

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

## **NOTICE OF BOARD MEETING**

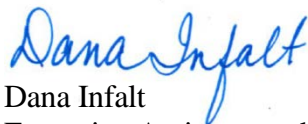
NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, December 17, 2020, via Webex video conference.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 17th day of December 2020.



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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 2 :** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, STA Board Chair

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**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 17, 2020, at 1:30 p.m.  
Spokane Transit Authority  
**Via Webex Video Conference**

Board Members: Board Members Join [Here](#)  
General Public: Public Attendees Join [Here](#)  
Audio Conference 1-408-418-9388; Event #: 146 963 4430; Password: 1234

## DRAFT AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Recognitions & Presentations: *5 minutes*
  - A. 2020 STA Retirements (*Nancy Williams*)
4. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the November 19, 2020, Board Meeting – Corrections/Approval
  - B. November 2020 Vouchers (*Monique Liard*)
  - C. City of Spokane Riverside Project Order Agreement (*Karl Otterstrom*)
  - D. 2021 Performance Measures (*Fred Nelson*)
  - E. 2021 Board and Committee Meeting Calendar (*Dana Infalt*)
  - F. Public Transportation Agency Safety Plan (*Nancy Williams*)
5. Board Action – Committee Recommendations: *10 Minutes*
  - Planning & Development Committee
    - A. Adoption of 2021 Operating & Capital Budgets – Resolution (*Monique Liard*)  
**(Majority of 5 votes required)**
  - Performance Monitoring & External Relations
    - B. Spokane Police Department (SPD) Contract Approval (*Nancy Williams*)
    - C. Draft 2021 State Legislative Priorities (*Brandon Rapez-Betty*)
6. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Al French*)
7. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Chris Grover*)
8. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Lori Kinnear*)

9. CEO Report: *10 minutes*
10. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. November 2020 Sales Tax Revenue (*Monique Liard*)
  - C. October 2020 Financial Results Summary (*Monique Liard*)
  - D. October 2020 Operating Indicators (*Fred Nelson*)
  - E. January 2021 Service Changes (*Karl Otterstrom*)
  - F. 2021 Planning and Development Committee Work Program (*Karl Otterstrom*)
  - G. DivisionConnects Update (*Karl Otterstrom*)
  - H. STA Holiday Service and Office Hours (*Dana Infalt*)
11. Executive Session (*McAloon Law PLLC*): (*10 minutes*)
12. New Business: *5 minutes*
  - A. Election of 2021 Chair and Presentation of Gavel (*Al French*)  
**(Majority of 5 votes required)**
13. Board Members' Expressions: *5 minutes*
  - A. Presentation of Commendation to Al French – Outgoing Board Chair (*2021 Board Chair*)
14. Board Members' Expressions
15. Adjourn

Cable 5 Broadcast Dates and Times of December 17, 2020, Board Meeting:

Saturday, December 19, 2020	4:00 p.m.
Monday, December 21, 2020	10:00 a.m.
Tuesday, December 22, 2020	8:00 p.m.

Next Committee Meetings via Webex Video Conference

Board Operations	January 13, 2021, 1:30 p.m.
Planning & Development	February 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	February 3, 2021, 1:30 p.m.

*Note: The Planning & Development and Performance Monitoring & External Relations Committees do not meet in January.*

Next Board Meeting:

Thursday, January 21, 2021, 1:30 p.m., via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://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](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 3A :** RETIREMENT - RECOGNITION

**REFERRAL COMMITTEE:** N/A

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

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**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 and the Governor's proclamation prohibiting in-person meetings in 2020, staff have postponed recognizing retirees with the hope that there would be an opportunity to personally recognize, thank, and present plaques to retirees.

In light of the extension of the proclamation, staff have invited all retirees since the last recognition in March to attend virtually to receive our recognition of service and thanks. Plaques will be mailed to all retirees.

2020 Post Pandemic Retirees include:

**Dave Deseve, Paratransit Van Operator – retiring with 27 years of service on 4/3/2020**

**Donna Graff, Paratransit Van Operator – retiring with 30 years of service 4/30/2020**

**Tom Barr, Facilities & Grounds – retiring with 33 years of service 6/23/2020**

**Charlie Phillips, Maintenance Analyst – retiring with 30 years of service on 4/24/2020**

**Dave Yeager, Coach Operator – retiring with 30 years of service on 6/30/2020**

**Gordon Howell, Planning – retiring with 20 years of service on 08/03/2020**

STA extends our sincere best wishes and congratulations on their retirement(s).

**RECOMMENDATION TO BOARD:** Recognize these retirees for their combined 150 years of service and dedication to Spokane Transit.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 4A :** MINUTES OF THE NOVEMBER 19, 2020, BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The minutes of the November 19, 2020, Board meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO BOARD:** Corrections and/or approval.

**FINAL REVIEW FOR BOARD BY:**

Division Head di

Chief Executive Officer BSM

Legal Counsel LM

Attachment

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

## **BOARD OF DIRECTORS**

**Draft** Minutes of the November 19, 2020, Board Meeting  
Via Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Candace Mumm, City of Spokane  
Chris Grover, Small Cities Representative (Cheney)  
Kate Burke, City of Spokane  
Josh Kerns, Spokane County  
Karen Stratton, City of Spokane  
Lori Kinnear, City of Spokane  
Pamela Haley, City of Spokane Valley  
Tim Hattenburg, City of Spokane Valley  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Brandon Rapez-Betty, Director of Communications  
& Customer Service  
Karl Otterstrom, Director of Planning & Development  
Monique Liard, Chief Financial Officer  
Nancy Williams, Director of Human Resources &  
Labor Relations  
Fred Nelson, Chief Operations Officer  
Dana Infalt, Clerk of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **MEMBERS ABSENT**

Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*

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

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

#### 2. **APPROVE BOARD AGENDA**

**Ms. Haley moved to approve the agenda. Mr. Grover seconded, and the motion passed unanimously.**

#### 3. **RECOGNITIONS AND PRESENTATIONS**

A. **3<sup>RD</sup> Quarter Employee Recognition** - Ms. Williams advised that the Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. She noted the employees are nominated by their peers.

The 3<sup>rd</sup> quarter Employee Recognition winners include Gayyle Rhodes, Customer Service Representative, Tom Stokes, Fixed Route Coach Operator, Brant Wick, Fixed Route Operator, Angie Brown, Paratransit Supervisor, Mike Crosby and Dave Schmoie, Fixed Route Supervisors.

B. **Years of Service Awards Recognition** – Ms. Williams informed that at the end of each quarter, Spokane Transit is proud to acknowledge and recognize its employees that achieve service milestones. A list of all employees receiving recognition was included in the packet and read by Ms.

Williams. A total of 28 employees were listed and years of service ranged from 5 years to 35 years of service.

Chair French thanked all for their service to the agency and to the community.

4. PUBLIC HEARING

A. Proposed 2021 Operating and Capital Budgets

Chair French introduced the Proposed 2021 Operating and Capital Budget and noted a short presentation would be led by Monique Liard.

Ms. Liard thanked Chair French and advised that on November 4, 2020, the video was posted on the STA website for the 2021 Operating and Capital Budgets for the public to view. She presented the video recording of the 2021 Proposed Operating and Capital Budgets. The video presentation can be accessed on STA's website at: [Budget presentation](#)

Chair French opened the public hearing at 1:43 pm, following the video presentation. He requested all who wished to speak to identify themselves and share their comments. All attendees of the virtual meeting were unmuted to allow for anyone to comment.

Chair French noted that two public comments had been received via email by the Clerk of the Authority on Public Hearing Comment Forms. He advised that Ms. Cameron Flynn, SNAP Transportation Coordinator, submitted recognition and thanks for the bus pass pilot program and Rob McCann, Catholic Charities, also submitted a form thanking and commenting on the reduced cost bus passes. While they were not part of this Public Hearing, these two written correspondences will be entered into the record and will be included as Addendum #1 and #2 of the minutes.

Chair French asked three times for comments from the public and confirmed that no written comments had been received by staff.

Hearing none, he closed the public hearing at 1:45 pm.

5. BOARD ACTION – CONSENT AGENDA

**Ms. Mumm moved to approve the Consent Agenda items.**

Ms. Bowers requested to take the minutes off the consent agenda.

Chair French advised he had not received a second on the motion so the minutes could be pulled from the Consent Agenda. He noted he was open to a motion to approve Consent Agenda Items 5B through 5H.

**Ms. Mumm moved to approve the Consent Agenda Items 5B through 5H. Ms. Stratton seconded, and the motion passed unanimously.**

A. Approval of the minutes from the October 15, 2020, Board Meeting

B. Approval of the following October 2020 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 609753 – 610209	\$ 5,600,010.09
Workers Comp Vouchers (October)	ACH – 2286	\$ 150,928.77
Payroll 10/09/2020	ACH – 10/09/2020	\$ 1,982,999.57
Payroll 10/23/2020	ACH – 10/23/2020	\$ 1,344,819.66
WA State – DOR (Use Tax) (October)	ACH – 1767	\$ 5,316.19
OCTOBER TOTAL		\$ 9,084,074.28



- C. Approve, by motion, the draft 2021 Annual Strategic Plan
- D. Adopt, by resolution, the STA Moving Forward 2020 Plan Amendment
- E. Authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million.
- F. Approve the acceptance of the contract with Modern Construction and Consulting Service, Inc. for the Plaza Garage Doors Construction Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Approve the acceptance of the contract with Modern Construction and Consulting Services, Inc. for the Plaza Second Floor Restroom Remodel Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- H. Approve the acceptance of the contract with Toners Excavating, Inc. for the 2019 Transit Enhancements Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

#### **5A – Minutes for October 15, 2020 Board Meeting**

Mr. French introduced Item 5A for discussion. Ms. Bowers requested the questions and answers from the discussion of the First Transit Contract item 4H at October's Board meeting be included in the minutes.

Chair French indicated questions and answers to the First Transit Contract discussion would be included as an Addendum to the October 15, 2020, STA Board Meeting minutes. The questions and answers are included as an Addendum to the approved minutes posted to the STA Website.

Chair French advised he was open to a motion to approve the Minutes for the October 15, 2020, STA Board Meeting with the addendum of questions and answers as part of the First Transit discussion

**Ms. Burke moved to approve the Consent Agenda Items 5A with the Addendum. Mr. Grover seconded, and the motion passed unanimously.**

#### 6. **BOARD ACTION – OTHER**

##### A. City of Spokane Riverside Project Order Agreements

Mr. Otterstrom advised that this item was to be stricken from the agenda. Mr. Otterstrom informed the item would come for action in December, and that staff would be briefing the committee on the latest status of the overall project and agreements at the December meeting prior to bringing to the full board for action in December.

Chair French asked if there were any questions. None were forthcoming.

#### 7. **BOARD OPERATIONS COMMITTEE**

##### A. Chair Report

Chair French had no report at this time.

#### 8. **PLANNING AND DEVELOPMENT COMMITTEE**

##### A. Chair Report

Mr. Grover noted Planning and Development (P&D) committee approved the High-Performance Transit Amenities Installation Scope of Work and said how excited they were to have that project starting next summer. He advised the committee reviewed the items in the consent agenda. He noted the discussion on the Riverside Project Order Agreements will continue.

He reviewed the December 2nd P&D Committee Agenda.

9. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Mr. Kinnear said the committee acted on the Plaza Garage Doors Construction Final Acceptance and the Plaza Second Floor Restroom Remodel Construction Final Acceptance as well as the 2019 Transit Enhancement final acceptance.

The committee received a 3<sup>rd</sup> Quarter Performance Measures report and Ms. Meyer's CEO report. The next PMER meeting will be December 2<sup>nd</sup>.

10. CEO REPORT

Ms. Meyer reported on Ridership:

- Fixed Route, Paratransit and Vanpool ridership is down a bit further than the same month a year ago, but still higher than the month before.
    - Fixed Route down 54.5%; YTD 40%
    - Paratransit down 63%; YTD 52%
    - Vanpool down 50%; YTD 39% with 1 fewer vanpool groups operating this month.
- Fixed Route ridership trends and yearly comparisons show ridership is essentially unchanged since July. It has just fluctuated up and down, but is staying the same at about 15,000 riders per day. Prior to the pandemic, ridership averaged approximately 35,000 rides per day. Paratransit ridership trends and yearly comparisons show it improving starting in June. Approximately 600 rides per day.
- Sales Tax Revenue received in October, collected on retail sales in August, was \$7.84M, \$1,500 more than what was expected compared to 2019 and the October 2020 budget. Sales Tax revenue has continued to come in ahead of budget, \$4.6M higher in 2020 than in 2019, but the year to date actual to budget for 2020 is just \$300K ahead, and the total amount collected through October is \$73M.
  - Expenditure update shows that at \$58M, STA is slightly behind where we would expect to be in September 2020 if each month were divided equally. This is not unusual, and timing is always an issue.
  - Fare Revenue indicates where the fares were suspended and then it went up and down in October which is likely due to the fact that some large pass purchasers hadn't purchased any passes since fares were suspended, and then purchased them in September. October looked like a down month, but it wasn't related to a ridership decline.
  - Community Access Pass Pilot Program (CAP) showing sales by approved 501-3c organizations that are able to purchase at a 50% discount, 2 hour and day passes and one ride Paratransit passes. She mentioned the two public comments received by two organizations that thanked STA for the program which Chair French mentioned during the Public Hearing.
  - Shuttle Park (formerly called City Ticket) parking at Arena Park and Ride. Downtown Spokane Partnership was awarded \$10,000 by the City of Spokane in Covid relief funds to purchase passes for downtown workers to help free up street parking for the holidays. DSP has purchased 250 passes to distribute for free. She explained the distribution of the funding and the amount of parking available at the Arena.
  - Ms. Meyer provided an update on what STA is doing related to public transportation during the pandemic. She advised STA's obligations as an employer are reiterated in the Governor's proclamations.
    - Fixed route bus service is operating at approximately 90% of regular, school in session service.
    - Paratransit is a demand-based service. Trip reservations are required. STA continues to provide temporary rides to seniors without requiring eligibility.

- The Plaza is open for customers waiting for a bus during winter weather, limited to 15% capacity.
- STA has roughly 630 total employees and 550 of them are engaged in mission critical jobs - driving or maintaining vehicles and facilities, or dispatching and supervising, which require them to be in the workplace.
- Every bus is equipped with a barrier that protects the driver.
- She reiterated the safety protocols in place for employees:
  - Wash their hands often, stay at least 6 feet apart and stay home if they feel sick.
  - Temperature checks every day
  - Face coverings required at all times (Masks for drivers)
  - PPE provided for all employees
  - Riders required to wear a face coverings. Operators provide them for those who may not have one.
  - Passenger vehicles are cleaned and disinfected mid-day and every night.
  - Facilities, including Plaza, are cleaned throughout the day
  - When Spokane County moved into Phase II of Safe Start plan, STA employees who had been working from home returned to the office. With the new proclamation, STA implementing a tele-work arrangement starting next week for employees whose jobs can be performed remotely all or part of the time. Not a requirement but seems like the most reasonable approach we want to take to keep our employees safe.

Ms. Mumm thanked Ms. Meyer for working early on to protect employees, especially drivers, noting it was ahead of the curve. As essential workers, transit workers really are front liners and, even if you are in an office, still vulnerable. She stated that it's not always appreciated but she appreciates it. She shared what they are doing for Council as regards work areas and air flow.

Ms. Meyer thanked Ms. Mumm and agreed that the people who deserve our greatest respect are the people who are driving buses and vans. It is always a challenging job but one they are very good at and its more difficult now having to wear masks throughout the entire day. Everyone is doing a good job. It is easy to understand how spirits might lag during these times but the people who work at STA are the best. STA is looking at having 25% capacity in the office and whether the barriers installed in offices are the right height, so everyone is protected if they come to work.

- WSDOT gave STA the green light to begin using the new transit-only lanes at the West Plains Transit Center this morning.

Chair French reiterated that the two comments acknowledged during the public hearing were submitted on "Written Public Hearing Comment Sign-Up" sheets so that is why he mentioned them during the Public Hearing. He wanted to make sure that they were included but were not part of the hearing. They are included as an addendum to the minutes for the record.

11. BOARD INFORMATION

- A. Committee Minutes
- B. October 2019 Sales Tax Revenue
- C. September 2019 Financial Results Summary
- D. September 2019 Operating Indicators
- E. Draft 2021 Planning & Development Committee Work Program
- F. Third Quarter 2020 Service Planning Input Report
- G. STA Moving Forward Quarterly Project Delivery Report
- H. STA Holiday Service and Office Hours

12. EXECUTIVE SESSION

Chair French introduced the Executive Session and noted at this time the Board of Directors will adjourn to executive session for the purpose of:

- 1) Discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session at approximately 2:20 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 the discussion in the Executive Session, that action will occur in an open public session in approximately 5 minutes.

The Board of Directors reconvened at 2:20. Ms. McAloon advised that staff is “Recommending the Board approve, by motion, a three-year collective bargaining agreement with Amalgamated Transit Union Local #1598 Supervisors as negotiated by STA’s administrative team”.

**Mr. Grover moved to approve the recommendation as presented. Ms. Haley seconded, and the motion passed unanimously.**

13. NEW BUSINESS - *None*

14. BOARD MEMBERS’ EXPRESSIONS

Rhonda Bowers thanked STA for allowing her to attend the APTA conference. She advised the topics were very informative and she enjoyed the topic of Disruptive Technologies and the discussion of the Black Lives Matter. She talked about her takeaway thoughts of how STA could improve. From her point of view in her 28th year as a driver for Spokane Transit, she identified STA’s hours of service as one area that she felt could be changed to help address the problem of social inequity. She mentioned taking a person to work as much as five hours early on a Sunday evening and encouraged everyone to focus on this a little bit more than in the past as we move forward in dealing with the COVID-19. She wished everyone a very safe and happy Thanksgiving..

Kate Burke concurred with Ms. Bowers about doing some sort of resolution. She felt it was essential for us to talk about the inequities in our community. She thanked Ms. Bowers for her input, saying, “it was really nice to hear from you”.

15. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:25 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

## WRITTEN PUBLIC HEARING COMMENT SIGN UP

If you wish to provide written Public Hearing Comments for the upcoming STA Board Meeting Public Hearing, please email your comments to [clerk@spokanetransit.com](mailto:clerk@spokanetransit.com) by **9:00 a.m. the day of the Board meeting** and include the following information with your comments.

1. Meeting Date:	Thursday November 19, 2020
2. First & Last Name:	Cameryn Flynn, SNAP Transportation Coordinator
3. City of Residence:	Spokane
4. The Subject or Agenda Item(s) that you are writing about:	Bus Pass Pilot Program
STA Community Access Pilot Program	

Public Hearing Comments are limited to three minutes per person.  
Details for joining the meeting remotely can be found [here](#).

Public Comment: *Use additional sheet if necessary*

On behalf of the citizens of the community particularly those that are living below the federal poverty level, I want to thank you for the forethought you have had to set aside funds to subsidize bus passes and offer a discount to local Human Service Agencies.

Your forethought to set aside funds to allow our Agency to purchase 2-Hour, Day, and One-Ride Paratransit Passes at half the price of the regular fare enables us to double the number of passes we can distribute and/or allow for us to use that money for other needed services for individual clients.

As you already know, SNAP is among many agencies in the community that have been in the business of developing strategies to help our residents along the pathway to self-sufficiency and stabilization. Being able to offer bus passes to low-income individuals will be go a long way to assist in lessening challenges when individuals need to be mobile and are able to utilize the bus system and/or paratransit but have limited funds to do so.

Julie Honekamp, SNAP's CEO states it best:

"As an agency managing multiple funding sources, we so appreciate this opportunity through the STA Community Access Pilot Program for agencies to purchase 1-day and 2-hour and paratransit bus passes at 50% discount. This helps leverage dollars received from donors and other funders. We would want to encourage the board to continue these vital conversations and explore opportunity for discounts on 30 day passes as well as continue exploration bus pass subsidy models across the States with the aim to implement a larger program within the Spokane region.

I also want to take this time to express our gratitude of having STA as a partner as we develop our Transportation programs within the agency. We are so appreciative of this opportunity to partner with STA and to further engage and support individuals and families all while addressing one of the key social health determinants – and predictors of a healthy community – affordable and accessible transportation."

Public Hearing Comments may be mailed to Clerk of the Authority, Spokane Transit, 1230 W Boone Avenue, Spokane, WA 99201 but **must be received by 9 am the day of the Board meeting**.

*Please note the information you provide may be subject to disclosure pursuant to Washington State's Public Records Act (PRA), Chapter 42.56 Revised Code of Washington (RCW).*



## WRITTEN PUBLIC HEARING COMMENT SIGN UP

If you wish to provide written Public Hearing Comments for the upcoming STA Board Meeting Public Hearing, please email your comments to [clerk@spokanetransit.com](mailto:clerk@spokanetransit.com) by **9:00 a.m. the day of the Board meeting** and include the following information with your comments.

1. Meeting Date:	11/19/20
2. First & Last Name:	Rob McCann
3. City of Residence:	Spokane
4. The Subject or Agenda Item(s) that you are writing about:	Reduced cost bus passes

Public Hearing Comments are limited to three minutes per person.  
Details for joining the meeting remotely can be found [here](#).

Public Comment: *Use additional sheet if necessary*

House of Charity has been grateful these reduced cost bus passes have been made available as it has expanded access to much needed services for several clients.

In our Resident Client program, the STA Community Access Pilot Program has been extremely helpful for patrons pursuing job opportunities. They have used the bus passes to drop off resumes at local businesses, attend interviews, and attend shifts. They have also used the passes to visit clinics, DSHS, and the library. One of our patrons used a bus pass to visit the computer lab at Spokane Community College in order to attend her on line GED prep courses. While there has always been a focus on connecting clients in this program with work opportunities, the wider access to transportation means we can focus on individualized plans with actionable means to follow through.

Our respite program has so far given out 10 of these bus passes. Our patrons have used them for medical appointments as well as picking up prescriptions. One patron was especially grateful for being able to be more independent after having hernia surgery and was able to take the bus to his follow up appts. Our respite program works to foster independence in managing each individual's personal health needs. This program has allowed us to work with each client, providing tools they need to access medical care that is vital to the maintenance of their health, thereby reducing recidivism rates to hospitals.

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*Please note the information you provide may be subject to disclosure pursuant to Washington State's Public Records Act (PRA), Chapter 42.56 Revised Code of Washington (RCW).*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 4B :** NOVEMBER 2020 VOUCHERS

**REFERRAL COMMITTEE:** N/A

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

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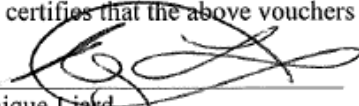
**SUMMARY:** The following warrants and ACH transfers for the period of November 1 through 30, 2020, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department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

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 610210 – 610606	\$ 3,499,529.25
Workers Comp Vouchers (November)	ACH – 2286	\$ 78,921.74
Payroll 11/06/2020	ACH – 11/06/2020	\$ 1,340,240.17
Payroll 11/20/2020	ACH – 11/20/2020	\$ 1,933,234.13
WA State – DOR (Use Tax) (November)	ACH – 1767	\$ 29,008.85
<b>NOVEMBER TOTAL</b>		<b>\$ 6,880,934.14</b>

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 2020

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/6/2020	610210	Francis Avenue Hardware	2279	242.24
11/6/2020	610211	Jant Group II	2263	5.87
11/6/2020	610212	South Hill Ace Hardware	2263	198.65
11/6/2020	610213	AFSCME	1328	444.34
11/6/2020	610214	AFSCME	1328	130.00
11/6/2020	610215	Allied Electronics & Automation	1049	253.59
11/6/2020	610216	Amazon Capital Services Inc	2098	2,650.71
11/6/2020	610217	Steven W Niles Jr	2276	789.53
11/6/2020	610218	Arnett Industries LLC	2331	237.47
11/6/2020	610219	Amalg Transit Union #1015	1055	18,350.92
11/6/2020	610220	Amalg Transit Union #1598	1056	781.62
11/6/2020	610221	Appleway Chevrolet Inc	1068	114.62
11/6/2020	610222	Battery Systems Inc	1089	5,110.62
11/6/2020	610223	Robert J Berg	1099	130.68
11/6/2020	610224	Blanchard Auto Electric Co	1109	86.97
11/6/2020	610225	BrakeMate Ltd	2566	13,250.00
11/6/2020	610226	BDI	1022	424.71
11/6/2020	610227	Daniel H Brunner Trustee	1124	2,866.13
11/6/2020	610228	California Department of Child Support Services	1130	189.69
11/6/2020	610229	Camp Automotive Inc	1024	84.26
11/6/2020	610230	Canon Financial Services Inc	1154	196.02
11/6/2020	610231	Cardinal Infrastructure LLC	2059	12,000.00
11/6/2020	610232	Consolidated Electrical Distributors Inc	1133	3,537.91
11/6/2020	610233	QWEST Corporation	1148	1,261.72
11/6/2020	610234	Cerium Networks Inc	1149	630.18
11/6/2020	610235	Child Support Enforcement Agency	1825	392.30
11/6/2020	610236	City of Spokane	1601	20.00
11/6/2020	610237	City of Spokane	1601	2,881.13
11/6/2020	610238	City of Spokane	1601	31.93
11/6/2020	610239	Cobalt Truck Equipment	1161	283.10
11/6/2020	610240	Coffman Engineers Inc	1162	5,783.43
11/6/2020	610241	Kathleen M Collins	1163	5,000.00
11/6/2020	610242	Columbia Ford Inc	1167	122,094.00
11/6/2020	610243	Comcast	1170	110.00
11/6/2020	610244	Comcast	1170	195.00
11/6/2020	610245	Comcast	1170	827.13
11/6/2020	610246	Michael Hugh Maycumber	1179	2,014.65
11/6/2020	610247	Washington State Dept of Corrections	1708	427.16
11/6/2020	610248	CCGS Holdings Corp	1511	1,954.84
11/6/2020	610249	Corporate Translation Services Inc	2158	3.29
11/6/2020	610250	Cummins Inc	1027	3,588.31
11/6/2020	610251	D-MCP CONSTRUCTION LLC	2536	112,836.58
11/6/2020	610252	Dell Marketing LP	1204	4.35
11/6/2020	610253	DeVries Business Records Management Inc	1766	116.00
11/6/2020	610254	Employee Advisory Council	1236	544.50
11/6/2020	610255	Edge Construction Supply Inc	1224	145.63
11/6/2020	610256	El Jay Oil Co Inc	1003	1,868.02
11/6/2020	610257	Wireless Investors LLC	2517	448.67
11/6/2020	610258	Robert S Letson	2206	5,474.33
11/6/2020	610259	Fastenal Company	1249	2,045.24
11/6/2020	610260	FedEx	1808	203.79
11/6/2020	610261	Galls LLC	1271	6,636.22
11/6/2020	610262	The General Store	1956	36.14
11/6/2020	610263	Gillig LLC	1279	8,239.92
11/6/2020	610264	Glass Doctor	1308	891.90
11/6/2020	610265	W.W. Grainger Inc	1285	2,284.66
11/6/2020	610266	Haskins Steel Co	1309	72.67
11/6/2020	610267	Humanix Corp	1329	2,552.68
11/6/2020	610268	International Ombudsman Association	2323	195.00
11/6/2020	610269	Jacobs Engineering Group Inc	2285	113,221.25
11/6/2020	610270	William Corp	1363	542.76
11/6/2020	610271	Kershaw's Inc	1374	92.68
11/6/2020	610272	Laird Plastics	1383	833.09
11/6/2020	610273	M & L Supply Co Inc	1413	73.19
11/6/2020	610274	Maintenance Solutions	1418	637.73
11/6/2020	610275	McGuire Bearing Company	1010	90.41
11/6/2020	610276	Mile-X Equipment, Inc	2556	13,598.00
11/6/2020	610277	Car Wash Partners Inc	1436	44.80
11/6/2020	610278	Mohawk Manufacturing & Supply Co	1011	306.36



<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/6/2020	610279	Motion Auto Supply Inc	1012	269.04
11/6/2020	610280	Motorola Solutions Inc	1448	814.94
11/6/2020	610281	Black Realty Management Inc	1658	17,545.17
11/6/2020	610282	Genuine Parts Company	1014	4,638.78
11/6/2020	610283	NAPA Auto Parts Inc	1014	14,559.63
11/6/2020	610284	NAPA PAINT STORE	1014	47.64
11/6/2020	610285	Legend Investments Inc	1454	46.83
11/6/2020	610286	Argosy Credit Partners Holdings LP	2006	220.72
11/6/2020	610287	The Aftermarket Parts Company LLC	1015	2,692.95
11/6/2020	610288	Northwest Fence Company Inc	1473	1,193.16
11/6/2020	610289	Tammy Lynne Glidewell	1282	1,887.90
11/6/2020	610290	Office Depot Inc	1483	849.63
11/6/2020	610291	Pacific Office Solutions	2288	2,230.21
11/6/2020	610292	Pacific Power Group LLC	1496	282.39
11/6/2020	610293	The Pape Group Inc	1860	124.93
11/6/2020	610294	Perception Plastics Inc	1883	2,117.02
11/6/2020	610295	Premiera Blue Cross	1521	309,036.26
11/6/2020	610296	Professional Finishes	1526	4,160.58
11/6/2020	610297	Pure Filtration Products Inc	1531	1,350.72
11/6/2020	610298	Romaine Electric Corporation	1548	1,928.52
11/6/2020	610299	S T A - Well	1557	389.50
11/6/2020	610300	Safety-Kleen Systems Inc	1564	200.00
11/6/2020	610301	SBA Towers II LLC	1569	2,149.33
11/6/2020	610302	Schindler Elevator Corporation	1930	221.77
11/6/2020	610303	Schindler Elevator Corporation	1930	763.32
11/6/2020	610304	Securitas Security Services USA Inc	1574	16,216.24
11/6/2020	610305	The Sherwin-Williams Co	1580	468.43
11/6/2020	610306	Six Robbles Inc	1017	1,218.62
11/6/2020	610307	Sound Logic Audio Inc	2558	262.50
11/6/2020	610308	Source Incorporated of Missouri	2074	759.04
11/6/2020	610309	Spokane House of Hose Inc	1605	2,561.02
11/6/2020	610310	Spray Center Electronics Inc	1619	915.48
11/6/2020	610311	Spokane Regional Transportation Council	1610	46,149.78
11/6/2020	610312	STA Operations	1556	108.31
11/6/2020	610313	Standard Digital Print Co Inc	1623	2,234.63
11/6/2020	610314	Staples Business Credit	1627	49.55
11/6/2020	610315	Solid Waste Systems Inc	2514	2,008.69
11/6/2020	610316	Tenant Sales & Service Company	1647	526.50
11/6/2020	610317	Trapeze Software Group	1669	32,730.99
11/6/2020	610318	United Way of Spokane County	1684	253.00
11/6/2020	610319	Verizon Wireless LLC	1686	1,562.92
11/6/2020	610320	US Bank National Association	1698	7,683.56
11/6/2020	610321	American Federation of State County 2 WA Council	1705	1,612.22
11/6/2020	610322	Walt's Mailing Service	1976	1,540.39
11/6/2020	610323	Walter E Nelson Co	1721	1,566.86
11/6/2020	610324	Wells Fargo Financial Leasing Inc	1735	1,283.95
11/6/2020	610325	Nova Verta USA	2368	3,072.03
11/6/2020	610326	Whites Boots Inc	1744	783.69
11/6/2020	610327	Whitley Fuel LLC	2016	56,259.39
11/13/2020	610328	Francis Avenue Hardware	2279	146.74
11/13/2020	610329	CBS Reporting Inc	1035	125.25
11/13/2020	610330	The ADT Security Corporation	2462	213.72
11/13/2020	610331	Alsco Inc	2196	146.92
11/13/2020	610332	Amazon Capital Services Inc	2098	1,680.62
11/13/2020	610333	Northwest Industrial Services LLC	1058	202.00
11/13/2020	610334	Amerigas 1790	1064	6.37
11/13/2020	610335	Avista Corporation	1081	47,927.94
11/13/2020	610336	Avista Utilities Contract	1081	19,422.44
11/13/2020	610337	Battery Systems Inc	1089	3,807.84
11/13/2020	610338	Cleland Investments	2038	20.69
11/13/2020	610339	Blanchard Auto Electric Co	1109	79.41
11/13/2020	610340	Calvary Spokane	1136	150.28
11/13/2020	610341	Camp Automotive Inc	1024	253.81
11/13/2020	610342	CDW-Government	1132	503.12
11/13/2020	610343	City of Cheney - Utility	1158	309.70
11/13/2020	610344	City of Medical Lake	1424	83.33
11/13/2020	610345	City of Spokane	1601	8,349.79
11/13/2020	610346	Columbia Ford Inc	1167	81,396.00
11/13/2020	610347	Consolidated Irrigation	1177	69.50
11/13/2020	610348	Washington State Dept of Corrections	1708	86.03
11/13/2020	610349	Creative Bus Sales Inc	1233	76.62

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/13/2020	610350	Cummins Inc	1027	12,500.64
11/13/2020	610351	DCT Controls Inc	1198	1,437.48
11/13/2020	610352	DeVries Business Records Management Inc	1766	130.00
11/13/2020	610353	Displays2go	2342	20.19
11/13/2020	610354	DLT Solutions LLC	2076	261.47
11/13/2020	610355	Downtown Spokane Development Association	1217	274.00
11/13/2020	610356	Energy Saving Products Inc	1238	310.15
11/13/2020	610357	Evergreen Safety Council	1248	3,009.31
11/13/2020	610358	Evergreen Safety Council	1248	20.00
11/13/2020	610359	Fastenal Company	1249	101.73
11/13/2020	610360	First Data Merchant Services Corporation	1257	2,211.04
11/13/2020	610361	First Transit Inc	2430	274,444.32
11/13/2020	610362	FP Mailing Solutions	1878	500.00
11/13/2020	610363	Freedman Seating Company	1827	1,826.63
11/13/2020	610364	Gillig LLC	1279	9,239.67
11/13/2020	610365	Glass Doctor	1308	188.77
11/13/2020	610366	W.W. Grainger Inc	1285	2,465.40
11/13/2020	610367	H & H Business Systems	1298	1,208.96
11/13/2020	610368	H W Lochner Inc	1405	30,569.60
11/13/2020	610369	HRA Veba Trust	1415	23,538.30
11/13/2020	610370	Humanix Corp	1329	1,127.36
11/13/2020	610371	Oil Price Information Service LLC	1346	150.28
11/13/2020	610372	IR Specialty Foam LLC	1345	356.75
11/13/2020	610373	IRS Environmental of WA Inc	2546	19,470.79
11/13/2020	610374	JaneK Corporation	1358	299.48
11/13/2020	610375	John A Dash & Associates Inc	1199	225.00
11/13/2020	610376	KEPRO	2258	1,101.82
11/13/2020	610377	Kershaw's Inc	1374	121.31
11/13/2020	610378	KREM	2559	8,030.77
11/13/2020	610379	KSKN Television Inc	2577	290.00
11/13/2020	610380	Liberty Lake Sewer and Water District	1396	374.48
11/13/2020	610381	Luminator Technology Group Inc	1009	522.72
11/13/2020	610382	Modern Electric Water Co Inc	1439	1,495.18
11/13/2020	610383	Mohawk Manufacturing & Supply Co	1011	1,578.34
11/13/2020	610384	MultiCare Health Systems	2453	3,163.00
11/13/2020	610385	Black Realty Management Inc	1658	14,169.20
11/13/2020	610386	Nanonation Inc	2554	39,929.48
11/13/2020	610387	Genuine Parts Company	1014	3,173.80
11/13/2020	610388	NAPA Auto Parts Inc	1014	150.87
11/13/2020	610389	National Color Graphics Inc	1455	432.80
11/13/2020	610390	The Aftermarket Parts Company LLC	1015	5,009.85
11/13/2020	610391	CSWW Inc	1102	318.87
11/13/2020	610392	Pacific Office Solutions	2288	1,165.78
11/13/2020	610393	Pacific Power Group LLC	1496	1,569.19
11/13/2020	610394	The Pape Group Inc	1860	17.35
11/13/2020	610395	People 2.0 Global LP	2472	5,148.12
11/13/2020	610396	Pocket Press LLC	1858	134.85
11/13/2020	610397	Professional Finishes	1526	3,990.51
11/13/2020	610398	Proterra Inc	2519	212,445.79
11/13/2020	610399	Pure Filtration Products Inc	1531	270.61
11/13/2020	610400	KXLY-FM	2318	1,480.00
11/13/2020	610401	92.9 ZZU	2318	1,480.00
11/13/2020	610402	RAM Meter Inc	2582	127.08
11/13/2020	610403	Multi Service Technology Solutions Inc	2146	212.89
11/13/2020	610404	Rehn & Associates	2395	180.00
11/13/2020	610405	Romaine Electric Corporation	1548	1,140.67
11/13/2020	610406	Safety-Kleen Systems Inc	1564	858.08
11/13/2020	610407	John Latta Associates Inc	1936	287.28
11/13/2020	610408	Securitas Security Services USA Inc	1574	28,330.40
11/13/2020	610409	Society For Human Resource Management	1555	219.00
11/13/2020	610410	SiteOne Landscape Supply LLC	2557	767.05
11/13/2020	610411	Six Robblees Inc	1017	80.13
11/13/2020	610412	Source Incorporated of Missouri	2074	759.04
11/13/2020	610413	Special Mobility Services	2122	4,000.91
11/13/2020	610414	Spokane Public Facilities District	1941	1,918.00
11/13/2020	610415	Spokane County Solid Waste	1603	97.44

