

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

### **NOTICE OF BOARD MEETING**

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 21, 2018, 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 21st day of June, 2018.



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, June 21, 2018 at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

### AGENDA

*Estimated meeting time: 85 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *None*
5. Public Hearings: *20 minutes*
  - A. Draft 2018 Transit Development Plan (*Karl Otterstrom*)  
Comments should be addressed to Karl Otterstrom, STA's Director of Planning & Development:  
[kotterstrom@spokanetransit.com](mailto:kotterstrom@spokanetransit.com)
  - B. Equal Employment Opportunity Policy & Affirmative Action Plans (*Nancy Williams*)  
Comments should be addressed to Nancy Williams, STA's Director of Human Resources:  
[nwilliams@spokanetransit.com](mailto:nwilliams@spokanetransit.com)
6. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of May 17, 2018 Board Meeting – Corrections/Approval
  - B. May 2018 Vouchers (*Lynda Warren*)
  - C. 2018 Transit Development Plan: Revenue Forecast Assumptions (*Lynda Warren*)
  - D. Award of Contract for Custodial Services at the Plaza & Boone Avenue 2<sup>nd</sup> Floor  
(*Beth Bousley*)
  - E. Employment Opportunity Policy & Affirmative Action Plans – Resolution (*Nancy Williams*)
7. Board Action – Committee Recommendations: *None*
8. Board Action – Other: *None*
9. Board Operations Committee: *15 minutes*
  - A. Chair Report (*Kevin Freeman*)
    - i. Quadrennial Review of STA Board Composition (*Laura McAloon*)
10. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Al French*)

11. Performance Monitoring & External Relations Committee: *15 minutes*
  - A. Chair Report (*Pam Haley*)
    - i. First Quarter 2018 Performance Measures (*Roger Watkins*)
    - ii. 2018 New Fare Phase 2 Communications (*Beth Bousley*)
12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. April 2018 Financial Results Summary (*Lynda Warren*)
  - C. May 2018 Sales Tax Summary (*Lynda Warren*)
  - D. April 2018 Operating Indicators (*Roger Watkins*)
  - E. First Quarter 2018 Service Planning Input Report (*Karl Otterstrom*)
  - F. Central City Line Design Update (*Karl Otterstrom*)
14. New Business
15. Board Members' Expressions
16. Executive Session (*McAloon Law PLLC*) – *15 minutes*
17. Adjourn

Cable 5 Broadcast Dates and Times of June 21, 2018 Board Meeting:

Saturday, June 23, 2018	4:00 p.m.
Monday, June 25, 2018	10:00 a.m.
Tuesday, June 26, 2018	8:00 p.m.

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

Planning & Development	<b>July 11, 2018, 10:00 a.m.</b> (Boardroom) 1229 West Boone
Performance Monitoring & External Relations	<b>July 11, 2018, 1:30 p.m.</b> (Boardroom) 1229 West Boone
Board Operations	<b>July 18, 2018, 1:30 p.m.</b> (Northside) 1230 West Boone

Next Board Workshop: *Board Strategic Planning & Budget*

Wednesday, July 11, 2018, 11:30 a.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

Next Board Meeting: Thursday, **July 26, 2018, 1:30 p.m.**, STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

**\*\*Note: Committee and Board meetings in July are one week later due to the July 4 holiday \*\***

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Kevin Freeman, 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 LM



### **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**

June 21, 2018

**AGENDA ITEM 5.A.:** PUBLIC HEARING:

A. Draft 2018 Transit Development Plan

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Chairman will conduct the public hearing as follows:

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

The complete draft recommendation report is available for review at the link on the next page.

**RECOMMENDATION TO BOARD:** Conduct public hearing.  
(Action at July 26, 2018 Board Meeting)

**FINAL REVIEW FOR BOARD BY:**

Division Head   /  

Chief Executive Officer   ESM  

Legal Counsel   LM

Item 5.A.

Website link to the draft 2018 Transit Development Plan (TDP)

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 5.B.:** PUBLIC HEARING:

B. Equal Employment Opportunity Policy & Affirmative Action Plans

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Chairman will conduct the public hearing as follows:

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

**RECOMMENDATION TO BOARD:** Conduct public hearing.  
(*Action item 6.E*)

**FINAL REVIEW FOR BOARD BY:**

Division Head     /    

Chief Executive Officer     BM    

Legal Counsel     LM



## Spokane Transit Affirmative Action Plan Plan Years 2017 & 2018

The Federal Transit Administration (FTA) requires that Spokane Transit reaffirm its commitment to equal employment opportunity and update its Affirmative Action Plans annually.



## EEOC Responsibilities

- The Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.
- Affirmative Action is the term used in the workplace to show an active effort to improve the employment opportunities of historically underrepresented or discriminated against groups and to foster diversity in the workplace.



## EEOC: Laws Enforced

- Title VII of the Civil Rights Act of 1964
- The Pregnancy Discrimination Act
- The Equal Pay Act of 1963
- The Age Discrimination in Employment Act of 1967
- Veterans and the Americans with Disabilities Act of 1990
- Sections 102 and 103 of the Civil Rights Act of 1991
- Sections 501 and 505 of the Rehabilitation Act of 1973
- The Genetic Information Nondiscrimination Act of 2008



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## Three Main Criteria

1. Recruiting and hiring practices meet EEOC guidelines.
2. Applicants and hires help to achieve diversity objectives.
3. STA's current employee diversity is equal to or exceeds the available employees in the Spokane area. Employees should be representative of the demographics in which STA operates.



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## Previous Affirmative Action Plan Goals

- Attract, hire, and retain qualified female service workers
  - Goal Achieved During Plan Year 2016
- Increase the rate of hire for qualified Veterans and Individuals who identify as having a disability
  - Achieved During Plan Year 2017
- Attract, hire, and retain qualified female operators
  - Goal in 2017 & 2018



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### 1. Recruiting and Hiring Practices Meet EEOC Guidelines (Examples, not all inclusive)

- Job advertisements encourage diversity in our workforce; include reference to our status as an Equal Opportunity – Affirmative Action employer;
- Good faith efforts with Work Source and other organizations to encourage female, minority, veterans and individuals with disability applicants for our positions;
- Job postings are disseminated to agencies with interests in diversity concerns. This is done in face-to-face meetings, email notifications as well as US Mail.
- Partnership with local community colleges to assist with resume building, interview skills, and pipeline development for various positions



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## Community Partners

AARP	D.V.R.	N.A.T.I.V.E. Project	Career Transitions	Easter Seals	WorkSource
SFCC	Goodwill	Skills'Kin	Spokane Tribe	YWCA	United Way
West Central Community Center	African American Voice	Highland Park Methodist Church	Community Colleges of Spokane	Korean Presbyterian Church	Martin Luther King Jr Family Center
The Arc	NAACP	Senior Times	Career Path Services	The Black Lense	Dept. of Veteran Affairs
YMCA	First Transit	Gonzaga	Whitworth	EWU	Spokane Library



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### 2. Applicants, New Hires and Promotions Plan Year 2016 and 2017

2016 Apps.	New Hires	Promotions	2017 Apps.	New Hires	Promotions	Notes:
1088	64	11	1581	92	37	
Min. Apps.			Min. Apps.			
203	11 (17%)	0	308	12 (13%)	5 (14%)	
Female			Female			
355	20 (31%)	6 (55%)	622	31 (34%)	8 (22%)	
Veterans			Veterans			
63	4	1	151	10	1	Nat'l goal= 7% STA=11%
Individuals w/ Disability			Individuals w/ Disability			
64	2	0	112	5	2	Nat'l goal=7% 2016=3% 2017=5%

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### 3. STA's Current Employee Diversity is Equal to or Exceeds the Available Employees in the Spokane Area

- Areas of Underutilization: Female Operators, Hiring Individuals with Disabilities and Veterans

	<u>Total #</u>	<u>Women</u>	<u>STA %</u>	<u>Weighted Market</u>
• Operators				
2016	334	80	23.95%	37%
2017	336	81	24.10%	37%
• Individuals W/ Disabilities				
2016			3%	7% Nat'l Goal
2017			5%	7% Nat'l Goal
• Veteran Hiring				
2016			6%	7% Nat'l Goal
2017			11%	Goal Achieved



## Coach & Van Operator Statistics

<u>Year</u>	<u>Applicants</u>	<u>Males</u>	<u>Female</u>	<u>Percentage Represented</u>
2016	463	360	103	22% of all operator applicants were female
2017	425	346	79	19% of all operator applicants were female

<u>Year</u>	<u>Hired</u>	<u>Males</u>	<u>Female</u>	
2016	51	37	14	27% of all operators hired were female
2017	53	37	16	30% of all operators hired were female



## 2018 Action Plan

- Focus on increasing partnerships with groups and organizations that are female focused
- Utilize imagery in recruitment efforts that illustrate females in non-traditional roles
- Strengthen partnerships with supported employment and DVR through community outreach including additional attendance at job fairs and WorkSource events



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## Additional Notes:

- All Plans are developed with assistance from Associated Industries and Jackson Lewis as STA consultants.



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## Recommendation

Review and recommend the Board approve a resolution adopting STA's Affirmative Action Plans (Women & Minorities, Veterans and Persons with Disabilities) and forward to the consent agenda.



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 6.A. :** MINUTES OF THE MAY 17, 2018 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 May 17, 2018 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   ESM/    
  JW  

Legal Counsel   LM



Spokane Transit Authority  
1230 West Boone Avenue  
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(509) 325-6000

## **BOARD OF DIRECTORS**

Draft Minutes of the May 17, 2018, Meeting  
Spokane Transit Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Kevin Freeman, Small Cities Representative  
(Millwood) *Chair*  
Lori Kinnear, City of Spokane  
Pamela Haley, City of Spokane Valley  
Al French, Spokane County  
Josh Kerns, Spokane County  
Chris Grover, Small Cities Representative  
(Cheney)  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Roger Watkins, Chief Operations Officer  
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**

Candace Mumm, City of Spokane  
Sam Wood, City of Spokane Valley  
Shirley Maike, Small Cities Representative  
(Medical Lake)  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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1. **CALL TO ORDER AND ROLL CALL**  
Chair Freeman called the meeting to order at 1:34 p.m. and conducted roll call.
  2. **APPROVE BOARD AGENDA**  
**Mr. French moved to approve the Board agenda, Ms. Kinnear seconded and the motion passed unanimously.**
  3. **PUBLIC EXPRESSIONS**  
None.
  4. **RECOGNITIONS AND PRESENTATIONS**  
These employees were not in attendance.
    - A. **Ron Simmons, Coach Operator – Retirement**  
Mr. Watkins recognized Coach Operator Ron Simmons for his 36 years of service at STA. During his career he received compliments and awards including a 25 year safe driving award.
    - B. **Anita Teague, Paratransit Supervisor – Retirement**  
Mr. Watkins said Paratransit Supervisor, Anita Teague, has served STA for 30 years in several capacities. She was hired in 1988 as a Paratransit Van Operator, moved into Dispatch, and in 2005 she was promoted to Paratransit Supervisor. In 2017 she received the Wall of Fame award.

C. Kevin Eaton, Coach Operator – Retirement

Mr. Watkins acknowledged the retirement of Coach Operator Kevin Eaton and expressed appreciation for his 40 years of service, including 37 years of safe driving awards. Mr. Eaton was also a recipient of the Wall of Fame award. As the most senior and well-known coach operator, his dedication will be greatly missed.

Ms. Haley arrived at 1:38 p.m.

5. BOARD ACTION – CONSENT AGENDA

**Mr. French moved to approve consent agenda items 5.A through E, Ms. Haley seconded and the motion passed unanimously:**

- A. Approve the minutes of the April 19, 2018 Board meeting.
- B. Approve the minutes of the April 19, 2018 Board Workshop.
- C. Approve the following vouchers and payroll for April, 2018:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (April)	Nos. 598079 – 598452	\$ 8,305,499.97
Workers Comp Vouchers (April)	Nos. 221586 – 221845	\$ 79,646.54
Payroll 04/13/18	ACH – 04/13/18	\$ 1,878,175.18
Payroll 04/27/18	ACH – 04/27/18	\$ 1,172,165.81
WA State – DOR (Use Tax) (February)	ACH – W0640	\$ 7,984.57
WA State – DOR (Use Tax) (March)	ACH – W0640	\$ 7,065.08
<b>APRIL TOTAL</b>		<b>\$ 11,450,537.15</b>

D. Award, by motion, Section 5310 funding to the grantees and for the amounts listed in Table 2 “Section 5310 Recommended Project Funding and Scoring”. The Board authorizes staff to adjust project funding as necessary to account for vehicle pricing and project revisions.

E. Approve, by motion, the grant of three slope easements from STA to Spokane County for Spokane County parcel numbers 34031.9151, 34031.0303, and 034031.0483 and authorize CEO E. Susan Meyer to execute such easements on behalf of STA, together with all other related documents necessary to effect the granting and recording of such easements.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

None.

7. BOARD ACTION – OTHER

None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Mr. Freeman said he arrived at this meeting late and Ms. Mumm and Ms. Haley ran most of the meeting. The draft Board agenda was approved and the Moran Station Slope Easement was discussed and recommended to the Board for approval.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair’s Report

Mr. French said the committee discussed and recommended approval to the Board of the Federal Transit Administration (FTA) Section 5310 Funding Awards. Also discussed was the 2018 Transit Development Plan service improvements, service expansion and enhancement.

Ms. Warren presented the following item:

i. 2018 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update

Ms. Warren said the committee began discussion on assumptions for the Transit Development Plan 2019-2024. The committee requested low, medium and high trend forecasts. Staff interacted with three economists: Grant Forsyth; John Mitchell; and, Steve Lerch. The long-run growth rate in taxable sales for Spokane County is between 2.5 and 3%. The month of April became the second longest expansion since the 1960's and continued expansion is expected for the next six months. Unemployment is at an all-time low and consumer confidence is strong.

The current assumption for sales tax revenue is a trend of 3% beginning with 2014 actual amount received. The budget has been adjusted annually to reflect current economic conditions.

Sales tax revenue from non-vehicle, vehicle and construction are the highest categories with construction at an all-time high.

Ms. Warren presented 3 forecast growth charts for Spokane Transit in future years:

Low – based on 3% trend

Medium – based on 3.25% trend

High – based on 3.5% trend

In all three scenarios, the 1/10<sup>th</sup> sales tax in April 2019 is included with collection in June.

Also included is a fare increase scheduled for July 2018.

The guidance of the Planning & Development Committee was to maintain the 3% trend and reflect the economy by a one-time adjustment.

Ms. Kinnear asked if staff reviews City and County construction permits.

Ms. Warren said no, the monthly report of sales is reported with actuals from 2017.

Ms. Kinnear said there is a lot activity in the region and numbers for 2018 may come in higher.

Mr. French said the construction industry is experiencing a robust period. He wondered how long it will last considering the labor pool is small and rising interest rates may result in escalated costs.

He added that the Federal Transit Administration is looking at the economic climate in respect to the application for the Central City Line Small Starts grant. There may be a need to use a larger amount of local funds for the project. He suggested maintaining the 3% trend and monitor it.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Haley said the committee discussed the Monroe-Regal High Performance Transit route, service revisions and the Annual Route Report. She asked Mr. Otterstrom to present the latter.

i. Annual Route Report

Mr. Otterstrom said the report is organized in three sections:

Section I Performance results and analysis for 2017

Section II Route indicators for 2017

Section III Calculated direct utility rates for the Universal Transit Access Pass (UTAP)

Section I: Performance Standards

- Ridership Productivity
- Energy Consumption
- Farebox Recovery

Twenty routes met all three standards and one route was unable to meet any – Route 95 Mid-Valley began service in May 2017 and will take time to develop. Some routes find it difficult to meet the energy

consumption standard because of their short length. Staff monitors the routes that fail one or two standards.

The highest ridership is on Route 90 in the downtown Central Business District with Routes 24 and 25 second and third. Outside the District, Route 33 has excellent results and express Route 172 is also very good.

Cheney Route 66 has the highest passenger miles at 8.6M for the year.

11. CEO REPORT

Fixed Route ridership decreased by 0.8% over April 2017 for a year-to-date decrease of 1.1%.

Paratransit ridership increased by 0.7% over April 2017 for a year-to-date increase of 1.8%.

Vanpool ridership decreased by 7.0% over April 2017 for a year-to-date decrease of 14.0%.

There were five less vans in service, 80 vs. 85 in April 2017.

Ms. Meyer added that four vanpool groups disbanded and two new ones began. Two others will begin in May. Low fuel costs continue to play a major role in this program.

Sales Tax Update

April sales tax revenue (February sales) is 8.7% above April 2017 or 25.4% if the additional ballot approved one tenth is included.

West Plains Transit Center

Construction is on schedule to be completed in September 2018 and Avista has installed an electric vehicle charger.

Boone Northwest Garage

Preparation for construction has begun and a portion of employee parking has been eliminated. Parking for administrative employees has been moved to a new lot on Sinto Avenue, next to the Paratransit parking and offices on Sharp.

Bloomsday

The number of registrants and finishers was slightly down this year, however STA shuttle service was up 13.2% (16,378 passengers) and total ridership was up 3.2% (26,316 passengers).

Shuttle service at the Valley Mall increased by approximately 35%.

12. BOARD INFORMATION

- A. Committee Minutes
- B. April 2018 Sales Tax Summary
- C. March 2018 Operating Indicators
- D. 2018 Transit Development Plan: 2019-2021 Service Improvements
- E. 2018 Transit Development Plan: Preliminary 2019-2024 Capital Improvement Program
- F. Monroe-Regal High Performance Transit & South Hill Service Planning Outreach
- G. September 2019 Service Revisions: Conditions & Opportunities

13. NEW BUSINESS

None.

14. BOARD MEMBERS' EXPRESSIONS

None.

15. EXECUTIVE SESSION

None.

16. ADJOURNED

With no further business to come before the Board, Chair Freeman adjourned the meeting at 2:21 p.m.

Respectfully submitted,



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

Cable 5 Broadcast Dates and Times of May 17, 2018 Board Meeting:

Saturday, May 19, 2018	4:00 p.m.
Monday, May 21, 2018	10:00 a.m.
Tuesday, May 22, 2018	8:00 p.m.

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

Planning & Development	June 6, 2018, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	June 6, 2018, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	June 13, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 21, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 6.B.:** MAY 2018 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 May 1 through 31, 2018 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 (May)	Nos. 598453 – 598884	\$ 2,956,703.09
Workers Comp Vouchers (May)	Nos. 221846 – 221996	\$ 71,006.66
Payroll 05/11/18	ACH – 05/11/18	\$ 1,703,218.59
Payroll 05/25/18	ACH – 05/25/18	\$ 1,231,111.96
WA State – DOR (Use Tax) (May)	ACH – W0640	\$ 6,131.92
Travel Advance	Nos. 1687 & 1853	\$ 446.40
<b>MAY TOTAL</b>		<b>\$ 5,968,618.62</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 Chief Executive Officer ESM Legal Counsel WL



Spokane Transit Authority  
Vouchers - May 2018

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/02/18	598453	City of Spokane	1601	1,275.00
05/03/18	598454	Amazon Capital Services Inc	2098	703.73
05/03/18	598455	Appleway Chevrolet Inc	1068	124.54
05/03/18	598456	Battery Systems Inc	1089	1,362.78
05/03/18	598457	Cleland Investments	2038	82.68
05/03/18	598458	The Braun Corporation	1117	98.97
05/03/18	598459	Brown Bearing	1022	626.38
05/03/18	598460	Camp Automotive Inc	1024	221.21
05/03/18	598461	Canon Financial Services Inc	1154	220.87
05/03/18	598462	Carquest Auto Parts	1025	919.91
05/03/18	598463	Consolidated Electrical Distributors Inc	1133	454.87
05/03/18	598464	Clean Concepts Group Inc	1471	142.00
05/03/18	598465	Idaho Truck Specialties LLC	1161	425.95
05/03/18	598466	Coffman Engineers Inc	1162	6,403.15
05/03/18	598467	Comcast Holdings Corporation	1170	337.89
05/03/18	598468	Compunet Inc	1166	400.00
05/03/18	598469	Cummins Inc	1027	12,808.10
05/03/18	598470	Desautel Hege	1839	6,465.00
05/03/18	598471	DLT Solutions LLC	2076	415.83
05/03/18	598472	DR Scott Construction LLC	1966	25,775.71
05/03/18	598473	Edward Price Co-Trustee Account	1227	1,790.40
05/03/18	598474	El Jay Oil Co Inc	1003	2,282.30
05/03/18	598475	First Data Merchant Services Corporation	1257	5,355.35
05/03/18	598476	Galls LLC	1271	1,629.87
05/03/18	598477	The General Store	1956	57.25
05/03/18	598478	SPX Corpration	1268	9,454.30
05/03/18	598479	Diamond Auto Glass Inc	1308	432.92
05/03/18	598480	W.W. Grainger Inc	1285	2,755.86
05/03/18	598481	H & H Business Systems	1298	663.56
05/03/18	598482	Humanix Corp	1329	1,345.41
05/03/18	598483	IR Specialty Foam LLC	1345	349.53
05/03/18	598484	Kershaw's Inc	1374	776.83
05/03/18	598485	Life Ins Co of N America	1397	14,228.99
05/03/18	598486	Loomis Armored US LLC	1408	4,185.83
05/03/18	598487	Michael Boodel	1804	460.00
05/03/18	598488	M & L Supply Co Inc	1413	15,432.45
05/03/18	598489	Maintenance Solutions	1418	394.77
05/03/18	598490	Momar Inc	1441	885.35
05/03/18	598491	Motion Auto Supply Inc	1012	178.08
05/03/18	598492	Legend Investments Inc	1454	2,441.20
05/03/18	598493	Office Depot Inc	1483	185.03
05/03/18	598494	Office Relief Inc	1991	1,000.10
05/03/18	598495	Oil Center Research Inc	1485	128.43
05/03/18	598496	Premera Blue Cross	1521	359,399.16
05/03/18	598497	Professional Finishes	1526	3,646.45
05/03/18	598498	Safety Kleen Systems Inc	1564	863.31
05/03/18	598499	Vanessa Bogensberger	1582	1,929.16
05/03/18	598500	Six Robbles Inc	1017	478.72
05/03/18	598501	Symetra Life Insurance Company	1562	3,681.90
05/03/18	598502	Terminal Supply Inc	1648	3,004.16
05/03/18	598503	Verizon Wireless LLC	1686	5,791.18
05/03/18	598504	Walter E Nelson Co	1721	2,663.30
05/03/18	598505	Wells Fargo Financial Leasing Inc	1735	385.13
05/03/18	598506	Whitley Fuel LLC	2016	167,522.58
05/03/18	598507	Washington State Transit Assoc	1715	60.00
05/03/18	598508	Washington State Transit Insurance Pool	1703	150.00
05/08/18	598509	US Bank	1678	12,018.76
05/08/18	598510	US Bank National Association	1698	16,739.39
05/10/18	598511	2120 Creative LLC	1819	95.00
05/10/18	598512	4 One LLC	1262	3,302.84
05/10/18	598513	AFSCME	1328	403.11
05/10/18	598514	AFSCME	1328	144.00
05/10/18	598515	Amazon Capital Services Inc	2098	1,354.75
05/10/18	598516	AROW Global Corp	2166	5,000.00
05/10/18	598517	ATS Inland NW LLC	1916	8,060.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/10/18	598518	Amalg Transit Union #1015	1055	17,398.45
05/10/18	598519	Amalg Transit Union #1598	1056	595.44
05/10/18	598520	Automated Accounts Inc	1079	2,510.12
05/10/18	598521	Appleway Chevrolet Inc	1068	879.98
05/10/18	598522	Avista Corporation	1081	47,388.05
05/10/18	598523	B & H Foto & Electronics Corp	1082	127.16
05/10/18	598524	Battery Systems Inc	1089	1,771.22
05/10/18	598525	Cleland Investments	2038	41.34
05/10/18	598526	Blanchard Auto Electric Co	1109	567.52
05/10/18	598527	Briggs Marketing Inc	2143	1,341.00
05/10/18	598528	Daniel H Brunner Trustee	1124	2,376.50
05/10/18	598529	California Department of Child Support Services	1130	118.61
05/10/18	598530	Camp Automotive Inc	1024	127.10
05/10/18	598531	Cardinal Infrastructure LLC	2059	12,000.00
05/10/18	598532	Carquest Auto Parts	1025	1,458.29
05/10/18	598533	Cascade Centers Inc	1142	1,627.35
05/10/18	598534	QWEST Corporation	1148	308.72
05/10/18	598535	QWEST Corporation	1148	118.54
05/10/18	598536	City of Cheney - Utility	1158	275.71
05/10/18	598537	City of Medical Lake	1424	75.61
05/10/18	598538	City of Spokane	1601	7,669.45
05/10/18	598539	Kathleen M Collins	1163	4,735.66
05/10/18	598540	Comcast Holdings Corporation	1170	106.17
05/10/18	598541	Comcast Holdings Corporation	1170	85.93
05/10/18	598542	Compunet Inc	1166	828.87
05/10/18	598543	Consolidated Irrigation	1177	21.00
05/10/18	598544	Michael Hugh Maycumber	1179	2,067.20
05/10/18	598545	Creative Bus Sales Inc	1233	242.99
05/10/18	598546	Corporate Translation Services Inc	2158	54.58
05/10/18	598547	Cummins Inc	1027	6,722.07
05/10/18	598548	Desautel Hege	1839	11,415.00
05/10/18	598549	DeVries Business Records Management Inc	1766	280.00
05/10/18	598550	GEM Inc	1005	536.60
05/10/18	598551	Department of Social and Health Services	1210	3,541.00
05/10/18	598552	Leslie Enterprises Inc	1891	2,800.51
05/10/18	598553	Employee Advisory Council	1236	513.50
05/10/18	598554	Eaton Corporation	1221	9,162.55
05/10/18	598555	El Jay Oil Co Inc	1003	154.99
05/10/18	598556	En Pointe Technologies Sales LLC	2044	4,360.16
05/10/18	598557	Robert S Letson	2206	4,301.52
05/10/18	598558	Fastenal Company	1249	589.24
05/10/18	598559	FedEx	1808	80.51
05/10/18	598560	Fleet-Net Corporation	1260	462.40
05/10/18	598561	Fred's Appliance	1265	739.82
05/10/18	598562	Galls LLC	1271	3,203.06
05/10/18	598563	General Fire Extinguisher Service Inc	1274	156.35
05/10/18	598564	The General Store	1956	41.77
05/10/18	598565	SPX Corpration	1268	1,852.77
05/10/18	598566	Gillig LLC	1279	26,380.28
05/10/18	598567	Diamond Auto Glass Inc	1308	216.46
05/10/18	598568	W.W. Grainger Inc	1285	552.53
05/10/18	598569	Greenburo	1290	1,685.04
05/10/18	598570	H W Lochner Inc	1405	56,058.33
05/10/18	598571	Pamela Haley	2043	1,464.25
05/10/18	598572	Home Depot Credit Services	1318	742.45
05/10/18	598573	HRA Veba Trust	1415	21,424.96
05/10/18	598574	Humanix Corp	1329	1,752.91
05/10/18	598575	IBI Group	1336	13,910.00
05/10/18	598576	Kershaw's Inc	1374	116.36
05/10/18	598577	Les Schwab Tire Centers of Washington Inc	1393	1,767.12
05/10/18	598578	McAloon Law PLLC	2178	20,397.00
05/10/18	598579	Midwest Bus Corporation	1432	2,385.00
05/10/18	598580	Car Wash Partners Inc	1436	6.40
05/10/18	598581	Modern Electric Water Co Inc	1439	1,943.97

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/10/18	598582	Mohawk Manufacturing & Supply Co	1011	1,044.00
05/10/18	598583	Motion Auto Supply Inc	1012	327.35
05/10/18	598584	MV Public Transportation Inc	1452	330,738.06
05/10/18	598585	Black Realty Management Inc	1658	12,559.67
05/10/18	598586	Genuine Parts Company	1014	1,644.97
05/10/18	598587	NAPA Auto Parts Inc	1014	3,643.93
05/10/18	598588	Legend Investments Inc	1454	374.27
05/10/18	598589	Nelson Nygaard Consulting Associates Inc	2185	44,986.84
05/10/18	598590	The Aftermarket Parts Company LLC	1015	3,807.41
05/10/18	598591	Norlift Inc	1470	1,331.71
05/10/18	598592	Office Depot Inc	1483	782.09
05/10/18	598593	Oil Re-Refining Co Inc	1486	2,737.68
05/10/18	598594	Pacific Power Group LLC	1496	657.00
05/10/18	598595	Purchase Power	1513	1,008.50
05/10/18	598596	Pressworks Inc	1522	2,078.07
05/10/18	598597	Professional Finishes	1526	2,842.39
05/10/18	598598	Brandon Rapez-Betty	1537	63.32
05/10/18	598599	S T A - Well	1557	377.00
05/10/18	598600	SBA Towers II LLC	1569	2,060.24
05/10/18	598601	Schetky Northwest Sales Inc	1570	463.99
05/10/18	598602	Securitas Security Svcs	1574	33,771.43
05/10/18	598603	Six Robbles Inc	1017	1,868.98
05/10/18	598604	Spokane Public Facilities District	1941	6,818.00
05/10/18	598605	Spokane County Environmental Services	1603	424.55
05/10/18	598606	Spokane Regional Health District	1611	1,398.91
05/10/18	598607	Spokane Sunscreen LLC	1926	227.39
05/10/18	598608	Standard Digital Print Co Inc	1623	8.98
05/10/18	598609	Staples Business Credit	1627	675.78
05/10/18	598610	State of Arizona	1770	308.33
05/10/18	598611	State of Arizona - Child Support Enforcement	1770	185.92
05/10/18	598612	Summit Law Group PLLC	1637	5,215.50
05/10/18	598613	Thermo King Northwest	1650	2,848.08
05/10/18	598614	Stephen Hirano	1665	230.00
05/10/18	598615	United Way of Spokane County	1684	209.60
05/10/18	598616	Verizon Wireless LLC	1686	1,490.14
05/10/18	598617	American Federation of State County 2 WA Council	1705	1,661.69
05/10/18	598618	Washington State Department of Licensing	1768	30.00
05/10/18	598619	Waste Management Spokane	1702	339.80
05/10/18	598620	WCP Solutions	1737	327.73
05/10/18	598621	Wells Fargo Financial Leasing Inc	1735	459.40
05/10/18	598622	Western States Equipment	1740	29.48
05/10/18	598623	Whitley Fuel LLC	2016	66,747.51
05/10/18	598624	Whitworth Water District No 2	1746	21.01
05/18/18	598625	A to Z Rentals	1033	721.40
05/18/18	598626	Inland Welding Supply Inc	1032	161.57
05/18/18	598627	ABM Industry Groups LLC	1066	56.32
05/18/18	598628	CBS Reporting Inc	1035	425.50
05/18/18	598629	Moline Inc	1042	483.33
05/18/18	598630	Allied Electronics Inc	1049	66.07
05/18/18	598631	Allied Safe & Vault Co Inc	1052	165.42
05/18/18	598632	AlSCO Inc	2196	30.03
05/18/18	598633	Amazon Capital Services Inc	2098	1,459.24
05/18/18	598634	Argus Integrated Services LLC	1071	29,206.05
05/18/18	598635	Appleway Chevrolet Inc	1068	2,976.78
05/18/18	598636	Avista Corporation	1081	200.68
05/18/18	598637	Banner Furnace & Fuel Inc	1123	8,270.98
05/18/18	598638	Thomas F Barber	1931	35.00
05/18/18	598639	Battery Systems Inc	1089	2,117.61
05/18/18	598640	Cleland Investments	2038	41.34
05/18/18	598641	Blanchard Auto Electric Co	1109	272.62
05/18/18	598642	The Braun Corporation	1117	298.88
05/18/18	598643	Brown Bearing	1022	101.79
05/18/18	598644	Budinger & Associates Inc	2149	4,015.74
05/18/18	598645	Camp Automotive Inc	1024	140.65
05/18/18	598646	Carquest Auto Parts	1025	84.05
05/18/18	598647	Consolidated Electrical Distributors Inc	1133	333.89
05/18/18	598648	QWEST Corporation	1148	48.86
05/18/18	598649	City of Spokane	1601	4,063.12
05/18/18	598650	City of Spokane	1601	7,241.67
05/18/18	598651	Clean Concepts Group Inc	1471	17.87

