

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 10:00 a.m. on Thursday, December 14, 2017, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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 14th day of December, 2017.

A handwritten signature in black ink that reads "Jan Watson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jan Watson  
Executive Assistant to the CEO  
& Clerk of the Authority

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

## BOARD MEETING

Thursday, December 14, 2017 **10:00 a.m.**  
STA Boardroom  
1229 West Boone Avenue, Spokane, Washington

### AGENDA

*Estimated meeting time: 100 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pam Haley*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Steve Blaska, Director of Operations – Retirement (*E. Susan Meyer*)
5. Board Action – Consent Agenda: *5 minutes*
  - A. Minutes of November 16, 2017, Board Meeting – Corrections/Approval
  - B. November 2017 Vouchers (*Lynda Warren*)
  - C. 2018 Board and Committee Meeting Calendar (*Jan Watson*)
  - D. Tariff Policy – Resolution (*E. Susan Meyer*)
  - E. Purchase of Six Expansion 40' Diesel Coaches (*Steve Blaska*)
  - F. Award of Contract for Laundered Uniform Supplies (*Steve Blaska*)
  - G. Renewal of Spokane Police Department Interlocal Agreement (*Nancy Williams*)
6. Board Action – Committee Recommendations: *30 minutes*
  - Planning & Development
    - A. Adoption of 2018 Capital & Operating Budgets - Resolution (*Lynda Warren*)  
**(majority of 5 votes required)**
    - B. Connect Spokane Update: Final Recommendation – Resolution (*Karl Otterstrom*)
  - Performance Monitoring & External Relations
    - C. Draft 2018 State Legislative Priorities (*E. Susan Meyer*)
    - D. STA Moving Forward Performance Matrix & 2018 Performance Measures (*Otterstrom/Blaska*)
7. Board Action – Other: *10 minutes*
  - A. Affirmation of Location of Central City Line Stations (*Karl Otterstrom*)
8. Board Operations Committee: *5 minutes*
  - A. Chair's Report (*Pam Haley*)
9. Planning & Development Committee: *5 minutes*
  - A. Chair's Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair's Report (*Amber Waldref*)
    - i. Adjustment to Bus Procurement Strategy 2017
11. CEO Report: *5 minutes*

12. Board Information: *no action or discussion*
  - A. Committee Minutes
  - B. October 2017 Financial Results Summary (*Lynda Warren*)
  - C. November 2017 Sales Tax Summary (*Lynda Warren*)
  - D. Fare System Upgrade Project (*Lynda Warren*)
  - E. October 2017 Operating Indicators (*Steve Blaska*)
  - F. Third Quarter 2017 Performance Measures (*Steve Blaska*)
  - G. Planning & Development Committee 2018 Work Program (*Karl Otterstrom*)
  - H. Fixed Route Passenger Survey Results (*Beth Bousley*)
  - I. STA Holiday Service and Office Hours (*Jan Watson*)
  
13. Executive Session: (*Witherspoon Brajcich McPhee PLLC*) 20 minutes
  
14. New Business: 5 minutes
  - A. Election of 2018 Chair and Presentation of Gavel (*Pam Haley*)  
**(majority of 5 votes required)**
  
15. Board Members' Expressions: 5 minutes
  - A. Presentation of Commendation to Pam Haley – Outgoing Board Chair (*2018 Board Chair*)
  - B. Presentation of Commendation to Amber Waldref – Retiring Board Member (*2018 Board Chair*)
  - C. Presentation of Commendation to Tom Trulove – Retiring Board Member (*2018 Board Chair*)
  - D. Presentation of Commendation to John Higgins – Retiring Board Member (*2018 Board Chair*)
  - E. Presentation of Commendation to Ed Pace – Retiring Board Member (*2018 Board Chair*)
  
16. Adjourn

Cable 5 Broadcast Dates and Times of December 14, 2017 Board Meeting:

Saturday, December 16, 2017	4:00 p.m.
Monday, December 18, 2017	10:00 a.m.
Tuesday, December 19, 2017	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	February mtg: January 31, 2018, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February mtg: January 31, 2018, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	January 10, 2018, 1:30 p.m. (Northside) 1230 West Boone

***NOTE: Planning & Development and Performance Monitoring  
& External Relations Committees will not meet in January***

Next Board Meeting: Thursday, January 18, 2018, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 2.:** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pam Haley, STA Board Chair

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**SUMMARY:**

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

**RECOMMENDATION TO BOARD:** Approve Board agenda.

**FINAL REVIEW FOR BOARD BY:**

Division Head       /      

Chief Executive Officer ESM Legal Counsel CM

### **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 speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 4.A. :** STEVE BLASKA, DIRECTOR OF OPERATIONS –  
RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:**

Steve Blaska joined STA in 2004 as Director of Operations. His responsibilities included Fixed Route Transportation; Paratransit; Vanpool; Maintenance; Facilities & Grounds; and, Customer Service (for 10 years).

Steve retired as a Colonel in the U.S. Army after a 24 year career. As Deputy Commander of the Joint Analysis Center, he led personnel, finance, logistics, and communications/systems operations for a 1,100 person organization responsible for military intelligence support for all U.S. forces deployed in Europe and Africa.

Steve's philosophy was "Leadership by example develops others to do the same." He brought that philosophy to STA and will be remembered as a person of integrity, fairness, and honesty.

Steve has been active in the Spokane business community and served on the Business Improvement District Board for several years. Recently he served on the Downtown Spokane Partnership's Parking Advisory Committee.

Steve and his wife, Dianna, are looking forward to spending more time with their family.

We wish them well in retirement and will miss Steve greatly.

**RECOMMENDATION TO BOARD:** Recognize Steve Blaska for his years of service and dedication to STA.

**FINAL REVIEW FOR BOARD BY:**

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

Chief Executive Officer ESM

Legal Counsel UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 5.A.:** MINUTES OF THE NOVEMBER 16, 2017 BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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**SUMMARY:**

Minutes of the November 16, 2017 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   /  

Chief Executive Officer   SM/  

Legal Counsel   CM  

Attachment

TW

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

## **BOARD OF DIRECTORS**

Draft Minutes of the November 16, 2017, Meeting  
Spokane Transit Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Chair*  
Amber Waldref, City of Spokane  
Lori Kinnear, City of Spokane, *Alternate*  
Al French, Spokane County *by phone*  
John Higgins, Small Cities Representative  
(Medical Lake)  
Odin Langford, Small Cities Representative  
(Liberty Lake)  
Rhonda Bowers, Labor Representative

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance & Information Services  
Karl Otterstrom, Director of Planning & Development  
Nancy Williams, Director of Human Resources  
Beth Bousley, Director of Communications & Customer  
Service  
Emily Arneson, Ombudsman & Accessibility Officer

### **MEMBERS ABSENT**

Josh Kerns, Spokane County  
Ed Pace, City of Spokane Valley  
Aspen Monteleone, Small Cities Representative  
(Airway Heights)  
Tom Trulove, Small Cities Representative  
(Cheney) *Ex Officio*  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC  
Tracey Christianson, Washington Transit Insurance Pool

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1. **CALL TO ORDER AND ROLL CALL**  
Chair Haley called the meeting to order at 1:33 p.m. and conducted roll call.
  2. **APPROVE BOARD AGENDA**  
**Mr. Langford moved to approve the Board agenda, Mr. Higgins seconded and the motion passed unanimously.**
  3. **PUBLIC EXPRESSIONS**  
Cameryn Flynn, Transportation Manager at Spokane Neighborhood Action Program (SNAP) spoke in support of the bus subsidy grant (agenda item 7.D). As a result of this program, low income riders will be assisted and may remain active. With the upcoming fare increase next year they would probably be unable to afford a bus pass and they may be ineligible for other social service options.
  4. **RECOGNITIONS AND PRESENTATIONS**  
None.
  5. **PUBLIC HEARING**
    - A. **Connect Spokane Update: Revised Draft Amendments**  
Ms. Haley opened the public hearing at 1:38 p.m.

Mr. Otterstrom presented the proposed amendments to *Connect Spokane*. The process began last year with the Board adoption of the project scope. Stakeholder meetings and workshops followed, culminating in an Open House at the Plaza. Following today's public hearing, the Board will take action at the December 14 meeting.

Connect Spokane Scope of Updates:

**Part I**

- General clean up and update of introduction

**Parts II and III**

- Transportation Network Companies (TNCs) Uber and Lyft
- Dynamic Routing
- Mobility Hubs
- Fare Technology
- Transit Oriented Development
- Safety and Security
- Autonomous Technology

New and Updated sections of the plan include:

- **High Performance Transit (HPT)** ongoing to increase frequency and express routes including station design for the Central City Line (CCL).
- **Flexible Services** featuring a more expansive and inclusive Rideshare program. Vanpool for example could be integrated with modes such as Uber and Lyft and also bike sharing.
- **Sustainability** of the fleet including fleet replacement schedules.
- **Transit Asset Management** and preservation plans will be discussed by the Planning & Development Committee in 2018 including updating stops, shelters, stations and bike facilities as well as infrastructure for Uber and Lyft.
- **Mobility Hubs** include the Plaza and other major construction facilities such as transit centers that allow passengers to conveniently switch between travel modes.
- **Fare Technology** is being reviewed with an emphasis on off-board payment.
- **Transit Oriented Development** includes land use, density and parking.
- **Safety** including employee training.
- **Energy** discussion will focus on a shift to electric vehicles.

Ms. Waldref referred to the recent project on East Sprague Avenue on which STA worked closely with the City of Spokane to provide level boarding, new shelters and other improvements. She asked if this will be done elsewhere.

Mr. Otterstrom said there are opportunities for this type of improvement in other locations and Mr. Wells, Deputy Director of Capital Projects, has been key to such projects on the west side of the state when he worked at King County Metro.

Chair Haley asked three times for comments from the public. Hearing none, she closed the public hearing at 1:54 p.m.

At 1:56 p.m., Mr. French joined the meeting by phone.

6. EXECUTIVE SESSION

At 2:00 p.m., Chair Haley announced that the Board would adjourn for an Executive Session for the following purposes:

1. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.
2. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
3. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1)(i)).

The STA Board of Directors will reconvene in open session at approximately 2:15 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 2:15 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 2:30 p.m.  
 At 2:30 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 2:35 p.m.  
 At 2:35 p.m., Ms. Warren, announced the Board of Directors will reconvene at 2:45 p.m.  
 At 2:45 p.m., Ms. Warren, announced the Board of Directors will reconvene at 2:53 p.m.

At 2:53 p.m. the Board of Directors reconvened.

**Ms. Waldref moved to approve a contract with ATU 1015 on terms negotiated by the parties effective April 1, 2017 through March 31, 2020. Mr. Langford seconded and the motion passed unanimously.**

Mr. French left the meeting at 2:57 p.m.

7. BOARD ACTION – CONSENT AGENDA

**Mr. Langford moved to approve consent agenda items 6.A through F, Ms. Waldref seconded and the motion passed unanimously:**

- A. Approve the minutes of the October 19, 2017 Board meeting.
- B. Approve the following vouchers and payroll for October, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers	Nos. 595739 - 596173	\$ 3,285,609.61
Workers Comp Vouchers	Nos. 220079 – 220322	\$ 98,362.81
Payroll 10/13/17	ACH – 10/13/17	\$ 1,879,401.99
Payroll 10/27/17	ACH – 10/27/17	\$ 1,134,248.21
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,272.15
<b>OCTOBER TOTAL</b>		<b>\$ 6,404,894.77</b>

- C. Authorize the CEO to negotiate an extension to the STA Plaza Property Management contract with NAI Black not to exceed six months and execute all documents necessary to amend the STA Property Management contract to effect the negotiated terms.
- D. Adopt a resolution creating the Supplemental Low Income Pass Subsidy Program as a pilot project for 2018 and 2019.
- E. Adopt a resolution approving the Vanpool Fare Policy and Procedures for the Vanpool Program.
- F. Approve the Award of Contract to Occupational Medicine Associates for drug and alcohol testing, medical review officer services, and occupational health service for a five-year period at a cost of approximately \$230,000 for the entire term of the contract and authorize the CEO to execute and administer said contract.

8. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

None.

9. BOARD ACTION – OTHER: None.

10. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley said the committee discussed the Central City Line project and Board leadership transitions.

11. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Otterstrom said the committee reviewed and discussed *Connect Spokane*.

12. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee discussed the Board consent agenda items and recommended approval to the full Board.

Chair Haley announced that there will be a special meeting of the Board Operations Committee on December 7 when the committee will have an Executive Session to discuss the performance of a public employee.

13. CEO REPORT

Ridership

Fixed Route bus ridership in October 2017 increased by 4.9% over October 2016 for a year-to-date increase of 0.2%. On time performance was 93%.

Paratransit ridership increased by 5.7% over October 2016 for a year-to-date increase of 1.6%.

Vanpool ridership decreased by 4.9% over October 2016 for a year-to-date decrease of 6.1% with 4 fewer vans in service (84 vs. 88). There is a new vanpool group at the Airway Heights Correction Center.

*October 2017 had one more weekday than October 2017.*

Revenue Update

Non-Capital revenue through September 2017 at \$61.0M is 78.8% of the budget.

October 2017 sales tax revenue (collected on August 2017 retail sales) increased 32.9% over October 2016 actual\* for a year-to-date increase of 16.9% year-to-date actual and 10.4% over budget.

\*The extra one tenth of one percent sales tax approved by voters in November 2016 is included.

Also included is a one-time use tax of \$334,000.

#### Expenditure Update

Operating expenditures through September 2017 at \$46.6M are 67.4% of the budget. The timing of fuel and other expenditures can cause this percentage to vary significantly.

#### STA Fare Collection Kick Off

The last farebox installation project was in 2006. With new technology now available STA is looking at updating the fare collection system. IBI Group has been selected to identify riders' needs; a Request for Proposals (RFP) will be issued in February 2018 and a contract awarded in the spring.

#### Washington State Transportation Commission

Members of the Commission met in Spokane this week and Mr. Otterstrom took them on a tour of STA's new projects. Mr. Rapez-Betty, STA's Customer and Community Relations Manager, was a speaker at the meeting.

#### Garth Brooks Concerts

Over 1,000 concert-goers rode the bus from downtown to the Arena. Additional buses were added to the normal schedule. Thanks go to Ms. Bousley, Director of Communications & Customer Service for the outreach process and to Operations for their assistance. The service was well-received by the public.

#### Retirement Reception for Steve Blaska

Board members are invited to attend this event to be held on Tuesday, December 5 between 10 a.m. and 11:30 p.m.

Ms. Waldref asked if a candidate for Mr. Blaska's position has been chosen.

Ms. Meyer said an offer has been made to an impressive candidate who will begin on November 27.

14. BOARD INFORMATION
  - A. Committee Minutes
  - B. September 2017 Financial Results Summary
  - C. October 2017 Sales Tax Revenue
  - D. September 2017 Operating Indicators
  - E. STA Holiday Service and Office Hours
  - F. Downtown Spokane Plan Update
  - G. Central City Line Project Development Update
15. NEW BUSINESS – None.
16. BOARD MEMBERS' EXPRESSIONS – None.

17. ADJOURNED  
With no further business to come before the Board and Chair Haley adjourned the meeting at 3:07 p.m.

Respectfully submitted,



Jan Watson  
Executive Assistant to the CEO  
& Clerk of the Authority

A video of the Board meeting may be viewed on STA's website [www.spokanetransit.com](http://www.spokanetransit.com) the week after the meeting.

Cable 5 Broadcast Dates and Times of November 16, 2017 Board Meeting:

Saturday, Nov 18, 2017	4:00 p.m.
Monday, Nov 20, 2017	10:00 a.m.
Tuesday, Nov 21, 2017	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	<b>Nov 29, 2017, 10:00 a.m.</b> (Southside) 1229 West Boone
Performance Monitoring & External Relations	<b>Nov 29, 2017, 1:30 p.m.</b> (Southside) 1229 West Boone
Board Operations	<b>Dec 6, 2017, 1:30 p.m.</b> (Northside) 1230 West Boone

Next Board Meeting: **December 14, 2017, 10:00 a.m.** STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

**\*\*NOTE: All December meetings are a week earlier than usual due to the holidays and the December 14 Board meeting will begin at 10:00 a.m.**

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 5.B.:**

NOVEMBER 2017 VOUCHERS - MOTION

**REFERRAL COMMITTEE:**

N/A

**SUBMITTED BY:**

Lynda Warren, Director of Finance & Information Services  
Lynn Holmes, Financial Services Manager  
Tammy Johnston, Budget and Accounting Manager

**SUMMARY:** The following warrants and ACH transfers for the period of November 1 through 30, 2017 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.

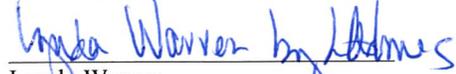
<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (November)	Nos. 596174 - 596528	\$ 3,024,287.26
Workers Comp Vouchers (November)	Nos. 220323 - 220740	\$ 199,068.34
Payroll 11/10/17	ACH - 11/10/17	\$ 1,607,382.54
Payroll 11/24/17	ACH - 11/24/17	\$ 1,121,746.89
WA State - DOR (Use Tax)	ACH - W0640	\$ 7,763.15
<b>NOVEMBER TOTAL</b>		<b>\$ 5,960,248.18</b>

Certified:

  
\_\_\_\_\_  
Tammy Johnston  
Budget and Accounting Manager

  
\_\_\_\_\_  
Lynn Holmes  
Financial Services Manager

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

  
\_\_\_\_\_  
Lynda Warren  
Director of Finance & Information Services  
(Auditing Officer)

**RECOMMENDATION TO BOARD:** Approve claims as listed above.

**FINAL REVIEW FOR BOARD BY:**

Division Head LW by LH

Chief Executive Officer ESM / LH

Legal Counsel LM

Spokane Transit Authority  
Vouchers - November 2017

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/03/17	596174	Moline Inc	1042	484.78
11/03/17	596175	Alcobra Metals Inc	2140	222.04
11/03/17	596176	Amazon Capital Services Inc	2098	57.99
11/03/17	596177	Northwest Industrial Services LLC	1058	319.25
11/03/17	596178	Applied Indust Tech Inc	1067	392.22
11/03/17	596179	Argus Integrated Services LLC	1071	6,844.80
11/03/17	596180	Arnett Testing & Distribution of Washington LLC	1073	118.69
11/03/17	596181	Assa Abloy Entrance Systems US Inc	1047	584.00
11/03/17	596182	NAF Fairchild AFB	1466	11.45
11/03/17	596183	NAF Fairchild AFB	1466	36.00
11/03/17	596184	Avista Corporation	1081	27,213.99
11/03/17	596185	Barracuda Networks Inc	1087	2,013.75
11/03/17	596186	Cleland Investments	2038	31.01
11/03/17	596187	Robert J Berg	1099	250.02
11/03/17	596188	Blanchard Auto Electric	1109	682.56
11/03/17	596189	Briggs Marketing Inc	2143	744.00
11/03/17	596190	Canon Financial Services Inc	1154	220.87
11/03/17	596191	QWEST Corporation	1148	215.76
11/03/17	596192	Cook Hammond & Kell Inc	1155	7,750.00
11/03/17	596193	City of Spokane	1601	2,139.49
11/03/17	596194	City of Spokane	1601	13,184.92
11/03/17	596195	City of Spokane Valley Finance Department	1614	132,391.90
11/03/17	596196	COAST Transportation	2040	2,474.00
11/03/17	596197	Compunet Inc	1166	3,605.64
11/03/17	596198	Conseal Containers LLC	1176	347.08
11/03/17	596199	Consolidated Irrigation	1177	82.68
11/03/17	596200	Contract Resource Group Inc	1178	2,121.66
11/03/17	596201	Cummins Inc	1027	9,365.39
11/03/17	596202	The Whalley Glass Co	1028	4,290.00
11/03/17	596203	FedEx	1808	14.36
11/03/17	596204	Frankie V Ghee	2112	217.60
11/03/17	596205	Kevin Freeman	1911	479.09
11/03/17	596206	Gordon Truck Centers Inc	1018	710.71
11/03/17	596207	Al French	1266	355.80
11/03/17	596208	Galls LLC	1271	1,199.07
11/03/17	596209	Gard Communications Inc	1272	2,307.00
11/03/17	596210	The General Store	1956	277.42
11/03/17	596211	Gillig LLC	1279	33,530.99
11/03/17	596212	W.W. Grainger Inc	1285	189.49
11/03/17	596213	Graybar Electric Co Inc	1287	271.67
11/03/17	596214	Hogan Mfg Inc	1008	384.60
11/03/17	596215	Humanix Corp	1329	9,074.04
11/03/17	596216	I/O Controls Corpotation	1334	1,083.23
11/03/17	596217	Oil Price Information Service LLC	1346	125.12
11/03/17	596218	Inland Northwest Business Alliance	1350	350.00
11/03/17	596219	Josh Kerns	2147	316.69
11/03/17	596220	Kone Inc	1380	1,642.88
11/03/17	596221	Life Ins Co of N America	1397	14,017.40
11/03/17	596222	Loomis Armored US LLC	1408	8,392.22
11/03/17	596223	Michael Boodel	1804	952.70
11/03/17	596224	Car Wash Partners Inc	1436	6.40
11/03/17	596225	Mohawk Manufacturing & Supply Co	1011	2,403.46
11/03/17	596226	Mountain Crest Enterprises Inc	2088	1,344.47
11/03/17	596227	Black Realty Management Inc	1658	51,401.12
11/03/17	596228	Genuine Parts Company	1014	624.46
11/03/17	596229	NAPA Auto Parts Inc	1014	52.05
11/03/17	596230	The Aftermarket Parts Company LLC	1015	1,840.03
11/03/17	596231	Office Depot Inc	1483	1,539.08
11/03/17	596232	Ann Jones	900	8.68
11/03/17	596233	Oxarc Inc	1002	324.22
11/03/17	596234	Premera Blue Cross	1521	729.73
11/03/17	596235	Premera Blue Cross	1521	346,258.61
11/03/17	596236	Professional Finishes	1526	6,557.40

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/03/17	596237	Multi Service Technology Solutions Inc	2146	725.05
11/03/17	596238	S & J Engines Inc	1801	816.00
11/03/17	596239	Safety Kleen Systems Inc	1564	1,484.79
11/03/17	596240	Vanessa Bogensberger	1582	749.55
11/03/17	596241	Special Mobility Services Inc	2122	3,522.27
11/03/17	596242	Wick Enterprizes LLC	2008	421.60
11/03/17	596243	Spokane Pump Inc	1609	634.65
11/03/17	596244	Spokane Regional Health District	1611	1,095.40
11/03/17	596245	Spokane Valley Power Tool	1615	80.47
11/03/17	596246	STA Operations	1556	476.61
11/03/17	596247	Standard Digital Print Co Inc	1623	27.21
11/03/17	596248	Staples Advantage	1627	661.14
11/03/17	596249	Summit Rehabilitation Associates PLLC	1638	455.00
11/03/17	596250	Symetra Life Insurance Company	1562	3,738.00
11/03/17	596251	Terminal Supply Inc	1648	1,124.69
11/03/17	596252	Vic B Linden & Sons Sign Advertising Inc	1401	343.81
11/03/17	596253	Voith Turbo Inc	1697	66.11
11/03/17	596254	Washington State	1709	3,561.33
11/03/17	596255	Washington State	1208	1,177.50
11/03/17	596256	Washington State Dept of Labor and Industries	1208	76,521.50
11/03/17	596257	Walter E Nelson Co	1721	4,194.91
11/03/17	596258	Waste Management Spokane	1702	286.31
11/03/17	596259	Wells Fargo Financial Leasing Inc	1735	1,376.17
11/03/17	596260	Wendle Motors Incorporated	1021	3,404.57
11/03/17	596261	Whites Boots Inc	1744	433.02
11/03/17	596262	Whitley Fuel LLC	2016	41,717.76
11/03/17	596263	Witherspoon Brajcich McPhee PLLC	1843	7,993.41
11/03/17	596264	Washington State Transit Assoc	1715	55.00
11/09/17	596265	US Bank National Association	1698	17,068.81
11/10/17	596266	CBS Reporting Inc	1035	27.00
11/10/17	596267	AFSCME	1328	374.90
11/10/17	596268	AFSCME	1328	138.00
11/10/17	596269	Amazon Capital Services Inc	2098	1,062.30
11/10/17	596270	Aronson Security Group	1070	77.52
11/10/17	596271	Amalg Transit Union #1015	1055	16,734.39
11/10/17	596272	Amalg Transit Union #1598	1056	570.63
11/10/17	596273	Avista Corporation	1081	15,270.83
11/10/17	596274	Battery Systems Inc	1089	8,750.23
11/10/17	596275	Cleland Investments	2038	35.36
11/10/17	596276	Kimberlee Dawn Betts	1961	4,000.00
11/10/17	596277	Blanchard Auto Electric Co	1109	436.71
11/10/17	596278	Blanchard Auto Electric	1109	533.47
11/10/17	596279	The Braun Corporation	1117	161.25
11/10/17	596280	Brown Bearing	1022	448.89
11/10/17	596281	Daniel H Brunner Trustee	1124	2,134.00
11/10/17	596282	California Department of Child Support Services	1130	118.61
11/10/17	596283	Carquest Auto Parts	1025	2,334.81
11/10/17	596284	Cascade Centers Inc	1142	1,601.70
11/10/17	596285	CDW-Government	1132	1,189.72
11/10/17	596286	QWEST Corporation	1148	308.72
11/10/17	596287	QWEST Corporation	1148	118.64
11/10/17	596288	City of Spokane	1601	7,241.67
11/10/17	596289	Coffman Engineers Inc	1162	1,937.24
11/10/17	596290	Comcast Holdings Corporation	1170	116.17
11/10/17	596291	Comcast Holdings Corporation	1170	132.87
11/10/17	596292	Comcast Holdings Corporation	1170	121.15
11/10/17	596293	Community-Minded Enterprises	1173	1,600.00
11/10/17	596294	Compunet Inc	1166	3,099.93
11/10/17	596295	CCGS Holdings Corp	1511	1,842.09
11/10/17	596296	Cummins Inc	1027	1,373.04
11/10/17	596297	The Whalley Glass Co	1028	1,560.00
11/10/17	596298	Dell Marketing LP	1204	41,349.51
11/10/17	596299	Department of Social and Health Services	1210	3,496.09

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
11/10/17	596300	Employee Advisory Council	1236	500.50
11/10/17	596301	El Jay Oil Co Inc	1003	2,282.30
11/10/17	596302	FedEx	1808	15.85
11/10/17	596303	Ferrellgas	1833	2,316.34
11/10/17	596304	Galls LLC	1271	1,765.34
11/10/17	596305	W.W. Grainger Inc	1285	500.18
11/10/17	596306	Graybar Electric Co Inc	1287	75.21
11/10/17	596307	Home Depot Credit Services	1318	1,500.93
11/10/17	596308	Humanix Corp	1329	285.60
11/10/17	596309	Kershaw's Inc	1374	78.51
11/10/17	596310	Les Schwab Tire Centers of Washington Inc	1393	5,858.52
11/10/17	596311	Modern Office Equipment Inc	1440	163.20
11/10/17	596312	Mohawk Manufacturing & Supply Co	1011	89.55
11/10/17	596313	MV Public Transportation Inc	1452	299,442.64
11/10/17	596314	Genuine Parts Company	1014	2,912.45
11/10/17	596315	NAPA Auto Parts Inc	1014	1,925.81
11/10/17	596316	National Color Graphics Inc	1455	852.99
11/10/17	596317	Office Depot Inc	1483	337.29
11/10/17	596318	Office Relief Inc	1991	853.90
11/10/17	596319	Professional Finishes	1526	1,044.60
11/10/17	596320	Pure Filtration Products Inc	1531	805.33
11/10/17	596321	Multi Service Technology Solutions Inc	2146	258.92
11/10/17	596322	S T A - Well	1557	367.00
11/10/17	596323	Safety Kleen Systems Inc	1564	1,179.20
11/10/17	596324	SBA Towers II LLC	1569	2,019.05
11/10/17	596325	Securitas Security Svcs	1574	13,745.92
11/10/17	596326	SHI International Corp	1581	617.72
11/10/17	596327	Vanessa Bogensberger	1582	2,609.89
11/10/17	596328	Solarwinds Inc	1812	429.76
11/10/17	596329	Spokane County Treasurer	1603	1,490.71
11/10/17	596330	Spokane Optical Company LLC	1607	254.00
11/10/17	596331	The Spokesman Review	1616	979.69
11/10/17	596332	Standard Digital Print Co Inc	1623	48.47
11/10/17	596333	Staples Advantage	1627	70.14
11/10/17	596334	State of Arizona	1770	308.33
11/10/17	596335	State of Arizona - Child Support Enforcement	1770	185.92
11/10/17	596336	Summit Law Group PLLC	1637	472.00
11/10/17	596337	Summit Rehabilitation Associates PLLC	1638	70.00
11/10/17	596338	Terminal Supply Inc	1648	2,529.71
11/10/17	596339	The Engraver Inc	1242	50.59
11/10/17	596340	Titan Truck Equipment Inc	1655	640.83
11/10/17	596341	American Service Corp	1663	950.00
11/10/17	596342	TransitNews.net	1664	599.94
11/10/17	596343	Stephen Hirano	1665	250.00
11/10/17	596344	United Way of Spokane County	1684	321.00
11/10/17	596345	U S Healthworks Medical Group of Washington PS	1679	95.00
11/10/17	596346	USSC Acquisition Corp	1676	764.01
11/10/17	596347	Verizon Wireless LLC	1686	5,784.27
11/10/17	596348	American Federation of State County 2 WA Council	1705	1,624.38
11/10/17	596349	Walter E Nelson Co	1721	2,962.42
11/10/17	596350	Wells Fargo Financial Leasing Inc	1735	497.22
11/10/17	596351	West Plains Chamber of Commerce	1739	625.00
11/10/17	596352	Whitley Fuel LLC	2016	102,580.80
11/16/17	596353	A to Z Rentals	1033	224.78
11/16/17	596354	Inland Welding Supply Inc	1032	195.95
11/16/17	596355	Coeur D'Alene Tractor Co Inc	1038	152.86
11/16/17	596356	Allied Electronics Inc	1049	595.51
11/16/17	596357	Allied Safe & Vault Co Inc	1052	56.58
11/16/17	596358	Amazon Capital Services Inc	2098	1,376.23
11/16/17	596359	Argus Integrated Services LLC	1071	3,422.40
11/16/17	596360	Appleway Chevrolet Inc	1068	1,149.45
11/16/17	596361	Avista Corporation	1081	1,717.05
11/16/17	596362	Battery Systems Inc	1089	85.17
11/16/17	596363	Blanchard Auto Electric Co	1109	538.29
11/16/17	596364	Brown Bearing	1022	423.23
11/16/17	596365	Camp Automotive Inc	1024	449.35
11/16/17	596366	Carquest Auto Parts	1025	3,290.41
11/16/17	596367	CBS Collections Inc	1186	977.54

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/16/17	596368	Consolidated Electrical Distributors Inc	1133	25.26
11/16/17	596369	QWEST Corporation	1148	25.60
11/16/17	596370	City of Cheney - Utility	1158	317.72
11/16/17	596371	City of Medical Lake	1424	82.04
11/16/17	596372	Clean Concepts Group Inc	1471	90.88
11/16/17	596373	Idaho Truck Specialties LLC	1161	174.28
11/16/17	596374	Kathleen M Collins	1163	4,642.75
11/16/17	596375	Columbia Ford Inc	1167	36,797.04
11/16/17	596376	Compunet Inc	1166	870.40
11/16/17	596377	WA State Consolidated Technology Services	1712	123.88
11/16/17	596378	Washington State Dept of Corrections	1708	1,025.98
11/16/17	596379	Cummins Inc	1027	262.79
11/16/17	596380	GEM Inc	1005	505.92
11/16/17	596381	Edge Construction Supply Inc	1224	199.10
11/16/17	596382	Electrical Service Products Inc	1230	65.28
11/16/17	596383	Fastenal Company	1249	1,823.79
11/16/17	596384	Galls LLC	1271	2,529.07
11/16/17	596385	The General Store	1956	295.09
11/16/17	596386	Gillig LLC	1279	29,953.32
11/16/17	596387	W.W. Grainger Inc	1285	4,633.76
11/16/17	596388	H & H Business Systems	1298	1,598.20
11/16/17	596389	Haley Pamela	2043	411.20
11/16/17	596390	Halme Construction Inc	2090	139,902.85
11/16/17	596391	Hogan Mfg Inc	1008	202.28
11/16/17	596392	HRA Veba Trust	1415	20,288.10
11/16/17	596393	Humanix Corp	1329	6,982.55
11/16/17	596394	Kershaw's Inc	1374	112.98
11/16/17	596395	Kirk's Automotive Inc	1007	112.50
11/16/17	596396	Kone Inc	1380	821.44
11/16/17	596397	Les Schwab Tire Centers of Washington Inc	1393	2,120.54
11/16/17	596398	Liberty Lake Sewer and Water District	1396	99.90
11/16/17	596399	M & L Supply Co Inc	1413	19.39
11/16/17	596400	Magaldi & Magaldi Inc	1416	305.89
11/16/17	596401	Maintenance Solutions	1418	236.34
11/16/17	596402	Modern Electric Water Co Inc	1439	2,240.46
11/16/17	596403	Mor/Ryde Int'l Inc	1447	138.87
11/16/17	596404	Motion Auto Supply Inc	1012	656.55
11/16/17	596405	Genuine Parts Company	1014	1,549.89
11/16/17	596406	NAPA Auto Parts Inc	1014	6,874.38
11/16/17	596407	Legend Investments Inc	1454	56.52
11/16/17	596408	The Aftermarket Parts Company LLC	1015	48.03
11/16/17	596409	Nick's Custom Boots LLC	1464	877.92
11/16/17	596410	Norlift Inc	1470	188.47
11/16/17	596411	CSWW Inc	1102	426.95
11/16/17	596412	North 40 Outfitters	1102	556.23
11/16/17	596413	Northern Energy - 1790	1064	6.36
11/16/17	596414	Northwest Vital Records Center Inc	1476	561.94
11/16/17	596415	Office Depot Inc	1483	1,765.10
11/16/17	596416	Pacific Power Group LLC	1496	95.28
11/16/17	596417	Power Machine Service Inc	1519	556.19
11/16/17	596418	Pressworks Inc	1522	936.77
11/16/17	596419	Professional Finishes	1526	2,107.36
11/16/17	596420	Pure Filtration Products Inc	1531	205.31
11/16/17	596421	Multi Service Technology Solutions Inc	2146	129.45
11/16/17	596422	Roadwise Inc	1546	3,197.86
11/16/17	596423	Schetky Northwest Sales Inc	1570	390.70
11/16/17	596424	Six Robbles Inc	1017	221.86
11/16/17	596425	Spokane County Environmental Services	1603	548.25
11/16/17	596426	Spokane Hardware Supply	1604	13.27
11/16/17	596427	Spokane House of Hose Inc	1605	963.07
11/16/17	596428	Spokane Pump Inc	1609	429.76
11/16/17	596429	Sportworks Northwest Inc	1617	320.57
11/16/17	596430	Standard Digital Print Co Inc	1623	856.03
11/16/17	596431	Thermo King Northwest Inc	1650	493.72
11/16/17	596432	Trapeze Software Group	1669	18,006.40
11/16/17	596433	Auble Jolicoeur & Gentry Inc	2135	2,950.00
11/16/17	596434	Walter E Nelson Co	1721	461.90
11/16/17	596435	WCP Solutions	1737	1,490.60
11/16/17	596436	Wells Fargo Financial Leasing Inc	1735	667.86

