, underway, and upcoming. Ms. Meyer shared a few photos from the STA Executive Team tour on the City Line bus at the Fireman's Park and the new City Line Shelter Prototype installed at Moran Station.

Ms. Meyer discussed the APTA TRANSform conference and EXPO. She talked about all the vendor groups visited and shared information on the meetings attended as well as the Awards Ceremony where Brandon received STA's award on stage for 2020 & 2021 Best Marketing & Communications Educational Initiative.

Staff and board members met with FTA officials who said they respect and highly regard Spokane Transit Authority and its leadership, saying its board members are always here and always engaged when there's an opportunity to talk to us. The staff has credibility for competence in managing the organization and the project. They have affirmed the extended schedule to July 2023 for City Line.

She noted staff met with Cardinal Infrastructure for a number of sessions and was personally involved in a session about a survey and study done by APTA titled The Post Pandemic Landscape.

Funding to come to transportation and other areas in the IJA that passed. She provided a table that showed formula funding and STA will receive over five years' time amounts to

approximately 30% more funding, or \$15M. New competitive grant programs provide new opportunities. The 5310 funds generally pass through to non-profit organizations for projects for seniors and the disabled.

She introduced Mr. Bennett Resnik, from Cardinal Infrastructure, to provide a high-level review of the benefits provided under this federal legislation. She thanked Bennett for being with us. He provided an overview \$1.2T spending over 5 years; \$550B of that on new federal investments.

FTA funding of \$91.2B includes funding which is a little over \$40B above the FAST Act previous transportation bill, with roughly a 30% increase going to STA. The Low-No program requires applicants for zero emission grant proposals to submit a fleet transition plan to FTA. Cardinal will be working with Susan and the team on that to demonstrate a long-term fleet management plan, address the availability of current and future resources to meet costs, consider policy and legislation in backing technologies, evaluate existing and future facilities, describe the partnership with the utility or alternative fuel provider, and examine the impact of the transition on the current work force. Additionally, the Lo-No program is amended to require at least 25% of all grants go to low emission projects (i.e., CNG, RNG, etc.)

He noted Cardinal will be working closely on the existing programs with new provisions as well as the new programs set up over the next several months by FTA and see that STA's projects are well aligned and positioned, and competitive for these new programs.

Ms. Meyer asked the Chairwoman if anyone had questions or comments. There were no additional questions or comments.

Ms. Meyer concluded her CEO Report by noting the current job openings at Spokane Transit.

She addressed Ms. Kinnear and Mr. French and noted that staff heard their interest in the near-term investments including fare free for up to age 18 and electric buses.

11. BOARD INFORMATION

- A. Committee Minutes
- B. January 2021 Sales Tax Revenue (*Monique Liard*)
- C. 2021 Planning & Development Committee Work Program (*Karl Otterstrom*)
- D. Transit Development Plan 2022-2027 Overview (*Karl Otterstrom*)
- E. December 2020 Operating Indicators (*E. Susan Meyer*)
- F. 4th Quarter 2020 Service Planning Public Input Report (*Karl Otterstrom*)
- G. DivisionConnects: Draft Alternatives for Public Input (*Karl Otterstrom*)
- H. Downtown Spokane Plan Development Update (*Karl Otterstrom*)

11. NEW BUSINESS (*None*)

12. BOARD MEMBERS' EXPRESSIONS

13. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 3:04 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6B : MINUTES OF THE DECEMBER 1, 2021, BOARD WORKSHOP -
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 December 1, 2021, Board Workshop 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 December 1, 2021, STA Board Workshop
Via WebEx Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Candace Mumm, City of Spokane
Chris Grover, Small Cities Representative (Airway Heights) *Chair Pro Tempore*
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Kate Burke, City of Spokane
Mike Kennedy, Small Cities Representative (Liberty Lake) *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 11:33 p.m. and conducted roll call.

2. **NEAR TERM INVESTMENT OPPORTUNITY**

Ms. Meyer introduced the objectives of the workshop:

- a. Review Project Scoring Results
- b. Discuss Alternative Preliminary Packaging of Projects
- c. Affirm or Refine Preferred Package of Projects
- d. Confirm Next Steps and Timeline

Mr. Otterstrom provided a recap of the June 30 and September 1 workshops and reviewed the Board engagement steps of near-term investments opportunities to date. He also guided members through the assessment framework and went into detail on the initial screening, evaluation, and packaging of the near-term investment opportunities identified.

He then advised on project-related notes and reviewed the proposed packages based on the evaluation criteria to Generate & Regain Ridership, the Impact to Improving Equity, Foundation to Long-term Strategic Opportunity, Quick Realization of Benefits, One-Time vs. Ongoing Expenditures, Leveraging External Funding Opportunities, and then showed the final combined scoring results. Based on the findings of the evaluation criteria, Mr. Otterstrom went into detail on the packaging considerations for Package A and Package B.

A Board discussion session was held in which board members were asked:

- Are there any projects that the Board would like to discuss in more detail?
- What further information would help make a near-term decision?

Mr. Otterstrom noted the next Steps include taking all the great information from the workshop discussions, finalizing the evaluation report to be distributed with the December Board Packet, he noted staff are available to review the packaging scenarios, and preparation for the December 16th Board meeting which will include approval for ordering ten additional battery-electric buses and the selection of other near-term projects from the evaluation framework.

Ms. Meyer thanked everyone for their input and advised it is the board's decision about which package STA invests. She advised that staff will review the costs for the programs discussed and that information will be available prior to the Board meeting on the 16th. She advised of the notes she had taken based on the Board's input today.

Chairwoman Haley thanked everyone for their participation and open, honest communications today. She also thanked STA staff for all their work in putting together the great presentation.

3. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 12:38 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6C: NOVEMBER 2021 VOUCHERS

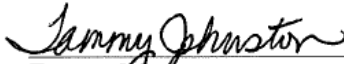
REFERRAL COMMITTEE: N/A

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

SUMMARY: The following warrants and ACH transfers for the period of November 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 (November)	Nos. 614830 – 615203	\$ 5,301,951.51
Workers Comp Vouchers (November)	ACH – 2286	\$ 104,647.65
Payroll 11/05/2021	ACH – 11/05/2021	\$ 1,963,549.02
Payroll 11/19/2021	ACH – 11/19/2021	\$ 1,471,819.28
WA State – DOR (Use Tax)	ACH – 1767	\$ 5,790.45
NOVEMBER TOTAL		\$ 8,847,757.91

Certified:



Tammy Johnston
Senior Financial Services Manager

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




Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer 

Legal Counsel 

Spokane Transit Authority
Vouchers - November 2021

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/5/2021	614830	4Imprint Inc	1263	744.23
11/5/2021	614831	A to Z Rentals	1033	85.46
11/5/2021	614832	Inland Welding Supply Inc	1032	1,786.39
11/5/2021	614833	Ash & Rowan Hardware LLC	2278	321.18
11/5/2021	614834	Francis Avenue Hardware	2279	310.11
11/5/2021	614835	Jant Group II	2263	19.23
11/5/2021	614836	South Hill Ace Hardware	2263	17.13
11/5/2021	614837	AFSCME	1328	411.43
11/5/2021	614838	AFSCME	1328	116.00
11/5/2021	614839	Air Dixon	1848	223.45
11/5/2021	614840	Alcobra Metals Inc	2140	354.82
11/5/2021	614841	Amazon Capital Services Inc	2098	4,528.65
11/5/2021	614842	Steven W Niles Jr	2276	1,308.00
11/5/2021	614843	Northwest Industrial Services LLC	1058	234.70
11/5/2021	614844	Atlas Boiler & Equipment Co.	2420	3,542.50
11/5/2021	614845	Amalg Transit Union #1015	1055	18,377.77
11/5/2021	614846	Amalg Transit Union #1598	1056	940.15
11/5/2021	614847	Appleway Chevrolet Inc	1068	1,207.44
11/5/2021	614848	Battery Systems Inc	1089	3,327.14
11/5/2021	614849	Battery X-Change & Repair Inc	2589	624.12
11/5/2021	614850	The Braun Corporation	1117	26.26
11/5/2021	614851	Daniel H Brunner Trustee	1124	2,696.63
11/5/2021	614852	California Department of Child Support Services	1130	189.69
11/5/2021	614853	Camp Chevrolet	1024	333.15
11/5/2021	614854	Lithia Motors Support Services	1024	1,775.18
11/5/2021	614855	Canon Financial Services Inc	1154	462.17
11/5/2021	614856	Carquest Auto Parts	1025	563.99
11/5/2021	614857	QWEST Corporation	1148	1,331.07
11/5/2021	614858	Cerium Networks Inc	1149	630.76
11/5/2021	614859	Child Support Enforcement Agency	1825	392.30
11/5/2021	614860	Cintas Corporation No 2	2383	550.72
11/5/2021	614861	City of Spokane	1601	3,183.73
11/5/2021	614862	Comcast	1170	110.01
11/5/2021	614863	Comcast	1170	195.01
11/5/2021	614864	CompuNet Inc	1166	3,187.50
11/5/2021	614865	CCGS Holdings Corp	1511	1,993.94
11/5/2021	614866	Cummins Inc	1027	2,835.04
11/5/2021	614867	Employee Advisory Council	1236	534.50
11/5/2021	614868	El Jay Oil Co Inc	1003	6,161.82
11/5/2021	614869	Electrical Service Products Inc	1230	5,008.55
11/5/2021	614870	Robert S Letson	2206	5,190.38
11/5/2021	614871	Fastenal Company	1249	3,739.14
11/5/2021	614872	Encore Ventures LLC	2583	295.66
11/5/2021	614873	FedEx	1808	178.35
11/5/2021	614874	Freightliner Northwest	1018	22,308.90
11/5/2021	614875	Galls LLC	1271	2,571.80
11/5/2021	614876	The General Store	1956	906.79
11/5/2021	614877	Gillig LLC	1279	11,157.08
11/5/2021	614878	W.W. Grainger Inc	1285	91.56
11/5/2021	614879	Graybar Electric Co Inc	1287	79,600.46
11/5/2021	614880	Jaymarc Investments	2658	22,113.38
11/5/2021	614881	Kershaw's Inc	1374	76.53
11/5/2021	614882	Lamar Texas Limited Partnership	1938	1,700.00
11/5/2021	614883	Mohawk Manufacturing & Supply Co	1011	574.32
11/5/2021	614884	Mountain Dog Sign Company, Inc	2663	685.92
11/5/2021	614885	Black Realty Management Inc	1658	14,164.30
11/5/2021	614886	NAPA Auto Parts Inc	1014	11,276.13
11/5/2021	614887	The Aftermarket Parts Company LLC	1015	1,645.54
11/5/2021	614888	Office Depot Inc	1483	156.21
11/5/2021	614889	DONALD HARMS	901	30.00
11/5/2021	614890	Keven Wagner	903	258.24
11/5/2021	614891	Pacific Office Solutions	2288	292.75
11/5/2021	614892	Pacific Office Solutions	2288	2,853.46
11/5/2021	614893	Pacific Power Group LLC	1496	1,088.32
11/5/2021	614894	Proctor Sales Inc	2661	963.23
11/5/2021	614895	Professional Finishes	1526	5,572.15
11/5/2021	614896	R & L Carriers Inc	2666	346.76

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/5/2021	614897	Romaine Electric Corporation	1548	881.21
11/5/2021	614898	S & A Systems Inc	2223	4,345.11
11/5/2021	614899	S T A - Well	1557	384.50
11/5/2021	614900	Safety-Kleen Systems Inc	1564	1,353.15
11/5/2021	614901	SBA Towers II LLC	1569	2,174.69
11/5/2021	614902	Schetky Northwest Sales Inc	1570	95.68
11/5/2021	614903	Schindler Elevator Corporation	1930	841.48
11/5/2021	614904	Vanessa Bogensberger	1582	2,901.19
11/5/2021	614905	Six Robblees Inc	1017	156.26
11/5/2021	614906	Spokane County Treasurer	1603	68.73
11/5/2021	614907	Standard Digital Print Co Inc	1623	46.60
11/5/2021	614908	Summit Law Group PLLC	1637	1,708.50
11/5/2021	614909	United Parcel Service Inc	1683	62.18
11/5/2021	614910	United Way of Spokane County	1684	200.00
11/5/2021	614911	Verizon Wireless LLC	1686	11,692.31
11/5/2021	614912	American Federation of State County 2 WA Council	1705	1,521.93
11/5/2021	614913	Washington State	1710	7,188.65
11/5/2021	614914	Walt's Mailing Service	1976	2,576.68
11/5/2021	614915	Walter E Nelson Co	1721	6,756.93
11/5/2021	614916	Washington State	1709	2,181.33
11/5/2021	614917	Wendle Motors Incorporated	1021	168.73
11/5/2021	614918	Western States Equipment	1740	1,243.03
11/5/2021	614919	Whites Boots Inc	1744	57.77
11/5/2021	614920	Whitley Fuel LLC	2016	160,150.20
11/5/2021	614921	Wm. Winkler Company	1752	5,556.27
11/12/2021	614922	Alsco Inc	2196	495.22
11/12/2021	614923	Amazon Capital Services Inc	2098	529.07
11/12/2021	614924	Amerigas 1790	1064	6.37
11/12/2021	614925	The Arc of Spokane	2361	3,163.02
11/12/2021	614926	Avista Corporation	1081	48,955.81
11/12/2021	614927	Battery Systems Inc	1089	1,654.71
11/12/2021	614928	Blanchard Electric & Fleet Supply	2589	352.27
11/12/2021	614929	Bellingham Bay Running Company LLC	2300	740.52
11/12/2021	614930	BDI	1022	476.57
11/12/2021	614931	Cameron-Reilly LLC	1137	130,215.75
11/12/2021	614932	Canon Financial Services Inc	1154	230.69
11/12/2021	614933	Carquest Auto Parts	1025	750.70
11/12/2021	614934	City of Cheney - Utility	1158	190.61
11/12/2021	614935	City of Medical Lake	1424	78.18
11/12/2021	614936	City of Spokane	1601	6,793.19
11/12/2021	614937	Coffman Engineers Inc	1162	2,015.40
11/12/2021	614938	Consolidated Irrigation	1177	43.13
11/12/2021	614939	Copiers Northwest Inc	2429	319.90
11/12/2021	614940	Cummins Inc	1027	4,433.16
11/12/2021	614941	EDM TECHNOLOGY INC.	2667	6,225.00
11/12/2021	614942	El Jay Oil Co Inc	1003	8,026.75
11/12/2021	614943	Embroidered Sportswear Inc	1232	69.67
11/12/2021	614944	Fastenal Company	1249	2,055.73
11/12/2021	614945	FedEx	1808	186.31
11/12/2021	614946	Gordon Truck Centers Inc	1018	2,423.61
11/12/2021	614947	Galls LLC	1271	3,106.57
11/12/2021	614948	General Fire Extinguisher Service Inc	1274	444.67
11/12/2021	614949	SPX Corporation	1268	7,638.18
11/12/2021	614950	Gillig LLC	1279	15,724.58
11/12/2021	614951	Glass Doctor	1308	601.13
11/12/2021	614952	H & H Business Systems	1298	749.92
11/12/2021	614953	HRA Veba Trust	1415	22,838.29
11/12/2021	614954	Humanix Corp	1329	6,569.44
11/12/2021	614955	IBI Group	1336	47,557.05
11/12/2021	614956	Kershaw's Inc	1374	103.21
11/12/2021	614957	Liberty Lake Sewer and Water District	1396	322.50
11/12/2021	614958	McKinstry Essention LLC	1422	5,257.84
11/12/2021	614959	Modern Electric Water Co Inc	1439	1,268.81
11/12/2021	614960	Mohawk Manufacturing & Supply Co	1011	617.57
11/12/2021	614961	Motion Auto Supply Inc	1012	19.34
11/12/2021	614962	MultiCare Health Systems	2453	5,146.00
11/12/2021	614963	Black Realty Management Inc	1658	10,295.03
11/12/2021	614964	NAPA Auto Parts Inc	1014	7,666.99
11/12/2021	614965	National Color Graphics Inc	1455	883.99
11/12/2021	614966	Argosy Credit Partners Holdings LP	2006	4,467.66
11/12/2021	614967	The Aftermarket Parts Company LLC	1015	5,997.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/12/2021	614968	Tammy Lynne Glidewell	1282	1,862.00
11/12/2021	614969	Office Depot Inc	1483	817.17
11/12/2021	614970	Scott Bono	900	16.95
11/12/2021	614971	Pacific Power Group LLC	1496	51.45
11/12/2021	614972	People 2.0 Global LP	2472	858.02
11/12/2021	614973	Premiera Blue Cross	1521	285,407.28
11/12/2021	614974	Proterra Inc	2519	1,842,890.00
11/12/2021	614975	Vanessa Bogensberger	1582	486.23
11/12/2021	614976	Six Robblees Inc	1017	560.99
11/12/2021	614977	Spokane County Solid Waste	1603	57.94
11/12/2021	614978	Sportworks Northwest Inc	1617	198.38
11/12/2021	614979	Staples Business Credit	1627	49.40
11/12/2021	614980	Trapeze Software Group	1669	62,647.79
11/12/2021	614981	U S Postal Service	1680	500.00
11/12/2021	614982	USSC Acquisition Corp	1676	288.63
11/12/2021	614983	Walt's Mailing Service	1976	305.11
11/12/2021	614984	Waste Management Spokane	1702	365.11
11/12/2021	614985	Waste Management Recycle America	1702	301.52
11/12/2021	614986	Wendle Motors Incorporated	1021	478.72
11/12/2021	614987	Western States Equipment	1740	1,891.15
11/12/2021	614988	Wex Bank	2642	11,640.50
11/12/2021	614989	Whitley Fuel LLC	2016	55,139.51
11/12/2021	614990	Whitworth Water District	1746	62.30
8/13/2021	613819	IBI Group	1336	-6,315.00
11/19/2021	614991	Inland Welding Supply Inc	1032	588.60
11/19/2021	614992	Ash & Rowan Hardware LLC	2278	103.54
11/19/2021	614993	CBS Reporting Inc	1035	1,041.00
11/19/2021	614994	AFSCME	1328	411.43
11/19/2021	614995	AFSCME	1328	114.00
11/19/2021	614996	Air Electric Equipment & Tools Inc	1044	1,202.26
11/19/2021	614997	Amazon Capital Services Inc	2098	1,194.88
11/19/2021	614998	Northwest Industrial Services LLC	1058	87.13
11/19/2021	614999	Northwest Center Services	2271	3,907.95
11/19/2021	615000	Amalg Transit Union #1015	1055	18,185.48
11/19/2021	615001	Amalg Transit Union #1598	1056	940.15
11/19/2021	615002	Amalgamated Transit Union	1057	206.36
11/19/2021	615003	B & H Foto & Electronics Corp	1082	99.95
11/19/2021	615004	Battery Systems Inc	1089	4,970.40
11/19/2021	615005	Robert J Berg	1099	152.60
11/19/2021	615006	The Braun Corporation	1117	228.75
11/19/2021	615007	Daniel H Brunner Trustee	1124	2,696.63
11/19/2021	615008	Budinger & Associates Inc	2149	6,403.73
11/19/2021	615009	California Department of Child Support Services	1130	189.69
11/19/2021	615010	Cameron-Reilly LLC	1137	636,921.06
11/19/2021	615011	Lithia Motors Support Services	1024	960.99
11/19/2021	615012	Canon Financial Services Inc	1154	221.20
11/19/2021	615013	Cardinal Infrastructure LLC	2059	13,000.00
11/19/2021	615014	Carquest Auto Parts	1025	659.80
11/19/2021	615015	The Coeur D'Alenes Company	2441	2,473.91
11/19/2021	615016	CDW-Government	1132	2,855.80
11/19/2021	615017	Child Support Enforcement Agency	1825	392.30
11/19/2021	615018	Coffman Engineers Inc	1162	62,154.20
11/19/2021	615019	Kathleen M Collins	1163	5,000.00
11/19/2021	615020	CompuNet Inc	1166	6,325.54
11/19/2021	615021	Occupational Health Centers of Washington PS	2313	297.00
11/19/2021	615022	Copiers Northwest Inc	2429	65.12
11/19/2021	615023	Michael Hugh Maycumber	1179	2,289.00
11/19/2021	615024	Cummins Inc	1027	20,643.75
11/19/2021	615025	Employee Advisory Council	1236	536.50
11/19/2021	615026	El Jay Oil Co Inc	1003	5,270.79
11/19/2021	615027	Elite Entry Systems LLC	2632	139.00
11/19/2021	615028	Fastenal Company	1249	884.11
11/19/2021	615029	FedEx Freight	2346	424.47
11/19/2021	615030	Freedman Seating Company	1827	4,207.42
11/19/2021	615031	Gordon Truck Centers Inc	1018	11,647.51
11/19/2021	615032	Galls LLC	1271	2,672.64
11/19/2021	615033	Gillig LLC	1279	12,158.51
11/19/2021	615034	W.W. Grainger Inc	1285	1,001.66
11/19/2021	615035	H & H Business Systems	1298	887.38
11/19/2021	615036	Humanix Corp	1329	845.47
11/19/2021	615037	IBI Group	1336	6,315.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/19/2021	615038	Oil Price Information Service LLC	1346	158.05
11/19/2021	615039	McAloon Law PLLC	2178	8,496.50
11/19/2021	615040	Michelin North America Inc	2325	46,841.00
11/19/2021	615041	Car Wash Partners Inc	1436	31.47
11/19/2021	615042	Mohawk Manufacturing & Supply Co	1011	785.86
11/19/2021	615043	Motion Auto Supply Inc	1012	87.59
11/19/2021	615044	Black Realty Management Inc	1658	9,919.20
11/19/2021	615045	NAPA Auto Parts Inc	1014	28,300.51
11/19/2021	615046	National Color Graphics Inc	1455	536.55
11/19/2021	615047	Argosy Credit Partners Holdings LP	2006	2,647.32
11/19/2021	615048	The Aftermarket Parts Company LLC	1015	7,682.93
11/19/2021	615049	New Pig Corporation	1462	2,855.80
11/19/2021	615050	North 40 Outfitters	1102	217.98
11/19/2021	615051	Minnow Enterprise	1478	231.63
11/19/2021	615052	Office Depot Inc	1483	844.21
11/19/2021	615053	Pacific Power Group LLC	1496	281.76
11/19/2021	615054	Perfection Tire #5 Inc	1504	8,486.95
11/19/2021	615055	Bag A Nickels INC	2673	6,364.97
11/19/2021	615056	Providence Health & Services Washington	2590	125.00
11/19/2021	615057	Romaine Electric Corporation	1548	2,903.59
11/19/2021	615058	S T A - Well	1557	383.50
11/19/2021	615059	Securitas Security Services USA Inc	1574	38,681.23
11/19/2021	615060	Six Robbles Inc	1017	1,283.84
11/19/2021	615061	Spokane Arts Fund	2287	81,175.00
11/19/2021	615062	Spokane County Treasurer	1603	1,507.67
11/19/2021	615063	DGT Enterprises LLC	2670	600.00
11/19/2021	615064	Sportworks Northwest Inc	1617	517.75
11/19/2021	615065	Summit Rehabilitation Associates PLLC	1638	663.00
11/19/2021	615066	Terminal Supply Inc	1648	244.60
11/19/2021	615067	Thermo King Northwest	1650	8,868.60
11/19/2021	615068	Uline Inc	2401	1,186.11
11/19/2021	615069	United Parcel Service Inc	1683	39.40
11/19/2021	615070	United Way of Spokane County	1684	200.00
11/19/2021	615071	Verizon Wireless LLC	1686	2,595.12
11/19/2021	615072	American Federation of State County 2 WA Council	1705	1,491.73
11/19/2021	615073	Walker Construction Inc	1913	49,191.00
11/19/2021	615074	Walter E Nelson Co	1721	510.56
11/19/2021	615075	Wells Fargo Financial Leasing Inc	1735	634.39
11/19/2021	615076	Western States Equipment	1740	81.75
11/19/2021	615077	Whitley Fuel LLC	2016	139,275.76
11/19/2021	615078	D-MCP CONSTRUCTION LLC	2536	176,290.33
11/19/2021	615079	XPO Logistics Freight Inc	2660	518.25
11/26/2021	615080	Inland Welding Supply Inc	1032	720.76
11/26/2021	615081	Access	2340	467.67
11/26/2021	615082	Francis Avenue Hardware	2279	3,359.98
11/26/2021	615083	Allied Electronics Inc	1049	317.41
11/26/2021	615084	Allied Electronics & Automation	1049	198.31
11/26/2021	615085	AlSCO Inc	2196	6,793.21
11/26/2021	615086	Amazon Capital Services Inc	2098	476.06
11/26/2021	615087	The Arc of Spokane	2361	5,581.11
11/26/2021	615088	Northwest Center Services	2271	25,690.03
11/26/2021	615089	Arrow Construction Supply Inc	2336	576.28
11/26/2021	615090	ATS Inland NW LLC	1916	866.55
11/26/2021	615091	Avista Corporation	1081	302.61
11/26/2021	615092	Battery Systems Inc	1089	1,448.66
11/26/2021	615093	Blanchard Electric & Fleet Supply	2589	234.79
11/26/2021	615094	Bixby Machine Tool Supply Inc	1106	496.41
11/26/2021	615095	The Braun Corporation	1117	207.72
11/26/2021	615096	BDI	1022	306.55
11/26/2021	615097	Lithia Motors Support Services	1024	426.21
11/26/2021	615098	Canon Financial Services Inc	1154	94.42
11/26/2021	615099	Carquest Auto Parts	1025	570.70
11/26/2021	615100	The Coeur D'Alenes Company	2441	22.14
11/26/2021	615101	Consolidated Electrical Distributors Inc	1133	797.83
11/26/2021	615102	Center for Transportation and the Environment	2335	10,000.00
11/26/2021	615103	Cintas Corporation No 2	2383	540.98
11/26/2021	615104	City of Spokane	1601	482.21
11/26/2021	615105	City of Spokane	1601	246.00
11/26/2021	615106	Comcast	1170	152.72
11/26/2021	615107	CompuNet Inc	1166	128,429.75
11/26/2021	615108	Conseal Containers LLC	1176	347.65

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/26/2021	615109	Continental Door Company	1986	3,469.19
11/26/2021	615110	Michael Hugh Maycumber	1179	2,321.70
11/26/2021	615111	Leland Crawn	2674	55.09
11/26/2021	615112	Cummins Inc	1027	647.40
11/26/2021	615113	CWallA Building Materials Company	1975	261.76
11/26/2021	615114	Displays2go	2342	366.74
11/26/2021	615115	A-L Tier II LLC	2668	7,000.00
11/26/2021	615116	El Jay Oil Co Inc	1003	3,105.41
11/26/2021	615117	Electrical Service Products Inc	1230	104.53
11/26/2021	615118	Energy Saving Products Inc	1238	2,793.00
11/26/2021	615119	Fastenal Company	1249	1,846.09
11/26/2021	615120	Encore Ventures LLC	2583	1,335.26
11/26/2021	615121	FedEx	1808	394.99
11/26/2021	615122	Ferguson Enterprises Inc	1252	533.43
11/26/2021	615123	The Fig Tree	2465	300.00
11/26/2021	615124	Gordon Truck Centers Inc	1018	6,161.24
11/26/2021	615125	Galls LLC	1271	1,032.88
11/26/2021	615126	SPX Corporation	1268	7,963.48
11/26/2021	615127	Gillig LLC	1279	21,620.36
11/26/2021	615128	W.W. Grainger Inc	1285	1,977.58
11/26/2021	615129	Granite Petroleum Inc	2635	2,722.00
11/26/2021	615130	Graybar Electric Co Inc	1287	676.81
11/26/2021	615131	GTS Interior Supply	1994	298.88
11/26/2021	615132	H & H Business Systems	1298	162.39
11/26/2021	615133	Hotsy of Spokane LLC	2370	861.10
11/26/2021	615134	Humanix Corp	1329	9,366.99
11/26/2021	615135	IBI Group	1336	167,554.60
11/26/2021	615136	IR Specialty Foam LLC	1345	1,004.74
11/26/2021	615137	Jacobs Engineering Group Inc	2285	1,322.56
11/26/2021	615138	William Corp	1363	815.40
11/26/2021	615139	L&E Park LLC	2391	3,978.38
11/26/2021	615140	Lithographic Reproductions Inc	1403	889.44
11/26/2021	615141	Loomis Armored US LLC	1408	4,235.46
11/26/2021	615142	Maintenance Solutions	1418	860.48
11/26/2021	615143	McGuire Bearing Company	1010	246.69
11/26/2021	615144	Michigan Truck Spring of Saginaw Inc	2634	290.56
11/26/2021	615145	Miller Paint Company	2657	339.98
11/26/2021	615146	Mohawk Manufacturing & Supply Co	1011	512.26
11/26/2021	615147	North Idaho Metal Works Inc	2601	1,599.81
11/26/2021	615148	Muncie Reclamation and Supply Co	1013	381.88
11/26/2021	615149	Black Realty Management Inc	1658	49,255.99
11/26/2021	615150	NAPA Auto Parts Inc	1014	11,621.59
11/26/2021	615151	Legend Investments Inc	1454	235.22
11/26/2021	615152	National Color Graphics Inc	1455	5,120.82
11/26/2021	615153	NATIONWIDE	2592	393.96
11/26/2021	615154	Argosy Credit Partners Holdings LP	2006	84.47
11/26/2021	615155	The Aftermarket Parts Company LLC	1015	5,601.00
11/26/2021	615156	Newark element14	1463	316.76
11/26/2021	615157	CSWW Inc	1102	311.44
11/26/2021	615158	North 40 Outfitters	1102	326.68
11/26/2021	615159	Office Depot Inc	1483	261.59
11/26/2021	615160	Oxarc Inc	1002	320.81
11/26/2021	615161	Pacific Office Solutions	2288	951.10
11/26/2021	615162	Pacific Office Solutions	2288	301.23
11/26/2021	615163	Pacific Power Group LLC	1496	151.84
11/26/2021	615164	Professional Finishes	1526	4,335.08
11/26/2021	615165	Pure Filtration Products Inc	1531	821.32
11/26/2021	615166	Multi Service Technology Solutions Inc	2146	95.00
11/26/2021	615167	Refrigeration Supply Dist	1541	65.00
11/26/2021	615168	Safety-Kleen Systems Inc	1564	2,481.53
11/26/2021	615169	Schetky Northwest Sales Inc	1570	38.49
11/26/2021	615170	Schindler Elevator Corporation	1930	967.96
11/26/2021	615171	John Latta Associates Inc	1936	185.28
11/26/2021	615172	Securitas Security Services USA Inc	1574	7,042.99
11/26/2021	615173	Senske Lawn & Tree Care Inc	2194	107.91
11/26/2021	615174	The Sherwin-Williams Co	1580	237.81
11/26/2021	615175	Vanessa Bogensberger	1582	346.63

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/26/2021	615176	SiteOne Landscape Supply LLC	2557	71.34
11/26/2021	615177	Six Robbles Inc	1017	2,926.29
11/26/2021	615178	Spokane Neighborhood Action Partners	2571	3,814.51
11/26/2021	615179	Spokane County Treasurer	1603	70.17
11/26/2021	615180	Spokane County Environmental Services	1603	447.19
11/26/2021	615181	Spokane House of Hose Inc	1605	1,683.79
11/26/2021	615182	Spray Center Electronics Inc	1619	3,293.03
11/26/2021	615183	Standard Digital Print Co Inc	1623	847.70
11/26/2021	615184	Star Rentals & Sales	1629	250.47
11/26/2021	615185	Summit Rehabilitation Associates PLLC	1638	333.00
11/26/2021	615186	Terminal Supply Inc	1648	1,032.34
11/26/2021	615187	Thermal Supply Co Inc	1651	5.19
11/26/2021	615188	Thermo King Northwest	1650	167.76
11/26/2021	615189	Bobcat of Spokane	1650	468.36
11/26/2021	615190	Trans Machine Corporation	1019	730.00
11/26/2021	615191	TVEyes Inc	1673	2,400.00
11/26/2021	615192	Uline Inc	2401	114.02
11/26/2021	615193	Caracal Enterprises LLC	2419	6.50
11/26/2021	615194	Walker Construction Inc	1913	6,369.11
11/26/2021	615195	Walter E Nelson Co	1721	5,598.16
11/26/2021	615196	Washington State Department of Transportation	1709	5,120.56
11/26/2021	615197	Wells Fargo Financial Leasing Inc	1735	176.58
11/26/2021	615198	Wendle Motors Incorporated	1021	761.03
11/26/2021	615199	Wesco Group LLC	2368	3,271.66
11/26/2021	615200	Wheeler Industries Inc	1743	277.70
11/26/2021	615201	Whitley Fuel LLC	2016	128,078.21
11/26/2021	615202	Zipline Communications Inc	2492	9,205.00
11/26/2021	615203	Zip's AW Direct	2485	113.31
TOTAL NOVEMBER ACCOUNTS PAYABLE				5,301,951.51
11/1/2021-11/30/2021	ACH	WORKER'S COMPENSATION	2286	104,647.65
TOTAL NOVEMBER WORKER'S COMPENSATION DISBURSEMENTS				104,647.65
11/5/2021	727905-727928	PAYROLL AND TAXES PR 22,2021	VARIES	1,963,549.02
11/19/2021	727929-727955	PAYROLL AND TAXES PR 23,2021	VARIES	1,471,819.28
TOTAL NOVEMBER PAYROLL AND TAXES				3,435,368.30
11/23/2021	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,790.45
TOTAL NOVEMBER EXCISE TAX DISBURSEMENT				5,790.45
TOTAL NOVEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				8,847,757.91
TOTAL NOVEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL NOVEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				8,847,757.91

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6D : SPRAGUE HIGH PERFORMANCE TRANSIT CORRIDOR
DEVELOPMENT PLAN APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Ryan Brodwater, Capital Projects Manager

SUMMARY: As part of the *STA Moving Forward* plan, Spokane Transit is investing in its reliability, quality, and accessibility to better serve existing riders, improve connectivity and support urban growth plans of the cities of Spokane and Spokane Valley. The Sprague High Performance Transit (HPT) Line represents enhancements to the current Route 90 Sprague operating between the STA Plaza and the Valley Transit Center. The project timeline envisions all improvements being completed no later than 2024.

BACKGROUND: Staff presented a Sprague Line planning update at the June 2021 Planning and Development Committee meeting, followed up with an overview of planned improvements and public outreach at the September 2021 Planning and Development Committee meeting. Proposed improvements were posted for public review and comment from October 1 to October 31 on STA's website. This project page was advertised through corridor mailers, stop notices, social media, newsletters, and onboard announcements. Feedback from the survey was reviewed and incorporated into the draft Corridor Development Plan, which was posted for public review and shared with the Planning and Development Committee on November 3, 2021. A public hearing was held at the November 18, 2021 board meeting. No testimony was received. The final draft Corridor Development Plan is attached for consideration to recommend approval to the Board of Directors.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve the Sprague High Performance Transit Corridor Development Plan.

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

RECOMMENDATION TO THE BOARD: By motion, recommend the Board approve the Sprague High Performance Transit Corridor Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer BSM _____

Legal Counsel LM _____

Sprague Line Corridor Development Plan

Prepared for: Board of Directors

Final Draft

11/24/2021



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

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Executive Summary

The Sprague Line is an important element of the envisioned High-Performance Transit (HPT) Network and a commitment of the *STA Moving Forward* plan. The objectives of the project are to improve connectivity and the ridership experience between the City of Spokane and City of Spokane Valley. The project budget is derived from local and state funds and is programmed for construction in phases between 2023 and 2024. The purpose of this plan is to provide a framework for design, construction, and implementation.

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

The recommended infrastructure and alignment plan is summarized as follows:

- **Implement HPT Service:** Incorporate HPT service and amenities into the existing Route 90.
- **Corridor Improvements:** Consolidation of stops with pedestrian improvements to increase safety, reliability and speed.
- **Valley Transit Center:** Evaluate direct access from Appleway Blvd., implement HPT amenities. Consider site for integrated Transit-Oriented Development (TOD) potential.
- **Accessibility Improvements:** Improve existing bus stop locations by providing new sidewalk and platforms (where warranted) to meet ADA accessibility guidelines.
- **Enhanced Amenities:** Provide stop amenities including shelters, distinctive wayfinding markers, benches, leaning rails, waste and recycle bins and real time signage with the level of investment varying based on current and anticipated ridership.
- **Transit Signal Priority (TSP):** Continue analysis of feasibility and coordinate possible implementation with City of Spokane.
- **Business Access Transit (BAT) Lanes:** Evaluate the Sprague/Appleway couplet for opportunities to incorporate BAT lanes.
- **Electrification:** Incorporate BEB as part of STA's current electrification plan.

Development of the Project Plan

The Sprague Line Corridor Development Plan outlines proposed actions to implement High Performance Transit along Sprague Avenue. The purpose of the Sprague Line is multifold:

- Improve passenger amenities to support high ridership
- Improve service reliability, leveraging high frequency service to improve effectiveness and competitiveness
- Support regional growth plans calling for in-fill development along Sprague

First identified in *Connect Spokane*, the Sprague Line was envisioned to connect Spokane and Spokane Valley with two-way high-quality transit service. The Sprague Line will build on and enhance the existing STA Route 90 with High Performance Transit elements.

Existing Conditions

Route 90 Sprague is currently one of STA's most heavily used routes, with annual boardings of 866,634 in 2019 and 590,490 in 2020 (impacted by COVID-19 restrictions). There are 62 bus stops along Route 90, only seven of which have shelters. In 2020, 92% of buses arrived at time points within zero to five minutes from published time. This is only slightly lower than STA's on-time performance standard of 93%. On-time performance has generally been lower than system average.

STA Moving Forward

Approved by voters in 2016 as Proposition 1, *STA Moving Forward* was a pivotal step towards implementing High Performance Transit routes including the Sprague Line. The STA Board approved funding for this project with local funds. Recently, State Regional Mobility Grand funding was awarded to supplement the local funds.

City of Spokane Coordination

While the Sprague Line was planned for the latter stages of *STA Moving Forward*, City of Spokane street projects presented unique opportunities to jumpstart improvements. Phase 1 was completed in 2017 and included four HPT platforms and shelters at the intersections with Helena and Napa. Sprague Phase 2a was completed in 2019 and included four stop improvements at the intersections with Sherman and Scott. Sprague Phase 2b was completed in 2021 and included two stop improvements at the intersection of Pine. STA provided financial support to each of these projects, which also included improved pedestrian accessibility.

Lessons from Monroe-Regal Line

The Monroe-Regal Line began service in 2019 as STA's first High Performance Transit Line. As part of this project, STA staff worked closely with the design consultant to develop HPT stop criteria and typologies to fit within established budgets. Staff used these established criteria for initial analysis and planning of the Sprague Line, which has produced a similar level of investment within the planned budget. These criteria and typologies include:

HPT Station with Shelter

- ~75+ daily boardings
 - Also considers adjacent facilities, land use plans, and corridor spacing
- Shelter, bench, leaning rail, lighting, wayfinding, real-time information, and waste/recycle bins
- ADA accessibility



Station with Shelter

HPT Enhanced Stop with Shelter

- 25+ daily boardings
- Shelter, bench, leaning rail, wayfinding, and waste bin
- ADA accessibility



Enhanced Stop with Shelter

HPT Enhanced Stop

- 15+ daily boardings
- Leaning rail or bench, wayfinding, waste bins
- ADA accessibility

Standard Stop

- <15 daily boardings
- ADA accessibility

Summary of Public Outreach

STA developed a Public Outreach Plan to solicit input from the public on the planned improvements as the project proceeds. The following strategies have and will continue to be used to engage the public: online surveys, public meetings, stakeholder presentations, open houses, email, social media and website updates. STA presented the draft Corridor Development Plan to the Planning & Development Committee on November 3, 2021. This draft was advertised in the Spokesman-Review on October 31, 2021 with a public hearing on November 18, 2021. The final plan incorporates public comments and is now presented to the Board of Directors for approval. Below is a summary of public outreach activities and events that have taken place.




Sprague Line Public Outreach Schedule	
Stakeholder	Date
Planning & Development Committee Update	September 2, 2021
STA Citizen Advisory Council	September 8, 2021
Riverside Neighborhood Council	September 21, 2021
Spokane Valley City Council	October 5, 2021
Project Online Survey	October 2021
Planning & Development Committee, Draft Plan	November 3, 2021
Board of Directors Public Hearing, Draft Plan	November 18, 2021
Planning & Development Committee, Final Plan	December 1, 2021
Board of Directors, Corridor Development Plan Approval	December 16, 2021

Online Project Webpage and Public Survey

Due to COVID-19 constraints, public review and feedback for this project was obtained through a project webpage, corridor map, and survey posted to the STA website over the month of October. The online survey was advertised through corridor-wide postcard mailers, STA newsletters, posted stop notices, social media, and onboard announcements. The following pages display the various outreach and notice materials.

Sprague Line

[← BACK TO ALL PROJECTS](#)

 <p>Target Completion Year:</p> <p>2024</p>	 <p>Service Areas:</p> <p>Downtown Spokane, South Spokane, Valley, City of Spokane Valley</p>	 <p>Estimated Impact:</p> <p>25,000</p> <p>New Rides Annually</p>
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Description

Map

Gallery

Documents

Feedback

Description

The Sprague Line is an important element of STA's envisioned High Performance Transit (HPT) Network and a commitment of the STA Moving Forward plan which was approved by regional voters in 2016. The implementation of High Performance Transit between Downtown Spokane and Spokane Valley will provide an enhanced ridership experience along the Sprague corridor by improving service and passenger amenities along the path of current Route 90. This line, which will operate as Route 9, will connect with several other STA routes along with Greyhound and Amtrak.

Project Webpage

STA Requests Your Feedback

SPRAGUE LINE VIRTUAL OPEN HOUSE

Share Your Input – Oct 1 to Oct 31

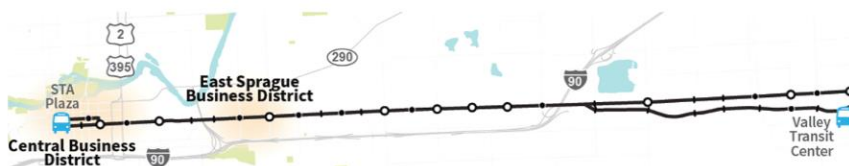
As part of *STA Moving Forward*, a 10-year transit improvement plan, Spokane Transit is implementing the **Sprague Line**, a high performance transit route that will provide frequent, reliable, all-day service along this major east-west travel corridor. The project will make riding the bus a faster, more convenient, and comfortable way of traveling between Spokane and Spokane Valley.

STA is starting the design phase of the Sprague Line project and needs your feedback on the proposed stop locations and route improvements.

JOIN US ONLINE TO FIND OUT
MORE AND GIVE YOUR INPUT

SpokaneTransit.com/SpragueLine

COMING TO YOUR
NEIGHBORHOOD
IN 2024!



We Want Your Feedback On the New Sprague Line

SpokaneTransit.com/SpragueLine

During the month of October, you can go online to learn about plans for the new Sprague Line, review preliminary improvement concepts, and consider how the proposed stop changes may affect you.

If you have a disability and require special accommodation to participate, or need this information in another language, please contact (509) 325-6094.



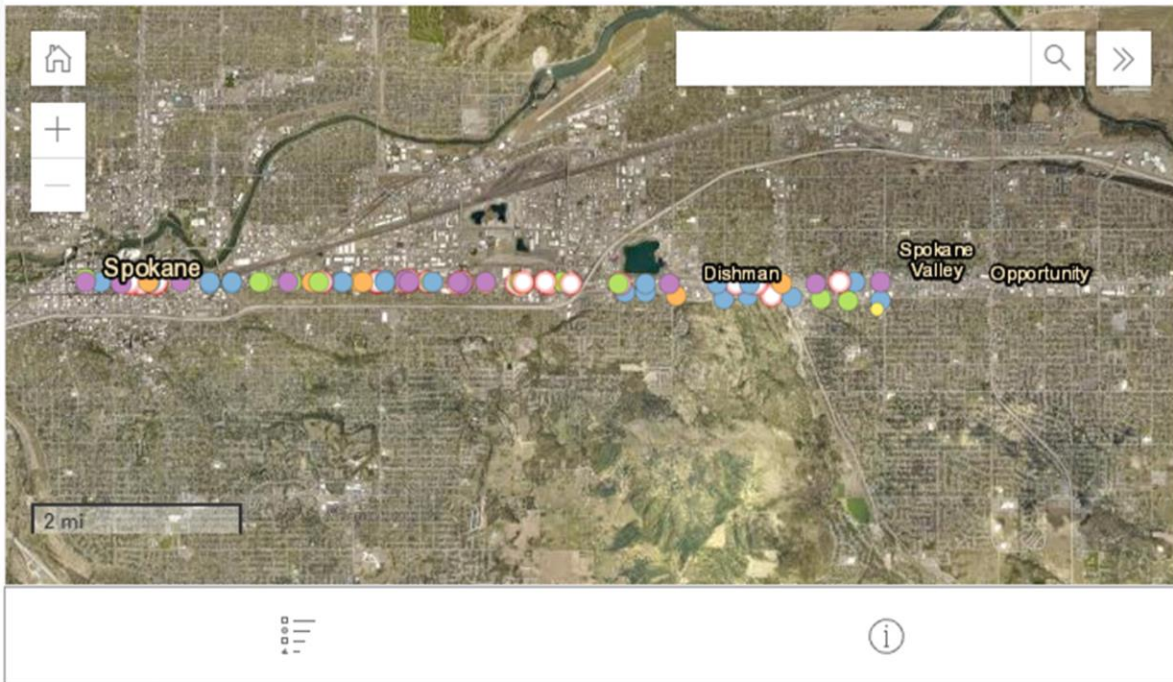
1230 W. Boone Avenue
Spokane, WA 99201
(509) 325-6000

Corridor Postcard Mailer (sent to 9,803 respondents)

Map

This interactive map of the Sprague Line illustrates the routing and locations of stops. This map can also be opened in a new tab.

Sprague Line



[VIEW MAP](#)

Webpage Corridor Map



USE YOUR CELLPHONE TO SCAN THE QR CODE OR VISIT THE LINK BELOW




STA's Route 90 is planned for upcoming service and amenity improvements, and we want your input! Please visit our website below to review the project, take an online survey, and provide comments.

SPRAGUE LINE VIRTUAL OPEN HOUSE
Join us online to learn more and give your input!

TAKE THE SURVEY OCT 1 - OCT 31
SpokaneTransit.com/SpragueLine




Stop Notices

 **Spokane Transit** @spokanetransit · 6h
Join STA online to learn more about the future Sprague Line and give your input!

Visit SpokaneTransit.com/SpragueLine.

#Spokane

Give us your input online at
SpokaneTransit.com/SpragueLine



41 views 0:26 / 0:31

2 1

Twitter Post

LEGAL NOTICES

Public Notice

A public hearing on Spokane Transit's **Sprague Line** will be held to receive public testimony at 1:30 p.m. on Thursday, November 18, 2021, via Webex. A link to join the virtual meeting will be included on the Board of Directors November agenda posted at

[www.spokanetransit.com/
board-2021](http://www.spokanetransit.com/board-2021).

In response to Governor Inslee's announcement reopening Washington under the "Washington Ready" plan, members of the public may provide written comments or sign up to provide oral comments via Webex through the following link:

[www.spokanetransit.com/
public-hearing-comments](http://www.spokanetransit.com/public-hearing-comments).

Please note that both written comments and requests to provide oral comment via Webex must be received by 9:00 a.m. on November 18, 2021. No in-person comment will be taken.

Notice of Public Hearing

Spokane Transit Authority Sprague Line

Spokane Transit seeks to improve the existing Route 90 to a High-Performance Transit Line as approved by voters in 2016 as part of STA Moving Forward. Planned improvements include enhanced amenities and pedestrian accessibility, as detailed in a Corridor Development Plan available at

[www.spokanetransit.com/
spragueline](http://www.spokanetransit.com/spragueline)

on November 3, 2021. A paper copy is available at Spokane Transit Authority, 1230 West Boone Avenue, Spokane, Washington, 99201, (509) 325-6000. The Corridor Development Plan is in draft form and will continue to be revised until adopted by the Spokane Transit Authority Board.

Questions about the Proposed Sprague Line should be sent to Ryan Brodwater, Capital Projects Manager, Spokane Transit Authority, 1230 W. Boone Ave., Spokane, WA 99201, or via e-mail at rbrodwater@spokanetransit.com.

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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 or (TTY Relay 711) at least forty-eight (48) hours in advance.



SR38507

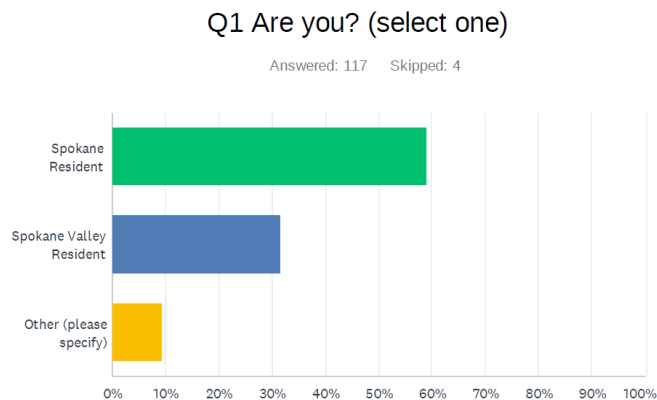
Summary of Feedback

Data was collected from October 1 to October 31, 2021. There was a total of 121 responses, data presented below is a summary of select questions. See Appendix B for all questions, charts, and responses.

No public comments were received during the November 18, 2021 public hearing.

Demographics

A plurality of respondents are Spokane Residents, with 59% residing in Spokane and 32% in Spokane Valley. 9% reside in outlying areas including Cheney and Liberty Lake.

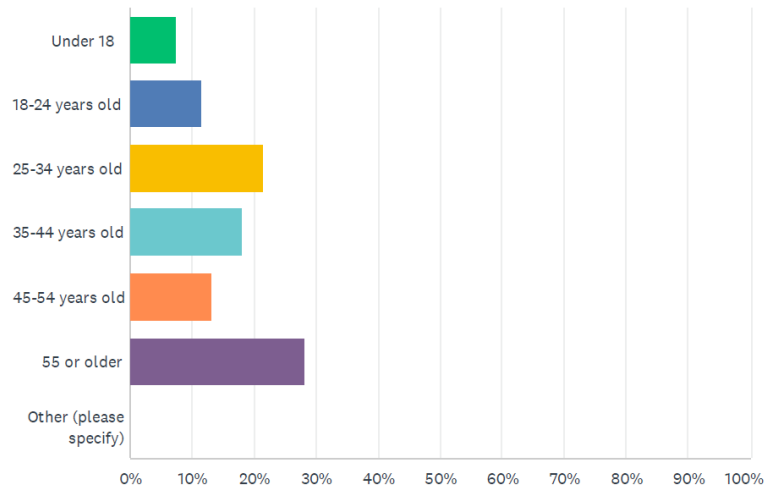


Participant Residency

The highest contributing respondent age group was 55 and older at 28%.

