

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, September 22, 2016, 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 22nd day of September, 2016.



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, September 22, 2016 at 1:30 p.m.
STA Boardroom
1229 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. McKinstry Acknowledgement of Energy Savings Project (*Steve Blaska*)
 - B. Sharon Simons, Office Assistant – Retirement (*E. Susan Meyer*)
 - C. Mindy Martin, Coach Operator – Retirement (*Steve Blaska*)
 - D. Wall of Fame Awards (*Steve Doolittle*)
5. Board Action – Consent Agenda: *5 minutes*
 - A. Minutes of July 21, 2016, Board Meeting – Corrections/Approval
 - B. July & August 2016 Vouchers (*Lynda Warren*)
 - C. Approval of “Free Ride Day” on November 25, 2016 & Special Community Events Fare Structure (*Trulove/Bousley*)
6. Board Action – Committee Recommendations: *10 minutes*
Planning & Development
 - A. 2017-2019 Regional Mobility Grant Submission (*Waldref/Otterstrom*)
7. Board Action – Other: *None*
8. Board Operations Committee: *10 minutes*
 - A. Chair Report (*Al French*)
9. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Amber Waldref*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Tom Trulove*)
11. CEO Report: *10 minutes*

12. Board Information: *No action or discussion*
 - A. Committee Minutes
 - B. June 2016 Semi-Annual Financial Reports (*Lynda Warren*)
 - C. July 2016 Financial Summary (*Lynda Warren*)
 - D. August 2016 Sales Tax Summary (*Lynda Warren*)
 - E. July 2016 Operating Indicators (*Steve Blaska*)
 - F. Second Quarter 2016 Performance Measures (*Steve Blaska*)
 - G. Energy Preservation Projects and Environmental Initiatives (*Steve Blaska*)
 - H. September 2016 Service Changes (*Karl Otterstrom*)
 - I. 2017 Service Revisions Phase I – Preliminary Proposal (*Karl Otterstrom*)
 - J. Second Quarter 2016 Service Planning Input Report (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*Workland Witherspoon*) 20 minutes
16. Adjourn

Cable 5 Broadcast Dates and Times of September 22, 2016 Board Meeting:

Saturday, September 24, 2016	4:00 p.m.
Monday, September 26, 2016	10:00 a.m.
Tuesday, September 27, 2016	8:00 p.m.

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

Planning & Development	Oct 5, 2016, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Oct 5, 2016, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Oct 12, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, October 20, 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 week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 2. : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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 / 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

September 22, 2016

AGENDA ITEM 4.A

**MCKINSTRY ACKNOWLEDGMENT OF ENERGY SAVINGS
PROJECT - RECOGNITION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY:

In 2013, STA partnered with Washington State Department of Commerce, Department of Enterprise Services, McKinstry, and Avista to evaluate the benefit of a more comprehensive energy savings project.

The project included the replacement of original Heating Ventilation Air Conditioning (HVAC) units with more efficient heating and cooling systems, thermal pane windows, LED lighting at the Boone and Plaza garages, and a centralized digital control system to establish schedules and setbacks for heating and cooling requirements. The Board of Directors approved this initiative in November, 2014 and the project was completed in August, 2016.

To help fund the project, STA received \$547,000 in state grants and will qualify for approximately \$306,000 in Avista incentives later this year. **Guaranteed annual energy savings from the project is a minimum of \$120,449.** The entire project cost has an investment payback of 12 years, while most of the equipment replaced has a 20+ year life cycle.

At this time, McKinstry will present STA with an acknowledgment of this energy savings project.

For a complete report of Energy Preservation Projects and Environmental Initiatives, please reference Board packet item 12.G.

RECOMMENDATION TO BOARD: Receive recognition.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 4.B : SHARON SIMONS, OFFICE ASSISTANT – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: E. Susan Meyer, Chief Executive Officer

SUMMARY:

After serving 25 years with STA Sharon Simons, Office Assistant, retired on August 12, 2016. Sharon began her career as a Customer Service Representative in 1991 at the Bus Shop downtown before the Plaza was built and was promoted to the position of Clerk III in the Executive Office in 1994.

Many of you will know Sharon as the receptionist who has greeted Board members, customers, vendors and the public in general with a cheerful smile and exceptional customer service. In this position she assisted the Clerk of the Authority with many duties involving the Board from putting packets into binders before the advent of technology that enabled us to send them electronically, to preparing the Boardroom for Board meetings. Her attention to detail, integrity, and work ethic have been very much appreciated by staff and customers alike.

Sharon will be greatly missed by everyone and we wish her the very best in her well-deserved retirement.

RECOMMENDATION TO BOARD: Recognize Office Assistant, Sharon Simons for her years of service and dedication to STA and the community.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 4.C : MINDY MARTIN, COACH OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations
Fred Nelson, Transportation Manager

SUMMARY: After serving 23 years with STA, Coach Operator, Mindy Martin retired on June 30, 2016. Mindy began her career as a Paratransit Van Operator in 1993. She moved to Fixed Route as a part-time Coach Operator and then to full-time in 1995.

In 1994, Mindy was a key person for the design, development and delivery of training for all Coach Operators and Supervisors on the TMC lift and restraint systems. On December 23, 2004, Mindy alerted homeowners that their house was on fire; her quick response allowed the fire department to extinguish the fire with minimal damage and the family expressed their indebtedness and appreciation for her actions. Her customers greatly valued her, as indicated by numerous compliments, with some of her regulars giving her good-bye hugs on her last day. She had several Quality Counts shops with "Excellent" ratings and was presented her 20-Year Safe Driving Award earlier this year.

Some of Mindy's retirement plans will include traveling throughout the USA and a trip to Mexico; working in her garden and doing some landscaping; working on more arts and crafts projects and having a lot of fun raising and playing with her dogs!

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

RECOMMENDATION TO BOARD: Recognize Coach Operator, Mindy Martin for her years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer ESM

Legal Counsel UM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 4.D: WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
(WSDOT) WALL OF FAME HONOREES - RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Doolittle, Director of Human Resources

SUMMARY:

The Washington State Department of Transportation, through their "Wall of Fame," recognizes exemplary employees for their dedication, innovation, customer service, and professionalism. Each public transportation agency is eligible to select two individuals and one team for recognition.

The 2016 Wall of Fame Honorees were recognized at the Awards Banquet which was held in Wenatchee on September 20, 2016.

Please see the attached Staff Report to read about this year's Wall of Fame Honorees.

RECOMMENDATION TO BOARD: Recognize the Wall of Fame winners.

FINAL REVIEW FOR BOARD BY:

Division Head SD

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY
Staff Report

**SUBJECT: 2016 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT)
WALL OF FAME**

Thanks to those of you who nominated your co-workers for the 2016 Washington State Symposium Wall of Fame. It is exciting to see the respect and appreciation you have for one another. We had five individual nominees and two team nominations. The nominees were outstanding and I understand it was difficult for the selection panel to make its choices. I thank them for their work on such a sensitive and important task. The selection team included the 2015 Wall of Fame recipients: **Lonnie Olson, Claudia Davis and a Member of the Vehicle Maintenance Team (Body Shop): Ron Scouton, Jeff Smith, Al Stewart, Loresa Vensel and Veniamin Astapenko.**

According to the guidelines provided by the state, an individual must have exhibited excellence in public service, providing exemplary customer service, ensuring a positive work environment, safe driving records, resolved an extremely difficult task, or consistently performed above expectations, promoting teamwork, and/or for being an outstanding ambassador for the agency. Teams must have accomplished a difficult operational, financial, organizational, or public service objective, transforming the work environment, inspiring others, increasing efficiencies and providing exemplary customer service. In order to be meaningful to STA, our emphasis on customer service, efficiency and effectiveness, innovation and improving trust and accountability were also taken into consideration.

The following nominees were chosen as the 2016 Wall of Fame recipients and these are excerpts from the nominators' comments:

Michael Hogue, Coach Operator

"Mike is the perfect ICON of STA, always promoting an attitude that is an example for others to follow. He maintains professionalism, a positive attitude, an excellent work history, positive performance and is always looking out for the best interest of Spokane Transit Authority. For all these reasons, I believe Mike Hogue is the perfect candidate for the Outstanding Individual wall of fame award."

Kory Sullivan, Receiving Clerk

"One of the main reasons we believe Kory deserves this nomination is because of his innovative, diligent and conscientious efforts, he has worked to identify warranty issues in the maintenance department that have saved STA thousands of dollars during the past year." "He is self-driven and receives very little guidance, yet continues to provide consistently positive results."

STARS (Finance/IS):

Lynn Holmes, Tammy Johnston, Jacque Tjards and Steve Nenno

"This group has accomplished all of the planning, organizing, testing, converting and implementing for Phase I of the Enterprise Resource Project (AKA STARS) in 2015. This was a huge project! With Lynn's lead, all of the parts of this Phase have been accomplished on time, within budget and virtually error free. The Team has spent countless hours (including nights and weekends) to ensure that STA's General Ledger systems went through conversion successfully so that "Going Live" was error free. This Team has accomplished a difficult operational and financial challenge. Their work has transformed STA's work environment by increasing efficiencies with finances, reporting, invoicing and purchasing. This entire Team has been providing excellent customer service as they have been answering many questions and providing many hours of training. I have seen these Team members work with individuals one-on-one and in groups, taking time away from their own work responsibilities. In summary, I cannot think of a Team that is more deserving because of their selfless work for this project."

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 5.A: MINUTES OF THE JULY 21, 2016 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 July 21, 2016 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM by
aw

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the July 21, 2016, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Shelly O'Quinn, Spokane County
Amber Waldref, City of Spokane
Candace Mumm, City of Spokane
Arne Woodard, City of Spokane Valley
(*Alternate*)
Ed Pace, City of Spokane Valley
Tom Trulove, Small Cities Representative
(Cheney)
Steve Peterson, Small Cities Representative
(Liberty Lake) (*Alternate*)
Rhonda Bowers, Labor Representative
John Higgins, Small Cities Representative
(Medical Lake) *Ex Officio*

MEMBERS ABSENT

Aspen Monteleone, Small Cities Representative
(Airway Heights)
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

PROVIDING LEGAL COUNSEL

Laura McAloon, Workland Witherspoon PLLC

GUEST

Pamela Haley, Council Member, City of Spokane Valley

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

Chair French called the meeting to order at 1:30 p.m. and conducted roll call.
Mr. Woodard introduced Pamela Haley as a new Council Member for the City of Spokane Valley.

2. **APPROVE BOARD AGENDA**

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

Mr. Woodard said Karen Morris wrote a letter to the Board regarding agenda item 6.B Fare (Tariff) Policy. This letter and others that have been received since the Board packet was published on July 15 are included in the Board members' grey folders.

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

A. John Biallas, Foreman - Retirement

Mr. Blaska said Mr. Biallas began work at Spokane Transit as a Cleaner in 1995. His career spanned promotions to the highest level of mechanic and finally to Foreman. He was instrumental in the success of new bus technologies and set high standards for his crew.

B. Second Quarter 2016 Years of Service Awards

Mr. Doolittle read the names of the employees with 5, 10, 15, 20, and 25 years of service. Ms. Millbank, STA's Community Ombudsman and Accessibility Officer, was presented with a 25 year pin by Ms. Meyer.

Ms. Watson, Executive Assistant to the CEO and Clerk of the Board, was recognized for her ten years of service and her 9 years of prior service for a total of 19.

Mr. Doolittle also mentioned that the Human Resources Assistant in his department, Erika Loyal, has served ten years.

C. Second Quarter 2016 Employee Recognition Awards

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

Mr. French thanked all the employees for their service.