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/16/17	596437	Wendle Motors Incorporated	1021	92.06
11/16/17	596438	Western States Equipment	1740	17.43
11/16/17	596439	Whitley Fuel LLC	2016	81,904.28
11/16/17	596440	Whitworth Water District No 2	1746	284.17
11/22/17	596441	2120 Creative LLC	1819	475.00
11/22/17	596442	Inland Welding Supply Inc	1032	411.43
11/22/17	596443	Moline Inc	1042	493.11
11/22/17	596444	AFSCME	1328	381.13
11/22/17	596445	AFSCME	1328	142.00
11/22/17	596446	Amazon Capital Services Inc	2098	435.40
11/22/17	596447	American Planning Assoc	1061	306.00
11/22/17	596448	Aramark Uniform & Career Apparel Group Inc	1069	10,798.65
11/22/17	596449	Arnett Testing & Distribution of Washington LLC	1073	75.53
11/22/17	596450	Amalg Transit Union #1015	1055	16,734.59
11/22/17	596451	Amalg Transit Union #1598	1056	570.63
11/22/17	596452	Amalg Transit Union-Cope	1057	393.79
11/22/17	596453	Austin Micheal	1078	35.00
11/22/17	596454	Battery Systems Inc	1089	172.38
11/22/17	596455	Cleland Investments	2038	51.68
11/22/17	596456	Blanchard Auto Electric Co	1109	523.19
11/22/17	596457	The Braun Corporation	1117	250.68
11/22/17	596458	Daniel H Brunner Trustee	1124	2,134.00
11/22/17	596459	California Department of Child Support Services	1130	118.61
11/22/17	596460	Camp Automotive Inc	1024	81.64
11/22/17	596461	Camtek Inc	2145	293.76
11/22/17	596462	Consolidated Electrical Distributors Inc	1133	2,166.21
11/22/17	596463	QWEST Corporation	1148	48.90
11/22/17	596464	CH2M Hill Inc	1131	48,574.70
11/22/17	596465	COAST Transportation	2040	3,369.50
11/22/17	596466	Compunet Inc	1166	1,999.20
11/22/17	596467	CCGS Holdings Corp	1511	1,842.09
11/22/17	596468	Cummins Inc	1027	17,420.74
11/22/17	596469	Desautel Hege	1839	38,675.16
11/22/17	596470	Department of Social and Health Services	1210	3,334.55
11/22/17	596471	Employee Advisory Council	1236	502.50
11/22/17	596472	East Spokane Business Association	1795	125.00
11/22/17	596473	Fastenal Company	1249	125.57
11/22/17	596474	Gordon Truck Centers Inc	1018	262.03
11/22/17	596475	Galls LLC	1271	1,756.77
11/22/17	596476	Diamond Auto Glass Inc	1308	444.58
11/22/17	596477	W.W. Grainger Inc	1285	758.75
11/22/17	596478	Graybar Electric Co Inc	1287	1,232.39
11/22/17	596479	H & H Business Systems	1298	344.22
11/22/17	596480	H & H Business Systems	1298	511.26
11/22/17	596481	H W Lochner Inc	1405	172,435.27
11/22/17	596482	Halme Construction Inc	2090	361,108.88
11/22/17	596483	Hogan Mfg Inc	1008	59.03
11/22/17	596484	Humanix Corp	1329	2,775.08
11/22/17	596485	Kaiser Foundation Health Plan of Washington	1296	2,217.67
11/22/17	596486	Kaiser Foundation Health Plan of Washington	1296	20,162.43
11/22/17	596487	Kaiser Foundation Health Plan of Washington	1296	186,145.49
11/22/17	596488	Kaiser Foundation Health Plan of WA Options Inc	1295	1,921.10
11/22/17	596489	Kaiser Foundation Health Plan of WA Options Inc	1295	12,860.10
11/22/17	596490	Kershaw's Inc	1374	61.29
11/22/17	596491	Loomis Armored US LLC	1408	4,663.82
11/22/17	596492	Chip Mielke	2150	163.20
11/22/17	596493	Black Realty Management Inc	1658	14,267.75
11/22/17	596494	Netmotion Software Inc	1461	380.80
11/22/17	596495	The Aftermarket Parts Company LLC	1015	4,508.03
11/22/17	596496	Occupational Medicine Associates PS	1482	5,264.00
11/22/17	596497	Office Depot Inc	1483	29.92
11/22/17	596498	Office Depot Inc	1483	814.55
11/22/17	596499	CATHY CARLSON	901	13.00
11/22/17	596500	Cynthia A McLaughlin	900	59.63
11/22/17	596501	Oxarc Inc	1002	51.71
11/22/17	596502	Pacific Power Group LLC	1496	273.75
11/22/17	596503	Power Machine Service Inc	1519	92.44
11/22/17	596504	VF Management Ltd	1525	69,728.00
11/22/17	596505	S T A - Well	1557	365.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/22/17	596506	Schetky Northwest Sales Inc	1570	448.42
11/22/17	596507	Securitas Security Svcs	1574	33,350.43
11/22/17	596508	Vanessa Bogensberger	1582	1,165.96
11/22/17	596509	SouthStar Supply Co	2144	119.95
11/22/17	596510	Spokane County Treasurer	1603	1,485.62
11/22/17	596511	Spokane House of Hose Inc	1605	869.97
11/22/17	596512	Spokane Optical Company LLC	1607	235.00
11/22/17	596513	Sportworks Northwest Inc	1617	498.79
11/22/17	596514	Standard Digital Print Co Inc	1623	791.39
11/22/17	596515	Staples Advantage	1627	111.70
11/22/17	596516	State of Arizona	1770	308.33
11/22/17	596517	State of Arizona - Child Support Enforcement	1770	185.92
11/22/17	596518	Summit Rehabilitation Associates PLLC	1638	315.00
11/22/17	596519	RKT Inc	1817	45,602.27
11/22/17	596520	TrendSource Inc	1671	4,699.68
11/22/17	596521	TRISTAR Risk Management	2124	484.42
11/22/17	596522	Tyler Technologies Inc	1675	1,511.04
11/22/17	596523	United Way of Spokane County	1684	321.00
11/22/17	596524	American Federation of State County 2 WA Council	1705	1,638.41
11/22/17	596525	Wells Fargo Financial Leasing Inc	1735	1,543.93
11/22/17	596526	Western States Equipment	1740	12.19
11/22/17	596527	Washington State Transit Insurance Pool	1703	25,140.00
11/22/17	596528	Verizon	2142	8,376.11
TOTAL NOVEMBER ACCOUNTS PAYABLE				3,024,287.26
11/1/17-11/30/17	220323-220740	WORKER'S COMPENSATION WARRANTS	VARIES	199,068.34
TOTAL NOVEMBER WORKER'S COMPENSATION DISBURSEMENTS				199,068.34
11/10/17	724115-724155	PAYROLL AND TAXES PR 23,17	VARIES	1,607,382.54
11/24/17	724156-724199	PAYROLL AND TAXES PR 24,17	VARIES	1,121,746.89
TOTAL NOVEMBER PAYROLL AND TAXES				2,729,129.43
11/27/17	ACH	WA STATE - DOR (USE TAX)	1767	7,763.15
TOTAL NOVEMBER EXCISE TAX DISBURSEMENT				7,763.15
TOTAL NOVEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				5,960,248.18
TOTAL NOVEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL NOVEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				5,960,248.18

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 5.C. :** 2018 BOARD & COMMITTEE MEETING CALENDAR

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

**SUBMITTED BY:** Jan Watson, Clerk of the Board

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**SUMMARY:**

Attached is a proposed schedule for 2018 Board and Committee meeting dates. Board meetings will be held on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue, at 1:30 p.m. The Planning & Development Committee and Performance Monitoring & External Relations Committee meetings will be held on the first Wednesday of the month at the Spokane Transit Southside Conference Room, 1230 West Boone Avenue, at 10:00 a.m. and 1:30 p.m. respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, at 1:30 p.m.

Please note the following exceptions:

**JANUARY**

No Planning & Development or Performance Monitoring & External Relations Committee meetings are scheduled.

**FEBRUARY:**

Planning & Development and Performance Monitoring & External Relations Committee meetings are earlier than usual, January 31, since the month begins on a Thursday. The Board Operations Committee will meet on the first Wednesday, February 7.

**MARCH:**

Planning & Development and Performance Monitoring & External Relations Committee meetings are earlier than usual, February 28, since the month begins on a Thursday. The Board Operations Committee will meet on the first Wednesday, March 7.

**JULY:**

Due to the holiday, all meetings are a week later than usual.

**AUGUST:**

No Board or Committee meetings are scheduled.

**NOVEMBER:**

Planning & Development and Performance Monitoring & External Relations Committee meetings are earlier than usual, October 31, since the month begins on a Thursday. The Board Operations Committee will meet on the first Wednesday, November 7.

**DECEMBER:**

Due to the holiday, all meetings are a week earlier than usual with the Board meeting at 10:00 a.m. so as not to conflict with the Spokane Regional Transportation Council (SRTC) Board meeting in the afternoon.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the 2018 Board & Committee meeting calendar and forward to the Board consent agenda.

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

**RECOMMENDATION TO BOARD:** By motion, approve the 2018 Board & Committee meeting calendar as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head   /   Chief Executive Officer   ESM   Legal Counsel   LM

**SPOKANE TRANSIT AUTHORITY**  
**2018 BOARD & COMMITTEE MEETING SCHEDULE**  
**Meetings will be held at Spokane Transit**

<b><u>Board Meetings</u></b> <b><u>(Third Thursday) 1:30pm-3:30pm</u></b>	<b><u>Planning &amp; Development Committee</u></b> <b><u>(First Wednesday) 10:00am-11:30am</u></b>
Thursday, January 18	<i>January – No meeting scheduled</i>
Thursday, February 15	<i>Wednesday, January 31 (Feb mtg)</i>
Thursday, March 15	<i>Wednesday, February 28 (Mar mtg)</i>
Thursday, April 19	Wednesday, April 4
Thursday, May 17	Wednesday, May 2
Thursday, June 21	Wednesday, June 6
<i>Thursday, July 26 (4th Thursday)</i>	<i>Wednesday, July 11 (2<sup>nd</sup> Weds)</i>
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Thursday, September 20	Wednesday, September 5
Thursday, October 18	Wednesday, October 3
Thursday, November 15	<i>Wednesday, October 31 (Nov mtg)</i>
<i>Thursday, December 13 (2<sup>nd</sup> Thursday) at 10 am</i>	<i>Wednesday, November 28 (Dec mtg)</i>
<b><u>Board Operations Committee</u></b> <b><u>(Second Wednesday) 1:30pm-3:00pm</u></b>	<b><u>Performance Monitoring</u></b> <b><u>&amp; External Relations Committee</u></b> <b><u>(First Wednesday) 1:30pm-3:00pm</u></b>
Wednesday, January 10	<i>January – No meeting scheduled</i>
<i>Wednesday, February 7 (1st Wednesday)</i>	<i>Wednesday, January 31 (Feb mtg)</i>
<i>Wednesday, March 7 (1st Wednesday)</i>	<i>Wednesday, February 28 (Mar mtg)</i>
Wednesday, April 11	Wednesday, April 4
Wednesday, May 9	Wednesday, May 2
Wednesday, June 13	Wednesday, June 6
<i>Wednesday, July 18 (3<sup>rd</sup> Wednesday)</i>	<i>Wednesday, July 11 (2<sup>nd</sup> Weds)</i>
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Wednesday, September 12	Wednesday, September 5
Wednesday, October 10	Wednesday, October 3
<i>Wednesday, November 7 (1st Wednesday)</i>	<i>Wednesday, Oct 31 (Nov mtg)</i>
<i>Wednesday, December 5 (1st Wednesday)</i>	<i>Wednesday, November 28 (Dec mtg)</i>

**Other meetings:**

**Board Strategic Planning & Budget Workshop on Wednesday July 11, 11:30 am – 1:30 pm (including lunch).**

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 5.D. :** AMENDMENTS TO TARIFF POLICY - RESOLUTION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Laura McAloon, Legal Counsel

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**SUMMARY:**

At the October 19, 2017 meeting, the Board adopted resolution No. 755-17 concerning the STA Tariff Policy and Procedures for Fixed Route and Paratransit Services and rescinding former Resolution No. 716-14.

However, the intent of the Board, as recommended by the Performance Monitoring & External Relations Committee, was to approve amendments to the Tariff Policy previously adopted pursuant to Resolution no. 747-16 and to rescind and supersede Resolution no. 747-16.

It is now necessary to correct the erroneous action taken on October 19, 2017 by revoking and rescinding Resolutions Nos. 747-16 and 755-17 and to adopt the amended Tariff Policy in the form attached "Exhibit A."

**RECOMMENDATION TO BOARD:** Approve, by Resolution, the adoption of an amended Tariff Policy as outlined in Exhibit A, revoking and rescinding Resolution Nos. 747-16 and 755-17.

**FINAL REVIEW FOR BOARD BY:**

Division Head   /   Chief Executive Officer   ESM/   Legal Counsel   LM

RESOLUTION NO \_\_\_\_\_

A RESOLUTION FOR THE PURPOSES OF ADOPTING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT SERVICES; RESCINDING RESOLUTION NUMBERS 747-16 AND 755-17; AND OTHER MATTERS RELATED 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, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and

WHEREAS, on July 21, 2016, the STA Board had adopted Resolution No. 747-16, approving the current version of the Tariff Policy and rescinding Resolution No. 716-14; and

WHEREAS, on October 19, 2017, the STA Board of Directors adopted Resolution No. 755-17 concerning the STA Tariff Policy and Procedures for Fixed Route and Paratransit Services (Tariff Policy) and rescinding former Resolution No. 716-14; and

WHEREAS, on October 19, 2017, the intent of the STA Board, as recommended by the Performance Monitoring & External Relations Committee, was to approve amendments to the Tariff Policy previously adopted pursuant to Resolution No. 747-16 and to rescind and supersede Resolution No. 747-16; and

WHEREAS, it is now necessary to correct the erroneous action taken on October 19, 2017 by revoking and rescinding Resolution Nos. 747-16 and 755-17, and to adopt the amended Tariff Policy in the form attached hereto, and incorporated herein, as Exhibit A.

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

- Section 1. The STA Board of Directors hereby adopts and establishes the description of rates, tolls, and fares identified as the "Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services", a copy of which is attached hereto and incorporated herein as "Exhibit A."
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to implement such rates, tolls and fares as referenced herein and attached hereto to be effective immediately.
- Section 3. Resolution Nos. 747-16 and 755-17, and all amendments thereto, are hereby revoked, rescinded and superseded by this Resolution as of its effective date.
- Section 4. This Resolution shall become effective upon its date of adoption and shall remain in full force and effect until revised by Board Resolution.

ADOPTED by STA at a regular meeting thereof held on the 14th day of December, 2017.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Jan Watson  
Clerk of the Authority

\_\_\_\_\_  
Pamela Haley  
STA Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Attorney for Spokane Transit Authority

## EXHIBIT A

### Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services

- I. **Effective Date:** Effective December 14, 2017, until revised by Resolution of the Spokane Transit Authority Board of Directors.
- II. **Applicability:** This policy applies to all STA fixed route and paratransit services within the STA's service area.
- III. **Tariff Policies:** The Comprehensive Transit Plan articulates the following fare policies.
  - A. **Tariff Philosophy:** Spokane Transit Authority's philosophy is to encourage increased ridership by providing a convenient and reasonably priced method for citizens to enjoy the advantages of public transportation.
  - B. While the fare structure will provide value to our riding customers, a minimum fixed route farebox return<sup>1</sup> objective of 20% of the fully allocated costs<sup>2</sup> of this service is maintained.
  - C. Spokane Transit's operating cost per passenger compares favorably to the Washington State statewide average of urban transit systems. To maintain this favorable comparison, increasing the fixed route ridership component of this metric will be emphasized.
  - D. Minimize complexity – emphasize a simple and easily understood system.
    1. Sustain a flat rate fare structure<sup>3</sup> throughout the Public Transit Benefit Area with fixed fares for regular route/service.
    2. Customers use time-limited passes (two hour, day, monthly, etc.) to accomplish multi-route/directional trips. Transfers are not used.
  - E. Increase pre-payment and reduce the use of cash.
    1. By contract, monthly billing and post-payment may be allowed for employers, institutions and other groups participating in special pass programs.
    2. When possible, existing identification cards (the EWU Eagle Card, etc.) containing appropriate technology (magnetic stripes, chips, etc.) may be used to develop and implement pass programs for groups.
  - F. STA supports opportunities for low-income individuals to use public transportation at a discounted cost. These opportunities should be made available through community programs that subsidize the purchase of standard fare instruments rather than as direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.

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<sup>1</sup> **Farebox return** is measured as the percentage of total operating costs recovered through user fares.

<sup>2</sup> **Fully allocated costs** include all administrative, maintenance, and operational costs applied to delivery of service. This cost is usually reflected as a total cost per hour that a vehicle is in service.

<sup>3</sup> **Flat rate fare structure** means that the fare structure is consistent throughout the entire service area. There is no premium cost based on trip distance or peak service period. The alternative to a flat rate structure is a zonal fare structure in which a system of transit zones are established and different fares are charged for travel within and between zones, or different times of day.

## EXHIBIT A

### IV. Fare Types

- A. Single Ride – direct travel from one origin to one destination on a single vehicle.
- B. Fixed Route Two-Hour Pass – unlimited travel during a consecutive two-hour period on fixed route services.
- C. Paratransit One Ride Pass – unlimited travel during a consecutive two-hour period between paratransit and fixed route services or fixed route service only.
- D. Day Pass – unlimited travel on fixed route service during a given service day.
- E. Fixed Route 31-Day Pass – unlimited travel on fixed route service during a rolling 31-day period effective on first use or on day of purchase depending on fare media.
- F. Paratransit Calendar Monthly Pass – unlimited travel on paratransit or fixed route service during a given calendar month.
- G. City Ticket Pass – unlimited travel on shuttle vehicles during a given calendar month. City Ticket Pass is also valid fare payment on Route 27 – Hillyard and Route 39 – Mission between the Plaza and Arena Park and Ride.
- H. Student Calendar Monthly Pass - unlimited travel on fixed route service during a given calendar month.
- I. 7-Day Rolling Pass – unlimited travel on fixed route service during a rolling 7-day period effective on first use or on day of purchase depending on fare media.

### V. Fare Programs

- A. Fixed Route Reduced Fare – This program is available to people who are: 1) 65 years of age or older; or 2) have a qualifying disability; or 3) have a valid Medicare card issued by the Social Security Administration. An STA-provided reduced fare or paratransit identification card must be shown to the bus operator each time the bus is boarded and the reduced fare paid.
- B. Paratransit Fare – Paratransit eligibility is determined through an application process. Once eligibility is established, individuals are entitled to pay STA's existing reduced fare rate on fixed route services and the paratransit fare on paratransit services. The STA paratransit identification card must be shown to the operator each time the vehicle is boarded and the fare paid when using fixed route services.
- C. Employer Sponsored Bus Pass – Passes are made available, on a contractual basis, to employers with five or more employees, at a discount of up to \$4.00 per monthly pass. The employer must pass on the discount to their employees and offer a discount that at least matches the STA discount.

If an employer has a minimum of 100 participants in the program, the employer may make passes available to all employees at no cost to the employee. If so, STA will sell passes to the employer at 25% discount. This discount is not available on City Ticket Passes.

## EXHIBIT A

- D. Universal Transit Access Pass (U-TAP) – An annual program made available on a contractual basis in which all members of an organization have unlimited access to STA services. The organization pays a fee that allows all identified members of their organization to use STA services for the contracted time period. Eligible participants must be identifiable by an identification card that is readable by STA fare collection equipment. The number of these programs is dependent on the capacity of STA’s fare collection equipment.

The contract price is based on each unlinked trip taken by members of the program. The charge for each unlinked trip is calculated based on an established rate for each route in STA’s system. A rate sheet for each route is published annually and included in the annual contract update.

The participating organization is billed monthly for the previous month’s trips. However, in order to allow participating organizations to budget, contracts will also include a “not to exceed” total price for an annual contract. The “not to exceed” fee will be calculated by STA prior to each contract period. Actual monthly ridership may result in the cost of the contract to be lower than the “not to exceed” fee.

- E. Student Pass – This program provides reduced cost access to public transportation for individuals enrolled in post-secondary education, technical or job/career training institutions.

Eligible educational and training institutions are institutions that either:

1. are qualified providers of federal financial aid and have obtained a Federal School Code; or
2. have obtained a vocational school license issued by the Washington State Workforce Training and Education Coordinating Board.

Any individual who possesses a valid proof of enrollment in a registered institution is eligible for a Student Pass. The price of the Student Pass is the full 31-day adult fare discounted by \$8.00.

- F. Summer Youth Pass – The program provides a youth customer (6-18 years of age) the opportunity to purchase a discounted three month bus pass for June, July and August.
- G. City Ticket – City Ticket is a cooperative effort with the Downtown Spokane Partnership and the Public Facilities District that allows pass holders to park at the Arena Park and Ride lot and use the Plaza-Arena Shuttle and the Southside Medical Shuttle. City Ticket is also valid for Route 27 – Hillyard and Route 39 – Mission between the Plaza and the Arena Park and Ride.
- H. Pass Outlet Program – Adult, Youth, Reduced Fare 31-Day, and 7-Day Passes are made available to authorized Pass Outlets in quantities of at least 100. 31-Day Passes will be provided to the Pass Outlet at a discount of \$3.00 per pass. 7-Day Passes will be provided to the Pass Outlet at a discount of \$1.00 per pass.

### VI. Accepted Fare Media

- A. Cash – Exact fare required in cash or coin, no change will be given, no pennies will be accepted.
- B. Magnetic Stripe Media – These are read by making the appropriate contact between the card and the farebox card reader. Paratransit van operators may record fare use of these for the paratransit rider as needed.

## EXHIBIT A

- C. Proximity Smart Cards – Smart Cards are chip-embedded cards holding data that allows a vast array of potential fare opportunities. The first Smart Card for a customer will be provided free of charge. Replacement card fees will be based on STA's cost to provide the cards. Smart cards can also serve as an identity card (by adding a photo and other basic information). They can be reloaded with additional value or time and reused indefinitely. They are read by passing the card near or "within proximity" of the Smart Card reader on the farebox or mobile data computer on paratransit.
- D. Identification Card – Combination ID/Smart Card issued to current participants in the STA pass programs.
- E. Free Ride Tickets or Coupons – These are coupons given to customers as STA personnel deem appropriate. They are good for one free ride on either fixed route or paratransit service.
- F. Employee Passes – All employees shall, after 10 days of service, receive free transportation on fixed route/paratransit service operated by STA. Employee Smart Card/ID Cards serve as this pass.
- G. Dependent Passes – Upon request, Smart Cards for free transportation will be issued to dependents of all active employees. These passes are renewed every two years. They are issued per STA established dependent pass criteria and must be surrendered upon the employee leaving STA employment.
- H. Retiree Passes – Upon request, Smart Cards for free transportation will be issued to employees separating from STA who meet eligibility criteria as outlined in company policy and/or union contracts. These passes are renewed every two years.

## EXHIBIT A

### VII. Fare Table

<b>EFFECTIVE JULY 1, 2017</b>								
Category	Cash	Two-Hour Pass	Day Pass	31-day Rolling Pass	Monthly Pass	7-day Rolling Pass	Summer Youth Pass (1)	City Ticket (3)
Adult	\$1.75	\$1.75	\$4.00	\$50.00		\$15.00		
Youth (6-18 years)	\$1.75	\$1.75	\$4.00	\$35.00			\$50.00	
Reduced Fare	\$0.75	\$0.75	\$4.00	\$25.00				
Paratransit	\$1.75	\$1.75			\$50.00			
Student (2)					\$42.00			
Shuttle Services								\$35.00
Special Events (4)	Determined by Special Event Plan							
Children (5) (Up to 3 children under age 6 with an adult, youth, student, reduced fare or paratransit passenger)	FREE							
Personal Care Assistant (PCA) (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)	FREE							
Notes:								
(1) Summer Youth Pass is a three-month instrument covering June, July and August.								
(2) Monthly Student Pass is priced as a 31-day adult pass with discount applied.								
(3) City Ticket transit pass includes parking at the Area east lot, as per Arena specified rules.								
(4) Spokane Transit Authority CEO, with Board approval, can implement reduced special fare structures and/or alternate payments for selected community events.								
(5) A responsible individual must accompany children under six (6) years of age or the child will not be allowed to board the bus or van.								

<b>EFFECTIVE JULY 1, 2018</b>								
Category	Cash	Two-Hour Pass	Day Pass	31-day Rolling Pass	Monthly Pass	7-day Rolling Pass	Summer Youth Pass (1)	City Ticket (3)
Adult	\$2.00	\$2.00	\$4.00	\$60.00		\$17.00		
Youth (6-18 years)	\$2.00	\$2.00	\$4.00	\$40.00			\$60.00	
Reduced Fare	\$1.00	\$1.00	\$4.00	\$30.00				
Paratransit	\$2.00	\$2.00			\$60.00			
Student (2)					\$52.00			
Shuttle Services								\$40.00
Special Events (4)	Determined by Special Event Plan							
Children (5) (Up to 3 children under age 6 with an adult, youth, student, reduced fare or paratransit passenger)	FREE							
Personal Care Assistant (PCA) (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)	FREE							
Notes:								
(1) Summer Youth Pass is a three-month instrument covering June, July and August.								
(2) Monthly Student Pass is priced as a 31-day adult pass with discount applied.								
(3) City Ticket transit pass includes parking at the Area east lot, as per Arena specified rules.								
(4) Spokane Transit Authority CEO, with Board approval, can implement reduced special fare structures and/or alternate payments for selected community events.								
(5) A responsible individual must accompany children under six (6) years of age or the child will not be allowed to board the bus or van.								

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 14, 2017

AGENDA ITEM 5.E. : PURCHASE OF SIX (6) 40' FIXED ROUTE COACHES

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Waldref)

SUBMITTED BY: Steve Blaska, Director of Operations

**SUMMARY:** In accordance with Spokane Transit's (STA) adopted 2016-2021 Capital Improvement Program (CIP), six (6) Fixed Route Coaches are scheduled to be purchased in 2018. The vehicles slated for purchase will be delivered in 2019 to meet service expansion requirement identified in STA Moving Forward (STAMF). The CIP has identified \$3,053,025 in local funds for this project.

The Washington State Cooperative Contract (WSCC) (#09214) has low floor, clean-diesel powered coaches that satisfy STA's requirements. Purchasing from the WSCC ensures competitive pricing and saves significant time over the development of specifications, release of a request for proposals, and the awarding of a contract.

STA's 2019 coach requirements include the purchase of six (6) 40' coaches. Staff recommends purchasing the six (6) 40' coaches from Gillig Corporation. STA is very familiar with this manufacturer and currently operate 121 Gillig coaches. These vehicles will be manufactured in a very similar configuration to all STA's other coaches, which have performed well for our application and duty cycle.

The quoted unit cost to purchase a 2019 40' coach is \$502,633.00.

- This price represents a 4.1% increase cost above the base price of our 2016 purchase. The base price increase is attributed to the Producer Price Index (PPI) increase, the 2017 Federal Engine Emissions Standards requirements, and migration to disk brakes and flush mounted windows.
- Staff also determined that it was cost effective to have the video and computer aided dispatch/automatic vehicle location installed at the factory in lieu of local installation after the vehicles are delivered.

The budget includes Maintenance staff travel to the manufacturing facility to conduct pre-production meetings and on-line inspections during production to ensure quality control and contract specification compliance.

Staff requests a 2.5% contingency budget to make minor changes to enhance operator and passenger amenities should those opportunities arise during pre-production coordination.

Base Price with PPI	Video system installation	CAD/AVL installation	Sales and transfer tax	Total per bus	Total for 6 buses	2.5% of total for contingency	Total budget request
\$424,706	\$10,813	\$25,612	\$41,502	\$502,633	\$3,015,798	\$75,395	\$3,091,193

With the contingency, the requested total budget for this project is \$38,168 (1.3%) over the CIP projected cost of the project. The 2019 Capital Budget will be updated accordingly.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve the purchase of six (6) 40-foot diesel powered coaches through the Washington State Cooperative Contract, from Gillig Corporation, for the contract amount of \$3,091,193.

**COMMITTEE ACTION:** Recommended approval and forwarded to the Board consent agenda.

**RECOMMENDATION TO BOARD:** Approve the purchase of six (6) 40-foot diesel powered coaches through the Washington State Cooperative Contract, from Gillig Corporation, for the contract amount of \$3,091,193.

**FINAL REVIEW FOR BOARD BY:**

Division Head SB

Chief Executive Officer EM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 14, 2017

AGENDA ITEM 5.F. : AWARD OF CONTRACT LAUNDERED UNIFORM AND SUPPLIES SERVICE

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

SUBMITTED BY: Steve Blaska, Director of Operations

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**SUMMARY:** Spokane Transit's (STA) current contract for Laundered Uniform and Supplies Service with Aramark expires February 28, 2018.

In an effort to better understand industry standards for laundered services, STA staff met with representatives from the six (6) potential vendors for Laundered Uniforms on April 13, 2017. From the information gathered at those meetings, a scope of work for a new contract was developed.

A Request for Proposals (RFP) to provide Laundered Uniforms and Supplies Service was advertised on October 16, 2017, in the Spokesman Review and on the STA website. Six (6) potential proposers received the RFP package by email.

On November 6, 2017, three (3) responsive proposals were received from responsible vendors: AlSCO, Aramark, and Cintas.

The evaluation committee met on November 16, 2017. The committee was comprised of the Assistant Manager Facilities & Grounds, Assistant Manager Vehicle Maintenance, Contract Compliance Specialist, Purchasing Manager and two STA support staff. Criteria for evaluation included (1) Product/Service Cost, (2) Qualifications, Industry Experience & Financial Stability, (3) Previous Performance based on References, (4) Ability to meet Current & Future STA Requirements, and (5) RFP Compliance.

The evaluation results are as follows:

<u>Proposer</u>	<u>Avg. Score</u>	<u>Rank</u>	<u>Estimated 3-Year Amount</u>
AlSCO	91.7	1	\$196,043.64
Aramark	76	3	\$182,574.60
Cintas	85	2	\$289,364.40

The evaluation committee selected AlSCO as the recommended contractor. The recommendation to award to AlSCO is based on the scoring criteria, which measured each company in the five different performance measures. AlSCO ranked number one based on Qualifications, Performance, Ability to Meet STA Requirements, and Compliance with RFP Requirements. Aramark, the current vendor, submitted the lowest price but scored the lowest of the three bidders in every category excluding price. Staff have experienced numerous on-going problems with their performance, such as shortage of uniforms and billing errors, which caused their proposal ranking to be lower than the other proposals.

The award is for a three-year contract, with two (2) one-year options. Prices for first three contract years held firm. Contract years four and five, if options exercised, may be adjusted according to the Consumer Price Index for All Urban Consumers (CPI-U) All Cities Average. The CEO can approve contracts that are less than \$200,000; however, since the three-year cost of this contract may approach that limit, staff is presenting for Board approval. Projected expenses under the current contract for 2017 are approximately \$60,000.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board award contract to AlSCO to provide Laundered Uniforms And Supplies Service to Spokane Transit, effective March 1, 2018, for a three year term, with two, one-year options as outlined above.

**COMMITTEE ACTION:** Recommended approval and forwarded to Board consent agenda.

**RECOMMENDATION TO BOARD:** Award contract to AlSCO to provide Laundered Uniforms And Supplies Service to Spokane Transit, effective March 1, 2018, for a three year term, with two, one-year options as outlined above.

**FINAL REVIEW FOR BOARD BY:**

Division Head SB

Chief Executive Officer ESM

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

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

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

**SUBMITTED BY:** Nancy Williams, Director of Human Resources

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

From 2005 through 2013, STA provided the equivalent funding for one SPD officer to be stationed in the Plaza. SPD matched that funding by providing a second officer. During this time, these were the only SPD officers dedicated to downtown Spokane beyond the Plaza.

In 2014, SPD began instituting a new policing strategy. Part of that strategy was to establish a downtown precinct. This precinct was located in the Peyton Building, adjacent to the STA Plaza. In recognition of this new development, the STA/SPD Interlocal Agreement was modified. The new agreement provided for STA funding for one (1) officer and seven (7) parking spaces in the STA Plaza garage. The latest agreement expired in December 31, 2015. It was not renewed pending the need to accommodate changes created by the relocation of the precinct to the Intermodal Center.

In May 2016, STA and SPD negotiated a new agreement which accomplished the same objectives that inspired the original agreement in 2005. STA's interest is to have an increased SPD presence in/around the STA Plaza. As a regional transportation center, this location has the largest concentration of pedestrian activity in the downtown core. It is in the interest of transit customers, as well as the general public, that SPD is enabled to provide additional attention to this specific area.

The agreement stipulates special-emphasis patrolling of the area in/around the STA Plaza. Key times of the day have been identified as to when this additional SPD presence would be most effective. In addition, the agreement establishes a special communications protocol between STA Transit Officers and the Downtown Precinct. This communications protocol allows for SPD to be alerted and respond accordingly to events that may not otherwise require a police response. Both of these measures help deter uncivil behavior that does not rise to criminal conduct, but has an impact on the overall environment. Finally, the agreement memorializes the SPD special commission training, tactical certifications and recertifications for STA Transit Officers, which is provided at no additional cost to STA.

The cost to STA of the Interlocal Agreement is \$86,900.00 for the period from January 1, 2018, to December 31, 2018. This is the same annualized rate charged under the previous agreements.

A copy of the Agreement is attached for your information. The Spokane City Council will also be requested to take action approving the Agreement during the month of December.

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

**COMMITTEE ACTION:** Recommended approval and forwarded to Board consent agenda.

**RECOMMENDATION TO BOARD:** By motion, authorize the execution of an Interlocal Agreement for Plaza Police Services between STA and the City of Spokane as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head NW Chief Executive Officer ESM/ Legal Counsel CM  
TW

INTERLOCAL AGREEMENT  
FOR PLAZA POLICE SERVICES

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

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

WHEREAS, STA desires to continue to support the effort of the City and the SPD to dedicate one (1) commissioned SPD police officer (“SPD Officer”) to the downtown Spokane area where STA services are delivered at its downtown transfer center, located at 701 W. Riverside Avenue, Spokane, WA (“The Plaza”); and

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

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

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

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

WHEREAS, the City and STA desire to set forth the scope of funding, police services, special commissions and training requirements and opportunities to be provided in furtherance of the Parties’ mutual desire to provide for a routine law enforcement presence in and around the Plaza and neighboring areas.

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE. The purposes of this Agreement are to enable the City and SPD to dedicate one (1) commissioned City police officer (“SPD Officer”) to assist STA by providing police patrol services to the downtown area in the immediate vicinity of the Plaza and its surrounding areas, and to assist in furthering enforcement efforts for the benefit of the public in and around the downtown area; to provide STA Officers with required certifications and recertifications for SPD special commissions and control device training and certification; and, to provide STA Officers with additional law enforcement training opportunities as available and desired, under the following terms and conditions:
  - A. SPD Officer. The SPD Officer shall be assigned to the immediate vicinity of The Plaza and its surrounding areas to perform general patrol functions, and to conduct specific emphasis walk-throughs of the area. Emphasis walk-through will be conducted between the hours of 14:30 to 17:30, Monday through Friday, but may be adjusted to meet the demands of SPD calls, STA Security and those of the downtown service area.
    - i. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD Officer.
    - ii. Office and Supportive Facilities. The SPD Officer shall be based out of the SPD downtown precinct, but shall have desk space as needed at the Plaza security office.
    - iii. Police Service Area. The general service area will be from the Spokane River, inclusive of Riverfront Park, to Interstate 90, and Division Street to Madison Street, or at other locations as mutually agreed upon in writing by both Parties.
    - iv. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
    - v. Duty to City. The Officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations.
  - B. Communication. STA Officers shall be permitted to have direct communication with the SPD's downtown precinct for assistance in responding to low level disturbances. SPD shall respond to such calls in accordance with precinct priorities.
  - C. Mandatory Certification and Training of STA Officers.
    - i. Special Police Officer Training Certification. The SPD shall provide initial and annual Special Police Officer Training (“SPOT”) to STA Officers at no additional cost to STA. Successful completion of the 40 hour SPOT course is mandatory for all STA Officers prior to initially entering service as a SPD “specially commissioned Washington peace officer” as defined in RCW 10.93.020(5). To maintain certification as a SPD special commission officer, STA Officers are required to attend the 8 hour SPOT recertification course offered by the SPD each calendar year. Upon issuance of a SPD special commission, STA Officers shall be authorized to enforce provisions of the Spokane Municipal Code (SMC) as set forth on Exhibit A attached hereto and incorporated herein.

- ii. Control Device Certification. The SPD will provide STA Officers initial certification and annual recertification training in Baton and oleoresin capsicum (OC) control devices. STA Officers are required to successfully complete this training and attend annual recertification training in order to carry and deploy these control devices. No other control devices may be used by STA Officers.
  - iii. Crisis Intervention Training. The SPD shall provide a 40 hour Crisis Intervention Training course for at least two (2) STA Officers each calendar year.
2. TERM. This Agreement shall commence January 1, 2018, and continue through December 31, 2018, unless terminated earlier in accordance with Section 9 herein.
  3. COMPENSATION. STA shall pay the City, an amount not to exceed \$86,900.00 (eighty-six thousand nine hundred and 00/100 dollars) as full compensation for everything furnished and performed under this Agreement.
  4. PAYMENT. The City shall submit quarterly applications for payment addressed to the address specified in Section 6 herein. Payment to the City will be made by check within ten (10) days of receipt of invoice to the remittance address specified in Section 6 herein.
  5. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:cmeidl@spokanepolice.org">cmeidl@spokanepolice.org</a> P: (509) 625-4115	Mike Toole Manager, Safety & Security Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:mtoole@spokanetransit.com">mtoole@spokanetransit.com</a> P: (509) 325-6067

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

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

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:cmeidl@spokanepolice.org">cmeidl@spokanepolice.org</a> P: (509) 625-4115	Robert West Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:rwest@spokanetransit.com">rwest@spokanetransit.com</a> P: (509) 325-6000 F: (509) 325-6036
Remittance Address:  Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable:  Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

7. INSURANCE. During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):
- A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.
  - B. STA shall maintain:
    - i. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
    - ii. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
    - iii. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.
  - C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

8. INDEMNIFICATION.

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

9. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 6 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.

10. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.

11. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

12. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.

13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.

14. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.

15. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
17. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
19. RCW 39.34 REQUIRED CLAUSES.
- A. Purpose. See Section 1 above.
  - B. Duration. See Section 2 above.
  - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
  - D. Responsibilities of the Parties. See provisions above.
  - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
  - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
  - G. Termination. See Section 9 above.
  - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

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

**City of Spokane**

**Spokane Transit Authority**

\_\_\_\_\_  
By: David Condon  
Title: Mayor  
  
Date: \_\_\_\_\_

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

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

Attest:

Attest:

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

\_\_\_\_\_  
By: Jan Watson  
Title: Clerk of the Authority  
  
Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

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

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

EXHIBIT A

## STA TRANSIT OFFICERS AUTHORITY

Offenses related to safety and sanitation (Dog Poop)	SMC/INFR	10.03.100
Possession Of Stolen Property 3rd degree	SMC	10.05.064
Theft	SMC	10.05.100
Urinating In Public	SMC	10.06.015
Lewd Conduct	SMC	10.06.020
Making a False/ Misleading Statement to a Public Servant; False Reporting.	SMC	10.07.020.A
Obstructing A Law Enforcement Officer	SMC	10.07.032
Resisting Arrest	SMC	10.07.034
Unlawful Discharge Of A Laser (Adult - Criminal)	SMC	10.07.142
Unlawful Discharge Of A Laser (Juvenile-Civil)	SMC	10.07.144
Littering less than or equal to 1 cu ft. Side Walk	SMC/INFR	10.08.010.C.E1
Littering more than 1 CU FT Side Walk	SMC/INFR	10.08.010.C.E2
Providing Tobacco To A Minor	SMC	10.08.050
MIP Tobacco	SMC/INFR	10.08.055
Littering Lit Tobacco Products	SMC/INFR	10.08.112.D
Open/Consume Alcohol In A Public Place	SMC/INFR	10.08.200
MIP/Consuming Liquor Possess, Consume, or otherwise acquire.	SMC	10.08.210.A.1
MIP/Consuming Liquor Public Place or Motor Vehicle exhibiting effects/Trained by Officer Downing	SMC	10.08.210.A.2
Disorderly Conduct	SMC	10.10.020
Pedestrian Interference	SMC	10.10.025
Sit And Lie On Sidewalk In Retail Zone	SMC	10.10.026
Regulation Of Solicitation	SMC	10.10.027
Unlawful Bus Conduct	SMC	10.10.100
Assault	RCW	9A.36.041
Dangerous Weapons	RCW	9.41.250
Weapons Apparently Capable of Producing Bodily Harm--Unlawful Carrying or Handling	RCW	9.41.270
Criminal Trespass 1st	SMC	10.12.050.A
Criminal Trespass 2nd	SMC	10.12.050.C
Malicious Mischief Personal Property	SMC	10.12.020.A.1
Malicious Mischief Graffiti	SMC	10.12.020.A.2
Minor Possessing MJ	SMC	10.15.100
Open Possession/Consumption Of MJ	SMC/INFR	10.15.220

DOL auto reg. "when associated with investigations with report number." Commissioning authority only resides on the property of commissioned and county has not restricted what we can write for. To include buses, bus stops and park and ride lots. All minors are written under the RCW.

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 6.A. FINAL PROPOSED 2018 OPERATING AND CAPITAL BUDGETS - RESOLUTION**

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

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Lynda Warren, Director of Finance & Information Services

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**SUMMARY:**

The Draft 2018 Operating and Capital Budgets were presented as follows:

September 6, 2017	Planning and Development Committee Meeting
September 21, 2017	Board of Directors Meeting

The narrated public presentation of the Proposed 2018 Operating and Capital Budgets was available on the Spokane Transit website beginning October 5 and presented at the following meetings:

October 3, 2017	STA All Employee Meetings
October 4, 2017	Planning and Development Committee Meeting
October 11, 2017	Citizen Advisory Committee Meeting
October 19, 2017	Public Hearing at the Board of Directors Meeting

The Planning and Development Committee reviewed the final proposed 2018 Operating and Capital Budgets on November 29, 2017.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board adopt by resolution, the final proposed 2018 Operating and Capital Budgets.

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

**RECOMMENDATION TO BOARD:** Adopt by resolution, the final proposed 2018 Operating and Capital Budgets.

**FINAL REVIEW FOR BOARD BY:**

Division Head  Chief Executive Officer  Legal Counsel 

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2018 BUDGET AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

WHEREAS, staff has prepared a proposed 2018 budget, provided public access to the budget and the board has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2018 budget at its November 29, 2017 meeting and has recommended adoption by the STA Board of Directors at its December 14, 2017 meeting; and the final budget is on file with the Clerk of the Authority;

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

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

Section 1. The STA Board of Directors hereby approves and adopts the 2018 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 84,532,378	Operating Expenses	\$ 73,491,622
Capital Grants	14,377,888	Capital Projects	43,532,304
From Cash Balance	29,975,971	Fleet Replacement Allocation	11,862,311
<b>Total Source of Funds</b>	<b>\$ 128,886,237</b>	<b>Total Use of Funds</b>	<b>\$ 128,866,237</b>

BOARD DESIGNATED CASH RESERVES	
Risk Reserve	\$ 5,500,000
Operating Reserve (15% of Operating Expenses)	11,023,743
Right-of Way Acquisition Reserve	4,950,000
<b>Total Board Designated Cash Reserves</b>	<b>\$ 21,473,743</b>

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

Adopted by STA at a regular meeting thereof held on the 14th day of December 2017.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Jan Watson  
Clerk of the Authority

\_\_\_\_\_  
Pam Haley  
Board Chair

Approved as to form:

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



## Vision/Mission

### Vision

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

### Mission

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

## Organizational Priorities

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

2018 Final Proposed Budget



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## 2018 Budget Guidance

Foster and Sustain Quality – Continue initiatives and projects that improve quality and usefulness of STA's services. (2017 Transit Development Plan)

Maintain a State of Good Repair – Continue vehicle replacement and facility maintenance/improvement programs. (2017 Transit Development Plan)

Expand Ridership – Continue to foster ridership markets in line with the principles of Connect Spokane. (2017 Transit Development Plan)

Proactively Partner in the Community – Coordinate with jurisdictions and other agencies, be a leader in implementing the regional transportation vision. (2017 Transit Development Plan)

Advance and Adapt the System Growth Strategy – Grow the transit system consistent with community growth and resources. (2017 Transit Development Plan)

Continue with a Sustainable Plan that avoids debt. (Connect Spokane)

2018 Final Proposed Budget



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# Operating Expenses

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## 2018 vs 2017 Operating Expense Budget

2018 Operating Expense Budget	\$73,491,322
2017 Operating Expense Budget	<u>\$69,059,203</u>
<b>Operating Expense Budget Change</b>	<b>\$4,432,719</b> (6.4% increase)

Fixed Route Service increase = 7%  
Paratransit Service increase = 1.75%

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## Operating Expense Changes in 2018

95% of expense changes reflected in items above \$100,000

Object	2017 Budget (Rounded)	\$ Change (Rounded)	2018 Budget (Rounded)	Increases/(Decreases) >\$100,000	Amount (Rounded)
Labor/Benefits	\$47.3M	\$2.9M (6.1%)	\$50.2M	Labor Medical/Dental Retirement Other Benefits	\$1.4M \$0.8M \$0.5M \$0.2M
Services	\$8.6M	\$1.0 (12.3%)	\$9.6M	Software Maintenance Contracted Transportation	\$0.3M \$0.5M
Materials	\$9.2M	\$0.5M (5.4%)	\$9.7M	Fuel/Lubricants Repair Materials/Inventory	\$0.3M \$0.2M
Insurance Utilities Other	\$4.0M	\$0.0M (0.0%)	\$4.0M		
<b>Total</b>	<b>\$69.1M</b>	<b>\$4.4M (6.4%)</b>	<b>\$73.5M</b>		<b>\$4.2M</b>

2018 Final Proposed Budget



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## 2018 Operating Budget Assumptions

### Expenses – Personnel

Division	2017 Positions	Additions	2018 Positions
Fixed Route	387 FT 30 PT	Coach Operators (Add 7 FT Minus 3 PT) Supervisor (1) Facilities Laborer (2) General Repair Vehicle Technician (3) Servicer Cleaner (1) Customer Service (Add 1 FT Minus 2 PT)	402 FT 25 PT
Paratransit	92 FT 3 PT	Paratransit Reservationist (1)	93 FT 3 PT
Vanpool	2 FT		2 FT
Administrative	51 FT	Senior Network Engineer (1) Communications Specialist (1)	53 FT
<b>Total</b>	<b>532 FT 33 PT</b>	<b>18 FT Additions 5 PT Subtractions</b>	<b>550 FT 28 PT</b>

FT = Full time PT = Part time

2018 Final Proposed Budget



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## 2018 Operating Budget Assumptions

### Expenses – Compensation

Employee Group	# Of Employees (July 2017)	Contract Term	2018 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	387	April 2017 To March 2020	3% Effective April 1, 2018
AFSCME 3939 (Paratransit)	77	July 2015 to June 2018	TBD
ATU 1598 (Fixed Route & Paratransit Supervisors)	22	February 2015 to January 2018	TBD
Management & Administrative (Includes Security)	77	At Will	2% Effective January 1, 2018
<b>Total</b>	<b>563</b>		

2018 Final Proposed Budget



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## 2018 Operating Budget Assumptions

### Expenses – Benefits

#### Medical & Dental

Plan	2018 Premium % Increase (Decrease)	# of Employees Enrolled (as of July 2017)
Premera	14.7% 22%	277
Kaiser Core HMO	20%	30
Kaiser Buy-Up HMO	20%	216
Kaiser CDHP	22%	19
Washington Dental	(3.9%) (4%)	543

- Retirement
  - Employer's retirement contribution rate
    - 12.7% July 1, 2017 – June 30, 2019
  - Employee's contribution rate
    - PERS 1 6.0% on-going (statutorily set)
    - PERS 2 7.38% (legislatively set)
    - PERS 3 Varies 5% to 15%

2018 Final Proposed Budget



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## 2018 Operating Budget Assumptions

### Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (appr)
	2016 Actual	2017 Budget <sup>1</sup>	2018 Budget <sup>1</sup>	
Diesel	\$1.54	\$2.61	\$2.32	\$3.9M
Gasoline	\$1.97	\$2.52	\$2.37	\$0.4M
<b>Total</b>				<b>\$4.3M</b>

<sup>1</sup> Energy Information Administration July 2017 forecast with 1/2 standard deviation. Reconfirmed 11/7/17

2018 Final Proposed Budget



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## 2018 Changes from Proposed to Final Proposed Budget

### Summary of Expenditure Changes

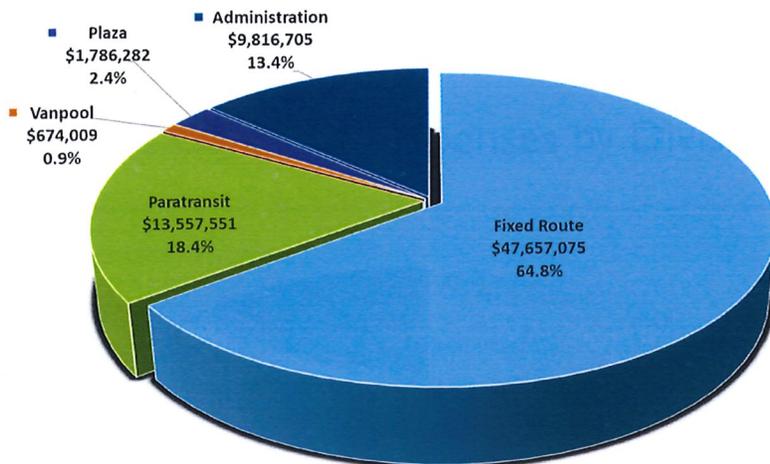
	Operating	Capital/Fleet Replacement	Total
<b>Proposed Expenditure Budget</b>	<b>\$72,844,230</b>	<b>\$55,394,615</b>	<b>\$128,238,845</b>
Labor	907,270	-0-	907,270
Benefits	-35,911	-0-	-35,911
Property Insurance/Low Income Grant	-223,967	-0-	-223,967
<b>Total Changes</b>	<b>647,392</b>	<b>-0-</b>	<b>647,392</b>
<b>Final Proposed Expenditure Budget</b>	<b>\$73,491,622</b>	<b>\$55,394,615</b>	<b>\$128,886,237</b>

2018 Final Proposed Budget



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## 2018 Operating Expenses by Division

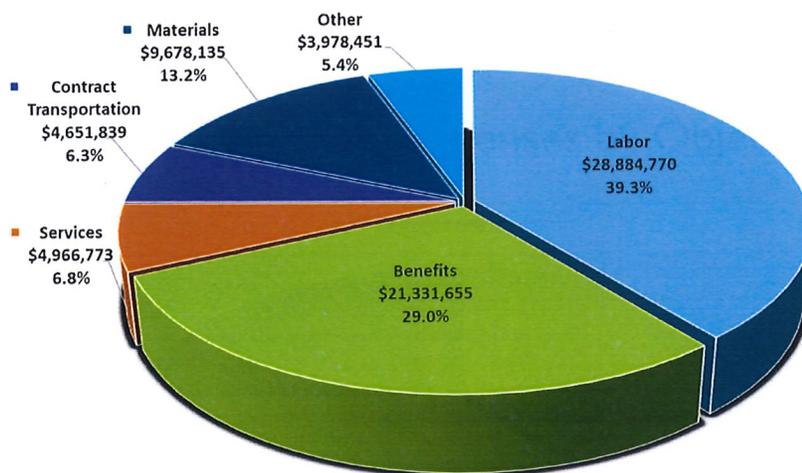


**\$73,491,622**

2018 Final Proposed Budget

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## 2018 Operating Expenses by Object



**\$73,491,622**

NOTE: As required by federal accounting standards, "labor" includes wages for work time only. "Benefits" includes wages for paid time off. "Materials" include fuel costs.

2018 Final Proposed Budget

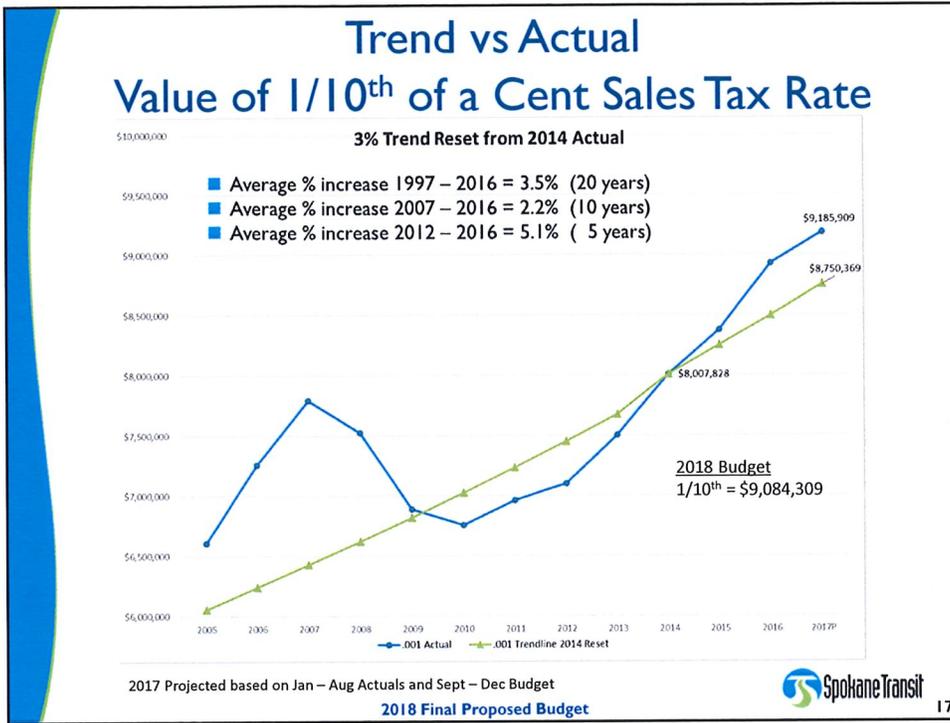
14



## 2018 vs 2017 Operating Revenue Budget

2018 Operating Revenue	\$84,532,378
2017 Operating Revenue	<u>\$77,330,393</u>
<b>Operating Revenue Change</b>	<b>\$7,201,985</b> (9.3% Increase*)

\*Mainly sales tax revenue (8%)



## Operating Budget Assumptions

### Revenue – Sales Tax

- Sales tax revenue growth assumption based on Board direction of 3.0% trend beginning with 2014 actual sales tax revenue.
- \$500,000 one-time addition to reflect current economic conditions.

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## Operating Budget Assumptions

### Revenue – Fare

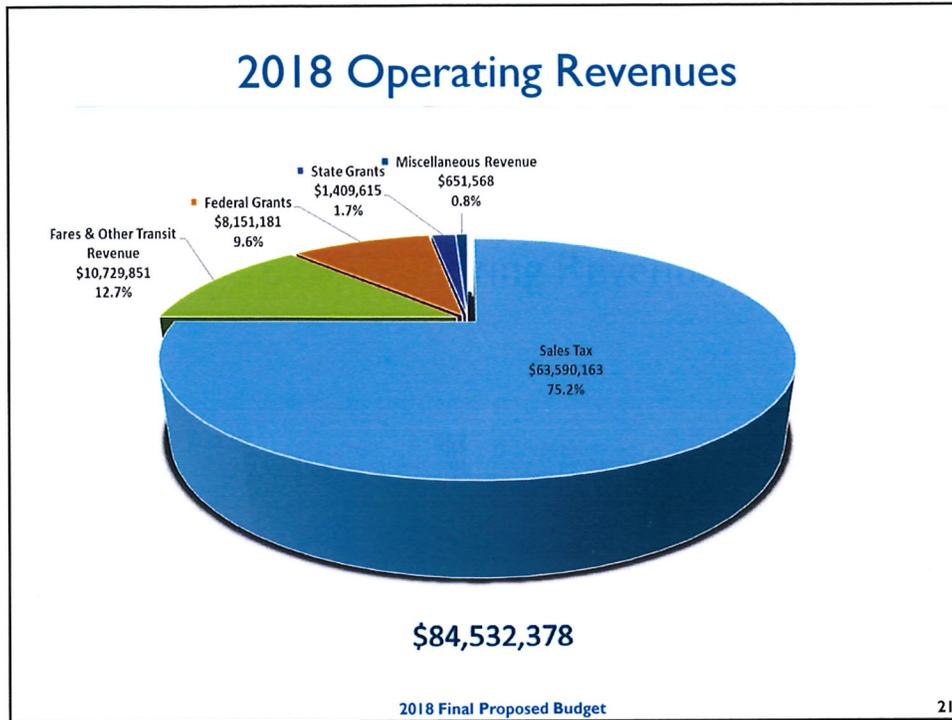
- Fare revenue based on:
  - Phase II fare increase effective July 1, 2018 from \$1.75 to \$2.00
  - Ridership Increases

	% Increase over 2017	Estimated Ridership
Fixed Route	1.5%	10.4M
Paratransit	1.5%	477K
Vanpool	2.5%	198K

## Operating Budget Assumptions

### Revenue – Grants and Miscellaneous

- Federal grants of \$8.1M
- State grants of \$1.4M
- Interest rate assumption of 1.0%



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### 2018 Revenue Changes from Proposed to Final Proposed Budget

Summary of Revenue Changes				
	Operating	Capital	Draw on Cash	Total
<b>Proposed Revenue Budget</b>	<b>\$84,532,378</b>	<b>\$14,377,888</b>	<b>\$29,328,579</b>	<b>\$128,238,845</b>
Draw on Cash			647,392	647,392
Total Changes			647,392	647,392
<b>Final Proposed Revenue Budget</b>	<b>\$84,532,378</b>	<b>\$14,377,888</b>	<b>\$29,975,971</b>	<b>\$128,886,237</b>

2018 Final Proposed Budget

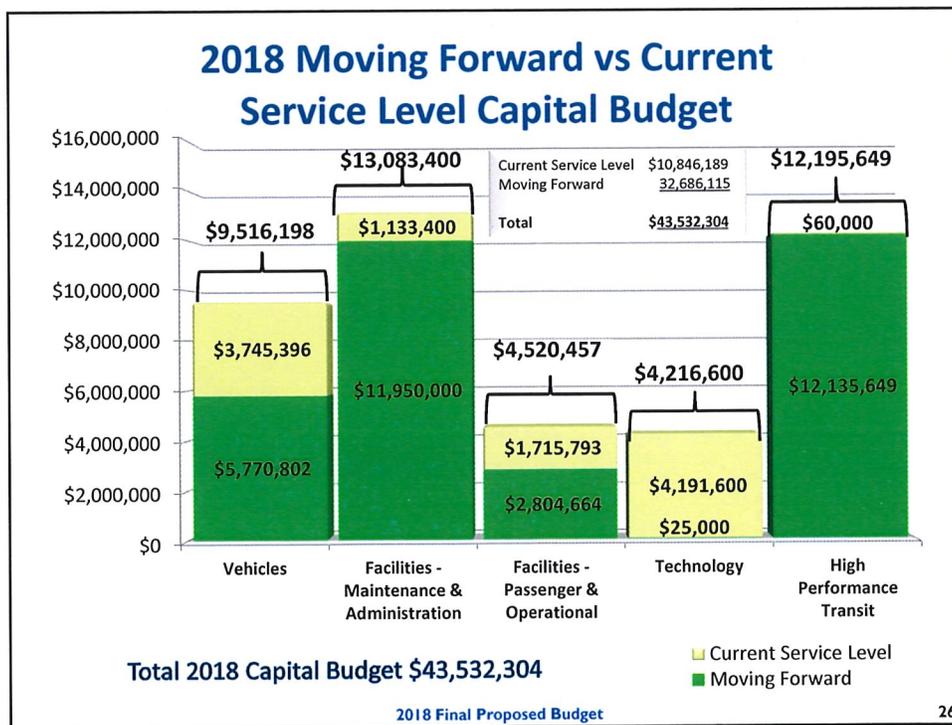
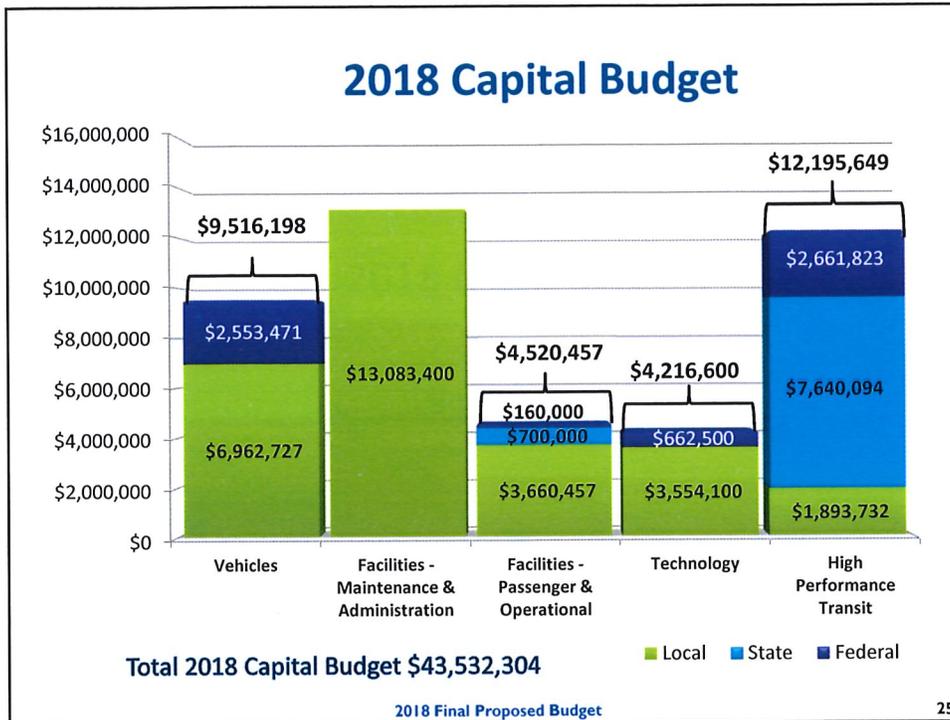
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## 2018 Capital Budget

Funding Source	Amount	% of Total
Federal	\$ 6,037,794	13.9%
State	\$ 8,340,094	19.2%
Local:		
Capital <sup>1</sup>	\$ 23,117,353	53.1%
Fleet Replacement	\$ 6,037,063	13.9%
	\$ 29,154,416	
<b>Total 2018 Capital Budget</b>	<b>\$ 43,532,304</b>	

<sup>1</sup> Amount excludes Fixed Route Coaches and Paratransit Vans funded from Fleet Replacement Fund.



## Budget Comparison 2017 to 2018

	2017 Budget	2018 Budget-Final Proposed Budget	\$ Change from 2017 Budget	% Change from 2017 Budget
<b>Estimated Revenues:</b>				
Fares & Other Transit Revenue	10,023,749	10,729,851	706,102	7.0%
Sales Tax	57,412,140	63,590,163	6,178,023	10.8%
State Grants	1,382,750	1,409,615	26,865	1.9%
Miscellaneous Revenue	569,001	651,568	82,567	14.5%
Federal Preventive Maintenance	7,942,753	8,109,550	166,797	2.1%
Other Federal Grants	-	41,631	41,631	-
<b>Subtotal: Operating Revenues</b>	<b>77,330,393</b>	<b>84,532,378</b>	<b>7,201,985</b>	<b>9.3%</b>
Federal Capital Revenue	4,930,113	6,037,794	1,107,681	22.5%
State Capital Revenue	6,553,690	8,340,094	1,786,404	27.3%
<b>Subtotal: Capital Revenue</b>	<b>11,483,803</b>	<b>14,377,888</b>	<b>2,894,085</b>	<b>25.2%</b>
<b>Total Revenue</b>	<b>88,814,196</b>	<b>98,910,266</b>	<b>10,096,070</b>	<b>11.4%</b>
Decrease in Cash Balance*	8,122,746	29,975,971	21,853,225	269.0%
<b>Total Source of Funds</b>	<b>96,936,942</b>	<b>128,886,237</b>	<b>31,949,295</b>	<b>33.0%</b>
<b>Estimated Expenditures:</b>				
Fixed Route	44,473,641	47,657,075	3,183,434	7.2%
Paratransit	12,839,957	13,557,551	717,595	5.6%
Vanpool	699,000	674,009	(24,991)	-3.6%
Plaza	1,836,828	1,786,282	(50,546)	-2.8%
Administration	9,209,778	9,816,705	606,927	6.6%
<b>Total Operating Expenses</b>	<b>69,059,203</b>	<b>73,491,622</b>	<b>4,432,419</b>	<b>6.4%</b>
Capital Expenditures - Includes FR & PT Fleet	22,453,624	43,532,304	21,078,680	93.9%
FR & PT Fleet Replacement Allocation	5,424,115	11,862,311	6,438,196	118.7%
<b>Total Use of Funds</b>	<b>96,936,942</b>	<b>128,886,237</b>	<b>31,949,295</b>	<b>33.0%</b>

\* Includes \$6,037,063 from Fleet Replacement Fund (\$29,975,971 - \$6,037,063 = \$23,938,908 = Net Decrease in Cash)

2018 Final Proposed Budget



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## 2018 Cash and Reserve Analysis

	2018 Final Proposed Budget
<b>OPERATING ACTIVITIES</b>	
Revenue (excluding capital grants)	\$84,532,378
Operating Expense	(\$73,491,622)
<b>Revenue Over / (Under) Operating Expenses</b>	<b>\$11,040,756</b>
<b>CAPITAL ACTIVITIES (Local Funds)</b>	
Purchase of Property, Plant, and Equipment	(23,117,353)
FR & PT Fleet Replacement Allocation	(11,862,311)
<b>Total Local Cash Used for Capital Activities</b>	<b>(34,979,664)</b>
<b>NET DECREASE IN CASH</b>	<b>(23,938,908)</b>
CASH (Projected beginning 2018)	55,580,572
<b>CASH (Projected ending 2018)</b>	<b>31,641,664</b>
<b>BOARD DESIGNATED RESERVES</b>	
Operating Reserve (15% of Operating Expenses)	(11,023,743)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
	(21,473,743)
<b>2018 Estimated End of Year Cash Balance Dedicated to 2019-2023 Capital<sup>1</sup></b>	<b>\$10,167,921</b>

<sup>1</sup> Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2018-2023 Capital Improvement Plan. This excludes the end of year cash balance in the Fleet Replacement Fund projected to be \$14,134,254 as of December 31, 2018.

2018 Final Proposed Budget



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## Next Steps

Date (2017)	Action
September 6th	2018 Draft Budget-Operating & Capital presented to the Planning & Development Committee
September 21 <sup>st</sup>	2018 Draft Budget-Operating & Capital presented to STA Board
October	Citizen and Employee Outreach
October 4 <sup>th</sup>	2018 Proposed Budget-Operating & Capital & 2018 Strategic Plan presented to the Planning & Development Committee
October 19 <sup>th</sup>	Public Hearing for 2018 Proposed Budget-Operating & Capital Board adoption of the 2018 Strategic Plan
November 29 <sup>th</sup>	Recommendation of 2018 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
<b>December 14<sup>th</sup></b>	<b>Board adoption of the 2018 Final Proposed Budget-Operating &amp; Capital</b>

## Recommended Action

Recommend the Board adopt, by resolution, the Final Proposed 2018 Operating & Capital Budgets

Source of Funds:		Use of Funds:	
Revenues	\$84,532,378	Operating Expenses	\$73,491,622
Capital Grants	14,377,888	Capital Projects	43,532,304
From Cash Balance	29,975,971	Fleet Replacement Allocation	11,862,311
<b>Total Source of Funds</b>	<b>\$128,886,237</b>	<b>Total Use of Funds</b>	<b>\$128,886,237</b>



# Spokane Transit Authority Supplemental Information for 2018 Budget

December 14, 2017

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# Key Indicators of 2018 Final Proposed Budget

	2018 Budget vs. 2016 Actual % Change		2018 Budget vs. 2017 Budget % Change		2018 Budget vs. 2016 Actual % Change	
	2018 Budget	2016 Actual	2017 Budget	2016 Actual	2018 Budget	2016 Actual
<b>Fixed Route Bus Service</b>						
Operating Expense (Unallocated)	\$47,657,075	\$39,499,410	\$44,473,641	\$39,499,410	7.2%	20.7%
Revenue Hours	426,689	397,122	408,312	397,122	4.5%	7.4%
Passengers	10,415,743	10,261,816	10,400,000	10,261,816	0.2%	1.5%
Revenue Miles	5,874,950	5,477,713	5,648,434	5,477,713	4.0%	7.3%
Farebox Revenue	\$9,194,699	\$7,920,677	\$8,258,306	\$7,920,677	11.3%	16.1%
Other Transit Revenue	\$215,000	\$383,697	\$424,000	\$383,697	-49.3%	-44.0%
Farebox Recovery Ratio (Unallocated)	19.3%	20.1%	18.6%	20.1%	3.9%	-3.8%
Average Fare	\$0.88	\$0.77	\$0.79	\$0.77	11.2%	14.4%
Cost per Passenger	\$4.58	\$3.85	\$4.28	\$3.85	7.0%	18.9%
Operating Cost per Revenue Hour (Unallocated)	\$111.69	\$99.46	\$108.92	\$99.46	2.5%	12.3%
Operating Cost per Revenue Mile (Unallocated)	\$8.11	\$7.21	\$7.87	\$7.21	3.0%	12.5%
Passenger Vehicles	143	141	143	141	0.0%	1.4%
<b>Paratransit Service</b>						
Operating Expense (Unallocated)	\$13,557,551	\$11,049,985	\$12,839,957	\$11,049,985	5.6%	22.7%
Revenue Hours	160,583	162,433	157,821	162,433	1.7%	-1.1%
Passengers	477,446	467,286	441,898	467,286	8.0%	2.2%
Revenue Miles	2,468,470	2,515,454	2,426,015	2,515,454	1.8%	-1.9%
Farebox Revenue	\$780,890	\$648,282	\$694,353	\$648,282	12.5%	20.5%
Other Transit Revenue						
Farebox Recovery Ratio (Unallocated)	5.8%	5.9%	5.4%	5.9%	6.5%	-1.8%
Average Fare	\$1.64	\$1.39	\$1.57	\$1.39	4.1%	17.9%
Cost per Passenger	\$28.40	\$23.65	\$29.06	\$23.65	-2.3%	20.1%
Operating Cost per Revenue Hour (Unallocated)	\$84.43	\$68.03	\$81.36	\$68.03	3.8%	24.1%
Operating Cost per Revenue Mile (Unallocated)	\$5.49	\$4.39	\$5.29	\$4.39	3.8%	25.0%
Passenger Vehicles (Directly Operated)	68	70	68	70	0.0%	-2.9%
Passenger Vehicles (Contracted)(exc. 11 SUV)	45	55	44	55	2.3%	-18.2%
<b>Vanpool Service</b>						
Operating Expense (Unallocated)	\$674,009	\$559,393	\$699,000	\$559,393	-3.6%	20.5%
Revenue Hours (excludes SUV)	29,933	31,196	37,853	31,196	-20.9%	-4.0%
Passengers (excludes SUV)	197,831	193,006	248,294	193,006	-20.3%	2.5%
Revenue Miles (excludes SUV)	1,015,558	1,058,496	1,261,384	1,058,496	-19.5%	-4.1%
Farebox Revenue	\$539,261	\$569,848	\$647,090	\$569,848	-16.7%	-5.4%
Passenger Vehicles (includes SUV)	123	108	134	108	-8.2%	13.9%
<b>Financial Summary Highlights</b>						
Sales Tax Revenues	\$63,590,163	\$54,131,543	\$57,412,140	\$54,131,543	10.8%	17.5%
Federal Preventive Maintenance & Other Fed Grants	8,151,181	\$7,769,726	7,942,753	\$7,769,726	2.6%	4.9%
Total Revenues (Exc. Capital)	\$84,532,378	\$73,232,265	\$77,330,393	\$73,232,265	9.3%	15.4%
Total Operating Expense	\$73,491,622	\$59,803,004	\$69,059,203	\$59,803,004	6.4%	22.9%
Fleet Replacement Allocation	11,862,311	\$1,574,724	\$5,424,115	\$1,574,724	118.7%	653.3%
Local Capital Investment (1)	29,154,416	\$11,304,038	\$10,969,821	\$11,304,038	165.8%	157.9%
Total Capital Expense	\$43,532,304	\$13,134,388	\$22,453,624	\$13,134,388	93.9%	231.4%
Election Expenses		\$69,410		\$69,410		
Cooperative Street Projects		\$190,035		\$190,035		
Decrease in Cash (2)	(\$29,975,971)		(\$8,122,746)			
Increase in Cash (2)		\$291,054		\$291,054		

NOTE:  
 Unallocated expenses exclude Administrative and Plaza costs.  
 (1) Includes FR and PT local portions of the fleet purchases out of the Fleet Replacement fund.  
 (2) Note that the Fleet Replacement is transferred to the Fleet Replacement Fund, a separate cash account to fund Fixed Route and Paratransit fleet purchases. The (Decrease)/Increase in cash represents the cash from the change in the primary cash account.