Q2 What is your age? (select one)

Answered: 121 Skipped: 0

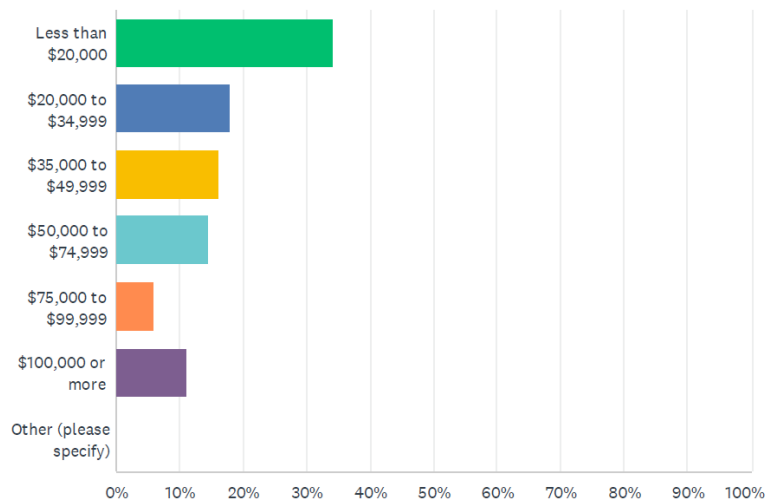


Participant Age Groups

Approximately a third (34%) of respondents indicated a household income of less than \$20,000.

Q3 What is your household income? (select one)

Answered: 117 Skipped: 4



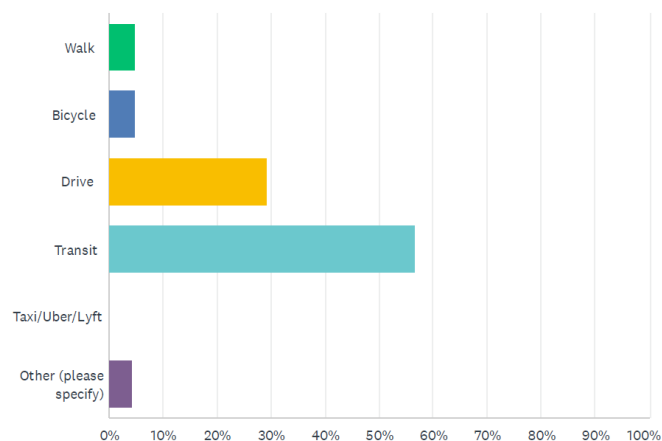
Participant Income Levels

Transit Use

A majority of respondents (57%) indicated Transit as their primary transportation mode.

Q4 What is your primary transportation mode to work and/or school? (select one)

Answered: 120 Skipped: 1

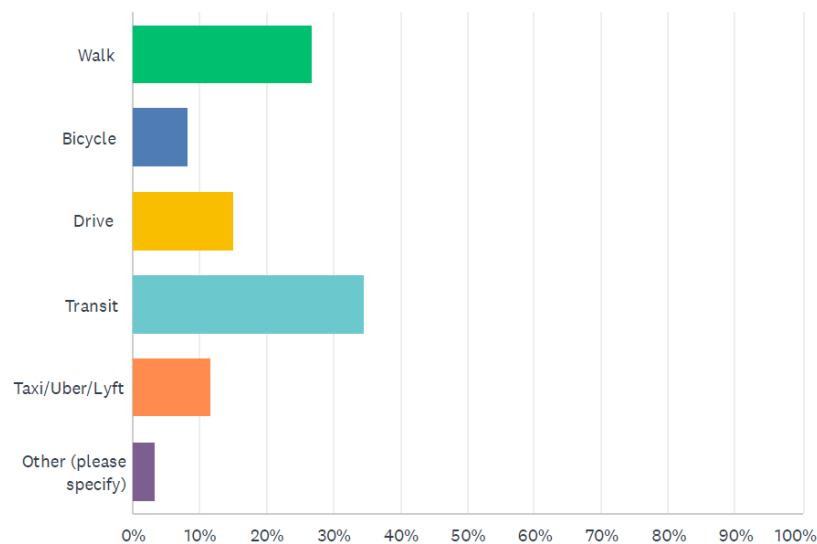


Participant Primary Transportation Mode

Approximately a third (34%) of respondents indicated they are most likely to use transit as their secondary mode of transportation.

Q5 What secondary transportation mode are you most likely to use? (select one)

Answered: 119 Skipped: 2

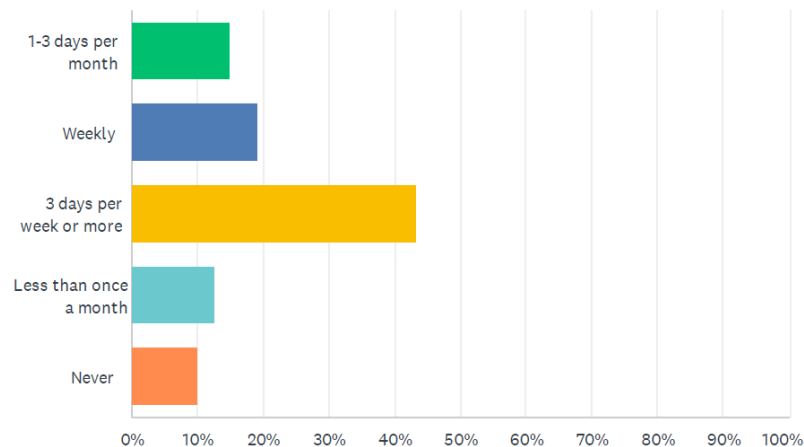


Participant Secondary Transportation Mode

43% of respondents ride the bus 3 days a week or more.

Q6 On average, how often do you ride the bus? (select one)

Answered: 120 Skipped: 1

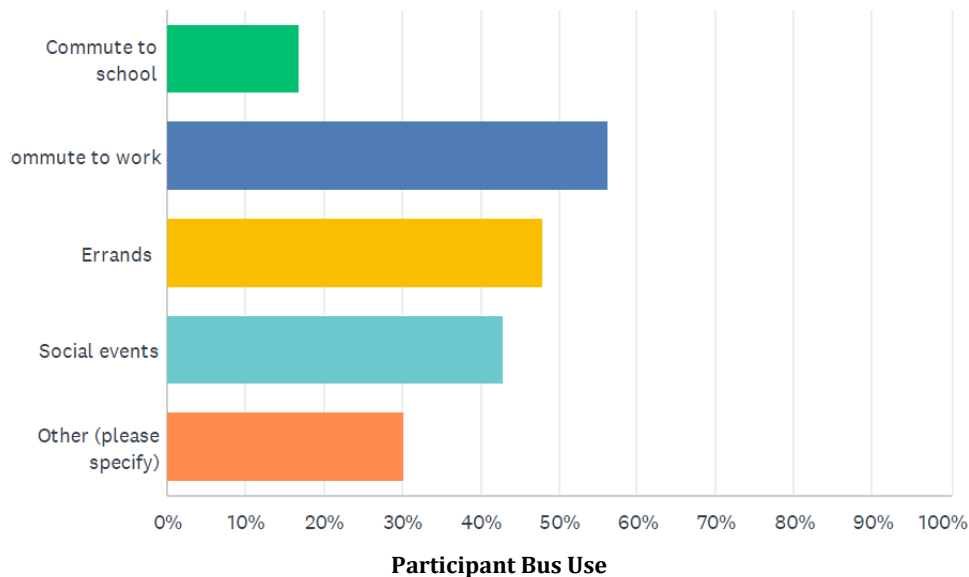


Participant Bus Riding Frequency

Reasons for riding the bus vary with commuting to work as the most selected option at 56%.

Q7 Why do you ride the bus? (select all that apply)

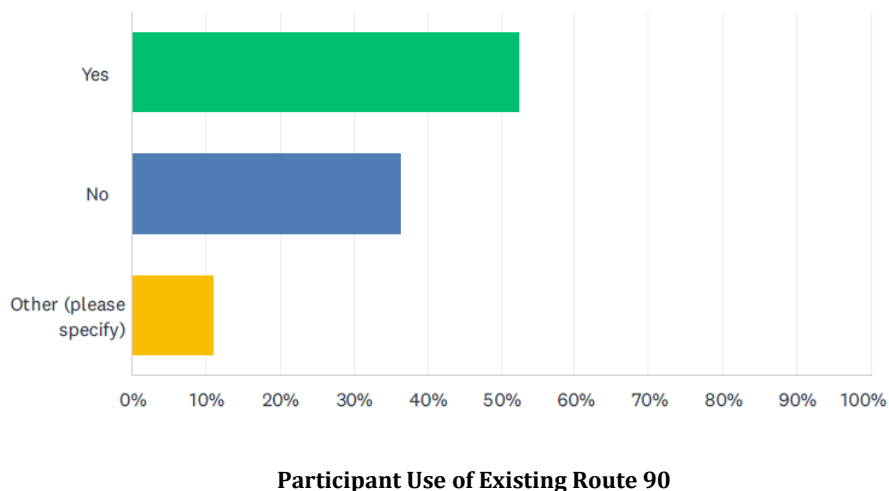
Answered: 119 Skipped: 2



52% of respondents ride the Route 90 on a regular basis.

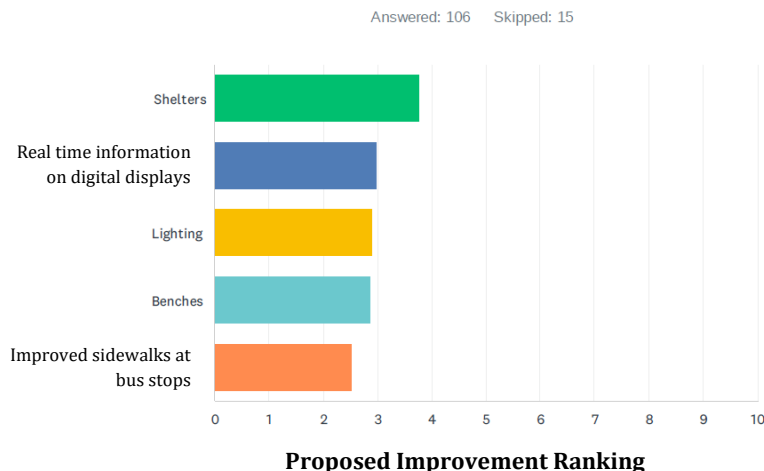
Q8 Do you ride the existing Route 90 on a regular basis? (select one)

Answered: 118 Skipped: 3



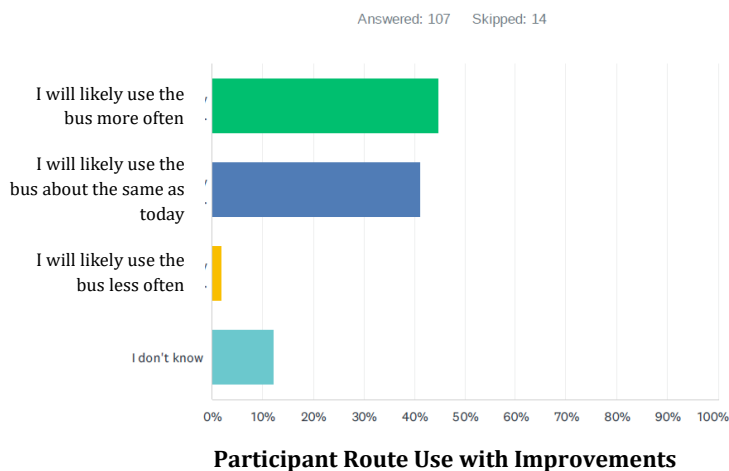
In ranking proposed improvements, shelters received the highest priority.

Q9 STA proposes to enhance busy stops with new amenities. Key stops that support higher concentrations of ridership or feature importantly in land use and transportation plans will receive a greater level of improvement. STA expects to add 17 more shelters in the corridor compared to existing conditions. Other improvements are planned to make it more convenient and comfortable to ride the bus. Please rank the following list based on improvements most important to you. 1 is the highest rank.



45% of respondents indicated they will use the bus more frequently as a result of the proposed improvements.

Q16 Given the proposed improvements planned in the Sprague corridor, how is your use of bus service along Sprague likely to change in the future? (select one)



Recommended Project Plan

The recommended Corridor Development Plan is summarized below:

- **Maintain/Enhance HPT Service:** Maintain existing 15-minute weekday service frequency and evaluate expanding. Consolidate stops for consistent spacing and improved reliability.
- **Implement HPT Amenities:** Provide stop amenities including shelters, distinctive wayfinding markers, benches, leaning rails, waste and recycle bins and real time signage. The level of investment will vary based on current and projected ridership at each stop location.
- **Corridor Improvements:** Pedestrian improvements to increase safety, reliability and speed. This could include additional pedestrian ramps, crosswalks, and sidewalks at key locations.
- **Business Access and Transit (BAT) Lanes:** Evaluate the Sprague/Appleyway couplet for implementation of BAT lanes to complement traffic flow and enhance transit reliability.
- **Transit Signal Priority (TSP):** Coordinate with relevant agencies to evaluate and coordinate implementation of TSP for improved transit reliability.

Proposed Alignment

The Sprague Line alignment is not proposed to change from the current Route 90. The western terminus is at the downtown STA plaza, with the eastern terminus at the STA Valley Transit Center. In addition to Sprague Avenue, the alignment also travels along Riverside Avenue and Appleyway Boulevard.



Proposed Stop Actions

In general, several existing stops are proposed to be relocated farside of existing crosswalks to improve passenger safety. This encourages alighting passengers to cross the street behind departing buses, improving passenger visibility and safety. STA also intends to consolidate and/or relocate some existing stops to improve passenger safety and access while also improving service reliability.

Based on analysis of ridership history and location, improvements are planned to be implemented along the corridor in accordance with the following table. Justifications are as follows: Daily Boardings (BG), Development Center (DC), Transit Facility (TF), Balanced Distribution (BD), Stop Consolidation (SC). The proposed stop actions are subject to further refinement and review and/or approval from the respective municipalities.

Location	Direction	Stop ID#	Proposed Stop Action & Justification
Plaza Zone 4 (Riverside)	Eastbound	3185	HPT Amenities
Plaza Zone 6 (Sprague)	Westbound	3132	City Line Station
Sprague @ Stevens	Westbound	1954	Standard
Riverside @ Washington	Eastbound	1505	Enhanced – 25+BG
Sprague @ Bernard	Westbound	1953	Station with Shelter – TF, BD
Sprague @ Bernard	Eastbound	3861	Station with Shelter – 75+BG, TF
Sprague @ Browne	Westbound	1953	Close - SC
Sprague @ Browne	Eastbound	3861	Close - SC
Sprague @ Division	Eastbound	2846	Close - SC
Sprague @ Pine	Westbound	3009	Enhanced – 15+BG
Sprague @ Pine	Eastbound	2847	Standard
Sprague @ Sherman	Westbound	3007	Station with Shelter – DC, BD
Sprague @ Sherman	Eastbound	2849	Enhanced with Shelter – 25+ BG
Sprague @ Scott	Westbound	3004	Standard
Sprague @ Scott	Eastbound	2851	Standard
Sprague @ Ivory	Westbound	3003	Standard
Sprague @ Ivory	Eastbound	2852	Standard
Sprague @ Helena	Westbound	3002	Enhanced with Shelter – 25+BG
Sprague @ Helena	Eastbound	2853	Enhanced with Shelter – 25+BG
Sprague @ Napa	Westbound	3000	Station with Shelter – 75+BG, DC, BD
Sprague @ Napa	Eastbound	2855	Enhanced with Shelter – 25+BG
Sprague @ Stone	Eastbound	2857	Enhanced – 15+BG
Sprague @ Altamont	Westbound	2998	Enhanced with Shelter – 25+BG
Sprague @ Lacey	Eastbound	2858	Standard
Sprague @ Lacey	Westbound	2997	Standard
Sprague @ Haven	Eastbound	2859	Enhanced – 15+BG
Sprague @ Haven	Westbound	2865	Enhanced – 15+BG
Sprague @ Greene	Eastbound	2860	Standard
Sprague @ Greene	Westbound	2995	Standard
Sprague @ Freya	Eastbound	2862	Station with Shelter – 25+BG

Location	Direction	Stop ID#	Proposed Stop Action & Justification
Sprague @ Freya	Westbound	2993	Station with Shelter – 25+BG
Sprague @ Rebecca	Eastbound	2863	Standard
Sprague @ Julia	Westbound	2991	Enhanced with Shelter – 25+BG
Sprague @ Havana	Eastbound	2865	Station with Shelter – 75+BG, DC, BD
Sprague @ Havana	Westbound	2989	Station with Shelter – 75+BG, DC, BD
Sprague @ Custer	Eastbound	2867	Enhanced – 15+BG
Sprague @ Custer	Westbound	2987	Station with Shelter – 75+BG, BD
Sprague @ Carnahan	Eastbound	2869	Enhanced – 15+BG
Sprague @ Costco Entrance	Westbound	2985	Enhanced with Shelter – 25+BG
Sprague @ Howe	Westbound	2983	Close - SC
Sprague @ Howe	Eastbound	2871	Close - SC
Sprague @ Fancher	Westbound	2982	Enhanced with Shelter – 25+BG
Sprague @ Fancher	Eastbound	2872	Standard
Appleway @ Theirman	Eastbound	2874	Standard
Sprague @ Theirman	Westbound	2980	Enhanced with Shelter – 25+BG
Appleway @ Coleman	Eastbound	2876	Standard
Sprague @ Coleman	Westbound	2978	Standard
Sprague @ Park	Westbound	2976	Station with Shelter – DC, BD
Appleway @ Park	Eastbound	2878	Enhanced
Sprague @ Vista	Westbound	2974	Standard
Appleway @ Vista	Eastbound	2880	Standard
Appleway @ Sargent	Eastbound	2881	Standard
Sprague @ Sargent	Westbound	2973	Standard
Sprague @ 8722 E	Westbound	2972	Close - SC
Appleway @ Dishman	Eastbound	2882	Close - SC
Sprague @ Argonne	Westbound	2970	Enhanced – 15+BG
Appleway @ Dishman Mica	Eastbound	2883	Standard
Sprague @ Farr	Westbound	2968	Station – 75+BG, BD
Appleway @ Farr	Eastbound	2884	Enhanced with Shelter – 25+BG
Sprague @ Walnut	Westbound	2967	Close - SC
Appleway @ Dartmouth	Eastbound	2885	Standard
Sprague @ Dartmouth	Westbound	2966	Enhanced – City Hall/Future Library
Sprague @ University	Westbound	2964	Station – DC, BD
Appleway @ University	Eastbound	2886	Standard
Valley Transit Center	Terminus	3209	HPT Amenities

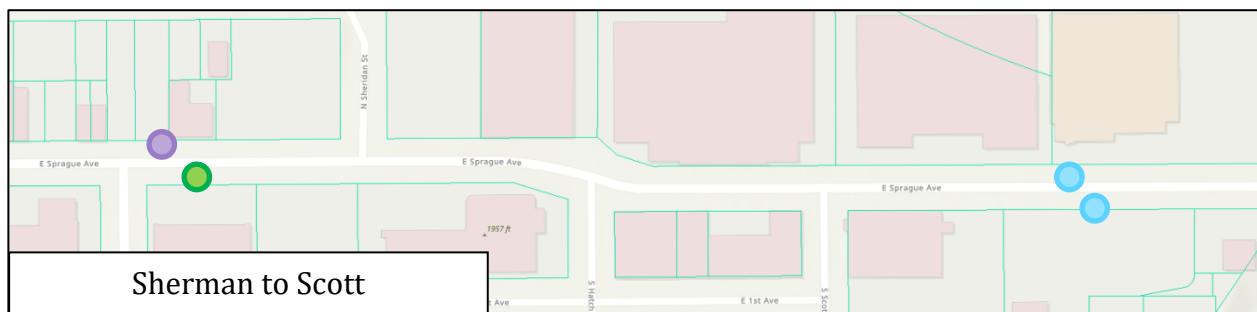
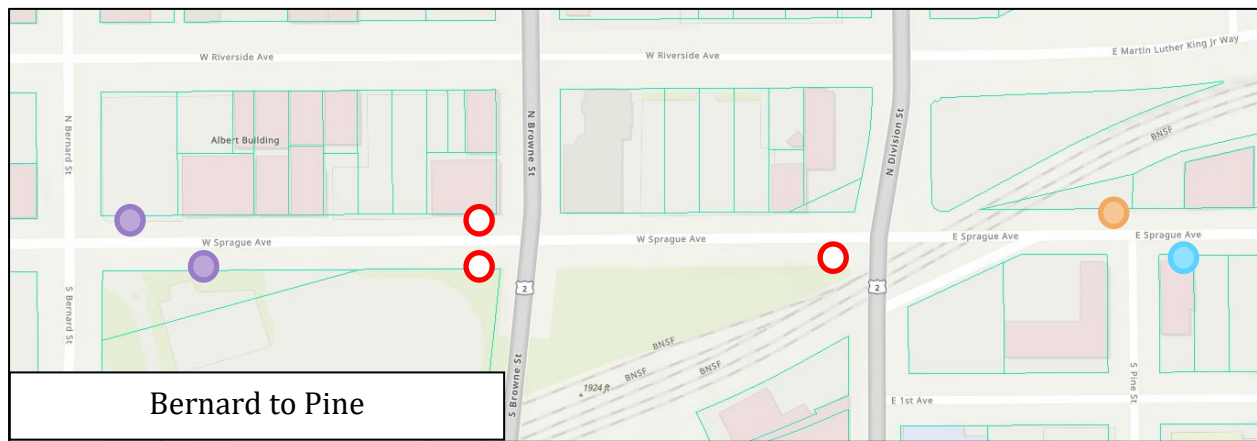
Total # of stops to be closed for stop consolidation: 8

Total # of stops to be relocated for improved accessibility and safety: 13

Stop Action Exhibits

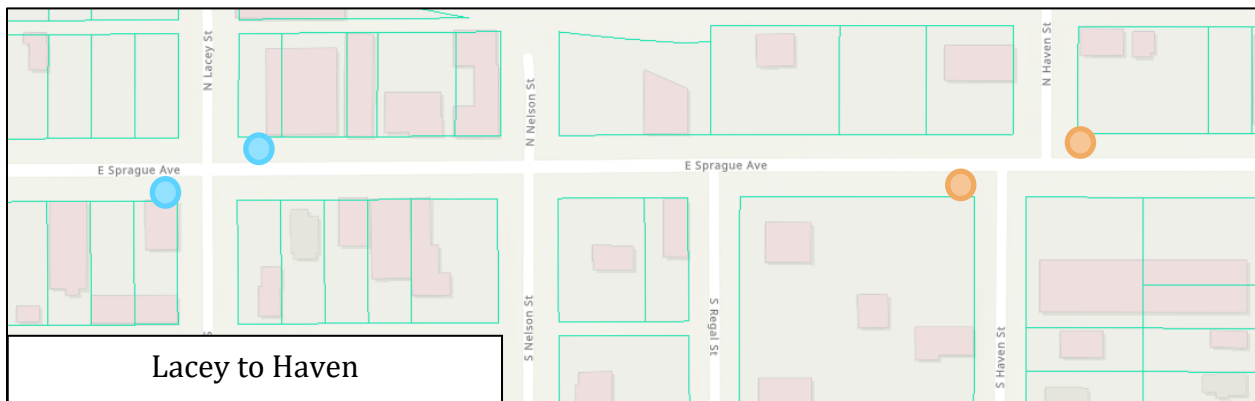
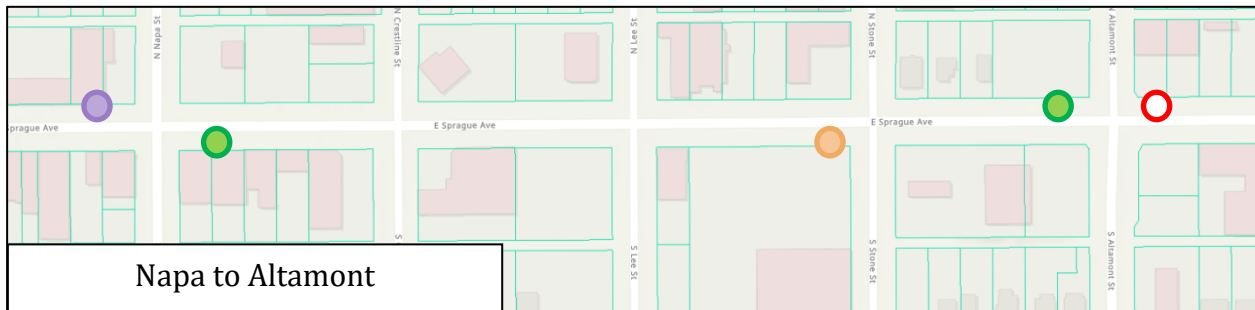
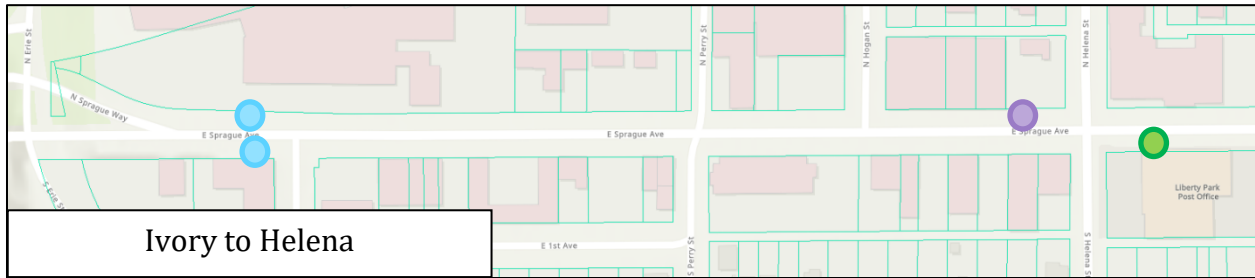
LEGEND

- Station with Shelter
- Enhanced with Shelter
- Enhanced
- Standard
- Closure/Relocate



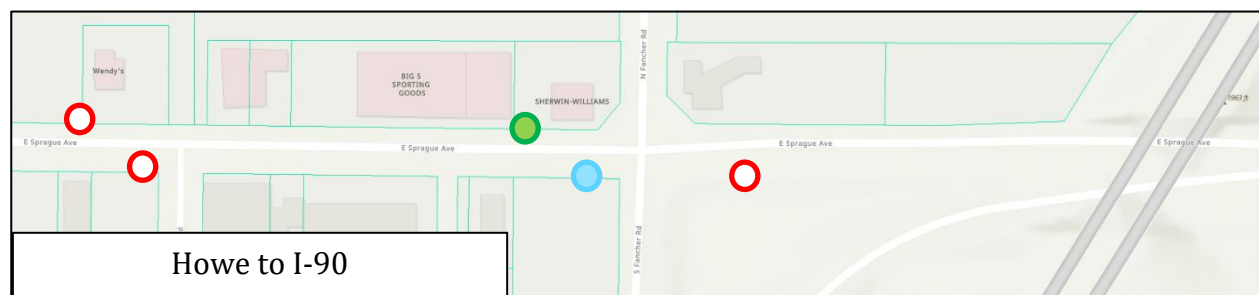
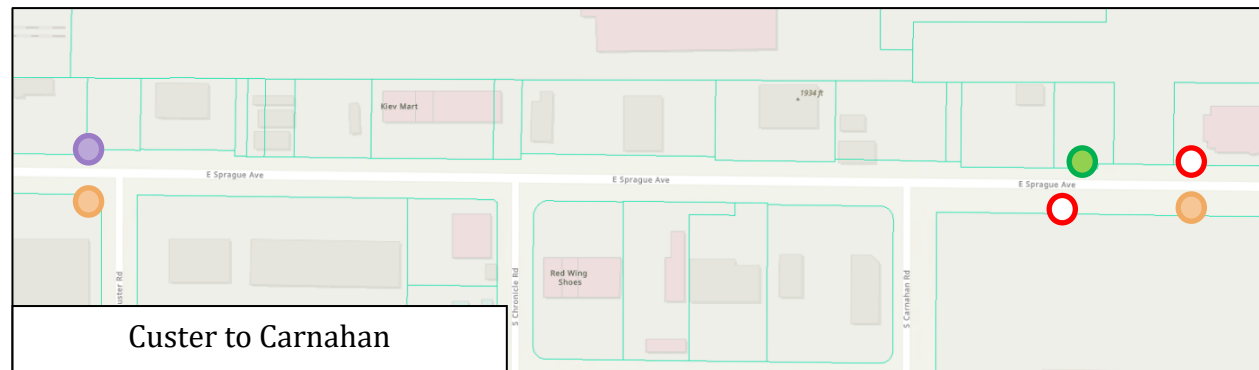
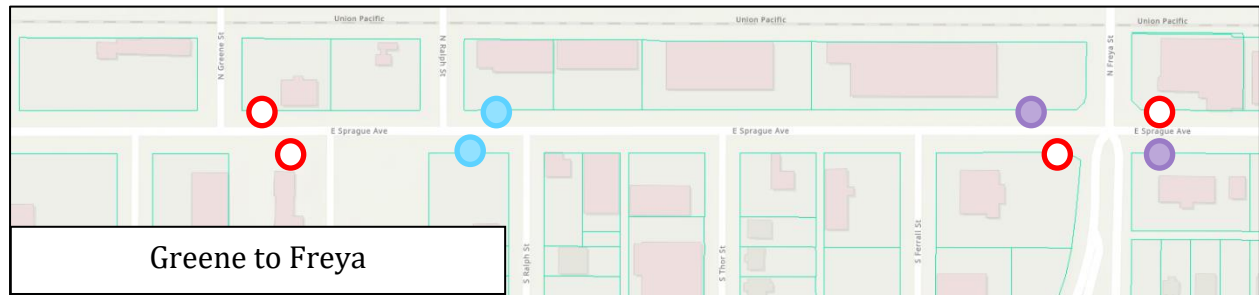
LEGEND

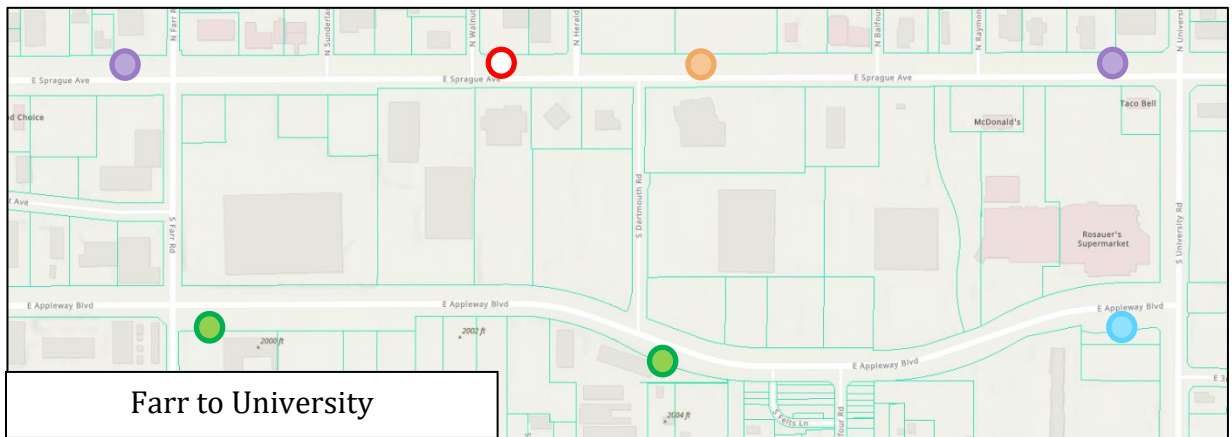
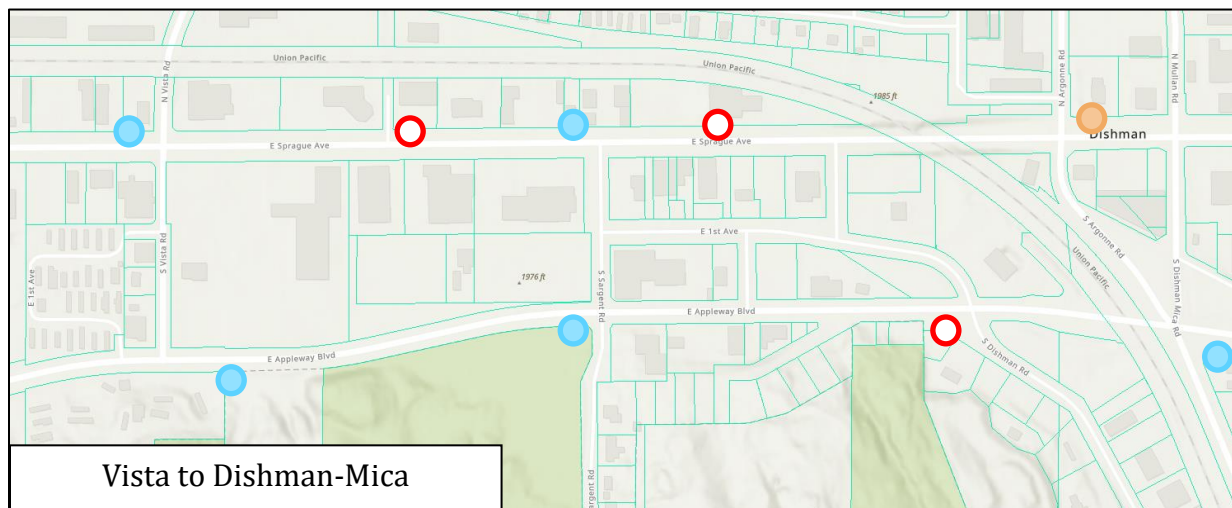
- Station with Shelter
- Enhanced with Shelter
- Enhanced
- Standard
- Closure/Relocate



LEGEND

- Station with Shelter
- Enhanced with Shelter
- Enhanced
- Standard
- Closure/Relocate





Service Plan

Current service frequency is as follows (in minutes):

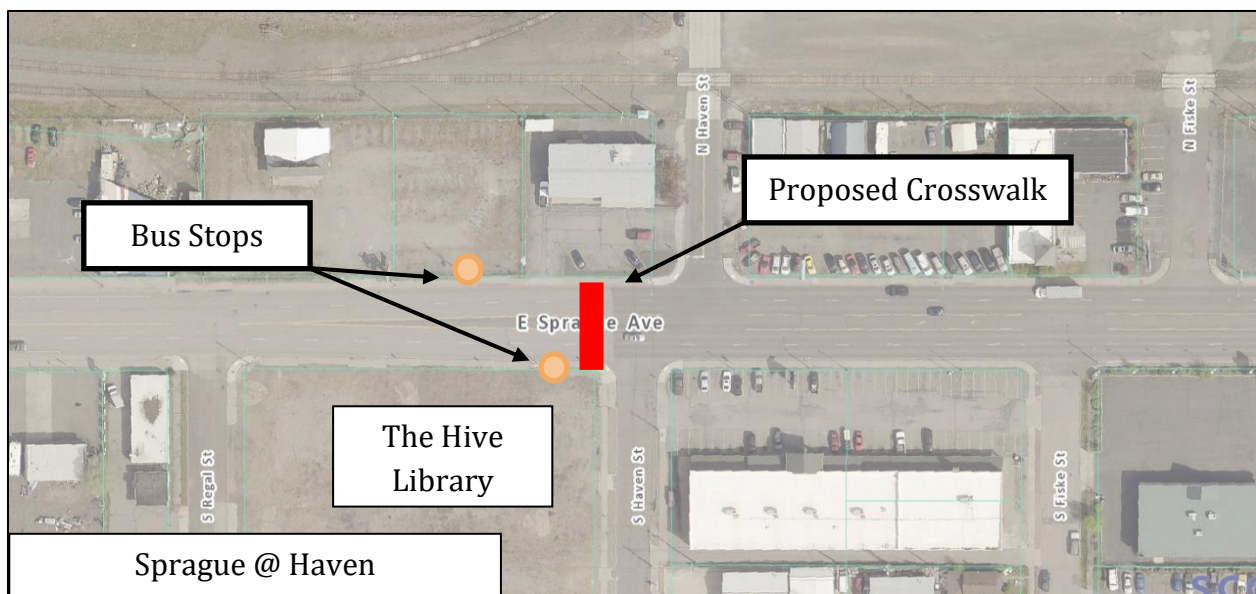
Weekday Service Start (~5:30 AM)	Weekdays (~6:00 AM to 7:00 PM)	Weekday Service End (~11:30 PM)	Saturdays (~6:30 AM to 11:30 PM)	Sundays and Holidays (~8:00 AM to 8:00 PM)
30	15	30	15-30	30

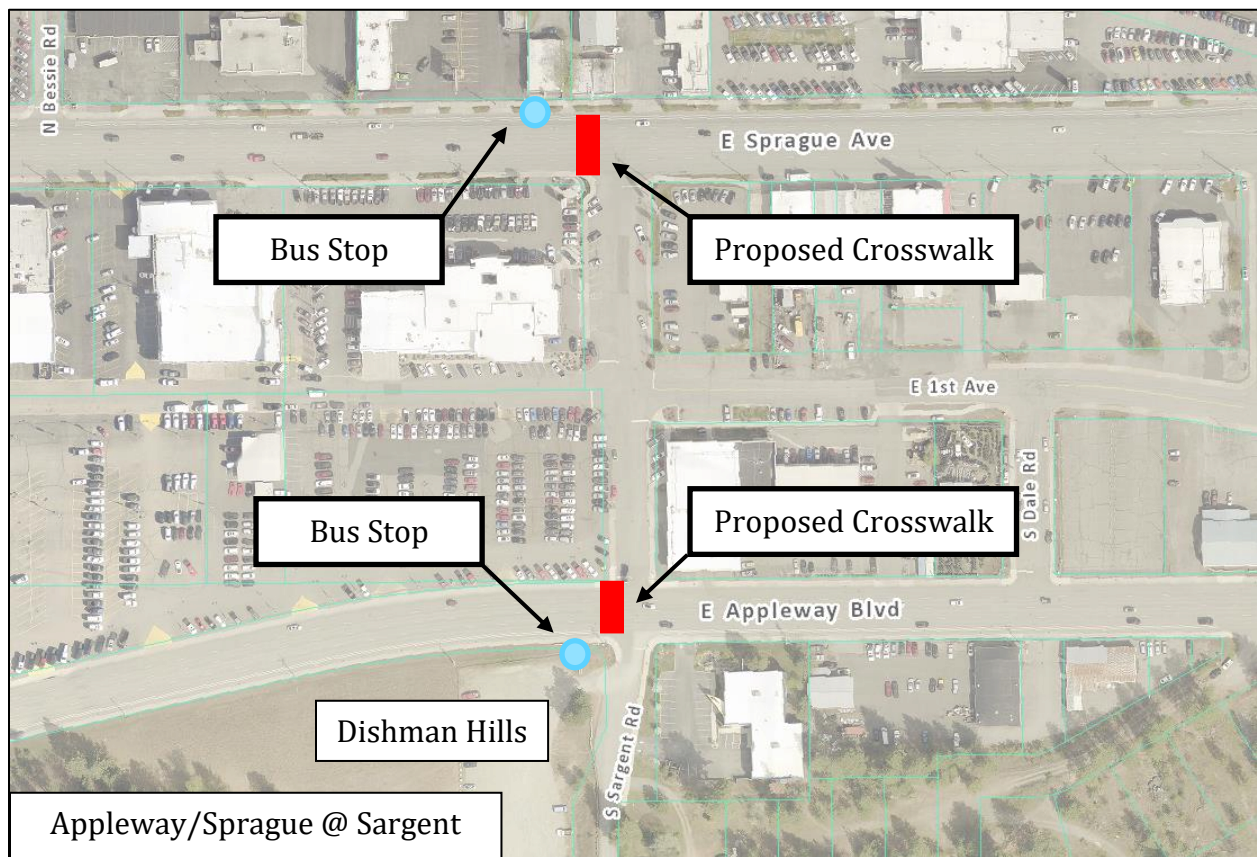
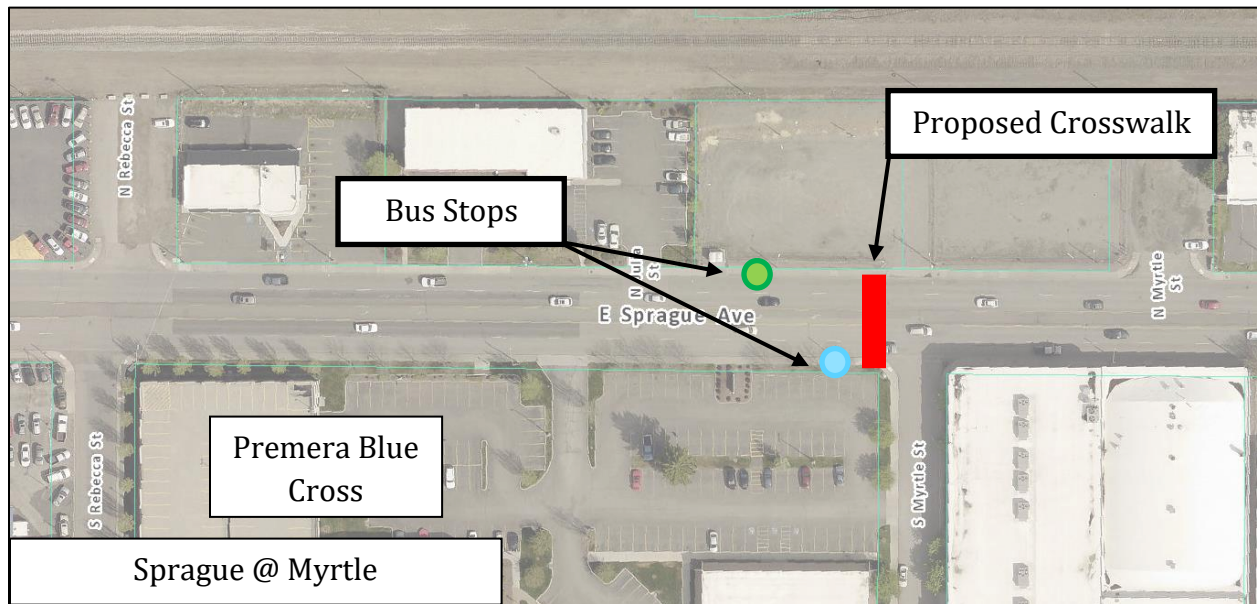
While frequency is not proposed to increase, the existing service plan will be evaluated for potential improvements including expanding 15-minute service at other times of day. Sunday service is currently planned to be extended later in the evening in 2022.

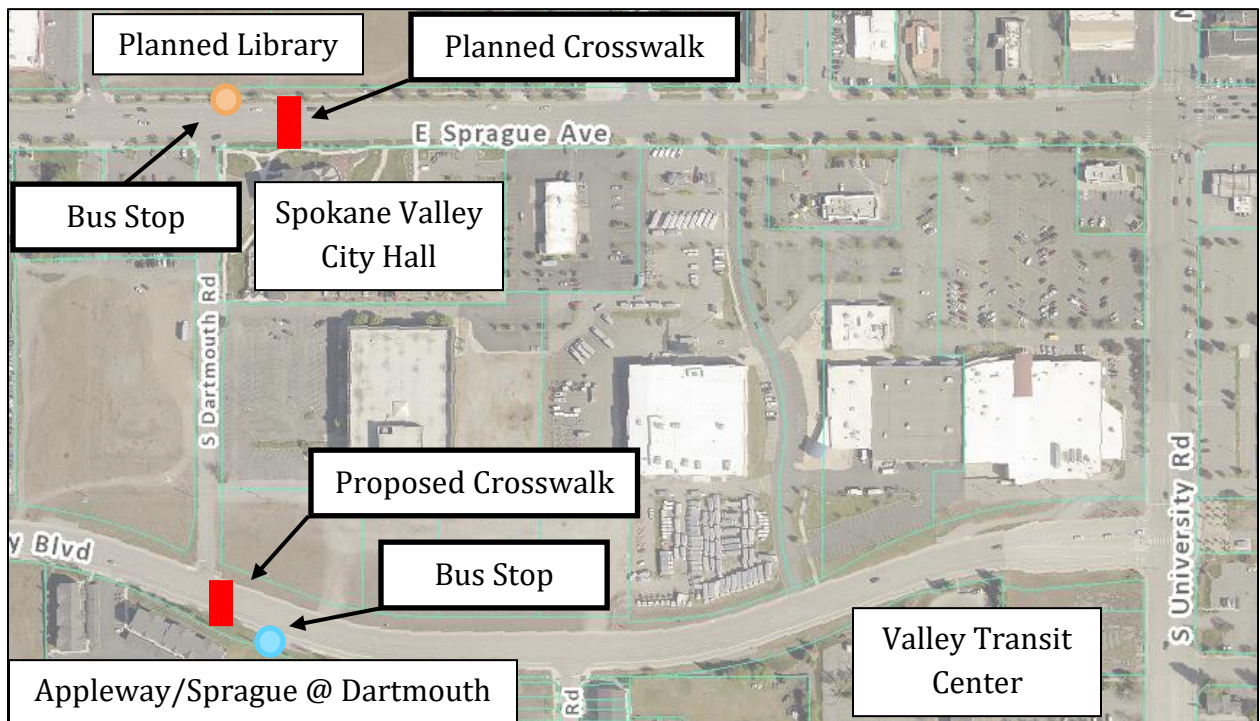
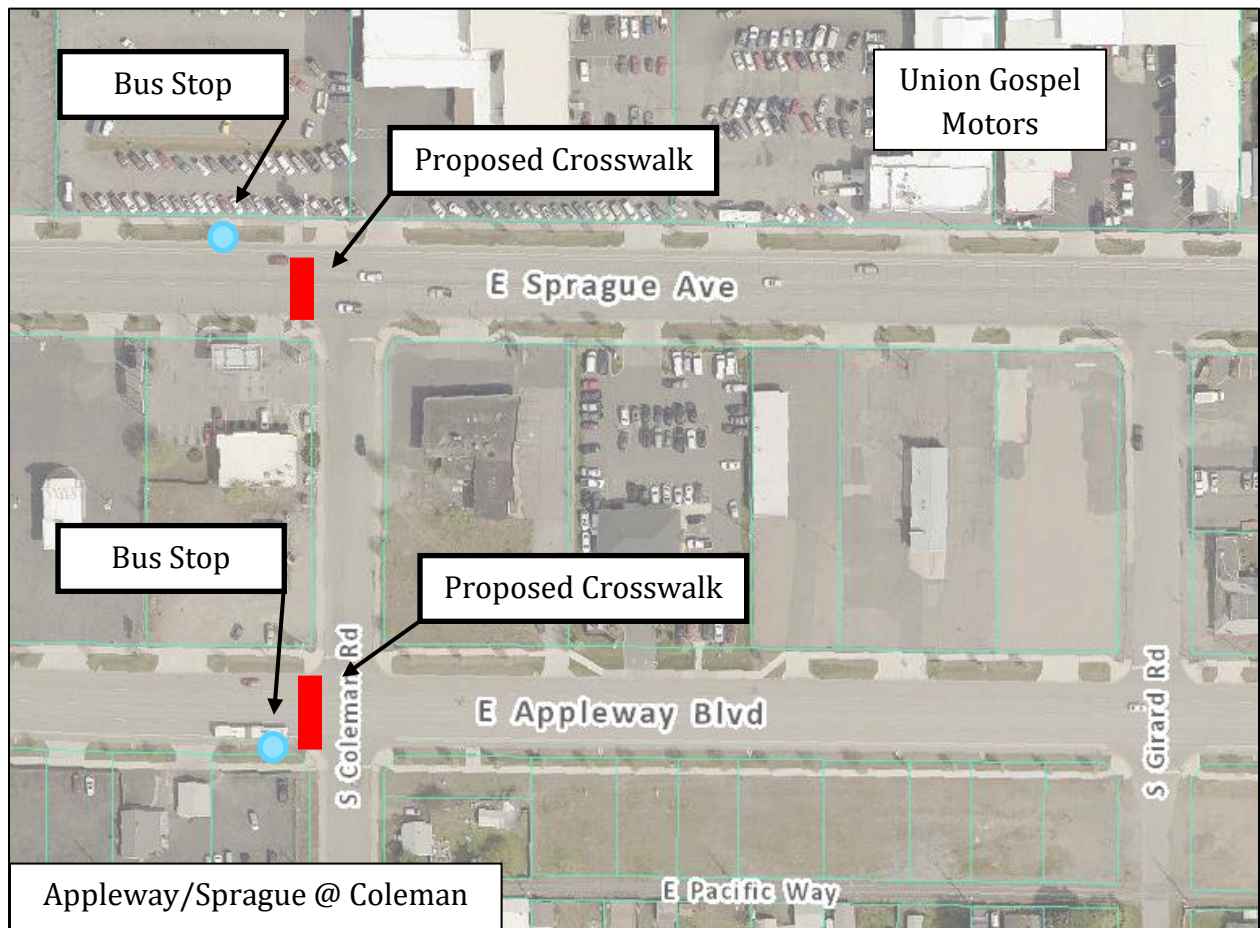
Other Project Improvements

Crosswalks/Pedestrian Accessibility

Numerous survey respondents provided feedback on locations with deficient pedestrian access and/or crosswalks. As part of the design phase, staff will coordinate with respective city staff to further evaluate these opportunities and determine whether some or all can be incorporated into the Sprague Line project. Specific opportunities for crosswalk improvements that could be included are shown in the figures below.







Business Access Transit (BAT) Lane

BAT lanes are right-hand curb lanes used only by right-turning vehicles and buses. They help buses move more efficiently through traffic and provide better access to businesses by removing through traffic from the outside lane, thus reducing congestion that arises from the interaction of through traffic with bus activity and business ingress/egress movements. The Sprague/Appleway couplet east of Thierman Road is well-suited for consideration of BAT lanes due to having four existing general purpose lanes with substantial capacity. STA will coordinate with City of Spokane Valley staff to evaluate feasibility and implementation of BAT lanes.

