

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, March 16, 2017, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 16th day of March, 2017.



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, March 16, 2017 at 1:30 p.m.
Spokane Transit Authority Boardroom
1229 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 95 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pam Haley*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Gene Truppe, Coach Operator – Retirement (*Steve Blaska*)
 - B. Jess Schloss, Coach Operator – Retirement (*Steve Blaska*)
 - C. Steve Doolittle, Director of Human Resources – Retirement (*E. Susan Meyer*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the February 16, 2017 Board Meeting – Corrections/Approval
 - B. February 2017 Vouchers (*Lynda Warren*)
 - C. Approval of Title VI Plan Update (*French/Otterstrom*)
 - D. Award of Contract for Purchase of Seven (7) 60 Foot Fixed Route Coaches (*Waldref/Blaska*)
6. Board Action – Committee Recommendations: *15 minutes*

Board Operations

 - A. Memorandum of Understanding – Seven Week Training Period Wage Adjustment for new Fixed Route Coach Operators (*Haley/Doolittle*)
 - B. Memorandum of Understanding – Supplemental Hourly Pay for Intermittent Paratransit Field Instructor Pay (*Haley/Doolittle*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair’s Report (*Pam Haley*)
9. Planning & Development Committee: *30 minutes*
 - A. Chair’s Report (*Al French*)
 - i. 2017 Transit Development Plan: Mid-Range Planning Guidance
 - ii. Central City Line Project Update

10. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair's Report (*Amber Waldref*)
 - i. Year End 2016 Unaudited Financial Report
11. CEO Report – *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2017 Sales Tax Summary (*Lynda Warren*)
 - C. 2016 State Audit Timeline (*Lynda Warren*)
 - D. January 2017 Operating Indicators (*Steve Blaska*)
 - E. Year End 2016 Performance Measures (*Steve Blaska*)
 - F. *Connect Spokane* Update: Emerging Trends & Local Factors (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*Witherspoon Brajcich McPhee PLLC*) – *10 minutes*
16. Adjourn

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

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

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

Planning & Development	April 5, 2017, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 5, 2017, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 12, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, April 20, 2017, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the day after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. 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

March 16, 2017

AGENDA ITEM 2. : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY:

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head / Chief Executive Officer ESM Legal Counsel CM

3.

PUBLIC EXPRESSIONS

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

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

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

March 16, 2017

AGENDA ITEM 4.A. : GENE TRUPPE, FIXED ROUTE COACH OPERATOR- RETIREMENT
REFERRAL COMMITTEE: N/A
SUBMITTED: Steve Blaska, Director of Operations

SUMMARY:

Coach Operator Gene Truppe has enjoyed a 35 year career with Spokane Transit Authority and retired January 13, 2017.

Throughout his career that began in December 1981, Gene was acknowledged by his customers on many occasions for being a friendly, courteous and kind driver. He participated in the Rodeo on several occasions and earned 28 years of Safe Driving Awards.

During his retirement, Gene plans to work on projects around his home and also to embark on some domestic traveling adventures.

Thank you, Gene, for your 35 years of service and dedication to STA! Congratulations on your retirement.

RECOMMENDATION TO BOARD: Recognize Fixed Route Coach Operator Gene Truppe for his years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer BSM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 4.B. : JESS SCHLOSS, FIXED ROUTE COACH OPERATOR- RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations

SUMMARY:

Coach Operator Jess Schloss served our community throughout a 20 year career with Spokane Transit and retired on January 13, 2017. Jess was hired as a part-time coach operator in 1996 and elected to move to full time status in September 2004.

During his career, Jess earned 20 years of safe driving awards, received several years of perfect attendance awards and numerous excellent ratings in the Quality Counts! Program.

In the course of his retirement, Jess plans to travel throughout the United States with his wife in their motor home.

Thank you, Jess, for your 20 years of service and dedication to STA! Congratulations on your retirement.

RECOMMENDATION TO BOARD: Recognize Fixed Route Coach Operator Jess Schloss for his years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer LSM

Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

March 16, 2017

AGENDA ITEM 4.C. : STEVE DOOLITTLE, DIRECTOR OF HUMAN RESOURCES –
RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: E. Susan Meyer, Chief Executive Officer

SUMMARY:

Steve Doolittle joined STA in 2006 as Manager of Human Resources. In 2012 he was promoted to the position of Director of Human Resources. In addition to HR duties, his responsibilities include the supervision of the safety and security functions, claims and training.

Steve brought with him a wealth of experience from 17 years as Director of HR at Gonzaga University and 12 years in the telephone service industry with Pacific NW Bell, US West and Qwest.

Steve and his wife, Jennifer, are looking forward to spending more time with their family and watching Gonzaga basketball games.

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

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

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

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Minutes of the February 16, 2017 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer JSM

Legal Counsel UM

Attachment

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

BOARD OF DIRECTORS

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

MEMBERS PRESENT

Al French, Spokane County, *Acting Chair*
Josh Kerns, Spokane County
Ed Pace, City of Spokane Valley
Candace Mumm, City of Spokane
Odin Langford, Small Cities Representative
(Liberty Lake)
Rhonda Bowers, Labor Representative
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*

STAFF PRESENT

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

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley, *Chair*
Amber Waldref, City of Spokane
Aspen Monteleone, Small Cities Representative
(Airway Heights)
John Higgins, Small Cities Representative
(Medical Lake)
Tom Trulove, Small Cities Representative
(Cheney) *Ex Officio*

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

At 1:30 p.m. there was no quorum.

Acting Chair French called the meeting to order at 1:41 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Pace moved to approve the Board agenda, Mr. Mumm seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Fourth Quarter 2016 Years of Service Awards**

Mr. Doolittle read the names of the employees with 5, 10, 15, 25, and 35 years of service. Gene Truppe, Coach Operator, has served 30 years. Jeffrey Smith, Journeyman Vehicle Technician, and Kevin Milnes, Associate Building Maintenance Specialist, have both served 25 years.

B. **Fourth Quarter 2016 Employee Recognition Awards**

Mr. Doolittle read the names of those who won the employee recognition awards for the fourth quarter of 2016. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

C. Pam Tonhofer, Fixed Route Supervisor - Retirement

Mr. Blaska said Ms. Tonhofer is retiring after 31 years of dedicated service to Spokane Transit and the community. Ms. Tonhofer started her career as a paratransit van operator and transitioned to coach operator the same year. In 1990 she was promoted to fixed route supervisor. Over the years she has received many letters of appreciation for her exceptional service and her leadership and expertise will be greatly missed.

5. PUBLIC HEARING

A. 2017 Title VI of the Civil Rights Act Program

Mr. Otterstrom said the Title VI federal statute states: “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The program is to be updated every three years and STA’s current Title VI program expires March 23, 2017.

The proposed Title VI draft program includes a review of the past three years (2014-2016) and includes fare and service changes; investigations and complaints; STA’s policies and standards; demographics of the service area, ridership and appointed committees; and, a Limited English Proficiency Plan.

The entire 2017 draft Title VI Program is included in the Board packet and can be found on STA’s website. There has been extensive outreach to those agencies that work with the populations affected by the statute and the Planning & Development Committee has been involved in the process. Following the public hearing, this item will be brought back to the Board for adoption in March.

Mr. French opened the public hearing at 1:53 p.m.

Mr. French asked three times for comments from the public.

Hearing none, he closed the public hearing at 1:54 p.m.

6. BOARD ACTION – CONSENT AGENDA

Ms. Mumm requested that item 6.C be removed from the consent agenda for discussion purposes.

Mr. Langford moved to approve the following consent agenda items 6.A and B, Mr. Pace seconded and the motion passed unanimously:

A. Approve the minutes of the January 19, 2017 Board meeting.

B. Approve the following vouchers and payroll for January, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (January)	Nos. 592510 - 592833	\$ 4,128,028.61
Workers Comp Vouchers (January)	Nos. 218631 - 218749	\$ 94,048.05
Payroll 01/06/2017	ACH – 01/06/2017	\$ 1,561,438.02
Payroll 01/20/2017	ACH – 01/20/2017	\$ 1,140,848.59
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,807.46
JANUARY TOTAL		\$ 6,931,170.73

C. 2017 Communications Plan Overview

Ms. Mumm referred to page 25 that addressed “low income” community centers and commented that the wording “all community centers” would be more appropriate.

Mr. Otterstrom said Ms. Mumm was referring to a page in the Title VI program.

Mr. Langford moved to approve the 2017 Communications Plan, which supports the STA Priorities and ultimate goals of increasing ridership, and maintaining/enhancing community perception. Mr. Pace seconded and the motion passed unanimously.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS: None.

8. BOARD ACTION – OTHER:

A. 2017 Performance Measures

Mr. Blaska said this item is for Board approval of measures for 2017 and the significant changes are outlined below. He will provide a report next month on the 2016 performance measures results.

Ridership Goals

Fixed Route

Sustain 2016 ridership.

Paratransit

0.5% growth from 2016 ridership

Vanpool

Sustain 2016 ridership

Fixed Route Service Effectiveness Goal

25 passengers per revenue hour (28 in 2016)

Fixed Route On-Time Performance Goal

90% on time performance (85% in 2016)

Paratransit Maintenance Reliability Goal

Less than 1 road call per 75,000 miles (57,000 miles in 2016)

Mr. Blaska noted that STA is second only to King County Metro in highest passengers per hour of service in the state.

Mr. Pace moved to approve the 2017 Performance Measures, Mr. Langford seconded and the motion carried unanimously.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

None. Ms. Haley is absent.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

None. No meeting in February.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

No meeting in February, however Mr. Otterstrom presented the following item which would have been presented to the committee.

i. 2017 Phase II September Service Change Preliminary Proposal

Due to the successful ballot measure, new service improvements are to be implemented in 2017.

Phase I improvements were approved by the Board in December, 2016 and are due to be implemented in May, 2017.

Phase II improvements are to be implemented in September, 2017 following extensive public outreach in February, a public hearing in April, and, Board approval in May.

The proposal for Phase II service improvements include:

More service on existing routes including #28, #174, and **add** non-stop service between Liberty Lake and Spokane with limited peak weekday service.

Modify/Add Service (Northside)

North Proposal Option A

- Modify #26; build restroom for #28 coach operators

North Proposal Option B

- Modify #25 end-of-line location
- Discontinue #26 and replace with #37
- Modify #28 end-of-line location to provide restroom
- Bus service to new areas

Modify Existing Routes to Improve Service Effectiveness

- Improve weekday outbound departure reliability on #25
- Introduce a layover location in Downtown other than the Plaza
- Significantly reduce bus layovers at Spokane Regional Business Center
- Improve return trip to Arena on #1
- Revise routing of #173 (Spokane Valley)

Mr. Langford said he appreciated the inclusion of Liberty Lake in the service improvements.

12. **CEO REPORT**

Ridership

Ms. Meyer reported that fixed route bus ridership in January 2017 decreased by 5.4% over January 2016. The large amounts of snow have made accessing bus stops difficult.

Paratransit ridership decreased by 4.1% over January 2016. A large number of trips were cancelled due to bad weather.

Vanpool ridership decreased by 7.7% over January 2016 with ten fewer vans in service (87 vs 97). Marketing efforts continue as STA staff met with officials from Kootenai County, Fairchild Air Force Base, Spokane County and Inland Imaging to promote the program.

It should be noted that January 2017 had one more weekday than January 2016.

Sales Tax Revenue

January 2017 sales tax revenue (collected on November 2016 retail sales) increased 9.7% over January 2016 for a year-to-date increase of 12.3% over budget.

Plaza Update

The escalators are now installed, installation of the cougars is underway, and the project continues to be on time and on budget.

Commute Trip Reduction Award

The STA Way to Go Award was won this year by Alorica. The company joined the employer sponsored bus pass program in April, 2016.

State Legislative Update

The session is scheduled to end on April 23, 2017.

Transportation bills do not need to be out of committee until Friday, February 24.

Of particular interest to STA:

HB 371 – revises distracted driving provisions with regard to portable electronic devices. This bill provides exemption for a transit system employee for time-sensitive relay of communication to dispatch services.

HB 1869 – concerns population-based representation on the governing body of public transportation benefit areas (includes Spokane, Vancouver, Tacoma).

Central City Line Update

Consultants from Cardinal Infrastructure will present at a Board Workshop on March 1, 2017 between 11:30 a.m. and 1:30 p.m. The topic will be STA's application for a Federal Transit Administration (FTA) Small Starts grant.

Ms. Meyer added that Monday, February 20, 2017 is Presidents' Day; bus and van service will be operating on the holiday schedule, and the Boone Avenue office will be closed.

13. BOARD INFORMATION

- A. Committee Minutes
- B. January 2017 Sales Tax Summary
- C. December 2016 Operating Indicators
- D. Central City Line Small Starts Grant Update
- E. 4th Quarter 2016 Service Planning Public Input Report

14. NEW BUSINESS

None.

15. BOARD MEMBERS' EXPRESSIONS

Mr. Pace reiterated his goals for STA:

- Service to the Chas clinic on Indiana Avenue in the Spokane Valley (Mr. Otterstrom confirmed the new service will begin the third Sunday in May).
- Understanding why perceived ridership in the Spokane Valley is lower than actual.
- Long-term goal to see STA grow into a for-profit organization.

Mr. French said the Commissioners this afternoon declared a state of emergency in Spokane County due to severe flooding and subsequent closures of roads. He added that I-90 is closed due to a landslide near Issaquah.

16. EXECUTIVE SESSION

At 2:30 p.m., Mr. French announced that the Board would adjourn for an Executive Session for the following purpose:

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

The STA Board of Directors will reconvene in open session at approximately 2:40 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene. No action is anticipated.

At 2:40 p.m., Ms. McAloon announced the Board of Directors will reconvene at 2:50 p.m.

At 2:50 p.m., the Board of Directors reconvened and Chair French declared the meeting back in public session.

17. ADJOURNED

With no further business to come before the Board, Acting Chair French adjourned the meeting at 2:51 p.m.

Respectfully submitted,



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

A video of the Board meeting may be viewed on STA's website
www.spokanetransit.com the week after the meeting.

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

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

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

Planning & Development	March 1, 2017, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 1, 2017, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 8, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 16, 2017, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 5.B.:

FEBRUARY 2017 VOUCHERS - MOTION

REFERRAL COMMITTEE:

N/A


SUBMITTED BY:

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

SUMMARY: The following warrants and ACH transfers for the period of February 1 through 28, 2017 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

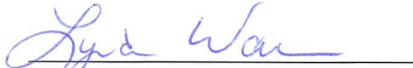
<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (February)	Nos. 592834 - 593155	\$ 2,767,562.53
Workers Comp Vouchers (February)	Nos. 218750 - 218862	\$ 93,564.61
Payroll 02/03/2017	ACH - 02/03/2017	\$ 1,118,655.15
Payroll 02/17/2017	ACH - 02/17/2017	\$ 1,580,795.78
WA State - DOR (Use Tax)	ACH - W0640	\$ 7,185.03
FEBRUARY TOTAL		\$ 5,567,763.10

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 

Chief Executive Officer 

Legal Counsel 

Spokane Transit Authority
Vouchers - February 2017

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
02/03/17	592834	AFSCME	1328	135.54
02/03/17	592835	AFSCME	1328	144.00
02/03/17	592836	Amplified Wax	1065	2,896.86
02/03/17	592837	Amalg Transit Union #1015	1055	19,288.29
02/03/17	592838	Amalg Transit Union #1598	1056	545.82
02/03/17	592839	Appleway Chevrolet Inc	1068	2,500.63
02/03/17	592840	Avista Corporation	1081	21,959.99
02/03/17	592841	AxleTech International	1892	2,040.00
02/03/17	592842	Battery Systems Inc	1089	3,751.90
02/03/17	592843	Blanchard Auto Electric	1109	444.55
02/03/17	592844	The Braun Corporation	1117	86.39
02/03/17	592845	Brown Bearing	1022	422.84
02/03/17	592846	Daniel H Brunner Trustee	1124	3,050.31
02/03/17	592847	California Department of Child Support Services	1130	118.61
02/03/17	592848	Carquest Auto Parts	1025	1,305.16
02/03/17	592849	QWEST Corporation	1148	131.97
02/03/17	592850	QWEST Corporation	1148	118.06
02/03/17	592851	Child Support Enforcement Agency	1825	392.30
02/03/17	592852	City of Spokane	1601	7,241.59
02/03/17	592853	City of Spokane	1601	1,005.00
02/03/17	592854	City of Spokane	1601	6,166.06
02/03/17	592855	Conseal Containers LLC	1176	346.76
02/03/17	592856	Cooperative Supply Inc	1026	88,853.35
02/03/17	592857	Michael Hugh Maycumber	1179	2,010.95
02/03/17	592858	Cummins Inc	1027	1,249.61
02/03/17	592859	Delta Dental of Washington	1726	53,735.44
02/03/17	592860	Delta Dental of Washington	1726	1,568.72
02/03/17	592861	Desautel Hege	1839	2,850.49
02/03/17	592862	Downtown Spokane Development Association	1217	500.00
02/03/17	592863	Department of Social and Health Services	1210	4,072.40
02/03/17	592864	Employee Advisory Council	1236	426.50
02/03/17	592865	Electronic Data Magnetics Inc	1225	2,934.90
02/03/17	592866	Employment Security Department	1237	265.84
02/03/17	592867	Galls LLC	1271	534.79
02/03/17	592868	Gard Communications Inc	1272	1,725.00
02/03/17	592869	Gillig LLC	1279	5,121.69
02/03/17	592870	Diamond Auto Glass Inc	1308	219.86
02/03/17	592871	Spokane Area Chamber of Commerce	1291	7,700.00
02/03/17	592872	Group Health Cooperative	1296	177,478.88
02/03/17	592873	Group Health Options Inc	1295	1,921.10
02/03/17	592874	Group Health Options Inc	1295	11,115.71
02/03/17	592875	H & H Business Systems	1298	652.81
02/03/17	592876	Hightail	1761	1,956.60
02/03/17	592877	HRA Veba Trust	1415	19,058.31
02/03/17	592878	Humanix Corp	1329	2,485.62
02/03/17	592879	Life Ins Co of N America	1397	13,236.00
02/03/17	592880	Mohawk Manufacturing & Supply Co	1011	1,683.57
02/03/17	592881	Motion Auto Supply Inc	1012	36.83
02/03/17	592882	MV Public Transportation Inc	1452	278,579.92
02/03/17	592883	Black Realty Management Inc	1658	10,859.73
02/03/17	592884	Genuine Parts Company	1014	277.16
02/03/17	592885	NAPA Auto Parts Inc	1014	2,843.74
02/03/17	592886	Rutgers The State University	1784	690.00
02/03/17	592887	National Color Graphics Inc	1455	5,345.87
02/03/17	592888	The Aftermarket Parts Company LLC	1015	1,385.50
02/03/17	592889	Tammy Lynne Glidewell	1282	117.00
02/03/17	592890	Occupational Medicine Associates PS	1482	6,621.00
02/03/17	592891	Oil Re-Refining Co Inc	1486	3,282.20
02/03/17	592892	Pacific Power Group LLC	1496	705.73
02/03/17	592893	Purchase Power	1513	520.99
02/03/17	592894	Premera Blue Cross	1521	728,589.29
02/03/17	592895	Pure Filtration Products Inc	1531	205.12
02/03/17	592896	Remnicha Inc	1540	674.45
02/03/17	592897	S T A - Well	1557	310.00
02/03/17	592898	Securitas Security Svcs	1574	22,386.09