# Staffing for 2018 Budget

	2007	2008	2009	2010	2011	2012	2013	2014	2015	1/01/16	2017	2018	Net Change Compared to 2017 Funded
<b>01 FIXED ROUTE DIVISION - FUNCTION</b>													
ADMINISTRATION OF TRANSPORTATION (010)	19	19	19	21	21	21	21	24	24	24	24	25	1
SCHEDULING OF TRANSPORTATION (021)	2	2	2	2	2	2	2	2	2	2	2	3	0
REVENUE VEHICLE OPERATIONS (030)	228	245	243	240	221	221	221	221	226	227	226	238	245 FT
REVENUE VEHICLE OPERATIONS (030)	33	34	33	32	28	28	28	28	28	28	28	28	25 PT
ADMINISTRATION OF MAINTENANCE (041)	3.5	4.5	4.5	5	5	5	5	5	5	5	5	5	0
FACILITIES ASST. MANAGER (042)	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE REVENUE VEHICLES (051)	10	13	13	13	12	12	12	12	12	12	12	13	1
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	39	44	44	44	42	41	41	41	41	41	41	46	3
MAINTENANCE BUILDINGS AND GROUNDS (124)	19	19	19	19	19	19	19	20	20	20	22	24	2
FARE COLLECTION (150)	1	2	2	2	2	2	2	2	2	2	2	2	0
SECURITY (161)	9	9	9	10	10	10	10	11	11	13	12	13	2
TELE INFORMATION/CUSTOMER SERVICE (162)	12	11	11	11	11	11	11	12	12	12	12	13	1 FT
TELE INFORMATION/CUSTOMER SERVICE (162)	2	2	2	2	2	2	2	2	2	2	2	2	0
LOSS CONTROL (165)	2	2	2	2	2	2	2	2	2	2	2	2	0
SAFETY AND TRAINING (166)	3	3	3	3	3	3	3	3	3	4	4	4	0
PURCHASING AND STORES (172)	4	4	4	4	4	4	4	4	4	4	4	4	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	0
<b>FIXED ROUTE STAFFING TOTALS:</b>	<b>388.5</b>	<b>415.5</b>	<b>412.5</b>	<b>412.0</b>	<b>389.0</b>	<b>386.0</b>	<b>390.0</b>	<b>391.0</b>	<b>397.0</b>	<b>401.0</b>	<b>399.0</b>	<b>417.0</b>	<b>427.0</b>
% CHANGE YEAR TO DATE	6.9%	-0.7%	-0.1%	-5.6%	1.0%	1.0%	0.3%	1.5%	1.5%	1.0%	4.0%	2.4%	2.4%
% CHANGE FROM 2007 (STAFFING)	6.9%	6.2%	6.0%	0.1%	0.4%	0.6%	2.2%	3.2%	3.2%	3.2%	7.3%	9.9%	9.9%
TOTAL REVENUE HOURS (BUDGETED)	408.354	422.599	425.889	423.319	403.572	383.616	389.272	396.513	402.126	401.385	408.312	426.689	426.689
% CHANGE YEAR TO DATE	3.5%	0.8%	-0.6%	-4.7%	1.5%	1.9%	1.4%	1.4%	1.4%	1.4%	1.7%	4.5%	4.5%
% CHANGE FROM 2007 (SERVICE)	3.5%	4.3%	3.7%	-1.2%	-4.7%	-6.1%	-4.7%	-2.9%	-1.5%	-1.7%	0.0%	4.5%	4.5%
<b>02 PARATRANSIT DIVISION - FUNCTION</b>													
ADMINISTRATION OF TRANSPORTATION (010)	12	13	13	13	13	13	13	14	14	14	14	15	15
SCHEDULING OF TRANSPORTATION (021)	5.75	5.75	5.75	6.75	6.75	6.75	6.75	7.00	7.00	7.00	7.00	7	8
REVENUE VEHICLE OPERATIONS (030)	55	55	55	54	54	54	55	55	55	55	51	57	57 FT
REVENUE VEHICLE OPERATIONS (030)	9	9	9	9	9	9	9	9	9	9	9	9	0
SERVICE REVENUE VEHICLES (051)	4	4	4	4	4	4	4	4	4	4	4	4	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	7	7	7	8	8	8	9	9	9	9	9	9	0
<b>PARATRANSIT STAFFING TOTALS:</b>	<b>92.75</b>	<b>93.75</b>	<b>93.75</b>	<b>94.75</b>	<b>94.75</b>	<b>95.75</b>	<b>93.75</b>	<b>94.00</b>	<b>94.00</b>	<b>94.00</b>	<b>90.00</b>	<b>95.00</b>	<b>96.00</b>
% CHANGE YEAR TO DATE	1.1%	0.0%	1.1%	0.0%	0.0%	1.1%	-2.1%	0.3%	0.0%	0.0%	1.1%	1.1%	1.1%
% CHANGE FROM 2007 (STAFFING)	1.1%	1.1%	1.1%	2.2%	1.1%	1.1%	1.3%	1.3%	1.3%	1.3%	2.4%	3.5%	3.5%
TOTAL REVENUE HOURS (BUDGETED)	170.418	180.905	185.680	181.788	176.045	170.449	167.305	153.693	153.693	161.888	157.821	160.583	160.583
% CHANGE YEAR TO DATE	6.2%	2.6%	-2.1%	-3.2%	-8.1%	-3.2%	-1.8%	-9.8%	-9.8%	-5.3%	-2.5%	1.8%	1.8%
% CHANGE FROM 2007 (SERVICE)	6.2%	9.0%	6.7%	3.3%	0.0%	0.0%	-1.8%	-9.8%	-9.8%	-5.0%	-7.4%	-5.8%	-5.8%
<b>03 ADMINISTRATIVE DIVISION - FUNCTION</b>													
OMBSMAN (162)	1	1	1	1	1	1	1	1	1	1	1	1	1
PLANNING (177)	3	5	6	6	6	6	6	7	7	7	7	7	7
COMMUNICATIONS (163)	3.25	3.25	3	3	3	3	3	5	5	5	6	6	6
HUMAN RESOURCES (167)	4	4	4	4	4	4	4	5	5	5	5	6	6
INFORMATION SYSTEMS (170)	5	5	5	5	5	5	6	6	6	7	7	8	9
FINANCE (171)	8	8	8	8	8	8	8	8	8	8	8	10	10
PURCHASING AND STORES (172)	2.50	2.50	2.5	2	2	2	2	2	2	2	2	3	3
ENGINEERING (175)	1	1	1	1	1	1	1	1	1	1	1	1	1
RECORD COORDINATOR (175)	3.75	3.75	3.75	4	4	4	4	4	4	4	4	4	4
GENERAL ADMINISTRATION (176)	1	1	1	1	1	1	1	1	1	1	1	1	1
PROJECT (185)	1	1	1	1	1	1	1	1	1	1	1	1	1
DATA COLLECTION (190)	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>ADMINISTRATIVE STAFFING TOTALS:</b>	<b>33.5</b>	<b>35.5</b>	<b>35.5</b>	<b>36.0</b>	<b>36.0</b>	<b>38.0</b>	<b>38.0</b>	<b>41.0</b>	<b>42.0</b>	<b>43.0</b>	<b>42.0</b>	<b>51.0</b>	<b>53.0</b>
% CHANGE YEAR TO DATE	6.0%	6.0%	1.4%	0.0%	0.0%	5.6%	0.0%	7.9%	2.4%	2.4%	18.6%	3.9%	3.9%
% CHANGE FROM 2007 (STAFFING)	6.0%	6.0%	7.5%	7.5%	13.4%	13.4%	22.4%	25.4%	28.4%	28.4%	52.2%	58.2%	58.2%
<b>05 YANPOOL DIVISION - FUNCTION</b>													
INSP/MAINT REV VEH (061)	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>YANPOOL STAFFING TOTALS:</b>	<b>2</b>												
% CHANGE YEAR TO DATE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% CHANGE FROM 2007 (STAFFING)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
REVENUE HOURS (BUDGETED)	22.728	31.509	28.176	32.813	29.670	37.335	34.548	34.548	34.548	37.277	37.853	29.933	29.933
% CHANGE YEAR TO DATE	0.0%	43.0%	-13.3%	16.5%	-9.6%	25.5%	-7.2%	0.0%	0.0%	7.9%	1.5%	-20.9%	-20.9%
% CHANGE FROM 2007 (SERVICE)	0.0%	43.0%	24.0%	44.4%	30.6%	63.8%	52.0%	52.0%	52.0%	64.0%	66.5%	31.7%	31.7%
<b>STAFFING GRAND TOTAL:</b>	<b>516.75</b>	<b>546.75</b>	<b>543.75</b>	<b>544.75</b>	<b>521.75</b>	<b>521.75</b>	<b>523.75</b>	<b>528.00</b>	<b>535.00</b>	<b>540.00</b>	<b>533.00</b>	<b>565.00</b>	<b>578.00</b>
													<b>13.00</b>

# 2018 Capital Projects Summary

Capital Programs: 2018-2023 by Program and Project  
 Supplemental Information for Capital Programs included in TDP  
 Indicates New Project Added

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 by Funding Source			Capital Program 2018-2023							
									2018 - Local	2018 - State	2018 - Federal	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023		
Vehicles	Fixed Route Coaches - Replacement	361	Bus Replacement-2019	Preliminary	Funded	1,487,792	0	1,487,792	0	0	0	1,487,792	0	0	0	0	0	0	1,487,792
		365	Diesel Coach Replacements-2016 & 2018	Preliminary	Funded	8,151,891	3,047,942	5,103,949	1,466,261	0	1,353,471	2,819,732	0	0	0	0	0	0	2,819,732
		483	Fixed Route Fleet Replacement-2021	Not started	Funded	8,680,938	0	8,680,938	0	0	0	0	0	8,680,938	0	0	0	0	8,680,938
		486	Fixed Route Fleet Replacement-2023	Not started	Funded	5,756,004	0	5,756,004	0	0	0	0	0	0	0	0	5,756,004	0	5,756,004
		490	Fixed Route Fleet Replacement-2022	Not started	Funded	8,941,366	0	8,941,366	0	0	0	0	0	0	0	8,941,366	0	0	8,941,366
		492	Fixed Route Fleet Replacement-2026	Not started	Funded	6,258,072	0	6,258,072	0	0	0	0	0	0	0	0	0	0	0
		493	Fixed Route Fleet Replacement-2024	Not started	Funded	10,078,756	0	10,078,756	0	0	0	0	0	0	0	0	0	0	0
		494	Fixed Route Fleet Replacement-2025	Not started	Funded	8,549,163	0	8,549,163	0	0	0	0	0	0	0	0	0	0	0
		568	Fixed Route Coaches - 2020	Not started	Funded	5,267,559	0	5,267,559	0	0	0	0	5,267,559	0	0	0	0	0	5,267,559
	<b>Fixed Route Coaches - Replacement Total</b>					<b>63,171,541</b>	<b>3,047,942</b>	<b>60,123,599</b>	<b>1,466,261</b>	<b>0</b>	<b>1,353,471</b>	<b>2,819,732</b>	<b>1,487,792</b>	<b>5,267,559</b>	<b>8,680,938</b>	<b>8,941,366</b>	<b>5,756,004</b>	<b>0</b>	<b>32,953,391</b>
	Fixed Route Fleet - Expansion	530	Electric Coach Expansion - Moving Forward	Not started	Funded-MF	5,426,307	0	5,426,307	0	0	0	0	0	0	0	0	0	0	5,426,307
		531	Diesel Coach Expansion - Moving Forward	Not started	Funded-MF	5,770,802	0	5,770,802	4,570,802	0	1,200,000	5,770,802	0	0	0	0	0	0	5,770,802
		532	Electric Coach Expansion - Moving Forward	Not started	Funded-MF	6,107,357	0	6,107,357	0	0	0	0	0	0	0	0	6,107,357	0	6,107,357
		533	Signature Coaches - Moving Forward	Not started	Funded-MF	7,781,025	0	7,781,025	0	0	0	0	0	0	0	7,781,025	0	0	7,781,025
		541	Diesel Coach Expansion - Moving Forward	Not started	Funded-MF	2,964,340	0	2,964,340	0	0	0	0	0	0	0	0	0	0	0
		570	Diesel Coach Expansion - Moving Forward	Not started	Funded-MF	3,050,948	0	3,050,948	0	0	0	0	0	0	0	0	0	0	0
	<b>Fixed Route Fleet - Expansion Total</b>					<b>31,100,779</b>	<b>0</b>	<b>31,100,779</b>	<b>4,570,802</b>	<b>0</b>	<b>1,200,000</b>	<b>5,770,802</b>	<b>5,426,307</b>	<b>0</b>	<b>0</b>	<b>7,781,025</b>	<b>6,107,357</b>	<b>0</b>	<b>25,085,491</b>
Non-Revenue Vehicles	Service Trucks #815 & #816	231	Service Trucks #815 & #816	Preliminary	Funded	147,000	0	147,000	147,000	0	0	147,000	0	0	0	0	0	0	147,000
	Replace shelter cleaning truck #813	296	Replace shelter cleaning truck #813	Preliminary	Funded	90,000	0	90,000	0	0	0	0	90,000	0	0	0	0	0	90,000
	2020 Service Vehicles (previously 2017)	349	2020 Service Vehicles (previously 2017)	Not started	Funded	76,500	0	76,500	0	0	0	0	0	76,500	0	0	0	0	76,500
	2018 Service Vehicles	350	2018 Service Vehicles	Not started	Funded	120,000	0	120,000	120,000	0	0	120,000	0	0	0	0	0	0	120,000
	Service Vehicle Replacement (PT Supervisors)-2019	360	Service Vehicle Replacement (PT Supervisors)-2019	Preliminary	Funded	133,000	0	133,000	0	0	0	0	30,000	0	0	0	0	0	30,000
	Facilities Service/Plow Truck Replacement	506	Facilities Service/Plow Truck Replacement	Not started	Funded	146,000	0	146,000	146,000	0	0	146,000	0	0	0	0	0	0	146,000



Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	2018 - Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023	
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	298	Replace paint booth and lift systems	Not started	Funded	990,000	0	990,000	990,000	0	0	990,000	0	0	0	0	0	0	990,000
		332	Fencing and Gating of STA & Boone Campus	Funded	Funded	206,000	0	206,000	0	0	0	0	0	0	206,000	0	0	0	0
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	429	2014 Boone Facilities Renovation Project	Not started Work in progre	Funded	750,000	511,326	238,674	0	0	0	0	0	0	0	0	0	0	0
		502	Boone NW Garage	Funded-MF	Funded-MF	16,500,000	0	16,500,000	11,950,000	0	0	0	11,950,000	4,400,000	0	0	0	0	0
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	504	Mission & Green Acquisition Due-Diligence	Work in progre	Funded	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0	0
		538	Boone NW Garage- Design	Work in progre Design	Funded-MF	946,079	19,364	926,715	0	0	0	0	0	0	0	0	0	0	0
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	547	W. Sharp Avenue Acquisition	Work in progre	Funded	300,000	0	300,000	0	0	0	0	0	300,000	0	0	0	0	300,000
		580	1212 Parking Expansion	Not started	Funded-MF	205,000	0	205,000	0	0	0	0	0	205,000	0	0	0	0	0
<b>Boone - Facility Master Plan Program Total</b>						<b>24,975,079</b>	<b>670,356</b>	<b>24,304,723</b>	<b>12,940,000</b>	<b>0</b>	<b>0</b>	<b>12,940,000</b>	<b>4,905,000</b>	<b>206,000</b>	<b>600,000</b>	<b>4,088,334</b>	<b>0</b>	<b>0</b>	<b>22,739,334</b>
Boone - Preservation and Enhancements	Boone - Preservation and Enhancements	189	Re-landscaping with sustainable type and correct tree grates	Not started	Funded	130,000	0	130,000	0	0	0	0	0	0	0	0	130,000	0	130,000
		324	Boone Facility Fire Alarm Replacement	On hold	Funded	467,610	0	467,610	0	0	0	0	0	0	0	0	0	0	467,610
Boone - Preservation and Enhancements	Boone - Preservation and Enhancements	345	Floor Drain Grate Replacement Paratransit	Not started	Funded	144,200	0	144,200	0	0	0	0	0	144,200	0	0	0	0	144,200
		351	Landscape Monroe Frontage	Not started	Funded	50,000	0	50,000	0	0	0	0	0	0	0	0	0	50,000	0

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD	Remaining Balance	2018 -		2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023		
									Local	State, Federal									
Facilities - Maintenance & Preservation	Boone - Preservation	376	HVAC Unit Maintenance and Replacements-2017	Work in progress	Funded	15,000	0	15,000	0	0	0	0	0	0	0	0	0		
		377	HVAC Unit Maintenance and Replacements-2018	Not started	Funded	12,000	0	12,000	0	12,000	0	0	0	0	0	0	0	12,000	
		378	HVAC Unit Maintenance and Replacements-2019	Not started	Funded	10,000	0	10,000	0	0	10,000	0	0	0	0	0	0	10,000	
		454	H & V Replacement Project Boone Ave	Construction	Funded	2,212,754	2,203,754	9,000	0	9,000	0	0	0	0	0	0	0	9,000	
		458	Passenger Elevator Replacement Boone Ave	Not started	Funded	380,000	0	380,000	0	0	0	380,000	0	0	0	0	0	380,000	
		460	UST Non-Diesel Replacement Boone Ave	Not started	Funded	1,480,000	0	1,480,000	0	0	0	1,480,000	0	0	0	0	0	1,480,000	
		505	HVAC Unit Maintenance and Replacements - 2021	Not started	Funded	25,000	0	25,000	0	0	0	0	25,000	0	0	0	0	25,000	
		556	Miscellaneous Equipment and Fixtures	Not started	Funded	20,000	0	20,000	0	0	0	0	0	20,000	0	0	0	20,000	
		557	Back-up Generator for 1212 Sharp	Design	Funded	95,000	0	95,000	0	0	0	0	0	0	0	0	0	0	
		587	Air Compressor Upgrade and Enhancements Total	Not started	Funded	75,000	0	75,000	0	0	0	0	75,000	0	0	0	0	75,000	
<b>Boone - Preservation and Enhancements Total</b>						<b>5,116,564</b>	<b>2,203,754</b>	<b>2,912,810</b>	<b>21,000</b>	<b>0</b>	<b>21,000</b>	<b>154,200</b>	<b>1,935,000</b>	<b>25,000</b>	<b>200,000</b>	<b>467,610</b>	<b>2,802,810</b>		
Fleck Center Preservation and Improvements	Fleck Center and Improvements	354	Overhead Door Replacement - FSC	Not started	Funded	125,000	0	125,000	0	0	0	0	125,000	0	0	0	125,000		
		424	Emergency Generator Replacement @ FSC	Not started	Funded	180,000	0	180,000	0	0	0	180,000	0	0	0	0	180,000		
		463	Floor Scrubber Replacement @ Fleck Service Center	Not started	Funded	64,000	0	64,000	0	0	0	64,000	0	0	0	0	64,000		
		507	Fuel Dispensers & Monitor Replacement Fleck Center	Not started	Funded	65,000	0	65,000	0	0	0	65,000	0	0	0	0	65,000		
		508	Makeup Air Unit Replacement Fleck Service Center	Not started	Funded	625,000	0	625,000	0	0	0	625,000	0	0	0	0	625,000		
		<b>Fleck Center Preservation and Improvements Total</b>						<b>1,059,000</b>	<b>0</b>	<b>1,059,000</b>	<b>0</b>	<b>0</b>	<b>995,000</b>	<b>64,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,059,000</b>	
		Miscellaneous Equipment and Fixtures	Miscellaneous Equipment and Fixtures	390	Miscellaneous Equipment and Fixtures-2017	Not started	Funded	20,000	0	20,000	0	0	0	0	0	0	0	0	0
				391	Miscellaneous Equipment and Fixtures-2018	Not started	Funded	20,000	0	20,000	0	20,000	0	0	0	0	0	0	20,000
				392	Miscellaneous Equipment and Fixtures-2019	Not started	Funded	20,000	0	20,000	0	0	20,000	0	0	0	0	0	20,000
				393	Miscellaneous Equipment and Fixtures-2020	Not started	Funded	20,000	0	20,000	0	0	0	20,000	0	0	0	0	20,000
511	Cabinet Parts Washer			Not started	Funded	80,000	0	80,000	0	0	0	80,000	0	0	0	0	80,000		
512	Miscellaneous Equipment and Fixtures			Not started	Funded	20,000	0	20,000	0	0	0	0	20,000	0	0	0	0	20,000	
581	Bobcat 5600 Toolcat			Not started	Funded	80,000	0	80,000	0	80,000	0	0	0	0	0	0	0	80,000	
582	Forklift			Not started	Funded	24,000	0	24,000	0	0	0	24,000	0	0	0	0	0	24,000	
583	HVAC Replacement/upgrades			Not started	Funded	25,000	0	25,000	0	0	0	0	0	0	0	0	25,000	25,000	

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 -		2018 Total	2019 - 2023							
									Local	State/Federal		2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023		
Facilities - Passenger & Operational	Miscellaneous	584	Portable Paint Station	Not started	Funded	8,000	0	8,000	0	8,000	0	0	0	0	0	0	8,000		
		585	Miscellaneous Equipment and Fixtures-2023	Not started	Funded	20,000	0	20,000	0	0	0	0	0	0	0	0	20,000	20,000	
		586	Spray Skid Assembly	Not started	Funded	6,250	0	6,250	0	0	0	0	0	0	0	0	0	6,250	
		588	High Rise Wheel Dolly	Not started	Funded	6,000	0	6,000	0	6,000	0	0	0	0	0	0	0	6,000	
		589	TIG Welder, Miller	Not started	Funded	8,400	0	8,400	0	8,400	0	0	0	0	0	0	0	8,400	
<b>Miscellaneous Equipment and Fixtures Total</b>									<b>122,400</b>	<b>0</b>	<b>122,400</b>	<b>50,250</b>	<b>20,000</b>	<b>100,000</b>	<b>0</b>	<b>45,000</b>	<b>337,650</b>		
<b>Facilities - Maintenance &amp; Administration Total</b>									<b>13,083,400</b>	<b>0</b>	<b>13,083,400</b>	<b>6,104,450</b>	<b>2,225,000</b>	<b>725,000</b>	<b>4,288,334</b>	<b>512,610</b>	<b>26,938,794</b>		
<b>Facilities - Passenger &amp; Operational Total</b>									<b>135,044</b>	<b>0</b>	<b>135,044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,044</b>		
<b>Park and Ride Development Total</b>									<b>260,044</b>	<b>250,000</b>	<b>510,044</b>	<b>1,860,000</b>	<b>90,000</b>	<b>412,000</b>	<b>2,575,000</b>	<b>2,575,000</b>	<b>8,022,044</b>		
Park and Ride Upgrades	Park and Ride	383	Maintenance of current Park & Ride facilities-2017	Work in progress	Funded	25,000	0	25,000	0	0	0	0	0	0	0	0	25,000		
		384	Maintenance of current Park & Ride facilities-2018	Not started	Funded	25,000	0	25,000	0	25,000	0	0	0	0	0	0	25,000		
		385	Maintenance of current Park & Ride facilities-2019	Not started	Funded	25,000	0	25,000	0	0	0	0	25,000	0	0	0	25,000		
		469	Mirabeau Transit Center Improvements	Not started	Funded-MF	8,488,000	0	8,488,000	0	0	0	0	1,698,200	5,941,000	424,400	0	8,488,000		
		510	Park and Ride Lot Major Preservation	Not started	Funded	25,000	0	25,000	0	0	0	0	25,000	0	0	0	25,000		
		513	Park and Ride Lot Major Preservation	Not started	Funded	25,000	0	25,000	0	0	0	0	25,000	0	0	0	25,000		
		569	Jefferson Lot Improvements	Work in progress	Funded	554,052	460,689	93,363	0	0	0	0	0	0	0	0	0	0	
		<b>Park and Ride Lot Major Preservation Total</b>									<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	
		<b>Park and Ride Upgrades Total</b>									<b>25,000</b>	<b>250,000</b>	<b>275,000</b>	<b>25,000</b>	<b>449,400</b>	<b>1,723,200</b>	<b>5,941,000</b>	<b>444,400</b>	<b>8,608,000</b>
		<b>Plaza Zone 4-5 Consolidation</b>									<b>55,620</b>	<b>0</b>	<b>55,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55,620</b>
<b>2018 Skywalk Roof Replacement Plaza</b>									<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>		

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	2018 - Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023	
Facilities - Passenger & Operational Improvements	Plaza	515	2019 Cooling Tower Replacement, Plaza		Funded	30,000	0	30,000	0	0	0	0	30,000	0	0	0	0	30,000	
		564	Re plumb boilers to operate in parallel	Not started	Funded	85,000	0	85,000	85,000	0	0	0	85,000	0	0	0	0	0	85,000
		612	Security Suite - stand-by power	Not started	Funded	25,000	0	25,000	25,000	0	0	25,000	0	0	0	0	0	0	25,000
<b>Plaza Preservation and Improvements Total</b>									<b>235,620</b>	<b>0</b>	<b>0</b>	<b>235,620</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>235,620</b>	
	Plaza	495	Plaza Renovation	Construction	Funded	4,950,000	2,946,380	2,003,620	205,620	0	0	205,620	0	0	0	0	0	0	
<b>Plaza Renovation Total</b>									<b>4,950,000</b>	<b>0</b>	<b>0</b>	<b>4,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Route & Stop Facility	398	Operational Improvements-2017	Work in progre	Funded	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0	
	Improvements	399	Operational Improvements-2018	Not started	Funded	100,000	0	100,000	100,000	0	0	100,000	0	0	0	0	0	100,000	
		400	Operational Improvements-2019	Not started	Funded	200,000	0	200,000	0	0	0	0	200,000	0	0	0	0	200,000	
		401	Operational Improvements-2020	Not started	Funded	200,000	0	200,000	0	0	0	0	0	200,000	0	0	0	200,000	
		405	Outyear Transit Enhancements-2017	Work in progre	Funded	30,000	0	30,000	0	0	0	0	0	0	0	0	0	0	
		406	Outyear Transit Enhancements-2018	Preliminary	Funded	100,000	0	100,000	20,000	0	80,000	100,000	0	0	0	0	0	100,000	
		407	Outyear Transit Enhancements-2019	Preliminary	Funded	100,000	0	100,000	0	0	0	0	100,000	0	0	0	0	100,000	
		464	Rural Highway Stop Improvements	Not started	Funded-MF	3,360,000	0	3,360,000	168,000	0	0	168,000	1,176,000	1,848,000	168,000	0	0	3,360,000	
		480	Downtown Layover Upgrades	Not started	Funded-MF	515,000	0	515,000	437,000	0	0	437,000	0	0	0	0	0	437,000	
		519	Traveler Information & Infrastructure	Work in progre	Funded	1,000,000	47,707	952,293	652,293	0	0	652,293	0	0	0	0	0	0	652,293
		520	Bus Stop Improvements-2017	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0	

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget		Expenditure Remaining Balance	2018 -		2018 - State Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023		
						Control	PTD		Local											
Facilities - Passenger & Route & Stop	Facility	521	Bus Stop Improvements-2018	Not started	Funded	100,000	0	100,000	100,000	0	0	100,000	0	0	0	0	0	0	100,000	
		522	Bus Stop Improvements-2019	Not started	Funded	100,000	0	100,000	0	0	0	0	0	100,000	0	0	0	0	100,000	
		523	Bus Stop Improvements-2020	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	100,000	0	0	0	100,000	
		524	Bus Stop Improvements-2021	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	100,000	0	0	100,000	
		525	Operational Improvements - 2021	Not started	Funded	200,000	0	200,000	0	0	0	0	0	0	0	200,000	0	0	200,000	
		526	Outyear Transit Enhancements - 2021	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	100,000	0	0	100,000	
		548	Indiana East of Pines Work in progre	Work in progre	Funded	70,000	0	70,000	0	0	0	0	0	0	0	0	0	0	0	0
		550	Sidewalk Extension Trent Avenue and Sunset Boulevard Improvements	Not started	Funded	215,000	0	215,000	20,000	80,000	100,000	0	0	115,000	0	0	0	0	0	215,000
		551	Transit Shelter Replacement	Work in progre	Funded	200,000	0	200,000	38,500	0	0	0	38,500	40,750	43,250	0	0	0	0	162,500
		552	University District South Bridge Landing	Not started	Funded	100,000	0	100,000	100,000	0	0	0	100,000	0	0	0	0	0	0	100,000
553	Bus Stop Improvements	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	100,000	0	0	100,000		
554	Operational Improvements - 2022	Not started	Funded	200,000	0	200,000	0	0	0	0	0	0	0	0	0	200,000	0	200,000		
555	Outyear Transit Enhancements - 2022	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	0	100,000	0	100,000		
571	Bus Stop Improvements-2023	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0	100,000	100,000		
572	Operational Improvements - 2023	Not started	Funded	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0	200,000	200,000		
573	Outyear Transit Enhancements - 2023	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0	100,000	100,000		
574	Outyear Transit Enhancements - 2020	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	100,000	0	0	0	100,000		
732	Greene and Ermina Traffic Signal Cooperative Project	Not started	Funded-WF	667,000	0	667,000	667,000	0	0	0	667,000	0	0	0	0	0	0	667,000		
<b>Route &amp; Stop Facility Improvements Total</b>				<b>Not started</b>	<b>Funded-WF</b>	<b>8,757,000</b>	<b>47,707</b>	<b>8,709,293</b>	<b>2,302,793</b>	<b>0</b>	<b>160,000</b>	<b>2,462,793</b>	<b>1,731,000</b>	<b>2,288,750</b>	<b>611,250</b>	<b>400,000</b>	<b>400,000</b>	<b>7,893,793</b>		
Upriver Transit Center				Not started	Funded-WF	5,000,000	0	5,000,000	717,000	250,000	0	967,000	4,003,000	0	0	0	0	0	4,970,000	
<b>Upriver Transit Center Total</b>				<b>Not started</b>	<b>Funded</b>	<b>5,000,000</b>	<b>0</b>	<b>5,000,000</b>	<b>717,000</b>	<b>250,000</b>	<b>0</b>	<b>967,000</b>	<b>4,003,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,970,000</b>	
SFCC Transit Sta				Not started	Funded	2,963,000	0	2,963,000	150,000	200,000	0	350,000	2,613,000	0	0	0	0	0	2,963,000	
<b>SFCC Transit Station Total</b>				<b>Not started</b>	<b>Funded</b>	<b>2,963,000</b>	<b>0</b>	<b>2,963,000</b>	<b>150,000</b>	<b>200,000</b>	<b>0</b>	<b>350,000</b>	<b>2,613,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,963,000</b>	
<b>Facilities - Passenger &amp; Operational Total</b>				<b>Not started</b>	<b>Funded</b>	<b>39,224,672</b>	<b>3,469,732</b>	<b>35,754,940</b>	<b>3,660,457</b>	<b>700,000</b>	<b>160,000</b>	<b>4,520,457</b>	<b>10,262,000</b>	<b>2,828,150</b>	<b>2,746,450</b>	<b>8,916,000</b>	<b>3,419,400</b>	<b>0</b>	<b>32,692,457</b>	
Technology				Work in progre	Funded	1,782,642	1,408,679	373,964	80,000	0	0	80,000	0	0	0	0	0	0	80,000	
Business Systems Replacement				Not started	Funded	300,000	0	300,000	300,000	0	0	300,000	0	0	0	0	0	0	300,000	

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	2018 - Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023	
Technology	Business Systems	459	Fluid Management System	Not started	Funded	550,000	0	550,000	0	0	0	0	0	0	0	0	0	0	0
	<b>Business Systems Replacement Total</b>					<b>2,632,642</b>	<b>1,408,679</b>	<b>1,223,964</b>	<b>380,000</b>	<b>0</b>	<b>0</b>	<b>380,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>380,000</b>
	Communications Technology Upgrades	517	Digital Signage for Communications - STA Plaza	Not started	Funded	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0	0
		562	Mobil Data Computer Replacement	Not started	Funded	770,000	0	770,000	0	0	0	0	0	0	770,000	0	0	0	770,000
		565	Communications Infrastructure Assessment and Upgrade	Not started	Funded	250,000	0	250,000	100,000	0	0	100,000	0	0	0	0	0	0	100,000
		602	Network switches (5)	Not started	Funded	40,500	0	40,500	40,500	0	0	40,500	0	0	0	0	0	0	40,500
		604	Network firewall	Not started	Funded	7,500	0	7,500	7,500	0	0	7,500	0	0	0	0	0	0	7,500
		605	Network equipment-West Plains	Not started	Funded-MF	25,000	0	25,000	25,000	0	0	25,000	0	0	0	0	0	0	25,000
	<b>Communications Technology Upgrades Total</b>					<b>1,195,000</b>	<b>0</b>	<b>1,193,000</b>	<b>173,000</b>	<b>0</b>	<b>0</b>	<b>173,000</b>	<b>0</b>	<b>0</b>	<b>770,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>943,000</b>
	Computer Equipment	417	Computer Equipment-2017	Not started	Funded	225,000	0	225,000	0	0	0	0	0	0	0	0	0	0	0
		418	Computer Equipment-2018	Not started	Funded	150,000	0	150,000	150,000	0	0	150,000	0	0	0	0	0	0	150,000
		419	Computer Equipment-2019	Not started	Funded	150,000	0	150,000	0	0	0	0	150,000	0	0	0	0	0	150,000
		527	Computer Equipment-2020	Not started	Funded	150,000	0	150,000	0	0	0	0	0	150,000	0	0	0	0	150,000
		528	Computer Equipment-2021	Not started	Funded	175,000	0	175,000	0	0	0	0	0	0	0	175,000	0	0	175,000
		566	Computer Equipment-2022	Not started	Funded	175,000	0	175,000	0	0	0	0	0	0	0	0	175,000	0	175,000
	<b>Computer Equipment-2023</b>					<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>
	<b>Computer Equipment Preservation and Upgrades Total</b>					<b>1,175,000</b>	<b>0</b>	<b>1,175,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>175,000</b>	<b>175,000</b>	<b>150,000</b>	<b>0</b>	<b>950,000</b>
	Fare Collection and Sales Technology	430	Fixed Route Fare Vending Machine Update	Work in progress	Funded	240,000	239,187	813	0	0	0	0	0	0	0	0	0	0	0
		431	Fixed Route Fare Collection System Update	Preliminary	Funded	3,000,000	0	3,000,000	2,012,500	0	662,500	2,675,000	250,000	0	0	0	0	0	2,925,000
	<b>Fare Collection and Sales Technology Total</b>					<b>3,240,000</b>	<b>239,187</b>	<b>3,000,813</b>	<b>2,012,500</b>	<b>0</b>	<b>662,500</b>	<b>2,675,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,925,000</b>
	Operating & Customer Service Software	238	Ops Info Pub, Com, Pass Web modules	Work in progress	Funded	512,244	246,775	265,469	0	0	0	0	0	0	0	0	0	0	0
		561	Call Center Software Upgrade	Not started	Funded	35,000	0	35,000	8,000	0	0	8,000	0	0	0	0	0	0	8,000
		576	Trapeze EZ Wallet	Not started	Funded	331,500	0	331,500	331,500	0	0	331,500	0	0	0	0	0	0	331,500
		577	Trapeze OPS-Web	Not started	Funded	175,000	0	175,000	116,000	0	0	116,000	59,000	0	0	0	0	0	175,000
		578	Trapeze ParaCutter	Not started	Funded	120,000	0	120,000	60,000	0	0	60,000	60,000	0	0	0	0	0	120,000

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023	
Technology	Operating & Customer Service	579	Trapeze ViewPoint - Business Intelligence Solution	Not started	Funded	220,000	0	220,000	220,000	0	0	0	0	0	0	0	0	0	220,000
		468	OnBoard Camera Upgrade	Not started	Funded	4,000,000	246,775	1,146,969	735,500	0	0	0	735,500	119,000	0	4,000,000	0	0	0
	<b>Operating &amp; Customer Service Software Total</b>					<b>1,393,744</b>	<b>246,775</b>	<b>1,146,969</b>	<b>735,500</b>	<b>0</b>	<b>0</b>	<b>735,500</b>	<b>119,000</b>	<b>0</b>	<b>4,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>854,500</b>
	<b>Security and Access Technology</b>																		
	600	Driver's Room/Administrative Area Access Control Project	Not started	Funded	25,000	0	25,000	25,000	25,000	0	0	25,000	0	0	0	0	0	0	25,000
	601	Park and Ride Camera System - Five Mile	Not started	Funded	59,500	0	59,500	59,500	0	0	0	0	0	59,500	0	0	0	0	59,500
	608	Park and Ride Camera System - Hastings	Not started	Funded	71,500	0	71,500	71,500	0	0	0	0	71,500	0	0	0	0	0	71,500
	609	Park and Ride Camera System - Liberty Lake	Not started	Funded	85,900	0	85,900	85,900	0	0	0	0	0	0	85,900	0	0	0	85,900
	610	Park and Ride Camera System - South Hill	Not started	Funded	74,600	0	74,600	74,600	0	0	0	0	0	0	0	74,600	0	0	74,600
	611	Park and Ride Camera System - Mirabeau	Not started	Funded	78,100	0	78,100	78,100	78,100	0	0	78,100	0	0	0	0	0	0	78,100
	<b>Security and Access Technology Total</b>					<b>4,394,600</b>	<b>0</b>	<b>4,394,600</b>	<b>103,100</b>	<b>0</b>	<b>0</b>	<b>103,100</b>	<b>71,500</b>	<b>4,059,500</b>	<b>85,900</b>	<b>74,600</b>	<b>0</b>	<b>0</b>	<b>4,394,600</b>
	237	Smart Bus CAB/AVL Implementation	Work in progre	Funded	6,850,000	6,809,519	40,481	0	0	0	0	0	0	0	0	0	0	0	0
	336	Fiber Communications	Work in progre	Funded	869,528	27,755	841,773	0	0	0	0	0	141,773	100,000	100,000	100,000	100,000	100,000	541,773
	<b>Smart Bus Implementation Total</b>				<b>7,719,528</b>	<b>6,837,274</b>	<b>882,254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,773</b>	<b>141,773</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>541,773</b>
	347	Design and Construction	Not started	Funded-MF	21,748,514	8,731,914	13,016,600	3,554,100	0	0	0	662,500	4,216,600	732,273	4,309,500	1,130,900	349,600	250,000	10,988,873
	<b>Central City Line</b>				<b>65,425,000</b>	<b>0</b>	<b>65,425,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780,000</b>	<b>13,373,500</b>	<b>20,995,500</b>	<b>29,276,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>65,425,000</b>
	435	Preliminary Engineering and Environmental Review (Phase C)	Work in progre	Funded-MF	1,875,000	1,146,076	728,924	0	0	0	0	0	0	0	0	0	0	0	0
	546	Project Development (Phase D)	Not started	Funded-MF	4,700,000	0	4,700,000	0	0	2,800,000	0	2,800,000	500,000	0	0	0	0	0	3,300,000
	<b>Central City Line Total</b>				<b>72,000,000</b>	<b>1,146,076</b>	<b>70,853,924</b>	<b>79,232</b>	<b>2,800,000</b>	<b>0</b>	<b>200,768</b>	<b>3,580,000</b>	<b>13,873,500</b>	<b>20,995,500</b>	<b>29,276,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>66,725,000</b>
	465	Four Lakes Station Performance	Not started	Funded-MF	390,500	608	389,892	280,000	0	0	0	280,000	0	0	0	0	0	0	350,500
	473	Elim Street Station and Improvements	Not started	Funded-MF	800,000	0	800,000	0	0	0	0	0	158,000	245,000	353,000	44,000	0	0	800,000
	474	Jefferson Station Bus way and Facility Upgrades	Not started	Funded-MF	725,000	0	725,000	0	0	0	0	0	144,000	222,000	320,000	39,000	0	0	725,000
	476	SR 904 Station and Improvements	Not started	Funded-MF	1,986,000	0	1,986,000	155,000	0	0	0	155,000	0	0	871,000	920,000	40,000	0	1,986,000
	<b>Cheney High Performance Transit Corridor Total</b>				<b>3,901,500</b>	<b>608</b>	<b>3,900,892</b>	<b>234,232</b>	<b>0</b>	<b>200,768</b>	<b>0</b>	<b>435,000</b>	<b>372,500</b>	<b>1,538,000</b>	<b>1,593,000</b>	<b>123,000</b>	<b>0</b>	<b>0</b>	<b>3,861,500</b>
	427	HPT Passenger Facilities Design and Communications Standards	Work in progre	Funded	618,750	567,894	50,856	0	0	0	0	0	0	0	0	0	0	0	0
	<b>HPT Program Development Total</b>				<b>618,750</b>	<b>567,894</b>	<b>50,856</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	2018 - Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023	
High Performance Transit Implementation	Incremental HPT Investments	467	29th/Regal Intersection Improvements - Design and Construction	Not started	Funded-MF	551,120	5,120	546,000	45,000	0	0	45,000	501,000	0	0	0	0	0	546,000
		470	Plaza HPT Platforms	Not started	Funded-MF	1,545,000	0	1,545,000	299,000	0	0	299,000	0	0	1,158,750	77,250	0	0	1,595,000
		472	Division Passenger and Operational Treatments	Design	Funded-MF	2,000,000	0	2,000,000	401,500	220,000	778,500	1,400,000	0	0	0	0	0	0	1,400,000
		478	Division HPT Design Study	Not started	Funded-MF	500,000	0	500,000	10,000	0	50,000	60,000	440,000	0	0	0	0	0	500,000
		479	Monroe-Regal Shelter and Stop Enhancements	Not started	Funded-MF	4,270,250	348	4,269,902	850,000	1,350,000	0	2,200,000	1,849,902	0	0	0	0	0	4,049,902
		540	Sprague HPT Lite Improvements	Not started	Funded-MF	6,556,000	0	6,556,000	0	0	0	0	0	0	500,000	2,406,000	2,600,000	0	6,356,000
		543	North Monroe Bus Stop Infrastructure	Not started	Funded-MF	620,187	0	620,187	54,000	62,594	379,555	496,149	124,038	0	0	0	0	0	620,187
		545	Preliminary Engineering I-90 HPT Corridor Facilities	Not started	Funded-MF	812,500	0	812,500	0	0	0	0	0	362,500	450,000	0	0	0	812,500
	<b>Incremental HPT Investments Total</b>					<b>16,855,057</b>	<b>5,468</b>	<b>16,849,589</b>	<b>1,659,500</b>	<b>1,632,594</b>	<b>1,208,055</b>	<b>4,500,149</b>	<b>2,914,940</b>	<b>862,500</b>	<b>2,458,750</b>	<b>2,483,250</b>	<b>2,600,000</b>	<b>15,819,589</b>	
West Plains Transit Center		438	Design and Engineering	Work in progre	Funded-MF	2,662,993	2,089,664	572,729	0	0	0	0	0	0	0	0	0	0	0
		503	West Plains Transit Center - Final Design & Construction	Not started	Funded-MF	7,708,000	0	7,708,000	0	3,207,500	473,000	3,680,500	560,500	250,000	0	0	0	0	4,491,000
	<b>West Plains Transit Center Total</b>					<b>10,370,993</b>	<b>2,089,664</b>	<b>8,280,729</b>	<b>0</b>	<b>3,207,500</b>	<b>473,000</b>	<b>3,680,500</b>	<b>560,500</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,491,000</b>	
	<b>High Performance Transit Implementation Total</b>					<b>103,745,700</b>	<b>3,809,710</b>	<b>99,935,990</b>	<b>1,893,732</b>	<b>7,640,094</b>	<b>2,661,823</b>	<b>12,195,649</b>	<b>17,721,440</b>	<b>23,446,000</b>	<b>33,327,750</b>	<b>3,606,250</b>	<b>2,600,000</b>	<b>0</b>	<b>92,897,089</b>

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining Balance	2018 - Local	2018 - State	2018 - Federal	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2018-2023 Total	
Grand Total						304,628,045	21,933,407	282,694,638	29,154,416	8,340,094	6,037,794	43,532,304	43,545,384	40,073,939	48,197,240	35,880,404	20,174,682	231,403,953	
Local									29,154,416			29,154,416	18,056,313	16,508,824	16,343,640	27,564,967	15,363,536	122,991,696	
State									8,340,094			8,340,094	15,680,749	3,789,012	1,000,000	307,681	-	29,117,536	
Federal									6,037,794		6,037,794	6,037,794	9,808,322	19,776,103	30,853,600	8,007,756	4,811,146	79,294,721	
Total									43,532,304		43,532,304	43,532,304	43,545,384	40,073,939	48,197,240	35,880,404	20,174,682	231,403,953	
Allocation by Financial Status																			
Status Quo									10,846,189			10,846,189	9,193,637	14,265,539	12,591,290	15,977,129	8,467,925	71,341,709	
Moving Forward									32,686,115			32,686,115	34,351,747	25,808,400	35,605,950	19,903,275	11,706,757	160,062,244	
Total									43,532,304		43,532,304	43,532,304	43,545,384	40,073,939	48,197,240	35,880,404	20,174,682	231,403,953	

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 6.B.:**      *CONNECT SPOKANE* UPDATE: FINAL RECOMMENDATION

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

**SUBMITTED BY:**              Karl Otterstrom, Director of Planning and Development

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**SUMMARY:**

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to *Connect Spokane*, STA's Comprehensive Plan. Through the spring of 2017, STA hosted two workshops, conducted an online survey and stakeholder interviews to receive input on changing conditions and community desires that should be reflected in updates to the plan. Staff presented the findings from the outreach efforts to the Board in June and sought guidance on drafting amendments to the plan. STA held an open house on September 27, 2017 at the Plaza to receive feedback on draft amendments. STA presented to STA's Citizen Advisory Committee on October 11<sup>th</sup> for additional feedback on draft amendments. The Public Hearing was held at the November 16<sup>th</sup> Board meeting, with no comments provided.