BAT Lanes at a Glance



Bus Access Only

BAT lanes are for bus travel only during designated times (either 24 hours or during peak hours). Check surrounding signage. Accessing businesses and making right turns are permitted from a BAT lane.



Don't Travel in the BAT Lane

Do not travel in the BAT lane during restricted times. If necessary, travel is limited to one city block and should be used only to access a business or make a right turn.



Turn into the Nearest Through Traffic Lane

When leaving a business, be sure to turn into the nearest through traffic lane and not into the BAT lane.



Don't Park in the BAT Lane

BAT lanes are usually curb lanes but should not be used for parking during the designated BAT lane hours. Check surrounding signage for allowable times to park (if at all).



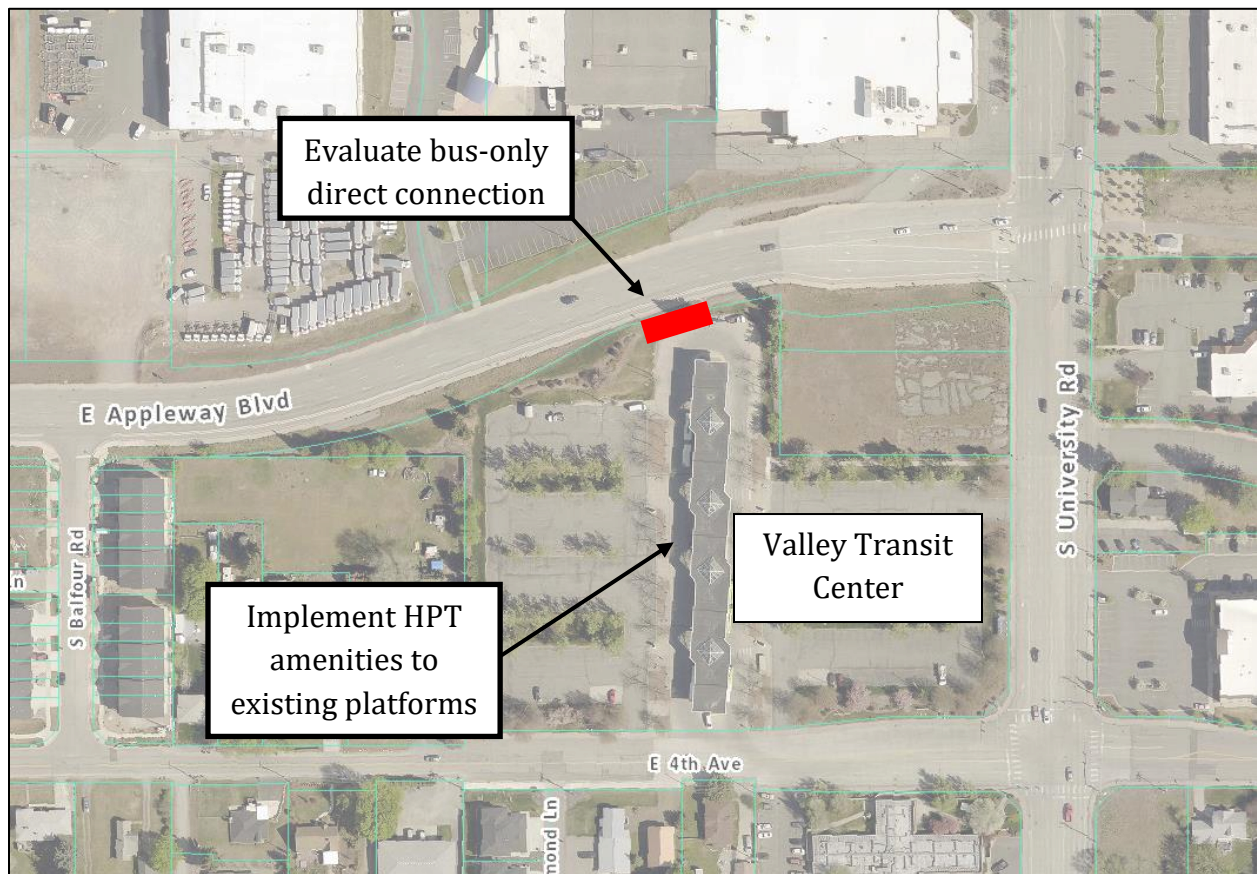
BAT Lanes Make Turning Right Easier

Drivers can make right turns from BAT lanes. BAT lanes make turning right (into a business or residence and onto connecting streets) easier by removing obstructions.

Courtesy: King County Metro

Valley Transit Center

The Valley Transit Center was constructed prior to implementation of the Sprague/Appleway couplet. As such, access is from 4th Avenue off of University Rd. STA will coordinate with City of Spokane Valley staff to evaluate a bus-only direct access from Appleway Blvd, which will reduce bus turning movements and reduce trip time. In addition, existing Transit Center platforms will be evaluated for implementation of HPT amenities. Staff will also evaluate existing site and adjacent properties regarding potential for Transit-Oriented Development (TOD) opportunities.



Transit Signal Priority (TSP)

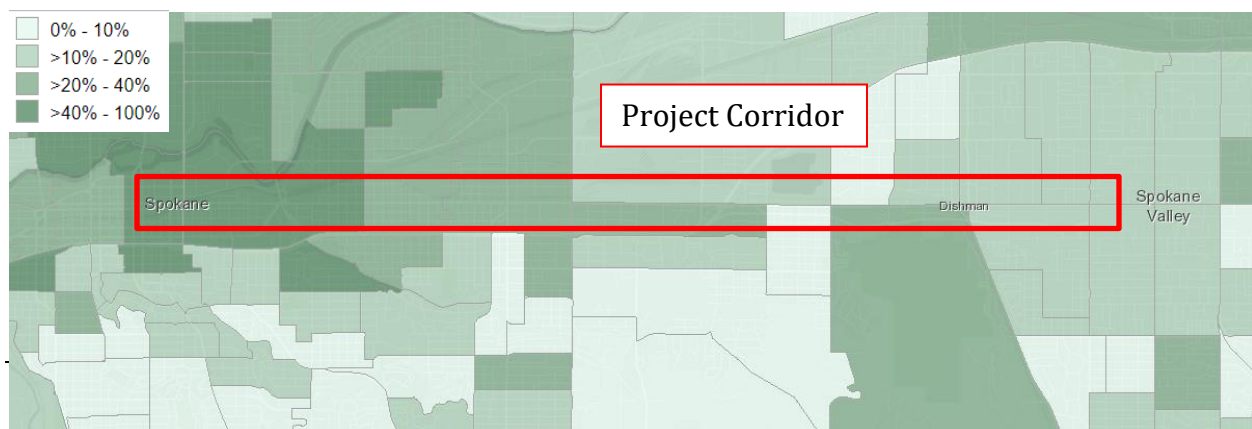
In 2019, STA staff worked with IBI Group to explore options in pursuing TSP for the East Central portion of Sprague Ave. As part of Sprague Line design, STA staff and the design consultant will further evaluate and coordinate with respective cities to consider implementation of TSP.

Safety Considerations

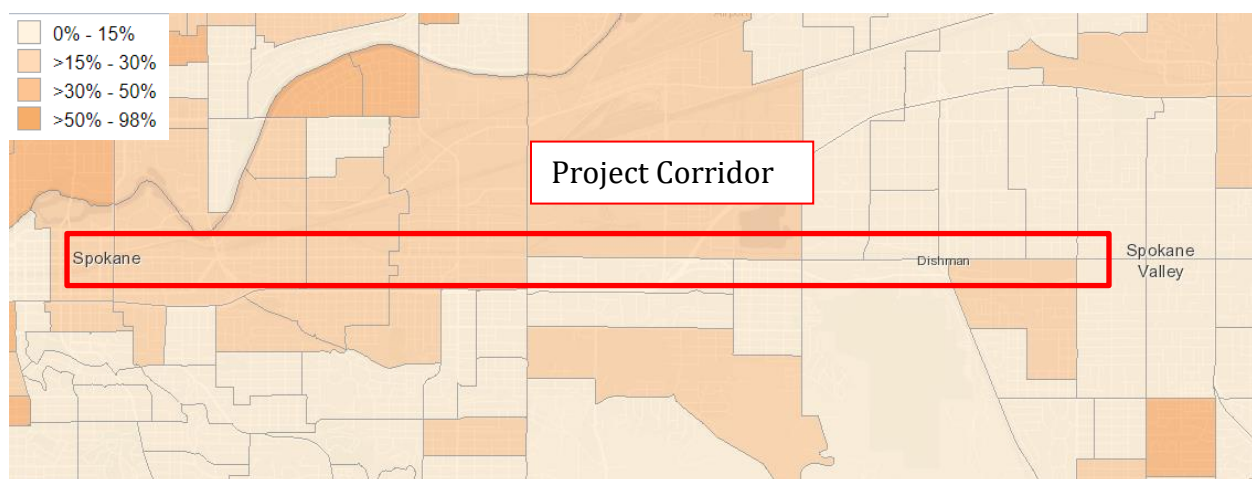
Security and safety of passengers is always paramount in the placement and design of bus stops. Several survey respondents indicated concerns with safety on Route 90. All shelters will include lighting. Proposed stations include additional platform lighting and potential for cameras based on availability of adjacent infrastructure. Design of all stops will consider stop placement and adjacent obstructions to maximize visibility.

Equitable Distribution of Improvements

The Sprague Avenue corridor is comprised of many low-income and minority occupied areas. Staff will evaluate distribution of improvements throughout the corridor to ensure equitable investment.



Areas Experiencing Poverty (from WSDOT ALPACA data)



Minority Occupied Areas (from WSDOT ALPACA data)

Budget Considerations

The project budget in the table below includes the recent award of a State Regional Mobility Grant. To-date expenditures include pedestrian and transit improvements previously constructed in collaboration with City of Spokane street projects.

	Total	Local	State
Sprague Line (CIP 540)	\$6,556,000	\$3,656,000	\$ 2,900,000
Sprague Line HPT Branding (CIP 901)	\$1,207,607	\$1,440,500	\$-
Project Budget	\$7,763,607	\$4,863,607	\$2,900,000
To-Date Expenditures	\$807,052	\$807,052	\$-
Budget Remaining	\$6,956,555	\$4,056,555	\$2,900,000

Project Next Steps and Schedule

Upon approval of this Final Draft Sprague Line Corridor Development Plan, STA staff will move forward into the project design and implementation phase.

The anticipated project schedule is provided as Appendix A. Phase 1 of the project includes construction of stops that are within the existing right-of-way. Phase 2 includes the construction of remaining stops that will require negotiation with property owners. Some locations may require a Site License Agreement to install the proposed improvements, which will be negotiated during the design phase.

Appendix B includes collected survey comments and analysis.

Appendix A

Project Schedule

	2021						2022												2023												2024												
Element	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Planning						X																																					
Public Outreach																																											
Design																																											
Phase 1 Construction																																											
Phase 2 Construction																																											

X – Board Approval of Corridor Development Plan

Y – Award of Contract: Phase 1 Construction

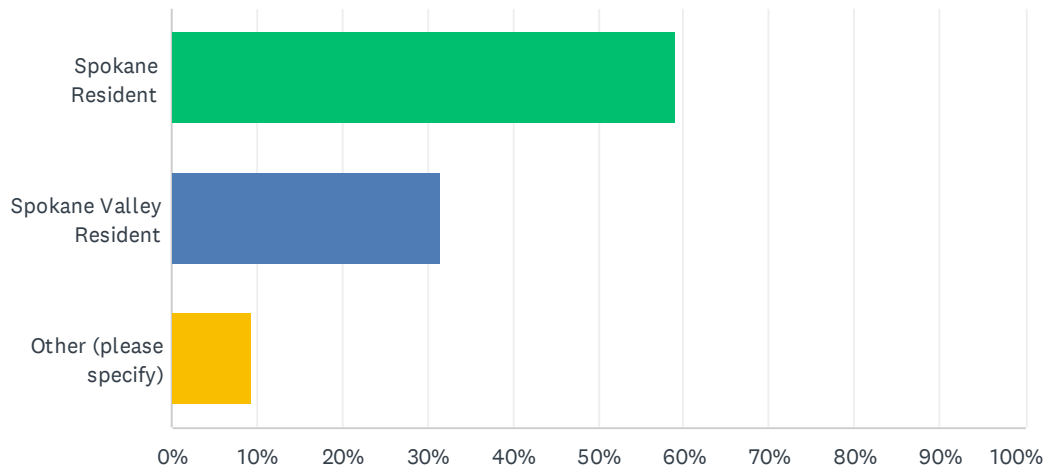
Z – Award of Contract: Phase 2 Construction

Appendix B

Survey Feedback

Q1 Are you? (select one)

Answered: 117 Skipped: 4

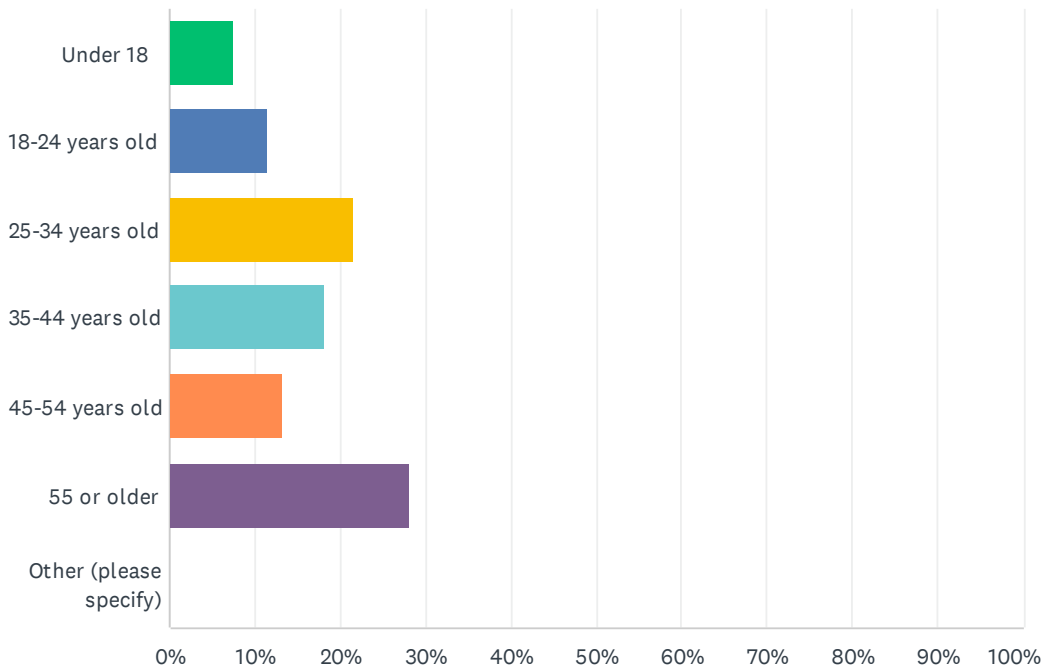


ANSWER CHOICES	RESPONSES
Spokane Resident	58.97% 69
Spokane Valley Resident	31.62% 37
Other (please specify)	9.40% 11
TOTAL	117

#	OTHER (PLEASE SPECIFY)	DATE
1	Former EWU student	10/26/2021 1:14 PM
2	Ewu student	10/25/2021 1:33 PM
3	Liberty Lake	10/23/2021 4:51 PM
4	Visitor	10/14/2021 3:08 PM
5	Spokane county resident, work in the city	10/13/2021 10:20 AM
6	Cheney EWu	10/13/2021 12:28 AM
7	Otis orchard Resident	10/7/2021 10:42 AM
8	North Idaho, near Liberty Lake Park and Ride	10/4/2021 10:36 AM
9	Cheney	10/1/2021 8:31 PM
10	Veradale	10/1/2021 5:26 PM
11	Liberty Lake	10/1/2021 9:22 AM

Q2 What is your age? (select one)

Answered: 121 Skipped: 0

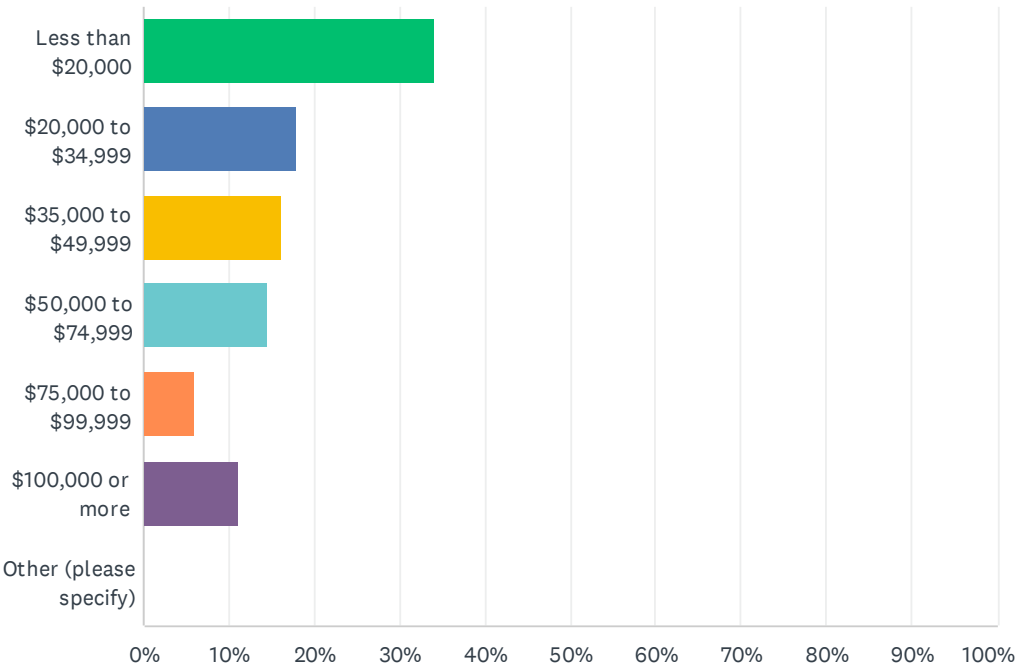


ANSWER CHOICES		RESPONSES	
Under 18		7.44%	9
18-24 years old		11.57%	14
25-34 years old		21.49%	26
35-44 years old		18.18%	22
45-54 years old		13.22%	16
55 or older		28.10%	34
Other (please specify)		0.00%	0
TOTAL			121

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

Q3 What is your household income? (select one)

Answered: 117 Skipped: 4

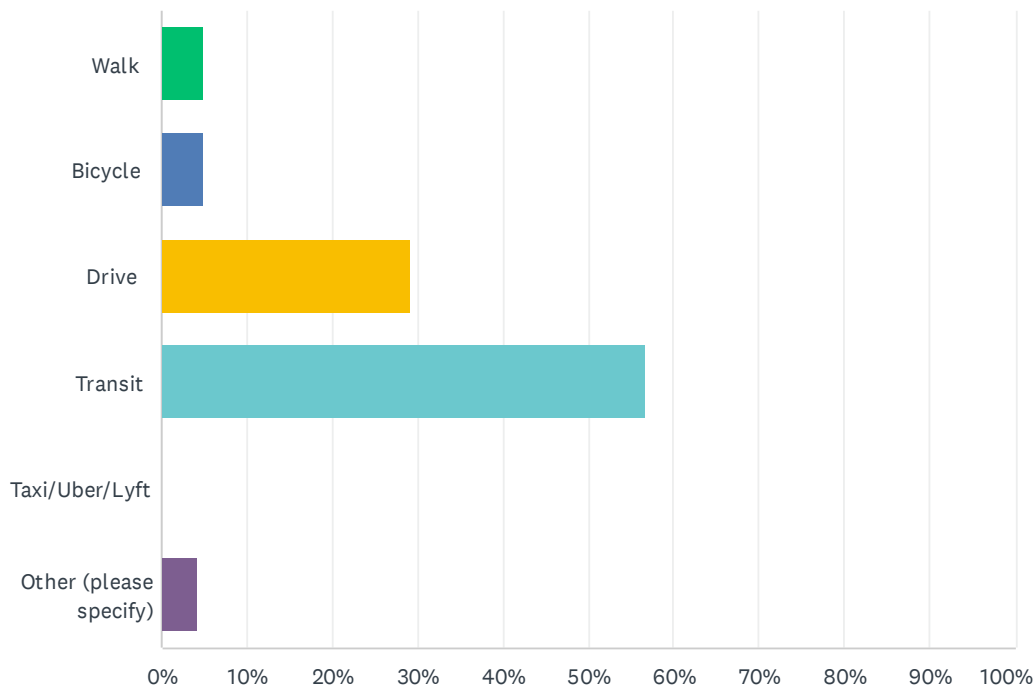


ANSWER CHOICES		RESPONSES	
Less than \$20,000		34.19%	40
\$20,000 to \$34,999		17.95%	21
\$35,000 to \$49,999		16.24%	19
\$50,000 to \$74,999		14.53%	17
\$75,000 to \$99,999		5.98%	7
\$100,000 or more		11.11%	13
Other (please specify)		0.00%	0
TOTAL			117

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

Q4 What is your primary transportation mode to work and/or school? (select one)

Answered: 120 Skipped: 1

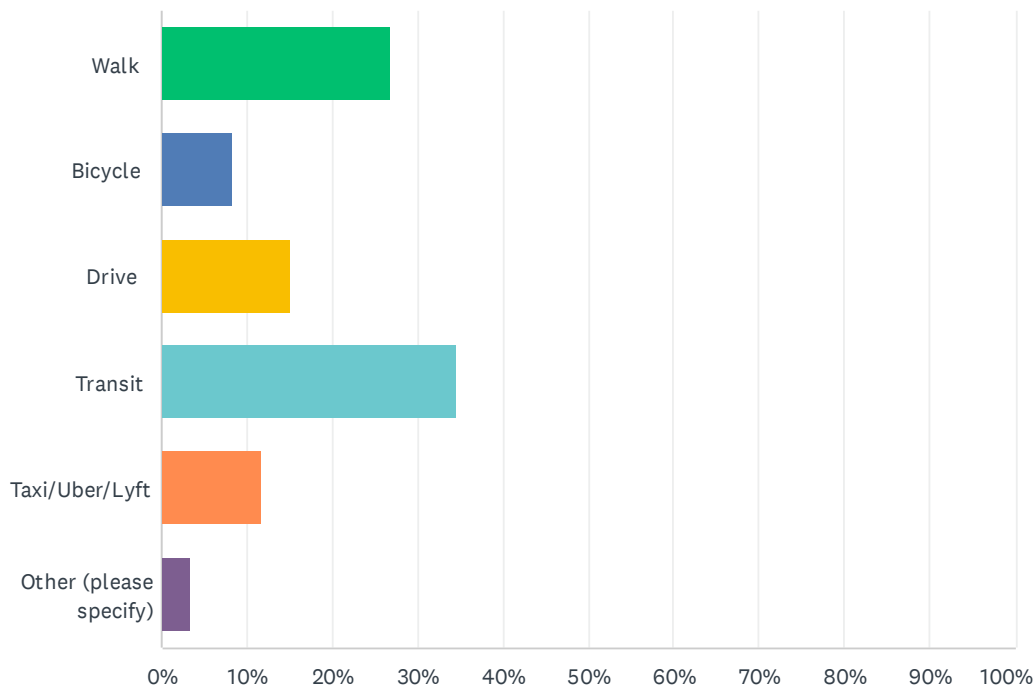


ANSWER CHOICES	RESPONSES	
Walk	5.00%	6
Bicycle	5.00%	6
Drive	29.17%	35
Transit	56.67%	68
Taxi/Uber/Lyft	0.00%	0
Other (please specify)	4.17%	5
TOTAL		120

#	OTHER (PLEASE SPECIFY)	DATE
1	weather dependent / I walk-bicycle-drive	10/6/2021 11:17 AM
2	work from home	10/4/2021 10:50 AM
3	Planning to make transit my primary mode	10/2/2021 12:04 PM
4	Longboard/walk/sta	10/1/2021 9:44 PM
5	retired	10/1/2021 10:51 AM

Q5 What secondary transportation mode are you most likely to use? (select one)

Answered: 119 Skipped: 2

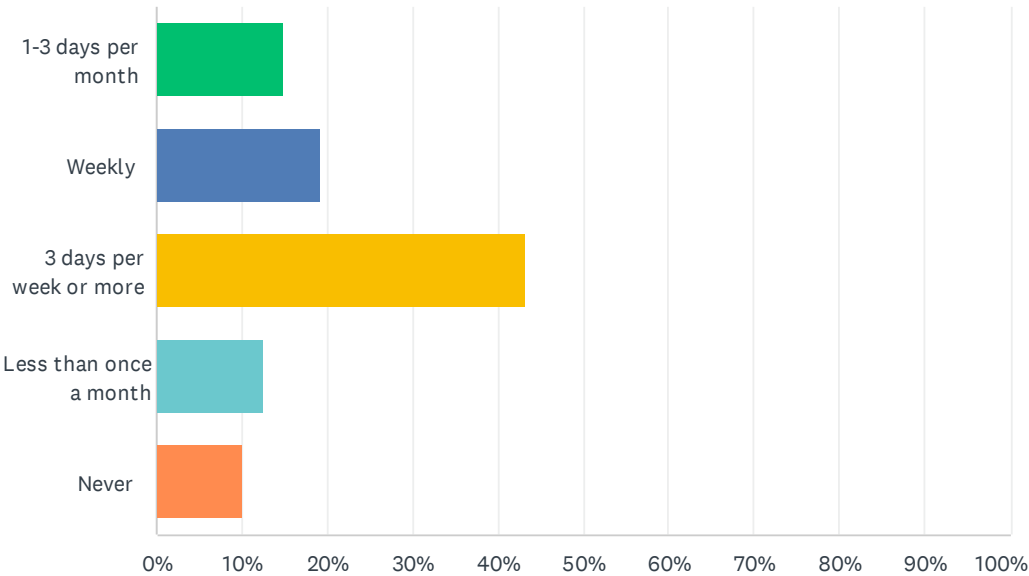


ANSWER CHOICES	RESPONSES	
Walk	26.89%	32
Bicycle	8.40%	10
Drive	15.13%	18
Transit	34.45%	41
Taxi/Uber/Lyft	11.76%	14
Other (please specify)	3.36%	4
TOTAL		119

#	OTHER (PLEASE SPECIFY)	DATE
1	Share ride	10/25/2021 10:59 PM
2	Ride with friends	10/23/2021 10:30 AM
3	Car Service	10/1/2021 4:10 PM
4	none	10/1/2021 10:51 AM

Q6 On average, how often do you ride the bus? (select one)

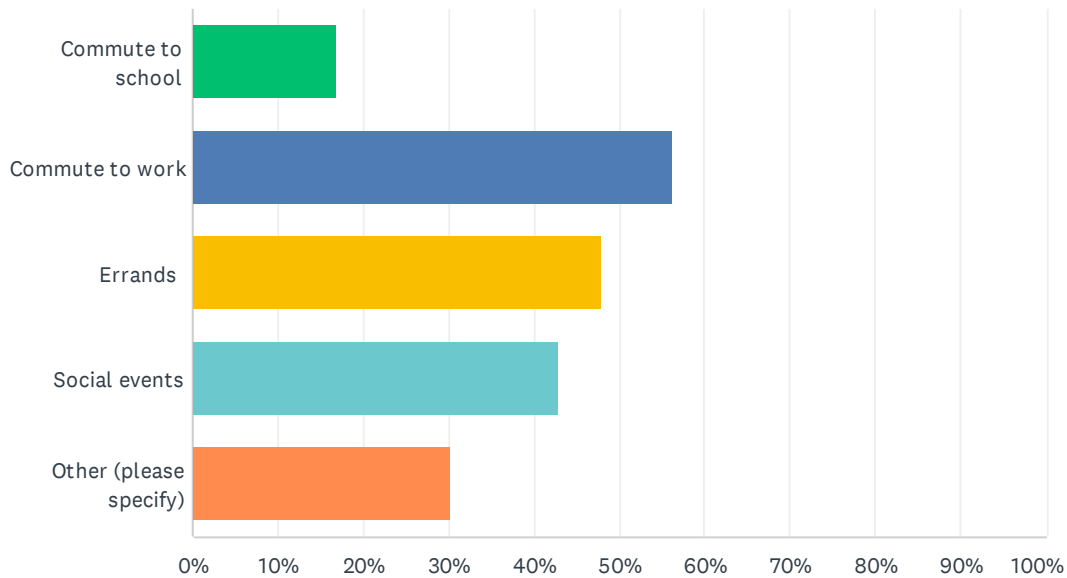
Answered: 120 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3 days per month	15.00%	18
Weekly	19.17%	23
3 days per week or more	43.33%	52
Less than once a month	12.50%	15
Never	10.00%	12
TOTAL		120

Q7 Why do you ride the bus? (select all that apply)

Answered: 119 Skipped: 2



ANSWER CHOICES	RESPONSES	
Commute to school	16.81%	20
Commute to work	56.30%	67
Errands	47.90%	57
Social events	42.86%	51
Other (please specify)	30.25%	36
Total Respondents: 119		

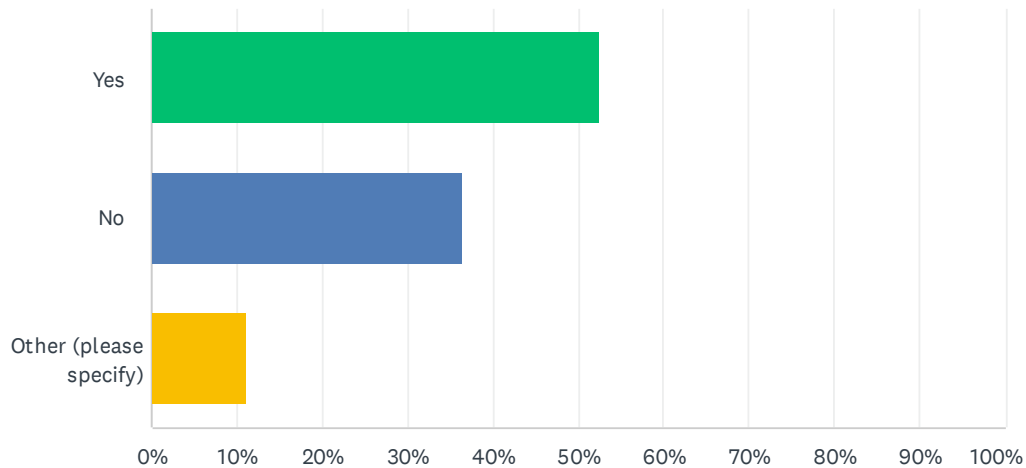
#	OTHER (PLEASE SPECIFY)	DATE
1	I had to ride SCL buses to Jr Hi and DHI and grew to hate them. Service in Spokane is a joke - occasional buses rather than true transit (five minute service rush hours, ten-fifteen off hours). Take an hour to go where I need to go on transit but five to ten minutes by car.	10/31/2021 6:58 PM
2	nonprofit volunteer projects	10/30/2021 9:59 AM
3	I do not own a motor vehicle.	10/28/2021 5:13 AM
4	Youth Group	10/27/2021 11:31 AM
5	Car broke down	10/27/2021 9:37 AM
6	Trips to downtown to avoid parking	10/26/2021 5:51 PM
7	Vehicle Maintenance	10/26/2021 1:14 PM
8	Medical appointments and shopping	10/26/2021 5:49 AM
9	Special Events	10/25/2021 3:24 PM
10	Church/youth group	10/24/2021 3:06 PM

Sprague Line High Performance Transit Survey

11	Anything else	10/23/2021 10:30 AM
12	go downtown, because parking & driving car is unpleasant	10/20/2021 5:54 PM
13	Medical appointments	10/19/2021 6:27 PM
14	Medical appointments	10/18/2021 11:06 AM
15	Reduce pollution	10/14/2021 3:57 PM
16	going to the store and plaza	10/14/2021 3:12 PM
17	Doctors	10/12/2021 4:16 PM
18	I don't because it is time-consuming	10/12/2021 10:36 AM
19	No car	10/12/2021 9:07 AM
20	You meet nice people.	10/10/2021 5:38 PM
21	None	10/10/2021 4:06 AM
22	Medical appointments	10/8/2021 10:41 AM
23	To YMCA events, shopping	10/6/2021 10:22 PM
24	I don't	10/6/2021 4:44 PM
25	To hang out with friends	10/6/2021 4:15 PM
26	na	10/6/2021 8:40 AM
27	All of the above	10/5/2021 3:27 PM
28	Doctor appointments	10/5/2021 2:09 PM
29	do not ride the bus	10/5/2021 11:10 AM
30	I dont	10/4/2021 1:20 PM
31	fun	10/4/2021 10:50 AM
32	Weather	10/1/2021 9:44 PM
33	To and from the downtown bars (no drinking and driving!)	10/1/2021 5:26 PM
34	When car is in the shop, or I'm going out drinking	10/1/2021 5:22 PM
35	Doctor Appointments	10/1/2021 4:10 PM
36	i don't ride the bus	10/1/2021 10:51 AM

Q8 Do you ride the existing Route 90 on a regular basis? (select one)

Answered: 118 Skipped: 3

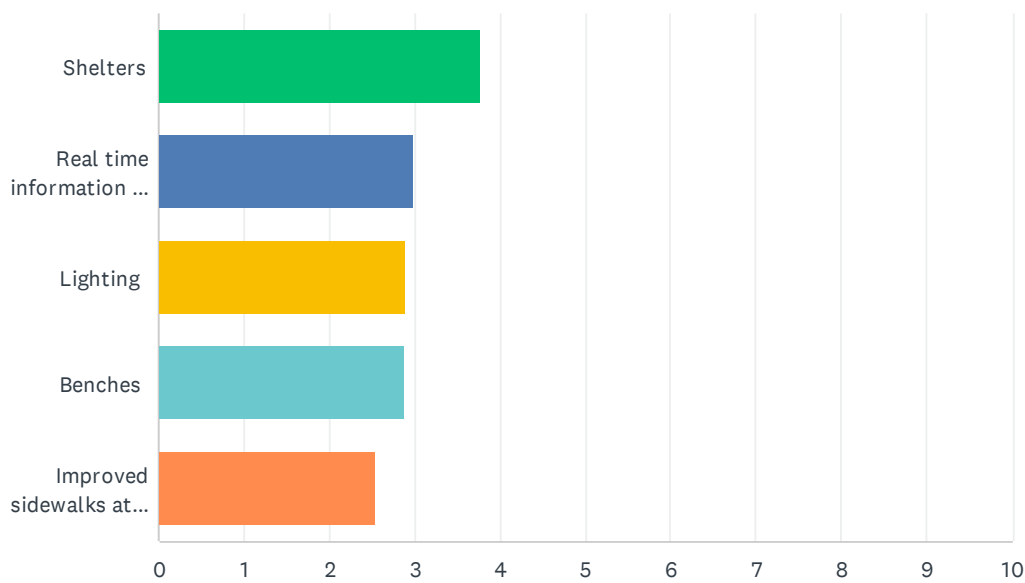


ANSWER CHOICES	RESPONSES	
Yes	52.54%	62
No	36.44%	43
Other (please specify)	11.02%	13
TOTAL		118

#	OTHER (PLEASE SPECIFY)	DATE
1	Used to. I took classes at the downtown campus and worked out in the valley	10/26/2021 1:14 PM
2	Once a month for social event	10/26/2021 11:00 AM
3	Not currently but have recent experience with 90 as primary	10/26/2021 5:49 AM
4	Sometimes	10/23/2021 10:30 AM
5	occasional only	10/20/2021 5:54 PM
6	1 or 2 times a wee	10/14/2021 3:57 PM
7	Not while on detour.	10/12/2021 8:24 AM
8	Not everyday	10/8/2021 10:41 AM
9	semi-regular basis	10/5/2021 10:38 AM
10	sometimes	10/4/2021 10:50 AM
11	I will be taking Route 90 for a new job	10/2/2021 12:04 PM
12	Around twice in a month	10/1/2021 9:44 PM
13	Just moved, planning to use it regularly in the next few months.	10/1/2021 10:09 AM

Q9 STA proposes to enhance busy stops with new amenities. Key stops that support higher concentrations of ridership or feature importantly in land use and transportation plans will receive a greater level of improvement. STA expects to add 17 more shelters in the corridor compared to existing conditions. Other improvements are planned to make it more convenient and comfortable to ride the bus. Please rank the following list based on improvements most important to you. 1 is the highest rank.

Answered: 106 Skipped: 15



	1	2	3	4	5	TOTAL	SCORE
Shelters	40.78% 42	23.30% 24	16.50% 17	11.65% 12	7.77% 8	103	3.78
Real time information on digital displays	17.31% 18	21.15% 22	23.08% 24	20.19% 21	18.27% 19	104	2.99
Lighting	15.53% 16	22.33% 23	21.36% 22	19.42% 20	21.36% 22	103	2.91
Benches	13.46% 14	25.00% 26	18.27% 19	22.12% 23	21.15% 22	104	2.88
Improved sidewalks at bus stops	15.24% 16	8.57% 9	20.00% 21	26.67% 28	29.52% 31	105	2.53

Q10 Are there any other improvements you would like to see at bus stops in the corridor other than those listed above?

Answered: 77 Skipped: 44

#	RESPONSES	DATE
1	five-minute or more service rush hours ten minute off hour.	10/31/2021 7:01 PM
2	Less taxes as it is buses ate late or early.	10/31/2021 5:17 PM
3	Have the loading sidewalk the same height as the bus door platform. This will eliminate the need to kneel and extend the ramp saving time for those with walkers, wheelchairs, and rolling baskets.	10/30/2021 2:33 PM
4	No	10/30/2021 10:04 AM
5	An automated system where riders must purchase and scan tickets before entering the bus would greatly increase the speed of loading and unloading passengers at each stop.	10/29/2021 12:31 PM
6	No	10/29/2021 10:30 AM
7	Less delay time	10/28/2021 2:31 PM
8	NO	10/28/2021 5:16 AM
9	More stops with schedules.	10/28/2021 2:53 AM
10	None that I can think of	10/27/2021 11:35 AM
11	No	10/27/2021 9:39 AM
12	Some type of alerting (flag or electronic) to the next bus that a passenger is at the shelter waiting for them.	10/26/2021 6:17 PM
13	Motion Sensor Lighting and reflective bus signage	10/26/2021 1:24 PM
14	Garbage cans Bike racks Heat in shelters in winter	10/26/2021 12:01 PM
15	My trips on the 90 are between the VTC and Plaza.	10/26/2021 11:05 AM
16	USB charging stations for mobile electronics, in working order.	10/26/2021 6:12 AM
17	Safety	10/25/2021 11:01 PM
18	Ways to make the bus travel faster through traffic and stop lights.	10/25/2021 3:27 PM
19	I would like to see the stop outside the catalyst building come back	10/25/2021 1:36 PM
20	No	10/25/2021 8:24 AM
21	Not that I can think of	10/24/2021 3:12 PM
22	Bus 98 needs to run longer on Sundays so people don't have to walk home from work	10/24/2021 1:33 PM
23	Ability to purchase tickets at a machine at bus stops. 2 Hour, All Day and Monthly passes.	10/23/2021 8:23 PM
24	Keep going to Liberty Lake on the weekends or start express buses to Liberty Lake on weekends.	10/23/2021 4:55 PM
25	Keep stops clear of snow and ice to make it easy to board bus	10/23/2021 11:55 AM
26	Garbage cans. Enough seats on benches. Your new shelters only have 2 or 3 seats! The old shelters had tons of seats.	10/23/2021 10:39 AM
27	Yes a way to keep the homeless out of the shelters. I refuse to even sit in one of them.	10/22/2021 7:17 PM
28	Emergency button to indicate emergency at that stop	10/21/2021 5:26 PM

Sprague Line High Performance Transit Survey

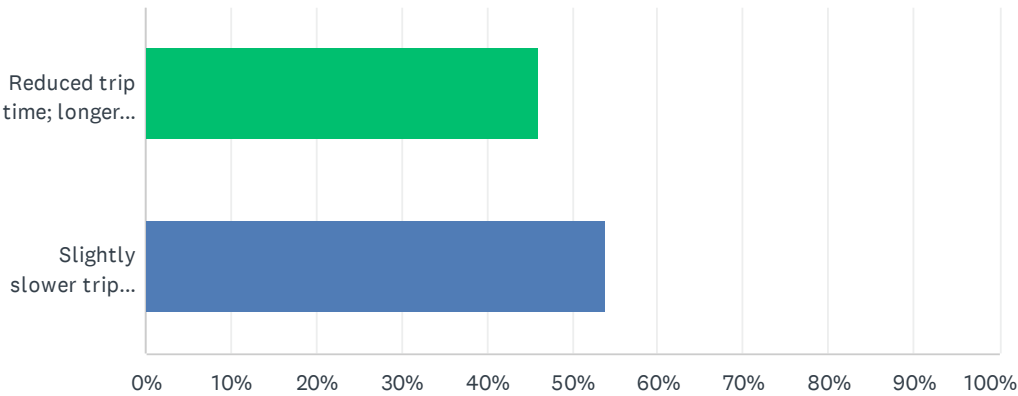
29	good map of all bus routes and connections	10/20/2021 5:59 PM
30	I have business I do at Sprague Ave. and Conklin Rd. I wish the 98 outbound from Valley Plaza to Liberty Lake ran on a 15 minute schedule, especially in the winter.	10/19/2021 6:47 PM
31	No?	10/15/2021 11:40 AM
32	No, I think STA is great !	10/14/2021 4:03 PM
33	Trash bin	10/14/2021 3:12 PM
34	Express line and regular. One with faster time and less stops, another with more stops but slower	10/13/2021 10:26 AM
35	Additional bus stops.*** Re-add Sprague/Altamont East-Bound. *** Additional bus and more frequently on weekends. Extended weekend hours.	10/12/2021 7:10 PM
36	We should be thinking much bigger on this route. We should build light rail and upzone the stations. Let's fight climate change and the housing crisis at the same time.	10/12/2021 5:54 PM
37	pay kiosks stops that minimally impede traffic flow	10/12/2021 10:41 AM
38	Barriers to separate traffic from pedestrians	10/12/2021 9:09 AM
39	Keep 15 minute service.	10/12/2021 8:30 AM
40	Shorter time waiting for busses to come	10/12/2021 7:16 AM
41	Restrooms at busiest stops. Like Custer.	10/10/2021 6:01 PM
42	Depending on what part of town the stop is in, it might be good to provide some emergency push button phones. The Sprague corridor has come a long way in the last 20 years, but it obviously still has some issues here and there. Emergency phones and good lighting/visibility in shelters would go a long way in enhancing the perception of safety.	10/10/2021 2:24 PM
43	Big Belly Trash Receptacles, Bike lockers, Bike Repair stands, Bike Racks, USB chargers. Directional signage to connecting bus lines, and destinations.	10/9/2021 1:54 PM
44	Nah	10/9/2021 4:36 AM
45	BRT 60 Ft Articulated Buses	10/8/2021 6:25 PM
46	Bus Pass machines like on Sprague and Helena/napa	10/8/2021 10:51 AM
47	No	10/8/2021 6:37 AM
48	Heater inside shelters to keep people warm in the cold weather	10/7/2021 10:46 AM
49	If connection to greyhound, etc. Need more police presence	10/6/2021 10:34 PM
50	NA	10/6/2021 9:00 PM
51	No	10/6/2021 4:47 PM
52	No	10/6/2021 4:21 PM
53	No	10/6/2021 1:43 PM
54	More trash cans	10/6/2021 12:23 PM
55	Stop messing with what's already there. Improve what you have first	10/5/2021 3:30 PM
56	More accordion buses on route	10/5/2021 2:26 PM
57	No. Those are enough.	10/5/2021 2:26 PM
58	Maintenance.	10/5/2021 11:17 AM
59	Focus on what you have already, there is already more than STA can actually handle. Driver punctuality, and accountability to such, while having the busses actually cleaned-whether there is a pandemic is more important than building more stops that the drivers will be late to.	10/5/2021 6:43 AM
60	No	10/4/2021 7:34 PM

Sprague Line High Performance Transit Survey

61	Security	10/4/2021 6:26 PM
62	No	10/4/2021 1:10 PM
63	vending machines for coffee and snacks	10/4/2021 10:56 AM
64	Trash receptacles.	10/4/2021 10:34 AM
65	No	10/3/2021 8:15 PM
66	Enhanced crosswalks, especially on the wide one-way sections of Sprague and Appleway	10/2/2021 12:10 PM
67	Pedestrian access is really important, so the closer a station is close to a stoplight, the better. (I assume cause adding a crosswalk in the middle of Sprague is probably not efficient).	10/1/2021 11:26 PM
68	Yes like at as CC I would like to see restrooms installed in are there bus stops especially the VTC and places like the VTC	10/1/2021 9:59 PM
69	Let the Route 6 serving Amtrak station with 90 together	10/1/2021 8:37 PM
70	Real-time info on Apple and Google maps.	10/1/2021 5:38 PM
71	No	10/1/2021 5:26 PM
72	60 Ft Articulated buses in some form of BRT.	10/1/2021 5:22 PM
73	any improvements to make boarding faster	10/1/2021 5:03 PM
74	Garbage cans are appreciated. I realize that getting them emptied is not always so easy. Also, shelters that are not so open. Especially in the freezing cold, shelters that hardly qualify as a shelter. Open at the bottom, top and front does nothing to help protect your riders even a bit from freezing cold, while waiting for the bus.	10/1/2021 4:48 PM
75	No	10/1/2021 4:15 PM
76	how about getting rid of all the empty buses	10/1/2021 10:58 AM
77	Expand to Liberty Lake	10/1/2021 9:27 AM

Q11 To increase reliability and efficiency along the route, STA is considering closing and/or relocating a small number of existing stops. Which of the following would you prefer? (select one)

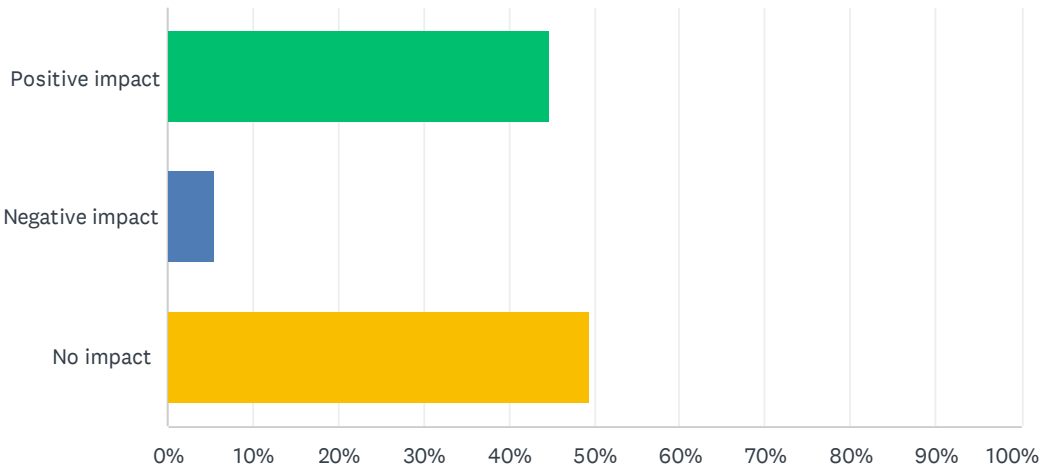
Answered: 104 Skipped: 17



ANSWER CHOICES	RESPONSES	
Reduced trip time; longer walk to stop (about 2 extra blocks)	46.15%	48
Slightly slower trip time; more frequent stops	53.85%	56
TOTAL		104

Q12 STA is proposing to relocate the stops at the Division and Browne railroad overpass closer to the Amtrak/Greyhound center at Bernard (exhibit above). For you, would this change be a: (select one)

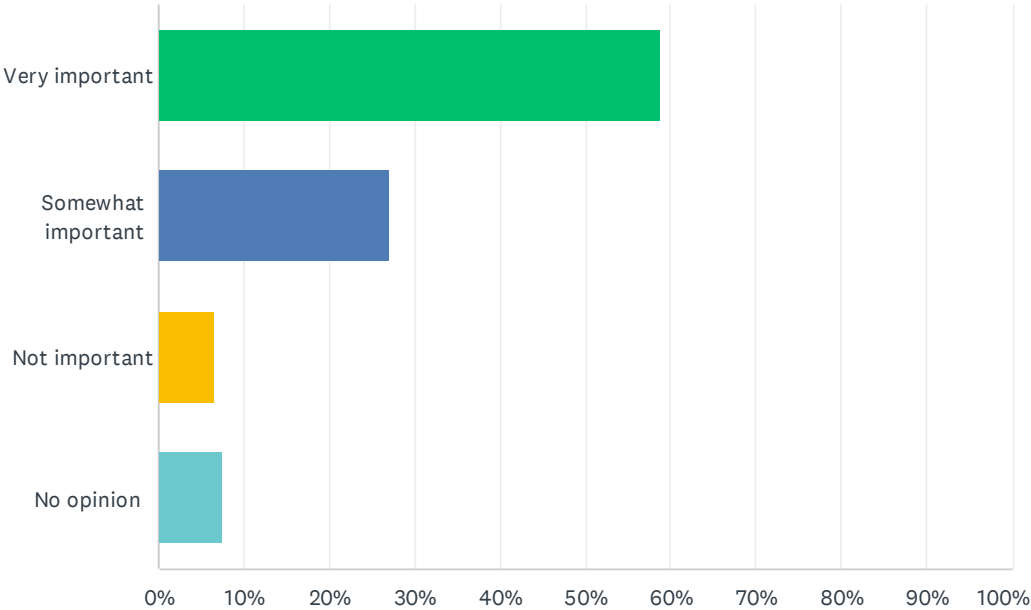
Answered: 107 Skipped: 14



ANSWER CHOICES		RESPONSES	
Positive impact		44.86%	48
Negative impact		5.61%	6
No impact		49.53%	53
TOTAL			107

Q13 STA is working with associated cities to consider improved pedestrian street crossings, including at the new Hive (Sprague and Haven) and proposed Balfour Park (Sprague at Dartmouth). Improvements may include signage, flashing beacons, and physical changes to reduce the crossing distances. In your opinion, how important are improved pedestrian crossings to your use of bus service along the Sprague corridor? (select one)

Answered: 107 Skipped: 14



ANSWER CHOICES	RESPONSES	
Very important	58.88%	63
Somewhat important	27.10%	29
Not important	6.54%	7
No opinion	7.48%	8
TOTAL		107

Q14 In addition to the two potential locations above, please share with us if there are other specific intersections where an improved crosswalk would benefit you or other riders.