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
02/03/17	592899	State of Arizona	1770	308.33
02/03/17	592900	State of Arizona - Child Support Enforcement	1770	185.92
02/03/17	592901	Summit Law Group PLLC	1637	3,349.00
02/03/17	592902	Synergema	1819	475.00
02/03/17	592903	The Engraver Inc	1242	145.11
02/03/17	592904	Thermo King Northwest Inc	1650	114.68
02/03/17	592905	Stephen Hirano	1665	135.00
02/03/17	592906	United Way of Spokane County	1684	271.00
02/03/17	592907	US Bank National Association	1698	17,127.06
02/03/17	592908	American Federation of State County 2 WA Council	1705	1,665.24
02/03/17	592909	Washington State Department of Licensing	1768	30.00
02/03/17	592910	Washington State	1709	1,502.13
02/03/17	592911	Washington State	1710	5,558.66
02/03/17	592912	Waste Management Recycle America	1702	26.65
02/03/17	592913	Wells Fargo Ins Svcs USA Inc	1735	117.40
02/03/17	592914	Wells Fargo Financial Leasing Inc	1735	590.26
02/07/17	592915	US Bank	1678	18,836.50
02/09/17	592916	Inland Welding Supply Inc	1032	276.96
02/09/17	592917	CBS Reporting Inc	1035	81.00
02/09/17	592918	Amazon.Com LLC	1054	340.33
02/09/17	592919	Applied Indust Tech Inc	1067	281.91
02/09/17	592920	Auto B Clean Inc	1077	3,733.85
02/09/17	592921	NAF Fairchild AFB	1466	625.80
02/09/17	592922	Appleway Chevrolet Inc	1068	405.99
02/09/17	592923	Avista Corporation	1081	50,858.23
02/09/17	592924	Battery Systems Inc	1089	1,576.15
02/09/17	592925	Cheryl Beckett	1092	187.50
02/09/17	592926	Kimberlee Dawn Betts	1961	2,000.00
02/09/17	592927	Blacks Wholesale Distributing Inc	1108	7.12
02/09/17	592928	Blanchard Auto Electric	1109	661.85
02/09/17	592929	Brown Bearing	1022	422.84
02/09/17	592930	Camp Chevrolet	1024	326.94
02/09/17	592931	Camp Automotive Inc	1024	252.71
02/09/17	592932	Canon Financial Services Inc	1154	220.67
02/09/17	592933	Carquest Auto Parts	1025	2,003.91
02/09/17	592934	Consolidated Electrical Distributors	1133	68.64
02/09/17	592935	QWEST Corporation	1148	224.90
02/09/17	592936	City of Cheney - Utility	1158	432.92
02/09/17	592937	City of Spokane	1601	459.04
02/09/17	592938	Idaho Truck Specialties LLC	1161	193.53
02/09/17	592939	Comcast Holdings Corporation	1170	606.43
02/09/17	592940	Contract Resource Group Inc	1178	21.74
02/09/17	592941	Cooperative Supply Inc	1026	75,031.97
02/09/17	592942	Jason Corcoran	1999	600.00
02/09/17	592943	Michael Hugh Maycumber	1179	2,010.95
02/09/17	592944	Critical Data Inc	2003	15,820.00
02/09/17	592945	Cummins Inc	1027	545.02
02/09/17	592946	Mark Curtis	1191	108.69
02/09/17	592947	GEM Inc	1005	461.98
02/09/17	592948	Electrical Service Products Inc	1230	47.01
02/09/17	592949	Embroidered Sportswear Inc	1232	65.20
02/09/17	592950	FedEx	1808	98.68
02/09/17	592951	Galls LLC	1271	6,480.42
02/09/17	592952	Gillig LLC	1279	20,802.73
02/09/17	592953	Diamond Auto Glass Inc	1308	3,850.25
02/09/17	592954	W.W. Grainger Inc	1285	2,985.28
02/09/17	592955	H & H Business Systems	1298	229.03
02/09/17	592956	Hogan Mfg Inc	1008	278.74
02/09/17	592957	Home Depot Credit Services	1318	532.57
02/09/17	592958	George C Howie	1327	1,712.03
02/09/17	592959	Humanix Corp	1329	2,179.50
02/09/17	592960	Intermountain Materials Testing	1855	421.80
02/09/17	592961	William Corp	1363	65.97
02/09/17	592962	Kimmel Athletic Supply Co Inc	1376	304.20
02/09/17	592963	Les Schwab Tire Centers of Washington Inc	1393	2,001.21
02/09/17	592964	Liberty Lake Sewer and Water District	1396	90.82
02/09/17	592965	Car Wash Partners Inc	1436	17.77

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/09/17	592966	Mohawk Manufacturing & Supply Co	1011	981.40
02/09/17	592967	Motion Auto Supply Inc	1012	104.87
02/09/17	592968	Motorola Solutions Inc	1448	6,002.46
02/09/17	592969	Genuine Parts Company	1014	652.32
02/09/17	592970	NAPA Auto Parts Inc	1014	739.16
02/09/17	592971	National Color Graphics Inc	1455	666.41
02/09/17	592972	The Aftermarket Parts Company LLC	1015	229.06
02/09/17	592973	Newark element14	1463	VOID
02/09/17	592974	Nords' Electric Supply Inc	1016	84.00
02/09/17	592975	North 40 Outfitters	1102	11.67
02/09/17	592976	Northwest Pump & Equipment	1477	69.57
02/09/17	592977	Northwest Vital Records Center Inc	1476	493.20
02/09/17	592978	Nadine Timm	900	21.87
02/09/17	592979	Penser North America Inc	1502	8,100.00
02/09/17	592980	Purchase Power	1513	1,044.58
02/09/17	592981	Power Machine Service Inc	1519	842.20
02/09/17	592982	Professional Finishes	1526	3,237.61
02/09/17	592983	Remnicha Inc	1540	143.20
02/09/17	592984	Saad Bros Inc	1558	65.17
02/09/17	592985	The Sherwin-Williams Co	1580	152.09
02/09/17	592986	Six Robbles Inc	1017	231.96
02/09/17	592987	Spokane Public Facilities District	1941	5,187.50
02/09/17	592988	Spokane County Dept of Building & Planning	1603	1,472.34
02/09/17	592989	Spokane Hardware Supply	1604	252.16
02/09/17	592990	Spokane House of Hose Inc	1605	287.23
02/09/17	592991	Greater Spokane Valley Chamber of Commerce	1613	2,550.00
02/09/17	592992	The Spokesman Review	1616	3,005.58
02/09/17	592993	Sportworks Northwest Inc	1617	313.92
02/09/17	592994	Spray Center Electronics Inc	1619	67.58
02/09/17	592995	Summit Law Group PLLC	1637	171.00
02/09/17	592996	Summit Rehabilitation Associates PLLC	1638	65.00
02/09/17	592997	Trapeze Software Group	1669	8,874.27
02/09/17	592998	United Way of Spokane County	1684	368.00
02/09/17	592999	U S Healthworks Medical Group of Washington PS	1679	95.00
02/09/17	593000	Washington State	1209	3,568.78
02/09/17	593001	Washington State	1209	25.00
02/09/17	593002	Washington State Dept of Labor and Industries	1208	114,115.13
02/09/17	593003	Walter E Nelson Co	1721	1,903.83
02/09/17	593004	Wendle Motors Incorporated	1021	45.80
02/09/17	593005	XO Holdings	1757	939.03
02/16/17	593006	AFSCME	1328	135.54
02/16/17	593007	AFSCME	1328	142.00
02/16/17	593008	Northwest Industrial Services LLC	1058	148.43
02/16/17	593009	APS Inc	1841	222.84
02/16/17	593010	American Public Transportation Association	1060	546.00
02/16/17	593011	Amalg Transit Union #1015	1055	19,231.97
02/16/17	593012	Amalg Transit Union #1598	1056	521.01
02/16/17	593013	Amalg Transit Union-Cope	1057	455.46
02/16/17	593014	Appleway Chevrolet Inc	1068	786.40
02/16/17	593015	Avista Corporation	1081	20,844.37
02/16/17	593016	B & H Foto & Electronics Corp	1082	53.97
02/16/17	593017	Battery Systems Inc	1089	149.89
02/16/17	593018	The Braun Corporation	1117	86.39
02/16/17	593019	Daniel H Brunner Trustee	1124	3,050.31
02/16/17	593020	California Department of Child Support Services	1130	118.61
02/16/17	593021	Carquest Auto Parts	1025	247.90
02/16/17	593022	Cascade Centers Inc	1142	1,523.02
02/16/17	593023	Child Support Enforcement Agency	1825	392.30
02/16/17	593024	Idaho Truck Specialties LLC	1161	425.56
02/16/17	593025	Colvico Inc	1168	3,633.23
02/16/17	593026	Consolidated Irrigation	1177	21.00
02/16/17	593027	WA State Consolidated Technology Services	1712	121.87
02/16/17	593028	Cooperative Supply Inc	1026	134,571.50
02/16/17	593029	Country Homes Christian Church	1183	347.16
02/16/17	593030	Cummins Inc	1027	25,721.09
02/16/17	593031	Day Wireless Systems	1202	1,279.95
02/16/17	593032	Desautel Hege	1839	21,777.89
02/16/17	593033	Department of Social and Health Services	1210	4,072.40
02/16/17	593034	Employee Advisory Council	1236	444.50
02/16/17	593035	El Jay Oil Co Inc	1003	1,673.98
02/16/17	593036	Employment Security Department	1237	499.90
02/16/17	593037	FedEx	1808	50.97
02/16/17	593038	Ferrellgas	1833	2,037.59

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/16/17	593039	First Data Merchant Services Corporation	1257	4,715.84
02/16/17	593040	Galls LLC	1271	1,077.80
02/16/17	593041	Gard Communications Inc	1272	1,200.00
02/16/17	593042	Gillig LLC	1279	5,995.90
02/16/17	593043	W.W. Grainger Inc	1285	2,598.38
02/16/17	593044	HRA Veba Trust	1415	125.00
02/16/17	593045	Humanix Corp	1329	1,376.02
02/16/17	593046	Les Schwab Tire Centers of Washington Inc	1393	3,001.82
02/16/17	593047	Linkedin Corporation	2022	1,902.25
02/16/17	593048	Liveview GPS Inc	1404	1,797.00
02/16/17	593049	Loomis Armored US LLC	1408	1,376.37
02/16/17	593050	Michael Boodel	1804	460.00
02/16/17	593051	Modine Manufacturing Co	1939	35,681.86
02/16/17	593052	Mohawk Manufacturing & Supply Co	1011	518.82
02/16/17	593053	Motion Auto Supply Inc	1012	140.15
02/16/17	593054	Muncie Reclamation and Supply Co	1013	51.56
02/16/17	593055	Genuine Parts Company	1014	1,663.57
02/16/17	593056	NAPA Auto Parts Inc	1014	359.58
02/16/17	593057	Steve Nenno	1459	952.20
02/16/17	593058	The Aftermarket Parts Company LLC	1015	2,743.41
02/16/17	593059	Newark element14	1463	136.90
02/16/17	593060	CSWW Inc	1102	135.11
02/16/17	593061	Tammy Lynne Glidewell	1282	630.00
02/16/17	593062	Northwest Bus Stamp Wbe	1472	85.87
02/16/17	593063	Office Depot Inc	1483	108.78
02/16/17	593064	Esther Morgan	901	48.50
02/16/17	593065	Cheryl Kindred	900	10.00
02/16/17	593066	Roadwise Inc	1546	5,964.34
02/16/17	593067	S T A - Well	1557	315.00
02/16/17	593068	Saads Shoe Repair	1558	135.72
02/16/17	593069	Schetky Northwest Sales Inc	1570	63,501.77
02/16/17	593070	Securitas Security Svcs	1574	22,285.97
02/16/17	593071	Vanessa Bogensberger	1582	252.89
02/16/17	593072	Six Robbles Inc	1017	876.34
02/16/17	593073	Standard Digital Print Co Inc	1623	17.12
02/16/17	593074	State of Arizona	1770	308.33
02/16/17	593075	State of Arizona - Child Support Enforcement	1770	185.92
02/16/17	593076	Team Torque Inc	1644	100.27
02/16/17	593077	American Service Corp	1663	950.00
02/16/17	593078	TrendSource Inc	1671	2,299.08
02/16/17	593079	Tyler Technologies Inc	1675	37,456.73
02/16/17	593080	United Way of Spokane County	1684	271.00
02/16/17	593081	University District Development Association	1685	4,000.00
02/16/17	593082	Verizon Wireless LLC	1686	6,884.56
02/16/17	593083	American Federation of State County 2 WA Council	1705	1,672.10
02/16/17	593084	Washington State	1209	40,156.62
02/16/17	593085	Walt's Mailing Service	1976	1,017.20
02/16/17	593086	Lynda Warren	1700	114.91
02/16/17	593087	Washington Finance Officers Assoc	1701	50.00
02/23/17	593088	Allied Safe & Vault Co Inc	1052	42.32
02/23/17	593089	Amazon.Com LLC	1054	674.88
02/23/17	593090	Aronson Security Group	1070	800.00
02/23/17	593091	Austin Micheal	1078	35.00
02/23/17	593092	B & H Foto & Electronics Corp	1082	1,497.20
02/23/17	593093	Battery Systems Inc	1089	267.32
02/23/17	593094	Blanchard Auto Electric	1109	737.60
02/23/17	593095	The Braun Corporation	1117	282.50
02/23/17	593096	Brent Ozar Unlimited	2024	699.00
02/23/17	593097	Calvary Spokane	1136	890.74
02/23/17	593098	Carquest Auto Parts	1025	2,191.46
02/23/17	593099	Consolidated Electrical Distributors	1133	256.31
02/23/17	593100	Coffman Engineers Inc	1162	1,785.89
02/23/17	593101	CCGS Holdings Corp	1511	1,805.97
02/23/17	593102	Cummins Inc	1027	3,781.60
02/23/17	593103	Day Wireless Systems	1202	7,872.75
02/23/17	593104	Dell Marketing LP	1204	3,956.47
02/23/17	593105	Delta Dental of Washington	1726	52,609.26
02/23/17	593106	Desautel Hege	1839	7,613.00
02/23/17	593107	Dubois Chemicals Inc	1220	2,401.05
02/23/17	593108	El Jay Oil Co Inc	1003	2,260.96
02/23/17	593109	Electrical Service Products Inc	1230	59.79
02/23/17	593110	Fastenal Company	1249	587.73
02/23/17	593111	Fidelity National Information Services Inc	1258	3,320.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
02/23/17	593112	Ann Frunk	1306	35.00
02/23/17	593113	Galls LLC	1271	131.17
02/23/17	593114	Gillig LLC	1279	9,698.84
02/23/17	593115	W.W. Grainger Inc	1285	4,307.74
02/23/17	593116	Graybar Electric Co Inc	1287	324.30
02/23/17	593117	Humanix Corp	1329	344.19
02/23/17	593118	Oil Price Information Service LLC	1346	119.57
02/23/17	593119	Chad Johnson	1361	384.33
02/23/17	593120	Tammy Johnston	1362	768.34
02/23/17	593121	Kershaw's Inc	1374	165.79
02/23/17	593122	Lithographic Reproductions Inc	1403	584.82
02/23/17	593123	Mohawk Manufacturing & Supply Co	1011	434.86
02/23/17	593124	Motion Auto Supply Inc	1012	136.59
02/23/17	593125	MTM Services LLC	2021	400.00
02/23/17	593126	Muncie Reclamation and Supply Co	1013	40.68
02/23/17	593127	Genuine Parts Company	1014	55.20
02/23/17	593128	NAPA Auto Parts Inc	1014	1,107.07
02/23/17	593129	National Color Graphics Inc	1455	5,116.30
02/23/17	593130	The Aftermarket Parts Company LLC	1015	1,577.06
02/23/17	593131	Northern Energy - 1790	1064	7.45
02/23/17	593132	Pape Machinery Exchange	1860	157.07
02/23/17	593133	Platt Electric Supply	1517	2,069.97
02/23/17	593134	Power Machine Service Inc	1519	807.42
02/23/17	593135	Pressworks Inc	1522	2,015.30
02/23/17	593136	Professional Finishes	1526	13,626.13
02/23/17	593137	Safety Kleen Systems Inc	1564	860.35
02/23/17	593138	Schetky Northwest Sales Inc	1570	1,353.54
02/23/17	593139	Six Robblees Inc	1017	697.01
02/23/17	593140	Spokane County Treasurer	1603	2,718.98
02/23/17	593141	Spokane County Treasurer	1603	1,675.45
02/23/17	593142	Spokane Pump Inc	1609	89.13
02/23/17	593143	Spray Center Electronics Inc	1619	141.93
02/23/17	593144	Standard Digital Print Co Inc	1623	189.55
02/23/17	593145	Staples Advantage	1627	2,458.55
02/23/17	593146	Anita Teague	1643	388.89
02/23/17	593147	Titan Truck Equipment Inc	1655	1,409.63
02/23/17	593148	Jacqueline Tjards	1656	604.98
02/23/17	593149	Trapeze Software Group	1669	140,425.18
02/23/17	593150	U S Healthworks Medical Group of Washington PS	1679	95.00
02/23/17	593151	Walter E Nelson Co	1721	76.74
02/23/17	593152	Fabrication and Truck Equipment Inc	1724	271.74
02/23/17	593153	Wells Fargo Financial Leasing Inc	1735	1,427.25
02/23/17	593154	Wendle Motors Incorporated	1021	13.60
02/23/17	593155	XO Holdings	1757	7,265.42
TOTAL FEBRUARY ACCOUNTS PAYABLE				2,767,562.53
2/1/17 - 2/28/17	218750-218862	WORKER'S COMPENSATION WARRANTS	VARIES	93,564.61
TOTAL FEBRUARY WORKER'S COMPENSATION DISBURSEMENTS				93,564.61
2/3/17	723105-723161	PAYROLL AND TAXES PR 3,17	VARIES	1,118,655.15
2/17/17	723162-723219	PAYROLL AND TAXES PR 4,17	VARIES	1,580,795.78
TOTAL FEBRUARY PAYROLL AND TAXES				2,699,450.93
2/16/17	ACH	WA STATE - DOR (USE TAX)	1767	7,185.03
TOTAL FEBRUARY EXCISE TAX DISBURSEMENT				7,185.03
TOTAL FEBRUARY DISBURSEMENTS FROM TO1 ACCOUNTS				5,567,763.10
TOTAL FEBRUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL FEBRUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS				5,567,763.10

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

March 16, 2017

AGENDA ITEM 5.C. : APPROVAL OF THE TITLE VI PLAN UPDATE

REFERRAL COMMITTEE: Planning & Development

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

Title VI is a federal statute that states "no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." As an agency that receives federal assistance, STA must document in a Title VI Program how it complies with Title VI requirements. STA must update its Title VI Program every three (3) years. The current program expires March 23, 2017.

The program includes a discussion of fare and service changes over the last three (3) years (2014, 2015 and 2016), demographic analysis of minority and low-income populations using the 2010 Census, the public outreach process used to assist protected populations, and updating the Limited English Proficiency (LEP) plan. In addition, the program requires Board approval, demographic breakdown of all committees that have non-elected members, and inclusion of Fixed-route System-wide Service Standards and Policies.

The 2017 Title VI Program draft was submitted to the Federal Transit Administration (FTA) for review on January 26, 2017. It is also posted on the STA website and may be accessed at the link on the next page.

A public hearing regarding the Title VI Program was held on February 16, 2017 at the Board of Directors meeting. No one offered testimony at the hearing.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the 2017 Title VI Program.

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

RECOMMENDATION TO BOARD: By motion, approve the 2017 Title VI Program.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer SDM

Legal Counsel CM

Title VI Program
Page Two

https://www.spokanetransit.com/files/content/2017_Title_VI_Plan_Draft_Combined.pdf

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 5.D.

AWARD OF CONTRACT FOR PURCHASE OF SEVEN (7) 60 FOOT FIXED ROUTE COACHES

REFERRAL COMMITTEE: Performance Monitoring & External Relations

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: In support of the requirements of STA Moving Forward, seven (7) 60' coaches must be added to our fleet by late 2018. These coaches allow STA to employ higher capacity vehicles on the Division Street corridor. The purchase of these coaches are included in the adopted 2017-2021 Capital Improvement Program (CIP) and Vehicle Replacement Plan.

The Capital Improvement Program identified \$5,770,802 for the purchase of these vehicles.

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

Staff recommends purchasing these seven (7) 60' articulated coaches from New Flyer Industries. STA is very familiar with this manufacturer and currently operates thirteen (13) New Flyer coaches. These vehicles will be manufactured in a very similar configuration to our other coaches, which have performed well for our application and duty cycle.

The quoted unit price to purchase the 2018 New Flyer 60' articulated coach is \$704,238. This price represents an approximate 1.2% cost above the most recent 60' articulated coach purchased in 2016. The total quoted pricing for all seven (7) vehicles is currently \$4,929,668.66 (without sales tax). This pricing does not include sales tax but does include a \$1,000 per unit fee to purchase off of the WSCC.

Staff anticipates the need for a contingency budget of approximately 5% for minor changes to enhance operator and passenger amenities and ensure other appropriate coach enhancement requirements can be achieved. These configuration changes represent items such as coach pre-wiring (camera & CAD/AVL), alternate passenger seating configuration, and different securements.

It will also be important for Maintenance staff to travel to the manufacturing facility to conduct pre-production meetings and on-line inspections during production to ensure quality control and contract specification compliance.

The total requested budget for this purchase (to include taxes, contingency, and travel) is \$5,610,000. This is \$160,802 less than the CIP estimated cost for this project.

Staff will be prepared to provide a brief overview of STA's fleet procurement and replacement plan in order to provide perspective for this purchase.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the purchase of seven (7) 60-foot coaches from New Flyer Industries for the contract amount not to exceed \$5,610,000 (including sales tax and contingency).

