

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, April 15, 2021, via 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 15th day of April 2021.



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

MEETING JOINING INFORMATION:

Guests may join here: [April STA Board Meeting - Guest Link](#)

Board Members' link: [April STA Board Meeting - Board Member Link](#)

Dial-In Information: 1-408-418-9388; Event #/Access Code: 187 353 4170; Password: 2021

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, STA Board Chairwoman

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

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

BOARD MEETING

Thursday, April 15, 2021
1:30 – 3:00 p.m.

Via Video Conference

Board Members: Board Members Join [here](#)
General Public: Public Attendees Join [here](#)
Audio Conference: 1-408-418-9388 | Access Code: 187 353 4170 | Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Recognitions & Presentations: *5 minutes*
 - A. Bryan Prescott, Building Maintenance Specialist - Retirement (*Fred Nelson*)
5. Public Hearing: *15 minutes*
 - A. May 2022 Service Revisions - Draft Recommendation (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, STA Director of Planning & Development: kotterstrom@spokanetransit.com (*Action at the May Board meeting*)
6. Action - Consent Agenda: *5 minutes*
 - A. Minutes of the March 18, 2021, Board Meeting – Corrections/Approval
 - B. March 2021 Vouchers (*Monique Liard*)
 - C. Acquisition of Real Estate - Resolution (*Karl Otterstrom*)
 - D. Division BRT: Locally Preferred Alternative (*Karl Otterstrom*)
7. Board Action - Other – *10 minutes*
 - A. Regional Summer Youth Pass Proposal (*Chris Grover*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Al French*)
 - i. 2022-2027 Transit Development Plan: Planning Guidance (*Karl Otterstrom*)
 - ii. 2022-2027 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions (*Monique Liard*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. Community Access Pass Pilot Program Update (*Brandon Rapez-Betty*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2021 Sales Tax Revenue (*Monique Liard*)
 - C. February 2021 Financial Results Summary (*Monique Liard*)
 - D. February 2021 Operating Indicators (*Fred Nelson*)
 - E. 2020 Year End Performance Measures (*Fred Nelson*)
 - F. May 2021 Service Change Summary (*Karl Otterstrom*)
 - G. Connect Spokane: Timeline for Review of Plan Elements (*Karl Otterstrom*)
 - H. FTA Section 5310 Funding Call for Projects Timeline (*Karl Otterstrom*)
 - I. US-195/I-90 Study Update (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): 10 minutes
16. Adjourn

Video recordings of Board meeting are posted to STA's website shortly after the meeting at:
<https://www.spokanetransit.com/about-sta/sta-board-of-directors-2021>

Cable 5 Broadcast Dates and Times of April 15, 2021, Board Meeting:

Saturday, April 17, 2021	4:00 p.m.
Monday, April 19, 2021	10:00 a.m.
Tuesday April 20, 2021	8:00 p.m.

Next Committee Meetings (Via Virtual Conference) Wednesday:

Planning & Development	May 5, 2021, 10:00 a.m.
Performance Monitoring & External Relations	May 5, 2021, 1:30 p.m.
Board Operations	May 12, 2021, 1:30 p.m.

Next Board Meeting (Via Virtual Conference):

Thursday, May 20, 2021, 1:30 p.m.

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

3.

PUBLIC EXPRESSIONS

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

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

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

To provide **Written Public Expressions** to be read at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 4A : BRYAN PRESCOTT, BUILDING MAINTENANCE SPECIALIST –
RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Fred Nelson, Chief Operations Officer
Darin Hoffman, Facilities & Grounds Manager

SUMMARY: Bryan Prescott retired from STA after nearly 33 years of service. Bryan began his career with STA in the Facilities and Grounds Department as a Custodian in October 1988. Along the way, he was promoted to Second Class and then First-Class Maintenance Specialist.

Bryan was a quiet, steady worker who, among other things, kept up with facility monthly preventative maintenance, annual sprinkler start-up and blow out, building keys and hardware, and years of working winters to keep STA properties safe and clear of snow.

Bryan is retiring with 32 years of distinguished service, including awards for 31 years of safe driving.

His immediate plans for retirement are to do some work around his property, relax, and spend time with his wife, three daughters, and nine grandchildren.

STA thanks you for your dedication and wishes you all the best in your retirement.

RECOMMENDATION TO BOARD: Recognize Bryan Prescott for his 32 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 5A : PUBLIC HEARING:

A. May 2022 Service Revisions – Draft Recommendation

REFERRAL COMMITTEE: N/A

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

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

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

The completed May 2022 Service Revisions Draft Recommendation report is online at:
https://www.spokanetransit.com/files/content/2022_Service_Revisions_Draft_Recommendation.pdf

An online map and survey is now open to collect feedback on the Draft Recommendation at:
<https://www.spokanetransit.com/projects-plans/2022-service-revisions>

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action at May 20, 2021, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 6A : MINUTES OF THE MARCH 18, 2021, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the March 18, 2021, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer ASAM

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the March 18, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

STAFF ABSENT

E. Susan Meyer, CEO

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Chair Haley reminded that public expressions were being accepted in writing prior to the meeting through the STA website, by signing up for oral expression during the meeting, or for the public to join the meeting and speak. No persons signed up prior to the meeting and guests were unmuted to allow for expressions. There were no public expressions.

4. **REPORT TO BOARD - Federal Landscape (Sherry Little, Cardinal Infrastructure):**

Ms. Little provided a detailed report to the Board of the federal landscape under the current administration and included information on pandemic relief legislation, fiscal year 2022 appropriations, the reauthorization of the FAST Act, future infrastructure legislation, and Low-No Emission Grant opportunities.

She expressed her gratitude to the STA Board and staff and acknowledged that much of the previous success STA experienced stemmed from the involvement of the board and staff. Ms. Little said how meaningful it has been for STA and Board members to attend the APTA functions and to be present at the Legislative Conferences, noting that our congressional delegation knows who STA is because of those trips. She advised the APTA Legislative conference will be a virtual event in May 2021.

Ms. Little informed that Congresswoman McMorris Rodgers is Republican Leader on the Energy and Commerce Committee, which is influential and will lead the way on some of the climate change issues that are impacting the debate around infrastructure in D.C.; Senator Murray is on Appropriations Committee and has been promoted to the Assistant Democratic Leader; and Senator Cantwell is the Chair of the Senate Committee on Commerce, Science and Transportation which translates to the fact that all are in a good position to be contributing to and having discussions about what is happening with the Infrastructure Bill.

Mr. French expressed appreciation for the hard work and excellent guidance provided by Ms. Little and staff at Cardinal Infrastructure to STA, attributing much of STA's past success in receiving grant awards to their efforts.

Ms. Mumm asked about virtual groundwork prior to the May Legislative event. Ms. Little agreed and thought a form of virtual fly-in would be appropriate to talk about the projects but either before or after the event, at a more convenient time. Ms. Little discussed how she would recommend going about it, past successes, and reasons for the achievements.

Chairwoman Haley echoed Mr. French's sentiments, recognizing that without the support of the Board and Cardinal Infrastructure, STA would not have been able to achieve what it has, and she expressed her excitement to work with Cardinal again on a new project.

5. PUBLIC HEARING

A. *DivisionConnects*: Draft Recommendation Locally Preferred Alternative.

Mr. Otterstrom advised this public hearing had been noticed in the Spokesman Review, on Spokane Regional Transportation Council website, Spokane Transit's website, and through social media, asking for public comment.

He presented the *DivisionConnects* draft recommendation of the locally preferred alternative for public comment. His presentation included a project overview that included information on the study, early milestones and activities that began in December 2019. He reported on the building blocks of the study that included cycling, pedestrian, right of ways, street standards, traffic models, and current best practices as well as how they were funneled into the final alternatives presented for evaluation. Virtual public engagement open house and surveys were conducted.

He explained the different options, responses, and statistical survey results and advised of stakeholder interviews with direct contact to targeted property owners and businesses along the corridor.

Mr. Otterstrom provided charts to reveal the higher performing versus lower performing scenarios and feedback to various categories of the preliminary evaluation, with detailed information on each category. The preferred transit alternative components of the draft recommendation were reviewed, as well as the proposed alignment, preliminary station locations, and lane configuration, of the route. He said the Side Running-C alternative is recommended with BAT lanes on Ruby and Division and on-corridor bike facilities in the couplet area of the route. Next steps were reviewed and anticipated Board action in April. A brief discussion ensued.

Following the presentation, Chairwoman Haley called three times for public comments on the hearing. Being none, the public hearing was closed.

6. BOARD ACTION – CONSENT AGENDA

- A. Approval of the Minutes of the February 18, 2021, Board Meeting – Corrections/Approval
- B. Approval of the February 2021 Vouchers
- C. Lighted Pit Repairs Construction Final Acceptance
- D. Jefferson Park and Ride Cooperative Agreement
- E. Spokane Community College Transit Center Construction Final Acceptance
- F. City Line: Browne’s Addition Stations Customized Shelters Request

Mr. French moved to approve Consent Agenda 6A through 6F. Ms. Stratton seconded, and the motion passed unanimously.

7. BOARD ACTION – COMMITTEE RECOMMENDATION

A. FTA Low-No Emission Grant Fleet Electrification Application

Mr. Otterstrom said this item was referred by the Board Operations Committee due to a timing issue as it was not ready in time for the Planning & Development Committee earlier in the month. He advised Board authorization is required for staff to apply for grants over \$1M for projects not included in the approved capital improvement program. Mr. Otterstrom provided background and a recap of the electrification strategy workshop and the strategic decision timeline and decision points for electrification.

He noted the Federal Transit Administration (FTA) published a competitive grant program known as the Low or No Emission (“Low-No”) Program which provides funding to state and local governmental authorities for the purchase of zero-emission and low-emission transit buses, acquisition and construction of required supporting facilities. There is \$55,000,000 in FY2021 (under Section 5339 funding) and an additional \$125,000,000 from the Consolidated Appropriations Act, 2021, appropriated for the Low-No Program, for a combined total of \$180,000,000.

The 2021-2026 capital improvement program (CIP) approved by the Board and in the adopted Transit Development Plan programs set aside \$5.658 million for the replacement of ten diesel coaches in 2023. The current Low-No Grant funding offers an opportunity to switch all or part of that diesel coach replacement to 40-foot battery electric buses. This expansion would be within the capacity of the Boone Northwest Garage. Staff is seeking board authorization to apply for federal grant funding to expand the battery electric bus fleet by switching ten, 40-foot diesel replacement coaches to electric, conditioned on the award of federal funding.

The total estimated cost of purchasing ten battery electric buses, including a 10% contingency, is \$12 million. Staff propose seeking up to \$6.4 million in federal funds to cover the difference between the cost of diesel replacements and electric coaches (rounded up). Because the approved CIP assumes a diesel replacement rather than electric, board authorization of the grant application is required.

Ms. Mumm made a motion to authorize the submission of a grant request under the FTA Low-No Program to fund the purchase of up to ten, 40-foot battery electric fixed-route buses with a grant request of up to \$6.4 million. Mr. French seconded and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Chairwoman Haley advised of the topics discussed at the Board Operations meeting which were included in the consent agenda above as well as the just-approved Low-No Emission grant item. She reviewed the changes in the Jefferson Park and Ride agreement.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French reviewed the items presented to and forwarded by P&D Committee.

He advised on the request for Browne's Addition Neighborhood Council to change the standard design for the City Line stations for Browne's Addition as it is an historical neighborhood. STA's requirement to change the design is that the requestor provide 20% (\$13,673) of the cost. Mr. David Williams of the Neighborhood Council spoke and reassured the Board they were ready to commit the funds and their continued support of the City Line.

Mr. Otterstrom provided a City Line Update report to the Board. He provided a finance update and the financial outlook of City Line budget. He supplied project updates on core construction, amenities installation, Station 28 at SCC Transit Center and Wall Street, and said the next City Line bus delivery is scheduled for April.

Ms. Stratton left the meeting at 2:30

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover noted the items approved today that came from the PM&ER Committee. He said they had a good discussion on the May 2022 Service Revisions: Draft Recommendations which are provided in the information section of the packet. He then yielded his time to Monique Liard for an update on the 2020 Unaudited Year-End Financials.

Ms. Liard thanked Mr. Grover. She provided a review of the unaudited financials that included revenue, expenses, capital, grants, cash, and next steps in the auditing of the 2020 financial results. All numbers provided are based on an accrual basis of accounting as compared to the graphs provided in the monthly Sales Tax report which are completed on a cash basis, noting they may be slightly different than the December Sales Tax report previously provided.

Revenue: Compared budget versus actual and the variances of the categories of Fares & Other Transit Revenue, Sales Tax, Federal & State Grants, Miscellaneous Revenue and noted the total variance was \$19.1M or 17.2% over budget for the year. Higher than anticipated sales tax and the CARES Act funding (\$23.4) contributed to the overall increase. Fare revenue declined significantly in 2020

Expenses: A detailed review of expenses showed \$11.7M (14.0%) under budget broken down and reviewed as budget versus actual and the variances by division of Fixed Route, Paratransit, Vanpool, Plaza, and Administration, with Ms. Liard providing explanations of variances.

Capital: A detailed view was provided in the board packet and the review of the capital budget was provided on a summary basis.

Grants: The 2020 Federal Grant report showed the latest approved budget, cumulative amount expended, accruals, unexpended balance, unexpended local balance, and unexpended federal balance, along with totals for each grant.

Cash: A few items affect year-end reporting, but not year-end cash, such as Accruals (Sales Tax distribution for January & February, Grants, Expenses incurred in 2020 but paid in 2021), and Pension & Post-Employment Benefits Liability (GASB 68/75). Accrual adjustments are made for Sales Tax.

She provided a 2020 cash and reserve analysis chart which compared the 2020 adopted budget, 2020 year-end unaudited actuals, and the difference between both in multiple categories. She also provided historical cash balances.

Next Steps included the steps that have been and will be taken to get the unaudited financials audited. The office of the Washington State Auditor will be working through the review during March and April.

11. CEO REPORT

The CEO was absent from the meeting.

12. BOARD INFORMATION

- A. Committee Minutes
- B. February 2021 Sales Tax Revenue (*Monique Liard*)
- C. January 2021 Financial Results Summary (*Monique Liard*)
- D. January Operating Indicators (*Fred Nelson*)
- E. 2020 State Audit Timeline (*Monique Liard*)
- F. 2022-2027 Transit Development Plan: Develop Mid-Range Planning Guidance (*Karl Otterstrom*)
- G. May 2022 Service Revisions: Draft Recommendation (*Karl Otterstrom*)
- H. Draft SRTC 2021-2022 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
- I. I-90 / Valley Corridor Planning Update (*Karl Otterstrom*)
- J. ConnectSpokane Update (*Karl Otterstrom*)

13. NEW BUSINESS

- A. **Transit Operator Appreciation Day** – Mr. Rapez-Betty provided background on the day and played a video created by STA to express appreciation to our bus and van operators on this special day. He noted the skywalks at the Plaza and at Boone were decorated to say Thank you!
- B. **City Line Vehicle Review** – Mr. Rapez-Betty played the recently released reveal video of the City Line's first lilac colored 60' articulated battery electric bus. He advised it arrived in December and has been embargoed in the Boone Northwest Garage pending the reveal.