Since the Public Hearing, two additions have been made:

- New FR 7.0 Passenger Load Standards – these standards have been documented for a number of years, but are being brought into *Connect Spokane* for ease of reference.
- New SI 4.10 HPT Station Identification and Customization Policy – the proposed policy has been developed in conjunction with the Central City Line Steering Committee. The CCL Steering Committee will be providing final review of SI 4.10 at their meeting on December 7, 2017 and the meeting outcome will be reported at the Board meeting.

The Planning & Development Committee held their final review on November 29<sup>th</sup>, 2017.

For your convenience, you can review a clean (no redline) version of the final draft plan as approved by the Planning & Development Committee online at:

<https://www.spokanetransit.com/projects-plans/comprehensive-plan-update>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve by resolution the proposed amendments to *Connect Spokane*: A Comprehensive Plan for Public Transportation.

**COMMITTEE ACTION:** Approved as presented and forwarded to the Board for action.

**RECOMMENDATION TO BOARD:** Approve by resolution the proposed amendments to *Connect Spokane*: A Comprehensive Plan for Public Transportation.

**FINAL REVIEW FOR BOARD BY:**

Division Head   KO                Chief Executive Officer   EM                Legal Counsel   LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM \_\_\_\_\_ :** *CONNECT SPOKANE* UPDATE: FINAL RECOMMENDATION

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

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**SUMMARY:**

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to *Connect Spokane*, STA's Comprehensive Plan. Through the spring of 2017, STA hosted two workshops, conducted an online survey and stakeholder interviews to receive input on changing conditions and community desires that should be reflected in updates to the plan. Staff presented the findings from the outreach efforts to the Board in June and sought guidance on drafting amendments to the plan. STA held an open house on September 27, 2017 at the Plaza to receive feedback on draft amendments. STA presented to STA's Citizen Advisory Committee on October 11<sup>th</sup> for additional feedback on draft amendments. The Public Hearing was held at the November 16<sup>th</sup> Board meeting, with no comments provided.

Since the Public Hearing, two additions have been made:

- New FR 7.0 Passenger Load Standards – these standards have been documented for a number of years, but are being brought into *Connect Spokane* for ease of reference.
- New SI 4.10 HPT Station Identification and Customization Policy – the proposed policy has been developed in conjunction with the Central City Line Steering Committee. The CCL Steering Committee will be providing final review of SI 4.10 at their meeting on December 7, 2017 and the meeting outcome will be reported at the Board meeting.

The Planning & Development Committee held their final review on November 29<sup>th</sup>, 2017.

For your convenience, you can review a clean (no redline) version of the final draft plan as approved by the Planning & Development Committee online at:

<https://www.spokanetransit.com/projects-plans/comprehensive-plan-update>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve by resolution the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*.

**COMMITTEE ACTION:** Approved as presented and forwarded to the Board for action.

**RECOMMENDATION TO BOARD:** Approve by resolution the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*.

**FINAL REVIEW FOR BOARD BY:**

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

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

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

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF ADOPTING AMENDMENTS TO CONNECT SPOKANE: A COMPREHENSIVE PLAN FOR PUBLIC TRANSPORTATION; AMENDING RESOLUTION NOS. 665-10, 669-10, 711-13, 717-14 AND 732-15 IN ACCORDANCE THEREWITH 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, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future; and,

WHEREAS, the STA Board of Directors first adopted Connect Spokane: A Comprehensive Plan for Public Transportation on July 21, 2010; and,

WHEREAS, subsequent updates to the Comprehensive Plan have been adopted on September 15, 2010, January 13, 2012, December 19, 2013, May 22, 2014, and June 18, 2015; and,

WHEREAS, the STA Board of Directors recognize that the design and condition of the elements that make up the bus stop environment significantly impact customers' ability to access the fixed route transit system, the efficiency of the system, the quality of customer experience and how the public perceives Spokane Transit Authority; and,

WHEREAS, STA has engaged stakeholders to receive feedback Connect Spokane amendments; and,

WHEREAS, the STA Board of Directors desires to partner to with local and regional jurisdictions to improve transit service within the PBTB and have identified amendments to the Comprehensive Plan to direct delivery of such improvements; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on November 17, 2017, and,

WHEREAS, on November 16, 2017 the STA Board of Directors held a duly noticed public hearing and heard no opposition to the proposed amendments; 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 amendments to Connect Spokane: A Comprehensive Plan for Public Transportation as shown in Exhibit A.

Section 2. Resolution Nos. 665-10, 669-10, 711-13, 717-14, 732-15 and Connect Spokane: A Comprehensive Plan for Public Transportation are hereby amended in conformance with Exhibit A and are rescinded and replaced in part consistent herewith.

Section 3. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Comprehensive Plan.

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA as a regular meeting thereof held on the 14<sup>th</sup> day of December, 2017.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Jan Watson  
Clerk of the Authority

\_\_\_\_\_  
Pamela Haley  
STA Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Attorney for Spokane Transit Authority



**DRAFT**

**Spokane Transit Authority  
Focus and Priorities for the  
Washington State Legislative Session  
January 8 to March 9, 2018**

**General Focus:**

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

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

**Specific Priorities:**

1. Maintain decision making for public transportation by local, elected public officials.
2. Preserve current state investments in public transportation.
  - a. Connecting Washington grant: \$15M for Central City Line (2015-2017 \$3M, 2017-2019 \$6M, 2019-2021 \$6M)
  - b. Regional Mobility grants (see #3. below)
  - c. Special Needs formula grants: \$1.639M (estimated 2018)
3. Regional Mobility Grants 2017 – 2019
  - a. Spokane Falls Community College Station \$2.128M
  - b. West Plains Transit Center \$7.05M
  - c. Upriver Transit Center (Spokane Community College) \$3M
  - d. Monroe/Regal High Performance Transit \$3.925M
  - e. Central City Line (2015-2017 \$2.2M carryover)
4. Support additional state funding for public transportation (e.g. fleet replacement formula grants).

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 14, 2017

AGENDA ITEM 6.D. : STA MOVING FORWARD PERFORMANCE MATRIX AND  
2018 PERFORMANCE MEASURES

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

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development  
Steve Blaska, Director of Operations

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**SUMMARY:**

**STA Moving Forward Performance Matrix**

The implementation of STA Moving Forward (STAMF) is essential to STA fulfilling its commitment to voters, and improving and expanding public transportation for the region. Measuring performance and tracking progress is key. Staff will share how projects are being tracked and progress reported via the web, to include a project-tracking matrix. During 2018 the following projects, or operable project phases, are expected to be complete:

- West Plains Transit Center (Phase I)
- Night and weekend bus service to Indian Trail
- Division Street corridor, shelter sidewalk and larger buses (Phase I)

Additionally, the project to expand vehicle maintenance and storage capacity will be under construction, with substantial completion expected in the first half of 2019.

These projects, along with all other STA Moving Forward projects that have milestones in 2018, will be subject to ongoing tracking on the web and through quarterly reports.

**2018 Performance Measures**

The attached Staff Report presents the 2018 update to STA's key operational Performance Measures. As in the past, each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. These goals are aspirational in that staff set a high bar, which represents excellent performance.

The report lists STA's proposed 2018 Performance Measures with annotations comparing each measure with what was adopted for 2017 and the status as of the end of 3<sup>rd</sup> Quarter. Items printed in red are new measures or updates for 2018.

Staff will provide more complete review of how STA performed against each 2017 measure in March when financial data for the year has been finalized.

Significant changes to current 2018 Performance Measures are:

- The ridership goals reflect the goals set forth in the Annual Strategic Plan:
  - Fixed Route: 1.5% growth from 2017 ridership.
  - Paratransit: 1.5% growth from 2017 ridership.
  - Vanpool: 2.5% growth from 2017 ridership.

- Standardize Fixed Route and Paratransit On-Time Performance (OTP) goals at 93% for each service. This represents an increase to the Fixed Route goal and a slight decrease to the Paratransit goal. A 93% OTP would place STA in the top three ABBG performers for Fixed Route and the top 5 for Paratransit. A consistent goal between the two helps communicate that equal standards are applied when appropriate.

There are three new measures under Earn and Retain the Community's Trust that relate to ease of use of the Fixed Route system. There is one new measure under Exemplify Financial Stewardship that relates to park and ride utilization.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors approve the 2018 Performance Measures.

**COMMITTEE ACTION:** Recommended approval and forwarded to Board consent agenda.

**RECOMMENDATION TO BOARD:** Approve the 2018 Performance Measures as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head KO/SB Chief Executive Officer EM Legal Counsel LM

# STA Moving Forward Projects Quarterly Progress Report

Reporting Period: Q3 - 2017 (as of September 30, 2017)

<input checked="" type="checkbox"/>	Project Completed
<input type="checkbox"/>	Project in Progress
<input type="checkbox"/>	Project Not Started

Target Completion Estimate	STAMF Project	Status	Notes
2017	Extend Saturday night service past 11 pm	<input checked="" type="checkbox"/>	
	Better weekend service on Wellesley Avenue in North Spokane	<input checked="" type="checkbox"/>	
	Add weekday service on Indiana Avenue between Spokane Valley Mall and Greenacres (Phase 1)	<input checked="" type="checkbox"/>	
	Additional weekend trips and buses to Airway Heights (Phase 1)	<input checked="" type="checkbox"/>	
	New Sunday service on North Nevada	<input checked="" type="checkbox"/>	
	Improve reliability for bus service on Division and Sprague	<input checked="" type="checkbox"/>	
	Add sidewalks and shelters along North Division (Phase 1)	<input type="checkbox"/>	Finalizing Phase I for bid in Spring 2018. Phase II in 2019.
2018	Introduce more mid-day weekday trips along I-90 between Spokane and Liberty Lake (Phase 1)	<input checked="" type="checkbox"/>	
	Nights and weekend service on Indiana Avenue between Spokane Valley Mall and Greenacres (Phase 2)	<input checked="" type="checkbox"/>	
	New night and weekend service to Indian Trail	<input type="checkbox"/>	
	Expand and upgrade maintenance facilities to meet existing and projected growth requirements	<input type="checkbox"/>	Award of construction contract expected in January 2018, completion in spring 2019.
2019	Construct West Plains Transit Center with Park & Ride at exit 272 on I-90 (Phase 1)	<input type="checkbox"/>	
	Construct Moran Prairie Park & Ride	<input type="checkbox"/>	Property acquisition underway.
	Create frequent HPT "Lite" from North Monroe to South Regal with more sheltered stops	<input type="checkbox"/>	
	Create new south commuter express from Moran Prairie Park & Ride	<input type="checkbox"/>	Timing will depend on Moran Prairie Park & Ride completion
2020	Plan and construct Upriver Transit Center at SCC	<input type="checkbox"/>	Working with SCC and WSDOT; progress will depend on final agreements.
	Construct West Plains Transit Center interchange improvements (Phase 2)	<input type="checkbox"/>	WSDOT now expects to phase-in improvements 2020-2021.
	Direct service between Airway Heights and Medical Lake via WPTC	<input type="checkbox"/>	
2021	Improve West Plains Rural Highway Stops	<input type="checkbox"/>	
	Implement Cheney HPT service	<input type="checkbox"/>	
	Additional weekday trips and buses to Airway Heights (Phase 2)	<input type="checkbox"/>	
	Add larger buses to North Division routes (Phase 2)	<input type="checkbox"/>	Buses on order and will be deployed Fall 2018 once curb changes allow for it at Plaza.
	Central City Line (CCL) opens and Plaza bus operations are streamlined	<input type="checkbox"/>	Will seek board affirmation of station locations in Q4 2017.
	Improved routes/frequency to Hillyard	<input type="checkbox"/>	
	Direct service between Logan and Lincoln Heights neighborhoods	<input type="checkbox"/>	
2022	Add and improve service in West Central Spokane	<input type="checkbox"/>	
	Construct a new Mirabeau Transit Center	<input type="checkbox"/>	
2023	Relocate and expand the Liberty Lake Park & Ride	<input type="checkbox"/>	
	Provide Improved amenities and infrastructure for HPT Lite service on East Sprague Avenue	<input type="checkbox"/>	Completed Phase I in Fall 2017. City is currently in design for Phase II.
2024	Direct, non-stop peak hour service between Liberty Lake and Spokane	<input type="checkbox"/>	Introduced 3 round trips in September 2017.
	Introduce more nights and weekend service along I-90 between Spokane and Liberty Lake (Phase 2)	<input type="checkbox"/>	
2025	Create an extension of HPT Lite service on I-90 to Post Falls (ID) and Coeur d'Alene (ID) on a pilot basis	<input type="checkbox"/>	

**SPOKANE TRANSIT AUTHORITY**

**Annotated copy to show comparison to 2017**

**Staff Report**

**Approved:** STA Board Meeting of December 21, 2017

**SUBJECT:** 2018 PERFORMANCE MEASURES

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**MISSION**

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

**OUR VISION**

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

**PRIORITIES AND OBJECTIVES**

**1. Safety**

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

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

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

**3. Provide Excellent Customer Service**

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

**4. Enable Organizational Success**

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

**5. Exemplify Financial Stewardship**

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

**PERFORMANCE MEASURES**

1. **ENSURE SAFETY**

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

**Performance Measures**

• **Accident Rate**

Fixed Route

Measurement – (1 measure) Preventable accidents

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

Measured - Quarterly

No change from 2017 goal

2017 Actual: 0.09 Q3 YTD

Paratransit

Measurement – (1 measure) Preventable accidents

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

Measured - Quarterly

No change from 2017 goal

2017 Actual: 0.16 Q3 YTD

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

Fixed Route

Measurement – Work days lost due to injury

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

Measured - Quarterly

No change from 2017 goal

2017 Actual: 0.02 Q3 YTD

Paratransit

Measurement – Workers Comp Lost Days

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

Measured – Quarterly

No change from 2017 goal

2017 Actual: 0.04 Q3 YTD

Maintenance

Measurement – Workers Comp Lost Days

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

Measured - Quarterly

No change from 2017 goal

2017 Actual: 0.03 Q3 YTD

• **Injury Rate (Employee Claims)**

Fixed Route

Measurement – Claims per 1,000 hours

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

Measured – Quarterly

No change from 2017 goal

2017 Actual: 0.07 Q3 YTD

Paratransit

Measurement – Claims per 1,000 hours

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

Measured - Quarterly

No change from 2017 goal

2017 Actual: 0.09 Q3 YTD

Maintenance

Measurement – Claims per 1,000 hours  
Goal – 0.09 (or less) claims per 1,000 hours  
Measured - Quarterly  
No change from 2017 goal  
2017 Actual: 0.07 Q3 YTD

2. EARN AND RETAIN THE COMMUNITY'S TRUST

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

**Performance Measures**

• **Ridership**

Fixed Route

Measurement – Number of unlinked trips  
Goal – 1.5% increase from 2017 (approximately 10.45 million trips)  
Measured – Monthly  
2017 Goal -- Sustain 2016 ridership level (approximately 10.3 million trips)  
2017 Actual: -0.4% decrease Q3 YTD

Paratransit

Measurement – Number of unlinked trips  
Goal – 1.5% increase from 2017 (approximately 477,000 trips)  
Measured – Monthly  
0.5 % increase from 2016 (approximately 470,000 trips)  
2017 Actual: 1.2% increase Q3 YTD

Vanpool

Measurement – Number of unlinked trips  
Goal – 2.5% increase from 2017 (approximately 190,000 trips)  
Measured – Monthly  
Sustain 2016 ridership level (approximately 190,000 trips)  
2017 Actual: -7.0% decrease Q3 YTD

• **Service Effectiveness**

Fixed Route

Measurement – Passengers per revenue hour  
Goal –25 or above system wide average  
Measured – Quarterly  
No change from 2017 goal  
2017 Actual: 25.34 / -2.0% Q3 YTD

Paratransit

Measurement – Passengers per revenue hour  
Goal – 3.0  
Measured – Quarterly  
No change from 2017 goal  
2017 Actual: 2.79 / -0.8% Q3 YTD

• **Customer Security**

Fixed Route

Measurement – Response to two questions on annual survey: Customer assessment of personal safety & drivers' driving safe  
Goal – 4.5 (or above) average  
Measured – Annually  
No change from 2017 goal

Paratransit

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

Goal – 4.5 (or above) average

Measured – Annually

No change from 2017 goal

- **Public Outreach**

Agency Wide

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

Goal – 4.5 (or above) average

Measured – Annually

No change from 2017 goal

- **Fixed Route Ease of Use**

Agency Wide

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

Goal – 80%

Measured – Annually

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

Goal – 58%

Measured – Annually

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

Goal – No change from 2016 baseline

Measured – Annually

### 3. PROVIDE OUTSTANDING CUSTOMER SERVICE

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

**Performance Measures**

- **On Time Performance**

Fixed Route

Measurement – 0 to 5 minutes from scheduled time point

Goal – 93% on time

Measured – Monthly

Goal increased based on experience in 2017.

2017 Goal: 90%

2017 Actual: 92.2% Q3 YTD

Paratransit

Measurement – 0 to 30 minutes from scheduled pick up time

Goal – 93% on time

Measured – Monthly

Goal decreased slightly to mirror the Fixed Route goal. Both goals put STA in the top tier of American Bus Benchmarking Group performance.

2017 Goal: 95%

2017 Actual: 93.5% Q3 YTD

- **Call Center**

- Fixed Route Abandon Rate

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

- Goal – 4% or below

- Measured – Monthly

- No change from 2017 goal

- Paratransit Abandon Rate

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

- Goal – 4% or below

- Measured – Monthly

- No change from 2017 goal

- Fixed Route Service Level

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

- Goal – 90%/60 seconds

- Measured – Monthly

- No change from 2017 goal

- Paratransit Service Level

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

- Goal – 90%/60 seconds

- Measured – Monthly

- No change from 2017 goal

- **Professionalism and Courtesy**

- Fixed Route

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

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

- Measured – Monthly

- No change from 2017 goal

- 2017 Actual: 4.78% Q3 YTD

- Paratransit

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

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

- Measured – Monthly

- No change from 2017 goal

- 2017 Actual: 4.83% Q3 YTD

- Administration/Customer Service/Paratransit Reservations/Security

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

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

- Measured – Monthly

- No change from 2017 goal

- 2017 Actual: 4.86% Q3 YTD

- **Driver Announcements / Introduction**

- Fixed Route

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

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

- Measured – Monthly

- No change from 2017 goal

- 2017 Actual: 100% Q3 YTD

Paratransit

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

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

Measured – Monthly

No change from 2017 goal

2017 Actual: 87.5% Q3 YTD

- **Cleanliness of coach / van**

Fixed Route

Measurement – Response to Quality Counts survey

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

Measured – Monthly

No change from 2017 goal

2017 Actual: 100% Q3 YTD

Paratransit

Measurement – Response to Quality Counts survey

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

Measured – Monthly

No change from 2017 goal

2017 Actual: 100% Q3 YTD

- **Complaint Rate**

Fixed Route

Measurement – Number of complaints received

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

Measured – Monthly

No change from 2017 goal

2017 Actual: 8.8 Q3 YTD

Paratransit

Measurement – Number of complaints received

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

Measured - Monthly

No change from 2017 goal

2017 Actual: 8.5 Q3 YTD

- **Maintenance Reliability**

Fixed Route

Measurement – Number of Road Calls

Goal – Less than 1 per 7,500 miles

Measured - Monthly

No change from 2017 goal

2017 Actual: 6,693 Q3 YTD

Paratransit

Measurement – Number of Road Calls

Goal – Less than 1 per 75,000 miles

Measured – Monthly

No change from 2017 goal

2017 Actual: 66,283 Q3 YTD

4. **ENABLE ORGANIZATIONAL SUCCESS**

Have a well-trained and highly productive workforce; promote healthy dialogue on important issues. Have an active and engaged Board of Directors.

**Performance Measures**

• **Training Rate (Employee)**

Fixed Route

Measurement – Complete Advanced Operator Training

Goal – 8 hours per Operator annually

Measured – Quarterly

No change from 2017 goal

2017 Actual: 77% Q3 YTD

Paratransit

Measurement – Complete Advanced Operator Training

Goal – 8 hours per Operator annually

Measured – Quarterly

No change from 2017 goal

2017 Actual: 49% Q3 YTD

Maintenance

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

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

Measured - Annually

No change from 2017 goal

Managers/Supervisors/Administrative

Measurement – Scheduled Professional Development Class

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

Measured – Annually

No change from 2017 goal

• **Annual Employee Feedback**

Fixed Route

Measurement – Supervisor conducts formal ride check/ride along

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

Measured - Quarterly

No change from 2017 goal

Paratransit

Measurement – Supervisor conducts formal ride check/ride along

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

Measured - Quarterly

No change from 2017 goal

• **Governance**

Board Development

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

Goal – Two Board members attend annually

Measured – Annually

No change from 2017 goal

2017 Actual Q3 YTD: Three Board members attended APTA Legislative Conference and Four Board members attended APTA Annual Meeting / Expo

## 5. EXEMPLIFY FINANCIAL STEWARDSHIP

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

### Performance Measures

- **Cost Efficiency**

- Fixed Route

- Measurement – Cost per Revenue Hour

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

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 81.2% Q3 YTD

- Paratransit

- Measurement – Cost per Revenue Hour

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

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 70.3% Q3 YTD

- **Cost Effectiveness**

- Fixed Route

- Measurement – Cost per Passenger

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

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 64.8% Q3 YTD

- Paratransit

- Measurement – Cost per Passenger

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

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 58.1% Q3 YTD

- Park and Ride Performance - New

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

- Goal – 7 of 12

- Measured – Annually

- **Cost Recovery from User Fees**

- Fixed Route

- Measurement – Farebox Return

- Goal – at least 20%

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 17.7% Q3 YTD

- Paratransit

- Measurement – Farebox Return

- Goal – at least 5%

- Measured – Quarterly

- No change from 2017 goal

- 2017 Actual: 5.4% Q3 YTD

Vanpool

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

Goal – 100%

Measured – Quarterly

No change from 2017 goal

2017 Actual: 104.5% Q3 YTD

- **Maintenance Cost**

Fixed Route

Measurement – Cost per total mile by fleet

Goal – \$1.28 (or less) per mile

Measured - Quarterly

No change from 2017 goal until budget is approved in December

2017 Actual: \$1.28 Q3 YTD

Paratransit/Vanpool

Measurement – Cost per total mile

Goal – \$0.92 (or less) per mile

Measured – Quarterly

Slight increase from 2017 goal due to increase in parts and labor costs

2017 Actual: \$0.91 Q3 YTD

- **Financial Capacity**

Financial Management

Measurement – Adherence to approved Operating Budget

Goal – Operate at, or below, budgeted expenditures

Measured – Quarterly

No change from 2017 goal

2017 Actual: Currently tracking below operating budget.

Service Level Stability

Measurement – Number of years current service level can be sustained

Goal – 6 years

Measured – Annually

No change from 2017 goal

Ability to Sustain Essential Capital Investments

Measurement – Fully funded Capital Improvement Plan

Goal – 6 years

Measured – Annually

No change from 2017 goal

Public Perception

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

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

Measured – Annually

No change from 2017 goal

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 7.A.** AFFIRMATION OF CENTRAL CITY LINE STATION LOCATIONS

**REFERRAL COMMITTEE:** Central City Line Steering Committee (*Waldref*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**SUMMARY:**

In September of 2015, the City and Spokane Transit Authority entered into a joint resolution that created the Central City Line Steering Committee.

According to resolution Section No 4, the responsibilities of the steering committee are defined as:

The Steering Committee is charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane, and their respective staff members at key decision points in the implementation of the Central City Line and supportive land use and economic development policies.

With those responsibilities in mind, the Central City Line Steering Committee met (by the time of packet distribution) on December 7<sup>th</sup>. It is expected that the Steering Committee will make a recommendation to the Board to affirm the station locations for the Central City Line.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board affirm the station locations for the Central City Line.

**COMMITTEE ACTION:** To be determined. Not acted upon at the time of packet distribution.

**RECOMMENDATION TO BOARD:** Affirm the station locations for the Central City Line.

**FINAL REVIEW FOR BOARD BY:**

Division Head lco

Chief Executive Officer ESM by  
aw

Legal Counsel UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 8.A.**

BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:**

Board Operations (*Haley*)

**SUBMITTED BY:**

Pam Haley, Committee & Board Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head   /  

Chief Executive Officer   EM  

Legal Counsel   LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 9.A.**

PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:**

Planning & Development (*French*)

**SUBMITTED BY:**

Al French, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head   /  

Chief Executive Officer   ESM  

Legal Counsel   CM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 10.A.**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS  
COMMITTEE CHAIR'S REPORT**

**REFERRAL COMMITTEE:**

Performance Monitoring & External Relations (*Waldref*)

**SUBMITTED BY:**

Amber Waldref, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting including:

- i. Adjustment to Bus Procurement Strategy 2017

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head   /   Chief Executive Officer ESM Legal Counsel UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 10.A.i.:** ADJUSTMENT TO BUS PROCUREMENT STRATEGY  
**REFERRAL COMMITTEE:** Performance Monitoring & External Relations (*Waldref*)  
**SUBMITTED BY:** Steve Blaska, Director of Operations

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**SUMMARY:** Spokane Transit is increasing our commitment to battery-electric buses in our fleet procurement strategy.

Our procurement strategy projects funding requirements for the life of our current fleet. In the case of fixed route buses, this planning horizon is 15 years out. Every year, staff updates our Capital Improvement Program (CIP) that documents the next six years of the fleet procurement strategy.

For the last three years, the fleet plan included scenarios to adopt battery-electric buses into the fleet. The Central City Line vehicles will be battery-electric 60' coaches. These vehicles are scheduled for delivery in 2021.

In addition, the fleet replacement plan provided for an option to introduce 40' battery-electric buses into our regular service as early as 2019. This option in the plan was contingent upon:

1. The advancement of technology to make these vehicles feasible;
2. The identification of routes where these buses could be deployed (with or without in route charging); and
3. Receiving federal grant assistance to offset the increased capital cost for these vehicles.

It is clear that battery-electric bus technology is now a feasible alternative to diesel buses. Many transit agencies are introducing these vehicles into their fleets. We also have concluded that can effectively deploy battery-electric buses as part of the STA Moving Forward plan on the new Monroe – Regal corridor. Since these conditions existed, staff applied for a Federal Transit Administration (FTA) grant for delivery of battery-electric buses in 2019.

If awarded a grant, we would have ordered nine (9) battery-electric vehicles for delivery in 2019 for the Monroe-Regal corridor. Six (6) additional diesel buses would also have been ordered to meet other expansion requirements system-wide.

Unfortunately, STA was not a recipient of this year's grant. As planned, we will proceed with the purchase of the six (6) diesel buses required for service expansion in September 2019. Staff is requesting approval of an award of contract for this purchase at the December Board Meeting. Due to the eighteen (18) to twenty (20) month lead-time for delivery, it is essential we order these buses now to meet our September 2019 service requirements.

However, we are still pursuing opportunities for battery-electric buses in regular service prior to the CCL.

Staff is preparing a financial plan to order battery-electric buses for ten (10) vehicles planned in the CIP for delivery in 2020. This plan will not be contingent on receipt of Federal funding. The details of this plan will be included in the 2018 update to the CIP.

Staff will make a short presentation at the Committee meeting covering the logic behind this proposed adjustment to our current plan. This presentation provides context for the award of contract for the six (6) diesel buses for 2019 delivery. It is also a preview of the recommended changes to the bus procurement strategy to support early introduction of battery-electric technology.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head

SB

Chief Executive Officer

ESM

Legal Counsel

UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.A.:**

COMMITTEE MINUTES – INFORMATION

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

**REFERRAL COMMITTEE:**

N/A

**SUBMITTED BY:**

Jan Watson, Executive Assistant to CEO & Clerk of the Authority

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**SUMMARY:**

Minutes of the November 1, 2017 meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached. Minutes of the November 8, 2017 Board Operations Committee meeting are also attached.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head           /          

Chief Executive Officer   ESM  

Legal Counsel           UM

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

**PLANNING & DEVELOPMENT COMMITTEE**

**MEETING 10:00 A.M.**

Minutes of the November 1, 2017 Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Al French, Spokane County\*  
Candace Mumm, City of Spokane  
Aspen Monteleone, City of Airway Heights  
E. Susan Meyer, CEO, Ex-Officio

**MEMBERS ABSENT**

Ed Pace, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(Millwood), Ex-Officio

\*Chair

**STAFF PRESENT**

Beth Bousley, Director of Communications & Customer Service  
Karl Otterstrom, Director of Planning & Development  
Lynda Warren, Director of Finance & Information Services  
Nancy Williams, Director of Human Resources  
Steve Blaska, Director of Operations  
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

**STAFF ABSENT**

None

**Guests**

Emily Arneson, Ombudsman and Accessibility Officer  
Dan Wells, Deputy Director of Capital Development  
Kevin Freibott, City of Spokane, Assistant Planner  
Mike Tresidder, Associate Transit Planner  
Mike Kunder, Paratransit Union #3939

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

Chair French called the meeting to order at 10:09 a.m. Roll was called and introductions were made.

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

None.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE OCTOBER 4, 2017 COMMITTEE MEETING**

Ms. Mumm moved to recommend approval of the October 4, 2017 Planning & Development Committee meeting minutes. The motion was seconded by Ms. Monteleone and passed unanimously.

**5. COMMITTEE ACTION**

**A. BOARD CONSENT AGENDA**

No items were presented this month.

**B. BOARD DISCUSSION AGENDA – COMMITTEE RECOMMENDATION AGENDA**

No items were presented this month.

Currently, the City of Spokane is continuing to develop the scope, talking with local businesses, the Downtown Spokane Partnership, STA and others to acquire as much input as possible.

Ms. Mumm shared that the City is receiving quite a bit of interest in the North Bank. As a result, the City is looking at the connectivity from the North Bank into downtown and the types of transportation (e.g., walking, biking, bus, etc.) that might serve that need. Mr. Freibott envisions that the action areas will include the North Bank, and the incorporation of some of the medical district south of the freeway.

Chair French encouraged that the City include the County for input to the 2018 update plan. Ms. Mumm shared that there is a new bridge, the Howard Street Bridge, that is almost completed, and should be considered in transportation strategies in the plan.

#### **C. CONNECT SPOKANE UPDATE: REVIEW REVISED DRAFT AMENDMENTS – (Otterstrom/Tresidder)**

Mr. Otterstrom presented the draft Connect Spokane updates for review prior to the public hearing at the November 16 Board meeting. Additional edits will be completed after the Public Hearing, and Connect Spokane will be presented for approval and recommendation at the November 29 (December) P&D Committee Meeting for Board action in December.

The key policies that were updated are in response to:

- How do services like Lyft & Uber interact and complement transit?
- How best to provide service across the jurisdiction?
- How does STA best complement a multi-modal transportation system?
- How does STA integrate/react to autonomous technology?
- How does STA better incorporate fare technology?

The Connect Spokane Scope of updates are as follows:

Part I – General clean-up / update of introduction – updated recession verbiage, etc.

Parts II & III – Key issues updated/addressed: Transportation Network Companies (TNCs), Dynamic Routing, Mobility Hubs, Fare Technology, Transit Oriented Development, Safety & Security, Autonomous Technology

Mr. Otterstrom provided a high-level summary of changes, reminding committee members that staff provided a more in-depth review in September.

#### **D. PROPOSED 2018 P&D COMMITTEE WORK PROGRAM – (Otterstrom)**

Mr. Otterstrom presented the Proposed 2018 P&D Committee Work Program, an annual exercise to map out the expectations for the coming year. According to STA Board Resolution 681-111, adopted at the September 21, 2011 STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation.

The draft work program is focused primarily on the annual planning calendar and other major planning efforts that will take place in 2018.

Highlights of the Draft Committee Work Plan include:

- Annual Planning
  - 2018 Transit Development Plan – this is the first Service Implementation Plan that will include the opening of the Central City Line in 2021.
    - 2019-2021 Service Implementation Plan
    - 2019-2024 Capital Improvement Program
    - Updated financial forecast and assumptions through 2024
    - Transit Asset Management Plan (*a new requirement*)
  - 2019 Annual Strategic Plan and Budgets

Ms. Mumm shared that The City Council has asked for two new full-time planners and two project planners for 2018.