Ms. Meyer said she would like to recognize Ms. Warren, Director of Finance and Information Services, for her inclusion in the Liberty Lake Splash newspaper. The Splash recently published an article about Ms. Warren, who lives in Liberty Lake, and it focused on her achievements in the senior accounting field both at Spokane Transit and in her former work with Rogue Community College in Oregon. Ms. Meyer presented her with a framed copy of the article and photo.

Ms. Mumm arrived 1:38 p.m.

5. BOARD ACTION – CONSENT AGENDA

Mr. Pace said he would like to remove item 5.C from the consent agenda.

Mr. Pace moved to approve the following consent agenda items 5. A, B and D. Ms. Waldref seconded and the motion passed unanimously.

A. Approve the minutes of the June 16, 2016 Board meeting.

B. Approve the following vouchers and payroll for June, 2016:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (June)	Nos. 589921 - 590287	\$ 2,929,600.85
Workers Comp Vouchers (June)	Nos. 217308 - 217729	\$ 179,953.27
Payroll 06/10/2016	ACH – 06/10/2016	\$ 1,577,489.21
Payroll 06/24/2016	ACH – 06/24/2016	\$ 1,066,176.40
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,514.31
JUNE TOTAL		\$ 5,760,734.04

D. Approve travel for Board Members French, Waldref, and Trulove to attend the American Public Transportation Association (APTA) Annual Meeting in Los Angeles, California.

5. C. Adopt by resolution the proposed 0.49% Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Years 2017, 2018 and 2019

Mr. Pace asked for more information about the DBE agenda item.

Ms. Warren said as a recipient of federal funds, Spokane Transit must have a DBE program and establish a goal every three years in accordance with Department of Transportation requirements.

There is currently a conversation statewide through the Washington State Department of Transportation (WSDOT) about the DBE program and goals. Business owners have complained that the application paperwork is onerous. STA's DBE goal has been 0.29% for the past three years and it has been met. The proposed goal for Fiscal Years 2017, 2018 and 2019 is 0.49%.

Ms. Tjards said that the DBE program encourages equal opportunity for all companies competing for federally funded contracts with STA.

Mr. Pace commented that it is discriminatory.

Ms. Tjards said the goal of the program is to ensure fairness in the bid process; however a DBE firm is not given any preference as was the practice years ago.

Mr. Woodard asked about women-owned businesses.

Ms. Tjards said they are included if they are certified as DBEs and added that there in the Spokane region there are a limited number of DBE certified businesses.

Ms. Waldref moved to adopt, by resolution, the proposed 0.49% Disadvantaged Business Enterprise goal for Federal Fiscal Years 2017, 2018 and 2019. Mr. Peterson seconded and the motion passed with Mr. Pace voting against.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Board Operations Committee

A. 2016 Transit Development Plan (TDP)

Mr. French said agenda items 6.A and B were recommended for approval by the Board Operations Committee.

Mr. Otterstrom gave a brief presentation of the Transit Development Plan timeline. The Planning & Development Committee has been involved in its development since February and the plan includes financial projections that were approved by the Board in 2015. The Capital Improvement Plan, the Service Implementation Plan and Annual Strategic Plan are all components of the TDP. The Public Hearing was held at the June 16, 2016 Board meeting and the plan must be submitted to WSDOT by September 1, 2016.

Mr. Pace moved to adopt, by resolution, the 2016 Transit Development Plan, Ms. Waldref seconded and the motion passed unanimously.

B. Final Recommendation Fare (Tariff) Policy

Mr. French asked Mr. Blaska for a report.

Mr. Blaska said the fare philosophy is to encourage increased ridership by providing a convenient and reasonably priced method for citizens to enjoy the advantages of public transportation. A major objective of the fare (tariff) policy is to obtain a minimum farebox recovery of 20%. He showed comparisons between STA's fares and those of other transit agencies in Washington State and nationwide through the American Bus Benchmarking Group (ABBG). STA's fares are lower than the others. During the public outreach process it was found that customers appreciated that there was no increase in fares in the past five years but they thought the proposed increase was too large. Hearing this, STA staff proposes a two-step increase: the first on July 1, 2017; and, the second on July 1, 2018. An adult cash fare that is currently \$1.50 will increase to \$1.75 in 2017 and \$2.00 in 2018. An adult 31 day rolling pass, currently \$45.00 will increase to \$50.00 in 2017 and \$60.00 in 2018. The Summer Youth Pass and the Student Pass programs will be retained and a new 7-day rolling pass will be introduced.

Staff met with stakeholders representing low income bus riders to discuss the increase in fares and to try to come to a solution for those on low fixed incomes. These meetings will continue.

Ms. Waldref asked who qualifies for reduced fares.

Mr. Blaska said fixed route (not paratransit) customers who are 65 or older and on Medicare or those who have a qualifying disability verified by a doctor. He added that STA has a mobility training program that trains people to ride the fixed route bus rather than the paratransit van.

Ms. Waldref thanked staff for the extensive public outreach. She suggested that staff consider zonal fares next time since no matter how short or long the ride is, everyone pays the same.

Ms. Mumm said this is a good idea and commented that the 31 day rolling pass is cost-effective.

Mr. Pace moved to adopt, by resolution, the *Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services*. Mr. Peterson seconded and the motion passed unanimously.

Mr. Blaska added that the resolution has been amended to highlight STA's compliance with Title VI requirements.

7. BOARD ACTION – OTHER:

None.

8. BOARD OPERATIONS COMMITTEE:

Mr. French announced the passing of Millwood Council Member Richard Schoen. Mr. Schoen has been a member of the STA Board for many years and is recognized for his contributions to Spokane Transit and the community.

Mr. French said this will be last Board meeting for Ms. McAloon, STA's Legal Counsel, and he thanked her for her excellent service. Ms. McAloon has been involved with STA legal matters for over 13 years and she said it was an honor to have worked with the agency.

Mr. French wished her all the best in her new position as Spokane's City Attorney.

A. Chair's Report

i. 2015 State Audit

Mr. French said the Board Operations Committee received a presentation on the 2015 audit from Brad White of the Washington State Auditor's Office. He is pleased to announce a clean audit for the tenth consecutive year for STA. Mr. French congratulated Lynda Warren and her staff on this achievement. Ms. Warren thanked Lynn Holmes, Tammy Johnson and staff in the Finance Department, as well as staff in other departments who played a part in the audit.

ii. New Service & Policy Considerations

Mr. French said this item has been brought forward from the June 16 Board meeting since there was insufficient time for discussion. At the prior meeting in May, he had suggested that ideas about new service from Mr. Peterson and Ms. O'Quinn go to the Planning and Development Committee to be included as part of an annual review for future route structuring. However, he said this may have led to some expectation that staff would come back to the Board with changes and apologized for the confusion since this was not his intention.

Board members participated in a retreat on June 29 with Eva Marquette, FreshVue. He thanked all who attended and said it was a productive session even though it had a late start. Next steps include two, two-hour meetings with individual Board members over the next two to three months.

Mr. Pace apologized for not being able to attend the retreat in its entirety due to pressing matters at City Hall. However, he agreed it was a good process and will commit his time to continue.

Ms. Mumm would like to schedule it later in the year since she is very busy for the next few months.

Mr. French said the transit ballot measure in November will have a significant impact on the 2017 budget and since the outcome will not be known until after November 8, there is no need to spend a lot of time on discussing the budget before then. He recommends scheduling the public hearing and

budget review at the November 17 Board meeting based upon the outcome of the election, with Board action in December.

Ms. O'Quinn said the Spokane County Commissioners are hosting a county leadership conference in Spokane on November 17.

Mr. French said the Board Operations Committee will look at a date that would allow the greatest participation and return to the Board with a recommendation in September.

Ms. O'Quinn asked if there would be a workshop in addition to a public hearing.

Mr. French said they would be combined into one meeting.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report – None.

Meeting cancelled.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report – None.

Meeting cancelled.

11. CEO REPORT

Ridership

Ms. Meyer reported that fixed route bus ridership in June 2016 decreased by 9.2% over June 2015 for a 4.7% decrease year-to-date. Ridership as a whole in North America was the lowest during the first quarter of 2016 since 1998. In Spokane there are currently 58 detours in effect involving 33 bus routes due to road construction. In addition, the main parking lot at Eastern Washington University is closed as well as the Jefferson lot in Spokane so there are few places to park and ride. Student ridership represents a large percentage of the ridership decrease and staff is being proactive in outreach to that sector.

Ms. O'Quinn asked if construction in the downtown area has slowed bus routes.

Mr. Blaska said there have been some delays but the City of Spokane is doing a good job with re-routing traffic. The street work at Lincoln and Monroe has caused the most delays.

Paratransit ridership decreased by 0.9% over June 2015 for a 2.5% increase year-to-date.

Vanpool ridership decreased by 22.2% over June 2015 for a 12.2% decrease year-to-date. There is one more van in service than in June 2015 (92 versus 91). The Triumph strike accounted for most of decrease.

It should be noted that June 2016 had the same number of weekdays as June 2015.

Non-Capital Revenue

Through May 2016, at \$29.4M, non-capital revenue is 41.8% of budget.

Sales Tax Revenue

June 2016 sales tax revenue (collected on April 2016 retail sales) increased 9.3% over June 2015 for a year-to-date increase of 6.6% over budget.

Operating Expenditures

Through May 2016, at \$23.1M, operating expenses are 35.4% of budget.

Proposition 1 – Public Education

Ms. Meyer said a new brochure about the Proposition has been produced with an emphasis on Public Disclosure Commission compliance. This is part of a public outreach effort to provide fact-based education on the transit ballot measure. Staff would welcome the opportunity to make presentations to Board members' jurisdictions and other interested agencies.

Jefferson Street Park & Ride Improvements

This park and ride is being renovated and will add security cameras and additional parking for the disabled. A digital real-time information sign will be included as well as benches and bike racks. Concrete at the entrance and exit will be replaced and the lot will have new asphalt paving.

Plaza Construction

Phase II begins August 1 and no disruptions to schedules or loading zones are expected since the work is mostly inside the building. The Sprague Avenue entrance will be closed and Riverside and Wall entrances will remain open. The Plaza will close at 8 p.m. There will be a continued emphasis on high security visibility. Walker Construction has been impressive in cost containment and the work is on schedule. The project will be completed in the summer of 2017.

12. BOARD INFORMATION

- A. Committee Minutes
- B. May 2016 Financial Results Summary
- C. June 2016 Sales Tax Summary
- D. May 2016 Operating Indicators
- E. Central City Line Strategic Overlay Plan
- F. 2015 Annual Route Report

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Higgins thanked Mr. Blaska for a good presentation on the fare increase proposal to the Medical Lake City Council.

Ms. Bowers apologized for not being able to attend the Board retreat.

Mr. Peterson said two senior housing complexes have opened in Liberty Lake and there have been requests for bus service to link them to the Park & Ride. He added that he recently saw 7 buses with 23 people riding.

Mr. Trulove thanked Ms. Bousley and staff for an excellent brochure on the ballot measure.

15. EXECUTIVE SESSION – None.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:35 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 July 21, 2016 Board Meeting:

Saturday, July 23, 2016	4:00 p.m.
Monday, July 25, 2016	10:00 a.m.
Tuesday, July 26, 2016	8:00 p.m.