14. BOARD MEMBERS' EXPRESSIONS

Ms. Burke advised the City of Spokane set aside \$175,000 in funds in this year's budget to support the free youth fare summer program again. She encouraged the other jurisdictions to participate and allocate in their budget to join City of Spokane.

Ms. Mumm noted it would be worthwhile to do a full pilot and will speak to some offline. She said the children have been locked down for a year and it would be nice to figure out a way to have all youth fares provided over the summer by STA since the unaudited year end 2020 financial report indicates STA has funds available. Systemwide under 18 fare free for the summer. We have a lot of funding right now and our kids really need the support. The city provided the pilot program previously but the ridership was shown throughout the system during the last pilot.

Mr. Hattenburg agreed with Ms. Mumm.

15. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:55 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 6B : MARCH 2021 VOUCHERS

REFERRAL COMMITTEE: N/A

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

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

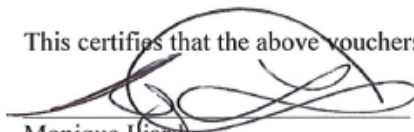
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 611715 – 612082	\$ 4,097,777.28
Workers Comp Vouchers (March)	ACH – 2286	\$ 90,931.68
Payroll 03/12/2021	ACH – 03/12/2021	\$ 1,943,695.46
Payroll 03/26/2021	ACH – 03/26/2021	\$ 1,400,227.54
WA State – DOR (Use Tax) (March)	ACH – 1767	\$ 4,209.29
MARCH TOTAL		\$ 7,536,841.25

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 - March 2021

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/4/2020	610657	Modern Construction	VOID	-6,093.32
3/4/2021	611715	Abadan	1034	317.33
3/4/2021	611716	ADT Commercial	2462	1,035.91
3/4/2021	611717	Amazon Capital Services Inc	2098	4,995.50
3/4/2021	611718	Avista Corporation	1081	3,302.05
3/4/2021	611719	Battery Systems Inc	1089	1,969.97
3/4/2021	611720	Camp Automotive Inc	1024	722.68
3/4/2021	611721	Canon Financial Services Inc	1154	654.34
3/4/2021	611722	Carquest Auto Parts	1025	227.59
3/4/2021	611723	CDW-Government	1132	2,410.78
3/4/2021	611724	Consolidated Electrical Distributors Inc	1133	1,197.90
3/4/2021	611725	QWEST Corporation	1148	33.55
3/4/2021	611726	Cintas Corporation No 2	2383	466.69
3/4/2021	611727	City of Cheney - Utility	1158	292.36
3/4/2021	611728	City of Spokane	1601	474.99
3/4/2021	611729	City of Spokane	1601	20,770.00
3/4/2021	611730	Coffman Engineers Inc	1162	948.69
3/4/2021	611731	CompuNet Inc	1166	13,715.15
3/4/2021	611732	Consolidated Irrigation	1177	22.00
3/4/2021	611733	Copiers Northwest Inc	2429	56.04
3/4/2021	611734	Washington State Dept of Corrections	1708	1,223.71
3/4/2021	611735	Critical Data Strategies LLC	2003	19,800.00
3/4/2021	611736	Cummins Inc	1027	1,943.92
3/4/2021	611737	Delta Dental of Washington	1726	57,390.48
3/4/2021	611738	El Jay Oil Co Inc	1003	1,840.41
3/4/2021	611739	Fastenal Company	1249	1,502.16
3/4/2021	611740	First Transit Inc	2430	282,941.22
3/4/2021	611741	Galls LLC	1271	2,582.38
3/4/2021	611742	The General Store	1956	254.82
3/4/2021	611743	Gillig LLC	1279	3,434.37
3/4/2021	611744	H & H Business Systems	1298	45.36
3/4/2021	611745	Humanix Corp	1329	2,062.47
3/4/2021	611746	IR Specialty Foam LLC	1345	747.49
3/4/2021	611747	Jacobs Engineering Group Inc	2285	98,852.46
3/4/2021	611748	Kaiser Foundation Health Plan of Washington	1296	43,077.69
3/4/2021	611749	Kaiser Foundation Health Plan of Washington	1296	328,327.87
3/4/2021	611750	Kaiser Foundation Health Plan of WA Options Inc	1295	2,668.05
3/4/2021	611751	Kaiser Foundation Health Plan of WA Options Inc	1295	24,593.88
3/4/2021	611752	Kershaw's Inc	1374	148.30
3/4/2021	611753	Konecranes Inc	1367	1,586.55
3/4/2021	611754	Les Schwab Tire Centers of Washington Inc	1393	6,528.77
3/4/2021	611755	Modern Electric Water Co Inc	1439	1,332.27
3/4/2021	611756	Mohawk Manufacturing & Supply Co	1011	562.07
3/4/2021	611757	Black Realty Management Inc	1658	1,396.11
3/4/2021	611758	NAPA Auto Parts Inc	1014	14,893.25
3/4/2021	611759	NATIONWIDE	2592	352.88
3/4/2021	611760	The Aftermarket Parts Company LLC	1015	1,035.04
3/4/2021	611761	Pacific Office Solutions	2288	643.18
3/4/2021	611762	Professional Finishes	1526	8,471.88
3/4/2021	611763	Proterra Inc	2519	438,290.10
3/4/2021	611764	Pure Filtration Products Inc	1531	205.49
3/4/2021	611765	Multi Service Technology Solutions Inc	2146	240.66
3/4/2021	611766	Securitas Security Services USA Inc	1574	16,261.61
3/4/2021	611767	Sportworks Northwest Inc	1617	490.05
3/4/2021	611768	STA Operations	1556	107.93
3/4/2021	611769	Staples Business Credit	1627	181.10
3/4/2021	611770	Summit Rehabilitation Associates PLLC	1638	111.00
3/4/2021	611771	Terminal Supply Inc	1648	1,428.33
3/4/2021	611772	Thermo King Northwest	1650	199.90
3/4/2021	611773	Titan Truck Equipment Inc	1655	4,485.94
3/4/2021	611774	Washington State	1209	4,260.49
3/4/2021	611775	Walter E Nelson Co	1721	2,058.00
3/4/2021	611776	Washington State	1709	15,000.00
3/4/2021	611777	Waste Management Recycle America	1702	181.98
3/4/2021	611778	Waxie's Enterprises LLC	2588	699.14
3/4/2021	611779	Whitley Fuel LLC	2016	42,263.06
3/9/2021	611780	US Bank National Association	1698	6,702.48
3/12/2021	611781	Access	2340	2,587.46

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
3/12/2021	611782	Francis Avenue Hardware	2279	293.49
3/12/2021	611783	Action Drain & Rooter LLC	1036	462.83
3/12/2021	611784	ADT Commercial	2462	2,039.66
3/12/2021	611785	AFSCME	1328	432.28
3/12/2021	611786	AFSCME	1328	126.00
3/12/2021	611787	Amazon Capital Services Inc	2098	1,373.45
3/12/2021	611788	Northwest Industrial Services LLC	1058	92.00
3/12/2021	611789	APS Inc	1841	173.15
3/12/2021	611790	Amalg Transit Union #1015	1055	18,100.42
3/12/2021	611791	Amalg Transit Union #1598	1056	781.62
3/12/2021	611792	Avista Corporation	1081	44,496.16
3/12/2021	611793	Avista Utilities Contract	1081	513,000.00
3/12/2021	611794	Battery Systems Inc	1089	1,969.97
3/12/2021	611795	Robert J Berg	1099	136.25
3/12/2021	611796	The Braun Corporation	1117	180.88
3/12/2021	611797	Daniel H Brunner Trustee	1124	2,906.63
3/12/2021	611798	Budinger & Associates Inc	2149	3,357.90
3/12/2021	611799	California Department of Child Support Services	1130	189.69
3/12/2021	611800	Camp Automotive Inc	1024	1,657.97
3/12/2021	611801	Canon Financial Services Inc	1154	1,465.03
3/12/2021	611802	Cardinal Infrastructure LLC	2059	12,000.00
3/12/2021	611803	Communtiy Colleges of Spokane	1174	16,655.60
3/12/2021	611804	CDW-Government	1132	111.69
3/12/2021	611805	Consolidated Electrical Distributors Inc	1133	164.00
3/12/2021	611806	QWEST Corporation	1148	1,358.84
3/12/2021	611807	QWEST Corporation	1148	135.32
3/12/2021	611808	Child Support Enforcement Agency	1825	392.30
3/12/2021	611809	City of Medical Lake	1424	75.61
3/12/2021	611810	City of Spokane	1601	8,169.90
3/12/2021	611811	City of Spokane	1601	6,666.00
3/12/2021	611812	COAST Transportation	2040	648.50
3/12/2021	611813	Coffman Engineers Inc	1162	10,421.56
3/12/2021	611814	Comcast	1170	110.00
3/12/2021	611815	CompuNet Inc	1166	52,027.25
3/12/2021	611816	Occupational Health Centers of Washington PS	2313	396.00
3/12/2021	611817	Copiers Northwest Inc	2429	122.31
3/12/2021	611818	CCGS Holdings Corp	1511	1,954.84
3/12/2021	611819	Corporate Translation Services Inc	2158	23.06
3/12/2021	611820	Cummins Inc	1027	11,467.71
3/12/2021	611821	DeVries Business Records Management Inc	1766	180.00
3/12/2021	611822	Downtown Spokane Development Association	1217	354.00
3/12/2021	611823	Employee Advisory Council	1236	540.50
3/12/2021	611824	Robert S Letson	2206	2,716.23
3/12/2021	611825	Fastenal Company	1249	1,567.34
3/12/2021	611826	FedEx	1808	223.84
3/12/2021	611827	The Fig Tree	2465	165.00
3/12/2021	611828	First Data Merchant Services Corporation	1257	2,604.31
3/12/2021	611829	First Transit Inc	2430	292,873.14
3/12/2021	611830	Francotyp-Postalia Inc	1878	284.23
3/12/2021	611831	FP Mailing Solutions	1878	1,000.00
3/12/2021	611832	Galls LLC	1271	714.24
3/12/2021	611833	The General Store	1956	103.87
3/12/2021	611834	Gillig LLC	1279	12,776.10
3/12/2021	611835	W.W. Grainger Inc	1285	200.92
3/12/2021	611836	Graybar Electric Co Inc	1287	32,230.75
3/12/2021	611837	Haskins Steel Co	1309	1,043.81
3/12/2021	611838	Humanix Corp	1329	18,374.28
3/12/2021	611839	Oil Price Information Service LLC	1346	150.28
3/12/2021	611840	Jefferson Solutions Inc	2293	5,080.00
3/12/2021	611841	KEPRO	2258	1,094.70
3/12/2021	611842	Kershaw's Inc	1374	64.80
3/12/2021	611843	Letter Publications Inc	1394	349.00
3/12/2021	611844	Liberty Lake Sewer and Water District	1396	127.30
3/12/2021	611845	Lithia of Spokane II Inc	1088	35.61
3/12/2021	611846	Loomis Armored US LLC	1408	4,342.46
3/12/2021	611847	Magaldi & Magaldi Inc	1416	464.75
3/12/2021	611848	McKinstry Essention LLC	1422	2,338.00
3/12/2021	611849	Michelin North America Inc	2325	40,641.02
3/12/2021	611850	Q49 Solutions LLC	2594	82.76
3/12/2021	611851	Mohawk Manufacturing & Supply Co	1011	1,091.58

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
3/12/2021	611852	NAPA Auto Parts Inc	1014	12,100.72
3/12/2021	611853	Nelson Nygaard Consulting Associates Inc	2185	13,590.00
3/12/2021	611854	The Aftermarket Parts Company LLC	1015	8,743.46
3/12/2021	611855	New Flyer Of America Inc	2528	91,080.83
3/12/2021	611856	CSWW Inc	1102	409.32
3/12/2021	611857	Tammy Lynne Glidewell	1282	1,199.70
3/12/2021	611858	Northwest Business Stamp	1472	53.50
3/12/2021	611859	Pacific Power Group LLC	1496	6,296.20
3/12/2021	611860	People 2.0 Global LP	2472	3,088.87
3/12/2021	611861	Premera Blue Cross	1521	304,250.08
3/12/2021	611862	Rehn & Associates	2395	150.00
3/12/2021	611863	S T A - Well	1557	383.50
3/12/2021	611864	SBA Towers II LLC	1569	2,174.69
3/12/2021	611865	Schindler Elevator Corporation	1930	148.78
3/12/2021	611866	Nicole Louise Schulter	2586	950.00
3/12/2021	611867	Securitas Security Services USA Inc	1574	40,131.68
3/12/2021	611868	Vanessa Bogensberger	1582	1,587.27
3/12/2021	611869	Six Robbles Inc	1017	723.24
3/12/2021	611870	Spokane Neighborhood Action Partners	2571	27,403.53
3/12/2021	611871	Spokane Public Facilities District	1941	2,478.00
3/12/2021	611872	Spokane County Treasurer	1603	1,514.42
3/12/2021	611873	Spokane Regional Transportation Council	1610	34,787.38
3/12/2021	611874	Standard Digital Print Co Inc	1623	689.66
3/12/2021	611875	Staples Business Credit	1627	148.37
3/12/2021	611876	Summit Law Group PLLC	1637	1,239.50
3/12/2021	611877	Symetra Life Insurance Company	1562	17,067.12
3/12/2021	611878	Thermo King Northwest	1650	83.88
3/12/2021	611879	Trapeze Software Group	1669	16,169.06
3/12/2021	611880	United Way of Spokane County	1684	200.00
3/12/2021	611881	Caracal Enterprises LLC	2419	10,124.66
3/12/2021	611882	Verizon Wireless LLC	1686	1,591.90
3/12/2021	611883	American Federation of State County 2 WA Council	1705	1,570.16
3/12/2021	611884	Walter E Nelson Co	1721	1,396.04
3/12/2021	611885	Waste Management Spokane	1702	390.39
3/12/2021	611886	Waxie's Enterprises LLC	2588	241.21
3/12/2021	611887	Wells Fargo Financial Leasing Inc	1735	648.58
3/12/2021	611888	Whitworth Water District	1746	24.31
3/19/2021	611889	Inland Welding Supply Inc	1032	197.65
3/19/2021	611890	Francis Avenue Hardware	2279	22.95
3/19/2021	611891	South Hill Ace Hardware	2263	9.79
3/19/2021	611892	Amazon Capital Services Inc	2098	1,143.18
3/19/2021	611893	Steven W Niles Jr	2276	121.21
3/19/2021	611894	Amerigas 1790	1064	6.37
3/19/2021	611895	Northwest Center Services	2271	3,667.07
3/19/2021	611896	Avista Corporation	1081	16,790.83
3/19/2021	611897	Cheryl Beckett	1092	250.00
3/19/2021	611898	Budinger & Associates Inc	2149	2,312.32
3/19/2021	611899	Calvary Spokane	1136	340.86
3/19/2021	611900	Camp Automotive Inc	1024	4,133.26
3/19/2021	611901	Carquest Auto Parts	1025	113.38
3/19/2021	611902	Communtiy Colleges of Spokane	1174	23,862.00
3/19/2021	611903	Consolidated Electrical Distributors Inc	1133	1,872.61
3/19/2021	611904	QWEST Corporation	1148	940.73
3/19/2021	611905	Cerium Networks Inc	1149	630.18
3/19/2021	611906	City Glass Spokane Inc	2599	60.98
3/19/2021	611907	City of Spokane	1601	2,052.14
3/19/2021	611908	Clean Concepts Group Inc	1471	111.22
3/19/2021	611909	Kathleen M Collins	1163	5,000.00
3/19/2021	611910	Comcast	1170	195.00
3/19/2021	611911	Comcast	1170	895.71
3/19/2021	611912	CompuNet Inc	1166	37,668.42
3/19/2021	611913	Continental Door Company	1986	1,132.40
3/19/2021	611914	Copiers Northwest Inc	2429	29.73
3/19/2021	611915	Country Homes Christian Church	1183	25.00
3/19/2021	611916	Cummins Inc	1027	3,130.07