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

BOARD ACTION: Approve the purchase of seven (7) 60-foot coaches from New Flyer Industries for the contract amount not to exceed \$5,610,000 (including sales tax and contingency).

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer ESM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM **6.A.:**

MEMORANDUM OF UNDERSTANDING – SEVEN WEEK
TRAINING PERIOD WAGE ADJUSTMENT FOR NEW FIXED
ROUTE COACH OPERATORS

REFERRAL COMMITTEE:

Board Operations (*Haley*)

SUBMITTED BY:

Steve Doolittle, Director of Human Resources

SUMMARY:

The wage rate for newly appointed Coach Operators during their seven-week training period is currently fifty percent (50%) of the top-level wage rate. The parties agree to enter into a Memorandum of Understanding to amend the collective bargaining agreement to be more competitive for recruiting and retaining new qualified Coach Operators.

The parties have agreed to amend Article VI, by adding Section 9 to the Agreement effective March 16, 2017 as set forth below:

Article VI, Section 9 – Training and Training Wages

The wage rate for newly appointed Coach Operators, during their training period, shall be a rate equal to sixty-five (65) percent of the top level wage rate for the position of Coach Operator in effect during their training period. The EMPLOYER shall, at its sole discretion, establish the training period for each newly appointed Coach Operator.

RECOMMENDATION TO COMMITTEE: By motion, recommend the wage rate for newly appointed Coach Operators during their training period shall be a rate equal to sixty-five (65) percent of the top level wage rate for the position of Coach Operator in effect during their training period and forward to the Board agenda for Approval.

COMMITTEE ACTION: Recommend approval as presented and forward to the Board agenda.

RECOMMENDATION TO BOARD: By motion, authorize the execution of a Memorandum of Understanding amending Article VI of the collective bargaining agreement with ATU 1015 to approve a wage rate for newly appointed Coach Operators, during their training period, equal to sixty-five (65) percent of the top level wage rate for the position of Coach Operator in effect during their training period.

FINAL REVIEW FOR BOARD BY:

Division Head *SD*

Chief Executive Officer *ESM*

Legal Counsel *CM*

**MEMORANDUM OF UNDERSTANDING BETWEEN SPOKANE
TRANSIT AUTHORITY AND AMALGAMATED TRANSIT UNION
LOCAL NO. 1015**

Training and Training Wages

Spokane Transit Authority ("STA") and the Amalgamated Transit Union, Local #1015, of Spokane, Washington, ("Union") are parties to a collective bargaining agreement with a term of April 1, 2014 through March 31, 2017 ("Agreement").

The current wage rate for newly appointed Coach Operators during their training period is fifty (50) percent of the top level wage rate. The parties agree to amend the collective bargaining agreement in order to be competitive for recruiting and retaining new Coach Operators, and to be consistent with the Paratransit Van Operator wage rate during their training period.

The parties have agreed to amend Article VI, by adding Section 9 to the Agreement effective March 16, 2017 as set forth below:

Article VI, Section 9 – Training and Training Wages

The wage rate for newly appointed Coach Operators, during their training period, shall be a rate equal to sixty-five (65) percent of the top level wage rate for the position of Coach Operator in effect during their training period. The EMPLOYER shall, at its sole discretion, establish the training period for each newly appointed Coach Operator.

Except as set forth herein, the remaining terms and conditions of the parties' collective bargaining agreement remains in effect.

IN WITNESS WHEREOF, the parties hereto have set their hand this ____ day of _____, 2017.

SPOKANE TRANSIT AUTHORITY

Steve Doolittle
Director of Human Resources

ATU LOCAL 1015

Thomas Leighty
President/Business Agent

Date

Date

E. Susan Meyer
Chief Executive Officer

Date

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM **6.B.**

MEMORANDUM OF UNDERSTANDING – SUPPLEMENTAL
HOURLY PAY FOR INTERMITTENT FIELD INSTRUCTOR
PAY

REFERRAL COMMITTEE:

Board Operations (*Haley*)

SUBMITTED BY:

Steve Doolittle, Director of Human Resources

SUMMARY:

Paratransit van operators may now be utilized and assigned as an intermittent Field Instructor, to assist the Training Department with new Paratransit Van Operator training. Therefore, the parties agree to add language to the collective bargaining agreement in order to select and establish a rate of pay for Field Instructors appropriately.

The parties have agreed to amend Article 17, Section 17.9 – Training and Training Wages, of the Agreement effective March 16, 2017 as set forth below:

17.9.4:

Field Instructors will be selected through an application process. A van operator assigned as an intermittent Field Instructor shall receive five dollars (\$5.00) per hour in addition to their regular base wage rate for each hour assigned and provided they are performing those duties.

RECOMMENDATION TO COMMITTEE: By motion, recommend that a van operator assigned as an intermittent Field Instructor shall receive five dollars (\$5.00) per hour in addition to their regular base wage rate for each hour assigned and provided they are performing those duties, and forward to the Board agenda for approval.

COMMITTEE ACTION: Recommend approval as presented and forward to the Board agenda.

RECOMMENDATION TO BOARD: By motion, authorize the execution of a Memorandum of Understanding amending Article 17, Section 17.9 of the current collective bargaining agreement with AFSCME 3939 to provide that a van operator assigned as an intermittent Field Instructor shall receive five dollars (\$5.00) per hour in addition to their regular base wage rate for each hour assigned and provided they are performing those duties.

FINAL REVIEW FOR BOARD BY:

Division Head SD

Chief Executive Officer ESM

Legal Counsel WM

**MEMORANDUM OF UNDERSTANDING BETWEEN SPOKANE TRANSIT
AUTHORITY AND LOCAL 3939 OF THE WASHINGTON STATE COUNCIL OF
COUNTY AND CITY EMPLOYEES, THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

Field Instructor Pay

Spokane Transit Authority ("STA") and Local 3939 of the Washington State Council of County and City Employees ("Union") are parties to a collective bargaining agreement with a term of July 1, 2015 through June 30, 2018 ("Agreement").

Paratransit Van Operators may now be utilized and assigned as an intermittent Field Instructor to assist the Training Department with new Paratransit Van Operator training. Therefore, the parties agree to add language to the collective bargaining agreement in order to select and establish a rate of pay for Field Instructors appropriately.

The parties have agreed to amend Article 17, Section 17.9 – Training and Training Wages, of the Agreement effective March 16, 2017 as set forth below:

17.9.4:

Field Instructors will be selected through an application process. A van operator assigned as an intermittent Field Instructor shall receive five dollars (\$5.00) per hour in addition to their regular base wage rate for each hour assigned and provided they are performing those duties.

Except as set forth above, the remaining terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hand this ____ day of _____, 2017.

SPOKANE TRANSIT AUTHORITY

**LOCAL 3939 OF THE WASHINGTON
STATE COUNCIL OF COUNTY & CITY
EMPLOYEES, AFSCME, AFL-CIO**

E. Susan Meyer
Chief Executive Officer

Mike Kunder
President

Janet Stowe
Transportation Manager – Paratransit
and Vanpool

Dean Vercruysse, Staff Representative

WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
AFSCME, AFL-CIO

Steve Doolittle
Director of Human Resources

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 8.A.

BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Board Operations (*Haley*)

SUBMITTED BY:

Pam Haley, Committee & Board 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 BM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 9.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 including the following:

- i. 2017 Transit Development Plan: Mid-Range Planning Guidance
- ii. Central City Line Project Update

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel UM

SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF

March 16, 2017

AGENDA ITEM **9.A.i**

2017 TRANSIT DEVELOPMENT PLAN:
DEVELOPMENT OF MID-RANGE PLANNING GUIDANCE

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2016 TDP may be viewed on STA's website at the link on page three. The 2017 TDP is expected to be adopted in July 2017 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2017 TDP is through 2023, which is six years plus the current year.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The Planning & Development Committee will begin to develop the 2017 Mid-Range Planning Guidance at their March meeting. The Committee will make a recommendation to the Board on the 2017 Mid-Range Guidance at their April meeting. The planning guidance statements set forth in the 2016 TDP, with one edit from the March 2017 Planning and Development Committee meeting, are below:

Board Guidance for 2016 TDP

Foster and Sustain Quality. Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.

Maintain a State of Good Repair. Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.

Expand Ridership. Continue to foster ridership markets in line with the principles of *Connect Spokane*. Identify and leverage the factors that drive ridership and can be influenced locally in communities of Spokane's size. ~~Outside of travel to home, work-~~ Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

Proactively Partner in the Community. Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

Advance and Adapt the System Growth Strategy. Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans.

The Planning & Development Committee also began reviewing another part of the Transit Development Plan that is updated annually: Major Activities. The draft 2017-2023 Major Activities are listed below.

2017-2023 Major Activities

Customer and Community Outreach

- Expand the employer-sponsored Bus Pass Program
- Expand the Universal Transit Access Pass (UTAP)
- Expand the number of retail bus pass outlets
- Continue the surplus van grant program

Service Development

- Procure a new contract for supplemental paratransit service (as early as 2020)
- Implement HPT "Lite" - North Monroe to South Regal
- Implement the Central City Line and restructure service in Spokane
- Implement Cheney HPT and restructure service on the West Plains

Facilities and Fleet

- Complete the Plaza renovation
- Fleet replacement (2017-2023)
- 3-position bicycle racks for fixed-route coaches
- Complete the West Plains Transit Center
- Construct new maintenance facility on Boone Campus
- Construct Upriver Transit Center at Spokane Community College
- Construct Moran Prairie Park & Ride
- Division HPT "Lite" improvements
- Implement Mirabeau Transit Center
- East Sprague HPT "Lite" improvements

System Management

- Study and implement changes to the fare structure after 2018 following Board approved changes in 2017 and 2018
- Implement FTA Safety Management Systems (SMS)
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities

Technology

- Fixed-route and paratransit camera systems upgrade 2020
- Smart Card upgrade/farebox upgrade
- Vanpool financial software implementation

Planning

- 2016/2017 update to *Connect Spokane: A Comprehensive Plan for Public Transportation*
- Conduct Division HPT study to define elements of future Bus Rapid Transit (BRT) investments
- Conduct I-90 HPT preliminary engineering
- Bus Stop Accessibility Improvement Plan
- Study strategies to address gaps in services to populations with unmet mobility needs
- Prepare Transit Asset Management Plan pursuant to new federal requirements
- Title VI Program update (every three years)

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ICo

Chief Executive Officer ESM

Legal Counsel LM

2017 Transit Development Plan item 9.A.i
Page Three

spokanetransit.com/projects-plans/transit-development-plan

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 9.A.ii : CENTRAL CITY LINE UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Since FTA's approval to enter into project development for the Central City Line (CCL), the project team has been working to prepare the necessary information for the Small Starts Grant application to request federal funding for the project. A significant amount of work has been completed in preparation for the preliminary ratings package submittal in April. The following are the next steps leading up to the submittal.

The project working groups will continue to meet weekly to finalize the application. The project team and staff are working to finalize the cost estimate and finance plan, each a significant component of the ratings package. The Steering Committee will meet on March 30 for a final update on the application's major components and will be asked to provide a recommendation to the Board requesting authorization to submit the ratings package to FTA. Also on March 30, staff will be providing a comprehensive update on the scope and criteria of the application to Spokane City Council at a work session. Staff will be requesting a resolution from City Council in favor of the application, along with an indication of ongoing support through the design and implementation stages of the project.

On April 5, an update on the ratings package will be provided to the Planning and Development Committee, asking them for a recommendation to the Board to authorize submittal of the ratings package to FTA. On April 20, staff will provide the Board with a comprehensive, written and verbal update on the ratings package contents and commitments. At that meeting the Board will be asked to authorize staff to submit the ratings package to FTA.

Staff will continue to meet with stakeholders, including business owners, neighborhood groups, Gonzaga University, Spokane Community College, Downtown Spokane Partnership and any other stakeholder as requested or as needed, to refine the project design in preparation for the final grant application submittal in September 2017.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel UM



Central City Line Next Steps

Next Steps

■ Mar. 30

Steering Committee Meeting

■ Recommendation to submit to the Board

■ Mar. 30

City of Spokane Work Session

■ Provide comprehensive update; request resolution

■ Apr. 5

Planning & Development Committee Meeting

■ Recommendation to the Board to submit Small Starts grant application

■ Apr. 20

Board Meeting

■ Request authorization to submit Small Starts grant application

■ April

Submit Small Starts Grant Application

■ Sept.

Final Small Starts Grant Application Due

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 10.A.

PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Performance Monitoring & External Relations (*Waldref*)

SUBMITTED BY:

Amber Waldref, Committee Chair

SUMMARY:

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

- i. Year End 2016 Unaudited Financial Report

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 10.A.i 2016 UNAUDITED YEAR-END FINANCIAL REPORT

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the 2016 year-end financial results.

- ❖ Annual revenues exceeded budget by \$2.9 million
- ❖ Annual operating expenses were \$5.4 million below budget. Fuel expenses comprised \$2.3 million of this total.
- ❖ Due to the timing of projects, approximately \$1.5 million of the adopted capital budget remained unexpended in 2016. The majority of this was incorporated into the 2017 capital budget.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head LLW Chief Executive Officer JEAM Legal Counsel CM



2016 Unaudited Year-End Financial Report

Board of Directors Meeting

Lynda Warren

Director of Finance & Information Services

March 16, 2017

REVENUE

2016 Fares & Other Transit Revenue

\$1.0M (9.7%) Below Budget

➤ (\$970K) Passenger Fares

60,000,000

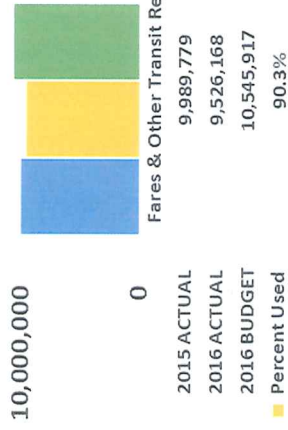
50,000,000

40,000,000

30,000,000

20,000,000

10,000,000

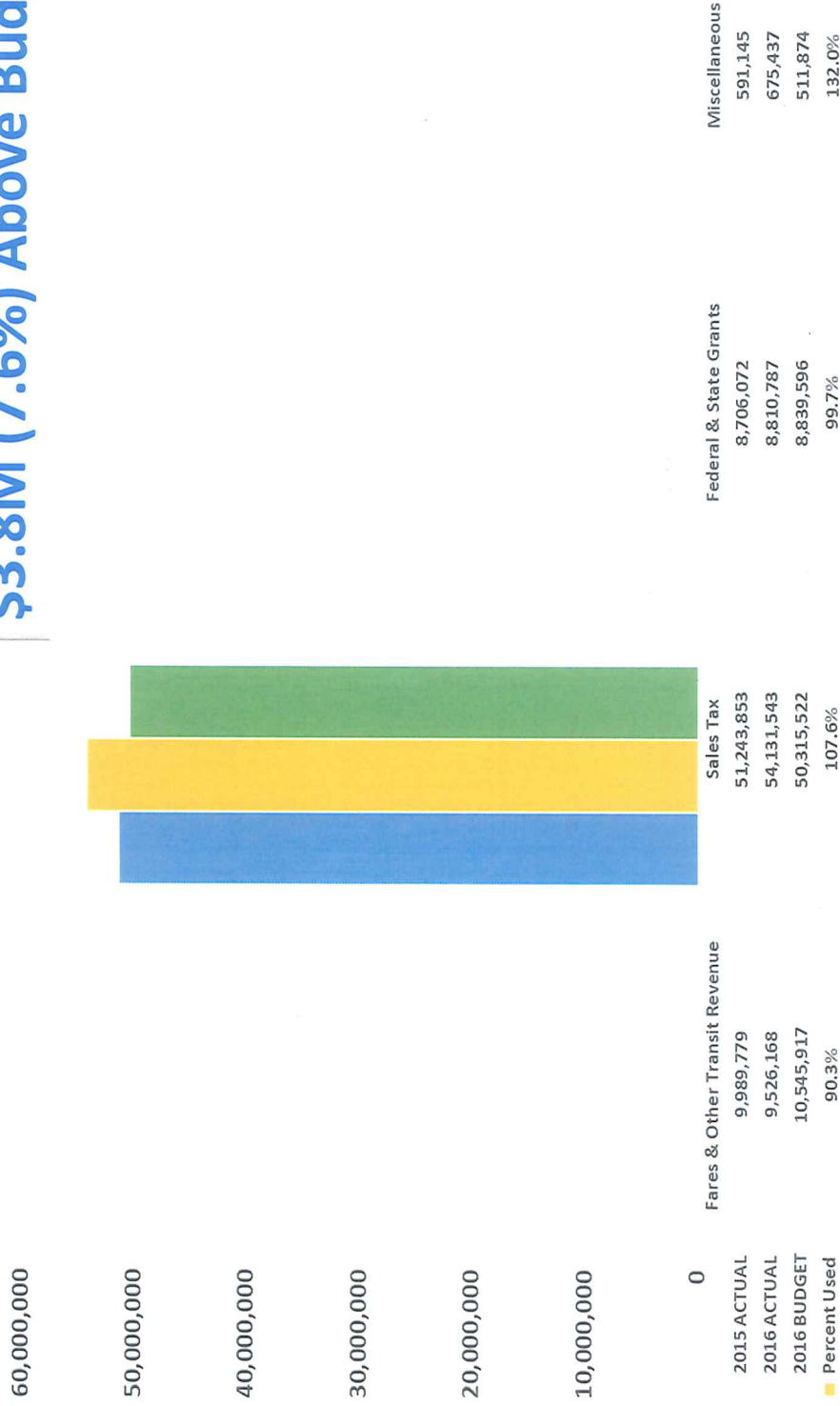


Sales Tax	Federal & State Grants	Miscellaneous
51,243,853	8,706,072	591,145
54,131,543	8,810,787	675,437
50,315,522	8,839,596	511,874
107.6%	99.7%	132.0%

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2016, state capital grant reimbursements total \$1,061,397 and federal capital grant reimbursements total \$773,457.

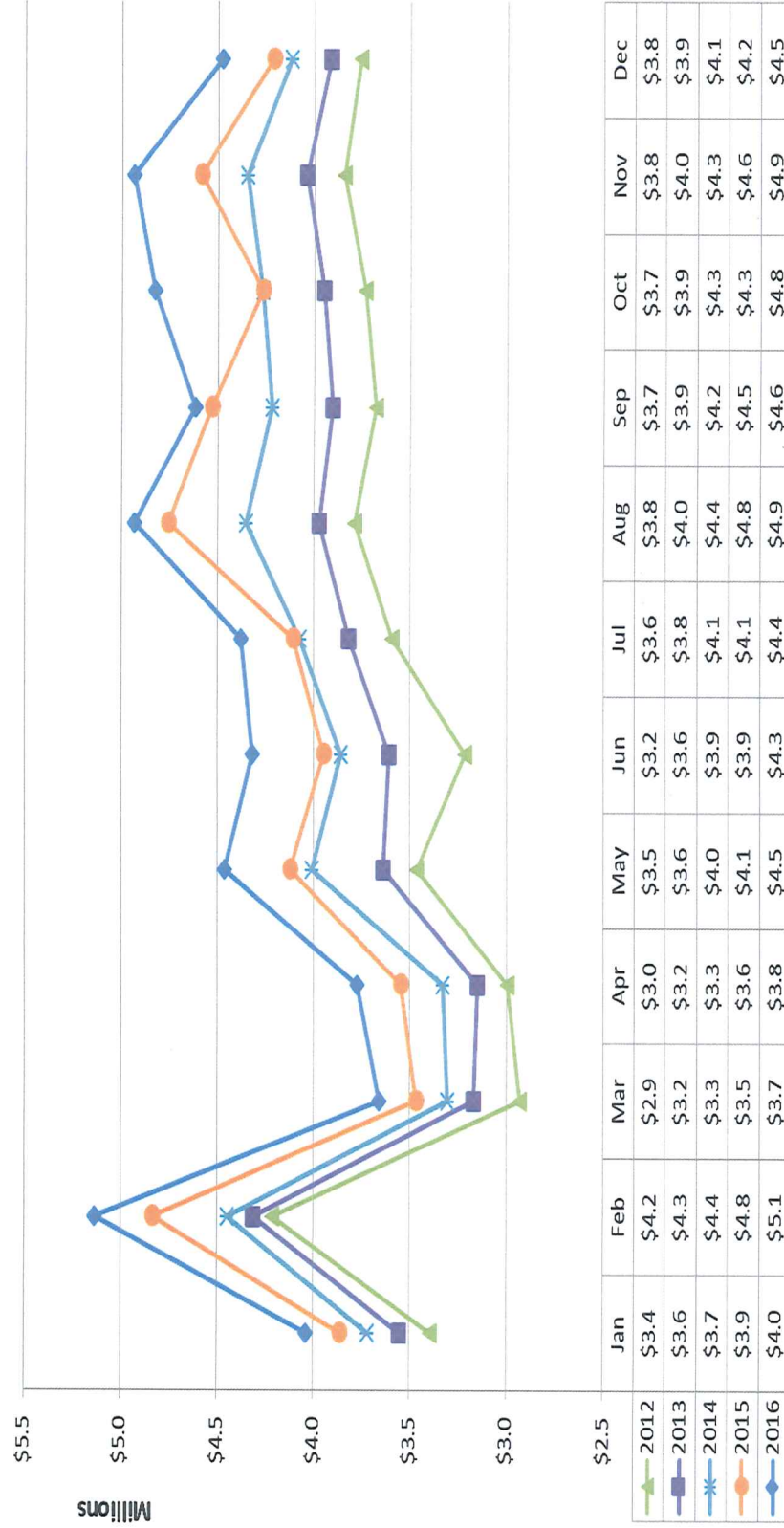
2016 Sales Tax Revenue

\$3.8M (7.6%) Above Budget



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2016, state capital grant reimbursements total \$1,061,397 and federal capital grant reimbursements total \$773,457.