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

Planning & Development	Sept 7, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	Sept 7, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	Sept 14, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, **September 22, 2016**, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington. *Note: 4th Thursday of the month.*

NOTE: No Board or Committee meetings are scheduled for August

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 5.B: JULY & AUGUST 2016 VOUCHERS - MOTION

REFERRAL COMMITTEE: N/A

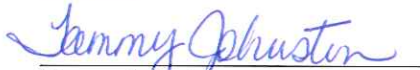
SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager


SUMMARY: The following warrants and ACH transfers for the period of July 1 through 31, 2016 and August 1 through 31, 2016 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 (July)	Nos. 590288 - 590600	\$ 1,932,947.14
Workers Comp Vouchers (July)	Nos. 217730 - 217909	\$ 82,722.04
Payroll 07/08/2016	ACH - 07/08/2016	\$ 1,524,158.46
Payroll 07/22/2016	ACH - 07/22/2016	\$ 1,107,010.47
WA State - DOR (Use Tax)	ACH - W0640	\$ 6,905.59
JULY TOTAL		\$ 4,653,743.70


<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (August)	Nos. 590601 - 590909	\$ 2,943,835.07
Workers Comp Vouchers (August)	Nos. 217910 - 218109	\$ 79,587.29
Payroll 08/05/2016	ACH - 08/05/2016	\$ 1,476,027.97
Payroll 08/19/2016	ACH - 08/19/2016	\$ 1,089,345.37
WA State - DOR (Use Tax)	ACH - W0640	\$ 7,033.28
AUGUST TOTAL		\$ 5,595,828.98

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 LLW Chief Executive Officer EBM Legal Counsel LM
aw

Spokane Transit Authority
Vouchers - July 2016

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/06/16	590288	Corwin of Pasco LLC	1904	30,232.07
07/07/16	590289	4 One LLC	1262	506.03
07/07/16	590290	AFSCME	1328	333.82
07/07/16	590291	Amalg Transit Union #1015	1055	18,506.16
07/07/16	590292	Amalg Transit Union #1598	1056	570.63
07/07/16	590293	Battery Systems Inc	1089	1,576.15
07/07/16	590294	Cheryl Beckett	1092	187.50
07/07/16	590295	Robert J Berg	1099	125.01
07/07/16	590296	Blanchard Auto Electric	1109	4,031.27
07/07/16	590297	Daniel H Brunner Trustee	1124	3,521.31
07/07/16	590298	California Department of Child Support Services	1130	148.26
07/07/16	590299	Carquest Auto Parts	1025	646.90
07/07/16	590300	CBS Collections Inc	1186	2,215.43
07/07/16	590301	QWEST Corporation	1148	308.44
07/07/16	590302	QWEST Corporation	1148	124.52
07/07/16	590303	Child Support Enforcement Agency	1825	392.30
07/07/16	590304	Cook Hammond & Kell Inc	1155	2,420.00
07/07/16	590305	City of Spokane	1601	14,483.26
07/07/16	590306	Comcast Holdings Corporation	1170	106.15
07/07/16	590307	Comcast Holdings Corporation	1170	468.23
07/07/16	590308	Cummins Inc	1027	10,570.01
07/07/16	590309	Department of Social and Health Services	1210	3,625.63
07/07/16	590310	Employee Advisory Council	1236	493.00
07/07/16	590311	Federal Express Corporation	1808	19.14
07/07/16	590312	First Presbyterian Church of Spokane	1942	2,352.00
07/07/16	590313	Galls LLC	1271	212.50
07/07/16	590314	Government Finance Officers Assoc	1269	13,660.00
07/07/16	590315	Gillig LLC	1279	10,947.65
07/07/16	590316	W.W. Grainger Inc	1285	67.11
07/07/16	590317	Graphic Products Inc	1286	533.76
07/07/16	590318	Humanix Corp	1329	1,821.25
07/07/16	590319	IBI Group	1336	22,602.46
07/07/16	590320	Kershaw's Inc	1374	1,266.03
07/07/16	590321	Kimmel Athletic Supply Co Inc	1376	108.65
07/07/16	590322	M E Uphus Construction Inc	1414	106,995.65
07/07/16	590323	Mohawk Manufacturing & Supply Co	1011	402.54
07/07/16	590324	Mohawk Resources LTD	1796	972.90
07/07/16	590325	NAPA Auto Parts Inc	1014	1,501.49
07/07/16	590326	New Flyer Industries Canada ULC	1015	3,391.48
07/07/16	590327	Pacific Power Group LLC	1496	50,152.41
07/07/16	590328	Pitney Bowes Inc	1514	611.90
07/07/16	590329	Pitney Bowes Global Financial Svcs LLC	1512	183.72
07/07/16	590330	Power Machine Service Inc	1519	1,614.84
07/07/16	590331	S T A - Well	1557	350.00
07/07/16	590332	Six Robbles Inc	1017	2,004.37
07/07/16	590333	State of Arizona	1770	494.25
07/07/16	590334	Summit Rehabilitation Associates PLLC	1638	168.75
07/07/16	590335	Patty Talbott	1641	232.64
07/07/16	590336	Stephen Hirano	1665	95.00
07/07/16	590337	United Way of Spokane County	1684	363.00
07/07/16	590338	US Bank	1678	10,445.82
07/07/16	590339	Peterson Enterprise Inc	1688	542.24
07/07/16	590340	Verizon Wireless LLC	1686	5,538.19
07/07/16	590341	US Bank National Association	1698	15,027.15
07/07/16	590342	American Federation of State County 2 WA Council	1705	1,652.04
07/07/16	590343	Wells Fargo Financial Leasing Inc	1735	1,155.48
07/07/16	590344	Washington State Transit Assoc	1715	25.00
07/14/16	590345	A to Z Rentals	1033	809.16
07/14/16	590346	Air Electric Equipment & Tools Inc	1044	1,211.43
07/14/16	590347	APTA - Washington DC	1060	38,691.00
07/14/16	590348	Argus Integrated Services LLC	1071	3,056.09
07/14/16	590349	Arnerich Massena & Assoc	1072	3,125.00
07/14/16	590350	Auto B Clean Inc	1077	1,114.18

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/14/16	590351	Avista Corporation	1081	24,106.85
07/14/16	590352	Banner Furnace & Fuel Inc	1123	2,750.00
07/14/16	590353	Battery Systems Inc	1089	1,576.15
07/14/16	590354	Blanchard Auto Electric	1109	990.06
07/14/16	590355	Bridgestone Americas Inc	1119	49,839.09
07/14/16	590356	Camp Chevrolet	1024	175.03
07/14/16	590357	Carquest Auto Parts	1025	2,795.92
07/14/16	590358	Consolidated Electrical Distributors	1133	137.29
07/14/16	590359	QWEST Corporation	1148	48.24
07/14/16	590360	City of Cheney - Utility	1158	264.40
07/14/16	590361	City of Medical Lake	1424	105.67
07/14/16	590362	City of Spokane	1601	6,561.59
07/14/16	590363	Clean Concepts Group Inc	1471	1,291.36
07/14/16	590364	Idaho Truck Specialties LLC	1161	425.56
07/14/16	590365	Columbia Ford Inc	1167	46,000.78
07/14/16	590366	Comcast Holdings Corporation	1170	106.15
07/14/16	590367	WA State Consolidated Technology Services	1712	95.08
07/14/16	590368	Cooperative Supply Inc	1026	18,002.00
07/14/16	590369	Washington State Dept of Corrections	1708	52.37
07/14/16	590370	Cummins Inc	1027	5,423.65
07/14/16	590371	FP Mailing Solutions	1878	3,000.00
07/14/16	590372	Galls LLC	1271	1,713.34
07/14/16	590373	SPX Corporation	1268	6,009.97
07/14/16	590374	Gillig LLC	1279	6,080.81
07/14/16	590375	Diamond Auto Glass Inc	1308	219.86
07/14/16	590376	W.W. Grainger Inc	1285	1,881.82
07/14/16	590377	H & H Business Systems	1298	84.33
07/14/16	590378	Home Depot Credit Services	1318	616.13
07/14/16	590379	Humanix Corp	1329	20,652.15
07/14/16	590380	IR Specialty Foam LLC	1345	239.92
07/14/16	590381	Kershaw's Inc	1374	596.86
07/14/16	590382	Lamar Texas Limited Partnership	1938	1,550.00
07/14/16	590383	Les Schwab Tire Centers of Washington Inc	1393	1,871.56
07/14/16	590384	Liberty Lake Sewer and Water District	1396	944.33
07/14/16	590385	Car Wash Partners Inc	1436	11.20
07/14/16	590386	Modern Electric Water Co Inc	1439	2,089.71
07/14/16	590387	Mohawk Manufacturing & Supply Co	1011	889.40
07/14/16	590388	Genuine Parts Company	1014	70.59
07/14/16	590389	NAPA Auto Parts Inc	1014	638.98
07/14/16	590390	National Color Graphics Inc	1455	3,690.15
07/14/16	590391	Northwest Vital Records Center Inc	1476	493.75
07/14/16	590392	Pacific NW Paper & Packaging Inc	1924	5,652.40
07/14/16	590393	Pacific Power Group LLC	1496	1,128.24
07/14/16	590394	Pape Machinery Exchange	1860	128.72
07/14/16	590395	Purchase Power	1513	1,215.91
07/14/16	590396	Professional Finishes	1526	6,380.51
07/14/16	590397	Securitas Security Svcs	1574	21,360.48
07/14/16	590398	Six Robbles Inc	1017	7,478.26
07/14/16	590399	BDI Inc	1622	7.75
07/14/16	590400	Standard Digital Print Co Inc	1623	903.50
07/14/16	590401	Stanley Convergent Security Solutions	1624	763.26
07/14/16	590402	Thermo King Northwest Inc	1650	145.10
07/14/16	590403	Michael Toole	1659	500.04
07/14/16	590404	American Service Corp	1663	950.00
07/14/16	590405	Tyler Technologies Inc	1675	3,525.00
07/14/16	590406	United States Treasury	1357	3.00
07/14/16	590407	Verizon Wireless LLC	1686	1,409.15
07/14/16	590408	Walter E Nelson Co	1721	2,629.23
07/14/16	590409	Wells Fargo Financial Leasing Inc	1735	452.21
07/14/16	590410	Wendle Motors Incorporated	1021	199.39
07/14/16	590411	Wittkopf Landscape Supplies	1902	1,398.97
07/14/16	590412	Washington Self-Insurers Association	1728	600.00
07/14/16	590413	XO Holdings	1757	6,838.98
07/21/16	590414	A to Z Rentals	1033	406.27
07/21/16	590415	Inland Welding Supply Inc	1032	25.75
07/21/16	590416	AFSCME	1328	349.97