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/18/18	598652	Idaho Truck Specialties LLC	1161	425.95
05/18/18	598653	Comcast Holdings Corporation	1170	242.80
05/18/18	598654	Complete Office LLC	2202	386.24
05/18/18	598655	Conseal Containers LLC	1176	347.08
05/18/18	598656	WA State Consolidated Technology Services	1712	136.94
05/18/18	598657	Creative Bus Sales Inc	1233	449.77
05/18/18	598658	Cummins Inc	1027	26,312.11
05/18/18	598659	The Whalley Glass Co	1028	1,950.00
05/18/18	598660	Dell Marketing LP	1204	571.55
05/18/18	598661	Dunn & Bybee Tool Co	2207	2,554.05
05/18/18	598662	Edge Construction Supply Inc	1224	101.18
05/18/18	598663	El Jay Oil Co Inc	1003	2,780.11
05/18/18	598664	Evergreen Safety Council	1248	1,245.76
05/18/18	598665	Fastenal Company	1249	1,869.27
05/18/18	598666	First Data Merchant Services Corporation	1257	4,235.86
05/18/18	598667	Gordon Truck Centers Inc	1018	22.72
05/18/18	598668	Galls LLC	1271	3,091.76
05/18/18	598669	SPX Corpration	1268	69.32
05/18/18	598670	Gibson's Nursery & Landscape Supply Inc	1278	613.46
05/18/18	598671	Gillig LLC	1279	13,208.92
05/18/18	598672	Diamond Auto Glass Inc	1308	223.91
05/18/18	598673	W.W. Grainger Inc	1285	3,587.72
05/18/18	598674	Greenburo	1290	4,787.20
05/18/18	598675	Guardian Security Systems Inc	2199	115.50
05/18/18	598676	H & H Business Systems	1298	1,324.10
05/18/18	598677	Halme Construction Inc	2090	272.23
05/18/18	598678	Tyler Halverson	2220	159.00
05/18/18	598679	Haskins Steel Co	1309	535.55
05/18/18	598680	Paul Hoffman	1314	51.41
05/18/18	598681	Hogan Mfg Inc	1008	486.46
05/18/18	598682	Home Depot Credit Services	1318	196.53
05/18/18	598683	Horizon Distributors Inc	1321	179.98
05/18/18	598684	Humanix Corp	1329	1,320.24
05/18/18	598685	Oil Price Information Service LLC	1346	125.12
05/18/18	598686	Inland Pacific Hose & Fittings Inc	1777	223.69
05/18/18	598687	William Corp	1363	152.59
05/18/18	598688	Kershaw's Inc	1374	280.65
05/18/18	598689	Kirk's Automotive Inc	1007	225.00
05/18/18	598690	Les Schwab Tire Centers of Washington Inc	1393	497.35
05/18/18	598691	Liberty Lake Sewer and Water District	1396	109.88
05/18/18	598692	Loomis Armored US LLC	1408	4,226.13
05/18/18	598693	M & L Supply Co Inc	1413	184.71
05/18/18	598694	Maintenance Solutions	1418	226.70
05/18/18	598695	McAloon Law PLLC	2178	5,408.50
05/18/18	598696	Mohawk Manufacturing & Supply Co	1011	2,394.66
05/18/18	598697	Black Realty Management Inc	1658	664.77
05/18/18	598698	Genuine Parts Company	1014	5,663.54
05/18/18	598699	NAPA Auto Parts Inc	1014	5,334.96
05/18/18	598700	Legend Investments Inc	1454	404.19
05/18/18	598701	The Aftermarket Parts Company LLC	1015	4,230.70
05/18/18	598702	Norco Inc	1467	93.68
05/18/18	598703	Norlift Inc	1470	362.55
05/18/18	598704	CSWW Inc	1102	162.14
05/18/18	598705	Northern Energy - 1790	1064	458.54
05/18/18	598706	Northwest Vital Records Center Inc	1476	452.80
05/18/18	598707	Occupational Medicine Associates PS	1482	4,097.00
05/18/18	598708	Office Depot Inc	1483	23.24
05/18/18	598709	Office Relief Inc	1991	1,371.15
05/18/18	598710	Pacific Power Group LLC	1496	177.41
05/18/18	598711	Perception Plastics Inc	1883	424.32
05/18/18	598712	Pizza Rita Inc	1515	517.50
05/18/18	598713	Pressworks Inc	1522	573.38
05/18/18	598714	Professional Finishes	1526	2,872.25
05/18/18	598715	Multi Service Technology Solutions Inc	2146	758.00
05/18/18	598716	Romaine Electric Corporation	1548	2,154.24
05/18/18	598717	Safety Kleen Systems Inc	1564	9,917.64
05/18/18	598718	Securitas Security Svcs	1574	31,130.08
05/18/18	598719	The Sherwin-Williams Co	1580	100.47
05/18/18	598720	Vanessa Bogensberger	1582	572.86
05/18/18	598721	Six Robbles Inc	1017	62.45
05/18/18	598722	Spokane County Treasurer	1603	212.78

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05/18/18	598723	Spokane County Treasurer	1603	1,442.30
05/18/18	598724	Spokane House of Hose Inc	1605	1,635.19
05/18/18	598725	The Spokesman Review	1616	1,309.01
05/18/18	598726	Spray Center Electronics Inc	1619	204.12
05/18/18	598727	STA Operations	1556	82.86
05/18/18	598728	Standard Digital Print Co Inc	1623	95.47
05/18/18	598729	Staples Business Credit	1627	112.69
05/18/18	598730	Summit Rehabilitation Associates PLLC	1638	1,027.50
05/18/18	598731	Team Torque Inc	1644	241.27
05/18/18	598732	U S Healthworks Medical Group of Washington PS	1679	95.00
05/18/18	598733	USSC Acquisition Corp	1676	285.18
05/18/18	598734	Vericom LLC	1865	82.00
05/18/18	598735	Verizon Wireless LLC	1686	5,780.95
05/18/18	598736	WCP Solutions	1737	2,863.10
05/18/18	598737	Wells Fargo Financial Leasing Inc	1735	1,432.69
05/18/18	598738	Wendle Motors Incorporated	1021	685.23
05/18/18	598739	Western States Equipment	1740	51.35
05/18/18	598740	Whites Boots Inc	1744	264.36
05/18/18	598741	Whitley Fuel LLC	2016	71,591.04
05/18/18	598742	Wilbur Ellis Company	1747	1,761.67
05/25/18	598743	AFSCME	1328	403.11
05/25/18	598744	AFSCME	1328	144.00
05/25/18	598745	Allied Electronics Inc	1049	190.51
05/25/18	598746	Allied Safe & Vault Co Inc	1052	48.77
05/25/18	598747	Amazon Capital Services Inc	2098	669.11
05/25/18	598748	Arnett Testing & Distribution of Washington LLC	1073	53.75
05/25/18	598749	Aronson Security Group	1070	6,162.23
05/25/18	598750	Amalg Transit Union #1015	1055	17,284.34
05/25/18	598751	Amalg Transit Union #1598	1056	595.44
05/25/18	598752	Amalgamated Transit Union	1057	411.29
05/25/18	598753	Appleway Chevrolet Inc	1068	1,039.64
05/25/18	598754	Avista Corporation	1081	21.28
05/25/18	598755	Battery Systems Inc	1089	2,206.36
05/25/18	598756	Cheryl Beckett	1092	187.50
05/25/18	598757	Robert J Berg	1099	292.67
05/25/18	598758	Daniel H Brunner Trustee	1124	2,376.50
05/25/18	598759	California Department of Child Support Services	1130	118.61
05/25/18	598760	Camp Automotive Inc	1024	371.70
05/25/18	598761	Carquest Auto Parts	1025	1,385.50
05/25/18	598762	QWEST Corporation	1148	241.41
05/25/18	598763	City of Spokane	1601	2,225.07
05/25/18	598764	City of Spokane	1601	123.44
05/25/18	598765	Clean Concepts Group Inc	1471	124.77
05/25/18	598766	Comcast Holdings Corporation	1170	123.39
05/25/18	598767	Michael Hugh Maycumber	1179	2,067.20
05/25/18	598768	Washington State Dept of Corrections	1708	10,750.79
05/25/18	598769	Creative Bus Sales Inc	1233	492.25
05/25/18	598770	Cummins Inc	1027	17,754.62
05/25/18	598771	Department of Social and Health Services	1210	3,574.75
05/25/18	598772	Employee Advisory Council	1236	512.50
05/25/18	598773	El Jay Oil Co Inc	1003	1,113.02
05/25/18	598774	Fastenal Company	1249	40.51
05/25/18	598775	Spokane Lincoln Mercury Sales Inc	1261	845.30
05/25/18	598776	Galls LLC	1271	1,419.44
05/25/18	598777	Garco Construction Inc	2173	301,851.05
05/25/18	598778	Gard Communications Inc	1272	772.75
05/25/18	598779	The General Store	1956	176.66
05/25/18	598780	Gillig LLC	1279	7,755.77
05/25/18	598781	W.W. Grainger Inc	1285	2,868.94
05/25/18	598782	H & H Business Systems	1298	282.62
05/25/18	598783	H & H Business Systems	1298	871.14
05/25/18	598784	Humanix Corp	1329	380.80
05/25/18	598785	IdentiSys Inc	2159	118.02
05/25/18	598786	K & N Electric Motor	1368	535.24
05/25/18	598787	Kaiser Foundation Health Plan of Washington	1296	1,338.24
05/25/18	598788	Kaiser Foundation Health Plan of Washington	1296	23,544.46
05/25/18	598789	Kaiser Foundation Health Plan of Washington	1296	238,463.78
05/25/18	598790	Kaiser Foundation Health Plan of WA Options Inc	1295	20,739.17
05/25/18	598791	Kaiser Foundation Health Plan of WA Options Inc	1295	1,875.16
05/25/18	598792	Kershaw's Inc	1374	215.21
05/25/18	598793	Landmark Ford Inc	1384	297.50

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05/25/18	598794	Boysinger LLC	1381	21.76
05/25/18	598795	Lithia of Spokane II Inc	1088	66.67
05/25/18	598796	MLW Services LLC	2085	1,012.00
05/25/18	598797	Mohawk Manufacturing & Supply Co	1011	647.98
05/25/18	598798	Motion Auto Supply Inc	1012	230.09
05/25/18	598799	Motorola Solutions Inc	1448	18,338.32
05/25/18	598800	Black Realty Management Inc	1658	2,800.00
05/25/18	598801	Genuine Parts Company	1014	1,387.69
05/25/18	598802	NAPA Auto Parts Inc	1014	2,249.13
05/25/18	598803	National Color Graphics Inc	1455	852.99
05/25/18	598804	Nelson Nygaard Consulting Associates Inc	2185	8,788.76
05/25/18	598805	The Aftermarket Parts Company LLC	1015	1,768.78
05/25/18	598806	CSWW Inc	1102	194.57
05/25/18	598807	Office Depot Inc	1483	1,116.93
05/25/18	598808	Oil Re-Refining Co Inc	1486	182.51
05/25/18	598809	Pacific Power Group LLC	1496	2,529.69
05/25/18	598810	Pape Machinery Exchange	1860	1,017.65
05/25/18	598811	Professional Finishes	1526	456.96
05/25/18	598812	Multi Service Technology Solutions Inc	2146	550.21
05/25/18	598813	Remnicha Inc	1540	66.36
05/25/18	598814	S T A - Well	1557	369.00
05/25/18	598815	Safety Vision LLC	1565	1,583.04
05/25/18	598816	The Sherwin-Williams Co	1580	262.72
05/25/18	598817	Vanessa Bogensberger	1582	3,680.36
05/25/18	598818	Spokane County	1603	74.00
05/25/18	598819	Spokane House of Hose Inc	1605	41.54
05/25/18	598820	Standard Digital Print Co Inc	1623	753.44
05/25/18	598821	Staples Business Credit	1627	399.90
05/25/18	598822	State of Arizona	1770	308.33
05/25/18	598823	State of Arizona - Child Support Enforcement	1770	185.92
05/25/18	598824	Team Torque Inc	1644	146.50
05/25/18	598825	Tennant Sales & Service Company	1647	427.60
05/25/18	598826	The Engraver Inc	1242	151.78
05/25/18	598827	American Service Corp	1663	950.00
05/25/18	598828	Trapeze Software Group	1669	275.00
05/25/18	598829	United Way of Spokane County	1684	210.60
05/25/18	598830	Washington State	1704	18,449.40
05/25/18	598831	American Federation of State County 2 WA Council	1705	1,704.21
05/25/18	598832	Washington State	1709	531.67
05/25/18	598833	Walter E Nelson Co	1721	493.61
05/25/18	598834	WCP Solutions	1737	2,865.19
05/25/18	598835	Wells Fargo Financial Leasing Inc	1735	949.86
05/25/18	598836	Wendle Motors Incorporated	1021	225.90
05/25/18	598837	Whitley Fuel LLC	2016	92,094.06
05/25/18	598838	Verizon	2142	1,970.08
05/31/18	598839	Allied Envelope Printing & Graphics	1050	359.69
05/31/18	598840	Amazon Capital Services Inc	2098	434.67
05/31/18	598841	Brown Bearing	1022	423.23
05/31/18	598842	Camp Automotive Inc	1024	634.25
05/31/18	598843	Canon Financial Services Inc	1154	220.87
05/31/18	598844	Cardinal Infrastructure LLC	2059	13,900.85
05/31/18	598845	Carquest Auto Parts	1025	541.53
05/31/18	598846	Cerium Networks Inc	1149	391.68
05/31/18	598847	City of Spokane	1601	2,781.68
05/31/18	598848	COAST Transportation	2040	1,357.00
05/31/18	598849	Coffman Engineers Inc	1162	42,154.26
05/31/18	598850	Compunet Inc	1166	88.66
05/31/18	598851	Michael Hugh Maycumber	1179	163.03
05/31/18	598852	Delta Dental of Washington	1726	53,621.80
05/31/18	598853	Delta Dental of Washington	1726	391.40
05/31/18	598854	Desautel Hege	1839	27,558.72
05/31/18	598855	FedEx	1808	143.44
05/31/18	598856	Frontier Behavioral Health	2039	8,080.63
05/31/18	598857	Galls LLC	1271	2,790.15
05/31/18	598858	W.W. Grainger Inc	1285	423.27
05/31/18	598859	Greenburo	1290	22.85
05/31/18	598860	H & H Business Systems	1298	36.72
05/31/18	598861	Humanix Corp	1329	1,878.86
05/31/18	598862	Kershaw's Inc	1374	73.10
05/31/18	598863	Kirk's Automotive Inc	1007	239.95
05/31/18	598864	Mohawk Manufacturing & Supply Co	1011	537.83



<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/31/18	598865	Motion Auto Supply Inc	1012	57.45
05/31/18	598866	Black Realty Management Inc	1658	32,156.22
05/31/18	598867	Genuine Parts Company	1014	1,648.13
05/31/18	598868	NAPA Auto Parts Inc	1014	1,589.74
05/31/18	598869	The Aftermarket Parts Company LLC	1015	4,482.77
05/31/18	598870	Tammy Lynne Glidewell	1282	1,161.00
05/31/18	598871	Paratransit Inc	1501	50.00
05/31/18	598872	Purchase Power	1513	520.99
05/31/18	598873	Schindler Elevator Corporation	1930	1,147.84
05/31/18	598874	Six Robbles Inc	1017	959.38
05/31/18	598875	Special Mobility Services	2122	537.87
05/31/18	598876	Specialized Services Northwest Inc	2226	1,055.36
05/31/18	598877	Spokane Optical Company LLC	1607	311.00
05/31/18	598878	Spokane Regional Health District	1611	10,407.60
05/31/18	598879	Standard Digital Print Co Inc	1623	65.28
05/31/18	598880	Summit Rehabilitation Associates PLLC	1638	435.00
05/31/18	598881	Symetra Life Insurance Company	1562	3,749.99
05/31/18	598882	Walter E Nelson Co	1721	1,426.86
05/31/18	598883	Wells Fargo Financial Leasing Inc	1735	117.51
05/31/18	598884	Wendle Motors Incorporated	1021	117.78
TOTAL MAY ACCOUNTS PAYABLE				2,956,703.09
5/1/18 - 5/31/18	221846-221996	WORKER'S COMPENSATION WARRANTS	VARIES	71,006.66
TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS				71,006.66
5/11/18	724776-724814	PAYROLL AND TAXES PR 10,18	VARIES	1,703,218.59
5/25/18	724815-724860	PAYROLL AND TAXES PR 11,18	VARIES	1,231,111.96
TOTAL MAY PAYROLL AND TAXES				2,934,330.55
5/22/18	ACH	WA STATE - DOR (USE TAX)	1767	6,131.92
TOTAL MAY EXCISE TAX DISBURSEMENT				6,131.92
TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS				5,968,172.22
5/1/18	7/16/05	Robert Vargas	1687	223.20
5/1/18	7/17/05	Michael Watts	1853	223.20
TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				446.40
TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS				5,968,618.62

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 6.C.** 2018 TRANSIT DEVELOPMENT PLAN: REVENUE FORECAST ASSUMPTIONS

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

**SUBMITTED BY:** Lynda Warren, Director of Finance & Information Services  
Karl Otterstrom, Director of Planning & Development

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**SUMMARY:**

At the April and May 2018 Planning and Development Committee meetings the forecast assumptions to be included in the 2018 Transit Development Plan for Years 2019 – 2024, as well as current economic conditions, were discussed. The Planning and Development Committee approved the revenue assumptions which are now forwarded to the Board consent agenda to be adopted as formal guidance.

**RECOMMENDATION TO COMMITTEE:** Approve the 2018 Transit Development Plan Revenue Forecast Assumptions as presented and forward to the June 21, 2018 Board consent agenda to be adopted as formal guidance.

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

**RECOMMENDATION TO BOARD:** Recommend the Board approve and adopt as formal guidance the 2018 Transit Development Plan Revenue Forecast Assumptions.

**FINAL REVIEW FOR BOARD BY:**

Division Head W/KO

Chief Executive Officer EMF  
KW

Legal Counsel LM

**Item .**            DRAFT TRANSIT DEVELOPMENT  
   PLAN – REVENUE FORECAST  
   ASSUMPTIONS

**Purpose:** Approval

**Requirement:** At the April and May Committee meetings, revenue forecast assumptions for the 2019-2024 Transit Development Plan, as well as current economic conditions, were discussed.

6/11/2018  1


**Economic Outlook**

- Grant Forsyth, Chief Economist, Avista
- John Mitchell, Retired Economist, U.S. Bank
- Steve Lerch, Executive Director, Washington State Economic & Revenue Forecast Council

6/11/2018  2

### Economic Outlook (continued)

- Long-run growth rate in taxable sales for Spokane County is in 2.5% to 3% range (Forsyth)
- April became second longest expansion since the 60's (Forsyth, Mitchell & Lerch)
- Continued expansion for next 6 months (Lerch)
- Unemployment @ 17 year low (Mitchell)
  - National – 3.9%
  - Spokane County – 6.2%
- Federal tax changes have increased after-tax income (Lerch)

6/11/2018  3

### Economic Outlook (continued)

- GDP growth 2018 2.5% – 3% (Forsyth & Mitchell)
- Rising interest rates (Mitchell)
- Consumer confidence is strong (Lerch)
- Stronger global economic growth (Lerch)
- Since 2011, personal income has grown faster in Washington than nationally (Lerch)

6/11/2018  4

## Economic Outlook (continued)

### ■ Unknowns

- International trade and fiscal policy
- Stock market volatility
- Labor markets – Finding, Keeping, Training
- Inflation
- Rising interest rates
- Consequences (intended & unintended) of policy actions

6/11/2018



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## Primary Revenue Forecast Assumptions

### Sales Tax Revenue

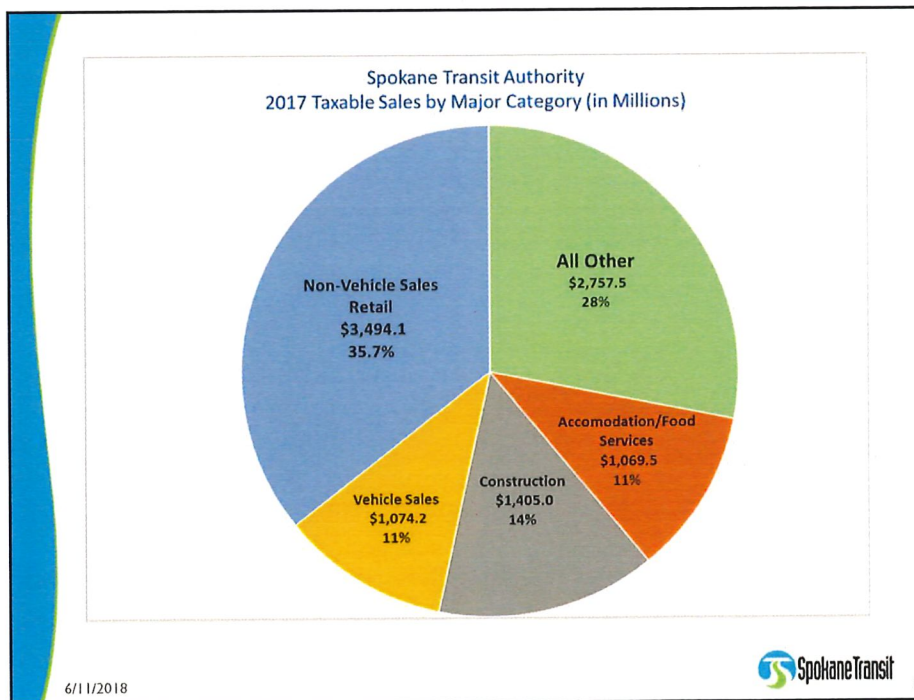
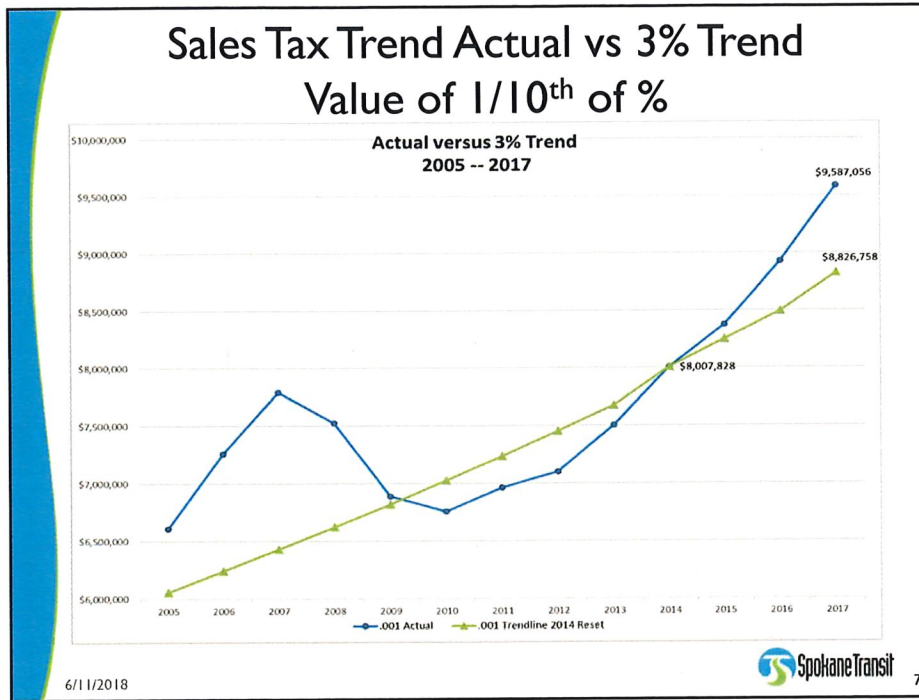
#### ■ Average % increase

- 1993 – 2017 = 3.5% (24 years)
- 1998 – 2017 = 3.4% (20 years)
- 2003 – 2017 = 3.6% (15 years)
- 2008 – 2017 = 2.2% (10 years)
- 2013 – 2017 = 6.2% ( 5 years)

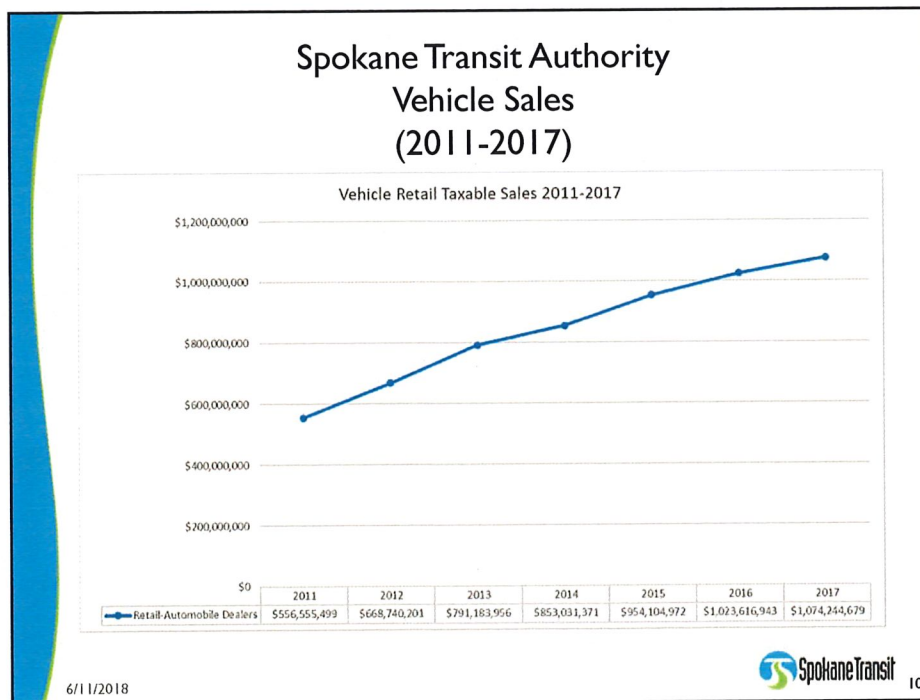
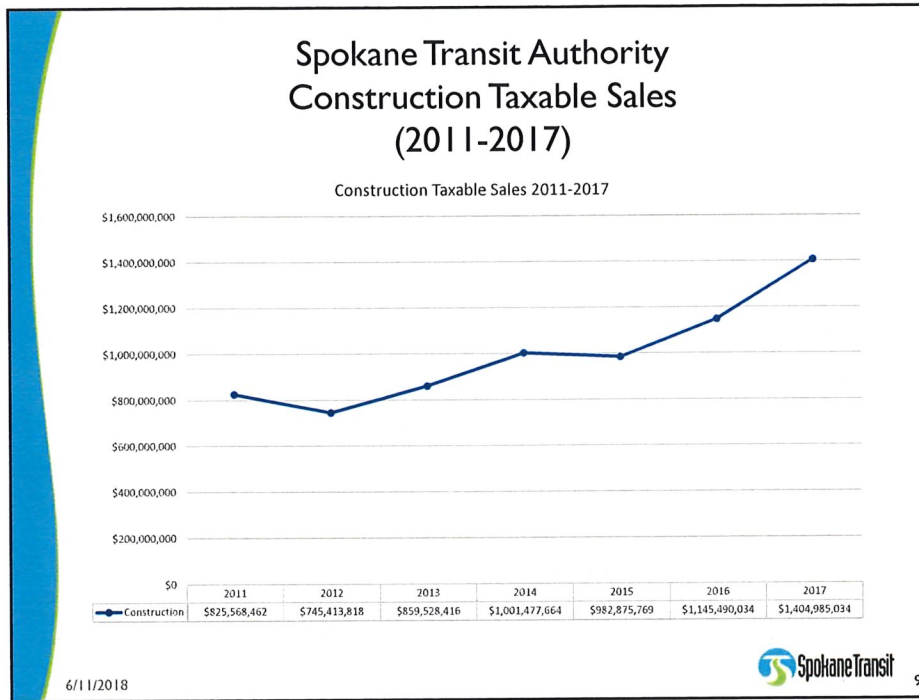
6/11/2018



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## Primary Revenue Forecast Assumptions

### Sales Tax Revenue

- Maintain the Current Assumption: 3% trend beginning with 2014 actual amount received (2014 was first year sales tax revenue exceeded 2007)
- Budget adjusted annually to reflect current economic conditions (2017 & 2018 \$500,000 added to the trend amount)

6/11/2018



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## Primary Revenue Forecast Assumptions

### Federal Operating Grant

- FTA Section 5307 Urbanized Federal Formula funds
  - used for preventive maintenance & transit improvements
  - 3<sup>rd</sup> largest source of operating revenue
  - consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act through 2020 and then grow at a 1% rate thereafter

6/11/2018



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## Primary Revenue Forecast Assumptions

### Other Revenue Information

- Fare change scheduled for July 2018
- 2<sup>nd</sup> 1/10<sup>th</sup> of sales tax rate implemented April 2019
- In review of Small Starts Application, FTA indicated:

*“The sales tax revenue forecast is optimistic in this context.”*

6/11/2018



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## Recommendation

Approve and adopt as formal guidance the revenue forecast assumptions for the 2019-2024 Transit Development Plan.

6/11/2018



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SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 21, 2018

AGENDA ITEM 6.D. : AWARD OF CONTRACT FOR JANITORIAL SERVICES AT THE STA PLAZA AND BOONE FACILITY (SECOND FLOOR)

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Haley)

SUBMITTED BY: Beth Bousley, Director of Communications and Customer Service
Roger Watkins, Chief Operations Officer

SUMMARY: The current contract for janitorial services at the STA Plaza and the second floor Boone facility will expire on July 31, 2018. Staff is proposing a five-year contract (three-year contract with two one-year options for renewal) for this service:

A Request for Proposals (RFP) was advertised on April 10, 2018, and issued to eleven (11) potential contractors. A pre-proposal meeting and site visit was held on April 18, with nine (9) contractors represented. Two (2) Amendments to the RFP were issued, on April 19 and May 3, 2018.

STA received six (6) responsive proposals from responsible contractors on May 10, as follows:

- American Building Maintenance (ABM)
Argus Janitorial
MSNW
Uniserve Facilities Services
Vanguard Cleaning Systems
Varsity Facility Services

An evaluation committee comprised of Darin Hoffman, Jenni Knoll, Brandon Rapez-Betty, Jan Watson, Jacque Tjards and Laurie Hitchcock met on May 23rd to review the proposals. Criteria for evaluation included (1) Price, (2) Firm's Experience and Stability, (3) Firm's Proposed Work Plan, (4) References, (5) Qualifications of Personnel, and (6) RFP Compliance. Proposals were scored as follows:

Table with 4 columns: PROPOSER, ESTIMATED 3-YEAR COST, AVERAGE SCORE, RANK. Rows include Argus Janitorial, Uniserve, ABM, Vanguard, Varsity, and MSNW.

Note: Three-year totals are estimates only. Prices are firm the first year. However, in accordance with prevailing wage law, hourly rates must be reviewed annually and adjusted as necessary to account for prevailing wage rate changes.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board award a five-year contract (three-year contract with two one-year options for renewal) to Argus Janitorial to provide janitorial services to the STA Plaza and the Boone Facility Second Floor for an estimated three-year cost of \$1,032,207.00

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

RECOMMENDATION TO BOARD: By motion, award a five-year contract (three-year contract with two one-year options for renewal) to Argus Janitorial to provide janitorial services to the STA Plaza and the Boone Facility Second Floor for an estimated three-year cost of \$1,032,207.00.

FINAL REVIEW FOR BOARD BY:

Division Head BB/RW Chief Executive Officer ESM/jw Legal Counsel UM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 21, 2018

**AGENDA ITEM 6.E. :** EQUAL EMPLOYMENT OPPORTUNITY COMMISSION POLICY & AFFIRMATIVE ACTION PLANS - RESOLUTION

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

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

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**SUMMARY:** The Federal Transit Administration (FTA) requires that Spokane Transit (STA) reaffirm its commitment to equal employment opportunity (EEO) and update its Affirmative Action Plans annually. Associated Industries and Jackson Lewis performed an independent review of STA's Affirmative Action Plans and conducted the required utilization analysis. This analysis has been used to help establish goals and timeframes that are set forth in the plan.

A public hearing on the Affirmative Action Plans will be held on June 21, 2018, at 1:30 p.m. A summary of the Plans will be reviewed.