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
3/19/2021	611917	Cummins Allison	1192	2,319.57
3/19/2021	611918	El Jay Oil Co Inc	1003	2,081.95
3/19/2021	611919	Fastenal Company	1249	3,482.06
3/19/2021	611920	Ferguson Enterprises Inc	1252	137.45
3/19/2021	611921	Flynn BEC LP	2479	816.75
3/19/2021	611922	Galls LLC	1271	1,330.15
3/19/2021	611923	Pickle Rich LLC	2612	7,543.50
3/19/2021	611924	The General Store	1956	137.17
3/19/2021	611925	Gillig LLC	1279	11,942.59
3/19/2021	611926	Glass Doctor	1308	664.29
3/19/2021	611927	W.W. Grainger Inc	1285	1,432.49
3/19/2021	611928	H & H Business Systems	1298	748.44
3/19/2021	611929	Haskins Steel Co	1309	558.98
3/19/2021	611930	Hotsy of Spokane LLC	2370	544.50
3/19/2021	611931	HRA Veba Trust	1415	23,296.62
3/19/2021	611932	Humanix Corp	1329	448.80
3/19/2021	611933	IBI Group	1336	867.50
3/19/2021	611934	William Corp	1363	779.79
3/19/2021	611935	Kershaw's Inc	1374	111.43
3/19/2021	611936	LifeMed Safety Inc	1398	25.57
3/19/2021	611937	Modern Construction	1438	6,093.32
3/19/2021	611938	Mohawk Manufacturing & Supply Co	1011	477.49
3/19/2021	611939	Mouser Electronics Inc	1449	215.83
3/19/2021	611940	MultiCare Health Systems	2453	70.00
3/19/2021	611941	Black Realty Management Inc	1658	16,950.81
3/19/2021	611942	NAPA Auto Parts Inc	1014	1,468.06
3/19/2021	611943	National Color Graphics Inc	1455	5,692.37
3/19/2021	611944	The Aftermarket Parts Company LLC	1015	1,072.86
3/19/2021	611945	CSWW Inc	1102	162.14
3/19/2021	611946	North 40 Outfitters	1102	139.38
3/19/2021	611947	Office Depot Inc	1483	631.83
3/19/2021	611948	Paul Hoffman	903	71.83
3/19/2021	611949	Zachary Schultz	903	189.18
3/19/2021	611950	Zachary Schultz	903	138.37
3/19/2021	611951	Pacific Office Solutions	2288	771.69
3/19/2021	611952	Power Machine Service Inc	1519	785.34
3/19/2021	611953	Tanner Chaffin	2253	65.34
3/19/2021	611954	Multi Service Technology Solutions Inc	2146	661.49
3/19/2021	611955	Roadwise Inc	1546	3,043.32
3/19/2021	611956	Safety-Kleen Systems Inc	1564	240.00
3/19/2021	611957	Vanessa Bogensberger	1582	305.12
3/19/2021	611958	Six Robbles Inc	1017	773.50
3/19/2021	611959	Sno Valley Process Solutions Inc	2469	3,310.00
3/19/2021	611960	Spokane House of Hose Inc	1605	758.24
3/19/2021	611961	Spokane Pump Inc	1609	110.77
3/19/2021	611962	Spokane Regional Health District	1611	6,824.82
3/19/2021	611963	Stanley Convergent Security Solutions	1624	820.93
3/19/2021	611964	Terminal Supply Inc	1648	490.05
3/19/2021	611965	The Engraver Inc	1242	76.23
3/19/2021	611966	United Parcel Service Inc	1683	5.80
3/19/2021	611967	Jeffrey Oien	2155	496.73
3/19/2021	611968	Verizon Wireless LLC	1686	12,471.76
3/19/2021	611969	State of Washington Department of Revenue	1767	4,303.50
3/19/2021	611970	Walter E Nelson Co	1721	454.12
3/19/2021	611971	Wells Fargo Financial Leasing Inc	1735	735.08
3/19/2021	611972	Wendle Motors Incorporated	1021	245.93
3/19/2021	611973	WestCoast Window Cleaning Inc	2204	500.00
3/19/2021	611974	Whites Boots Inc	1744	278.64
3/19/2021	611975	Washington Self-Insurers Association	1728	199.00
3/19/2021	611976	Zayo Group LLC	2321	12,599.37
3/26/2021	611977	Inland Welding Supply Inc	1032	500.94
3/26/2021	611978	ABM Industry Groups LLC	1066	4,925.00
3/26/2021	611979	Ash & Rowan Hardware LLC	2278	152.25
3/26/2021	611980	Francis Avenue Hardware	2279	1,097.88
3/26/2021	611981	South Hill Ace Hardware	2263	49.93
3/26/2021	611982	CBS Reporting Inc	1035	1,229.50
3/26/2021	611983	Coeur D'Alene Tractor Co Inc	1038	41.36
3/26/2021	611984	AFSCME	1328	432.28

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
3/26/2021	611985	AFSCME	1328	122.00
3/26/2021	611986	Amazon Capital Services Inc	2098	1,677.33
3/26/2021	611987	Steven W Niles Jr	2276	30.76
3/26/2021	611988	APS Inc	1841	255.92
3/26/2021	611989	Northwest Center Services	2271	29,597.98
3/26/2021	611990	Associated Credit Service Inc	1882	321.62
3/26/2021	611991	Amalg Transit Union #1015	1055	17,945.63
3/26/2021	611992	Amalg Transit Union #1598	1056	781.62
3/26/2021	611993	Amalgamated Transit Union	1057	248.36
3/26/2021	611994	NAF Fairchild AFB	1466	114.10
3/26/2021	611995	Battery Systems Inc	1089	2,436.19
3/26/2021	611996	Blanchard Electric & Fleet Supply	2589	421.36
3/26/2021	611997	BDI	1022	816.78
3/26/2021	611998	Daniel H Brunner Trustee	1124	2,906.63
3/26/2021	611999	California Department of Child Support Services	1130	189.69
3/26/2021	612000	Calvary Spokane	1136	103.46
3/26/2021	612001	Communtiy Colleges of Spokane	1174	16,655.90
3/26/2021	612002	CDW-Government	1132	223.38
3/26/2021	612003	Consolidated Electrical Distributors Inc	1133	3,935.50
3/26/2021	612004	QWEST Corporation	1148	31.68
3/26/2021	612005	Child Support Enforcement Agency	1825	392.30
3/26/2021	612006	City of Spokane	1601	127.18
3/26/2021	612007	Clean Concepts Group Inc	1471	127.13
3/26/2021	612008	Coffman Engineers Inc	1162	13,280.84
3/26/2021	612009	Comcast	1170	152.70
3/26/2021	612010	Comcast	1170	911.06
3/26/2021	612011	CompuNet Inc	1166	75,213.31
3/26/2021	612012	Conseal Containers LLC	1176	347.40
3/26/2021	612013	Continental Door Company	1986	59.60
3/26/2021	612014	Cummins Inc	1027	3,529.52
3/26/2021	612015	Employee Advisory Council	1236	556.50
3/26/2021	612016	Edge Construction Supply Inc	1224	102.37
3/26/2021	612017	Electronic Data Magnetics Inc	1225	9,038.70
3/26/2021	612018	El Jay Oil Co Inc	1003	1,682.54
3/26/2021	612019	Electrical Service Products Inc	1230	1,244.82
3/26/2021	612020	Evergreen Safety Council	1248	672.68
3/26/2021	612021	Fastenal Company	1249	1,073.89
3/26/2021	612022	Ferguson Enterprises Inc	1252	260.92
3/26/2021	612023	Clint Hall	2604	740.52
3/26/2021	612024	Galls LLC	1271	2,908.98
3/26/2021	612025	The General Store	1956	212.61
3/26/2021	612026	Gillig LLC	1279	7,645.90
3/26/2021	612027	W.W. Grainger Inc	1285	5,019.36
3/26/2021	612028	Guardian Security Systems Inc	2199	117.61
3/26/2021	612029	H & H Business Systems	1298	1,905.11
3/26/2021	612030	Haskins Steel Co	1309	58.89
3/26/2021	612031	Capitol Information Group Inc	1326	199.00
3/26/2021	612032	Humanix Corp	1329	6,387.37
3/26/2021	612033	Internet Archive	1354	1,000.00
3/26/2021	612034	Jacobs Engineering Group Inc	2285	21,954.17
3/26/2021	612035	Kershaw's Inc	1374	286.63
3/26/2021	612036	L&E Park LLC	2391	3,862.50
3/26/2021	612037	Lamar Texas Limited Partnership	1938	2,400.00
3/26/2021	612038	LPM Supply Inc	1382	74.16
3/26/2021	612039	MIDLAND FUNDING LLC	2511	1,363.59
3/26/2021	612040	Maintenance Solutions	1418	401.84
3/26/2021	612041	McKinstry	2493	775.00
3/26/2021	612042	Modern Construction	1438	11,452.17
3/26/2021	612043	Mohawk Manufacturing & Supply Co	1011	222.46
3/26/2021	612044	Motion Auto Supply Inc	1012	47.09
3/26/2021	612045	MultiCare Health Systems	2453	2,708.00
3/26/2021	612046	Black Realty Management Inc	1658	15,961.14
3/26/2021	612047	Nanonation Inc	2554	11,369.16
3/26/2021	612048	NAPA Auto Parts Inc	1014	18,261.94
3/26/2021	612049	Legend Investments Inc	1454	235.22
3/26/2021	612050	National Color Graphics Inc	1455	1,833.88
3/26/2021	612051	The Aftermarket Parts Company LLC	1015	5,675.51
3/26/2021	612052	North 40 Outfitters	1102	76.22
3/26/2021	612053	DONNA MINTON	901	92.25
3/26/2021	612054	The Estate of Michael Crosby	903	3,942.76
3/26/2021	612055	Pacific Office Solutions	2288	2,218.75

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
3/26/2021	612056	People 2.0 Global LP	2472	1,716.04
3/26/2021	612057	Professional Finishes	1526	5,232.03
3/26/2021	612058	Multi Service Technology Solutions Inc	2146	583.11
3/26/2021	612059	Roadwise Inc	1546	3,077.23
3/26/2021	612060	S T A - Well	1557	401.50
3/26/2021	612061	Nicole Louise Schuler	2586	850.00
3/26/2021	612062	Securitas Security Services USA Inc	1574	27,520.24
3/26/2021	612063	Senske Lawn & Tree Care Inc	2194	107.81
3/26/2021	612064	Spokane Neighborhood Action Partners	2571	9,045.16
3/26/2021	612065	Spokane County Environmental Services	1603	368.63
3/26/2021	612066	Spokane House of Hose Inc	1605	1,116.61
3/26/2021	612067	Standard Digital Print Co Inc	1623	1,390.00
3/26/2021	612068	Staples Business Credit	1627	54.44
3/26/2021	612069	Terminal Supply Inc	1648	1,602.03
3/26/2021	612070	Titan Truck Equipment Inc	1655	472.63
3/26/2021	612071	Trapeze Software Group	1669	39,855.28
3/26/2021	612072	U S Postal Service	1680	245.00
3/26/2021	612073	Uline Inc	2401	151.67
3/26/2021	612074	United Way of Spokane County	1684	200.00
3/26/2021	612075	US Bank	1678	12,787.75
3/26/2021	612076	Veracity Networks	2461	2,293.55
3/26/2021	612077	American Federation of State County 2 WA Council	1705	1,559.75
3/26/2021	612078	Walter E Nelson Co	1721	4,544.08
3/26/2021	612079	Waxie's Enterprises LLC	2588	1,543.25
3/26/2021	612080	Wendle Motors Incorporated	1021	415.24
3/26/2021	612081	Whitley Fuel LLC	2016	156,921.41
3/26/2021	612082	Zipline Communications Inc	2492	7,315.00
TOTAL MARCH ACCOUNTS PAYABLE				4,097,777.28
3/1/2021-3/31/2021	ACH	WORKER'S COMPENSATION	2286	90,931.68
TOTAL MARCH WORKER'S COMPENSATION DISBURSEMENTS				90,931.68
3/12/2021	727452-727477	PAYROLL AND TAXES PR 05,2021	VARIES	1,943,695.46
3/26/2021	727478-727514	PAYROLL AND TAXES PR 06,2021	VARIES	1,400,227.54
TOTAL MARCH PAYROLL AND TAXES				3,343,923.00
3/25/2021	ACH	WA STATE - DOR (USE TAX)	1767	4,209.29
TOTAL MARCH EXCISE TAX DISBURSEMENT				4,209.29
TOTAL MARCH DISBURSEMENTS FROM TO1 ACCOUNTS				7,536,841.25
TOTAL MARCH DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MARCH DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,536,841.25

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

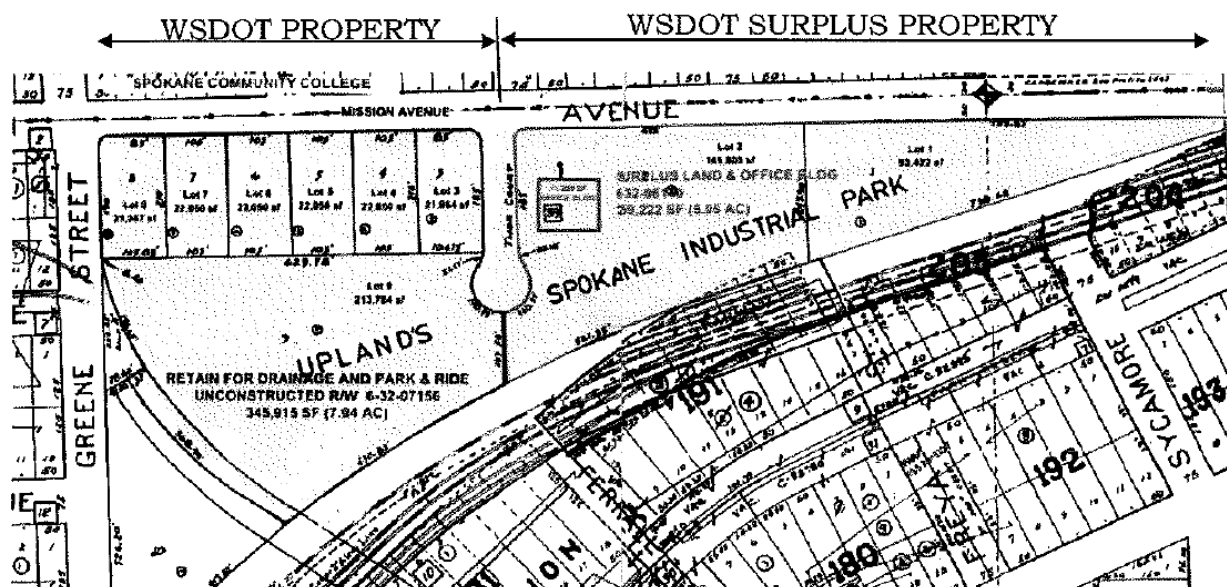
AGENDA ITEM 6C: ACQUISITION OF REAL ESTATE

REFERRAL COMMITTEE: Board Operations (*Haley*)

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

SUMMARY: In March 2017, staff met with Washington State Department of Transportation (WSDOT) representatives to review the possible acquisition of WSDOT's property located at Mission & Greene, encompassing approximately 14 acres, which is currently or will be sold as surplus after the completion of the North Spokane Corridor (NSC) construction. For a brief period in the early 2000s, STA had considered this property for the possible development of a park & ride. Later, this location was highlighted as a potential secondary campus for STA in response to key goals from the 2015 facilities master plan.