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/21/16	590417	Moline Inc	1042	1,111.97
07/21/16	590418	Allied Electronics Inc	1049	63.49
07/21/16	590419	Allied Envelope Printing & Graphics	1050	596.33
07/21/16	590420	Allied Safe & Vault Co Inc	1052	4,184.46
07/21/16	590421	Amazon.Com LLC	1054	108.35
07/21/16	590422	Northwest Industrial Services LLC	1058	110.00
07/21/16	590423	Amplified Wax	1065	2,217.75
07/21/16	590424	Amalg Transit Union #1015	1055	18,394.33
07/21/16	590425	Amalg Transit Union #1598	1056	545.82
07/21/16	590426	Amalg Transit Union-Cope	1057	472.80
07/21/16	590427	B L Best	1083	86.97
07/21/16	590428	Bardes Products Inc	1826	1,642.17
07/21/16	590429	Battery Systems Inc	1089	340.48
07/21/16	590430	Robert J Berg	1099	125.01
07/21/16	590431	Brown Bearing	1022	578.94
07/21/16	590432	Daniel H Brunner Trustee	1124	3,521.31
07/21/16	590433	California Department of Child Support Services	1130	118.61
07/21/16	590434	Camp Chevrolet	1024	1,003.27
07/21/16	590435	Carquest Auto Parts	1025	134.35
07/21/16	590436	Carr Sales Co Inc	1925	116.30
07/21/16	590437	Consolidated Electrical Distributors	1133	298.21
07/21/16	590438	QWEST Corporation	1148	241.10
07/21/16	590439	Child Support Enforcement Agency	1825	392.30
07/21/16	590440	City of Spokane	1601	2,832.61
07/21/16	590441	Columbia Ford Inc	1167	18,064.80
07/21/16	590442	Comcast Holdings Corporation	1170	118.51
07/21/16	590443	Cooperative Supply Inc	1026	91,200.53
07/21/16	590444	Country Homes Power Equipment	1184	488.06
07/21/16	590445	Creative Bus Sales Inc	1233	31.91
07/21/16	590446	Creative Bus Sales Inc	1233	20.76
07/21/16	590447	CCGS Holdings Corp	1511	1,770.56
07/21/16	590448	Cummins Inc	1027	5,319.57
07/21/16	590449	DCT Controls Inc	1198	43.48
07/21/16	590450	Delta Dental of Washington	1726	49,077.60
07/21/16	590451	Delta Dental of Washington	1726	96.80
07/21/16	590452	Desautel Hege	1839	36,341.82
07/21/16	590453	DeVries Business Records Management Inc	1766	260.00
07/21/16	590454	Department of Social and Health Services	1210	3,625.63
07/21/16	590455	Employee Advisory Council	1236	490.00
07/21/16	590456	Edge Construction Supply Inc	1224	202.18
07/21/16	590457	El Jay Oil Co Inc	1003	408.43
07/21/16	590458	Electrical Service Products Inc	1230	232.16
07/21/16	590459	Fasteners Inc	1250	352.25
07/21/16	590460	Federal Express Corporation	1808	48.48
07/21/16	590461	Ferrellgas	1833	782.64
07/21/16	590462	Metavante Corporation	1258	595.42
07/21/16	590463	Galls LLC	1271	916.37
07/21/16	590464	SPX Corporation	1268	834.19
07/21/16	590465	Gillig LLC	1279	6,290.06
07/21/16	590466	W.W. Grainger Inc	1285	5,569.68
07/21/16	590467	Graybar Electric Co Inc	1287	76.82
07/21/16	590468	Greenburo	1290	262.24
07/21/16	590469	Group Health Cooperative	1296	1,027.86
07/21/16	590470	Group Health Cooperative	1296	14,520.05
07/21/16	590471	Group Health Cooperative	1296	105,893.00
07/21/16	590472	Group Health Options Inc	1295	1,010.37
07/21/16	590473	Group Health Options Inc	1295	5,415.55
07/21/16	590474	Home Depot Credit Services	1318	134.42
07/21/16	590475	Horizon Distributors Inc	1321	261.81
07/21/16	590476	HRA Veba Trust	1415	17,208.39
07/21/16	590477	Humanix Corp	1329	2,129.60
07/21/16	590478	Hydraulics Plus	1906	19.61
07/21/16	590479	IBI Group	1336	1,364.79
07/21/16	590480	Oil Price Information Service LLC	1346	119.57
07/21/16	590481	Inland Pacific Hose & Fittings Inc	1777	104.55
07/21/16	590482	Kershaw's Inc	1374	340.32
07/21/16	590483	Kimmel Athletic Supply Co Inc	1376	228.17
07/21/16	590484	Loomis Armored US LLC	1408	5,294.84
07/21/16	590485	LPM Supply Inc	1382	28.94
07/21/16	590486	M & L Supply Co Inc	1413	38.85
07/21/16	590487	McMaster-Carr Supply Co	1423	131.17

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/21/16	590488	Mohawk Manufacturing & Supply Co	1011	329.44
07/21/16	590489	Motion Auto Supply Inc	1012	136.99
07/21/16	590490	Motorola Solutions Inc	1448	59,164.54
07/21/16	590491	Black Realty Management Inc	1658	0.00
07/21/16	590492	Genuine Parts Company	1014	1,052.22
07/21/16	590493	NAPA Auto Parts Inc	1014	346.58
07/21/16	590494	National Color Graphics Inc	1455	2,341.54
07/21/16	590495	New Flyer Industries Canada ULC	1015	228.54
07/21/16	590496	AmeriGas Propane LP	1064	26.13
07/21/16	590497	Amerigas Propane Lp-Spokane-1790	1064	19.08
07/21/16	590498	Tammy Lynne Glidewell	1282	1,539.00
07/21/16	590499	Office Depot Inc	1483	118.91
07/21/16	590500	Oxarc Inc	1002	323.91
07/21/16	590501	Pacific Power Group LLC	1496	324.24
07/21/16	590502	Power Machine Service Inc	1519	33.91
07/21/16	590503	Pressworks Inc	1522	2,105.04
07/21/16	590504	VF Management Ltd	1525	550.00
07/21/16	590505	Professional Finishes	1526	2,059.23
07/21/16	590506	Provantage LLC	1527	9,316.65
07/21/16	590507	Romaine Electric Corporation	1548	28.70
07/21/16	590508	Wilpat Enterprises Inc	1550	118.37
07/21/16	590509	S T A - Well	1557	352.00
07/21/16	590510	Safety Kleen Systems Inc	1564	867.28
07/21/16	590511	SBA Towers II LLC	1569	1,986.47
07/21/16	590512	Vanessa Bogensberger	1582	2,961.66
07/21/16	590513	Six Robbles Inc	1017	741.66
07/21/16	590514	Spokane Public Facilities District	1941	5,300.00
07/21/16	590515	Spokane County Treasurer	1603	1,301.56
07/21/16	590516	Spokane House of Hose Inc	1605	578.49
07/21/16	590517	The Spokesman Review	1616	1,225.28
07/21/16	590518	Standard Digital Print Co Inc	1623	109.52
07/21/16	590519	State of Arizona	1770	494.25
07/21/16	590520	Studio Cascade	1854	16,775.32
07/21/16	590521	Synergema	1819	35,100.00
07/21/16	590522	United Way of Spokane County	1684	363.00
07/21/16	590523	USSC Acquisition Corp	1676	374.40
07/21/16	590524	Utility Trailer Sales of Idaho Inc	1779	357.59
07/21/16	590525	Verizon Wireless LLC	1686	5,670.25
07/21/16	590526	American Federation of State County 2 WA Council	1705	1,690.83
07/21/16	590527	WA State Department of Revenue - Leasehold Tax	1767	3,103.50
07/21/16	590528	Walter E Nelson Co	1721	361.97
07/21/16	590529	Wendle Motors Incorporated	1021	83.61
07/21/16	590530	Wilbur Ellis Company	1747	1,759.81
07/21/16	590531	Black Realty Management Inc	1658	47,635.07
07/27/16	590532	A to Z Rentals	1033	219.14
07/27/16	590533	Amazon.Com LLC	1054	856.90
07/27/16	590534	Avista Corporation	1081	170.89
07/27/16	590535	Robert J Berg	1099	130.44
07/27/16	590536	Consolidated Electrical Distributors	1133	354.58
07/27/16	590537	CH2M Hill Inc	1131	256,511.05
07/27/16	590538	City of Spokane	1601	90.68
07/27/16	590539	Clean Concepts Group Inc	1471	59.77
07/27/16	590540	Coffman Engineers Inc	1162	28,119.25
07/27/16	590541	Kathleen M Collins	1163	4,551.75
07/27/16	590542	Conseal Containers LLC	1176	271.75
07/27/16	590543	Eaton Corp	1221	10,804.94
07/27/16	590544	First Data Merchant Services Corporation	1257	6,048.79
07/27/16	590545	Fleet-Net Corporation	1260	1,331.58
07/27/16	590546	Valley Freightliner Inc	1018	1,371.88
07/27/16	590547	Eva Marquette	1934	12,000.00
07/27/16	590548	Galls LLC	1271	255.83
07/27/16	590549	Gard Communications Inc	1272	1,170.00
07/27/16	590550	W.W. Grainger Inc	1285	393.86
07/27/16	590551	Great Floors LLC	1288	11,994.15
07/27/16	590552	H & H Business Systems	1298	701.35
07/27/16	590553	H W Lochner Inc	1405	21,648.23
07/27/16	590554	H W Lochner Inc	1405	4,100.58
07/27/16	590555	Humanix Corp	1329	1,438.80
07/27/16	590556	IBI Group	1336	1,842.99
07/27/16	590557	Kershaw's Inc	1374	39.65
07/27/16	590558	Kimmel Athletic Supply Co Inc	1376	108.65

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/27/16	590559	Janeine Knoll	1379	36.00
07/27/16	590560	Kone Inc	1380	820.69
07/27/16	590561	Life Ins Co of N America	1397	13,094.94
07/27/16	590562	LogMeIn Inc	1406	3,259.92
07/27/16	590563	Maintenance Solutions	1418	225.81
07/27/16	590564	E Susan Meyer	1428	10.00
07/27/16	590565	Black Realty Management Inc	1658	33,312.41
07/27/16	590566	Legend Investments Inc	1454	749.60
07/27/16	590567	CSWW Inc	1102	399.93
07/27/16	590568	Nwestco LLC	1474	133.37
07/27/16	590569	Nwestco LLC	1474	225.72
07/27/16	590570	Office Depot Inc	1483	261.53
07/27/16	590571	Pitney Bowes Global Financial Svcs LLC	1512	183.72
07/27/16	590572	Jonathan Rutherford	1910	377.64
07/27/16	590573	Safety Kleen Systems Inc	1564	16,360.98
07/27/16	590574	The Sherwin-Williams Co	1580	448.17
07/27/16	590575	The Sherwin-Williams Co	1580	276.29
07/27/16	590576	softwareONE Inc	1824	2,172.28
07/27/16	590577	Spokane Art Supply Inc	1599	26.28
07/27/16	590578	Spokane County Solid Waste	1603	15.00
07/27/16	590579	Spokane County Utilities	1603	493.05
07/27/16	590580	Spokane Hardware Supply	1604	26.63
07/27/16	590581	Spokane House of Hose Inc	1605	258.98
07/27/16	590582	Spokane Pump Inc	1609	569.12
07/27/16	590583	Spokane Valley Power Tool	1615	522.71
07/27/16	590584	Spray Center Electronics Inc	1619	156.22
07/27/16	590585	Standard Digital Print Co Inc	1623	61.15
07/27/16	590586	Staples Advantage	1627	64.52
07/27/16	590587	Angela Stephens	1185	14.27
07/27/16	590588	Symetra Life Insurance Company	1562	3,520.40
07/27/16	590589	Stephen Hirano	1665	115.00
07/27/16	590590	Trapeze Software Group	1669	159,916.04
07/27/16	590591	US Bank	1678	14,893.43
07/27/16	590592	Washington State	1710	3,496.00
07/27/16	590593	Washington State	1713	47.75
07/27/16	590594	Walter E Nelson Co	1721	697.71
07/27/16	590595	WCP Solutions	1737	249.36
07/27/16	590596	Wells Fargo Financial Leasing Inc	1735	101.10
07/27/16	590597	Sandra Wentz	1736	36.00
07/27/16	590598	Whites Boots Inc	1744	146.73
07/27/16	590599	Whitworth Water District No 2	1746	223.25
07/27/16	590600	Wilbur Ellis Company	1747	1,319.14
TOTAL JULY ACCOUNTS PAYABLE				1,932,947.14