Sales Tax Revenue History-December 2016⁽¹⁾ *



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

*Cash Basis

2016 Federal & State Grants Revenue

\$29K (0.3%) Below Budget

➤ (\$29K) Federal Non-Capital Grants

60,000,000

50,000,000

40,000,000

30,000,000

20,000,000

10,000,000



(1) Above amounts exclude grants used for capital projects. Year-to-date December 2016, state capital grant reimbursements total \$1,061,397 and federal capital grant reimbursements total \$773,457.

2016 Miscellaneous Revenue

\$164K (32%) Above Budget

- \$87K Investment Income
- \$101K Refunds/Rebates
- (\$10K) Asset Disposal
- (\$16K) Lease Income

60,000,000

50,000,000

40,000,000

30,000,000

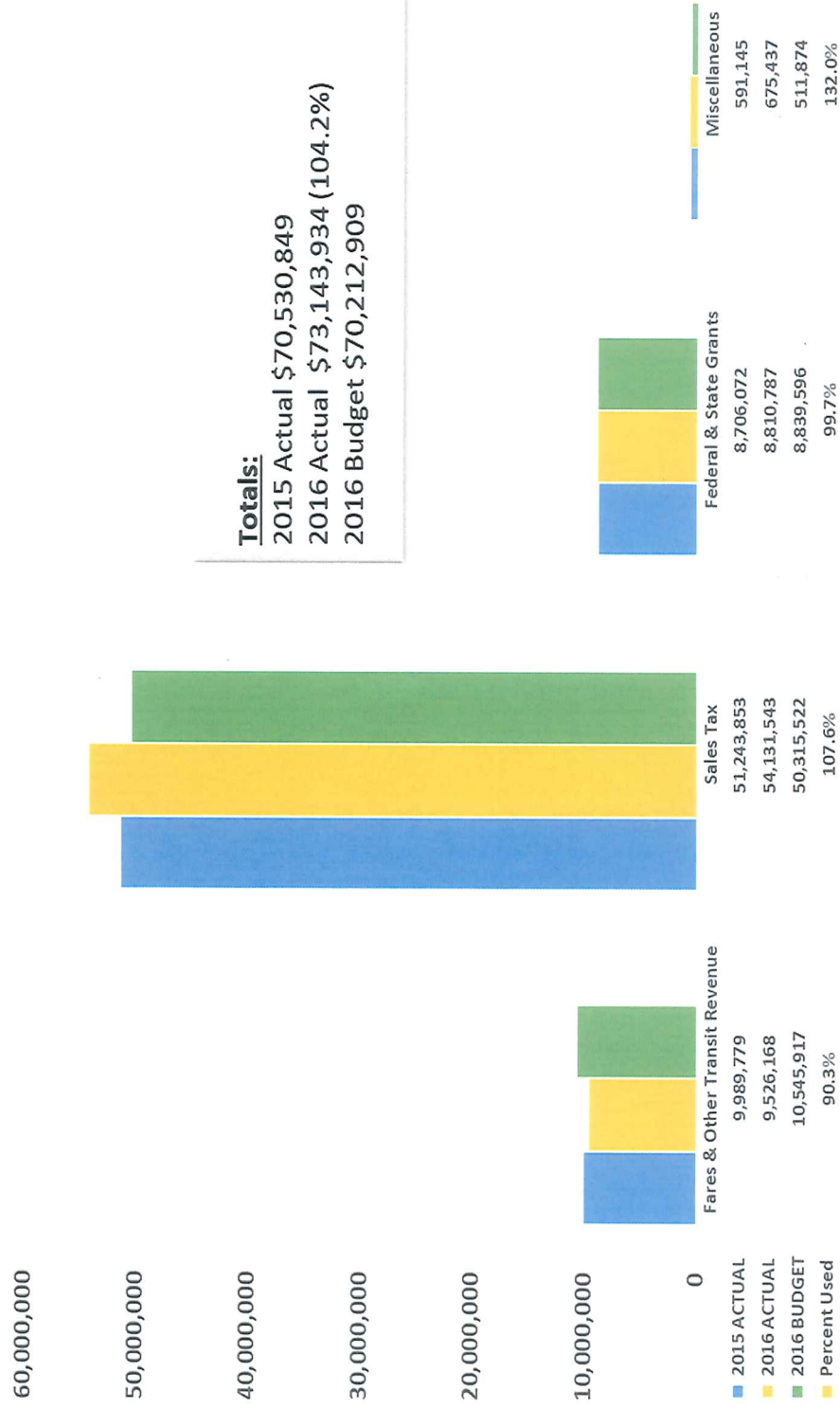
20,000,000

10,000,000

0	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
2015 ACTUAL	9,989,779	51,243,853	8,706,072	591,145
2016 ACTUAL	9,526,168	54,131,543	8,810,787	675,437
2016 BUDGET	10,545,917	50,315,522	8,839,596	511,874
■ Percent Used	90.3%	107.6%	99.7%	132.0%

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2016, state capital grant reimbursements total \$1,061,397 and federal capital grant reimbursements total \$773,457.

2016 Revenue Summary



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2016, state capital grant reimbursements total \$1,061,397 and federal capital grant reimbursements total \$773,457.

EXPENSES

GASB 68 – Implemented in 2015

- Government Accounting Standards Board (GASB) issued standards on how pensions should be reported
- Any unfunded pension liability will be reported on financial statements.
- Net Pension Liability is difference of market value of pension fund assets and benefit obligations at specific date
- Information is obtained from the Washington Department of Retirement Systems

GASB 68 (continued)

- Liability on balance sheet will be approximately \$30.5M
- Annual GASB 68 expenses are calculated based on actual contributions recorded each payroll
- Resulted in a **credit** of \$1.2M in 2016 expenses (\$700K in additional 2015 expenses)

- Divisional breakdown:

Fixed Route	\$878K
Paratransit	\$170K
Administrative	\$129K
Vanpool	<u>\$ 5K</u>
	\$1.2M Credit

GASB 68 (continued)

- Without GASB 68, the expenditures for 2016 would have been:
 - 2016 Actual \$61,049,722
 - \$4.2M (6.4%) below 2016 budget
 - \$1.2M (1.9%) above 2015 actual
- adjusted for GASB 68

2016 Fixed Route Expenses



⁽¹⁾ Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Paratransit Expenses

50,000,000

45,000,000

40,000,000

35,000,000

30,000,000

25,000,000

20,000,000

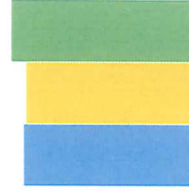
15,000,000

10,000,000

5,000,000

0

	Fixed Route	Paratransit
2015 ACTUAL	40,640,689	11,155,024
2016 ACTUAL	39,499,410	11,049,985
2016 BUDGET	42,869,489	11,967,034
■ Percent Used	92.1%	92.3%



\$900K (7.7%) Under Budget

- \$451K Labor/Benefits (excluding GASB 68)
- \$170K GASB 68
- \$400K Fuel
- (\$110K) Materials/Miscellaneous
- \$ 34K Services
- (\$60K) Contracted Transportation

	Vanpool	Plaza	Administration
	607,363	1,389,294	6,823,553
	559,393	1,524,007	7,170,208
	707,531	1,575,427	8,083,542
	79.1%	96.7%	88.7%

(1) Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Vanpool Expenses

50,000,000

45,000,000

40,000,000

35,000,000

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

\$148K (21%) Under Budget

- \$8K Labor/Benefits (excluding GASB 68)
- \$5K GASB 68
- \$112K Fuel
- \$29K Materials/Miscellaneous
- (\$6K) Services

Vanpool fares covered 102% of operating & administration expenses

0	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2015 ACTUAL	40,640,689	11,155,024	607,363	1,389,294	6,823,553
2016 ACTUAL	39,499,410	11,049,985	559,393	1,524,007	7,170,208
2016 BUDGET	42,869,489	11,967,034	707,531	1,575,427	8,083,542
■ Percent Used	92.1%	92.3%	79.1%	96.7%	88.7%

⁽¹⁾ Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Plaza Expenses

50,000,000

45,000,000

40,000,000

35,000,000

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

0

2015 ACTUAL

2016 ACTUAL

2016 BUDGET

Percent Used

92.1%

Fixed Route

40,640,689

39,499,410

42,869,489

92.1%

Paratransit

11,155,024

11,049,985

11,967,034

92.3%

Vanpool

607,363

559,393

707,531

79.1%

Plaza

1,389,294

1,524,007

1,575,427

96.7%

Administration

6,823,553

7,170,208

8,083,542

88.7%

\$51K (3.3%) Under Budget

➤ (\$117K)

Materials/Miscellaneous

➤ \$138K

Services

➤ \$ 30K

Utilities, Taxes & Insurance

(1) Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Administrative Expenses

50,000,000

45,000,000

40,000,000

35,000,000

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

0

2015 ACTUAL
2016 ACTUAL
2016 BUDGET
Percent Used

\$913K (11.3%) Under Budget

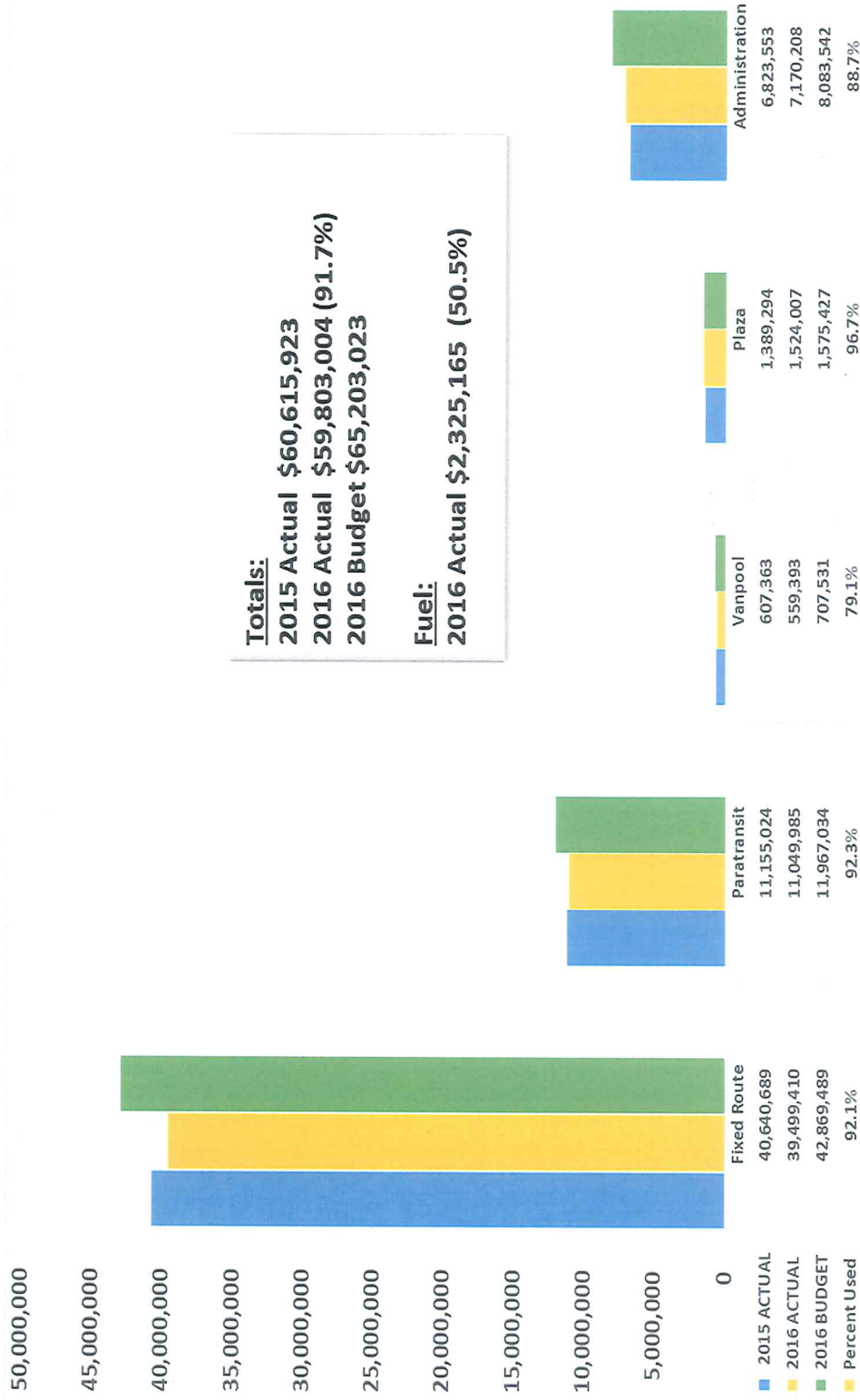
- \$41K Labor/Benefits (excluding GASB 68)
- \$129K GASB 68
- (\$113K) Materials/Miscellaneous*
- \$856K Services*

*IS software & licensing (\$600K) changed from Services to Materials in 2016

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2015 ACTUAL	40,640,689	11,155,024	607,363	1,389,294	6,823,553
2016 ACTUAL	39,499,410	11,049,985	559,393	1,524,007	7,170,208
2016 BUDGET	42,869,489	11,967,034	707,531	1,575,427	8,083,542
Percent Used	92.1%	92.3%	79.1%	96.7%	88.7%

(1) Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Expense Summary

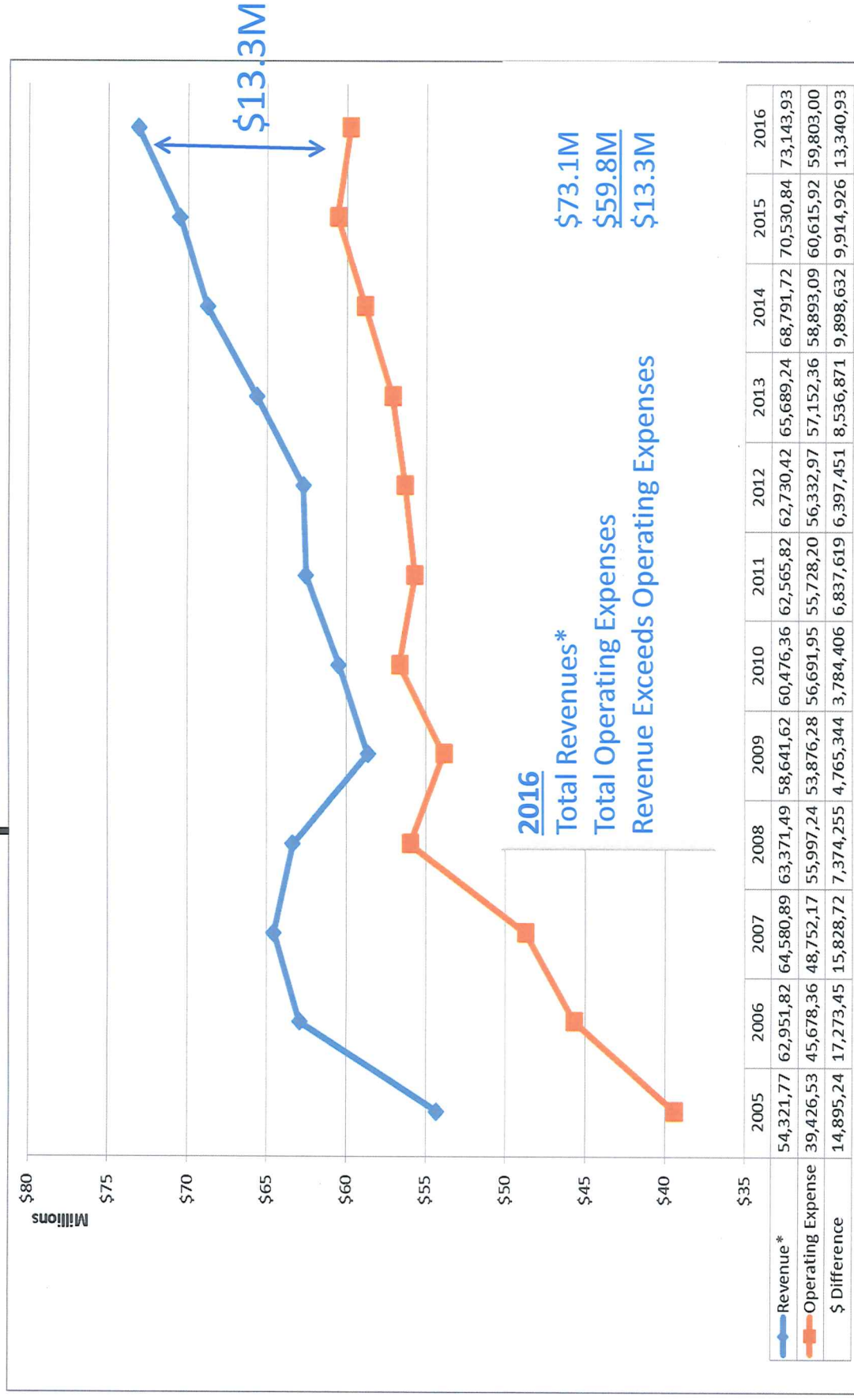


(1) Operating expenses exclude Capital Expenditures of \$13,134,388, Street/Road Cooperative Projects of \$190,035 and Election Costs of \$69,410.