A proposed resolution reaffirming STA's commitment to EEO policy is attached for your review. Also attached are copies of STA's updated Affirmative Action/EEO Plans, for your reference.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve a resolution adopting STA's Affirmative Action Plans (Women & Minorities, Veterans and Disabilities) as presented and forwarded to the consent agenda.

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

**RECOMMENDATION TO BOARD:** By resolution, adopt STA's Affirmative Action Plans (Women & Minorities, Veterans and Disabilities) as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head   NW   Chief Executive Officer   ESM/   Legal Counsel   CM    
*fw*

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

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING AND AUTHORIZING THE EXECUTION AND IMPLEMENTATION OF STA'S AFFIRMATIVE ACTION PLANS, RESCINDING RESOLUTION NO. 740-15, AND OTHER MATTERS PROPERLY RELATING THERETO

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, it is the policy of STA that each and every person, regardless of race, creed, color, national origin, gender, gender identity, age, disability, sexual orientation, veteran or disability status, has the right to obtain and hold employment without discrimination;

WHEREAS, it is the policy of the United States of America to provide equal employment opportunities for all, and that every person to be employed has an opportunity for advancement based on merit, ability, and potential;

WHEREAS, the STA Board of Directors wishes to continue to ensure equal participation of all STA employees in a favorable working environment, and to continue to ensure equal opportunities for all citizens to STA employment;

WHEREAS, the STA Board of Directors deems it appropriate to the interests and benefit of STA to establish and commit itself to Affirmative Action Plans, and that there be full compliance with the spirit as well as the letter of all State of Washington and United States statutes, orders, rules, and regulations dealing with equal employment opportunities and has previously adopted Resolution No. 740-15 establishing the current Affirmative Action Plans and Equal Employment Opportunity Policy;

WHEREAS, the STA staff has prepared revisions and updates to STA's Affirmative Action Plans and Equal Employment Opportunity Policy;

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

Section 1. The STA Board of Directors hereby adopts, establishes, and authorizes the execution and implementation of the Affirmative Action Plans, as prepared by the STA staff, attached hereto as Exhibit 'A' and incorporated herein by reference. A copy of the Affirmative Action Plans and Equal Employment Opportunity Policy shall be available upon request from STA's Human Resources Department.

Section 2. The STA Board of Directors reaffirms the policy of STA to provide equal employment opportunity in all personnel actions for all persons; pledges STA to a program of positive Affirmative Action aimed at assuring true equality of employment opportunities and a

work environment without discrimination; and adopts the Affirmative Action Plans, summaries of which are attached hereto as Exhibit "A", Exhibit "B" and Exhibit "C" which are incorporated by reference herein in their entirety, and specifically approves those sections dealing with matters under the control of the STA Board of Directors.

Section 3. The STA Board of Directors authorizes and instructs the STA CEO to implement and to effect such delegation as may be required or necessary to administer said STA Affirmative Action Plans.

Section 4. Resolution No. 740-15 is hereby rescinded effective immediately.

ADOPTED by STA at a regular meeting thereof held on the 21st day of June 2018.

ATTEST:

SPOKANE TRANSIT AUTHORITY

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Jan Watson  
Clerk of the Authority

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Kevin Freeman  
STA Board Chairman

Approved as to form:

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Laura McAloon  
Attorney for Spokane Transit Authority

# **AFFIRMATIVE ACTION PROGRAM**

**For:**  
**Spokane Transit Authority**

This affirmative action program is effective  
1/1/2018 - 12/31/2018

## **STATEMENT OF PRIVILEGE**

Copies of this Affirmative Action Program and all related appendices, documents and support data are made available on loan to the United States Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any person whatsoever. This Affirmative Action Program and its appendices and other supporting documents contain confidential information which may reveal, directly or indirectly, the Company's plans for business or geographical expansion or contraction. The Company considers this Affirmative Action Program, all portions thereof and all supporting material to be its private and confidential property and to be on loan to the Government only under specified conditions, including non-reproduction and non-distribution and to be exempt from disclosure under the Freedom of Information Act upon the grounds, *inter alia*, that such material constitutes: (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy and are exempt from disclosure under 5 U.S.C. §552(b)(6); (2) confidential, commercial or financial information which is exempt from disclosure under 5 U.S.C. §522(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy and are exempt from disclosure under 5 U.S.C. §552(b)(7); and (4) matters specifically exempted from disclosure by statute and are exempt from disclosure under 5 U.S.C. §522(b)(3). The Company will submit further detailed documentation supporting this claim of privilege if necessary.

## **NON-ADMISSION STATEMENT**

It is understood that this Affirmative Action Program, or any part thereof, does not constitute an admission by the Company of any violation of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Title VII of the Civil Rights Act of 1964, or any federal, state or local law and has been developed to reaffirm the Company's policy of providing equal employment opportunity for all persons without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Goals have been established, where appropriate, to endeavor to meet affirmative action obligations. This program is not intended to and will not be used to discriminate against any applicant or employee because of race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.



## SEX DISCRIMINATION POLICY

In accordance with our policy of equal employment opportunity, we have adopted the following policy prohibiting sex discrimination and sexual harassment in the workplace. In addition to continued adherence to the goals enunciated in our Affirmative Action and Equal Employment Opportunity Policy, we will also continue to do the following, as applicable:

### I. RECRUITMENT AND ADVERTISEMENT

- A. Recruit men and women for all positions, except where sex is a bona fide occupational qualification, without regard to the candidate's sex.
- B. Ensure that "help-wanted" advertising does not express a sex preference for any job, unless sex is a bona fide occupational qualification for that job.
- C. Refrain from placing advertisements in newspapers or other media which are labeled "Males" or "Females," or otherwise segregated by sex, unless sex is a bona fide occupational qualification.

### II. JOB POLICIES AND PRACTICES

- A. Review personnel policies to avoid discrimination on the basis of sex.
- B. Consider employees and applicants of both sexes for assignment, transfer or promotion to all positions for which they are qualified, except where sex is a bona fide occupational qualification.
- C. Administer employment opportunities, wages, hours, conditions of employment, pensions, recreation programs and employee benefits without regard to sex.
- D. Consider married and unmarried men and women equally in all personnel actions, including the administration of wages and benefits, without regard to the number of dependents which an individual may support or maintain. Retirement age and retirement benefits will be equal for both sexes.
- E. Provide appropriate facilities, e.g., rest rooms and locker areas, for employees and applicants of both sexes.
- F. Refrain from reliance upon state laws which conflict with and are superseded by Title VII of the Civil Rights Act of 1964, as amended, or Executive Order 11246.
- G. Provide leaves of absence to employees without regard to an employee's sex. No employee will be discriminated against because of pregnancy. Following childbirth, and upon signifying her intent to return within a reasonable time, the Company will reinstate such employee to her original job or to a position of like status and pay without loss of service credits, unless the employee would not otherwise have been employed at the time of reinstatement.

III. SENIORITY

Consider employees' seniority and administer any seniority system without regard to employees' sex.

IV. DISCRIMINATORY WAGES

Determine wage schedules without regard to sex. There will be equal pay for equal work.

V. SEXUAL HARASSMENT

The EEO Coordinator shall notify all supervisors and managers that they are prohibited from engaging in, tolerating or otherwise promoting unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by employees or supervisors, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The EEO Coordinator shall take reasonable steps to prevent sexual harassment from occurring, including, but not limited to, expressing strong disapproval of such conduct, developing appropriate sanctions, informing employees of their right to raise the issue of sexual harassment under Title VII and the procedure to do so and generally developing training programs to sensitize managers, supervisors and employees to the nature of this problem. The Company maintains a policy prohibiting sexual harassment.

VI. DEFINITION

The terms "because of sex," "on the basis of sex" and "regardless of sex" include, but are not limited to, because of or on the basis of pregnancy, childbirth or related medical conditions. Women affected by pregnancy, childbirth or related medical or physical conditions shall be treated for all employment-related purposes, including the receipt of benefits under fringe benefit programs, the same as other persons who are not so affected but are similarly able or unable to work.

VII. LEAVE OF ABSENCE DUE TO MATERNITY

Leaves of absence due to maternity are considered under our policy.

## **RELIGIOUS AND NATIONAL ORIGIN DISCRIMINATION POLICY**

In accordance with its policy of equal employment opportunity, the Company has adopted the following policy prohibiting discrimination on the basis of religion and national origin and supporting affirmative action to ensure all individuals are employed and treated during employment without regard to their religion or national origin.

### **I. SCOPE OF THIS POLICY**

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff or recall from layoff, wage and benefit administration and selection for training.

### **II. OUTREACH AND POSITIVE RECRUITMENT**

To determine whether members of all religious and ethnic groups are receiving fair consideration for job opportunities, the Company will consider reviewing its employment practices. As deemed appropriate, special attention will be directed toward executive and middle-management levels, where employment problems relating to religion and national origin are statistically most likely to occur. Based upon the findings of any such reviews, we will undertake appropriate outreach and positive recruitment activities, such as those listed below, to remedy any existing deficiencies. The scope of our efforts, of course, will depend upon all circumstances including the nature and extent of any deficiencies and our size and resources. The Company will consider the following actions:

- A. Explaining to all employees the Company's obligation to provide equal employment opportunity, without regard to religion or national origin, in such a manner as to foster understanding, acceptance and support among other executives, management staff, supervisors and all other employees and encouraging such persons to take all actions necessary to aid the Company in meeting our obligation;
- B. Developing reasonable monitoring procedures to ensure that our obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented;
- C. Informing periodically all employees of our commitment to equal employment opportunity for all persons without regard to religion or national origin; and
- D. Enlisting the assistance and support of recruitment sources (including employment agencies, college placement directors and business associates) in referring applicants without regard to religion or national origin.

### III. ACCOMMODATIONS TO RELIGIOUS OBSERVANCE AND PRACTICE

The Company will endeavor to make a reasonable accommodation to the religious observances and practices of any employee or prospective employee, unless such an accommodation will impose an undue hardship on the conduct of our business. Generally, we will try to make reasonable accommodations to the religious observances and practices of any employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week, as the Sabbath or who observes certain religious holidays during the year and is conscientiously opposed to performing work or engaging in similar activity on such days, when such accommodations can be made without undue hardship on the conduct of our business. In determining the extent of the hardship imposed, we may consider: (a) business necessity; (b) financial costs and expenses and (c) resulting personnel problems.

**EXECUTIVE ORDER 11246**  
**AFFIRMATIVE ACTION PROGRAM**

# **AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES**

## **DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION**

### **I. EXECUTIVE MANAGEMENT RESPONSIBILITY**

As the representative of executive management, the EEO Coordinator has primary responsibility and accountability for implementing, directing and monitoring its Affirmative Action Programs ("AAPs" or "Programs"). The EEO Coordinator's responsibilities may include:

- A. Implementing the affirmative action programs set forth in these Programs, including the development of policy statements and related internal and external communication procedures to disseminate those policy statements.
- B. Developing and supervising the presentation of our equal employment opportunity policy during the supervisory training and new employee orientation programs, which may include question-and-answer sessions for supervisors and employees answering their questions about the AAPs.
- C. Designing and implementing an audit and reporting system that will accomplish the following:
  1. Measure the effectiveness of our affirmative action programs.
  2. Indicate when remedial action is needed.
  3. Determine the degree to which our goals and objectives have been attained.
- D. Advising management and supervisory personnel on developments in the laws and regulations governing equal employment opportunity.
- E. Serving as liaison between the Company and all enforcement agencies.
- F. Identifying and implementing action-oriented programs to address any potential problem areas that may exist.
- G. Conferring with community organizations representing women and minorities.
- H. Potentially auditing our on-the-job training, hiring and promotion patterns periodically to remove impediments to attainment of the Company's goals and objectives.
- I. Considering rating supervisory employees based, in part, upon their efforts and success in furthering the goal of equal employment opportunity and informing supervisory employees of this evaluation practice.
- J. Discussing periodically the Company's commitment to equal employment opportunity with managers, supervisors and employees. During these

discussions, the EEO Coordinator will stress the importance of affirmative action and nondiscrimination.

- K. Reviewing the qualifications of all employees to ensure minorities, women, protected veterans, and individuals with a disability are given full opportunities for transfers, promotions and training.
- L. Providing access to career counseling for all employees.
- M. Conducting periodic audits to ensure the Company is in compliance with federal and state laws and regulations requiring:
  - 1. Proper display of posters explaining the Company's obligation to engage in nondiscriminatory employment practices.
  - 2. Integration of all facilities which we maintain for the use and benefit of our employees.
  - 3. Maintenance of comparable facilities, including locker rooms and rest rooms, for all employees.
  - 4. Providing full opportunity for advancement and encouraging minority and female employees to participate in educational, training, recreational and social activities sponsored by the Company.
- N. Counseling supervisors and managers to take actions necessary to prevent harassment of employees placed through affirmative action efforts and to eliminate the cause of such complaints. Further, the EEO Coordinator will counsel supervisors and managers not to tolerate discriminatory treatment of any employee by another employee or supervisor and to report all complaints or incidents to the EEO Coordinator.
- O. Establishing an internal complaint system that will enable employees to discuss complaints with the EEO Coordinator whenever they feel that they are being discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.
- P. Serving as liaison between the Company and community organizations representing minorities and women.
- Q. Developing expertise and knowledge of equal employment opportunity guidelines and regulations to advise and update top management and supervisory personnel concerning developments affecting our equal employment opportunity program.

## II. THE RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All supervisors and managers have the obligation as part of their general management objectives to support our equal employment opportunity policy and affirmative action program on a day to day basis. Specifically, they should endeavor to:

- A. Respond to inquiries about our Affirmative Action and Equal Employment Opportunity Policy, after consulting with our EEO Coordinator.
- B. Assist our EEO Coordinator during the investigation of allegations of discrimination.
- C. Participate in recruitment and accommodation efforts designed to enable disabled individuals, disabled veterans and others to secure employment and to advance to positions for which they are qualified.
- D. Ensure that all federal and state posters explaining the laws prohibiting discrimination are properly displayed.
- E. Participate in the development and implementation of affirmative action programs.



# **AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES**

## **IDENTIFICATION OF PROBLEM AREAS**

The EEO Coordinator will, on an annual basis, as applicable, analyze the Company's processes to identify potential problem areas in the total employment process, which may include review of the following areas:

- A. Composition of the workforce by protected group status.
- B. Composition of applicant flow by protected group status.
- C. Overall employee selection process including position specifications, application forms, interviewing procedures, test administration, test validity, referral procedures, final selection process and other employee selection procedures.
- D. New hires, promotions, terminations, etc.
- E. Compensation systems to determine whether there are gender-, race- or ethnicity-based disparities.
- F. Utilization of training, recreation and social events and other programs that are sponsored by the Company.
- G. Technical aspects of compliance with laws prohibiting discrimination in employment and promoting affirmative action programs, e.g., retention of applications, notifications to subcontractors, etc.
- H. Whether there is "underutilization" of minorities or women in specific job groups.
- I. Whether there is "under-representation" or "concentration" of minorities or women in specific departments.
- J. Whether lateral or vertical movement of employees who are members of protected groups occurs at a lesser rate than that of employees who are members of non-protected groups.
- K. Whether the selection process eliminates a significantly higher percentage of employees who are members of protected groups than employees who are members of non-protected groups.
- L. Ensure that our employment application and other pre-employment evaluation forms or procedures comply with federal and state law.
- M. Determine whether job qualifications are accurate in relation to actual functions and duties of the particular job.
- N. Whether *de facto* segregation by protected characteristic exists in job titles or job groups.

- O. Whether supervisory employees are supporting our affirmative action and equal employment opportunity programs and policies.
- P. Whether minorities or women are significantly underrepresented in training or career improvement programs.
- Q. Whether we have in place adequate procedures for evaluating the effectiveness of the programs set forth in these Programs.
- R. Whether subcontractors and vendors are notified of their responsibility to assist the Company in attaining the goals and objectives set forth in this Program.
- S. Whether the Equal Opportunity clause is included in purchase orders and other contracts covered by Executive Order 11246.
- T. Whether required equal employment opportunity posters are on display.

If the EEO Coordinator's review indicates that the above-listed topics are areas of concern or that other impediments block the entry into or advancement within our workforce of minorities or women, the Company will consider corrective action, as outlined in the Action-Oriented Programs section hereof.

# AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES

## ACTION-ORIENTED PROGRAMS

The Company intends to meet the goals set forth in this Program and to continue implementation of its equal employment opportunity policies through action-oriented programs. Described below are the types of actions the Company may consider.

### I. DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

#### A. INTERNAL DISSEMINATION

The Company will consider taking the following actions to disseminate its Affirmative Action and Equal Employment Opportunity Policy, as appropriate, on a regular and continuing basis:

1. Including the Affirmative Action and Equal Employment Opportunity Policy statement in its policy manual and employee handbook.
2. Meeting with supervisory personnel to explain the intent of the Affirmative Action and Equal Employment Opportunity Policy and their individual responsibilities for its implementation. We conduct supervisory training for management about equal employment opportunity, affirmative action and sexual harassment on an on-going basis.
3. Discussing our equal employment opportunity policy during any orientation programs we hold, at which time all new employees (and if applicable, transferred and promoted employees) will be advised of our commitment to affirmative action and equal employment opportunity.
4. Posting the Affirmative Action and Equal Employment Opportunity Policy, along with all required state and federal informational posters on our bulletin boards and updating such posters as required.
5. When pictures of employees are included in Company announcements to employees or the public, we include pictures of minority and non-minority men and women employees, as appropriate.

#### B. EXTERNAL DISSEMINATION

Our equal employment opportunity policy will be disseminated externally, as considered appropriate, as follows:

1. Recruiting sources, when utilized, will be advised of the Company's policy. Thereafter, such recruiting sources may be notified of our continuing commitment to equal employment opportunity.
2. The equal opportunity clause will be included in purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended.

3. When we advertise for prospective employees, the advertisement will include language that communicates we are an equal opportunity employer. We also will direct all advertisers not to place help-wanted advertisements in race- or sex-segregated columns.
4. Prospective employees are informed that the Company is an equal opportunity employer that maintains an affirmative action program through the notices we post in areas accessible to applicants and employees and our application for employment.
5. Our primary subcontractors, vendors and suppliers will be sent written notification of our Affirmative Action and Equal Employment Opportunity Policy.
6. In the event that employees are featured in help-wanted, product or consumer advertising, employee handbooks or manuals or similar publications, minority and non-minority men and women will be pictured and included.

## II. RECRUITMENT AND HIRING

- A. Contacting community agencies and educational institutions and seeking referrals of qualified individuals to increase the flow of minority and female applicants.
- B. When meetings are held with representatives of recruiting sources, including presentations by minority, female, disabled, older or veteran employees, explanations about the job duties and responsibilities of current and future job openings, explanations of our employee selection process, and distribution of recruiting literature.
- C. As appropriate, placing a reasonable proportion of our help-wanted advertising in media directed to minorities or women.
- D. Considering periodically evaluating and analyzing job requirements using job-performance criteria. Special attention will be given to academic, experience and skill requirements to ensure that such specifications are consistent and free from bias on account of race, color, religion, age, disability, protected veteran status, sex, sexual orientation, gender identity or national origin. Where requirements screen out a disproportionate number of candidates from protected groups, the continued use thereof will be evaluated and "validation" will be considered. We have conducted an analysis upon all selection procedures. See the "Impact Ratio Analysis" divider tab.
- E. Selecting and training personnel involved in recruiting, screening, selection, promotion, disciplinary and related processes to eliminate bias in all personnel actions. The Company periodically presents EEO training for managers.

## III. ADVANCEMENT IN EMPLOYMENT

With regard to our promotion and transfer procedures, we will consider the following:

- A. Posting or otherwise announcing appropriate promotion and transfer opportunities.
- B. Developing and implementing formal employee evaluation programs.
- C. Assuring that job qualifications are based on job-related criteria.

#### IV. SEPARATION FROM EMPLOYMENT

When minorities, women or other persons placed through affirmative action efforts or protected by law have experienced adverse personnel decisions, such as termination, we will consider:

- A. Sending an exit interview form to or conducting exit interviews with employees who resign to ascertain the reasons for their voluntary termination and to try to identify "voluntary resignations" that have been caused by unlawful conduct by employees or supervisors.
- B. Determining reasons for such adverse decisions, including involuntary terminations, and establishing whether persons not in the protected group with similar work histories and violations of work rules have also been terminated.
- C. Attempting to counsel employees about unsatisfactory job performance at least 90 days prior to involuntary termination to provide an opportunity to correct their performance, as practicable.

#### V. COMPANY SUPPORT OF COMMUNITY ACTION PROGRAMS

In addition to the employment-related good faith efforts the Company engages in, we also undertake additional efforts to support the community.

## **AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES**

### **INTERNAL AUDIT AND REPORTING SYSTEM**

The Company will develop and implement an audit and reporting system that periodically measures the effectiveness of its total affirmative action program. This may include the following:

- A. Monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscrimination policy is carried out;
- B. Requiring internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
- C. Reviewing report results with all levels of management; and
- D. Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.

### Reasonable Recruitment Area Rationale

The Company selected geographic recruitment areas for each job group based upon the Company's recruiting practices and from where it generally obtains minorities and women with requisite skills. The specific occupational census titles were selected for each job group because of their correlation to specific job titles which make up each job group.

**SECTION 503 OF THE REHABILITATION ACT AFFIRMATIVE  
ACTION PROGRAM**



## **AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES**

### **I. POLICY STATEMENT**

Pursuant to our obligations under Section 503 of the Rehabilitation Act of 1973, the Company maintains and posts an Affirmative Action and Equal Employment Opportunity Policy Statement. The policy statement indicates the top U.S. executive's support for the Company's affirmative action program, provides for an audit and reporting system, and assigns overall responsibility for the implementation of affirmative action activities to the EEO Coordinator.

In addition, the policy statement proclaims that the Company will take steps to assure it recruits, hires, trains and promotes persons in all job titles and ensure that all other personnel actions are administered without regard to disability status, including ensuring that all employment decisions are based only on valid job requirements.

The policy statement also states that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of section 503 or any other Federal, state or local law requiring equal opportunity for individuals with disabilities; (3) opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or any other Federal, state or local law requiring equal employment opportunity for individuals with disabilities; or, (4) exercising any other right protected by section 503 or its implementing regulations.

### **II. REVIEW OF PERSONNEL PROCESSES**

The Company will take steps to ensure its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known individuals with a disability for job vacancies filled either by hiring or promotion and for all training opportunities offered or available. Furthermore, the Company will take appropriate steps to ensure its personnel processes do not stereotype individuals with a disability in a manner that limits their access to all jobs for which they are qualified. Finally, the Company will periodically review such processes and make any necessary modifications to ensure these obligations are carried out.

The Company has designed a procedure that facilitates a review of the implementation of its personnel processes. The Company most recently assessed its personnel processes in conjunction with the implementation of this Affirmative Action Program ("AAP"). The Company will reassess its personnel processes in conjunction with its next annual AAP cycle.

### **III. PHYSICAL AND MENTAL QUALIFICATIONS**

The Company periodically reviews of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified individuals with a disability, they are job-related for the position in question and consistent with business necessity. In fact, the Company reviews the physical and mental job qualification standards each time a job opening is posted prior to recruiting for or promoting into a position.

Whenever the Company applies physical or mental qualification standards in the selection of applicants or employees for employment or other change in employment status, such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified individuals with a disability, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity.

#### IV. REASONABLE ACCOMMODATION

The Company will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability unless doing so would impose an undue hardship on the operation of its business. If an employee who is known to be an individual with a disability is having difficulty performing his or her job, and it is reasonable to conclude that the performance problem may be related to the known disability, the Company shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, the Company shall confidentially inquire whether the employee is in need of a reasonable accommodation.

#### V. HARASSMENT

The Company has developed and implemented procedures to ensure employees are not harassed because of their status as an individual with a disability.

#### VI. EXTERNAL DISSEMINATION

The Company will undertake appropriate outreach and positive recruitment activities reasonably designed to effectively recruit individuals with a disability. These activities may include:

- A. Enlisting the assistance and support of the following persons and organizations in recruiting and developing on-the-job training opportunities for individuals with disabilities, to fulfill the Company's commitment to provide meaningful employment opportunities for such individuals:
  1. The State Vocational Rehabilitation Service Agency (SVRA), State mental health agency, or State developmental disability agency in the area of the contractor's establishment;
  2. The Employment One-Stop Career Center (One-Stop) or American Job Center nearest the contractor's establishment;
  3. The Department of Veterans Affairs Regional Office nearest the contractor's establishment;
  4. Entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as the services currently provided through the Employer Assistance and Resource Network (EARN);
  5. Local Employment Network (EN) organizations (other than the contractor, if the contractor is an EN) listed in the Social Security Administration's Ticket to Work Employment Network Directory;

6. Local disability groups, organizations, or Centers for Independent Living (CIL) near the contractor's establishment;
  7. Placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and
  8. Private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.
- B. Considering taking the actions listed below, as appropriate, to fulfill its commitment to provide meaningful employment opportunities to individuals with a disability:
1. Holding formal briefing sessions with representatives from recruiting sources. Such briefing sessions may include facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the Company's selection process, and recruiting literature.
  2. Incorporating special efforts to reach students who are individuals with disabilities.
  3. Participating in work-study programs for students, trainees, or interns with disabilities. Such programs may be found through outreach to State and local schools and universities, and through EARN.
  4. Making individuals with disabilities available for participation in career days, youth motivation programs, and related activities in their communities.
  5. Taking other positive steps deemed necessary to attract qualified individuals with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These individuals may be located through State and local agencies supported by the U.S. Department of Education's Rehabilitation Services Administration (RSA), local Ticket-to-Work Employment Networks, or local chapters of groups or organizations that provide services for individuals with disabilities.
  6. Considering applicants who are known to have disabilities for all available positions for which they may be qualified when the position(s) applied for is unavailable.
- C. The Company will send written notification of the policy related to its affirmative action efforts to subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
- D. On an annual basis, the Company will review the outreach and recruitment efforts it has taken over the previous twelve months to evaluate its effectiveness in identifying and recruiting qualified individuals with a disability. If the Company

concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with a disability, it shall identify and implement alternative efforts.

- E. The Company will document its outreach and recruitment activities and will retain this documentation for three (3) years.

## VII. INTERNAL DISSEMINATION

In order to assure greater employee cooperation and participation in its efforts, the Company has communicated its policy to all employees and applicable union officials. Moreover, the Company may undertake, as appropriate, the following additional efforts to disseminate its policy internally:

- A. Inform all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities. The contractor should periodically schedule special meetings with all employees to discuss policy and explain individual employee responsibilities;
- B. Publicize it in the Company newspaper, magazine, annual report and other media;
- C. Conduct special meetings with executive, management and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's support for the affirmative action policy;
- D. Discuss the policy thoroughly in both employee orientation and management training programs;
- E. Include articles on accomplishments of individuals with disabilities in Company publications; and
- F. When employees are featured in employee handbooks or similar publications for employees, include individuals with disabilities.

## VIII. AUDIT AND REPORTING SYSTEMS

The EEO Coordinator has oversight responsibility for implementation of the AAP for individuals with a disability and an audit and reporting system that will measure the effectiveness of the program, indicate any need for remedial action, determine the degree to which our objectives are being met, determine whether known qualified individuals with a disability had the opportunity to participate in educational, training, recreational, and social activities, and measure our compliance with the program's obligations. Documentation of the Company's compliance with the program's obligation is included throughout this AAP.

The Company will be kept apprised of progress through reports as deemed appropriate.

IX. RESPONSIBILITY FOR IMPLEMENTATION

The EEO Coordinator has been assigned responsibility for implementing the Company's affirmative action activities under this part. The EEO Coordinator's identity appears on external and internal communications regarding the Company's affirmative action program. The EEO Coordinator has been given necessary senior management support and staff to manage and implement this affirmative action program.

X. TRAINING

The Company trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes to ensure that the commitments in its affirmative action program are implemented.

XI. DATA COLLECTION

On an annual basis, the Company collects the following information pertaining to applicants and hires:

- A. The number of applicants who self-identified as individuals with a disability;
- B. The total number of job openings and the total number of jobs filled;
- C. The total number of applicants for all jobs;
- D. The number of applicants hired who self-identified as individuals with a disability;  
and
- E. The total number of applicants hired.

**VEVRAA SECTION 4212**  
**AFFIRMATIVE ACTION PROGRAM**

## **AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS**

### **I. POLICY STATEMENT**

Pursuant to our obligations under the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Company maintains and posts an Affirmative Action and Equal Employment Opportunity Policy Statement. The policy statement indicates the top U.S. executive's support for the Company's affirmative action program, provides for an audit and reporting system, and assigns overall responsibility for the implementation of affirmative action activities to the EEO Coordinator.

In addition, the policy statement proclaims that the Company will take steps to assure it recruits, hires, trains and promotes persons in all job titles and ensure that all other personnel actions are administered without regard to protected veteran status, including ensuring that all employment decisions are based only on valid job requirements.

The policy statement also states that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of VEVRRA or any other Federal, state or local law requiring equal employment opportunity for protected veterans; (3) opposing any act or practice made unlawful by VEVRRA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for protected veterans; or (4) exercising any other right protected by VEVRRA or its implementing regulations in this part.

### **II. REVIEW OF PERSONNEL PROCESSES**

The Company will take steps to ensure its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known protected veterans for job vacancies filled either by hiring or promotion and for all training opportunities offered or available. The Company will also take steps to ensure that when a protected veteran is considered for employment opportunities, it relies only on that portion of the individual's military record, including his or her discharge papers, relevant to the requirements of the opportunity in issue. Furthermore, the Company will take appropriate steps to ensure its personnel processes do not stereotype protected veterans in a manner that limits their access to all jobs for which they are qualified. Finally, the Company will periodically review such processes and make any necessary modifications to ensure that these obligations are carried out.

The Company has designed a procedure that facilitates a review of the implementation of its personnel processes. The Company most recently assessed its personnel processes in conjunction with the implementation of this Affirmative Action Program ("AAP"). The Company will reassess its personnel processes in conjunction with its next annual AAP cycle.

### III. PHYSICAL AND MENTAL QUALIFICATIONS

The Company has developed a schedule for the periodic review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified disabled veterans, they are job-related for the position in question and consistent with business necessity. In fact, the Company reviews the physical and mental job qualification standards each time a job opening is posted prior to recruiting for or promoting into a position.

Whenever the Company applies physical or mental qualification standards in the selection of applicants or employees for employment or other change in employment status, such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified disabled veterans, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity.

### IV. REASONABLE ACCOMMODATION

The Company will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled veteran unless doing so would impose an undue hardship on the operation of its business. If an employee who is known to be a disabled veteran is having difficulty performing his or her job, and it is reasonable to conclude that the performance problem may be related to the known disability, the Company will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, the Company will confidentially inquire whether the employee is in need of a reasonable accommodation.

### V. HARASSMENT

The Company has developed and implemented procedures to ensure employees are not harassed because of their status as a protected veteran.

### VI. EXTERNAL DISSEMINATION

The Company will undertake appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit protected veterans. These activities may include:

- A. Enlisting the assistance and support of the following persons and organizations in recruiting and developing on-the-job training opportunities for protected veterans to fulfill the Company's commitment to provide meaningful employment opportunities for such veterans:
  1. The Local Veterans' Employment Representative in the local employment service office (i.e., the One-Stop) nearest the Company's establishment;
  2. The Department of Veterans Affairs Regional Office nearest the Company's establishment;



3. The veterans' counselors and coordinators ("Vet-Reps") on college campuses;
  4. The service officers of the national veterans' groups active in the area of the contractor's establishment;
  5. Local veterans' groups and veterans' service centers near the Company's establishment;
  6. The Department of Defense Transition Assistance Program (TAP) or any subsequent program that, in whole or in part, might replace TAP; and
  7. Any organization listed in the Employer Resources section of the National Resource Directory or any future service that replaces or complements it.
- B. Considering taking the actions listed below, as appropriate, to fulfill its commitment to provide meaningful employment opportunities to protected veterans:
1. Holding formal briefing sessions with representatives from recruiting sources. Such briefings may include facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the Company's selection process, and recruiting literature.
  2. Incorporating special efforts to reach students who are protected veterans.
  3. Participating in work-study programs with Department of Veterans Affairs rehabilitation facilities that specialize in training or educating disabled veterans.
  4. Making protected veterans available for participation in career days, youth motivation programs, and related activities in their communities.
  5. Taking other positive steps deemed necessary to attract qualified protected veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These persons may be located through the local chapters of organizations of and for any of the classifications of protected veterans.
  6. Considering applicants who are known protected veterans for all available positions for which they may be qualified when the position(s) applied for is unavailable.