- **The Mayor's Urban Design Award** – ALSC Architects won a merit award for the Plaza Renovation as part of the Mayor's Urban Design Awards.

Mr. Blaska reminded the Committee of the Garth Brooks Concert series. STA will be augmenting our service in order to serve the attendees. The Communications Department has coordinated with downtown on articulating the details of the STA service.

#### 9. NEW BUSINESS

Ms. Mumm reminded the Committee that the Riverfront Park Ice Ribbon will open on December 8. The City is still developing their snow-clearing policy. There will be a focus on not covering sidewalks, bus pads and ADA access; the City wants these areas to remain clear. The City welcomes feedback. Spokane Public Schools has priority access pedestrian planning for their students; what are the safe paths for walking to their school. The City is also working with the school districts in communicating these plans to residents.

#### 10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Monteleone is moving out of state. Chair French thanked her for her service on the Committee and the great legacy she left while on the West Plains City Council.

Ms. Bousley shared that her team is involved with Coats for Kids. Coats will be distributed tonight and tomorrow night at Fire Station 3 and Rogers High School.

#### 11. REVIEW OF NOVEMBER 29, 2017 (DECEMBER MEETING) COMMITTEE MEETING DRAFT AGENDA

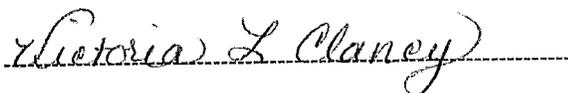
As presented in packet.

#### 12. ADJOURN

Chair French adjourned the meeting at 11:03 a.m.

#### 13. NEXT MEETING – WEDNESDAY, NOVEMBER 29, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

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

**PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the November 1, 2017, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Amber Waldref, City of Spokane\*  
John Higgins, City of Medical Lake  
Josh Kerns, Spokane County  
Tom Trulove, City of Cheney (Ex-Officio)  
Rhonda Bowers, Labor Representative  
E. Susan Meyer, CEO (Ex-Officio)

**MEMBERS ABSENT**

Odin Langford, City of Liberty Lake

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning and Development  
Lynda Warren, Director of Finance and Information Services  
Beth Bousley, Director of Communications and Customer Service  
Nancy Williams, Director of Human Resources  
Emily Arneson, Community Ombudsman & Accessibility Officer  
Ralph Wilder, Manager Maintenance / Facilities & Grounds  
Greg Garrett, Manager Vanpool  
Matt Leithold, Vanpool Intern

**GUESTS**

Charles Hansen, Citizen Advisory Committee Member  
Mike Kunder, 3939 President  
Thomas Leighty, ATU 1015 President

\* Chair

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

Chair Waldref called the meeting to order at 1:33 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Chair Waldref noted there was no Chair Report but said that Mr. Blaska reviewed the Packet with her to prepare for the meeting.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF SEPTEMBER 9, 2017 COMMITTEE MEETING**

**Mr. Higgins moved to recommend approval of the October 4, 2017, Committee meeting minutes; the motion was seconded by Chair Waldref and passed unanimously.**

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **SUPPLEMENTAL LOW INCOME PASS GRANT**

Mr. Blaska provided background and noted the Low Income Working Group met on several occasions and outlined three objectives. 1) Establish a comprehensive list of existing opportunities for individuals to receive free/reduced price transit passes. 2) Identify and quantify the individuals whose needs are not met through existing programs. 3) Identify potential funding and distribution mechanisms that specifically address these unmet needs.

*Commissioner Kerns arrived at 1:40.*

The first objective, to create a list of existing sources of free/reduced transit passes, is complete. He noted, the third objective - to fill existing gaps – ideally would follow resolution of the second objective – identification of the unmet need. However, after much outreach and networking, it was clear that this was a very complex issue. Consequently, some stimulus is necessary to help sift through the many challenges to identify the target population and demonstrate that a responsible agency could manage an accountable program. Mr. Blaska informed that staff are proposing that the Supplemental Low Income Pass Subsidy Program act as this stimulus. He reminded the Committee that in April, the Board concurred with the concept for this program prior to staff collaboration with other community agencies. The proposed program is the result of that collaboration.

Mr. Blaska reviewed the program as outlined in the Agenda item, Supplemental Pass Program Grant application, and Resolution. He explained that staff are seeking Board approval to offer a grant solicitation for an agency, or group of agencies, to initiate and operate a Supplemental Low Income Pass Subsidy Program. Staff proposes funding for the pilot program not to exceed \$50,000 for 2018 and \$100,000 for 2019. He said the source of revenue is to be tied to funding STA receives through the Washington State Special Needs Grant program.

Discussion ensued.

**Mr. Higgins moved to recommend the Board of Directors approve the Supplemental Low Income Pass Subsidy Program as a pilot project for 2018 and 2019. The motion was seconded by Mr. Kerns and passed unanimously.**

2. FLEXIBLE VANPOOL SERVICE PROGRAM

Mr. Blaska introduced the Vanpool Flexible Service Program as a new STA initiative to address the “First / Last Mile Challenge” for potential transit commuters. He reviewed the existing Vanpool Program’s importance to the region and explained to members that this new version of the program provides an option for commuters and employers to have cost effective transportation in locations where the fixed route bus system may not meet all needs.

He noted how the Vanpool Flexible Services Plan works and pointed to the bulleted list on the agenda item as a reference. Mr. Blaska said the Board is able authorize this program through a minor change to the attached existing Vanpool Fare Policy and Resolution.

Mr. Blaska recognized Greg Garrett, Vanpool Manager, and Matt Leitholt, Vanpool Intern, for their work on putting together this item. He stated staff are asking that the Committee review and recommend the Board adopt by resolution the Vanpool Fare Policy and Procedures for the Vanpool Program.

Discussion ensued.

**Mr. Higgins moved to approve the Flexible Vanpool Service program as presented. Chair Waldref seconded and the motion passed unanimously.**

3. REQUEST FOR EXTENSION OF PLAZA PROPERTY MANAGEMENT CONTRACT

Ms. Bousley noted the current contract for Property Management of the STA Plaza with NAI Black would expire on December 31, 2017. Staff is proposing a six-month extension to the current contract due to the acquisition of a tenant for the first floor rotunda and the resulting tenant improvements. She said retaining NAI Black would ensure a smooth transition for leasing to the new tenant.

With this extension, NAI Black will continue to provide the commercial and retail leasing expertise, tenant management, contracted maintenance and janitorial services, administrative supervision, and the on-site engineering maintenance to ensure the optimum operation of the Plaza during all hours and days of operation, including all holidays.

Ms. Bousley informed that STA currently pays NAI Black \$2,800 per month for their professional services. She said staff is asking the Committee review and recommend the Board authorize the

CEO to negotiate an extension to the STA Property Management contract with NAI Black not to exceed six months.

Discussion ensued.

**Mr. Higgins moved to approve as presented. Mr. Kerns seconded and the motion passed unanimously.**

4. AWARD OF CONTRACT FOR DRUG AND ALCOHOL TESTING, MEDICAL REVIEW OFFICER, AND OCCUPATIONAL HEALTH SERVICES

Ms. Williams advised that by federal regulation, STA is required to maintain a drug and alcohol-testing program for its safety sensitive employees. In addition to laboratory testing, the program requires the utilization of medical review services. The Medical Review Officer (MRO) is responsible for reviewing positive tests and recommending appropriate treatment and continued employment plans. STA also requires occupational health services for pre-employment physicals, Commercial Driver's License (CDL) recertification exams, and fitness for duty exams.

She noted the current contract for the services described above expires December 31, 2017. She advised that STA advertised a Request for Proposals (RFP) for a new five-year contract, and sent RFPs to seventeen (17) prospective vendors. Staff received two responsible proposals. The evaluation committee rated the proposals on price, experience and reliability, expertise of personnel, and proposed method of performance.

The results of the evaluation were included on the Agenda item. She noted that Occupational Medicine Associates (OMA) is STA's current contractor and they have performed well in the past and received 98.57 average points, compared to 70.43 average points earned by US Healthworks. Ms. Williams also stated OMA did not raise their prices from the contract award in 2012.

Ms. Williams informed that staff would like the Committee to recommend the Board approve a contract with Occupational Medicine Associates for drug and alcohol testing, medical review officer services, and occupational health service for a five-year period at a cost of approximately \$230,000 for the entire term of the contract.

**Mr. Kerns moved to approve as presented. Mr. Higgins seconded and the motion passed unanimously.**

B. Board Discussion Agenda

*(No items presented this month)*

6. REPORTS TO COMMITTEE

A. COMMUNICATION UPDATE

Ms. Bousley noted that the Communications Update is a regular item in the PMER meeting, but she noted she would be updating the title to "*STA Outreach Update*" in the future. In addition to the regular communications, she informed that Communications department has been working with Vanpool and Fixed Route departments, as well as the Mobility Training and Mobility Mentor program on outreach in an attempt to deliver a consistent message.

Discussion ensued regarding the Mobility Training and Mobility Mentor programs. Ms. Bousley reviewed the goals and outreach summaries for Vanpool and Fixed Route.

She informed that Whitworth University Funding Program is approving a Universal Transit Access Pass (UTAP) program. She said that Gonzaga offered their I.T. department to assist Whitworth. She noted Whitworth's technology is not compatible with STA's software at this time.

She stated that Communication's strategy is under way for the second phase fare change to go into effect July 1, 2018.

She touched on the Employer Sponsored Bus Pass; noted the fare increase in July 2017 didn't seem to impact ridership; and said Brandon Ropez-Betty is working on "Beyond the Counter Customer Service" experience to get our staff out from behind the counter and out into the Plaza to assist customers.

She explained the Media Report results and said she will provide year-end results early next year.

Discussion ensued.

## 7. CEO REPORT

- Open House for Central City Line was held at Gonzaga on October 18, 2017, from 3:30 – 6:30. Topics included the location and plans for the stations. She noted there was great turnout, lots of interest and discussion. Staff received more positive than negative input and received input from people who live along the alignment in the neighborhoods, as well as those within a quarter mile of the service.
  - Amber Waldref will Chair the CCL Steering Committee Meeting on 11/8 from 10:00 – 11:30 at SRTC, 421 West Riverside. One of the purposes of the meeting will be to talk about stations. Staff has sent an email to members of an interactive map that will show where the stations are to be located along the alignment; you can hover over the stops and it will show the address and type of station planned at that location.
  - The December Board is being asked to make a decision about the stations. After this long period of input, staff are going to lock in their decision in staff can finish design and engineering. Staff has received good input and have responded to it in ways that will improve what people expected. Staff has previously explained the project and are happy to answer questions at the upcoming meetings.
  - Ms. Meyer reported staff expects people will come and share their input at the Steering Committee Meeting. She noted that folks have attended the open house and asked to know when the Steering Committee meeting will be held. She said staff expects to see those people attend. She also noted those meetings are set up for Public Expressions for 3 minutes at the beginning of each meeting.
  - She asked everyone to review the interactive map and to let her know if they can't find it in their email so she will resend. She reported it is a great tool to review "stem to stern", all six miles from Browne's Addition to Spokane Community College (SCC).
- STA received a support letter from the congressional delegation for Central City Line project. She expressed her appreciation to Senator Murray, Senator Cantwell, and Congresswoman McMorris Rogers. She reported that this adds to the 30+ support letters staff have received and forwarded on to the FTA on this project.
- Garth Brooks will be performing from 11/9 through 11/14 – STA is working to communicate that STA already provides service from downtown to the Arena and back on The Plaza Arena Shuttle and Routes 27 and Route 39. People can park once downtown and shop/eat, they could go to Wall Street next to the Plaza and take a bus to the concert. Communications is working on getting the word out – it will be a combination of those routes. Staff is excited about having people use the regular bus service for those events.
- ALSC Architects won a Mayors Urban Design Award for the Plaza Renovation; Jessica Charlton attended and STA is pleased that they won the recognition for this project. They did great work for STA and the design is perfect for a downtown transit center.

## 8. COMMITTEE INFORMATION

- A. September Financial Results Summary - *as presented*
- B. October Sales Tax Revenue Information - *as presented*
- C. September 2017 Operating Indicators - *as presented*
- D. Spokane Transit Holiday Services and Office Hours - *as presented*

## 9. NOVEMBER 29, 2017 COMMITTEE PACKAGE AGENDA REVIEW (DECEMBER MEETING)

## 10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

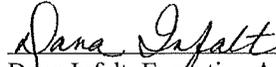
None.

12. ADJOURN

Chair Waldref adjourned the meeting at 2:29 p.m.

13. NEXT MEETING – WEDNESDAY, NOVEMBER 29, 2017, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE (DECEMBER MEETING)

Respectfully submitted,

  
\_\_\_\_\_  
Dana Infalt, Executive Assistant

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the November 8, 2017 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Board Operations Committee Chair*  
Al French, Spokane County, *Planning & Development Committee Chair*  
Amber Waldref, City of Spokane, *Performance Monitoring & External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **MEMBERS ABSENT**

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

### **STAFF PRESENT**

Emily Arneson, Ombudsman & Accessibility Officer  
Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications & Customer Service  
Karl Otterstrom, Director of Planning & Development  
Lynda Warren, Director of Finance & Information Services  
Jan Watson, Clerk of the Board  
Nancy Williams, Director of Human Resources

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC

### **GUESTS**

James McPhee, Witherspoon Brajcich McPhee PLLC

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

Chair Haley called the meeting to order at 1:35 p.m. Roll call was conducted.

#### **2. APPROVE COMMITTEE AGENDA**

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

#### **EXECUTIVE SESSION**

At 1:37 p.m., Chair Haley announced that the Committee would adjourn for an Executive Session for the following purposes:

Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 2:00 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 1:42 p.m. Ms. Waldref joined the meeting via conference phone.

At 2:00 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:15 p.m.

At 2:15 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:25 p.m.

At 2:25 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:30 p.m.

At 2:30 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:35 p.m.

At 2:35 p.m., STA staff members were excused from the Executive Session and Ms. Warren announced the Board of Directors will reconvene at 2:50 p.m.

At 2:50 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 3:00 p.m.

At 3:00 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

3. **CHAIR'S COMMENTS**

No comments.

4. **COMMITTEE ACTION/DISCUSSION**

a. **September 13, 2017 Committee Minutes**

No Action/Discussion. Item will move to the December 6, 2017 committee agenda.

5. **COMMITTEE CHAIR REPORTS**

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

No report.

b. **Amber Waldref, Chair, Performance Monitoring & External Relations (PM&ER)**

No report.

6. **CENTRAL CITY LINE PROJECT DEVELOPMENT UPDATE**

Mr. Otterstrom briefed the Committee on recent activity to confirm the planned thirty-three station locations and end of the line at the Upriver Transit Center before going into the design phase of the Central City Line (CCL) project. Staff have received direct feedback from the public and are addressing relatively workable issues at approximately six of the locations. In advance of last month's open house, staff mailed individual letters to all the property owners immediately adjacent to or across the street from proposed station locations in an effort to ensure they are aware of the station locations and have an opportunity to contact us and/or attend the open house. Additionally, 9,000 postcards were mailed to every address within a quarter-mile of the CCL corridor with information about the project and requesting feedback. Staff will follow-up with property owners not heard from who are immediately adjacent to a station location.

Ms. Meyer briefed the Committee on a recent meeting to update Mayor Condon on the CCL project. The Mayor and his executive team outlined several suggestions that would result in significant changes to the project. Chair Haley will respond to the Mayor on behalf of the Board.

6. **BOARD LEADERSHIP TRANSITIONS**

The Committee reviewed a draft of potential 2018 Board Committee members. There are three Committees of the Board: Planning & Development, Performance Monitoring & External Relations, and Board Operations. Board Operations is a composite of the Chair of the Board and the two Committee Chairs along with the Vice Chair/Chair Pro Tempore. Committee appointments occur in January. In the Small Cities rotation three cities have a voting seat and two are ex officio. In 2018, Cheney, Millwood, and Medical Lake are voting members, Liberty Lake and Airway Heights are ex officio. In 2018, the rotation of the Board Chair goes to the Small Cities, with the City of Spokane serving as Chair Pro-Tempore. Millwood is the only Small City with a current Board member. The Chair of the Board is elected in December.

7. **BOARD OF DIRECTORS AGENDA NOVEMBER 16, 2017**

Committee members reviewed the agenda. There were no changes or corrections.

*Mr. French moved approval of the agenda, Ms. Waldref seconded, and the motion passed unanimously.*

9. **CEO REPORT**

No report.

8. **NEW BUSINESS**

None.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:25 p.m.

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Director of Finance & Information Services

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.B.** OCTOBER 2017 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Warren, Director of Finance & Information Services  
Lynn Holmes, Financial Services Manager  
Tammy Johnston, Budget and Accounting Manager

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**SUMMARY:** Attached are the October 2017 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. October equates to 83.0% of the year.

Revenue

Overall, revenue is at 89.5% of budget (\$69.2M) which is higher than the expected \$64.2M.

Fares & Other Transit Revenue is slightly higher than the budget at 84.9%.

Sales Tax Revenue is higher than the budget at 89.9%.

Federal & State Grants is higher than the budget at 90.0%.

Miscellaneous Revenue is higher than the expected budget at 127.6%.\*

\*Includes McKinstry Energy Savings Project/Avista Rebate Incentive of \$273,389.

Operating Expenses

Operating expenses at 75.5% of budget (\$52.1M) are 9% below the expected amount of 83% (\$57.3M).

Fixed Route	77.9% of budget expended
Paratransit	72.7% of budget expended
Vanpool	61.3% of budget expended
Plaza	64.7% of budget expended
Administration	71.2% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 57.2% (\$2.3M) of the fuel budget has been spent to date and we expect that to change significantly as we approach the end of the year.

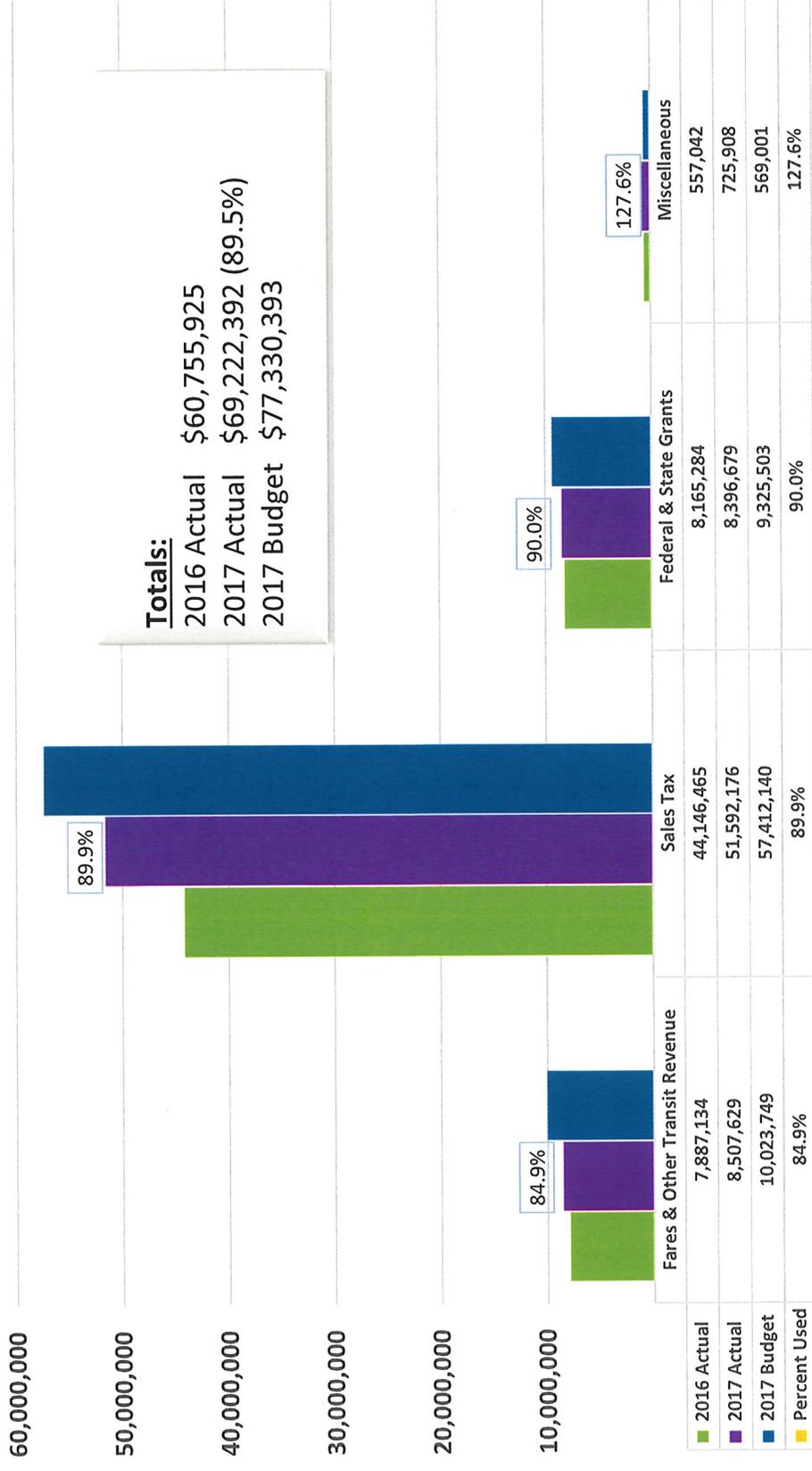
**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head  Chief Executive Officer  Legal Counsel 

## Spokane Transit Revenues <sup>(1)</sup> - October 2017

[October = 83% of Year]

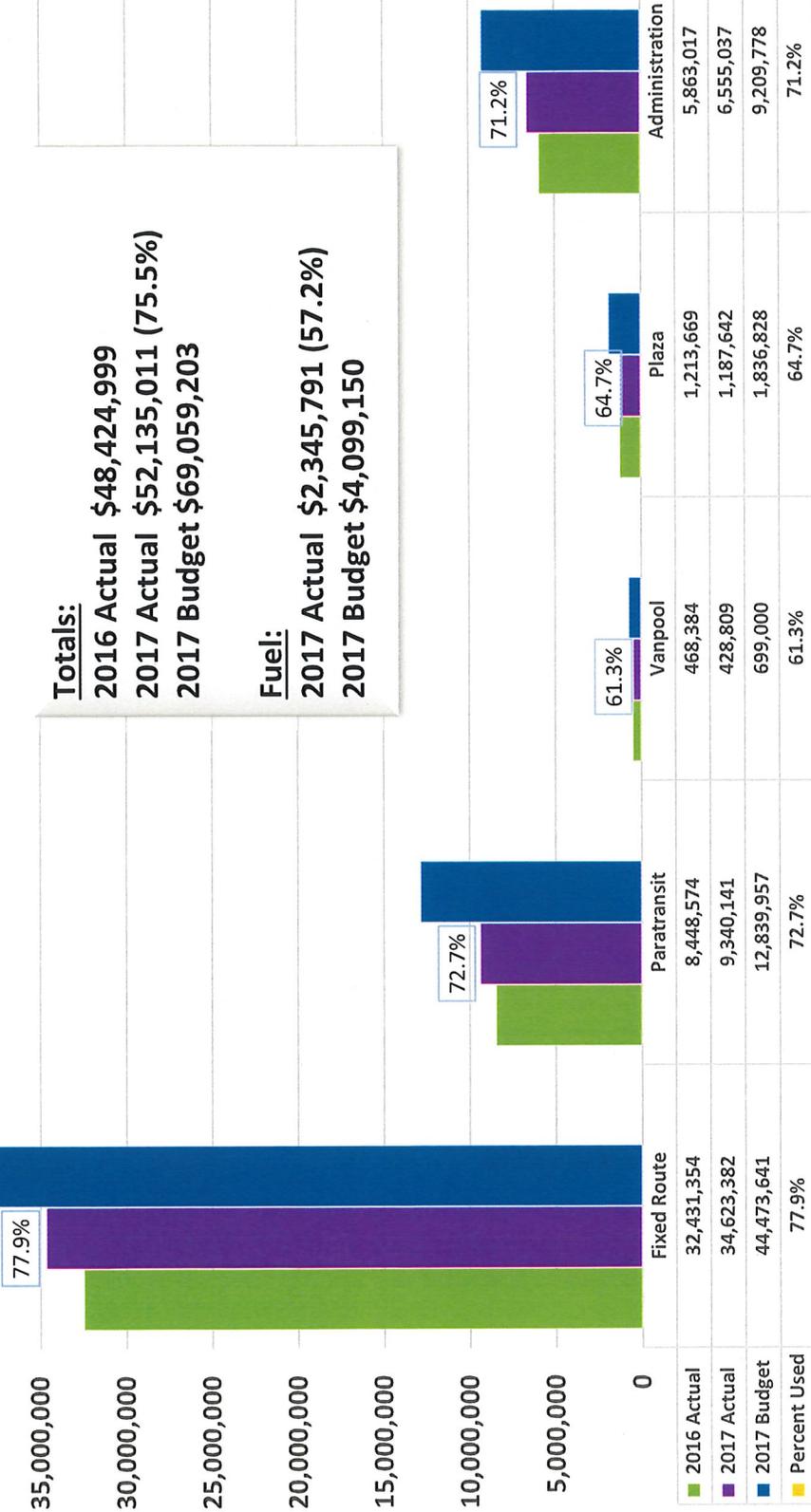


<sup>(1)</sup> Above amounts exclude grants used for capital projects. Year-to-date October state capital grant reimbursements total \$1,916,532 and federal capital grant reimbursements total \$3,159,991.

# Spokane Transit

## Operating Expenses<sup>(1)</sup> - October 2017

[October = 83% of Year]



<sup>(1)</sup> Operating expenses exclude capital expenditures of \$9,001,546 and Street/Road cooperative projects of \$152,662 for year-to-date October 2017.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.C.** NOVEMBER 2017 SALES TAX REVENUE INFORMATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Warren, Director of Finance & Information Services  
Lynn Holmes, Financial Services Manager  
Tammy Johnston, Budget and Accounting Manager

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**SUMMARY:** Attached is November 2017 sales tax revenue information.

November sales tax revenue, which represents sales for September 2017, was:

+24.6% over November 2016 actual

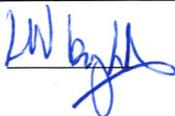
+17.6% above YTD actual

+10.3% YTD above budget

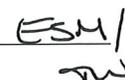
**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head



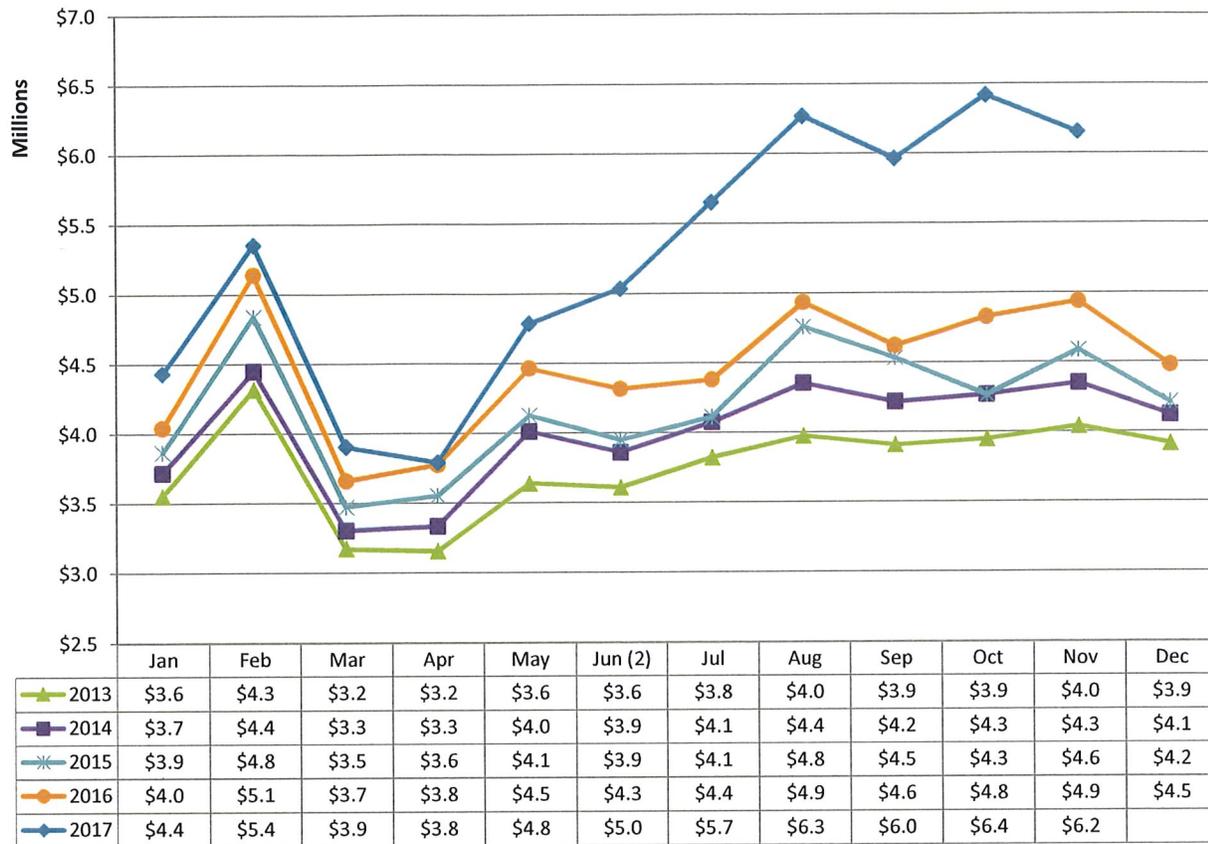
Chief Executive Officer



Legal Counsel



## Sales Tax Revenue History-November 2017<sup>(1)</sup>

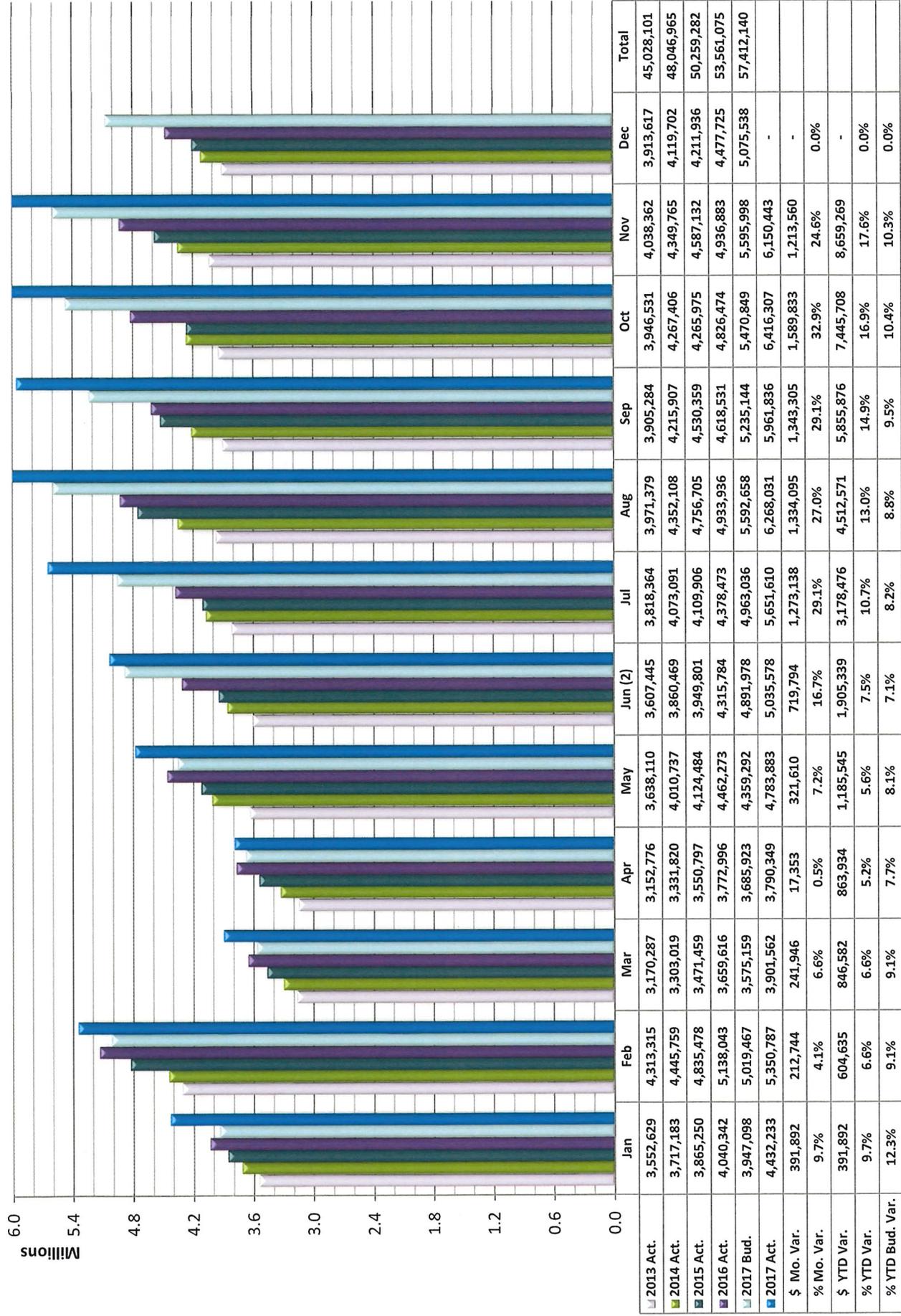


(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

Sales Tax Summary (with Mitigation for All Jurisdictions)				
Nov-17				
	YTD 2016	YTD 2017	\$ CHANGE	% CHANGE
STA	49,083,350	57,742,619	8,659,269	17.6%
AIRWAY HEIGHTS	1,559,607	1,817,811	258,204	16.6%
CHENEY	1,234,762	1,376,074	141,312	11.4%
MEDICAL LAKE	254,331	281,124	26,792	10.5%
LIBERTY LAKE	\$ 2,808,190	\$ 3,097,682	\$ 289,493	10.3%
MILLWOOD	434,635	478,172	43,538	10.0%
SPOKANE COUNTY	22,827,871	24,692,017	1,864,145	8.2%
PFD	8,709,559	9,365,722	656,163	7.5%
SPOKANE	39,126,805	41,857,059	2,730,253	7.0%
SPOKANE VALLEY	18,432,061	19,541,329	1,109,267	6.0%
<b>ALL</b>	<b>\$ 144,471,173</b>	<b>\$ 160,249,609</b>	<b>\$ 15,778,436</b>	<b>10.9%</b>

## 2013 - 2017 SALES TAX RECEIPTS <sup>(1)</sup>



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

<sup>(2)</sup> June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.D.**      FARE SYSTEM UPGRADE PROJECT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**              Lynda Warren, Director of Finance & Information Services

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**SUMMARY**

Consultant IBI Group is assisting STA to develop a Scope of Work (SOW) to update the fare system installed in 2006. The purpose is to upgrade or replace the existing system to utilize new technology.

A kick-off meeting was held on November 8 with core team members from IBI Group and STA staff including the Chief Executive Officer and representatives from Operations/Maintenance/Safety, Finance/Information Services, Communications/Customer Service, and Planning.

**TENTATIVE MILESTONES**

November 6, 2017 .....	Kick-Off Meeting
November 29, 2017 .....	PMER Briefing
December 14, 2017.....	Board Briefing
January 4, 2018.....	Final Strategic Plan
January 31, 2018.....	PMER approves SOW
February 12, 2018.....	RFP Released
May 2018.....	PMER/Board approve Award of Contract (AOC)
TBD based on AOC.....	Implementation

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head   LW        Chief Executive Officer   ESM        Legal Counsel   LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 14, 2017

AGENDA ITEM **12.E.** OCTOBER 2017 OPERATING INDICATORS

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

SUBMITTED BY: Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** There was one more weekday in October 2017 compared to October 2016.

**FIXED ROUTE**

Fixed Route 2017 ridership goal is to sustain 2016 ridership levels. Total ridership increased 4.9% (954,079 vs. 909,549) in October 2017 and is up 0.2% (8,631,725 vs. 8,621,752) Year-to-Date (YTD).

This month, we again saw an increase in month to month Ridership. However, most of this increase is attributable to the additional weekday. Month to Month and Year to Date ridership is basically flat. Average Weekday Ridership continued to increase however, which is a good sign. Adult 31 Day Pass ridership and the EWU Pass program increases October to October is attributable to the extra weekday. However, Community Colleges of Spokane (CCS) ridership looks to be greater than what is expected with an additional weekday and is up 2.8% when comparing YTD. There may have been some migration to the new 7 Day Pass (15,090 trips) from both 31-Day Pass and Day Pass.

**Detailed breakdown:**

- Adult ridership increased 4.7% (603,212 vs. 576,081) in October 2017 and is up 1.2% (5,332,333 vs. 5,270,739) YTD.
  - CCS Pass ridership increased 6.7% (74,704 vs. 69,992) in October 2017 and is up 2.8% (519,508 vs. 505,048) YTD.
  - Eagle Pass ridership increased 4.9% (102,102 vs. 97,379) in October 2017 and is down 0.2% (621,005 vs. 621,976) YTD.
- Youth ridership decreased 8.8% (64,882 vs. 59,659) in October 2017 and is down 1.5% (544,959 vs. 553,151) YTD.
- Reduced Fare / Para ridership increased 3.1% (123,967 vs. 120,269) in October 2017 and is down 5.9% (1,166,776 vs. 1,240,221) YTD.