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/13/2020	610416	Spokane County Treasurer	1603	1,442.30
11/13/2020	610417	Spokane Hardware Supply	1604	1,420.84
11/13/2020	610418	Sportworks Northwest Inc	1617	490.05
11/13/2020	610419	Thermo King Northwest	1650	390.98
11/13/2020	610420	Bobcat of Spokane	1650	74.66
11/13/2020	610421	Transit Solutions LLC	2440	564,694.42
11/13/2020	610422	Utilities Plus LLC	2488	1,617.00
11/13/2020	610423	Veracity Networks	2461	1,178.57
11/13/2020	610424	Washington State Dept of Labor and Industries	1208	62,139.12
11/13/2020	610425	Waste Management Spokane	1702	382.51
11/13/2020	610426	Wells Fargo Financial Leasing Inc	1735	670.83
11/13/2020	610427	Westmatic Corporation	1742	226.75
11/13/2020	610428	Whites Boots Inc	1744	654.58
11/13/2020	610429	Whitley Fuel LLC	2016	28,226.84
11/13/2020	610430	Whitworth Water District	1746	23.16
11/13/2020	610431	Wm. Winkler Company	1752	32,298.19
11/13/2020	610432	Washington Self-Insurers Association	1728	299.00
11/13/2020	610433	Washington State Transit Assoc	1715	100.00
11/20/2020	610434	CBS Reporting Inc	1035	266.50
11/20/2020	610435	AFSCME	1328	444.34
11/20/2020	610436	AFSCME	1328	130.00
11/20/2020	610437	Amazon Capital Services Inc	2098	3,884.91
11/20/2020	610438	Northwest Industrial Services LLC	1058	826.04
11/20/2020	610439	APS Inc	1841	153.55
11/20/2020	610440	Northwest Center Services	2271	3,667.07
11/20/2020	610441	Amalg Transit Union #1015	1055	18,132.76
11/20/2020	610442	Amalg Transit Union #1598	1056	781.62
11/20/2020	610443	Amalgamated Transit Union	1057	282.61
11/20/2020	610444	Appleway Chevrolet Inc	1068	98.00
11/20/2020	610445	Avista Corporation	1081	351.46
11/20/2020	610446	Bellingham Bay Running Company LLC	2300	544.50
11/20/2020	610447	BDI	1022	424.71
11/20/2020	610448	Daniel H Brunner Trustee	1124	2,866.13
11/20/2020	610449	California Department of Child Support Services	1130	189.69
11/20/2020	610450	Camp Automotive Inc	1024	313.63
11/20/2020	610451	Carquest Auto Parts	1025	374.24
11/20/2020	610452	CDW-Government	1132	113.26
11/20/2020	610453	QWEST Corporation	1148	215.96
11/20/2020	610454	Child Support Enforcement Agency	1825	392.30
11/20/2020	610455	Cobalt Truck Equipment	1161	5,989.50
11/20/2020	610456	Comcast	1170	149.56
11/20/2020	610457	Contrast Design Studio	2569	500.00
11/20/2020	610458	Copiers Northwest Inc	2429	253.44
11/20/2020	610459	Washington State Dept of Corrections	1708	86.03
11/20/2020	610460	Waterco of the Pacific North West Inc	2230	54.45
11/20/2020	610461	Cummins Inc	1027	13,531.00
11/20/2020	610462	The Whalley Glass Co	1028	1,950.00
11/20/2020	610463	Displays2go	2342	413.99
11/20/2020	610464	Employee Advisory Council	1236	545.50
11/20/2020	610465	Elevator Consulting Services Inc	2512	750.00
11/20/2020	610466	Fastenal Company	1249	2,030.06
11/20/2020	610467	FedEx	1808	97.80
11/20/2020	610468	Galls LLC	1271	186.96
11/20/2020	610469	Gard Communications Inc	1272	831.00
11/20/2020	610470	The General Store	1956	235.20
11/20/2020	610471	Gibson's Nursery & Landscape Supply Inc	1278	251.01
11/20/2020	610472	Gillig LLC	1279	4,892.22
11/20/2020	610473	H & H Business Systems	1298	910.76
11/20/2020	610474	Haskins Steel Co	1309	36.17
11/20/2020	610475	Hogan Mfg Inc	1008	179.64
11/20/2020	610476	Jacobs Engineering Group Inc	2285	46,679.69
11/20/2020	610477	Kershaw's Inc	1374	1,021.70
11/20/2020	610478	KHQ - Spokane	2575	8,245.00
11/20/2020	610479	L&E Park LLC	2391	3,862.50
11/20/2020	610480	Loomis Armored US LLC	1408	4,140.85
11/20/2020	610481	Michael Boodel	1804	330.00
11/20/2020	610482	Michelin North America Inc	2325	44,206.29
11/20/2020	610483	Mohawk Manufacturing & Supply Co	1011	601.44
11/20/2020	610484	Motion Auto Supply Inc	1012	240.79
11/20/2020	610485	Mouser Electronics Inc	1449	41.87

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/20/2020	610486	Black Realty Management Inc	1658	10,815.55
11/20/2020	610487	Genuine Parts Company	1014	5,585.67
11/20/2020	610488	NAPA Auto Parts Inc	1014	8,476.84
11/20/2020	610489	Argosy Credit Partners Holdings LP	2006	285.30
11/20/2020	610490	The Aftermarket Parts Company LLC	1015	1,951.81
11/20/2020	610491	Office Depot Inc	1483	1,293.60
11/20/2020	610492	Pacific Office Solutions	2288	3,205.15
11/20/2020	610493	Pacific Power Group LLC	1496	1,740.56
11/20/2020	610494	S T A - Well	1557	389.50
11/20/2020	610495	Jeffrey S Sears	1573	230.87
11/20/2020	610496	Securitas Security Services USA Inc	1574	31,809.69
11/20/2020	610497	Six Robbles Inc	1017	39.66
11/20/2020	610498	Spokane County Treasurer	1603	155.42
11/20/2020	610499	Spokane County Commute Smart Northwest	1603	500.00
11/20/2020	610500	Spokane House of Hose Inc	1605	1,042.49
11/20/2020	610501	Standard Digital Print Co Inc	1623	400.01
11/20/2020	610502	Summit Law Group PLLC	1637	1,764.00
11/20/2020	610503	Terminal Supply Inc	1648	432.88
11/20/2020	610504	Trans Machine Corporation	1019	227.00
11/20/2020	610505	TransitNews.net	1664	599.94
11/20/2020	610506	Trapeze Software Group	1669	37,680.49
11/20/2020	610507	United Way of Spokane County	1684	253.00
11/20/2020	610508	Jeffrey Oien	2155	914.70
11/20/2020	610509	Caracal Enterprises LLC	2419	5.70
11/20/2020	610510	American Federation of State County 2 WA Council	1705	1,610.66
11/20/2020	610511	Walter E Nelson Co	1721	2,803.63
11/20/2020	610512	Wells Fargo Financial Leasing Inc	1735	1,290.01
11/20/2020	610513	Wendle Motors Incorporated	1021	1,095.98
11/20/2020	610514	Whitley Fuel LLC	2016	53,928.45
11/20/2020	610515	Wilbur Ellis Company	1747	153.82
11/27/2020	610516	Access	2340	566.69
11/27/2020	610517	Ash & Rowan Hardware LLC	2278	20.45
11/27/2020	610518	Francis Avenue Hardware	2279	40.50
11/27/2020	610519	Jant Group II	2263	47.02
11/27/2020	610520	South Hill Ace Hardware	2263	16.28
11/27/2020	610521	Alsco Inc	2196	7,333.46
11/27/2020	610522	Amazon Capital Services Inc	2098	1,181.20
11/27/2020	610523	Steven W Niles Jr	2276	182.95
11/27/2020	610524	Northwest Industrial Services LLC	1058	120.00
11/27/2020	610525	Northwest Center Services	2271	25,930.91
11/27/2020	610526	Associated Credit Service Inc	1882	480.15
11/27/2020	610527	Avista Corporation	1081	3,123.90
11/27/2020	610528	Battery Systems Inc	1089	816.10
11/27/2020	610529	Battery Systems Inc	1089	4,668.22
11/27/2020	610530	Cleland Investments	2038	41.38
11/27/2020	610531	Robert J Berg	1099	261.36
11/27/2020	610532	Canon Financial Services Inc	1154	94.33
11/27/2020	610533	Catholic Charities of Spokane	2418	2,626.40
11/27/2020	610534	Consolidated Electrical Distributors Inc	1133	217.80
11/27/2020	610535	QWEST Corporation	1148	436.70
11/27/2020	610536	City of Spokane	1601	2,314.07
11/27/2020	610537	City of Spokane	1601	664.68
11/27/2020	610538	Spokane Regional Clean Air Agency	1602	8,200.00
11/27/2020	610539	Comcast	1170	149.56
11/27/2020	610540	CompuNet Inc	1166	23,846.83
11/27/2020	610541	Conseal Containers LLC	1176	347.40
11/27/2020	610542	Creative Bus Sales Inc	1233	73.82
11/27/2020	610543	Cummins Inc	1027	3,447.89
11/27/2020	610544	DLT Solutions LLC	2076	261.47
11/27/2020	610545	Edge Construction Supply Inc	1224	395.31
11/27/2020	610546	Electronic Data Magnetics Inc	1225	3,548.50
11/27/2020	610547	Electrical Service Products Inc	1230	358.22
11/27/2020	610548	Fastenal Company	1249	1,549.81
11/27/2020	610549	Ferguson Enterprises Inc	1252	654.39
11/27/2020	610550	The Fig Tree	2465	165.00
11/27/2020	610551	Galls Parent Holdings LLC	1271	447.01
11/27/2020	610552	Galls LLC	1271	3,095.66
11/27/2020	610553	Gillig LLC	1279	8,708.68
11/27/2020	610554	Glass Doctor	1308	516.37
11/27/2020	610555	W.W. Grainger Inc	1285	1,502.17
11/27/2020	610556	Greenburo	1290	21.78
11/27/2020	610557	Gruber Technical Inc	2127	38,159.65

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/27/2020	610558	H & H Business Systems	1298	280.51
11/27/2020	610559	Horizon	1321	571.07
11/27/2020	610560	Hotsy of Spokane LLC	2370	299.48
11/27/2020	610561	Humanix Corp	1329	3,688.26
11/27/2020	610562	William Corp	1363	710.75
11/27/2020	610563	KEPRO	2258	1,105.38
11/27/2020	610564	Kershaw's Inc	1374	59.42
11/27/2020	610565	Kirk's Automotive Inc	1007	218.00
11/27/2020	610566	krem.com	2559	6.40
11/27/2020	610567	Les Schwab Tire Centers of Washington Inc	1393	922.46
11/27/2020	610568	McAloon Law PLLC	2178	16,867.47
11/27/2020	610569	Car Wash Partners Inc	1436	24.97
11/27/2020	610570	Modern Construction	1438	12,186.64
11/27/2020	610571	Mohawk Manufacturing & Supply Co	1011	408.52
11/27/2020	610572	Motorola Solutions Inc	1448	219,587.05
11/27/2020	610573	Black Realty Management Inc	1658	5,616.80
11/27/2020	610574	Genuine Parts Company	1014	692.35
11/27/2020	610575	NAPA Auto Parts Inc	1014	882.68
11/27/2020	610576	Argosy Credit Partners Holdings LP	2006	31,080.06
11/27/2020	610577	The Aftermarket Parts Company LLC	1015	5,698.72
11/27/2020	610578	CSWW Inc	1102	167.54
11/27/2020	610579	North 40 Outfitters	1102	144.27
11/27/2020	610580	Office Depot Inc	1483	539.00
11/27/2020	610581	Pacific Office Solutions	2288	1,547.33
11/27/2020	610582	Parr Lumber	2299	220.76
11/27/2020	610583	People 2.0 Global LP	2472	3,635.87
11/27/2020	610584	Professional Finishes	1526	5,938.41
11/27/2020	610585	Multi Service Technology Solutions Inc	2146	199.00
11/27/2020	610586	Romaine Electric Corporation	1548	1,143.65
11/27/2020	610587	John Latta Associates Inc	1936	162.43
11/27/2020	610588	Senske Lawn & Tree Care Inc	2194	107.81
11/27/2020	610589	Spokane Art Supply Inc	1599	99.06
11/27/2020	610590	Spokane County Environmental Services	1603	368.63
11/27/2020	610591	Spokane Hardware Supply	1604	361.43
11/27/2020	610592	Spokane House of Hose Inc	1605	582.27
11/27/2020	610593	Spokane Pump Inc	1609	291.53
11/27/2020	610594	Spokane Regional Health District	1611	1,071.67
11/27/2020	610595	The Spokesman Review	1616	1,543.18
11/27/2020	610596	Spray Center Electronics Inc	1619	1,681.07
11/27/2020	610597	Stoneway Electric Supply Co	1633	476.92
11/27/2020	610598	Summit Rehabilitation Associates PLLC	1638	456.40
11/27/2020	610599	Tolar Manufacturing Company, Inc.	2065	3,382.00
11/27/2020	610600	Trans Machine Corporation	1019	40.00
11/27/2020	610601	U S Postal Service	1680	500.00
11/27/2020	610602	Verizon Wireless LLC	1686	2,514.73
11/27/2020	610603	Walter E Nelson Co	1721	1,024.43
11/27/2020	610604	Wendle Motors Incorporated	1021	20.95
11/27/2020	610605	Whites Boots Inc	1744	646.65
11/27/2020	610606	Whitley Fuel LLC	2016	45,763.20
TOTAL NOVEMBER ACCOUNTS PAYABLE				3,499,529.25
11/1/2020-11/30/2020	ACH	WORKER'S COMPENSATION	2286	78,921.74
TOTAL NOVEMBER WORKER'S COMPENSATION DISBURSEMENTS				78,921.74
11/6/2020	727216-727239	PAYROLL AND TAXES PR 23,2020	VARIES	1,340,240.17
11/20/2020	727240-727268	PAYROLL AND TAXES PR 24,2020	VARIES	1,933,234.13
TOTAL NOVEMBER PAYROLL AND TAXES				3,273,474.30
11/25/2020	ACH	WA STATE - DOR (USE TAX)	1767	29,008.85
TOTAL NOVEMBER EXCISE TAX DISBURSEMENT				29,008.85
TOTAL NOVEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				6,880,934.14
TOTAL NOVEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL NOVEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				6,880,934.14

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

December 17, 2020

**AGENDA ITEM 4C:** CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENT

**REFERRAL COMMITTEE:** Planning and Development (*Grover*)

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

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**SUMMARY:** On November 4, 2020 the Committee approved motions to recommend the board authorize the CEO to execute project orders under the Master Design and Construction Agreement with the City of Spokane for City Line stations, eastbound bus stations on Riverside Avenue and intersection improvements (as funding allows). Additionally, a recommendation was made to reallocate \$600,000 in local funds for the eastbound bus stations. (Further guidance from STA's legal counsel determined that the reallocation of funds does not require Committee or Board action because the funds are already part of the approved overall capital budget.)

After further discussion with City of Spokane staff, it has been determined that the three westbound City Line stations on Riverside Ave will be designed, bid, and constructed by STA in 2021 in coordination with the City's resurfacing project. Therefore, no project order requiring board approval will be needed for these improvements.

STA will still need to execute a Project Order with the City of Spokane for the eastbound bus stations. These eastbound bus stations will be built in 2022 as part of the City of Spokane's project to resurface Riverside Ave as well as perform utility work and install ADA sidewalk ramps. Staff made a brief presentation on the scope of this work at the December Planning and Development Committee meeting and sought rescission of the previous motions approved by the Committee and replace with a single motion geared toward the eastbound bus stops and intersection improvements.

**RECOMMENDATION TO COMMITTEE:** Rescind the motions approved by the Committee on November 4, 2020, related to Riverside Avenue and recommend the STA Board of Directors approve a motion authorizing the CEO to execute a project order under Master Design and Construction Agreement 2018-10267 for the purpose of "Eastbound Bus Stop and Intersection Improvements – Riverside Avenue," with a not-to-exceed value of \$600,000.

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

**RECOMMENDATION TO BOARD:** Approve a motion authorizing the CEO to execute a project order under Master Design and Construction Agreement 2018-10267 for the purpose of "Eastbound Bus Stop and Intersection Improvements – Riverside Avenue," with a not-to-exceed value of \$600,000.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

December 17, 2020

**AGENDA ITEM 4D:** 2021 PERFORMANCE MEASURES

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations (*Kerns*)

**SUBMITTED BY:** Fred Nelson, Chief Operations Officer

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**SUMMARY:** The attached Staff Report presents the 2021 update to STA's key operational Performance Measures. As in the past, each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. These goals are aspirational in that staff set a high bar, which represents excellent performance.

The report lists STA's proposed 2021 Performance Measures with annotations comparing each measure with what was adopted for 2020 and the status as of the end of 3<sup>rd</sup> Quarter. Items printed in green are new measures or updates for 2021.

Staff will provide more complete review of how STA performed against each 2020 measure in March when financial data for the year has been finalized. Specific changes to current 2020 Performance Measures include:

- The Ridership goals reflect the goals set forth in the Annual Strategic Plan.
  - Fixed Route: 37.9% recovery from 2020 ridership (approximately 8.1M trips)
  - Paratransit: 15.0% recovery from 2020 ridership (approximately 234K trips)
  - Vanpool: 68.5% recovery from 2020 ridership (approximately 155K trips)
- Service Effectiveness goals have been revised to reflect reduced loads (social distancing protocols).
  - Fixed Route: 20 or above passengers per revenue hour (system wide average)
  - Paratransit: 2.1 or above passengers per revenue hour (system wide average)
- The Cost Recovery from User Fees goal for Vanpool was modified with the introduction of the flat fare program.
  - Vanpool: 85% of Operational/Administrative costs recovered by fare revenue
- Maintenance Cost goals are calculated based on historical spending and projected miles.
  - Fixed Route: \$1.30 (or less) per mile
  - Paratransit: \$1.27 (or less) per mile

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the 2021 Performance Measures as presented.

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

**RECOMMENDATION TO THE BOARD:** Approve, by motion, the 2021 Performance Measures.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY**

Annotated copy to show comparison to 2020

**Staff Report**

**Approved:** STA Board Meeting of *TBD*

**SUBJECT:** 2021 PERFORMANCE MEASURES

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**MISSION**

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

**OUR VISION**

- STA aspires to be a source of pride for the region.

**PRIORITIES AND OBJECTIVES**

**1. Safety**

Emphasize safety of our customers and employees in all aspects of our operations

**2. Earn and Retain the Community's Trust**

Engender trust and accountability and satisfy and exceed the expectations of citizens, customers, and employees; increase ridership; operate an efficient, cost-effective operation; maintain tight control of operational, administrative, and capital expenditures of public resources; provide service that is responsive and tailored to the area's needs.

**3. Provide Excellent Customer Service**

Provide consistently high-quality service to customers at every interaction with Spokane Transit; be rated by customers, the community, and employees as providing excellent customer service as measured annually in surveys.

**4. Enable Organizational Success**

Have a well-trained and highly productive workforce; promote healthy dialogue on important issues; reduce employee injuries.

**5. Exemplify Financial Stewardship**

Operate an efficient, cost-effective operation; maintain tight control of operational, administrative, and capital expenditures of public resources; establish reasonable, user-based revenue targets; plan for future operational and capital needs



**PERFORMANCE MEASURES****1. ENSURE SAFETY**

Emphasize safety of our customers and employees in all aspects of our operations.

**Performance Measures**

- **Accident Rate**

Fixed Route

Measurement – (1 measure) Preventable accidents

Goal - 0.08 (or less) per 10,000 miles

Measured - Quarterly

No change from 2020 Goal

2020 Actual: 0.07 Q3 YTD

Paratransit

Measurement – (1 measure) Preventable accidents

Goal - 0.10 (or less) per 10,000 miles

Measured - Quarterly

No change from 2020 Goal

2020 Actual: 0.04 Q3 YTD

- **Injury Rate (Employee Days Lost)**

Fixed Route

Measurement – Workdays lost due to injury

Goal – 0.02 (or less) per 1,000 employee hours

Measured - Quarterly

No change from 2020 Goal

2020 Actual: 0.03 Q3 YTD

Paratransit

Measurement – Workers Comp Lost Days

Goal – 0.04 (or less) per 1,000 employee hours

Measured – Quarterly

No change from 2020 Goal

2020 Actual: 0.05 Q3 YTD

Maintenance

Measurement – Workers Comp Lost Days

Goal – 0.05 (or less) per 1,000 employee hours

Measured - Quarterly

No change from 2020 Goal

2020 Actual: 0.03 Q3 YTD

- **Injury Rate (Employee Claims)**

Fixed Route

Measurement – Claims per 1,000 hours

Goal – 0.05 claims (or less) per 1,000 hours

Measured – Quarterly

No change from 2020 Goal

2020 Actual: 0.04 Q3 YTD

Paratransit

Measurement – Claims per 1,000 hours

Goal – 0.08 (or less) claims per 1,000 hours

Measured - Quarterly

No change from 2020 Goal

2020 Actual: 0.06 Q3 YTD

Maintenance

Measurement – Claims per 1,000 hours

Goal – 0.09 (or less) claims per 1,000 hours

Measured - Quarterly

No change from 2020 goal

2020 Actual: 0.10 Q3 YTD

2. **EARN AND RETAIN THE COMMUNITY'S TRUST**

**Engender trust and accountability and satisfy and exceed the expectations of citizens, customers, and employees; increase ridership; provide service that is responsive and tailored to the area's needs.**

**Performance Measures**

• **Ridership**

Fixed Route

Measurement – Number of unlinked trips

2020 Goal – 5.0% increase from 2019

2021 Goal – 39.7% increase from 2020 (approximately 8.1 million trips)

Measured – Monthly

2020 Actual: 37.8% decrease Q3 YTD

Paratransit

Measurement – Number of unlinked trips

2020 Goal – 1.5% increase from 2019

2021 Goal – 15.0% increase from 2020 (approximately 234,000 trips)

Measured – Monthly

2020 Actual: 50.6% decrease Q3 YTD

Vanpool

Measurement – Number of unlinked trips

2020 Goal – 1.0% increase from 2019

2021 Goal – 68.5% increase from 2020 (approximately 155,000 trips)

Measured – Monthly

2020 Actual: 37.8% decrease Q3 YTD

- 66 vans total
  - 24 operating with 5 or more
  - 37 operating with less than 5
  - 5 on hold

• **Service Effectiveness**

Fixed Route

Measurement – Passengers per revenue hour

2020 Goal – 25 or above system wide average

2021 Goal – 20 or above system wide average

Measured – Quarterly

2020 Actual: 13.89 Q3 YTD

Paratransit

Measurement – Passengers per revenue hour

2020 Goal – 2.8 or above

2021 Goal – 2.1 or above

Measured – Quarterly

2020 Actual: 1.98 Q3 YTD

- **Customer Security**

Fixed Route

Measurement – Response to two questions on annual survey: Customer assessment of personal safety & drivers' driving safe

Goal – 4.5 (or above) average

Measured – Annually

No change from 2020 goal

4.1 & 4.3 from last survey in 2019

Paratransit

Measurement – Response to two questions on annual survey: Customer assessment of personal safety & drivers driving safe

Goal – 4.5 (or above) average

Measured – Annually

No change from 2020 goal

4.8 & 4.8 from last survey in 2018 (2020 survey delayed due to COVID)

- **Public Outreach**

Agency Wide

Measurement – Response to question on annual community survey: STA does a good job listening to the public.

Goal – 4.5 (or above) average

Measured – Annually

No change from 2020 goal

3.67 from last survey in 2020

- **Fixed Route Ease of Use (not included in slide deck)**

Agency Wide

Measurement – % of urbanized population with basic bus service within ½ mile walk

2020 Goal – 80%

Measured – Annually

No change from 2020 goal

Measurement – % of Fixed Route Passenger boardings occurring at locations where passenger shelter is provided

2020 Goal – 60%

Measured – Annually

Measurement – % of Population within area within ½ mile 15 minute frequency (minimum 12 hours per weekday)

Goal – +4% basis point increase from 2016 baseline

Measured – Annually

### 3. **PROVIDE EXCELLENT CUSTOMER SERVICE**

**Provide consistently high-quality service to customers at every interaction with Spokane Transit; be rated by customers, the community, and employees as providing excellent customer service as measured annually in surveys.**

#### **Performance Measures**

- **On Time Performance**

##### Fixed Route

Measurement – 0 to 5 minutes from scheduled time point

Goal – 93% on time

Measured – Monthly

No change from 2020 goal

2020 Actual: 96.0% Q3 YTD

##### Paratransit

Measurement – 0 to 30 minutes from scheduled pick up time

Goal – 93% on time

Measured – Monthly

No change from 2020 goal

2020 Actual: 97.0% Q3 YTD

- **Call Center**

##### Fixed Route Customer Service Abandon Rate

Measurement – Percent of calls abandoned in comparison to the total call volume

Goal – 4% or below

Measured – Monthly

No change from 2020 goal

2020 Actual: 6.9% Q3 YTD

##### Paratransit Reservationists Abandon Rate

Measurement – Percent of calls abandoned in comparison to the total call volume

Goal – 4% or below

Measured – Monthly

No change from 2020 goal

2020 Actual: 2.0% Q3 YTD

##### Fixed Route (Customer Service) Service Level

Measurement – The percent of time calls are answered within the goal period

Goal – 90%/60 seconds

Measured – Monthly

No change from 2020 goal

2020 Actual: 90% Q3 YTD

##### Paratransit Reservationists Service Level

Measurement – The percent of time calls are answered within the goal period

Goal – 90%/60 seconds

Measured – Monthly

No change from 2020 goal

2020 Actual: 91% 3Q YTD

- **Professionalism and Courtesy**

- Fixed Route

- Measurement – Quality Counts survey response to: “Operator professional and courteous throughout the trip”

- Goal – 4.5 (or above) average on a scale of 1 to 5

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 4.93 Q3 YTD (QC! Program suspended March – October due to COVID)

- Paratransit

- Measurement – Quality Counts survey response to: “Operator professional and courteous throughout the trip”

- Goal – 4.5 (or above) average on a scale of 1 to 5

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 4.76 Q3 YTD (QC! Program suspended March – October due to COVID)

- Administration/Customer Service/Paratransit Reservations/Security

- Measurement – Quality Counts survey response to: “Employee was professional and courteous throughout the call/interaction”

- Goal – 4.5 (or above) average on a scale of 1 to 5

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 4.82 Q3 YTD (QC! Program suspended March – October due to COVID)

- **Driver Announcements / Introduction**

- Fixed Route

- Measurement – Quality Counts survey response to: “Published stops are announced”

- 2020 Goal – 95% (or above) average on Quality Counts surveys

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 98.8% Q3 YTD (QC! Program suspended March – October due to COVID)

- Paratransit

- Measurement – Quality Counts survey response to: “Operator identifying himself/herself at pick-up”

- Goal – 90% (or above) average on Quality Counts surveys

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 86.8% Q3 YTD (QC! Program suspended March – October due to COVID)

- **Cleanliness of coach / van**

- Fixed Route

- Measurement – Response to Quality Counts survey

- Goal – 90% (or above) average on Quality Counts surveys

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 98.8% Q3 YTD (QC! Program suspended March – October due to COVID)

- Paratransit

- Measurement – Response to Quality Counts survey

- Goal – 90% (or above) on Quality Counts surveys

- Measured – Monthly

- No change from 2020 goal

- 2020 Actual: 98.6% Q3 YTD (QC! Program suspended March – October due to COVID)

- **Complaint Rate**

Fixed Route

Measurement – Number of complaints received

2020 Goal – 8 complaints (or less) per 100,000 boardings

Measured – Monthly

No change from 2020 goal

2020 Actual Total Complaints: 17.4 Q3 YTD

Paratransit

Measurement – Number of complaints received

2020 Goal – 8 complaints (or less) per 10,000 boardings

Measured – Monthly

No change from 2020 goal

2020 Actual Total Complaints: 6.2 Q3 YTD

- **Maintenance Reliability**

Fixed Route

Measurement – Number of Road Calls

Goal – Less than 1 per 7,500 miles

Measured - Monthly

No change from 2020 goal

2020 Actual: 7,105 Q3 YTD

Paratransit

Measurement – Number of Road Calls

Goal – Less than 1 per 75,000 miles

Measured – Monthly

No change from 2020 goal

2020 Actual: 67,736 Q3 YTD

#### 4. **ENABLE ORGANIZATIONAL SUCCESS**

Have a well-trained and highly productive workforce; promote healthy dialogue on important issues.

Have an active and engaged Board of Directors.

**Performance Measures**

- **Training Rate (Employee)**

Fixed Route

Measurement – Complete Advanced Operator Training

Goal – 8 hours per Operator annually

Measured – Quarterly

No change from 2020 goal

Paratransit

Measurement – Complete Advanced Operator Training

Goal – 8 hours per Operator annually

Measured – Quarterly

No change from 2020 goal

Maintenance

Measurement – 4 major component training events + variety of general professional classes

Goal – Invest average of 25 hours per maintenance employee per year

Measured - Annually

No change from 2020 goal

Managers/Supervisors/Administrative

Measurement – Scheduled Professional Development Class

Goal – 100% of population receive either on-site or off-site training event per year

Measured – Annually

No change from 2020 goal

- **Annual Employee Feedback**

Fixed Route

Measurement – Supervisor conducts formal ride check/ride along

Goal – 100% of operators receive a successful evaluation on a ride check/ride along annually

Measured - Quarterly

No change from 2020 goal

Paratransit

Measurement – Supervisor conducts formal ride check/ride along

Goal – 100% of operators receive a successful evaluation on a ride check/ride along annually

Measured - Quarterly

No change from 2020 goal

- **Governance**

Board Development

Measurement – Attendance at a transit-related conference/training event

Goal – Two Board members attend annually

Measured – Annually

No change from 2020 goal

5. **EXEMPLIFY FINANCIAL STEWARDSHIP**

**Operate an efficient, cost-effective operation; maintain tight control of operational, administrative, and capital expenditures of public resources; establish reasonable, user-based revenue targets; plan for future operational and capital needs.**

**Performance Measures**

- **Cost Efficiency**

Fixed Route

Measurement – Cost per Revenue Hour

Goal – below 95% of average cost of urban systems in Washington State

Measured – Quarterly

No change from 2020 goal

2020 Actual: 80.3% Q3 YTD

Paratransit

Measurement – Cost per Revenue Hour

Goal – below 95% of average cost of urban systems in Washington State

Measured – Quarterly

No change from 2020 goal

2020 Actual: 82.0 Q3 YTD

- **Cost Effectiveness**

- Fixed Route

- Measurement – Cost per Passenger

- Goal – below 95% of average cost of urban systems in Washington State

- Measured – Quarterly

- No change from 2020 goal

- 2020 Actual: 78.3% Q3 YTD

- Paratransit

- Measurement – Cost per Passenger

- Goal – below 95% of average cost of urban systems in Washington State

- Measured – Quarterly

- No change from 2020 goal

- 2020 Actual: 78.3% Q3 YTD

- Park and Ride Performance (not included in slide deck)

- Measurement – # of Park and Ride Lots performing to targeted utilization rates

- Goal – 7 of 13

- Measured – Annually

- **Cost Recovery from User Fees**

- Fixed Route

- Measurement – Farebox Return

- Goal – at least 20%

- Measured – Quarterly

- No change from 2020 goal

- 2020 Actual: 7.8% Q3 YTD

- Paratransit

- Measurement – Farebox Return

- Goal – at least 5%

- Measured – Quarterly

- No change from 2020 goal

- 2020 Actual: 2.2% Q3 YTD

- Vanpool

- Measurement – Fare revenue compared to Operational and Administrative expenses (not including Special Use Vanpool)

- 2020 Goal – 100%

- 2021 Goal – 85%

- Measured – Quarterly

- 2020 Actual: 33.2% Q2 YTD

- **Maintenance Cost**

- Fixed Route

- Measurement – Cost per total mile by fleet

- 2020 Goal - \$1.28 (or less) per mile

- 2021 Goal - \$1.30 (or less) per mile

- Measured - Quarterly

- 2020 Actual: \$1.28 Q3 YTD



Paratransit/Vanpool

Measurement – Cost per total mile

2020 Goal - \$1.02 (or less) per mile

2021 Goal - \$1.27 (or less) per mile

Measured – Quarterly

2020 Actual: \$1.20 Q3 YTD

- **Financial Capacity**

Financial Management

Measurement – Adherence to approved Operating Budget

Goal – Operate at or below budgeted expenditures

Measured – Quarterly

No change from 2020 goal

Service Level Stability

Measurement – Number of years current service level can be sustained

Goal – 6 years

Measured – Annually

No change from 2020 goal

Ability to Sustain Essential Capital Investments

Measurement – Fully funded Capital Improvement Plan

Goal – 6 years

Measured – Annually

No change from 2020 goal

Public Perception

Measurement – Answer to question on annual community survey: STA is financially responsible

Goal – 4.5 (or above) on a scale of 1 to 5

Measured – Annually

No change from 2020 goal

3.74 from last survey in 2019

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 4E :** 2021 BOARD AND COMMITTEE MEETING CALENDAR

**REFERRAL COMMITTEE:** Board Operations (*French*)

**SUBMITTED BY:** Dana Infalt, Clerk of the Authority

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**SUMMARY:** Attached is a proposed schedule for 2021 Board and Committee meeting dates. The STA Board meetings will be held on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue, 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 the Spokane Transit Southside Conference Room, 1230 West Boone Avenue, 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 the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, 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.

**APRIL**

Since April begins on a Thursday, Committee meetings are one week earlier than usual. The P&D and PMER committees will meet on March 31, 2021, and the Board Operations Committee will meet on April 7, 2021.

**JULY**

Since July begins on a Thursday, Committee meetings are one week earlier than usual. The P&D and PMER committees will meet on June 30, 2021, and the Board Operations Committee will meet on July 7, 2021.