7. Listing job openings with the National Resource Directory's Veterans Job Bank or any future service that replaces or complements it.
- C. The Company will also send written notification of the policy related to its affirmative action efforts to subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
  - D. On an annual basis, the Company will review the outreach and recruitment efforts it has taken over the previous twelve months to evaluate its effectiveness in identifying and recruiting qualified protected veterans. If the Company concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, it shall identify and implement alternative efforts.
  - E. The Company will document its outreach and recruitment activities and will retain this documentation for three (3) years.

## VII. INTERNAL DISSEMINATION

In order to assure greater employee cooperation and participation in its efforts, the Company has communicated its policy to all employees and applicable union officials. Moreover, the Company may undertake, as appropriate, the following additional efforts to disseminate its policy internally:

- A. Inform all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for protected veterans;
- B. Publicize it in the Company newspaper, magazine, annual report and other media;
- C. Conduct special meetings with executive, management and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's support for the affirmative action policy;
- D. Discuss the policy thoroughly in both employee orientation and management training programs; or
- E. When employees are featured in employee handbooks or similar publications for employees, include disabled veterans.

## VIII. AUDIT AND REPORTING SYSTEMS

The EEO Coordinator has oversight responsibility for implementation of the AAP for protected veterans and an audit and reporting system that will measure the effectiveness of the program, indicate any need for remedial action, determine the degree to which our objectives are being met, determine whether known qualified protected veterans had the opportunity to participate in educational, training, recreational, and social activities, and measure our compliance with the program's

obligations. Documentation of the Company's compliance with the program's obligation is included throughout this AAP.

The Company will be kept apprised of progress through reports as deemed appropriate.

#### IX. RESPONSIBILITY FOR IMPLEMENTATION

The EEO Coordinator has been assigned responsibility for implementing the Company's affirmative action activities under this part. The EEO Coordinator's identity appears on external and internal communications regarding the Company's affirmative action program. The EEO Coordinator has been given necessary senior management support and staff to manage and implement this affirmative action program.

#### X. TRAINING

The Company trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes to ensure that the commitments in its affirmative action program are implemented.

#### XI. DATA COLLECTION

On an annual basis, the Company collects the following information pertaining to applicants and hires:

- A. The number of applicants who self-identified as protected veterans;
- B. The total number of job openings and the total number of jobs filled;
- C. The total number of applicants for all jobs;
- D. The number of protected veteran applicants hired; and
- E. The total number of applicants hired.

#### XII. BENCHMARKS FOR HIRING

The Company has established a hiring benchmark for protected veterans equaling the national percentage of veterans in the civilian labor force, as published and updated annually on the OFCCP website.



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 9.A.i : QUADRENNIAL REVIEW – STA BOARD COMPOSITION**

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

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

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**SUMMARY:** As discussed at the December 2017 Board Operations Committee meeting, STA is scheduled for a Quadrennial Review in 2018. The Quadrennial Review is a statutorily mandated process that must be followed every four years. By statute, the “members of the county legislative authority and the elected representative of each city within the boundaries” of STA meet to “review the composition” of the Board and “change the composition of the governing body if the change is deemed appropriate” every four years (RCW.36.57A.055). This statute was amended by the Legislature during the 2018 Session and it will be necessary to revise the current Board composition in compliance with the new proportionate representation requirement.

The Quadrennial Review will need to approve a new STA Board composition “selected to assure proportional representation, based on population, of each of the component cities located within” STA’s boundaries and “if necessary to assure such proportional representation, multiple cities may be represented by a single elected official from one of the cities. (Session Law 6414) The proportional representation must also be established within the parameters of the nine voting members allowed by RCW 36.57A.050, however, members from a single component city may not constitute a majority of the Board, regardless of the proportionality requirement.

Following the action of the 2018 Quadrennial Review to determine the composition of the STA Board, the agency will then need to follow the process set forth in its Bylaws to formally amend the Board composition and address any related Bylaw provisions that are affected by the composition changes. The Bylaws amendment process will require two “touches” by the STA Board – the first meeting will be needed to approve draft amendment language. The draft amendment language must then be circulated to all component cities and the County for review and comment. The amendment language then comes back to the Board for action at a subsequent meeting. In the event additional amendments are proposed based on the feedback from component cities or the County, those additional amendments would then need to be circulated again prior to any Board action.

The 2018 Quadrennial Review will take place after the September Board meeting:

Thursday, September 20, 2018 at 3:30 p.m.  
STA Boardroom  
1230 West Boone Avenue, Spokane, WA 99201

Notice of the Quadrennial Review will be provided by STA’s Chief Executive Officer.  
Attached for information are the current STA Bylaws and a copy of Session Law 6414.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer             
*BM*  
*rw*

Legal Counsel             
*LM*

**BY-LAWS  
OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA**

**ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES**

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at West 1230 Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These By-laws are not intended to limit the powers granted to a public transportation benefit area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

**ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION**

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities located within the corporation and Spokane County.

There shall be one (1) non-voting member, as required by state law, selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.

The voting membership of the Board shall consist of the following:

- (a) Three (3) elected officials selected by and serving at the pleasure of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for three (3) consecutive years according to the order stated.

City of Liberty Lake  
City of Medical Lake  
City of Millwood  
City of Cheney  
City of Airway Heights

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than three elected officials as voting members of the Board at any time. To effect the addition of a third designee from these cities, rotations of voting members will start with those cities currently serving as voting members, preserving their terms as of the date of the adoption of these Bylaws, and the next city in the rotation shall designate its voting member of the Board.

- (b) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane.
- (c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.
- (d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

2.2 Alternates. (a) The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members by

resolution whose name(s) shall be forwarded to and kept on file with STA. For cities whose members are selected pursuant to Section 2.1(a), alternate members may be appointed by each city which is a voting member of the Board, whose names shall be forwarded to and kept on file with STA. These cities may appoint alternates from one of the other cities listed under Section 2.1(a).

2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate in all Board meetings and discussions but are prohibited from voting by state law.

2.4 Term. Each voting and non-voting Director shall be appointed for a term of one year in January of each year.

2.5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

2.6 Succession. Each member of the Board shall hold office until their successor has been selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

2.7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

### **ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING**

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such



departments, offices or advisory boards as it finds necessary or advisable and may determine the powers and duties of each department or office.

The Corporation acting through the Board shall have the power to:

(1) Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

(2) Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public transportation benefit area authority or to contract for their joint use on such terms as may be fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city.

The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

(3) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

(4) Employ legal counsel; and

- (5) Prepare and adopt a budget; and
- (6) Audit the Corporation's administrative affairs; and
- (7) Approve travel requests of members; and
- (8) Authorize committees to act on their behalf; and
- (9) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and
- (10) Levy taxes as authorized by law; and
- (11) To participate in and support research, demonstration, testing, and development of public transportation systems; and
- (12) Issue revenue bonds; and
- (13) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 Meetings and Meeting Notice.

- (a) Regular Meetings. The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.
- (b) Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the whole Board. The notification of such meeting must be delivered to each board member and others requiring notification under the open Meetings law (Chapter 42.30 RCW) at least twenty-four (24) hours before the time of such meeting, unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080, now and as thereafter amended, shall be adhered to regarding such meetings.
- (c) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via an amplified telephone connection and such Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the total voting membership of the Board;

- (1) Adoption, alteration or modification of the budget; and
- (2) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and
- (3) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and
- (4) Establishment of routes and classes of service; and
- (5) Appointment or dismissal of a Director; and
- (6) Revision or amendment of the By-laws; and
- (7) Selection of Chairperson and Chairperson Pro Tempore; and
- (8) Appointment of qualified electors to committees; and
- (9) Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these By-laws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Sec. 3.6 Records of Board Meetings.

- (a) Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall

be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate Board members to serve on committees.

- (a) Committees created by resolution of the Board may be composed of Board members, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.
- (b) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries. Nominations shall be by the Chairperson and approved by the Board, and the Chief Executive Officer shall be an ex-officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member.
- (c) Board members and elected representatives of cities not directly sitting on the Board, shall be appointed annually after the election of the Chairperson to all committees. Electors shall be appointed to all committees by the Chairperson to serve two-year terms. Terms of electors shall be staggered in such a manner so that at least one elector is appointed each year.
- (d) Committee members will continue to serve until a successor is appointed.
- (e) All meetings of the Committees shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

#### **ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE**

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; 3) County of Spokane; and (4) City of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Board member the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the

Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

#### **ARTICLE V. - CHIEF EXECUTIVE OFFICER**

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such administrative duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

- (a) To have general supervision over the administrative affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to act as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.
- (b) To appoint and remove at any time any employee of the Corporation;
- (c) To attend all meetings of the Board at which his/her attendance may be required by that body;
- (d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;
- (e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;
- (f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;
- (g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;
- (h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

- (i) To approve all travel requests of employees of the Corporation subject to the approved budget and the submission of quarterly travel reports to the Board.
- (j) To receive service of process in any claim for any kind of relief brought against the STA in any court;
- (k) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages.
- (l) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ such assistants, approved by the Board, or designate others to assist in carrying out these duties.

#### **ARTICLE VI. - SEVERABILITY**

If any provision of these By-laws, or its application to any person or circumstance is held invalid, the remainder of these By-laws, or the application of the provisions to other persons or circumstances is not affected.

#### **ARTICLE VII. - SERVICE OF PROCESS**

The Chief Executive Officer, or his/her designated representative in writing, shall receive, on behalf of the STA, all pleadings commencing an action against the STA. Service upon the Chief Executive Officer shall constitute service on the STA.

#### **ARTICLE VIII. - INDEMNIFICATION**

Sec. 8.1 General. The Corporation, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed director, officer, (including committee members), or employee of the Corporation, and is threatened to be or has been made a party to an action, claim, or other proceeding by a third party.

Sec. 8.2 Scope of Indemnification. The Corporation shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct referred to in paragraph 8.3 herein, and for which notice has been given pursuant to state law and these By-laws: The Board shall be the sole judge of the reasonable and necessary expenses to be borne by the Corporation.

Indemnification shall not extend to any claim, action, or other proceeding against the Corporation, either for indemnification or for other cause.

Sec. 8.3 Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed director, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Corporation.

Sec. 8.4 Determination of Conduct.

(a) Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:

- (1) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.
- (2) With respect to any other determination of conduct, a majority vote of all the voting directors not interested in or a party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of Directors, then the alternate or alternates of those disqualified shall be permitted to vote.

(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.



(c) Every director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

Sec. 8.5 Expenses Prior to Determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim, or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the By-laws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law.

The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

## **ARTICLE IX. - AMENDMENTS**

These By-laws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two weeks prior to that meeting.

The foregoing By-laws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the 21st day of May, 2015.

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Chair, Spokane Transit Authority

ATTEST:

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Clerk of the Authority

CERTIFICATION OF ENROLLMENT

**SENATE BILL 6414**

Chapter 154, Laws of 2018

65th Legislature  
2018 Regular Session

PUBLIC TRANSPORTATION BENEFIT AREAS--POPULATION-BASED REPRESENTATION

EFFECTIVE DATE: August 1, 2018

Passed by the Senate February 14, 2018  
Yeas 25 Nays 23

CYRUS HABIB

**President of the Senate**

Passed by the House March 1, 2018  
Yeas 50 Nays 47

FRANK CHOPP

**Speaker of the House of Representatives**

Approved March 21, 2018 12:10 PM

JAY INSLEE

**Governor of the State of Washington**

CERTIFICATE

I, Brad Hendrickson, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **SENATE BILL 6414** as passed by Senate and the House of Representatives on the dates hereon set forth.

BRAD HENDRICKSON

**Secretary**

FILED

March 23, 2018

**Secretary of State  
State of Washington**

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SENATE BILL 6414

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Passed Legislature - 2018 Regular Session

State of Washington                      65th Legislature                      2018 Regular Session

By Senators Billig, Conway, Liias, and Saldaña

Read first time 01/16/18. Referred to Committee on Transportation.

1            AN ACT Relating to population-based representation on the  
2 governing body of public transportation benefit areas; amending RCW  
3 36.57A.050 and 36.57A.055; and providing an effective date.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5            **Sec. 1.** RCW 36.57A.050 and 2010 c 278 s 3 are each amended to  
6 read as follows:

7            Within sixty days of the establishment of the boundaries of the  
8 public transportation benefit area the members of the county  
9 legislative authority and the elected representative of each city  
10 within the area shall provide for the selection of the governing body  
11 of such area, the public transportation benefit area authority, which  
12 shall consist of elected officials selected by and serving at the  
13 pleasure of the governing bodies of component cities within the area  
14 and the county legislative authority of each county within the area.  
15 The members of the governing body of the public transportation  
16 benefit area, if the population of the county in which the public  
17 transportation benefit area is located is more than four hundred  
18 thousand and the county does not also contain a city with a  
19 population of seventy-five thousand or more operating a transit  
20 system pursuant to chapter 35.95 RCW, must be selected to assure  
21 proportional representation, based on population, of each of the

1 component cities located within the public transportation benefit  
2 area and the unincorporated areas of the county located within the  
3 public transportation benefit area, to the extent possible within the  
4 restrictions placed on the size of the governing body of a public  
5 transportation benefit area. If necessary to assure such proportional  
6 representation, multiple cities may be represented by a single  
7 elected official from one of the cities. A majority of the governing  
8 board may not be selected to represent a single component city. If at  
9 the time a public transportation benefit area authority assumes the  
10 public transportation functions previously provided under the  
11 interlocal cooperation act (chapter 39.34 RCW) there are citizen  
12 positions on the governing board of the transit system, those  
13 positions may be retained as positions on the governing board of the  
14 public transportation benefit area authority.

15       Within such sixty-day period, any city may by resolution of its  
16 legislative body withdraw from participation in the public  
17 transportation benefit area. The county legislative authority and  
18 each city remaining in the public transportation benefit area may  
19 disapprove and prevent the establishment of any governing body of a  
20 public transportation benefit area if the composition thereof does  
21 not meet its approval.

22       In no case shall the governing body of a single county public  
23 transportation benefit area be greater than nine voting members and  
24 in the case of a multicounty area, fifteen voting members. Those  
25 cities within the public transportation benefit area and excluded  
26 from direct membership on the authority are hereby authorized to  
27 designate a member of the authority who shall be entitled to  
28 represent the interests of such city which is excluded from direct  
29 membership on the authority. The legislative body of such city shall  
30 notify the authority as to the determination of its authorized  
31 representative on the authority.

32       There is one nonvoting member of the public transportation  
33 benefit area authority. The nonvoting member is recommended by the  
34 labor organization representing the public transportation employees  
35 within the local public transportation system. If the public  
36 transportation employees are represented by more than one labor  
37 organization, all such labor organizations shall select the nonvoting  
38 member by majority vote. The nonvoting member shall comply with all  
39 governing bylaws and policies of the authority. The chair or cochair  
40 of the authority shall exclude the nonvoting member from attending

1 any executive session held for the purpose of discussing negotiations  
2 with labor organizations. The chair or cochairs may exclude the  
3 nonvoting member from attending any other executive session. The  
4 requirement that a nonvoting member be appointed to the governing  
5 body of a public transportation benefit area authority does not apply  
6 to an authority that has no employees represented by a labor union.

7 Each member of the authority is eligible to be reimbursed for  
8 travel expenses in accordance with RCW 43.03.050 and 43.03.060 and to  
9 receive compensation, as set by the authority, in an amount not to  
10 exceed forty-four dollars for each day during which the member  
11 attends official meetings of the authority or performs prescribed  
12 duties approved by the chair of the authority. Except that the  
13 authority may, by resolution, increase the payment of per diem  
14 compensation to each member from forty-four dollars up to ninety  
15 dollars per day or portion of a day for actual attendance at board  
16 meetings or for performance of other official services or duties on  
17 behalf of the authority. In no event may a member be compensated in  
18 any year for more than seventy-five days, except the chair who may be  
19 paid compensation for not more than one hundred days: PROVIDED, That  
20 compensation shall not be paid to an elected official or employee of  
21 federal, state, or local government who is receiving regular full-  
22 time compensation from such government for attending meetings and  
23 performing prescribed duties of the authority.

24 The dollar thresholds established in this section must be  
25 adjusted for inflation by the office of financial management every  
26 five years, beginning July 1, 2008, based upon changes in the  
27 consumer price index during that time period. "Consumer price index"  
28 means, for any calendar year, that year's annual average consumer  
29 price index, for Washington state, for wage earners and clerical  
30 workers, all items, compiled by the bureau of labor and statistics,  
31 United States department of labor. If the bureau of labor and  
32 statistics develops more than one consumer price index for areas  
33 within the state, the index covering the greatest number of people,  
34 covering areas exclusively within the boundaries of the state, and  
35 including all items shall be used for the adjustments for inflation  
36 in this section. The office of financial management must calculate  
37 the new dollar threshold and transmit it to the office of the code  
38 reviser for publication in the Washington State Register at least one  
39 month before the new dollar threshold is to take effect.

1 A person holding office as commissioner for two or more special  
2 purpose districts shall receive only that per diem compensation  
3 authorized for one of his or her commissioner positions as  
4 compensation for attending an official meeting or conducting official  
5 services or duties while representing more than one of his or her  
6 districts. However, such commissioner may receive additional per diem  
7 compensation if approved by resolution of all boards of the affected  
8 commissions.

9 **Sec. 2.** RCW 36.57A.055 and 1991 c 318 s 16 are each amended to  
10 read as follows:

11 After a public transportation benefit area has been in existence  
12 for four years, members of the county legislative authority and the  
13 elected representative of each city within the boundaries of the  
14 public transportation benefit area shall review the composition of  
15 the governing body of the benefit area and change the composition of  
16 the governing body if the change is deemed appropriate. When  
17 determining if a change to the composition of the governing body is  
18 appropriate, the proportional representation requirements of RCW  
19 36.57A.050 must be taken into consideration if the population of the  
20 county in which the public transportation benefit area is located is  
21 more than four hundred thousand and the county does not also contain  
22 a city with a population of seventy-five thousand or more operating a  
23 transit system pursuant to chapter 35.95 RCW, and the composition of  
24 the governing body must be changed if necessary to meet this  
25 requirement. The review shall be at a meeting of the designated  
26 representatives of the component county and cities, and the majority  
27 of those present shall constitute a quorum at such meeting. Twenty  
28 days notice of the meeting shall be given by the chief administrative  
29 officer of the public transportation benefit area authority. After  
30 the initial review, a review shall be held every four years.

31 If an area having a population greater than fifteen percent, or  
32 areas with a combined population of greater than twenty-five percent  
33 of the population of the existing public transportation benefit area  
34 as constituted at the last review meeting, annex to the public  
35 transportation benefit area, or if an area is added under RCW  
36 36.57A.140(2), the representatives of the component county and cities  
37 shall meet within ninety days to review and change the composition of  
38 the governing body, if the change is deemed appropriate. This meeting  
39 is in addition to the regular four-year review meeting and shall be

1 conducted pursuant to the same notice requirement and quorum  
2 provisions of the regular review.

3 NEW SECTION. **Sec. 3.** This act takes effect August 1, 2018.

Passed by the Senate February 14, 2018.

Passed by the House March 1, 2018.

Approved by the Governor March 21, 2018.

Filed in Office of Secretary of State March 23, 2018.

--- END ---



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 10.A.**

PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:**

Planning & Development (*French*)

**SUBMITTED BY:**

Al French, Committee Chair

---

**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head     

Chief Executive Officer     ESM    

Legal Counsel     CM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 11.A.**

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

**REFERRAL COMMITTEE:**

Performance Monitoring & External Relations (*Haley*)

**SUBMITTED BY:**

Pam Haley, Committee Chair

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**SUMMARY:**

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

- i. First Quarter 2018 Performance Measures (*Roger Watkins*)
- ii. 2018 New Fare Phase 2 Communications (*Beth Bousley*)

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer ESM

Legal Counsel

# SPOKANE TRANSIT AUTHORITY

## BOARD MEETING OF

June 21, 2018

AGENDA ITEM **11.A.i**: 1<sup>ST</sup> QUARTER 2018 PERFORMANCE MEASURES

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

SUBMITTED BY: Roger Watkins, Chief Operations Officer

---

**SUMMARY:** A set of the 1<sup>st</sup> Quarter 2018 Performance Measures is attached to the end of this packet. Staff will be prepared to address any questions about any measure. The complete report has also be posted to the STA website at the link at the end of Page 3.

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 1.2% compared to our ridership year in 2017. Fixed Route provided 2,641,381 in 2018 vs. 2,673,479 in 2017. The ridership goal for Fixed Route in 2018 is 1.5% increase from 2017 (approximately 10.45 million trips).

- Last year we saw indications that the decline in ridership was starting to bottom out. Ridership to date is still fairly flat. Staff are conducting several marketing/communication initiatives to restore ridership in our most productive markets.
- As we noted last year, ridership at STA is still approximately 34% higher than it was in 2005. In perspective, when compared to other urban systems in Washington State, STA's ridership growth over this timeframe is nearly triple that of the next best performing transit (Community Transit) and four of the eight urban transits actually experienced declines in ridership over that time.

STA's goal in Paratransit is to manage growth and maintain a 1.5% increase over 2017 ridership level. At the end of the 1<sup>st</sup> Quarter, Paratransit ridership is 2.2% higher than in 2017 (121,709 vs. 119,120).

- STA's Paratransit ridership growth has been successfully managed since 2005. From a high of 521,000 trips in 2009, we have been successful in reducing demand to approximately 477,000 trips in 2017. 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 2.2% growth in Paratransit Ridership includes a 12.5 % increase in Special Use Van (SUV) ridership. The SUV program was designed to reduce demand on the more expensive ADA Paratransit trips. At a cost of \$4.91 per trip the 12.5%, increase in SUV ridership (984 additional rides this year) equates to a cost avoidance of \$22,022. ADA Paratransit Ridership with SUV ridership numbers removed has increased by 1.4% slightly lower than predicted.

Vanpool ridership decreased in the first quarter of 2018 by 16.1% (41,273 vs. 49,208 in 2017). STA's goal is to realize a 2.5% increase in ridership from 2017 (approximately 190,000 trips).

Vanpool ridership continues to decrease as a number of current riders retire. Vanpool performance measures can fluctuate noticeably when slight decreases in roster sizes lead a group to disband. Three of the four Vanpool folds that occurred in the first quarter were results of riders retiring. Vanpool continues to recover 100% of operational and administrative costs through its fare structure. Rising gas prices predicted for the remainder of the year could lead to more ridership and group formations. In addition, the opening of the new West Plains Transit Center offers additional opportunity to promote Vanpool's new first/last mile (Vanshare) solution.

**Passengers per Revenue Hour (PPRH)**

*Fixed Route PPRH was 25.08*

- This is slightly above of the goal of 25. Staff expects our 1<sup>st</sup> Quarter performance will be the high mark of the year. Lower ridership in the summer as well as the introduction of more service late at night and weekends will tend 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 28 PPRH. In fact, no other urban transit in Washington State delivered more than 23 in 2017.

*Paratransit PPRH was 2.76*

- The productivity goal for Paratransit is 3.0 PPRH. Similar to the Fixed Route goal, the PPRH goal is very aspirational. Paratransit operation performance goals of 2.5 are common.
- In 2017, STA had the highest ADA paratransit passenger per revenue hour performance of all urban systems in Washington State. C-Tran (Vancouver, WA) was second highest at 2.54. In The American Bus Benchmarking Group (ABBG), the average passenger boardings per total vehicle hour (a slightly different measurement) was 2.1 boardings per hour. STA rated number 2 out of the 18 ABBG agencies, with an average of 2.7.

**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 4.81.

**On Time Performance**

- At 94.3%. 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 2017 goal, staff raised the goal to 93% for 2018. Achieving a 90+ OTP with a CAD/AVI system is almost unheard of in the industry.
- Paratransit on time performance was 91.7%, slightly short of the goal of 93%. Similar to other goals, a 93% on time performance rate is aspirational goal.
- STA uses real time data to verify on time performance. In 2016, the average on time performance for ABBG properties using real time data was 91% on time.

**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. (Fixed Route - 93 of 267 – Paratransit - 4 out of 59).

**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 1<sup>st</sup> Quarter data will 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 \$4.64. This is 64.9% of the urban systems’ average.
  - Paratransit cost per passenger was \$25.10. This is 59.6% of the urban systems’ average.

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

- Fixed Route farebox recovery is down to 19.0%, 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.
- Paratransit farebox recovery is at 5.8%, which is above the goal of 5%. Part of this trend may be due to the fare increase in July 2017, which would have influenced average fare collected. The average fare collected increased from \$1.24 in 2017 to \$1.50 in 1<sup>st</sup> quarter 2018. 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.**

- Both Fixed Route and Paratransit met and/or exceeded the goal of 0.08 and 0.10 preventable accidents per 10,000 miles respectively.
  - At 0.04, Fixed Route was substantially lower than STA's goal of 0.08 preventable accidents per 10,000 miles.
  - At 0.10, Paratransit achieved STA's goal of 0.10 preventable accidents per 10,000 miles.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

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

Item 11.A.i

Performance Measures Web Link

[https://www.spokanetransit.com/files/content/2018\\_1st\\_Q\\_Perf\\_Measures-for\\_WEB.pdf](https://www.spokanetransit.com/files/content/2018_1st_Q_Perf_Measures-for_WEB.pdf)



# Performance Measures 1st Quarter 2018



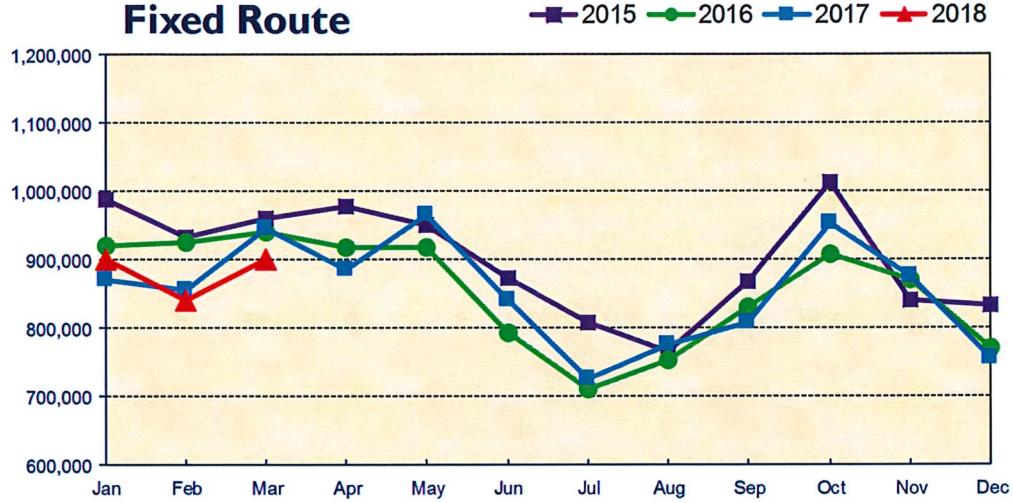
## Priorities and Objectives

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



2015 = 10,815,736

2016 = 10,261,789

2017 = 10,264,971

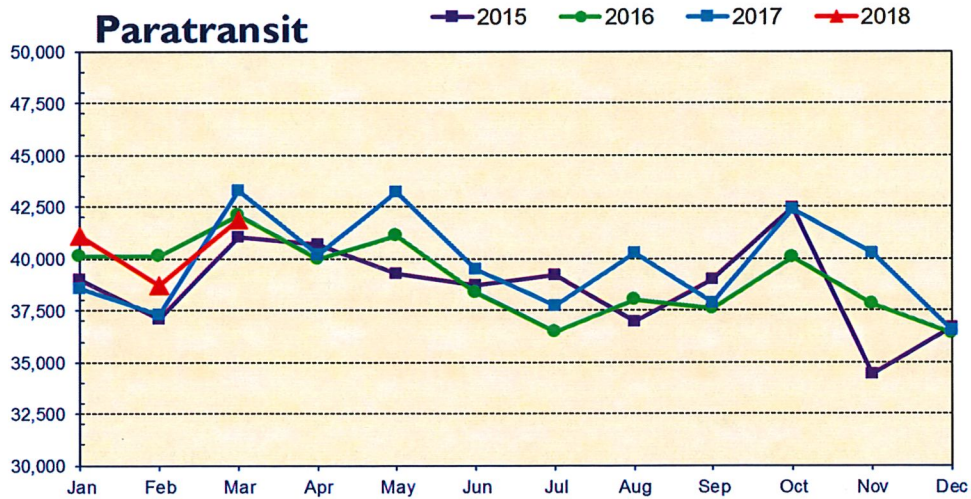
Proj. -2018 = 10,418,945

**Goal: 1.5% Increase over 2017 Ridership**  
**1st Qtr. Result: 1.2% Decrease**



# Ridership

## Paratransit



2015 = 464,449

2016 = 468,050

2017 = 477,010

Proj. 2018 = 484,165

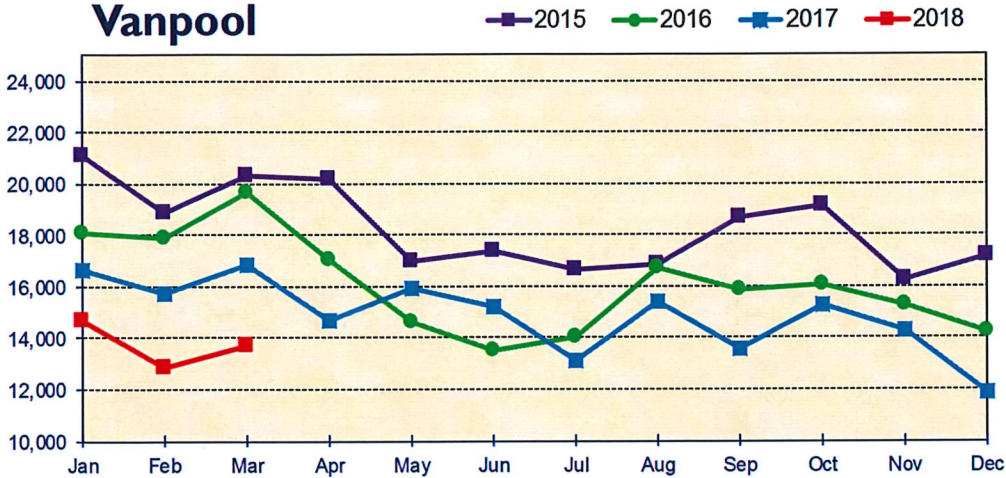
**Goal: 1.5% Increase over 2017 Ridership**  
**1st Qtr. Result: 2.2% Increase**