The map below from 2007/2008 shows the parcels making up the subject property.



Staff proceeded to complete WSDOT's Real Estate Services Application for the property to begin the due diligence process, as reviewed and discussed with this Committee in July 2017. Later that year, WSDOT's Eastern Region Administrator confirmed the agency intends to make available to STA that portion of the property that is surplus to the needs of the NSC project.

On March 3, 2021, staff received an offer letter from WSDOT for the current surplus parcels no. 35155.3901 and no. 35152.3902, east of Thor Court, totaling 5.95 acres, to STA for a purchase price of \$478,000. The remaining parcels west of Thor Court remain unavailable and subject to easements for upcoming NSC construction.

Staff has reviewed the offer along with the property's history as a former railroad yard and the possible land use. Staff evaluation consisted of the following considerations:

- 1) The site is contained in the Washington State Department of Ecology's hazardous sites listing. As the parcels would be used in a light industrial capacity for transit purposes as per WAC 173-340-745, the level of site clean-up required is less rigorous than in residential applications and the hazardous site status can be addressed and the property put to use for STA.
- 2) The site being offered of 5.95 acres is smaller than the initial 14 acres contemplated in 2017 due to the NSC construction. While this limits STA for the next 5 years to 5.95 acres, WSDOT will be providing a right of first refusal on the remaining property, west of Thor Court, when it becomes available in 2027, though on a reduced scale. The available area will be 5.4 acres as WSDOT will retain ownership for the land under the NSC. STA will be able to seek vacation of Thor Court, adding to the full acquisition area when it exercises the right of first refusal. This will make the total available area 11.8 acres.
- 3) The facilities master plan is over five years old and would benefit from an update to reflect current trends and opportunities. While the WSDOT property was contemplated for development of a secondary campus in 2015, staff will be undertaking a facilities master plan update in 2021-2022. While the use of the property may not align to prior planning recommendations, having available property provides options in an appreciating real estate market.
- 4) The price of the property is deemed reflective of current market pricing based on location and condition.

Staff sees the value in the surplus property in affording various options of future use given the site's proximity to Spokane Community College and STA's expansion through STA Moving Forward and beyond demanding a broader footprint.

The funding for this property acquisition will be provided by CIP #549 – Mission & Greene Acquisition project budget which is established at \$1 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the acquisition of two parcels no. 35155.3901 and no. 35152.3902, along Mission Ave to Thor Court, owned by the Washington State Department of Transportation in the amount of \$478,000, and authorize the CEO to execute the necessary documents on behalf of Spokane Transit Authority.

COMMITTEE ACTION: Forwarded to the Board consent agenda as presented.

RECOMMENDATION TO THE BOARD: Approve, by resolution, the acquisition of two parcels no. 35155.3901 and no. 35152.3902, along Mission Ave to Thor Court, owned by the Washington State Department of Transportation in the amount of \$478,000, and authorize the CEO to execute the necessary documents on behalf of Spokane Transit Authority.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ACQUISITION OF REAL PROPERTY AS DESCRIBED HEREIN
AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA desires to purchase and acquire certain real property for the purposes of improving its transit facilities and the public transportation system;

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

Section 1. The STA Board of Directors hereby authorizes the acquisition of that certain real property described as:

5.95 acres (259,182 square feet) of Spokane County Assessor's parcel numbers 35155.3901 and 35152.3902, along Mission Ave to Thor Court located in the City of Spokane, in Spokane County, Washington,

for a purchase price of \$478,000.00.

Section 2. The Chief Executive is authorized to take such actions and execute all documents necessary to acquire the real property described herein.

Section 3. This resolution shall take effect and be in force immediately upon passage.

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 15th day of April, 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Pamela Haley
Chairwoman of the Board

APPROVED AS TO FORM:

Laura McAloon
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 6D: DIVISION BRT: SELECTION OF LOCALLY PREFERRED ALTERNATIVE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Phase I of the DivisionConnects sought to inform decisions related to the configuration of bus rapid transit (BRT) on Division Street. The culmination of this phase of study was the preparation of draft recommendation for a preferred BRT alternative in the busy corridor.

BACKGROUND: Spokane Transit has been collaborating with our local and regional partners, including Spokane Regional Transportation Council (SRTC), the City of Spokane, Spokane County, and Washington State Department of Transportation (WSDOT) on a transportation and land use study of the Division Street corridor known as “DivisionConnects.” Through the evaluation process guided by a steering committee that includes members of the boards for STA and SRTC, a draft recommendation was formulated for a locally preferred alternative for BRT in the Division Street Corridor. The draft recommendation was presented to the Planning and Development Committee on March 3, 2021 and was subject to a public hearing before the STA Board of Directors on March 18, 2021. While no members of the public testified at the hearing, public input received to date has been generally supportive of the project, favoring the elements that are now combined in a proposed locally preferred alternative.

The locally preferred alternative (LPA) for fixed guideway Division bus rapid transit (BRT) has several elements, which are as follows:

Element	Description
Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Termini	Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2
Southern Termini	Spokane Central Business District near the STA Plaza
Alignment (Exhibit A.1)	Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of “Y”: short- and long-term phased approach
Station Locations	Major intersections and destinations (see Exhibit A.2). All stations will meet ADA accessibility requirements
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the “Y”
Other Multimodal Treatments	Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

The LPA as defined is expected to qualify as a “fixed guideway BRT” under current federal law and FTA policy guidance. The current definition of fixed guideway BRT includes the following elements according to the Final Interim Policy Guidance for the FTA Capital Investment Grant Program, dated June 2016:

1. Over 50 percent of the route must operate in a separated right-of-way dedicated for transit use during peak periods. Other traffic can make turning movements through the separated right-of-way.
2. The route must have defined stations that are accessible for persons with disabilities, offer shelter from the weather, and provide information on schedules and routes.
3. The route must provide faster passenger travel times through congested intersections by using active signal priority in separated guideway, and either queue-jump lanes or active signal priority in non-separated guideway,
4. The route must provide short headway, bidirectional service for at least a fourteen-hour span of service on weekdays and a ten-hour span of service on weekends. Short headway service on weekdays consists of either (a) fifteen-minute maximum headways throughout the day, or (b) ten-minute maximum headways during peak periods and twenty-minute maximum headways at all other times. Short headway service on weekends consists of thirty-minute maximum headways for at least ten hours a day.
5. The provider must apply a separate and consistent brand identity to stations and vehicles.

As part of the documentation for the evaluation and planning process, the LPA and anticipated next steps, the project team is preparing a corridor development plan. Subject to approval of the LPA, the draft corridor development plan will be submitted to the Committee in May for review and recommendation for approval.

The LPA represents an important milestone in the planning of BRT on Division Street. It is anticipated to be refined through the preliminary engineering phase of the project.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to adopt by resolution the Division BRT Locally Preferred Alternative (LPA).

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

RECOMMENDATION TO BOARD: By resolution, adopt the Division BRT Locally Preferred Alternative (LPA) as presented.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING A LOCALLY PREFERRED ALTERNATIVE
FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* in July of 2010; and,

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to an area directly south of the Little Spokane River, as a future High Performance Transit (HPT) corridor; and

WHEREAS, the implementation strategies in *Connect Spokane* for HPT in the Division Street Corridor include increased service frequency, electric Bus Rapid Transit (BRT)-style vehicles, transit-only lanes, constructing a Farwell Park & Ride, constructing HPT stations and stop amenities; and

WHEREAS, STA engaged stakeholders, as well as the general public in planning an implementation strategy for *Connect Spokane*, culminating in “*STA Moving Forward: A Plan for More and Better Transit Services*,” adopted by Resolution 727-14, and as amended by Resolution 744-16 and Resolution 781-20 (*STA Moving Forward*); and,

WHEREAS, *STA Moving Forward* included studying how full High Performance Transit would be implemented on Division as a complement to near-term service and facility investments in the corridor to improve existing service; and,

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) initiated a transportation and land use study of the Division Street Corridor in December of 2019 to include evaluating alternative configurations and alignments for BRT among other land use and transportation considerations; and,

WHEREAS, nine preliminary scenarios were considered by a steering committee composed of members of the STA and SRTC boards, and subsequently narrowed down to four alignments for public review; and

WHEREAS, STA and SRTC conducted robust public engagement from Spring 2020 through Winter 2021, with several online opportunities provided to the community, six Steering Committee meetings comprised of local elected officials and local administrators, stakeholder meetings with private landowners along the corridor, and a statistically significant survey for Phase I of the study and found general support for BRT configured with a fixed-guideway, side-running Business Access and Transit lane alternative; and

WHEREAS, after opportunity for public review and comment, and a public hearing before the STA Board of Directors on March 18, 2021; and

WHEREAS, the Locally Preferred Alternative is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

WHEREAS, STA anticipates basing upcoming preliminary design and engineering activity related to Division BRT predicated on the LPA in order to prepare the project to seek entry in the Federal Transit Administration's Small Starts Program; and,

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

Section 1. The STA Board of Directors hereby adopts the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations as shown in Exhibit A, and with the following elements:

Provision	Element	Description
A	Mode	Fixed-guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
C	Northern Termini	Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2
D	Southern Termini	Spokane Central Business District near the STA Plaza
E	Alignment (Exhibit A.1)	Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of "Y": short- and long-term phased approach
F	Station Locations	Major intersections and destinations (see Exhibit A.2)
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the "Y"
I	Other Multimodal Treatments	Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

Section 2. The STA Board of Directors recognizes that there will be additional refinements to the LPA, particularly to quantity and locations of stations, as further studies and public consultation occur, and those refinements will be recognized through additional resolutions of the STA Board of Directors as necessary.

Section 3. Staff is directed to forward the Locally Preferred Alternative adopted herein to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

ADOPTED by STA at a regular meeting thereof held on the 15th day of April 2021.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Pamela Haley
Chairwoman of the Board

Approved as to form:

Laura McAloon
Legal Counsel

EXHIBIT A.1: Division BRT Alignment

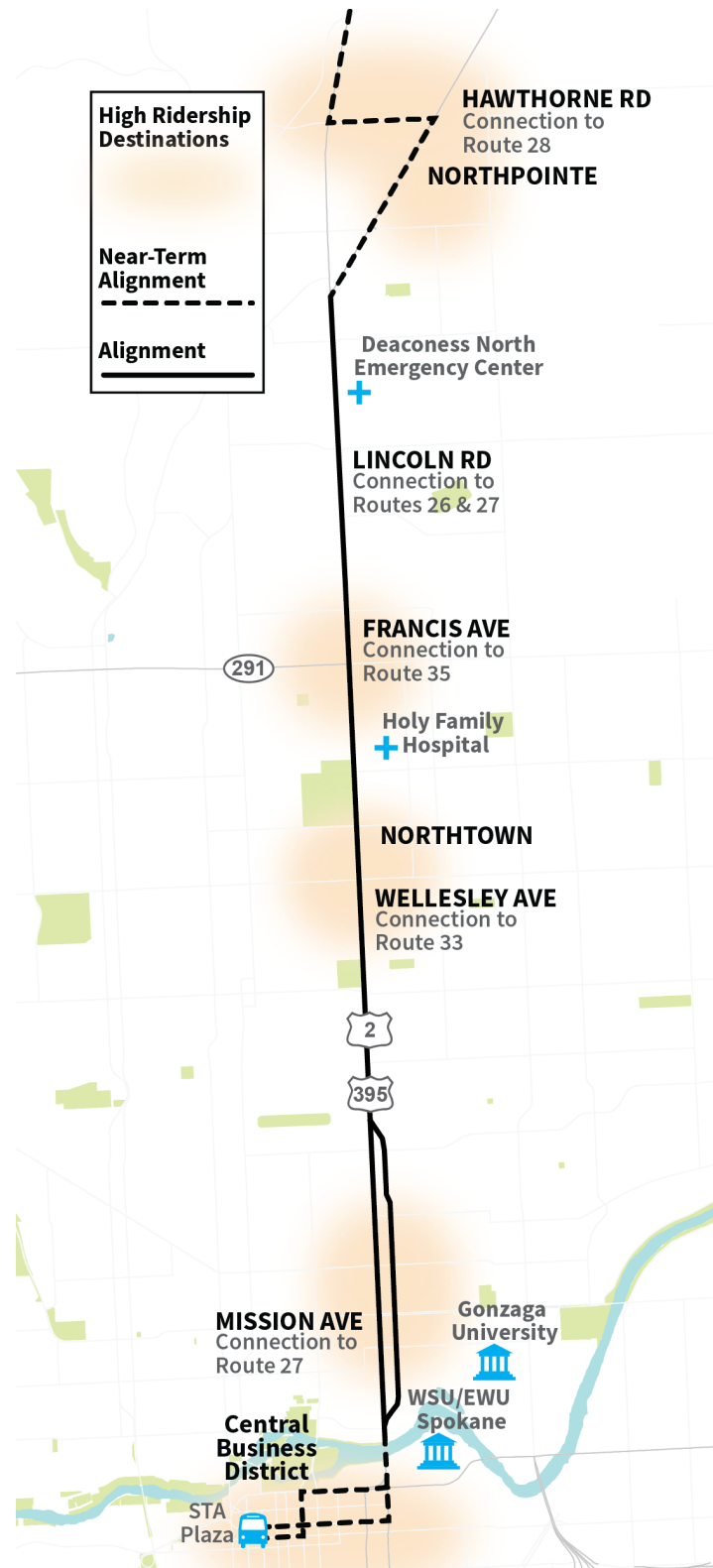


EXHIBIT A.2: Division BRT Station Locations



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 7A : REGIONAL SUMMER YOUTH PASS PROPOSAL

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

SUBMITTED BY: Chris Grover, Chair of Performance Monitoring & External Relations

SUMMARY: Staff will report on the Regional Summer Youth Pass Proposal.