**AUGUST:**

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

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the 2021 Board and Committee meeting calendar and forward to the Board consent agenda.

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

**RECOMMENDATION TO BOARD:** Approve the 2021 Board and Committee meeting calendar as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

## SPOKANE TRANSIT AUTHORITY

### 2021 BOARD & COMMITTEE MEETING SCHEDULE

Meetings will be held at Spokane Transit or Via Webex

<b>Board of Directors</b> <b>(Third Thursday) 1:30pm-3:30pm</b>	<b>Planning &amp; Development Committee</b> <b>(First Wednesday) 10:00am-11:30am</b>
January 21	<i>January – No meeting scheduled</i>
February 18	February 3
March 18	March 3
April 15	March 31 ( <i>April Meeting</i> )
May 20	May 5
June 17	June 2
July 15	June 30 ( <i>July Meeting</i> )
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 16	September 1
October 21	October 6
November 18	November 3
December 16	December 1
<b>Board Operations Committee</b> <b>(Second Wednesday) 1:30pm-3:00pm</b>	<b>Performance Monitoring &amp; External Relations</b> <b>(First Wednesday) 1:30pm-3:00pm</b>
January 13	<i>January – No meeting scheduled</i>
February 10	February 3
March 10	March 3
April 7 ( <i>1<sup>st</sup> Wednesday</i> )	March 31 ( <i>April Meeting</i> )
May 12	May 5
June 9	June 2
July 7 ( <i>1<sup>st</sup> Wednesday</i> )	June 30 ( <i>July Meeting</i> )
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 8	September 1
October 13	October 6
November 10	November 3
December 8	December 1
<b>2021 Board Strategic Planning &amp; Budget Workshop</b> <b>Wednesday, June 30, 2021</b> 11:30 am – 1:30 pm	

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

December 17, 2020

**AGENDA ITEM** **4F** : PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

**REFERRAL COMMITTEE:** Board Operations (*French*)

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

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**SUMMARY:** The Federal Transit Administration (FTA) requires all public transportation systems that receive financial assistance from the FTA to develop and implement an Agency Safety Plan. This is a new FTA regulation with an original compliance date of July 20, 2020. Due to the pandemic, FTA extended the date to December 31, 2020. The Agency Safety Plan must be signed by the Chief Executive Officer, approved by STA Board, and reviewed annually. The premise of the ASP requirement is to document processes used to identify and mitigate hazards posed to the public, employees, and property.

Spokane Transit's ASP was vetted through the FTA Public Transportation Agency Safety Plan Technical Assistance Center to ensure all requirements were addressed in the Plan.

The STA Agency Safety Plan contains key safety management components addressing:

- **Safety Management Policy**
  - ❖ Policy Statement
  - ❖ Safety Goals
  - ❖ Designate an Accountable Executive and Chief Safety Officer
  - ❖ Assigns accountabilities and responsibilities to management and employees
- **Safety Risk Management**
  - ❖ Document processes and activities to better identify hazards and evaluate risk
  - ❖ Institute mitigation to control/minimize the consequences of the safety risk(s)
  - ❖ Apply to operational activities, system expansions, and state of good repair activities
- **Safety Assurance**
  - ❖ Methods to evaluate and measure the effectiveness and implemented risk control/mitigation measures and strategies
  - ❖ Helps assure STA meets or exceeds its safety goals
- **Safety Promotion**
  - ❖ Employee Training
  - ❖ Customer Instruction and Notices
  - ❖ Communication (Internally and Externally)

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve the Spokane Transit Authority Public Transportation Agency Safety Plan and forward to the Board consent agenda.

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

**RECOMMENDATION TO THE BOARD:** Approve the Spokane Transit Authority Public Transportation Agency Safety Plan as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

# Spokane Transit

## Public Transportation Agency Safety Plan

### 1. Transit Agency Information

<b>Transit Agency Name</b>	Spokane Transit Authority		
<b>Transit Agency Address</b>	1230 W. Boone Avenue, Spokane, Washington 99201		
<b>Name and Title of Accountable Executive</b>	E. Susan Meyer Chief Executive Officer		
<b>Name of Chief Safety Officer or SMS Executive</b>	Mike Toole Chief Safety Officer		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Paratransit Vanpool	<b>List All FTA Funding Types</b>	5307, 5310, 5339
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route - Direct Paratransit – Direct & Contracted Vanpool - Direct		

<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	
<b>Name and Address of Transit Agency or Entity for Which Service Is Provided</b>	Not Applicable			

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Spokane Transit Authority	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	STA Board Chairperson	December 17, 2020
	<b>Relevant Documentation (title and location)</b>	
	Annual PTASP Approval Board Agenda Item/Minutes	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	E. Susan Meyer, Chief Executive Officer	January 2021
	<b>Relevant Documentation (title and location)</b>	
	Annual Certifications and Assurances	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version #</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
Version 1	All	Establish Plan	December 2020

<b>Annual Review and Update of the Public Transportation Agency Safety Plan</b>
<p>At a minimum, the plan will be reviewed annually by the Chief Safety Officer and in April be forwarded to the Operations management team for review and input from front line supervisors and leads; recommended changes and updates are delivered to Chief Executive Officer and Board in July of each year for final approval. Other plan review triggers include:</p> <ul style="list-style-type: none"> <li>• Mitigating a safety deficiency is ineffective as shown through safety data collection (e.g., KPI's &amp; SPT's).</li> <li>• Significant changes in service delivery.</li> <li>• Introduction of new processes that may impact safety; and,</li> <li>• Significant changes in our organization structure.</li> </ul>

### 3. Safety Management Policy

#### 3.1 Safety Management Policy Statement

Spokane Transit recognizes that safety is a core value of our agency and of our business service. The management team is committed to developing, implementing, maintaining and constantly improving processes to ensure all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving highest level of safety performance and meeting established standards.

All levels of Spokane Transit management, employees and contractors are accountable for the delivery of this high level of safety performance, with the final responsibility resting with the Chief Executive Officer (CEO) as the Accountable Executive.

The Safety Manager, as the Agency's designated Chief Safety Officer (CSO), has the oversight authority and responsibility for implementation of the Agency's Safety Management System (SMS) and reports directly to the CEO. The CSO is responsible for providing resources, executive-level safety advocacy and direction to the Safety Department for managing the day-to-day implementation of the Agency's SMS.

Spokane Transit is committed to:

- **Executive Commitment to Safety.** Executive Management will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core function through fostering and ensuring safe practices, improving safety when needed and effective employee safety reporting and communication. STA will hold executives, managers, and employees accountable for safety performance.
- **Communications and Training.** Employee engagement is crucial to a functioning Safety Management System. Communication systems will be put in place to enable greater awareness of STA safety objectives and safety performance targets as well as to provide on-going safety communications up, down and across the organization. All levels of management must proactively engage employees and work to keep the lines of safety communications open and honest. All employees will be made aware of the importance of STA's Safety Management System and trained in safety reporting procedures.
- **Responsibility and Accountability.** All levels of management will be responsible for delivering safe and quality transit services that represent STA's performance of its Safety Management System. Managers will take an active role in the Safety Risk Management process and ensure the Safety Assurance functions are supported. Managers are responsible for ensuring Safety Risk Management is being performed in their operational areas of control to assure the safety risk associated with the safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for STA managers and employees. All employees and contractors will support safety management by ensuring that hazards are identified and reported.
- **Employee Reporting.** Executive management will establish a safety reporting program as a viable tool for employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the SMS. No action will be taken against any employee who communicates a safety condition through the STA safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of STA rules, policies, procedures or practices.
- **Performance Monitoring & Review.** STA will establish realistic measures of safety performance and establish safety performance targets with attention to results to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.
- **Review and Evaluation.** STA will measure SMS performance by analyzing key safety performance indicators, reviewing inspections, investigations and corrective action reports that support the SMS. These activities will become the basis for revising or developing safety objectives, safety performance targets and plans with the goal of continuous safety improvement.

### 3.2 Purpose and Applicability

The purpose of this plan is to provide a structured safety management approach that effectively controls operational risks and continually improves the agency's performance:

- Document a top-down commitment from management and a commitment from employees and contractors to achieve safety performance goals.
- Identify safety management roles and responsibilities that outline ownership at every level.
- Establish safety goals and objectives while ensuring the Agency is following federal recommendations and industry safety practices.
- Address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.
- Set safety performance targets and Key Performance Indicators (KPI's) to help ensure the Agency achieves its safety objectives.
- Provide a framework and guidance to implement, evaluate and continuously improve safety policies, the safety risk management process, and achieve related goals and objectives.
- Establish safety programs that document STA's commitment to Safety.

The Public Transportation Agency Safety Plan (PTASP) applies to all Spokane Transit operations. All directors and departments are required to ensure that facilities, equipment, supplies, practices, and procedures meet or exceed federal, state and local requirements as well as Spokane Transit SMS. Individual departments are responsible for documenting specific procedures tailored to their work tasks as needed.

### 3.3 Safety Goals

**Goal 1: SMS to Reduce Casualties /Occurrences.** STA will use the safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.

**Goal 2: SMS to Foster a Robust Safety Culture.** STA will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

**Goal 3: SMS to Ensure Safe & Efficient Systems/Equipment.** STA will provide safe and efficient transit operations by ensuring all vehicles, equipment and facilities are regularly inspected, maintained, and serviced as required.

### 3.4 SMS Concept of Operations

The four components of the Spokane Transit Safety Management System are:

- **Safety Policy.** Establishes a clear commitment to continually improve safety; defines the methods, processes, and organizational responsibilities needed to meet safety goals.
- **Safety Risk Management (SRM).** Determines the need for, and adequacy of, new and revised risk control measures that are based on acceptable risk.
- **Safety Assurance (SA).** Evaluates and measures the continued effectiveness of implemented risk control strategies; and supports the identification of new hazards.
- **Safety Promotions.** Includes training, communications and other actions taken to create a positive safety culture within the organization.

### 3.5 Safety Management Policy Communication

The Safety Management Policy is communicated to all employees through:

- New employee on-boarding
- Employee/Operator handbooks
- Agency web site posting
- Safety Notices
- Safety Committee Meeting Minutes and Bulletin Board postings



### 3.6 Authorities, Accountabilities, and Responsibilities

Employee safety is a critical component of our organization's safety program. In Washington State, employee safety is regulated by the Department of Labor and Industry's Department of Safety and Health (DOSH), and requires:

- A workplace free of recognized hazards
- A written Accident Prevention Program
- A Safety Committee
- Safety Bulletin Boards
- Available First Aid
- Personal Protective Equipment (PPE)
- Adequate Lighting
- Available drinking water, restrooms and washing facilities
- Other requirements as specified by Chapter 296 Washington Administrative Code

The CEO, as the accountable executive has the ultimate responsibility for safe and secure operations at Spokane Transit and contract service operations. Each employee is required to carry out specific system safety responsibilities depending on their position in compliance with the PTASP. Below, is a list of the responsibilities of each job position at STA and reflects the Agency's commitment to safety.

<b>Accountable Executive - Chief Executive Officer</b>	<ul style="list-style-type: none"><li>• Acts as the Agency's safety advocate.</li><li>• Controls and directs human and capital resources needed to develop and maintain the Agency Safety Plan (ASP) and Transit Asset Management Plan (TAM.)</li><li>• Has final authority over agency operations and carrying out the ASP and TAM Plans.</li><li>• Collaborates with the Chief Operations Officer and the Safety Department to establish the Agency's safety objectives and safety targets.</li><li>• Directs responsibility of the conduct of the Agency's affairs. Ensuring SMS is effectively implemented and action is taken, as necessary, to address substandard performance.</li></ul>
<b>Chief Safety Officer - Safety Manager</b>	<p>The Safety Manager has the oversight authority and responsibility for the day-to-day implementation and operations of the Agency's Safety Management System (SMS); reports directly to the CEO; and is adequately trained. The safety of operations rests with the relevant agency managers. The Safety Manager's role is to assist those managers with safe operations. The duties of the Safety Manager include taking the lead in:</p> <ul style="list-style-type: none"><li>• Developing and maintaining safety policies, plans, procedures, and a proactive SMS Plan.</li><li>• Providing advice for developing realistic and data-driven safety performance indicators and safety performance targets.</li><li>• Verifying compliance with the SMS Plan and the Accident Prevention Plan with relevant legislation, guidelines, and standards.</li><li>• Providing advice, interpretation and recommendations over technical matters such as safety design and systems in new bus/van purchases; facility renovations; and other areas (e.g., standards for safe working, job hazard analyses, and the development of standard operating procedures and handbooks;</li><li>• Coordinating closely with Security on plans, procedures and programs related to bus operator safety activities that involve passenger injuries or incidents (e.g., disruptive behavior), pedestrian incidents or incidents with other road users (e.g., collisions), preventing and mitigating worker assaults, emergency response and security procedures for the different modes;</li><li>• Developing safety training, competency and awareness programs and providing advice, input and final review in developing training activities.</li><li>• Tailoring safety management plans for the conduct of operations based upon risk.</li></ul>

<b>Chief Safety Officer - Safety Manager (cont.)</b>	<ul style="list-style-type: none"> <li>• Allocation of safety resources based on work, associated hazards and importance of facilities/activities.</li> <li>• Providing training and education plans programs that maintain competency in safety critical areas.</li> <li>• Measure and report program effectiveness in a form that is useful and relevant.</li> </ul>
<b>Agency Leadership and Executive Management – Director &amp; Managers</b>	<ul style="list-style-type: none"> <li>• All directors and managers are responsible for ensuring that enough resources are available to achieve a safe workplace and stated outcomes of the SMS Plan.</li> <li>• Ensure that enough employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safe operations.</li> <li>• Review direct report performance each year to make sure they are carrying out their responsibilities as described in this program.</li> <li>• Ensure that incidents are fully investigated, and corrective action taken to prevent the hazardous conditions or behaviors from re-occurring.</li> <li>• Set a good example by following established safety rules and attending required training.</li> <li>• Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.</li> <li>• Chief Operations Officer is responsible for: <ul style="list-style-type: none"> <li>○ The overall safety of employees in Fixed Route, Paratransit, Vehicle Maintenance and Facilities.</li> <li>○ Maintenance and condition of all facilities, vehicles, and equipment.</li> <li>○ Establishing, maintaining, and reporting key performance indicators (KPI's).</li> <li>○ Transit Asset Management plan.</li> </ul> </li> <li>• Senior Transportation Manager - Fixed Route. Is responsible for: <ul style="list-style-type: none"> <li>○ The overall safety of employees in the department.</li> <li>○ Coach Operator performance.</li> <li>○ Maintaining and reporting key performance indicators (KPI's);</li> </ul> </li> <li>• Senior Transportation Manager: Paratransit &amp; Vanpool <ul style="list-style-type: none"> <li>○ The overall safety of employees in the department.</li> <li>○ Van Operator performance.</li> <li>○ Maintaining and reporting key performance indicators (KPI's).</li> </ul> </li> <li>• Senior Vehicle Maintenance &amp; Facilities Manager <ul style="list-style-type: none"> <li>○ The overall safety of employees in the department.</li> <li>○ Vehicle Maintenance and Facility Laborer employee performance.</li> <li>○ Vehicle and Facility preventative and general maintenance and condition through the Transit Asset Management Plan (TAM)</li> <li>○ Maintaining and reporting key performance indicators (KPI's).</li> </ul> </li> </ul>
<b>Key Staff – Supervisors and Leads</b>	<ul style="list-style-type: none"> <li>• Ensure that each employee supervised has received an initial orientation before beginning work.</li> <li>• Ensure that each employee supervised is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.</li> <li>• Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project or work task requiring PPE.</li> <li>• Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.</li> <li>• Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. And document employee evaluations.</li> <li>• Set a good example for employees by following safety rules and attending required training.</li> <li>• Investigate all incidents in your area and report your findings to management and Safety Officer.</li> </ul>

<b>Key Staff – Supervisors and Leads (cont.)</b>	<ul style="list-style-type: none"> <li>• Talk to management about changes to work practices/rules or equipment that will improve employee safety.</li> </ul>
<b>Key Staff – All Spokane Transit Employees</b>	<ul style="list-style-type: none"> <li>• Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.</li> <li>• Promptly report unsafe conditions or actions to your supervisor or safety committee representative or the Safety Officer using the Safety Hazard Report Form.</li> <li>• Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.</li> <li>• Report all injuries to your supervisor promptly regardless of how serious.</li> <li>• Report all near-miss incidents to your supervisor promptly.</li> <li>• Always use personal protective equipment (PPE) in good working condition where it is required.</li> <li>• Do not remove or disengage any safety device or safeguard provided for employee protection.</li> <li>• Encourage co-workers by your words and example to use safe work practices on the job.</li> <li>• Safeguard and look out for co-workers.</li> <li>• Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.</li> </ul>

### 3.7 Public Safety and Emergency Management Interaction

**3.7.1 Operations.** Takes the lead in coordinating the Agency's response to emergencies and acts as the Emergency Operations Center (EOC). Provides short- and long-term support coordination to aid local/regional in emergency response to federal, state and local agencies and/or the restoration of public transit services during emergency and disaster events. During emergencies, this department helps with:

- Temporary shelter
- Emergency evacuation assistance
- Detours
- STA EOC Activation

**3.7.2 Paratransit Department.** Provides special needs support and transportation as coordinated through STA EOC during declared emergencies.

**3.7.3 Security Department.** Takes the lead in public safety and security response. This department is responsible for developing, implementing and up-dating security emergency response procedures, including, but not limited to:

- Active shooters
- Bomb threats
- Physical security

Spokane Transit is responsible for providing security at all transit facilities to include transit centers and park and rides. The Agency's security plan is covered under the Security & Emergency Preparedness Plan (SEPP).

Security Awareness training is provided for employees during new employee orientation.

Crime Prevention through Environmental Design (CPTED) is an important concept used with the Security Program and at all STA facilities. The process is also used during review of new projects.

Spokane Transit enforces the Rules of Conduct throughout the service area and excludes service to customers who exhibit prohibited behavior using a progressive discipline approach.

Spokane Transit Security/Transit Officer maintain a Special/Limited Commission which allows them to enforce the Rule of Conduct up to and including the arrest and infraction authority.

Spokane Transit contracts with the Spokane Police Department through a Interlocal agreement to provide support at our main transit station in the downtown area.

**3.7.4 Safety Department.** Serves as the Spokane Transit Emergency Management Liaison and works closely with the Spokane County Department of Emergency Management and the Local Emergency Planning Committee to provide a coordinated transportation response to local and regional emergencies and disasters.

### **3.8 Interface with Internal and External Documents**

STA and its contractor will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the Federal Transit Administration or other Federal or oversight entity upon request.

:

*The following Spokane Transit documents are in conjunction with the PTASP to meet our safety goals and objectives and are available upon request.*

- Accident Prevention Plan
- Transit Asset Management Plan
- Spokane County Comprehensive Emergency Management Plan (CEMP)
- Extreme Weather Emergency Management Plan
- System Security and Emergency Preparedness Plan (SEPP)
- Emergency Operations Plan
- Collective Bargaining Agreements
- Operators Handbook
- Job Descriptions
- Drug and Alcohol Abuse Policy and Program
- Safety Data Sheets

## 4. Safety Risk Management

### 4.1 Hazard Identification and Analysis

As the first two steps in the Safety Risk Assessment process, hazard identification and analysis are tools the Agency uses to identify and address hazards before they escalate into incidents or accidents. Major sources of information regarding hazards are obtained through processes described in sections 4.1.1 through 4.1.5. STA's risk management process applies to:

- Existing operations and maintenance procedures.
- Service delivery changes.
- And new service (vehicle, equipment, capital projects.)

The Safety Risk Assessment process includes:

- **Collecting information on the identified hazard.** Reviewing event reports, interviewing employees and subject matter experts and work area walk-throughs.
- **Assessing severity of the hazard.** What is the worst feasible consequence effecting people, systems, equipment and the environment? STA's matrix cites four levels:
  1. Catastrophic
  2. Critical
  3. Marginal
  4. Negligible
- **Assessing likelihood.** What are the chances the worst feasible consequence will occur with existing mitigation countermeasures in place?
  - A. Frequent
  - B. Probable
  - C. Occasional
  - D. Remote
  - E. Improbable
  - F. Eliminated
- **Determining the Risk/Criticality Index from the matrix (combining the severity & likelihood.)** The resulting alphanumeric rating helps prioritize risk and rates the tolerability of the risks.
  - Low. Acceptable without review
  - Medium. Acceptable with existing mitigation and management review
  - Serious. Acceptable with monitoring and management review. Requires management review and on-going monitoring of mitigation to determine if it is ineffective, inappropriate, or not implemented as intended.
  - High. Unacceptable and management approval required. STA will suspend service or activities with a high-risk index until mitigated to an acceptable level.
- **Documenting Results.** STA will record the risk/hazard in a log or register to track it and identify the risk/hazard status.
  - A sample of the risk/hazard log is in Appendix C
  - Risk/Hazard Logs/Registers are created and maintained by Project Managers and/or the Safety Committee.
  - The Safety Department or assigned Subject Matter Expert (SME) will review identified hazard documentation and determine the potential impact on STA operations and/or the health and safety of employees.

At Spokane Transit hazards are identified through the following activities:

- Employee safety reporting (Hazard Report Forms), see Appendix A
- Employee safety reporting
- Customer service reporting
- Observations by operations (Quality Counts)
- Internal and external safety inspections
- Event/incident reports and investigations
- Incident, injury and accident history
- Items/Hazard Reports discussed in the Safety Committee
- Managements Open Door policy
- Data trending reported made available through insurance carriers (e.g. WSTIP)

When hazards are identified, they are addressed by:

- Immediate resolution/mitigation
- Reporting to a higher level within the organization (if it cannot be corrected by the person identifying the hazard)
- Reporting the hazard to the safety committee for recording and resolution/mitigation

#### **4.1.1 Employee Safety Reporting Program**

At Spokane Transit our objective is to cultivate and foster a proactive safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of Agency leaders. We recognize that our employees are most familiar with the details of their respective jobs and work environments, which makes their input crucial to maintaining safety in the workplace. Therefore when witnessing an unsafe act or noticing an unsafe condition or near miss, employees must promptly report the unsafe act or condition to their direct lead, supervisor, manager, the Safety Department and/or a Safety Committee Representative; and should receive a clear answer with a corrective plan in person or through the Safety Committee Meeting Minutes.

No person will be penalized or retaliated against for bringing safety issues to the attention of management. This statement does not apply to information received from a source other than the employee or which involves an illegal act, or a deliberate or willful disregard of policy, rules, warning/notice signs and posters, procedures or practices stated in employee handbooks.

There are several ways employees can report safety concerns and hazards to management:

- Report directly to their leads, supervisors, managers, or directors
- Report directly to the Safety Department
- Report through Safety Committee Representative
- Report through STA Customer Service Tel. # (509) 328-RIDE
- Email the Safety Manager ([mtoole@spokanetransit.com](mailto:mtoole@spokanetransit.com))
- Complete a Hazard Report Form and drop it in the mail

All safety hazards/concerns will be channeled to the Safety Committee and assigned a tracking number and the status reported monthly on the Hazard Report Log until mitigated or resolved.

#### **4.1.2 Customer Service Reporting**

Customers are also our partners in safety. We encourage our customers and the public to bring their safety concerns to our attention, whether through our bus/van operators or our Customer Service group. Customer Service's contact information is published on our vehicles and on our website. Customers can contact STA with their safety questions or concerns using:

- Telephone – (509) 328-RIDE
- Email – STA Questions at <https://www.spokanetransit.com/feedback/sta-questions-comments>

### **4.1.3 Observations of Operations**

Spokane Transit has adopted three programs to help identify and monitor the safety of our system, including driving behavior and transit facility safety.

#### **4.1.3.1 Quality Counts/Secret Shopper Program**

The Quality Counts program provides a framework and guidelines to anonymously observe and provide feedback on Operators and the entire transit system's employee performance. STA contracts with an outside vendor to evaluate employees monthly in each department. Observations are made and feedback given and rated on each encounter. Employees obtaining "excellent" ratings are awarded pins, certificates and are hosted at the Agency's annual awards dinner. Observations and rating categories include:

- Driving skills
- Customer Service
- Passenger relations
- Bus conditions
- Schedules
- Transit stations

STA uses the feedback to identify areas of operator development and/or identify gaps in our training program that need to be addressed.

#### **4.1.3.2 Public Reporting**

All complaints comments, and observations from the public are tracked using the automated comment module from Trapeze, Inc. Customers make reports by calling (509) 328-RIDE, going online to STA Questions & Comments, or submitting a written report.

#### **4.1.3.3 Operator Observations by Supervisors**

Operation Supervisors & Training Instructors are required to annually ride with each operator and evaluate/rate each Operator's driving techniques, route maintenance and customer service skills.

#### **4.1.4 Safety Inspections**

Safety Inspections are performed to:

- Identify hazards, risks, and unsafe practices by inspecting areas with a department representative.
- Proactively take corrective actions by noting findings and abatement issues. Items which can be abated immediately will be done on the spot and recorded
- Promote a safe work environment by providing a systematic inspection schedule to abate safety issues before accidents occur.
- Encourage safe work practices.
- Identify any training deficiencies needing further development.

Informal safety walkthroughs are conducted periodically, and formal walkthroughs are conducted annually with a department representative and a Safety Department member. Safety Inspection form samples are in Appendix B.

The Security Department conducts weekly fire suppression sprinkler control valve inspections and document their findings. Completed inspections checklists are filed in the Safety Department.

Annual fire extinguisher inspections are conducted by an outside vendor and records are filed in the Facilities Department.

#### **4.1.5 New Project Planning**

Project and/or Department Managers will conduct risk reviews during the planning, construction and implementation/delivery phases of new facilities, equipment or service added to STA operations. Mitigation measures identified during these reviews will be communicated to effected employees through:

- Advanced Training Sessions
- Safety and Operation Notices



## 4.2 Safety Risk Evaluation

A Hazard is a condition with the potential to cause harm, physical or environmental damage. Risk management is a systematic approach to manage workplace hazards. It is a key component in any organizational management that identifies, evaluates and determines the means of reducing the risks to an acceptable level to protect employees, visitors, third party contractors and others who are physically present in the workplace and service area.

Risk management also protects assets and considers how to avoid losses.

After hazards and their potential impact have been identified a Safety Risk Assessment is conducted to determine the seriousness of the risk. Factors considered include the likelihood of occurrence, the severity of the consequences, and the level of exposure to the hazard.

The evaluation consists of:

- **Existing controls** – Current processes, devices, practices and controls that act to minimize the threats or enhance the opportunities, including the indication of how they might be of influence.
- **Consequence** – A description and rating of the consequence of a risk, in terms of the loss or gain that might be experienced if the risk event occurs (refer to section 4.2.1 Safety Risk Evaluation Matrix for consequence ratings.)
- **Likelihood** – A description and rating of the likelihood of the risk event occurring (refer to section 4.2.1 Safety Risk Evaluation Matrix for consequence ratings.)

Experienced STA employees assess the safety risks subjectively using the Safety Risk Evaluation Matrix (REM.) Results of the risk evaluation process will help prioritize the risk and determine whether it is being appropriately managed or controlled. If the risks are acceptable, the hazard will simply need to be monitored. If the risk is unacceptable, STA will take steps to lower the risk to an acceptable or tolerable level or remove or avoid the hazard.

When contractors work on transit property, certain requirements must be applied to members of their workforce. All contractors agree to abide by all local, state and federal regulations by contract. Contractors must submit a site-specific safety plan before starting any work. Safety Plans may include the following topics:

- General work rules
- Personal protective equipment
- Hazardous chemicals
- Emergency equipment
- Material storage
- Safe electrical work practices
- Personal hygiene & housekeeping
- Smoking
- Hot work permits
- Lockout – Tagout
- Asbestos Encapsulation
- Drug free workplace
- Other topics as applicable

#### 4.2.1 Safety Risk Evaluation Matrix

Likelihood \ Severity	Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)		High	High	Serious	Medium
Probable (B)		High	High	Serious	Medium
Occasional (C)		High	Serious	Medium	Low
Remote (D)		Serious	Medium	Medium	Low
Improbable (E)		Medium	Medium	Medium	Low
Eliminated (F)		Eliminated			

Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Will not occur.

Severity	Category	Environment, Safety, and Health Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10 million.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three individuals, reversible significant environmental impact, or monetary loss equal to or exceeding \$1 million but less than \$10 million.
Marginal	3	Could result in one or more of the following: injury or occupational illness to an individual resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100,000 but less than \$1 million.
Negligible	4	Could result in one or more of the following: injury or occupational illness to an individual not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100,000.

### 4.3 Safety Risk Mitigation

If the risk is unacceptable, risk controls are developed that will either eliminate the risk or mitigate the risk to an acceptable level. Risks/hazards will be addressed on a priority basis with matrix rating of 1A receiving attention first down to the lowest rating of 4E. Mitigation may include reducing the likelihood and/or severity of the consequences of the hazard. After risk controls are developed, management will reassess the new controls to ensure they do not produce an alternative risk. A second assessment of the new control will be conducted following the same SRM procedure. Once satisfied that residual risk has been mitigated to an acceptable level, the new process/solution will be implemented and documented.

Many different means are employed to resolve identified hazards. These include design changes, the installation of controls and warning devices, and the implementation of special procedures. The steps for resolving hazards are as follows:

- **Design for Minimum Risk** – From the initial design, eliminate hazards through design selection or alteration.
- **Safety Devices** - Hazards that cannot be eliminated or controlled through design selection shall be controlled using fixed, automatic or other protective safety design features or devices. The agency will perform periodic checks of safety devices.
- **Warning Devices** - When neither design nor safety devices can effectively eliminate or control an identified hazard, devices may be used to detect and generate an adequate warning signal to correct the hazard or evacuate employees. Warning signals shall be designed to minimize the probability of employees responding incorrectly to signals and shall be standardized within similar systems.
- **Procedures and Instruction** - Where it is impossible to eliminate or adequately control a hazard through design selection, engineering or use of safety and warning devices, the agency will use procedures and training to control the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by management. Safety-critical tasks and activities may require employees to be certified.
- **Other mitigation methods** include:
  - Initial Training
  - Advanced Training
  - Remedial Training
  - Preventative Maintenance Program
  - Safety Notices
  - Operating Notices
  - Maintenance Campaigns

#### When to use Safety Risk Mitigation:

- **Daily Operational Systems Assessment** – Methods that provide real-time feedback of safety compliance, adherence to established safety norms or identified job hazards.
- **Design** – Steps taken to ensure safety requirements are considered in the planning, operation and disposal of all items including shops, facilities, equipment, vehicles, planned service stops and routes.
- **Purchasing Goods** – Steps taken to ensure purchased items and equipment are safe to use.
- **Purchasing Services** – Steps taken to ensure that purchased services are performed in a safe manner.
- Perform asset condition assessments and SMS hazard analyses to ensure compliance with State of Good Repair standards.

## 5. Safety Assurance

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and Spokane Transit PTASP. The Safety, Planning and Operations Departments are responsible for monitoring and evaluating the operations system to ensure that: 1) emerging risks are identified, 2) Spokane Transit is in compliance with regulatory requirements applicable to the SMS plan, and 3) the organization meets or exceeds its safety objectives through the collection, analysis and assessment of data regarding the organization's performance. The Chief Operations Officer (COO) will assemble, track and report out on the status of the key performance indicators (KPI's) which display the compliance and sufficiency of operations and maintenance procedures.

Spokane Transit's safety assurance activities for supporting oversight, procedural and performance compliance evaluation includes, but is not limited to:

- Safety Event Reporting and Investigation (Accident, Incidents, and Occurrences)
- Quarterly KPI Review
- Safety Inspections
- Internal and External Audits
- Internal and External Findings through Observations of Operations (e.g., ride-alongs, secrets shopper, etc.)
- Committee Reviews

There are three subcomponents under Safety Assurance:

- Safety Performance Monitoring and Measurement
- Management of Change
- Continuous Improvement

### 5.1 Safety Performance Monitoring and Measurement

Spokane Transit's first step in Safety Assurance is establishing Safety Objectives and Performance Targets to meet the Agency's safety goals and are sufficient to control the risks. Key Performance Indicators (KPIs) are established that indicate whether the Agency is achieving its safety objectives and performance targets.

#### 5.1.1. Safety Goals, Objectives, and Performance Targets

##### **GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES**

Using a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations to meet or exceed the acceptable level of safety performance.

FIXED ROUTE FATALITIES			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of fatalities	Number of fatalities per year	1	0
PARATRANSIT FATALITIES			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of fatalities	Number of fatalities per year	0	0

FIXED ROUTE PREVENTABLE VEHICLE ACCIDENT FREQUENCY RATE			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the frequency of preventable vehicle collisions	Number of preventable events per 10,000 miles	0.6	0.08 or less
PARATRANSIT PREVENTABLE VEHICLE ACCIDENT FREQUENCY RATE			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the frequency of preventable vehicle collisions	Number of preventable events per 10,000 miles	0.13	0.1 or less
FIXED ROUTE PREVENTABLE PASSENGER INJURY ACCIDENTS			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the frequency of preventable passenger injuries	Number of preventable passenger injuries per year	4	0
PARATRANSIT PREVENTABLE PASSENGER INJURY ACCIDENTS			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the frequency of preventable passenger injuries	Number of preventable passenger injuries per year	4	0
FIXED ROUTE SAFETY EVENTS			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of events per year	Total number of events per year	316	310
PARATRANSIT SAFETY EVENTS			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of safety events per year	Number of safety events per year	54	50
EMPLOYEE INJURY ACCIDENTS			
Objective	Metrics (KPIs)	Baseline	Target
Reduce the frequency of employee injuries	Number of employee injuries per 1,000 hours	.05	.07

**EMPLOYEE INJURY SEVERITY**

Objective	Metrics (KPIs)	Baseline	Target
Reduce employee time loss due to injury or illness	Number of days lost per 1,000 hours	.03	.04

**FACILITY SAFETY INSPECTIONS**

Objective	Metrics (KPIs)	Baseline	Target
Increase the assessment of facilities, equipment, and procedures to identify and mitigate any potential safety risks	Number of facility safety audits and inspections completed quarterly per year	1 per quarter	Meet the baseline

**GOAL 2: SMS TO FOSTER A ROBUST SAFETY CULTURE**

Foster Agency-wide support for transit safety by establishing a culture where managers are held accountable for safety and everyone in the organization takes an active role in securing transit safety. Cultivate a safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency leadership.

**SAFETY TRAINING**

Objective	Metrics (KPIs)	Baseline	Target
Increase attendance at monthly safety meetings	Percent of employees who participate in the monthly safety meetings	Establishing in 2020	Safety Committee Meeting Target = 100%
Annual Advanced Training completed by all Fixed Route, Paratransit, and Maintenance	Percentage of employees who complete Advanced training	100%	100%

<b>GOAL 3: SYSTEMS/EQUIPMENT</b> Provide safe and reliable transit operations by ensuring that all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced as needed.			
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<b>FIXED ROUTE ROAD CALLS</b>
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Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of Fixed Route Road Calls	Number of miles between road calls	6,722 miles	7,500 miles

<b>PARATRANSIT ROAD CALLS</b>
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Objective	Metrics (KPIs)	Baseline	Target
Reduce the number of Paratransit Road Calls	Number of miles between road calls	67,537 miles	75,000 miles

<b>FACILITIES PREVENTIVE (SAFETY) INSPECTIONS &amp; REPAIRS</b>
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Objective	Metrics (KPIs)	Baseline	Target
Prioritize preventative safety-related maintenance or inspections	Safety-related PMs completed on schedule	90% of all PM services completed on time	80% of all PM services completed on time

<b>Safety Performance Target Coordination</b>
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Spokane Transit Authority is member of the MPO (Spokane Regional Transportation Council (SRTC) and annually updates the MPO with our performance targets. STA will coordinate, to the maximum extent possible, with the FTA State Safety Oversight Officer and local MPO in the selection of these targets.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	US Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Spokane Regional Transportation Council	

### 5.1.2 Data Collection

Safety, Risk, Operations, Maintenance and Training Departments work collaboratively as a team to collect, analyze, and disseminate the data necessary to demonstrate the effectiveness of the Agency operations, hazard/risk mitigation efforts, compliance with operation/maintenance procedures and the SMS. This data comes from several sources including, but not limited to:

- Event reports on safety and security incidents, accidents, injuries and illnesses (Attachment D)
- Hazard Reports
- Observations from Operators
- Service Improvement Committee
- Internal and external inspection, survey, and audit reports
- Customer comments and suggestions
- Historic recall
- Seasonal events and effects
- Environmental considerations
- Deployment of new equipment
- Maintenance common fleet issues
- Process review and improvement
- Emergency planning

This safety data is reviewed, discussed, and shared at the monthly management meetings and monthly Safety Committee Meetings.