Answered: 54 Skipped: 67

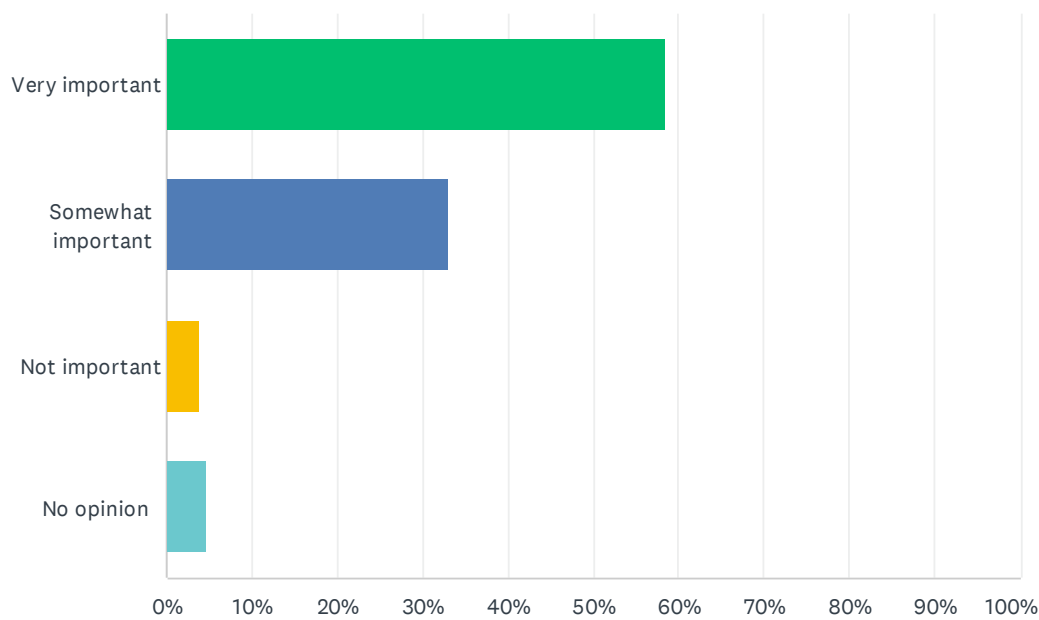
#	RESPONSES	DATE
1	Sprague/Havana due to Fairgrounds.	10/31/2021 7:01 PM
2	Doesn't matter the cars run the crossings anyway.	10/31/2021 5:17 PM
3	I can't think of any place since I start at the VTC and end at the Plaza where I make a connection	10/30/2021 2:33 PM
4	I cant think of any	10/30/2021 10:04 AM
5	I am happy to see that the bus stops near Home Depot are now near the actual intersection. This makes crossing the street much better and safer.	10/29/2021 12:31 PM
6	Not sure	10/29/2021 10:30 AM
7	None	10/28/2021 2:31 PM
8	No.	10/28/2021 5:16 AM
9	None that I can think of	10/27/2021 11:35 AM
10	None	10/27/2021 9:39 AM
11	Near the Worksource and Pride Prep.	10/26/2021 6:17 PM
12	None	10/26/2021 1:24 PM
13	At Sargent rd. If appleway trail gets extended that far we will need a crosswalk there for bus access and access to Dishman Hills.	10/26/2021 12:01 PM
14	I have none.	10/26/2021 11:05 AM
15	Sprague and Havana, Sprague and Myrtle, Sprague and S. Dearborne rd. We in town riders do not have the same pedestrian experience as do Spokane Valley residents,	10/26/2021 6:12 AM
16	None	10/25/2021 11:01 PM
17	None	10/25/2021 8:24 AM
18	None come to mind	10/24/2021 3:12 PM
19	Boone and Adams	10/23/2021 8:23 PM
20	Don't Know	10/23/2021 4:55 PM
21	Better lighting at your stops.	10/22/2021 7:17 PM
22	Sprague and altamont	10/21/2021 5:26 PM
23	Definitely Trent Rd. and Park Rd. I've almost been hit 4 times and I was crossing legally. Sprague Ave. and Division St. is very dangerous.	10/19/2021 6:47 PM
24	Not sure	10/15/2021 11:40 AM
25	The #25 at the Y where there is not a crosswalk if you go north and want to cross the street to Rosauers.	10/14/2021 4:03 PM
26	no	10/14/2021 3:15 PM
27	There are lots of place all over town that need the flashing lights options. As a driver, hitting a	10/13/2021 10:26 AM

Sprague Line High Performance Transit Survey

	pedestrian is my worst fear	
28	every stop that doesn't have traffic lights	10/12/2021 10:41 AM
29	No opinion	10/12/2021 8:30 AM
30	1) Sprague and Myrtle - The project documents show an enhanced shelter at this location, but yet the nearest marked crosswalks are at Havana and Freya, which is a 1/4 mile walk away from the stop in either direction which translates into a 1/2 mile walk to cross Sprague safely. 2) Sprague and Carnahan - There is retail on both sides of the street here, and the back entrance to Walmart across from Carnahan is kind of awkward for pedestrians (there's sidewalks along that driveway, but they don't align with Carnahan making crossing the street unintuitive for both pedestrians and vehicles). 3) Sprague/Appleyway and Coleman - this is exactly midway along the 1/2 mile stretch between Thierman and Park, which is a stretch of road without any stop lights. Vehicular traffic picks up a lot of speed through this non-stop stretch, making collisions with pedestrians more dangerous. 4) Sprague/Appleyway and Sargent - this is exactly midway along the 1/2 mile stretch between Vista and Argonne, which is a stretch of road without any stop lights. Vehicular traffic picks up a lot of speed through this non-stop stretch, making collisions with pedestrians more dangerous.	10/10/2021 2:24 PM
31	Sprague at Altamont.	10/9/2021 1:54 PM
32	I walk across without a crosswalk like a MAN	10/9/2021 4:36 AM
33	N/A	10/8/2021 10:51 AM
34	Caster. Sprague	10/8/2021 6:37 AM
35	Sprague and Fancher	10/7/2021 5:30 PM
36	N/A	10/7/2021 10:46 AM
37	Sprague & University	10/6/2021 10:34 PM
38	NA	10/6/2021 9:00 PM
39	Sherman and first	10/6/2021 1:43 PM
40	N/a	10/5/2021 2:26 PM
41	None.	10/5/2021 2:26 PM
42	The entrance to the Walmart on Sprague in Spokane is difficult for pedestrians. If you get off at the stop across the street, you cross once, then have to walk quite a ways before you can reach a pedestrian crossing again- well into the parking lot. It would be helpful if there were some way for pedestrians to cross sooner, since crossing again to reach the side the Walmart is on is not facilitated by the traffic lights.	10/5/2021 11:50 AM
43	Focus on your jobs. Let the city worry about the crosswalks.	10/5/2021 6:43 AM
44	N/A	10/4/2021 7:34 PM
45	None	10/4/2021 6:26 PM
46	University Road and Sprague Ave really needs help for pedestrians to safely cross	10/4/2021 10:56 AM
47	Appleyway/Dartmouth	10/4/2021 10:43 AM
48	N/A	10/4/2021 10:34 AM
49	Appleyway and Dartmouth (OB stop for Spokane Valley City Hall)	10/2/2021 12:10 PM
50	Maybe auto row but I don't have any specific suggestions.	10/1/2021 5:38 PM
51	None I can think of	10/1/2021 5:26 PM
52	a crossing at Greene or the location of future bus stop between Haven and Freya would be good. It is almost 1/2 mile between those two crossings.	10/1/2021 5:03 PM
53	No	10/1/2021 4:15 PM
54	Appleyway/Sprague & University	10/1/2021 9:27 AM

Q15 STA is exploring opportunities to improve the reliability of bus service as part of the project with changes to signals and lane striping, giving priority for buses at specific traffic signals and travel lanes for part of the corridor. In your opinion, how important are these improvements?

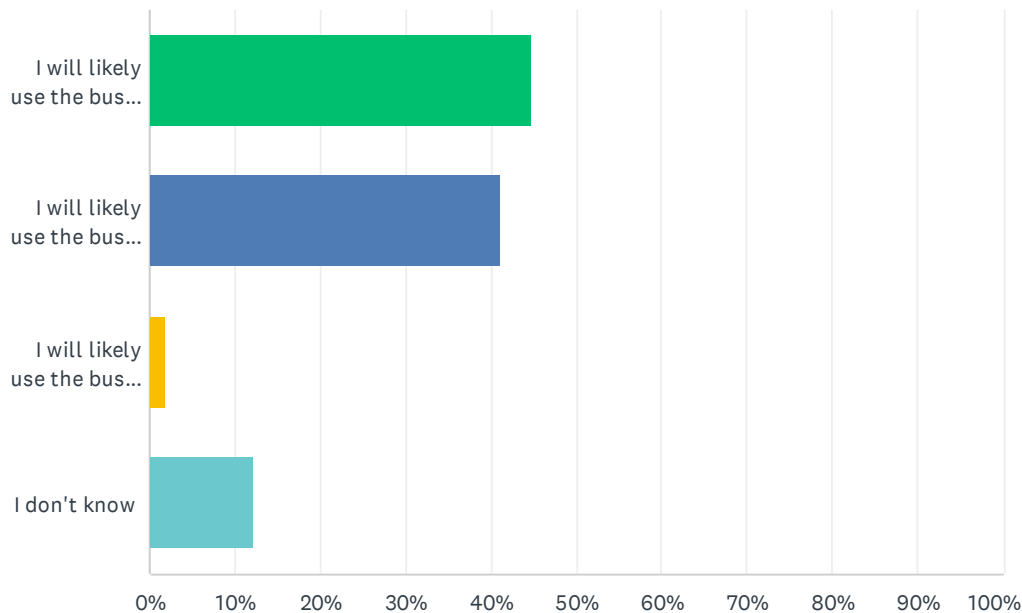
Answered: 106 Skipped: 15



ANSWER CHOICES	RESPONSES	
Very important	58.49%	62
Somewhat important	33.02%	35
Not important	3.77%	4
No opinion	4.72%	5
TOTAL		106

Q16 Given the proposed improvements planned in the Sprague corridor, how is your use of bus service along Sprague likely to change in the future? (select one)

Answered: 107 Skipped: 14



ANSWER CHOICES		RESPONSES	
I will likely use the bus more often		44.86%	48
I will likely use the bus about the same as today		41.12%	44
I will likely use the bus less often		1.87%	2
I don't know		12.15%	13
TOTAL			107

Q17 Please let us know of any other comments or concerns we should consider in implementing the Sprague Line.

Answered: 51 Skipped: 70

#	RESPONSES	DATE
1	More stops	10/31/2021 5:17 PM
2	Thank you for your very proactive opportunities given to the public to share their input.	10/30/2021 10:04 AM
3	I am very happy with the suggestions, though there is one issue that is not being addressed that I would greatly appreciate. The stops in the Sprague Union neighborhood currently block traffic in a horrendous manner. For example, consider the stop right next to the library at Sprague and Helena. It is difficult to imagine a start better designed to slow traffic. It completely blocks the eastbound lane on Sprague, both for vehicles heading east on Sprague and also for any cars looking to turn onto Sprague off of Helena. In fact, everyday numerous vehicles break the law and simply drive around the bus in frustration, which creates large dangers for any pedestrians near crosswalks at these stops. The stops that were put in a year or so later, such as the westbound stop near Sprague and Sherman by the Catalyst building, are much more safely designed, as they take up a handful of parking spaces to avoid completely blocking traffic. Can these extremely dangerous stops - including the ones at Sprague and Helena, and also Sprague and Napa - and please be improved for public safety to be more of the design of the ones at Sprague and Sherman? There are not many of these stops, and I strongly believe the added cost of renovating them to move off-lane at the cost of a handful of parking spaces would make it far safer to walk around the Sprague Union neighborhood. Thank you.	10/29/2021 12:31 PM
4	Na	10/29/2021 10:30 AM
5	None	10/28/2021 2:31 PM
6	N/A	10/28/2021 5:16 AM
7	There is special consideration that should be given to the residential neighborhood between Ivory and Freya when it comes to stop reduction. There are many elders in there and increasing the distance between stops will be effect their independence and accessibility to care, services and shopping.	10/26/2021 6:17 PM
8	Provide crosswalk signals and improved bus stops along the Appleway and Sprague one-way sections. Also consider making 90 & 98 one line, with the bus still stopping at the VTC, so that riders can still connect with other routes	10/26/2021 1:24 PM
9	How about get rid of the bus and put in a light rail. All the way from the airport to Coeur d'Alene would be great.	10/26/2021 12:01 PM
10	I am happy with Route 90. It gets me to an from downtown from the valley. I try to use the Expresses when possible but the 90 is reliable and runs more often.	10/26/2021 11:05 AM
11	Could there be service 24/7 on the Division and Sprague axis lines like once an hour or every other hour. Citizen work or commitment schedules are being restricted.	10/26/2021 6:12 AM
12	Saftey and Time	10/25/2021 11:01 PM
13	Make the bus lines electric!	10/25/2021 3:27 PM
14	Can't think of any	10/24/2021 3:12 PM
15	None	10/23/2021 8:23 PM
16	I don't like to ride this route because of the people riding this bus. And really this new plan of yours is going to take forever to get together and by then you will have misses another boat. To much roads and hops to go through with any changes you want to do.	10/22/2021 7:17 PM
17	Make all stops more visible. Remove any trees or bushes blocking the bus stop signs. Even	10/21/2021 5:26 PM

Sprague Line High Performance Transit Survey

	having lights attach to the bus stop sign/pole indicating this is a bus stop, especially at night	
18	very concerned about crime against the elderly on buses. you must have crime and nuisance protection. esp. as more street-trash moves here from california and seattle/portland.	10/20/2021 5:59 PM
19	I'm a Spokane native and rapid transit has been discussed for years. STA and the public would benefit greatly. Run downtown to Medical Lake, Cheney, return to Plaza then go out Sprague Ave E to Valley Plaza and Liberty Lake. You have students, employers, employees, and shoppers benefiting, as well as the STA. Just imagine what it would do for our economy. We are the 2nd largest city in Washington state. We are growing faster than we can keep up. Also, many current drivers don't offer the ramp to shoppers and walkers. When I've had to ask over the years I watch them look at me like I'm an inconvenience. I feel stereotyped as many do in our homeless community. I didn't look homeless and it's disrespectful. Thank you to all the drivers who love people and their job.	10/19/2021 6:47 PM
20	Not sure	10/15/2021 11:40 AM
21	I cannot think of anything right now.	10/14/2021 4:03 PM
22	Sprague is still a high traffic road for regular cars, so finding a way to expand lanes to make it better for both cars and buses to ensure efficiency for both is critical as the population and traffic increases. Having a better commuting option will hopefully lower traffic concerns, but that won't make it go away	10/13/2021 10:26 AM
23	Sprague/Altamont East-Bound stop. Shelters for the unpredictable weather in Spokane.	10/12/2021 7:10 PM
24	Again, please think bigger. We need to get started on fixed, high capacity transit with upzones along the route before we sprawl ourselves into an evermore untenable climate and traffic situation.	10/12/2021 5:54 PM
25	keeping traffic flowing (bus and auto) is vital. Today, bus stops frequently slow/stop traffic.	10/12/2021 10:41 AM
26	I currently walk from Sprague and Pine street to the plaza.A stop near this location would benefit me.	10/12/2021 8:30 AM
27	Building a direct turn-in off of Appleway into the Valley Transit Center for the eastbound run of the route could shave some time off the route. Buses would no longer need to circle the transit center around the parking lot via University and 4th. And they wouldn't need to circle the bus island either to turnaround for the westbound run. Pulling directly into the transit center from Appleway will orient the bus in the correct direction for the start of the westbound leg. It's also unclear why there's a stop being proposed on the east-bound run at Appleway/University since the VTC is literally 200 feet away. Building that bus turn-in would also create a pedestrian entry into the VTC right by that proposed stop. As the Spokane portion of Sprague (in the Centers & Corridors zone and University District) hopefully become more dense and mixed use in the coming years and decades, more riders will be transit-dependent for daily life, including errand runs. Make sure the design/interior seating configuration of the buses supports that lifestyle (i.e. space to put grocery bags, backpacks for office workers and students, etc.)	10/10/2021 2:24 PM
28	7 to 10 minute frequency would be nice, and would cut down on one bus packed to the gills and the next bus empty.	10/9/2021 1:54 PM
29	Earlier start times on Saturdays please ! Working nights, I get off at 6a.m. and have to wait at work until 645 to go home on Saturdays. Thanks !	10/9/2021 4:36 AM
30	The bus stop at Sprague and farr (inbound) should not be closed because people need to get to Winco in the valley	10/8/2021 10:51 AM
31	Keep the good work	10/8/2021 6:37 AM
32	The distance from Walmart to a stop is quite long while carrying packages. I understand the problem of logistics, but a pedestrian corridor down to a stop at S. Chronicle Rd. Would be a blessing.	10/7/2021 11:31 AM
33	N/A	10/7/2021 10:46 AM
34	Used to take ONE bus from downtown to Valley Mall, now have to take multiple buses, need to consolidate better to encourage people to shop in valley as in downtown Spokane. I can take 2 buses to get where I want in downtown Spokane; it takes at least 3 in the valley.	10/6/2021 10:34 PM
35	NA	10/6/2021 9:00 PM

Sprague Line High Performance Transit Survey

36	Will the bus have bike racks? I might be more likely to ride the bus if I can bring my bike	10/6/2021 4:47 PM
37	Reopen the stops on Sprague near the ewu catalyst building	10/6/2021 1:43 PM
38	Fix what you have before you start new projects	10/5/2021 3:30 PM
39	None	10/5/2021 2:26 PM
40	The length of time on the commute is acceptable. An increase in frequency along this route is more desirable.	10/5/2021 2:26 PM
41	larger pull outs for all buses in the university corridor all the way up to Helena. stop blocking automotive traffic in these location.	10/5/2021 11:17 AM
42	Work on the your foundation before you build on to what you already have. Fix the issues and complaints that we are bringing to you, and then MAYBE you should worry about expanding.	10/5/2021 6:43 AM
43	N/A	10/4/2021 7:34 PM
44	Transit signal priority is essential to enhance reliability and efficiency of service along with the other proposed changes. The Sprague corridor is an essential corridor to many people but it should be enhanced in all the ways possible to make it an attractive option for other potential riders.	10/2/2021 12:10 PM
45	The name of "9" is really satisfying. Maybe hope to see the 25 change to the 5. If there's nice stations along Sprague, I think this bus line will be really great for the community. Maybe have stations close to the quality as the upcoming City Line at Helena/Napa, FREYA!!!, Park, and if possible, Costco + Walmart bus stops.	10/1/2021 11:26 PM
46	The Amtrak comes on every midnight 12:05 -2:30am. Is it OK to add some midnight Route that combine with 2-3 routes are high demand from the morning like 6, 90, 25 leave on the Amtrak station	10/1/2021 8:37 PM
47	I take the bus from VTC to Gonzaga. Easy connections to the 25 and the City Line are very important to me.	10/1/2021 5:38 PM
48	Please extend it further than just University. It should go to at least Sullivan	10/1/2021 5:26 PM
49	None	10/1/2021 4:15 PM
50	why implement more bus lines when there are so many empty buses on our streets. I think sta is a big ripoff for the taxpayers when most of your revenue is from taxes and not paid ridership.	10/1/2021 10:58 AM
51	Expand to Liberty Lake	10/1/2021 9:27 AM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6E : STRATEGIC PLANNING SERVICES AWARD OF CONTRACT

REFERRAL COMMITTEE: Board Operations (*Haley*)

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

SUMMARY: Spokane Transit is seeking qualified assistance in developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development and furthers STA's vision to be a source of pride for the region. The development of the plan comes as STA nears the completion of the most significant investments within its current ten-year plan, STA Moving Forward. Procurement of an experienced consultant to support the strategic planning effort is an important step toward development of the new vision and plan.

BACKGROUND: STA intends for the new strategic plan to address emerging technologies, trends, and opportunities with 2035 as the planning horizon year. STA expects that the consultant will provide active project management and project control tasks, including regular progress check-ins to report progress, assess and mitigate schedule risks, update on earned value and ensure clear project communications within the consultant and with STA leadership and staff assigned to support the project.

In addition, STA will look to the consultant to develop and facilitate a comprehensive public and stakeholder involvement effort which will crosscut all stages of the project with the objective of informing development of deliverables, while also increasing community buy-in. The scope of work includes consulting and advisory services during four major stages of the project: 1) Discovery, 2) Research & Validation, 3) Scenario Planning, 4) Strategic Plan Development, and 5) Recommendations for Implementation.

PROCUREMENT PROCESS: On September 2, 2021, the Board Operations Committee approved the Scope of Work for Strategic Consulting services and authorized staff to issue a Request for Proposal (RFP). On September 10, 2021, the RFP was issued, posted to the STA website, and sent to 149 potential consultants during the solicitation period.

On October 12, 2021, two proposals were received and deemed responsive to the RFP from responsible consultants: Iknow LLC and Nelson\Nygaard Consulting.

The initial evaluation committee meeting was held on October 26, 2021, and was comprised of STA staff alongside Performance Monitoring & External Relations Chair, Cheney Mayor Chris Grover. Serving in a non-voting capacity was Sherry Little, a partner with Cardinal Infrastructure, which other advisory services to STA.

Following are the evaluation criteria:

Evaluation Criteria	Maximum Point Value
Research capabilities & development of strategic insights	30
Project understanding & proposed delivery approach	30
Relevant experience	20
Reference materials	10
Price proposal	10
Total points	100

After the initial evaluation, the committee invited both proposers to participate in presentations, held in-person at STA and virtual hybrid, to introduce their proposed team members, present their understanding of the scope of work along with their approach to administer the project and conduct the public involvement process, and answer questions to demonstrate their relevant experience in completing similar projects. The interviews were held on November 19, 2021. The committee met after the last interview to evaluate the two consultants. The evaluation comments and independent scoring results were submitted, calculated, and averaged as follows:

Rank	Proposer	Average Evaluation Points Earned
1	Nelson\Nygaard Consulting	96.50
2	Iknow LLC	77.67

After careful consideration of all submissions, consultant interviews, and evaluation criteria, the evaluation committee determined Nelson\Nygaard Consulting to be the most qualified firm to provide Strategic Planning services.

ESTIMATED CONTRACT VALUE AND FUNDING: Based on the cost estimates provided by Nelson\Nygaard Consulting, the total value of the strategic planning services contract for which staff is presently seeking authority to procure amounts to \$526,873. The cost of the contract will be locally funded out of STA's 2022 operating budget.

Upon completion of the initial contract, STA may decide to initiate a second phase of work with the consultant to advance the strategic plan. This phase would include defining and evaluating specific projects that could be implemented within the strategic plan horizon. The contract associated with this phase of work would be brought forward to the Board for approval as the efforts are expected to exceed \$200,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to award a contract to Nelson\Nygaard Consulting for Strategic Planning services in the amount of \$526,873.

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

RECOMMENDATION TO BOARD: Approve as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer *LM* Legal Counsel *LM*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6F : 2021 FTA 5310 PROGRAM OF PROJECTS BUDGET REVISION

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Kristine Williams, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: On September 16, 2021, the STA Board approved the use of \$658,828 in federal funds and \$24,672 in STA local funds for the 2021 Section 5310 Call for Projects. The federal funding sources included the FY 2021 annual apportionment, CRRSAA, ARPA, and funds returned from prior federal 5310 grant funds apportioned before FY 2020. The prior-year grant funds (\$96,974) were initially assigned to the SMS Mobility Training operating project along with the local (STA) matching funds.

In recent consultations with FTA, it was determined that the period of availability for the prior-year federal funds has lapsed and cannot be used on a current year project. Therefore, staff recommend the prior year grant funds of \$96,974 be transferred to the existing STA paratransit vehicle purchase project to utilize all the awarded funding and close the grant awards in a timely manner.

To fulfill the original intent of the September 2021 funding awards, staff further propose to substitute funding sources by increasing the STA local funding amount by \$96,974 and apply the funds to the 2021 SMS Mobility Training operating project. This changes the federal funds in FY 2021 to \$561,854 and the STA local funds to \$121,646. The overall effect of this proposed action is cost neutral and the total award amount remains \$683,500.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board make available an additional \$96,974 in STA local funds to the previously approved 2021 5310 funding awards to maintain the cumulative federal and STA local fund award amount of \$683,500.

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

RECOMMENDATION TO BOARD: Approve as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6G : DIESEL AND UNLEADED GASOLINE: AWARD OF CONTRACT

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
Todd Griffith, Sr. Maintenance Manager

SUMMARY: The current Diesel and Unleaded fuel contract will expire on January 31, 2022. In order to maintain competitive pricing and quality products, staff developed specifications to release an Invitation for Bids (IFB). Spokane Transit's (STA) Performance Monitoring and External Relations Committee approved the specifications at the October 6, 2021, meeting and authorized staff to release an IFB. Spokane Transit took the lead in a multi-agency joint bid that included requirements for the City of Spokane and Spokane County. Each agency will award its own contract.

Contract price adjustments for this commodity will be based solely on the change in the Spokane average rack price as reported in the weekly publication of Oil Price Information Service (OPIS), the U.S. benchmark for fuel prices. STA will pay a per gallon margin above OPIS pricing that includes freight costs, gross profit, the impact of Washington State Hazardous Substances Tax, and any other fees or charges assessed by the company on customer purchases.

The proposed margin represents the price differential between bids.

The IFB was advertised on October 13, 2021, on the STA website and in the local newspaper and packets were emailed to thirty-two potential suppliers. A virtual public bid opening was conducted via Microsoft Teams on November 10, 2021. Pricing was requested on the following products:

- unleaded gasoline with ethanol
- ultra-low sulfur diesel (ULSD) #2
- ULSD #2 with a winter additive
- Card Lock dispensing access.

STA estimates 2022 annual usage of 1.487 million gallons of ultra-low sulfur diesel fuel and 166,500 gallons of unleaded fuel.

Four responsive bids were received from responsible contractors:

- City Service Valcon
- Coleman Oil
- Mansfield Oil
- Whitley Fuel

Per gallon margin prices submitted by Coleman Oil were the lowest bid for STA as indicated on the bid tabulation which follows. Coleman Oil bid a deductive amount from OPIS pricing for ultra-low sulfur diesel without winter additive and for unleaded fuel.

47.6% SUMMER TO 52.4% WINTER

	Gasoline	ULSD Clear		Card Lock ULSD		SCORE
		Summer	Winter	Summer	Winter	
COLEMAN OIL	166,500	671,160	738,840	36,414	40,086	1
Margin	(\$0.0070)	(\$0.0070)	\$0.0130	\$0.1000	\$0.1200	
	-\$1,166	-\$4,698	\$9,605	\$3,641	\$4,810	
					\$12,193	
CITY SERVICE VALCO	166,500	671,160	738,840	36,414	40,086	2
Margin	\$0.0317	\$0.0342	\$0.0642	\$0.1495	\$0.1795	
	\$5,278	\$22,954	\$47,434	\$5,444	\$7,195	
					\$88,305	
WHITLEY FUEL	166,500	671,160	738,840	36,414	40,086	3
Margin	\$0.0300	\$0.0350	\$0.0700	\$0.1500	\$0.1850	
	\$4,995	\$23,491	\$51,719	\$5,462	\$7,416	
					\$93,082	
MANSFIELD OIL	166,500	671,160	738,840	36,414	40,086	4
Margin	\$0.0699	\$0.0495	\$0.0620	\$0.1400	\$0.1400	
	\$11,638	\$33,222	\$45,808	\$5,098	\$5,612	
					\$101,379	

Funding for this contract is included each year in the Fixed Route, Paratransit, and Maintenance departments' operating budget. The final proposed fuel budget for 2022 is \$3.91 million for diesel and \$0.67 million for unleaded gasoline.

RECOMMENDATION TO COMMITTEE: Recommend the Board award a contract to the lowest, responsive bid from a responsible contractor, Coleman Oil, for diesel and unleaded fuel and service for five years effective February 1, 2022.


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

RECOMMENDATION TO BOARD: Approve as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer  _____

Legal Counsel  _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 6H : 2022 BOARD AND COMMITTEE MEETING CALENDAR –
RECOMMENDATION

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: Attached is a proposed schedule for 2022 Board and Committee meeting dates. STA Board meetings will be held on the third Thursday of the month at 1:30 p.m. The Planning and Development (P&D) Committee and Performance Monitoring and External Relations (PMER) Committee meetings will be held on the first Wednesday of the month at 10:00 a.m. and 1:30 p.m., respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at 1:30 p.m.

Please note the following exceptions:

JANUARY

There are no Planning and Development or Performance Monitoring and External Relations Committee meetings scheduled for January.

AUGUST

There are no Board or Committee meetings scheduled during the month of August.

SEPTEMBER

September begins on a Thursday. As such, committee meetings are one week earlier than usual. The P&D and PMER committees will meet on Wednesday, August 31, 2022, and the Board Operations Committee will meet on September 7, 2022.

DECEMBER

December also begins on a Thursday. Therefore, committee meetings are one week earlier than usual. The P&D and PMER committees will meet on Wednesday, November 30, 2022, and the Board Operations Committee will meet on December 7, 2022.

In addition to the regular Board and Committee meetings, the following STA Board of Directors Strategic Planning & Budget workshops are scheduled in 2022:

- March 17, 2022: 11:30 a.m. to 1:15 p.m.
- May 19, 2022: 11:30 a.m. to 1:15 p.m.
- July 21, 2022: 11:30 a.m. to 1:15 p.m.

All meetings will be held virtually or at the Spokane Transit Boardroom, 1230 West Boone Avenue.

RECOMMENDATION TO BOARD: Review and recommend the Board approve the 2022 Board and Committee meeting calendar and forward to the Board Consent Agenda.

COMMITTEE ACTION: Approved as presented and forwarded to the Board Consent Agenda.

RECOMMENDATION TO BOARD: Approve as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer 

Legal Counsel 

SPOKANE TRANSIT AUTHORITY

2022 BOARD & COMMITTEE MEETING SCHEDULE

Meetings will be held at Spokane Transit or Via Virtual Conference

Board Meetings (Third Thursday) 1:30pm-3:30pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 20	<i>January – No meeting scheduled</i>
February 17	February 2
March 17	March 2
April 21	April 6
May 19	May 4
June 16	June 1
July 21	July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
September 15	August 31 <i>(September Mtg)</i>
October 20	October 5
November 17	November 2
December 15	November 30 <i>(December Mtg)</i>
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations (First Wednesday) 1:30pm-3:00pm
January 12	<i>January – No meeting scheduled</i>
February 9	February 2
March 9	March 2
April 13	April 6
May 11	May 4
June 8	June 1
July 13	July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
September 7 <i>(1st Wednesday)</i>	August 31 <i>(September Mtg)</i>
October 12	October 5
November 9	November 2
December 7 <i>(1st Wednesday)</i>	November 30 <i>(December Mtg)</i>
2022 Board Workshops Wednesday - 11:30 am – 1:15 pm	
March 17	
May 19	
July 21	
2022 CAC Meeting Schedule (2nd Wednesday) 5:00 pm	
February 9	
April 13	
June 8	
September 14	
November 9	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 7A : FINAL PROPOSED 2022 OPERATING AND CAPITAL BUDGETS –
RESOLUTION

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY:

The Draft 2022 Operating and Capital Budgets were presented as follows:

October 6, 2021	Planning and Development Committee Meeting
October 21, 2021	Board of Directors Meeting
October 27, 2021	Citizen Advisory Committee Meeting

The narrated public presentation of the Proposed 2022 Operating and Capital Budgets was available on the Spokane Transit website beginning November 3, 2021, and presented at the following meetings:

November 3, 2021	Planning and Development Committee Meeting
November 18, 2021	Public Hearing at the Board of Directors Meeting

The Planning and Development Committee reviewed the Final Proposed 2022 Operating and Capital Budgets on December 1, 2021.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board adopt by resolution the Final Proposed 2022 Operating and Capital Budgets.

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

RECOMMENDATION TO BOARD: Adopt by resolution, the Final Proposed 2022 Operating and Capital Budgets.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer ESM Legal Counsel LM

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2022 BUDGET AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, staff has prepared a proposed 2022 budget, provided public access to the budget and the STA Board of Directors has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2022 budget at its December 1, 2021 meeting and has recommended adoption by the STA Board of Directors at its December 16, 2021 meeting; and the final budget is on file with the Clerk of the Authority;

WHEREAS, pursuant to Resolution No. 630A-07, the Board shall annually review and approve the level of cash reserves in conjunction with the budget adoption process.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby approves and adopts the 2022 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 145,244,932	Operating Expenses	\$ 90,848,364
Capital Grants	\$ 20,928,632	Capital Projects	\$ 67,690,286
From Cash Balance	\$ 989,513	Fleet Replacement Allocation	\$ 8,624,427
Total Source of Funds	\$ 167,163,077	Total Use of Funds	\$ 167,163,077

BOARD DESIGNATED CASH RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ 13,627,255
Risk Reserve	\$ 5,500,000
Right-of Way Acquisition Reserve	\$ 4,950,000
Total Board Designated Cash Reserves	\$ 24,077,255

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to carry out the purposes intended by the budget and to administer the provisions and appropriations as approved.

Adopted by STA at a regular meeting thereof held on the 16th day of December 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Pam Haley
Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

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 on the front showing route 22 and the destination 'NIA BLVD TO COURTESY'. The bridge has ornate stone railings and a 'No Right Turn' sign. In the background, a river flows over a rocky dam or weir, creating white water. The scene is captured in bright daylight.

Spokane Transit Authority 2022 Final Proposed Operating and Capital Budgets

December 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

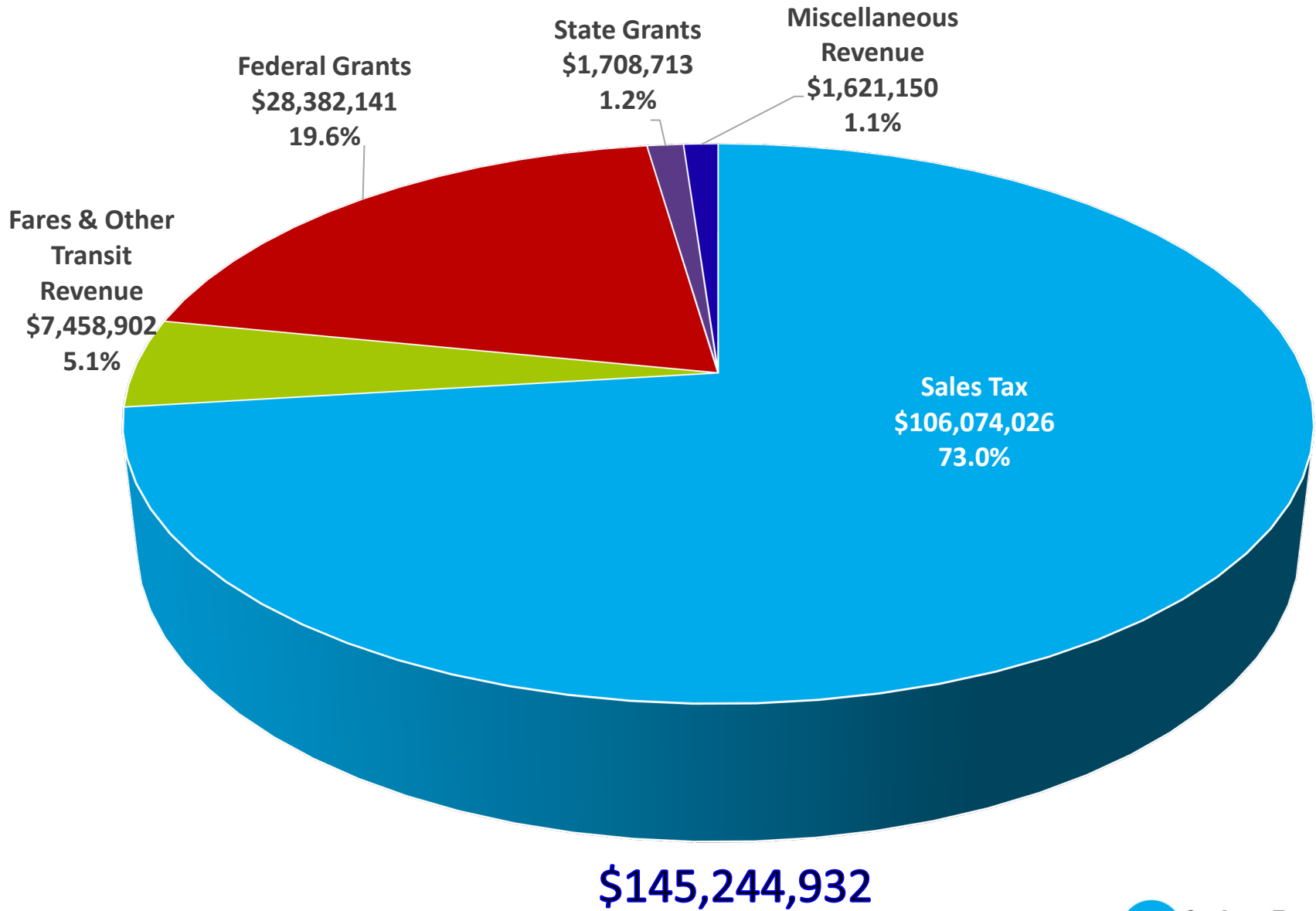
Budget Comparison 2021 to 2022

	2021 Budget	2022 Final Proposed Budget	\$ Change from 2021 Budget	% Change from 2021 Budget	REFERENCE ONLY 2022 Proposed Budget
Estimated Revenues:					
Fares & Other Transit Revenue	\$7,909,947	\$7,458,902	(\$451,045)	-5.7%	\$7,603,547
Sales Tax	78,486,526	106,074,026	27,587,500	35.1%	104,103,017
State Grants	802,308	1,708,713	906,405	113.0%	1,708,713
Miscellaneous Revenue	1,444,761	1,621,150	176,389	12.2%	1,621,150
Federal Grants	8,351,213	28,382,141	20,030,928	239.9%	28,382,141
Subtotal: Operating Revenues	\$96,994,755	\$145,244,932	\$48,250,177	49.7%	\$143,418,568
Federal Capital Revenue	\$36,229,851	\$19,855,432	(\$16,374,419)	-45.2%	\$19,855,432
State Capital Revenue	2,604,909	1,073,200	(1,531,709)	-58.8%	1,073,200
Subtotal: Capital Revenue	\$38,834,760	\$20,928,632	(\$17,906,128)	-46.1%	\$20,928,632
Total Revenue	\$135,829,515	\$166,173,564	\$30,344,049	22.3%	\$164,347,200
Decrease in Cash Balance*	18,316,262	989,513	(17,326,749)	-94.6%	2,489,388
Total Source of Funds	\$154,145,777	\$167,163,077	\$13,017,300	8.4%	\$166,836,588
Estimated Expenditures:					
Fixed Route	\$55,669,975	\$60,436,032	\$4,766,057	8.6%	\$60,148,037
Paratransit	12,847,071	14,855,728	2,008,657	15.6%	14,815,845
Vanpool	603,027	645,413	42,386	7.0%	676,559
Plaza	2,317,546	2,509,662	192,116	8.3%	2,500,483
Administration	10,792,072	12,401,529	1,609,457	14.9%	12,380,951
Total Operating Expenses	\$82,229,691	\$90,848,364	\$8,618,673	10.5%	\$90,521,875
Capital Expenditures - Includes FR & PT Fleet	\$71,916,086	\$67,690,286	(\$4,225,800)	-5.9%	\$67,690,286
FR & PT Fleet Replacement Allocation	-	8,624,427	8,624,427	100.0%	8,624,427
Total Use of Funds	\$154,145,777	\$167,163,077	\$13,017,300	8.4%	\$166,836,588



2022 Revenue

2022 Operating Revenues



2022 vs 2021 Operating Revenue Budget

2022 Operating Revenue	\$145,244,932
2021 Operating Revenue	<u>\$ 96,994,755</u>
Operating Revenue Change	\$48,250,177 (49.7% Increase)

Final Proposed Budget \$1,826,364 higher than
Proposed Budget to reflect additional Sales Tax
offset by a reduction in Vanpool fare revenue

2022 Operating Budget Assumptions

Revenue – Sales Tax

- For 2022, staff recommends sales tax revenue be budgeted 3% over 2021 projected levels as detailed below (\$1,971,009 increase in Sept and Oct 2021 Actuals)

2020 Actual Nov – Dec	\$16,140,358
2020 Actual Nov-Dec @ 3% increase	\$16,624,569
2021 Actual Jan - Oct	<u>\$86,359,923</u>
2021 Projected	\$102,984,492
2022 Budget 3% over 2021 Projected	\$106,074,026

2022 Operating Budget Assumptions

Revenue – Fare & Other Transit

- Fare revenue of \$7,458,902 based on:
 - Current Fare structure
 - Ridership Changes – Assume continuing recovery from 2021 as ridership slowly regains

Mode	2021 Projected	2022 Final Proposed Budget	2022 Change
Fixed Route	5.0M	6.3M	26.0%
Paratransit	249K	277K	11.2%
Vanpool	70K	88K	25.7%

2022 Operating Budget Assumptions

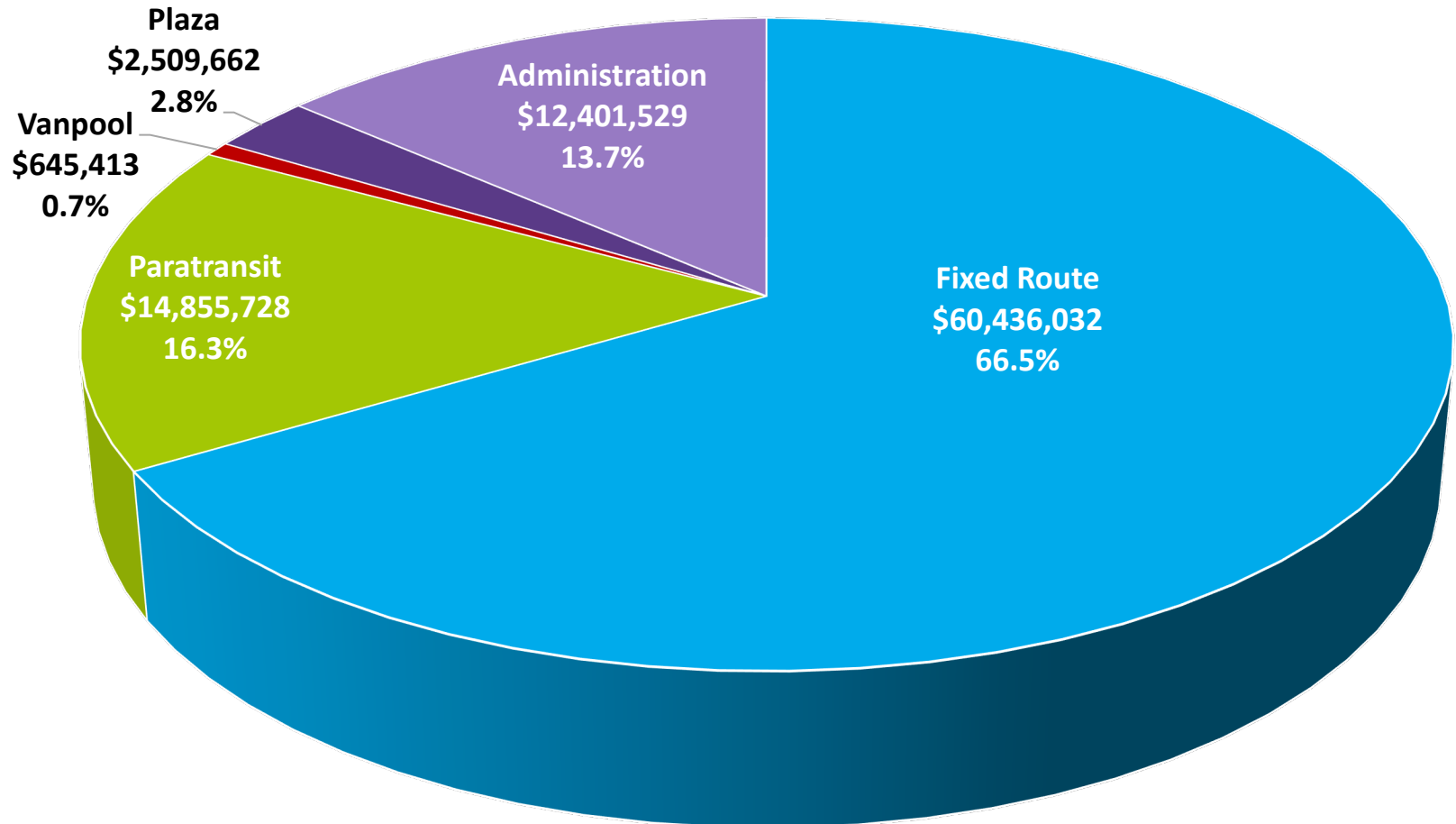
Revenue – Grants and Miscellaneous

- 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



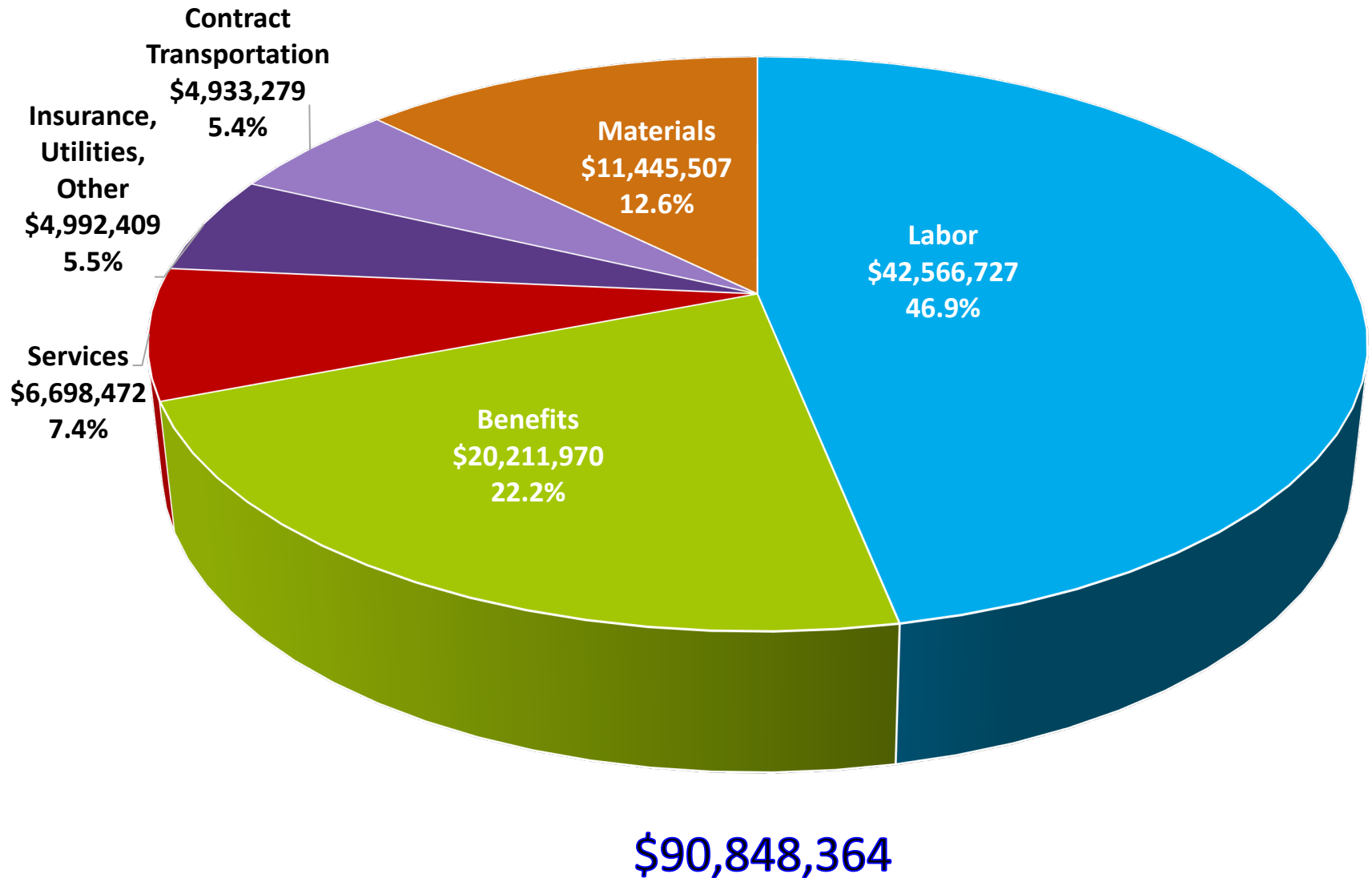
2022 Operating Expenses

2022 Operating Expenses by Division



\$90,848,364

2022 Operating Expenses by Object



2022 vs 2021

Operating Expense Budget

2022 Operating Expense Budget	\$90,848,364
2021 Operating Expense Budget	<u>\$82,229,691</u>
Operating Expense Change	\$ 8,618,673 (10.5% Increase)

Final Proposed Budget \$326,489 higher than Proposed Budget to reflect updated labor costs, most recent fuel prices, and other net changes under \$50k