Additional details will be provided at the meeting.

RECOMMENDATION TO BOARD: For Decision.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

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

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Pamela Haley, Committee & Board Chairwoman

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

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

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 9Ai: 2022-2027 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Each year, the Planning and Development Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the annual preparation of the agency's Transit Development Plan. The Committee members reviewed existing guidance statements at their March 31, 2021 Committee meeting which provide the framework for the 2021-2026 Transit Development Plan (TDP).

BACKGROUND: According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan. The 2021-2026 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>.

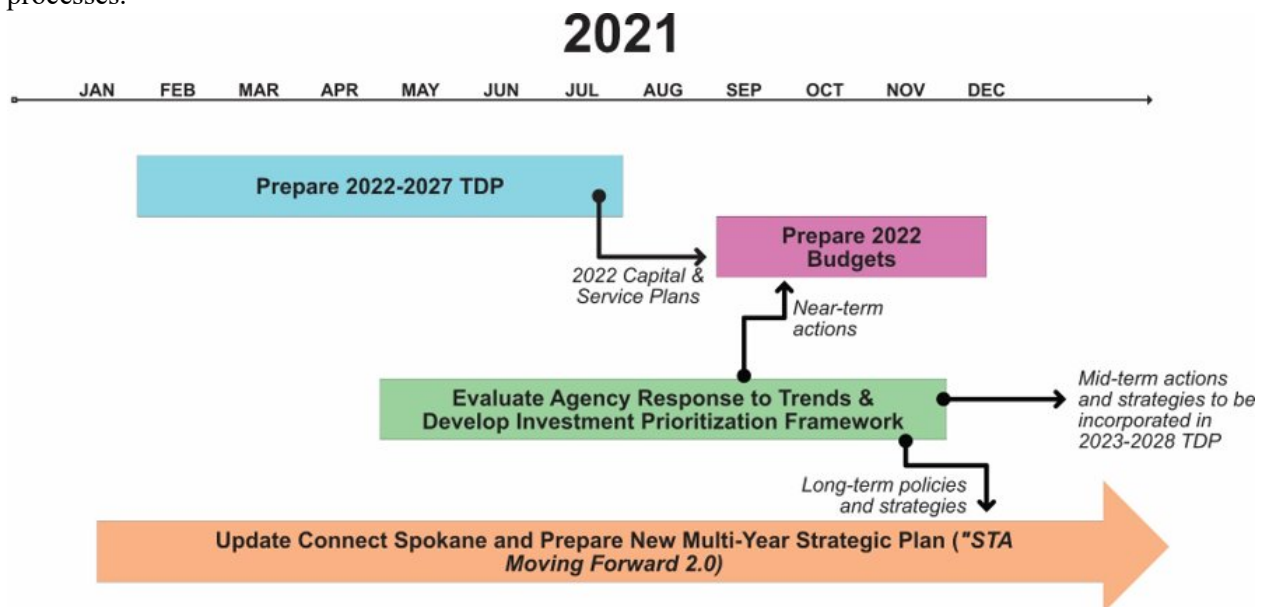
The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program.

The Committee reviewed of the current regional and national trends and circumstances which impact the development of the 2022-2027 TDP. These included:

- Sustained ridership losses stemming from the COVID-19 Global Pandemic. Concerted efforts were made to discourage people from using public transit in an effort to slow the spread of the virus. As activity realigns to pre-pandemic levels, the risk is that people adapt to commuting habits, including remote work, that exclude consideration of public transportation as an option.
- An acceleration of regional growth with added pressures on housing supply and affordability. This may displace current riders from areas with plentiful and effective service, and in turn prompt new land use growth in areas that are underserved or difficult to serve effectively with public transit.
- Concerted efforts at the national and state levels to accelerate efforts to address climate change through reduced emissions, particularly of motor vehicles.
- Increased urgency in addressing economic and racial disparities and increased efforts to deploy public transportation in support of equity.
- The culmination of core strategies and investments of *STA Moving Forward* and STA's current capital improvement program, including the launch of the City Line and the adoption of a new fare collection system. These investments have the opportunity to better position public transportation regionally in addressing many of the challenges and opportunities we face in the coming decades. They may also create a stimulus effect in supporting local development with accessible and frequent service.

The availability of additional federal grant funding to transit agencies on a national level has created an opportunity for STA to consider expanded investment strategies to deliver on the continued strong operational network serving the PTBA, combined with enhanced capital programs to support the trends noted previously.

Because of the significance of these trends and conditions, staff presented the development of an investment prioritization framework which would be handled as a discreet activity from the 2022-2027 TDP due to the statutory deadline for the TDP of July 2021. Once developed, the investment prioritization framework will inform near-term, mid-term and long-range planning documents as follows: the 2022 budgets, the 2023-2028 TDP to be prepared in 2022 and Connect Spokane and the next multi-year strategic plan. The timeline below depicts the conceptual relationships of these processes.



In May, the Planning and Development Committee will consider planning guidance for the 2022-2027 TDP that is generally reflective to guidance provided in recent years.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 9Aii: 2022-2027 TRANSIT DEVELOPMENT PLAN: REVIEW
PRELIMINARY REVENUE AND EXPENDITURE FORECAST
ASSUMPTIONS

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: As part of the preparation of the 2022-2027 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2022-2027 forecast.

Staff is recommending that the financial assumptions resume a more linear trajectory in line with those reviewed and approved by the Board in 2019, as follows:

Revenue

- Sales Tax will reflect a 3% trend reset to begin with 2020 actuals. This will account for the recently favorable sales tax history since the last reset in 2014 where sales tax revenues have exceeded the last trend by 5.8% on average.
- There are no future planned fare changes during the 2022-2027 TDP period.
- FTA Section 5307 Urbanized Formula funds, federal funding that is used primarily for preventive maintenance and is the third largest source of operating revenue, will grow at a 1% rate through the remainder of the planning horizon.

Expenditures

- The annual budget provides the baseline for operating expenses.
- Moving Forward service changes are incorporated into the budget and the forecast based on their year of introduction.
- Operating expenses grow at 3% beginning in 2022, accounting for additional costs from Moving Forward service changes, and continue at the same 3% rate through 2027.
- The Capital Improvement Program is fully funded through the TDP period.

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

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

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

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 10Ai: COMMUNITY ACCESS PASS PILOT PROGRAM UPDATE

REFERRAL COMMITTEE: N/A

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

SUMMARY: Staff will provide a presentation on the Community Access Pass Pilot Program.
Additional details will be provided at the meeting.

RECOMMENDATION TO BOARD: For discussion.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12A : COMMITTEE MINUTES – INFORMATION
- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

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

SUMMARY: Minutes of the March 3, 2021, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings and the March 10, 2021, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the March 10, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

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

MEMBERS ABSENT

Al French, Spokane County, *Planning & Development Committee Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Ms. Haley said STA's new battery electric buses are beautiful and liked the distinctive branding. She encouraged other Board members to see them at STA.

4. COMMITTEE ACTION/DISCUSSION

a. February 10, 2021 Committee Minutes

Mr. Grover moved to approve the February 10, 2021, committee meeting minutes as submitted, Ms. Stratton seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom said the Committee reviewed and approved two scopes of work related to the City Line: 1) Wall Street, Station 28 Construction; and, 2) High Performance Transit Amenities Installation revised scope of work. Also related to the City Line, the Committee forwarded a recommendation to the Board to approve the Browne's Addition Stations Customized Shelters Request. The Committee received reports on several projects including DivisionConnects, 2022-2027 Transit Development Plan, I-90/Valley Corridor Planning, and the Spokane Regional Transportation Council draft 2021-2022 Unified Planning Work Program.

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

Mr. Grover said the Committee forwarded two recommendations to the Board consent agenda for approval: 1) Lighted Pit Repairs Construction Final Acceptance; and, 2) SCC Transit Center Construction Final Acceptance. Both projects were under budget and Mr. Grover congratulated the STA Team.

Mr. Otterstrom reported on the May 2022 Service Revisions Draft Recommendation. A public hearing on the revisions will be held at the April 15 Board of Directors meeting. Mr. Grover noted there are many revisions and recommended Board members review the draft recommendation early in the process. The Board will be asked to make a final decision on the revisions at the May 20 Board of Directors meeting.

6. JEFFERSON PARK AND RIDE COOPERATIVE AGREEMENT

The Jefferson Lot is a park and ride facility under the I-90 Viaduct between Jefferson and Walnut streets southwest of downtown Spokane with approximately 400 parking stalls. The Washington State Department of Transportation (WSDOT) owns the land; currently the City of Spokane is the master leaseholder for all the off-street areas under I-90. STA's existing lease agreement with the City of Spokane for the Jefferson Lot extends through May 10, 2021. WSDOT has proposed to execute a cooperative agreement for the Jefferson Lot directly with Spokane Transit. The shift toward a direct, no cost agreement with WSDOT will eliminate approximately \$30,000 in annual lease payments to the City of Spokane.

Continuation of a park and ride facility at the Jefferson Lot will support continued growth of ridership in the West Plains and allow for planned improvements as part of the Cheney High Performance Transit Corridor Improvement Project. The cooperative agreement is in draft form and under final legal review. Board authorization is required to enter into the agreement with WSDOT.

Mr. Grover moved to recommend the Board authorize the CEO to execute a cooperative agreement with WSDOT for the operations and maintenance of the Jefferson Park and Ride as to form of the draft cooperative agreement. Ms. Stratton seconded and the motion passed unanimously.

7. FTA LOW-NO PROGRAM GRANT FLEET ELECTRIFICATION APPLICATION

Mr. Otterstrom said the Federal Transit Administration (FTA) published a Notice of Funding Opportunity for a competitive grant program known as the Low or No Emission Program ("Low-No" Program). The Low-No Program provides funding to State and local governmental authorities for the purchase of zero-emission and low-emission transit buses, including acquisition and construction of required supporting facilities.

The 2021-2026 capital improvement program approved by the Board set aside \$5.658 million for the replacement of ten diesel coaches in 2023. The current Low-No Grant funding offers an opportunity to switch part or all of the replacement order to 40-foot battery electric buses. The expansion of electric buses is within the capacity of the Boone Northwest Garage, the planned location for overnight storage and charge of the current electric fleet. Staff is seeking board authorization to apply for federal grant funding to expand the battery electric bus fleet by switching ten, 40-foot diesel replacement coaches to electric, conditioned on the award of federal funding.

Mr. Grover moved to recommend the Board authorize the submission of a grant request under the FTA Low-No Program to fund the purchase of up to ten, 40-foot battery electric fixed-route buses with a grant request of up to \$6.4 million. Ms. Stratton seconded and the motion passed unanimously.

8. BOARD OF DIRECTORS AGENDA MARCH 18, 2021

The Committee reviewed an amended agenda. Ms. Meyer noted that Sherry Little from Cardinal Infrastructure will give a report to the Board on federal activities regarding transit.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 7, 2021

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

10. CEO REPORT

Congress passed the \$1.9 trillion American Rescue Plan Act of 2021 (ARP). The ARP includes \$362.5 billion in direct assistance for state, local, tribal and territorial governments and \$26 billion for transit. The transit funds will be distributed to all transit agencies in the country by a formula used by the Federal Transit Administration. STA will receive an estimated \$35 million. Staff will prepare a recommendation for a process as starting point for the Board to begin discussions on use of these funds.

State Legislative Update:

House Bill 1329 concerns public meeting accessibility and participation at governing body meetings. It encourages public agencies to provide for remote access to meetings, and to record and post recordings of meetings online for at least six months. It requires governing bodies to provide an opportunity for public comment at or before every regular meeting, except in emergency situations. The bill passed the House and is currently in the Senate.

Senate Bill 5115 relates to establishing health emergency labor standards. It creates an occupational disease presumption for frontline employees during a public health emergency for the purposes of workers' compensation. It will require employers to notify L&I when a certain percentage of their workforce becomes infected during a public health emergency. It will require employers to provide written notice to employees on the premises and their union of potential exposure to the infectious or contagious disease during a public health emergency. The bill passed the Senate and is currently in the House.

There are several police-related bills. STA's limited commission transit officers are defined as peace officers and will be affected by these bills. The tools transit officers use are limited and based on the commission by the Chief of Police and the Sheriff.

A report was prepared for the Joint Transportation Committee analyzing the electrification of public vehicle fleets in Washington State. It was requested to give a basis to the Legislature for making an electrification or zero-emission vehicle transition with state fleets. STA has completed its own study and will compare the reports to see if the assumptions and results match.

City Line construction will begin the week of March 15. The first location is near the Fox Theater on Sprague Avenue (Station 9) and First Avenue (Station 8). Staff have prepared an information flyer to distribute to local businesses that will include contact information for questions or concerns.

The Downtown Spokane Partnership (DSP) presented a Stadium Proposal to Spokane Public Schools (SPS). If SPS accepts the proposal, the stadium will be built in the arena parking lot currently used by the Shuttle Park Program, a joint program with STA, DSP, and the Public Facilities District. Before the pandemic, the arena lot provided parking for approximately 600 customers each month. If the stadium is built, STA will need to relocate the Shuttle Park Program.

11. NEW BUSINESS

None

12. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:25 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 March 3, 2021 Meeting
Via Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Rapez-Betty, Director of Communications & Customer Service
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

Kendel Froese, McAloon Law PLLC

MEMBERS ABSENT

Candace Mumm, City of Spokane

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

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

2. **COMMITTEE CHAIR REPORT**

None.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE FEBRUARY 3, 2021 COMMITTEE MEETING**

Ms. Karen Stratton moved to approve the February 3, 2021, Planning and Development Committee meeting minutes. Chair French seconded, and the motion was approved unanimously.

B. **CITY LINE: APPROVAL OF SCOPE OF WORK FOR WALL STREET, STATION 28 CONSTRUCTION**

Mr. Karl Otterstrom presented. As part of the City Line project, STA has committed to reconstructing Wall Street between Riverside Avenue and Main Avenue as a segment of the City Line alignment that needs substantial upgrades to accommodate operations of the service. Station 28 at the SCC Transit Center will be the eastern terminus of the City Line and will also be constructed as part of this procurement. These two elements – Wall Street and Station 28 – were removed from the overall City Line design package because design decisions and scope relied on factors that were not yet determined in late 2019 when City Line Core Construction was put out to bid. The two elements will be combined into a single invitation for bid. Engineer's estimated cost is a total of \$1.1 million.

Chair French asked if the timeline could be accelerated to begin construction earlier this year so as to complete during this construction cycle. Mr. Otterstrom responded that this construction will be completed by September. At this time, necessary Avista work to replace vault lids must be completed prior to the STA construction, and prevents the project from beginning sooner than the current target date. Ms. Stratton asked if there would be conflicts with any downtown special events. Mr. Otterstrom responded that there should not. Hoopfest does not have any courts on this Wall Street section.