#### Safety Event Investigations to Identify Casual Factors

STA instructs Managers, Supervisors and Transit Officers on how to conduct investigations of safety events (accidents, incidents, and injuries) to help find causal and contributing factors and review the existing mitigations in place at the time of the safety event.

Local law enforcement also may respond to any STA safety event. STA will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety Department & key staff (including the Accountable Executive) of any safety event that meets STA's thresholds. The COO notifies the Accountable Executive and designated staff member of any event that resulted in a fatality, serious injury, or property damage to STA's vehicles or private vehicles that may exceed \$25,000. The Safety Department ensures that all safety events are reported, recorded and tracked in the event tracking system (Origami) maintained by Washington State Transit Insurance Pool (WSTIP).

The Safety Department also ensures compliance with reporting thresholds, requirements, and processes defined in *FTA's NTD Safety and Security Policy Manual* and with notification thresholds established by the National Transportation Safety Board and the Washington State Department of Transportation.

STA's general safety investigation process consists of five basic phases.

- **Set up:** Designate an investigation team (Supervisor, Manager, Safety, Claims Specialist, Adjuster, etc.) with the required skills and expertise.
- **Fact gathering:** Record facts pertinent to understanding the circumstances leading to the safety event using STA's Event Report, Supervisors Event Report and/or Employee Report of Injury and Supervisor's Report of Injury (Appendix D.).
- **Event reconstruction:** Reconstruct the sequence of events using STA's Event Report, Supervisors Event Report, Employee Report of Injury and Supervisor's Report of Injury (Appendix D) and camera system video recordings.
- **Data analysis:** Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.
- **Establish conclusions:** Draw conclusions and determine preventability from the collected and analyzed information based on:
  - Main and direct causes and contributing factors leading to the event.
  - Other findings that have potential to improve the safety of the transit system.



### ***Safety Event Investigation Procedures***

STA's safety event investigation procedures follow these steps:

- Bus Operators, Mechanics, Transit Officers or Operations Supervisors notify Dispatch of the safety event. The Operator of the affected transit vehicle follows basic emergency steps:
  - Stay calm.
  - Assess the situation. Do not move the vehicle unless directed by law enforcement or Dispatch.
  - Notify Dispatch.
  - Protect people, then property.
  - Provide aid to the passengers.
  - Secure/make safe the vehicle/scene.
  - Gather information from customers using Customer Courtesy Cards.
  - Complete a Operators Event Report as soon as is practicable.
- Dispatch immediately notifies Operations Management, Safety Department and Emergency Operations representatives via text message and email.
- The investigator is dispatched to the scene. This normally consists of a Operations Supervisor or Manager.
- The investigator arrives at the scene as soon as possible with tools (report blanks & camera) to conduct the investigation.
- The investigator secures the scene and collects facts about what occurred, including interviewing the operator involved, if possible.
- The investigator begins the technical investigative process, which includes but is not limited to the following:
  - Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions.
  - Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident.
  - Observing braking-related factors (skid marks.)
  - Observing debris and vehicle fluids.
  - Observing contact and induced damage.
  - Making exterior damage assessments.
  - Photographing the scene.
  - Sketching the incident scene.
  - Interviewing other drivers; witnesses; passengers; fire, emergency medical services, and police personnel at the scene. Interviewing maintenance personnel, if necessary, later.
  - Making a drug-and-alcohol testing decision.
  - Finalizing the Supervisor's Event Report Form.
  - Requests building and/or vehicle video recordings of the event.

### ***Identifying Causal and Contributing Factors***

STA is committed to examining all safety events to determine causal and organizational factors that may have contributed to the safety event. This includes examining:

- Vehicle Operating Instructions.
- People/human factors
- Management decision-making and resource support.
- Equipment, tools, and materials.
- Operating environment.
- Environmental issues;
- Existing relevant mitigations; and
- Other causes and contributing factors, as appropriate.

The investigators prepare a report based on this review and send copies to the Operations Manager, Safety Manager and Claims Specialist for immediate action (if necessary) and integration into their analysis and preventability determination of the event.

### ***Accident and Incident Review***

STA's Safety Manager/Chief Safety Officer reviews information on all accidents and incidents which occur on STA property or involving STA vehicles, equipment or employees. The Safety Manager does not review occurrences, as defined in 49 CFR § 673.5. The Safety Manager determines whether:

- the accident or incident was preventable or non-preventable; retraining is required; and
- The causal factor(s) indicate(s) an unexpected or previously unconsidered operating condition or situation or an existing mitigation that may be ineffective, inappropriate, or not implemented as intended; or
- The accident or incident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Operators may dispute accident determinations. Disputed accident determinations are reviewed by a knowledgeable third-party, agreed upon by both the Union Representatives and STA Management. Third party accident determination decisions are final and binding.

Per contractual agreement, the paratransit contractor must immediately notify STA's Paratransit Manager of any safety event that meets defined minimum thresholds. STA also monitors the paratransit contractor's safety investigation processes by reviewing investigation reports, causal analysis activities, and the contractor's response to investigation reports and causal analysis findings. The contractor is required to submit documentation on safety investigation activities to STA.

The Safety Department and the individual Fixed Route, Paratransit and Maintenance Departments maintains all documentation of STA's investigation policies, processes, forms, checklists, activities, and results.

### **5.1.3 Key Performance Indicators**

The Safety Department uses collected data to establish Key Performance Indicators and baselines for realistic safety performance targets. Safety also uses Key Performance Indicators to assess and communicate efficiency of operations/maintenance procedures and hazard/risk mitigation efforts with affected departments within the Agency as well as outside agencies and the Board in a timely manner.

### **5.1.4 Internal and External Inspections and Audits**

Audits are used to evaluate the overall effectiveness, efficiency, and reliability of any transit Agency's SMS. Internal inspections also help prepare the Agency for the Triannual Review with the FTA.

Spokane Transit performs inspections to determine compliance with the Agency's safety plan, and implements corrective action plans related to findings to:

- Verify safety programs have been developed/implemented in accordance with system safety program plan requirements
- Assess effectiveness of the agency's system safety programs
- Identify program deficiencies

Identify potential hazards in the operational system and weaknesses in the system safety programs

- Recommend improvements to the system safety program
- Provide management with assessment of status and adequacy of system safety program
- Assure continuing evaluation of safety-related programs, issues, awareness, and reporting
- Promote continuous improvement of the Spokane Transit Agency Safety Plan

### 5.1.5 Hazard/Risk Actions Track Log

Tracking the Safety/Security Actions is a safety and quality assurance process for monitoring and measuring the effectiveness of the safety and risk management processes. The Actions Log aims to track and address critical safety items/hazards and recurring safety issues. The Safety Department, Operation Departments and the Safety Committee review all findings and follow up on the mitigation plan on regular basis.

A sample Corrective Action Log can be found in Appendix C.

### 5.2 Management of Change

Hazards may inadvertently be introduced into an operation whenever change occurs. Safety management practices require that hazards that are a by-product of change be systematically and proactively identified and corrected.

Changes may be internal or external to the organization. Examples of external changes include changes in regulatory requirements and changes to service areas. Examples of internal changes include management changes, new equipment, and new procedures.

A formal process for change management should consider the following three criteria:

- Criticality of systems and activities
- Stability of systems and operational environments
- Past performance

New equipment, system expansion and modification, and system rehabilitation require design and procurement efforts. Within Spokane Transit, the Maintenance department submits changes such as bus retrofits (e.g., mirrors) to the Operations, Safety, and Training departments.

When we make configuration changes to a bus that are not within the original scope, the changes are passed through the Operations, Planning, Safety, and Training departments. Once the change is made, operators need to be trained on the item that was changed.

STA Transit Operations, Planning, Safety, and Training departments review issues, such as installing new crosswalks at facilities.

The Operations, Planning, Safety, and Training departments also conduct facility safety inspections of transit centers and submits work orders to correct hazards.

The Operations, Planning, Safety, and Training departments issue inspection reports, which outline key items such as sidewalks, condition of pavement paint markings, and similar items.

It is a good practice to conduct annual condition assessments and audits on equipment to cross check that they are being maintained per manufacturer recommendations.

Modifications to maintenance schedules may be needed based upon the results of the condition assessments.

Items that may result in a need to modify schedules include:

- Fleet defects
- Part failures beyond the warranty period (feedback to fleet engineering to assess); and/or
- Out-of-service causes, such as braking systems or slack in the steering wheel

### 5.3 Continuous Improvement

STA uses a continuous improvement process to monitor and improve our SMS and safety performance. STA conducts an annual safety performance assessment during the last quarter of the calendar year. If we identify any deficiencies as part of the safety performance assessment, we develop, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies. STA's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
  - Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities.
  - Operations and maintenance procedure monitoring activities during performance reviews.
  - Safety risk mitigation monitoring activities through the Safety Committee.
  - Event investigation activities.
  - Safety training efforts, and
  - Safety communication.

The Safety Department is responsible for assessing STA's safety performance because of its safety expertise and functional independence from operations and maintenance. Safety Department strategies for assessing safety performance and the effectiveness of STA's SMS operations include but are not limited to the following:

- Reviewing safety data, including data related to safety objectives and safety performance indicators and targets.
- Attending safety committee meetings and safety meetings.
- Conducting field observations.
- Monitoring regulatory compliance, and
- Reviewing SMS documentation.

The Safety Department will provide reports on the results of safety performance assessments to the Accountable Executive and executive management. The Safety Department maintains documentation of the safety performance assessments.

STA supports continuous improvement by addressing deficiencies it discovers during assessments of safety performance and SMS operations assessments. STA monitors corrective actions taken to correct safety deficiencies to drive the continuous improvement effort. STA also may choose to use outside expertise to assist in addressing safety deficiencies. STA's Chief Safety Officer reports on the status of these corrective actions to the Accountable Executive each month through the Safety Committee Minutes.

## 6. Safety Promotion

### 6.1 Competencies and Training

#### 6.1.1 Employee Safety Training

All employees receive training as required under the Agency's Accident Prevention Program. All employees receive New Employee Orientation Training and annual training on the basic elements of employee safety. Depending upon job classification, some employees may receive additional training in programs such as Bloodborne Pathogens, Confined Space, Lockout/Tagout and others as required to perform their job safely.

#### 6.1.2 Operator Training

Spokane Transit offers Commercial Driver License (CDL) training for bus and van operators. Spokane Transit's Training Department documents CDL training, which includes a self-certification process audited by the state. Training programs are also subject to internal auditing that includes auditing of trainer performance and content.

Auditing the number of accidents incurred by new operators is one measure to evaluate the effectiveness of new operator training.

Training begins with the operator selection process. An evaluation of skill sets must be considered during selection. Prospective operators must meet thresholds to advance to the next stage of training; for example, a trainee must obtain a permit before starting classroom training and must pass a skills test prior to moving on to the balance of the class. If a trainee fails a step at a critical point in the training, they may be dropped from the program. Achieving threshold scores is necessary to progress to the next step and is an important component of the training program.

Spokane Transit provides approximately 8 weeks of instruction for new operators, including time spent with an operator mentor. This is followed by route training with field instructors.

- Ride checks provide a chance to correct actions before an accident occurs. A systematic process is used to identify who needs a ride check and when. Ride checks should be conducted with the goal of evaluating performance in a holistic manner, and includes evaluation of:
  - Health and wellbeing as they relate to safety
  - Customer service
  - Diffusing angry customers
  - De-escalation techniques
  - Operation/Driving skills
  - Face cover use and passenger monitoring
- All Operators receive annual refresher/advanced training.
- Remedial training occurs when an Operator receives a preventable collision determination.
- Operator retraining occurs during the return to work process on absences exceeding 90 days.

#### **6.1.4 Safety Officer Certification and Training**

Spokane Transit participates in the FTA's Public Transportation Safety Certification Training Program. The designated Chief Safety Officer will complete the following required classes:

- SMS Awareness Training
- Safety Assurance
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation.

The Safety Office will complete a minimum of one hour of safety oversight training each year.

Vehicle Maintenance employees receive skills training in Preventative Maintenance and Standard Operating Procedures (SOPs). As well as specialized equipment training through contracted vendors

#### **6.1.5 Training Assignments and Recordkeeping**

Each department maintains training requirements and transcripts for their respective employees. Further recordkeeping and training documentation can be accessed at:

- Munis
- Employee Files

At Spokane Transit, the Department Managers track and maintains training records.

#### **6.1.6 Training Curriculums**

The training curriculum is based on adult learning principles. Training also focuses on local and regional needs of operators and technicians.

## 6.2 Safety Communication

STA actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, STA has established formal processes and approaches, including:

- **Dissemination of safety and safety performance information throughout STA's organization.** The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance through the COO to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to corrective actions, and unusual events. In accordance with guidance distributed by the Chief Safety Officer, leadership throughout the agency (including executives, directors, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety Department is responsible for distributing the Safety Committee Hazard/Risk Log and Safety Committee Meeting minutes to all employee levels to inform them of the current status of mitigation efforts. The Safety Department also issues quarterly reports on STA's safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency.
- **Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the agency.** As part of new-hire training, STA reviews safety policies and procedures, included in the STA Operator Handbook, to employees. STA provides training on these policies and procedures. For newly emerging safety issues or safety events at the agency, STA's Chief Safety Officer issues notices or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees. STA's Training Department also develops materials and courses to explain changes to policies, procedures, and work instruction that address hazards and safety risk relevant to employees' roles and responsibilities.

## 7. Additional Information

### 7.1 Safety Committee

Safety Committees are required by state law to serve as the basic forum to review safety issues and hazards, hazard reports, safety inspection reports, accident investigations and corrective actions. Safety Committee Representatives communicate safety concerns from their work areas to the Safety Committee, and report back to their workgroups. Safety Committee meeting minutes are made available to all employees via the Safety Intranet site and Safety bulletin boards.

### 7.2 Safety Notices

Spokane Transit has display monitors in centrally located areas (e.g. lunchrooms) to display safety and emergency alerts, accident statistics, and other safety education materials.

Safety posters are also used to raise safety awareness throughout the Agency.

### 7.4 Employee Recognition Program

Spokane Transit established Employee Recognition Programs such as the Monthly Employee Recognition Awards, Safe Driver Awards, and Quality Counts Awards to promote safety performance, build morale and focus attention on achieving the Agency's safety goals.

<b>7.5 Annual Awards Banquet</b>
Spokane Transit conducts an Annual Awards Banquet with a complimentary dinner to recognize safety related award winners and their guests.
<b>7.6 Safe Driving Award</b>
Spokane Transit annually awards Operators with a safe driving record (no preventable collisions, no traffic infractions) specialized belt buckles with cumulative safe driving year designation and complimentary dinner at the Annual Awards Banquet.
<b>7.7 Quality Counts Secret Shopper Program</b>
<p>Spokane Transit conducts The Quality Counts program provides a framework and guidelines to anonymously observe and provide feedbacks on Operators and the entire transit system's employee performance. STA contracts with an outside vendor to evaluate employees monthly in each department. Observations are made and feedback given and rated on each encounter. Employees obtaining "excellent" ratings are awarded pins, certificates and are hosted at the Agency's annual awards dinner. Observations and rating categories include:</p> <ul style="list-style-type: none"> <li>Driving skills</li> <li>Customer Service</li> <li>Passenger relations</li> <li>Bus conditions</li> <li>Schedules</li> <li>Transit stations</li> </ul>
<b>7.8 Rodeo Award</b>
Spokane Transit annually conducts a local Rodeo for bus and van operators which showcases operator driving & operation skills. Spokane Transit uses American Public Transportation Association (APTA) standards and criteria to test competitors. Winners are hosted and attend the State and National competitions and receive complimentary dinner at the Annual Awards Banquet.
<b>7.9 Wall of Fame Award</b>
Spokane Transit annually recognizes two individuals and one team for exemplary performance, dedication, innovation, customer service and professionalism. This award is sponsored for the Washington State Department of Transportation. Selectees attend the State Banquet and receive complimentary dinner at the Annual Awards Banquet.

## **Definitions of Special Terms Used in the Safety Plan**

**Accident** - an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons; or any incident involving a transit vehicle, at any location, at any time, whatever the cause.

**Accountable Executive** - a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan and the agency's Transit Asset Management Plan.

**Agency Safety Plan** - the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

**Chief Safety Officer** - an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider.

**Comprehensive Emergency Management Plan** - an overall emergency and disaster plan that reflects an analysis of the natural and technological hazards to which Spokane County residents are vulnerable. The CEMP describes the purpose, organization, responsibilities, and capabilities of the agency involved in preventing, protecting against, mitigating, responding to, and recovering from emergencies and disasters that impact the transit agency.

**Corrective Action Plan** - a set of actions to correct an issue, problem, non-compliance or underperformance. It is essentially a plan to improve performance and/or reduce risk.

**Equivalent Authority** - an entity that carries out duties similar to that of a Board of Directors, for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a Transportation Agency Safety Plan.

**Event** - any accident, incident, or occurrence.

**FTA** - Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard** - any real or potential condition that can cause injury, illness, death, damage to or loss of facilities, equipment, rolling stock, or infrastructure of a public transportation system, or damage to the environment.

**Hazard analysis** - is the process of recognizing hazards that may arise from a system or its environment, documenting their unwanted consequences and analyzing their potential causes.

**Incident** - an event that involves a personal injury that is not serious injury, one or more injuries requiring medical transport, damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation** - the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**Job Hazard Analysis** - a technique that focuses on job tasks as a method to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

**Key Performance Indicators (KPIs)** - measure progress toward specific safety goals or simply to monitor trends. KPIs are used as a means to collect data and communicate trends, which can then be used to indicate where further improvements and resources are required.



Occurrence - an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Performance measure - an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established target.

Performance target - a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period required by the Federal Transit Administration (FTA).

Preventable accident/collision - a collision as one in which the driver failed to do everything that they reasonably could have done to avoid it.

Public Transportation Agency Safety Plan (PTASP) – a documented comprehensive agency safety plan for a transit agency.

Risk – a composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation - a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance - processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy - a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System (SMS) - a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Manager - a Chief Safety Officer or an equivalent.

Safety performance target - a Performance Target related to safety management activities.

Safety Promotion - a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment – a formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management - a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury - any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Transit agency - an operator of a public transportation system.

Transit Asset Management Plan - the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49U.S.C. 5326 and 49 CFR part 625

## Acronyms

Acronym	Word or Phase
ASP	Agency Safety Plan
CAP	Corrective Action Plan
CEO	Chief Executive Officer
COO	Chief Operating Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management
STA	Spokane Transit Authority
TSI	Transportation Safety Institute
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

## Appendix A

### STA Employee Safety Hazard Report Form

File Number: \_\_\_\_\_  
(Leave Blank)

Date: \_\_\_\_\_

Where is the hazard located?

(Check One)

- ☐ Boone Facility-North  
☐ Boone Facility-South  
☐ Boone Northwest Garage  
☐ Sharp Facility  
☐ Fleck Service Center  
☐ Park & Ride \_\_\_\_\_ (Enter which one)  
☐ Plaza Facility  
☐ Valley Transit Center  
☐ Other \_\_\_\_\_

Describe the location further if it is not obvious from the description of the hazard:

---

---

Describe the workplace hazard: (Give more details if you are filling this out anonymously) \_\_\_\_\_

---

---

---

---

Has the Hazard been reported to a Foreman, Supervisor, Manager or Director?

☐ Yes ☐ No If so, Who? \_\_\_\_\_ Date Reported: \_\_\_\_\_  
(Check One)

Your Name: \_\_\_\_\_ (optional)

**Stop Here!**

**Stop Here!**

*Drop-off or Mail this report to your management; the Human Resources Department; Safety or any Safety Committee Member.*

Briefly describe the actions taken to correct the hazard? \_\_\_\_\_

---

---

---

Who or What department took the corrective action? \_\_\_\_\_

---

**Purpose of the Safety Hazard Report Form:**

The purpose of this form is to provide employees with another method of reporting workplace hazards or potential hazards; to have the identified hazards evaluated and; if possible, have the hazard eliminating or minimized.

**Instructions:**

1. Fill in the blanks and answer the questions on the reserves side.
2. Turn in the completed form to your foreman, supervisor or manager. You may also deliver the completed form to any Safety Committee Member, the Safety Office, or the Human Resources Department.

**Other Information:**

1. Allow time for routing and investigation before expecting a follow-up contact from the appropriate party.
2. All completed reports will be forwarded to the Safety Committee for review and disposition.

## Appendix B

### SAFETY INSPECTION CHECK LIST

AREA BEING INSPECTED \_\_\_\_\_

DATE \_\_\_\_\_ INSPECTION CONDUCTED BY \_\_\_\_\_

OK

ACTION  
REQUIRED

First aid kits stocked and accessible

Electrical cords; no fraying, splits  
or breaks in jacket.

Are power cords strung so they  
do not hang on pipes, nails, and hooks  
and clear of walkways?

Are portable electrical tools  
grounded or of the double insulated type?

Are all exits visible and unobstructed?

Are all exits marked with a readily  
visible sign?

Are fire extinguishers inspected for  
general condition and operability and  
noted on the inspection tag each month?

Are fire extinguishers mounted in  
readily accessible locations?

Is the fire alarm being tested at  
least annually?

Are employees periodically  
instructed in the use of extinguishers  
and fire protection procedures with documentation?

Electrical Outlets in good condition – not broken?

HMIS labels – on all containers as required?

Are covered metal waste cans used  
for oily rags?

Are rubbish and litter disposed of  
daily?

---

Are all work areas adequately illuminated?

---

Are stairways in good condition, clean and free of all loose items?

---

Are portable wood and metal ladders adequate for their purpose, in good condition and provided with secure footing?

---

Are fixed ladders adequate for their purpose, in good condition and provided with secure footing?

---

Are all machines or operations that expose operators or other employees to rotating parts, pinch points or flying chips, particles or sparks adequately guarded?

---

Are mechanical power transmission belts and pinch points guarded?

---

Are the power panel access points open and clear – 3 feet?

---

Is a clean-up time scheduled each day for each area?

---

Are lock outs used when working on equipment?

---

Are grinder and lathes and similar equipment provided with safety guards?

---

For welding and flame cutting operations:

---

A. Are only authorized trained personnel permitted to use such equipment?

---

B. Are welding gas cylinders stored so they are not subject to damage?

---

C. Are all combustible materials near the operator covered with protective shields or otherwise protected?

---

D. Is a fire extinguisher provided at the welding site?

---

---

Are all flammable liquids kept inside the building stored in proper storage containers?

---

Are first aid supplies adequate for the plant?

---

Are protective goggles, glasses, face-shields, aprons and other protective equipment clean and at the proper work station?

---

Are the forklift operators certified?

---

Are approved respirators clean and at the proper work station?

---

Are respirator masks being used?

---

Are aisles and stairways clear?

---

Are restrooms clean and properly maintained?

Appendix C

Hazard/Risk Action Log - Safety / Security Items							
ITEM #	ORIG. DATE	BROUGHT FORWARD BY	HAZARD/RISK	RISK RATING LEVEL/CATEGORY	PREVIOUS MITAGITION ACTION - INSTRUCTION	MOST RECENT/FINAL MITICATION ACTION	PERSON / DEPT RESPONSIBLE



## Appendix D

## SPOKANE TRANSIT OPERATOR'S EVENT REPORT

### EVENT INFORMATION

<b>STA Report #:</b>				
Event Date:		Time: AM <input type="checkbox"/> PM <input type="checkbox"/>		Time Dispatch Notified: AM <input type="checkbox"/> PM <input type="checkbox"/>
Event Indicator: <small>(Check all that apply)</small>	<input type="checkbox"/> Vehicle Accident	<input type="checkbox"/> Passenger Accident	<input type="checkbox"/> Incident	<input type="checkbox"/> Customer Contact
	<input type="checkbox"/> Wheel Chair	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Bicyclist
Department:	<input type="checkbox"/> Fixed Route	<input type="checkbox"/> VanPool	<input type="checkbox"/> ParaTransit	<input type="checkbox"/> Security
	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Administration	<input type="checkbox"/> Contract	

### TRANSIT DRIVER INFORMATION

Last Name:		First Name:	MI:
Employee Injury: Y / N	Date of Hire:	Employee ID:	
Brief Employee Injury Description:			

Service Denial due to behavior? Yes ☐ No ☐ If Yes please complete the following questions:

1. Did the passenger impede the flow of service?
2. Did the passenger create or incite a breach of the peace?
3. Did the passenger create a disturbance to others on the coach?
4. Did the passenger direct harassment to others on the coach?

### EVENT DETAIL

Weather Conditions (check one)		Light Conditions (check one)		Road Conditions (check one)	
<input type="checkbox"/> Clear		<input type="checkbox"/> Artificial Lighting		<input type="checkbox"/> Debris	
<input type="checkbox"/> Cloudy		<input type="checkbox"/> Daylight		<input type="checkbox"/> Dry	
<input type="checkbox"/> Foggy / Misting		<input type="checkbox"/> Twilight		<input type="checkbox"/> Ice	
<input type="checkbox"/> Raining		<input type="checkbox"/> Dark		<input type="checkbox"/> Snow / Slush	
<input type="checkbox"/> Snowing				<input type="checkbox"/> Wet	
Event Location:					
City:				State:	
Route #:	Direction:	Run #:	Company Vehicle #:		
Was wheelchair securement in use: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one:					
Primary Location (check all that apply):					
<input type="checkbox"/> Bus Shelter/Zone/Stop	<input type="checkbox"/> Open Intersection	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Alley	<input type="checkbox"/> Street	
<input type="checkbox"/> Transit Facility	<input type="checkbox"/> Controlled Intersection	<input type="checkbox"/> Railroad Tracks	<input type="checkbox"/> Hill	<input type="checkbox"/> Bridge	
<input type="checkbox"/> Freeway/Interstate	<input type="checkbox"/> Residential Street	<input type="checkbox"/> STA Vehicle	<input type="checkbox"/> Steps	<input type="checkbox"/> Highway	
<input type="checkbox"/> Mall/Shopping Center	<input type="checkbox"/> Construction Zone	<input type="checkbox"/> Driveway	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Private Property	<input type="checkbox"/> STA Property	<input type="checkbox"/> Rural	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	



## SPOKANE TRANSIT OPERATOR'S EVENT REPORT

### OTHER DRIVER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
License Plate:	State:	Driver's License:	State:
Vehicle Year:	Make/Model:	Color:	
Insurance Company:		Insurance Policy Number:	

### OTHER VEHICLE OWNER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Insurance Company:		Insurance Policy Number:	

PLEASE ATTACH COURTESY CARDS FOR WITNESS(S) INFORMATION & DESCRIPTION

# of Passengers:	# of Courtesy Cards Issued:	# of Courtesy Cards Collected:
------------------	-----------------------------	--------------------------------

#### Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

#### Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

#### Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

#### Miscellaneous Comments:

--

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**SPOKANE TRANSIT  
OPERATOR'S EVENT REPORT**

---


Statement made by other party:

--

I certify under penalty of perjury under the laws of Washington State that this report is true and correct.

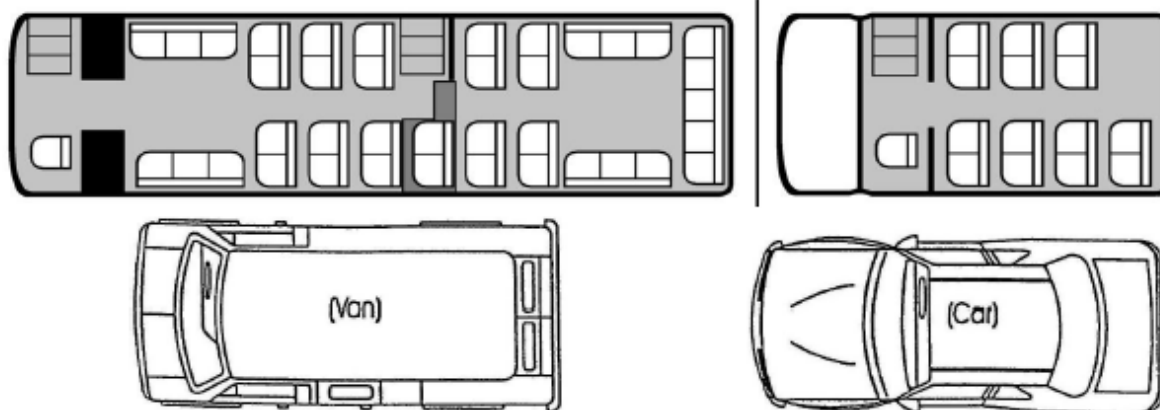
Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

**SPOKANE TRANSIT  
OPERATOR'S EVENT REPORT**

---

If Passenger Injury. Indicate on Diagram, their physical Location on coach



*Supervisor: Read and sign to insure the report is accurate and complete.*

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

---

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 5A** : FINAL PROPOSED 2021 OPERATING AND CAPITAL BUDGETS –  
RESOLUTION

**REFERRAL COMMITTEE:** Planning & Development (*Grover*)

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

---

**SUMMARY:**

The Draft 2021 Operating and Capital Budgets were presented as follows:

September 30, 2020	Planning and Development Committee Meeting
October 15, 2020	Board of Directors Meeting

The narrated public presentation of the Proposed 2021 Operating and Capital Budgets was available on the Spokane Transit website beginning November 4, 2020, and presented at the following meetings:

November 4, 2020	Planning and Development Committee Meeting
November 11, 2020	Citizen Advisory Committee Meeting
November 19, 2020	Public Hearing at the Board of Directors Meeting

The Planning and Development Committee reviewed the Final Proposed 2021 Operating and Capital Budgets on December 2, 2020.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board adopt by resolution the Final Proposed 2021 Operating and Capital Budgets.