Fixed Route On Time Performance for October 2017 was 93%. The goal for 2017 is 90%.

**PARATRANSIT**

Paratransit 2017 ridership goal is to manage growth at a 0.5% increase over 2016 ridership level. Combined total ridership for Paratransit has increased 1.6% YTD. Non-revenue ridership continues to increase and is up 16.9% YTD. The drop in Special Use Van (SUV) ridership continues, but realized a slightly smaller decrease this month, down 8.7% in October 2017 compared to down 11.4% in September 2017. SUV ridership is down 15.3% YTD.

**Detailed breakdown:**

- Directly Operated Service increased 9.7% (19,963 vs 18,200) in October and is up 5.2% (185,440 vs 176,191) YTD.
- MV Contracted service increased 1.2% (16,608 vs 16,408) in October and is down 1.1% (156,441 vs 158,211) YTD.
- SUV ridership decreased 8.7% ( 2762 vs 3044) in October and is down 15.3% (29187 vs 34,446) YTD.
- Non-revenue ridership increased 24.6% (3012 vs 2,418) in October and is up 16.9% (29,165 vs 24,949) YTD.

Paratransit's On-Time Performance for September 2017 was 93.4%. The goal for 2017 is 95%.

## VANPOOL

Results improved marginally for ridership in October although total ridership remains below last year's performance. The program is operating 4 fewer vans compared to this time last year, due in part to vanpool efficiency increasing. Year-to-Date, each van produces 23.65 trips a day compared to same time in 2016 at 22.82 trips per day per van (+3.64% change).

Staff are projecting to end at a -3.5% in ridership for 2017 (currently -6.1%), and are looking to end with 88 vans, which is the goal for 2018 and the number needed to have a 2.5% increase over 2016.

### **Detailed Breakdown:**

Vanpool customer trips were down 4.9% in October 2017 vs October 2016 (15,256 vs 16,038) and down 6.1% year to date (152,350 vs. 163,497). There were 84 vans in service in October 2017 vs 88 in October 2016. One more van in service for October 2017 vs September 2017 (84 vs 83).

609 riders took at least one trip in October 2017 vs 679 in October of 2016.

- Riders added were 28 vs 24 October 2016.
- Riders removed were 25 vs 36 October 2016.
- Average Trips Per van is 182 vs 182 October 2016.

## CUSTOMER SERVICE

Pass sales generally trend with ridership. The City Ticket continues to grow as a popular option since the closure of the Bosch parking lot on the north side of the Spokane River.

### **Detailed breakdown:**

Total monthly pass sales decreased 3.5% (8,851 vs. 9,172 in 2016). YTD pass sales increased 3.6% (97,307 vs. 93,958 in 2016).

Monthly Adult Pass Sales increased 10.7% (5,677 vs. 5,128 in 2016). YTD increased by 5.1% (56,123 vs. 53,393 in 2016).

- Adult Pass monthly sales increased 13.9% (3,997 vs. 3,510 in 2016). YTD sales increased 4.4% (39,468 vs. 37,815 in 2016).
- Smart Card (Adult) monthly sales increased 22.9% (290 vs. 236 in 2016). YTD sales increased by 2% (2,706 vs. 2,654 in 2016).
- ESBP monthly sales decreased 2.7% (905 vs 930 in 2016). YTD pass sales increased 9.3% (9,211 vs 8,425 in 2016).
- City Ticket monthly sales increased 13.1% (466 vs. 412 in of 2016). YTD pass sales increased 11.8% (4,549 vs. 4,068 of 2016).
- Student Pass monthly sales decreased 52.5% (19 vs. 40 in 2016). YTD pass sales decreased 56.1% (189 vs. 431 in 2016).

Youth Pass Sales for October decreased 33.2% (1,137 vs 1,703 in 2016). YTD pass sales increased 9/8% (16,085 vs 14,649) in 2016).

Reduced Fare monthly sales increased 27.6% (1,939 vs. 1,519 in 2016). YTD pass sales decreased by 2.0% (17,451 vs. 17,808 in 2016).

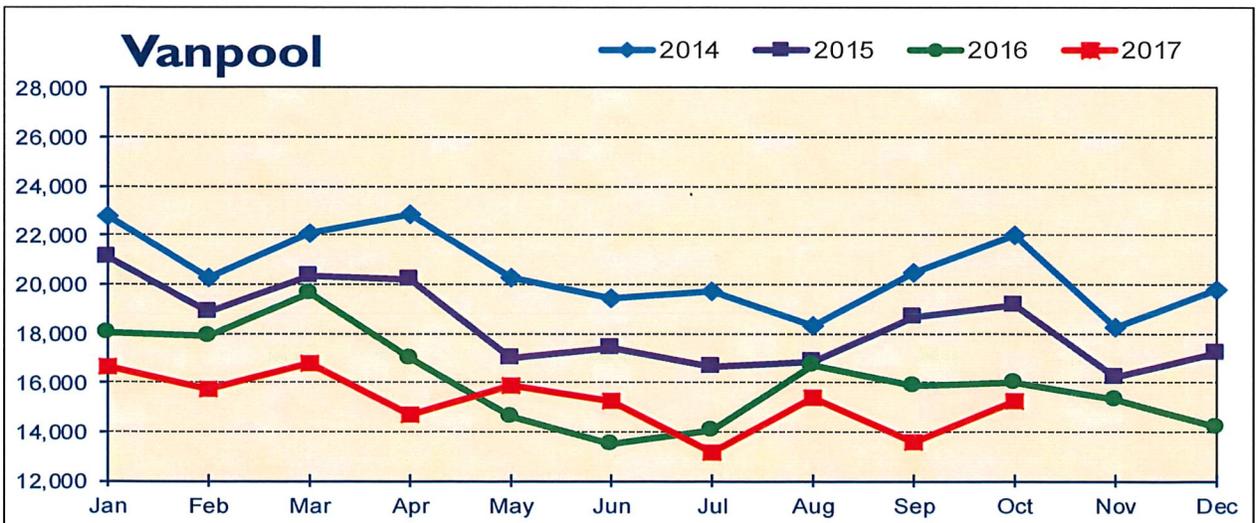
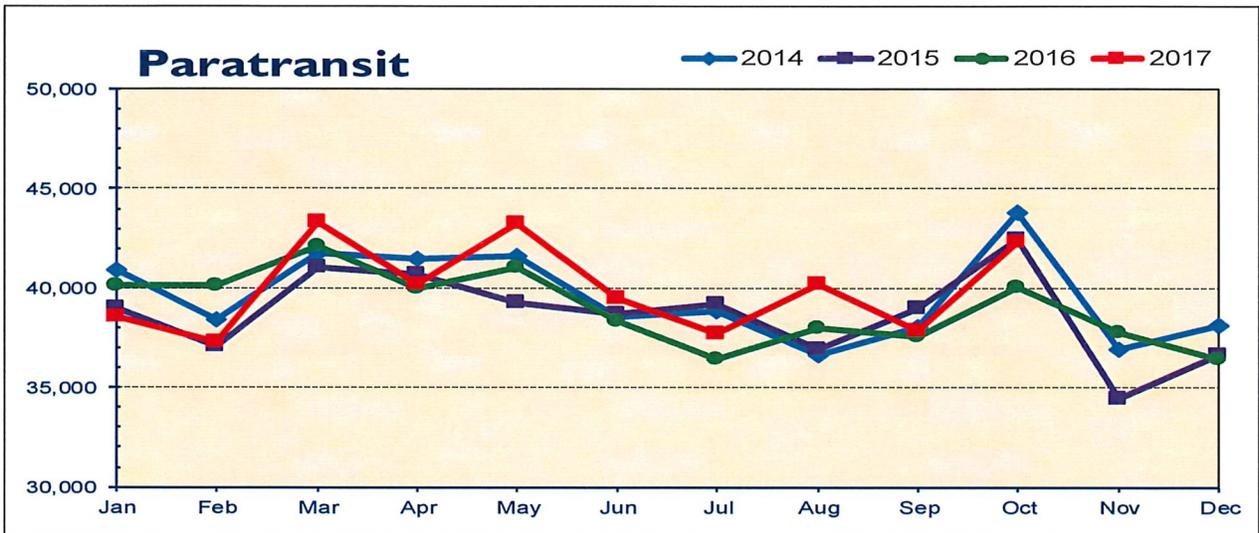
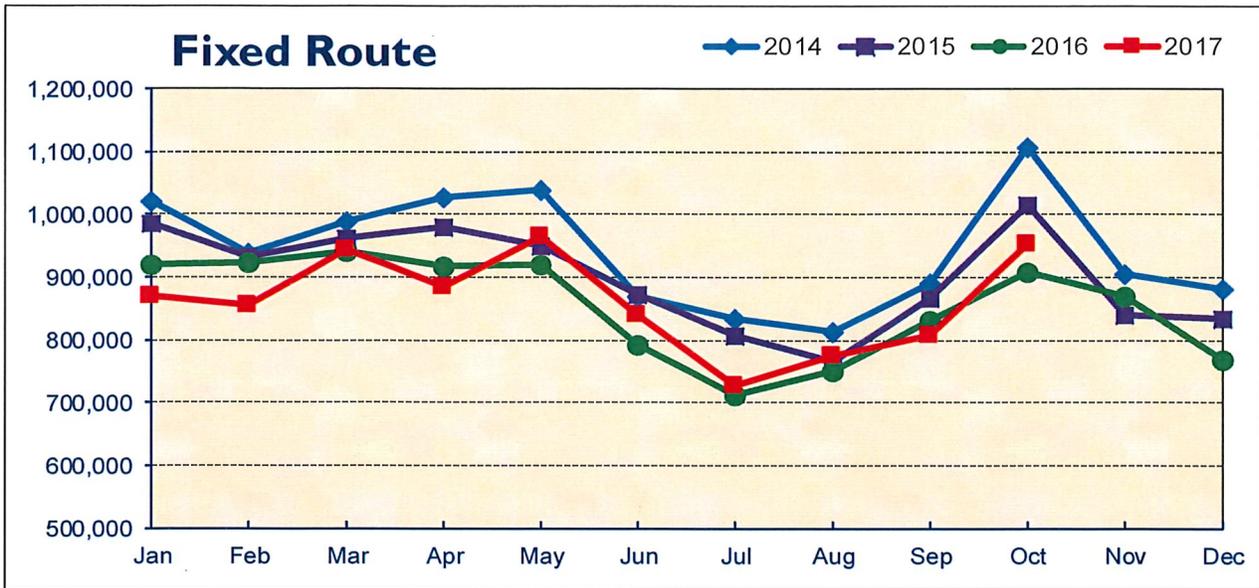
Paratransit monthly pass sales increased by 4.0% (855 vs. 822 in 2016). YTD pass sales increased by 3.7% (8,405 vs. 8,108 in 2016).

**RECOMMENDATION TO BOARD:** Information only.

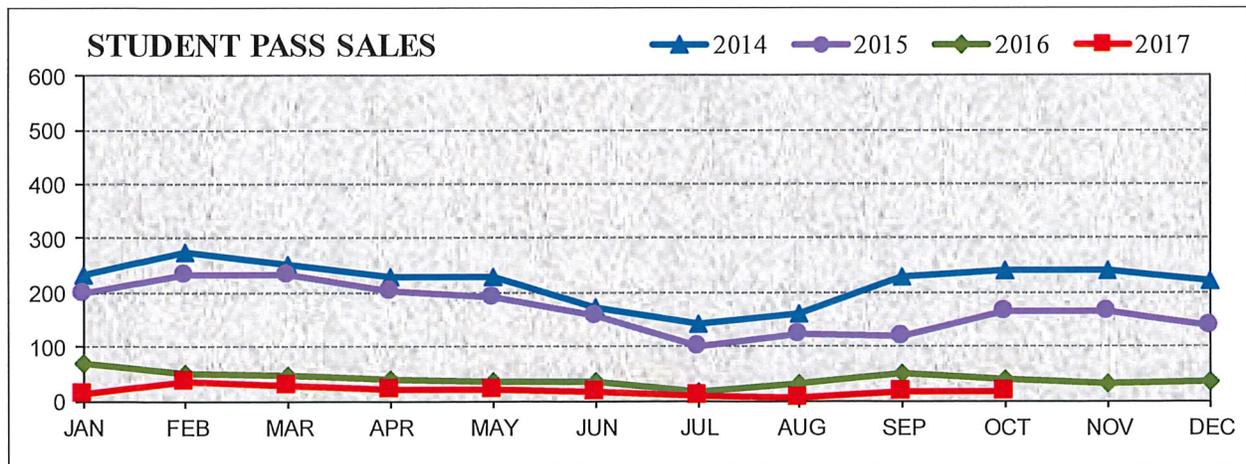
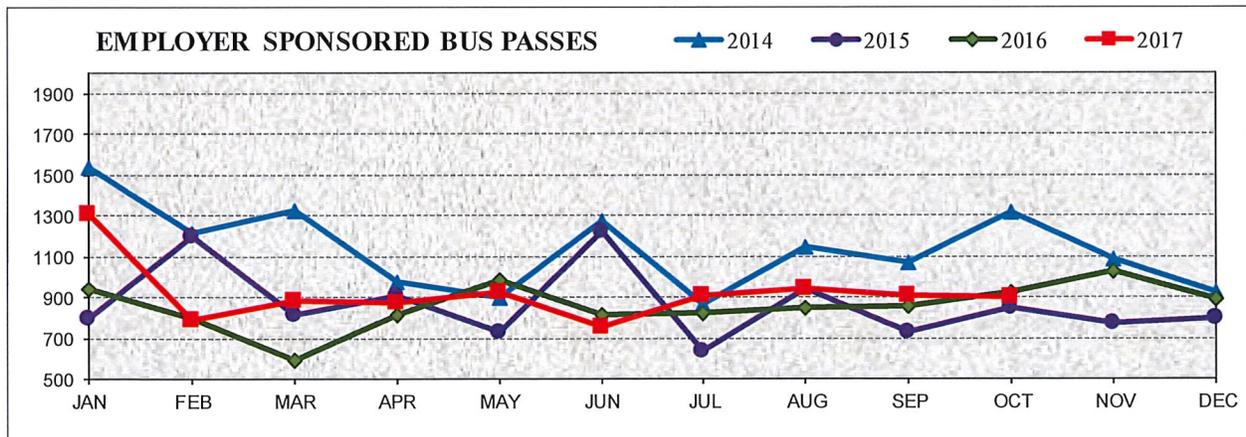
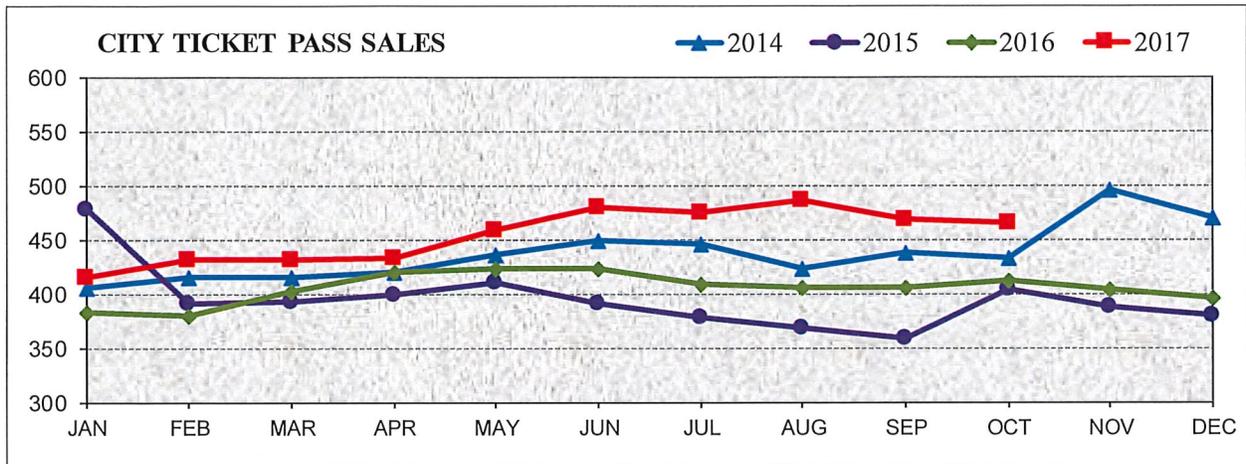
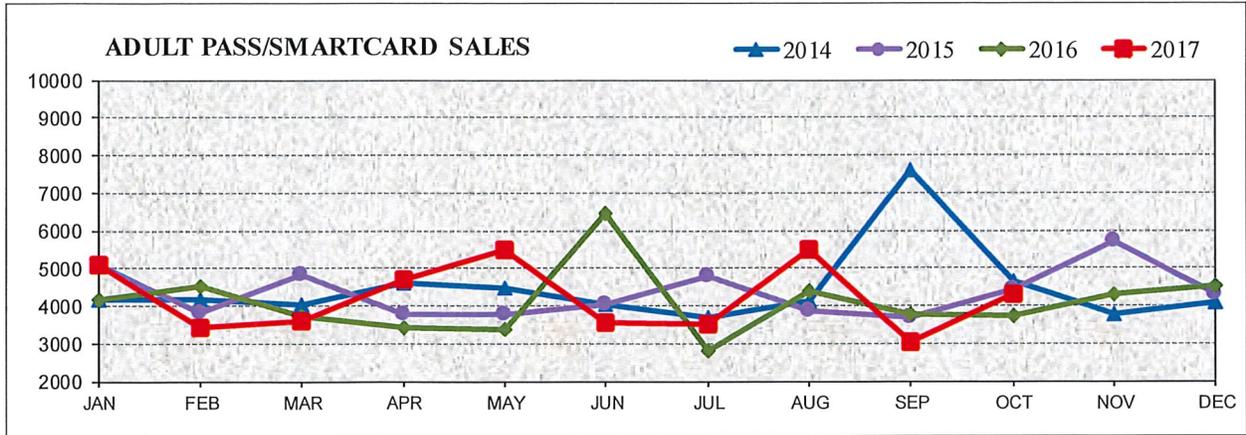
**FINAL REVIEW FOR BOARD BY:**

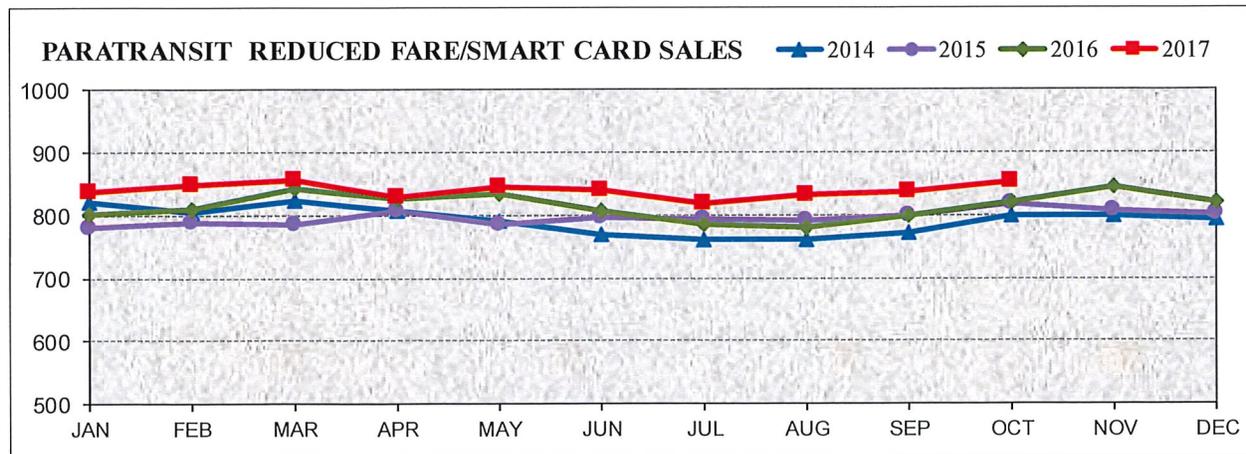
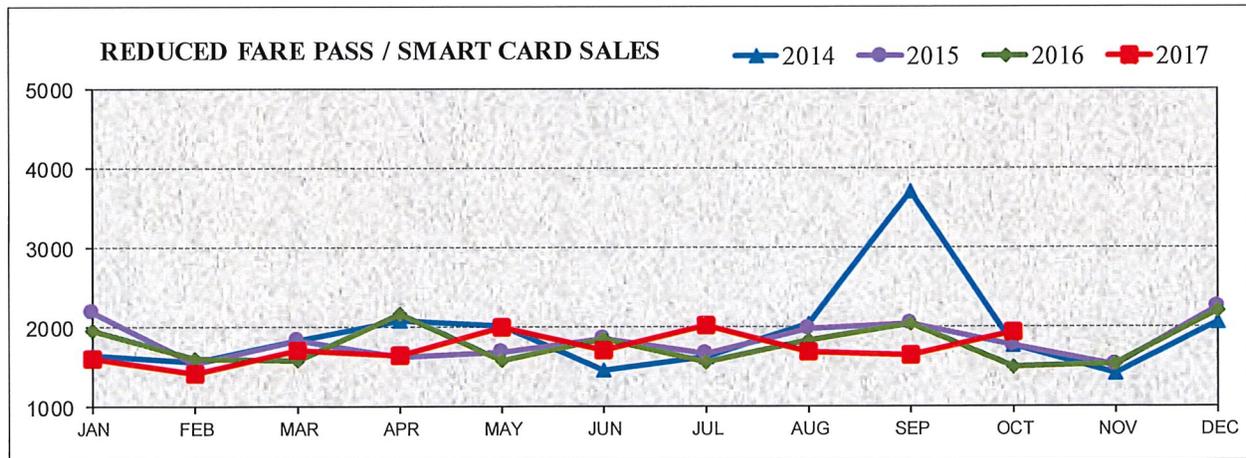
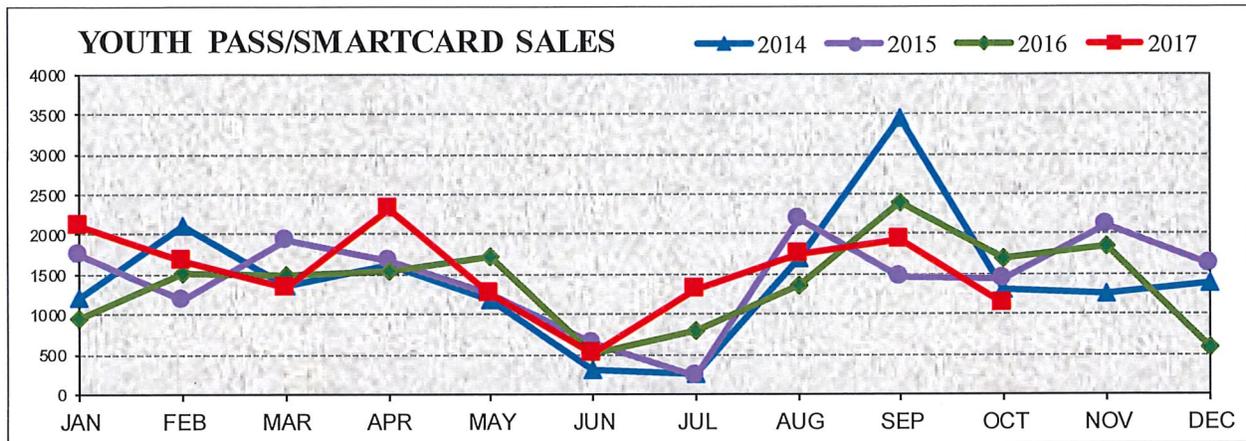
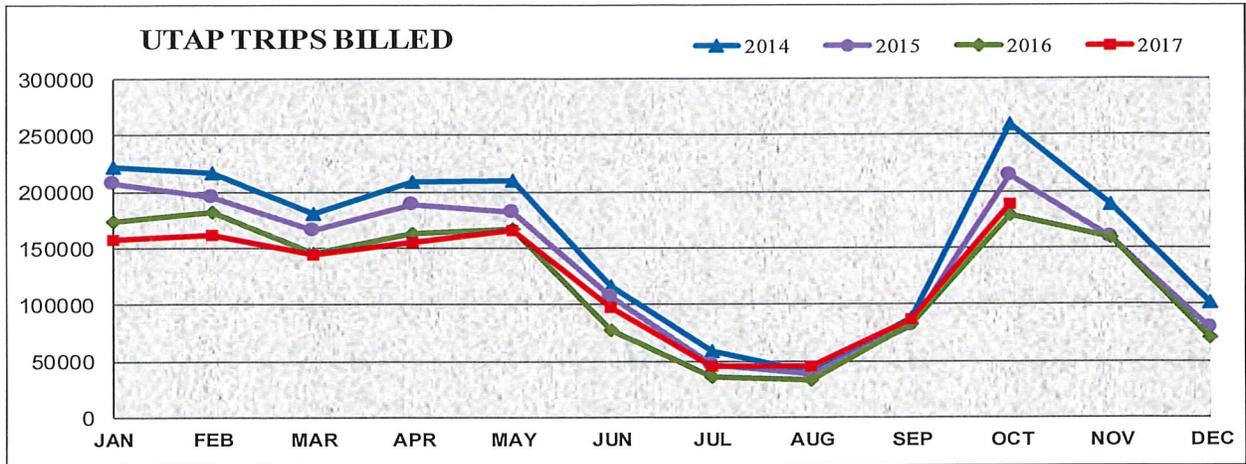
Division Head SB Chief Executive Officer EM Legal Counsel UM

# RIDERSHIP



# PASS SALES





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 14, 2017

AGENDA ITEM **12.F.** THIRD QUARTER 2017 PERFORMANCE MEASURES

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

SUBMITTED BY: Steve Blaska, Director of Operations

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**SUMMARY:** A complete set of the 3rd Quarter 2017 Performance Measures is attached to this packet. Staff will be prepared to address any questions about any measure. The complete report will also be posted to the STA website.

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.

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

**Ridership**

Ridership for Fixed Route ended the quarter down 0.4% compared to our ridership year in 2016. Fixed Route provided 7,677,977 trips in 2017 vs. 7,712,203 in 2016. We expect to meet our 2017 ridership goal to match 2016 ridership by the end of the year.

STA's goal in Paratransit is to manage growth and maintain a 0.5% increase over 2016 ridership level. At the end of the 3rd Quarter, Paratransit ridership is 1.2% higher than in 2016 (357,888 vs. 353,766 in 2016). By the end of the 2017, we expect Paratransit ridership to be approximately 1.5% higher than 2016.

- STA's Paratransit ridership growth has been successfully managed since 2005. From a high of 521,000 trips in 2009, staff have been successful in reducing demand to approximately 468,000 trips in 2016. This has been accomplished through a combination of creative programs such as In-Person Assessments, Mobility Training, Special Use Van Program, and the Van Grant Program.
- The most recent months indicate that the previous conditions that helped constrain growth may have reached their maximum impact and we expect growth in Paratransit demand to be the trend going forward.

Third quarter Vanpool ridership decreased in 2017 by 7.0% (137,094 vs. 147,459 in 2016). STA's goal was to maintain ridership this year. The number of vans in service has shown a slight gain in recent months, so we expect to finish the year at approximately 3.4% below our goal.

- Vanpool ridership is starting to recover from the drop in participation with lower gas prices combined with the loss of several vanpool groups from one employer, Triumph. Triumph's strike and subsequent restricting of its workforce and shift schedules resulted in a reduction of several vanpool groups from that large employer.
- Our prognosis is that vanpool is experiencing iterative growth going forward. The recent approval of the Flexible Vanpool option will also make this option more attractive to employers.

**Passengers per Revenue Hour (PPRH)**

***Fixed Route PPRH was 25.3***

- This is above of the goal of 25. Staff expected our 3rd Quarter performance to be slightly lower than what we will end the year. Lower ridership in the summer as well as the introduction of more service late at night and weekends tends to lower PPRH performance. It is important to note that no other urban transit in Washington State, other than King County Metro, delivers more than 25 PPRH. In fact, none of these other urban transit in Washington State delivered more than 22 PPRH in 2016.

***Paratransit PPRH was 2.79***

- This is just short of the goal of 3.0 PPRH. Similar to the Fixed Route goal, the PPRH goal is a very aspirational goal. For a pure, Paratransit operation, performance goals of 2.5 are common. In the American Bus Benchmarking Group (ABBG), the average passenger boardings per total vehicle hour (a slightly different measurement) was less than 2.0. STA was in the top 5 with an average of just under 2.5.

## Provide Excellent Customer Service

### **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. STA’s overall average was 4.82.

### **On Time Performance**

- At 92.2%, Fixed Route exceeded STA’s goal of 90% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time). Due to the success in meeting the 2016 goal of 85%, staff raised the goal to 90% for 2017. We anticipate exceeding this goal in 2017, so we are proposing to raise our goal again in 2018.
- Paratransit on time performance was 93.5%, slightly short of the goal of 95%. Similar to other goals, a 95% on time performance rate is an aspirational goal. The ABBG average is slightly under 90%. STA was in the top five performers in the ABBG in 2013, when this statistic was last collected. In order to standardize our performance targets, we will be proposing to establish a slightly lower goal of 93% in 2018.

## Enable Organizational Success

### **Operator Ride Checks**

- Fixed Route and Paratransit both are on target to meet the respective goals of 100% successful ride checks for all active coach and van operators.

## Exemplify Financial Stewardship

### **Cost per Passenger**

- Fixed Route and Paratransit both far surpassed STA’s goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State. We do much better than that goal. It should be noted; however, that 3rd Quarter data may be skewed in a positive manner due to the timing lag of some outstanding payments. Most significant are the fuel and contracted service payments from MV.
  - Fixed Route cost per passenger was \$4.74. This is 64.8% of the urban systems’ average.
  - Paratransit cost per passenger was \$27.28. This is 58.1% of the urban systems’ average.

### **Cost Recovery from User Fees (Farebox Recovery).**

- Fixed Route farebox recovery at 17.2%, well below the goal of 20%. The Board-approved fare changes in 2017 and 2018 will help restore this recovery ratio. However, it is important to note that ridership will also need to be restored to 2015 ridership levels in order to meet/exceed the 20% goal. It is too early to tell the impact of the first phase of the fare increase on July 1, 2017. Fourth quarter performance will be a better indicator of this change.
- Paratransit farebox recovery is at 4.9%, which is close to the goal or 5%. Similar to the cost per passenger measure, this result is skewed in a positive manner due to outstanding payments to MV and fuel bills.

## Ensure Safety

### **Preventable Accident Rate.**

- Fixed Route is slightly higher than our goal of 0.08 or fewer accidents per 10,000 miles, coming in at 0.09 through the 3<sup>rd</sup> Quarter.
- At 0.16, Paratransit was higher than STA’s goal of 0.10 or fewer preventable accidents per 10,000 miles. Of the 17 accidents for Paratransit, eight had zero damage; only two had damage greater than \$2500. Many of the accidents were the result of minor collisions with fixed objects while negotiating in tight spaces. Advanced driver training in how to manage space around vehicles (“air-gap training”) was conducted as part of van operator advanced training this summer

**RECOMMENDATION TO BOARD:** Information only.

## **FINAL REVIEW FOR BOARD BY:**

Division Head SB

Chief Executive Officer ESM

Legal Counsel UM



# Performance Measures 3rd Quarter 2017



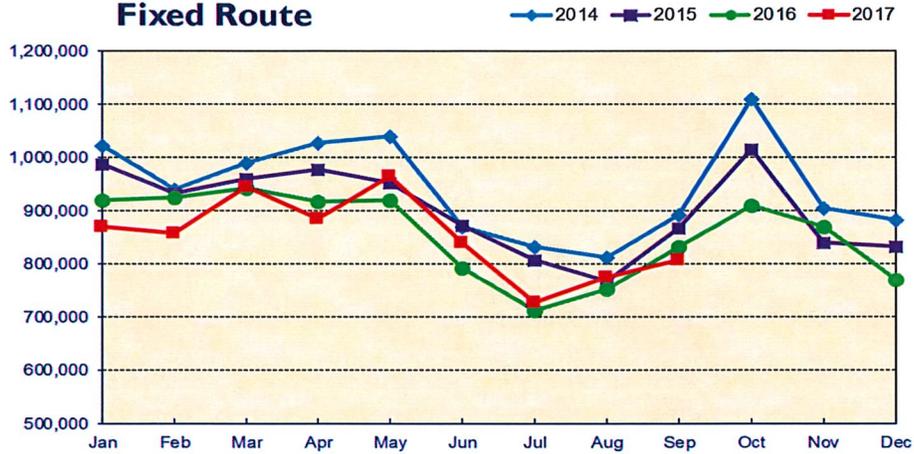
## Priorities and Objectives

1. **Earn and Retain the Community's Trust**
2. **Provide Excellent Customer Service**
3. **Enable Organizational Success**
4. **Exemplify Financial Stewardship**
5. **Ensure Safety**



# Ridership

## Fixed Route



2014 = 11,324,434

2015 = 10,815,736

2016 = 10,261,789

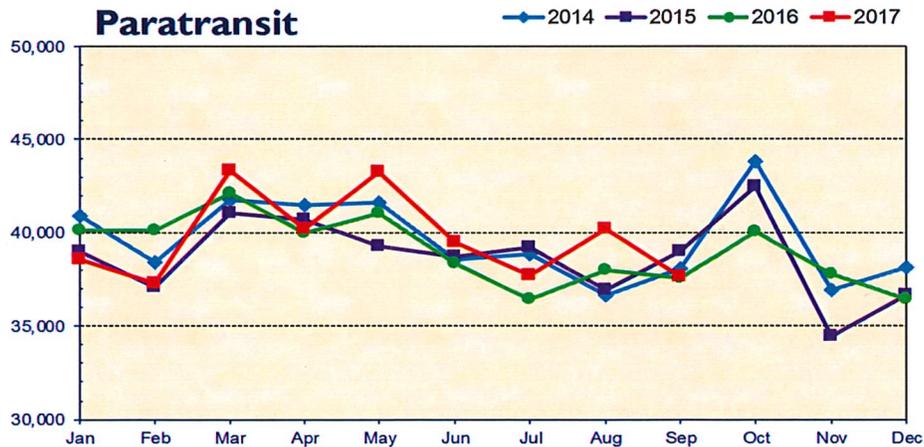
Proj. 2017 = 10,261,789

**Goal: Sustain 2016 Ridership Level**  
**3rd Qtr. Result: 0.4% Decrease**



# Ridership

## Paratransit



2014 = 475,171

2015 = 464,449

2016 = 468,050

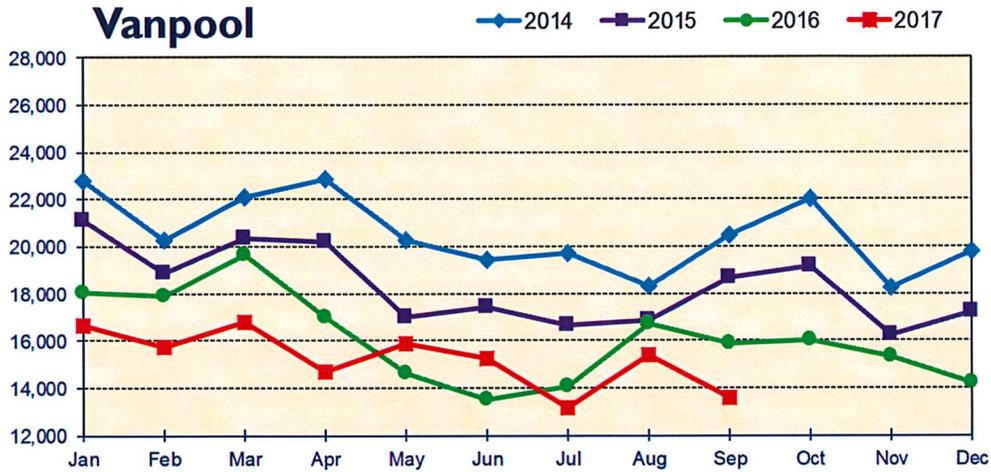
Proj. 2017 = 470,390

**Goal: 0.5% Increase over 2016 Ridership**  
**3rd Qtr. Result: 1.2% Increase**



# Ridership

## Vanpool



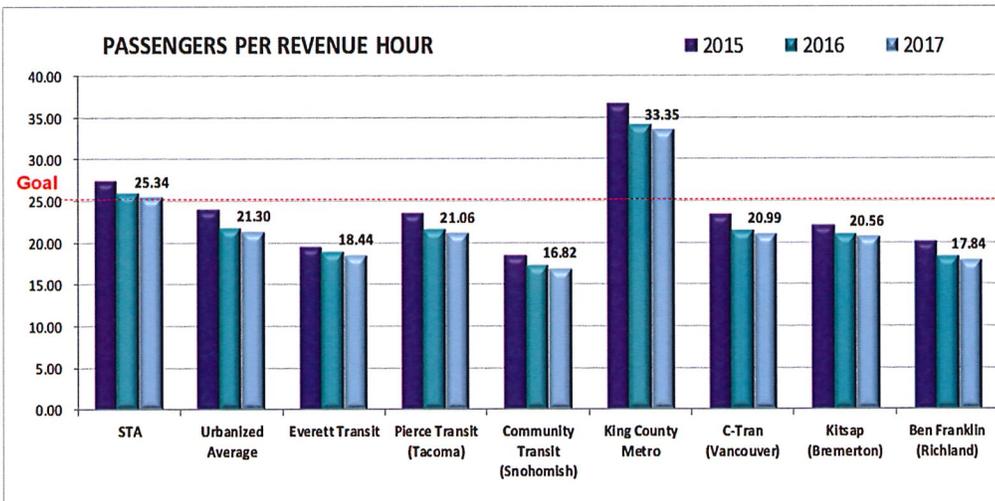
2013 = 241,257  
 2014 = 246,331  
 2015 = 193,006  
 Proj. 2017 = 193,006