# Ridership

## Vanpool



2015 = 246,331

2016 = 193,006

2017 = 178,457

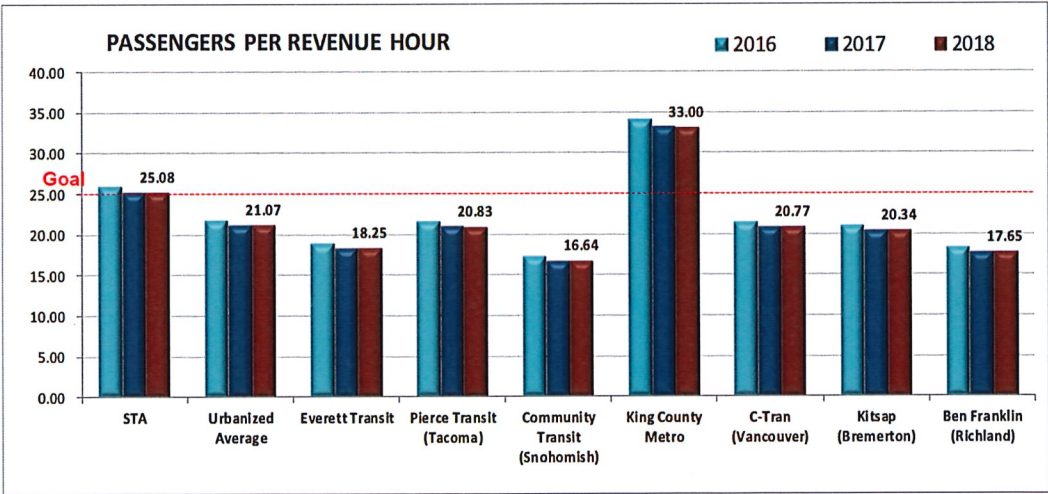
Proj. 2018 = 182,918

**Goal: 2.5% Increase over 2017 Ridership**  
**1st Qtr. Result: 16.1% Decrease**



# Service Effectiveness

## Fixed Route



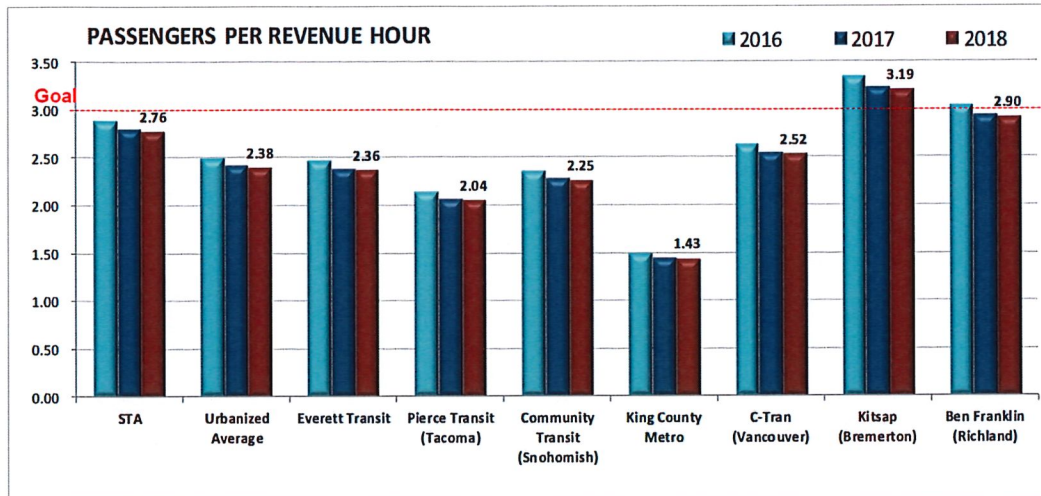
**GOAL: TRANSPORT 25.0 OR MORE PASSENGERS PER REVENUE HOUR**

\* System averages assume a performance equal to STA for 2017 & 2018



# Service Effectiveness

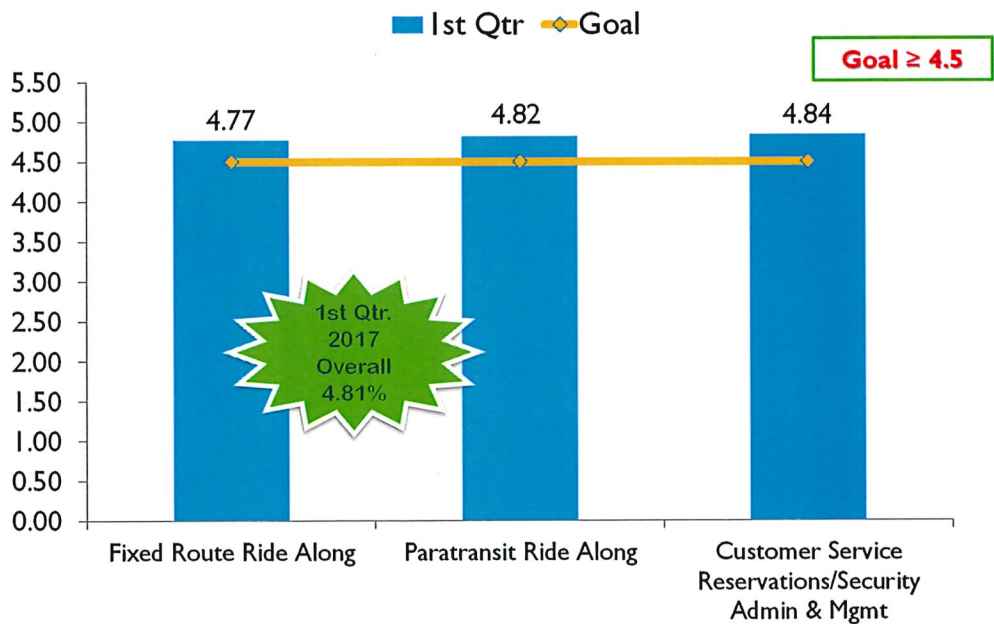
## Demand Response



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

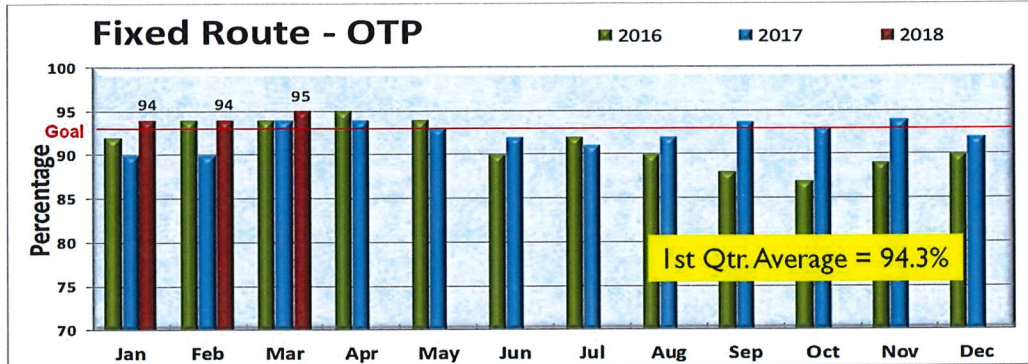
\* System averages assume a performance equal to STA for 2017 & 2018 Spokane Transit

## Professional & Courteous

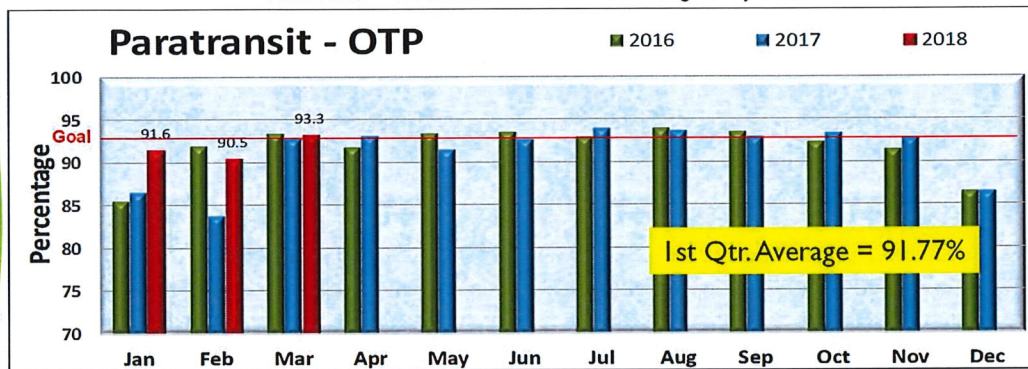




## On Time Performance



Fixed Route – 100% Automated Time Checks began May 2016



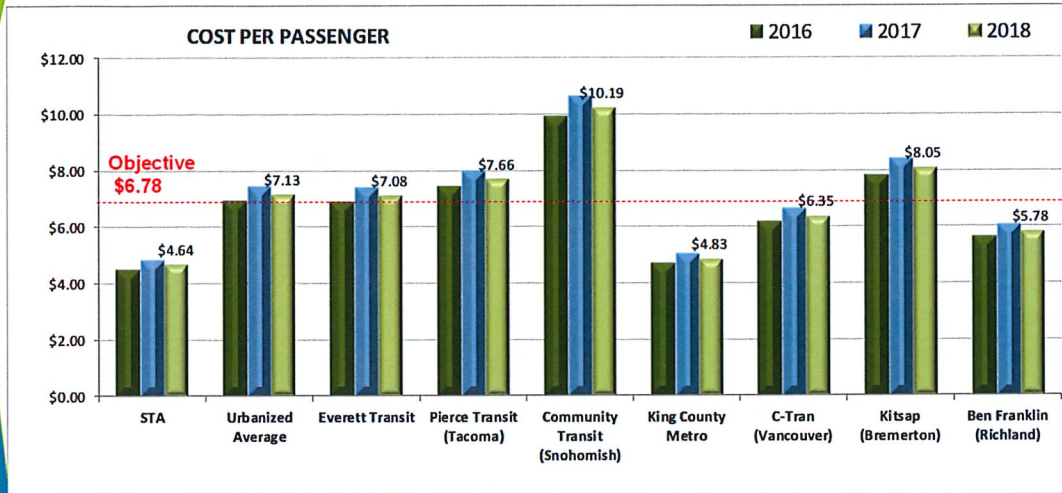
## Ride Checks/Ride Along

	2017	YTD 2018	Goal
<b>Fixed Route</b>	265* of 273 completed	93 of 267 completed	100% of operators checked annually
<b>Paratransit</b>	55* of 59 completed	4 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**

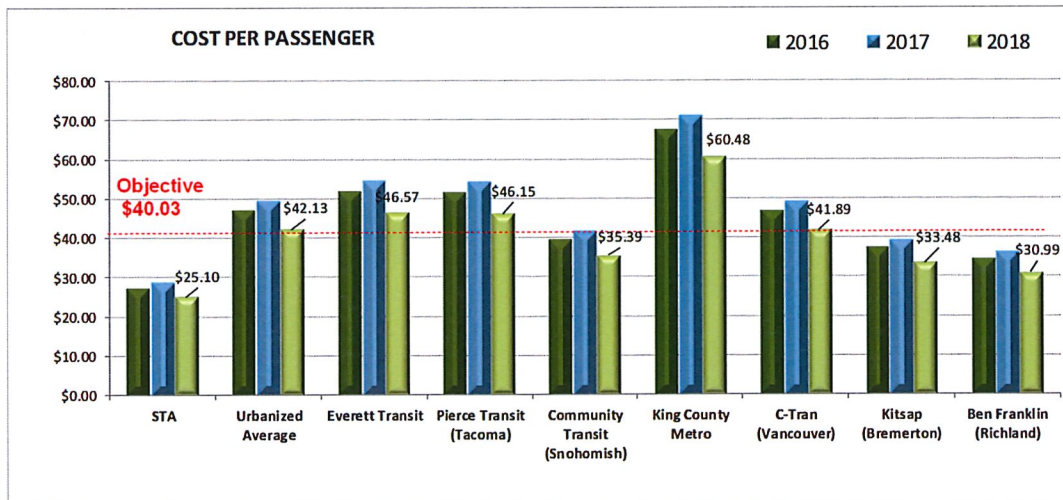
**2017 Status: 64.9% (STA - \$4.83; Urban Average - \$7.44)**

- Notes:
- Previous year results
  - 2016 data from NTD reports
  - 2017 STA data reflects year-end
  - STA 2018 data reflects year-to-date 1<sup>st</sup> quarter
  - 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**

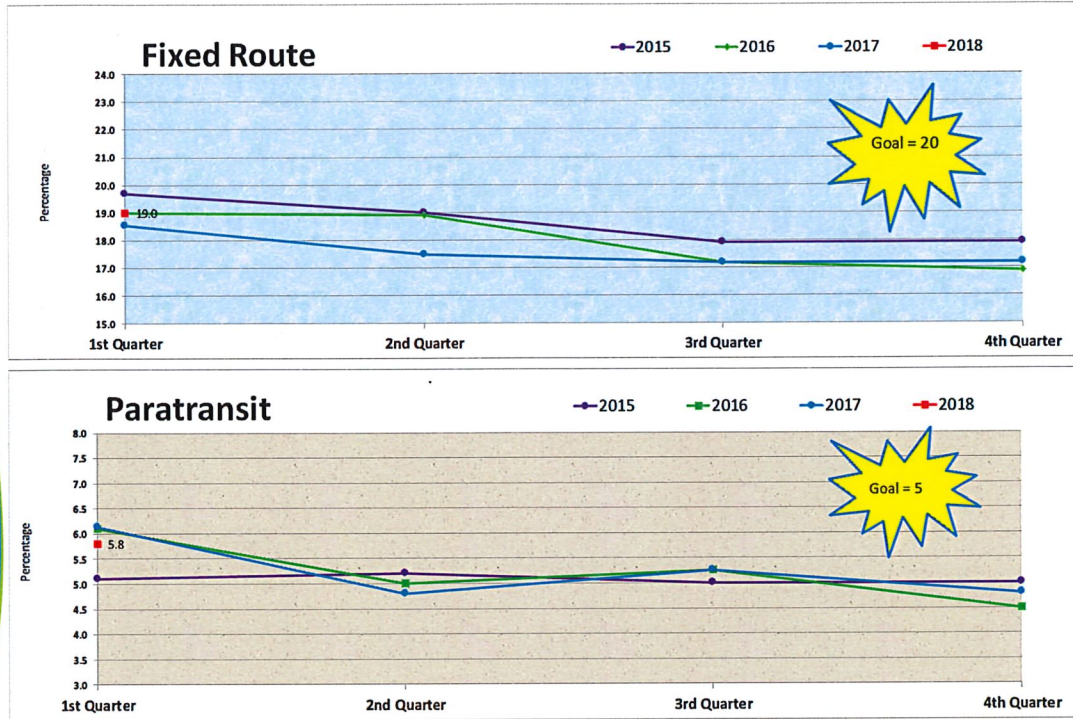
**2017 Status: 58.1% (STA - \$28.83; Urban Average - \$49.49)**

- Notes:
- Previous year results
  - 2016 data from NTD reports
  - 2017 STA data reflects year-end
  - STA 2018 data reflects year-to-date 1<sup>st</sup> quarter
  - Expenditures will lag slightly until end of year





## Cost Recovery from User Fees



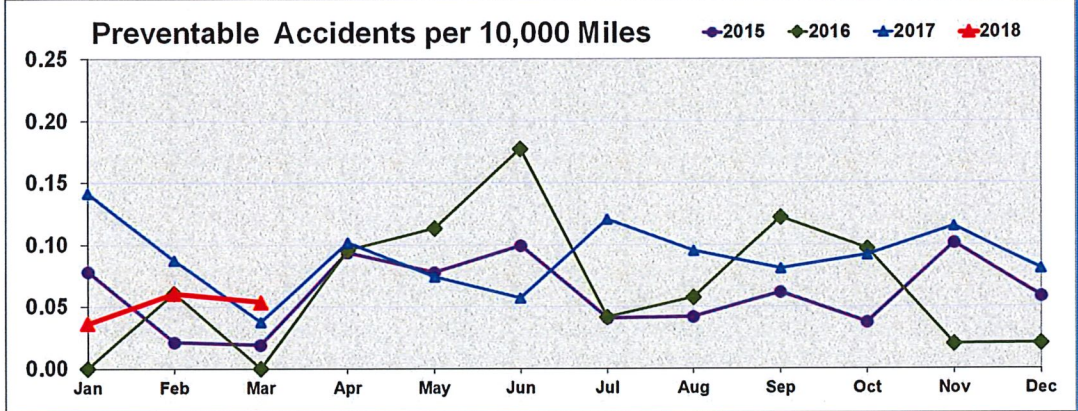
## Ensure Safety

### 2 Performance Measures:

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

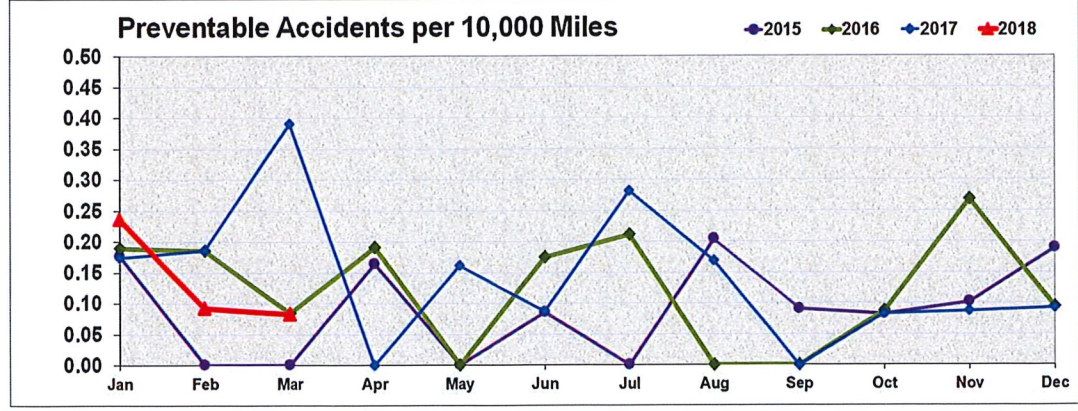
Fixed Route				
	2015	2016	2017	2018
Jan	4	0	7	2
Feb	1	3	4	3
Mar	1	0	2	3
Apr	5	5	5	
May	4	6	4	
Jun	5	9	3	
Jul	2	2	6	
Aug	2	3	5	
Sep	3	6	4	
Oct	2	5	5	
Nov	5	1	6	
Dec	3	1	4	
<b>Total Prev. Accidents</b>	<b>37</b>	<b>41</b>	<b>55</b>	<b>8</b>
<b>YTD PREVENTABLE ACCIDENTS PER 10,000 MILES</b>	<b>0.06</b>	<b>0.07</b>	<b>0.09</b>	<b>0.05</b>

# Preventable Vehicles Accidents



Paratransit				
	2015	2016	2017	2018
Jan	2	2	2	3
Feb	0	2	2	1
Mar	0	1	5	1
Apr	2	2	0	
May	0	0	2	
Jun	1	2	1	
Jul	0	2	3	
Aug	2	0	2	
Sep	1	0	0	
Oct	1	1	1	
Nov	1	3	1	
Dec	2	1	1	
<b>Total Prev. Accidents</b>	<b>12</b>	<b>16</b>	<b>20</b>	<b>5</b>
<b>YTD PREVENTABLE ACCIDENTS PER 10,000 MILES</b>	<b>0.09</b>	<b>0.12</b>	<b>0.15</b>	<b>0.14</b>

# Preventable Vehicles Accidents





**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 11.A.ii**      2018 NEW FARE – PHASE 2 - COMMUNICATIONS

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

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

**SUMMARY:** On Thursday, July 21, 2016, the STA Board of Directors approved a two-phased approach to a new fare structure: Phase 1 became effective July 1, 2017, and Phase 2 will become effective July 1, 2018. The Board made the decision after a three-month outreach process and a public hearing that resulted in changes to the original recommendation. Based on public input, the Board directed staff to phase in the change over a two-year period, delay the increase for reduced fare passes until the second year, and to retain student and youth summer passes.

<b>FARE CATEGORY</b>	<b>Current Fare</b>	<b>New Fare as of 7/1/2018</b>
<b>Adult</b>		
Cash Fare	\$1.75	\$2.00
2-Hour Pass	\$1.75	\$2.00
Day Pass	\$4.00	\$4.00 *
31-Day Rolling Pass	\$50.00	\$60.00
<b>City Ticket (Shuttle)</b>	\$35.00	\$40.00
<b>7-Day Rolling Pass</b>	\$15.00	\$17.00
<b>Reduced Fare</b>		
Cash Fare	\$0.75	\$1.00
2-Hour Pass	\$0.75	\$1.00
31-Day Rolling Pass	\$25.00	\$30.00
<b>Student Pass</b>	\$42.00	\$52.00
<b>Youth</b>		
Cash Fare	\$1.75	\$2.00
Day Pass	\$4.00	\$4.00*
31-Day Rolling Pass	\$35.00	\$40.00
Youth Summer	\$50.00	\$60.00
<b>Paratransit</b>		
Cash Fare	\$1.75	\$2.00
One Ride Card	\$1.75	\$2.00
Monthly Pass	\$50.00	\$60.00

\* No Increase

**New Fare Education:** On July 1, 2018, Phase 2 of the new fare will go into effect. STA staff is taking the following steps to remind audiences and help them understand the reasons behind the fare change.

- **STA passengers** - STA staff will be on hand to educate customers at the Plaza, Valley Transit Center, and Park & Rides periodically through **June and July** to remind customers of the new fare and answer any questions. There will also be signage at these facilities and on the buses.
- **Bulk-Pass Buyers and Pass Sales Outlet partners** – STA is communicating with bulk-pass buyers and pass sales outlets to remind them of the fare change and help them plan their pass purchases accordingly.
- **Employees** – STA staff is helping employees be prepared to understand and answer any questions by educating them at the **June** all employee meeting, with handouts, Frequently Asked Questions (FAQs), breakroom posters, meetings with supervisors, and internal e-communications.
- **Board Members** – STA staff is briefing Board members on the new fare and providing a handout and FAQs to prepare them to disseminate information as appropriate.
- **The Community** – A media alert will be issued informing the community of the Phase 2 Fare Change.

**Communications tools:** Informational flyer, frequently asked questions and answers, web content, social media postings, print advertising, signage, updated fare information on fleet, bus shelters, facilities.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head BB

Chief Executive Officer ESM/  
TW

Legal Counsel LM



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 13.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 May 2, 2018 meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached. Minutes of the May 9, 2018 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 CM

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the May 2, 2018 Meeting, 10:00 a.m.  
Spokane Transit Southside Conference Room

### MEMBERS PRESENT

Al French, Spokane County\*  
Candace Mumm, City of Spokane  
Sam Wood, City of Spokane Valley  
Chris Grover, City of Cheney  
E. Susan Meyer, CEO, Ex-Officio

### MEMBERS ABSENT

Veronica Messing, City of Airway Heights

\*Chair

### STAFF PRESENT

Karl Otterstrom, Director of Planning & Development  
Lynda Warren, Director of Finance & Information Services  
Roger Watkins, Chief Operations Officer  
Nancy Williams, Director of Human Resources  
Beth Bousley, Director of Communications & Customer Service  
Emily Arneson, Ombudsman & Accessibility Officer  
Dan Wells, Deputy Director of Capital Development  
Mike Tresidder, Associate Transit Planner

### GUESTS

Mike Kunder, AFSCME 3939, President

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

Chair French called the meeting to order at 10:05 a.m. Roll was called and introductions were made.

#### 2. PUBLIC EXPRESSIONS

Chair French reported that a meeting he had with Ms. Sherry Little of Cardinal Infrastructure in Washington D.C. last week went very well. The current climate in D.C. right now seems positive toward transit.

#### 3. COMMITTEE CHAIR REPORT

None.

#### 4. COMMITTEE ACTION

##### A. MINUTES OF THE APRIL 4, 2018 COMMITTEE MEETING (MARCH)

**Ms. Mumm moved to recommend approval of the April 4, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Grover and passed unanimously.**

#### 5. COMMITTEE ACTION

##### A. Board Consent Agenda

##### 1. FTA SECTION 5310 FUNDING AWARDS

Mr. Otterstrom reported on 5310 funds which are designated to enhance mobility for seniors and people with disabilities by expanding transportation options. STA is the designated recipient of these funds and it is the responsibility of the STA Board to determine how the apportionment for the UZA (Spokane Urbanized Area) is used (estimated to be \$744,861 for Years 2017 and 2018). One of the requirements of the funds is that a minimum of 55% of allocation be spent on "Traditional" capital projects and the remaining be spent on "Other" projects (operating and capital). When this program was created enabling authorization legislation for transportation funding, it had a history of referring to "Traditional" projects as primarily capital projects or

projects they defined as capital which included certain mobility management costs such as improving facilities to improve ADA accessibility, or acquiring vehicles. Other types of enhancements going above and beyond paratransit were referred to as “other” projects. This program is required and is incorporated into the Metropolitan Transportation Plan.

Spokane Transit issued a call for projects for Section 5310 funding on February 4, 2018. A public notice was published in the *Spokesman-Review* and notices were posted on the STA and Spokane Regional Transportation Council (SRTC) websites. Spokane Transit also sent letters directly to several area agencies that serve the needs of seniors and people with disabilities inviting them to submit project applications. An information meeting was held February 21, 2018 to review the funding opportunity with interested agencies and to clarify any questions related to the program or application. Applications were due March 5, 2018. Seven applications were received from six organizations: Arc of Spokane, Catholic Charities, COAST, Frontier Behavioral Health, SNAP, Spokane Regional Health District, and Spokane Transit Authority (paratransit). Three of the projects are capital and four are “other” (operating) projects. The project applications were evaluated by staff from Spokane Transit and SRTC. When scoring the applications, Spokane Transit must certify to FTA that there are not eligible subrecipients to receive the funds as well as the following criteria:

- Does the applicant provide an adequate description of the project?
- Does the applicant adequately describe how the project addresses identified gaps and unmet needs in the regional transportation system?
- How does the applicant intend to measure the benefit provided by the project?
- Is the applicant able to implement and manage the project?

According to Mr. Otterstrom, funding recommendations for two of the four “other” applications were adjusted according to a discussion between STA and the applicants (Frontier Behavioral Health and COAST) on the amount necessary and reasonably required for the respective projects. These recommended adjustments also ensured that the total amount of Section 5310 funding going toward “other” projects did not exceed the 45% maximum limit set forth in law. Mr. Otterstrom also noted that the three “traditional” (capital) projects accounted for \$121,294 well below the 55% minimum limit in the traditional category. Based on federal requirements, when there is a balance remaining, STA can use the remaining funds for eligible traditional projects. Projects may include the acquisition of vehicles for paratransit and the purchase of transportation services for seniors and people with disabilities. In order to maximize the traditional category, STA will explore the concept of directly contracting services to some of these organizations. Services operating through a contract rather than operating directly through a guarantee can be counted as “traditional” instead of “other” resulting in an 80% match rather than a 50% match which helps the non-profit organizations extend their dollars. Below are the projects and recommended award amounts as provided in Table 2 “Section 5310 Recommended Project Funding and Scoring.”

Applicant	Project Name	Finding Category	Recommended Award Amount
Arc of Spokane	Transportation Specialist	Other	\$17,449
Catholic Charities	Volunteer Chore Services	Other	\$66,600
COAST	COAST Transportation	Other	\$77,000
Frontier Behavioral Health	Care Cars	Other	\$114,000
COAST	Minivan Purchase	Traditional	\$32,039
SNAP	Minivan Purchase	Traditional	\$40,000
Spokane Regional Health Dist.	Coordinated Transportation	Traditional	\$49,255
<b>Subtotal</b>			<b>\$396,343</b>
STA	Complementary Paratransit Service (includes service contracts, vehicle purchase, etc.)	Traditional	\$348,518
<b>Total</b>			<b>\$744,861</b>

**Ms. Mumm moved that the committee** recommend the Board award Section 5310 funding to the grantees and for the amounts listed in Table 2 “Section 5310 Recommended Project Funding and Scoring.” The Board authorizes staff to adjust project funding as necessary to account for vehicle pricing, project revisions and the final FY 2018 apportionment.

**The motion was seconded by Mr. Grover and passed unanimously.**

B. Board Discussion Agenda

*(No items being presented this month)*

6. REPORTS TO COMMITTEE

A. 2018 TRANSIT DEVELOPMENT PLAN: 2019-2021 SERVICE IMPROVEMENTS

Mr. Otterstrom reviewed the service improvements for the 2018 Transit Development Plan (TDP). The Service Implementation Plan (SIP) is a section, or chapter, of the Transit Development Plan and guides the delivery of fixed-route service of the next 3-year period (2019-2021). This plan documents and tracks service changes to routes that do not meet the standards outlined in *Connect Spokane*, implements *STA Moving Forward*, summarizes requests for new service, and outlines a revised route numbering schema. Mr. Otterstrom highlighted the primary Service Change Concepts for these three years:

**2019** – In September 2019, as part of *STA Moving Forward*, the delivery of the Monroe-Regal HPT Line extending from the existing Five Mile P&R to the future Moran Station P&R (57<sup>th</sup> and Palouse Highway) and a new South Express Commuter Service from Moran to the Downtown Court. STA will revise Route 34 Freya to increase frequency to the South Perry neighborhood, increase connectivity to the valley, and to preserve the route that runs from the South Hill P&R to SCC (Upriver Transit Center). STA will also explore modifications to other South Hill routes.

**2020** – Minor schedule and route revisions as needed.

**2021** – The Central City Line will be operational by late 2021 which includes frequent east-west connections and opportunities to improve other routes particularly in north Spokane. Potential service changes include revising and improving service to Hillyard, connecting North Nevada to the South Hill, revising Route 29 SCC to provide new connections, and adding new routes (Logan neighborhood to Lincoln Heights, 5-Mile to SCC, West Central to Hillyard, and Valley Transit Center to SCC). In addition, Phase II of West Plains Transit Center (WPTC) and WSDOT interchange improvements are expected to provide faster ingress and egress, complement the Cheney HPT Line, provide a new route connecting to WPTC and Airway Heights, and improve peak frequency to Airway Heights. Chair French reported that Project Rose should open about Fall 2019 with about 2,000 employees. The time table of a roundabout on the north side of the Medical Lake interchange will be completed next fall as opposed to 2021 and the bridge work may be completed in 2020 as opposed to 2021 (still needs to be confirmed). Mr. Otterstrom reported that the Traffic Impact Assessment indicates that peak seasonal employment could be as high as 3,000 employees.

Mr. Otterstrom reported that a full draft of the Service Implementation Plan will be included in the draft Transit Development plan published in June and will incorporate feedback regarding Project Rose and timing of the nearby interchange improvements.

Ms. Mumm suggested that more direct service to Northtown from the Five Mile area be considered. Mr. Otterstrom shared that more service to the north side is something that STA continues to evaluate and requests for service are documented in the STA Service Improvement Plan.

B. 2018 TRANSIT DEVELOPMENT PLAN: PRELIMINARY 2019-2024 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) connects the long range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. This is one step in the process to complete the annual six-year Transit Development Plan (TDP) required by WSDOT. Mr. Otterstrom reviewed the Transit

Development Plan background and the TDP Project Timeline. The largest portion of the CIP is focused on capital expenditures by program category, programs and projects. (Ms. Warren distributed a handout of the expenditure details.)

A capital project is a significant investment project intended to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.) The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories:

Vehicles	\$ 76,078,803
Facilities – Maintenance & Administration	\$ 15,640,200
Facilities – Passenger & Operational	\$ 15,453,684
Technology	\$ 13,080,550
High Performance Transit Implementation	<u>\$102,063,005</u>
Total Program	\$222,316,242

**Vehicles** – includes fixed route coaches (15 year replacement cycle), Paratransit vans (9 year replacement cycle), Vanpool vans (10 year replacement cycle plus expansion as needed), and non-revenue vehicles (replacement varies depending on mileage and condition). There will be a total of 96 new and replacement fixed-route buses (this does not include the CCL vehicles). There will be 56 replacement Paratransit vans, and 98 replacement and expansion Vanpool vans (dependent upon state grants) over the six-year period (dependent upon ridership needs).

**Facilities – Maintenance & Administration** – includes Boone campus expansion (Facility Master Plan Program) and Boone preservation and enhancements (i.e., HVAC systems, state of good repair), the Fleck Center preservation and improvements, and miscellaneous equipment and fixtures.

**Facilities – Passenger & Operational** – includes park & ride development and upgrades, Plaza preservation and improvements, the Upriver Transit Center at Spokane Community College, and the Spokane Falls Community College Transit Station.

**Technology** – includes business systems replacement, communications technology upgrades, computer equipment preservation and upgrades, fare collection and sales technology, operating and customer service, security and access technology (replacement of security cameras on all buses), smart bus implementation.

**High Performance Transit Implementation (HPT)** – includes the HPT: Central City Line (and is the largest portion of this category), HPT: Cheney Line, HPT: I-90/Valley Line, HPT: Monroe-Regal Line, HPT: Sprague Line, incremental HPT investments (Division Line) and the West Plains Transit Center. The capital investments in HPT are complete in 2023.

Mr. Wood asked how many security cameras are installed on each STA bus Ms. Meyer and Mr. Watkins reported that there are eight cameras (one on each side, one on the front door, one on the rear door, one looks forward out the front windshield, two interior cameras face toward the passengers). There are signs stating that video recordings are taking place. The recordings are stored on the bus and are downloadable. Recordings are written over between 7-10 days unless preserved for an investigation or public records request. The video is not monitored live.