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

**RECOMMENDATION TO BOARD:** Adopt, by resolution, the Final Proposed 2021 Operating and Capital Budgets.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

RESOLUTION NO. **782-20**

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2021 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, 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 2021 budget, provided public access to the budget and the board has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2021 budget at its December 2, 2020 meeting and has recommended adoption by the STA Board of Directors at its December 17, 2020 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 2021 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 96,994,755	Operating Expenses	\$ 82,229,691
Capital Grants	\$ 38,834,760	Capital Projects	\$ 71,916,086
From Cash Balance	\$ 18,316,262	Fleet Replacement Allocation	\$ -
<b>Total Source of Funds</b>	<b>\$ 154,145,777</b>	<b>Total Use of Funds</b>	<b>\$ 154,145,777</b>

BOARD DESIGNATED CASH RESERVES	
Risk Reserve	\$ 5,500,000
Operating Reserve (15% of Operating Expenses)	\$ 12,334,354
Right-of Way Acquisition Reserve	\$ 4,950,000
<b>Total Board Designated Cash Reserves</b>	<b>\$ 22,784,454</b>

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 17<sup>th</sup> day of December 2020.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Al French  
Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Legal Counsel





# **Spokane Transit Authority 2021 Final Proposed Operating and Capital Budgets**

**December 2020**

# 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

# 2021 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 2020 to 2021

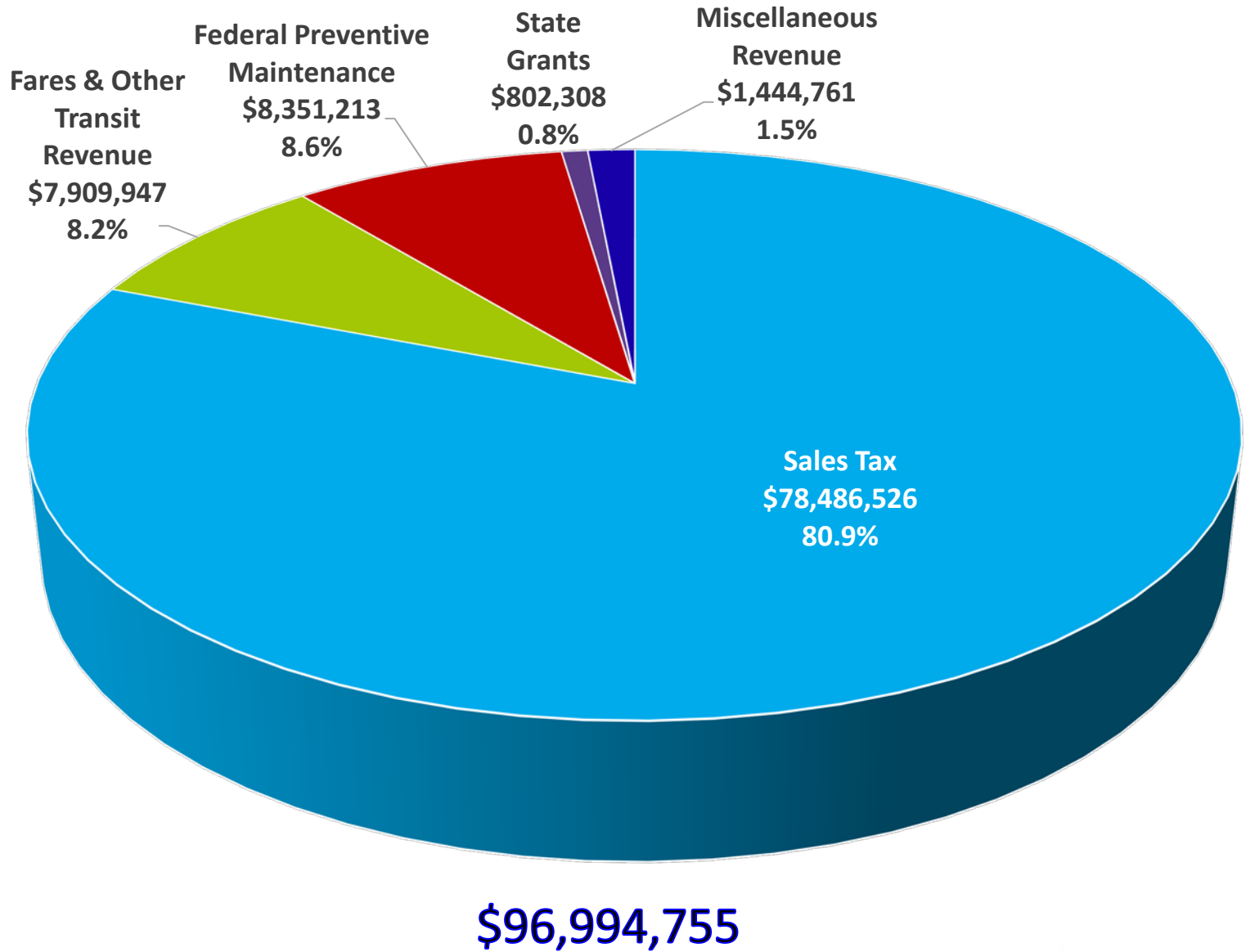
	2020 Budget	2021 Final Proposed Budget	\$ Change from 2020 Budget	% Change from 2020 Budget	REFERENCE ONLY 2021 Proposed Budget
<b>Estimated Revenues:</b>					
Fares & Other Transit Revenue	\$12,242,543	\$7,909,947	(\$4,332,596)	-35.4%	\$7,909,947
Sales Tax	87,312,896	78,486,526	(8,826,370)	-10.1%	78,486,526
State Grants	1,604,616	802,308	(802,308)	-50.0%	802,308
Miscellaneous Revenue	1,580,803	1,444,761	(136,042)	-8.6%	1,444,761
Federal Preventive Maintenance	8,457,040	8,351,213	(105,827)	-1.3%	8,351,213
<b>Subtotal: Operating Revenues</b>	<b>\$111,197,898</b>	<b>\$96,994,755</b>	<b>(\$14,203,143)</b>	<b>-12.8%</b>	<b>\$96,994,755</b>
Federal Capital Revenue	\$30,062,480	\$36,229,851	\$6,167,371	20.5%	\$36,229,851
State Capital Revenue	8,120,093	2,604,909	(5,515,184)	-67.9%	2,604,909
<b>Subtotal: Capital Revenue</b>	<b>\$38,182,573</b>	<b>\$38,834,760</b>	<b>\$652,187</b>	<b>1.7%</b>	<b>\$38,834,760</b>
<b>Total Revenue</b>	<b>\$149,380,471</b>	<b>\$135,829,515</b>	<b>(\$13,550,956)</b>	<b>-9.1%</b>	<b>\$135,829,515</b>
Decrease in Cash Balance*	7,041,818	18,316,262	11,274,444	160.1%	18,176,562
<b>Total Source of Funds</b>	<b>\$156,422,289</b>	<b>\$154,145,777</b>	<b>(\$2,276,512)</b>	<b>-1.5%</b>	<b>\$154,006,077</b>
<b>Estimated Expenditures:</b>					
Fixed Route	\$54,276,944	\$55,669,975	\$1,393,031	2.6%	\$55,630,318
Paratransit	17,089,208	12,847,071	(4,242,138)	-24.8%	12,847,071
Vanpool	691,704	603,028	(88,675)	-12.8%	603,028
Plaza	1,876,076	2,317,546	441,470	23.5%	2,317,546
Administration	10,187,356	10,792,072	604,716	5.9%	10,692,029
<b>Total Operating Expenses</b>	<b>\$84,121,288</b>	<b>\$82,229,691</b>	<b>(\$1,891,597)</b>	<b>-2.2%</b>	<b>\$82,089,991</b>
Capital Expenditures - Includes FR & PT Fleet	\$63,464,547	\$71,916,086	\$8,451,539	13.3%	\$71,916,086
FR & PT Fleet Replacement Allocation	8,836,454	-	(8,836,454)	-100.0%	-
<b>Total Use of Funds</b>	<b>\$156,422,289</b>	<b>\$154,145,777</b>	<b>(\$2,276,512)</b>	<b>-1.5%</b>	<b>\$154,006,077</b>





# 2021 Revenue

# 2021 Operating Revenues



# 2021 vs 2020

## Operating Revenue Budget

2021 Operating Revenue	\$ 96,994,755
2020 Operating Revenue	<u>\$111,197,898</u>
<b>Operating Revenue Change (\$14,203,143)</b>	
	(12.8% Decrease)

No Change from Proposed Budget



# 2021 Operating Budget Assumptions

## Revenue – Sales Tax

- For 2021, sales tax revenue budgeted at 10.1% lower than the 2020 budget to balance better than expected taxable sales trend with uncertain economic conditions

# Operating Budget Assumptions

## Revenue – Fare & Other Transit

- Fare revenue of \$7,909,947 based on:
  - Current Fare
  - Ridership Changes – Assume partial recovery from 2020 pandemic ridership lows

Mode	2020 Projected	2021 Final Proposed Budget	2021 Change
Fixed Route	5.8M	8.1M	39.7%
Paratransit	198K	234K	15.0%
Vanpool	92K	155K	68.5%

# 2021 Operating Budget Assumptions

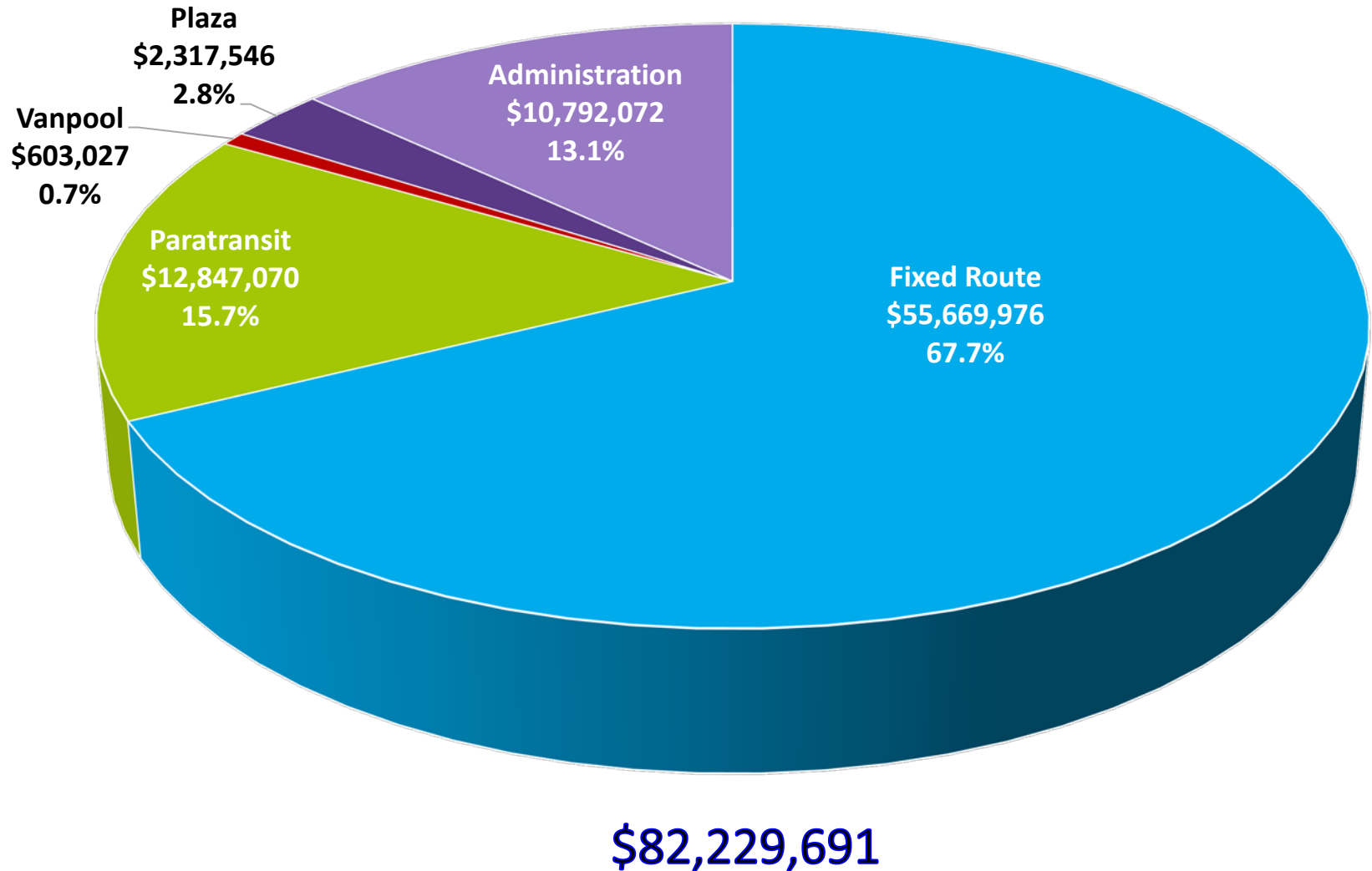
## **Revenue – Grants and Miscellaneous**

- Federal grants of \$8,351,213
- State grants of \$802,308
- Miscellaneous revenue of \$1,444,761



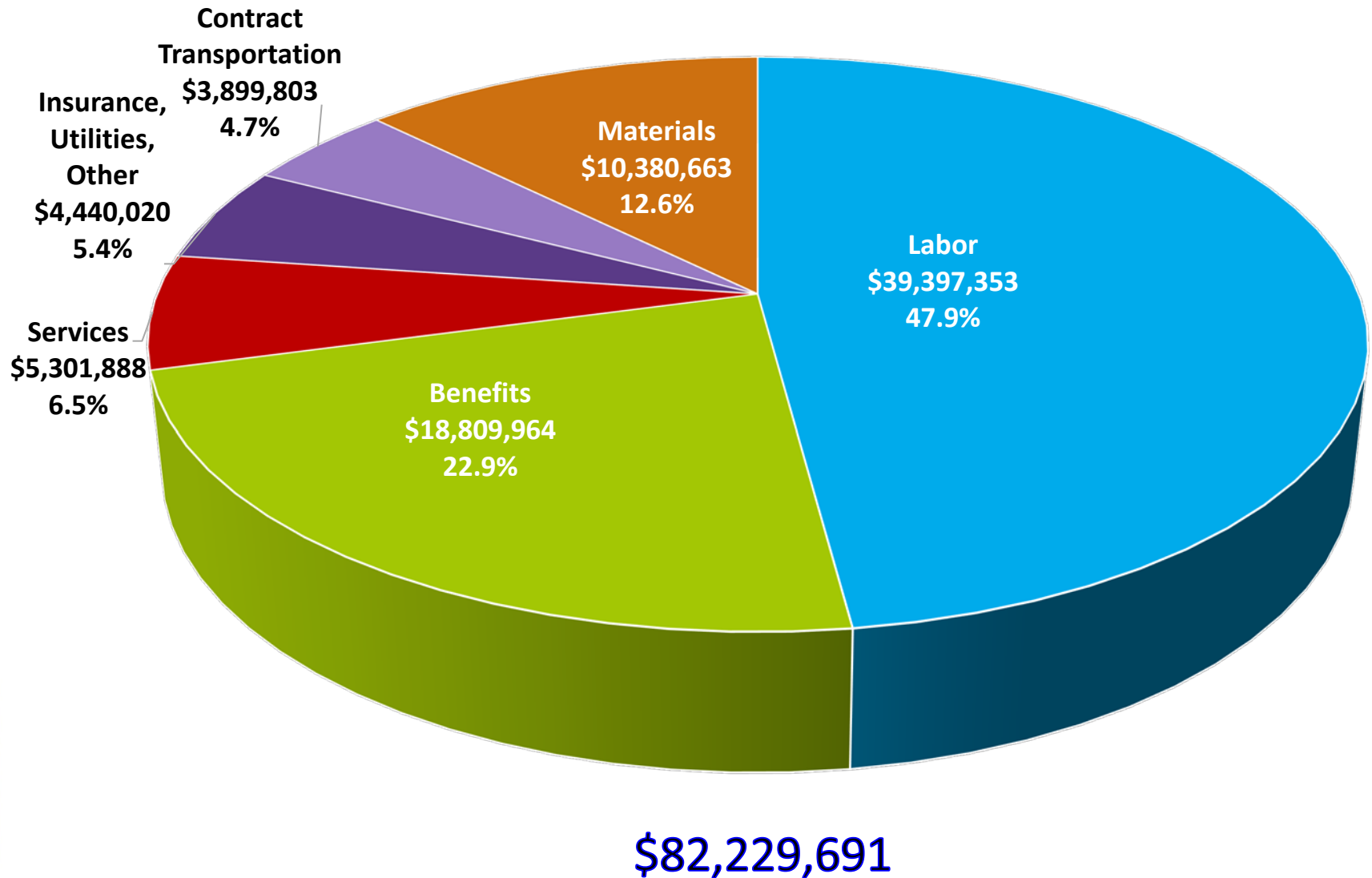
# 2021 Operating Expenses

# 2021 Operating Expenses by Division





# 2021 Operating Expenses by Object



# 2021 vs 2020

## Operating Expense Budget

2021 Operating Expense Budget	\$82,229,691
2020 Operating Expense Budget	<u>\$84,121,288</u>
<b>Operating Expense Budget Change</b>	<b>(\$ 1,891,597)</b>
	(2.2% Decrease)

Fixed Route Service Increase 2019 ➡ 2020 = 2.8%

Fixed Route Service Decrease 2020 ➡ 2021 = -1.4%

Final Proposed Budget \$139,700 higher  
than Proposed Budget to reflect ATU 1598  
Contract wage adjustments, 1 new  
position & additional services

# 2021 Changes from Proposed to Final Proposed Budget

## Summary of Expenditure Changes

	Operating	Capital/Fleet Replacement	Total
<b>Proposed Expenditure Budget</b>	<b>\$82,089,991</b>	<b>\$71,916,086</b>	<b>\$154,006,077</b>
ATU 1598 Contract	39,657		39,657
New Position	25,043		25,043
Additional Services	75,000		75,000
Total Changes	139,700		139,700
<b>Final Proposed Expenditure Budget</b>	<b>\$82,229,691</b>	<b>\$71,916,086</b>	<b>\$154,145,777</b>



# 2021 Operating Expense Changes

Object	2020 Budget (Rounded)	2021 Final Proposed Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000		REFERENCE ONLY 2021 Proposed Budget (Rounded)
Labor/Benefits	\$56.2M	\$58.2M	\$2.0M (3.6%)	Labor State Industrial Medical/Dental Retirement (PERS/FICA)	\$ 2.2M \$ 0.4M \$-0.2M \$-0.4M	\$58.1M
Services	\$5.6M	\$5.3M	\$-0.3M (-5.9%)	Plaza Contracted Maintenance Security Consulting (IS/Planning/Maintenance) Paratransit Mobility Training Programs	\$ 0.5M \$ 0.1M \$-0.2M \$-0.7M	\$5.3M
Contracted Transportation	\$6.7M	\$3.9M	\$-2.8M (-41.9%)	Paratransit Service	\$-2.8M	\$3.9M
Materials	\$11.0M	\$10.4M	\$-0.6M (-5.4%)	Computer Hardware/Software Safety Supplies (COVID/Other) Fuel	\$ 0.7M \$ 0.2M \$-1.7M	\$10.4M
Insurance Utilities Other	\$4.6M	\$4.4M	\$-0.2M (-4.3%)	Training/Meetings/Travel Utilities Property & Liability Insurance and Other	\$-0.2M \$ 0.1M \$-0.1M	\$4.4M
Total	\$84.1M	\$82.2M	\$-1.9M (-2.2%)			\$82.1M

# 2021 Operating Budget Assumptions

## Expenses – Personnel

Division	2020 Positions	Additions	2021 Positions
Fixed Route	277 FT Coach Operators 25 PT Coach Operators <u>171</u> FT Other <b>473</b>	Supervisors (2) Coach Operators (13 - Hire Q4) Journeyman Vehicle Technician (2) General Repair Vehicle Technician Cleaners (5) Building Specialist – HVAC Tech Building Maintenance Electrician Laborers (3 – Hire Q4)	290 FT Coach Operators 25 PT Coach Operators <u>186</u> FT Other <b>501</b>
Paratransit	61 FT Van Operators 2 PT Van Operators <u>41</u> FT Other <b>104</b>	Van Operator (-9) Temporary Reduction of unfilled positions	52 FT Van Operators 2 PT Van Operators <u>41</u> FT Other <b>95</b>
Vanpool	2 FT		2 FT
Administrative	61 FT <u>1</u> PT <b>62</b>	Sr. Transit Planner (1) – term position	62 FT <u>1</u> PT <b>63</b>
<b>Total</b>	613 FT <u>28</u> PT <b>641</b>	<b>29 FT Additions</b> - 9 FT Temporary reductions	633 FT <u>28</u> PT <b>661</b>

FT = Full time PT = Part time

# 2021 Operating Budget Assumptions

## Expenses – Compensation

Employee Group	# Of Employees (September 2020)	Contract Term	2021 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	437	April 1, 2020 to March 31, 2023	3.0%
AFSCME 3939 (Paratransit)*	75	July 1, 2018 to June 30, 2021	TBD
ATU 1598 (Fixed Route & Paratransit Supervisors)	24	February 2021 to January 2024	2.0%
Management & Administrative	84	At Will	2.0%
<b>Total</b>	<b>620</b>		

\*Per Collective Bargaining Agreement 1% market adjustment January 1, 2021

# 2021 Operating Budget Assumptions

## Expenses – Benefits (Medical & Dental)

Plan	2021 Premium % Increase (Decrease)	# of Employees Enrolled (as of August 2020)
Premera	0.0%	227
Kaiser Core HMO	1.2%	42
Kaiser Buy-Up HMO	1.2%	272
Kaiser CDHP	1.2%	28
Washington Dental	1.3%	569

- Retirement
  - Employer's retirement contribution rate
    - 1/1-6/30 - 12.97%    \*7/1-12/31 - 10.25%
  - Employee's contribution rate
    - PERS 1 6.0% on-going (statutorily set)
    - PERS 2 1/1-6/30 - 7.9%    \*7/1-12/31 - 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 in August. The state Legislature has the authority to revise the approved rates as part of the budget adoption process, but is not required to do so.

# 2021 Operating Budget Assumptions

## Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (approximate)
	2019 Actual	2020 Budget	2021 Budget <sup>1</sup>	
Diesel	\$2.14	\$3.43	\$2.73	\$3.7M
Gasoline	\$2.47	\$3.36	\$2.94	\$0.5M
<b>Total</b>				\$4.2M

<sup>1</sup> Energy Information Administration July 2020 forecast with 1/4 standard deviation



# 2021 Capital

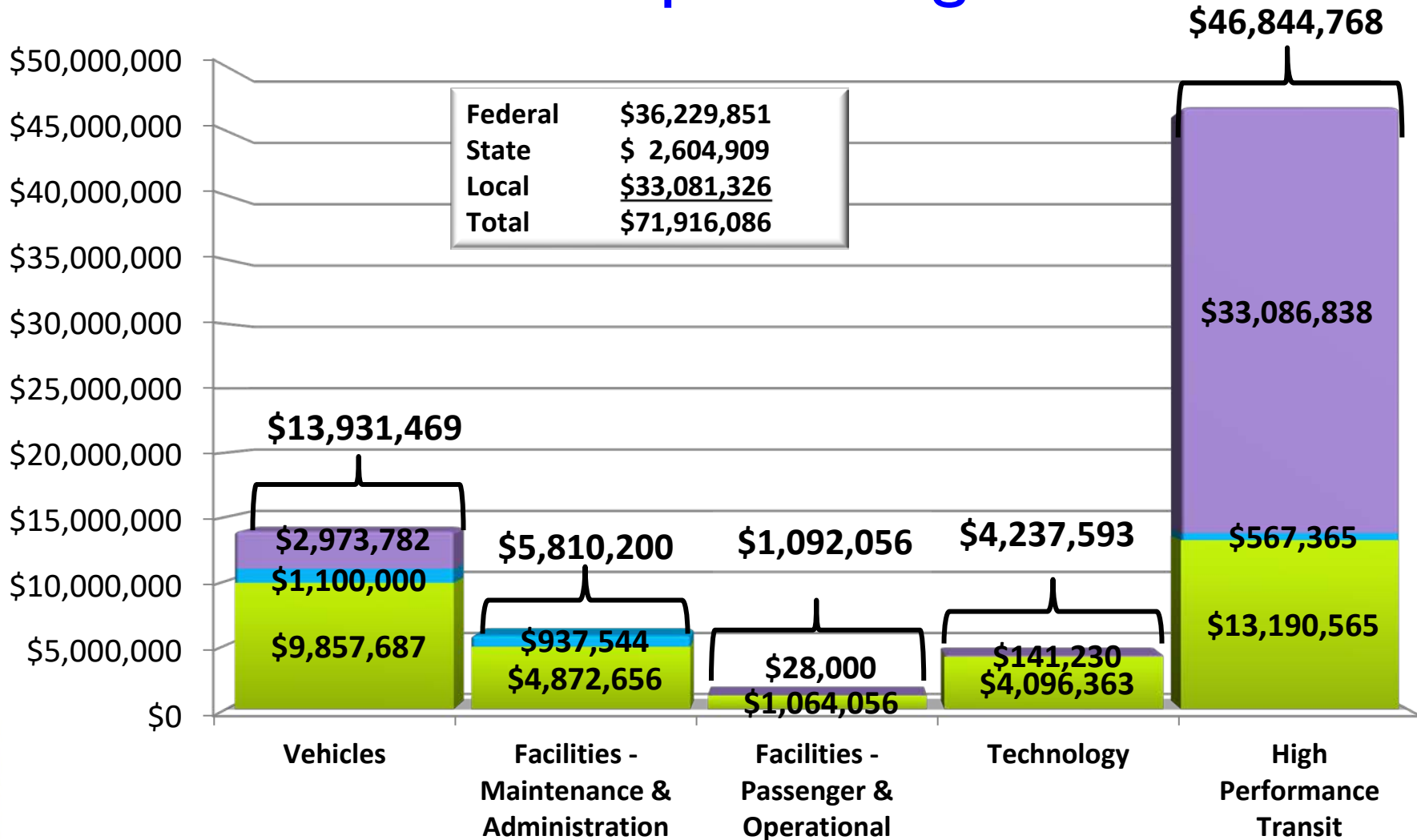


# 2021 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$36,229,851	50.4%
State	\$2,604,909	3.6%
Local (includes \$9,326,187 from Fleet Replacement Fund)	<u>\$33,081,326</u>	46.0%
2021 Capital Total	\$71,916,086	
Fleet Replacement 2021 Contribution*	\$ -	
Total 2021 Capital/Fleet Replacement Contribution Budget	<u>\$ 71,916,086</u>	

\* Fleet Replacement sufficiently funded for upcoming purchases – no contribution deemed necessary for 2021

# 2021 Capital Budget

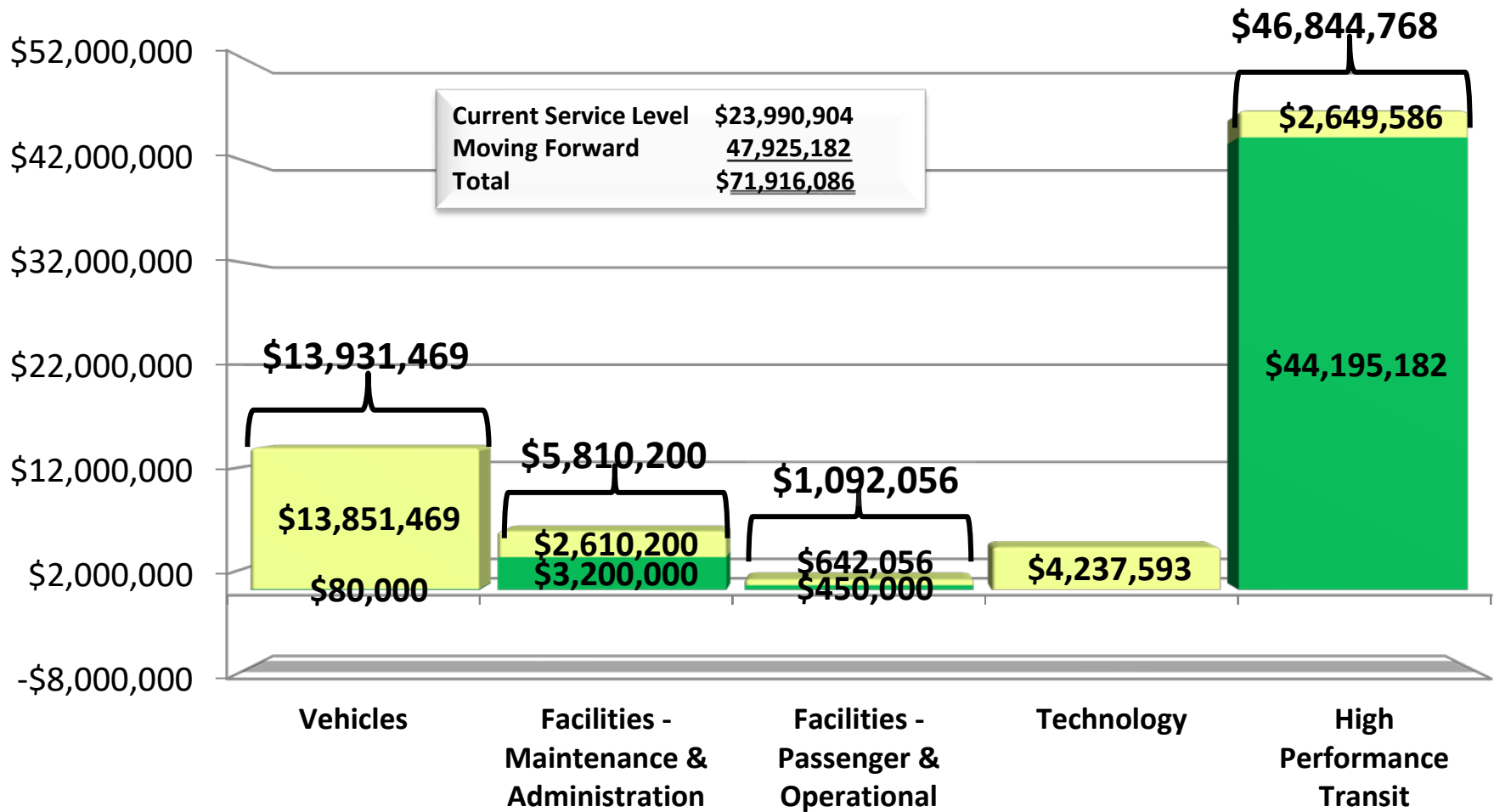


**Total 2021 Capital Budget \$71,916,086**

Local State Federal



# 2021 Moving Forward vs Current Service Level Capital Budget



**Total 2021 Capital Budget \$71,916,086**

■ Current Service Level

■ Moving Forward

# 2021 Cash and Reserve Analysis

	2021 Final Proposed Budget
<b>OPERATING ACTIVITIES</b>	
Revenue (excluding capital grants)	\$96,994,755
Operating Expense	(82,229,691)
<b>Revenue Over / (Under) Operating Expenses</b>	<b>14,765,065</b>
<b>CAPITAL ACTIVITIES (Local Funds)</b>	
Purchase of Property, Plant, and Equipment	(23,755,139)
FR & PT Fleet Replacement Allocation	-
<b>Total Local Cash Used for Capital Activities</b>	<b>(23,755,139)</b>
<b>NET DECREASE IN CASH</b>	<b>(8,990,074)</b>
CASH (Projected beginning 2021)	109,344,560
<b>CASH (Projected ending 2021)</b>	<b>100,354,485</b>
<b>BOARD DESIGNATED &amp; OTHER RESERVES</b>	
Operating Reserve (15% of Operating Expenses)	(12,334,454)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Claims Reserve - L&I required	(357,000)
<b>Total Board Designated &amp; Other Reserves</b>	<b>(23,141,454)</b>
<b>2021 Estimated End of Year Cash Balance After Reserves <sup>1</sup></b>	<b>\$77,213,031</b>

<sup>1</sup> Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2021-2026 Capital Improvement Plan. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$13,327,271 as of December 31, 2021.

# Next Steps

Date (2020)	Action
September 30 <sup>th</sup>	2021 Draft Budget-Operating & Capital presented to the Planning & Development Committee
October 15 <sup>th</sup>	2021 Draft Budget-Operating & Capital presented to STA Board
November	Citizen and Employee Outreach
November 4 <sup>th</sup>	2021 Proposed Budget-Operating & Capital & 2021 Strategic Plan presented to the Planning & Development Committee
November 19 <sup>th</sup>	Public Hearing for 2021 Proposed Budget-Operating & Capital
	Board approval of the 2021 Strategic Plan
December 2 <sup>nd</sup>	Recommendation of 2021 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
<b>December 17<sup>th</sup></b>	<b>Board adoption, by resolution, of the 2021 Final Proposed Budget-Operating &amp; Capital</b>

# Recommended Action

Recommend the Board adopt, by resolution, the Final Proposed 2021 Operating & Capital Budgets

Source of Funds:		Use of Funds:	
Revenues	\$96,994,755	Operating Expenses	\$82,229,691
Capital Grants	\$38,834,760	Capital Projects	\$71,916,086
From Cash Balance	\$18,316,262	Fleet Replacement Allocation	\$ -
<b>Total Source of Funds</b>	<b>\$154,145,777</b>	<b>Total Use of Funds</b>	<b>\$154,145,777</b>

# Spokane Transit Authority

## Supplemental Information for 2021 Budget

December 17, 2020

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## Key Indicators of 2021 Final Proposed Budget

	2021 Final Proposed Level Budget	2020 Budget	2021 Budget vs. 2020 Budget % Change	2019 Actual	2021 Budget vs. 2019 Actual % Change
<b>Fixed Route Bus Service</b>					
Operating Expense (Unallocated)	\$55,669,975	\$54,276,944	2.6%	\$47,383,026	17.5%
Revenue Hours	459,196	465,480	-1.4%	444,299	3.4%
Passengers	8,094,632	10,600,000	-23.6%	9,971,798	-18.8%
Revenue Miles	6,357,698	6,421,163	-1.0%	6,118,526	3.9%
Farebox Revenue	\$6,712,788	\$10,612,280	-36.7%	\$9,908,048	-32.2%
Other Transit Revenue	\$363,536	\$278,403	30.6%	\$301,975	20.4%
Farebox Recovery Ratio (Unallocated)	12.1%	19.6%	-38.3%	20.9%	-42.3%
Average Fare	\$0.83	\$1.00	-17.2%	\$0.99	-16.5%
Cost per Passenger	\$6.88	\$5.12	34.3%	\$4.75	44.7%
Operating Cost per Revenue Hour (Unallocated)	\$121.23	\$116.60	4.0%	\$106.65	13.7%
Operating Cost per Revenue Mile (Unallocated)	\$8.76	\$8.45	3.6%	\$7.74	13.1%
Passenger Vehicles	157	147	6.8%	147	6.8%
<b>Paratransit Service</b>					
Operating Expense (Unallocated)	\$12,847,070	\$17,089,208	-24.8%	\$12,557,767	2.3%
Revenue Hours (includes SUV)	111,939	166,699	-32.8%	158,298	-29.3%
Passengers (Includes SUV)	233,738	472,000	-50.5%	442,186	-47.1%
Revenue Miles (Includes SUV)	1,720,449	2,827,417	-39.2%	2,401,206	-28.4%
Farebox Revenue	\$407,143	\$827,592	-50.8%	\$790,908	-48.5%
Other Transit Revenue	\$4,540	\$5,403	100.0%	\$7,017	-35.3%
Farebox Recovery Ratio (Unallocated)	3.2%	4.8%	-34.6%	6.3%	-49.7%
Average Fare	\$1.74	\$1.75	-0.7%	\$1.79	-2.6%
Cost per Passenger	\$54.96	\$36.21	51.8%	\$28.40	93.5%
Operating Cost per Revenue Hour (Unallocated)	\$114.77	\$102.52	12.0%	\$79.33	44.7%
Operating Cost per Revenue Mile (Unallocated)	\$7.47	\$6.04	23.5%	\$5.23	42.8%
Passenger Vehicles (Directly Operated)	63	67	-6.0%	67	-6.0%
Passenger Vehicles (Contracted includes SUV)	41	58	-29.3%	58	-29.3%
<b>Vanpool Service</b>					
Operating Expense (Unallocated)	\$603,027	\$691,704	-12.8%	\$549,244	9.8%
Revenue Hours	28,092	29,079	-3.4%	28,092	0.0%
Passengers	155,262	163,000	-4.7%	155,262	0.0%
Revenue Miles	929,850	958,166	-3.0%	929,849	0.0%
Farebox Revenue	\$418,440	\$518,865	-19.4%	\$478,372	-12.5%
Other Transit Revenue	\$3,500	\$0	100.0%	\$3,191	9.7%
Passenger Vehicles	74	79	-6.3%	79	-6.3%
<b>Financial Summary Highlights</b>					
Sales Tax Revenues	\$78,486,526	\$87,312,896	-10.1%	\$86,666,638	-9.4%
Federal Preventive Maintenance & Other Fed Grants	8,351,213	8,457,040	-1.3%	\$8,102,828	3.1%
Total Revenues (Exc. Capital )	\$96,994,755	\$111,197,898	-12.8%	\$116,263,342	-16.6%
Total Operating Expense	\$82,229,691	\$84,121,288	-2.2%	\$70,908,008	16.0%
Fleet Replacement Allocation	-	\$8,836,454	-100.0%	\$11,862,311	-100.0%
Local Capital Investment (1)	33,081,326	25,281,974	30.8%	\$16,099,016	105.5%
Total Capital Expense	\$71,916,086	\$63,464,547	13.3%	\$24,513,861	193.4%
Election Expenses					
Cooperative Street Projects					
Decrease in Cash (2)	(\$18,316,261)	(\$7,041,818)			
Increase in Cash (2)				\$17,394,007	