2016 Budget Summary

Favorable Revenue Budget Variance	\$2.9M
Favorable Expense Budget Variance	<u>\$5.4M</u>
Total Favorable Budget Variance	\$8.3M

Revenues & Expenses 2005 to 2016



*Excludes grants used for capital projects

2016 Capital Budget Status Summary*

Capital Projects	State	Federal		Local		2016 Budget		Expensed to		Remaining	
		Funding	Funding	Funding	Funding	Total	Total	Date	Date	Balance	Balance
Total Revenue Vehicles	\$0	\$1,041,341	\$4,286,513	\$5,327,854	\$3,327,409	\$2,000,445					
Total Non-Revenue Vehicles	\$0	\$0	\$292,850	\$292,850	\$137,544	\$155,306					
Total Facilities - Maintenance and Administration	\$0	\$0	\$1,245,869	\$1,245,869	\$521,379	\$724,490					
Total Facilities - Passenger and Operational	\$0	\$80,000	\$2,351,308	\$2,431,308	\$2,909,115	(\$477,807)					
Total Technology Projects	\$0	\$954,770	\$2,820,358	\$3,775,128	\$3,331,435	\$443,693					
Total High Performance Transit	\$493,000	\$961,525	\$76,475	\$1,531,000	\$1,358,429	\$172,571					
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2015 BUT DELAYED TO 2016):											
					\$370,788	(\$370,788)					
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2016):											
					\$1,178,288	(\$1,178,288)					
GRAND TOTAL	\$493,000	\$3,037,636	\$11,073,373	\$14,604,009	\$13,134,388	\$1,469,621					

*Detail information included in packet

Revenue*, Operating & Local Capital Expenses 2005 - 2016

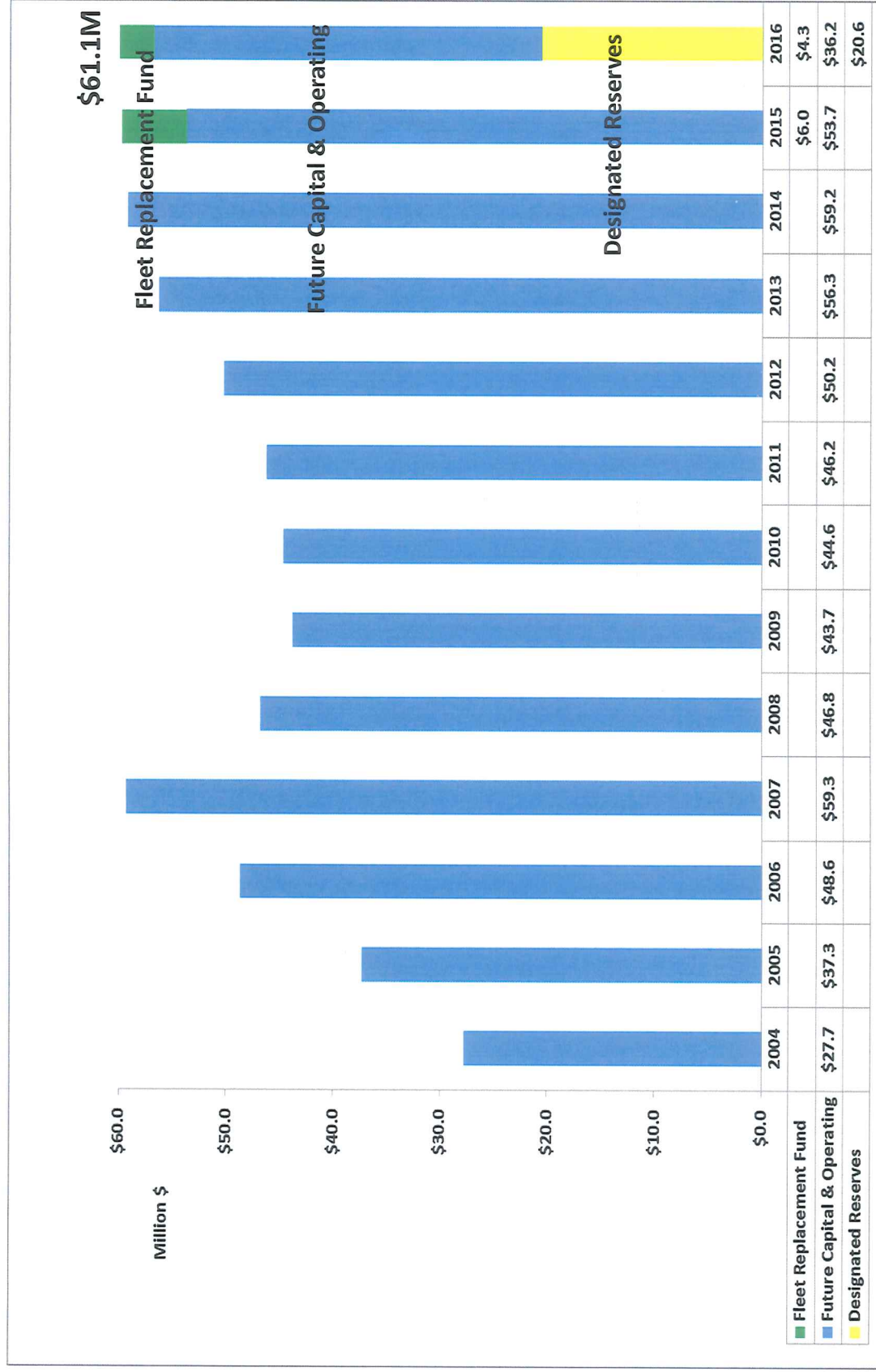


*Excludes grants used for capital projects

2016 Federal Grant Report

GRANTS	LATEST APPROVED	CUMULATIVE AMOUNT	UNEXPENDED			UNEXPENDED		
			ACCUALS			LOCAL		
			BUDGET	EXPENDED	BALANCE	BALANCE	BALANCE	FEDERAL BALANCE
WA-04-0064 ROOF REPLACEMENT/BUSINESS SYSTEM	4,645,068	3,450,290	0	1,194,778	238,956	955,822		
WA-04-0090 GENERATORS, STATE OF GOOD REPAIR-MAINTENANCE	1,332,500	1,332,500	0	0	0	0		
WA-34-0002 PARATRANSIT VANS (12)	2,904,777	2,553,352	0	351,425	70,285	281,140		
WA-95-X079 UNIVERSAL TRANSIT ACCESS PASS - CCS	1,748,397	1,542,508	0	205,889	0	205,889		
WA-95-X068 CENTRAL CITY/HPT DESIGN & STANDARDS	618,750	567,894	0	50,856	10,171	40,685		
WA-95-X081 ENGINEERING/DESIGN WEST PLAINS TRANSIT CENTER	1,100,000	893,284	1,502	205,214	(137,244)	342,458		
WA-95-X082 ENGINEERING/DESIGN CENTRAL CITY LINE	1,589,596	1,146,076	0	443,520	(759,126)	1,202,646		
WA-90-X579 ADA ACCESS	97,849	97,849	0	0	0	0		
WA-16-X048 VAN SERVICE EXPANSION, DEMAND RESPONSE, ADA PARATRANSIT	818,737	84,657	0	734,080	233,816	500,264		
WA-90-X598 BUS SHELTERS, BUS STOP IMPROVEMENTS, SIGNAGE	96,250	52,698	0	43,552	8,710	34,841		
WA-95-X092 SMART CARD/FAREBOX UPGRADE	1,400,000	0	0	1,400,000	700,000	700,000		
WA-2016-005 ENHANCED ADA ACCESS, BUS SHELTERS, SIGNAGE	303,750	0	0	303,750	60,750	243,000		
WA-2016-049 PARATRANSIT VAN (1), 40' BUS (1), 60' ARTIC BUS (1)	1,454,949	0	0	1,454,949	290,990	1,163,959		
FEDERAL GRANTS TOTAL	\$18,110,623	\$11,721,108	\$1,502	\$6,388,013	\$717,308	\$5,670,705		

2016 Cash Balance



**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
DECEMBER 31, 2016**

Capital Projects	Quantity	State Funding	Federal Funding	Local Funding	2016 Budget Total	Expensed to Date	Remaining Balance
Revenue Vehicles							
Fixed Route Coaches (Diesel)	7			\$3,239,775	\$3,239,775	\$3,047,942	\$191,833
Fixed Route Coach Modine Electric Fan Retrofit				424,710	424,710	279,468	145,242
Paratransit Vans	12		\$1,041,341	260,335	1,301,676	-	1,301,676
Vanpool Vans (Replacement)	10			361,693	361,693	-	361,693
Total Revenue Vehicles	29	\$0	\$1,041,341	\$4,286,513	\$5,327,854	\$3,327,409	\$2,000,445
Non-Revenue Vehicles							
Service Vehicle	1			\$25,000	\$25,000	\$18,065	\$6,935
Scissor Lift	1			23,000	23,000	20,952	2,048
Service Truck	1			91,350	91,350	53,458	37,892
Box Truck	1			73,500	73,500	45,070	28,430
Shelter Cleaning Truck	1			80,000	80,000	-	80,000
Total Non-Revenue Vehicles	5	\$0	\$0	\$292,850	\$292,850	\$137,544	\$155,306
Facilities - Maintenance and Administration							
Boone - Facility Master Plan Program				\$815,234	\$815,234	\$226,555	\$588,679
Boone - Preservation and Improvements				168,750	168,750	167,044	1,706
Fleck Center Preservation and Improvements				22,885	22,885	-	22,885
Miscellaneous Equipment and Fixtures				239,000	239,000	127,780	111,220
Total Facilities - Maintenance and Administration		\$0	\$0	\$1,245,869	\$1,245,869	\$521,379	\$724,490
Facilities - Passenger and Operational							
Park and Ride Upgrades				\$275,000	\$275,000	\$454,002	(\$179,002)
Plaza Renovation				1,443,258	1,443,258	2,401,530	(958,272)
Route and Stop Facility Improvements			\$80,000	570,000	650,000	52,036	597,964
Valley Transit Center (Pence Cole) Preservation				3,050	3,050	-	3,050
Park and Ride Development				60,000	60,000	1,548	58,452
Total Facilities - Passenger and Operational		\$0	\$80,000	\$2,351,308	\$2,431,308	\$2,909,115	(\$477,807)
Technology Projects							
Business Systems Replacement			\$660,000	\$615,229	\$1,275,229	\$387,411	\$887,818
Communications Technology Upgrades				305,522	305,522	1,236,325	(930,803)
Computer Equipment Preservation and Upgrades				225,000	225,000	74,320	150,680
Fare Collection and Sales Technology			294,770	908,357	1,203,127	239,187	963,940
Operating and Customer Service Software				125,000	125,000	-	125,000
Security and Access Technology				541,250	541,250	-	541,250
Smart Bus Implementation				100,000	100,000	1,394,193	(1,294,193)
Total Technology Projects		\$0	\$954,770	\$2,820,358	\$3,775,128	\$3,331,435	\$443,693
High Performance Transit							
Central City Line		\$250,000	\$687,500		\$937,500	\$1,025,821	(\$88,321)
Cheney HPT Corridor - Four Lakes Station			51,300	\$34,200	85,500	115	85,385
HPT Program Development			80,000	20,000	100,000	96,553	3,447
West Plains Transit Center		243,000	142,725	22,275	408,000	235,940	172,060
Total High Performance Transit	-	\$493,000	\$961,525	\$76,475	\$1,531,000	1,358,429	\$172,571
GRAND TOTAL	34	\$493,000	\$3,037,636	\$11,073,373	\$14,604,009	\$11,585,312	\$3,018,697
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2015 BUT PAYMENTS DELAYED TO 2016):							
Central City Line						\$103,260	(\$103,260)
Miscellaneous Equipment						11,072	(11,072)
Boone Bus Washer						-	-
Service Vehicle						28,641	(28,641)
H&V Replacement Project-Boone						130,737	(130,737)
Paratransit Van-Propane						97,078	(97,078)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2016):							
Lift Project-Paratransit						4,480	(4,480)
Jefferson Lot Improvements						139	(139)
FR Maintenance Sharp Air Compressor						22,402	(22,402)
Right of Way Acquisition for West Plains						1,146,473	(1,146,473)
Right of Way Acquisition for Moran Prairie						4,794	(4,794)
Subtotal RECONCILING ITEMS		\$0	\$0	\$0	\$0	\$1,549,076	(\$1,549,076)
GRAND TOTAL		\$493,000	\$3,037,636	\$11,073,373	\$14,604,009	\$13,134,388	\$1,469,621

**SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
DECEMBER 31, 2016**

GRANTS	LATEST APPROVED BUDGET	CUMULATIVE AMOUNT EXPENDED	ACCRUALS	UNEXPENDED		UNEXPENDED LOCAL BALANCE	UNEXPENDED FEDERAL BALANCE
				BALANCE	BALANCE		
WA-04-0064 ROOF REPLACEMENT/BUSINESS SYSTEM	4,645,068	3,450,290	0	1,194,778	238,956	955,822	
WA-04-0090 GENERATORS, STATE OF GOOD REPAIR-MAINTENANCE	1,332,500	1,332,500	0	0	0	0	
WA-34-0002 PARATRANSIT VANS (12)	2,904,777	2,553,352	0	351,425	70,285	281,140	
WA-95-X079 UNIVERSAL TRANSIT ACCESS PASS - CCS	1,748,397	1,542,508	0	205,889	0	205,889	
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WA-95-X092 SMART CARD/FAREBOX UPGRADE	1,400,000	0	0	1,400,000	700,000	700,000	
WA-2016-005 ENHANCED ADA ACCESS, BUS SHELTERS, SIGNAGE	303,750	0	0	303,750	60,750	243,000	
WA-2016-049 PARATRANSIT VAN (1), 40' BUS (1), 60' ARTIC BUS (1)	1,454,949	0	0	1,454,949	290,990	1,163,959	
FEDERAL GRANTS TOTAL	\$18,110,623	\$11,721,108	\$1,502	\$6,388,013	\$717,308	\$5,670,705	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 12.A.:

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

SUMMARY:

The Planning & Development Committee and the Performance Monitoring & External Relations Committee did not meet in February.

Minutes of the February 8, 2017 Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel UM

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

BOARD OPERATIONS COMMITTEE MEETING

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

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Lynda Warren, Director of Finance & Information Services
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Clerk of the Board

PROVIDING LEGAL COUNSEL

None

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:46 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Ms. Meyer said that Item #6 will be a brief explanation only at this time.

Ms. Waldref moved approval of the February 8, 2017 agenda and Ms. Haley seconded, and the motion passed.

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. December 7, 2016 Committee Minutes

Ms. Waldref moved approval of the December 7, 2016 committee minutes and Ms. Haley seconded. There was no further discussion and the motion passed.

5. COMMITTEE CHAIR REPORTS

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

January meeting cancelled. No report.

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

January meeting cancelled. No report.

6. STA MOVING FORWARD CAPITAL PROGRAM DELIVERY EVALUATION REPORT

Mr. Otterstrom said that STA's consultant, Hill International, was scheduled to present the final draft recommendation of their study to Ms. Meyer and staff yesterday, but the meeting was postponed due to bad weather in Seattle. This study, which began in 2016 was to evaluate STA's organizational processes, technologies and capacity for capital projects.

Ms. Meyer said that after the presentation, staff will share their recommendations based on the conclusions, with the Board. This same organization did an independent cost estimate of the Central City Line (CCL) in 2013-2014.

Mr. Otterstrom said that Hill International has a lot of experience in construction and project management.

Ms. Waldref asked if the City of Spokane and STA partnered on CCL projects that include street work and infrastructure, could they combine resources (for example, staffing).

Mr. Otterstrom said that was not part of the scope of this study. If that was the direction, agreements and co-locating staff would need to be considered to ensure coordination.

Ms. Meyer said it would be a good collaborative effort of what the community has voted for in terms of street projects and the economic development for Spokane.

At 1:53 p.m. Al French arrives.

Mr. Otterstrom said that after the presentation is re-scheduled for March, the recommendations will be shared with Board members.

Ms. Waldref asked about the additional capital project staff to be hired.

Mr. Otterstrom described the three new staff positions; a Capital Projects Manager who will oversee the Monroe-Regal Corridor along with the Monroe Park and Ride, Moran Prairie Park and Ride, Division Street and East Sprague, a Project Coordinator, and a Senior Capital Project Manager who will have oversight of the Capital Improvement Program (CIP) and coordinating STA resources. He added that staff also will be added to the Purchasing Department.

Ms. Waldref commented that all of the positions were approved in the 2017 Budget.

7. BOARD OF DIRECTORS AGENDA FEBRUARY 16, 2017

Ms. Meyer reviewed the agenda with the Committee members. It has been confirmed that there will be a quorum for the meeting even though many are attending the Association of Washington Cities meeting in Olympia, WA that day. Mayor Higgins will be the Acting Chair. Ms. McAloon, Legal Counsel, recommends that any Board member absent from that meeting, review the Title VI public hearing comments on the video prior to action at the March 16 Board meeting. There will be an executive session added to the agenda regarding potential litigation.

Mr. French moved approval of the amended agenda which includes an executive session on February 16, 2017 and Ms. Waldref seconded. There was no further discussion and the motion passed.

8. CEO REPORT

Ms. Meyer said STA is in discussions with the City of Spokane (City) regarding the potential to integrate City road and street projects into STA's request for funding for the CCL. STA's current total request is \$72M. If the City of Spokane's request was added, that total could be \$100M. The value is the integration of complimentary projects.

Mr. French asked for an explanation of complimentary projects.

Mr. Otterstrom said the CCL core projects include buses, stations, a Wall Street upgrade, ADA accessible projects along intersections and North Cincinnati Street. These core projects are approximately \$72M. The City of Spokane has identified that the Downtown area needs upgrades, and it has identified a package of projects along the CCL route.

Mr. French asked if this additional work would require an increase in the grant application to Federal Transit Administration (FTA).

Mr. Otterstrom said that yes, the grant would potentially increase from \$54M to \$75M.

Mr. French stated that he is opposed because this was not what was presented to the voters or legislators in the transit ballot last year. Voters approved the CCL and its infrastructure.

Ms. Waldref said the voters approved operating funds for the CCL.

Mr. French said if STA and the City could coordinate construction projects that would be great. In this case, the scope of the project would change and an explanation to voters would be necessary.

Discussions ensued regarding pros and cons.

Both Mr. French and Ms. Waldref commented that these discussions should include the Board of Directors.

Ms. Haley stated that it seems more cost effective to coordinate the projects.

Mr. Blaska said that another factor is the assessment of the risk of losing a larger grant application versus receiving a smaller one.

Mr. Otterstrom said that during the discussions with the City, Ms. Meyer told them that no action would take place without authorization by the Board.

Ms. Meyer commented that if this was to move forward, there is a March deadline.

Ms. Waldref suggested discussions with community leaders also.

Ms. Meyer said that Sherry Little and Severn Miller from Cardinal Infrastructure, STA's consultants, will be in Spokane from February 28 until March 3. On March 1 from 11:30 – 1:30 p.m. there will be a Board workshop to discuss STA's Small Starts Grant application. Both Ms. Little and Mr. Miller have considerable knowledge regarding FTA. They will be available to provide input and answer questions from the Board.

Ms. Meyer said that she, Mr. French, Ms. Haley and Mayor Trulove are attending the APTA Legislative Conference in Washington D.C. in March. Meetings are being scheduled with legislators.

Ms. Meyer said Senate Bill 5414 is in the legislature.

Ms. Millbank said that three Senators are proposing that public transportation provide paratransit like service to any person in the Public Transportation Benefit Area (PTBA) 70 years or older or any person with a disability.

Ms. Meyer said if this bill is passed, it has the potential to increase STA's costs.

Ms. Millbank said that Washington State Transit Association (WSTA) will be testifying in opposition of the bill.

Mr. Otterstrom has spoken with State Representative Mike Voltz regarding the potential financial impact to STA. Mr. Voltz is familiar with STA.

Mr. French asked if any transit agency is supporting the bill.

Ms. Millbank said she was not aware of any. Kathleen Collins, STA's government relations consultant will be attending a hearing today.

Mr. French asked who the sponsors of the bill are.

Ms. Millbank said two of the sponsors are from Clark County and Pierce County.

Discussion ensued.

Ms. Meyer said that many people would like to have paratransit service. Those individuals do not understand that paratransit service is directly linked to the provision of fixed-route service. Senate Bill 5414 would eliminate that, so that paratransit service would not be related to fixed-route service. A paratransit ride costs approximately \$28.00. Full fare riders pay \$1.50 currently. Paratransit is 18% of STA's total budget and 5% of STA's total rides.

Ms. Millbank said there are 6200 individuals on the paratransit active database, although all are not current users.

Ms. Waldref said that she and Ms. Mumm attended a Smart Growth conference in St. Louis last week. Sessions included driverless vehicles and mode share options. She will share the information with the Board.

Ms. Millbank asked if the conference had any discussions regarding data sharing by Uber, especially the number of rides and beginning and end of trip miles. She has heard that Uber will not share their data.

Ms. Waldref said that Uber is a pilot program area and shared maps and trip information. More information is needed.

9. **NEW BUSINESS**

None.

10. **ADJOURN**

Chair Haley moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 2:57 p.m.

Respectfully submitted,



Merilee Robar

Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM **12.B.** FEBRUARY 2017 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

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

Attached is February 2017 sales tax revenue information.

February sales tax revenue, which represents sales for December 2016, was:

- +4.1% over February 2016 actual
- +9.1% YTD above budget
- +6.6% above YTD actual

RECOMMENDATION TO BOARD: Information only.