In addition to the five categories of capital programs the draft CIP will identify:

- Section 5307 Program of Projects: Urbanized Formula Funds (STA’s largest grant from the Federal Government). Around \$8M / year. (STA’s long term strategy for these funds is to focus nearly all the funds to preventative maintenance.)
- Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities: Subject to competitive awards
- Section 5339 Bus and Bus Facilities Formula: Allocated for replacement of buses
- Fleet Replacement Plan
- Unfunded Projects

Mr. Otterstrom reported STA is bringing more local investment into the Spokane area as a result of the “seed money” from *STA Moving Forward* funds approved by voters.

Mr. Grover asked if these Federal Transit grant revenue streams flow directly to STA. Mr. Otterstrom responded that the grant money indeed flows directly to STA and not through SRTC which is an important distinction. As designated recipient, STA’s Board has the prerogative of how those funds are programmed.

The draft Transit Development Plan will be compiled and presented at the June committee meeting. A public hearing will be scheduled for June 21, 2018 before the Board of Directors. Final action on the plan is scheduled for July 26, 2018.

C. 2018 TRANSIT DEVELOPMENT PLAN: REVENUE & EXPENDITURE FORECAST ASSUMPTIONS UPDATE

At the April 2018 Planning & Development Committee meeting, the forecast assumptions to be included in the 2018 Transit Development Plan for years 2019-2024 were discussed. The committee requested staff bring low (3.0% trend), medium (3.25% trend) and high (3.5% trend) sales tax revenue information for discussion. Ms. Warren presented the economic outlook – from a regional, state and national perspective. Ms. Warren has interacted during the past month with three economists:

- Grant Forsyth, Chief Economist, Avista – STA checked their assumptions with him after the last meeting.
- John Mitchell, Retired Economist, U.S. Bank
- Steve Lerch, Executive Director, Washington State Economic & Revenue Forecast Council

According to these experts, the Economic Outlook is as follows:

- Long-run growth rate in taxable sales for Spokane County is in 2.5% to 3% range (Forsyth)
- April marked the second longest expansion since the 60’s and they are expecting this expansion to be the longest on record (Forsyth, Mitchell & Lerch)
- In Washington state, continued expansion is expected for at least the next six months (Lerch)
- Unemployment is at a 17 year low, nationally and regionally. (Mitchell)
- Federal tax changes have increased after-tax income (Lerch)
- GDP growth (2018) is 3% (Forsyth & Mitchell)
- Interest rates are rising (Mitchell)
- Consumer confidence is strong (Lerch)
- Stronger global economic growth (Lerch)
- Since 2011, personal income has grown faster in Washington than nationally (Lerch)

All three experts agreed that the following items are unknowns: international trade and fiscal policy, stock market volatility, labor markets (finding, keeping and training), inflation, rising interest rates, and consequences (intended and unintended) of policy actions.

Ms. Warren reminded the committee of the current sales tax revenue assumptions and reviewed the average % increase for the past 24 years:

- 3% trend beginning with 2014 actual amount received (2014 was the first year sales tax revenue exceeded 2007)
- Budget adjusted annually to reflect current economic conditions (2017 & 2018- \$500,000 was added to the trend amount)

Ms. Warren reviewed several charts demonstrating the sales tax trend and the 2017 taxable sales by major category with a focus on construction and vehicle sales tax. Non-vehicle sales (retail) contributes 35.7% of Spokane’s taxable sales tax, construction contributes 14%, vehicle sales contributes 11%, accommodation/food services contributes 11% and all other categories contribute the remaining 28%. Currently, Spokane taxable sales are at an all-time high although it is uncertain how long that will last. Vehicle sales continues a steady, upward climb. Ms. Warren reviewed the Spokane

Transit forecast charts for low (3%), medium (3.25%), and high (3.50%). In each scenario, the cash balance was above the Board designated reserve. Ms. Warren re-emphasized the fact that this financial forecast is based on certain assumptions that are subject to incessant change.

Ms. Warren reported additional considerations: a fare change is scheduled for July, 2018; the 2<sup>nd</sup> 1/10<sup>th</sup> of sales tax rate approved by voters in November 2016 will be implemented in April, 2019; and the FTA's review of the Small Starts Application. In its review of the financial assumptions submitted for the Central City Line Small Starts rating and evaluation packet, the FTA indicated, "The sales tax revenue forecast is optimistic in this context," meaning the context of the 2007-2016 sales tax revenue trend. It's important to note that the 2007-2016 time-period included the steepest decline of sales tax revenue that STA has experienced and is not as representative of longer-term trends. That being said, FTA's caution is notable.

At the last meeting, the original sales tax trend recommendation was 3.25%, however, after listening to the economists and taking everything into consideration, Ms. Warren is recommending that STA maintain the low option of a 3.0% sales tax revenue trend for the Transit Development Plan submittal for the period 2019-2024 and then STA can continue to augment sales tax revenue in the budget by adding additional amounts from year to year as a one-time amount rather than making adjustments to the actual trend.

#### 7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

- **Boone Northwest Garage** - This project is moving forward at a rapid pace. Sidewalks, curbing, fine grading, irrigation installation, infill of the northwest corner with impacted soils, placement of topping soils, and more are nearly complete. Preparation for the new sidewalks and street trees is under way along Sinto Avenue between the new parking lot and Cedar Street. Garco Construction is the general contractor for the project. The new employee parking lot is nearly complete. A new lot was needed as the garage will displace the old employee parking lot. Kudos to the Capital Project Manager, Jessica Charlton, and Mr. Watkins for the leadership on this important project.
- **West Plains Transit Center** – STA has been working on the West Plains Transit Center (WPTC) since about mid-year of last year. The parking lot is paved and WPTC is on track for a September opening. It includes a bird deterrent system extending over the evaporative ponds because of the site constraints.
- **Bloomsday** – STA will provide shuttle services on Bloomsday morning, Sunday May 6, 2018. Four Bloomsday lots are available: Northtown Mall, Spokane Valley Mall, Ferris High School, and Cheney (Red Barn) with the first trip to downtown at 6:20 a.m. Mukogawa has one trip at 6:53 p.m. About 40% of STA's personnel volunteer extra hours (75 drivers) to support this event. A special vehicle runs the course on Saturday to preview the course for elite and para-athletes visiting from out-of-town. At the end of Bloomsday, a "sweep" vehicle will pick up participants who couldn't finish the race. Backpacks are not allowed at the race start. STA expects 15,000 to ride a bus that day. STA will also have a booth near the Bloomsday registration area. Contact Customer Service at 509.328.7433 or [www.spokanetransit.com](http://www.spokanetransit.com) for additional information.

Ms. Mumm asked if STA advertises on the bus during this time since the riders are a captive market. Ms. Meyer and Ms. Bousley agreed that this was a good idea to consider next year.

- **Rodeo** – This weekend is the international, professional driving competition known as the Rodeo in Tampa, Florida. Gabe Fernos won the international competition a few years ago and has placed in the top ten almost every year. Three mechanics will attend and compete as well. Ms. Meyer and Ms. Fernos will be watching the competition. The next local competition is in June under the freeway in Spokane. The Paratransit Rodeo King competes at a different location at a different conference this year.
- **Driver's Shield** – One driver's shield has been installed in one of the buses as an outcome of the operator assault analysis conducted by Mr. Blaska and Ms. Williams. While the number of assaults was small, having a shield is one option that may have helped in a third of the assaults. The shield will remain installed for 6 months – 1 year until all of the operators have a chance to drive this bus. This is the same bus that has a security monitor allowing bus riders to see themselves as they board the bus.



- **Journal of Business Interview** – Ms. Meyer, Ms. Sherry Little and Mr. Sev Miller gave a interview to the Journal of Business recently that went very well.
  - **Annual Report** – The Annual Report will soon be distributed in digital format. Kudos to Ms. Bousley’s team for effort in producing the report.
8. COMMITTEE INFORMATION  
*(No information included this month)*
9. MAY 2, 2018 COMMITTEE PACKET DRAFT AGENDA REVIEW  
No changes were suggested at this time.
10. NEW BUSINESS  
*(No information included this month)*
11. COMMITTEE MEMBERS’ EXPRESSIONS  
Ms. Mumm mentioned that sidewalk vaults downtown and that the City of Spokane is working with adjoining property owner and encouraging them to partner with the City to fix vaults and sidewalks now while the city is reconstructing streets.
12. ADJOURN  
Chair French adjourned the meeting at 11:30 a.m.
13. NEXT COMMITTEE MEETING: MAY 2, 2018 at 10:00 a.m., STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,



Vicki 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 May 2, 2018, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley \*  
Josh Kerns, Spokane County  
Lori Kinnear, City of Spokane  
Mike Kennedy, City of Liberty Lake  
(Ex-Officio)  
Rhonda Bowers, Labor Representative  
E. Susan Meyer, CEO (Ex-Officio)

**STAFF PRESENT**

Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning and Development  
Lynda Warren, Director of Finance and Information Services  
Emily Arneson, Community Ombudsman & Accessibility Officer  
Daniel Wells, Deputy Director Planning and Development  
Kathleen Weinand, Principal Transit Planner

**MEMBERS ABSENT**

John Paikuli, City of Medical Lake

**GUESTS**

Charles Hansen, Citizen Advisory Committee Member  
Mike Kunder, AFSCME 3939 President

\* Chair

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1. CALL TO ORDER AND ROLL CALL

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

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE APPROVAL

A. MINUTES OF APRIL 4, 2018, COMMITTEE MEETING

**Mr. Kerns moved to recommend approval of the April 4, 2018, Committee meeting minutes. The motion was seconded by Ms. Kinnear and passed unanimously.**

5. COMMITTEE ACTION

A. Board Consent Agenda

*(No items were presented this month.)*

*05A1 - Equal Employment Opportunity Policy & Affirmative Action Plans-Resolution* scheduled to be presented May 2, 2018, was postponed to the June 6, 2018, Performance Monitoring and External Relations Committee Meeting.

An "Updated Packet" was provided members at the meeting and has been posted to the STA website reflecting the change of omitting *05A1 - Equal Employment Opportunity Policy & Affirmative Action Plans-Resolution* and including *08A - April 2018 Sales Tax Revenue Information*, which was unavailable at the time the original packet was published.

B. Board Discussion Agenda

*(No items were presented this month.)*

6. REPORTS TO COMMITTEE

A. Annual Route Report

Mr. Otterstrom advised this represents the 9th Annual Route Report, which allows staff to communicate the performance of the system to the Board and the public. This report provides staff a means to acknowledge successes and understand areas for improvement in STA's Fixed Route system. He reviewed the three sections of the report: Section 1 - Performance Results – which are tied to service design standards and performance measures associated with the Comprehensive Plan; Section 2 provides the encyclopedia of all the data – all made public to help people understand the system better and allow STA's transit planners a quick reference. Section III represents the Universal Transit Access Pass Program. It shows the standard rate table which is calculated from data in Section II.

*Ms. Bowers arrived at 1:35*

Mr. Otterstrom noted he would focus on Sections I and II today.

Section 1 – Performance Standards include three standards in which routes were rated:

- **Ridership productivity** (how many people are STA actually serving in any given hour) community contribution to serving people.
- **Equivalent Energy Consumption** looks at service relative to private automobiles. He noted not all transit agencies do this, but a bus has lower fuel economy than the typical car, but when you have it full of passengers, that fuel economy per person can be quite high. In the data, some routes do better than others, but we recognize our environmental impact in terms of emissions through energy consumption. Brief discussion ensued concerning types of fuel used and British thermal units (btu) and how staff collect data.
- **Farebox Recovery** reviews what each route contributes to fare revenues compared to its unallocated costs – the costs directly tied to the bus operator, fueling, and servicing that vehicle.

Mr. Otterstrom advised that ridership in 2017 was essentially flat; STA had two new routes that began service. He reminded members that a new route is given two years as a “burn in” period prior to it being evaluated. Staff produce the data but recognize it needs time to mature prior to fully evaluating the impact on ridership.

Mr. Otterstrom reported on the overall results, individual items of note, and highlights of the route report. He advised that for detailed information, the Annual Route Report was provided in the packet and is available on the Spokane Transit website. He advised the energy benchmark is the most challenging to meet due to the energy efficiency of newer cars, but also it is a factor of service design and he went on to explain how different things impact service efficiency.

Regarding Section II, Mr. Otterstrom noted the highlights of top performing routes. He explained that even though some route performance looks alarming, there are conditions to be aware of in evaluating those routes. Staff are monitoring these routes but taking mitigating reasons into account in plans for future.

Discussion ensued.

*The Chair recognized that Rhonda Bowers joined the meeting during the presentation.*

B. Monroe-Regal High Performance Transit (HPT) & South Hill Service Planning Outreach

Mr. Otterstrom informed Items 06B and 06C work hand-in-hand. He focused on the Monroe-Regal Performance Transit (HPT) Line, which will run from the Five Mile Park & Ride to the future Moran Station Park & Ride, and will replace Route 24, portions of routes 44 and 45. He noted it is scheduled to begin in 2019. He reported it would have frequent service, similar to Division or Sprague today, a hefty investment through STA Moving Forward dollars, as well as a State Regional Mobility Grant, and improved passenger facilities along the corridor.

Mr. Otterstrom noted key improvements included the Moran Station Park & Ride on the south end and, as part of *STA Moving Forward*, an expanded and relocated transit center at Spokane Community College (Upriver Transit Center). He advised that during peak service hours, the lot would be served by a commuter express route that would take the shortest travel time to downtown, bypassing many commercial and high-density areas in favor of commuters, but it would only run during peak periods to meet that peak travel need. However, in contrast, the HPT service will be an “all day” service, and will serve the corridors that contain the greatest density and/or greatest plans for density in the future (i.e. Lincoln Heights).

In conjunction with the consultant design team, staff will be conducting outreach on the planning and design phases of the project throughout 2018. Stakeholder meetings in May and June focus on a broad project corridor overview, with discussion of preliminary vision and process. Concept designs and proposed stop locations will be presented to public stakeholders in September. This input will be incorporated into the final design, with anticipated start of construction in early 2019.

Ms. Kinnear asked about the South Express and how often it would run. Mr. Otterstrom advised it is assumed to run every 15 minutes during the peak times (6:00-9:00 in the morning and 3:00-6:00 pm) and will be every 30 minutes during non-peak times. Discussion ensued regarding the sizing of the Park & Ride and the capture area of the transit center.

Mr. Otterstrom advised other *STA Moving Forward* improvements were scheduled to begin in 2019, including the new Moran Station Park & Ride, Upriver Transit Center at Spokane Community College, and the new South Commuter Express. He noted that these programmed improvements offer the chances to review other opportunities for improvements, which could be implemented at the time of the September 2019 Service Revisions.

Consistent with STA’s adopted policies and procedures, outreach activities will be conducted in order to develop and receive input on the September 2019 Service Revision proposal. Staff will attend neighborhood council meetings this May and June to introduce the Monroe-Regal HPT project and discuss conditions and opportunities related to existing bus service, locations served, and other factors that affect service planning for 2019 improvements. He noted the timeline provided below was based on current information, and may be subject to change. The two efforts outlined have different parts but are being shared on one calendar to make sure everyone is aware of the differences and timelines. He explained they are related projects and play off each other even though some of the questions are different they work together.

Process and Outreach Timelines*		
Timeline	Monroe-Regal HPT	2019 Service Revisions
<b>2018</b>	<b>Planning</b>	<b>Inventory Opportunities</b>
Feb	Staff and consultant workshops	Staff workshops
May-June	Discussion of preliminary vision and process with neighborhoods	Conditions and opportunities discussions with neighborhoods
		<b>Preliminary proposal and outreach</b>
July	<b>Design</b>	Publish preliminary proposal, present to PMER, CAC & Board
Sept	Discussion of concept designs and station locations with neighborhoods	
Oct		Online survey, stakeholder outreach
<b>2019</b>		<b>Draft Recommendation</b>
Jan	Finalize construction drawings	Publish draft recommendation
Feb		Present to PMER, CAC, & Board, public hearing
		<b>Final Recommendation</b>
Mar	Project out to bid	PMER Recommendation, Board action
May	<b>Start Construction</b>	<b>Service Change Implementation</b>
June-Sept	Construction	
<b>Sept 15</b>	<b>Monroe Regal HPT Line service begins</b>	<b>Fall 2019 service changes begin</b>
* Timeline is preliminary, subject to change		

Discussion ensued. Mr. Otterstrom advised next steps include coming back in July with the preliminary proposal for the service changes and then discussion about some issues, opportunities, and conditions in the corridor to think about, but that will be in July.

C. 2019 September Service Revisions: Conditions and Opportunities

Mr. Otterstrom remarked that the first step in the September 2019 Service Revisions planning process is to review conditions & opportunities for improvements to the bus network. He noted the service revisions will primarily focus on changes to the south Spokane network in conjunction with the implementation of the Monroe-Regal High Performance Transit (HPT) Line and the Upriver Transit Center at Spokane Community College. He reported these improvements provide staff the opportunity to consider the south Spokane bus network comprehensively and review other opportunities for improvements, noting many factors are taken into account when designing fixed routes bus service. He also informed the September 2019 Service Revision planning process provides a chance to reflect and adjust to changing conditions. He reviewed the conditions and opportunities related to existing bus service, locations served and other factors that influence service planning. Some of the conditions and opportunities covered include:

- Ridership by stop location
- Recent and upcoming multifamily development in south Spokane
- Proposed new public library locations (Ms. Kinnear remarked the libraries won't be changing locations)
- Ridership and route performance trends
- South Commuter Service
- Lack of night and weekend service on Bernard Street
- Opportunities to streamline routes for more direct travel while maintaining service to key destinations

Brief discussion ensued.

7. CEO REPORT

- Ms. Meyer provided an update on the Boone NW Garage. She noted this facility represents the first investment in bus electrification/charging and will house the Central City Line and Monroe-Regal vehicles. The project is moving along quickly and she encouraged everyone to stop by and see the activity on site.
- The West Plains Parking Lot has been paved and is on track for a September opening - on time and on budget. She advised if anyone had an interest in birds or wetlands, to go see the bird deterrent system STA was required to build to keep birds from landing at the Park & Ride lot – because of the proximity to the airport and the amount of water on the land. It is a large grid-like system that prevents birds from landing on the water.
- Bloomsday is this Sunday and is a big deal for STA. She noted staff are so excited for this event and have 75 extra drivers who have volunteered to work Bloomsday-in addition to the regular coach operators working. STA will have additional mechanics and drivers on duty, as well as lots of staff volunteering at the four shuttle locations and downtown to make this event happen. She noted the first buses leave the shuttle locations at 6:30 am. There are 70 buses being provided for this service. All Day Passes are available at the convention center for \$1.75 if they weren't purchased with the registration. If you pay at the bus, it will be \$1.75 each way, exact change only. All existing passes are accepted. Return trips start downtown at 10:30 in the morning. After 2:00 pm, riders can catch the bus at the Plaza. Staff are expecting 15,000 to 20,000 to ride the bus for Bloomsday. More information is available on the website or call customer service at 328-7433.
- Ms. Meyer advised the Fixed Route Coach Operator who wins the local professional driving competition (Roadeo) competes at the International Bus Roadeo on the same weekend as Bloomsday. Gabe Fernos will be competing this year – as he has for the past 11 years. Roger would normally attend the Roadeo, but he stays to run Bloomsday and she will be attending the APTA Bus Roadeo in Florida.

- In response to driver assault protocol review completed by Nancy Williams and Steve Blaska last year, STA has taken a number of steps to create a safer environment for operators. One item STA agreed to do was test a Driver Shield on one of the buses. The shield has been installed on one bus, where it will stay for six months or more so all operators to have an opportunity to use that bus on their route. Ms. Meyer noted a driver's shield would have only been helpful in about 1/3 of the incidents staff reviewed, so it is not a 100% solution, but STA are letting the drivers weigh in with their opinions. In addition, she noted staff are adding a monitor on the bus for passengers to see themselves being recorded – it will be placed above the driver. A brief discussion ensued regarding video equipment, recording timeline, and protocol, as well as the logistics and construct of the driver shield.
- An article from the Journal of Business was provided in the folders at the meeting. The article covered an interview with STA consultants from Cardinal Infrastructure, Ms. Sherry Little and Mr. Sev Miller, when they were on site with staff last week. She reported it was a nice article about the Central City Line.

8. COMMITTEE INFORMATION

- A. April 2018 Sales Tax Revenue Information – *as presented*
- B. March 2018 Operating Indicators - *as presented*
- C. 2018 Van Grant Recipients Award – *as presented*
- D. STA Outreach Update – *as presented*

Chair Haley took a moment to mention the Van Grant Recipients Award and noted what a great program it is and how many worthy candidates receive vans. Ms. Meyer said it is a labor of love for staff, saying STA has been doing it for a number of years – taking vans at the end of their useful transit life and making them available to organizations. She took a moment to review the recipients listed on item 08C – 2018 Van Grant Recipients Award.

Ms. Warren noted that the Sales Tax Revenue was not included in the original packet but has been included in packets provided today. She also noted the Department of Revenue did not include all the jurisdictions in the report. Staff are working on getting that information from them for future reports. Ms. Infalt advised the updated packet provided and posted on the website contained this updated item.

9. JUNE 4, 2018 - COMMITTEE PACKET AGENDA REVIEW

*No changes at this time.*

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

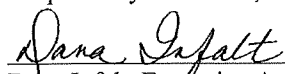
None.

12. ADJOURN

Chair Haley adjourned the meeting at 2:40 p.m.

13. NEXT MEETING – WEDNESDAY, JUNE 6, 2018, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

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 May 9, 2018 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Kevin Freeman, Small Cities Representative (Millwood),  
*Board Operations Committee Chair*  
Candace Mumm, City of Spokane, *Chair Pro Tempore*  
Pamela Haley, City of Spokane Valley, *Performance  
Monitoring & External Relations Committee Chair*

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

Al French, Spokane County, *Planning & Development  
Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **GUESTS**

None

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

Ms. Mumm called the meeting to order at 1:39 p.m. Roll call was conducted.

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

Committee members reviewed the agenda.

*Ms. Haley moved approval of the Committee agenda, Ms. Mumm seconded and the motion passed unanimously.*

#### **3. CHAIR'S COMMENTS**

Ms. Mumm would like to continue a discussion of how STA could continue to be a leader in the region in creating less impact on the environment by partnering with school districts to look at ways to transport students safer either by use of STA's coach fleet or other ways.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. April 11, 2018 Committee Minutes**

*Ms. Haley moved approval of the April 11, 2018 committee meeting minutes, Ms. Mumm seconded and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

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

Ms. Mumm reported that the Committee discussed Revenue and Expenditure Forecast Assumptions which it approved unanimously. Mr. Otterstrom reported that the committee discussed the 2018 Transit Development Plan and future service improvements over the next three years, as well as the preliminary 2019-2024 Capital Improvement Program. The Committee recommended awarding grants to six different organizations for the Federal Transit Administration (FTA) Section 5310 Funding that will be used for enhanced mobility for seniors and people with disabilities. The Committee forwarded the recommendation to the Board consent agenda. Mr. Otterstrom noted that the FTA issued their final Apportionment Notice for Fiscal Year 2018



funds which is slightly higher than STA expected. The project grant awards will stay as approved; the remaining funds will be retained by STA for other service contracts or purchasing Paratransit vans.

**b. Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)**

Ms. Haley reported the Committee discussed the Annual Route Report, the Monroe-Regal High Performance Transit (HPT) and South Hill Service Planning Outreach. The Monroe-Regal line is on a fast-track and outreach efforts will be in full swing this fall. The Committee also discussed the 2019 September Service Revisions. Ms. Mumm asked if the revisions included the Indian Trail service increases. Mr. Otterstrom replied that Indian Trail will have night and weekend service beginning September 2018. Ms. Mumm suggested that STA make a presentation to the Indian Trail Neighborhood Council at their September meeting. Mr. Otterstrom will contact the Council to get on the agenda. Ms. Mumm also suggested that STA create a content piece that can be emailed to the Neighborhood Council distribution list. Mr. Otterstrom noted that Communications has developed a format for sharing updates about STA Moving Forward (STAMF). As STA attends neighborhood council meetings, staff bring a tablet with an App that allows people to sign-up for specific email distribution lists regarding STA projects. Currently, there are almost 500 people signed-up for updates. The Committee also discussed the 2018 Van Grant Recipient Awards. Ms. Haley has heard from many recipients about the positive impact the Van Grant Program has for the agencies and their clients.

**6. MORAN STATION PARK & RIDE, SPOKANE COUNTY SLOPE EASEMENT**

STA recently acquired property at the northeast corner of Palouse Highway and 57th Avenue for the Moran Station Park & Ride. The County plans to install sidewalk improvements along Palouse Highway and a portion of 57th Avenue. This will be a cost benefit to STA, as these improvements will be funded by Spokane County but would otherwise be required of STA at the time of development of the park and ride. While the curb and sidewalk improvements are within the Spokane County right-of-way, portions of the fill will extend onto STA's property. In order for Spokane County to install and maintain these fill areas, STA will need to grant slope easements to Spokane County.

*Ms. Haley moved to recommend the Board, by motion, approve the grant of three slope easements from STA to Spokane County for Spokane County parcel numbers 34031.9151, 34031.0303, and 034031.0483 and authorize CEO E. Susan Meyer to execute such easements on behalf of STA, together with all other related documents necessary to effect the granting and recording of such easements. Ms. Mumm seconded for discussion.*

Ms. Mumm asked if the work was inside the Urban Growth Area (UGA) and what other plans the County had to control the intersection in the future. Mr. Otterstrom replied it is inside the UGA and currently there is a traffic signal at the intersection. He is not aware of any plans the County has to change that. STA will do a traffic study as part of the development of the park & ride. Ms. Mumm asked if there was enough room to provide a separated bike lane. Ms. McAloon responded that bike lanes already exist on both sides of 57th; they are not separated by a barrier. Ms. Mumm asked if STA would be obligated to install ADA accessible corners. Mr. Otterstrom replied that the County is responsible for the sidewalk installation/improvements as part of the project. Since this area is within the UGA, Ms. Mumm asked Mr. Otterstrom to check on whether or not the sidewalks are separated sidewalks which is the City standard.

*Ms. Mumm added to her motion to place the recommendation on the Board consent agenda, Ms. Haley seconded and the amended motion passed unanimously.*

Mayor Freeman arrived at 2:05 p.m.

**7. BOARD OF DIRECTORS DRAFT AGENDA MAY 17, 2018**

Ms. Mumm asked if other committees had reviewed the Moran Station Park & Ride, Spokane County Slope Easement agenda item. Ms. McAloon said no and Mr. Otterstrom noted that the Board Operations Committee is responsible for real estate items. Ms. Mumm asked Mayor Freeman's opinion of granting the easement to the County. Mr. Freeman concurred with the recommendation to move the item to the Board consent agenda. Ms. Mumm will mention the item to city council member Lori Kinnear ahead of the Board meeting.

Ms. Mumm suggested that the Monroe-Regal High Performance Transit and South Hill Service Planning Outreach and the September 2019 Service Revisions agenda items be moved to information only and all agreed.

*Ms. Mumm moved approval of the draft Board agenda as revised, Mayor Freeman seconded and the motion passed unanimously.*

**8. CEO REPORT**

Mr. Watkins reported for Ms. Meyer who is attending the American Public Transportation Association International Bus Roadeo. Despite the slight decrease in overall Bloomsday registrants and finishers from last year, STA increased its transportation of Bloomies by 13.2 percent. There were 16,378 total riders (9,059 going to the race and 7,319 returning home). Last year there were 14,471 total riders. Mayor Freeman asked if the numbers were broken down by boarding location. Ridership from the Valley Mall increased by almost 35 percent this year; ridership at most of the other locations was consistent with last year. Ms. Mumm asked if STA had adjusted marketing for this year's service. Ms. Bousley replied STA used a different approach and did not do a press release. Instead, STA did media pitches to television and radio stations. KPBX, KREM, and KXLY all ran stories about the service. There was also quite a bit of walkup traffic at the Trade Show. Ms. Mumm suggested STA may be able to get a Public Service Announcement (PSA) about the service next year. Ms. Bousley noted that the STA Annual Report was distributed this morning.

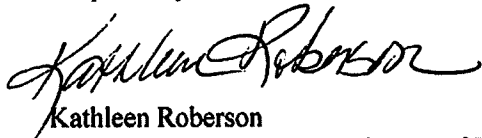
**9. NEW BUSINESS**

None

**10. ADJOURN**

With there being no further business to come before the Committee, Ms. Mumm adjourned the meeting at 2:16 p.m.

Respectfully submitted,



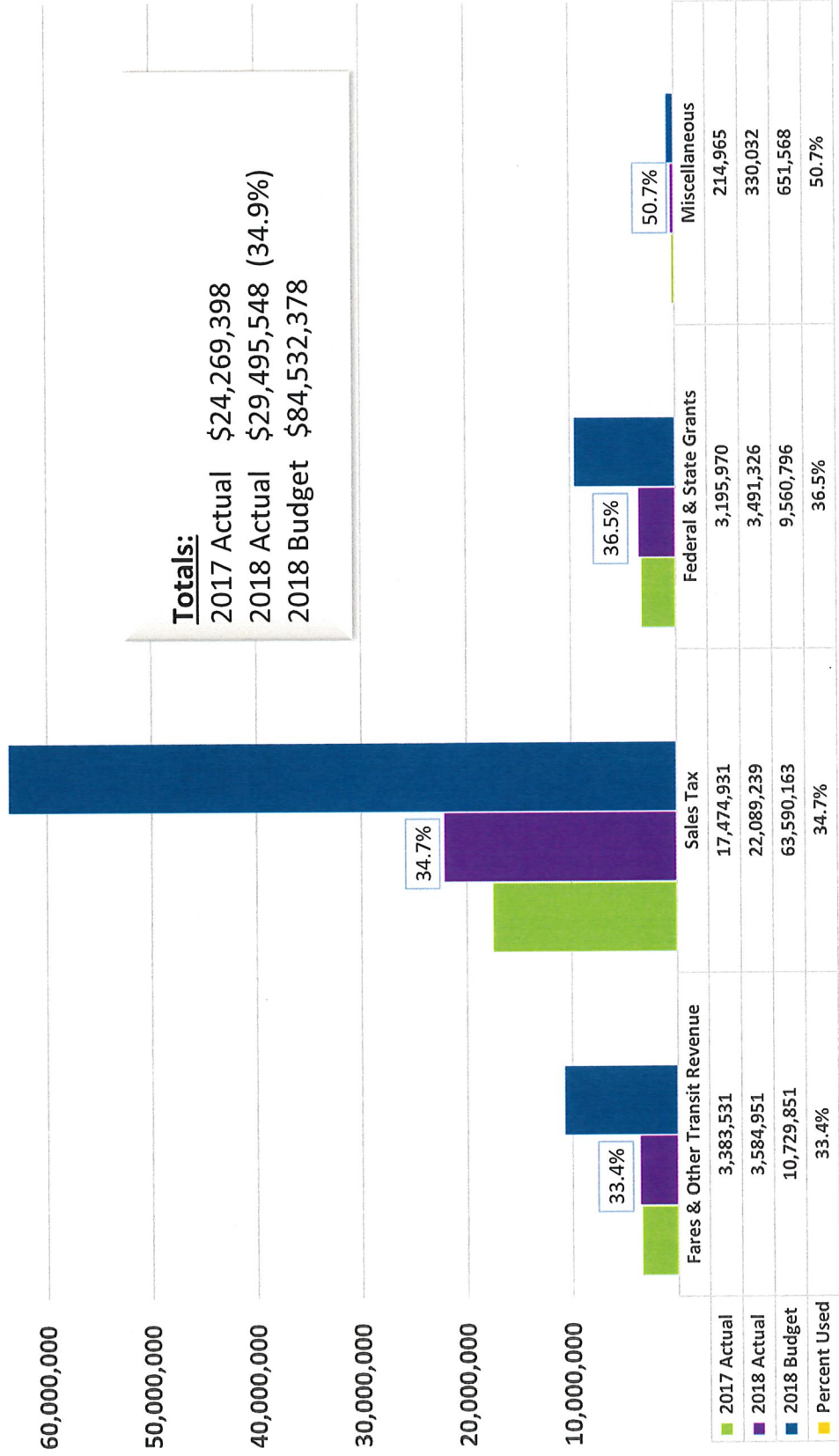
Kathleen Roberson  
Executive Assistant to the Director of Finance & Information Services





# Spokane Transit Revenues <sup>(1)</sup> - April 2018

[April = 33% of Year]



<sup>(1)</sup> Above amounts exclude grants used for capital projects. Year-to-date April state capital grant reimbursements total \$525,987 and federal capital grant reimbursements total \$1,287,614.