**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 2021 Budget

	FUNDED 2010	FUNDED 2011	FUNDED 2012	FUNDED 2013	FUNDED 2014	FUNDED 2015	AUTHORIZED 1/01/16	FUNDED 1/01/16	FUNDED 2017	FUNDED 2018	AUTHORIZED September 2018	FUNDED 2019	FUNDED with 2019 Additions	FUNDED 2020	FUNDED 2020 Additions	FUNDED 2021	Net Change Compared to 2019 Funded
<u>01 FIXED ROUTE DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	21	21	21	24	24	24	24	24	24	25	25	25	25	25	25	27	2
SCHEDULING OF TRANSPORTATION (021)	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	0
REVENUE VEHICLE OPERATIONS (030)	240	221	221	221	221	226	227	226	238	245	254	266	266	277	277	290 FT	13
REVENUE VEHICLE OPERATIONS (030)	32	28	28	28	28	28	28	28	28	25	25	25	25	25	25	25 PT	0
ADMINISTRATION OF MAINTENANCE (041)	5	5	5	5	5	5	5	5	5	5	5	6	6	7	7	7	0
FACILITIES ASST. MANAGER (042)	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	0
SERVICE REVENUE VEHICLES (051)	13	13	12	12	12	12	12	12	12	13	13	15	15	15	15	20	5
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	44	44	42	42	41	41	41	41	43	46	46	48	48	51	51	54	3
MAINTENANCE BUILDINGS AND GROUNDS (124)	19	19	19	19	20	20	20	20	22	24	24	25	25	27.0	27.0	32.0	5
FARE COLLECTION (150)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
SECURITY (161)	10	10	10	10	11	11	13	12	13	13	13	13	13	13	13	13	0
TELE INFORMATION/CUSTOMER SERVICE (162)	11	11	11	12	12	12	12	12	12	13	13	14	14	14	14	14 FT	0
TELE INFORMATION/CUSTOMER SERVICE (162)	2	2	2	2	2	2	2	2	2	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	3	3	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	5	5	5	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
FIXED ROUTE STAFFING TOTALS:	412.0	389.0	386.0	390.0	391.0	397.0	401.0	399.0	417.0	427.0	436.0	455.0	455.0	473.0	473.0	501.0	28
% CHANGE YEAR TO DATE		-5.6%	-0.8%	1.0%	0.3%	1.5%	1.0%		4.0%	2.4%		6.6%		4.0%		5.9%	
% CHANGE FROM 2010 (STAFFING)		-5.6%	-6.3%	-5.3%	-5.1%	-3.6%	-2.7%		1.2%	3.6%		10.4%		14.8%		21.6%	
TOTAL REVENUE HOURS (BUDGETED)	423,319	403,572	383,616	389,272	396,513	402,126	401,385		408,312	426,689		453,013		465,480		459,196	
% CHANGE YEAR TO DATE		-4.7%	-4.9%	1.5%	1.9%	1.4%	-0.2%		1.7%	4.5%		6.2%		2.8%		-1.4%	
% CHANGE FROM 2010 (SERVICE)		-4.7%	-9.4%	-8.0%	-6.3%	-5.0%	-5.2%		-3.5%	0.8%		7.0%		10.0%		8.5%	
<u>02 PARATRANSIT DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	13	13	13	13	14	14	14	14	15	15	15	15	15	19	19	19	0
SCHEDULING OF TRANSPORTATION (021)	5.75	6.75	6.75	6.75	7	7	7	7	7	8	8	8	8	8	8	8	0
REVENUE VEHICLE OPERATIONS (030)	55	54	54	55	55	55	55	51	57	57	57	61	61	61	61	52 FT	-9
REVENUE VEHICLE OPERATIONS (030)	9	9	9	6	5	5	5	5	3	3	3	2	2	2	2	2 PT	0
SERVICE REVENUE VEHICLES (051)	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	8	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9	0
PARATRANSIT STAFFING TOTALS:	94.75	94.75	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	-9
% CHANGE YEAR TO DATE		0.0%	1.1%	-2.1%	0.3%	0.0%	0.0%		1.1%	1.1%		4.2%		4.0%		-8.7%	
% CHANGE FROM 2010 (STAFFING)		0.0%	1.1%	-1.1%	-0.8%	-0.8%	-0.8%		0.3%	1.3%		5.5%		9.8%		0.3%	
TOTAL REVENUE HOURS (BUDGETED)	181,788	176,045	170,449	167,305	153,693	153,693	161,888		157,812	160,583		164,038		160,084		107,634	
% CHANGE YEAR TO DATE		-3.2%	-3.2%	-1.8%	-8.1%	0.0%	5.3%		-2.5%	1.8%		2.2%		-2.4%		-32.8%	
% CHANGE FROM 2010 (SERVICE)		-3.2%	-6.2%	-8.0%	-15.5%	-15.5%	-10.9%		-13.2%	-11.7%		-9.8%		-11.9%		-40.8%	
<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	3	3	5	5	5	5	6	7	7	8	8	8	8	8	0
HUMAN RESOURCES (167)	4	4	5	5	5	5	5	5	6	6	6	7	7	7	7	7	0
INFORMATION SYSTEMS (170)	5	5	6	6	6	7	7	7	8	9	9	10	10	10	11	11	0
FINANCE (171)	8	8	8	8	8	8	8	8	10	10	10	10	10.60	10.60	10.60	10.60	0
PURCHASING AND STORES (172)	2	2	2	2	2	2	2	2	3	3	4	4	4	4	4	4	0
ENGINEERING (173)							0	0	5	5	5	6	8	8	8	8	0
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	6	6	7	7	8	7	7	7	7	7	7	7	7	8	1
PROJECT (185)	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
DATA COLLECTION (190)	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE STAFFING TOTALS:	36.0	36.0	38.0	38.0	41.0	42.0	43.0	42.0	51.0	53.0	54.0	58.0	60.60	60.60	61.60	62.60	1
% CHANGE YEAR TO DATE		0.0%	5.6%	0.0%	7.9%	2.4%	2.4%		18.6%	3.9%		9.4%		4.5%		3.3%	
% CHANGE FROM 2010 (STAFFING)		0.0%	5.6%	5.6%	13.9%	16.7%	19.4%		41.7%	47.2%		61.1%		68.3%		73.9%	
<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%		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%		0.0%	
REVENUE HOURS (BUDGETED)	28,176	32,813	29,679	37,235	34,548	34,548	37,277		37,853	29,933		31,081		29,079		28,092	
% CHANGE YEAR TO DATE		16.5%	-9.6%	25.5%	-7.2%	0.0%	7.9%		1.5%	-20.9%		3.8%		-6.4%		-3.4%	
% CHANGE FROM 2010 (SERVICE)		16.5%	3.2%	32.2%	22.6%	22.6%	32.3%		34.3%	6.2%		10.3%		3.2%		-0.3%	
STAFFING GRAND TOTAL:	544.75	521.75	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	20.00



2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Vehicles	Fixed Route Fleet - Expansion	532	Electric Coach Expansion- Moving Forward	Not started	Funded-MF	3,296,000		3,296,000	6						3,296,000				3,296,000
		533	Signature Coaches - Moving Forward	Not started	Funded-MF	8,240,000		8,240,000	7						8,240,000				8,240,000
		541	Diesel Coach Expansion-Moving Forward	Cancelled	Funded-MF														
		570	Diesel Coach Expansion-Moving Forward	Not started	Funded-MF	3,961,495		3,961,495	4								3,961,495		3,961,495
		836	Fixed Route Fleet Expansion-2022	New	Funded-New	4,843,074		4,843,074	6					4,843,074					4,843,074
	Fixed Route Fleet - Expansion Total					20,340,569		20,340,569	23					4,843,074	11,536,000		3,961,495		20,340,569
	Fixed Route Fleet - Replacement	361	Bus Replacement-2019	Preliminary	Funded	1,484,311		1,484,311	3					1,484,311					1,484,311
		483	Fixed Route Fleet Replacement-2021	Not started	Funded	8,533,167		8,533,167	16	8,533,167			8,533,167						8,533,167
		486	Fixed Route Fleet Replacement-2023	Not started	Funded	5,658,023		5,658,023	10					5,658,023					5,658,023
		490	Fixed Route Fleet Replacement-2022	Not started	Funded	6,591,872		6,591,872	12					6,591,872					6,591,872
		492	Fixed Route Fleet Replacement-2026	Not started	Funded	6,182,674		6,182,674	10								6,182,674		6,182,674
		493	Fixed Route Fleet Replacement-2024	Not started	Funded	9,907,198		9,907,198	17							9,907,198			9,907,198
		494	Fixed Route Fleet Replacement-2025	Not started	Funded	7,576,830		7,576,830	12								7,576,830		7,576,830
		568	Fixed Route Fleet Replacement-2020	Not started	Funded	7,503,224		7,503,224	8	625,741	1,100,000	2,025,871	3,751,612	3,751,612					7,503,224
	Fixed Route Fleet - Replacement Total					53,437,299		53,437,299	88	9,158,908	1,100,000	2,025,871	12,284,779	11,827,795	5,658,023	9,907,198	7,576,830	6,182,674	53,437,299
	Non-Revenue Vehicles	349	2020 Service Vehicles (previously 2017)	Not started	Funded	76,500		76,500	1	76,500			76,500						76,500
		509	Facilities Shelter Cleaning Truck Replacements	Not started	Funded	160,000		160,000	2					80,000					80,000
		536	Service Vehicle Replacement 2021	Not started	Funded	90,000		90,000	2	90,000			90,000						90,000
		559	Service Vehicle Replacement 2022	Not started	Funded	90,000		90,000	2					90,000					90,000
		760	F/R Supervisor Vehicles	Not started	Funded	75,000		75,000								75,000			75,000
		775	MF: F/R Supervisor Vehicles	Not started	Funded-MF	80,000		80,000	2	80,000			80,000						80,000
		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	2										
		786	F&G Crew-Cab Shelter Response Vehicle	Not started	Funded	120,000		120,000											
		816	F&G Service Trucks	New	Funded-New	240,000		240,000	4	240,000			240,000						240,000
		817	Service Vehicle Replacement - 2021	New	Funded-New	45,000		45,000	1	45,000			45,000						45,000
		818	Supervisor Support Vehicles	New	Funded-New	90,000		90,000	2									90,000	90,000
		838	F&G Shelter Service Trucks	New	Funded-New	95,000		95,000	2					95,000					95,000
	Non-Revenue Vehicles Total					1,331,500		1,331,500	22	531,500			531,500	265,000		75,000	80,000	90,000	1,041,500
	Paratransit Vans	412	Replacement Vans-2020	Preliminary	Funded	334,750		334,750	1										
		484	Paratransit Fleet Replacement-2021	Not started	Funded	1,115,190		1,115,190	15	167,279		947,911	1,115,190						1,115,190
		485	Paratransit Fleet Replacement-2022	Not started	Funded	1,200,345		1,200,345	15					1,200,345					1,200,345
		487	Paratransit Fleet Replacement-2023	Not started	Funded	1,236,345		1,236,345	15						1,236,345				1,236,345

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Vehicles	Paratransit Vans	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	New	Funded-New	1,568,089		1,568,089	15									1,568,089	1,568,089
Paratransit Vans Total						8,039,759		8,039,759	91	167,279	947,911		1,115,190	1,200,345	1,236,345	1,273,425	1,311,615	1,568,089	7,705,009
	Vanpool Vans	592	Vanpool Replacement 2020	Not started	Funded	362,523		362,523	11										
		594	Vanpool Replacement 2022	Not started	Funded	482,227		482,227	11					482,227					482,227
		595	Vanpool Replacement 2023	Not started	Funded	487,049		487,049	11						487,049				487,049
		598	Vanpool Expansion 2022	Not started	Funded	384,601		384,601	10					384,601					384,601
		761	VanPool Replacement - 2024	Not started	Funded	491,920		491,920	11							491,920			491,920
		826	Vanpool Replacement 2025	New	Funded-New	496,839		496,839	11								496,839		496,839
		827	Vanpool Replacement 2026	New	Funded-New	501,807		501,807	11									501,807	501,807
Vanpool Vans Total						3,206,966		3,206,966	76					866,828	487,049	491,920	496,839	501,807	2,844,443
Vehicles Total						86,356,093		86,356,093	300	9,857,687	1,100,000	2,973,782	13,931,469	19,003,042	18,917,417	11,747,543	13,426,779	8,342,570	85,368,820
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	207	Refueling Facility Replacement	60% Design	Funded	4,828,000	139,666	4,688,334		600,000			600,000	4,088,334					4,688,334
		332	Fencing and Gating of STA's Boone Campus	Work in progress	Funded	206,000		206,000											
		766	Boone Campus Battery Electric Bus (BEB) Charging Infrastructure	Work in progress	Funded-MF	5,700,000	1,086	5,698,914		2,262,456	937,544		3,200,000						3,200,000
Boone - Facility Master Plan Program Total						10,734,000	140,752	10,593,248		2,862,456	937,544		3,800,000	4,088,334					7,888,334
	Boone - Preservation and Enhancements	189	Re-landscaping with sustainable type and correct tree grates	Not started	Funded	130,000		130,000						130,000					130,000
		324	Boone Facility Fire Alarm Replacement	On hold	Funded	467,610		467,610							467,610				467,610
		351	Landscape Monroe Frontage	Not started	Funded	50,000		50,000						50,000					50,000
		458	Passenger Elevator Replacement Boone Ave	Work in progress	Funded	380,000	10,754	369,246											
		460	UST Non-Diesel Replacement Boone Ave	Work in progress	Funded	1,480,000		1,480,000		1,280,000			1,280,000						1,280,000
		587	Air Compressor upgrade	Not started	Funded	75,000	14,981	60,019											
		738	HVAC Upgrades NS Boone	Work in progress	Funded	374,200	14,013	360,187		4,200			4,200	5,000					9,200
		745	West Boone Avenue Crosswalk	Work in progress	Funded	150,000		150,000							150,000				150,000
		779	Capital Replacement of BEB Electric Charging-2023	Not started	Funded	100,000		100,000							100,000				100,000
		780	Capital Replacement of BEB Electric Charging-2024	Not started	Funded	100,000		100,000								100,000			100,000
		781	Capital Replacement of BEB Electric Charging-2025	Not started	Funded	100,000		100,000									100,000		100,000
		803	HVAC & DDC Controls Upgrades	Work in progress	Funded	566,000		566,000		15,000			15,000						15,000
		804	Capital changes to Admin Space to Boone Facility	Not started	Funded	50,000		50,000											
		809	Overhead Garage Door Replacement - 2022	New	Funded-New	65,000		65,000	3					65,000					65,000
		810	Overhead Garage Door Replacement - 2024	New	Funded-New	25,000		25,000	1							25,000			25,000
		811	Fall Protection	New	Funded-New	65,000		65,000		65,000			65,000						65,000
		812	Hunter Brake Lathe	New	Funded-New	20,000		20,000	1	20,000			20,000						20,000

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Facilities - Maintenance &	Boone - Preservation and	813	Miscellaneous Equipment and Fixtures - 2026	New	Funded-New	35,000		35,000										35,000	35,000
		828	Facilities Master Plan Update	New	Funded-New	400,000		400,000								400,000			400,000
		829	Sun Room Removal	New	Funded-New	750,000		750,000					750,000						750,000
		852	Lighted Pit	New	Funded-New														
Boone - Preservation and Enhancements Total						5,382,810	39,748	5,343,062	5	1,384,200			1,384,200	1,000,000	717,610	525,000	100,000	35,000	3,761,810
	Fleck Center - Preservation and Improvements	354	Fleck Energy Savings Project	Construction	Funded	986,500	450,203	536,297		6,500			6,500						6,500
		463	Floor Scrubber Replacement @ Fleck Service Center	Not started	Funded	64,000		64,000	1										
		507	Fuel Dispensers & Monitor Replacement Fleck Center	Not started	Funded	65,000		65,000											
		787	Fleck Center Drain/Slab UST	Not started	Funded	240,000		240,000									240,000		240,000
		807	Compressor Replacement	Not started	Funded														
		808	Bulk Deice Tank	New	Funded-New	12,000		12,000	1	12,000			12,000						12,000
Fleck Center - Preservation and Improvements Total						1,367,500	450,203	917,297	2	18,500			18,500				240,000		258,500
	Miscellaneous Equipment and Fixtures	393	Miscellaneous Equipment and Fixtures-2020	Not started	Funded	20,000		20,000											
		505	HVAC Replacement/upgrades - 2021	Not started	Funded	25,000		25,000		25,000			25,000						25,000
		511	Cabinet Parts Washer	Not started	Funded	110,000		110,000		110,000			110,000						110,000
		512	Miscellaneous Equipment and Fixtures-2021	Not started	Funded	30,000		30,000		30,000			30,000						30,000
		556	Miscellaneous Equipment and Fixtures-2022	Not started	Funded	35,000		35,000						35,000					35,000
		583	HVAC Replacement/upgrades - 2020	Not started	Funded	25,000		25,000											
		585	Miscellaneous Equipment and Fixtures-2023	Not started	Funded	20,000		20,000							20,000				20,000
		733	Miscellaneous Equipment and Fixtures 2024	Not started	Funded	40,000		40,000								40,000			40,000
		736	HVAC Replacement/upgrades-2022	Not started	Funded	25,000		25,000						25,000					25,000
		737	HVAC Replacement/upgrades-2023	Not started	Funded	25,000		25,000							25,000				25,000
		762	HVAC Replacement/upgrades-2024	Not started	Funded	25,000		25,000								25,000			25,000
		777	Brake Tool	Not started	Funded	25,000		25,000											
		782	HVAC Replacement/upgrades-2025	Not started	Funded	40,000		40,000								40,000			40,000
		783	F&G Truck Mounted Crane	Not started	Funded	120,000		120,000											
		784	Miscellaneous Equipment and Fixtures-2025	Not started	Funded	40,000		40,000									40,000		40,000
Miscellaneous Equipment and Fixtures Total						605,000		605,000		165,000			165,000	60,000	45,000	105,000	40,000		415,000
	Secondary Transit Maintenance Campus	504	Mission & Green Acquisition Due-Diligence	Work in progress	Funded	250,000	7,500	242,500		242,500			242,500						242,500
		549	Mission & Green Acquisition	Work in progress	Funded	1,000,000		1,000,000		200,000			200,000	800,000					1,000,000
Secondary Transit Maintenance Campus Total						1,250,000	7,500	1,242,500		442,500			442,500	800,000					1,242,500
Facilities - Maintenance & Administration Total						19,339,310	638,203	18,701,107	7	4,872,656	937,544		5,810,200	5,948,334	762,610	630,000	380,000	35,000	13,566,144

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Facilities - Passenger & Operational	Park and Ride Upgrades	510	Park and Ride Lot Major Preservation	Not started	Funded	25,000		25,000											
		513	Park and Ride Lot Major Preservation-2021	Not started	Funded	25,000		25,000		25,000			25,000						25,000
		613	Park and Ride Lot Preservation-2023	Not started	Funded	20,000		20,000							20,000				20,000
		755	Five Mile Layover and Staging Expansion	Preliminary	Funded	1,100,000		1,100,000		100,000			100,000	600,000					700,000
		759	Park and Ride Lot Major Preservation 2024	Not started	Funded	20,000		20,000								20,000			20,000
		785	Park and Ride Lot Major Preservation-2025	Not started	Funded	40,000		40,000									40,000		40,000
		814	Park and Ride Lot Major Preservation-2022	New	Funded-New	25,000		25,000					25,000						25,000
		815	Park and Ride Lot Major Preservation-2026	New	Funded-New	25,000		25,000										25,000	25,000
Park and Ride Upgrades Total						1,280,000		1,280,000		125,000			125,000	625,000	20,000	20,000	40,000	25,000	855,000
	Plaza Preservation and Improvements	515	2019 Cooling Tower Replacement, Plaza	Work in progress	Funded	30,000		30,000		120,000			120,000						120,000
		741	STA Plaza 2nd Floor Restroom Renovation	Closeout	Funded	140,000	276,389	-136,389											
		756	Plaza Wayfinding Signage	Not started	Funded	6,000		6,000											
		765	STA Plaza Loudspeaker System Replacement	Not started	Funded	45,000		45,000								45,000			45,000
		794	Plaza Exterior Signage	Work in progress	Funded	80,000		80,000											
		795	Plaza Garage Door Replacement	Work in progress	Funded	85,000	1,945	83,055											
		806	Plaza Manlift Replacement	Not started	Funded	8,000		8,000											
		843	Plaza Preservation and Improvements-2021	New	Funded-New	50,000		50,000		50,000			50,000						50,000
		844	Plaza Preservation and Improvements-2022	New	Funded-New	50,000		50,000					50,000						50,000
		845	Plaza Preservation and Improvements-2023	New	Funded-New	50,000		50,000					50,000						50,000
		846	Plaza Preservation and Improvements-2024	New	Funded-New	50,000		50,000								50,000			50,000
		847	Plaza Preservation and Improvements-2025	New	Funded-New	50,000		50,000								50,000			50,000
		849	First Floor Plaza Restroom Stalls	New	Funded-New														
		850	Escalator Wall Guard	New	Funded-New														
		851	Plaza Flagpole Relocation	New	Funded-New														
Plaza Preservation and Improvements Total						644,000	278,334	365,666		170,000			170,000	50,000	50,000	95,000	50,000		415,000
	Route & Stop Facility Improvements	401	Operational Improvements-2020	Work in progress	Funded	200,000		200,000											
		464	Rural Highway Stop Improvements	Not started	Funded-MF	700,000		700,000						50,000	150,000	250,000	250,000		700,000
		480	Downtown Layover Upgrades	Work in progress	Funded-MF	515,000		515,000		250,000			250,000						250,000
		523	Bus Stop Improvements-2020	Work in progress	Funded	100,000		100,000											
		524	Bus Stop Improvements-2021	Not started	Funded														
		525	Operational Improvements - 2021	Not started	Funded														

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Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Facilities - Passenger &	Route & Stop Facility	550	Trent Avenue and Sunset Boulevard Improvements	Not started	Funded	215,000		215,000		100,000			100,000						100,000
		551	Transit Shelter Replacement	Work in progress	Funded	200,000	18,389	181,611		92,056			92,056						92,056
		552	University District South Bridge Landing	Work in progress	Funded	100,000	4,948	95,052											
		553	Bus Stop Improvements - 2022	Not started	Funded														
		554	Operational Improvements - 2022	Not started	Funded														
		571	Bus Stop Improvements-2023	Not started	Funded														
		572	Operational Improvements - 2023	Not started	Funded														
		574	Outyear Transit Enhancements - 2020	Work in progress	Funded	100,000		100,000											
		743	Service Change Bus Stops	Work in progress	Funded-MF	400,000	28,930	371,070		100,000			100,000	200,000					300,000
		746	Bus Stop Improvements - 2024	Not started	Funded														
		749	Operational Improvements - 2024	Not started	Funded														
		751	2021 Service Change Operational Requirements	Not started	Funded-MF	200,000		200,000		100,000			100,000	100,000					200,000
		752	Francis and Alberta Geometric Intersection Improvements	Work in progress	Funded	400,000	340,191	59,809											
		753	Transit Shelter Lighting Retrofits	Not started	Funded	175,000		175,000		7,000		28,000	35,000	35,000	35,000	35,000			140,000
		788	Geiger/Spokane County Cooperative	Work in progress	Funded	200,000		200,000		100,000			100,000						100,000
		789	North Havana Street Sidewalk Improvement Project	Not started	Funded	270,000		270,000		20,000			20,000	250,000					270,000
		790	MF: 2023 Service Change Bus Stops	Not started	Funded-MF	425,000		425,000								50,000	375,000		425,000
		791	MF: 2023 Service Change Operational Requirements	Not started	Funded-MF	215,000		215,000								10,000	205,000		215,000
		792	Bus Stop Improvements - 2025	Not started	Funded														
		793	Operational Improvements - 2025	Not started	Funded														
		822	Bus Stop Improvements - 2026	New	Funded-New	100,000		100,000										100,000	100,000
		823	Operational Improvements - 2026	New	Funded-New	200,000		200,000										200,000	200,000
		824	Transit Shelter Replacement - 2022- 2026	New	Funded-New	207,500		207,500					38,500	40,000	41,500	43,000		44,500	207,500
	Route & Stop Facility Improvements Total					4,922,500	392,458	4,530,042		769,056	28,000		797,056	673,500	225,000	386,500	873,000	344,500	3,299,556
	SFCC Transit Station	575	Spokane Falls Transit Station	Closeout	Funded	2,963,000	2,644,795	318,205											
	SFCC Transit Station Total					2,963,000	2,644,795	318,205											
	SCC Transit Center	475	SCC Transit Center	Closeout	Funded-MF	5,000,000	4,017,206	982,794											
	SCC Transit Center Total					5,000,000	4,017,206	982,794											
Facilities - Passenger & Operational Total						14,809,500	7,332,792	7,476,707		1,064,056	28,000		1,092,056	1,348,500	295,000	501,500	963,000	369,500	4,569,556
Technology	Capital Program Management Software	763	Project Management Software	Not started	Funded	306,000		306,000						100,000	206,000				306,000
	Capital Program Management Software Total					306,000		306,000						100,000	206,000				306,000
	Communications Technology Upgrades	517	Digital Monitors Content Mgmt Software-Systemwide	Not started	Funded	457,513		457,513	193	14,896			14,896	327,720	14,896				357,513
		796	Digital Monitors for Customer Information	Not started	Funded	1,022,520		1,022,520		252,043			252,043	467,308	252,043				971,394
		798	Cisco Switches	Not started	Funded	50,000		50,000											
		799	Cisco UCS S3260 Storage server	Not started	Funded	40,000		40,000											
		800	Phone System Replacement	Not started	Funded	200,000		200,000											
		801	Pure Storage expansion	Not started	Funded	80,000		80,000											

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Technology	Communications	819	Cisco Network Switches	New	Funded-New	45,000		45,000		45,000			45,000						45,000
		821	Single Mode Fiber	New	Funded-New	30,000		30,000		30,000			30,000						30,000
		831	Network Equipment-City Line	New	Funded-New	160,000		160,000		160,000			160,000						160,000
		834	STA Campus Network Equipment - 2022	New	Funded-New	40,000		40,000						40,000					40,000
		835	STA Campus Network Equipment - 2023	New	Funded-New	40,000		40,000							40,000				40,000
		840	Enterprise Asset Management System Implementation	New	Funded-New	120,000		120,000		120,000			120,000						120,000
Communications Technology Upgrades Total						2,285,033		2,285,033	193	621,939			621,939	835,028	306,939				1,763,907
	Computer Equipment Preservation and Upgrades	527	Computer Equipment - 2020	Not started	Funded	170,000		170,000											
		528	Computer Equipment - 2021	Not started	Funded	175,000		175,000		175,000			175,000						175,000
		566	Computer Equipment - 2022	Not started	Funded	175,000		175,000						175,000					175,000
		603	Computer Equipment-2023	Not started	Funded	150,000		150,000							150,000				150,000
		758	Computer Equipment - 2024	Not started	Funded	150,000		150,000								150,000			150,000
		802	Computer Equipment-2025	Not started	Funded	150,000		150,000									150,000		150,000
		820	Computer Equipment-2026	New	Funded-New	120,000		120,000										120,000	120,000
Computer Equipment Preservation and Upgrades Total						1,090,000		1,090,000		175,000			175,000	175,000	150,000	150,000	150,000	120,000	920,000
	Fare Collection and Sales Technology	431	Fixed Route Fare Collection System Update	RFP issued	Funded	8,390,000	424,324	7,965,676		2,698,900		141,230	2,840,130	2,240,350	2,000,000				7,080,480
Fare Collection and Sales Technology Total						8,390,000	424,324	7,965,676		2,698,900		141,230	2,840,130	2,240,350	2,000,000				7,080,480
	Operating & Customer Service Software	577	Trapeze OPS-Web	Not started	Funded	175,000		175,000		28,000			28,000						28,000
		578	Trapeze ParaCutter	Not started	Funded	120,000		120,000		20,500			20,500						20,500
		579	Trapeze ViewPoint - Business Intelligence Solution	Work in progress	Funded	220,000	162,346	57,654											
		797	Trapeze PASS Enhancements	Not started	Funded	525,000	322,572	202,428		121,000			121,000						121,000
		825	Trapeze - Mobile Mapping & Turn-by-Turn Navigation	New	Funded-New	131,024		131,024		131,024			131,024						131,024
Operating & Customer Service Software Total						1,171,024	484,918	686,106		300,524			300,524						300,524
	Security and Access Technology	468	OnBoard Camera Upgrade	RFP in process	Funded	4,000,000		4,000,000											
		608	Park and Ride Camera System - Hastings	Need proj scope	Funded	71,500		71,500								71,500			71,500
		609	Park and Ride Camera System - Liberty Lake	Need proj scope	Funded	85,900		85,900								85,900			85,900
		610	Park and Ride Camera System - South Hill	Need proj scope	Funded	74,600		74,600								74,600			74,600
		832	Facility Camera Replacement-Plaza	New	Funded-New	100,000		100,000		100,000			100,000						100,000
		833	Facility Camera Replacement-Boone	New	Funded-New	100,000		100,000		100,000			100,000						100,000
Security and Access Technology Total						4,432,000		4,432,000		200,000			200,000			232,000			432,000
	Smart Bus Implementation	336	Fiber Communications	Work in progress	Funded	1,017,919	317,919	700,000		100,000			100,000	100,000	100,000	100,000	100,000	100,000	600,000
Smart Bus Implementation Total						1,017,919	317,919	700,000		100,000			100,000	100,000	100,000	100,000	100,000	100,000	600,000
Technology Total						18,691,976	1,227,160	17,464,815	193	4,096,363		141,230	4,237,593	3,450,378	2,762,939	482,000	250,000	220,000	11,402,911

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
High Performance Transit Implementation	Central City Line	347	Design and Construction	Work in progress	Funded-MF	66,397,407	755,390	65,642,017		1,380,930		24,719,070	26,100,000	16,000,000	10,542,017				52,642,017
		546	Project Development (Phase D)	Closeout Project	Funded-MF	4,700,000	5,016,870	-316,870											
		805	MF: Riverside Avenue Cooperative Improvement Project	Not started	Funded-MF	600,000		600,000		300,000			300,000	300,000					600,000
		347- Bus	Battery Electric Coaches	Design	Funded-MF	19,013,000		19,013,000	10	5,851,900		8,048,100	13,900,000	1,000,000	4,113,000				19,013,000
	Central City Line Total					90,710,407	5,772,260	84,938,147	10	7,532,830	32,767,170		40,300,000	17,300,000	14,655,017	72,255,017			
	Cheney Line	465	Four Lakes Station	Work in progress	Funded-MF	1,060,953	77,737	983,216		210,453			210,453						210,453
		764	Cheney Corridor Improvements	Work in progress	Funded-MF	3,790,000	5,561	3,784,439		600,000	450,000		1,050,000	950,000	1,184,439				3,184,439
	Cheney Line Total					4,850,953	83,298	4,767,655		810,453	450,000		1,260,453	950,000	1,184,439	3,394,892			
	I-90/Valley Line	469	Mirabeau Transit Center Improvements	Not started	Funded-MF	8,488,000		8,488,000							4,593,100	3,494,900	400,000		8,488,000
		477	Liberty Lake Park & Ride	Not started	Funded-MF	5,562,000		5,562,000							412,000	1,287,500	3,862,500		5,562,000
		545	Preliminary Engineering I-90 HPT Corridor Facilities	Work in progress	Funded-MF	812,500	3,872	808,628		40,000		160,000	200,000						200,000
	I-90/Valley Line Total					14,862,500	3,872	14,858,628		40,000	160,000		200,000		5,005,100	4,782,400	4,262,500		14,250,000
	Incremental HPT Investments	470	Plaza HPT Platforms	Work in progress	Funded-MF	1,645,000	500,902	944,098		400,000			400,000	200,000					600,000
		472	Division Passenger and Operational Treatments	Work in progress	Funded-MF	2,000,000	1,045,495	954,505		100,000			100,000						100,000
		478	Division HPT Design Study	Work in progress	Funded	500,000	414	499,586		39,917		159,669	199,586						199,586
	Incremental HPT Investments Total					4,145,000	1,546,811	2,398,189		539,917	159,669		699,586	200,000					899,586
	Monroe-Regal Line	466	Moran Prairie Park and Ride Design & Engineering	Complete in 2020	Funded-MF	245,000	1,669,962	-1,424,962											
		479	Monroe-Regal Shelter and Stop Enhancements	Work in progress	Funded-MF	4,815,385	1,371,741	3,443,644		1,500,000			1,500,000						1,500,000
		542	Moran Prairie Park and Ride Construction	Work in progress	Funded-MF	3,075,000	2,287,162	787,838		200,000			200,000						200,000
		543	North Monroe Bus Stop Infrastructure	Work in progress	Funded-MF	620,187	355,263	264,924											
		839	Moran Station BEB Infrastructure	New	Funded-New	2,000,000		2,000,000		2,000,000			2,000,000	2,000,000					
	Monroe-Regal Line Total					10,755,572	5,684,129	5,071,444		3,700,000			3,700,000	3,700,000					
	Sprague Line	540	Sprague HPT Improvements	Work in progress	Funded-MF	6,556,000	305,293	6,250,707		117,365	117,365		234,729	500,000	350,000	2,406,000	2,759,978		6,250,707
	Sprague Line Total					6,556,000	305,293	6,250,707		117,365	117,365		234,729	500,000	350,000	2,406,000	2,759,978		6,250,707
	West Plains Transit Center	503	West Plains Transit Center - Final Design & Construction	Work in progress	Funded-MF	6,908,000	5,527,628	1,380,372											
		742	WPTC -Transit/Interchange Access Project	Work in progress	Funded	800,000	292,083	507,917											
	West Plains Transit Center Total					7,708,000	5,819,711	1,888,289											
	Division Line	830	Division Line - PE and NEPA Scoping	New	Funded-New	2,000,000		2,000,000		450,000			450,000	850,000	700,000				2,000,000
	Division Line Total					2,000,000		2,000,000		450,000			450,000	850,000	700,000	2,000,000			
High Performance Transit Implementation Total						141,588,432	19,215,373	122,173,059	10	13,190,565	567,365	33,086,839	46,844,768	19,800,000	21,894,556	7,188,400	7,022,478		102,750,202
Grand Total						280,785,311	28,413,529	252,171,781	510	33,081,327	2,604,909	36,229,851	71,916,086	49,550,254	44,632,523	20,549,443	22,042,257	8,967,070	217,657,633

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Local													33,081,327	35,078,573	24,946,376	15,007,550	16,659,268	19,251,678	144,024,771
State													2,604,909	1,007,681	7,019,432	4,355,000	4,469,989	-	19,457,011
Federal													36,229,851	14,882,002	12,666,715	1,186,893	913,000	138,432	66,016,893
Total													71,916,086	50,968,256	44,632,523	20,549,443	22,042,257	19,390,110	229,498,675
Allocation by Financial Status																			
Status Quo													20,422,880	23,493,680	10,921,966	12,534,543	9,638,445	6,282,674	83,294,188
Moving Forward													47,925,182	19,300,000	32,880,556	7,498,400	11,813,973	-	119,418,111
Funded-New													3,568,024	6,756,574	830,000	516,500	589,839	2,684,396	14,945,333
Total													71,916,086	49,550,254	44,632,523	20,549,443	22,042,257	8,967,070	217,657,633
Allocation by Procured/Managed																			
Procured													28,148,469	20,213,042	23,200,417	11,937,543	13,576,779	8,497,570	105,573,820
Managed													43,767,617	30,755,214	21,432,106	8,611,900	8,465,478	10,892,540	123,924,855
Total													71,916,086	50,968,256	44,632,523	20,549,443	22,042,257	19,390,110	229,498,675



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 5B:** APPROVAL OF SPOKANE POLICE DEPARTMENT AGREEMENT RENEWAL

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations (*Kerns*)

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

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**SUMMARY:** Since 2005, Spokane Transit (STA) and Spokane Police Department (SPD) have utilized Interlocal Agreements to provide additional police presence in the vicinity of the STA Plaza.

The 2021-2023 Interlocal Agreement will provide a dedicated SPD Officer at the STA Plaza, Monday through Friday for eight (8) hours each day. The SPD Officer supplements STA's limited commissioned and contract security personnel and underscores the longstanding and strong partnership between the two entities. The agreement also establishes a special communications protocol between STA Transit Officers and the Downtown Precinct. This communications protocol allows for SPD to be alerted and respond accordingly to events that may not otherwise require a police response. Both measures help deter uncivil behavior that does not rise to the level of criminal conduct but may have an impact on the overall environment.

The cost to STA of the Interlocal Agreement is \$117,800 annually for each year of the agreement.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve the Spokane Police Department Interlocal Agreement as presented.

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

**RECOMMENDATION TO BOARD:** Approve, by motion, the Spokane Police Department Interlocal Agreement as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

## INTERLOCAL AGREEMENT

### FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES AND STA SPECIAL COMMISSIONS AND TRAINING

This Interlocal Agreement (“Agreement”) is between the City of Spokane (“City”), a Washington State municipal corporation, and the Spokane Transit Authority (“STA”), a Washington State municipal corporation and special purpose district; individually referred to as “Party” and jointly referred to as the “Parties”.

WHEREAS, STA and the Spokane Police Department (“SPD”) have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to increase the availability and visibility of SPD officers at STA’s downtown transit center, located at 701 W. Riverside Avenue, Spokane, WA (“The Plaza”); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Transit Officers (“STA Officers”) with SPD special commissions located in and around The Plaza helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided at The Plaza and to assist in furthering law enforcement efforts in the areas immediately surrounding The Plaza; and

WHEREAS, Chapter 10.93 RCW, Washington Mutual Aid Peace Officers Powers Act, establishes the nature and scope of the authorization of and powers granted to specially commissioned officers by SPD, and STA Officers are recipients of such special commissions from SPD; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSES. The purposes of this Agreement are to:
  - A. enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to jointly facilitate law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza; and
  - B. provide STA Officers with required certifications and recertification for SPD special commissions and control device training and certification; and

C. provide STA Officers with additional law enforcement training opportunities as available and desired, under the following terms and conditions:

- (1) SPD Officers. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1.C(5) below. An SPD officer will be assigned to and based out of The Plaza for eight (8) hours during the hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer's shift will be mutually agreed upon by the SPD Downtown Precinct Captain and STA and are subject to change pending agreement by both Parties.
- (2) Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD.
- (3) Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer and a parking space for one (1) SPD vehicle in The Plaza garage.
- (4) Additional Parking Spaces. Upon commencement of the operations of the SPD Downtown Precinct located at 710 W. Riverside Ave., Spokane, WA, STA shall provide nine (9) additional parking spaces for SPD patrol vehicles. Provision of the additional parking spaces is contingent upon the continued operation of the SPD Downtown Precinct at 710 W. Riverside Ave., Spokane, WA.
- (5) Plaza Service Area. The Plaza Service Area is defined as: The Plaza, the STA boarding zones surrounding The Plaza, including boarding/alighting zones located in the 600, 700 and 800 blocks of Riverside and Sprague Avenues, and on Post Street and Wall Street between Riverside and Sprague Avenues or at other locations as mutually agreed upon in writing by both Parties.
- (6) Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
- (7) Duty to City. The SPD Officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The Parties acknowledge that SPD Officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.
- (8) Communication. STA Officers shall have direct communication with the SPD's Downtown Precinct. SPD shall respond to such calls in accordance with precinct priorities.