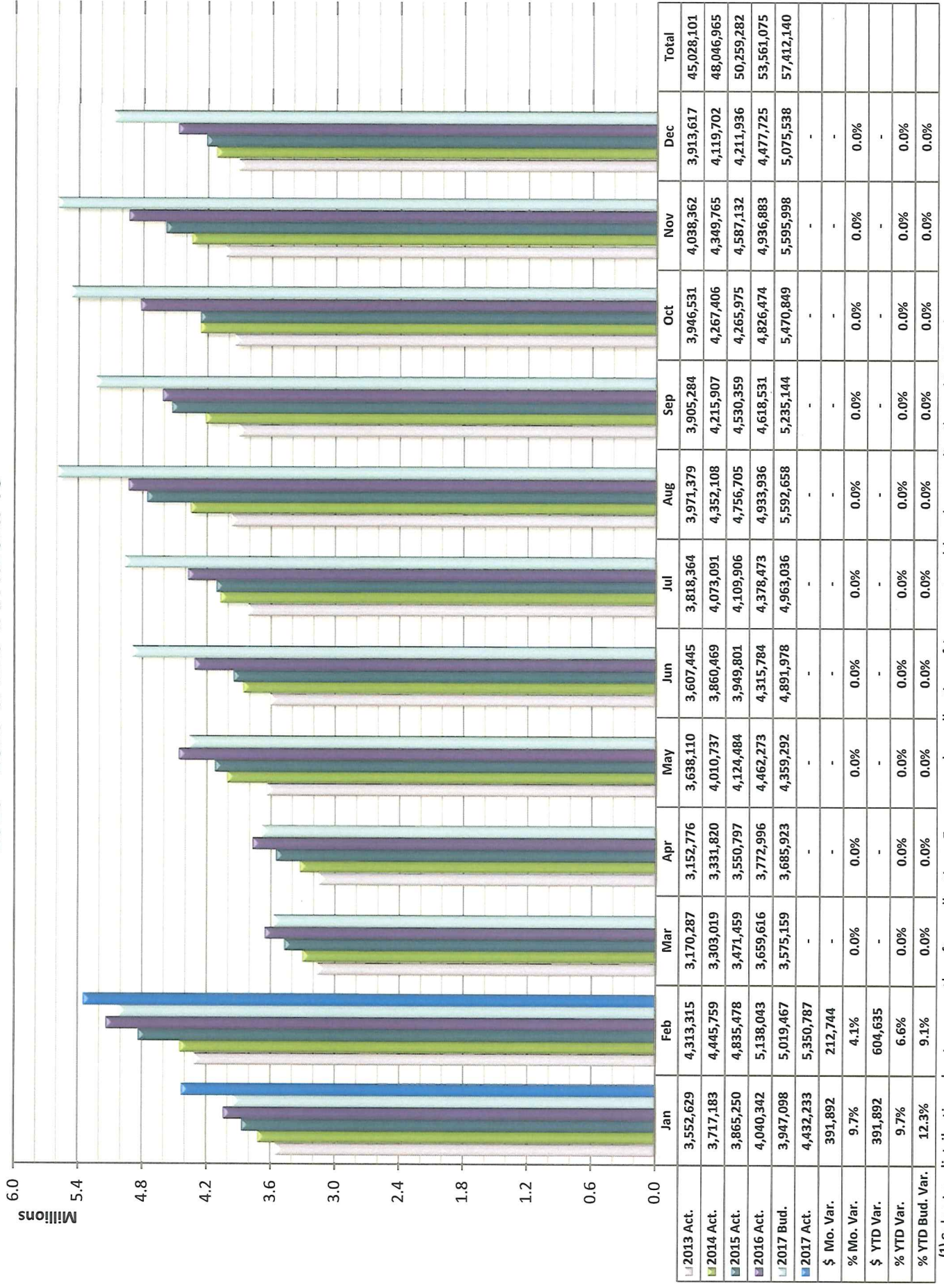
FINAL REVIEW FOR BOARD BY:

Division Head LLW

Chief Executive Officer BSM

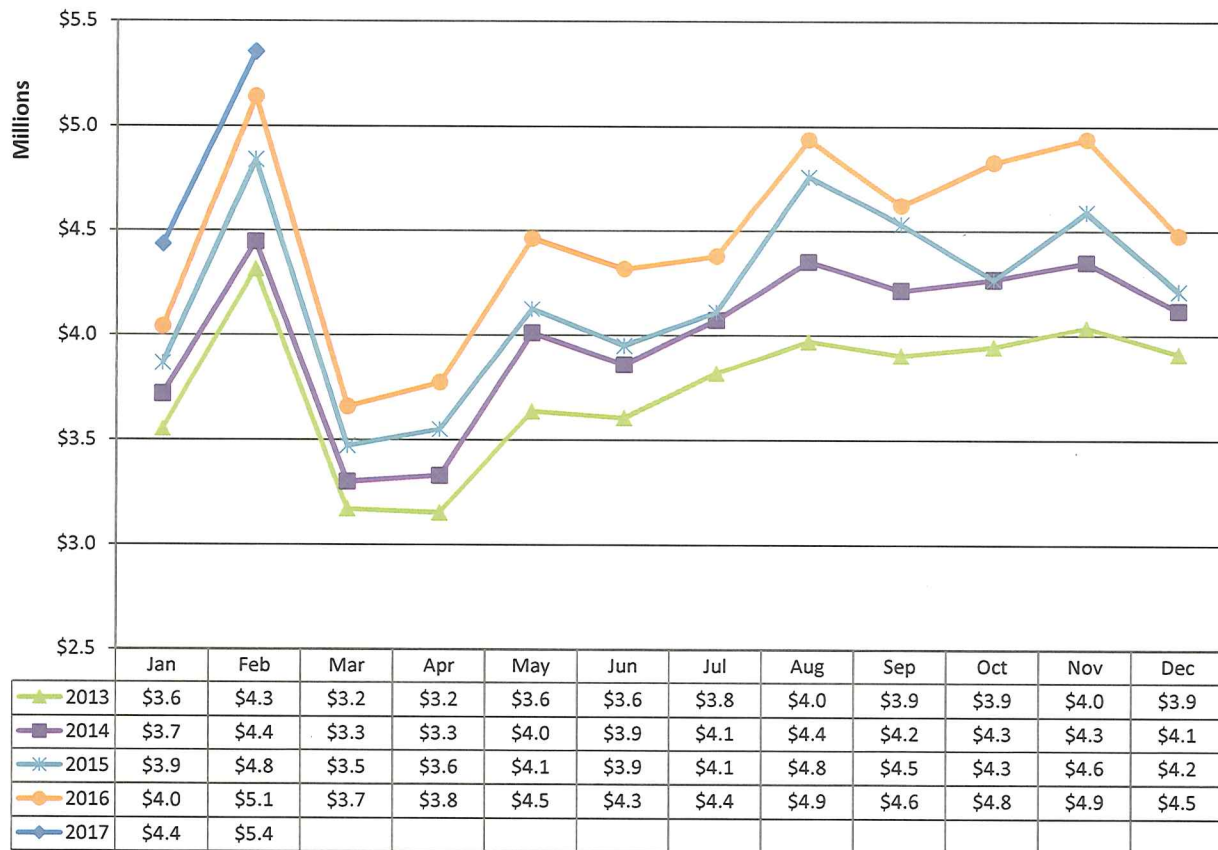
Legal Counsel CM

2013 - 2017 SALES TAX RECEIPTS ⁽¹⁾



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

Sales Tax Revenue History-February 2017⁽¹⁾



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

Sales Tax Summary (with Mitigation for All Jurisdictions)				
February 2017				
	YTD 2016	YTD 2017	\$ CHANGE	% CHANGE
LIBERTY LAKE	\$ 437,688	\$ 496,908	\$ 59,221	13.5%
SPOKANE VALLEY	3,305,129	3,657,256	352,127	10.7%
SPOKANE COUNTY	4,226,978	4,587,619	360,641	8.5%
MILLWOOD	79,310	85,232	5,922	7.5%
PFD	1,629,755	1,743,348	113,593	7.0%
STA	9,178,385	9,783,020	604,635	6.6%
AIRWAY HEIGHTS	275,983	293,720	17,737	6.4%
SPOKANE	7,555,472	7,864,790	309,318	4.1%
CHENEY	221,681	228,590	6,909	3.1%
MEDICAL LAKE	44,414	42,114	(2,300)	-5.2%
ALL	\$ 26,954,794	\$ 28,782,597	\$ 1,827,803	6.8%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM 12.C. 2016 STATE AUDIT TIMELINE

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Washington State Auditor will begin the NTD and Financial Audit this month. The entrance conference will be scheduled at the end of March. The draft audit schedule is below. Dates to be confirmed by the State Auditor's Office (SAO).

Week of 3/27/2017	SAO Entrance Conference
4/28/2017	SAO finish financial audit & exit conference with STA Finance
May 2017 (TBD)	Exit conference with STA Administration
7/12/2017	Exit conference with Performance Monitoring & External Relations Committee

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head LW

CEO BSM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM **12.D.**

JANUARY 2017 OPERATING INDICATORS

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

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

SUMMARY: Ridership in January continued the trends STA experienced throughout the previous year. There was one more weekday in January 2017 compared to January 2016.

FIXED ROUTE

Fixed Route 2017 ridership goal is to sustain 2016 ridership levels. Year to date January ridership fell 5.4%. This result tracks with overall national ridership trends. These trends continue to generally track overall national ridership trends. Most assert a large reason for ridership decline is the relatively low cost of gasoline. APTA Second Quarter Ridership report shows a similar decline across the country for bus systems in cities STA's size.

The more severe weather lately has had an impact as well. To a certain extent ridership tends to go up during severe weather, but there is a tolerance level of rainy conditions, extremely low temperatures, and snow accumulation that has a negative effect. Specifically, the remodel of the PUB at EWU has probably had an effect due to students not being able to wait indoors for their bus.

Detailed breakdown:

- Adult ridership decreased 5.5% (559,721 vs. 592,512 in January 2016)
- CCS Pass ridership decreased 2.7% (62,560 vs. 64,273 in January 2016)
- Eagle Pass ridership decreased 16.6% (81,829 vs. 98,117 in January 2016)
- GU Bulldogs Pass ridership decreased 38.6% (3,277 vs. 5,338 in January 2016)
- Youth ridership decreased 8.3% (54,514 vs. 59,472 in January 2016)
- Reduced Fare / Para ridership decreased 14.5% (99,060 vs. 115,895 in January 2016)

PARATRANSIT

Paratransit 2017 ridership goal is 0.5% increase from 2016 ridership level. Monthly ridership decreased 4.1% (38,471 vs. 40,124 in January 2016). Weather also had an effect on Paratransit service as many trips were cancelled on days when we experienced snowfall and freezing rain and then trips were re-booked in the following days.

Detailed breakdown:

STA transported 1653 fewer customers in January 2017 compared to January 2016. This represents a 4.1% decrease in ridership. However, 5289 trips were canceled on the day of service in January 2017 compared to 3680 in January 2016; an increase of 2148 cancels.

The decrease in ridership is not indicative of the overall ridership trends which indicate a potential increase in ridership for 2017. In January, Paratransit averaged 1750 trips planned per day on Tuesdays, Wednesdays and Thursdays and 515 on Saturdays.

Special Use Van ridership decreased 38.7% (2,165 vs. 3,533 in January 2016)

VANPOOL

Vanpool 2017 ridership goal is to sustain 2016 ridership levels. Vanpool customer trips were down 7.7% (16,673 vs 18,057 in January 2016).

There were 87 vs. 97 total vans were in service in January 2017 vs. January 2016. This is one less van than the previous month and ten fewer vans than a year ago. Vanpool is especially susceptible to lower fuel prices and fluctuations in the workforce at large employers.

Detailed breakdown:

- 703 riders took at least one trip in January 2017 vs 780 in January of 2016. Vanpool vans are averaging 8 plus riders per van per month.
- Riders added in January this year 19 vs 20 in January 2016
- Riders removed this year, 22 in 2017 vs 53 in January of 2016
- Average vanpool round trip 53.01

Vanpool met with Kootenai County to discuss multi-state promotion of vanpool and collaboration opportunities. Onsite visits were completed at Fairchild AFB and at Inland Imaging. The vanpool team also met with the County CTR office to continue the discussion of promoting vanpool in Liberty Lake. A van from Airway Heights to Cheney started in mid-February to EWU.

CUSTOMER SERVICE

Pass sales generally trend with ridership, however this month many of our pass outlet and large group purchasers replenished their inventories which led to a month to month positive comparison. One exception is the City Ticket program which has shown consistent sales growth for several months. This is largely attributed to the closure of a parking lot currently being developed as a site for the storm water containment project.

Detailed statistics breakdown:

Total monthly pass sales increased 22.9% (11,394 vs. 9,271 in 2016).

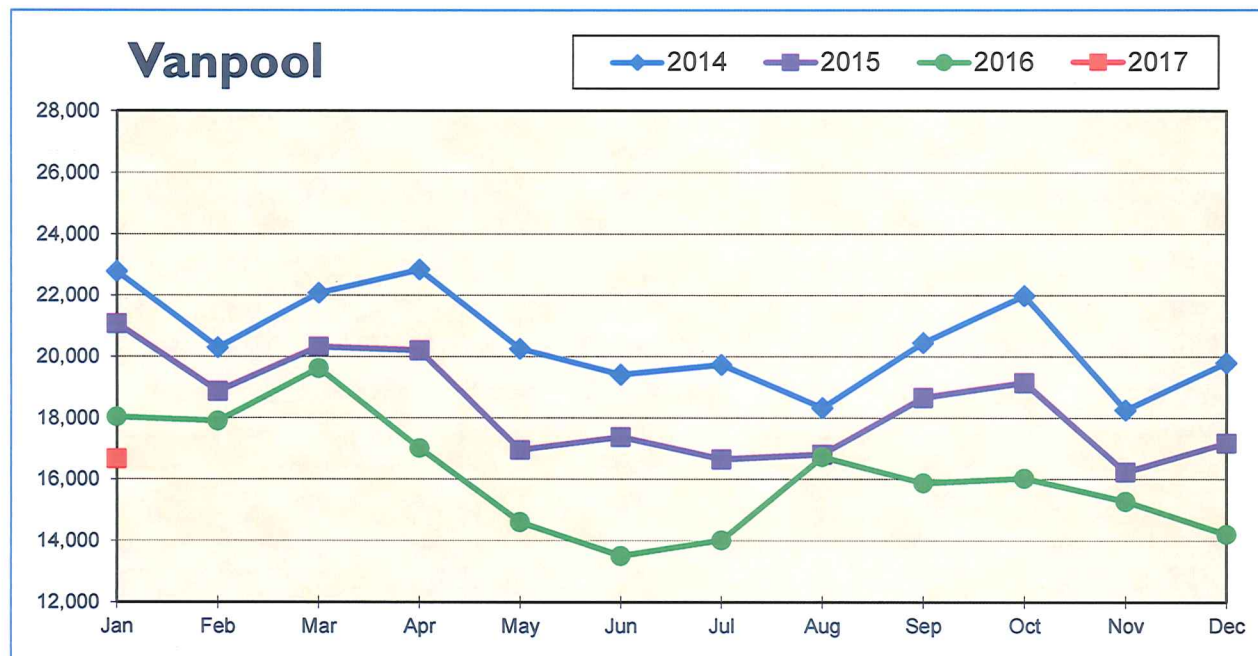
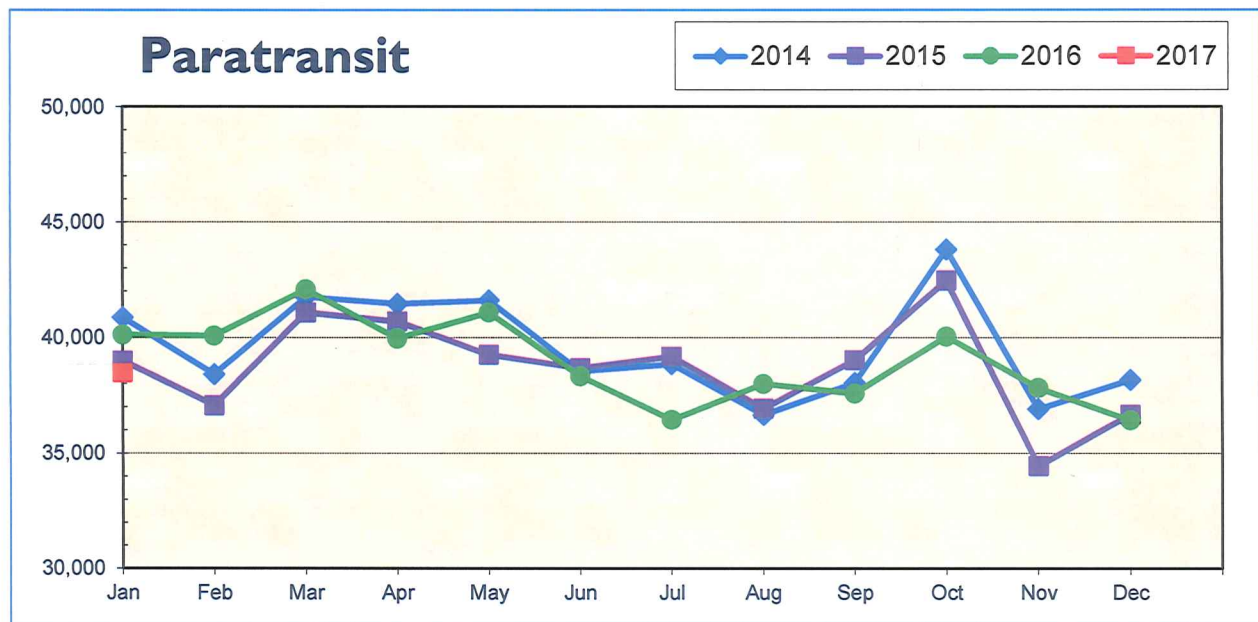
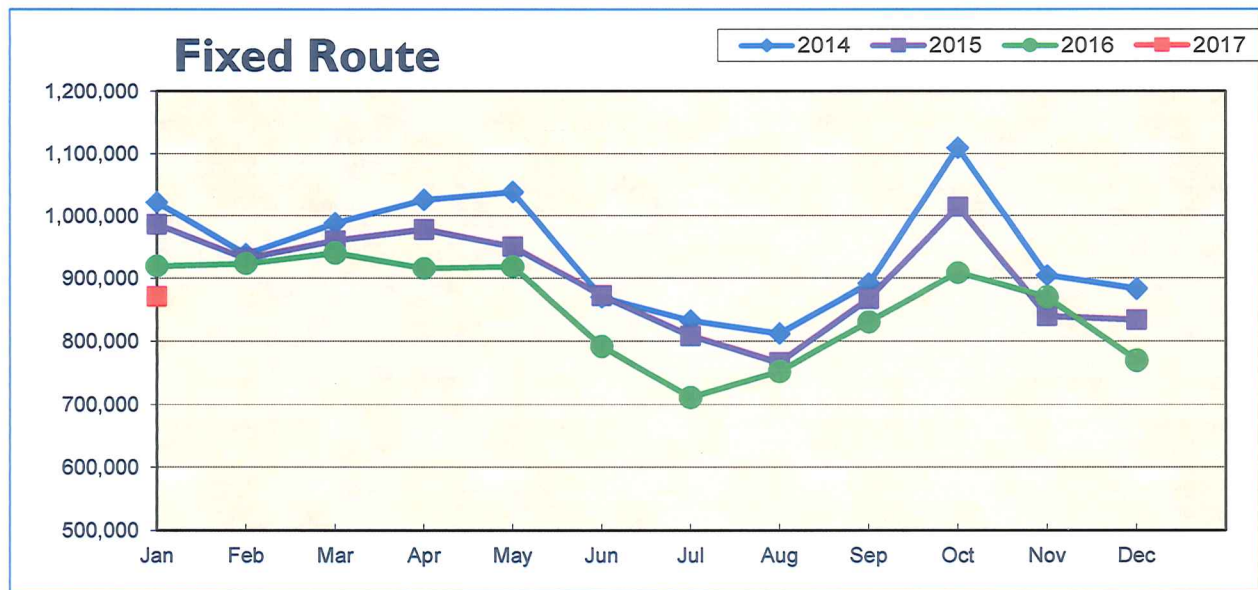
- Adult Pass/Smartcard sales increased 22.1% (5,077 vs. 4,157 in January 2016)
- Employer Sponsored Bus Pass (ESBP) sales increased 38.5% (1,307 vs 944 in January 2016)
- Student Pass sales decreased 80.6% (14 vs. 72 in January 2016). Decreases are attributed to universities converting to the UTAP program.
- Youth Pass/Smartcard monthly sales increased 125.1% (2,125 vs. 944 in January 2016)
- City Ticket monthly sales increased 8.1% (415 vs. 384) in January of 2016)
- Reduced Fare Pass/Smartcard monthly sales decreased 17.8% (1,619 vs. 1,969 in January 2016)
- Paratransit Pass/Smartcard sales increased 4.5% (837 vs. 801) in January 2016)

RECOMMENDATION TO BOARD: Information only.