7/1/16 - 7/31/16	217730-217909	WORKER'S COMPENSATION WARRANTS	VARIES	82,722.04
TOTAL JULY WORKER'S COMPENSATION DISBURSEMENTS				82,722.04
7/8/16	722313-722362	PAYROLL AND TAXES PR 14,16	VARIES	1,524,158.46
7/22/16	722363-722414	PAYROLL AND TAXES PR 15,16	VARIES	1,107,010.47
TOTAL JULY PAYROLL AND TAXES				2,631,168.93
7/21/16	ACH	WA STATE - DOR (USE TAX)	1767	6,905.59
TOTAL JULY EXCISE TAX DISBURSEMENT				6,905.59
TOTAL JULY DISBURSEMENTS FROM TO1 ACCOUNTS				4,653,743.70
TOTAL JULY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JULY DISBURSEMENTS TO1 & TO5 ACCOUNTS				4,653,743.70

Spokane Transit Authority
Vouchers - August 2016

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/04/16	590601	AFSCME	1328	349.97
08/04/16	590602	Amazon.Com LLC	1054	3,907.82
08/04/16	590603	Aronson Security Group	1070	1,470.81
08/04/16	590604	ATS Inland NW	1916	1,923.99
08/04/16	590605	Amalg Transit Union #1015	1055	18,258.11
08/04/16	590606	Amalg Transit Union #1598	1056	545.82
08/04/16	590607	Blanchard Auto Electric	1109	386.90
08/04/16	590608	Stacia Bowers	1918	100.00
08/04/16	590609	Bridgestone Americas Inc	1119	12,543.66
08/04/16	590610	Brown Bearing	1022	465.56
08/04/16	590611	Linda Brown	1122	656.09
08/04/16	590612	Daniel H Brunner Trustee	1124	3,521.31
08/04/16	590613	California Department of Child Support Services	1130	118.61
08/04/16	590614	Canon Financial Services Inc	1154	220.67
08/04/16	590615	Carquest Auto Parts	1025	1,301.84
08/04/16	590616	Cerium Networks Inc	1149	1,141.35
08/04/16	590617	CH2M Hill Inc	1131	15,805.37
08/04/16	590618	Child Support Enforcement Agency	1825	392.30
08/04/16	590619	City of Spokane	1601	2,057.20
08/04/16	590620	Coffman Engineers Inc	1162	3,056.11
08/04/16	590621	Cooperative Supply Inc	1026	16,751.77
08/04/16	590622	Michael Hugh Maycumber	1179	2,554.45
08/04/16	590623	Cummins Inc	1027	3,501.72
08/04/16	590624	Department of Social and Health Services	1210	3,625.63
08/04/16	590625	Employee Advisory Council	1236	487.00
08/04/16	590626	El Jay Oil Co Inc	1003	590.70
08/04/16	590627	Federal Express Corporation	1808	45.43
08/04/16	590628	Angie Fitchner	1953	327.96
08/04/16	590629	Galls LLC	1271	174.96
08/04/16	590630	Gillig LLC	1279	11,930.89
08/04/16	590631	H & H Business Systems	1298	212.76
08/04/16	590632	Hogan Mfg Inc	1008	156.26
08/04/16	590633	Humanix Corp	1329	8,314.15
08/04/16	590634	Michael Boodel	1804	230.00
08/04/16	590635	Mohawk Manufacturing & Supply Co	1011	929.52
08/04/16	590636	MV Public Transportation Inc	1452	281,639.10
08/04/16	590637	Genuine Parts Company	1014	871.87
08/04/16	590638	NAPA Auto Parts Inc	1014	372.93
08/04/16	590639	New Flyer Industries Canada ULC	1015	5,046.93
08/04/16	590640	Karl Otterstrom	1494	857.08
08/04/16	590641	Premera Blue Cross	1521	618.14
08/04/16	590642	Premera Blue Cross	1521	369,205.52
08/04/16	590643	S T A - Well	1557	349.00
08/04/16	590644	Securitas Security Svcs	1574	12,158.94
08/04/16	590645	Spokane Art Supply Inc	1599	280.56
08/04/16	590646	STA Operations	1556	399.72
08/04/16	590647	Standard Digital Print Co Inc	1623	160.20
08/04/16	590648	State of Arizona	1770	494.25
08/04/16	590649	Studio Cascade	1854	5,446.68
08/04/16	590650	The Engraver Inc	1242	50.55
08/04/16	590651	Jacqueline Tjards	1656	541.94
08/04/16	590652	Trapeze Software Group	1669	276,015.40
08/04/16	590653	TrendSource Inc	1671	2,299.08
08/04/16	590654	United Way of Spokane County	1684	363.00
08/04/16	590655	Verizon Wireless LLC	1686	5,627.39
08/04/16	590656	Washington State	1704	418.95
08/04/16	590657	American Federation of State County 2 WA Council	1705	1,654.31
08/04/16	590658	Wells Fargo Financial Leasing Inc	1735	707.66
08/04/16	590659	Workland & Witherspoon PLLC	1843	4,785.00
08/04/16	590660	XO Holdings	1757	2,685.28
08/08/16	590661	US Bank National Association	1698	16,382.49
08/11/16	590662	Inland Welding Supply Inc	1032	2,607.71
08/11/16	590663	CBS Reporting Inc	1035	52.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/11/16	590664	Bryon Adams	1037	35.00
08/11/16	590665	Moline Inc	1042	635.68
08/11/16	590666	Amazon.Com LLC	1054	4,425.23
08/11/16	590667	Associated Industries of the Inland Northwest	1075	1,713.00
08/11/16	590668	Avista Corporation	1081	406.93
08/11/16	590669	Barracuda Networks Inc	1087	1,790.00
08/11/16	590670	Robert J Berg	1099	125.01
08/11/16	590671	Brown Bearing	1022	57.52
08/11/16	590672	Cascade Centers Inc	1142	3,026.37
08/11/16	590673	CH2M Hill Inc	1131	179,205.50
08/11/16	590674	City of Cheney - Utility	1158	299.52
08/11/16	590675	City of Spokane	1601	7,984.98
08/11/16	590676	Colvico Inc	1168	140,928.70
08/11/16	590677	Consolidated Irrigation	1177	117.67
08/11/16	590678	WA State Consolidated Technology Services	1712	109.25
08/11/16	590679	Cooperative Supply Inc	1026	21,861.10
08/11/16	590680	Cummins Inc	1027	31,981.21
08/11/16	590681	Day Wireless Systems	1202	7,223.18
08/11/16	590682	Dell Marketing LP	1204	21,648.24
08/11/16	590683	GEM Inc	1005	542.41
08/11/16	590684	Dubois Chemicals Inc	1220	1,679.42
08/11/16	590685	El Jay Oil Co Inc	1003	2,804.46
08/11/16	590686	Ferrellgas	1833	326.11
08/11/16	590687	Galls LLC	1271	3,481.64
08/11/16	590688	Diamond Auto Glass Inc	1308	3,652.32
08/11/16	590689	W.W. Grainger Inc	1285	10,353.73
08/11/16	590690	H & H Business Systems	1298	1,202.84
08/11/16	590691	H W Lochner Inc	1405	3,705.43
08/11/16	590692	Highway Sales	1940	1,561.61
08/11/16	590693	Home Depot Credit Services	1318	1,210.70
08/11/16	590694	Humanix Corp	1329	2,723.92
08/11/16	590695	Kershaw's Inc	1374	776.12
08/11/16	590696	Lamar Texas Limited Partnership	1938	1,250.00
08/11/16	590697	Liberty Lake Sewer and Water District	1396	392.75
08/11/16	590698	Car Wash Partners Inc	1436	41.14
08/11/16	590699	Black Realty Management Inc	1658	40,014.60
08/11/16	590700	New Flyer Industries Canada ULC	1015	1,304.64
08/11/16	590701	Nexus Inland NW	1776	98.00
08/11/16	590702	Northwest Lift & Equipment LLC	1952	626.51
08/11/16	590703	Northwest Vital Records Center Inc	1476	505.66
08/11/16	590704	Occupational Medicine Associates PS	1482	2,859.00
08/11/16	590705	Lorraine Poetter	901	43.50
08/11/16	590706	Felix Hernandez	900	30.17
08/11/16	590707	Pitney Bowes Global Financial Svcs LLC	1512	163.28
08/11/16	590708	Pressworks Inc	1522	1,805.66
08/11/16	590709	Professional Finishes	1526	3,371.96
08/11/16	590710	Securitas Security Svcs	1574	23,982.28
08/11/16	590711	Vanessa Bogensberger	1582	1,659.53
08/11/16	590712	softwareONE Inc	1824	50,409.32
08/11/16	590713	Spokane County Treasurer	1603	35.70
08/11/16	590714	Spokane Hardware Supply	1604	1,029.27
08/11/16	590715	The Spokesman Review	1616	2,343.00
08/11/16	590716	Standard Digital Print Co Inc	1623	3,113.99
08/11/16	590717	Staples Advantage	1627	1,748.94
08/11/16	590718	Summit Law Group PLLC	1637	85.50
08/11/16	590719	Terminal Supply Inc	1648	1,525.72
08/11/16	590720	The Engraver Inc	1242	50.55
08/11/16	590721	Tyler Technologies Inc	1675	29,698.85
08/11/16	590722	U S Healthworks Medical Group of Washington PS	1679	380.00
08/11/16	590723	Verizon Wireless LLC	1686	1,409.67
08/11/16	590724	Washington State	1208	1,152.50
08/11/16	590725	Wells Fargo Financial Leasing Inc	1735	1,735.96
08/11/16	590726	Washington Self-Insurers Association	1728	425.00
08/11/16	590727	Washington State Transit Assoc	1715	90.00
08/18/16	590728	A to Z Rentals	1033	306.20
08/18/16	590729	Inland Welding Supply Inc	1032	161.42