2022 Changes from Proposed to Final Proposed Budget

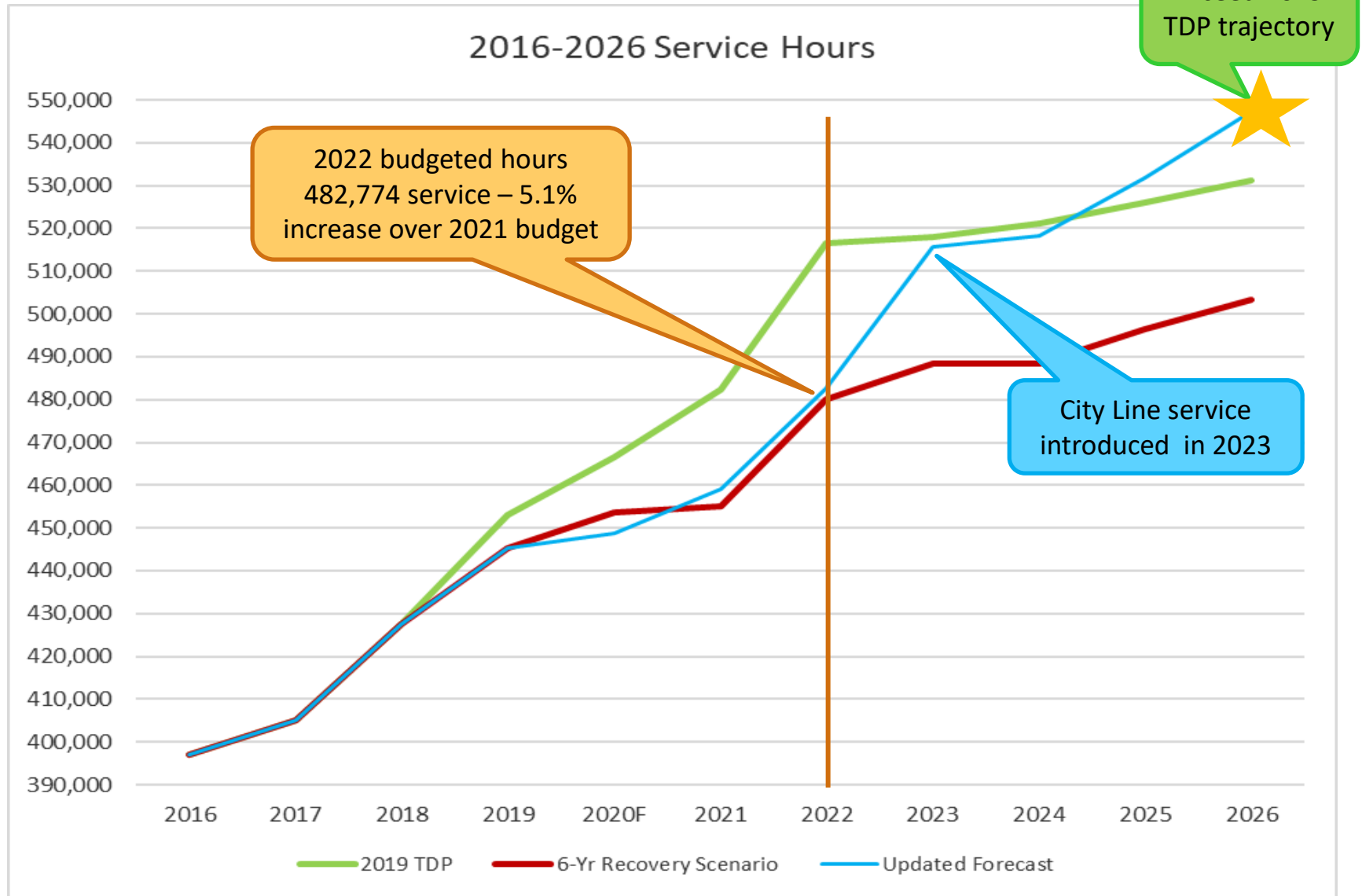
Summary of Expenditure Changes

	Operating	Capital/Fleet Replacement	Total
Proposed Expenditure Budget	\$90,521,875	\$76,314,713	\$166,836,588
Fixed Route Position	127,417		127,417
Additional Fuel Expense	186,272		186,272
Other changes <\$50,000, net	12,800		12,800
Total Changes	326,489	-	326,489
Final Proposed Expenditure Budget	\$90,848,364	\$76,314,713	\$167,163,077

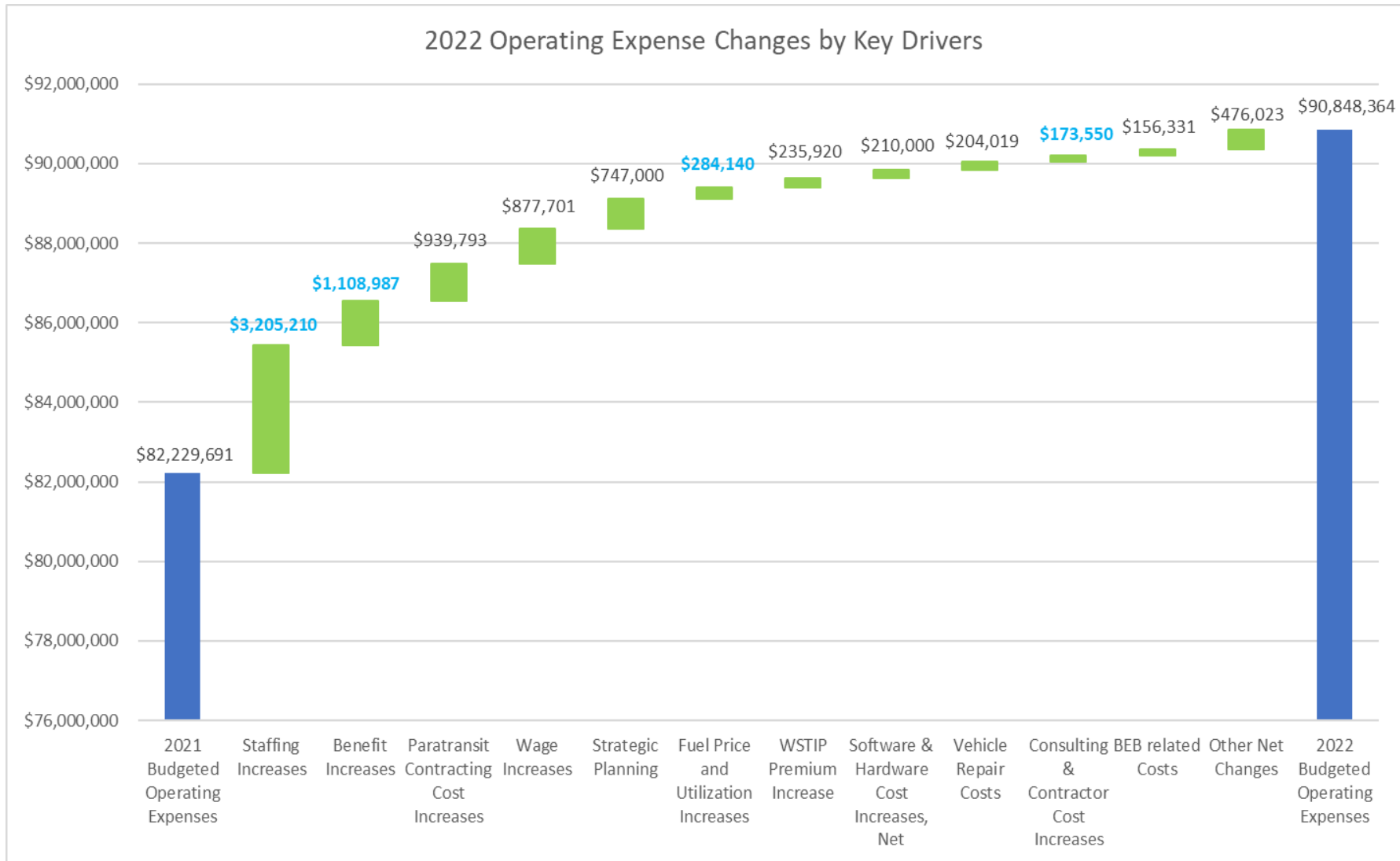
2022 Operating Expense Changes

Object	2021 Budget (Rounded)	2022 Final Proposed Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000		REFERENCE ONLY 2022 Proposed Budget (Rounded)
Labor/Benefits	\$58.2M	\$62.8M	\$4.6M (7.9%)	Labor Medical/Dental Retirement (PERS/FICA)	\$ 3.2M \$ 1.1M \$ 0.3M	\$62.7M
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)	\$ 0.9M \$ 0.4M \$ 0.1M	\$6.7M
Contracted Transportation	\$3.9M	\$4.9M	\$1.0M (25.6%)	Paratransit Contracted Service Fuel	\$0.9M \$0.1M	\$4.9M
Materials	\$10.4M	\$11.4M	\$1.0M (9.6%)	Facilities Supplies (Maintenance) Furniture/Fixtures/Small Equipment Vehicle Repair Materials Fuel	\$ 0.3M \$ 0.2M \$ 0.2M \$ 0.3M	\$11.3M
Insurance Utilities Other	\$4.4M	\$5.0M	\$0.6M (13.6%)	Utilities Property & Liability Insurance Training/Meetings/Travel	\$ 0.2M \$ 0.2M \$ 0.1M	\$5.0M
Total	\$82.2M	\$90.8M	\$8.6M (10.5%)			\$90.5M

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 (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	2.0%
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

Plan	2022 Proposed Premium % Increase	2022 Final Proposed Premium % Increase	# of Employees Enrolled (as of Sept 2021)
Premera	12%	9.9%	196
Kaiser Core HMO	5.5%	5.5%	50
Kaiser Buy-Up HMO	5.5%	5.5%	301
Kaiser CDHP	5.5%	5.5%	26
Washington Dental	2%	3.9%	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 Proposed Budget	2022 Final Proposed Budget ¹	
Diesel	\$1.44	\$2.73	\$2.83	\$2.85	\$3.9M
Gasoline	\$1.91	\$2.94	\$3.04	\$3.21	\$0.7M
Total					\$4.6M

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



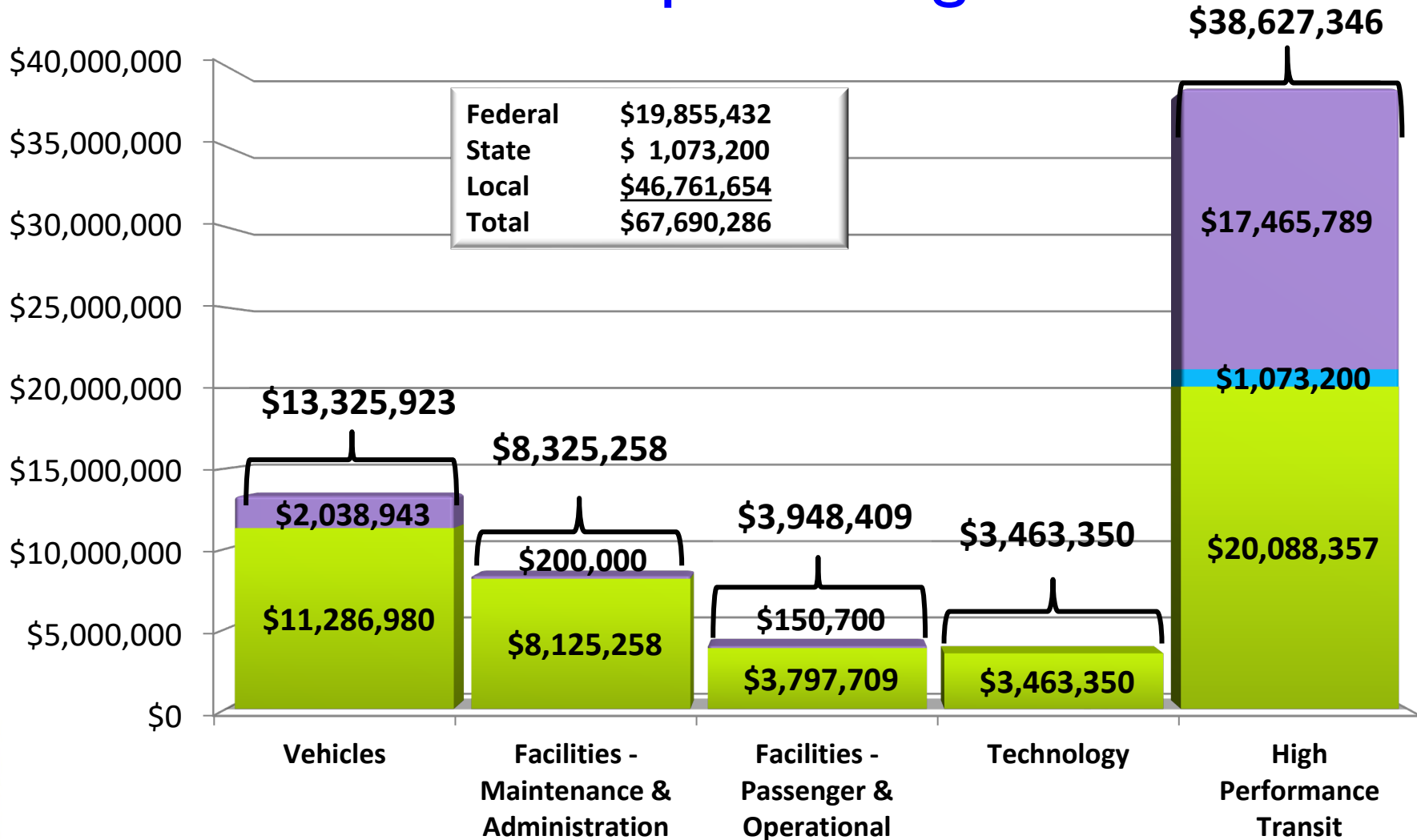
2022 Capital

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

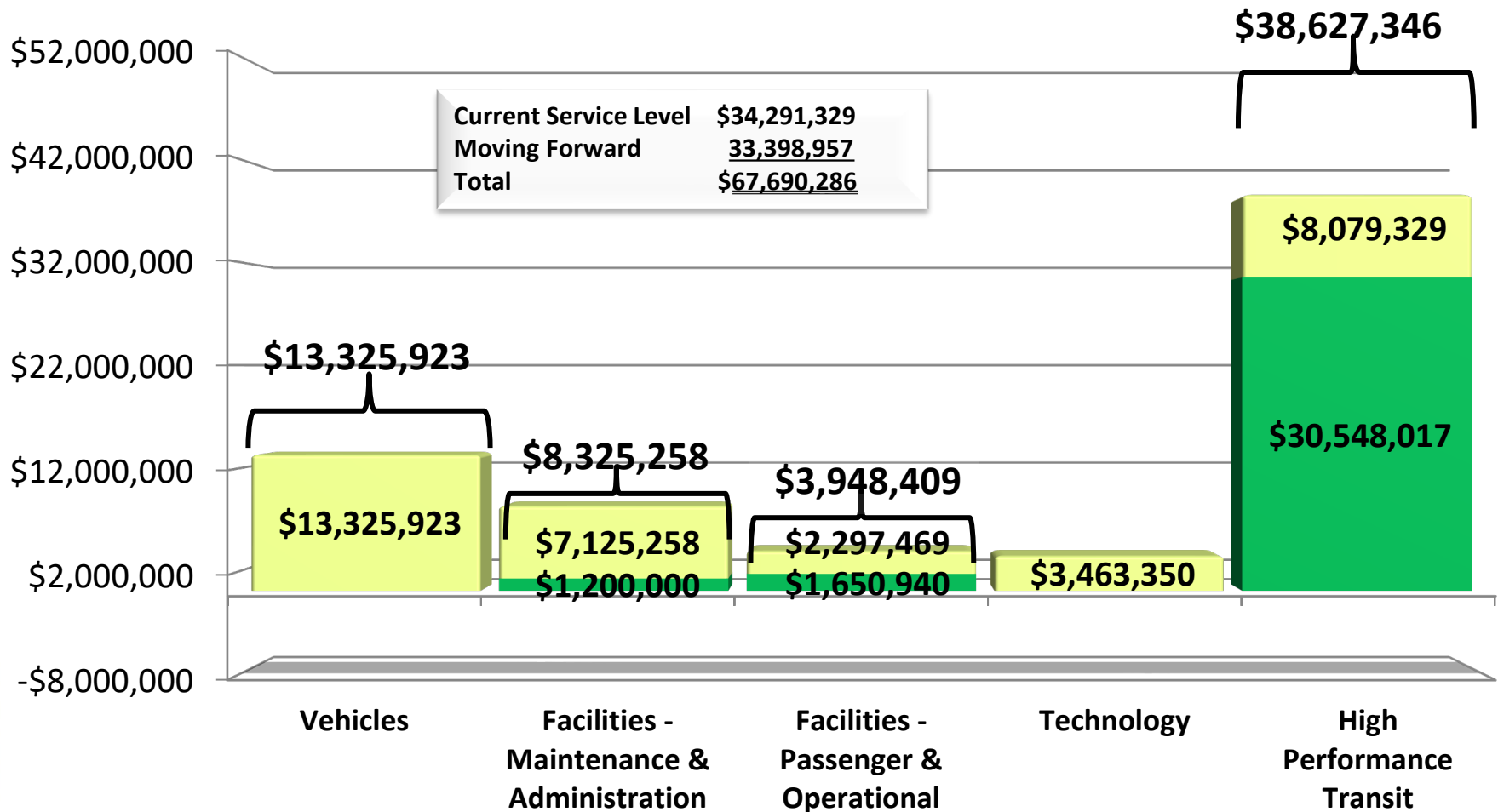
2022 Capital Budget



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

2022 Cash and Reserve Analysis

**2022 Final
Proposed Budget**

OPERATING ACTIVITIES

Revenue (excluding capital grants)	\$145,244,932
Operating Expense	(90,848,364)
Revenue Over / (Under) Operating Expenses	54,396,568

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

8,062,464

CASH (Projected beginning 2022)	138,965,875
CASH (Projected ending 2022)	147,028,339

BOARD DESIGNATED RESERVES

Operating Reserve (15% of Operating Expenses)	(13,627,255)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Claims Reserve - L&I required	(357,000)
Total Board Designated Reserves	(24,434,255)

2022 Estimated End of Year Cash Balance After Reserves¹	\$122,594,084
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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

Recommended Action

By resolution, adopt the Final Proposed 2022 Operating & Capital Budgets

Source of Funds:		Use of Funds:	
Revenues	\$145,244,932	Operating Expenses	\$ 90,848,364
Capital Grants	\$ 20,928,632	Capital Projects	\$ 67,690,286
From Cash Balance	\$ 989,513	Fleet Replacement Allocation	\$ 8,624,427
Total Source of Funds	\$167,163,077	Total Use of Funds	\$167,163,077

Spokane Transit Authority

Supplemental Information for 2022 Budget

December 16, 2021

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Key Indicators of 2022 Final Proposed Budget

	2022 Final Proposed Budget	2021 Budget	2022 Budget vs. 2021 Budget % Change	2020 Actual	2022 Budget vs. 2020 Actual % Change
Fixed Route Bus Service					
Operating Expense (Unallocated)	\$60,436,032	\$55,669,975	8.6%	\$49,056,545	23.2%
Revenue Hours	482,774	459,196	5.1%	448,660	7.6%
Passengers	6,300,000	8,094,632	-22.2%	5,817,776	8.3%
Revenue Miles	6,699,378	6,357,698	5.4%	6,172,618	8.5%
Farebox Revenue	\$6,395,808	\$6,712,788	-4.7%	\$4,648,547	37.6%
Other Transit Revenue	\$336,579	\$363,536	-7.4%	\$352,038	-4.4%
Farebox Recovery Ratio (Unallocated)	10.6%	12.1%	-12.2%	9.5%	11.7%
Average Fare	\$1.02	\$0.83	22.4%	\$0.80	27.1%
Cost per Passenger	\$9.59	\$6.88	39.5%	\$8.43	13.8%
Operating Cost per Revenue Hour (Unallocated)	\$125.18	\$121.23	3.3%	\$109.34	14.5%
Operating Cost per Revenue Mile (Unallocated)	\$9.02	\$8.76	3.0%	\$7.95	13.5%
Passenger Vehicles	153	157	-2.5%	147	4.1%
Paratransit Service					
Operating Expense (Unallocated)	\$14,855,728	\$12,847,070	15.6%	\$11,860,903	25.2%
Revenue Hours (includes SUV)	124,416	111,939	11.1%	100,005	24.4%
Passengers (Includes SUV)	277,268	233,738	18.6%	205,815	34.7%
Revenue Miles (Includes SUV)	2,398,869	1,720,449	39.4%	1,541,062	55.7%
Farebox Revenue	\$477,393	\$407,143	17.3%	\$339,016	40.8%
Other Transit Revenue	\$2,100	\$4,540	100.0%	\$2,657	-21.0%
Farebox Recovery Ratio (Unallocated)	3.2%	3.2%	1.4%	2.9%	12.4%
Average Fare	\$1.72	\$1.74	-1.2%	\$1.65	4.5%
Cost per Passenger	\$53.58	\$54.96	-2.5%	\$57.63	-7.0%
Operating Cost per Revenue Hour (Unallocated)	\$119.40	\$114.77	4.0%	\$118.60	0.7%
Operating Cost per Revenue Mile (Unallocated)	\$6.19	\$7.47	-17.1%	\$7.70	-19.5%
Passenger Vehicles (Directly Operated)	70	63	11.1%	67	4.5%
Passenger Vehicles (Contracted includes SUV)	60	41	46.3%	58	3.4%
Vanpool Service					
Operating Expense (Unallocated)	\$645,413	\$603,027	7.0%	\$458,942	40.6%
Revenue Hours	26,970	28,092	-4.0%	22,977	17.4%
Passengers	136,132	155,262	-12.3%	90,770	50.0%
Revenue Miles	891,870	929,850	-4.1%	674,189	32.3%
Farebox Revenue	\$245,822	\$418,440	-41.3%	\$191,481	28.4%
Other Transit Revenue	\$1,200	\$3,500	-65.7%	\$2,844	-57.8%
Passenger Vehicles	74	74	0.0%	73	1.4%
Financial Summary Highlights					
Sales Tax Revenues	\$106,074,026	\$78,486,526	35.1%	\$90,030,263	17.8%
Federal Preventive Maintenance & Other Fed Grants	28,382,141	8,351,213	239.9%	\$31,708,597	-10.5%
Total Revenues (Exc. Capital)	\$145,244,932	\$96,994,755	49.7%	\$130,290,231	11.5%
Total Operating Expense	\$90,848,364	\$82,229,691	10.5%	\$72,386,019	25.5%
Fleet Replacement Allocation	8,624,427	\$0	100.0%	\$0	100.0%
Local Capital Investment (1)	\$46,761,654	\$33,081,326	41.4%	\$10,402,818	349.5%
Total Capital Expense	\$67,690,286	\$71,916,086	-5.9%	\$24,581,501	175.4%
Election Expenses					
Cooperative Street Projects					
Decrease in Cash (2)	(\$989,513)	(\$18,316,261)			
Increase in Cash (2)				\$47,501,394	

NOTE:

Unallocated expenses exclude Administrative and Plaza costs.

(1) Includes FR and PT local portions of the fleet purchases out of the Fleet Replacement fund.

(2) Note that the Fleet Replacement is transferred to the Fleet Replacement Fund, a separate cash account to fund Fixed Route and Paratransit fleet purchases. The (Decrease)/Increase in cash represents the cash from the change in the primary cash account.

Staffing for 2022 Budget

	<u>FUNDED</u> <u>2012</u>	<u>FUNDED</u> <u>2013</u>	<u>FUNDED</u> 2014	<u>FUNDED</u> 2015	<u>AUTHORIZED</u> <u>1/01/16</u>	<u>FUNDED</u> <u>1/01/16</u>	<u>FUNDED</u> 2017	<u>FUNDED</u> 2018	<u>AUTHORIZED</u> <u>September 2018</u>	<u>FUNDED</u> <u>2019</u>	<u>FUNDED</u> <u>with 2019</u> <u>Additions</u>	<u>FUNDED</u> <u>2020</u>	<u>FUNDED</u> <u>2020</u> <u>Additions</u>	<u>FUNDED</u> <u>2021</u>	<u>FUNDED</u> <u>2021</u> <u>Additions</u>	<u>FUNDED</u> <u>2022</u>	<u>Net Change</u> <u>Compared to</u> <u>2021 Additions</u>
<u>01 FIXED ROUTE DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	21	24	24	24	24	24	24	25	25	25	25	25	25	27	28	32	4
SCHEDULING OF TRANSPORTATION (021)	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	4	0
REVENUE VEHICLE OPERATIONS (030)	221	221	221	226	227	226	238	245	254	266	266	277	277	290	290	296 FT	6
REVENUE VEH ICLE OPERATIONS (030)	28	28	28	28	28	28	28	25	25	25	25	25	25	25	25	22 PT	-3
ADMINISTRATION OF MAINTENANCE (041)	5	5	5	5	5	5	5	5	5	6	6	7	7	7	8	8	0
FACILITIES ASST. MANAGER (042)	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	0
SERVICE REVENUE VEHICLES (051)	12	12	12	12	12	12	12	13	13	15	15	15	15	20	20	20	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	42	42	41	41	41	41	43	46	46	48	48	51	51	54	54	56	2
MAINTENANCE BUILDINGS AND GROUNDS (124)	19	19	20	20	20	20	22	24	24	25	25	27.0	27.0	32.0	32.0	33.0	1
FARE COLLECTION (150)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
SECURITY (161)	10	10	11	11	13	12	13	13	13	13	13	13	13	13	13	13	0
TELE INFORMATION/CUSTOMER SERVICE (162)	11	12	12	12	12	12	12	13	13	14	14	14	14	14	14	15 FT	1
TELE INFORMATION/CUSTOMER SERVICE (162)	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0 PT	0
LOSS CONTROL (165)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
SAFETY AND TRAINING (166)	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	0
PURCHASING AND STORES (172)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	1
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
FIXED ROUTE STAFFING TOTALS:	386.0	390.0	391.0	397.0	401.0	399.0	417.0	427.0	436.0	455.0	455.0	472.0	472.0	500.0	503.0	515.0	12
% CHANGE YEAR TO DATE		1.0%	0.3%	1.5%	1.0%		4.0%	2.4%		6.6%		3.7%		5.9%		3.0%	
% CHANGE FROM 2012 (STAFFING)		1.0%	1.3%	2.8%	3.9%		8.0%	10.6%		17.9%		22.3%		29.5%		33.4%	
TOTAL REVENUE HOURS (BUDGETED)	383,616	389,272	396,513	402,126	401,385		408,312	426,689		453,013		465,480		459,196		482,774	
% CHANGE YEAR TO DATE		1.5%	1.9%	1.4%	-0.2%		1.7%	4.5%		6.2%		2.8%		-1.4%		5.1%	
% CHANGE FROM 2012 (SERVICE)		1.5%	3.4%	4.8%	4.6%		6.4%	11.2%		18.1%		21.3%		19.7%		25.8%	
<u>02 PARATRANSIT DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	13	13	14	14	14	14	15	15	15	15	15	19	19	19	19	19	0
SCHEDULING OF TRANSPORTATION (021)	6.75	6.75	7	7	7	7	7	8	8	8	8	8	8	8	8	8	0
REVENUE VEHICLE OPERATIONS (030)	54	55	55	55	55	51	57	57	57	61	61	61	61	52	52	56 FT	4
REVENUE VEH ICLE OPERATIONS (030)	9	6	5	5	5	5	3	3	3	2	2	2	2	2	2	1 PT	-1
SERVICE REVENUE VEHICLES (051)	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	10	1
PARATRANSIT STAFFING TOTALS:	95.75	93.75	94.0	94.0	94.0	90.0	95.0	96.0	96.0	100.0	100.0	104.0	104.0	95.0	95.0	99.0	4
% CHANGE YEAR TO DATE		-2.1%	0.3%	0.0%	0.0%		1.1%	1.1%		4.2%		4.0%		-8.7%		4.2%	
% CHANGE FROM 2012 (STAFFING)		-2.1%	-1.8%	-1.8%	-1.8%		-0.8%	0.3%		4.4%		8.6%		-0.8%		3.4%	
TOTAL REVENUE HOURS (BUDGETED)	170,449	167,305	153,693	153,693	161,888		157,821	160,583		164,038		160,084		107,634		121,188	
% CHANGE YEAR TO DATE		-1.8%	-8.1%	0.0%	5.3%		-2.5%	1.8%		2.2%		-2.4%		-32.8%		12.6%	
% CHANGE FROM 2012 (SERVICE)		-1.8%	-9.8%	-9.8%	-5.0%		-7.4%	-5.8%		-3.8%		-6.1%		-36.9%		-28.9%	
<u>03 ADMINISTRATIVE DIVISION - FUNCTION</u>																	
OMBUDSMAN (162)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
COMMUNICATIONS (163)	3	3	5	5	5	5	6	7	7	8	8	8	8	8	8	8	0
HUMAN RESOURCES (167)	5	5	5	5	5	5	6	6	6	7	7	7	7	7	7	8	1
INFORMATION SYSTEMS (170)	6	6	6	7	7	7	8	9	9	10	10	10	11	11	11	11	0
FINANCE (171)	8	8	8	8	8	8	10	10	10	10	10.60	10.60	10.60	10.60	10.60	10.60	0
PURCHASING AND STORES (172)	2	2	2	2		2	3	3	4	4	4	5	5	5	5	6	1
ENGINEERING (173)					0	0	5	5	5	6	8	8	8	8	9	9	0
REAL ESTATE MANAGEMENT (174)																1	1
RECORD COORDINATOR (175)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
GENERAL ADMINISTRATION (176)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	0
PLANNING (177)	6	6	7	7	8	7	7	7	7	7	7	7	7	8	9	9	0
PROJECT (185)	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
DATA COLLECTION (190)	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE STAFFING TOTALS:	38.0	38.0	41.0	42.0	43.0	42.0	51.0	53.0	54.0	58.0	60.60	61.60	62.60	63.60	65.60	68.60	3
% CHANGE YEAR TO DATE		0.0%	7.9%	2.4%	2.4%		18.6%	3.9%		9.4%		6.2%		3.2%	4.8%	7.9%	
% CHANGE FROM 2010 (STAFFING)		0.0%	7.9%	10.5%	13.2%		34.2%	39.5%		52.6%		62.1%		67.4%	72.6%	80.5%	
<u>05 VANPOOL DIVISION - FUNCTION</u>																	
INSP/MAINT REV VEH (061)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
VANPOOL STAFFING TOTALS:	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
% CHANGE YEAR TO DATE		0.0%	0.0%	0.0%	0.0%		0.0%	0.0%		0.0%		0.0%		0.0%		0.0%	
% CHANGE FROM 2010 (STAFFING)		0.0%	0.0%	0.0%	0.0%		0.0%	0.0%		0.0%		0.0%		0.0%		0.0%	
REVENUE HOURS (BUDGETED)	29,679	37,235	34,548	34,548	37,277		37,853	29,933		31,081		29,079		28,092		26,970	
% CHANGE YEAR TO DATE		25.5%	-7.2%	0.0%	7.9%		1.5%	-20.9%		3.8%		-6.4%		-3.4%		-4.0%	
% CHANGE FROM 2010 (SERVICE)		25.5%	16.4%	16.4%	25.6%		27.5%	0.9%		4.7%		-2.0%		-5.3%		-9.1%	
STAFFING GRAND TOTAL:	521.75	523.75	528.00	535.00	540.00	533.00	565.00	578.00	588.00	615.00	617.60	639.60	640.60	660.60	665.60	684.60	19.00

New Projects
Excludes Unfunded Projects

Excludes Unfunded Projects									2022 by Funding Source													
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2020	Remaining Balance	Qty	2022 - Local	2022 - State	2022 - Federal	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2022-2027			
Vehicles	Fixed Route Fleet - Expansion	533				8,240,000	-	8,240,000	7	-	-	-	-	8,240,000	-	-	-	-	8,240,000			
			Fixed Route Fleet Expansion-2023-Signature Coaches - MF	Not started	Funded-MF																	
		904	Fixed Route Fleet Expansion-2025	Not started	Funded-New	7,274,635	-	7,274,635	12	-	-	-	-	-	7,274,635	-	-	7,274,635				
		905	Fixed Route Fleet Expansion-2026	Not started	Funded-New	1,873,220	-	1,873,220	3	-	-	-	-	-	-	-	1,873,220	-	1,873,220			
	Fixed Route Fleet - Expansion Total					17,387,855	-	17,387,855	22	-	-	-	-	8,240,000	-	7,274,635	1,873,220	-	17,387,855			
	Fixed Route Fleet - Replacement	361	Fixed Route Fleet Replacement-2022	Preliminary	Funded	1,422,858	-	1,422,858	3	-	-	-	-	1,422,858	-	-	-	-	1,422,858			
		483	Fixed Route Fleet Replacement-2021	Work in progress	Funded	8,533,167	-	8,533,167	16	-	-	-	-	-	-	-	-	-	-			
		486	Fixed Route Fleet Replacement (BEB)-2023	Not started	Funded	12,100,000	-	12,100,000	10	-	-	-	-	12,100,000	-	-	-	-	12,100,000			
		490	Fixed Route Fleet Replacement-2022	Not started	Funded	5,547,768	-	5,547,768	10	5,547,768	-	-	5,547,768	-	-	-	-	-	5,547,768			
		492	Fixed Route Fleet Replacement-2026	Not started	Funded	7,492,879	-	7,492,879	12	-	-	-	-	-	-	-	7,492,879	-	7,492,879			
		493	Fixed Route Fleet Replacement-2024	Not started	Funded	10,005,569	-	10,005,569	17	-	-	-	-	-	10,005,569	-	-	-	10,005,569			
		494	Fixed Route Fleet Replacement-2025	Not started	Funded	8,814,887	-	8,814,887	12	-	-	-	-	-	8,814,887	-	-	-	8,814,887			
		568	Fixed Route Fleet Replacement (BEB)-2020/2021	Work in progress	Funded	10,691,768	-	10,691,768	10	-	-	-	-	6,894,000	-	-	-	-	6,894,000			
		570	Fixed Route Fleet Replacement (BEB)-2025-MF	Not started	Funded-MF	5,022,172	-	5,022,172	4	-	-	-	-	-	-	5,022,172	-	-	5,022,172			
		836	Fixed Route Fleet Replacement-2022	Not started	Funded	6,415,080	-	6,415,080	6	2,165,416	-	2,038,943	4,204,359	2,210,721	-	-	-	-	6,415,080			
		877	Fixed Route Fleet Replacement-2027	Not started	Funded-New	3,858,834	-	3,858,834	6	-	-	-	-	-	-	-	-	3,858,834	3,858,834			
	Fixed Route Fleet - Replacement Total					79,904,982	-	79,904,982	106	7,713,184	-	2,038,943	9,752,127	22,627,579	10,005,569	13,837,059	7,492,879	3,858,834	67,574,047			
	Paratransit Vans	412	Paratransit Fleet Replacement-2020	Work in progress	Funded	334,750	-	334,750	1	-	-	-	-	-	-	-	-	-	-			
		484	Paratransit Fleet Replacement-2021	Not started	Funded	1,115,190	-	1,115,190	15	-	-	-	-	-	-	-	-	-	-			
		485	Paratransit Fleet Replacement-2022	Not started	Funded	1,338,793	-	1,338,793	15	1,338,793	-	-	1,338,793	-	-	-	-	-	1,338,793			
		487	Paratransit Fleet Replacement-2023	Not started	Funded	1,236,345	-	1,236,345	15	-	-	-	-	1,236,345	-	-	-	-	1,236,345			
		489	Paratransit Fleet Replacement-2024	Not started	Funded	1,273,425	-	1,273,425	15	-	-	-	-	-	1,273,425	-	-	-	1,273,425			
		491	Paratransit Fleet Replacement-2025	Not started	Funded	1,311,615	-	1,311,615	15	-	-	-	-	-	-	1,311,615	-	-	1,311,615			
		837	Paratransit Fleet Replacement-2026	Not started	Funded	1,568,089	-	1,568,089	15	-	-	-	-	-	-	-	1,568,089	-	1,568,089			
		878	Paratransit Fleet Replacement-2027	Not started	Funded-New	1,500,000	-	1,500,000	15	-	-	-	-	-	-	-	-	1,500,000	1,500,000			
	Paratransit Vans Total					9,678,207	-	9,678,207	106	1,338,793	-	-	1,338,793	1,236,345	1,273,425	1,311,615	1,568,089	1,500,000	8,228,267			
	Vanpool Vans	592	Vanpool Replacement 2020	Not started	Funded	362,523	203,490	159,033	10	-	-	-	-	-	-	-	-	-	-			
		594	Vanpool Replacement 2022	Not started	Funded	482,227	-	482,227	11	482,227	-	-	482,227	-	-	-	-	-	482,227			
		595	Vanpool Replacement 2023	Not started	Funded	487,049	-	487,049	11	-	-	-	-	487,049	-	-	-	-	487,049			
		761	VanPool Replacement - 2024	Not started	Funded	491,920	-	491,920	11	-	-	-	-	-	491,920	-	-	-	491,920			
		826	Vanpool Replacement 2025	Not started	Funded	496,839	-	496,839	11	-	-	-	-	-	-	496,839	-	-	496,839			
		827	Vanpool Replacement 2026	Not started	Funded	501,807	-	501,807	11	-	-	-	-	-	-	-	501,807	-	501,807			
881		Vanpool Van Replacement-2027	Not started	Funded-New	620,000	-	620,000	11	-	-	-	-	-	-	-	-	620,000	620,000				
Vanpool Vans Total					3,442,365	203,490	3,238,875	76	482,227	-	-	482,227	487,049	491,920	496,839	501,807	620,000	3,079,842				
Non-Revenue Vehicles	349	2020 Service Vehicles (previously 2017)	Not started	Funded	76,500	-	76,500	1	-	-	-	-	-	-	-	-	-	-				
	509	Facilities Shelter Cleaning Truck Replacements	Work in progress	Funded	192,000	93,550	98,450	2	112,000	-	-	112,000	-	-	-	-	-	112,000				
	536	Service Vehicle Replacement 2021	Not started	Funded	90,000	-	90,000	2	-	-	-	-	-	-	-	-	-	-				
	559	Service Vehicle Replacement 2022	Not started	Funded	90,000	-	90,000	2	90,000	-	-	90,000	-	-	-	-	-	90,000				
	760	F/R Supervisor Vehicles	Not started	Funded	75,000	-	75,000	2	-	-	-	-	-	75,000	-	-	-	75,000				
	775	MF: F/R Supervisor Vehicles	Not started	Funded-MF	80,000	-	80,000	2	-	-	-	-	-	-	-	-	-	-				
	776	Security Vehicles	Not started	Funded	80,000	-	80,000	2	-	-	-	-	-	80,000	-	-	-	80,000				
	778	F/R Service Vehicles	Not started	Funded	90,000	-	90,000	4	-	-	-	-	-	-	-	-	-	-				
	816	F&G Service Trucks	Not started	Funded	240,000	-	240,000	4	-	-	-	-	-	-	-	-	-	-				
	817	Service Vehicle Replacement - 2021	Not started	Funded	45,000	-	45,000	1	-	-	-	-	-	-	-	-	-	-				
	818	Supervisor Support Vehicles	Not started	Funded	90,000	-	90,000	2	-	-	-	-	-	-	-	90,000	-	90,000				
	838	F&G Shelter Service Trucks	Not started	Funded	115,000	-	115,000	2	115,000	-	-	115,000	-	-	-	-	-	115,000				
	874	Fixed Route Tow Truck Upgrades	Not started	Funded-New	125,000	-	125,000	1	125,000	-	-	125,000	-	-	-	-	-	125,000				
	879	Security Patrol Vehicles	Not started	Funded-New	90,000	-	90,000	5	-	-	-	-	-	-	-	-	90,000	90,000				
	880	Supervisor Support Vehicles	Not started	Funded-New	300,000	-	300,000	5	-	-	-	-	-	-	-	-	300,000	300,000				
Non-Revenue Vehicles Total					1,778,500	93,550	1,684,950	37	442,000	-	-	442,000	-	75,000	80,000	90,000	390,000	1,077,000				
Vehicles - Misc Equip & Fixtures	909	MG90 Router Retrofit	Not started	Funded-New	315,000	-	315,000	0	315,000	-	-	315,000	-	-	-	-	-	315,000				
	910	Driver Barriers	Not started	Funded-New	995,776	-	995,776	0	995,776	-	-	995,776	-	-	-	-	-	995,776				
Vehicles - Misc Equip & Fixtures Total					1,310,776	-	1,310,776	0	1,310,776	-	-	1,310,776	-	-	-	-	-	1,310,776				
Vehicles Total									113,502,685	297,040	113,205,645	347	11,286,980	-	2,038,943	13,325,923	32,590,973	11,845,914	23,000,148	11,525,995	6,368,834	98,657,787
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	207	UST Diesel Replacement	Design	Funded	5,008,000	139,666	4,868,334	0	4,439,764	-	-	4,439,764	180,000	-	-	-	-	-	4,619,764		
		324	Boone Facility Fire Alarm Upgrade	Not started	Funded	350,000	-	350,000	0	175,000	-	-	175,000	175,000	-	-	-	-	350,000			
		458	Passenger Elevator Replacement Boone Ave	Construction	Funded	380,000	33,824	346,176	0	-	-	-	-	-	-	-	-	-	-			
		460	UST Non-Diesel Replacement Boone Ave	Construction	Funded	2,100,000	108,168	1,991,832	0	-	-	-	-	-	-	-	-	-	-			
		738	HVAC Upgrades NS Boone	Closeout	Funded	523,033	424,920	98,113	0	5,000	-	-	5,000	-	-	-	-	-	5,000			
		745	West Boone Avenue Crosswalk	Not started	Funded	150,000	-	150,000	0	-	-	-	-	150,000	-	-	-	-	150,000			
		766	Boone Campus Battery Electric Bus (BEB) Charging Infrastru	Construction	Funded-MF	5,700,000	980,189	4,719,811	0	217,847	-	-	217,847	-	-	-	-	-	217,847			
		779	Capital Replacement of BEB Electric Charging-2023	Not started	Funded	100,000	-	100,000	0	-	-	-	-	100,000	-	-	-	-	100,000			
		780	Capital Replacement of BEB Electric Charging-2024	Not started	Funded	100,000	-	100,000	0	-	-	-	-	-	100,000	-	-	-	100,000			
		781	Capital Replacement of BEB Electric Charging-2025	Not started	Funded																	

New Projects
Excludes Unfunded Projects

Excludes Unfunded Projects										2022 by Funding Source													
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2020	Remaining Balance	Qty	2022 - Local	2022 - State	2022 - Federal	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2022-2027				
Facilities - Maintenance & Operational	Boone - Preservation	809	Overhead Garage Door Replacement - 2022	Not started	Funded	71,500	-	71,500	0	71,500	-	-	71,500	-	-	-	-	-	71,500				
		810	Overhead Garage Door Replacement - 2024	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	-	25,000	-	-	25,000				
		811	Fall Protection	Not started	Funded	113,897	-	113,897	0	48,897	-	-	-	48,897	-	-	-	-	-	48,897			
		812	Hunter Brake Lathe	Not started	Funded	20,000	-	20,000	0	-	-	-	-	-	-	-	-	-	-	-			
		829	Sun Room Removal	Not started	Funded	750,000	-	750,000	0	750,000	-	-	-	750,000	-	-	-	-	-	750,000			
		852	Lighted Pit	Closeout	Funded	-	375,618	(375,618)	0	-	-	-	-	-	-	-	-	-	-	-			
		859	Capital Replacement of BEB Electrical Charging - 2026	Not started	Funded-New	100,000	-	100,000	0	-	-	-	-	-	-	-	-	100,000	-	100,000			
		860	Capital Replacement of BEB Electrical Charging - 2027	Not started	Funded-New	100,000	-	100,000	0	-	-	-	-	-	-	-	-	-	100,000	100,000			
		862	Fleck Bus and North Van Wash Replacement	Not started	Funded-New	700,000	-	700,000	0	-	-	-	-	-	-	-	700,000	-	-	700,000			
		863	Overhead Garage Door Replacement - 2023	Not started	Funded-New	65,000	-	65,000	0	-	-	-	-	-	65,000	-	-	-	-	-	65,000		
		864	Overhead Garage Door Replacement - 2025	Not started	Funded-New	65,000	-	65,000	0	-	-	-	-	-	-	-	65,000	-	-	65,000			
		865	Overhead Garage Door Replacement - 2026	Not started	Funded-New	65,000	-	65,000	0	-	-	-	-	-	-	-	-	65,000	-	65,000			
		866	Overhead Garage Door Replacement - 2027	Not started	Funded-New	65,000	-	65,000	0	-	-	-	-	-	-	-	-	-	65,000	65,000			
		869	Fall Protection - 2022	Not started	Funded-New	55,000	-	55,000	0	55,000	-	-	-	55,000	-	-	-	-	-	-	55,000		
		870	HVAC Units- Boone	Not started	Funded-New	30,000	-	30,000	0	-	-	-	-	-	-	-	-	-	-	30,000	30,000		
		876	Steam Pit Lift	Not started	Funded-New	150,500	-	150,500	0	-	-	-	-	-	-	-	-	-	-	150,500	150,500		
		908	Boone NWG Battery Electric Bus (BEB) Charging Infrastruct	Not started	Funded-New	1,800,000	-	1,800,000	0	1,000,000	-	200,000	-	1,200,000	600,000	-	-	-	-	-	1,800,000		
	Boone - Preservation and Enhancements Total						19,297,930	2,576,226	16,721,704	0	6,813,008	-	200,000	7,013,008	1,270,000	125,000	865,000	165,000	345,500	9,783,508			
	Fleck Center - Preservation and Improvements	354	Fleck Energy Savings Project	Closeout	Funded	986,500	1,662,852	(676,352)	0	-	-	-	-	-	-	-	-	-	-	-			
		787	Fleck Center Drain/Slab UST	Not started	Funded	240,000	-	240,000	0	-	-	-	-	-	-	-	240,000	-	-	240,000			
		808	Bulk Deice Tank	Not started	Funded	12,000	-	12,000	0	-	-	-	-	-	-	-	-	-	-	-			
	Fleck Center - Preservation and Improvements Total						1,238,500	1,662,852	(424,352)	0	-	-	-	-	-	-	240,000	-	-	240,000			
	Miscellaneous Equipment and Fixtures	505	HVAC Replacement/upgrades - 2021	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	-	-	-	-	-	-			
		511	Cabinet Parts Washer	Not started	Funded	110,000	-	110,000	0	-	-	-	-	-	-	-	-	-	-	-			
		512	Miscellaneous Equipment and Fixtures-2021	Not started	Funded	30,000	-	30,000	0	-	-	-	-	-	-	-	-	-	-	-			
		556	Miscellaneous Equipment and Fixtures-2022	Not started	Funded	38,500	-	38,500	0	38,500	-	-	-	38,500	-	-	-	-	-	-	38,500		
		585	Miscellaneous Equipment and Fixtures-2023	Not started	Funded	20,000	-	20,000	0	-	-	-	-	-	20,000	-	-	-	-	-	20,000		
		733	Miscellaneous Equipment and Fixtures 2024	Not started	Funded	40,000	-	40,000	0	-	-	-	-	-	-	40,000	-	-	-	-	40,000		
		736	HVAC Replacement/upgrades-2022	Not started	Funded	27,500	-	27,500	0	27,500	-	-	-	27,500	-	-	-	-	-	-	27,500		
		737	HVAC Replacement/upgrades-2023	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	25,000	-	-	-	-	-	25,000		
		762	HVAC Replacement/upgrades-2024	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	-	-	25,000	-	-	-	25,000		
		782	HVAC Replacement/upgrades-2025	Not started	Funded	40,000	-	40,000	0	-	-	-	-	-	-	-	40,000	-	-	-	40,000		
		784	Miscellaneous Equipment and Fixtures-2025	Not started	Funded	40,000	-	40,000	0	-	-	-	-	-	-	-	-	40,000	-	-	40,000		
		813	Miscellaneous Equipment and Fixtures-2026	Not started	Funded	35,000	-	35,000	0	-	-	-	-	-	-	-	-	-	35,000	-	35,000		
		858	Mobile Aerial Work Platform	Not started	Funded-New	17,000	-	17,000	0	-	-	-	-	-	17,000	-	-	-	-	-	17,000		
		861	Big Fan Install	Not started	Funded-New	85,000	-	85,000	0	-	-	-	-	-	-	-	85,000	-	-	-	85,000		
		867	Drill Press Replacements	Not started	Funded-New	30,000	-	30,000	0	-	-	-	-	-	-	-	-	-	30,000	-	30,000		
		868	Electric Cart Replacement	Not started	Funded-New	52,250	-	52,250	0	52,250	-	-	-	52,250	-	-	-	-	-	-	52,250		
		871	Latex Wrap Production Equipment	Not started	Funded-New	44,000	-	44,000	1	44,000	-	-	-	44,000	-	-	-	-	-	-	44,000		
		873	Miscellaneous Equipment and Fixtures - 2027	Not started	Funded-New	40,000	-	40,000	0	-	-	-	-	-	-	-	-	-	-	40,000	40,000		
		875	Walk-behind Scrubber	Not started	Funded-New	15,500	-	15,500	1	-	-	-	-	-	-	15,500	-	-	-	-	15,500		
	Miscellaneous Equipment and Fixtures Total						739,750	-	739,750	2	162,250	-	-	162,250	77,500	190,000	40,000	65,000	40,000	574,750			
	Facility Master Plan Prc	504	Mission & Green Acquisition Due-Diligence	Work in progress	Funded	250,000	7,500	242,500	0	-	-	-	-	-	-	-	-	-	-	-			
		549	Mission & Green Acquisition	Work in progress	Funded	1,000,000	-	1,000,000	0	800,000	-	-	-	800,000	-	-	-	-	-	800,000			
		828	Facilities Master Plan Update	Not started	Funded	600,000	-	600,000	0	350,000	-	-	-	350,000	250,000	-	-	-	-	600,000			
	Facility Master Plan Program Total						1,850,000	7,500	1,842,500	0	1,150,000	-	-	1,150,000	250,000	-	-	-	-	1,400,000			
Facilities - Maintenance & Administration Total										23,126,180	4,246,578	18,879,602	2	8,125,258	-	200,000	8,325,258	1,597,500	315,000	1,145,000	230,000	385,500	11,998,258
Facilities - Passenger & Operational	Park and Ride Upgrades	513	Park and Ride Lot Major Preservation-2021	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	-	-	-	-	-	-			
		613	Park and Ride Lot Major Preservation-2023	Not started	Funded	20,000	-	20,000	0	-	-	-	-	20,000	-	-	-	-	-	20,000			
		754	Five Mile Mobility Hub Preliminary Design	Not started	Funded	235,000	-	235,000	0	14,300	-	150,700	165,000	55,000	-	-	-	-	-	220,000			
		759	Park and Ride Lot Major Preservation 2024	Not started	Funded	20,000	-	20,000	0	-	-	-	-	-	-	20,000	-	-	-	20,000			
		785	Park and Ride Lot Major Preservation-2025	Not started	Funded	40,000	-	40,000	0	-	-	-	-	-	-	-	40,000	-	-	40,000			
		814	Park and Ride Lot Major Preservation-2022	Not started	Funded	25,000	-	25,000	0	25,000	-	-	-	25,000	-	-	-	-	-	25,000			
		815	Park and Ride Lot Major Preservation-2026	Not started	Funded	25,000	-	25,000	0	-	-	-	-	-	-	-	-	25,000	-	25,000			
		872	Park and Ride Major Lot Preservtion - 2027	Not started	Funded-New	30,000	-	30,000	0	-	-	-	-	-	-	-	-	-	30,000	30,000			
		900	South Hill P&R Improvements	Not started	Funded-New	700,000	-	700,000	0	75,000	-	-	-	75,000	575,000	50,000	-	-	-	700,000			
		902	West Plains Transit Center Retrofit & Layover	Not started	Funded-New	208,811	-	208,811	0	50,000	-	-	-	50,000	158,811	-	-	-	-	-	208,811		
	Park and Ride Upgrades Total						1,328,811	-	1,328,811	0	164,300	-	150,700	315,000	808,811	70,000	40,000	25,000	30,000	1,288,811			
	Plaza Preservation and Improvements	515	2019 Cooling Tower Replacement, Plaza	Design	Funded	550,000	823	549,177	0	245,656	-	-	-	245,656	-	-	-	-	-	-	245,656		
765		STA Plaza Loudspeaker System Replacement	Not started	Funded	45,000	-	45,000	0	-	-	-	-	-	-	45,000	-	-	-	-	45,000			
794		Plaza Exterior Signage	On hold	Funded	80,000	5,531	74,469	0	74,469	-	-	-	74,469	-	-	-	-	-	-	74,469			
843		Plaza Preservation and Improvements-2021	Not started	Funded	50,000	-	50,000	0	-	-	-	-	-	-	-	-	-	-	-	-			
844		Plaza Preservation and Improvements-2022	Not started	Funded	50,000	-	50,000	0	50,000	-	-	-	50,000	-	-	-	-	-	-	50,000			