# Spokane Transit Operating Expenses<sup>(1)</sup> - April 2018

[April = 33% of Year]



<sup>(1)</sup> Operating expenses exclude capital expenditures of \$8,219,366 and Street/Road cooperative projects of \$29,535 for year-to-date April.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 13.C.** MAY 2018 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 May 2018 sales tax revenue information.

May sales tax revenue, which represents sales for March 2018, was:

- +27.3% over May 2017 actual
- +26.6% above YTD actual
- +14.5% YTD above budget

**RECOMMENDATION TO BOARD:** Information only.

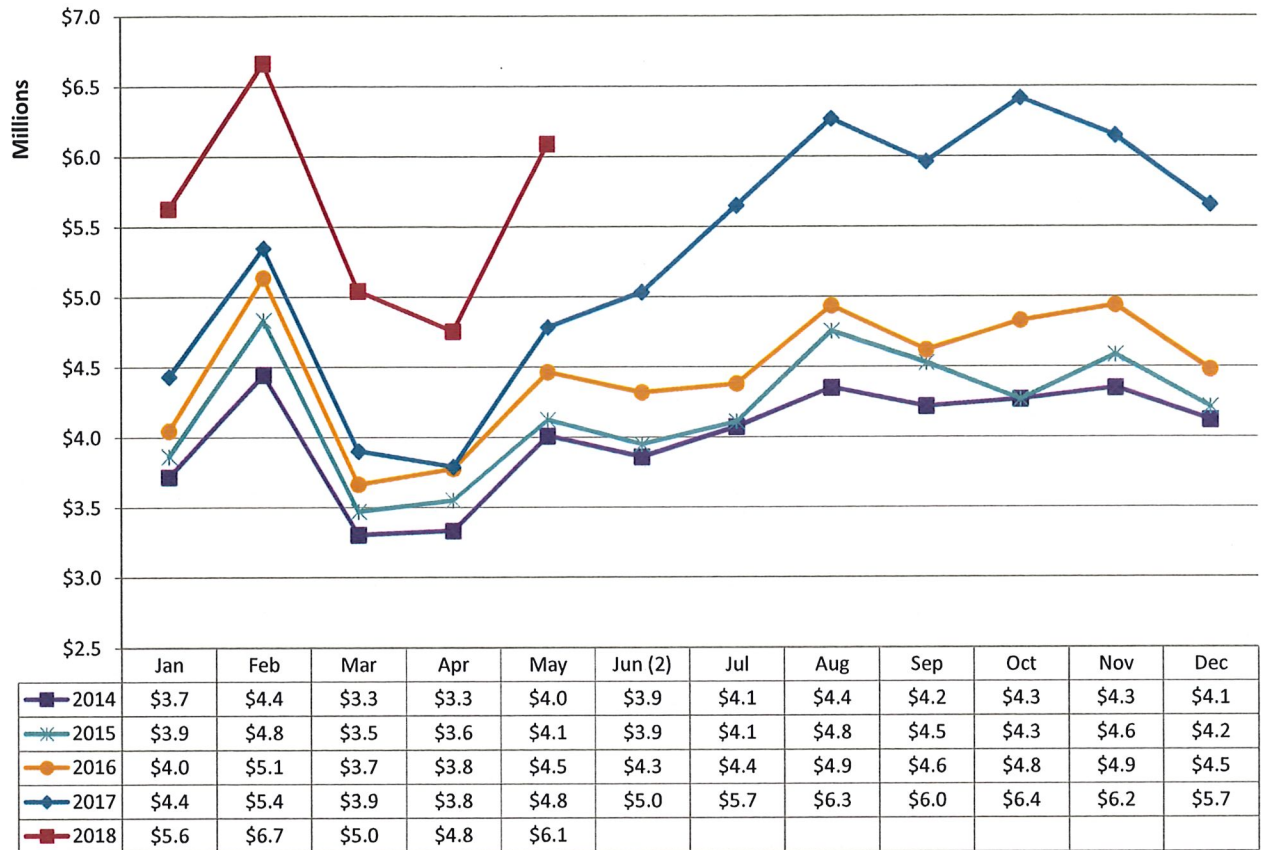
**FINAL REVIEW FOR BOARD BY:**

Division Head LW

Chief Executive Officer ESM/  
TW

Legal Counsel CM

### Sales Tax Revenue History-May 2018<sup>(1)</sup>



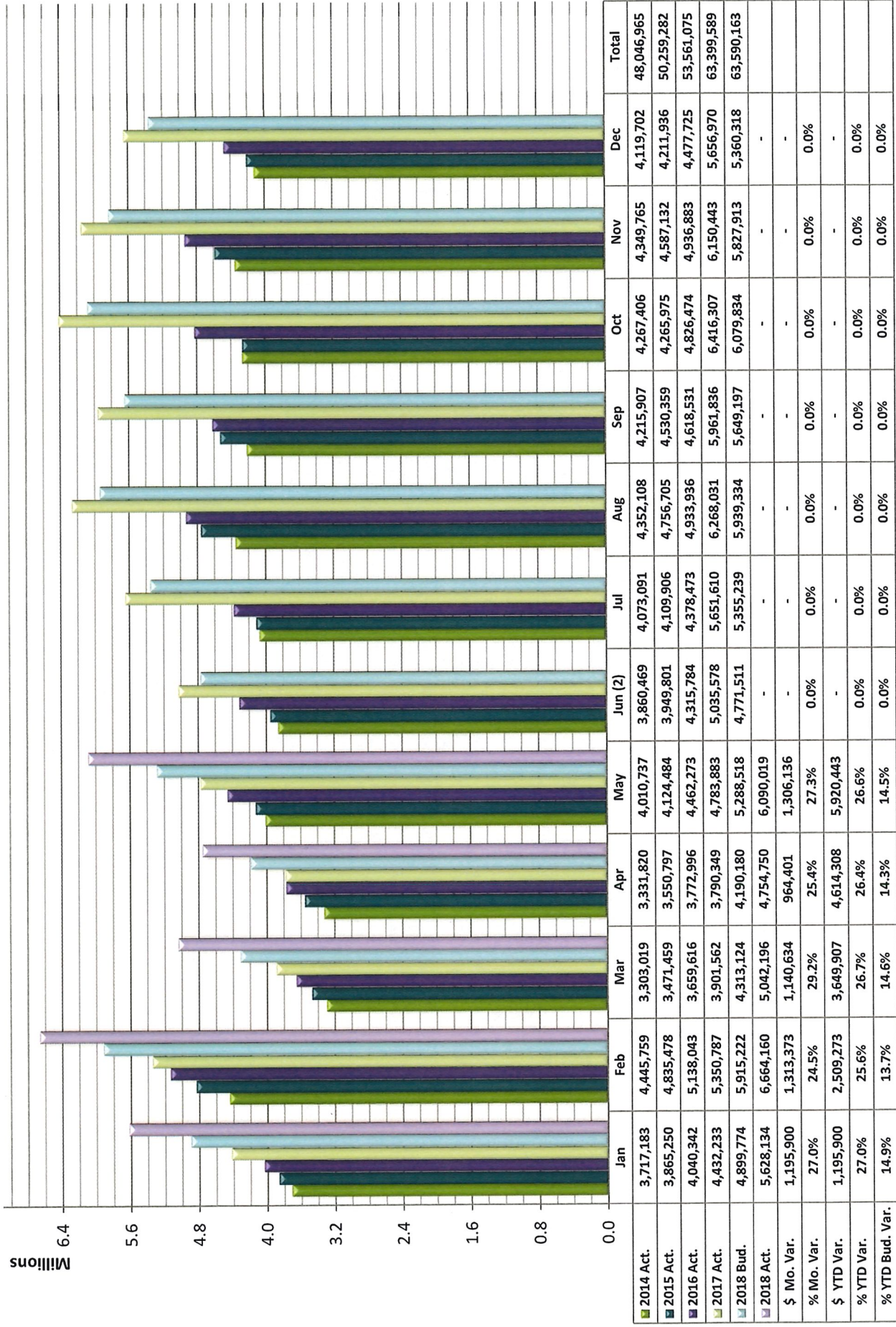
(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

(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)				
May-18				
	YTD 2017	YTD 2018	\$ CHANGE	% CHANGE
STA	\$ 22,258,814	\$ 28,179,258	\$ 5,920,443	26.6%
MEDICAL LAKE	106,984	130,282	23,298	21.8%
AIRWAY HEIGHTS	745,922	835,980	90,058	12.1%
SPOKANE COUNTY	10,172,532	11,384,030	1,211,498	11.9%
PFD	3,943,483	4,327,478	383,995	9.7%
SPOKANE VALLEY	8,292,196	9,099,232	807,036	9.7%
LIBERTY LAKE	1,256,218	1,368,531	112,313	8.9%
SPOKANE	17,848,742	19,288,240	1,439,498	8.1%
MILLWOOD	196,454	205,928	9,475	4.8%
CHENEY	575,893	574,961	(932)	-0.2%
<b>ALL</b>	<b>\$ 65,397,238</b>	<b>\$ 75,393,920</b>	<b>\$ 9,996,682</b>	<b>15.3%</b>



# 2014 - 2018 SALES TAX RECEIPTS (1)



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

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 13.D.:** APRIL 2018 OPERATING INDICATORS

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

**SUBMITTED BY:** Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** There was one more weekday in April 2018 compared to April 2017.

**FIXED ROUTE**

The 2018 ridership goal for Fixed Route is to increase 2017 ridership levels by 1.5%. Total monthly ridership decreased 0.8% (878,886 vs. 886,256) in April 2018 and is down 1.1% (3,520,267 vs. 3,559,735) YTD.

**Detailed breakdown:**

- Adult ridership increased 0.5% (558,382 vs. 555,836) in April 2018 compared to April 2017 and is down 0.4% (2,238,097 vs. 2,247,522) YTD.
  - CCS Pass ridership increased 8.3% (65,503 vs. 60,457) in April 2018 compared to April 2017 and is up 4.0% (255,322 vs. 245,591) YTD.
  - Eagle Pass ridership increased 2.1% (85,640 vs. 83,911) in April 2018 compared to April 2017, and is down 1.3% (321,161 vs. 325,231) YTD.
  - GU Bulldogs Pass ridership increased 23.5% (4,609 vs. 3,733) in April 2018 compared to April 2017 and is up 12.2% (16,591 vs. 14,790) YTD.
- Youth ridership increased 6.1% (58,016 vs. 54,688) in April 2018 compared to April 2017 and is up 2.8% (242,389 vs. 235,824) YTD.
- Reduced Fare / Para ridership decreased 0.6% (116,321 vs. 117,024) in April 2018 and is up 2.1% (448,401 vs. 439,135) YTD.

Fixed Route On Time Performance for April was 94% which is above the goal for 2018 of 93%.

**PARATRANSIT**

Paratransit goal for 2018 ridership is to increase 2017 ridership levels by 1.5%. Combined total ridership for April increased 0.7% (40,516 vs. 42,219) in April and increased 1.8% (162,225 vs. 159,339) year to date.

**Detailed breakdown:**

- Directly Operated Service increased 10.2% in April (19,467 vs. 17,694) and increased 5.1% (78,265 vs. 74,470) YTD.
- MV Contracted Service decreased 10.0% in April (15,586 vs. 16,231) and decreased 1.2% (45,365 vs. 45,926) YTD.
- Special Use Vans (SUV) increased 8.0% (3,128 vs. 2,895) in April and increased 11.3% YTD (11,960 vs. 10,743).
- Purchased Transportation (SUV and MV combined) provided 52.4% of the service in April 2017 compared to 47.9% in April 2018.

In 2018 there were 21 weekdays in April compared to 20 in 2017. This would account for part of the increase in ridership for the month. Weather in April 2018 was comparable to weather in April of 2017.

- Directly Operated Service on time performance (OTP) for April was 95.16%, exceeding the established goal of 93% and is up from 94.28% in April 2017.
- MV Contracted Service OTP was 89.06% in April, slightly lower than the 91.89% achieved in April 2017.
- Combined, the service ran at 92.57% in April 2018 compared to 93.14% in April 2017.
- Year to date, the combined service operated at 91.97% on time compared to 91.3% in 2017, for an increase of 0.67%.

## VANPOOL

Vanpool Ridership goal for 2018 is to increase 2017 numbers by 2.5% and have 88 vans in service.

### **Detailed Breakdown:**

Vanpool passenger trips decreased 7.0% in April (13,636 vs. 14,657) and decreased 14.0% YTD (54,909 vs. 63,865). There were 80 vans in service in April 2018 vs. 85 in April 2017. One more van in service for April 2018 vs March 2018 (80 vs 79).

549 riders took at least one trip in April 2018 vs. 659 in April of 2017

- Riders added in April 2018 were 26 vs. 21 in April 2017
- Riders removed in April 2018 were 23 vs. 33 in April 2017
- Days operated per van 19 (out of 21) April 2018 vs. 18 (out of 20) in April 2017
- Average Trips Per van in April 2018 decreased slightly (170 vs. 172) over April 2017
- Average vanpool round trip in April 2018 (54.5 vs. 52.3) over April 2017

April 2018 had one more working day than 2017. Year to date, Vanpool has seen 4 van groups end and two new van groups start. Also, two new groups are scheduled to start in May, 2018.

## CUSTOMER SERVICE

While April 2018 is down roughly 1,500 passes from April 2017, total monthly pass sales for the year dipped 1.6%. A 24.5% decrease in Adult Monthly Passes accounts for that gap. Cenex Zip Trip was recently purchased by Par Pacific, and no passes were purchased during the multi-month transition, which may explain some of the decrease month to month. Employer Sponsored Bus Pass (ESBP) sales are up for the year as employees are responding positively to the new \$8 discount, although that discount is soon to be offset by the new fare on July 1, 2018. City Ticket continues to benefit from Riverfront parking lot closures and downtown construction.

### **Detailed breakdown:**

Total monthly pass sales decreased 14% in April (9,297 vs. 10,810) and YTD pass sales decreased 1.6% (39,086 vs. 39,720).

- Adult Pass/Smartcard sales decreased 24.5% (4,544 vs. 6,019) in April while year to date sales increased 0.9% (22,679 vs. 22,471).
- 7-Day Pass/Smartcard sales increased 5.1% from last month (981 vs. 933 in April 18).
- Employer Sponsored Bus Pass (ESBP) sales increased 27.2% (1,114 vs 876) in April and YTD pass sales increased 11% (4,291 vs 3,861).  
Student Pass sales decreased in April by 40% (12 vs. 20) while YTD pass sales decreased 15.2% (84 vs. 99).
- City Ticket monthly sales increased 12.5% (487 vs. 433) in April and YTD pass sales increased 9.8% (1,878 vs. 1,711).

Youth Pass/Smartcard monthly sales decreased 11.3% (2,054 vs. 2,316) in April and YTD pass sales decreased 15.1% (6,341 vs. 7,466).

Reduced Fare Pass/Smartcard monthly sales increased in April by 13.8% (1870 vs. 1,645). YTD pass sales increased 4.9% (6,723 vs. 6,410).

Paratransit Pass/Smartcard sales decreased .4% (827 vs. 830) in April. YTD sales decreased 0.9% (3,343 vs. 3,373).

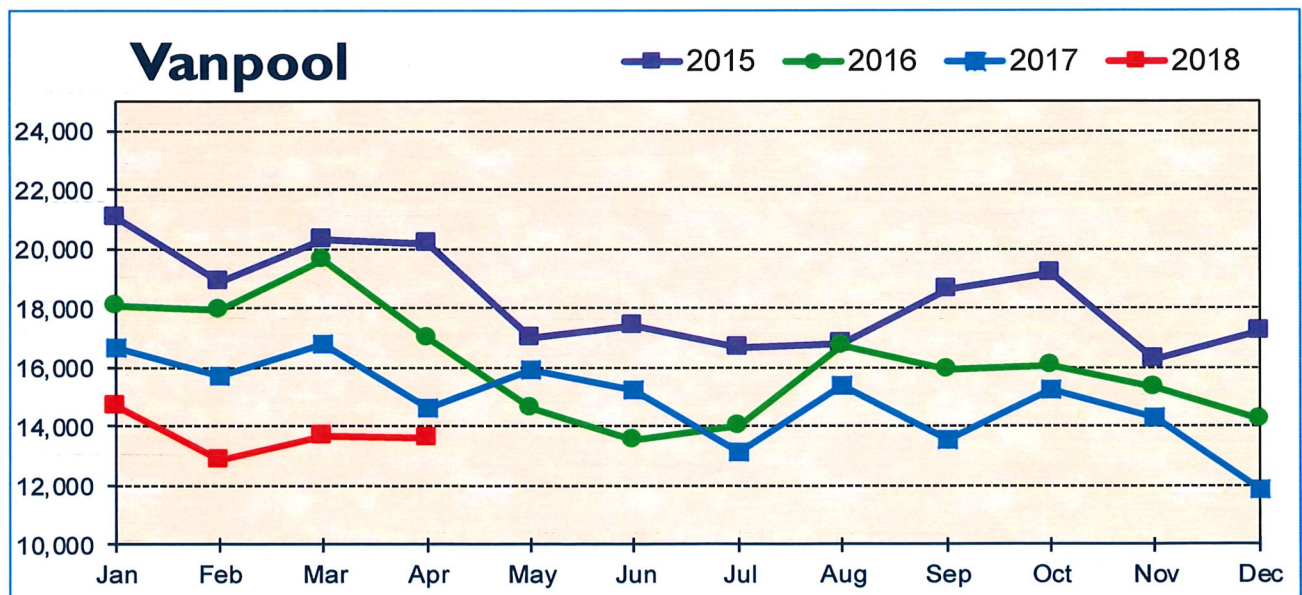
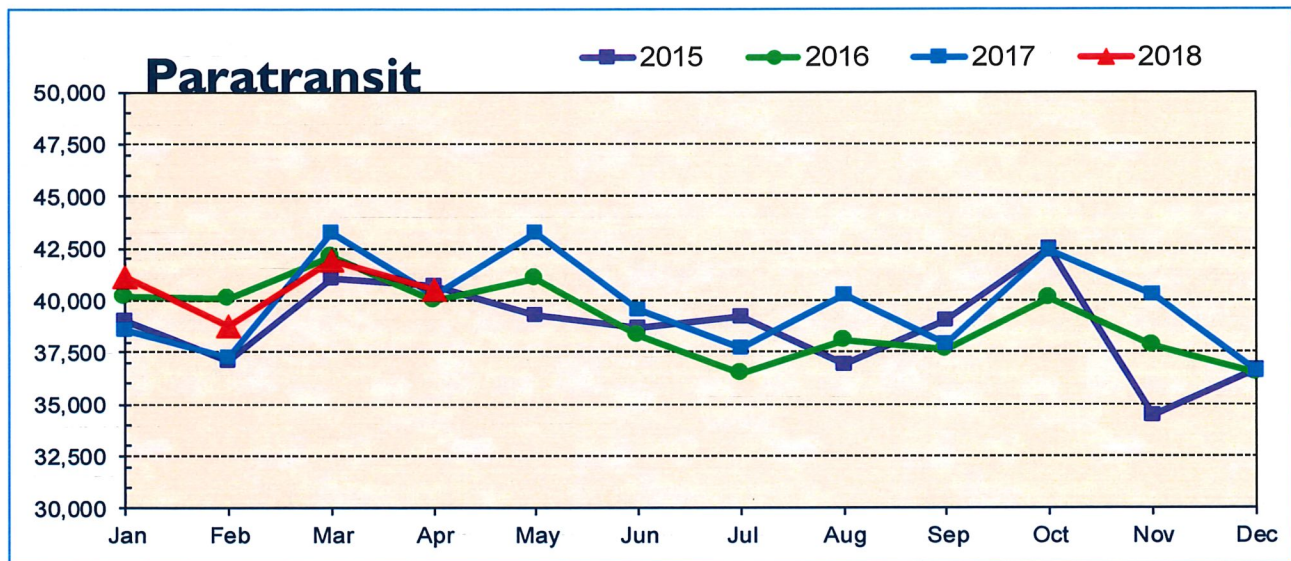
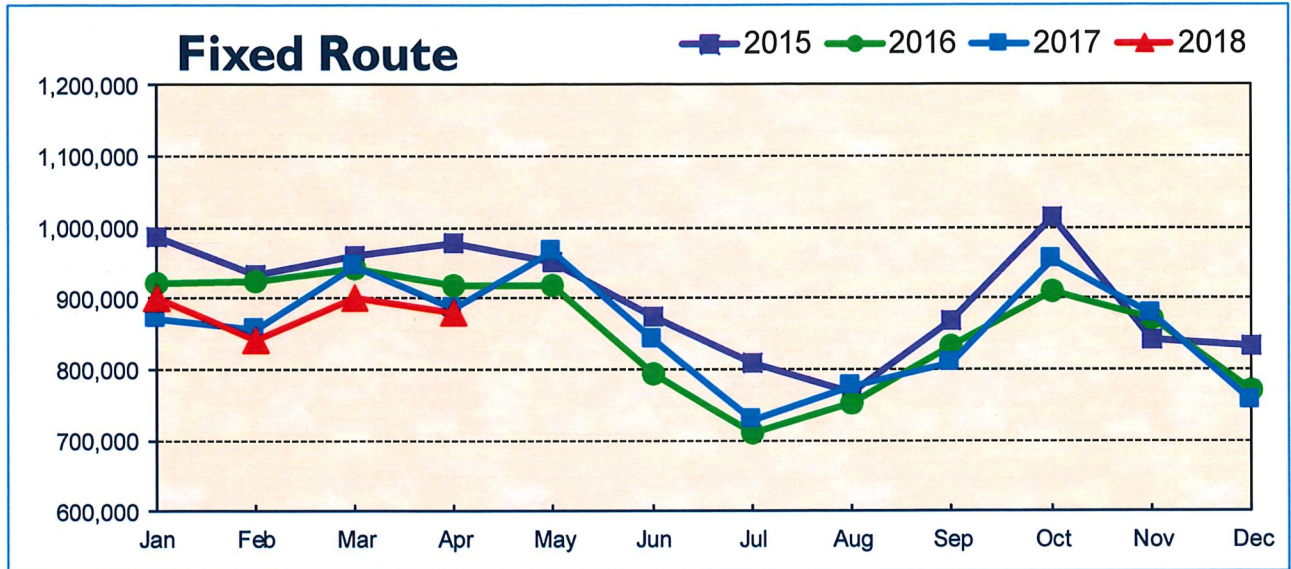
**RECOMMENDATION TO BOARD:** Information only.

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

Division Head RW Chief Executive Officer ESM Legal Counsel CM

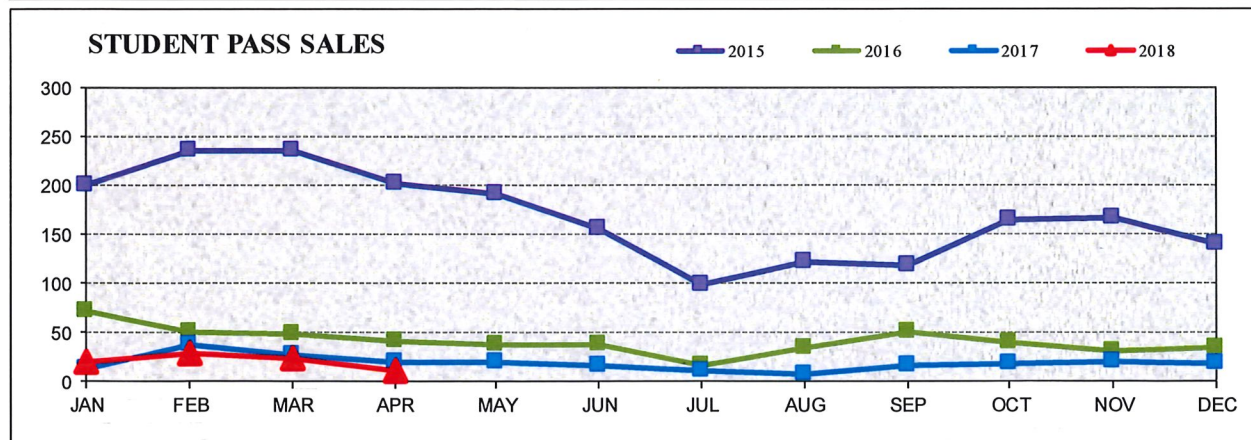
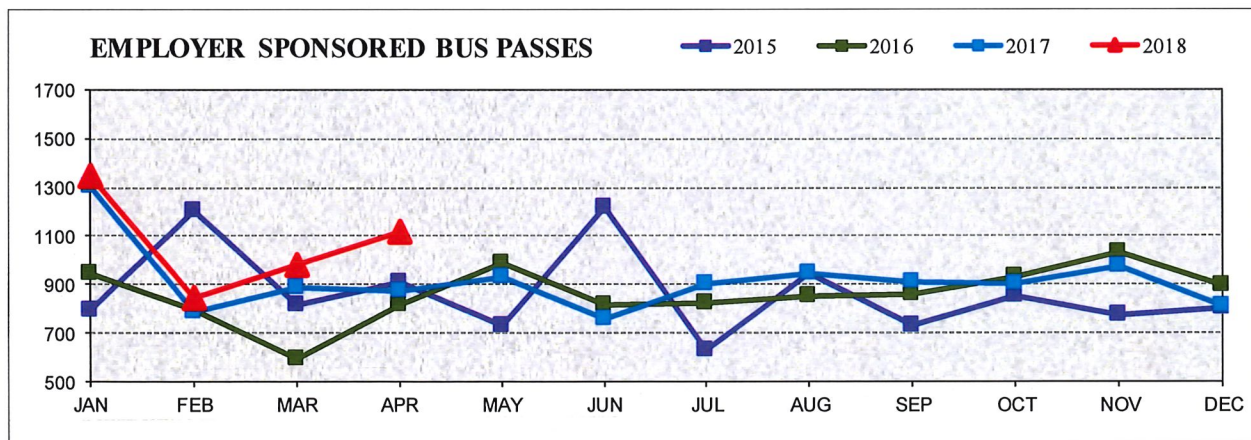
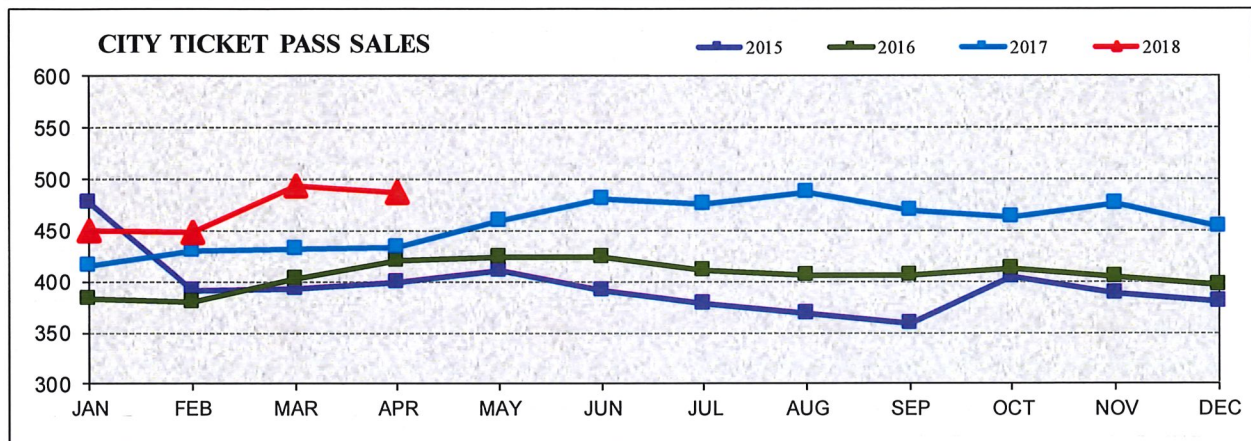
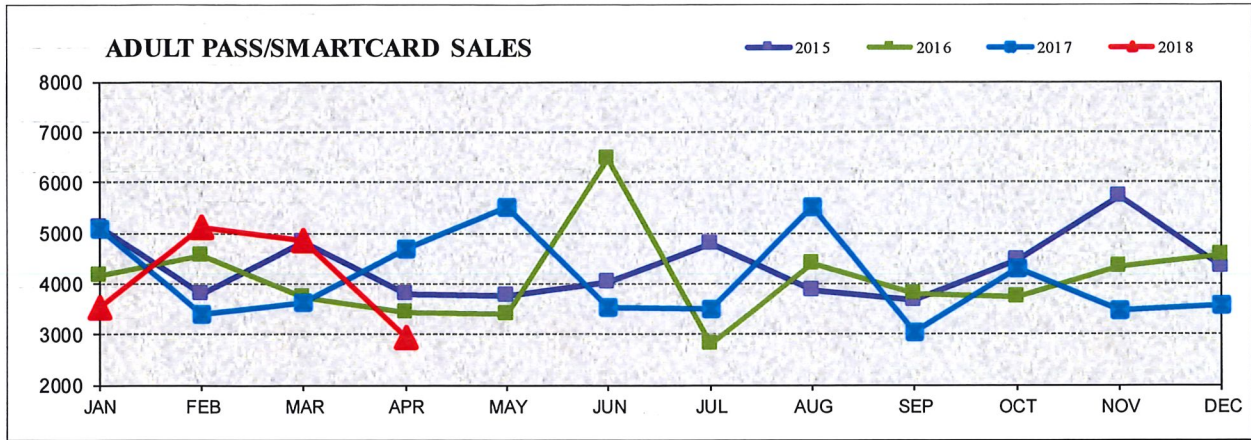