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/18/16	590730	AFSCME	1328	349.97
08/18/16	590731	Air Electric Equipment & Tools Inc	1044	133.71
08/18/16	590732	Allied Safe & Vault Co Inc	1052	127.91
08/18/16	590733	Amazon.Com LLC	1054	754.56
08/18/16	590734	Aramark Uniform & Career Apparel Group Inc	1069	10,911.86
08/18/16	590735	Aramark Uniform & Career Apparel Group Inc	1069	5,100.27
08/18/16	590736	Amalg Transit Union #1015	1055	18,266.58
08/18/16	590737	Amalg Transit Union #1598	1056	545.82
08/18/16	590738	Amalg Transit Union-Cope	1057	494.80
08/18/16	590739	Avista Corporation	1081	24,482.93
08/18/16	590740	AxleTech International	1892	2,040.00
08/18/16	590741	Battery Systems Inc	1089	3,057.33
08/18/16	590742	Blanchard Auto Electric	1109	1,385.67
08/18/16	590743	The Braun Corporation	1117	292.38
08/18/16	590744	Brown Bearing	1022	422.84
08/18/16	590745	Daniel H Brunner Trustee	1124	3,521.31
08/18/16	590746	California Department of Child Support Services	1130	118.61
08/18/16	590747	Camp Automotive Inc	1024	288.74
08/18/16	590748	Communtiy Colleges of Spokane	1174	237.50
08/18/16	590749	Consolidated Electrical Distributors	1133	947.42
08/18/16	590750	QWEST Corporation	1148	25.98
08/18/16	590751	Child Support Enforcement Agency	1825	392.30
08/18/16	590752	City of Medical Lake	1424	109.89
08/18/16	590753	City of Spokane	1601	3,003.69
08/18/16	590754	Clean Concepts Group Inc	1471	202.42
08/18/16	590755	Kathleen M Collins	1163	4,551.75
08/18/16	590756	Comcast Holdings Corporation	1170	456.22
08/18/16	590757	HIP of Spokane County	1173	2,400.00
08/18/16	590758	Conseal Containers LLC	1176	379.36
08/18/16	590759	Cooperative Supply Inc	1026	171,462.01
08/18/16	590760	Country Homes Power Equipment	1184	34.44
08/18/16	590761	Creative Bus Sales Inc	1233	56.76
08/18/16	590762	Cummins Inc	1027	4,705.32
08/18/16	590763	Curved Glass Inc	1028	1,365.00
08/18/16	590764	DCT Controls Inc	1198	70.66
08/18/16	590765	Delta Dental of Washington	1726	49,940.00
08/18/16	590766	Delta Dental of Washington	1726	96.80
08/18/16	590767	DeVries Business Records Management Inc	1766	220.00
08/18/16	590768	Department of Social and Health Services	1210	3,777.93
08/18/16	590769	Dubois Chemicals Inc	1220	2,401.05
08/18/16	590770	Employee Advisory Council	1236	490.00
08/18/16	590771	El Jay Oil Co Inc	1003	4,373.22
08/18/16	590772	Electrical Service Products Inc	1230	500.42
08/18/16	590773	Fastenal Company	1249	395.33
08/18/16	590774	Metavante Corporation	1258	584.69
08/18/16	590775	Freedman Seating Company	1827	328.40
08/18/16	590776	Eva Marquette	1934	2,500.00
08/18/16	590777	Galls LLC	1271	705.65
08/18/16	590778	Gillig LLC	1279	51,458.75
08/18/16	590779	Diamond Auto Glass Inc	1308	3,872.18
08/18/16	590780	W.W. Grainger Inc	1285	4,840.75
08/18/16	590781	Graybar Electric Co Inc	1287	1,136.24
08/18/16	590782	H & H Business Systems	1298	1,660.65
08/18/16	590783	Home Depot Credit Services	1318	125.81
08/18/16	590784	Horizon Distributors Inc	1321	159.07
08/18/16	590785	HRA Veba Trust	1415	17,308.39
08/18/16	590786	Humanix Corp	1329	6,287.52
08/18/16	590787	IBI Group	1336	18,540.00
08/18/16	590788	Oil Price Information Service LLC	1346	119.57
08/18/16	590789	Institute for Transit Operations Planning	1954	950.00
08/18/16	590790	Kershaw's Inc	1374	452.74
08/18/16	590791	Kirk's Automotive Inc	1007	239.95
08/18/16	590792	Jill Leonetti	1792	725.17
08/18/16	590793	Loomis Armored US LLC	1408	5,097.96
08/18/16	590794	M & L Supply Co Inc	1413	176.49
08/18/16	590795	Maintenance Solutions	1418	519.90
08/18/16	590796	Modern Electric Water Co Inc	1439	2,007.52
08/18/16	590797	Mohawk Manufacturing & Supply Co	1011	2,012.09
08/18/16	590798	Black Realty Management Inc	1658	24,352.35
08/18/16	590799	Genuine Parts Company	1014	747.35
08/18/16	590800	New Flyer Industries Canada ULC	1015	2,029.99

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/18/16	590801	New Flyer Parts	1015	2,710.48
08/18/16	590802	Nick's Custom Boots LLC	1464	445.67
08/18/16	590803	Norlift Inc	1470	80.62
08/18/16	590804	CSWW Inc	1102	127.50
08/18/16	590805	CSWW Inc	1102	222.81
08/18/16	590806	Northern Energy - 1790	1064	6.36
08/18/16	590807	Nwestco LLC	1474	1,651.31
08/18/16	590808	Office Depot Inc	1483	687.77
08/18/16	590809	Provantage LLC	1527	31,792.00
08/18/16	590810	Pure Filtration Products Inc	1531	200.99
08/18/16	590811	Remnicha Inc	1540	535.85
08/18/16	590812	Remnicha Inc	1540	395.40
08/18/16	590813	S T A - Well	1557	352.00
08/18/16	590814	Safety Kleen Systems Inc	1564	821.97
08/18/16	590815	The Sherwin-Williams Co	1580	1,017.19
08/18/16	590816	Six Robbles Inc	1017	2,506.92
08/18/16	590817	Spokane County Solid Waste	1603	128.97
08/18/16	590818	Spokane County Utilities	1603	493.05
08/18/16	590819	Spokane Hardware Supply	1604	200.58
08/18/16	590820	Sportworks Northwest Inc	1617	571.99
08/18/16	590821	Standard Digital Print Co Inc	1623	635.35
08/18/16	590822	Staples Advantage	1627	3,835.53
08/18/16	590823	State of Arizona	1770	494.25
08/18/16	590824	Synergema	1819	20,881.25
08/18/16	590825	American Service Corp	1663	950.00
08/18/16	590826	TrendSource Inc	1671	2,299.08
08/18/16	590827	United Way of Spokane County	1684	368.00
08/18/16	590828	USSC Acquisition Corp	1676	2,109.74
08/18/16	590829	American Federation of State County 2 WA Council	1705	1,686.96
08/18/16	590830	Washington State	1209	3,823.90
08/18/16	590831	Washington State Dept of Labor and Industries	1208	101,646.25
08/18/16	590832	Walter E Nelson Co	1721	1,310.27
08/18/16	590833	Waste Management Spokane	1702	1,144.32
08/18/16	590834	WCP Solutions	1737	151.53
08/18/16	590835	Wells Fargo Financial Leasing Inc	1735	101.10
08/18/16	590836	Whitworth Water District No 2	1746	217.16
08/18/16	590837	Wilbur Ellis Company	1747	168.36
08/18/16	590838	XO Holdings	1757	1,759.44
08/26/16	590839	A to Z Rentals	1033	24.35
08/26/16	590840	Inland Welding Supply Inc	1032	103.37
08/26/16	590841	Appleway Chevrolet Inc	1068	2,312.58
08/26/16	590842	Avista Corporation	1081	150.92
08/26/16	590843	B & H Foto & Electronics Corp	1082	84.20
08/26/16	590844	Battery Systems Inc	1089	175.46
08/26/16	590845	The Braun Corporation	1117	66.29
08/26/16	590846	Bridgestone Americas Inc	1119	29,230.98
08/26/16	590847	Camp Chevrolet	1024	145.85
08/26/16	590848	Camp Automotive Inc	1024	371.32
08/26/16	590849	Carquest Auto Parts	1025	2,258.51
08/26/16	590850	Consolidated Electrical Distributors	1133	195.51
08/26/16	590851	QWEST Corporation	1148	572.77
08/26/16	590852	City of Spokane	1601	2,057.22
08/26/16	590853	City of Spokane	1601	4.07
08/26/16	590854	Idaho Truck Specialties LLC	1161	425.56
08/26/16	590855	Coffman Engineers Inc	1162	15,167.55
08/26/16	590856	Comcast Holdings Corporation	1170	234.16
08/26/16	590857	Cooperative Supply Inc	1026	101,321.85
08/26/16	590858	Michael Hugh Maycumber	1179	2,010.95
08/26/16	590859	Creative Bus Sales Inc	1233	450.62
08/26/16	590860	CCGS Holdings Corp	1511	1,770.56
08/26/16	590861	El Jay Oil Co Inc	1003	3,118.60
08/26/16	590862	Ferguson Enterprises Inc	1252	152.22
08/26/16	590863	First Data Merchant Services Corporation	1257	3,122.78
08/26/16	590864	Fleet-Net Corporation	1260	1,331.58
08/26/16	590865	Galls LLC	1271	4,586.37
08/26/16	590866	Gibson's Nursery & Landscape Supply Inc	1278	215.23
08/26/16	590867	Gillig LLC	1279	16,147.25
08/26/16	590868	Diamond Auto Glass Inc	1308	1,769.53
08/26/16	590869	W.W. Grainger Inc	1285	1,873.40
08/26/16	590870	Group Health Cooperative	1296	1,027.86
08/26/16	590871	Group Health Cooperative	1296	14,520.05

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/26/16	590872	Group Health Cooperative	1296	106,329.27
08/26/16	590873	Group Health Options Inc	1295	1,010.37
08/26/16	590874	Group Health Options Inc	1295	5,415.55
08/26/16	590875	H & H Business Systems	1298	342.73
08/26/16	590876	H W Lochner Inc	1405	4,490.07
08/26/16	590877	Humanix Corp	1329	8,427.95
08/26/16	590878	Troy Kennedy	1933	110.00
08/26/16	590879	Les Schwab Tire Centers of Washington Inc	1393	1,667.68
08/26/16	590880	Magaldi & Magaldi Inc	1416	176.36
08/26/16	590881	Maintenance Solutions	1418	640.83
08/26/16	590882	Parts Wholesalers Inc	1012	57.39
08/26/16	590883	Genuine Parts Company	1014	4,131.18
08/26/16	590884	NAPA Auto Parts Inc	1014	2,196.62
08/26/16	590885	Pacific Power Group LLC	1496	794.63
08/26/16	590886	Purchase Power	1513	520.99
08/26/16	590887	Pressworks Inc	1522	96.74
08/26/16	590888	Professional Finishes	1526	317.06
08/26/16	590889	SBA Towers II LLC	1569	1,986.47
08/26/16	590890	Schetky Northwest Sales Inc	1570	602.27
08/26/16	590891	Jeffrey S Sears	1573	389.15
08/26/16	590892	Six Robbles Inc	1017	27.63
08/26/16	590893	Spokane County Treasurer	1603	1,299.80
08/26/16	590894	Spokane House of Hose Inc	1605	1,044.74
08/26/16	590895	Spokane Power Tool	1608	34.75
08/26/16	590896	The Spokesman Review	1616	189.74
08/26/16	590897	Stanley Convergent Security Solutions	1624	263.05
08/26/16	590898	Staples Advantage	1627	394.69
08/26/16	590899	Stoneway Electric Supply Co	1633	66.71
08/26/16	590900	Thermo King Northwest Inc	1650	118.84
08/26/16	590901	Trans Machine Corporation	1019	372.00
08/26/16	590902	Tyler Technologies Inc	1675	30,411.06
08/26/16	590903	US Bank	1678	9,899.21
08/26/16	590904	Washington State	1704	744.80
08/26/16	590905	Washington State	1713	95.50
08/26/16	590906	Walker Construction Inc	1913	141,793.16
08/26/16	590907	Walter E Nelson Co	1721	63.65
08/26/16	590908	Wendle Motors Incorporated	1021	934.67
08/26/16	590909	XO Holdings	1757	5,422.94
TOTAL AUGUST ACCOUNTS PAYABLE				2,943,835.07
8/1/16 - 8/31/16	217910-218109	WORKER'S COMPENSATION WARRANTS	VARIES	79,587.29
TOTAL AUGUST WORKER'S COMPENSATION DISBURSEMENTS				79,587.29
8/5/16	722415-722462	PAYROLL AND TAXES PR 16,16	VARIES	1,476,027.97
8/19/16	722463-722519	PAYROLL AND TAXES PR 17,16	VARIES	1,089,345.37
TOTAL AUGUST PAYROLL AND TAXES				2,565,373.34
8/25/16	ACH	WA STATE - DOR (USE TAX)	1767	7,033.28
TOTAL AUGUST EXCISE TAX DISBURSEMENT				7,033.28
TOTAL AUGUST DISBURSEMENTS FROM TO1 ACCOUNTS				5,595,828.98
TOTAL AUGUST DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL AUGUST DISBURSEMENTS TO1 & TO5 ACCOUNTS				5,595,828.98

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM **5.C**

REQUEST FOR "FREE RIDE DAY" – NOVEMBER 25, 2016 &
2017 SPECIAL COMMUNITY EVENTS FARE STRUCTURE

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

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

SUMMARY: The following proposed fare structures are presented for approval.