New Projects
Excludes Unfunded Projects

Excludes Unfunded Projects										2022 by Funding Source													
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2020	Remaining Balance	Qty	2022 - Local	2022 - State	2022 - Federal	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2022-2027				
Facilities - Passenger & Operational Total	Plaza Preservation	845	Plaza Preservation and Improvements-2023	Not started	Funded	50,000	-	50,000	0	-	-	-	-	50,000	-	-	-	-	50,000				
		846	Plaza Preservation and Improvements-2024	Not started	Funded	50,000	-	50,000	0	-	-	-	-	-	50,000	-	-	-	50,000				
		847	Plaza Preservation and Improvements-2025	Not started	Funded	50,000	-	50,000	0	-	-	-	-	-	-	50,000	-	-	50,000				
		849	First Floor Plaza Restroom Stalls	Construction	Funded	-	4,235	(4,235)	0	-	-	-	-	-	-	-	-	-	-				
		850	Escalator Wall Guard	Construction	Funded	-	11,798	(11,798)	0	-	-	-	-	-	-	-	-	-	-				
		851	Plaza Flagpoles Relocation	Design	Funded	-	4,796	(4,796)	0	-	-	-	-	-	-	-	-	-	-				
		854	Plaza Soffit	Not started	Funded-New	150,000	-	150,000	0	150,000	-	-	-	150,000	-	-	-	-	-	150,000			
		855	Plaza Interior Wayfinding Signage	Not started	Funded-New	15,000	-	15,000	0	15,000	-	-	-	15,000	-	-	-	-	-	15,000			
		856	Plaza Preservation & Improvements-2026	Not started	Funded-New	50,000	-	50,000	0	-	-	-	-	-	-	-	50,000	-	-	50,000			
	857	Plaza Preservation & Improvements-2027	Not started	Funded-New	50,000	-	50,000	0	-	-	-	-	-	-	-	-	-	50,000	50,000				
	Plaza Preservation and Improvements Total					1,190,000	27,183	1,162,817	0	535,125	-	-	535,125	50,000	95,000	50,000	50,000	50,000	830,125				
	Route & Stop Facility Improvements	464	Rural Highway Stop Improvements	Not started	Funded-MF	700,000	-	700,000	0	175,000	-	-	-	175,000	100,000	175,000	250,000	-	-	700,000			
		480	Downtown Layover Upgrades	Work in progress	Funded-MF	515,000	31,241	483,759	0	233,759	-	-	-	233,759	-	-	-	-	-	233,759			
		523	Bus Stop Improvements-2020	Construction	Funded	100,000	23,111	76,889	0	-	-	-	-	-	-	-	-	-	-	-			
		550	Trent Avenue and Sunset Boulevard Improvements	Closeout	Funded	100,000	140,549	(40,549)	0	-	-	-	-	-	-	-	-	-	-	-			
		551	Transit Shelter Replacement	Work in progress	Funded	200,000	162,690	37,310	0	-	-	-	-	-	-	-	-	-	-	-			
		743	Service Change Bus Stops	Work in progress	Funded-MF	1,850,940	32,474	1,818,466	0	1,550,940	-	-	-	1,550,940	150,000	-	-	-	-	1,700,940			
		751	2021 Service Change Operational Requirements	Work in progress	Funded-MF	200,000	-	200,000	0	100,000	-	-	-	100,000	-	-	-	-	-	100,000			
		753	Transit Shelter Lighting Retrofits	Not started	Funded	175,000	-	175,000	0	35,000	-	-	-	35,000	35,000	35,000	-	-	-	105,000			
		788	Geiger/Spokane County Cooperative	Work in progress	Funded	200,000	100,000	100,000	0	-	-	-	-	-	-	-	-	-	-	-			
		789	North Havana Street Sidewalk Improvement Project	Not started	Funded	270,000	-	270,000	0	270,000	-	-	-	270,000	-	-	-	-	-	270,000			
		790	MF: 2023 Service Change Bus Stops	Not started	Funded-MF	425,000	-	425,000	0	-	-	-	-	-	-	50,000	375,000	-	-	425,000			
		791	MF: 2023 Service Change Operational Requirements	Not started	Funded-MF	215,000	-	215,000	0	-	-	-	-	-	-	10,000	205,000	-	-	215,000			
		822	Bus Stop Improvements - 2026	Not started	Funded	100,000	-	100,000	0	-	-	-	-	-	-	-	-	100,000	-	100,000			
		823	Operational Improvements - 2026	Not started	Funded	200,000	-	200,000	0	-	-	-	-	-	-	-	-	200,000	-	200,000			
		824	Transit Shelter Replacement - 2022-2026	Not started	Funded	207,500	-	207,500	0	38,500	-	-	-	38,500	40,000	41,500	43,000	44,500	-	207,500			
		887	2023 Bus Stop Accessibility Improvement Project	Not started	Funded-New	205,250	-	205,250	0	50,000	-	-	-	50,000	128,750	26,500	-	-	-	205,250			
		888	2024 Bus Stop Accessibility Improvement Project	Not started	Funded-New	211,250	-	211,250	0	-	-	-	-	-	51,500	132,500	27,250	-	-	211,250			
		889	2025 Bus Stop Accessibility Improvement Project	Not started	Funded-New	217,250	-	217,250	0	-	-	-	-	-	-	53,000	136,250	28,000	-	217,250			
		890	2026 Bus Stop Accessibility Improvement Project	Not started	Funded-New	223,250	-	223,250	0	-	-	-	-	-	-	-	54,500	140,000	28,750	223,250			
		891	2027 Bus Stop Accessibility Improvement Project	Not started	Funded-New	229,250	-	229,250	0	-	-	-	-	-	-	-	-	56,000	143,750	199,750			
		892	2028 Bus Stop Accessibility Improvement Project	Not started	Funded-New	235,250	-	235,250	0	-	-	-	-	-	-	-	-	-	57,500	57,500			
		894	Cooperative Projects	Not started	Funded-New	3,000,000	-	3,000,000	0	500,000	-	-	-	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000			
		896	Indian Trail Layover Improvement Project	Not started	Funded-New	225,000	-	225,000	0	-	-	-	-	-	75,000	125,000	25,000	-	-	225,000			
		898	Route Segment Investment Projects	Not started	Funded-New	1,767,500	-	1,767,500	0	50,000	-	-	-	50,000	309,000	344,500	354,250	364,000	345,750	1,767,500			
		899	Shelters & Lighting Program	Not started	Funded-New	941,200	-	941,200	0	50,000	-	-	-	50,000	216,300	233,200	239,800	190,400	11,500	941,200			
		903	Whitworth University Comfort Station	Not started	Funded-New	354,257	-	354,257	0	45,085	-	-	-	45,085	284,172	25,000	-	-	-	354,257			
	Route & Stop Facility Improvements Total					13,067,897	490,064	12,577,833	0	3,098,284	-	-	3,098,284	1,889,722	1,751,200	2,210,050	1,622,900	1,087,250	11,659,406				
Facilities - Passenger & Operational Total										15,586,708	517,248	15,069,460	0	3,797,709	-	150,700	3,948,409	2,748,533	1,916,200	2,300,050	1,697,900	1,167,250	13,778,342
Technology	Capital Program Management Software	763	Project Management Software	Not started	Funded	306,000	-	306,000	0	100,000	-	-	100,000	206,000	-	-	-	-	306,000				
		Capital Program Management Software Total					306,000	-	306,000	0	100,000	-	-	100,000	206,000	-	-	-	-	306,000			
	Communications Technology Upgrades	796	Digital Monitors for Customer Information	Not started	Funded	745,000	-	745,000	0	310,000	-	-	-	310,000	360,000	-	-	-	-	670,000			
		798	Cisco Switches	Not started	Funded	50,000	-	50,000	0	-	-	-	-	-	-	-	-	-	-	-			
		800	Phone System Replacement	Work in progress	Funded	200,000	199,990	10	0	-	-	-	-	-	-	-	-	-	-	-			
		819	Cisco Network Switches	Not started	Funded	45,000	-	45,000	0	-	-	-	-	-	-	-	-	-	-	-			
		821	Single Mode Fiber	Getting quotes	Funded	30,000	-	30,000	0	-	-	-	-	-	-	-	-	-	-	-			
		831	Network Equipment-City Line	Not started	Funded	160,000	-	160,000	0	-	-	-	-	-	-	-	-	-	-	-			
		834	STA Campus Network Equipment - 2022	Not started	Funded	40,000	-	40,000	0	40,000	-	-	-	40,000	-	-	-	-	-	40,000			
		835	STA Campus Network Equipment - 2023	Not started	Funded	40,000	-	40,000	0	-	-	-	-	-	40,000	-	-	-	-	40,000			
		840	Enterprise Asset Management System Evaluation	Not started	Funded	120,000	-	120,000	0	-	-	-	-	-	-	-	-	-	-	-			
		882	Data Center Switches - Boone & Plaza	Not started	Funded-New	80,000	-	80,000	0	80,000	-	-	-	80,000	-	-	-	-	-	80,000			
		883	Interior Firewalls	Not started	Funded-New	100,000	-	100,000	0	-	-	-	-	-	100,000	-	-	-	-	100,000			
		884	Pure Storage	Not started	Funded-New	130,000	-	130,000	0	130,000	-	-	-	130,000	-	-	-	-	-	130,000			
		885	Remote Desktop Servers (3)	Not started	Funded-New	60,000	-	60,000	3	60,000	-	-	-	60,000	-	-	-	-	-	60,000			
		886	Wi-Fi Controllers	Not started	Funded-New	20,000	-	20,000	0	-	-	-	-	-	20,000	-	-	-	-	20,000			
	Communications Technology Upgrades Total					1,820,000	199,990	1,620,010	3	620,000	-	-	620,000	520,000	-	-	-	-	-	1,140,000			
	Computer Equipment Preservation and Upgrades	528	Computer Equipment-2021	Not started	Funded	175,000	-	175,000	0	-	-	-	-	-	-	-	-	-	-	-			
		566	Computer Equipment-2022	Not started	Funded	175,000	-	175,000	0	175,000	-	-	-	175,000	-	-	-	-	-	175,000			
		603	Computer Equipment-2023	Not started	Funded	150,000	-	150,000	0	-	-	-	-	-	150,000	-	-	-	-	150,000			
		758	Computer Equipment-2024	Not started	Funded	150,000	-	150,000	0	-	-	-	-	-	-	150,000	-	-	-	150,000			

New Projects
Excludes Unfunded Projects

Excludes Unfunded Projects										2022 by Funding Source											
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2020	Remaining Balance	Qty	2022 - Local	2022 - State	2022 - Federal	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2022-2027		
Technology	Computer Equipment	802	Computer Equipment-2025	Not started	Funded	150,000	-	150,000	0	-	-	-	-	-	-	150,000	-	-	150,000		
		820	Computer Equipment-2026	Not started	Funded	120,000	-	120,000	0	-	-	-	-	-	-	-	120,000	-	120,000		
		906	Computer Equipment-2027	Not started	Funded-New	120,000	-	120,000	0	-	-	-	-	-	-	-	-	120,000	120,000		
	Computer Equipment Preservation and Upgrades Total					1,040,000	-	1,040,000	0	175,000	-	-	175,000	150,000	150,000	150,000	120,000	120,000	865,000		
	Fare Collection and Sales Technology	431	Fixed Route Fare Collection System Update	Work in progress	Funded	5,890,000	456,129	5,433,871	0	1,740,350	-	-	1,740,350	-	-	-	-	-	-	1,740,350	
		907	Genfare Farebox Upgrade	Not started	Funded	2,500,000	-	2,500,000	0	500,000	-	-	500,000	2,000,000	-	-	-	-	-	2,500,000	
	Fare Collection and Sales Technology Total					8,390,000	456,129	7,933,871	0	2,240,350	-	-	2,240,350	2,000,000	-	-	-	-	-	4,240,350	
	Operating & Customer Service Software	577	Trapeze OPS-Web	Not started	Funded	175,000	-	175,000	0	28,000	-	-	28,000	-	-	-	-	-	-	28,000	
		578	Trapeze ParaCutter	Work in progress	Funded	120,000	-	120,000	0	-	-	-	-	-	-	-	-	-	-	-	
		579	Trapeze ViewPoint - Business Intelligence Solution	Work in progress	Funded	220,000	162,346	57,654	0	-	-	-	-	-	-	-	-	-	-	-	
		797	Trapeze PASS Enhancements	Work in progress	Funded	525,000	366,944	158,056	0	100,000	-	-	100,000	-	-	-	-	-	-	100,000	
		825	Trapeze - Mobile Mapping & Turn-by-Turn Navigation	Not started	Funded	131,024	-	131,024	0	-	-	-	-	-	-	-	-	-	-	-	
	Operating & Customer Service Software Total					1,171,024	529,289	641,735	0	128,000	-	-	128,000	-	-	-	-	-	-	128,000	
	Security and Access Technology	468	OnBoard Camera Upgrade	Work in progress	Funded	4,000,000	1,822,654	2,177,346	0	-	-	-	-	-	-	-	-	-	-	-	
		608	Park and Ride Camera System - Hastings	Not started	Funded	71,500	-	71,500	0	-	-	-	-	-	-	71,500	-	-	-	71,500	
		609	Park and Ride Camera System - Liberty Lake	Not started	Funded	85,900	-	85,900	0	-	-	-	-	-	-	85,900	-	-	-	85,900	
		610	Park and Ride Camera System - South Hill	Not started	Funded	74,600	-	74,600	0	-	-	-	-	-	-	74,600	-	-	-	74,600	
		832	Facility Camera Replacement-Plaza	Getting quotes	Funded	100,000	-	100,000	0	100,000	-	-	100,000	-	-	-	-	-	-	100,000	
		833	Facility Camera Replacement-Boone	Getting quotes	Funded	100,000	-	100,000	0	-	-	-	-	-	-	-	-	-	-	-	
	Security and Access Technology Total					4,432,000	1,822,654	2,609,346	0	100,000	-	-	100,000	-	232,000	-	-	-	-	-	332,000
	Smart Bus Implementation	336	Fiber Communications	Work in progress	Funded	1,048,181	448,181	600,000	0	100,000	-	-	100,000	100,000	100,000	100,000	100,000	100,000	-	500,000	
	Smart Bus Implementation Total					1,048,181	448,181	600,000	0	100,000	-	-	100,000	100,000	100,000	100,000	100,000	100,000	-	500,000	
Technology Total						18,207,205	3,456,243	14,750,962	3	3,463,350	-	-	3,463,350	2,976,000	482,000	250,000	220,000	120,000	7,511,350		
High Performance Transit Implementation	Central City Line	347	Design and Construction	Construction	Funded-MF	85,410,407	12,640,660	72,769,747	10	12,041,485	-	17,256,532	29,298,017	14,655,017	-	-	-	-	43,953,034		
		853	Gonzaga Land Easement	Completed	Funded-MF	-	1,592,177	(1,592,177)	0	-	-	-	-	-	-	-	-	-	-	-	
		893	City Line - Neighborhood Station Identification	Not started	Funded-New	750,000	-	750,000	0	750,000	-	-	750,000	-	-	-	-	-	-	750,000	
	Central City Line Total					86,160,407	14,232,837	71,927,570	10	12,791,485	-	17,256,532	30,048,017	14,655,017	-	-	-	-	-	44,703,034	
	Cheney Line	465	Four Lakes Station	Work in progress	Funded-MF	1,440,000	355,599	1,084,401	0	50,000	-	-	50,000	-	-	-	-	-	-	50,000	
		764	Cheney Corridor Improvements	Work in progress	Funded-MF	4,490,000	174,026	4,315,974	0	260,000	350,000	-	610,000	2,495,974	-	-	-	-	-	3,105,974	
	Cheney Line Total					5,930,000	529,625	5,400,375	0	310,000	350,000	-	660,000	2,495,974	-	-	-	-	-	3,155,974	
	Division Line	830	Division Line - PE and NEPA Scoping	Not started	Funded	2,000,000	-	2,000,000	0	1,250,000	-	-	1,250,000	700,000	-	-	-	-	-	1,950,000	
		895	Division Line BRT: Project Development	Not started	Funded-New	12,000,000	-	12,000,000	0	-	-	-	-	3,000,000	4,000,000	4,000,000	1,000,000	-	-	12,000,000	
	Division Line Total					14,000,000	-	14,000,000	0	1,250,000	-	-	1,250,000	3,700,000	4,000,000	4,000,000	1,000,000	-	-	13,950,000	
	I-90/Valley Line	469	Mirabeau Transit Center Improvements	Not started	Funded-MF	8,488,000	-	8,488,000	0	118,700	135,900	-	254,600	1,867,400	3,395,200	2,970,800	-	-	-	8,488,000	
		477	Park & Ride Expansion East of Sullivan (formerly LL Park an	Not started	Funded-MF	5,562,000	-	5,562,000	0	78,300	89,100	-	167,400	1,223,600	2,224,800	1,946,200	-	-	-	5,562,000	
		545	Preliminary Engineering I-90 HPT Corridor Facilities	Work in progress	Funded-MF	812,500	50,929	761,571	0	52,314	-	209,257	261,571	-	-	-	-	-	-	261,571	
	I-90/Valley Line Total					14,862,500	50,929	14,811,571	0	249,314	225,000	209,257	683,571	3,091,000	5,620,000	4,917,000	-	-	-	14,311,571	
	Incremental HPT Investments	470	Plaza HPT Platforms	Construction	Funded-MF	2,317,217	924,958	1,392,259	0	1,292,259	-	-	1,292,259	-	-	-	-	-	-	1,292,259	
		472	Division Passenger and Operational Treatments	Work in progress	Funded-MF	2,000,000	1,865,942	134,058	0	-	-	-	-	-	-	-	-	-	-	-	
		478	Division HPT Design Study	Work in progress	Funded	500,000	126,873	373,127	0	-	-	-	-	-	-	-	-	-	-	-	
		805	MF: Eastbound Riverside Avenue HPT Improvements	Work in progress	Funded-MF	600,000	-	600,000	0	500,000	-	-	500,000	-	-	-	-	-	-	500,000	
	Incremental HPT Investments Total					5,417,217	2,917,773	2,499,445	0	1,792,259	-	-	1,792,259	-	-	-	-	-	-	1,792,259	
	Monroe-Regal Line	479	Monroe-Regal Shelter and Stop Enhancements	Work in progress	Funded-MF	5,810,798	2,266,224	3,544,574	0	3,044,574	-	-	3,044,574	-	-	-	-	-	-	3,044,574	
		542	Moran Prairie Park and Ride Construction	Work in progress	Funded-MF	4,752,718	4,226,957	525,761	0	98,925	-	-	98,925	19	-	-	-	-	-	98,944	
		839	Moran Station BEB Infrastructure	Construction	Funded	2,000,000	301,456	1,698,544	0	-	-	-	-	-	-	-	-	-	-	-	
		897	Monroe-Regal Line HPT Branding	Not started	Funded-New	688,937	-	688,937	0	50,000	-	-	50,000	618,000	20,937	-	-	-	-	688,937	
	Monroe-Regal Line Total					13,252,453	6,794,638	6,457,816	0	3,193,499	-	-	3,193,499	618,019	20,937	-	-	-	-	-	3,832,455
	Sprague Line	540	Sprague HPT Improvements	Work in progress	Funded-MF	6,556,000	605,293	5,950,707	0	501,800	498,200	-	1,000,000	4,050,707	500,000	-	-	-	-	5,550,707	
		901	Sprague Line HPT Branding	Not started	Funded-New	1,207,607	-	1,207,607	0	-	-	-	-	51,500	530,000	545,000	81,107	-	-	1,207,607	
	Sprague Line Total					7,763,607	605,293	7,158,314	0	501,800	498,200	-	1,000,000	4,102,207	1,030,000	545,000	81,107	-	-	-	6,758,314
	West Plains Transit Center	742	WPTC -Transit/Interchange Access Project	Construction	Funded	800,000	933,907	(133,907)	0	-	-	-	-	-	-	-	-	-	-	-	
	West Plains Transit Center Total					800,000	933,907	(133,907)	0	-	-	-	-	-	-	-	-	-	-	-	
High Performance Transit Implementation Total						148,186,184	26,065,000	122,121,184	10	20,088,357	1,073,200	17,465,789	38,627,346	28,662,217	10,670,937	9,462,000	1,081,107	-	88,503,607		
Grand Total						318,608,962	34,582,109	284,026,853	362	46,761,654	1,073,200	19,855,432	67,690,286	68,575,223	25,230,051	36,157,198	14,755,002	8,041,584	220,449,344		
Local													46,761,654	39,441,010	20,407,851	29,367,026	13,734,002	7,010,584	156,722,128		
State													1,073,200	8,704,117	3,184,600	2,625,000	-	-	15,586,917		
Federal													19,855,432	20,430,096	1,637,600	4,165,172	1,021,000	1,031,000	48,140,300		
Total													67,690,286	68,575,223	25,230,051	36,157,198	14,755,002	8,041,584	220,449,344		

New Projects

Excludes Unfunded Projects

						Expenditure													
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	PTD through 12/31/2020	Remaining Balance	Qty	2022 - Local	2022 - State	2022 - Federal	2022 Total	2023 Total	2024 Total	2025 Total	2026 Total	2027 Total	2022-2027
Allocation by Financial Status																			
Status Quo													23,993,283	29,006,973	12,749,414	11,466,341	10,277,275	-	87,493,286
Moving Forward													38,854,892	32,782,717	6,355,000	10,769,172	-	-	88,761,781
Funded-New													4,842,111	6,785,533	6,125,637	13,921,685	4,477,727	8,041,584	44,194,277
Total													67,690,286	68,575,223	25,230,051	36,157,198	14,755,002	8,041,584	220,449,344
Allocation by Procured/Managed																			
Procured													14,202,020	32,956,473	12,162,414	23,233,148	11,755,495	6,528,834	100,838,384
Managed													53,488,266	35,618,750	13,067,637	12,924,050	2,999,507	1,512,750	119,610,960
Total													67,690,286	68,575,223	25,230,051	36,157,198	14,755,002	8,041,584	220,449,344

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

December 16, 2021

AGENDA ITEM 7B: DRAFT 2022 LEGISLATIVE FOCUS AND PRIORITIES

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

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

SUMMARY: Each year the Board of Directors adopts Legislative Priorities to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. During the session, staff will watch for and analyze legislation that may pose a threat or offer new opportunities to Spokane Transit.

Because legislation affecting STA's operations and/or service may come forward at any time, the CEO requests authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

The draft Spokane Transit Priorities for the 2022 Legislative session will be provided at the meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2022 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

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

RECOMMENDATION TO BOARD: Approve the 2022 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 8A : NEAR TERM INVESTMENT OPPORTUNITIES:
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: The Board is to take action to select a package of near-term investments to take advantage of STA's favorable financial position to increase investment in public transportation concurrent with strategic planning and the implementation of *STA Moving Forward*. The attached report summarizes potential investment project definitions, the approved investment pool, evaluation framework, project evaluation scoring and proposed packages for consideration.

BACKGROUND: 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.

During the October 21, 2021 Board Meeting, staff presented a list of prospective projects, a proposed process for defining, screening, evaluating, and packaging projects, along with a set of evaluation criteria to score the projects. Additionally, the board generally concurred that the available investment pool for near term investment opportunities could total up to \$19.1 million which represents the cumulative impact of favorable expenditure management for calendar years 2017-2020.

During the November 18 Board Meeting, staff reviewed project definitions and identified one project, *Extend City Line to SFCC*, that did not meet the criteria to move to the next round of evaluation.

During the December 1 Board Workshop, staff reviewed the results of applying the project scoring criteria and two potential packages of projects for discussion.

RECOMMENDATION TO THE BOARD: By motion, select and approve a packet of investments for implementation.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer ESAM

Legal Counsel LM

2021 Near-Term Investments

Investment Evaluation Scoring & Packaging

Prepared for:
Board of Directors

12/8/2021
Draft



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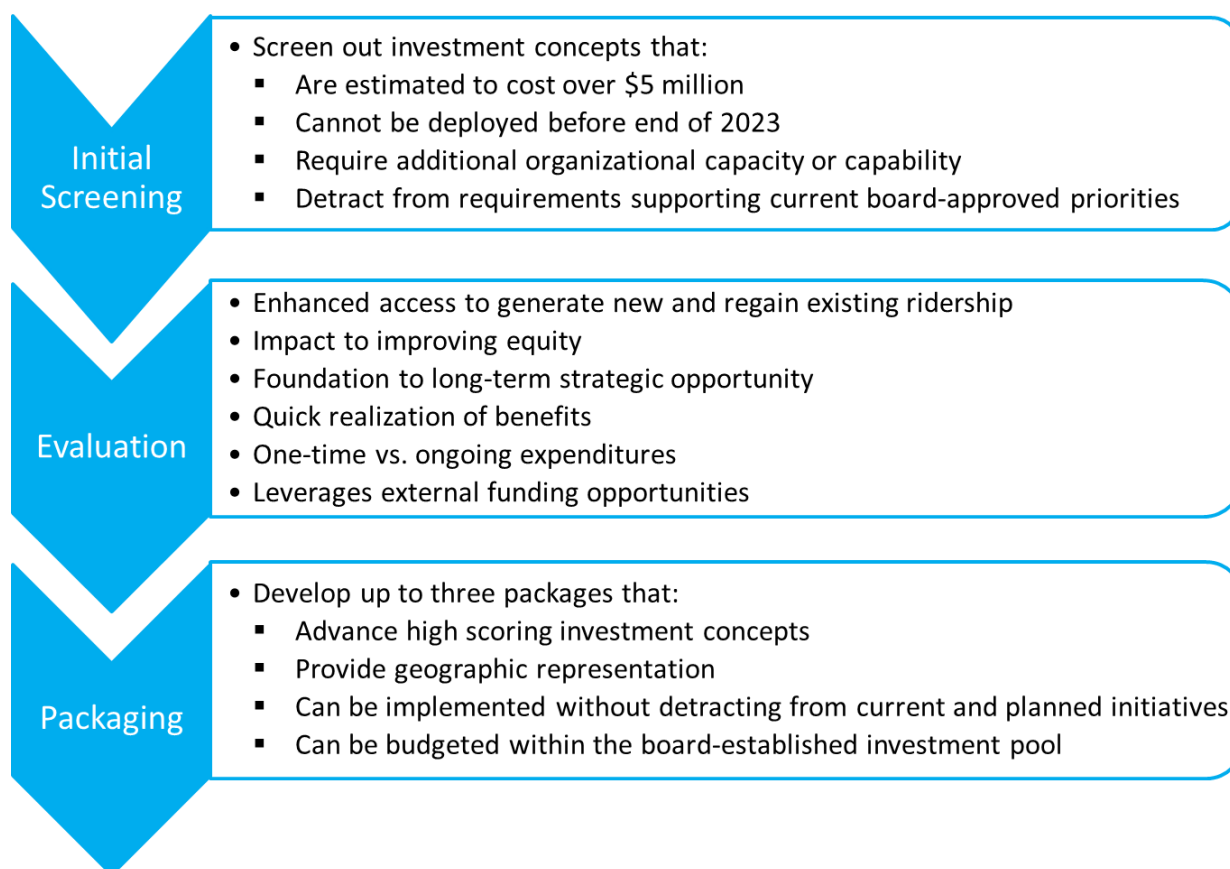
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Executive Summary

The STA Board of Directors met on July 1, 2021, and September 1, 2021, to review opportunity created by STA's favorable financial position to identify new investments. The Board developed a potential project list, project assessment framework, and established a \$19.1 million allocation to augment current *STA Moving Forward* planned improvements. This report includes project definition sheets, details the evaluation and scoring of the identified projects, and presents two potential investment scenario packages for consideration by the Board. The two packages are similar except that one package, Package A, includes the project *Continue Summer Youth Pass* as well as new night and weekend service and capital improvements for the North Bank Plaza/Arena service. The other package, Package B, includes the project *Free Year-Round Youth Pass* in lieu of the project *Continuing Summer Youth Pass* and includes only capital improvements for the North Bank Plaza/Arena service.

Project Assessment Framework

The STA Board of Directors affirmed this assessment framework for evaluating potential investments on October 21, 2021.



Project Evaluation Scoring

Each identified project has been evaluated against the scoring criteria (shown below) that was approved by the STA Board of Directors in October 2021.

Criteria	Scoring	Max. Points	Method / Considerations
Implementation Feasibility	Initial screening so not scored	NA	Organizational capacity, does not detract from STAMF, partnership opportunity
Improve access to generate new and regain existing ridership	High impact = 10 points Medium impact = 5 points Low impact = 1 point	10	High Medium Low -> point factor
Impact to improving equity	High impact = 10 points Medium impact = 5 points Low impact = 1 point	10	1-10 based on scale of low income and minority benefits (H, M, L then scored)
Foundation to long-term strategic opportunity	Strong relevance = 10 points Moderate relevance = 5 points Low relevance = 1 point	10	Score 1-10 (see above)
Quick realization of benefits (< 24 months)	Benefits w/in 12 months = 10 points Benefits w/in 24 months = 5 points Benefits after 24 months = 1 point	10	Implementation Time and Benefit Time (math to reflect months before 2024)
One-time Investment vs. Ongoing	One Time only = 10 points On-going < \$250k per year = 5 points On-going > \$250k per year = 1 point	10	Yes/No (One Time = Yes, more points)
Leverages external funding opportunities	Strong likelihood of external funding = 10 points Moderate likelihood of external funding = 5 points Low/no likelihood of external funding = 1 point	10	High Medium Low -> point factor
Geographic representation	Used at final evaluation stage as part of project packaging	NA	North, South, Central, Greater Valley, West Plains; Regional; this is a package criterion

One project, *Extend City Line to SFCC*, was eliminated in the initial screening phase for the following reasons:

- Initial estimate of approximately \$24.2 million exceeds the \$5 million threshold
- Cannot be implemented before 2023
- Represents risk to City Line implementation schedule

The scoring of the remaining projects is detailed on the next pages. A summary of the scoring results is provided in the table below. A variation of two projects that originally included both service and capital

elements were added to the potential project list that just include the capital improvement portions of the projects. These projects include *Enhance East Fifth Avenue Bus Stops* and *Implement Capital Improvements for Plaza/Arena Service*. The smaller projects were scored separately from their full cost counterparts allowing for more packaging options.

Project Score Summary

Project Title	Project #	Evaluation Criteria Score						Average Evaluation Score
		1	2	3	4	5	6	
Fund Transit Elements of Airway Heights Downtown Plan and West Plains Connector Project	S-14.01	5	10	10	1	10	10	7.7
Enhance Existing West Broadway Service to High Performance Transit Standards	S-16	5	10	10	1	10	10	7.7
Launch Transit-Oriented Development Partnership	D-04	5	5	10	1	10	10	6.8
Contribute Non-Federal Match for Section 5310 Operating Projects	P-02.1	10	10	1	5	5	10	6.8
Contribute Non-Federal Match for All Section 5310 Projects	P-02.2	10	10	1	5	5	10	6.8
Provide STA Contribution to Section 5310 Projects and Other Special Mobility Projects and Services	P-02.3	10	10	1	5	5	10	6.8
Enhance East Fifth Avenue Service Quality and Frequency	S-17	10	10	5	1	5	10	6.8
Deploy Northeast Spokane Valley Pilot Fixed Route Service	S-08	10	5	5	10	10	1	6.8
Continue Summer Youth Pass	P-01	10	10	5	10	5	1	6.8
Enhance East Fifth Avenue Bus Stops	S-17.01	5	10	5	1	10	10	6.2
Implement Capital Improvements for Plaza/Arena Service	S-20.01	1	10	5	5	10	5	6.2
Extend Service to New West Plains Amazon Employment Sites	S-19	10	10	5	10	1	1	6.2
Develop University District Transit-Oriented Development Opportunity	D-22	5	5	10	1	10	5	6
Free Year-Round Youth Pass Pilot Program	P-23	5	10	5	10	5	1	6
Implement Improvements to Plaza/Arena Service	S-20	5	10	5	5	5	5	5.8
Fund Transit Elements of Airway Heights Downtown Plan	S-14	1	5	10	1	10	5	5.3
Deploy Mead and East Hillyard Pilot Fixed Route Service	S-09	10	10	5	1	1	1	4.7
Acquire Latah Valley Property	D-06	1	1	10	1	10	1	4
Analyze North Spokane Corridor East-West Travel Demand and Routing Opportunities	A-15	1	1	5	1	10	5	3.8
Launch Latah Valley Micro Mobility Pilot Program	S-12	5	1	5	5	1	5	3.7
Acquire Seven Mile Property	D-05	1	1	5	1	10	1	3.2
Extend service to 16 hours on Sundays	S-10	5	10	1	1	1	1	3.2
Deploy Mead Area Pilot Fixed Route Service	S-18	5	5	5	1	1	1	3
Acquire Five Mile Prairie Property	D-07	1	1	1	1	10	1	2.5

Project Title	Project #	Evaluation Criteria 1: Generate and regain ridership	Evaluation Criteria 2: Impact to improving equity	Evaluation Criteria 3: Foundation to long-term strategic opportunity	Evaluation Criteria 4: Quick Realization of Benefits	Evaluation Criteria 5: One- time vs. ongoing expenditures	Evaluation Criteria 6: Leverages external funding opportunities
Fund Transit Elements of Airway Heights Downtown Plan and West Plains Connector Project	S-14.01	Medium- Will enable service to 300 residents in an area of increasing density	High - 18% of population in area is in poverty, 30% are non-white	High - The investment allows approved service changes to take effect	Low - Improvements may be completed in 2023 or 2024	High - The improvements allow for route revisions but do not materially increase operating costs	High - Leverages City of Airway Heights funding and city intent to pursue WA TIB grant
Enhance Existing West Broadway Service to High Performance Transit Standards	S-16	Medium - Improves service quality, but not the frequency or span of service	High - 25% of population in poverty, 20% are non-white; project increases passenger amenities in diverse area	High - The improvements align with long-term plans for High Performance Transit	Low - Improvements could be ready for construction in late 2023 but not complete until 2024	High - Capital expenditures are one-time expenditures that support an existing route	High - Good candidate for federal funding (STBG or 5339 funds)
Launch Transit-Oriented Development Partnership	D-04	Medium- TOD will generate new ridership upon completion but not immediately	Medium - Opportunity to increase housing availability and affordability near transit for individuals who rely on transit	High - Supporting density at major transit facilities supports regional growth plans	Low - Partnership will likely not have benefits before 2024	High - One time expenditure to facilitate the partnership	High - Leverages private or public funding for increased housing around transit; Spokane Housing Authority has expressed interest
Contribute Non-Federal Match for Section 5310 Operating Projects	P-02.1	High- Will enable mobility providers to provide more rides	High - Those served by 5310 are disproportionately low income and will benefit from service provided	Low - Does not represent a long-term strategic opportunity	Medium - Can be deployed in 2022 with riders served in 2023	Medium - Funds would be awarded annually and this doesn't guarantee continuation; any new service that is provided would likely rely on an STA match	High - Leverages funding from local non-profit organizations and government agencies
Contribute Non-Federal Match for All Section 5310 Projects	P-02.2	High- Will enable mobility providers to provide more rides	High - Those served by 5310 are disproportionately low income and will benefit from service provided	Low - Does not represent a long-term strategic opportunity	Medium - Can be deployed in 2022 with riders served in 2023	Medium - Funds would be awarded annually and this doesn't guarantee continuation; any new service that is provided would likely rely on an STA match	High - Leverages funding from local non-profit organizations and government agencies
Provide STA Contribution to Section 5310 Projects and Other Special Mobility Projects and Services	P-02.3	High- will enable mobility providers to provide more rides	High - Those served by 5310 are disproportionately low income and will benefit from service provided	Low -Does not represent a long-term strategic opportunity	Medium - Can be deployed in 2022 with riders served in 2023	Medium - Funds would be awarded annually and this doesn't guarantee continuation; any new service that is provided would likely rely on an STA match	High - Leverages funding from local non-profit organizations and government agencies
Enhance East Fifth Avenue Service Quality and Frequency	S-17	High - Improves service frequency evenings and weekends while investing in ADA and passenger amenities that support ridership growth	High - Route 94 has higher poverty and non-white populations than Spokane County, highest concentration in area of proposed stop improvements (26% in poverty, 24% non-white)	Medium - East Fifth is not an identified HPT line; however, it is expected to operate indefinitely into the future	Low - Service can't be added until after 2024; bus stop improvements may stretch into 2024	Medium - capital improvements are one-time but service improvements would be subject to funding availability to continue	High - Good candidate for federal funding (STBG or 5339 funds)

Project Title	Project #	Evaluation Criteria 1: Generate and regain ridership	Evaluation Criteria 2: Impact to improving equity	Evaluation Criteria 3: Foundation to long-term strategic opportunity	Evaluation Criteria 4: Quick Realization of Benefits	Evaluation Criteria 5: One- time vs. ongoing expenditures	Evaluation Criteria 6: Leverages external funding opportunities
Deploy Northeast Spokane Valley Pilot Fixed Route Service	S-08	High- Will enable new transit trips not available today; Route would serve 1,900 jobs not including recent growth including Amazon	Medium - Lower than average minority or poverty households, but instead, increases transit access to jobs	Medium - Provides service to an area that is a good candidate for continued growth and interest	High - Can be initially deployed within six months	High - The service is a reorientation of existing service and would not add operating costs beyond current forecast	Low - No expected external funding leverage is available for this project
Continue Summer Youth Pass	P-01	High- Will encourage new ridership among youth	High - Students who use transit are more likely to come from low income and non-white households	Medium - Fostering ridership among youth supports future ridership	High - Program can be implemented in 2022	Medium - Program costs could be one-time, but in order to continue it will have a long-term cost impact	Low - Based on 2021 model the program does not leverage outside funding
Enhance East Fifth Avenue Bus Stops	S-17.01	Medium - Improves service quality, but not the frequency or span of service	High - The surrounding area has higher poverty and non-white populations than Spokane County (28.8% in poverty, 40.5% non-white)	Medium - East Fifth is not an identified HPT line; however, it is expected to operate indefinitely into the future	Low - Improvements could be ready for construction in late 2023 but not complete until 2024	High - Capital expenditures are one-time expenditures that support an existing route	High - Good candidate for federal funding (STBG or 5339 funds)
Implement Capital Improvements for Plaza/Arena Service	S-20.01	Low - Improves rider experience at regional facilities, but no new areas served	High - 47% of area population in poverty, 29% are non-white.	Medium - Supports regional destinations to ensure transit is a viable choice for visitors	Medium - Bus stop improvements can be in place in 2023	High - Capital improvements are a one-time cost.	Medium - Leverages investments in more destinations along the route, not a likely candidate for grants
Extend Service to New West Plains Amazon Employment Sites	S-19	High - Provides access to 900 jobs currently not served by transit with more jobs planned to be added to the area	High - Transit access to jobs improves equity, limited residences in this area (~500) but of those there is a higher that countywide average living in poverty (38%) than county average, 22% non-white	Medium - Supportive of connection goals between Airway Heights and West Plains Transit Center	High - Can be deployed in 2022	Low - service improvements will be required to be continued for benefits to continue	Low - No expected external funding leverage is available for this project
Develop University District Transit-Oriented Development Opportunity	D-22	Medium- TOD will generate new ridership upon completion but not immediately	Medium - Opportunity to increase housing availability and affordability near transit for individuals who rely on transit	High - Supporting density along Sprague HPT corridor	Low - TOD will likely not have benefits before 2024	High - One time expenditure to facilitate the partnership	Medium -Opportunity to leverage outside funding, but no candidate source identified
Free Year-Round Youth Pass Pilot Program	P-23	Medium- Will encourage new ridership among youth, but also includes significant displacement of existing funding during school year rather than ridership growth	High - Students who use transit are more likely to come from low income and non-white households	Medium - Fostering ridership among youth supports future ridership	High - Can be initially deployed within six months	Medium - Program costs could be one-time, but in order to continue there would be long-term cost impacts	Low - Displaces partnership funding, including state funds allocated for student transportation

Project Title	Project #	Evaluation Criteria 1: Generate and regain ridership	Evaluation Criteria 2: Impact to improving equity	Evaluation Criteria 3: Foundation to long-term strategic opportunity	Evaluation Criteria 4: Quick Realization of Benefits	Evaluation Criteria 5: One- time vs. ongoing expenditures	Evaluation Criteria 6: Leverages external funding opportunities
Implement Improvements to Plaza/Arena Service	S-20	Medium - Improves service to regional facilities, but no new areas served	High - 47% of area population in poverty, 29% non-white. Service improvements at off-peak hours increases overall access	Medium - Supports regional destinations to ensure transit is a viable choice for visitors	Medium - Bus stop improvements can be in place in 2023	Medium - Capital improvements are one-time but service improvements would be subject to funding availability to continue	Medium - Leverages investments in more destinations along the route, new layover location, not a likely candidate for grants
Fund Transit Elements of Airway Heights Downtown Plan	S-14	Low-Funding only provides for design of future improvements	Medium - 24% of population are in poverty and 30% are non-white within 1/2 mile of Airway Heights downtown; planning and design will not substantially improve equity	High - The investment is supportive of High Performance Transit identified in <i>Connect Spokane</i>	Low - Design activity will support construction that won't occur before 2024	High - The project is a one-time expenditure of funds	Medium - Leverages potential City of Airway Heights funding (matching funds not yet available)
Deploy Mead and East Hillyard Pilot Fixed Route Service	S-09	High- Will enable new transit trips that cannot be taken today; 15,400 residents and 12,400 jobs within a half mile	High - 17% of surrounding corridor population is in poverty (high), 14% are non-white, lower than county average, greatly increases jobs accessible by transit	Medium - Supports connection between City Line and future Division BRT's northern terminal	Low - Cannot be deployed and serving passengers until 2024	Low - The service would need to be extended beyond initial trial for benefits to continue	Low - No expected external funding leverage is available for this project
Acquire Latah Valley Property	D-06	Low - Long term it will generate ridership upon facility completion and service start	Low -Impact on equity not realized upon property acquisition	High -Represents future service candidate corridor recognized in regional plans; property acquisition can act as investment that can be liquidated should plans change	Low - No near-term benefits from property acquisition	High - One time expenditure	Low - No expected external funding leverage is available for this project
Analyze North Spokane Corridor East-West Travel Demand and Routing Opportunities	A-15	Low - A study will not support near term ridership growth	Low - Not clear how it will improve equity	Medium - It may support future planning for service on NSC	Low - Benefits of study are dependent on opening of NSC, which is slated for late 2020s	High - the study does not result in any long-term commitments	Medium - This could leverage a grant through SRTC
Launch Latah Valley Micro Mobility Pilot Program	S-12	Medium- will enable new transit trips that cannot be taken today; population density is approximately 640 per square mile	Low - 8% of population in poverty; lower than county average, non-white population is 17%, slightly higher than county average	Medium - A test case for micromobility will help STA understand value and best method in the region	Medium - Could be operational in 2023	Low - the service would need to be extended beyond initial trial for benefits to continue	Medium - may be candidate for regional mobility grant program

Project Title	Project #	Evaluation Criteria 1: Generate and regain ridership	Evaluation Criteria 2: Impact to improving equity	Evaluation Criteria 3: Foundation to long-term strategic opportunity	Evaluation Criteria 4: Quick Realization of Benefits	Evaluation Criteria 5: One- time vs. ongoing expenditures	Evaluation Criteria 6: Leverages external funding opportunities
Acquire Seven Mile Property	D-05	Low - long term it will generate ridership upon facility completion and service start	Low - Impact on equity not realized with property acquisition	Medium - Represents candidate corridor for service in the future; property acquisition can act as investment that can be liquidated should plans change	Low - No near-term benefits from property acquisition	High - One time expenditure	Low - No expected external funding leverage is available for this project
Extend service to 16 hours on Sundays	S-10	Medium- Will provide new transit trips currently not available, but generally during the lowest demand periods of the week	High- Riders during off-peak on Sundays are more likely traveling to essential jobs	Low - Plans do not call for extending all routes to 16 hours on Sunday	Low - Could not be in place until 2024	Low - The service would need to be extended beyond initial trial for benefits to continue	Low - No expected external funding leverage is available for this project
Deploy Mead Area Pilot Fixed Route Service	S-18	Medium- Will provide new transit service not offered today, but route concept limits trips served to shorter, localized travel	Medium - 16% of population is in poverty, 15% non-white population is less than the county average	Medium - Route may serve the terminal of Division BRT	Low - Cannot be deployed and serving passengers until 2024	Low - Service improvements will be required to be continued for benefits to continue	Low - No expected external funding leverage is available for this project
Acquire Five Mile Prairie Property	D-07	Low - Long term it may generate ridership upon facility completion and service start	Low - Impact on equity not realized with property acquisition	Low - Does not represent candidate corridor for fixed route extension	Low -No near-term benefits from property acquisition	High - One time expenditure	Low - No expected external funding leverage is available for this project

Project Packaging

Consistent with the Board agreed upon framework STA staff developed two alternative packages with the aim of balancing the following considerations:

- advancing high scoring concepts,
- providing geographic representation,
- avoiding detracting from current & planned initiatives,
- and staying within the Board established investment pool of \$19.1 million.

The two packages are similar except that one package, Package A, includes the project *Continue Summer Youth Pass* as well as new night and weekend service and capital improvements for the North Bank Plaza/Arena service. The other package, Package B, includes the project *Free Year-Round Youth Pass* in lieu of the project *Continuing Summer Youth Pass* and includes only capital improvements for the North Bank Plaza/Arena service.

On September 1, 2021, the Board also affirmed an investment of \$4.9 million for ten battery electric buses & charging infrastructure. This investment is in addition to the \$19.1 million investment pool and is acknowledged at the top of each package.

Package A

Project	#	Cost	Eval. Score	Geo.
10 Battery Electric Buses & Charging Infrastructure (Strategic Investment)		\$ 4,900,000		Regional
Fund Transit Elements of Airway Heights Downtown Plan & West Plains Connector Project	S-14.01	\$ 2,000,000	7.7	West
Enhance Existing West Broadway Service to High Performance Transit Standards	S-16	\$ 2,480,000	7.7	Central
Launch Transit-Oriented Development Partnership	D-04	\$ 2,000,000	6.8	Regional
Contribute Non-Federal Match for All Section 5310 Projects	P-02.2	\$ 190,000	6.8	Regional
Enhance East Fifth Avenue Service Quality and Frequency	S-17	\$ 1,556,000	6.8	Greater Valley
Deploy Northeast Spokane Valley Pilot Fixed Route Service	S-08	\$ 494,000	6.8	Greater Valley
Continue Summer Youth Pass	P-01	\$ 475,000	6.8	Regional
Extend Service to New West Plains Amazon Employment Sites	S-19	\$ 1,176,000	6.2	West
Implement Improvements to Plaza/Arena Service	S-20	\$ 2,995,000	5.8	Central
Acquire Latah Valley Property	D-06	\$ 3,136,000	4	South
Acquire Seven Mile Property	D-05	\$ 1,960,200	3.2	North
Total (Near Term Investments separate from BEB Strategic Investment)		\$ 18,462,200		

Package B

Project	#	Cost	Eval. Score	Geo.
10 Battery Electric Buses & Charging Infrastructure (Strategic Investment)		\$ 4,900,000		Regional
Fund Transit Elements of Airway Heights Downtown Plan and West Plains Connector Project	S-14.01	\$ 2,000,000	7.7	West
Enhance Existing West Broadway Service to High Performance Transit Standards	S-16	\$ 2,480,000	7.7	Central
Launch Transit-Oriented Development Partnership	D-04	\$ 2,000,000	6.8	Regional
Contribute Non-Federal Match for All Section 5310 Projects	P-02.2	\$ 190,000	6.8	Regional
Enhance East Fifth Avenue Service Quality and Frequency	S-17	\$ 1,556,000	6.8	Greater Valley
Deploy Northeast Spokane Valley Pilot Fixed Route Service	S-08	\$ 494,000	6.8	Greater Valley
Implement Capital Improvements for Plaza/Arena Service	S-20.01	\$ 2,246,000	6.2	Central
Extend Service to New West Plains Amazon Employment Sites	S-19	\$ 1,176,000	6.2	West
Free Year-Round Youth Pass Pilot Program	P-23	\$ 1,800,000	6	Regional
Acquire Latah Valley Property	D-06	\$ 3,136,000	4	South
Acquire Seven Mile Property	D-05	\$ 1,960,200	3.2	North
Total (Near Term Investments separate from BEB Strategic Investment)		\$ 19,038,200		

Potential Investments Definitions

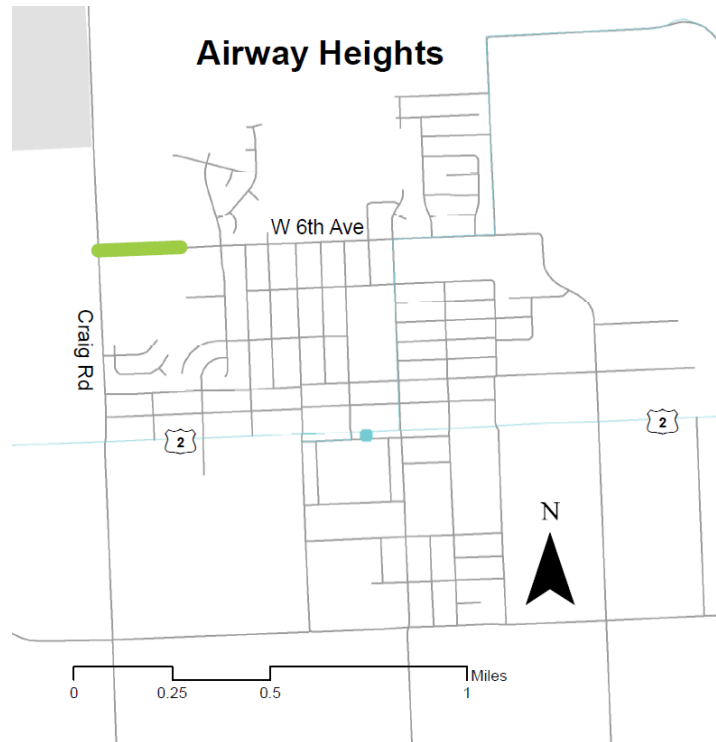
The following pages provide a simple description, cost estimate, resourcing considerations, and the anticipated deployment steps for each potential investment identified at the workshops of the STA Board in September 2021 and October 2021. Please note the cost estimates are very preliminary using simple assumptions based on similar projects. No field surveying, bus testing, and/or more thorough investigation was conducted to provide these estimates. The estimates are intended to provide an order of magnitude for screening, evaluation, and packaging purposes. Further estimates and refinements will be completed should a project be selected for investment.