# RIDERSHIP

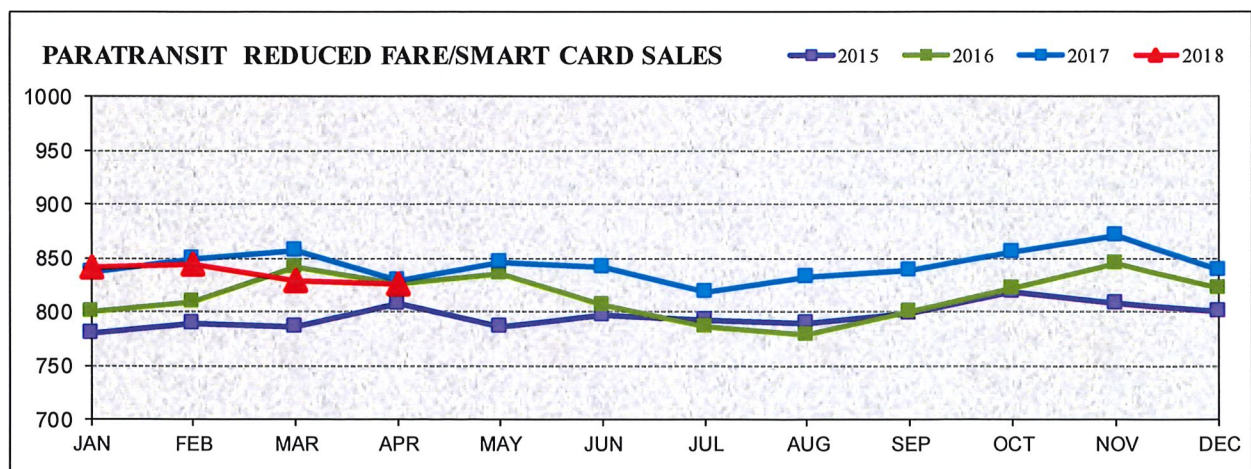
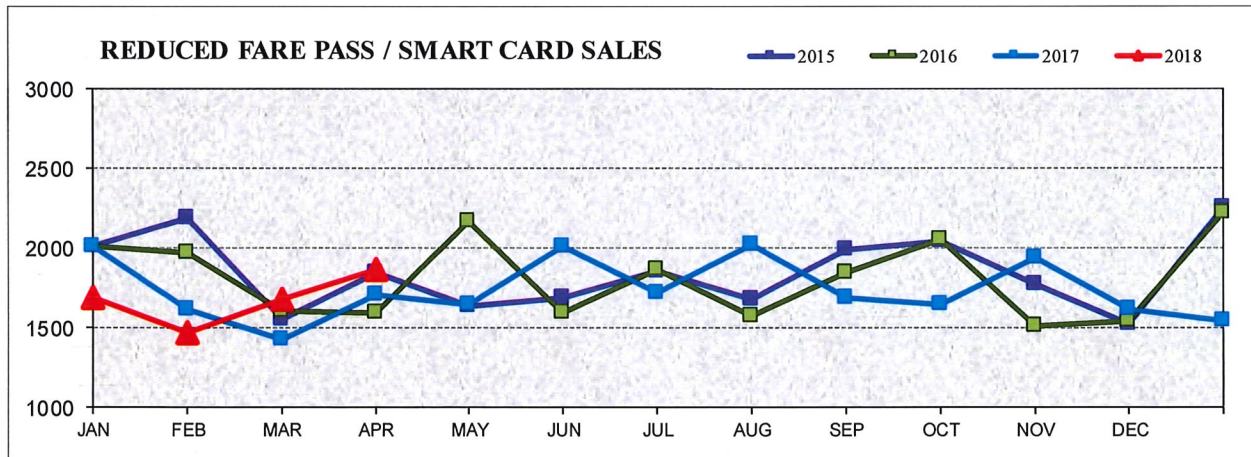
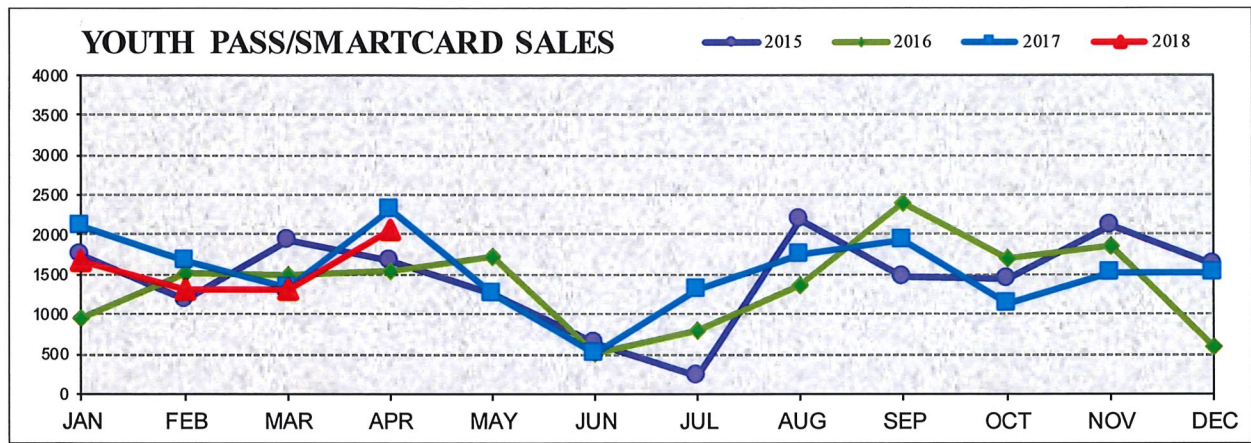
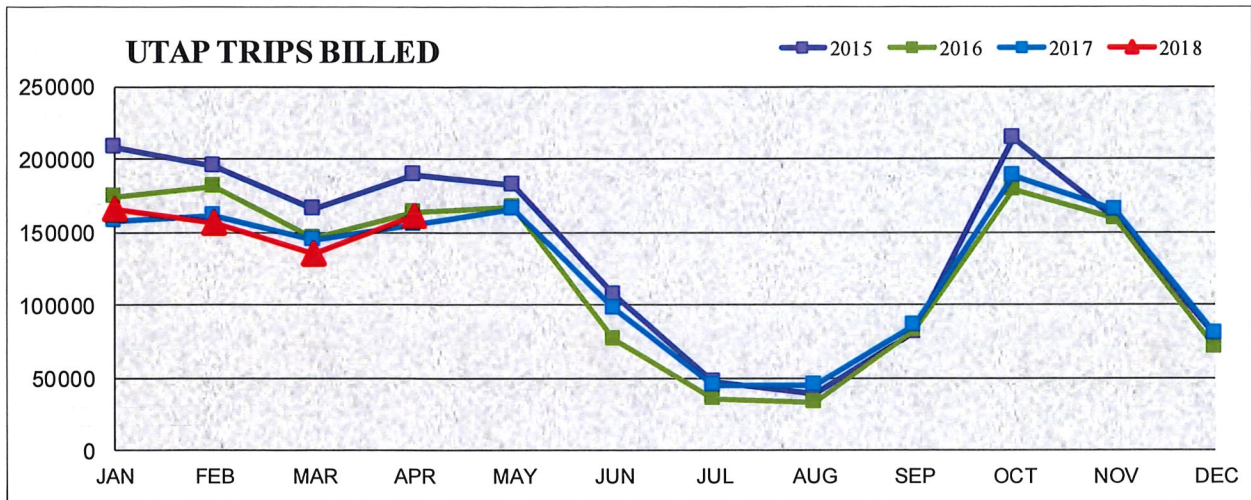




# PASS SALES







SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 21, 2018

AGENDA ITEM **13.E.** : FIRST QUARTER 2018 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** The Planning and Development Department receives comments from external sources and itemizes each comment in order to follow up and document feedback used for emerging opportunities for future service changes. These comments are obtained from a variety of sources since customer engagement cannot be a one-size-fits-all approach. Planning Department staff obtains feedback from customers at public meetings, through the Customer Service Department, phone calls, letters, emails, voice messages, emails from STA Questions (STA website), and feedback from Coach Operators and Supervisors. Planning staff may also receive inquiry requests from STA Board Members. STA's planning staff responds to every comment received when valid contact information is provided. Comments are also discussed at the internal Service Improvement Committee meetings.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning and Development Department in the 1<sup>st</sup> Quarter of 2018. It should be noted that this feedback summary applies only to department-related activities that include, but are not limited to, planning bus service and/or feedback related to specific bus stops.

In the first quarter of 2018, a total of 23 comments were received by the Planning and Development Department. Of the comments received, seven were related to requests for new service, nine were related to existing service, and seven were related to bus stops. The comments are summarized below. It is also noted if any comments are addressed by the *STA Moving Forward* plan.

**NEW SERVICE COMMENTS**

- |   |
|---|
| 1 inquiry regarding the possibility of service on to the Latah Creek area. <i>It is difficult for transit to be successful in the Latah Creek area because of the lack an arterial network, that Hwy 195 barrier for pedestrians, the topography, and development patterns.</i>   |
| 1 request proposing a route from the Hastings Park and Ride to Spokane Community College via Hastings/Farwell Rd and Hamilton. <i>Significant revisions to the northeast Spokane network including new routes are being considered for implementation in 2021. Outreach for 2021 service change will begin in spring of 2019.</i>   |
| 1 request for service on Mirabeau Parkway in Spokane Valley. <i>Adding a bus route on Mirabeau Parkway was included in one alternative for the reconfiguration of the bus network in Spokane Valley that took place in May of 2017. However, in response to public input another alternative was selected.</i>  |
| 1 inquiry regarding service to the Northwest Terrace Neighborhood. <i>Service to the Northwest Terrace Neighborhood was cut in 2010 due to lack of ridership. The development patterns, land uses, and topography in the area make it difficult for a bus route to be successful.</i>   |
| 1 request for service to the Skils'kin office at 4004 E Boone Ave. <i>Boone Avenue in this location is not ideal for operation of regular bus service, both because of low service demand but also a deviation from the arterial network where traffic and ADA improvements are prioritized. Staff has requested more information for Skils'kin regarding their employees' travel needs.</i>  |
| 1 request for service to the Mead area. <i>Service to the Mead Area is not included in STA Moving Forward. A future park &amp; ride at Farwell Road near the North Spokane Corridor is identified in Connect Spokane, STA Comprehensive Plan. STA will continue to monitor the development patterns and interest in service in the area.</i>  |
| 1 request for service to the Valley YMCA and Centerplace. <i>There was a bus stop at the turn-around between Centerplace and YMCA that was removed in September 2011 due to low ridership and because it resulted in out-of-direction travel and longer travel times for other riders on the route. In May 2016, STA revised service on Route 32 to travel on Mansfield Avenue, placing service less than a five-minute walk to the front entrance of the YMCA.</i> |

### EXISTING SERVICE COMMENTS

2 requests to add more trips to the Route 74 Mirabeau/Liberty Lake. *One trip was added to the Route 74 schedule at the time of the January 21, 2018 service change. Ridership dose not presently warrant adding additional trips on the 74 but STA will continue to monitor ridership and feedback.*

1 request for early and later service. Staff from a temporary employee agency says she often has trouble matching employees with jobs that start in the early morning or end late at night because the prospective employees do not have access to transit at these times.

1 comment regarding a consistently late arriving route 61 bus. *The comment was addressed by schedule adjustments implemented at the time of the January 21, 2018 service change.*

1 request to extend the last outbound trip to of the Route 95 Mid-Valley to Indiana Ave and Desmet Ct. *This change was implemented at the time of the May 20, 2018 service change.*

1 request for more frequent service on the Route 33 Wellesley after 6:00 PM. *This improvement would require additional resources and is not included in STA Moving Forward.*

1 operator comment sharing information regarding heavy passenger loads on the Route 68 Cheney Local. *The 68 Cheney Local will be revised on September 16, 2018. The route will be closely monitored and adjusted as necessary after the change.*

1 comment regarding the schedule for the Route 28 Nevada, requesting that the bus arrive at time points on the same minutes every hour in the morning and afternoon, for example 7:13 and 7:43, 8:13 and 8:43, 9:13 and 9:43, etc. *Due heavier traffic in the afternoon, the route takes longer in the afternoon and as such the scheduled afternoon arrival times are different than the morning.*

1 request to change where the Route 90 Sprague alights passengers at the Valley Transit Center. *The change cannot be made without delaying other passenger trips.*

### BUS STOP COMMENTS

1 request to place stops in parking lots of facilities such as Walmart, Target, and malls, etc. or place cart corrals at STA bus stops. *STA generally avoids operating on private property where possible and in particular avoids private parking lots for bus stops and routing. Typically big box stores do not want their carts off store property and therefore would not condone cart corrals at bus stops.*

1 request that a trash can be installed at the stop at Monroe St and Columbia Ave. *A trash can will be installed.*

1 request for a stop by the Wingate Hotel for the inbound Route 60 Airport. *The stop may be installed after the Airport completes a sidewalk project that is under way.*

1 request for a bench at the bus stop at Haven St and Diamond Ave. *The stop warrants a shelter based on ridership but there is not enough right-of-way to fit a bench or shelter. Staff is working with the City of Spokane to explore options.*

1 request for the 124 North Express to stop at Monroe St and Maxwell Ave or Monroe St and Gardner Ave. *The 124 is an express route meaning that by adopted policy and design it has limited stops in order to maintain faster travel times. Adding stops would be counter to the purpose of the route. However, schedule changes to the Route 25 Division may be made at the time of the September service could address this customers travel needs.*

1 request for a trash can to be replaced at a stop that is mounted on an Avista powerline pole at 28<sup>th</sup> and Grand. *With the exception of signage, for which the City of Spokane has an easement for, Avista does not allow objects to be attached to their power poles.*

1 request to move a bus stop away from a single-family home at Cozza Dr and Standard St. *Staff is coordinating with City of Spokane staff to see if there is an option for another location.*

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head ICG

Chief Executive Officer ESM  
rw

Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 21, 2018

**AGENDA ITEM 13.F.** CENTRAL CITY LINE: DESIGN UPDATE

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

Station Design:

The Central City Line is on track to complete an intermediate design submittal in June/July timeframe. The station location and geometry are on track and have been largely vetted with the adjacent property owners. Design discussion continues with a few adjacent property owners. Ongoing coordination with the City of Spokane, Avista Utilities, Gonzaga University and the Community Colleges of Spokane progresses well and includes in most cases weekly meetings.

HPT Kit of Parts:

Transit amenity architecture is progressing rapidly and is nearing a 60% design status for the full HPT Kit of Parts. Applications were submitted to the City of Spokane Design Review Board (DRB), the City completed a staff report and STA presented at the DRB Board Meeting on May 23<sup>rd</sup>.

Roadway Improvements:

Concept design for Maple Street and Wall Street is progressing well. Adjacent property owner and public outreach will start shortly followed by a public open house.

Work on Cincinnati Street is progressing toward 60% design at a rapid pace and is on schedule for the end of July.

Staff reviewed with the Planning and Development Committee highlights of current station designs during the committee's June 2018 meeting. The presentation from the meeting is provided for information.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head ko

Chief Executive Officer ESM/  
gw

Legal Counsel LM



June 2018

# CENTRAL CITY LINE UPDATE: DESIGN UPDATE

**Purpose:** For information only.

**Requirement:** Review progress on the Project Development phase of the Central City Line.

# Where We Are Today

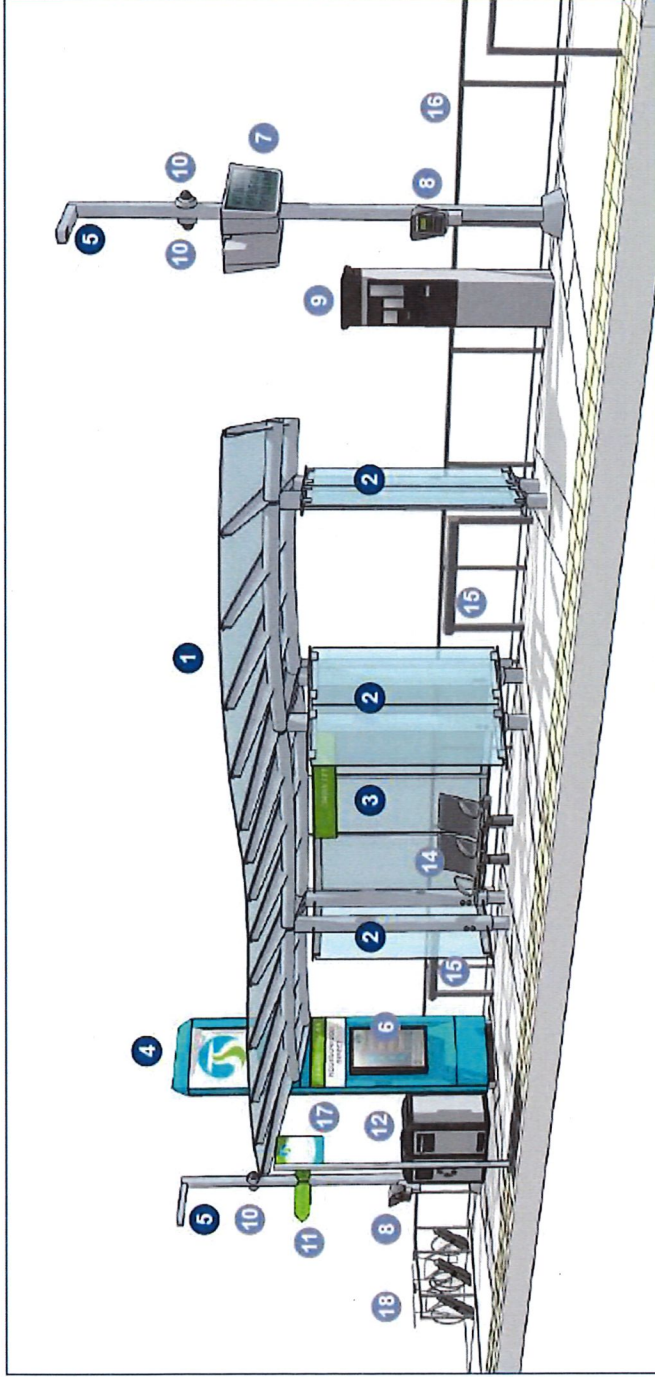
- Final environmental documentation (documented categorical exclusion) submitted May 25, 2018 to the Federal Transit Administration
- Finalizing intermediate design of stations and related infrastructure
- Beginning work with neighborhoods on identification elements at stations
- The Appropriations Committee of the US House of Representatives has recommended a FY 2019 funding bill that includes **\$502 million for the Small Starts Program**. STA is poised to secure the remaining from the appropriation, subject to approval by Congress and Federal Transit Administration



# Next Steps

- 60% design complete in Summer
- Conduct constructability review late Summer 2018
- 90% design complete Winter 2019
- Permitting Winter/Spring 2019
- Out To bid in Spring 2019
- Construction start Summer 2019
- Open For Service Fall 2021

# Central City Line Station Components



## Design Elements

1. Shelter
2. Side Windscreen
3. Back Windscreen
4. HPT Marker
5. Pedestrian Light

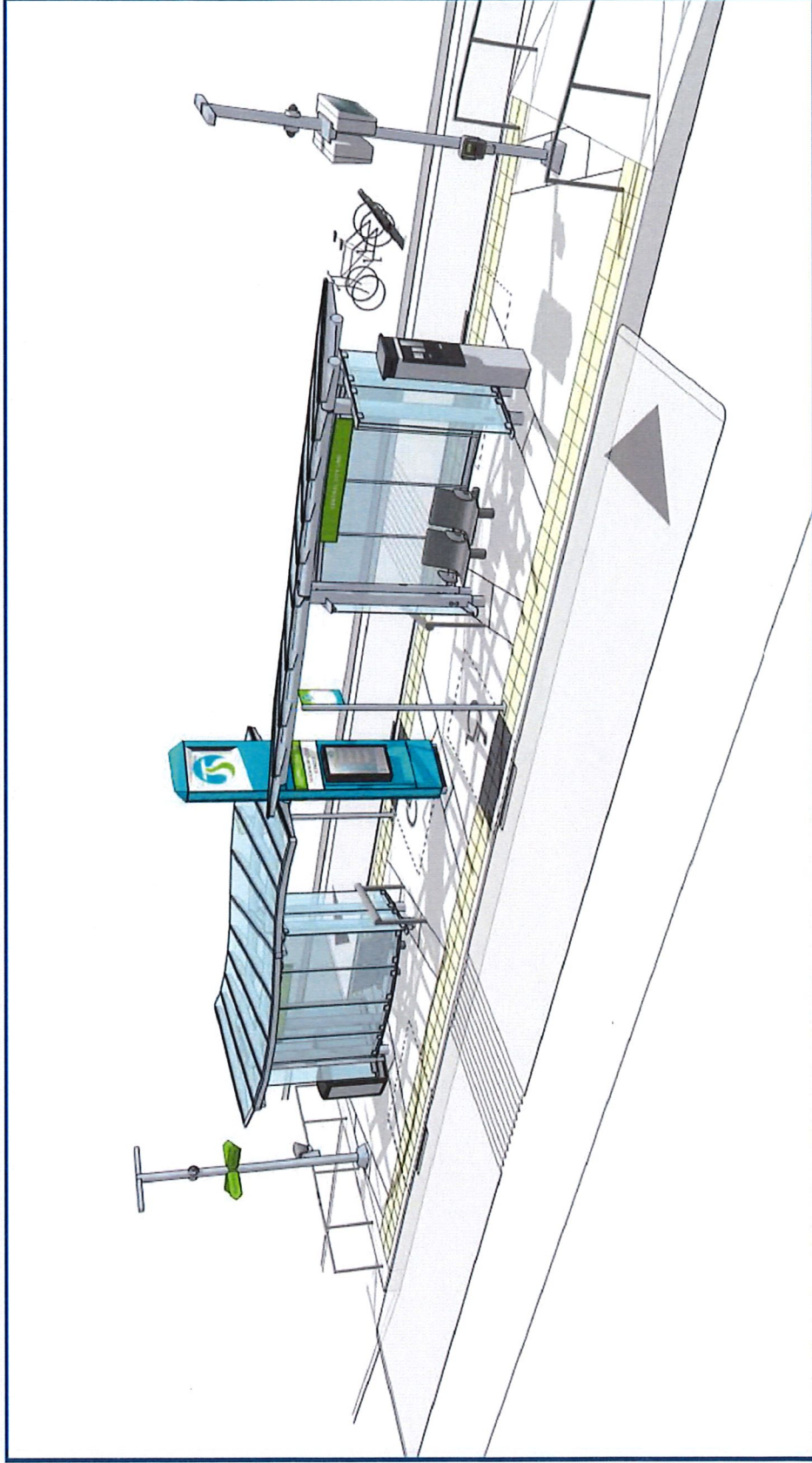
## Equipment

6. LCD Display or Static Map
7. Next Bus Display(s)
8. Fare Validator
9. Off-board Fare Collection
10. Camera

## Site Fixtures

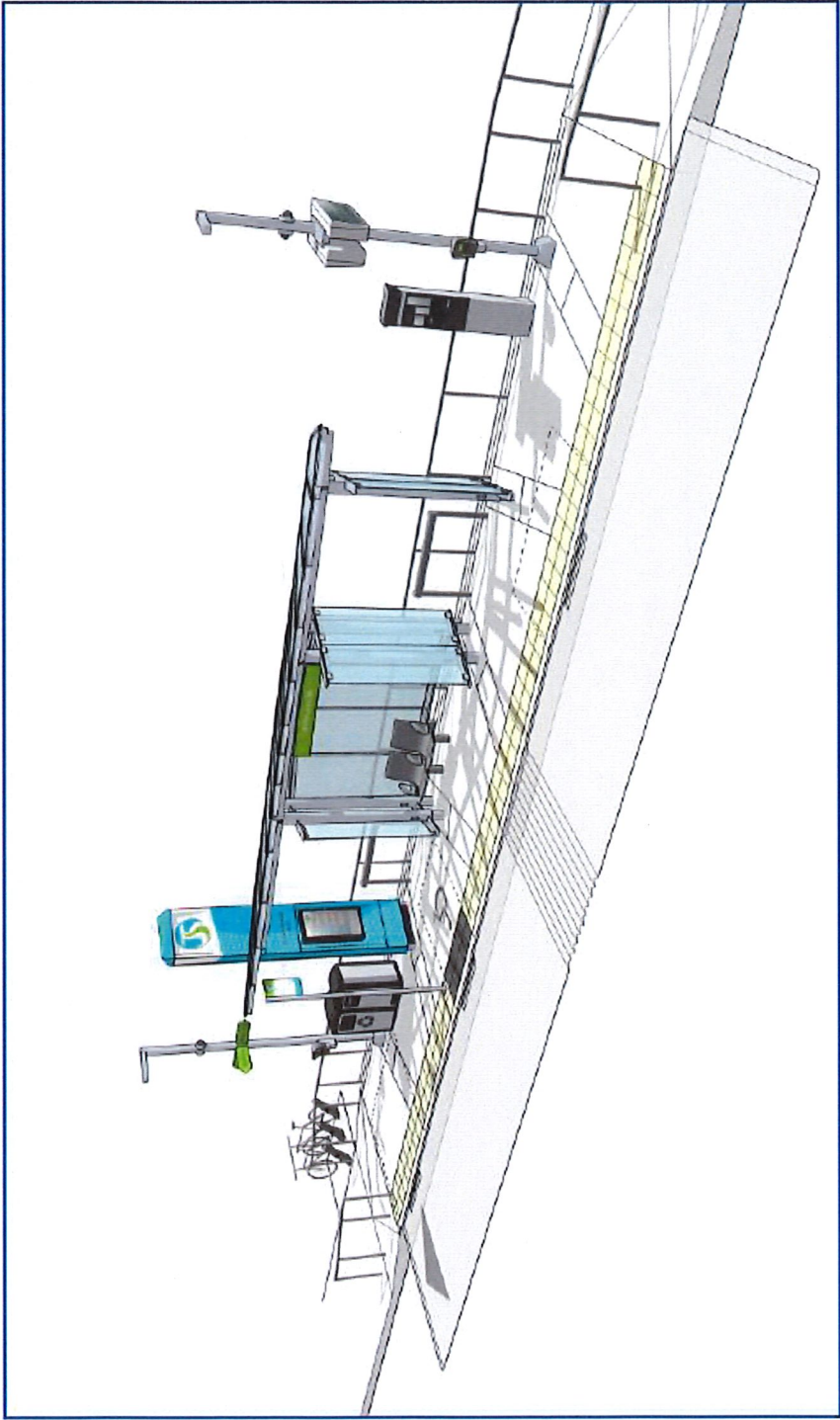
11. Way-finding Signage
12. Smart Waste Bin
13. Smart Recycling Bin
14. Seating
15. Leaning Rail
16. Railing
17. Flag
18. Bike Racks

# Center Median Station Layout





# Side Station Layout (S3)



**Included Amenities:**

- 3 Bay Shelter
- Windscreen
- Marker
- Pedestrian Lights
- Wayfinding
- Smart Waste Bin
- Recycling Bin
- Benches
- Leaning Rails
- Bus Stop Post & Sign
- Security Cameras
- Railings

**Optional Amenities:**

- Real-Time Information
- Ticket Vending Machine
- Fare Validation
- Bike Racks

# Side Station Layout (S2)



## Included Amenities:

- 2 Bay Shelter
- Windscreen
- Marker
- Pedestrian Lights
- Wayfinding
- Smart Waste Bin
- Recycling Bin
- Benches
- Leaning Rails
- Bus Stop Post & Sign
- Security Cameras
- Railings

## Optional Amenities:

- Real-Time Information
- Ticket Vending Machine
- Fare Validation
- Bike Racks

# Side Station Layout (S3)



## Included Amenities:

- 1 Bay Shelter
- Windscreen
- Marker
- Pedestrian Lights
- Wayfinding
- Smart Waste Bin
- Recycling Bin
- Benches
- Leaning Rails
- Bus Stop Post & Sign
- Security Cameras
- Railings

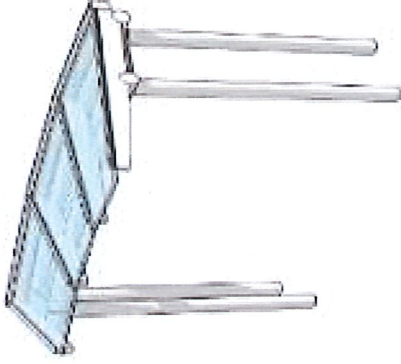
## Optional Amenities:

- Real-Time Information
- Ticket Vending Machine
- Fare Validation
- Bike Racks

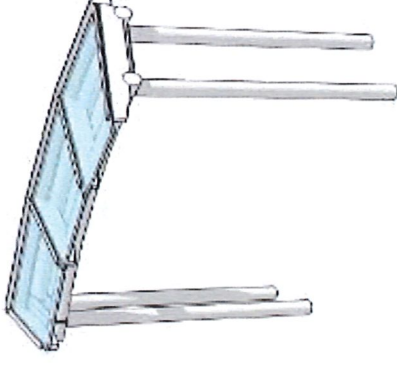


# Shelter Design- Scalable

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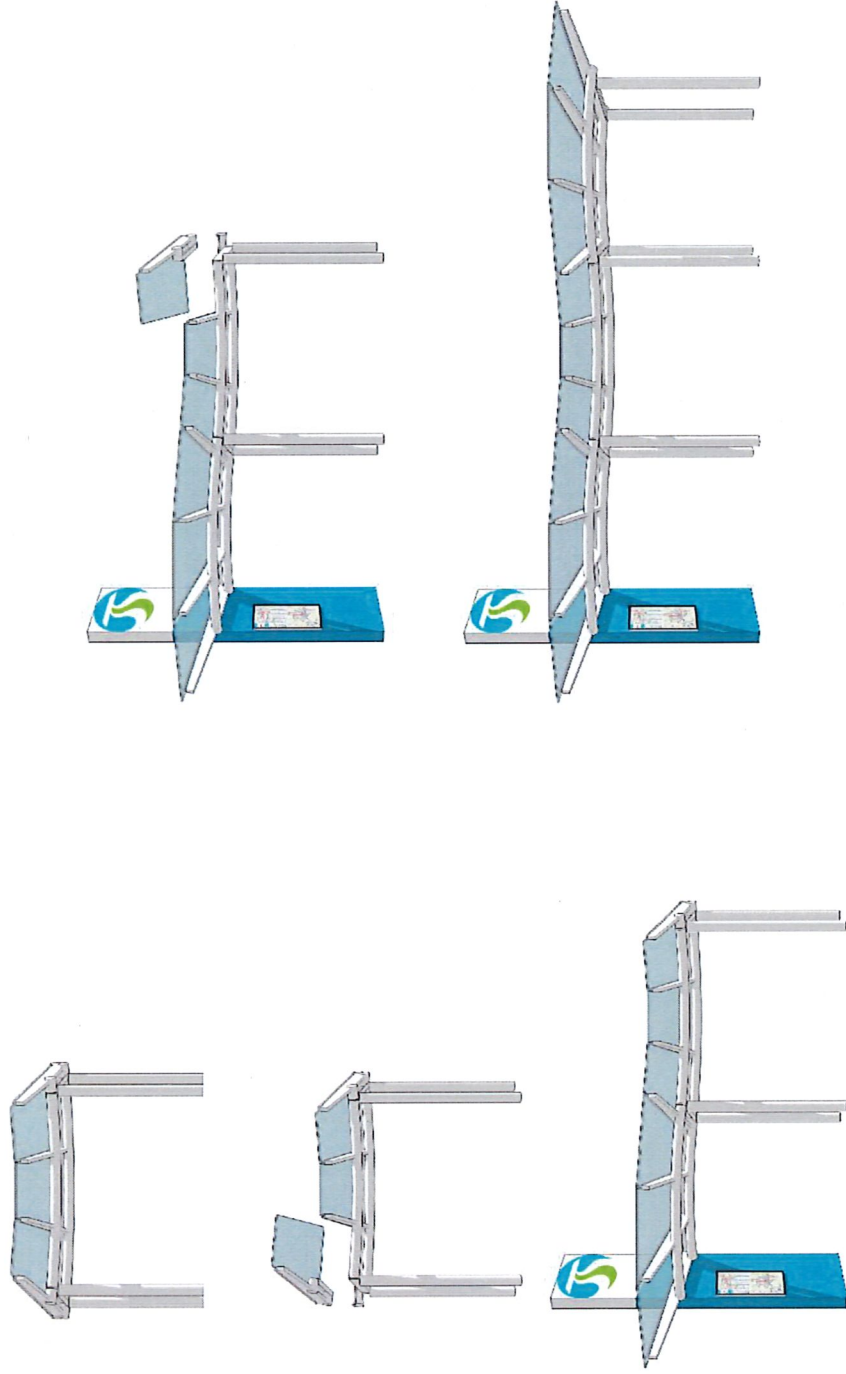
6' wide HPT Shelter



4' wide HPT Shelter



# Shelter Design-Modular & Expandable



# Station Identification Elements

- Identification Elements
  - Give **unique identity** to each station while still conforming to the **existing Kit of Parts**
  - Provides opportunity for stations to **include surrounding character** as defined by the neighborhood and key stakeholders
- **STA is partnering with Spokane ARTS**
  - Provide **input on station identification** elements that fit within the existing Kit of Parts
  - Work directly with **neighborhoods and key stakeholders** to design station identification graphics that can be included in the elements as the project proceeds with design
  - Identify **future opportunity** for the addition of art at specific stations



# Identification Opportunities

**Windscreen**



**Railings**



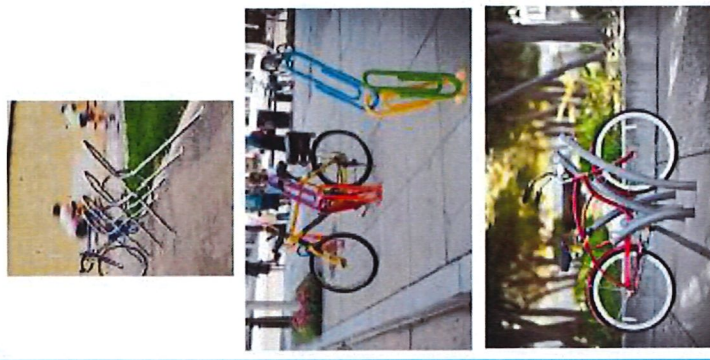
**Light Pole**



**Trash/Recycling/Cabinet**



**Bike Racks**



# Upcoming Outreach

- Station Identification Work with Spokane Arts
- Online Open House In Late Summer 2018
- Open House In Fall 2018
- Provide Feedback

**[www.stamovingforward.com](http://www.stamovingforward.com)**

- Navigate to the Central City Line project
- Sign up for email updates/newsletters
- Provide feedback via email

## EXECUTIVE SESSION

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

To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.  
(RCW 42.30.110(f))

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 Board will reconvene.

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

Estimated time - 15 minutes