## 2. MANDATORY CERTIFICATION AND TRAINING OF STA OFFICERS.

- A. Special Police Officer Training Certification. The SPD shall provide initial and annual Special Police Officer Training ("SPOT") to STA Officers at no additional cost to STA. Successful completion of the 40-hour SPOT course is mandatory for all STA Officers prior to initially entering service as a SPD "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5). To maintain certification as a SPD special commission officer, STA Officers are required to attend the 8-hour SPOT recertification course offered by the SPD each calendar year. Upon issuance of a SPD special commission, STA Officers shall be authorized to enforce

provisions of the Spokane Municipal Code (SMC) as set forth on Exhibit A, attached hereto and incorporated herein.

- B. Control Device Certification. The SPD will provide STA Officers initial certification and annual recertification training in baton and oleoresin capicum (OC) control devices. STA Officers are required to successfully complete this training and attend annual recertification training in order to carry and deploy these control devices. No other control devices may be used by STA Officers.
- C. Crisis Intervention Training. The SPD shall provide a 40-hour Crisis Intervention Training course for at least two (2) STA Officers each calendar year.
3. TERM. This Agreement shall commence January 1, 2021, and continue through December 31, 2023, unless terminated earlier in accordance with Section 10 herein.
4. COMPENSATION. STA shall pay the City an annual fee of \$117,800 and 00/100 dollars as full compensation for everything furnished and performed under this Agreement.
5. PAYMENT. The City shall submit monthly applications for payment addressed to the address specified in Section 7 herein. Payment to the City will be made by check within thirty (30) days of receipt of invoice to the remittance address specified in Section 7 herein.
6. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:cmeidl@spokanepolice.org">cmeidl@spokanepolice.org</a> P: (509) 625-4115	Nancy Williams Director, Human Resources Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:nwilliams@spokanetransit.com">nwilliams@spokanetransit.com</a> P: (509) 325-6081

7. NOTICES. All notices, requests, claims, demands and other communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by regular mail, postage prepaid; (3) by registered or certified mail, postage prepaid, return receipt requested; or (4) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) three (3) business days after the date of mailing by regular mail, postage prepaid; (3) upon receipt after dispatch by registered or certified mail, postage prepaid; or (4) upon confirmation of receipt when transmitted by facsimile or a read receipt when transmitted by email.

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:cmeidl@spokanepolice.org">cmeidl@spokanepolice.org</a> P: (509) 625-4115	Robert West Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:rwest@spokanetransit.com">rwest@spokanetransit.com</a> P: (509) 325-6062
Remittance Address:  Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable:  Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

8. **INSURANCE.** During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):

A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.

B. STA shall maintain:

- (1) General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
- (2) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- (3) Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.

C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

9. **INDEMNIFICATION.**

A. In addition to the duties of a commissioning agency under Ch. 10.93 RCW, the City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage,

loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.

- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents or as provided by Ch. 10.93 RCW. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

- 10. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 7 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.
- 11. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.
- 12. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
- 13. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
- 14. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersede all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
- 15. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- 16. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.
- 17. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited

to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

18. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
19. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
20. RCW 39.34 REQUIRED CLAUSES.
  - A. Purpose. See Section 1 above.
  - B. Duration. See Section 3 above.
  - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
  - D. Responsibilities of the Parties. See provisions above.
  - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
  - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
  - G. Termination. See Section 10 above.
  - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

21. **SIGNATURES.** The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

**City of Spokane**

**Spokane Transit Authority**

\_\_\_\_\_  
By: Nadine Woodward  
Title: Mayor

\_\_\_\_\_  
By: E. Susan Meyer  
Title: Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
By: Craig Meidl  
Title: Chief of Police

Date: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
By: Terri Pfister  
Title: City Clerk

\_\_\_\_\_  
By: Dana Infalt  
Title: Clerk of the Authority

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
By: Michael Ormsby  
Title: City Attorney

\_\_\_\_\_  
By: Laura McAloon  
Title: STA Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# EXHIBIT A

## STA TRANSIT OFFICERS AUTHORITY

Offenses related to safety and sanitation	SMC/INFR	10.03.100
Possession of Stolen Property 3rd degree	SMC	10.05.064
Theft	SMC	10.05.100
Urinating in Public	SMC	10.06.015
Lewd Conduct	SMC	10.06.020
Making a False/ Misleading Statement to a Public Servant; False Reporting.	SMC	10.07.020.A
Obstructing A Law Enforcement Officer	SMC	10.07.032
Resisting Arrest	SMC	10.07.034
Unlawful Discharge of a Laser (Adult - Criminal)	SMC	10.07.142
Unlawful Discharge of a Laser (Juvenile-Civil)	SMC	10.07.144
Littering less than or equal to 1 cu ft. Sidewalk	SMC/INFR	10.08.010.C.E1
Littering more than 1 CU FT Sidewalk	SMC/INFR	10.08.010.C.E2
Providing Tobacco to A Minor	SMC	10.08.050
MIP Tobacco	SMC/INFR	10.08.055
Littering Lit Tobacco Products	SMC/INFR	10.08.112.D
Open/Consume Alcohol in A Public Place	SMC/INFR	10.08.200
MIP/Consuming Liquor Possess, Consume, or otherwise acquire.	SMC	10.08.210.A.1
MIP/Consuming Liquor Public Place or Motor Vehicle exhibiting effects	SMC	10.08.210.A.2
Disorderly Conduct	SMC	10.10.020
Pedestrian Interference	SMC	10.10.025
Sit and Lie on Sidewalk in Retail Zone	SMC	10.10.026
Regulation of Solicitation	SMC	10.10.027
Unlawful Bus Conduct	SMC	10.10.100
Assault	RCW	9A.36.041
Dangerous Weapons	RCW	9.41.250
Weapons Apparently Capable of Producing Bodily Harm--Unlawful Carrying or Handling	RCW	9.41.270
Criminal Trespass 1st	SMC	10.12.050.A
Criminal Trespass 2nd	SMC	10.12.050.C
Malicious Mischief Personal Property	SMC	10.12.020.A.1
Malicious Mischief Graffiti	SMC	10.12.020.A.2
Minor Possessing MJ	SMC	10.15.100
Open Possession/Consumption Of MJ	SMC/INFR	10.15.220
DOL auto reg. "when associated with investigations with report number." Commissioning authority only resides on the property of commissioned and county has not restricted what we can write for. To include buses, bus stops and park and ride lots. All minors are written under the RCW.		

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 5C:** DRAFT 2021 LEGISLATIVE FOCUS AND PRIORITIES

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations (*Kinnear*)

**SUBMITTED BY:** Brandon Rapez-Betty, Director of Communications & Customer Service  
E. Susan Meyer, CEO

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**SUMMARY:** Each year the Board of Directors adopts a Legislative agenda 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 on the street 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.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the 2021 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:** Recommended approval as presented and forwarded to the Board agenda

**RECOMMENDATION TO BOARD:** By motion, approve the 2021 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 \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**Spokane Transit Authority (STA)  
Focus and Priorities for the  
Washington State Legislative Session  
January 11 to April 25, 2021**

**General Focus:**

Monitor and provide information to the Washington State Legislature on proposed legislation that may, either positively or negatively, impact STA and/or the Spokane region, including, but not limited to legislation regarding:

Transit Operations	Budgets -- Transportation/Operating/Capital
Governance	Grant Opportunities/Regulations
PTBA Regulations	Human Resources
Open Public Meetings Act	Pension Funding
Public Records Act	Commute Trip Reduction Act
Distracted Driving	Alternative Fuel Regulations
Transit Security	Carbon Emission Regulations/Rules

**Priorities to Preserve and Maintain Funding**

1. City Line

Preserve the remainder of the State's full \$15M Connecting Washington commitment to this active project leveraging \$53.4M in federal funds.

- *Approximately \$4.8M remaining*

2. Cheney Line

Preserve the state's Regional Mobility Grant program funding commitment to this active project.

- *2021-2023 Award: \$3.89M*

3. Special Needs (Paratransit) Formula Grant Funding

Preserve and advocate for long-term preservation of this program serving vulnerable populations.

4. Vanpool Investment Grant

Advocate for the long-term preservation of this competitive grant program enabling area commuters to reduce traffic congestion and carbon emissions.

## New Funding and Legislation Priorities

### 5. I-90/Valley Line

Fund the \$7.5 million Regional Mobility Grant (RMG) request for the I-90/Valley Line (transit center and park and ride lot).

- *2021-2023 Request: \$1,013,900*
- *2023-2025 Biennium: \$6,486,100*

### 6. Sprague Line

Fund the \$2.9 million Regional Mobility Grant (RMG) request for the Sprague Line.

- *2021-2023 Request: \$920,000*
- *2023-2025 Biennium: \$1,980,000*

### 7. Green Transportation Grant

Fund STA's green transportation grant request for \$900,000 to replace two diesel buses with battery electric buses to be operated on the Monroe-Regal Line. This is the highest-ranked project on WSDOT's prioritized recommendations to the Legislature.

### 8. Vanpool Program Update

To increase ridership and reduce regional congestion, support comprehensive legislation to update RCW's related to the Vanpool/Rideshare programs.

## Developing Priorities

### 9. Division Line

STA and the Spokane Regional Transportation Council are collaborating on a corridor study to implement Bus Rapid Transit on Division Street. STA has programmed \$2 million in local funds, and the total cost estimate for project development will be available in early 2021. In order to leverage future Capital Investment Grant (CIG) funding through the Federal Transit Administration (FTA), any statewide transportation revenue package should include funding for the Division Line's project development and construction phases.

### 10. Zero-Emission Transit Vehicles

Support policies and legislation that provide greater incentives to operate and purchase zero-emission transit vehicles and electric charging capital infrastructure.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 6A :** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** Board Operations (*French*)

**SUBMITTED BY:** Al French, Committee & Board Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 7A :** PLANNING AND DEVELOPMENT COMMITTEE CHAIR'S  
REPORT

**REFERRAL COMMITTEE:** Planning & Development (*Grover*)

**SUBMITTED BY:** Chris Grover, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 8A :** PERFORMANCE MONITORING AND EXTERNAL RELATIONS  
COMMITTEE CHAIR'S REPORT

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

**SUBMITTED BY:** Lori Kinnear, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

November 19, 2020

**AGENDA ITEM 10A :**

**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

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**SUMMARY:** Minutes of the October 7, 2020, Board Operations Committee meeting and the September 30, 2020, (*October*) Planning & Development Committee and Performance Monitoring & External Relations Committee meetings are attached.

**RECOMMENDATION TO BOARD:** Information only.



**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the November 11, 2020 Meeting  
Via Webex Video Conference

**MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Pamela Haley, City of Spokane Valley, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney), *Planning & Development Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

**STAFF PRESENT**

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

**MEMBERS ABSENT**

Lori Kinnear, City of Spokane, *Performance Monitoring & External Relations Committee Chair*

**PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

**GUESTS**

Mark Allen, Washington State Department of Transportation  
Larry Larson, Washington State Department of Transportation

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

Chair French called the meeting to order at 1:31 p.m. and roll call was conducted.

**2. APPROVE COMMITTEE AGENDA**

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

**3. CHAIR'S COMMENTS**

Chair French said the Governor's office held an emergency meeting this morning to discuss a response to the increasing number of COVID-19 cases in the state. Chair French asked Ms. Meyer what impact a second shutdown would have on STA operations. Ms. Meyer responded that STA has continued to provide full service, minus EWU service. If the requirement returns to essential trips only, STA would see a decline in ridership but would continue to provide the same level of service. If ridership was extremely affected downward or there was a lot of illness amongst the coach operators, STA would reduce the level of service under those circumstances. Ridership on paratransit would decline based on the availability of trips or the limitation to essential trips only. Chair French recommended STA anticipate a possible shutdown due to the rapid rise of COVID-19 cases.

*Ms. Haley joined the meeting at 1:33 p.m.*

**4. COMMITTEE ACTION/DISCUSSION**

**a. October 7, 2020 Committee Minutes**

*Mr. Grover moved to approve the October 7, 2020, committee meeting minutes as presented, Chair French seconded and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

**a. Chris Grover, Chair, Planning & Development (P&D)**

Mr. Grover said the Committee approved the High Performance Transit Amenities Installation Scope of Work. The bid advertisement will be published on December 17, with the intent to start City Line amenities installation during summer 2021. The Committee forwarded to the Board consent agenda recommendations to approve the 2021 Strategic Plan and the *STA Moving Forward* 2020 Plan Amendment. The Committee forwarded a recommendation to the Board to approve the City of Spokane Riverside Project Order Agreements. At the December 2, 2020, meeting the Committee will continue a discussion on the DivisionConnects project, finalize the 2021 Planning and Development Committee Work Program, and consider the Final Proposed 2021 Operating and Capital Budgets for Board approval.

**b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)**

Mr. Rapez-Betty said the Committee forwarded to the Board consent agenda Final Acceptance of the Plaza Garage Doors Construction, the Plaza Second Floor Restroom Remodel Construction, and the 2019 Transit Enhancement. Mr. Nelson reported on Third Quarter 2020 Performance Measures.

**6. MEDICAL LAKE INTERCHANGE TRANSIT ACCESS – WSDOT AGREEMENT AMENDMENT**

Mr. Otterstrom presented information to amend an existing agreement with the Washington State Department of Transportation (WSDOT) which would increase the maximum contract value from \$1 million to \$1.25 million. The agreement funded the construction of bus-only lanes and a multi-use pathway leading from the Medical Lake Interchange directly into the West Plains Transit Center.

Two significant change orders were necessary for the project, including the need to address issues with underlying soil conditions, as well as unforeseen redesign and excavation work as part of the off-ramp. Additionally, the low bidder for the project was approximately \$60,000 higher than the base estimate and WSDOT discovered it had unintentionally omitted certain costs from the cost estimate in the agreement, including engineering costs, sales tax, and indirect overhead. Mr. Larry Larson, WSDOT Assistant Regional Administrator for Development, explained the circumstances regarding the omitted costs on the original estimate. He estimated the total value of the project at approximately \$1.35 million. Mr. Larson emphasized that WSDOT considered the project to be a great collaboration with the County and STA, as well as other stakeholders like the City of Spokane.

Staff requested Board approval to authorize the CEO to negotiate an amendment to the original agreement to establish a new not-to-exceed contract value of \$1.25 million. Staff will continue analysis and negotiation with WSDOT to bring the overall cost of the project to an amount deemed fair and reasonable for the work performed. Funding for this proposed amendment will be derived from favorable variances in the 2020 Capital Budget.

Mr. Grover said he understands the project and that most projects have unanticipated issues. He has full confidence in the CEO to negotiate and execute an amendment to the agreement with WSDOT.

*Mr. Grover moved to forward to the Board consent agenda a recommendation to approve a motion to authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million. Ms. Haley seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA NOVEMBER 19, 2020**

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

**8. CEO REPORT**

Ms. Meyer wished Chair French and Mr. Grover a happy Veteran's Day and thanked them for their military service.

President-elect Biden's Transition Team released the names on their Agency Review Team for the Department of Transportation. Ms. Meyer shared the team member names sent to her by Cardinal Infrastructure. Phillip Washington is the Team Lead. He is the CEO of the Los Angeles County Metropolitan Transportation Authority and previously the CEO of the Denver Regional Transit District and Chair of the American Public Transportation Association (APTA). Ms. Meyer described Mr. Washington as a strong and wise leader and is glad to see him heading the team.

The Senate Appropriations Committee released all twelve Fiscal Year 2021 appropriations bills. The Transportation HUD appropriations bill is about \$75 billion in the Senate; in the House it is \$79 billion. Both the House and the Senate would like to pass an omnibus appropriations package before December 11, 2020, to avoid another continuing resolution. It includes additional funding in transit related packages and there is \$1 billion for the Better Utilizing Investments to Leverage Development (BUILD) Grant.

**9. NEW BUSINESS**

None

**10. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:23 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 4, 2020, Board Meeting  
Via Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative  
(Cheney) – *Chair*  
Candace Mumm, City of Spokane  
Pamela Haley, City of Spokane Valley  
Karen Stratton, City of Spokane  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### **MEMBERS PRESENT**

Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover called the meeting to order at 10:00 a.m. and conducted roll call.

#### 2. **COMMITTEE CHAIR REPORT**

Chair Grover thanked STA and staff for the wonderful work that they do day in and day out behind the scenes. Chair Grover commented, “If you take public transit for granted, it is being done the right; like a utility – when the power is on and the water is running; public transit is still moving. It serves a huge purpose for this region.”

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE SEPTEMBER 30, 2020 (OCTOBER) COMMITTEE MEETING**

**Ms. Pam Haley moved to approve the September 30, 2020 (October), Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

##### B. **HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION SCOPE OF WORK**

Mr. Karl Otterstrom presented. Staff is seeking committee approval of the Scope of Work for HPT Amenities Installation and authorization to advertise an Invitation for Bid (IFB) package. A procurement for new infrastructure where the contract value is expected to exceed \$1 million is required to receive committee approval of the scope of work prior to the IFB being advertised. Mr. Otterstrom reviewed the details of the general scope of work which includes installation of amenities at stations for the following projects/corridors: City Line, Monroe-Regal Line, Moran Station, STA Plaza and Cheney Line, and 33 City Line stations and 32 HPT Stations. It does not include procurement of any amenities. STA will furnish all items to the contractor. It does include the approximately \$3.1M contract cost will be funded by approved CIP projects. Award of contract will require board approval.

**Ms. Candace Mumm moved to approve the general Scope of Work for HPT Amenities Installation and authorize staff to release an Invitation for Bid (IFB). Ms. Pam Haley seconded, and the motion was approved unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. RECOMMENDED DRAFT 2021 ANNUAL STRATEGIC PLAN

Mr. Otterstrom reviewed the draft 2021 Annual Strategic Plan (included in the packet). This plan provides guidance to help shape Spokane Transit's activities for the upcoming year. The Board Operations Committee reviewed the draft on October 7, 2020. Staff presented a brief summary overview at the October 15 Board meeting. The only material changes to the plan since the draft was presented last month is the correction to projected 2021 Paratransit ridership (234, 000).

Ms. Mumm asked how many of our riders have access to computers and smart phones. Mr. Brandon Rapez-Betty responded that the 2019 rider and community perception surveys provide that information. The majority of STA riders have smart phones. For riders that do not, the stationary digital signs at high ridership locations that will be installed in 2021 and the signs on the City Line buses, will provide information (updates, surveys, etc.) for those who do not have internet access. In 2021, STA has multiple improvement projects taking place, Communications is working on weaving this information into a cohesive message so that customers understand the many ways STA is making transit easier and convenient to use.

Ms. Mumm requested clarification be stated on "the why" of social distancing, etc. under "Strategy 3: Improvement of Customer Experience". Mr. Rapez-Betty stated that this can be clarified if needed.

**Ms. Karen Stratton moved to recommend approval to the Board of the draft 2021 Annual Strategic Plan as presented. The motion was seconded by Ms. Pam Haley and passed unanimously.**

2. STA MOVING FORWARD: 2020 PLAN AMENDMENT (BY RESOLUTION)

Mr. Otterstrom presented. THE COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the STA Moving Forward plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

Mr. Otterstrom reviewed "Appendix C", the proposed plan amendment, and the amendment process.

Ms. Mumm asked if there is a possibility of a more direct route from the north side of Spokane to the new warehouse being constructed in Spokane Valley near Garland Avenue and Flora Road, which is expected to have "Amazon-like" employee activities. Specifically, Ms. Mumm suggested there could be a more direct route following east on Francis, bypassing

the Plaza. Mr. Otterstrom responded that there would first need to be bus service to the new development (current service is more than a mile away). Such service is not included in the *STA Moving Forward* plan.

**Ms. Candace Mumm moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2020 Plan Amendment. The motion was seconded by Ms. Pam Haley and passed unanimously.**

## **B. BOARD DISCUSSION AGENDA**

### **1. CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENTS**

Mr. Otterstrom presented. Riverside Avenue in downtown Spokane is the westbound alignment for the City Line between Howard and Pine streets. It also accommodates more than half of STA bus routes in the eastbound lanes, both at the STA Plaza and at bus stops between Monroe and Browne streets. To support rehabilitation of the road and introduction of the City Line, the City of Spokane plans to resurface the road and bring curb ramps to ADA standards. STA proposes to partner with the City of Spokane in constructing three City Line stations and two eastbound stations for other routes by way of project order enabled by the board-authorized Spokane Transit Authority Infrastructure Improvement Master Design and Construction Agreement (2018-10267) executed on February 14, 2019.

Mr. Otterstrom reviewed the existing project orders, City Line Station renderings, and funding reallocation (CIP No. 805). As staff was developing this presentation for the board packet, City engineering indicated a new preference to not include the westbound City Line stations in their scoping; they would like STA to do the work. This is yet to be resolved, but in the meantime, STA is still seeking approval of these order agreements should the City fallback to the original plan. The reallocation of funds is intended to cover the design and construction of the eastbound stations with local funds while westbound stations of the City Line would be covered by the City Line construction budget as part of the federally funded Small Starts budget.

**Ms. Candace Mumm moved to recommend the following motions as presented:**

**Recommend the STA Board of Directors approve the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.**

**Recommend the STA Board of Directors approve of the “Eastbound Bus Stop and Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.**

**Recommend the STA Board of Directors approve for the reallocation of \$600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.**

**All above motions were seconded by Ms. Karen Stratton and passed unanimously.**

5. REPORTS TO COMMITTEE

A. PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard provided information on how to view an online video presentation regarding the proposed 2021 Operating and Capital Budgets. A public hearing will be held at the November 19, 2020 Board of Directors meeting at 1:30 p.m. via Webex.

The narrated public presentation has been available on the Spokane Transit website beginning today, November 4, the board members agreed to view it.

B. DRAFT 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the draft 2021 Planning and Development Committee Work Program. *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, the Service Implementation Plan, the Capital Improvement Program, and the Annual Strategic Plan/Budget, that need to be updated annually. The Work Program also identifies other major planning efforts that will take place during 2021 such as City Line procurement activities, Division BRT: "DivisionConnects" study—and preliminary engineering and environmental scoping; Connect Spokane: major update; and I-90/Valley HPT: corridor plan development. Mr. Otterstrom reviewed the highlights of the work plan.

Ms. Mumm asked the committee to consider youth passes again in 2021. While not an item that would fall under this committee's work, Mr. Otterstrom took note of the suggestion.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

October 2020 Voter-Approved Sales Tax Update – Revenue collected on August retail sales: 0.0% flat with October 2019 actual (\$0.0M), 6.7% YTD above 2019 actual (\$4.6M), and 0.4% YTD above budget (\$0.3M).

Spokane Valley City Council – Ms. Meyer and Mr. Otterstrom are going to visit the Spokane Valley City Council to talk about the proposed 2022 service revisions. If committee members would like Ms. Meyer and Mr. Otterstrom to talk with their jurisdictions about these revisions which includes the implementation of the City Line and refinements to the service network, contact Ms. Meyer or Mr. Otterstrom.

City Line Steering Committee – Ms. Meyer and Mr. Otterstrom met with this committee for the first time since last year. Mr. Lars Gilberts, CEO of the University District, was elected Chair. Amber Waldref was the previous Chair. Ms. Colleen Gardner is still the Vice Chair. This group is interested in assisting STA with preparing for construction and advance communication notice for 2021 project activities.

Spokane Regional Transportation Council (SRTC) – November 12, 2020 – is convening a meeting of representatives of each of the signatories to the SRTC Interlocal Agreement for the purpose of discussing how SRTC will extend a voting membership to the Tribes to join SRTC. Laura McAloon will be joining Ms. Meyer at this event. The purpose of the meeting is to discuss what needs to be

changed in the Interlocal Agreement and relationship to the timing of the legislation that went into effect in 2019 that requires a voting membership to be offered to the Tribes.

Downtown Spokane Partnership (DSP) – The DSP has convened a transportation committee. The first meeting was this week. The Chair is Mr. Dave Black and the Vice-Chair is Mr. Larry Stone. Mr. Chris Batten (Chair of DSP's Riverside Committee), and Roy Koegen (Chair of DSP's Parking Committee), and Ms. Meyer. The scope of the meeting has not been established. Mr. Mark Richard and Mr. Andrew Rolwes were present as well.

7. COMMITTEE INFORMATION

*(No information included this month.)*

8. DECEMBER 2, 2020, COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

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

11. ADJOURNED

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

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 2, 2020, at 10:00 a.m. VIA WEBEX.

Respectively submitted,



Vicki Clancy, Executive Assistant  
Planning and Development Department



## **PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the November 4, 2020, Meeting  
Virtual WebEx

### **MEMBERS PRESENT**

Lori Kinnear, City of Spokane \*  
Josh Kerns, Spokane County  
Tim Hattenburg, City of Spokane Valley  
Rhonda Bowers, Labor Representative  
E. Susan Meyer, CEO (Ex-Officio)

### **MEMBERS ABSENT**

Kate Burke, City of Spokane  
Veronica Messing, City of Airway  
Heights (Ex-Officio)  
Mike Kennedy, City of Liberty Lake (Ex-Officio)

### **GUESTS**

*none*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

\*Chair

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

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

#### 2. **COMMITTEE CHAIR REPORT**

Chair Kinnear had no report at this time.

#### 3. **COMMITTEE APPROVAL**

##### A. **Minutes of the September 30, 2020, Committee Meeting**

**Mr. Hattenburg moved to recommend approval of the September 30, 2020, Committee meeting minutes. Mr. Kerns seconded the motion, and it passed unanimously.**

#### 4. **COMMITTEE ACTION**

##### A. **Board Consent Agenda**

##### 1. **Plaza Garage Doors Construction Final Acceptance**

The Plaza garage doors were original to the building and in the last several years became increasingly expensive to maintain. Several months before this project beginning, one became inoperable.

This project successfully removed two existing roll-up garage doors, motors, and wiring and replaced them with new. Additional safety features were also incorporated (audible and visual exiting, notification, reversing edge detection, and a second photo-eye at 36").

The allocated budget for this project was \$85,000, however the contract with Modern Construction and Consulting Services, Inc. came in at \$120,954. Additional costs associated with the project include, but are not limited to, Architectural and Engineering Services, Advertising of the Invitation for Bid, the MCCS Contract, contingency funds, and sales tax. Upon completion, the project will be \$54,473 (45%) over budget. Savings from other capital projects throughout the year offset this variance to stay within the overall approved 2020 capital budget.

**Mr. Hattenburg moved to recommend the Board approve a motion to accept the contract with Modern Construction and Consulting Service, Inc. for the Plaza Garage Doors Construction Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law. Mr. Kerns seconded the motion, and it passed unanimously.**

2. Plaza 2<sup>nd</sup> Floor Restroom Remodel Construction Final Acceptance

The second-floor bathrooms at the Plaza were in significant disrepair and in need of full renovation. This project successfully renovated both the men's and women's bathrooms on the Plaza's second floor. It reduced the number of bathroom stalls and urinals, which in turn reduces the number of users, as well as effort and costs associated with maintenance and cleaning. Stall doors are made of HDPE were installed and they have a lower profile to assist in preventing inappropriate activity. The frame for the partitions was structurally mounted above the ceiling to increase strength and durability.

The allocated budget for this project was \$212,500, however the contract with Modern Construction and Consulting Services, Inc. came in just shy of that total at \$212,480. Changes were made due to varying unknown field conditions, resulting in a \$16,563 increase to the MCCS Contract. Costs associated with the project include but are not limited to Architectural and Engineering Services, Advertising of the Invitation for Bid, the MCCS Contract, contingency funds, and sales tax. Upon completion, the project will be \$63,889 (30%) over budget.

**Mr. Hattenburg moved to recommend the Board approve a motion to accept the contract with Modern Construction and Consulting Services, Inc. for the Plaza Second Floor Restroom Remodel Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law. Mr. Kerns seconded the motion, and it passed unanimously.**

3. 2019 Transit Enhancement Final Acceptance

The allocated budget for this project was \$100,000, and the contract with Toner's came in at \$88,470. Costs associated with the project include but are not limited to Architectural and Engineering Services and the Toners Excavating, Inc. contract. Upon completion, the project will be \$11,766.57 under budget.

This project successfully improved accessibility to eight (8) different bus stops within the City of Cheney. Five (5) of the bus stops also received improvements to provide for additional customer amenities that include the installation of a shelter with a bench and garbage can.

**Mr. Hattenburg moved to recommend the Board approve a motion to accept the contract with Toners Excavating, Inc. for the 2019 Transit Enhancements Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law. Mr. Kerns seconded the motion, and it passed unanimously.**

B. Board Discussion Agenda

1. *(no items presented this month)*

5. REPORTS TO COMMITTEE

A. 3<sup>rd</sup> Quarter Performance Measures

Mr. Nelson presented a condensed version of the 3<sup>rd</sup> quarter 2020 performance measures noting that the COVID pandemic has had significant impacts on STA's usual performance metrics.

Ridership:

- Fixed Route is down 37.8% year to date (YTD). With Eastern Washington University (EWU) and the Community Colleges of Spokane (CCS) canceling in-person classes, ridership recovery will continue to be a challenge.
- Paratransit YTD ridership is down 59.6%. Since Paratransit mainly serves a vulnerable population, many regular customers have not been inclined to book rides.
- Vanpool ridership is down 37.8% YTD. Many Vanpool groups have been closed or suspended due to work from home mandates.

Other performance measures reported included preventable accident rates, passengers per revenue hour (PPRH), professional and courteous, on-time performance, operator ride checks, cost per passenger, and cost recovery from user fees.

6. CEO REPORT

- October sales tax revenue was flat (\$1,600 different than budget). YTD it is 0.5% above budget.
- The City Line Steering Committee met last week for the first time in about a year. A new Chair and Vice-Chair were elected.
- City line construction has wrapped up for 2020.
- On November 12<sup>th</sup>, after the Spokane Regional Transportation Council (SRTC) Board meeting, there will be a special meeting of the signatories for the interlocal agreement that created SRTC. The process and schedule for extending an invitation to the tribes will be discussed.
- The draft 2022 service revisions will be presented to the city of Spokane Valley Council next week.
- The Downtown Spokane Partnership (DSP) has formed a transportation committee, the first meeting was Monday, November 2<sup>nd</sup>.

7. COMMITTEE INFORMATION

- September 2020 Operating Indicators – *as presented*
- September 2020 Financial Results Summary – *as presented*
- October 2020 Sales Tax Revenue Information – *as presented*
- 3<sup>rd</sup> Quarter Service Planning Input Report – *as presented*
- STA Moving Forward Quarterly Project Delivery Report – *as presented*
- STA's Holiday Services and Office Hours – *as presented*

8. DECEMBER 2, 2020 - COMMITTEE PACKET DRAFT AGENDA REVIEW

*(No changes requested)*

9. NEW BUSINESS

*(none)*

10. COMMITTEE MEMBERS' EXPRESSIONS

- Mr. Hattenburg extended thanks to the staff at STA for positively handling the difficulties the pandemic has created.
- Mr. Kerns echoed Mr. Hattenburg's sentiments and said that STA continues to make the entire Board proud.

Performance Monitoring and External Relations Committee Meeting Minutes

November 4, 2020

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11. ADJOURN

Chair Kinnear adjourned the meeting at 2:02 p.m.

12. NEXT MEETING – WEDNESDAY, DECEMBER 2, 2020, 1:30 P.M, VIA WEBEX

Respectfully submitted,

A handwritten signature in cursive script that reads "Sam Guzman".