• **Black Friday – November 25th, 2016**

In an effort to promote the use and benefits of public transportation in the Spokane region, staff is requesting the Board approve a suspension of all Fixed Route and Paratransit fares on Friday, November 25, 2016. This would be the third year that we have offered a Free Fare Day on Black Friday.

Pending Board approval, STA will inform commuters by promoting the Free Ride Day with agency partners and will announce the event using local media outlets, the STA website, and social media. Staff plans to work with local retailers to provide coupons to bus riders. An official "Free Ride Day" will not only serve to boost STA ridership; holding the event on November 25th (Black Friday) will also benefit our community by encouraging patronage of local stores and malls. In 2015, there was a 6% increase in free rides when compared to the prior year.

Bloomsday – May 7, 2017

Fare: \$1.50 – Pre-purchased stickers are good for service all day on all routes.

Method of fare payment: Fare is paid by attendees through pre-registration, purchased from STA or Bloomsday Trade Show.

Fare Media: Bloomsday sticker.

Special Service Concept: Service from four Park & Ride locations to Downtown Spokane and back. Service is direct with designated stops at origin and destination and open to the public.

• **Hoopfest – June 24 & 25, 2017**

Fare: \$1.50 – A standard Day Pass discounted from \$3.50 to \$1.50.

Method of fare payment: Fare is paid by attendees through purchase from STA or cash upon boarding.

Fare Media: STA fare media or cash.

Special Service Concept: Shuttle service from two satellite parking facilities to serve Hoopfest activities in Downtown Spokane. Service is open to the public and serves pre-designated stops.

• **Valleyfest – September, 2017**

Fare: Based on the 2017 rate for UTAP – to be negotiated spring 2017.

Method of fare payment: STA bills the Valleyfest organization for each boarding in accordance with a standard UTAP Contract. The contractual "Not to Exceed" amount will be negotiated in 2017. (It is \$1,000 in 2016)

Fare Media: No charge to Valleyfest Shuttle passengers.

Special Service Concept: Shuttle service between Spokane Valley Mall, CenterPlace, and Mirabeau Meadows Park.

• **First Night – December 31, 2017 – January 1, 2018**

Fare: Based on the 2017 rate for UTAP – to be negotiated spring 2017.

Method of fare payment: STA bills the First Night organization for each boarding in accordance with a standard UTAP contract. The contractual "Not to Exceed" amount will be negotiated in 2017 (It is \$1,000 in 2016)

Fare Media: First Night button is valid for use of the Special Shuttle service.

Special Service Concept: Shuttle service through Downtown Spokane with connections to satellite parking areas. Service is open to the public and serves pre-designated stops.

Regular fare media is also accepted as payment unless otherwise noted.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a suspension of fare collection from Fixed Route and Paratransit riders on Friday, November 25, 2016, and also approve the 2017 Special Events fare structure for Bloomsday, Hoopfest, Valleyfest, and First Night, as presented.

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

RECOMMENDATION TO BOARD: Approve a suspension of fare collection from Fixed Route and Paratransit riders on Friday, November 25, 2016, and also approve the 2017 Special Events fare structure for Bloomsday, Hoopfest, Valleyfest, and First Night.

FINAL REVIEW FOR BOARD BY:

Division Head BB

Chief Executive Officer ESM

Legal Counsel UM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM **6.A**

2017-2019 REGIONAL MOBILITY GRANT SUBMISSION

REFERRAL COMMITTEE: Planning & Development Committee (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: The Washington State Department of Transportation (WSDOT) announced that the 2017-2019 Regional Mobility Grant application and grant application guide will be available in early fall. The application due date for grant applications will follow within 2-3 weeks. The purpose of the Regional Mobility Grant Program is to support projects across the state that increase connection and coordination of transit and improve efficiencies on transportation corridors through public transportation. A minimum of 20% match is required for each of the projects submitted. By the end of 2016, WSDOT will submit recommendations to the State Legislature for consideration with the ultimate funding allocation decided by the Legislature for the 2017-2019 biennium.

2017-2019 Regional Mobility Program

Below, is a table showing how the projects will be funded. Project costs are estimates and may be revised as details are fully defined.

Project	Estimated Cost (2016\$)	2017-2019 State RMG Request	Federal/Local Share	Federal/local Funding Source
Upriver Transit Center (Included in STA Moving Forward)	\$5 million	\$2.33 million	\$2.67 million	Applied for FTA Section 5339 grant in May, \$150,000 City of Spokane
Monroe/Regal HPT Improvements and Park and Ride Construction (included in STA Moving Forward)	\$3.87 million	\$2.32 million	\$1.55 million	This project is contingent on the approval of STA Moving Forward
Spokane Falls Community College Transit Center and Fort George Wright Drive Improvements	\$4.16 million	\$3.33 million	\$830,000	Estimate from Studio Cascade Inc. and Coffman Engineers

Upriver Transit Center

The Upriver Transit Center project will include engineering, design and construction of an expanded transit center at Spokane Community College. It includes real time signage, a signal traffic light, additional bus zones, and safe pedestrian access. It has been sized to allow for future expansion and inclusion of High Performance Transit. The project and its location will improve accessibility, support employment and economic growth, increase transportation choices and expand service capacity. Siting, sizing, and configuration of the Upriver Transit Center also take into consideration access to and from the exiting Interstate-90 corridor and preliminary plans for WSDOT's future North South Corridor project. It also compliments the community college's master plan. This project is included in the STA Moving Forward plan.

Monroe/Regal High Performance Transit (HPT) Corridor Improvements/Park and Ride Construction

The project consists of the design and construction of a number of improvements to the future Monroe/Regal HPT corridor including construction of a new Park and Ride. These improvements, depending on specific locations, may include the construction of sidewalks, ADA ramps, shelter pads, shelters, real time signs, lighting, ticket vending machines, benches, bike racks and other HPT amenities that support implementation of the High Performance Transit Network as identified in *Connect Spokane*, Spokane Transit's long range plan. The project will also include the design and construction of a new park and ride facility in south Spokane to support this corridor. This new facility will provide much needed park and ride capacity to transit riders in south Spokane who travel to downtown

and north Spokane and will provide a terminal for existing bus service, and vanpool commuters. This project is included in the STA Moving Forward plan.

Spokane Falls Community College Transit Station and Fort George Wright Drive Improvements

A joint planning effort between Spokane Transit, the City of Spokane, Spokane Falls Community College and the neighborhood council identified improvements to enhance safety and access for bicyclists, pedestrians and transit riders to Spokane Falls Community College, other institutional, neighborhood uses and residences in the Fort George Wright Drive Corridor. The proposed improvements include engineering and construction of:

- A lane reconfiguration of Fort George Wright Drive from two through vehicle lanes in each direction to one through vehicle lane in each direction with a landscaped median and turn lanes where needed, bike lanes and associated sidewalks, a shared-use separated bike and pedestrian path and landscaping. The lane reconfiguration is proposed to improve safety on the corridor by reducing traffic conflict points, managing auto speeds and reducing crossing distances for pedestrians. The lane reconfiguration will also allow street right-of-way to be repurposed for multimodal improvements.
- A new off-street transit station on the Spokane Falls Community College, including loading bays, access drives, an egress traffic signal, sidewalks, passenger amenities, and landscaping.
- Shelters, shelter pads and a pedestrian activated crossing signal and related improvements for existing pair of transit stops on Fort George Wright Drive at Randolph Rd.
- A pedestrian activated crossing signal at Fort George Wright Drive and the Spokane Falls Community College Campus main entrance.

The improvements will be coordinated with a City of Spokane repaving project of Fort George Wright Drive as well as a water line replacement under the street.

Project Costs: Estimated costs for the three projects may be revised as details are fully defined.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize staff to submit three Regional Mobility Grant applications: Upriver Transit Center, Monroe/Regal High Performance Transit (HPT) Corridor Improvements / Park and Ride Construction, and Spokane Falls Community College Transit Station and Fort George Wright Drive Improvements.

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

RECOMMENDATION TO BOARD: Authorize staff to submit three Regional Mobility Grant applications: Upriver Transit Center, Monroe/Regal High Performance Transit (HPT) Corridor Improvements / Park and Ride Construction, and Spokane Falls Community College Transit Station and Fort George Wright Drive Improvements.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 8.A

BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Board Operations (*French*)

SUBMITTED BY:

Al French, 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 UM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 9.A

PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Planning & Development (*Waldref*)

SUBMITTED BY:

Amber Waldref, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel CM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 10.A

PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Performance Monitoring & External Relations (*Trulove*)

SUBMITTED BY:

Tom Trulove, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer BM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

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:

Minutes of the June 1, 2016 meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached. These committees did not meet in July.

Minutes of the July 13, 2016 Board Operations Committee meeting are also attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head /

Chief Executive Officer ESM

Legal Counsel CM

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

BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for July 13, 2016
Northside Conference Room

MEMBERS PRESENT

Al French, Spokane County, *Board Operations Committee Chair*
Amber Waldref, City of Spokane, *Planning & Development Committee Chair*
Ed Pace, City of Spokane Valley, *Board Operations Committee Member*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

Tom Trulove, Small Cities Representative (Cheney), *Performance Monitoring & External Relations Committee Chair*

STAFF PRESENT

Karl Otterstrom, Director of Planning
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority
Lynn Holmes, Financial Services Manager

PROVIDING LEGAL COUNSEL

None

GUESTS

Brad White, Spokane Audit Manager, Washington State Auditor's Office

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:33 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Mr. Pace moved approval of the July 13, 2016 agenda and Ms. Waldref seconded, and the motion passed unanimously.

3. 2015 STATE AUDIT

Ms. Warren thanked Lynn Holmes, Tammy Johnston and all STA staff for their work on the STA audits. Ms. Warren introduced Brad White, Spokane Audit Manager from the Washington State Auditor's Office.

Mr. White said that STA is required to undergo an Accountability, Financial Statement and Federal Grant Compliance Audit annually according to Government Auditing Standards. The audit also included an Independent Accountant's report on applying agreed upon procedures for the 2015 National Transit Database (NTD) report. This report was completed on April 20, 2016 and there were no exceptions or findings, and material compliance with all requirements was found.

No deficiencies in the design or operation of internal control or deficiencies that are considered to be material weaknesses were found in either financial reporting or major federal programs. No findings were reported in either financial statements or federal awards. There were no issues of non-compliance. The Governmental Accounting Standards Board (GASB) Statement 68 regarding pension liabilities was introduced in 2015 and STA did a great job. An unmodified opinion dated May 6, 2016 was issued; there were no concerns.

Ms. Waldref arrived at 1:40 p.m.

Mr. White said an accountability audit was performed and the following areas were examined:

1. Safeguarding of equipment, tools and parts inventory
2. Payroll/personnel
3. Non-revenue vehicle use
4. Fuel use
5. Self-insurance requirements

In the areas audited, STA complied with applicable requirements, provided adequate safeguarding of public resources and complied with state laws and regulations.

Ms. Meyer said that STA has had 11 consecutive years of clean audits.
Ms. Warren said she appreciated the assistance from the Auditor's office regarding GASB 68.
Mr. White said there was a clean report in all four audited areas and there were no concerns to report.

4. CHAIR'S COMMENTS

Mr. French said that the STA Board had a Board retreat with Eva Marquette, FreshVue, on Wednesday, June 29th to increase Board effectiveness. This foundational meeting went well and there is more work to be done.
Mr. Pace said that good discussions began towards the end of the session and he felt it was a good beginning.
Mr. French said follow-up sessions will be scheduled.