Ms. Stratton made a motion to approve the general scope of work and authorize staff to release an invitation for bid for the City Line Wall Street Reconstruction and Station 28 Construction Project. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

C. HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION REVISED SCOPE OF WORK

Mr. Otterstrom presented. On November 3, 2020, the Planning and Development Committee approved the general scope of work (SOW) and authorized release of invitation for bids (IFB). In January 2021 staff revised the SOW to include the luminaire system, and a Performance Incentive to finish on time. Staff concluded these revisions were significant to require committee approval. Mr. Otterstrom reviewed the updated procurement scheduled and budget.

Chair French asked about liquidated damages. Mr. Otterstrom responded that STA typically does have liquidated damages for each package.

Ms. Hattenburg made a motion to approve the revised general Scope of Work for HPT Amenities Installation, use of Performance Incentives, and authorize the release of an invitation for bid. Ms. Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. CITY LINE: BROWNE'S ADDITION STATIONS CUSTOMIZED SHELTERS REQUEST

Mr. Otterstrom presented. Staff is seeking Board approval of a City Line Shelter customization request in accordance with *Connect Spokane* Policy S1 4.10. On February 18, 2021 Browne's Addition Neighborhood Council (BANC) requested an adaptation to the shelter roof, materials, and colors of shelters at three stations to reflect neighborhood character as conveyed in previous shelters. The overall Connect Spokane policy contemplates a reasonable neighborhood match at 20% design cost of net difference between the customized costs vs. planned, whichever is less. Total design costs equal \$68,365, BANC will pay 20% of this total (\$13,673) to STA within 90 days of installation (Summer 2022). STA will pay the rest. The final terms will be set forth in a formal agreement. Mr. Otterstrom reviewed the anticipated schedule.

The Browne's Additional Neighborhood Council Chair, Mr. Rick Biggerstraff, authorized Mr. David Williams to talk on his behalf to the Committee regarding this request. Mr. Williams verified that these agreements have been discussed with the Neighborhood Council members

and they are ready to commit to this arrangement through the design process. The Council requests that if additional neighborhood(s) utilize these designs, that they share in the design costs. The Neighborhood Council has on-hand funds for the \$13,673 contribution to the full cost of design.

Chair French stated for the record a slight modification to Mr. Otterstrom's description of the relationship between STA and the neighborhood. The neighborhood will have "engagement" in this project (not "oversight"). Mr. Otterstrom agreed.

Ms. Stratton recommended the Board approve a motion to authorize the commissioning and installation of customized shelters in Browne's Addition, pursuant to Connect Spokane Policy S1 4.10, with a maximum cost contribution of \$13,673 and authorize the CEO to execute any agreements necessary to ensure full payment of said shelters. Mr. Hattenburg seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DIVISIONCONNECTS: DRAFT RECOMMENDATION LOCALLY PREFERRED ALTERNATIVE

Mr. Otterstrom reviewed the project overview, draft alternatives for public input, public engagement summary, statistical survey results, recommendation components, station locations and lane configurations. The draft recommendation includes zero emission buses, dedicated bus lanes known as "business access and transit" (BAT) lanes through a majority of the corridor, bicycle and pedestrian improvements, high frequency service and strategies to improve service speed and reliability. The lane configuration of the alternative through the Division/Ruby couplet includes two general purpose lanes on each street, a BAT lane on each street and a protected bicycle facility on Ruby Street. Other pedestrian and streetscape improvements are possible given the recommended reconfiguration from the current four-lane configuration on each street in the couplet system. Public feedback on the draft recommendation will be sought through a public hearing on March 18. The final recommendation will be presented at the March 31 (April) committee meeting along with a corridor development plan for a recommendation and Board in April.

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

Mr. Otterstrom presented. A step in the annual preparation of the agency's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. Mr. Otterstrom reviewed guidance statements included in the 2021-2026 Transit Development Plan, along with guidance specific to the agency's response to the COVID-19 Global Pandemic. Staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval in July.

C. DRAFT SRTC 2021-2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom presented. The Unified Planning Work Program is completed in coordination with WSDOT and STA. Each cycle, STA submits a description of the planning activities it will engage in during the identified state fiscal years. This draft description of STA's ongoing and upcoming planning activities will be submitted to SRTC for inclusion in the UPWP.

D. I-90 / VALLEY CORRIDOR PLANNING UPDATE

Mr. Otterstrom presented. The I-90 / Valley Corridor is one of six High Performance Transit corridors slated for improvements in *STA Moving Forward*. The current concept for this project extends from downtown Spokane to Liberty Lake with potential future extension into Idaho. Planned improvements include capital and operating projects to be launched in 2025 including a new transit center, expanded commuter parking east of Sullivan Road, direct not-stop peak hour between Liberty Lake and Spokane, night and weekend service, extended service to Post Falls and Coeur d'Alene on a two-year pilot basis through a cross-state partnership. Mr. Otterstrom reviewed the project history, the planning phase of the corridor development plan, and public and stakeholder engagement. A Technical Advisory Committee (TAC) will be established. This corridor differs from others in that it is primarily the freeway itself (as opposed to arterials) and the jurisdictions that are served along that corridor. KPFF was secured as a project consultant in May 2020. STA submitted a Regional Mobility Grant request for \$7.5 million in September 2020. The corridor development plan is anticipated to be brought forward to the Board of Directors in the summer of 2022 for review and approval. Design and engineering is anticipated to take place during 2022-2024, construction and implementation is anticipated to take place during 2023-2025.

6. CEO REPORT

Ms. Meyer presented the CEO Report and reviewed the following government affairs:

- Legislative Bills – Updates on a Transportation Funding Package, HB1091-Governor's Clean Fuels bill, SB5126-Governor's Climate Change Package, Police Reform, HB1056 and HB1329-Public Meeting bills, and Vanpool bill.
- Federal Activities – Updates on the \$1.9 Trillion COVID Relief bill, earmarks (community project funding) requests, HR842 Protecting the Right to Organize (PRO) Act, Low-No Emission Grant Programs.

7. COMMITTEE INFORMATION

A. CONNECT SPOKANE UPDATE

8. MARCH 31, 2021 (APRIL) 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 French adjourned the meeting at 11:26 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 31, 2021 (April Meeting) at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the March 3, Meeting
Virtual WebEx

MEMBERS PRESENT

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

MEMBERS ABSENT

none

GUESTS

none

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

*Chair

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

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

2. **COMMITTEE CHAIR REPORT**

Chair Grover had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the February 3, 2021, Committee Meeting**

Mr. Kerns moved to recommend approval of the February 3, 2021, Committee meeting minutes. Chair Grover seconded the motion, and it passed unanimously.

4. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Lighted Pit Repairs Construction Final Acceptance**

The lighted pit repair project was divided into two parts. At February's meeting the Committee approved the completion of the IRS Environmental portion of the project (lead abatement and other necessary preparation), and the remaining part of the project is the construction of the pits.

The work performed by D-McP Construction, LLC successfully repaired areas of steel that had become corroded and added structural support to existing elements that were showing signs of fatigue. All protective coatings were replaced, and new fall protection was installed. Mr. Nelson presented several before and after pictures of the pits.

The lighted pit repair project has a Board approved budget of \$380,000. Costs associated with the project include but are not limited to Lead Abatement, Special Inspections, advertisement for bid, the D-McP Construction, LLC Contract, contingency funds, sales tax, and other fees. The project will be \$2,207 under budget.

Mr. Kerns moved to recommend the Board approve a motion to accept the D-McP Construction, LLC contract for the Lighted Pit Repair project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law. Ms. Burke seconded the motion, and it passed unanimously.

2. Spokane Community College (SCC) Transit Center Construction Final Acceptance

The SCC Transit Center was completed in 2020 and created a new transit center on the south side of the SCC campus. It consists of 3-4 layover bays, a passenger platform, public restrooms, and operations facility center and a center island that is future proofed for the installation of electric charging infrastructure. The existing signal was updated and the former transit facility on the west side of campus was decommissioned. Mr. Otterstrom shared several photos of the Transit Center.

The overall project budget as authorized by the Board is \$5M, and the contract for La Riviere, Inc was \$3.063M. Additional costs associated with the project include but are not limited to contingency funds, permitting fees, jurisdictional fees, utility fees, installation of security cameras, and sales tax. The project will come in under budget by approximately \$973,700. Of the budget remainder, \$584K is derived of Mobility Grant funds which will be retained by WSDOT for other regional mobility projects.

Discussion ensued regarding payment process (receipt of certificates).

Mr. Kerns moved to recommend the Board approve a motion to accept the contract with LaRiviere, Inc. for the Spokane Community College Transit Center project as complete and authorize release of retainage security subject to the receipt of such certificates of release as are required by law. Ms. Kinnear seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

1. *(no items presented this month)*

5. REPORTS TO COMMITTEE

A. 2020 Unaudited Year-End Financial Report

Ms. Liard provided a review of the 2020 Revenue, Expense, Operating Budget, and Capital, as well as the Federal Grant Report. An overview of Accrual versus Cash reporting and additional information about year-end cash balances was also presented.

The single audit will take place in March and April. The exit conference and final audited numbers will be presented to the Committee on June 30th.

B. 2020 State Audit Timeline

Week of March 9th – SAO Entrance Conference
June 4, 2021 – Exit Conference with STA Administration
June 30, 2021 – Exit Conference with PMER

C. May 2022 Service Revisions: Draft Recommendation

Mr. Otterstrom reviewed the 2022 service revisions draft recommendation. The complete report is available for review here:

https://www.spokanetransit.com/files/content/2022_Service_Revisions_Draft_Recommendation.pdf

6. CEO REPORT

- February sales tax (collected on December sales) was 4.1% above February 2020 actual, 3.1% YTD above 2020 actual, and 19.3% YTD above budget.
- Biennial budgets are currently being established in the legislature (floor work)
- Senator King introduced a package that includes a 20-cent surcharge on every transit pass/fare as a revenue producer (paid either by the transit agency or the customer). There is also an existing exemption for toll collection on transit that would be removed as well.
- The House passed the Governor's clean fuels bill on February 27th which requires petroleum producers to reduce greenhouse gas emissions from transportation fuel over time or invest in offsets. Zero-emission transit vehicles would be a possible offset investment.
- Police reform is a prominent topic this year, and STA is watching to see if any bills will affect STA transit officers.
- There are two public meeting bills that have passed the House that could impact future Committee and Board meetings.
- 1.9T Covid relief bill has passed the House and is now in consideration in the Senate. The bill includes \$30.5B for transit, and analysis shows STA could receive \$36M.
- The FTA announce the availability of an \$180M Low or No Emissions Grant. STA plans to go to the Board Ops Committee and the Board to request approval to submit a grant application for fleet electrification.

7. COMMITTEE INFORMATION

- January 2021 Operating Indicators – *as presented*
- January 2021 Financial Results Summary – *as presented*
- February 2021 Sales Tax Revenue Information – *as presented*

8. MARCH 31, 2021 (APRIL MEETING) - COMMITTEE PACKET DRAFT AGENDA REVIEW

Ms. Burke requested a conversation about fare types (specifically the youth fare age cutoffs). Ms. Meyer responded that there is currently a fare evaluation committee meeting to study and consider options. Ms. Liard anticipates having a report ready for presentation to the Committee in September with preliminary findings and recommendations with action being taken in October or November.

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Burke shared that March is endometriosis awareness month and that the City of Spokane is getting close to finalizing the 2021 Summer Youth Pass.

11. ADJOURN

Chair Grover adjourned the meeting at 2:52 p.m.

12. NEXT MEETING – WEDNESDAY, MARCH 31, 2021 (APRIL MEETING), 1:30 P.M., VIA WEBEX

Respectfully submitted,

Sam Guzman

Sam Guzman, Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12B : MARCH 2021 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

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

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

- 8.7% above budget and March 2020 actual
- 4.8% YTD above 2020 actual
- 21.3% YTD above budget

Total taxable sales for January 2021 were *up* 9.4% over January 2020. Retail, Construction, and Accommodation and Food Services continue to be the top three rankings YTD; however, Accommodation and Food Services continue to have *decreases* from the prior year:

- Retail Trade *increased* by 20.5% (\$79.2M) January 2021 vs January 2020
 - Other Miscellaneous Store Retailers *increased* 56.7% (\$21.2M) January 2021 over January 2020
 - Automobile Dealers *increased* 20.2% (\$14.6M) January 2021 over January 2020
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *increased* 27.0% (\$13.9M) January 2021 over January 2020.
 - Building Material & Supplies Dealers *increased* 28.0% (\$10.1M) January 2021 over January 2020
- Construction *increased* by 21.2% (\$26.2M) January 2021 over January 2020
- Accommodation and Food Services *decreased* by 24.4% (\$20.7M) January 2021 vs January 2020

RECOMMENDATION TO BOARD: For Information.

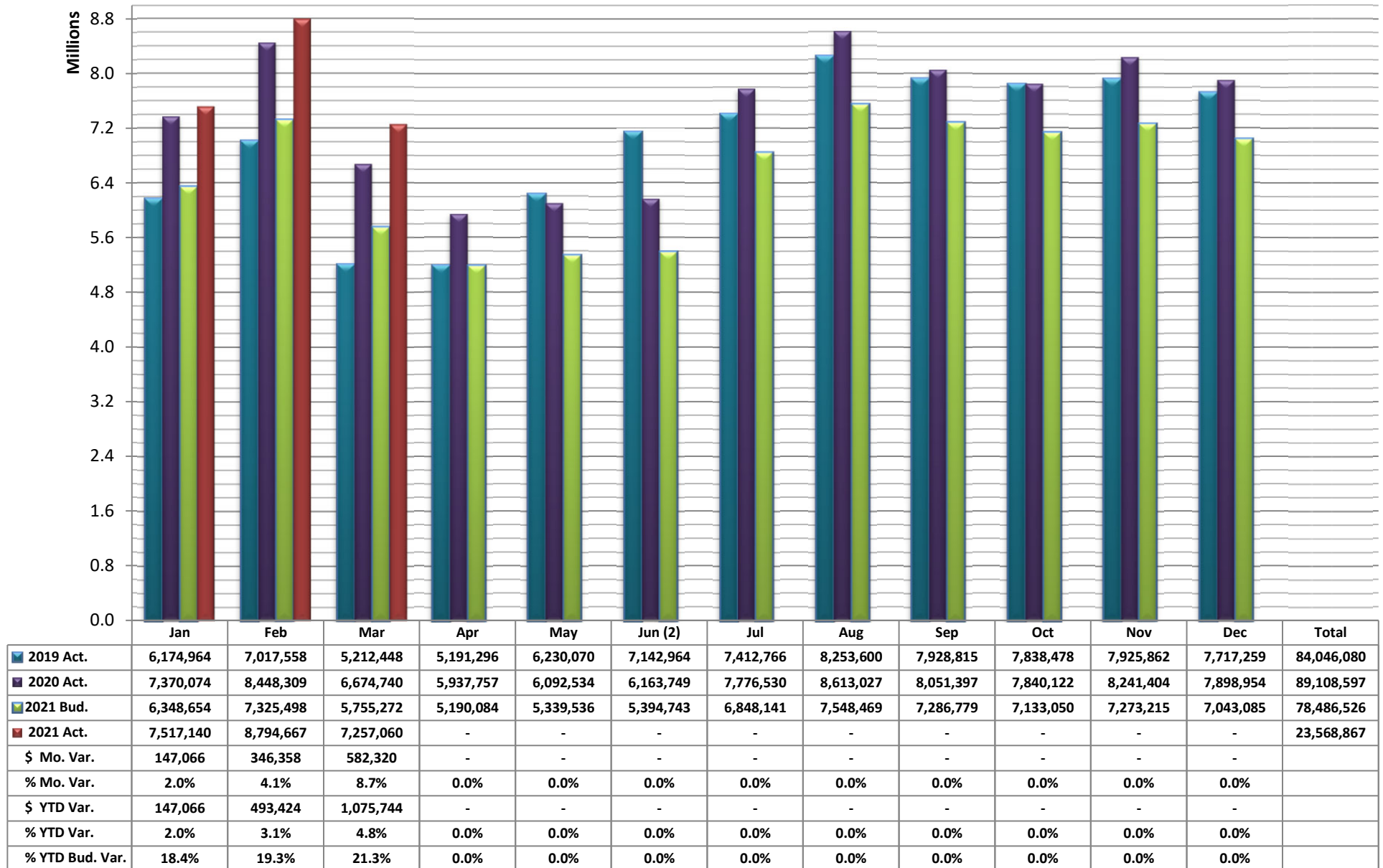
Sales Tax Revenue History-March 2021⁽¹⁾



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

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

2019 - 2021 SALES TAX RECEIPTS ⁽¹⁾



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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12C: FEBRUARY 2021 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

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

Revenue

Overall, February year-to-date revenue is 44.3% (\$7.4M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 23.2% lower than budget
- Sales Tax Revenue is 19.3% higher than budget
- Federal & State Grants is 354.1% higher than budget
- Miscellaneous Revenue is 43.6% higher than budget

Operating Expenses

Overall, February year-to-date operating expenses are 13.1% (\$1.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 10.9% lower than budget
- Paratransit is 12.1% lower than budget
- Vanpool is 27.7% lower than budget
- Plaza is 47.7% lower than budget
- Administration is 15.6% lower than budget

RECOMMENDATION TO BOARD: For information.