**Goal: Sustain 2016 Ridership Level**  
**3rd Qtr. Result: 7.0% Decrease**



# Service Effectiveness

## Fixed Route



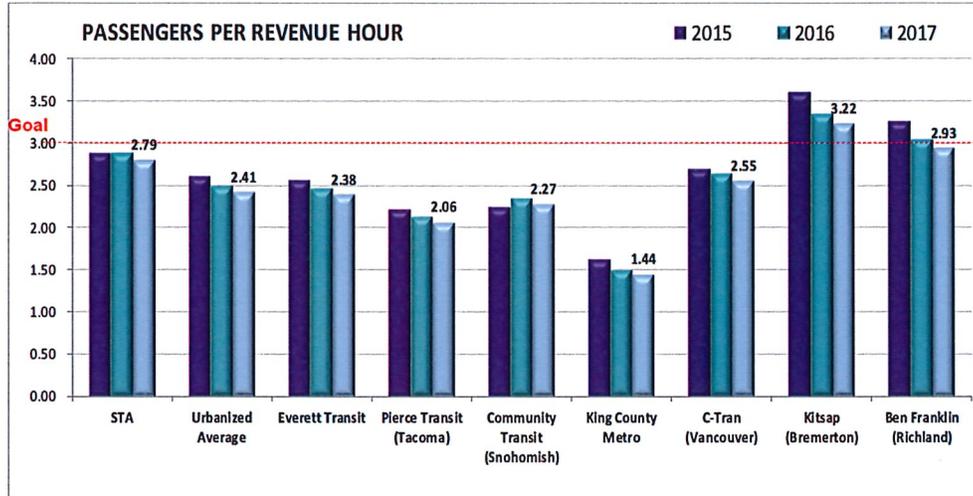
**GOAL: TRANSPORT 25.0 OR MORE PASSENGERS PER REVENUE HOUR**

\* System averages assume a performance equal to STA for 2017



## Demand Response

## Service Effectiveness

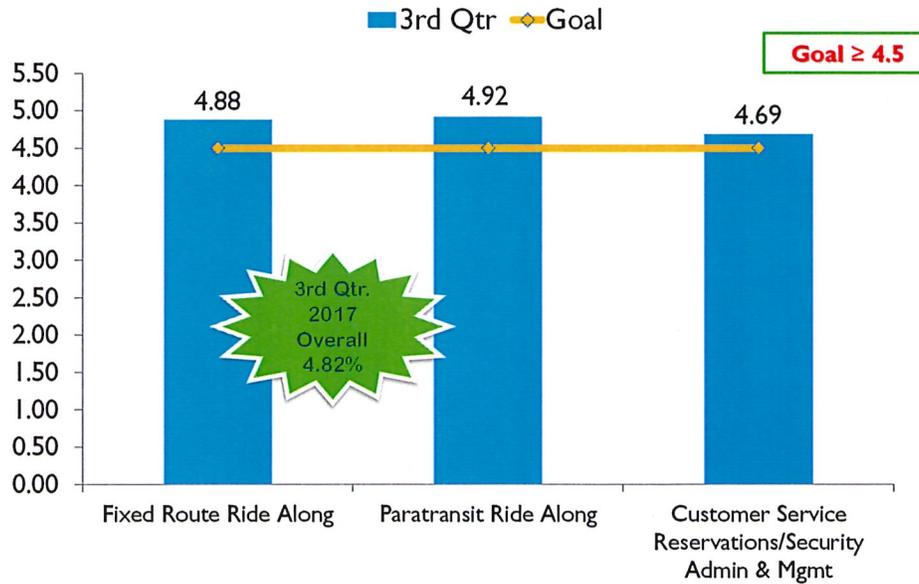


**GOAL: TRANSPORT 3.0 OR MORE PASSENGERS PER REVENUE HOUR**

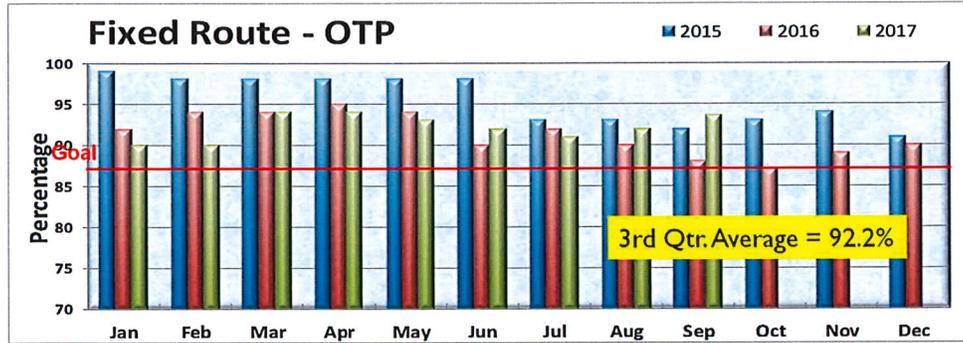
\* System averages assume a performance equal to STA for 2017



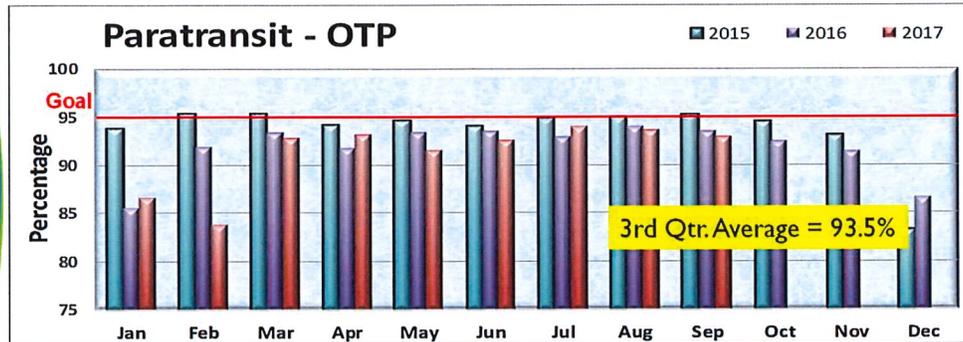
## Professional & Courteous



## On Time Performance



Fixed Route – 100% Automated Time Checks began May 2016



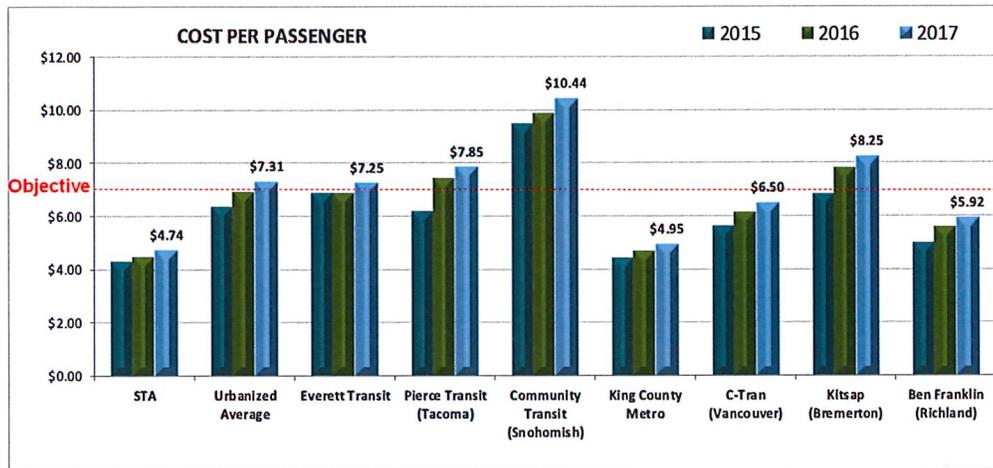
## Ride Checks/ Ride Alongs

	2016	YTD 2017	Goal
<b>Fixed Route</b>	246* of 248 completed	209 of 273 completed	100% of operators checked annually
<b>Paratransit</b>	58 of 58 completed	29 of 59 completed	100% of operators checked annually

\* All active Operators completed

## Fixed Route

## Cost Effectiveness



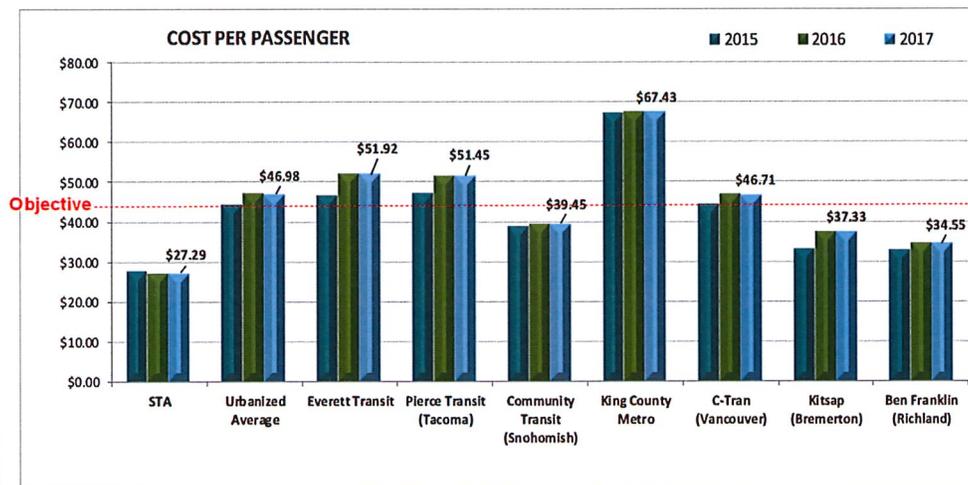
**OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS**  
**2016 Status: 64.6% (STA - \$4.47; Urban Average - \$6.92)**

- Notes:
- Previous year results
  - 2015 & 2016 data from NTD reports
  - STA 2017 data reflects year-to-date
  - Expenditures will lag slightly until end of year



## Demand Response

## Cost Effectiveness

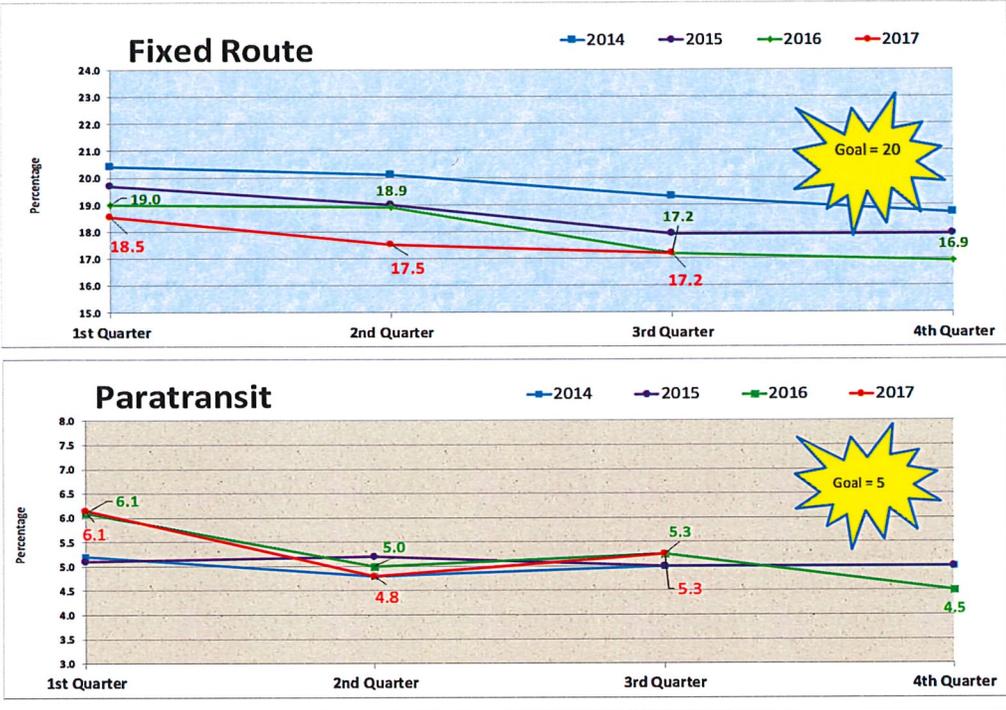


**OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS**  
**2016 Status: 58.1% (STA - \$27.32; Urban Average - \$47.02)**

- Notes:
- Previous year results
  - 2015 & 2016 data from NTD reports
  - STA 2017 data reflects year-to-date
  - Expenditures will lag slightly until end of year



# Cost Recovery from User Fees



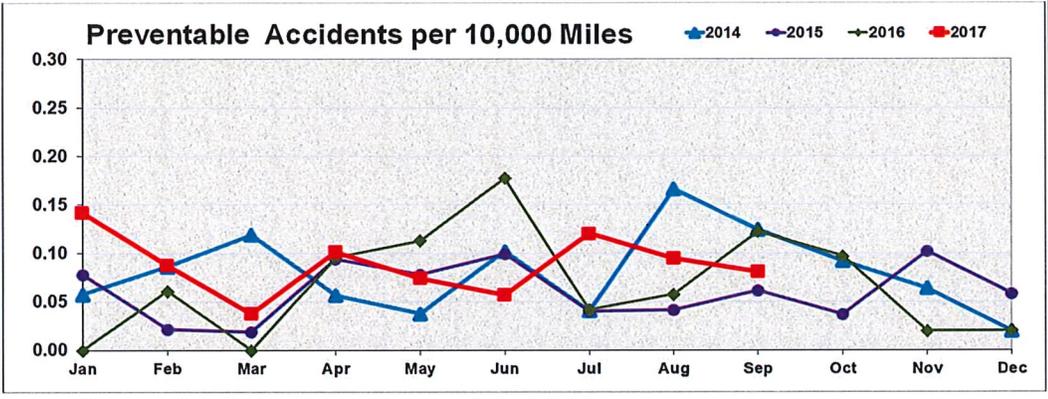
## Ensure Safety

### 2 Performance Measures:

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

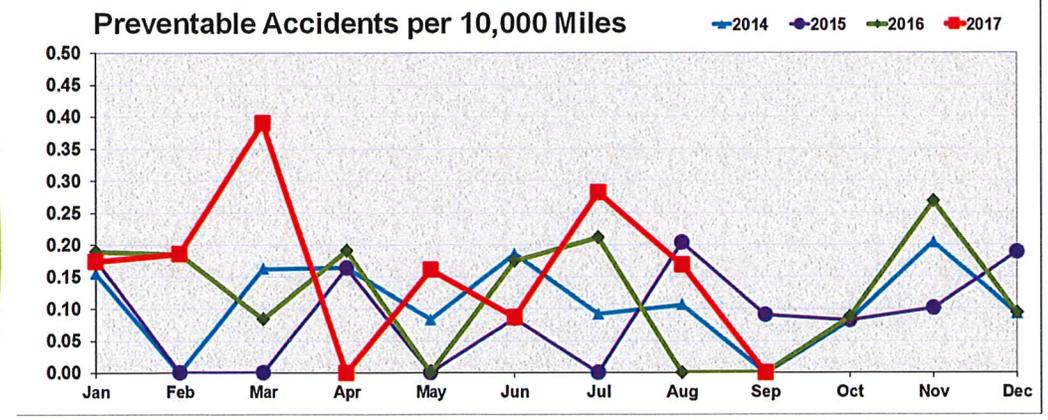
### PREVENTABLE VEHICLE ACCIDENTS

Fixed Route				
	2014	2015	2016	2017
Jan	3	4	0	7
Feb	4	1	3	4
Mar	6	1	0	2
Apr	3	5	5	5
May	2	4	6	4
Jun	5	5	9	3
Jul	2	2	2	6
Aug	8	2	3	5
Sep	6	3	6	4
Oct	5	2	5	
Nov	3	5	1	
Dec	1	3	1	
<b>Total Prev. Accidents</b>	<b>48</b>	<b>37</b>	<b>41</b>	<b>40</b>
<b>YTD PREVENTABLE ACCIDENTS PER 10,000 MILES</b>	<b>0.08</b>	<b>0.06</b>	<b>0.07</b>	<b>0.09</b>



### PREVENTABLE VEHICLE ACCIDENTS

Paratransit				
	2014	2015	2016	2017
Jan	2	2	2	2
Feb	0	0	2	2
Mar	2	0	1	5
Apr	2	2	2	0
May	1	0	0	2
Jun	2	1	2	1
Jul	1	0	2	3
Aug	1	2	0	2
Sep	0	1	0	0
Oct	1	1	1	
Nov	2	1	3	
Dec	1	2	1	
<b>Total Prev. Accidents</b>	<b>15</b>	<b>12</b>	<b>16</b>	<b>17</b>
<b>YTD PREVENTABLE ACCIDENTS PER 10,000 MILES</b>	<b>0.11</b>	<b>0.09</b>	<b>0.12</b>	<b>0.16</b>



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.G.** 2018 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

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

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

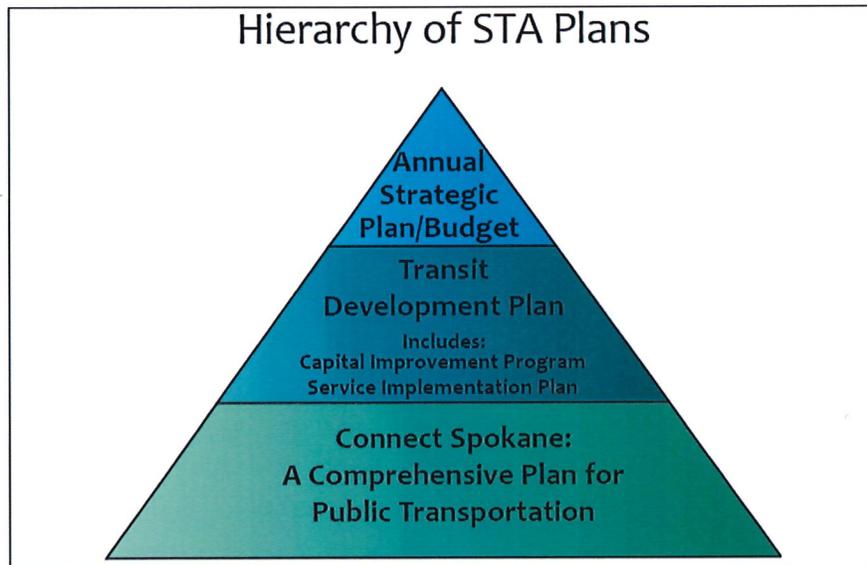
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**SUMMARY:**

According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.

*Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that needs to be updated annually. As depicted in the diagram below, all of these plans are founded on the principles and policies of *Connect Spokane*.



The work program is focused primarily on the annual planning calendar. As in last years, there are some planning projects that augment the committee's work program. As projects move beyond the planning and preliminary engineering stages, implementation work is transferred to the Performance Monitoring and External Relations Committee. As for the Central City Line, the Planning and Development Committee is expected to continue to engage with the project up until there is a project construction grant agreement with FTA or similar contract that enables full implementation. Near the end of 2018, STA will develop the scope of work for planning and preliminary design work for a build-out of High Performance Transit on the Division Corridor. This grant-funded study will explore what could be done on the corridor above and beyond the HPT "Lite" investments committed to in *STA Moving Forward*.

## 2018 Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2017	<ul style="list-style-type: none"> <li>Approval of Work Program</li> </ul>	
January 2018	No Committee Meetings in January	
February 2018	<ul style="list-style-type: none"> <li>Review Work Program</li> <li>Transit Development Plan (TDP): Commence development of mid-range planning guidance.</li> <li>Present draft submittal for the SRTC 2018/2019 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li>Transit Asset Management Plan Next Steps</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>TDP: Continue development of mid-range planning guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Review: FTA Annual Report on CIG Projects</li> <li>Central City Line Update: Third-party Agreement Status Review</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>TDP: Finalize development of mid-range planning guidance for Board concurrence, including:                             <ul style="list-style-type: none"> <li>Revenue and expenditure forecast assumptions</li> <li>Major strategic initiatives</li> </ul> </li> <li>Revise draft submittal for UPWP based on final TDP Guidance</li> </ul>	
May 2018	<ul style="list-style-type: none"> <li>Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion, including the following major elements:                             <ul style="list-style-type: none"> <li>Service Implementation Plan (2019-2021)</li> <li>Capital Improvement Program (2019-2024)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Central City Line Update: 60% Design Constructability Review Results</li> </ul>
June 2018	<ul style="list-style-type: none"> <li>Revised Draft TDP submitted to the STA Board of Directors</li> <li>Public hearing conducted on TDP</li> </ul>	
July 2018	<ul style="list-style-type: none"> <li>2018 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>Action on recommended TDP</li> </ul>	<ul style="list-style-type: none"> <li>Approve grants to submit for Regional Mobility Grant program</li> </ul>
August 2018	No Board/Committee Meetings in August	
September 2018	<ul style="list-style-type: none"> <li>Draft Budget submitted to Committee and Board</li> <li>Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li>Review Central City Line Project Management Plan</li> <li>Division Street HPT Preliminary Engineering Study Scope of Work Review</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>Public hearing on draft Annual Strategic Plan and Budget</li> <li>Adoption of Annual Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>Approve Central City Line Project Management Plan</li> <li>Approve Division Street HPT Preliminary Engineering Study Scope of Work</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>Board adoption of Annual Budget</li> <li>Prepare 2019 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li>Review and approval Central City Line Third-party agreements</li> </ul>
December 2018	<ul style="list-style-type: none"> <li>Finalize 2019 Committee work program</li> </ul>	

**RECOMMENDATION TO BOARD:** Information only. The Committee approved its work program November 29, 2017.

**FINAL REVIEW FOR BOARD BY:**

Division Head   KCO  

Chief Executive Officer   ESM  

Legal Counsel   UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.H.:** 2017 FIXED ROUTE PASSENGER SURVEY

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

**SUBMITTED BY:** Beth Bousley, Director of Communications and Customer Service

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**SUMMARY:** Spokane Transit Authority (STA) commissioned Robinson Research, procured through a bidding process, to conduct the 2017 On-Board Fixed Route Passenger survey of no fewer than 1,700 bus riders. Quotas were established for time of day, day of the week, and specific routes. STA provided the information to Robinson Research from which the quotas were established. The surveys commenced on the morning of Saturday, April 1, 2017, and concluded on the evening of Wednesday, April 5, 2017. This survey tracks back across four earlier replications and comparisons are made where appropriate.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head BB

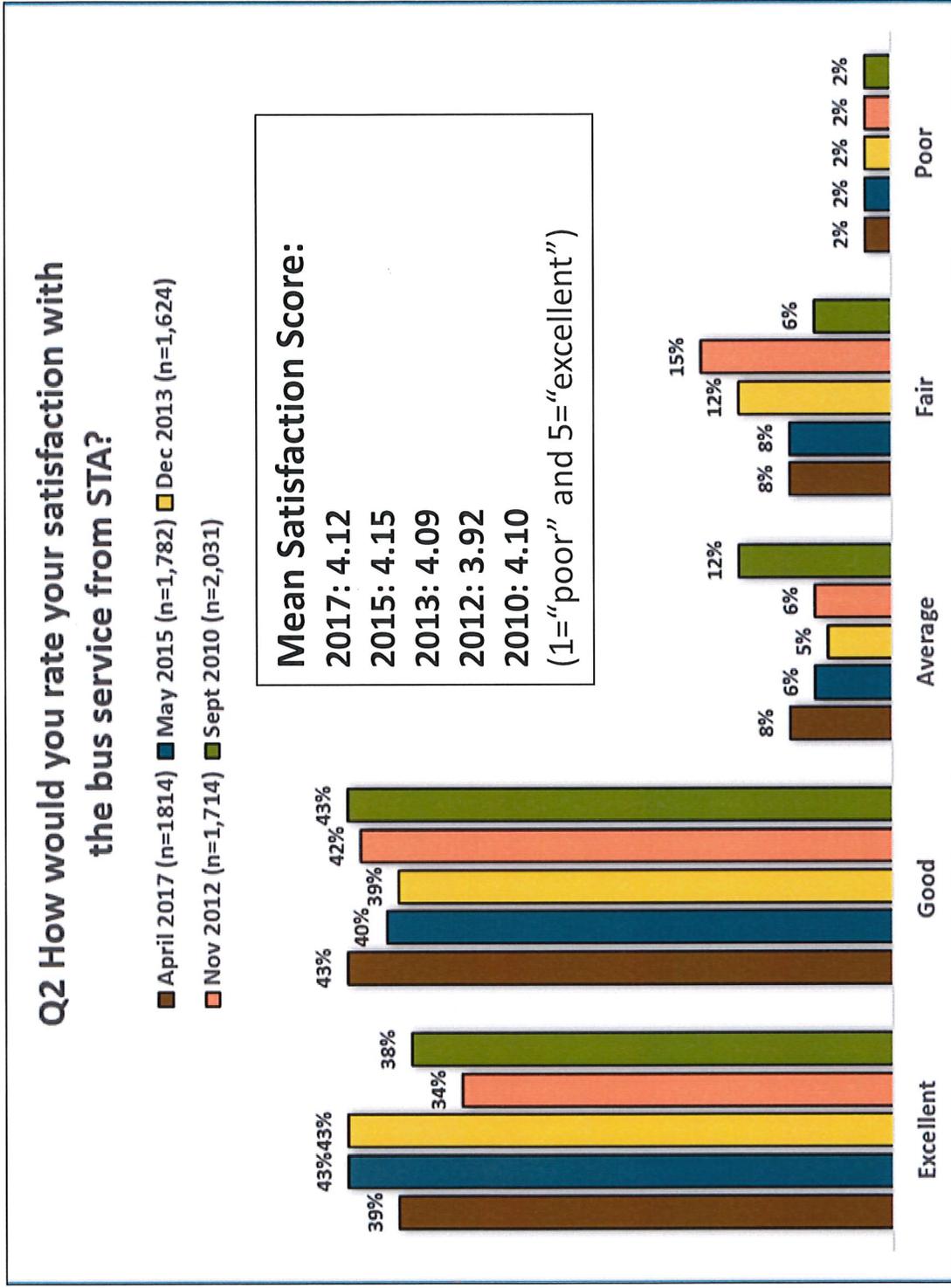
Chief Executive Officer EBM/  
TW

Legal Counsel CM

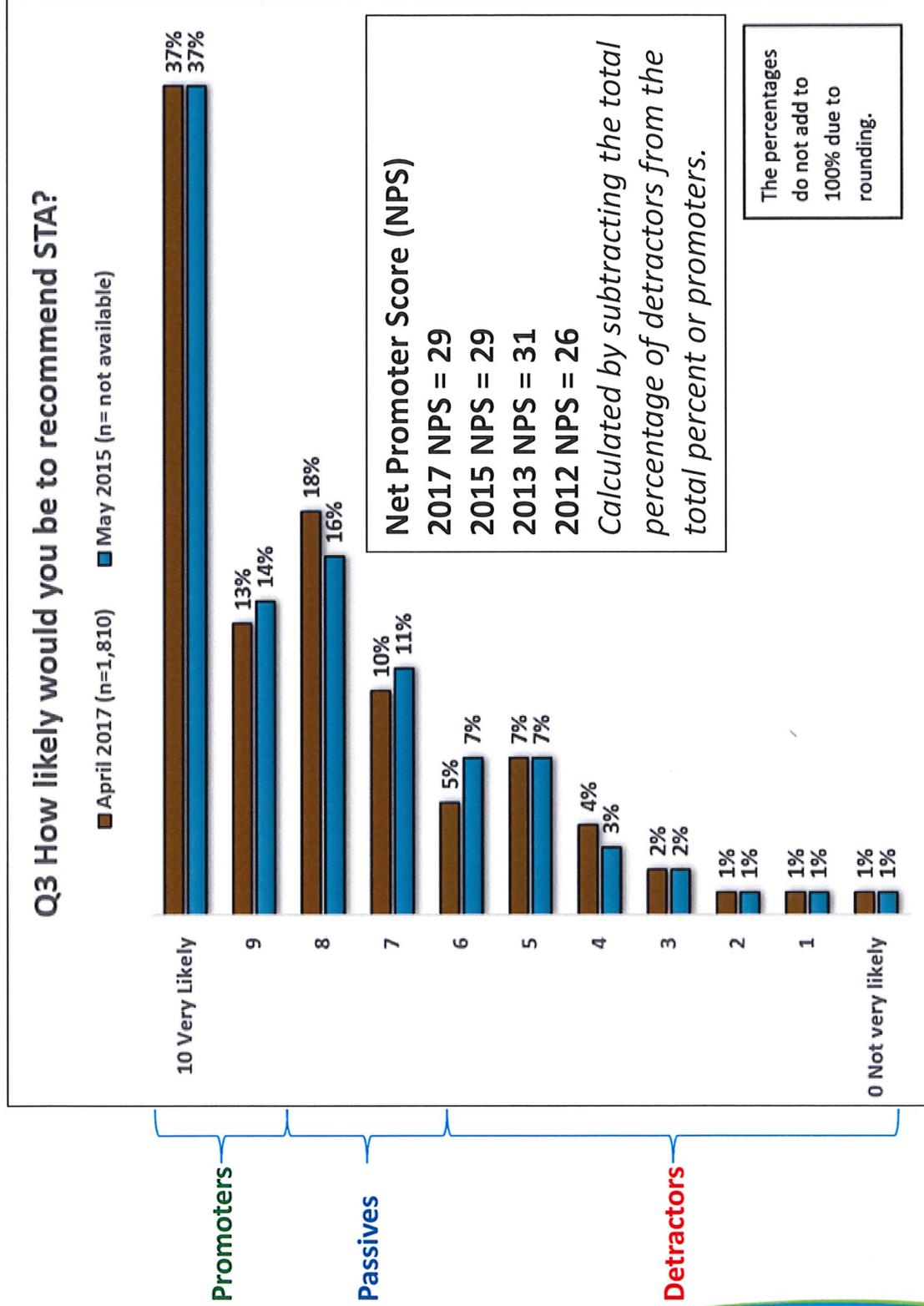


# 2017 Fixed Route Passenger Survey Highlights

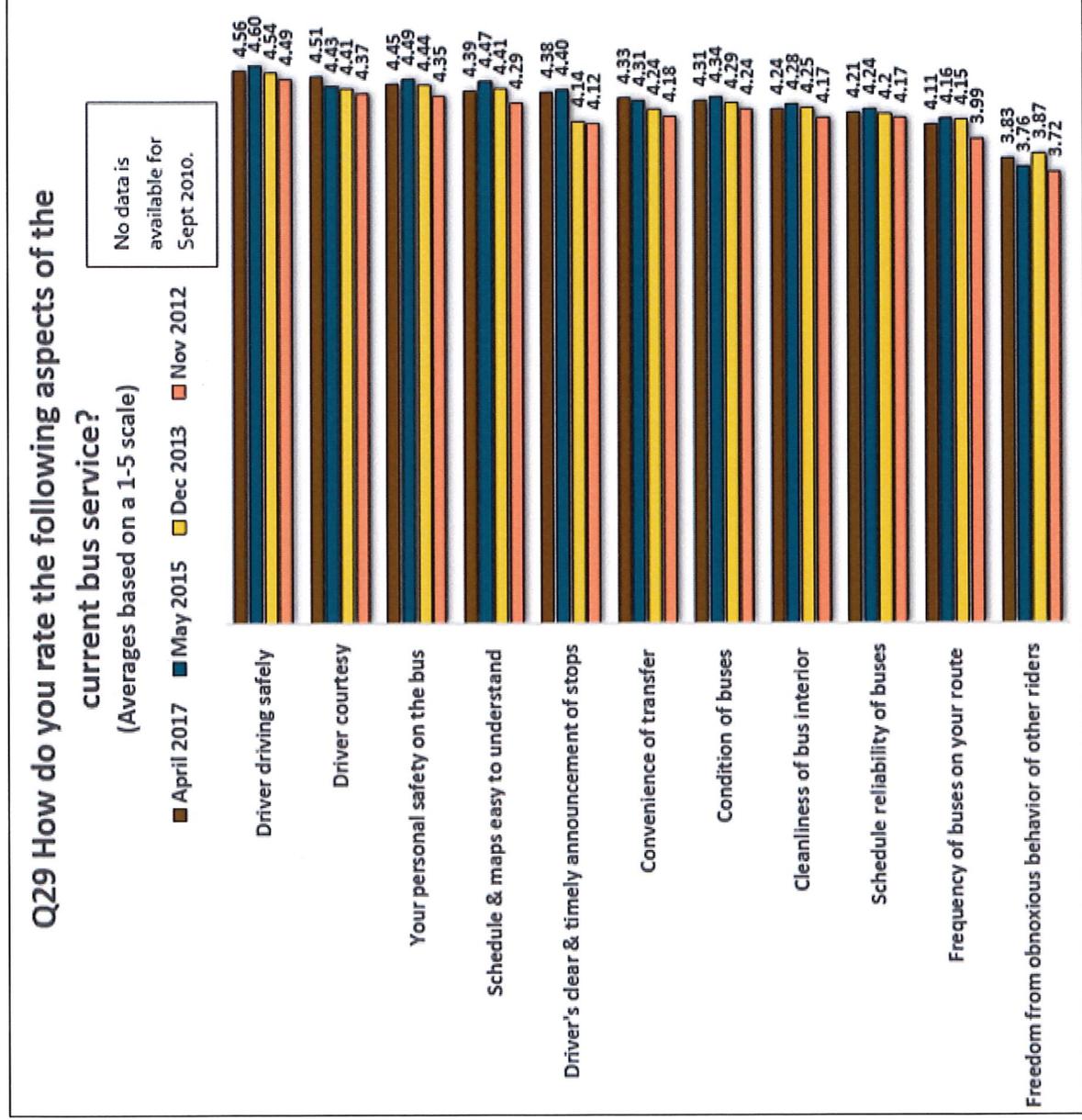
# 2017 Fixed Route Passenger Survey Highlights



# 2017 Fixed Route Passenger Survey Highlights



# 2017 Fixed Route Passenger Survey Highlights



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 12.1.** STA'S HOLIDAY SERVICES AND OFFICE HOURS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Jan Watson, Executive Assistant to the CEO and Clerk of the Authority

**SUMMARY:** The administrative office at Boone Avenue will be closed Monday, December 25, 2017, to observe the Christmas holiday; and Monday, January 1, 2018, to observe the New Year's holiday. Holiday Fixed Route and Paratransit service will be provided on these days.

The following schedule outlines STA's holiday services:

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

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head       /      

Chief Executive Officer       ESM      

Legal Counsel       LM

## 13.

### EXECUTIVE SESSION

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

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. Reviewing the performance of a public employee.
3. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

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 - 20 minutes



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** 2018 Board Chair

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**SUMMARY:**

During her tenure as a representative of the City of Spokane Valley, Councilmember Pamela Haley served on the STA Board of Directors from January, 2016 to present. In addition to chairing the Board this year, she also chaired the Board Operations Committee.

In recognition of Councilmember Haley's outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during her term as Chair of the STA Board for 2017, a commendation has been prepared.

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

**FINAL REVIEW FOR BOARD BY:**

Division Head                     

Chief Executive Officer ESM

Legal Counsel UM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 15.B.** : PRESENTATION OF COMMENDATION TO AMBER WALDREF (RETIRING BOARD MEMBER)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** 2018 Board Chair

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**SUMMARY:**

During her tenure as a representative of the City of Spokane, Councilmember Amber Waldref served on the STA Board of Directors from 2010 to present. She chaired the Board in 2011 and the Board and the Board Operations Committee in 2014.

Ms. Waldref served as a member of the Operations & Customer Service Committee from 2010 to 2012. She joined the newly formed Planning & Development Committee in 2012 and chaired that committee in 2016. She also chaired the Performance Monitoring & External Relations Committee in 2015, and 2017 and is currently Chair of the Central City Line Steering Committee.

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

**RECOMMENDATION TO BOARD:** Recognize Amber Waldref for her service and dedication to Spokane Transit and public transportation.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer ESM

Legal Counsel UM



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 15.D.** : PRESENTATION OF COMMENDATION TO JOHN HIGGINS (RETIRING BOARD MEMBER)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** 2018 Board Chair

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**SUMMARY:**

During his tenure as a representative of the Small Cities (Medical Lake), John Higgins served on the STA Board of Directors from 2015 to present.

Mayor Higgins served as a member of the Performance Monitoring & External Relations from 2015 to present and also on the Board Operations Committee in 2017. His knowledge and experience will be greatly missed.

In recognition of his outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during his term as a member of the STA Board, a commendation has been prepared.

**RECOMMENDATION TO BOARD:** Recognize John Higgins for his service and dedication to Spokane Transit and public transportation.

**FINAL REVIEW FOR BOARD BY:**

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

December 14, 2017

**AGENDA ITEM 15.E.** : PRESENTATION OF COMMENDATION TO ED PACE  
(RETIRING BOARD MEMBER)

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** 2018 Board Chair

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**SUMMARY:**

During his tenure as a representative of the City of Spokane Valley, Councilmember Ed Pace served on the STA Board of Directors from 2014 to present.

Mr. Pace served as a member of the Performance Monitoring & External Relations from 2014 to present and his knowledge and experience will be greatly missed.

In recognition of his outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during his term as a member of the STA Board, a commendation has been prepared.

**RECOMMENDATION TO BOARD:** Recognize Ed Pace for his service and dedication to Spokane Transit and public transportation.

**FINAL REVIEW FOR BOARD BY:**

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