Significant staffing requirements are noted in the resourcing section of each project sheet. The cost estimates for added service assume the fully allocated operating cost per revenue hour which includes administration costs.

Fund Transit Elements of Airway Heights Downtown Plan and West Plains Connector Project

Potential near-term investments
S-14.01

Service improvements/expansion
West



DESCRIPTION

Invest in the design and implementation of bus stop improvements and pedestrian/passenger enhancements coordinated with City of Airway Heights and providing funding support for 6th/Craig connectivity as a secondary transit pathway as identified in plans.

PRELIMINARY ESTIMATED COST

\$2,000,000

Recommended STA investment in the project.
Full project budget will exceed \$3M.

RESOURCING

Staff time for contract/planning/contract management

DEPLOYMENT STEPS

- Negotiate and execute agreement with Airway Heights
- Airway Heights solidifies other funding (2021/2022)
- Design (2022)
- Bidding (2022/2023)
- Construction (2023/2024)

Enhance Existing West Broadway Service to High Performance Transit Standards

Potential near-term investments
S-16

Service improvements/expansion
Central



DESCRIPTION

HPT Corridor (Sprague Line), providing ADA improvements and enhanced passenger amenities consistent with HPT standards.

PRELIMINARY ESTIMATED COST

\$2,480,000

RESOURCING

Project manager assignment

Planning, design, and construction of improvements

DEPLOYMENT STEPS

- Amend Sprague Line CDP for extension
- Develop station/stop design
- Construct improvements

Launch Transit-Oriented Development Partnership

Potential near-term investments
D-04

Real Estate & Transit-Oriented Development (TOD)
Regional

DESCRIPTION

Pilot up to two TOD opportunities in connection to existing transit facilities in partnership with affordable housing organizations and other developers.

PRELIMINARY ESTIMATED COST

\$2,000,000

RESOURCING

Real estate development manager

For land integration and infrastructure improvements.

DEPLOYMENT STEPS

- Hire new real estate development manager
 - Identify prospective locations
 - Issue Request for Proposals for cooperative project with housing partner
-

Contribute Non-Federal Match for Section 5310 Operating Projects

Potential near-term investments
P-02.1

Fair and Mobility Partnerships
Regional

DESCRIPTION

Support FTA Section 5310 operating projects to buy down local match to 20% requirement (FTA = 50%, STA = 30%, Sponsor = 20%.)

PRELIMINARY ESTIMATED COST

\$120,000

RESOURCING

No additional required

DEPLOYMENT STEPS

- Utilize scoring criteria developed for 2021 Call for Projects, providing new guidance on operating project match
 - Issue call for projects
 - Establish funding recommendations for Board award
 - Seek federal funding award and manage distribution of funds
-

Contribute Non-Federal Match for All Section 5310 Projects

Potential near-term investments
P-02.2

Fair and Mobility Partnerships
Regional

DESCRIPTION

Support FTA Section 5310 projects to buy down local match requirement to 10%

PRELIMINARY ESTIMATED COST

\$190,000

RESOURCING

No additional required

DEPLOYMENT STEPS

- Utilize scoring criteria developed for 2021 Call for Projects, providing new guidance for change in matching requirements
 - Issue call for projects
 - Establish funding recommendations for Board award
 - Seek federal funding award and manage distribution of funds
-

Provide STA Contribution to Section 5310 Projects and Other Special Mobility Projects and Services

Potential near-term investments
P-02.3

Fair and Mobility Partnerships
Regional

DESCRIPTION

Support FTA Section 5310 projects at 10% similar to #P-02.2, fund other services/capital for disadvantaged populations at 80/20 match.

PRELIMINARY ESTIMATED COST

\$380,000.00

RESOURCING

No additional required

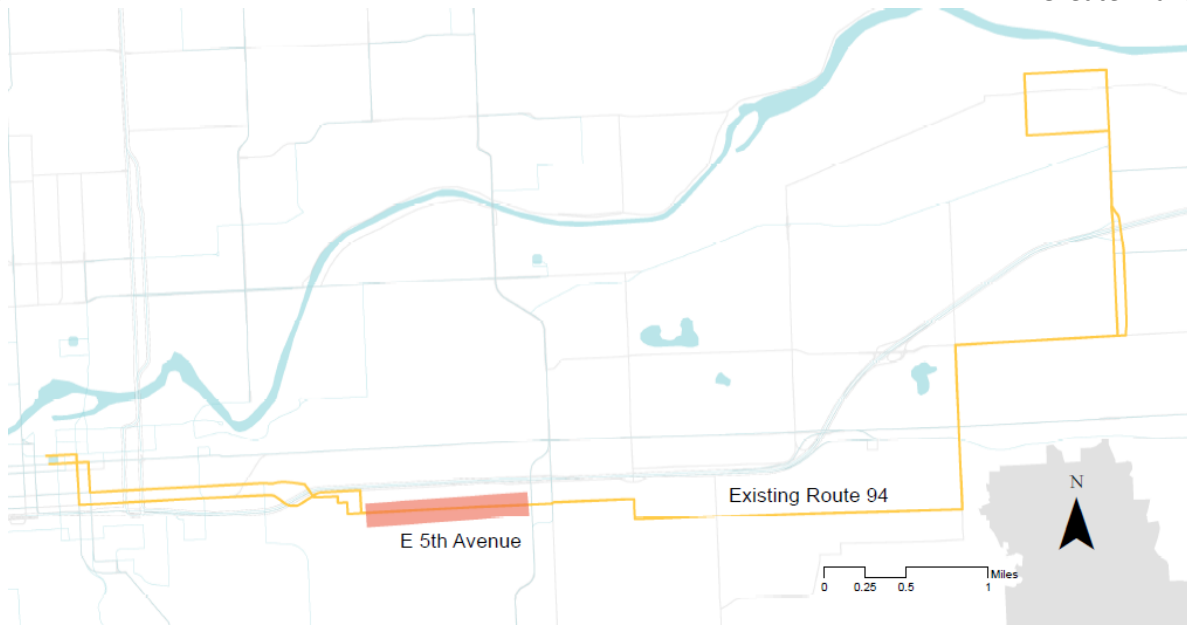
DEPLOYMENT STEPS

- Convene workgroup to help establish scoring criteria for new project types
 - Utilize scoring criteria developed for 2021 Call for Projects, providing new guidance for change in matching requirements
 - Issue call for projects
 - Establish funding recommendations for Board award
 - Seek federal funding award and manage distribution of funds
-

Enhance East Fifth Avenue Service quality and Frequency

Potential near-term investments
S-17

Service improvements/expansion
Greater Valley



DESCRIPTION

Improve existing bus stops with ADA and shelter enhancements along 5th Avenue between Liberty Park and Thor Street, improvements to night and weekend service frequency on Route 94.

PRELIMINARY ESTIMATED COST

Total	\$1,556,000
ADA Bus Stop Improvements	\$ 348,000
24 months of service	\$1,208,000

RESOURCING

Net increase of 5 fixed route coach operators, assign project manager

DEPLOYMENT STEPS

- Assess existing stops and right-of-way
- Design improvements
- Build improvements (complete in 2024)
- Hire and train additional coach operators
- Increase service frequency (assumed to take place in 2024)

Deploy Northeast Spokane Valley Pilot Fixed Route Service

Potential near-term investments
S-08

Service improvements/expansion
Greater Valley



DESCRIPTION

Implement pilot shuttle service to the Spokane Industrial Park and East Garland at Barker to expand reach to existing and emerging employment centers.

PRELIMINARY ESTIMATED COST

\$494,000

RESOURCING

Assign project manager and planner for improvements

Includes ADA bus stop and layover improvement.
No increase in fixed route operating costs.

DEPLOYMENT STEPS

- Assess right-of-way
- Design improvements
- Build improvements
- Revise Route 95 concurrent with planned changes to service in the vicinity (May 2022)

Continue Summer Youth Pass

Potential near-term investments
P-01

Fair and Mobility Partnerships
Regional

DESCRIPTION

Continue funding of region-wide Summer Youth Pass for summer 2022 and 2023.

PRELIMINARY ESTIMATED COST

\$475,000

RESOURCING

Business development manager
Communications staff

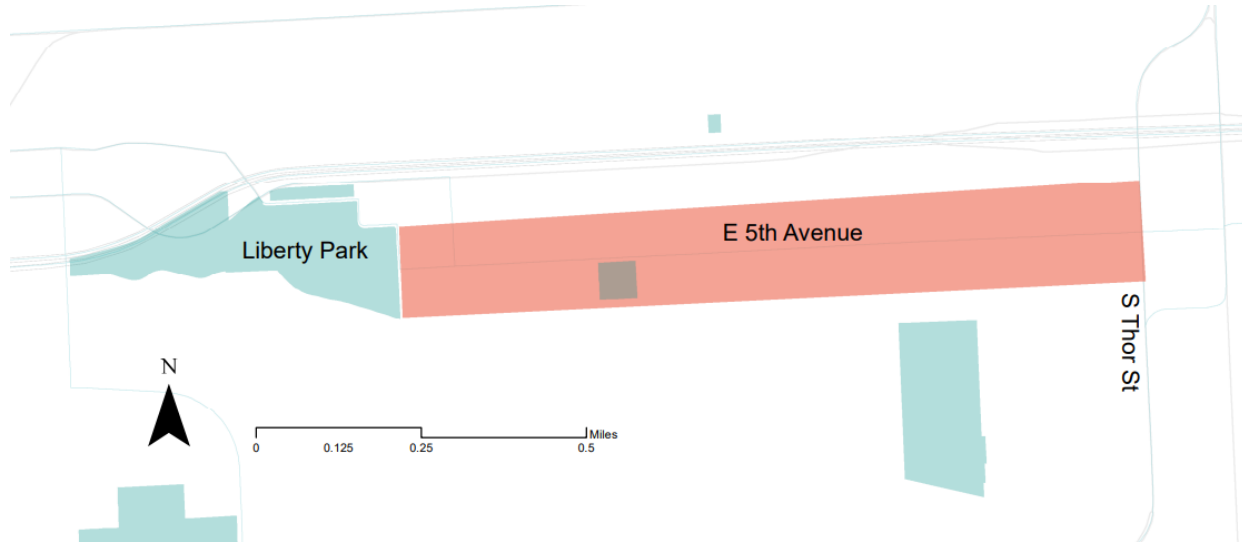
DEPLOYMENT STEPS

- Develop communications plan
- Engage community partners for pass distribution
- Launch program
- Monitor and report results

Enhance East Fifth Avenue Bus Stops

Potential near-term investments
S-17.01

Service improvements/expansion
Central



DESCRIPTION

Improve existing bus stops with ADA and shelter enhancements along 5th Avenue between Liberty Park and Thor Street.

PRELIMINARY ESTIMATED COST

ADA Bus Stop Improvements

\$ 348,000

RESOURCING

Assign project manager

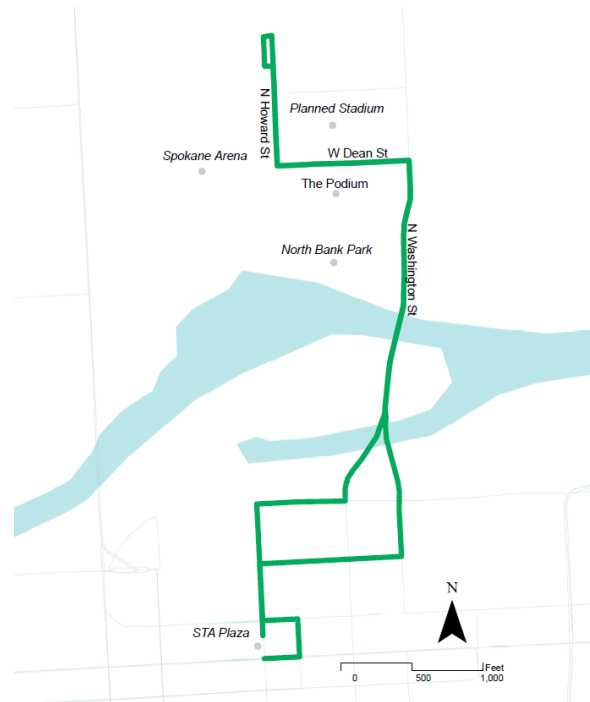
DEPLOYMENT STEPS

- Assess existing stops and right-of-way
- Design improvements
- Build improvements

Implement Capital Improvements for Plaza/Arena Service

Potential near-term investments
S-20.01

Service improvements/expansion
Central



DESCRIPTION

Enhanced infrastructure to improve support of growing North Bank Entertainment District.

PRELIMINARY ESTIMATED COST

Total

\$2,246,000

RESOURCING

Assign planner and capital project manager

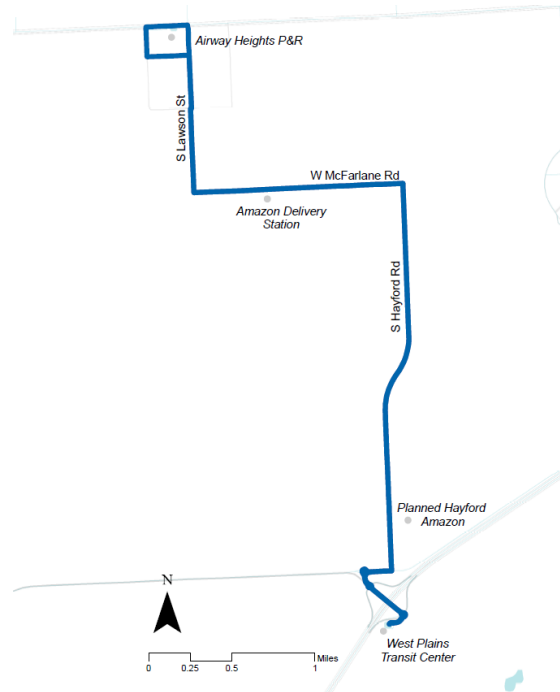
DEPLOYMENT STEPS

- Planning and coordination with stakeholders
- Identify off-street layover location and secure contract for use or purchase
- Design stop improvement
- Build improvements

Extend Service to New West Plains Amazon Employment Sites

Potential near-term investments
S-19

Service improvements/expansion
West



DESCRIPTION

Provide new bus stops and bus service to Amazon fulfillment and distribution facilities on Hayford and McFarlane roads.

PRELIMINARY ESTIMATED COST

Total	\$1,176,000
<i>Does not include vehicle costs. If route continues beyond pilot period additional vehicle must be purchased.</i>	
ADA Bus Stop Improvements	\$600,000
24 months of service	\$576,000

RESOURCING

Net increase of one fixed route coach operator and, one peak period fixed route coach; assign planner and capital project manager

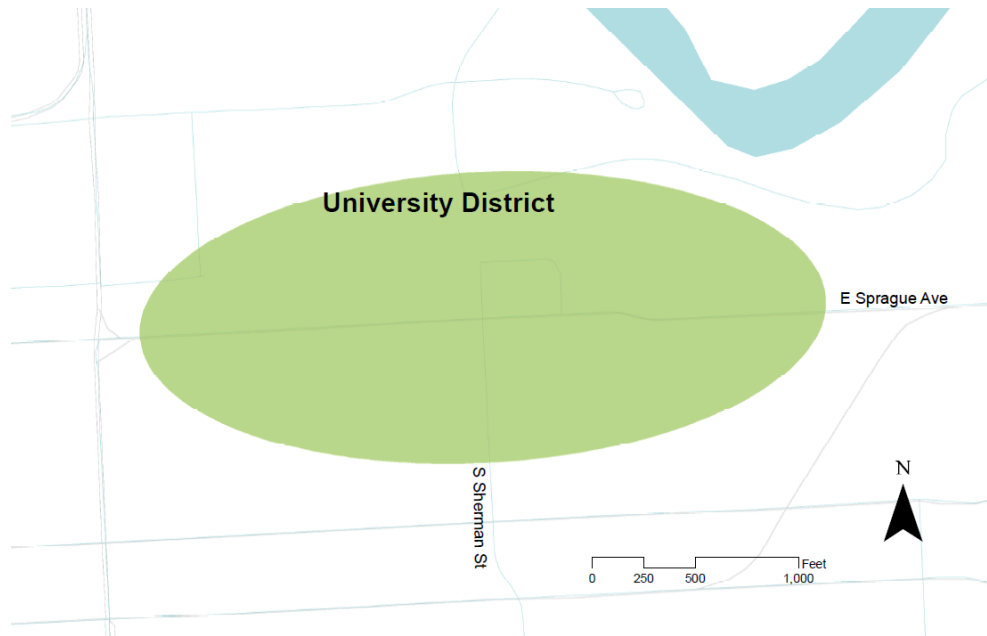
DEPLOYMENT STEPS

- Assess right-of-way
- Design bus stop ADA improvements
- Build improvements
- Hire and train additional coach operator
- Develop schedule and timepoints
- Start the new route (assumed to take place in fall of 2022)

Develop University District Transit-Oriented Development

Potential near-term investments
D-22

Real Estate & Transit-Oriented Development (TOD)
Central



DESCRIPTION

Pursue integrated transit and TOD opportunity in the South University District that supports increased transit access and mobility.

PRELIMINARY ESTIMATED COST

\$1,525,000

RESOURCING

Real estate development manager

DEPLOYMENT STEPS

- Hire new Real estate development manager
- Conduct Request for Proposals for cooperative project with housing partner

Free Year-Round Youth Pass Pilot Program

Potential near-term investments
P-23

Fair and Mobility Partnerships
Regional

DESCRIPTION

Pilot program for a region-wide year-round free STA pass for youth under 18 years of age.

PRELIMINARY ESTIMATED COST

\$1,800,000

RESOURCING

Business development manager, Information
Services, Communications staff

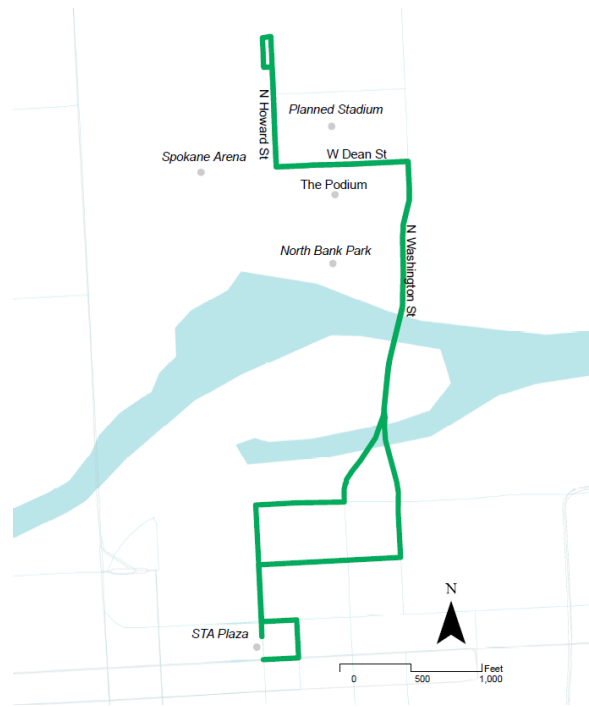
DEPLOYMENT STEPS

- Engage community partners for pass distribution
 - Develop communications plan
 - Launch program
 - Monitor and report results
-

Implement Improvements to Plaza/Arena Service

Potential near-term investments
S-20

Service improvements/expansion
Central



DESCRIPTION

Enhanced service and infrastructure to provide service to improve support of growing North Bank Entertainment District.

PRELIMINARY ESTIMATED COST

Total	\$2,995,000
Bus Stop Improvements	\$246,000
Off-Street Layover	\$2,000,000
24 months of service	\$749,000

RESOURCING

Net increase of one fixed route coach operator;
Assign STA planner and capital project manager

DEPLOYMENT STEPS

- Planning and coordination with stakeholders
- Identify off-street layover location and secure contract for use or purchase
- Design stops improvement
- Build improvements
- Hire and train additional coach operator
- Revise schedule
- Improve service on nights and weekends (assumed to take place in fall of 2023)

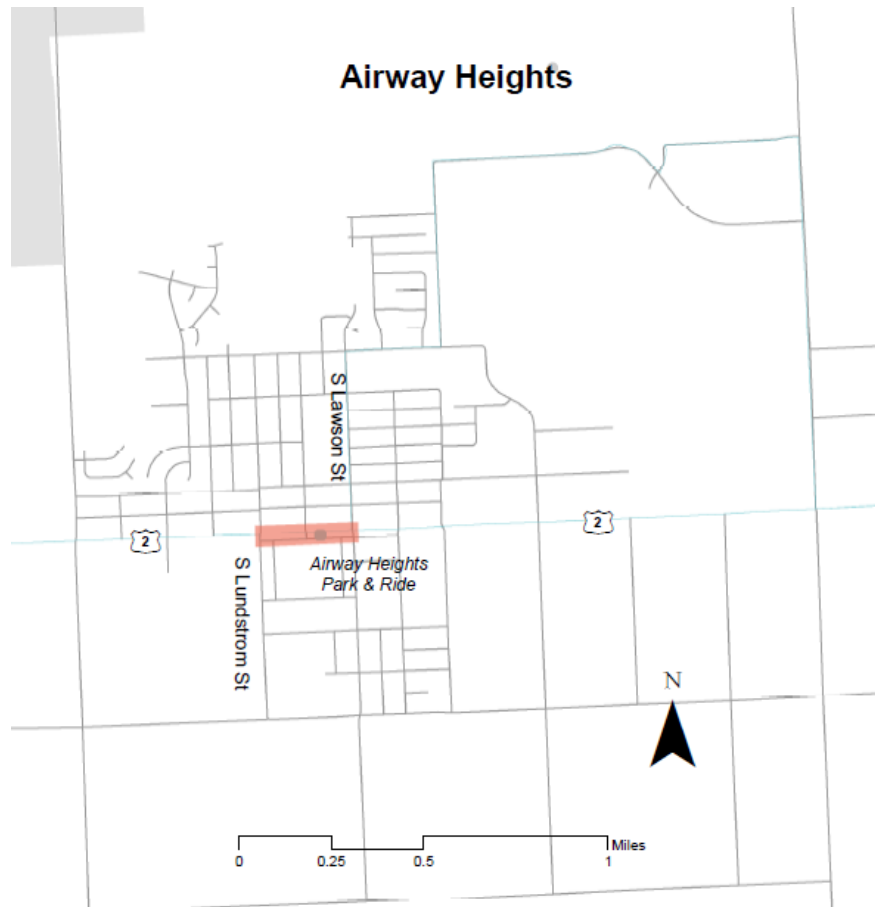
Fund Transit Elements of Airway Heights Downtown Plan

Potential near-term investments

Service improvements/expansion

S-14

West



DESCRIPTION

Pre-design and design for transit improvements in coordination with Airway Heights's US 2 Complete Streets Design Report project for which they are currently seeking Transportation Improvement Board funds.

PRELIMINARY ESTIMATED COST

\$50,000

RESOURCING

Coordination with City of Airway Heights

For STA's investment in the project.

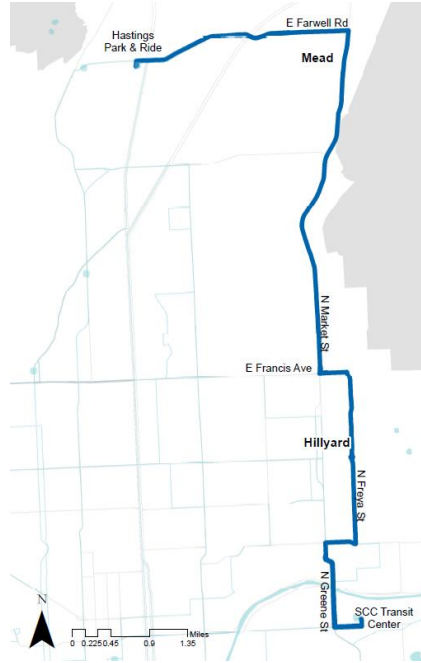
DEPLOYMENT STEPS

- Negotiate and execute agreement
- Coordinate with Airway Heights' staff and consultants
- Monitor progress and payments

Deploy Mead and East Hillyard Pilot Fixed Route Service

Potential near-term investments
S-09

Service improvements/expansion
North



DESCRIPTION

Pilot regular bus service between Hastings Park & Ride and the SCC Transit Center that serves Mead and east Hillyard, including work sites along Freya Street.

PRELIMINARY ESTIMATED COST

Total	\$3,637,000
<i>Does not include vehicle costs. If route continues beyond pilot period additional vehicles must be purchased.</i>	
Bus stop ADA improvements	\$437,000
24 months of service	\$3,200,000

RESOURCING

Net increase of six fixed route coach operators and three peak period fixed route coaches;
Assign a project manager and planner for bus stop improvements

DEPLOYMENT STEPS

- Assess right-of-way
- Design bus stop ADA improvements
- Build improvements
- Hire and train additional coach operators
- Develop schedule and timepoints
- Start the new route (assumed to take place in 2024)

Acquire Latah Valley Property

Potential near-term investments
D-06

Real Estate & Transit-Oriented Development (TOD)
South



DESCRIPTION

Purchase property in the vicinity of Cheney-Spokane Road and US 195 for future transit station that may include park and ride facilities and/or TOD

PRELIMINARY ESTIMATED COST

\$3,136,000

RESOURCING

Real estate development manager

DEPLOYMENT STEPS

- Hire real estate development manager
- Site selection review
- Pursue suitable site
- Obtain Board authority of purchase

Analyze North Spokane Corridor East-West Travel Demand and Routing Opportunities

Potential near-term investments
A-15

Analysis/Study
North

DESCRIPTION

Explore future travel behavior changes that are expected after the completion of the North Spokane Corridor and identify transit solutions to support anticipated growth in east-west travel demand.

PRELIMINARY ESTIMATED COST

\$175,000

RESOURCING

Assign a planner to manage the study

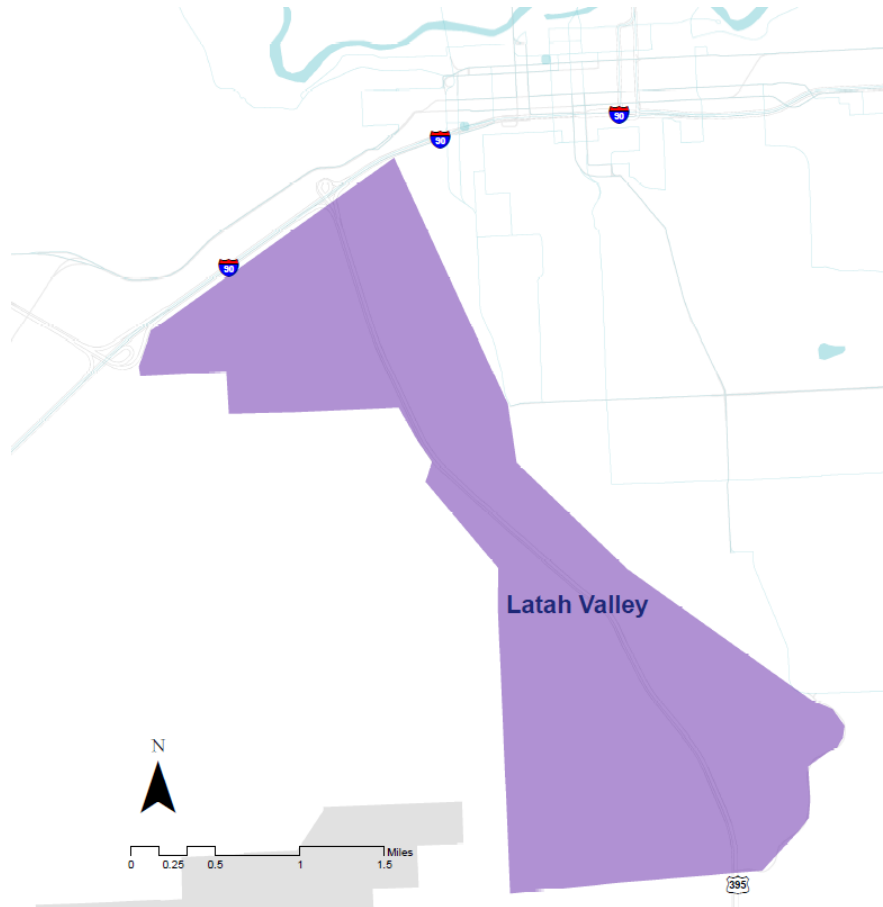
DEPLOYMENT STEPS

- Procure consultant
- Conduct study
- Report recommendation that will relate to preparation for future opening of NSC

Launch Latah Valley Micro Mobility Pilot Program

Potential near-term investments
S-12

Service improvements/expansion
South



DESCRIPTION

Develop new demand-response shuttle system to serve hard-to-access residential developments in the Latah Valley area to connect with existing transit service.

PRELIMINARY ESTIMATED COST

\$1,750,000

RESOURCING

Program manager

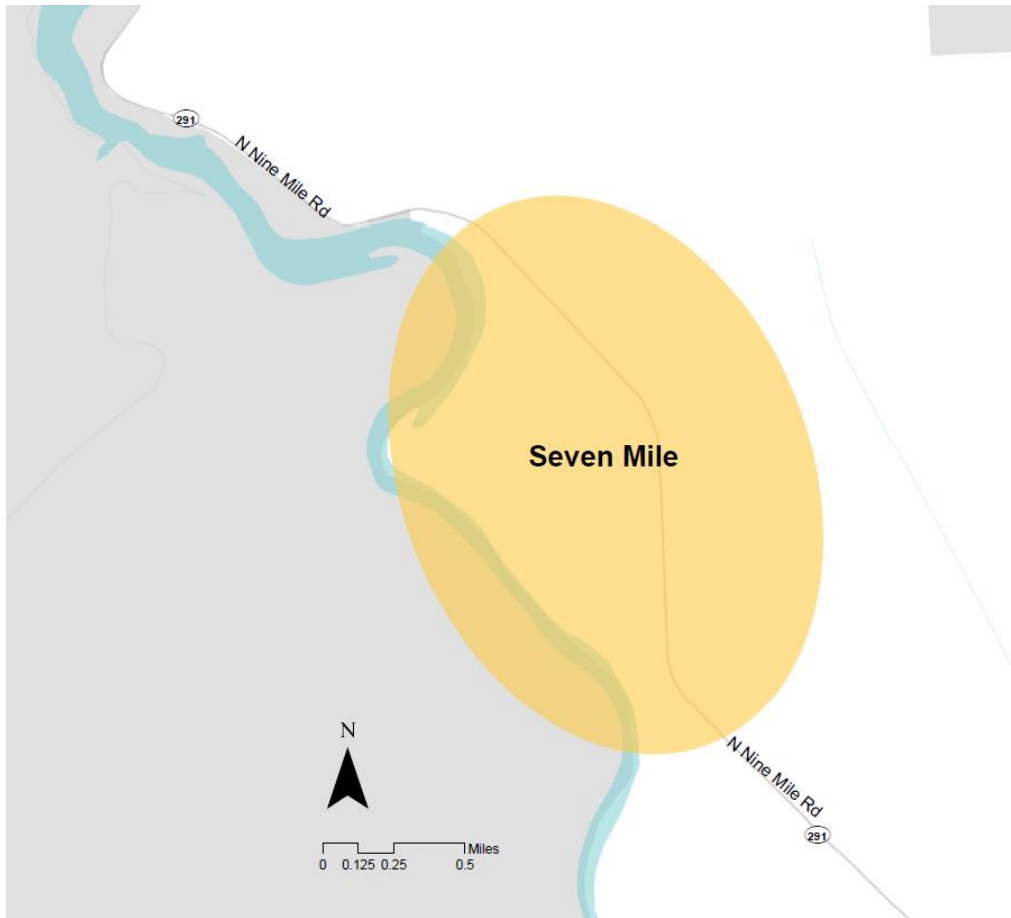
DEPLOYMENT STEPS

- Develop the scope of work
- Issue Request for Proposals
- Select contractor
- Launch and market the program
- Review program use

Acquire Seven Mile Property

Potential near-term investments
D-05

Real Estate & Transit-Oriented Development (TOD)
North



DESCRIPTION

Purchase property along Nine Mile Road between Seven Mile Road and Charles Road for future transit station that may include park & ride facilities and/or TOD

PRELIMINARY ESTIMATED COST

\$1,960,200

RESOURCING

Real estate development manager

DEPLOYMENT STEPS

- Hire real estate development manager
- Site selection review
- Pursue suitable site
- Obtain Board authority for purchase

Extend Service to 16 Hours on Sundays

Potential near-term investments
S-10

Service improvements/expansion
Regional

DESCRIPTION

Extend service earlier in the morning and later in the evening for all routes on Sundays targeting 16-hour spans, compared to the current 12-hour span. The 2022 service revisions include longer span on routes 4, 6, 25, 33, 90. This improvement would extend the planned longer span of service to all routes that operate on Sunday.

PRELIMINARY ESTIMATED COST

\$4,224,000

Includes 13,548 annual service hours for 24 months.

RESOURCING

Net increase of eight fixed route coach operators;
Assign a planner to develop schedules

DEPLOYMENT STEPS

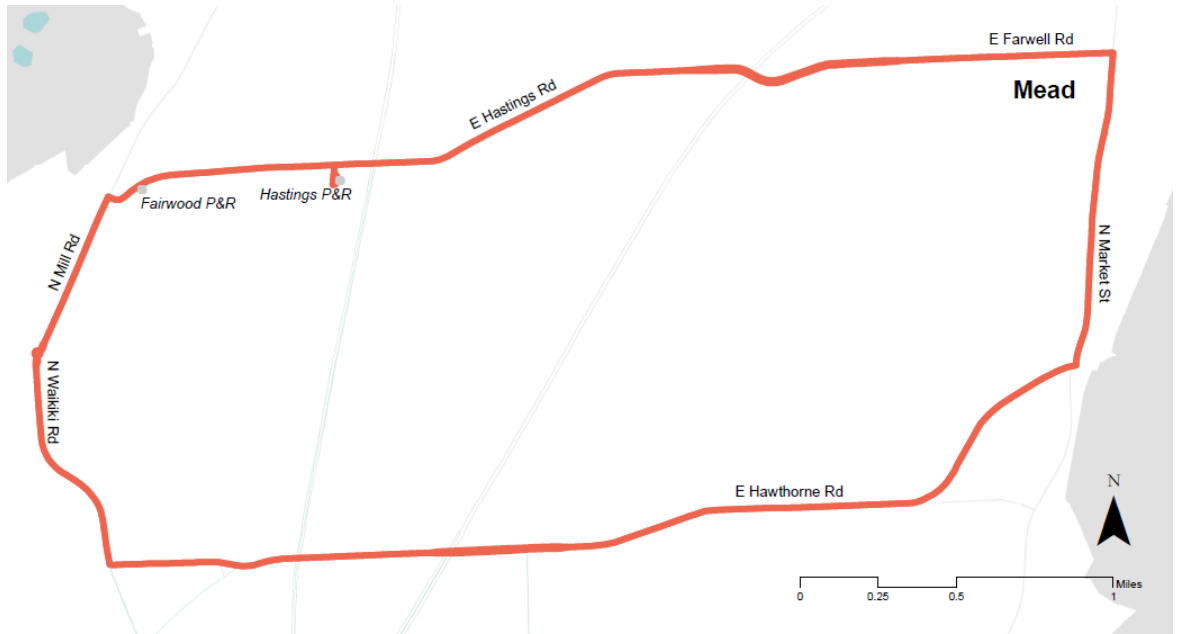
- Hire and train additional coach operators
- Develop revised schedules
- Start the extended service (assumed to take place in 2024)

Deploy Mead Area Pilot Fixed Route Service

Potential near-term investments

Service improvements/expansion

S-18



DESCRIPTION

Create two-way bus service route connecting Mead, Fairwood, Wandermere and Whitworth neighborhoods.

PRELIMINARY ESTIMATED COST

Total \$3,743,000

Does not include vehicle costs. If route continues beyond pilot period additional vehicles must be purchased.

ADA Bus Stop Improvements \$150,000

24 months of service \$3,593,000

RESOURCING

Net increase of seven fixed route coach operators and three peak period fixed route coaches; assign planner and capital project manager

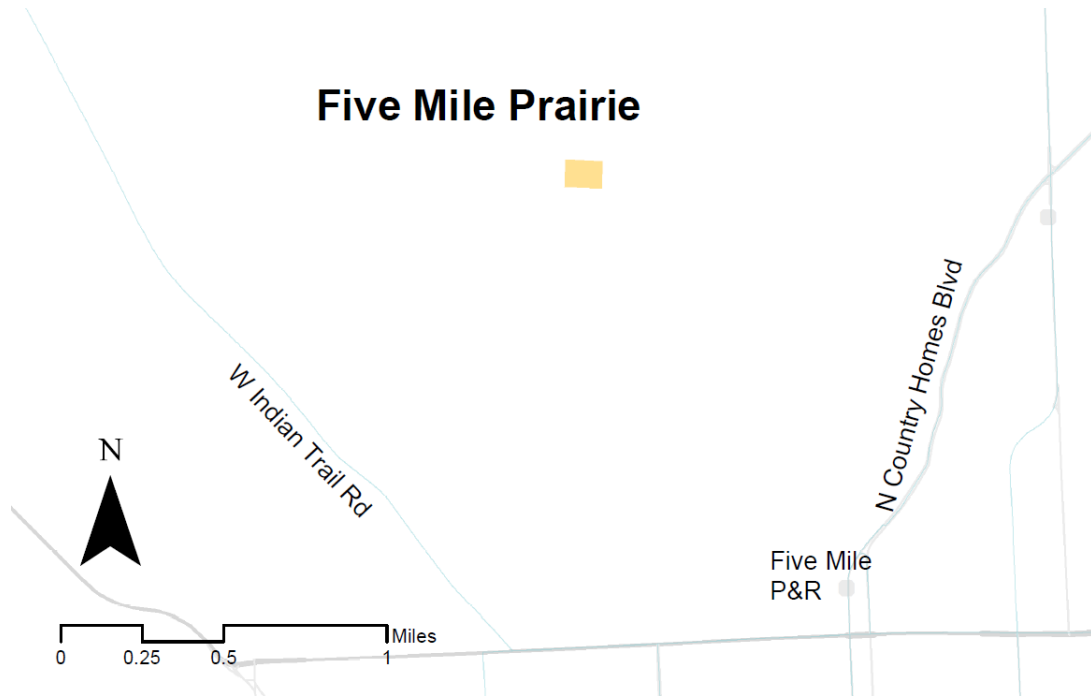
DEPLOYMENT STEPS

- Assess right-of-way
- Design bus stop ADA improvements
- Build improvements
- Hire and train additional coach operators
- Develop schedule and timepoints
- Start the new route (assumed to take place in 2024)

Acquire Five Mile Prairie Property

Potential near-term investments
D-07

Real Estate & Transit-Oriented Development (TOD)
North



DESCRIPTION

Acquire 4.9-acre parcel at Five Mile and Strong roads from City of Spokane for future transit opportunities.

PRELIMINARY ESTIMATED COST

\$2,614,000

RESOURCING

Real estate development manager

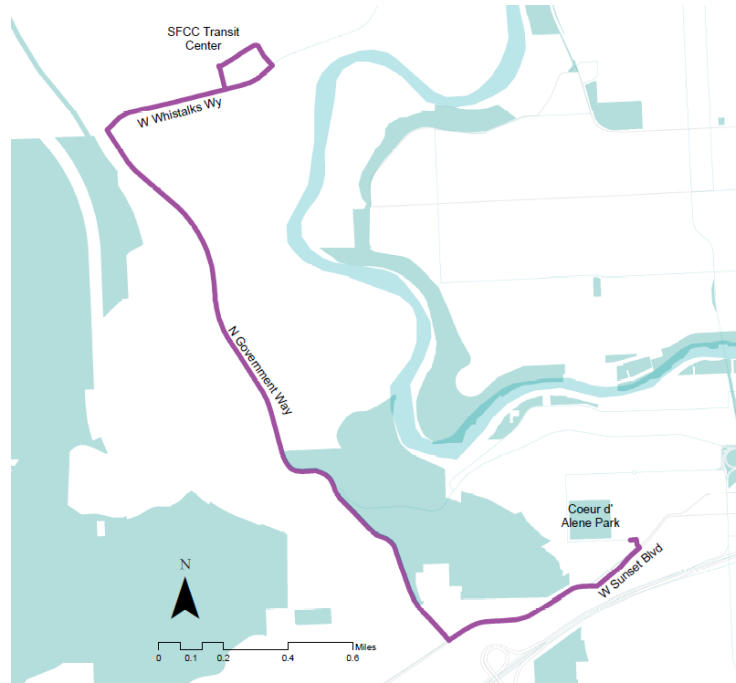
DEPLOYMENT STEPS

- Hire new real estate development manager
- Directly negotiate with City of Spokane for city-owned parcel at Strong and Five Mile roads

Extend City Line to SFCC

Potential near-term investments
S-13

Service improvements/expansion
North



DESCRIPTION

Extend the City Line to Spokane Falls Station via Sunset and Government Blvds.

PRELIMINARY ESTIMATED COST

Total	\$24,180,000
CL stations and amenities	\$8,270,000
5 CL electric coaches, charger	\$9,641,000
24 months of service	\$5,230,000

RESOURCING

Net increase of 10 fixed route coach operators,
project manager

DEPLOYMENT STEPS

- Assess existing stops and right-of-way
- Design stations
- Planning for route and interline revisions
- Build improvements
- Acquire additional electric coaches
- Acquire, install, and commission electric coach charger
- Hire and train additional coach operators
- Develop schedule and timepoints
- Implement revised City Line routing

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 9A : 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

December 16, 2021

AGENDA ITEM 10A : 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

December 16, 2021

AGENDA ITEM 11A: 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

December 16, 2021

AGENDA ITEM 13A : 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 November 3, 2021, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings and the November 10, 2021, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the October 13, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. September 8, 2021 Committee Minutes

Mr. Grover moved to approve the September 8, 2021, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said the Committee discussed the City Line schedule change. He felt the conversation went extremely well and that media coverage regarding the schedule change also went well. Ms. Liard presented the Draft 2022 Operating and Capital Budgets.

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

Mr. Grover said the Committee approved the appointment of JT Ramsey to the Citizen Advisory Committee, approved a Scope of Work for the Diesel and Unleaded Gasoline Invitation for Bids, and approved the Scope of Work for a Temporary Staffing Services Request for Proposals. The Committee received updates on the City Line Project and the Summer Youth Pass Pilot Program. The Committee forwarded two recommendations to the Board consent agenda: 1) approve final contract acceptance for the Fleck Energy Savings Project, and 2) approve the Community Access Pass program.

6. BOARD OF DIRECTORS AGENDA OCTOBER 21, 2021

Third Quarter Employee Recognition was removed from the agenda. No other changes were made.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 10, 2021

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

8. CEO REPORT

No report.

9. NEW BUSINESS

None.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:36 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 November 3, 2021, Board 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
Dan Sanders, Small Cities Representative
(Millwood) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
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 the Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Ms. Candace Mumm called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call. Chair Al French joined shortly after due to technical difficulties.

2. **COMMITTEE CHAIR REPORT**

(No items being presented this month.)

3. **COMMITTEE ACTION**

A. **MINUTES OF THE OCTOBER 6, 2021 COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the October 6, 2021 Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **DRAFT 2022 ACTION PLAN: RECOMMENDATION**

Mr. Karl Otterstrom presented. Each year staff drafts an annual strategic plan which is now being called an Action Plan. Mr. Otterstrom noted that the year 2022 is a milestone for STA: 100 Years of United Transit. In May 1922, a ballot measure was passed to approve city charter revisions to allow for a consolidated transit system. The new company name was announced shortly after approval: Spokane United Railways. The STA legacy is a system that has been built upon

collaboration, community, and a united effort to provide public transit to the region. The proposed goal is to implement *STA Moving Forward* and exemplify resiliency and excellence. Action areas are as follows:

- Design and Deliver Core Infrastructure and Services
- Advance and implement High Performance Transit
- Improve the Customer Experience
- Look to the Future

The draft 2022 Action Plan was provided to the Board of Directors for review at the October 21, 2021 board meeting. A final draft is attached for committee recommendation for approval by the Board of Directors.

Mr. Tim Hattenburg moved to recommend approval by the Board of the draft 2022 Action Plan as presented. The motion was seconded by Ms. Karen Stratton and passed unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. PROPOSED 2022 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented an informational video presentation regarding the proposed 2022 Operating and Capital Budgets.

The narrated public presentation will be available on the Spokane Transit website for the public to preview prior to the November board meeting. A public hearing will be held at the November 18, 2021 Board of Directors meeting at 1:30 p.m. via Webex.

Chair Al French joined the meeting. Ms. Candace Mumm handed the gavel back to Chair French.

Ms. Karen Stratton stated she enjoyed the presentation. Ms. Liard thanked Brandon Rapez-Betty, Director of Communications and Information Services, and his team for creating the video. Mr. Tim Hattenburg thanked the committee for the great presentation. Chair French enjoyed the presentation as well.

B. SPRAGUE HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR DEVELOPMENT PLAN

As part of the *STA Moving Forward* plan, Spokane Transit is investing in its reliability, quality, and accessibility to better serve existing riders, improve connectivity and support urban growth plans of the cities of Spokane and Spokane Valley. The Sprague High Performance Transit (HPT) Line represents enhancements to the current Route 90

Sprague operating between downtown Spokane and the Valley Transit Center. The project timeline envisions all improvements being completed by 2024.

Mr. Otterstrom reviewed the Sprague line, previous Board/Committee Review, the Current Project Budget, Public Outreach, the Project Website, and Survey Feedback. Shelters ranked as the highest priority passenger amenity investment. Mr. Otterstrom reviewed the Proposed Bus Stop Revisions and Improvements. Other Proposed Improvements include:

- Additional crosswalks at key locations
- Analysis and coordination towards Transit Signal Priority (TSP) implementation at key intersections to be determined during design
- Evaluate feasibility of incorporating Business Access Transit (BAT) Lanes
- Future Route Electrification
- Improved bus access and HPT amenities, integrated development at Valley Transit Center.

Next Steps: The public has been invited to review through Notice of Public Hearing published on October 31. A Public Hearing will be held during the November 18 Board meeting to receive comments and draft plan. Public comments will be incorporated into final plan with request for adoption at December Board meeting.

Ms. Mumm asked if feedback included requests for cell phone charging capabilities, and/or water. Mr. Otterstrom responded that none were received. This ability to charge a phone is available at the Plaza where layovers are longer; it is hoped the people aren't waiting at the bus stop long enough to charge their phone.

C. DRAFT 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom presented. According to STA Board Resolution 681-11, adopted at the September 21, 2021 STA Board meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity. The draft program includes the Annual Planning Calendar which identifies four planning documents: Transit Development Plan, Service Improvement Program, Capital Improvement Program, and Annual Action Plan/Budget. The list below will be integrated in the monthly work program for the final draft work program that will be presented for committee approval in December:

- Division BRT: Preliminary Engineering & Environmental Scoping
- Connect Spokane: Complete Major Update
- I-90 / Valley HPT: Corridor Plan Development, Preliminary Engineering and Property Acquisition
- HPT Procurement Activities: Cheney Line, Sprague Line
- City Line: Implementation Activities
- 2025-2035 Strategic Planning

Next steps include:

- Outline draft timeline of committee activities for other planning project
- Finalize and approve in December

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

October 2021 Voter-Approved Sales Tax Update – Revenue collected on August retail sales: 17.3% above October 2020 actual (\$1.4M), 18.4% YTD above 2020 actual (\$13.4M), and 34.6% YTD above budget (\$22.2M).

Battery Electric Buses – Two battery electric, 40' New Flyer buses are in service; one is providing revenue service on Route 4 (Monroe-Regal) and one is driving and providing training to our bus operators. These are the blue buses that charge at the Monroe Station Park & Ride.

Paratransit Ridership – Paratransit ridership is continuing to increase: today, there was 1,140 reservations; in the first months of the pandemic we were down to 300. In a normal, pre-pandemic level ridership was 1,300 – 1,500 rides per day.

Paratransit Operators Class – STA is welcoming a new paratransit operator class to join our current operators. STA is predicting on-time performance of about 90% today, with a goal of 93%. STA is still providing rides for the program titled Rides for Seniors which was introduced during the pandemic.

City Line Revenue Service Date – STA is working with the FTA in Region 10 to provide the information that FTA requested of STA including the costs associated with the delay in the service start date. While there is no impact on the budget, though STA expects to decrease the uncommitted amount of the \$92.2M budget. STA expects that our request for the FTA approval will be received within the next week or two.

APTA Conference & Expo – STA staff will meet with FTA at the APTA Conference to provide an update on the City Line schedule and Division BRT. MS. Meyer is participating as a representative of one of five transit agencies that are the focus of a study commissioned by the American Public Transportation Association about transit post-pandemic landscape. The Urban Institute completed a study, TCRP about the pandemic and the impact on transit. There's a press conference next Tuesday to release the results of the report. This report will be shared at the November or December Board meeting.