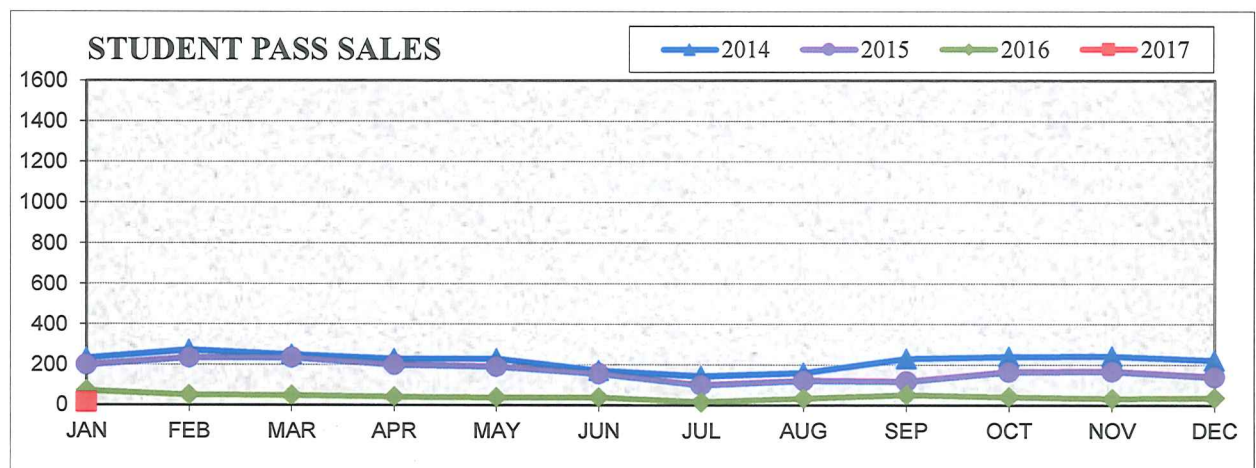
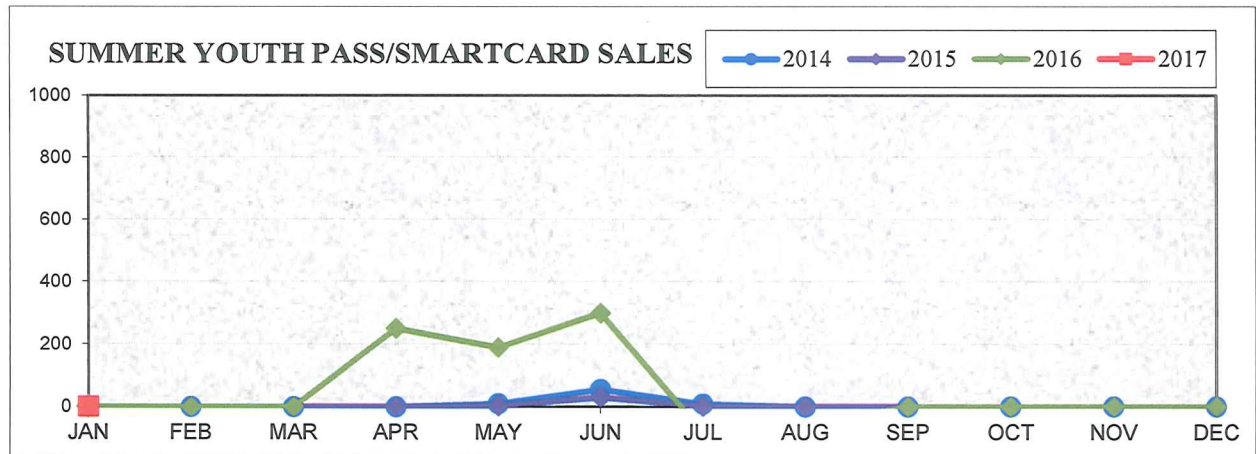
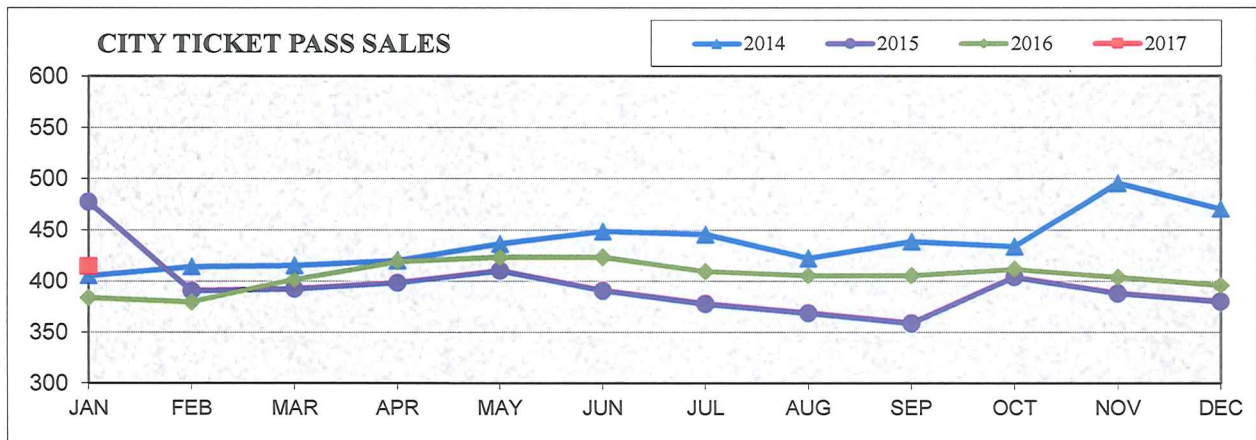
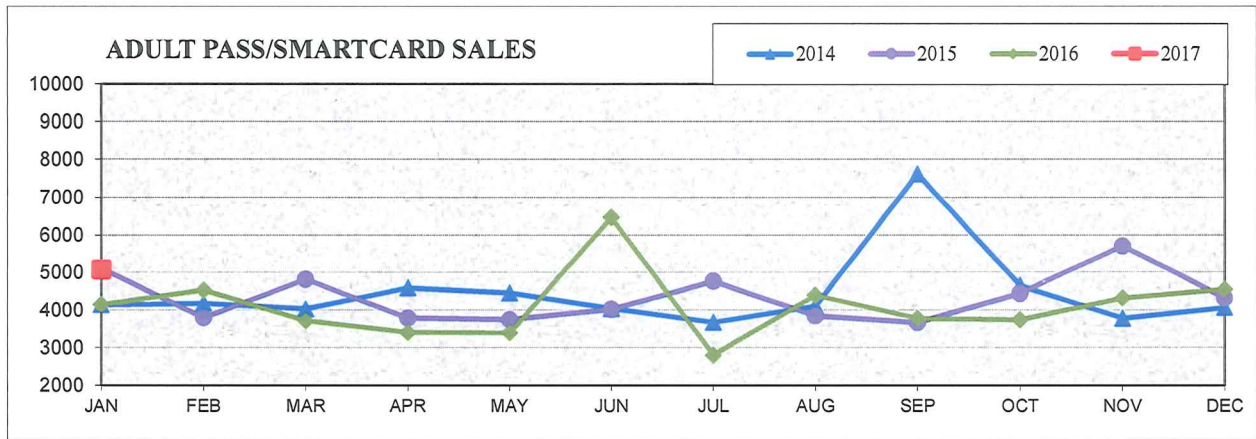
FINAL REVIEW FOR BOARD BY:

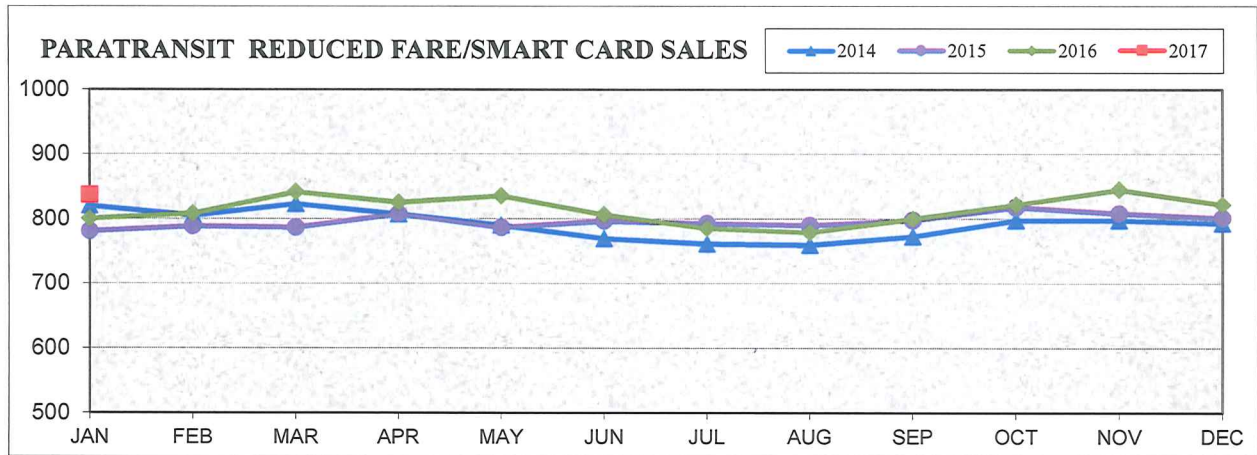
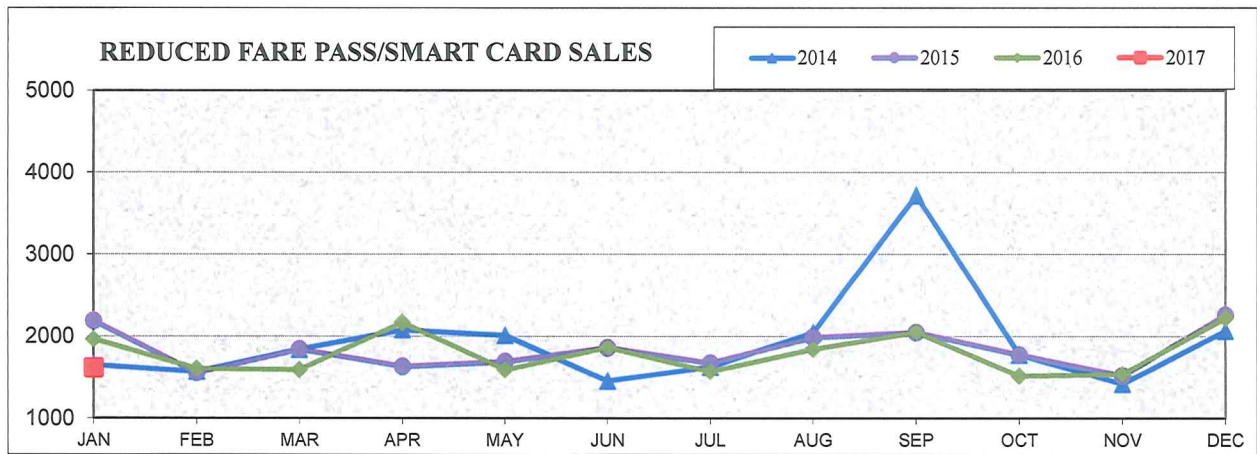
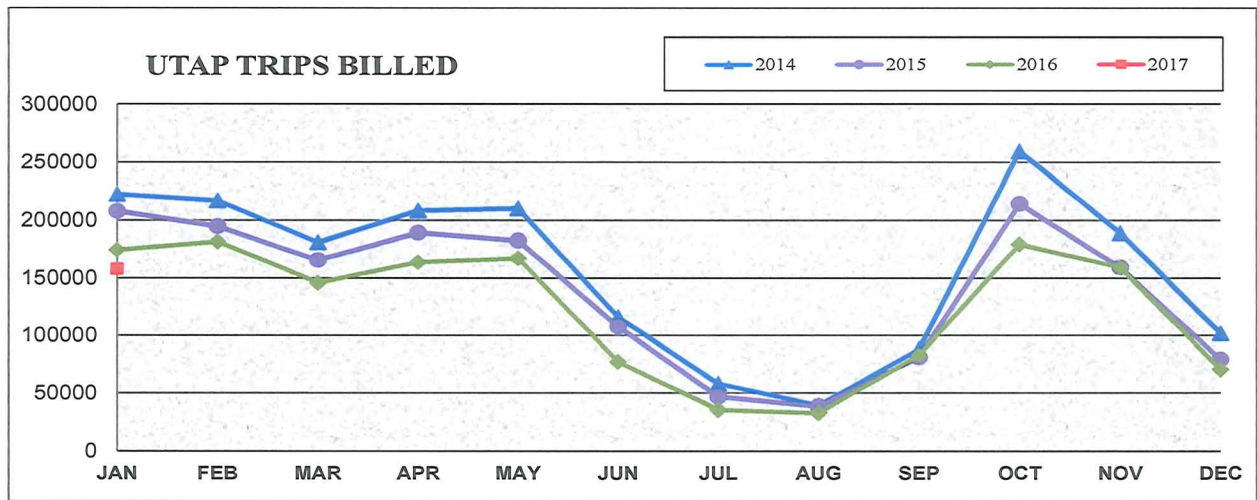
Division Head SS/KO Chief Executive Officer JSAM Legal Counsel LM

RIDERSHIP



PASS SALES





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 16, 2017

AGENDA ITEM **12.E.**

YEAR END 2016 PERFORMANCE MEASURES

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

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY:

A complete set of the 2016 Year End Performance Measures is attached to the end of this packet. Staff will be prepared to address any questions about any measure. The complete report will also be posted to the STA website at the link on page three.

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 year down 5.1% compared to our ridership year in 2015. Fixed Route provided 10,261,816 in 2016 vs. 10,815,736 in 2015.

- The cause of FR ridership decline has been discussed throughout the year. We are conducting several marketing/communication initiatives to restore ridership in our most productive markets; however, it is difficult to buck the national trend of decreasing ridership due to lower fuel prices.
- The effect of lower fuel prices was exacerbated by spring, summer, and fall detours due to a robust construction season. This winter's prolonged snow and ice conditions also had an effect on ridership.
- It is important to note that 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 time frame is nearly triple that of the next best performing transit (Community Transit) and 4 of the 8 urban transits actually experienced declines in ridership over that time

STA's goal in Paratransit is to manage growth and maintain the 2015 ridership level. At year end, Paratransit ridership is 0.8% higher than in 2015 (468,050 vs. 464,448).

- 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 463,000 trips in 2015. This is roughly equal to the number of trips we delivered in 2005. 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 slight growth this year foreshadows the demographic pressures of an aging population and the dynamics of Spokane as a regional center for services for individuals with disabilities.

Vanpool ridership decreased in 2016 by 12.1% (193,006 vs. 219,578 in 2015). STA's goal was to increase ridership this year.

- Vanpool is even more susceptible than Fixed Route to the impact of lower fuel prices for commuters. When one or two members of a vanpool group return to driving themselves, it often results in the entire group folding. The program continues to collect over 100% of the operational and administrative costs of the program through its fare structure. We have aggressively sought out large employers as markets for new vanpool formations. The strike by Triumph in June had a debilitating effect on ridership. More than 12 vanpools who normally operate from that facility did not run for the entire month. Due to changing shift schedules and overtime requirements many of these (approximately 50) vanpoolers have not yet returned to the program.

Passengers per Revenue Hour (PPRH).

Fixed Route PPRH was 25.84

- This is short of the goal of 28. It is driven by a reduction in riders while delivering virtually the same hours of service. It is helpful to put the goal of 28 in perspective. No other urban transit in Washington State, other than King County Metro, delivers more than 28. In fact, no other urban transit in Washington State delivered more than 23 in 2015.
- As STA introduces new service and extends service hours on late nights and weekends, staff expects that PPRH will be moderated somewhat until that new service fully matures in 2 to 3 years. As a result, the Board approved adjusting our goal in 2017 to 25 PPRH.

Paratransit PPRH was 2.80

- This is short of the goal of 3.0 PPRH. Similar to the Fixed Route goal, the PPRH goal is a very aspirational goal. For a pure, Paratransit operation, performance goals of 2.5 are common. In 2015, STA had the highest paratransit passenger per revenue hour performance of all urban systems in Washington State. CTRAN (Vancouver, WA) was second highest at approximately 2.72. In the American Bus Benchmarking Group (ABBG), the average passenger boardings per total vehicle hour (a slightly different measurement) was less than 2.0. STA was in the top 5 with an average of just under 2.5.

Provide Excellent Customer Service

Professional and Courteous.

- The company-wide average for "professional and courteous" rating exceeded the goal of a 4.5 average (on a 5 point scale) from customer observations in our Quality Counts! Survey Program. STA's overall average was 4.77.

On Time Performance.

- At 91.3%, Fixed Route exceeded STA's goal of 85% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time). Due to the success in meeting the 2016 goal, staff raised the goal to 90% for 2017.
- Paratransit on time performance was at 91.7%, just short of the goal of 95%. Similar to other goals, a 95% on time performance rate is an aspirational goal. The ABBG average is slightly under 90%. STA was in the top 5 performers in the ABBG in 2013, when this statistic was last collected. This year STA has been significantly impacted by staffing shortages, particularly at the beginning of the year.

Enable Organizational Success

Operator Ride Checks.

- Fixed Route and Paratransit both met the goal of 100% successful ride checks for all active coach and van operators.

Exemplify Financial Stewardship

Cost per Passenger.

- Fixed Route and Paratransit both far surpassed STA's goal to keep the cost per passenger at least 95% of the average cost of the urban systems in Washington State.
 - Fixed Route cost per passenger was \$4.58. This is 68.2% of the urban systems' average.
 - Paratransit cost per passenger was \$27.57. This is 65.8% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery).

- Fixed Route farebox recovery is down to 16.9%, well below the goal of 20%. The Board-approved fare changes in 2017 and 2018 will help restore this recovery ratio. However, it is important to note that ridership will also need to be restored to 2015 ridership levels in order to meet/exceed the 20% goal.
- Similarly, Paratransit farebox recovery is at 4.5% which is below the goal or 5%. Part of this trend may be due to a larger percentage of customers paying cash for single rides instead of purchasing a monthly pass.

Ensure Safety

Preventable Accident Rate.

- At 0.07, Fixed Route was better than STA's standard of 0.08 preventable accidents per 10,000 miles.
- At 0.12, Paratransit did not meet STA's standard of 0.10 preventable accidents per 10,000 miles. Two fewer accidents would bring Paratransit under the standard. For perspective, a goal of 0.10 is significantly lower than the ABBG average of 0.14 per 10,000 miles. In 2015, STA Paratransit was among the top 4 performers in fewest preventable accidents in the ABBG. It should also be noted that 5 of the 16 Paratransit accidents did not cause any damage or cause any injury. We count all contact as an accident even if no damage occurs

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer gcm

Legal Counsel cm

Year End 2016 Performance Measures
Page Three

[*http://www.spokanetransit.com/about-sta/view/mission-priorities-performance-measures*](http://www.spokanetransit.com/about-sta/view/mission-priorities-performance-measures)



Performance Measures Year End 2016



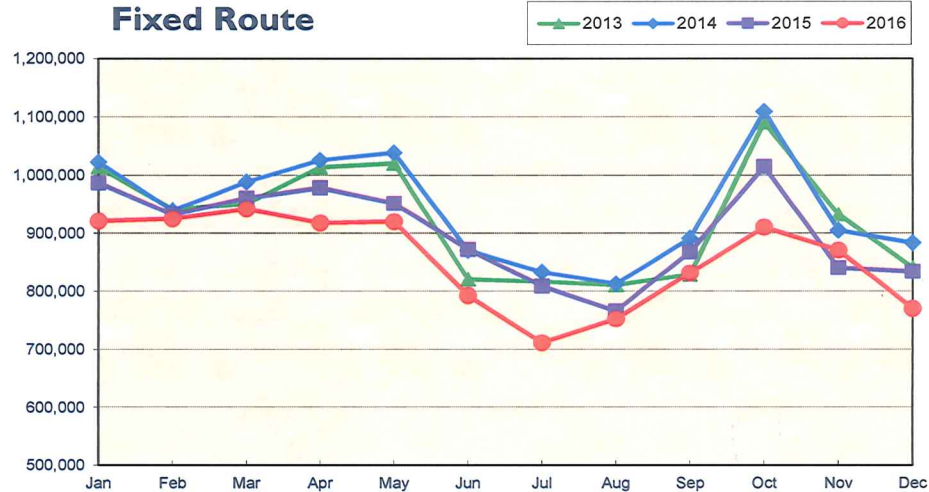
Performance Measures

- **Earn and Retain the Community's Trust**
Ridership
- **Provide Excellent Customer Service**
Professionalism and Courtesy /
On Time Performance
- **Enable Organizational Success**
Annual Employee Feedback / Ride Checks
- **Exemplify Financial Stewardship**
Cost Effectiveness / Cost Per Passenger
- **Ensure Safety**
Accident Rate



Ridership

Fixed Route



2013 = 11,087,049
 2014 = 11,324,434
 2015 = 10,815,736
 2016 = 10,261,816

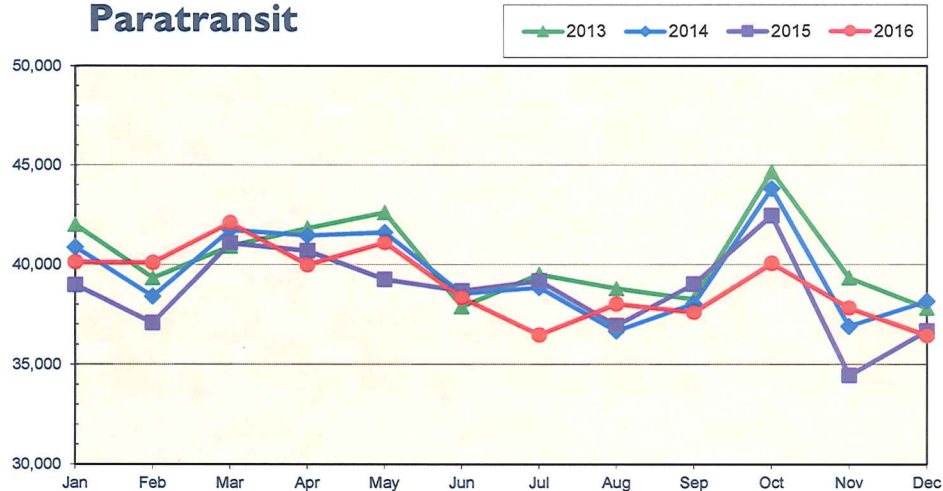
Goal: 1.5% Increase over 2015 Ridership
2016 Year End Result: 5.1% Decrease