Sam Guzman, Executive Assistant to the Chief Operations Officer

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 10B : NOVEMBER 2020 SALES TAX REVENUE**

**REFERRAL COMMITTEE:** N/A

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

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

November sales tax revenue, which represents sales for September 2020, was:

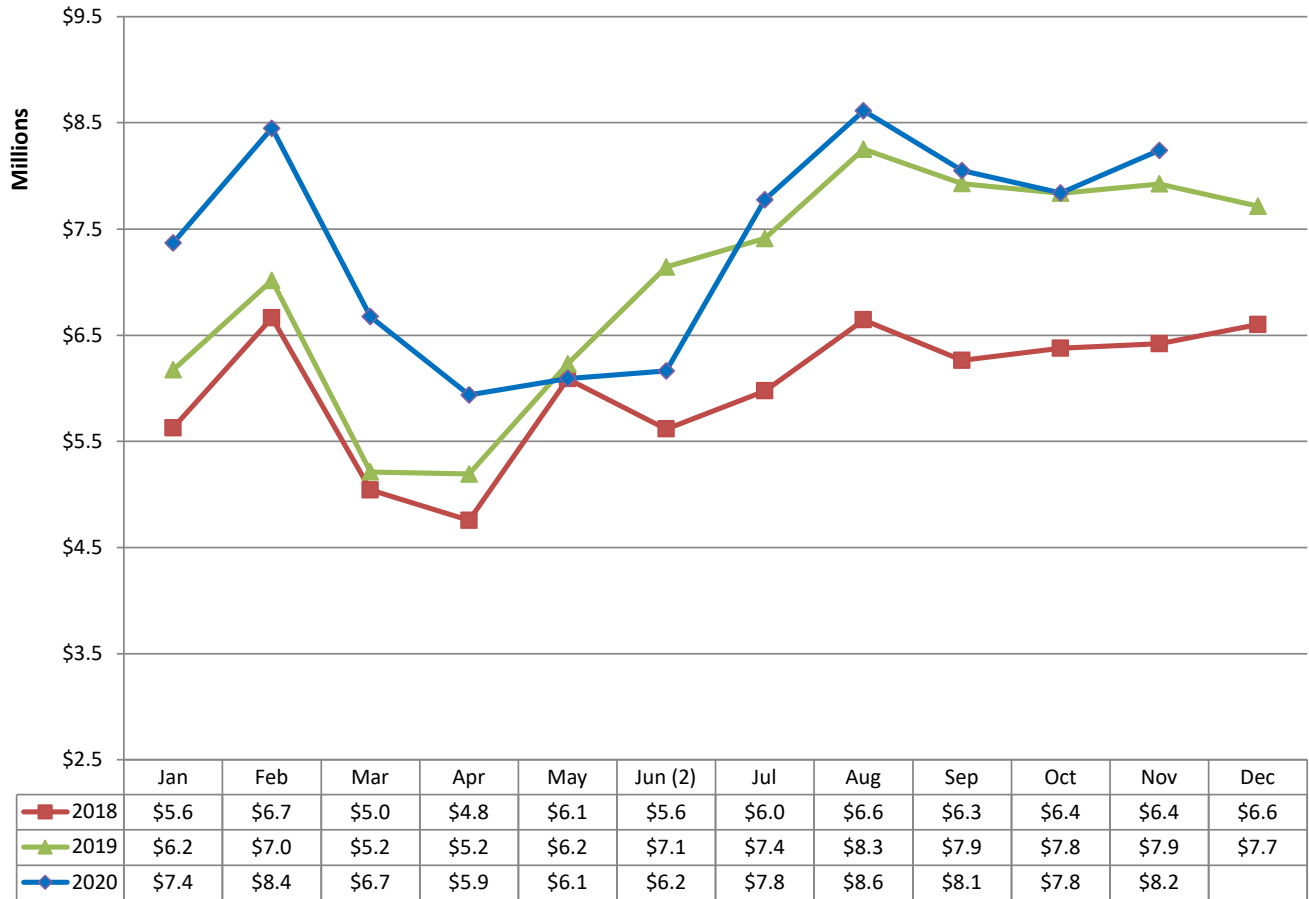
- 4.0% above budget and November 2019 actual
- 6.4% YTD above 2019 actual
- 1.7% YTD above budget

Total taxable sales for September 2020 were *up* 3.4% from September 2019. September YTD is 0.4% *below* September 2019 YTD. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD, with Accommodation and Food Services experiencing significant decreases from prior years:

- Retail Trade *increased* by 14.2% in September 2020 vs September 2019 and is *up* by 6.6% (\$255.9M) September 2020 YTD vs September 2019 YTD
  - Other Miscellaneous Store Retailers *increased* 23.1% (\$90.1M) YTD over September 2019 YTD
  - Building Material & Supplies Dealers *increased* 18.4% (\$73.1M) YTD over September 2019 YTD
  - Electronics and Appliance Stores *increased* 29.2% (\$58.3M) YTD over September 2019 YTD
  - Clothing Stores *decreased* 26.5% (\$46.2M) YTD from September 2019 YTD
  - Automobile Dealers *decreased* 3.6% (\$26.1M) YTD from September 2019 YTD
- Construction *decreased* by 5.0% in September 2020 vs September 2019 and is *down* by 0.4% (\$4.7M) from September 2019 YTD
- Accommodation and Food Services *decreased* by 22.2% in September 2020 vs September 2019 and is *down* 26.2% (\$232.4M) from September 2019 YTD

**RECOMMENDATION TO BOARD:** Information only.

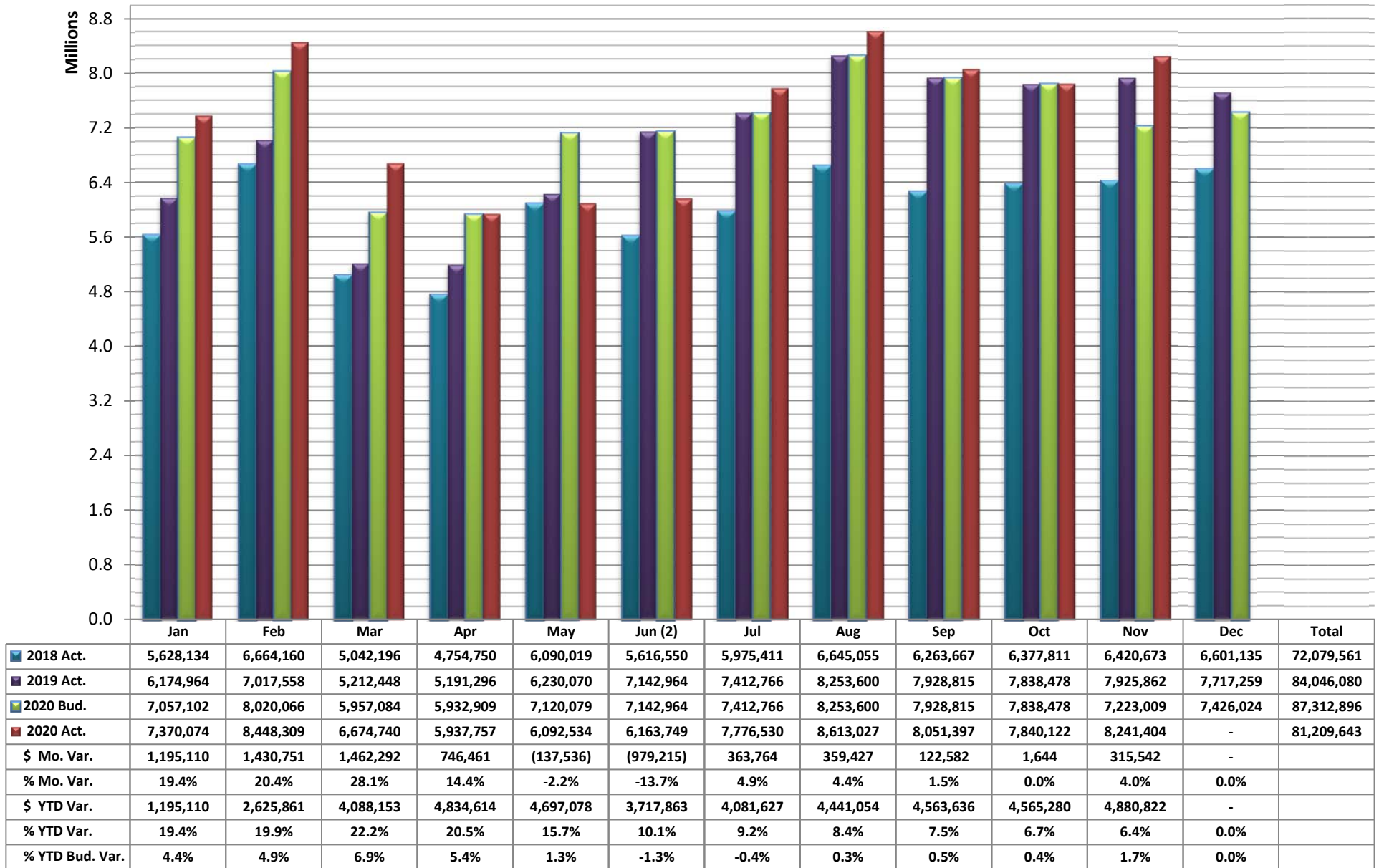
## Sales Tax Revenue History-November 2020<sup>(1)</sup>



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

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

## 2018 - 2020 SALES TAX RECEIPTS <sup>(1)</sup>



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

<sup>(2)</sup> 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 17, 2020

**AGENDA ITEM 10C :** OCTOBER 2020 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Attached are the October 2020 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. October equates to 83.3% of the year.

**Revenue**

Overall, year-to-date revenue is at 99.5% of budget (\$110.7M) which is 19.4% higher than the expected \$92.7M.

Fares & Other Transit Revenue is lower than the budget at 38.6%.

Sales Tax Revenue is slightly higher than the budget at 83.6%.

Federal & State Grants is higher than the budget at 309.5%.

Miscellaneous Revenue is higher than the budget at 115.8%.

**Operating Expenses**

Year-to-date operating expenses at 75.9% of budget (\$63.9M) are 8.9% below the expected amount of \$70.1M.

Fixed Route 79.8% of budget expended

Paratransit 61.1% of budget expended

Vanpool 56.3% of budget expended

Plaza 94.4% of budget expended

Administration 77.7% of budget expended

Operating expenses are greatly influenced by the timing of payments.

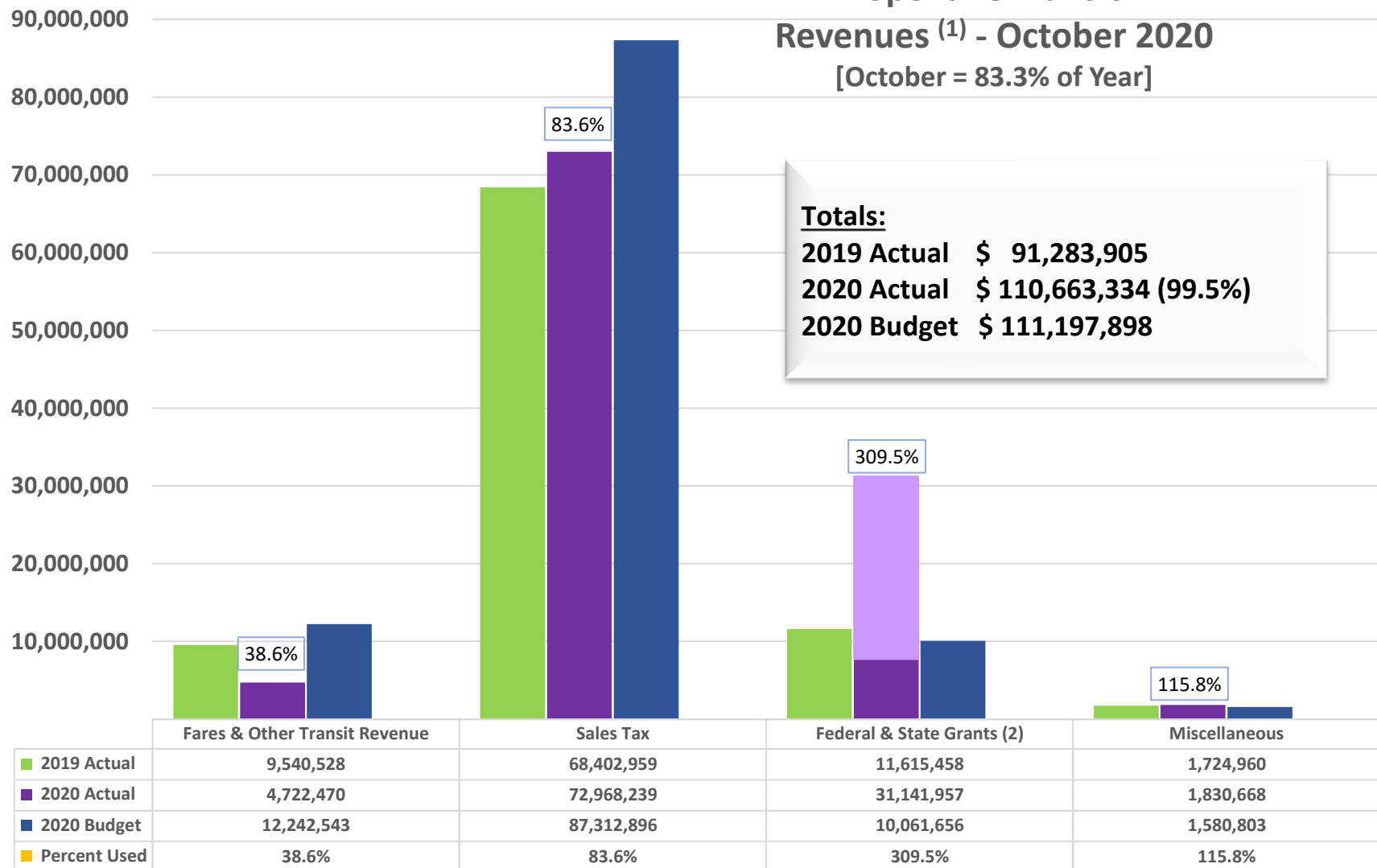
**RECOMMENDATION TO BOARD:** Information only.



## Spokane Transit

### Revenues <sup>(1)</sup> - October 2020

[October = 83.3% of Year]



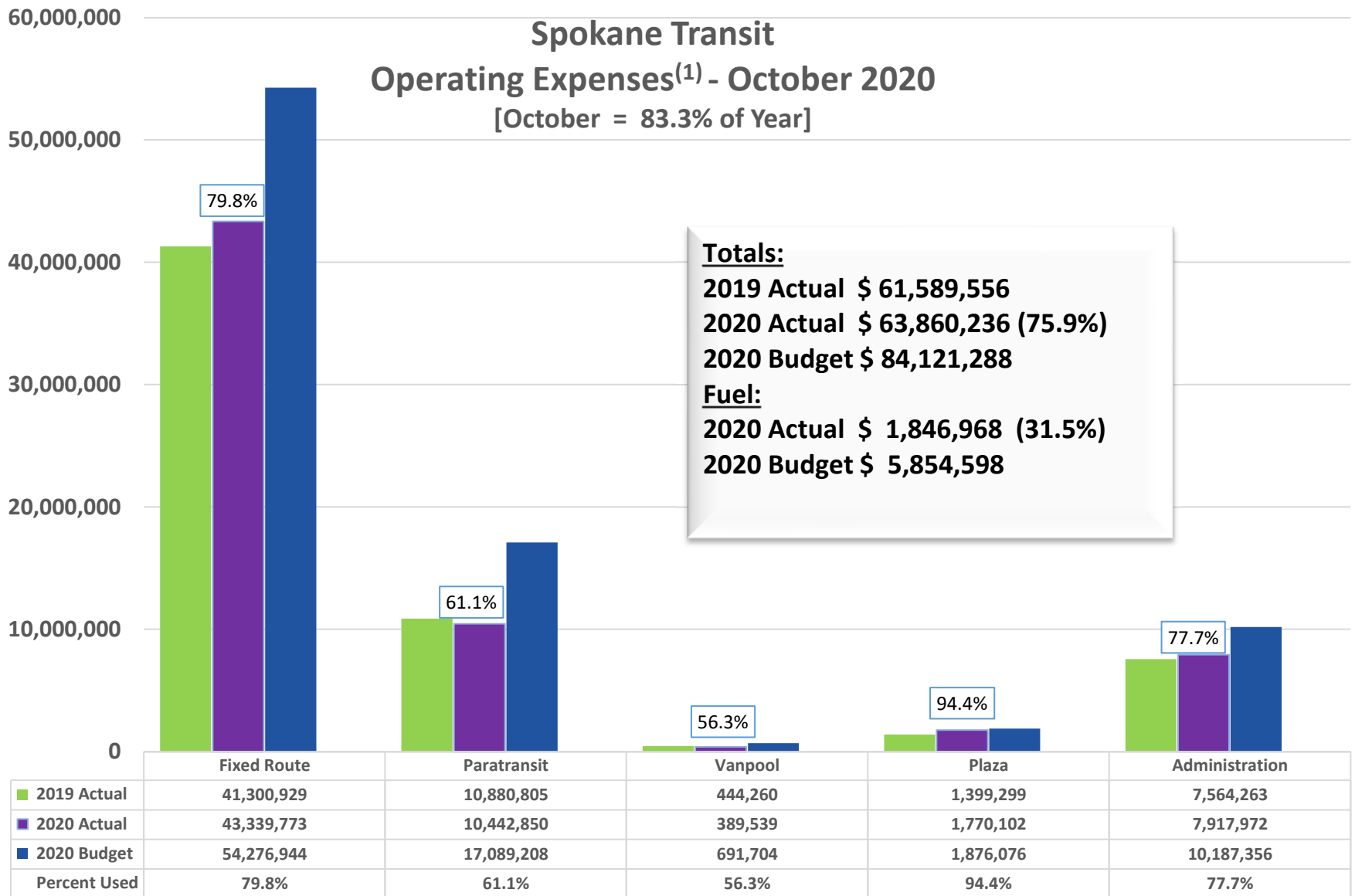
(1) Above amounts exclude grants used for capital projects. Year-to-date October state capital grant reimbursements total \$8,348,052 and federal capital grant reimbursements total \$982,905.

(2) Federal/State Grants over budget in 2020 due to Cares Act Funding of \$23,222,456 to date which is partially offset by the amount of the Washington State Consolidated Grant (Special Needs) drawn down in 2019 - \$1,604,616 in 2020 budget.

## Spokane Transit

### Operating Expenses<sup>(1)</sup> - October 2020

[October = 83.3% of Year]



(1) Operating expenses exclude capital expenditures of \$16,551,097 and Street/Road cooperative projects of \$324,890 for year-to-date October 2020.

# **SPOKANE TRANSIT AUTHORITY**

## **BOARD MEETING OF**

December 17, 2020

### **AGENDA ITEM 10D : OCTOBER 2020 OPERATING INDICATORS**

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations (*Kerns*)

**SUBMITTED BY:** Fred Nelson, Chief Operations Officer

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**SUMMARY:** There was one less weekday in October 2020 compared to October 2019. Covid-related restrictions to businesses and other activities continue to suppress mobility.

#### **FIXED ROUTE**

Average weekday ridership decreased 55.5% (16,199 vs. 36,408 in 2019) and is down 41.5% (19,945 vs. 34,070) Year to Date (YTD). Total monthly ridership decreased 54.4% (427,003 vs. 935,442 in 2019) and is down 39.7% (5,077,280 vs. 8,416,814) YTD.

- Adult ridership decreased 58.4% (255,906 vs. 615,880 in 2019) and is down 54.4% (2,392,094 vs. 5,242,182) YTD.
  - CCS Pass ridership decreased 81.1% (14,393 vs. 76,214 in 2019) and is down 64.6% (184,441 vs. 520,544) YTD.
  - Eagle Pass ridership decreased 93.9% (6,315 vs. 103,443 in 2019) and is down 59.7% (220,968 vs. 548,640) YTD.
- Youth ridership decreased 83.7% (10,270 vs. 63,127 in 2019) and is down 70.1% (188,379 vs. 629,737) YTD.
- Reduced Fare / Para ridership decreased 40.4% (72,425 vs. 121,526 in 2019) and is down 50.1% (577,227 vs. 1,155,884) YTD.

#### **PARATRANSIT**

Monthly ridership decreased 63.0% (15,313 vs 41,409 in 2019) and is down 52.0% (178,957 vs 372,584) YTD.

- Special Use Van ridership decreased 70.9% (847 vs. 2,908 in 2019) and has decreased 67.2% (8,160 vs. 24,889) YTD.

#### **VANPOOL**

Vanpool customer trips were down 49.9% (7,161 vs. 14,300 in 2019) and are down 39.2% (79,793 vs 131,162) YTD.

- Vanpool vans in service decreased 15.6% (65 vs 77 in 2019). September 2020 had 66 vans. However, there is a significant decrease in use due to the pandemic:
  - 24 vans are operating with 5 or more participants
  - 36 vans are operating with less than 5 participants
  - 5 vans are on hold due to worksite restrictions or temporary closures

### **CUSTOMER SERVICE/PASS SALES**

Total monthly pass sales decreased 67.0% (3,343 vs. 10,117 in 2019) and decreased 53.0% (48,202 vs. 90,966) YTD.

- Adult Pass/Smartcard monthly pass sales decreased 60.2% (1,540 vs. 3,868 in 2019) and decreased 56.4% (16,172 vs. 37,068) YTD.
- Shuttle Park monthly sales decreased 74.3% (139 vs. 541 in 2019) and decreased 58.8% (2,132 vs. 5,172) YTD.
- 7-Day Pass/Smartcard monthly sales increased 51.0% (519 vs. 1,059 in 2019) and decreased 40.4% (6,660 vs. 11,168 YTD).
- ESBP monthly sales decreased 67.5% (316 vs. 973 in 2019) and decreased 57.5% (4,361 vs. 10,256) YTD.

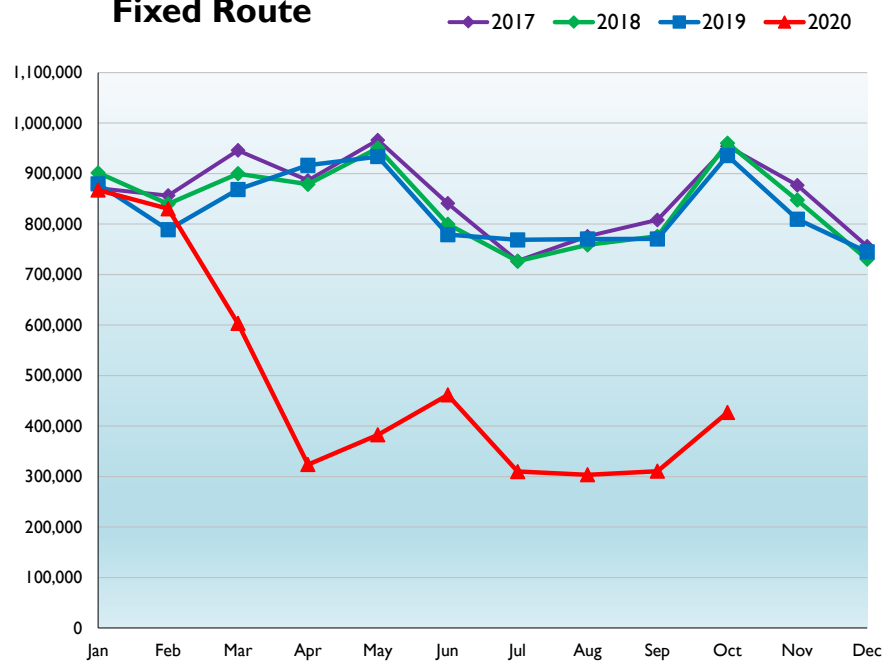
October 2020 Group Sales decreased 66.9% (6,485 passes vs. 19,594 in 2019) and decreased 50.1% (94,616 passes vs. 189,567) YTD.

UTAP monthly rides decreased 86.6% (27,650 vs. 206,879 in 2019) and decreased 65.8% (488,108 vs. 1,426,656) YTD. 2019 included City Summer Youth UTAP rides of 132,982 October YTD.

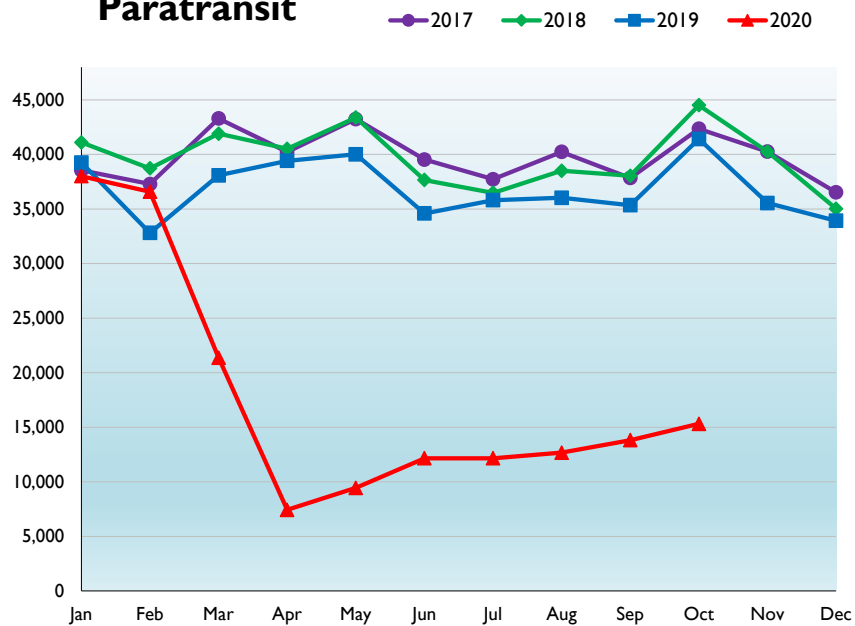
Community Access Program (CAP) sold 3,276 2hr passes and 1,545 Day passes in October. These passes are included in the pass sales above. This is the 2<sup>nd</sup> month of this pilot program.

**RECOMMENDATION TO BOARD:** Information only.

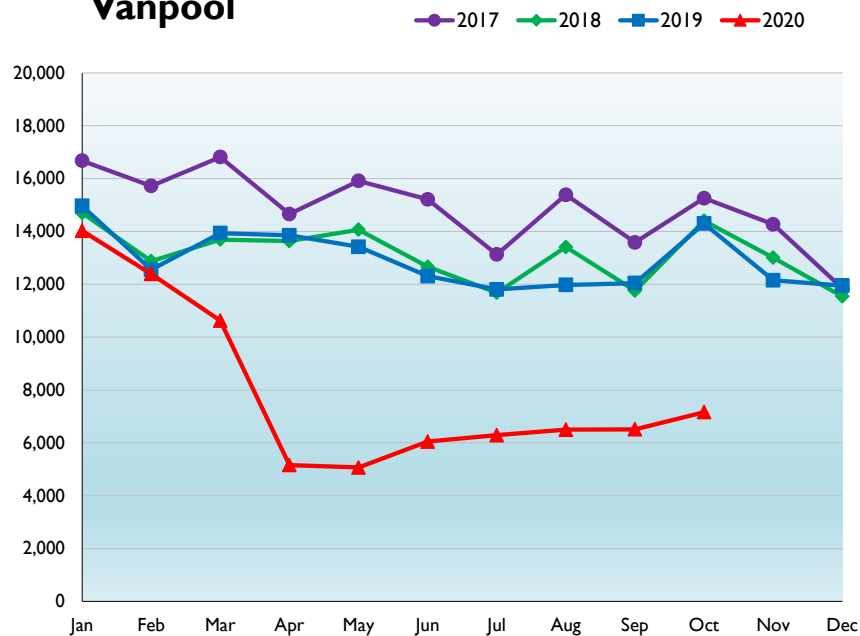
## Fixed Route



## Paratransit



## Vanpool



# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

December 17, 2020

### AGENDA ITEM **10E**: JANUARY 2021 SERVICE CHANGES

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations (*Kerns*)

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

**SUMMARY:** STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. Per the Service Improvement Program (SIP) contained in the adopted 2020 Transit Development Plan (TDP), STA will implement minor routing and schedule adjustments as needed in January 2021. One programmed improvement to extend the Route 64 to the Spokane University District has been temporarily deferred as EWU students are not attending in-person classes.

The Communications and Public Input section of *Connect Spokane*, STA's Comprehensive Plan, authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules, or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (less than 1.0% growth or reduction in revenue hours in any calendar year or less than .5% of annualized system ridership negatively impacted by the loss of bus stop, trips or route at any given service change). All the January 2021 service changes fall below these adopted thresholds.

The table below summarizes the service changes which will become effective January 17, 2021.

JANUARY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT(S)	RATIONALE
21 West Broadway	Modify to depart the Plaza from Zone 6; Schedule changes to reduce dwell time from the inbound Route 90 to the interlined outbound Route 21	The Route 90 and the interlined Route 21 are operating with a 60-foot-long coach to provide more space on board for social distancing; Zone 6 at the Plaza better accommodates the longer vehicle; Schedule adjustments are needed to avoid zone conflicts.
25 Division	Inbound Plaza zone arrival changes on weeknights.	Related to Route 21 moving to Plaza Zone 6.
26 Lidgerwood	Inbound Plaza zone arrival changes on Saturdays	Related to Route 21 moving to Plaza Zone 6.
27 Hillyard	Inbound timepoint adjustments.	Improve schedule reliability by addressing early arriving buses.
28 Nevada	Inbound Plaza arrival zone changes weeknights, Saturdays, and Sundays/Holidays.	Related to Route 21 moving to Plaza Zone 6.
43 Lincoln/37 <sup>th</sup> Ave	Last weeknight outbound trip changed to depart two minutes sooner.	Related to Route 21 moving to Plaza Zone 6.

<b>JANUARY SERVICE CHANGES</b>		
<b>ROUTE(S)</b>	<b>PLANNED ADJUSTMENT(S)</b>	<b>RATIONALE</b>
61 Hwy 2 via Browne's Addition	Inbound timepoint adjustments.	Improve schedule reliability by addressing early arriving buses.
62 Medical Lake	Timepoint adjustments.	Adjust travel times due to the new transit only lanes that provide faster access to the West Plains Transit Center; Schedule changes are also necessary to maintain connections to the adjusted Route 64.
63 Airway Heights/West Plains	Timepoint adjustments.	Adjust travel times due to the new transit only lanes that provide faster access to the West Plains Transit Center; Schedule changes are also necessary to maintain connections to the adjusted Route 64.
64 Cheney/West Plains	Timepoint adjustments; Early weekday outbound trip adjustments to serve the West Plains Transit Center connecting to Route 633; Last outbound weekday trip modified to depart two minutes later; One PM inbound Route 66 trip converted to a Route 64 trip; New weekend trips connecting to Route 633	Adjust travel times due to the new transit only lanes that provide faster access to the West Plains Transit Center; Improve access to the Amazon Fulfillment Center served by Route 633.
66 EWU	One inbound trip converted to a Route 64 trip	Improve access to the West Plains Transit Center and Amazon Fulfillment Center served by Route 633.
90 Sprague	Inbound Plaza arrival zone changes on weekdays	Related to Route 21 moving to Plaza Zone 6.
124 North Express	Modify to depart the Plaza from Zone 9; AM outbound timepoint adjustments	Related to Route 21 moving to Plaza Zone 6.
144 South Express	Inbound Plaza arrival zone changes when interlined with Route 124; One inbound AM trip modified to arrive sooner (interlined with adjusted Route 124 trip)	Related to Route 21 moving to Plaza Zone 6.
633 Geiger Shuttle	Timepoint adjustments as well as new trips all service days	Serve more Amazon Fulfillment Center shifts; Adjust travel times due to the new transit only lanes that provide faster access to the facility; Schedule changes are also necessary to maintain connections to the adjusted Route 64.

**RECOMMENDATION TO BOARD:** Information only.

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

December 17, 2020

### AGENDA ITEM **10F**: FINALIZE 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

**REFERRAL COMMITTEE:** Planning & Development (*Grover*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**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 Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The work program is focused primarily on the annual planning calendar. As in prior years, there are some planning projects that augment the committee's work program which are listed following the planning calendar below. The only addition to the final proposed work program is the addition of the FTA Section 5310 call for projects and grant awards. This is an annual activity for awarding grant funds to non-profit organizations and other agencies to enhance mobility for seniors and persons with disabilities.

### FINAL PROPOSED 2021 Planning and Development Committee Work Program

Month	Annual Planning Calendar
December 2020	Approval of Work Program
January 2021	No Committee Meetings in January
February 2021	Review Committee Work Program Transit Development Plan (TDP) 2022-2027: Overview
March 2021	TDP 2022-2027: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP)
April 2021	TDP 2022-2027 Finalize mid-range planning guidance Review preliminary revenue and expenditure forecast assumptions Identify major activities
May 2021	TDP 2022-2027 Proposed 2022-2024 Service Improvements Preliminary Capital Improvement Program (2022-2027) FTA Section 5310: Call for projects
June 2021	TDP 2022-2027: Complete draft plan Public hearing conducted on draft TDP



Month	Annual Planning Calendar
July 2021	TDP 2022-2027: Finalize and approve Annual Strategic Plan/Budget guidance workshop (full Board) FTA Section 5310: recommend funding awards
August 2021	No Board/Committee Meetings in August
September 2021	Review draft 2022 Annual Strategic Plan
October 2021	Adoption of 2022 Annual Strategic Plan Draft 2022 operating and capital budgets submitted to Committee and Board
November 2021	Prepare 2022 Committee work program Public hearing on draft 2022 operating and capital budgets
December 2021	Finalize and approve 2022 operating and capital budgets Finalize 2022 Committee work program

**Other planning and development projects:**

City Line: Procurement Activities

Division BRT: DivisionConnects Study, Preliminary Engineering & Environmental Scoping

Connect Spokane: Major Update

I-90/Valley HPT: Corridor Plan Development

**RECOMMENDATION TO COMMITTEE:** Approve the 2021 Planning & Development Committee Work Program and forward to the Board of Directors for information.

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

**RECOMMENDATION TO BOARD:** Information only.

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

December 17, 2020

### AGENDA ITEM **10G**: DIVISIONCONNECTS UPDATE

**REFERRAL COMMITTEE:** Planning and Development (*Grover*)

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

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**SUMMARY:** On December 2, 2020, staff provided an update to the Planning and Development Committee on public engagement activities, Steering Committee actions, and next steps for DivisionConnects, a coordinated planning effort led by Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority (STA) to reimagine the important regional transportation corridor. The background information below provides highlights on the planning project.

**BACKGROUND:** DivisionConnects study purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. Project partners include WSDOT, City of Spokane, and Spokane County. A consultant team led by Parametrix, Inc., is assisting with the work effort. The study will look at possible land use and transportation scenarios for Division Street, evaluate their performance, and ultimately make recommendations for improvements.

#### Public Engagement

In engagement efforts, the most recent questionnaire and interactive map closed the middle of October. In addition, two focus groups were convened to have more in-depth conversations about the Division Corridor.

On the interactive map, visitors were invited to drop a pin related to a mode of travel, or identify an important place, and then tell us more about why they dropped the pin. Other visitors were able to see and up or down vote those comments. Over the six weeks the site was live, there were more than 1500 visits from over 600 unique users who left over 400 comments. The most common comments related to transit were regarding stop amenities, stop locations, and connections to other STA routes.

The first round of focus groups allowed participants to share ideas for the future and identify any areas of concern. Key feedback included: visibility of all users for safety maintaining access for all users (independent of mode), and concern regarding high vehicle speeds and long blocks.

#### Steering Committee

A study steering committee comprised of members of the SRTC and STA boards of directors was assembled at the end of March and is being engaged to provide feedback and project direction. The steering committee meetings to date, and scheduled:

- Meeting #1 – May 2020
- Meeting #2 – July 2020
- Meeting #3 – October 2020
- Meeting #4 – November 2020
- Meeting #5 – January 2021
- Meeting #6 – February 2021

The October and November Steering Committee meetings were focused on discussions of potential scenarios within the Division right-of-way. The October committee meeting, along with separate meetings with each committee member, resulted in nine preliminary scenarios being presented at the November Steering Committee meeting. At that meeting, the consultant team used the transit framework as a high-level screen in a qualitative evaluation and presented those evaluation results. From that presentation and discussion, the Steering Committee selected four of the nine scenarios for additional analysis, with a request for additional analysis of the possibilities for accommodating active transportation within or adjacent to the corridor right-of-way.

#### Next Steps

Prior to the upcoming January meeting, the consultant team will be completing the traffic modeling for each of the selected scenarios, as well as a more robust screening evaluation of the scenarios and a deeper analysis of the active transportation possibilities within the corridor. The results of this analysis will be presented to the Steering Committee for review and confirmation, along with the process for receiving community feedback. The second round of public engagement will begin in mid-January after Steering Committee meeting #5.

**RECOMMENDATION TO BOARD:** Information Only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 10H :** STA HOLIDAY SERVICES AND OFFICE HOURS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Dana Infalt, Clerk of the Authority

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**SUMMARY:** The administrative office at Boone Avenue will be closed Friday, December 25, 2020, to observe the Christmas holiday; and Friday, January 1, 2021, to observe the New Year's holiday.

Fixed Route and Paratransit Holiday service will be provided on these days.

The following schedule outlines STA's holiday services:

<b>Date:</b>	<b>Paratransit Service and Reservations</b>	<b>Fixed Route Service</b>	<b>Customer Service (at the Plaza)</b>
December 25 (Friday)	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 (Friday)	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 COMMITTEE:** Information only.

# **11.**

## **EXECUTIVE SESSION**

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

1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

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

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

Estimated time - 10 minutes

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 12A :** ELECTION OF 2021 CHAIR AND PRESENTATION OF GAVEL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, STA Board Chair

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**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-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.

The Bylaws also provide for alteration of the regular rotation schedule in any year with the approval of six of the voting members of the Board voting at a regular or special meeting of the Board.

According to the regular rotation schedule for the office of the Chair, Spokane Valley is designated as the jurisdiction from which the 2021 Chair should be selected.

**RECOMMENDATION TO BOARD:** By motion, appoint the 2021 STA Board Chair pursuant to STA Bylaws. Following the election of the 2021 Chair, the 2020 Board Chair will present the gavel to the incoming Board Chair.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 17, 2020

**AGENDA ITEM 13A :** PRESENTATION OF COMMENDATION TO AL FRENCH  
(OUTGOING BOARD CHAIR)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** 2021 Board Chair

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**SUMMARY:** During his tenure as a representative of Spokane County, Commissioner Al French has served on the STA Board of Directors from January 2020 to present. In addition to chairing the Board this year, he also chaired the Board Operations Committee.

In recognition of Commissioner French's outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during his term as Chair of the STA Board for 2020, a commendation has been prepared.

**RECOMMENDATION TO BOARD:** Recognize Al French for his leadership, service, and dedication to Spokane Transit and public transportation.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_