Spokane Transit Revenues ⁽¹⁾ - February 2021

18,000,000

16,000,000

14,000,000

12,000,000

10,000,000

8,000,000

6,000,000

4,000,000

2,000,000

Totals:

2020 YTD Actual \$ 19,290,443

2021 YTD Actual \$ 23,986,511 (44.3%)

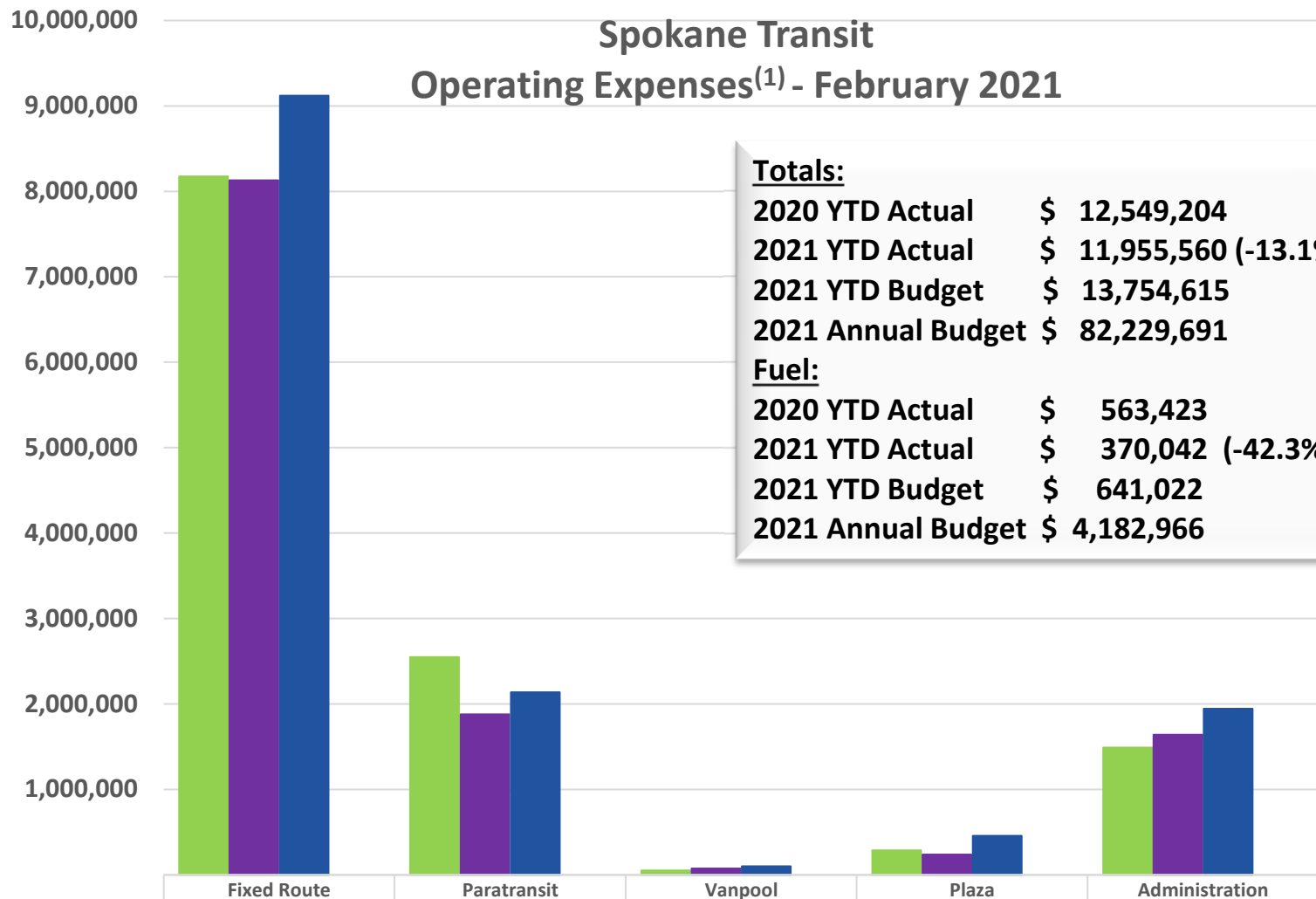
2021 YTD Budget \$ 16,620,535

2021 Annual Budget \$ 96,994,755

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2020 YTD Actual	2,079,445	15,818,383	984,651	407,964
■ 2021 YTD Actual	1,008,807	16,311,806	6,320,119	345,779
■ 2021 YTD Budget	1,313,720	13,674,152	1,391,869	240,794
2021 YTD Budget Variance	-23.2%	19.3%	354.1%	43.6%
2021 Budget	7,909,947	78,486,526	9,153,521	1,444,761

(1) Above amounts exclude grants used for capital projects. Year-to-date February state capital grant reimbursements total \$828,261 and federal capital grant reimbursements total \$1,618,114. (2) Federal/State Grants are over budget due to unbudgeted CRRSSA Funding of \$4,702,483.

Spokane Transit Operating Expenses⁽¹⁾ - February 2021



Totals:

2020 YTD Actual \$ 12,549,204
2021 YTD Actual \$ 11,955,560 (-13.1%)
2021 YTD Budget \$ 13,754,615
2021 Annual Budget \$ 82,229,691

Fuel:

2020 YTD Actual \$ 563,423
2021 YTD Actual \$ 370,042 (-42.3%)
2021 YTD Budget \$ 641,022
2021 Annual Budget \$ 4,182,966

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2020 YTD Actual	8,176,323	2,547,185	50,388	287,376	1,487,932
2021 YTD Actual	8,127,913	1,878,159	72,202	238,555	1,638,731
2021 YTD Budget	9,118,946	2,137,115	99,836	455,991	1,942,727
2021 YTD Budget Variance	-10.9%	-12.1%	-27.7%	-47.7%	-15.6%
2021 Budget	55,669,976	12,847,070	603,027	2,317,546	10,792,072

(1) Operating expenses exclude capital expenditures of \$3,385,813 and Street/Road cooperative projects of \$0 for year-to-date February

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12D : FEBRUARY 2021 OPERATING INDICATORS

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

SUBMITTED BY: Fred Nelson, Chief Operations Officer

SUMMARY: There were the same number of weekdays in February 2021 compared to February 2020. Covid-related restrictions to businesses and other activities continue to suppress mobility.

FIXED ROUTE

Average weekday ridership decreased 57.5% (15,589 vs. 36,642 in 2020) and is down 57.5% (15,330 vs. 35,561) Year to Date (YTD). Total monthly ridership decreased 56.4% (362,147 vs. 830,483 in 2020) and is down 56.4% (740,976 vs. 1,697,911) YTD.

- Adult ridership decreased 59.2% (219,357 vs. 537,196 in 2020) and is down 59.6% (446,927 vs. 1,106,644) YTD.
 - CCS Pass ridership decreased 79.1% (12,736 vs. 60,928 in 2020) and is down 79.3% (25,306 vs. 122,383) YTD.
 - Eagle Pass ridership decreased 93.4% (5,323 vs. 80,063 in 2020) and is down 93.7% (10,621 vs. 167,596) YTD.
- Youth ridership decreased 83.0% (9,775 vs. 57,596 in 2020) and is down 83.9% (18,444 vs. 114,225) YTD.
- Reduced Fare / Para ridership decreased 47.2% (56,509 vs. 107,149 in 2020) and is down 45.6% (116,999 vs. 215,117) YTD.

PARATRANSIT

Monthly ridership decreased 57.5% (15,536 vs 35,583 in 2020) and is down 59.4% (30,257 vs 74,589) YTD.

- Special Use Van ridership decreased 73.5% (595 vs. 2,249 in 2020) and has decreased 73.3% (1,190 vs. 4,458) YTD.

VANPOOL

Vanpool customer trips were down 55.1% (5,565 vs. 12,392 in 2020) and are down 57.5% (11,224 vs. 26,420 in 2020) YTD.

- Vanpool vans in service decreased 22.5% (62 vs 80 in 2020). January 2021 had 64 vans. However, there is a significant decrease in use due to the pandemic:
 - 26 vans are operating with 5 or more participants
 - 32 vans are operating with less than 5 participants
 - 4 vans are on hold due to worksite restrictions or temporary closures

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 30.3% (6,540 vs. 9,387 in 2020) and decreased 51.2% (9,231 vs. 18,915 in 2020) YTD.

- Adult Pass/Smartcard monthly pass sales decreased 19.5% (3,659 vs. 3,061 in 2020) and decreased 21.1% (4,845 vs. 6,143 in 2020) YTD.
- Shuttle Park monthly sales decreased 68.4% (177 vs. 560 in 2020) and decreased 72.2% (306 vs. 1,101 in 2020) YTD.
- 7-Day Pass/Smartcard monthly sales decreased 13.2% (1,421 vs. 1,637 in 2020) and decreased 33.3% (1,804 vs. 2,703 in 2020) YTD.
- ESBP monthly sales decreased 75.6% (247 vs. 1,011 in 2020) and decreased 78.0% (473 vs. 2,154 in 2020) YTD.

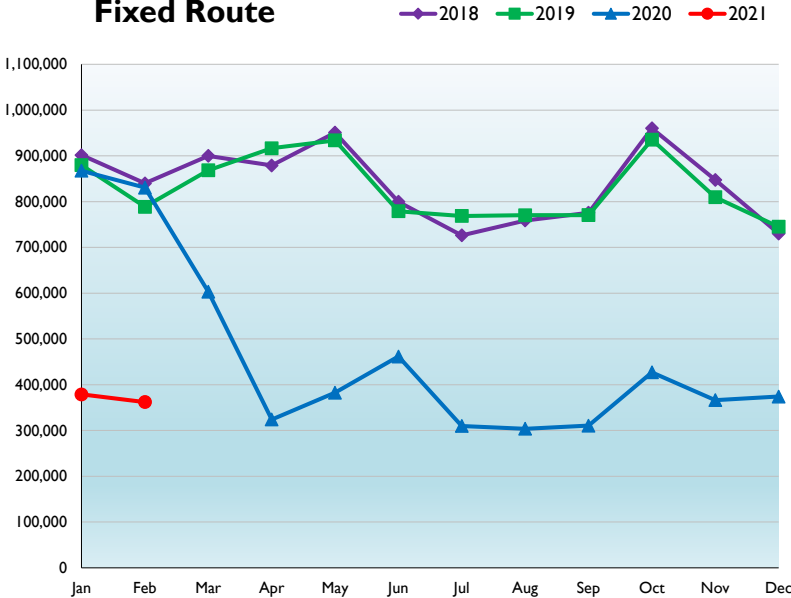
February 2021 Group Sales decreased 49.2% (10,887 passes vs. 21,444 in 2020) and decreased 63.3% (19,867 passes vs. 54,158) YTD.

UTAP monthly rides decreased 85.0% (24,558 vs. 163,813 in 2020) and decreased 85.6% (48,600 vs. 337,271 in 2020) YTD.

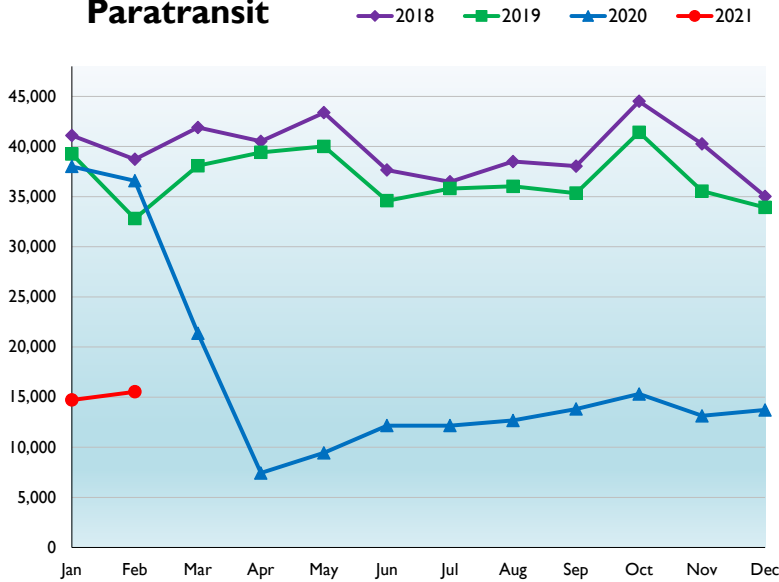
Community Access Pass (CAP) pilot program sold 950 2hr passes and 1,065 Day passes in February. This is the 6th month of this pilot program.

RECOMMENDATION TO BOARD: For Information.