3

Ridership

Paratransit



2013 = 483,038
 2014 = 475,171
 2015 = 464,449
 2016 = 468,050

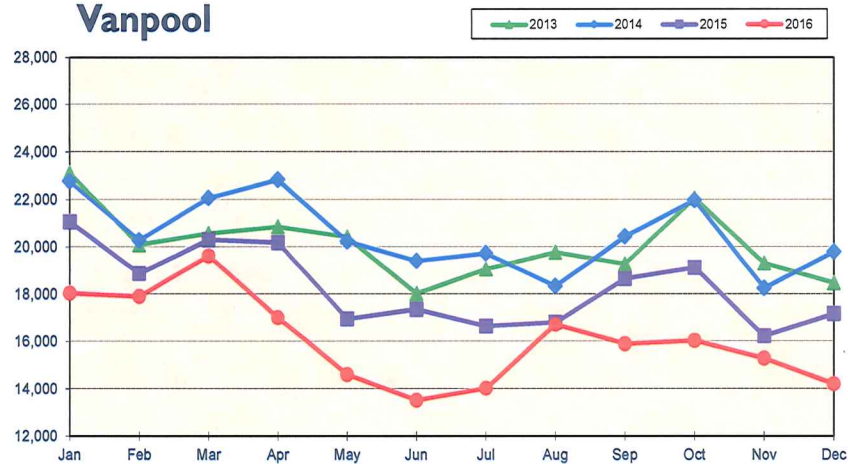
Goal: Maintain 2015 Ridership Level
2016 Year End Result: 0.8% Increase



4

Ridership

Vanpool



2013 = 241,257
 2014 = 246,331
 2015 = 219,578
 2016 = 193,006

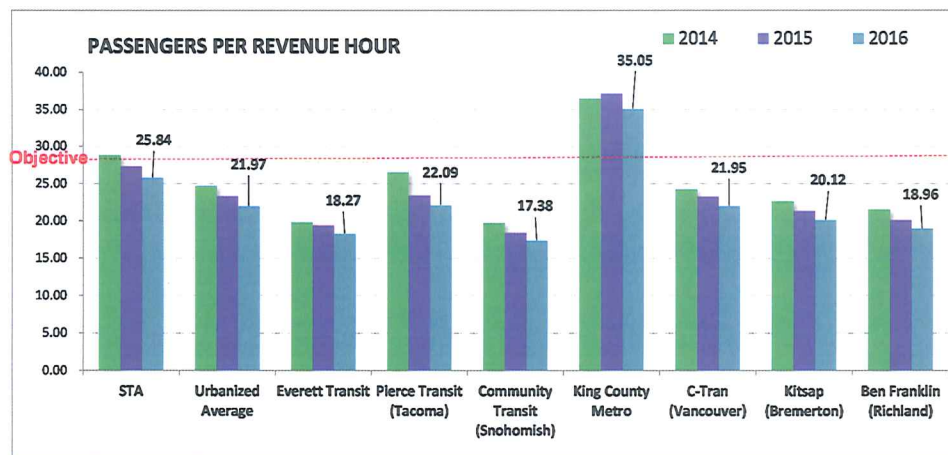
Goal: 7.0% Increase over 2015 Ridership
2016 Year End Result: 12.1% Decrease



5

Service Effectiveness

Fixed Route



GOAL: TRANSPORT 28.0 PASSENGERS PER REVENUE HOUR

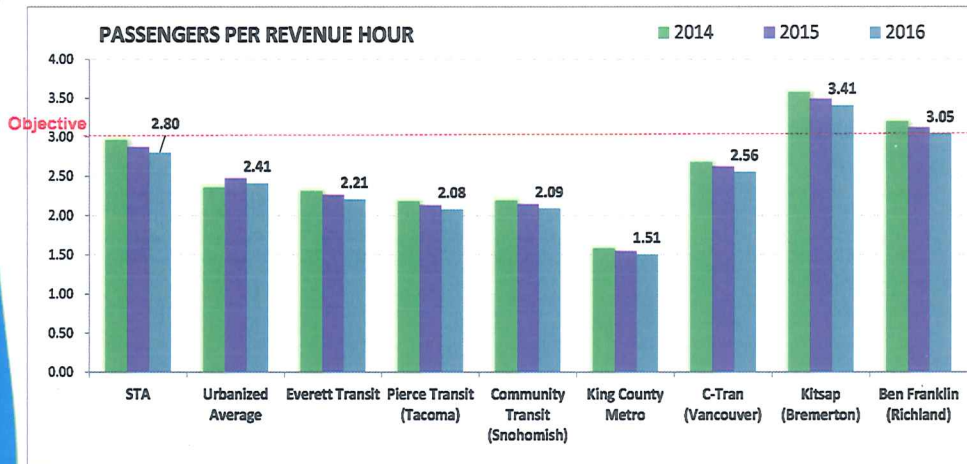
* System averages assume a performance equal to STA for 2016



6

Demand Response

Service Effectiveness



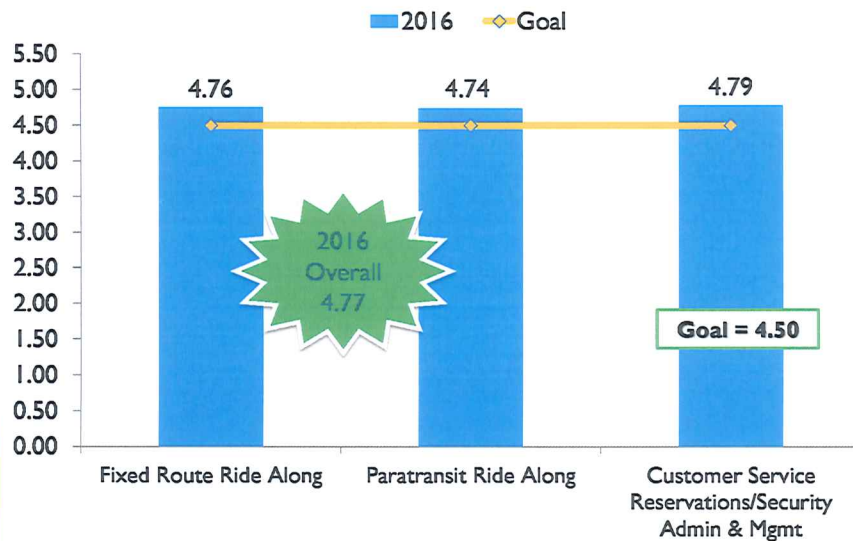
GOAL: TRANSPORT 3.0 PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2016



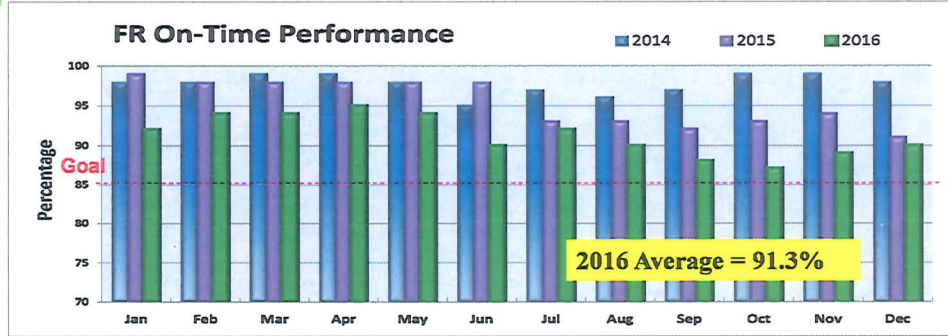
7

Professional & Courteous

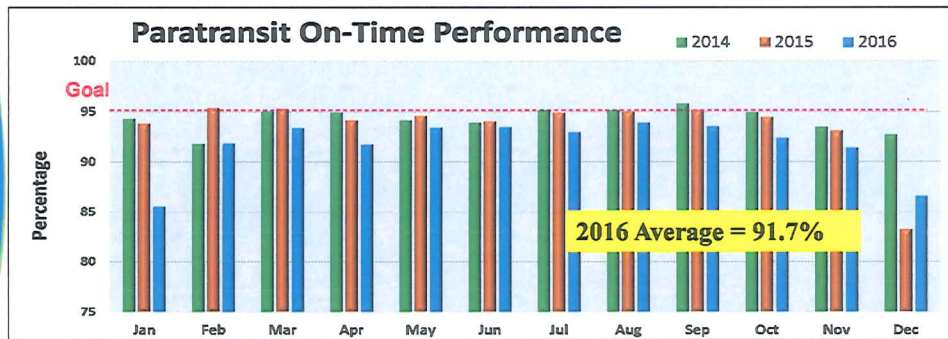


14

On Time Performance



Fixed Route – 100% Automated Time Checks began May 2016



11

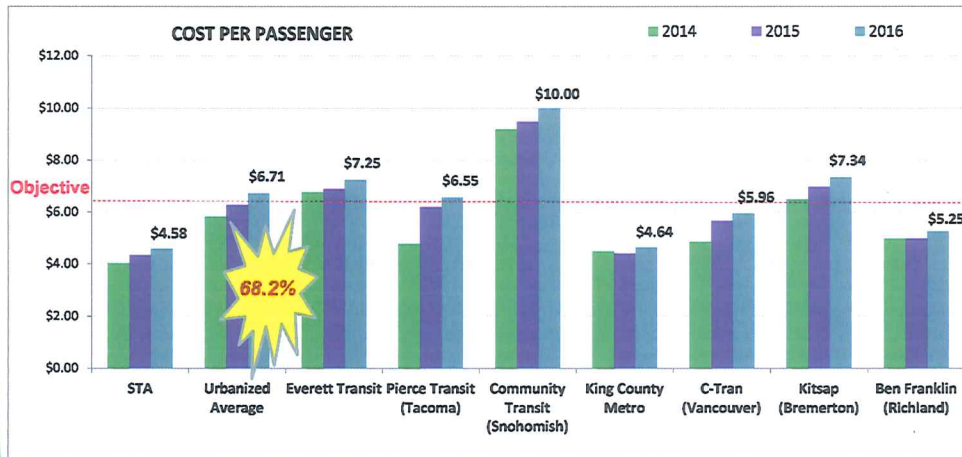
Ride Checks/ Ride Alongs

	2015	2016	Goal
Fixed Route	233* of 253 completed	246* of 248 completed	100% of operators checked annually
Paratransit	54 of 55 completed	58 of 58 completed	100% of operators checked annually

* All active Operators completed

Fixed Route

Cost Effectiveness



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2016 Status: 68.2% (STA - \$4.58; Urban Average - \$6.71)

Notes:

Previous year results

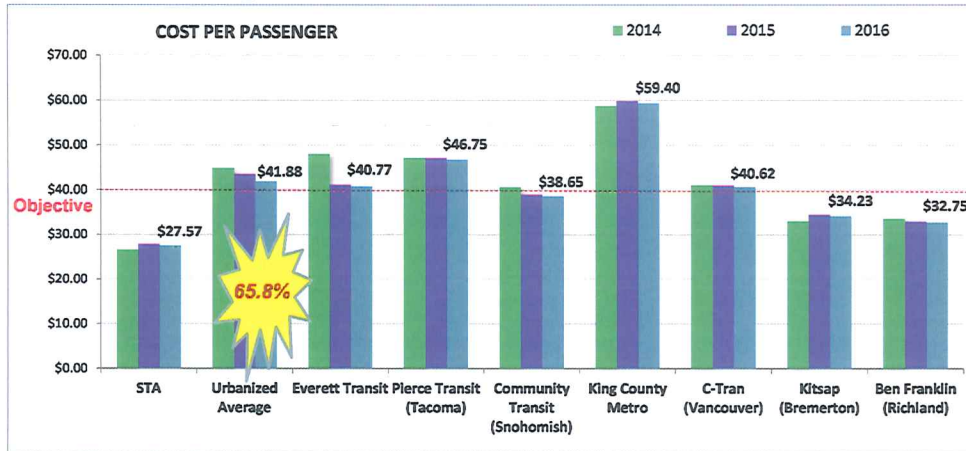
- 2014 data from NTD reports
- 2015 data from NTD reports
- 2016 data estimates other transits' performance equal to STA



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Demand Response

Cost Effectiveness



OBJECTIVE: CONSTRAIN OPERATING COST PER PASSENGER TO NO MORE THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

2016 Status: 65.8% (STA - \$27.57; Urban Average - \$41.88)

Notes:

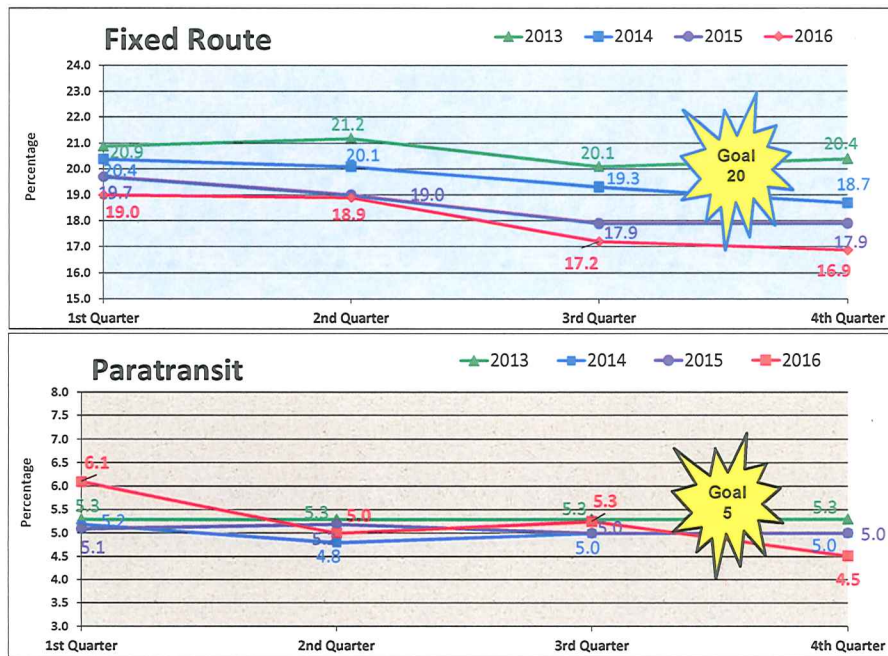
Previous year results

- 2014 data from NTD reports
- 2015 data from NTD reports
- 2016 data estimates other transits' performance equal to STA



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Cost Recovery from User Fees

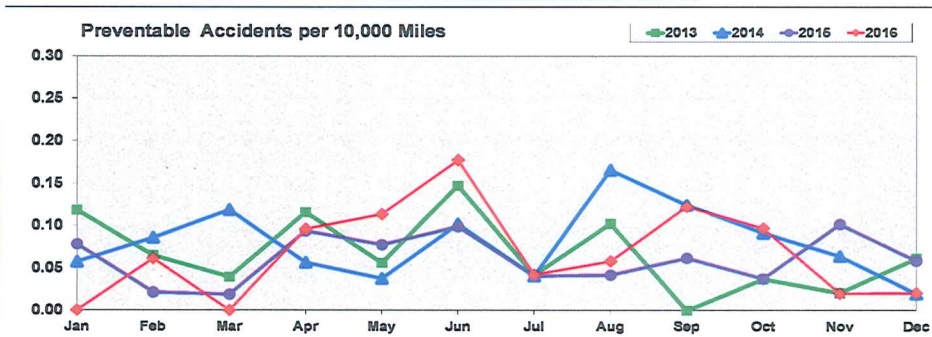


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PREVENTABLE VEHICLE ACCIDENTS

Fixed Route				
	2013	2014	2015	2016
Jan	6	3	4	0
Feb	3	4	1	3
Mar	2	6	1	0
Apr	6	3	5	5
May	3	2	4	6
Jun	7	5	5	9
Jul	2	2	2	2
Aug	5	8	2	3
Sep	0	6	3	6
Oct	2	5	2	5
Nov	1	3	5	1
Dec	3	1	3	1
Total Prev. Accidents	40	48	37	41
YTD PREVENTABLE ACCIDENTS PER 10,000 MILES	0.07	0.08	0.06	0.07

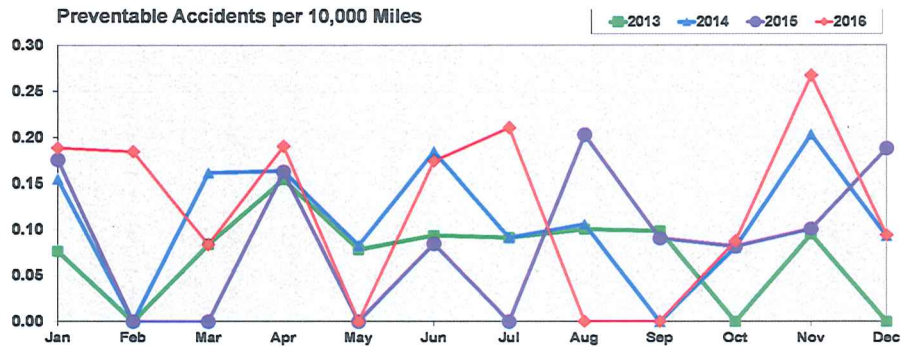
Standard:
Less than 0.08 per 10,000 miles



36

PREVENTABLE VEHICLE ACCIDENTS

Paratransit				
	2013	2014	2015	2016
Jan	1	2	2	2
Feb	0	0	0	2
Mar	1	2	0	1
Apr	2	2	2	2
May	1	1	0	0
Jun	1	2	1	2
Jul	1	1	0	2
Aug	1	1	2	0
Sep	1	0	1	0
Oct	0	1	1	1
Nov	1	2	1	3
Dec	0	1	2	1
Total Prev. Accidents	10	15	12	16
YTD PREVENTABLE ACCIDENTS PER 10,000 MILES	0.07	0.11	0.09	0.12



**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

March 16, 2017

AGENDA ITEM 12.F.: *CONNECT SPOKANE* UPDATE:
EMERGING TRENDS AND LOCAL FACTORS

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to *Connect Spokane*, STA's Comprehensive Plan (link on next page). One early task in the work program is to identify emerging trends and best practices. Staff has been meeting with local stakeholders to identify trends that the community thinks are important to explore and opportunities for coordination. The initial findings were discussed with the Planning & Development Committee at their March 1 meeting.

The most common themes that stakeholders have expressed include:

- Continued growth in multifamily residential development
- Aging Baby Boomers
- Millennials becoming the majority of the workforce
- Desire for improved pedestrian safety
- Desire for neighborhoods with walkable destinations

Other trends and local factors that stakeholders see as shaping the region's future include:

- Changes in technology, including automation
- Completion of the North-South corridor
- New medical school
- Close to structural full employment
- Rise in minimum wage
- Possible changes in international trade policy
- Rural population is older and in worse health than the urban population
- Desire for public services to be coordinated to better serve customers
- Transportation network companies

In addition to identifying local trends, STA is seeking the assistance of a consultant to help review national trends and best practices. Local, regional and national trends will be reviewed with a broader group of community stakeholders at a workshop targeted for April of this year. STA will also engage the stakeholders and the general public with an online survey.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head 100








Chief Executive Officer gsm

Legal Counsel cm

Connect Spokane 12.F
Page Two

Link to plan:

[*Connect Spokane, STA's Comprehensive Plan*](#)

Connect Spokane Update Schedule														
Task	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	Mar. 2017	Apr. 2017	May 2017	Jun. 2017	Jul. 2017	Aug. 2017	Sep. 2017	Oct. 2017	Nov. 2017	Dec. 2017
1: Adopt Work Program and Outreach Program														
2: Identify emerging trends and best practices						  								
3: Evaluate existing <i>Connect Spokane</i> content for updates and course corrections														
4: Draft amendments														
5: Review and revise draft amendments														
6: Adopt amendments														

Outreach



Board Adoption



Stakeholder Workshops



Online Survey



Public Hearing

The Board Planning and Development Committee and Citizen Advisory Committee will be engaged periodically throughout the update process.



15. EXECUTIVE SESSION

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

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

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

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

Estimated time - 10 minutes