Spokesman-Review Article – Ms. Meyer *Spokesman-Review* noted Mr. Brandon Rapez-Betty and Mr. Otterstrom were recently interviewed for a story on the City Line schedule that is expected to be published in the near future.

Strategic Planning Consultant Search – STA has received two responsive proposals. The evaluation team meets on November 19 to interview the two firms. Mayor Grover and Ms. Sherry Little from Cardinal are joining staff on the evaluation committee. A recommendation for award of contract will be brought to the Board in December.

STA Is Hiring – STA has many open positions. Interested individuals are encouraged to apply at spokanetransit.com.

Prototype Shelter – The shelter prototype for the City Line stations is in route for delivery of the Moran Station Park & Ride, the test site for the installation of the shelter.

7. COMMITTEE INFORMATION

A. CONNECT SPOKANE UPDATE

Information in the packet; no presentation.

8. DECEMBER 3, 2021, COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None*

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

11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 10:55 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 3, 2021, at 10:00 a.m. VIA WEBEX.

Respectively submitted,



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

DRAFT

Minutes of the November 3, 2021, Meeting

Via Virtual WebEx

MEMBERS PRESENT

Chris Grover, City of Airway Heights*
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
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

Kate Burke, City of Spokane
**Committee Chair*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, Attorney, McAloon Law PLLC

GUESTS

Emily Arneson, Ombudsman & Accessibility Officer
(*Staff liaison to Citizen Advisory Committee*)

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

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

2. **COMMITTEE CHAIR REPORT**

Chair Grover had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the October 6, 2021, Committee Meeting**

Ms. Kinnear moved to approve the October 6, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Citizen Advisory Committee: New member Nomination Approval**

Ms. Arneson provided background of the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. Steve Faust to the committee. She provided information on the CAC's charter and Mr. Faust's qualifications.

Chair Grover noted the recommendation to the committee was to approve by motion the appointment of Steven Faust to the Citizen Advisory Committee, for a term of three years, commencing immediately.

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

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Boone North Energy Savings: Final Contract Acceptance

Ms. Liard provided an overview of the Boone North Energy Savings and shared before and after pictures of the work that had been completed.

She noted staff were asking the committee to recommend the Board approve a motion to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Boone North Energy Savings Project as complete subject to receipt of such certificates and releases as are required by law.

Ms. Kinnear noted that Avista was upping gas rates by 10% as of November 1st and that rate should be adjusted. Ms. Liard acknowledged this information.

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

2. Asphalt Maintenance Project – Final Contract Acceptance

Ms. Liard provided background on the Asphalt Maintenance Project contract and provided pictures of the finished surfaces.

Ms. Liard noted the committee was being asked to recommend the Board of Directors approve a motion to accept the contract with Arrow Concrete and Asphalt Specialties for the asphalt maintenance project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

B. Board Discussion Agenda (*no items were presented this month*)

5. REPORTS TO COMMITTEE

A. Fare Policy Revisions: Preliminary Proposal & Public Outreach

Ms. Liard provided background information that the fare policy and fare structure are reviewed periodically and noted that with the upcoming implementation of a new fare collection system this was the optimal time for a fare review. She provided the objectives as: aligning fare structure with new fare types, broadening discount programs to encourage ridership, and simplifying the fare policy document. A chart of this proposal was displayed.

Ms. Kinnear asked why we are charging riders 13-18 years old. Ms. Liard explained this was a ramp up to the regular fare to get riders acclimated to paying a fare and using the system. Mr. Rapez-Betty explained this is a deeper discount than the current fare.

Ms. Kinnear asked if the Summer Youth Pass was going to become year-round. Mr. Rapez-Betty noted that continuing the Summer Youth program will be discussed in the near-term strategies discussion.

Ms. Bowers asked if the Honored Riders are our VIP passengers? Ms. Meyer explained that the age for senior riders reduced fare would be reduced from 65 to 60 years of age.

Ms. Liard continued to explain the proposed fare program. She asked for questions and seeing none, the presentation was turned over to Mr. Otterstrom.

Mr. Otterstrom discussed the Title VI requirements for fare policy changes. He explained that evaluation on impacts to minorities and low-income populations are required with any change in fare or fare payment type and mitigation measures must be identified if impacts are unavoidable. He also described the outreach plan to inform the community and get feedback and summarized the next steps.

Chair Grover asked when the fare policy will be presented to the Board for final approval. Ms. Liard advised that it would go to the Board on January 22, 2022.

B. Third Quarter Performance Measures

Ms. Meyer presented the 3rd quarter performance measures as outlined for the pandemic.

Ridership:

- Fixed Route is down 18.3% year to date (YTD). The goal is 39.7% increase over 2020 ridership.
- Paratransit YTD ridership is up 9.3%. The goal is 15% increase over 2020 ridership.
- Vanpool ridership is down 27.7% YTD. The goal is 68.5% increase over 2020 ridership.

Other performance measures reported including passengers per revenue hour, on time performance, cost per passenger, cost recovery from user fees, preventable accident rates, and workers' compensation time loss and claims.

6. CEO REPORT

- Ms. Meyer reported that the October 2021 voter-approved sales tax revenue (collected on August Sales) showed an increase of 17.3% above October 2020 actual (\$1.4M), 18.4% year-to-date above 2020 actual (\$13.4M), and, partially due to very conservative 2021 budgeting, 34.6% year-to-date above budget (\$22.2M). Strategic planning is ongoing to determine where to invest the additional revenue.
- Regarding the two new 40-foot battery electric buses, one is in revenue service along route 4 and the other is being used for training.
- Paratransit ridership is up and the service that was implemented to provide Paratransit rides to anyone 60 or older, regardless of ADA status, may have to be reversed to ensure that the ADA trips are serviced adequately. Currently there are between 25-40 trips per day taken by this group of seniors.
- The City Line shelter prototype is in route to Spokane. This prototype shelter will be assembled at the Moran Station Park and Ride. STA is working with the Federal Transit Administration to provide all the information they have requested due to the revenue service date change to July 2023.
- Staff will meet with Federal Transit Administration, Executive Director, Matt Welbes at the APTA conference. An APTA commissioned study of the post pandemic landscape for transit, consisting of five agencies, included STA. This report will be reviewed at a future Board meeting.
- There are multiple job openings at STA. She encouraged board members to refer people interested to the website.

7. COMMITTEE INFORMATION

- A. September 2021 Operating Indicators
- B. September 2021 Financial Results Summary
- C. October 2021 Sales Tax Revenue Information
- D. Third Quarter 2021 Service Planning Input Report
- E. STA Moving Forward Quarterly Project Delivery Report
- F. STA Holiday Services & Office Hours

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

The December 1, 2021, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

Ms. Kinnear requested a discussion with the full board about youth fares.

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kerns commended Mr. Rapez-Betty on a great job representing STA in an interview on KXLY news.

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:37 p.m.

The next committee meeting will be held on Wednesday, December 1, 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

December 16, 2021

AGENDA ITEM **13B** : NOVEMBER 2021 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

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

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

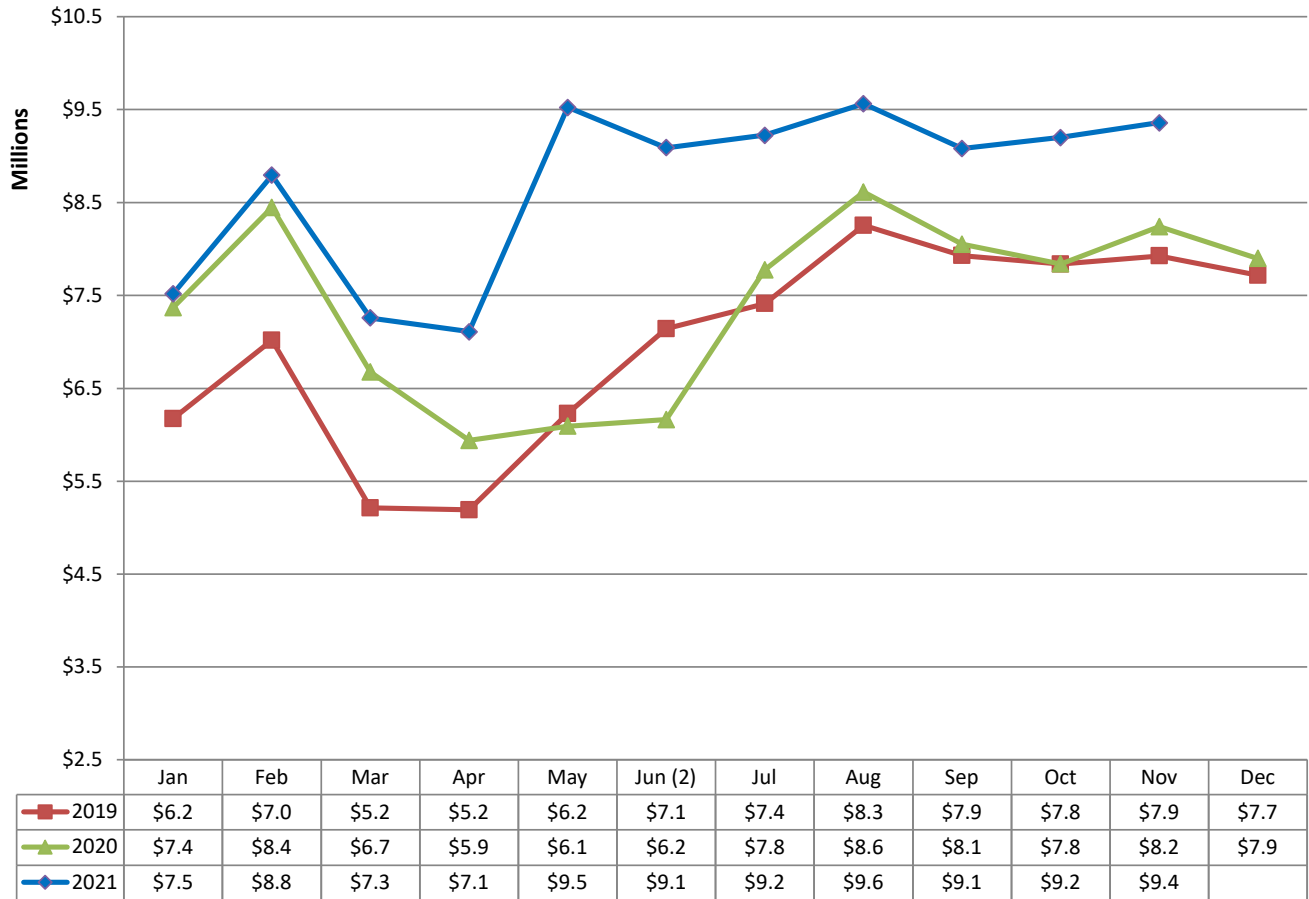
- 28.7% above 2021 budget
- 34.0% above YTD 2021 budget
- 13.6% above 2020 actual
- 17.9% above YTD 2020 actual

Total taxable sales for September 2021 were *up* 13.7% from September 2020 while September 2021 YTD sales were *up* 21.5% compared with September 2020 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD.

- Retail Trade *increased* by 11.1% (\$57.0M) in September 2021 vs September 2020 and is *up* by 20.4% (\$841.5M) September 2021 YTD vs 2020 YTD.
 - Automobile Dealers *increased* 28.8% (\$203.9M) for September 2021 YTD over 2020 YTD
 - Other Miscellaneous Store Retailers *increased* 21.1% (\$101.3M) for September 2021 YTD over 2020 YTD
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *increased* 14.3% (\$86.9M) September 2021 YTD over 2020 YTD
 - Clothing Stores *increased* 61.6% (\$78.8M) September 2021 YTD over 2020 YTD
 - Building Material & Supplies Dealers *increased* 15.6% (\$73.3M) for September 2021 YTD over 2020 YTD
- Construction *increased* by 11.1% (\$18.4M) in September 2021 vs September 2020 and is *up* by 20.1% (\$252.2M) September 2021 YTD vs 2020 YTD
- Accommodation and Food Services *increased* by 33.9% (\$27.4M) in September 2021 vs September 2020 and is *up* 32.2% (\$211.6M) September 2021 YTD vs 2020 YTD. However, it is 2.3% (\$20.8M) *below* September 2019 YTD.

RECOMMENDATION TO BOARD: Information only.

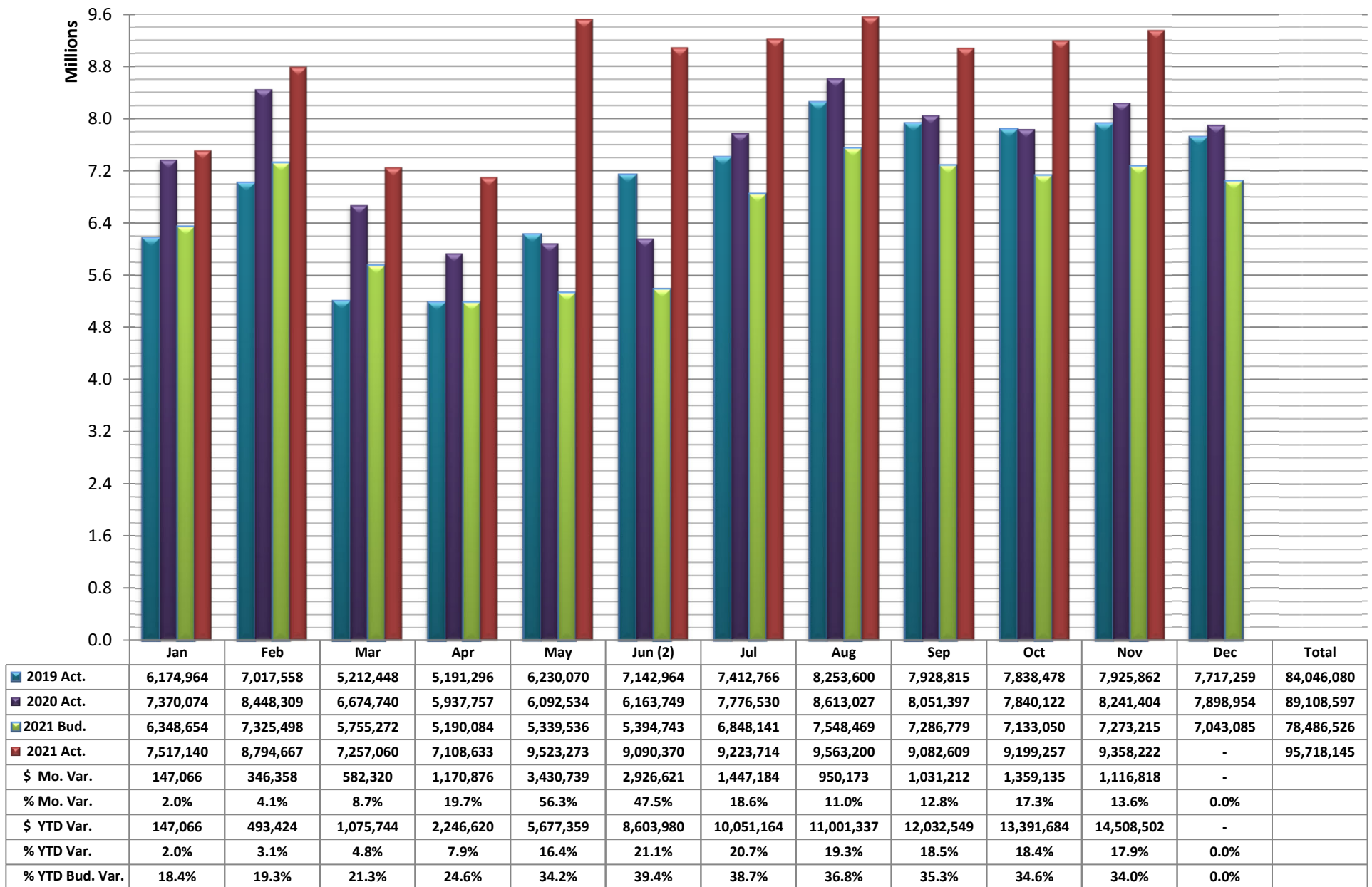
Sales Tax Revenue History-November 2021⁽¹⁾



(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

December 16, 2021

AGENDA ITEM 13C: OCTOBER 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 October 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, October year-to-date revenue is 53.1% (\$42.2M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 19.3% lower than budget
- Sales Tax Revenue is 34.6% higher than budget
- Federal & State Grants is 279.6% higher than budget
- Miscellaneous Revenue is 25.2% higher than budget

Operating Expenses

Overall, October year-to-date operating expenses are 4.9% (\$3.4M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 3.1% lower than budget
- Paratransit is 3.8% lower than budget
- Vanpool is 17.3% lower than budget
- Plaza is 27.3% lower than budget
- Administration is 9.8% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - October 2021

100,000,000
90,000,000
80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000

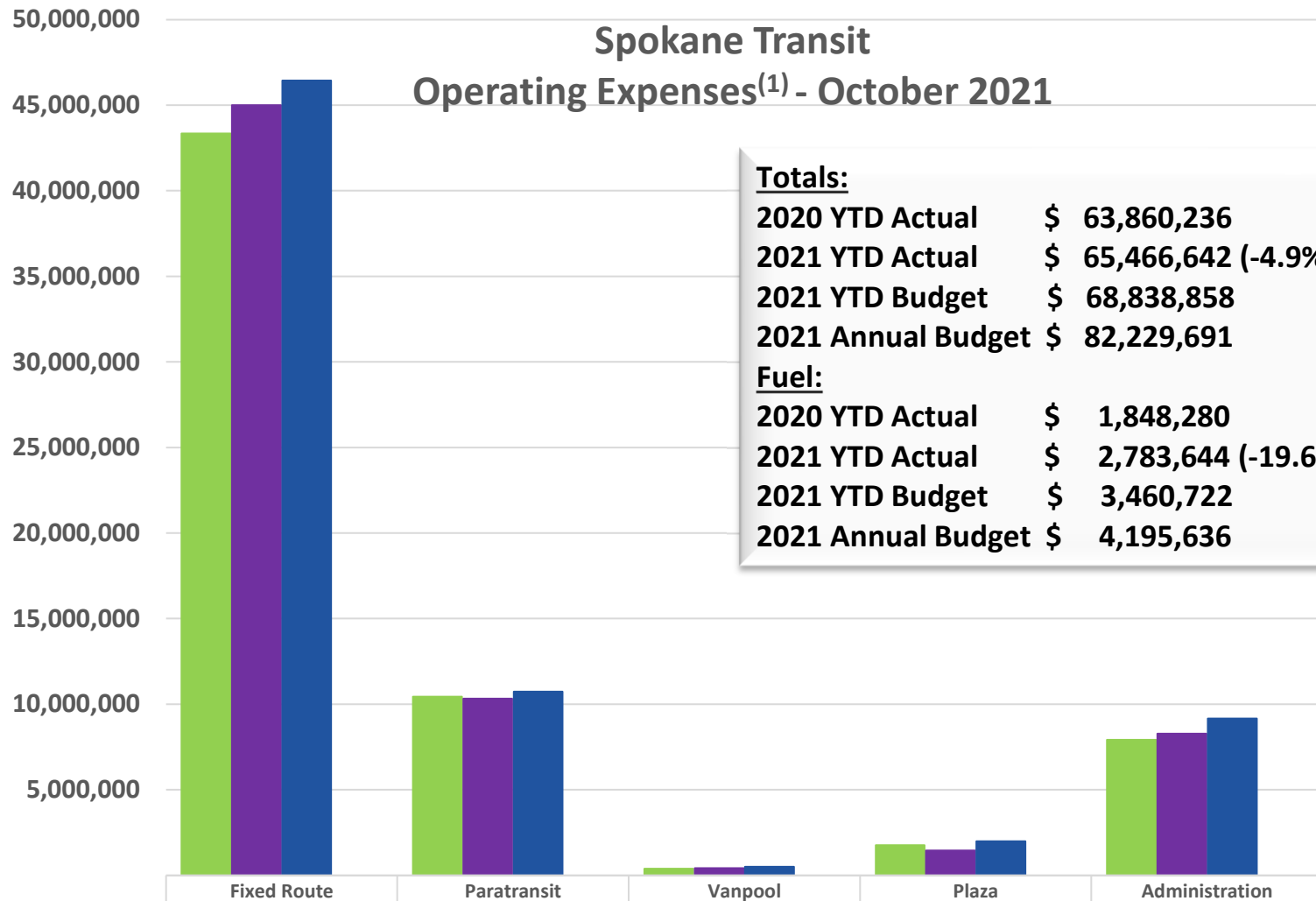
Totals:

2020 YTD Actual \$ 110,663,334
2021 YTD Actual \$ 121,636,814 (53.1%)
2021 YTD Budget \$ 79,464,641
2021 Annual Budget \$ 96,994,755

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2020 YTD Actual	4,722,470	72,968,239	31,141,957	1,830,668
2021 YTD Actual	5,321,941	86,359,921	28,446,985	1,507,967
2021 YTD Budget	6,596,228	64,170,226	7,494,216	1,203,971
2021 YTD Budget Variance	-19.3%	34.6%	279.6%	25.2%
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 October state capital grant reimbursements total \$3,665,879 and federal capital grant reimbursements total \$26,220,429. (2) Federal/State Grants are over budget due to unbudgeted CRRSSA Funding of \$19,959,412.

Spokane Transit Operating Expenses⁽¹⁾ - October 2021



Totals:

2020 YTD Actual \$ 63,860,236
 2021 YTD Actual \$ 65,466,642 (-4.9%)
 2021 YTD Budget \$ 68,838,858
 2021 Annual Budget \$ 82,229,691

Fuel:

2020 YTD Actual \$ 1,848,280
 2021 YTD Actual \$ 2,783,644 (-19.6%)
 2021 YTD Budget \$ 3,460,722
 2021 Annual Budget \$ 4,195,636

(1) Operating expenses exclude capital expenditures of \$43,952,500 and cooperative projects of \$219,489 for year-to-date October 2021.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM **13D** : OCTOBER 2021 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Fixed Route ridership has continued to show improvement each month in 2021. Paratransit ridership has shown significant ridership gains each month since January. There was 1 additional weekday in October 2021 compared to October 2020.

FIXED ROUTE

The highest monthly ridership to date in 2021 was experienced in October. Total ridership increased 19.4% (509,841 vs. 427,003) in October 2021 compared to 2020. Year-to-date ridership is down 15.1% (4,309,387 vs. 5,077,280). The 2021 ridership goal for Fixed Route is to recover ridership at 39.7% over 2020.

Average weekday ridership increased 26.4% (20,475 vs. 16,199) in October 2021 compared to 2020.

Detailed breakdown:

Adult ridership increased 21.8 % (311,697 vs. 255,906) in October 2021 compared to 2020 and is up 5.3% (2,520,014 vs. 2,392,094) year-to-date.

- CCS Pass ridership increased 57.5% (22,676 vs. 14,393) in October 2021 compared to 2020 and is down 45.1% (93,435 vs. 170,048) year-to-date.
- Eagle Pass ridership increased 656.2% (47,752 vs. 6,315) in October 2021 compared to 2020 and is down 51.9% (108,130 vs. 220,968) year-to-date.

Youth ridership increased 245.9% (35,529 vs. 10,270) in October 2021 compared to 2020 and is up 30.4% (245,735 vs. 188,379) year-to-date.

Reduced Fare / Paratransit ridership increased 3.2% (74,771 vs. 72,425) in October 2021 compared to 2020 and is up 20.8% (697,215 vs. 577,227) year-to-date.

On time performance in Fixed Route was 94.3% for October, exceeding the 2021 goal of 93%.

The Fixed Route preventable accident rate in October was 0.03 per 10,000 miles. Year-to-date, the rate is 0.07, surpassing the 2021 goal of 0.08 per 10,000 miles.

PARATRANSIT

Paratransit ridership increased 63.1% (24,971 vs. 15,313) in October 2021 compared to 2020. Year-to-date, total ridership increased 13.9% (203,782 vs. 178,957). Paratransit's 2021 ridership goal is to increase ridership by 15% over 2020.

Detailed breakdown:

- Directly Operated increased 58.4% (13,838 vs. 8,736) in October 2021 compared to 2020. Year-to-date ridership increased 17.69% (117,804 vs. 100,089).
- First Transit contracted service increased 65.5% (9,482 vs. 5,730) in October 2021 compared to 2020 and increased 3.8% year-to-date (73,409 vs. 70,708).

- Special Use Van (SUV) ridership increased 94.9% (1,651 vs. 847) in October 2021 vs. 2020, and is up 54.0% year-to-date (12,569 vs. 8,160).
- Non-revenue ridership increased 24.8% (1,327 vs 1,063) in October 2021 vs. 2020, and is down 65.2% year-to-date (12,465 vs 35,864).

Paratransit's On-Time Performance for October was 91.3% which fell short of the 93% goal for 2021.

Paratransit experienced no preventable accidents in October. Year-to-date, the rate of 0.03 per 10,000 miles compares favorably with the stated goal of 0.10 per 10,000 miles.

VANPOOL

Monthly ridership declined 11.9% (6,310 vs 7,161) in October 2021 compared to 2020. Year-to-date ridership has decreased 26.2% (58,850 vs. 79,793) in 2021. The 2021 goal for ridership in Vanpool for 2021 was to increase ridership 68.5% over 2020 (approximately 155,000 trips).

There were 61 van groups in October 2021 vs. 65 in October 2020, and 62 in September 2021.

Vanpool had no accidents reported in October 2021. Year-to-date, total accidents are at 0.13 per 10,000 miles, exceeding the stated goal of 0.3 per 10,000 miles.

CUSTOMER SERVICE/PASS SALES

Pass sales generally trend with ridership. However, the fare collection suspension in 2020 from April through June due to COVID-19 may skew pass sales comparisons in 2021.

Total monthly pass sales increased 39.1% (4,650 vs. 3,343) in October 2021 and increased 7.3% (46,039 vs. 42,921) year-to-date.

- Adult Pass/Smartcard monthly pass sales increased 15.8% (1,783 vs. 1,540) in October 2021 and increased 30.5% (21,317 vs. 16,329) year-to-date
- Shuttle Park monthly sales increased 35.3% (188 vs. 139) in October 2021 and decreased 27.3% (1,551 vs. 2,132) year-to-date.
- 7-Day Pass/Smartcard monthly sales increased 13.7% (590 vs. 519) in October 2021 and increased 10.7% (7,371 vs. 6,660) year-to-date.
- Employer Sponsored Bus Pass (ESBP) monthly sales increased 27.5% (403 vs. 316) in October 2021 and decreased 33.8% (2,886 vs. 4,361) year-to-date.

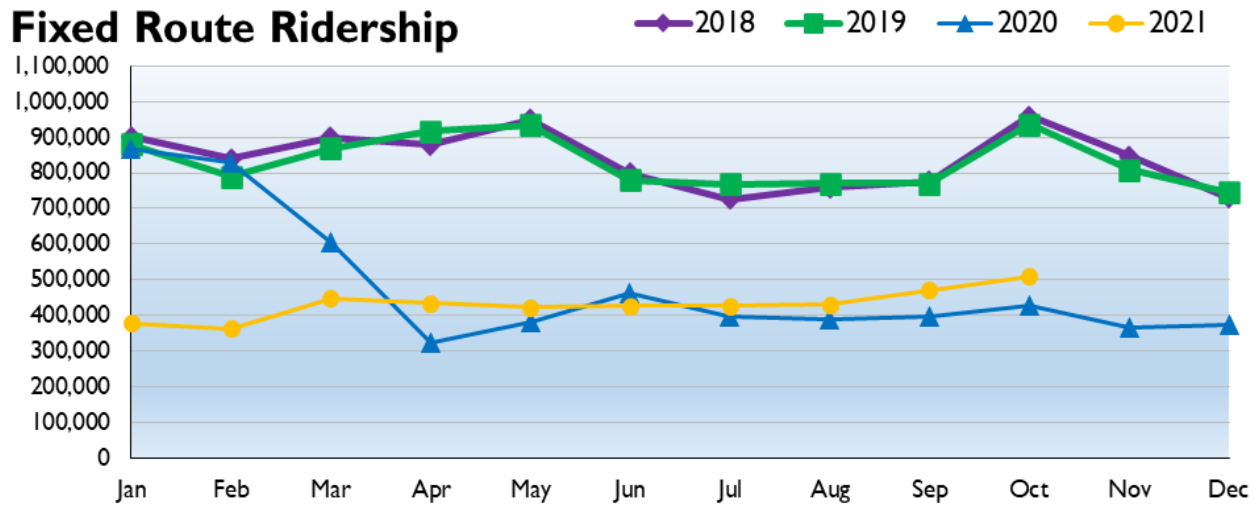
UTAP monthly rides increased 191.9% (80,697 vs. 27,650) in October and decreased 27.7% (303,883 vs. 488,108) year-to-date.

Reduced Fare Pass/Smartcard monthly sales increased 7.0% (1,089 vs. 1,018) in October and increased 9.4% (10,162 vs. 9,290) year-to-date.

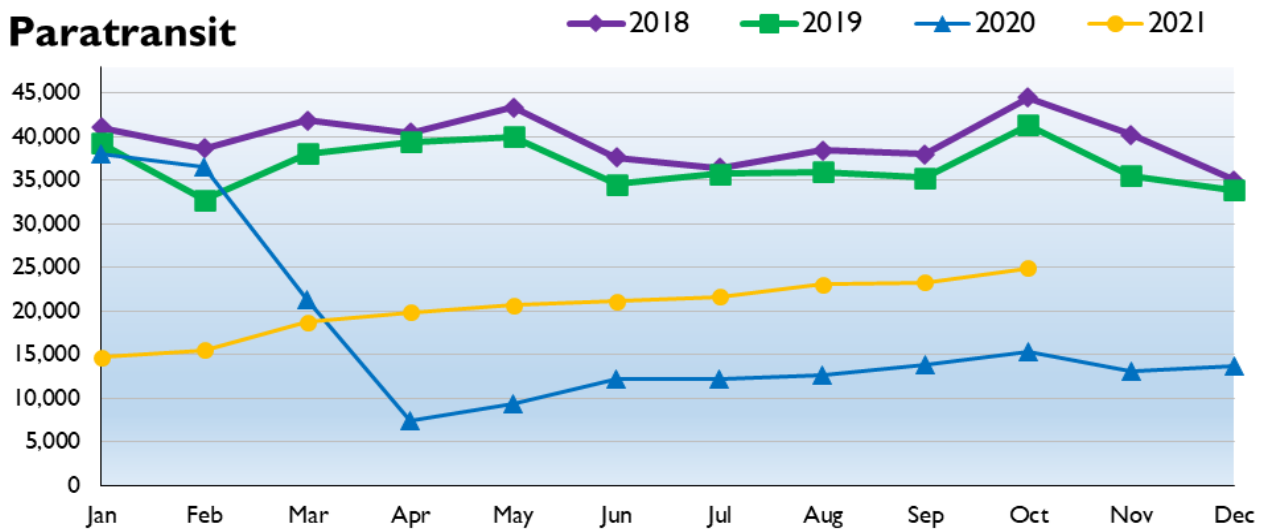
Paratransit Pass/Smartcard monthly sales increased 89.1% (418 vs. 221) in October and increased 14.6% (3,136 vs. 2,736) year-to-date.

RECOMMENDATION TO BOARD: Information only.

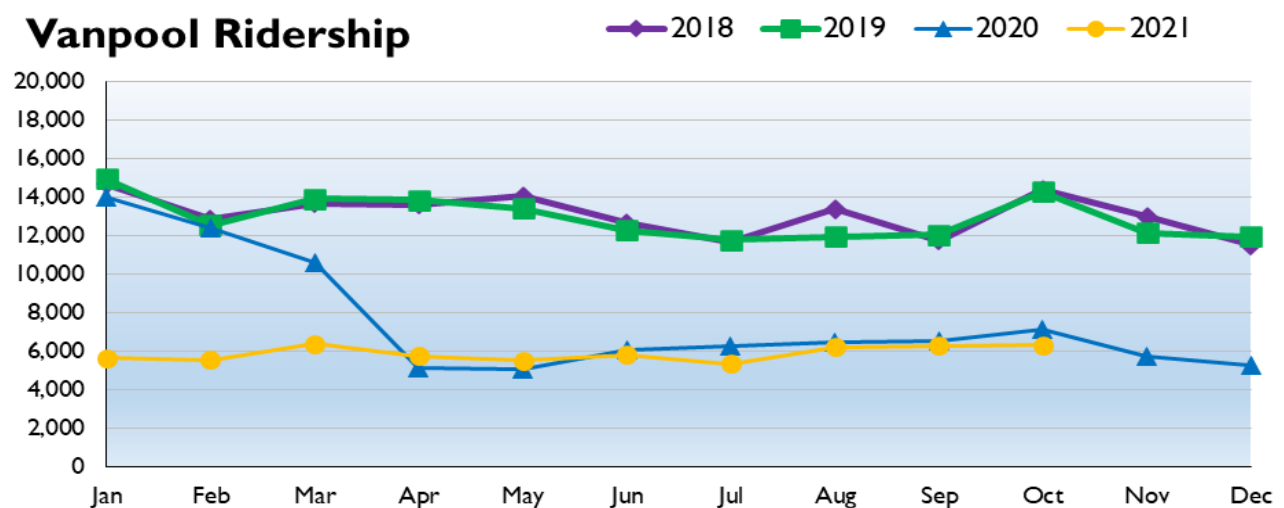
Fixed Route Ridership



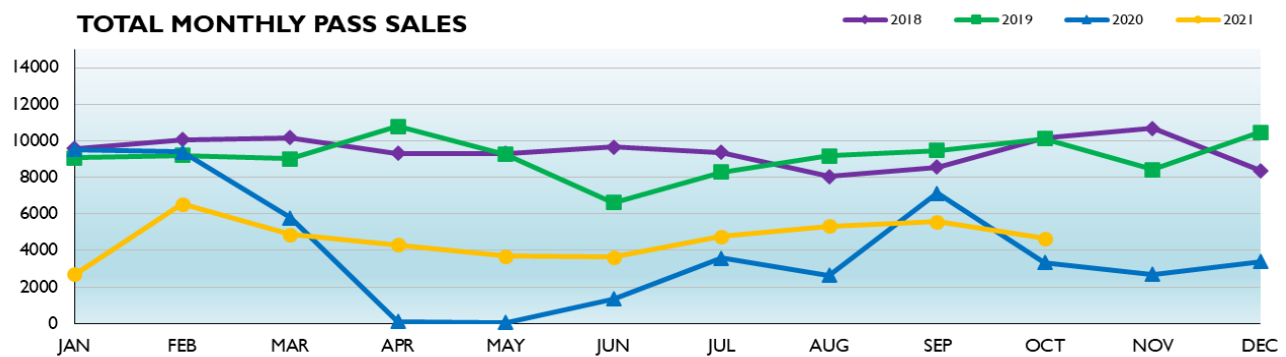
Paratransit



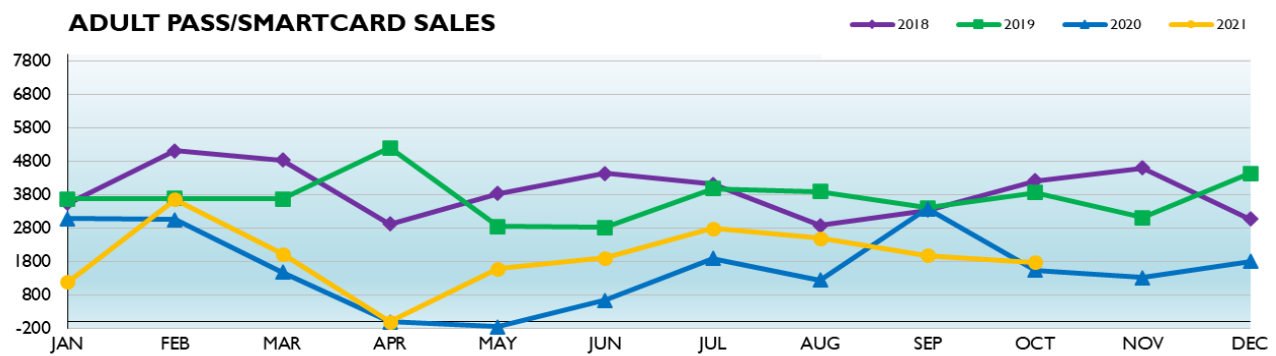
Vanpool Ridership



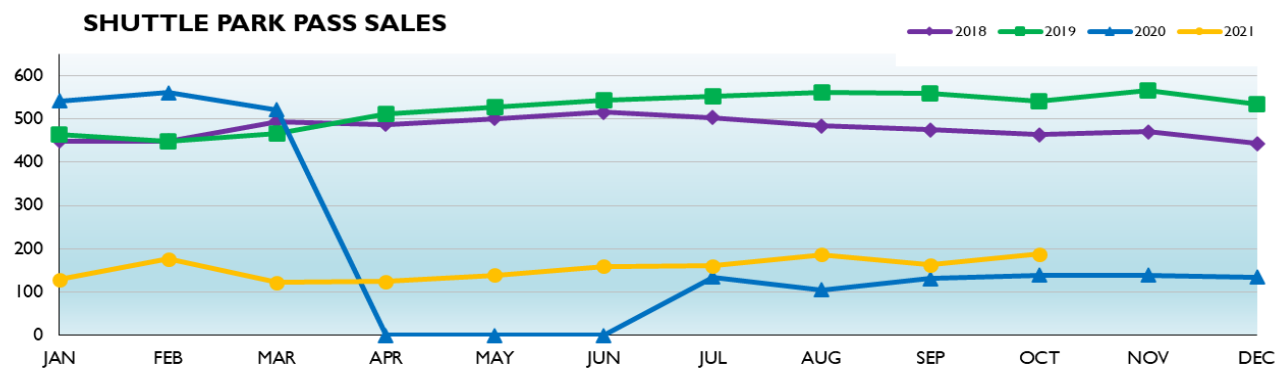
TOTAL MONTHLY PASS SALES



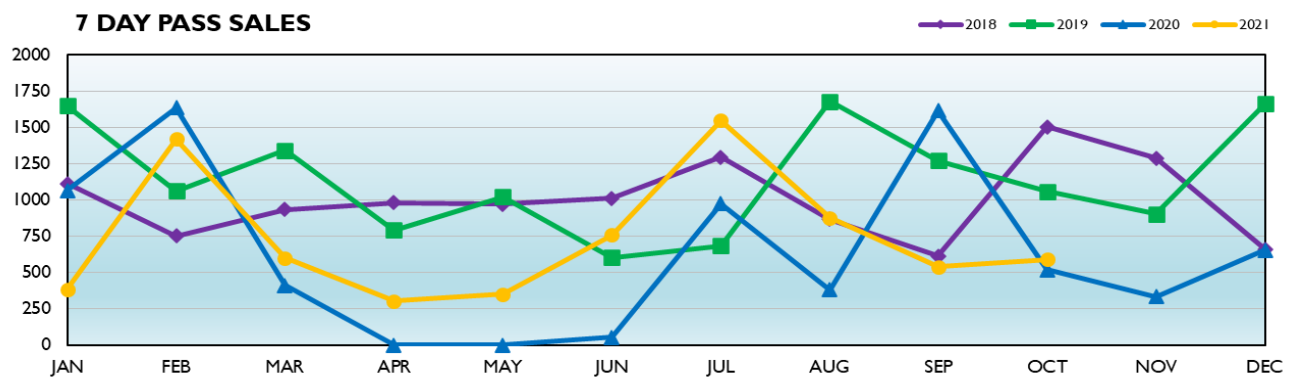
ADULT PASS/SMARTCARD SALES

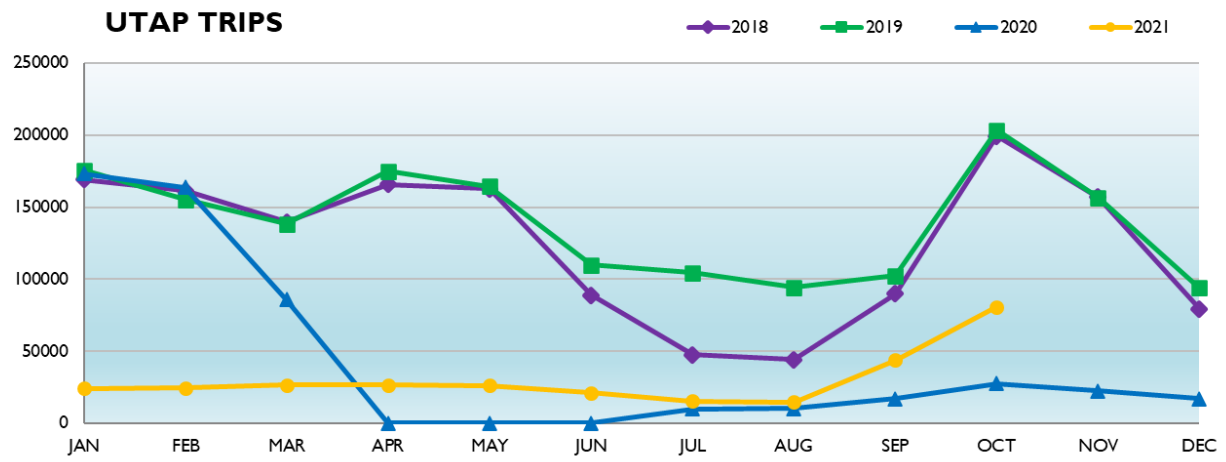


SHUTTLE PARK PASS SALES



7 DAY PASS SALES





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 13E: CONNECT SPOKANE UPDATE: DRAFT REVISIONS

REFERRAL COMMITTEE: N/A

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

SUMMARY: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Work that initially began in 2020 was put on pause due to the pandemic until February 2021. The work program was again presented at the April 2021 Committee meeting, and an update on the process and intermediate results was presented at the September 2021 Committee meeting.

Since the September Planning & Development Committee meeting, it has been identified that the *Connect Spokane* Update will better serve the agency by being split into two phases. Phase I, scheduled to be adopted in May of 2022, will inform the 2025-2035 Strategic Planning process. The elements included in Phase I, and that will be brought forward for review beginning at the February 2022 Planning & Development Committee meeting are:

- Fixed Route
- High Performance Transit
- System Infrastructure
- Fare Revenue
- Monitoring & Improvement

Phase II of the *Connect Spokane* Update includes the remaining elements of the Plan that will be informed by the 2025-2035 Strategic Planning efforts. Phase II of *Connect Spokane* will begin late 2022. This includes a revised introduction with a more robust vision for transit in the region, as well as an entirely new element addressing diversity and equity in transit.

- Engagement with the public and STA's jurisdictional partners on Phase I will begin mid-March, with a public hearing scheduled for the April 2022 Board meeting, with adoption proposed at the May 2022 Board meeting.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 13F: I-90 / VALLEY HIGH PERFORMANCE TRANSIT: CORRIDOR
PLANNING UPDATE

REFERRAL COMMITTEE: N/A

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

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

The corridor planning phase of the project began in March 2021. Following are some relevant findings shared during the meeting

- Currently, 7% of all Kootenai County's total workforce come from Spokane and 5% of Spokane County's total workforce come from Kootenai County. This interstate commute relationship is increasing over time, growing at a faster rate of increase than job growth in general. It increased from 9,754 workers crossing the state line in 2009 to 16,472 in 2018.
- There is a constant increase in home value in Spokane and Kootenai counties within the last ten years. The gap between median home prices in Kootenai county and Spokane county has significantly increased especially after the COVID breakdown (from \$30k in January 2012 to \$190K in October 2021).

Staff reviewed the current stage of scenario development. A total of 14 scenarios were initially created for an initial high-level scoring and screening. Five scenarios are being evaluated in further details to identify one or more preferred scenarios. Staff expect to return in February with preliminary evaluation results and content that will be prepared for public input in February and March 2022.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM **13G** : FINALIZE 2022 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity: Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Action Plan and Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

It should be noted that the Connect Spokane Major Update has now been separated into two phases. Phase I will conclude with adoption in May 2022 and inform the 2025-2035 Strategic Planning process. Phase II will begin after the Strategic Planning process kicks-off to incorporate key ideas generated from that planning process into *Connect Spokane*. The proposed work program below identifies recurring committee work and other committee activities that align with internal and external project calendars. Following the timeline is a brief list of other projects that the Committee may be directly involved in. Other projects or activities may emerge through the calendar year. Subject to committee approval, the work program will be forwarded to the Board for information and presented at the first meeting of the Committee in 2022.

2022 Planning and Development Committee Work Program

Month	Recurring Committee Work	Other Committee Activities
December 2021	Approval of Work Program	
January 2022	<i>No Committee Meetings in January</i>	
February 2022	Review Committee Work Program Transit Development Plan (TDP) 2023-2028: Overview	I-90/Valley HPT preliminary alternatives and public outreach <i>Connect Spokane</i> Phase I draft revisions review
March 2022	TDP 2023-2028: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP)	2022 SRTC Call for Projects grant applications

Month	Recurring Committee Work	Other Committee Activities
April 2022	TDP 2023-2028 <ul style="list-style-type: none"> Finalize mid-range planning guidance Review preliminary revenue and expenditure forecast assumptions Identify major activities 	I-90/Valley HPT Draft Corridor Development Plan Division BRT decision-making framework <i>Connect Spokane</i> Phase I draft revisions for public comment
May 2022	TDP 2023-2028 <ul style="list-style-type: none"> Proposed 2023-2025 Service Improvements Preliminary Capital Improvement Program (2023-2028) Review Financial Forecasts FTA Section 5310: Call for projects	Five Mile Mobility Hub Study Update <i>Connect Spokane</i> Phase I Revisions Approval
June 2022	TDP 2023-2028: Complete draft plan Public hearing conducted on draft TDP	I-90/Valley HPT Draft Corridor Development Plan
July 2022	TDP 2023-2028: Finalize and approve 2023 Action Plan/Budget guidance workshop (full Board) FTA Section 5310: recommend funding awards	2023-2025 Regional Mobility Grant submissions I-90/Valley HPT Corridor Development Plan Approval
August 2022	<i>No Board/Committee Meetings in August</i>	
September 2022	Review draft 2023 Action Plan	I-90/Valley HPT Design and Engineering Work Order(s) City Line Implementation Update
October 2022	Adoption of 2023 Action Plan Draft 2023 operating and capital budgets submitted to Committee and Board	Transit-oriented development work program
November 2022	Prepare 2023 Committee work program Public hearing on proposed 2023 operating and capital budgets	Division BRT Update
December 2022	Finalize and approve 2023 operating and capital budgets Finalize 2023 Committee work program	

Other anticipated committee activities not included in the timeline:

- 2025-2035 Strategic Planning
- High Performance Transit (HPT) procurement activities

RECOMMENDATION TO COMMITTEE: Approve the 2022 Planning and Development Committee as presented and forward to the Board for information.

COMMITTEE ACTION: Approved as presented and forwarded to Board for information.

RECOMMENDATION TO THE BOARD: For Information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 18, 2021

AGENDA ITEM 13H : STA HOLIDAY SERVICES AND OFFICE HOURS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The Administrative office at Boone Avenue will be closed Friday, December 24, 2021, to observe the Christmas holiday; and Friday, December 31, 2021, to observe the New Year's holiday.

The following schedule outlines STA's holiday services:

Date:	Paratransit Service and Paratransit Reservations	Fixed Route Bus Service	Customer Service (at the Plaza)
December 25 (Saturday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm
January 1 (Saturday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 14A: ELECTION OF 2022 CHAIR AND PRESENTATION OF GAVEL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, STA Board Chairwoman

SUMMARY: In accordance with the STA Bylaws, the Board Chair is elected annually by a simple majority vote of the voting members of the Board and serves a one-year term from January 1 through December 31 of each year. The office of the Chair rotates each year between the jurisdictions that are located within the boundaries of STA and comprise the nine voting member STA Board. The rotation has the following sequence:

- (1) towns and cities, excluding the Cities of Spokane and Spokane Valley;
- (2) City of Spokane;
- (3) County of Spokane;
- (4) City of Spokane Valley.

According to the regular rotation schedule for the office of the Chair, Airway Heights is designated as the jurisdiction from which the 2022 Chair should be selected.

RECOMMENDATION TO BOARD: By motion, elect the 2022 STA Board Chair pursuant to STA Bylaws. Following the election of the 2022 Chair, the 2021 Board Chair will present the gavel to the incoming Board Chair.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 15A : PRESENTATION OF COMMENDATION TO PAMELA HALEY
(OUTGOING BOARD CHAIR)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: 2022 Board Chair

SUMMARY: During her tenure as a representative of the City of Spokane Valley, Council Member Pamela Haley has served on the STA Board of Directors from September 2016 to present. In addition to chairing the Board this year and in 2017, she also chaired the Board Operations Committee. Ms. Haley's knowledge and expertise is greatly appreciated.

In recognition of Council Member Haley's outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during her term as Chair of the STA Board for 2021, a commendation has been prepared.

RECOMMENDATION TO BOARD: Recognize Pamela Haley for her leadership, service, and dedication to Spokane Transit and public transportation.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 15B : PRESENTATION OF COMMENDATION TO CANDACE MUMM
(RETIRING BOARD MEMBER)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: 2022 Board Chair

SUMMARY: During her tenure as a representative of the City of Spokane, Candace Mumm served on the STA Board of Directors from 2014 to present. She chaired the Board and the Board Operations Committee in 2019.

She served as a member of the Planning & Development Committee since 2019.

Ms. Mumm's knowledge and expertise will be greatly missed. In recognition of her outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during her term as a member of the STA Board, a commendation has been prepared.

RECOMMENDATION TO BOARD: Recognize Candace Mumm for her service and dedication to Spokane Transit and public transportation.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 16, 2021

AGENDA ITEM 15C : PRESENTATION OF COMMENDATION TO KATE BURKE
(OUTGOING BOARD MEMBER)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: 2022 Board Chair

SUMMARY: During her tenure as a representative of the City of Spokane, Kate Burke served on the STA Board of Directors from January 2019 to present.

She has served as a member of the Performance Monitoring & External Relations Committee since her appointment in 2019.

Ms. Burke's knowledge and expertise will be greatly missed. In recognition of her outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during her term as a member of the STA Board, a commendation has been prepared.

RECOMMENDATION TO BOARD: Recognize Kate Burke for her service and dedication to Spokane Transit and public transportation.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer BSM Legal Counsel LM

16.

EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purposes of:

1. Reviewing the performance of a public employee.

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

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

Estimated time - 15 minutes