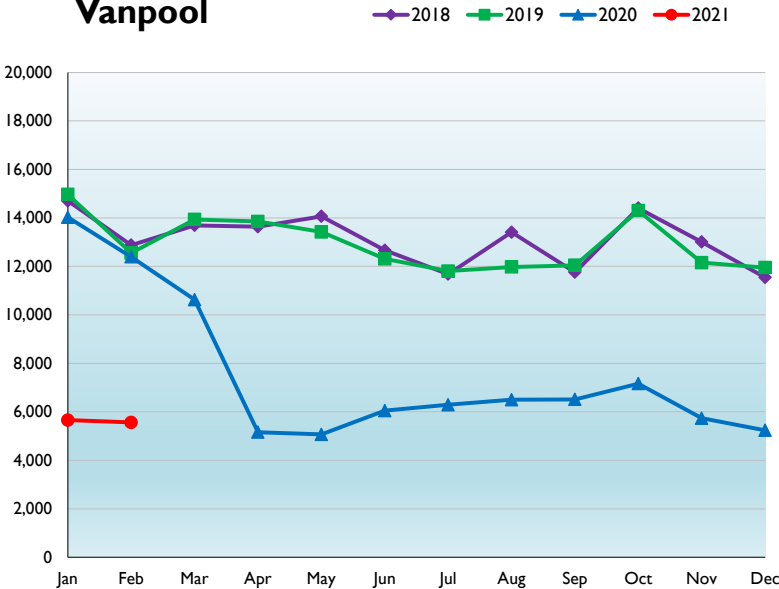
Fixed Route



Paratransit



Vanpool



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12E : YEAR END 2020 PERFORMANCE MEASURES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Fred Nelson, Chief Operations Officer

SUMMARY: A partial set of the Year End 2020 Performance Measures are attached. The complete report has also been posted to the STA website at: [2021 Performance Measures](#).

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

Ensure Safety

Preventable Accident Rate

At 0.07, Fixed Route was lower than STA's goal of 0.08 preventable accidents per 10,000 miles. This rate is better than most American Bus Benchmark Group (ABBG) members. Another key indicator is the severity, and most of STA's preventable accidents for 2020 were relatively minor, with mirror strikes being the most common.

At 0.07, Paratransit was substantially below STA's goal of 0.10 preventable accidents per 10,000 miles. Paratransit had a total of eight (8) preventable accidents for the year, easily surpassing 2019 with seven (7) months being accident free. Similarly, to Fixed Route, most accidents were minor. One of the driving factors for the reduced number of accidents was the reduced number of miles being operated.

Earn and Retain the Community's Trust

Ridership

Ridership for Fixed Route ended 2020 down 41.7% compared to ridership in 2019. Fixed Route provided 5,817,776 in 2020 vs. 9,971,798 in 2019. The ridership goal for Fixed Route in 2021 is a 5.0% increase from 2019 (approximately 10.6 million trips).

- The ridership decline has been felt across the system. This can be seen especially in the Universal Transit Access Pass (UTAP) program which is currently down 62.3%. With Eastern Washington University (EWU) and the Community Colleges of Spokane (CCS) canceling in-person classes, ridership recovery will continue to be a challenge.

STA's goal for Paratransit is to manage growth and maintain a 1.5% increase over 2019 ridership level. At the end of 2020, Paratransit ridership has decreased 53.4% compared to 2019 (205,815 vs. 442,044). While down significantly, the total rides were higher than originally estimated and we are seeing a slight increase in ridership since the beginning of the pandemic.

- Since Paratransit serves a vulnerable population, many regular customers have not been inclined to book rides.
- Record on-time performance was achieved when the service shifted to only transporting one customer per vehicle.
- To keep operators engaged and to better serve the community, Paratransit has taken on several extra missions including Meals on Wheels deliveries, implementing a Senior Ride Program, and assisting with on route disinfecting of coaches.

Vanpool ridership is also down, ending the year 41.5% lower than 2019 (90,770 vs. 155,262). STA's goal is to realize a 1.0% increase in ridership from 2019 (approximately 163,000 trips). The number of vans in service also dropped in 2020 ending the year at 67 compared to 80 at the end of 2019.

Passengers per Revenue Hour (PPRH)

Fixed Route PPRH was 12.97

- This is below the goal of 25. Staff anticipates as ridership will grow slowly as we emerge from the effects of the pandemic. Of Washington State transit agencies, STA remains second only to King County Metro on this metric.

Paratransit PPRH was 1.92

- This is short of the goal of 2.8 PPRH. The PPRH achievement, considering we are transporting one customer at a time, is very good. It is also important to note that there is an inverse relationship between PPRH and on-time performance. When we increase hours of service to improve on-time performance it decreases PPRH.

Provide Excellent Customer Service

On-Time Performance

At 96.0% Fixed Route exceeded STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).

Paratransit's on-time performance was 97.4%, surpassing the goal of 93%. Lower ridership has allowed for excellent OTP.

Professional and Courteous

The company-wide average for "professional and courteous" rating exceeded the goal of a 4.5 (or above) average (on a 5-point scale) from customer observations in our Quality Counts! Survey Program during the first quarter of 2020. STA's overall average was 4.84. The Quality Counts! Program was suspended in March due to COVID.

Enable Organizational Success

Operator Ride Checks

Year to date Fixed Route has completed 88 of 295 ride checks, and Paratransit has completed 53 of 53. Fixed Route ride checks were suspended in March due to the pandemic.

Exemplify Financial Stewardship

Cost per Passenger

Fixed Route and Paratransit both far surpassed STA's goal to keep the cost per passenger at 95% of the average cost of the urban systems in Washington State.

- Fixed Route cost per passenger was \$9.96. This is 75.0% of the urban systems' average.
- Paratransit cost per passenger was \$67.97. This is 82.8% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery).

Lower ridership for the year and suspending the collection of fares on both Fixed Route and Paratransit had significant impacts on this metric.

- Fixed Route farebox recovery is 8.0%, which is below the goal of 20%.
- Paratransit farebox recovery is 2.4%, which is below the goal of 5%.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM **12F** : MAY 2021 SERVICE CHANGE SUMMARY

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: STA continues to monitor the fixed-route system and make changes to improve customer information, connectivity, reliability, and mobility.

Among other changes that will take effect this May is an improvement in service levels at the West Plains Transit Center. Consistent with the Cheney Line Infrastructure and Alignment Plan approved by the Board in April 2020 and the current Service Improvement Program (SIP) contained in the adopted 2020 Transit Development Plan (TDP), Route 66 EWU will be modified to serve the West Plains Transit Center. The completion of the transit only lanes provide more direct and faster access to and from the facility. This change will provide improved transit access to the fast-growing area around the West Plains Transit Center. Other programmed changes to service in the corridor are now anticipated to take place in September.

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 loss of bus stop, trips or route at any given service change). All the May 2021 service changes fall below these adopted thresholds.

The table below summarizes the service changes which will become effective May 16, 2021.

MAY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT(S)	RATIONALE
4 Monroe-Regal	Add weekday 5:20 AM southbound trip from the Plaza; relocate timepoint from Regal and Palouse Hwy. to Regal and 44 th Avenue.	Improve mobility; relocate timepoint to a location where other vehicles can maneuver around the bus if needed.
21 Broadway	Minor change to one outbound trip on Saturdays to depart two minutes later.	Address a Plaza zone conflict.
25 Division	Revise first weekday inbound trip to begin service at Division and Price (currently Division and Francis).	Improve mobility for early morning commuters.
28 Nevada	Minor Plaza arrival zone changes to two weekday inbound trips.	Address Plaza zone conflicts.
33Wellesley	Timepoint adjustments all service days.	Improve schedule reliability

MAY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT(S)	RATIONALE
43 Lincoln/37 th Ave	Inbound timepoint adjustments all service days.	Improve schedule reliability
60 Airport via Browne's Addition	Inbound Plaza arrival zone changes on Saturdays.	Layover in front of the Bank of America building on Riverside Avenue is being relocated to Sprague at Howard Street.
62 Medical Lake	Timepoint adjustments all service days.	New transit only lanes at the West Plains Transit Center allow faster ingress and egress to the facility thereby reducing travel times.
63 Airway Heights/West Plains	Timepoint adjustments all service days.	New transit only lanes at the West Plains Transit Center allow faster ingress and egress to the facility thereby reducing travel times.
64 Cheney/West Plains	Timepoint adjustments all service days.	New transit only lanes at the West Plains Transit Center allow faster ingress and egress to the facility thereby reducing travel times; faster travel times in Cheney due to lower EWU demand (classes mostly online).
66 EWU	Modify routing to serve the West Plains Transit Center; Timepoint adjustments	Implement Cheney Line Infrastructure and Alignment Plan.
95 Mid-Valley	Timepoint adjustments all service days.	Improve reliability and connections at Mirabeau Park and Ride.
633 Geiger Shuttle	Timepoint adjustments all service days.	New transit only lanes at the West Plains Transit Center allow faster ingress and egress to the facility thereby reducing travel times.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM 12G: CONNECT SPOKANE: TIMELINE FOR REVIEW OF PLAN ELEMENTS

REFERRAL COMMITTEE: N/A

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

SUMMARY: The *Connect Spokane* Update is in progress. Staff reviewed the the updated process and timeline for the review and update of the Plan elements at the March 31, 2021 Planning and Development Committee meeting.

BACKGROUND: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017. A minor amendment to the plan was adopted in May 2019.

The Planning and Development Committee and the Board reviewed the scope of work at the March 2020 meeting as part of Task 1.

Task 2 was the "*Connect Spokane* Document Review" that was presented at the July 2020 Planning and Development Committee meeting, where a short memo provided brief highlights of the proposed initial edits for each section that will be completed in Task 5.

Tasks 3 and 4 were put on hold while the agency worked through our response to the pandemic but are now active again as the Plan update moves forward. These two tasks lay out the primary objectives for undertaking this Plan Update at this time:

1. Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
2. Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

These tasks will continue through the Fall of 2021 and include outreach to STA's jurisdictional partners as well as to STA's customers and the general public.

PLANNED APPROACH & TIMELINE:

To better utilize STA staff and Committee time through 2021, planning staff is planning to divide *Connect Spokane* into sections to be analyzed and edited by smaller internal working groups and then updated by planning staff. This process will begin this spring and continue through the remainder of 2021. Staff will return to this committee as early as May with regular updates on the internal working group outcomes, thereby allowing a deeper dive into the critical updates of *Connect Spokane*.

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM **12H**: FTA SECTION 5310 FUNDING CALL FOR PROJECTS TIMELINE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The following summarizes the scope and anticipated timeline for a call for projects that enhance mobility of seniors and individuals with disabilities. Subject to project evaluation, ranking and board recommendations, up to \$683,500 could be awarded to meritorious projects to non-profit providers and transportation agencies.

BACKGROUND: Spokane Transit Authority (STA) is a designated FTA recipient of federal apportionment funds for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, known as Section 5310. The primary goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate to meeting these needs. As the designated recipient, STA is responsible for contracting with and providing oversight of non-profit organizations selected through the annual Section 5310 Call for Projects.

Typically, a minimum of 55% of the Section 5310 annual apportionment must be spent on ‘Traditional’ capital projects. Traditional capital projects may include the purchase of ADA vehicles, mobility management coordination and transportation services, ADA construction projects, and complimentary paratransit services. Other eligible projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. There is no minimum allocation for these projects.

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) – which was signed into law on December 27, 2020 – provides transit agencies the option to award CRRSAA funds (and any funds not previously obligated under prior grant award) to either Traditional or Other projects using 100% federal share. This option is also extended to the FY21 apportionment and funds awarded to transit agencies under the America Rescue Plan Act (ARPA). The CRRSAA funding is not subject to the 55% Traditional project requirement.

There is currently approximately \$658,614 in FTA Section 5310 funds available for funding projects. Approximately \$97,000 of this amount is federal funding from FY 2018 and FY 2019 that is associated with previously awarded projects that have been returned for redistribution and as such, do not qualify under the provision enabling 100% federal match. STA proposes to contribute the local share required (\$24,866) for these funds to simplify and consolidate the selection process and expedite the closeout of these older grant awards as well fulfill the congressional intent to provide extend relief to non-profit providers and other transportation agencies. This small local contribution would be derived from the favorable variances of actual 2020 operating revenues and expenses over budget.

Funding Source	Amount Available	STA Local Match Contribution
FY21 Apportionment 100% Federal	\$419,427	\$0
CRRSAA 100% Federal	\$71,213	\$0
FY19 & FY18 Returned Funds	\$96,974	\$24,886
America Rescue Plan (Estimate) 100% Federal	≈ \$71,000	\$0
Total	\$658,614	\$24,886
Total Funding Available	\$683,500	

The table below outlines the expected timeline for this call and selection for projects.

Date	Action
April 2, 2021	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct mailings to eligible applicants)
May 3, 2021	Project Applications Due
June 2, 2021	Present to Planning and Development Committee for Board recommendation of prioritized list for funding.
July 15, 2021	STA Board acts on recommended project applications.
September 2021	Application to FTA
December 2021	FTA approval and funds obligated

Staff provided an overview of the grant program and the evaluation criteria for prioritizing projects for board selection to the March 31, 2021 Planning and Development Committee.

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 15, 2021

AGENDA ITEM **12I**: US 195 / I-90 STUDY UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The SRTC-led US 195 / Interstate 90 Study is exploring alternatives for improving transportation safety, mobility, and access in the study area. The study team will be sharing two draft project packages with the public for review and input. The project packages were developed by the consultants and reviewed by the Study Advisory Team, of which STA is a member. Staff reviewed the project packages with the Planning and Development Committee on March 31, 2021 and highlighted the potential transit impacts with committee members.

BACKGROUND: The study kicked off in late 2019 with a Study Advisory Team meeting. Advisory Team members represent SRTC, WSDOT, the City of Spokane, Spokane County, and Spokane Transit. Since that time, the major deliverables have been:

- Existing Conditions Report
- Market Analysis & Development Forecast
- First Draft Project Packages
- Public Draft Project Packages
 - #1 Enhanced Expressway
 - #2 Enhanced Expressway with local connections

The draft project packages were approved for release to the community by the SRTC Board at their March 2021 meeting and will be presented to the public and key stakeholders for review and input. A final list of recommended strategies as well as a phased implementation plan will be included in the Study's Final Report. The Study is scheduled to be complete later this year.

The public draft of project packages identifies projects as (a) core projects, (b) near-term investments, and (c) supporting investments. Both packages include several transit and transit supportive projects. As supporting investments, they are not included package cost estimates. Land use patterns that are predominantly low density generally are difficult to support with fixed route service. However, there are transit-supportive elements in the core projects, as well as near-term investments, that improve road network connectivity, improving the likely success of transit service in the future. Sorted by package, transit and transit-supportive projects include:

Package #1

- Yokes Park & Ride (supporting investment)
- Meadow Lane Park & Ride (supporting investment)
- Inland Empire Way Connection (core project)
- W. Qualchan Drive Bicycle & Pedestrian Connection (supporting investment)

Package #2

- Yokes Park & Ride (supporting investment)
- Meadow Lane Park & Ride (supporting investment)
- Northbound Cheney-Spokane Road On-ramp Modification (core project)
- W. Qualchan Drive Bicycle & Pedestrian Connection (supporting investment)

RECOMMENDATION TO COMMITTEE: For information.

15.

EXECUTIVE SESSION

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