5. COMMITTEE ACTION/DISCUSSION

a. June 8, 2016 Committee Minutes

Ms. Waldref moved approval of the June 8, 2016 committee minutes and Mr. Pace seconded. There was no further discussion and the motion passed.

6. COMMITTEE CHAIR REPORTS

a. Amber Waldref, Planning & Development (P&D)

July meeting cancelled.

Ms. Waldref asked if the P&D Committee would be reviewing the Central City Line (CCL) Strategic Overlay recommendation.

Mr. Otterstrom said the P&D Committee will not be reviewing the recommendation as the City of Spokane primarily drives the decisions.

b. Tom Trulove, Chair, Performance Monitoring & External Relations (PM&ER)

None. July meeting cancelled.

7. APPROVAL OF 2016 TRANSIT DEVELOPMENT PLAN (TDP)

Mr. Otterstrom said that the final draft has been completed and includes a few data points that Washington State Department of Transportation (WSDOT) required. The components of the plan have been reviewed by the P&D Committee and the Board several times. Due to the cancellation of the July P&D meeting, this item has been included on the Board Operations agenda to review and recommend for action to the full Board at the July 21 meeting. Staff proposes that the TDP is approved by resolution, which is included in the packet. All the detail of the Capital Improvement Program has been provided in advance to the P&D Committee and Board. The deadline to submit the TDP to WSDOT is September 1.

Mr. French said that since the TDP is due on September 1 and there is no Board meeting in August, the Board will need to approve it at the July 21 meeting.

Ms. Waldref said the P&D Committee had no concerns regarding the TDP.

Mr. Otterstrom said that most comments at the public hearing on June 16 favored increased service.

Ms. Waldref moved to recommend the STA Board of Directors adopt, by resolution, the 2016 Transit Development Plan and forward to the Board agenda. Mr. French seconded and the motion passed unanimously 3-0.

8. FINAL RECOMMENDATION FARE (TARIFF) POLICY

Mr. Blaska said that due to the cancellation of the July PM&ER Committee meeting this item has been included on the Board Operations agenda to review and recommend for action to the full Board at the July 21 meeting. Staff requests guidance on material provided in the Board packet. The proposal is consistent with the fare philosophy which was reviewed in 2014. The Board policy is to achieve a 20% farebox return for fixed route and STA is currently at 18%. Mr. Blaska reviewed the timeline and noted that the Board will review the final recommendation this month. There were two changes to the major objectives; adding "minimum" before farebox return of 20% and adding "no charge for first smart card". The Board approved the preliminary proposed fare structure for public outreach. STA complied with all aspects of Title VI. STA's proposed fare increases are in line with what other transit agencies are currently charging and compared nationally, STA is below average. STA's fare increase will be a phased approach. The outreach comments were reviewed. Generally, no fare increase is preferred but the public agreed that a 20% farebox return was reasonable and no fare increases for five years has been appreciated. If a fare increase will happen, it is too large at one time. STA responded by a phased in fare increase over a two year period. The summer youth pass is still attractive for some, therefore STA will retain it at this time. Through June, 437 summer youth passes were sold. The outreach received supported the 7-day rolling pass, but not the 4-day. STA will introduce a 7-day pass. Council Member Mumm suggested

a reference that shows the relative value of various fare options and a Fare Buyer's Guide is included. The student pass program is important according to the outreach responses so it will be retained. At the public hearing, comments were received regarding any increase in fares is very difficult to manage for those with extremely low incomes. STA has responded to this by a phase-in fare increase and collaborating with Health and Human Services providers to find comprehensive solutions for those groups. A working group has been formed and an initial meeting has been held. Mr. Blaska summarized the outcome:

- Phased implementation
 - Addresses most common requests
 - Ameliorates potential ridership impact
 - Delays achievement of farebox return objective until implementation of second phase.
 - Phase 1 (July 2017): Approximately 19% farebox return
 - Phase 2 (July 2018): Approximately 22% farebox return

Mr. Pace said that STA has done a good job responding to the feedback.

Mr. French agreed and said STA has come up with good solutions and this is a well-balanced package.

Mr. Pace moved to recommend the STA Board of Directors adopt, by resolution, the Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services and forward to the Board agenda. Ms. Waldref seconded and the motion passed by 3-0 vote.

Discussion ensued regarding material to be provided to the Board.

The Committee agreed that a short summary including fare comparisons, the Fare Buyer's Guide and new information that led to the recommendation would be important to share. The entire presentation shared at the Board Operations Committee will be in the Board packet.

9. APPROVAL FOR BOARD MEMBER TRAVEL TO AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) ANNUAL MEETING

Ms. Meyer said that Mr. Trulove, Ms. Waldref and Mr. French have expressed interest in attending the APTA 2016 annual meeting in Los Angeles, California on September 11-14. STA has budgeted for this travel and Board approval is required. Ms. Watson has asked Board members of their interest in attending on two different occasions.

Mr. French suggested asking if additional Board members would like to attend the APTA annual meeting.

Discussion ensued regarding moving the item from Board consent Item 5D to Board Action – Other, 7A.

Mr. Pace requested a discussion with a Board member attending APTA to share his interests and requests for more information prior to the conference. He requested an APTA schedule and Ms. Watson provided that to him.

Ms. Waldref suggested a follow-up report to the Board on the conference.

Ms. Watson mentioned that the 2017 APTA annual meeting includes an EXPO, and is in Atlanta, Georgia in October.

10. CENTRAL CITY LINE (CCL) SCHEDULE UPDATE

Mr. Otterstrom said that the CCL Small Starts Schedule has been updated to show that the Small Starts Grant will be submitted in spring 2017. The important aspects of the schedule include community commitment, strategy and finance, engineering design, and land use/economic development. The community commitment piece speaks to letters of support and partnership, and stakeholder and community outreach. Strategy and finance speaks to elements of the financial plan. The Federal Transit Administration (FTA) has accepted STA's existing ridership data (approximately 6000 daily riders currently in the corridor) which means that any project \$50-\$100M is automatically rated. One of the key outputs of the engineering design aspect are the cost estimates. Delaying the grant application allows more time for the public process regarding types of improvements and station locations. The land use/economic development aspect includes the strategic overlay plan and actions/outreach to improve economic development rating. Working groups will be organized. No Board action is expected before November 2016. Any future actions will be contingent on the passage of Proposition 1. Updates will be provided to the Board. Input is being sought from the neighborhood councils and organizations along the corridor. Ultimately, decisions will be up to the City of Spokane Plan Commission because this is a land use planning document. This new schedule aligns well with implementation of the project in 2021, allows more time for public input and improves the quality of the grant application. FTA prefers that once a project is recommended for funding and is budgeted, that the project begins right away.

Ms. Waldref asked if the opening of the Central City Line will be affected.

Mr. Otterstrom said no.

Ms. Waldref commented that this information and update was very helpful.

11. NEW SERVICE AND POLICY CONSIDERATIONS

Mr. Otterstrom said new service was brought up at the May Board meeting and then deferred to the June P&D meeting. The P&D Committee then requested information be shared with the full Board at their June meeting. Information was provided at the June Board meeting, although lack of time prohibited discussion.

Mr. French clarified his recommendation from the May Board meeting. Decisions regarding service implementation have historically been vetted through a process at the P&D Committee and should continue this way. He will clarify this at the July Board meeting.

Mr. Otterstrom said that all of the requests for service received at the May Board meeting were organized in two categories; items to be addressed during the Comprehensive Plan update or items to be considered as part of the next Service Implementation Plan (2018-2020, developed in spring 2017).

Mr. French said his expectation is that it should be part of the Committee's normal work process. New service is requested on an ongoing basis.

Ms. Waldref said STA is not able to provide new service unless there is additional funding or if existing service is cut or re-aligned. She suggests looking at new service after November 2016 and asks how this will fit in with the 2017 TDP.

Mr. Blaska said in the process of adjusting service in STA Moving Forward, some of the requests could be accommodated in that process. The Service Improvement Plan is a narrower and refined focus on how the routes are structured. Every year this is reviewed.

Discussion ensued.

Mr. Otterstrom said that public input is received by the Planning Department on an ongoing basis. The input is collected and produced in a quarterly document. Most of the comments relate to STA Moving Forward. Policies and processes are in place to prioritize requests.

Ms. Waldref suggested a review of the quarterly document at the P&D Committee meeting. It is important to know if there will be new revenue.

Mr. French suggested to direct the Board to suspend use of staff resources to study any new service requests until after the ballot.

Both Ms. Waldref and Mr. Pace agreed.

Ms. Waldref said it is important to continue to collect information from the public regarding service.

Mr. Otterstrom said that normally these quarterly reports go to the PM&ER Committee, but staff will provide them to the P&D Committee also. He clarified with Committee members that the continuation of the outreach related to STA Moving Forward will continue as planned.

Mr. French said that there shouldn't be any changes to the STA Moving Forward Plan that has already been approved by the Board and is also on the November 2016 ballot.

Ms. Waldref said that after the November 2016 ballot, the plans could be adjusted. The Committee recommendation is to continue with the STA Moving Forward Plan, keep tracking new service requests and after the November 2016 ballot, new service requests can be addressed in the Service Implementation Plan.

12. BOARD OF DIRECTORS AGENDA JULY 21, 2016

Mr. French said that Item 5D *Approval for Board Member Travel to APTA Annual Meeting* will be moved to 7A – Board Action – Other.

Mr. Pace moved approval of the amended Board of Directors agenda for July 21, 2016 and Ms. Waldref seconded, and the motion passed unanimously.

13. CEO REPORT

A. Budget Calendar

Ms. Meyer said that for the past several years there has been a draft operating & capital budget in September both to the P&D Committee and the Board, with a public hearing in October and Board approval in November. Staff is requesting guidance as to the budget process; to proceed with the budget for regular existing service per the past schedule or wait until after the November 2016 ballot results and show both the budget for regular existing service and include the budget for STA Moving Forward. These budgets will not be dramatically different for 2017.

Ms. Waldref asked if amendments to budgets can be adopted.

Ms. Meyer replied yes. In addition, if the budget is presented in October, Ms. Warren said she can indicate what will change in that document.

Ms. Warren said changes could be indicated in a second column. Similar to a draft and final budget, what has changed would be noted.

Discussion ensued.

Ms. Meyer said a public hearing for the budget is not required but is held for public outreach and transparency.

Mr. French suggests the first presentation of the budget with a public hearing in November, followed by action in December. A public hearing in October could be confusing.

Ms. Waldref agreed.

Mr. French said any input received in November can be reflected in a budget that is passed in December.

Ms. Warren said the public hearing notice would state that materials would be available on November 9.

Mr. French suggested a comment period of two weeks prior to December Committee and Board meetings.

Mr. Pace and Ms. Waldref agreed.

B. WASHINGTON, D.C.

Ms. Meyer said that she and Mr. Otterstrom will be attending FTA training regarding Capital Investment Projects funded by FTA.

C. BROCHURES

Ms. Meyer handed out new public education brochures. Ms. Meyer thanked Ms. Waldref, Mayor Trulove and the entire Communications Team for putting it together. Public education officially begins July 13, 2016. Presentations are scheduled.

14. EXECUTIVE SESSION

At 2:56 p.m., Mr. French announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

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

The STA Board Operations Committee will reconvene in open session at approximately 3:06 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 Operations Committee 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.

At 3:06 p.m., Ms. Warren announced the STA Board Operations Committee will reconvene at 3:09 p.m.

At 3:09 p.m., Ms. Warren announced the STA Board Operations Committee will reconvene at 3:11 p.m.

At 3:11 p.m., Ms. Warren announced the STA Board Operations Committee will reconvene at 3:14 p.m.

At 3:14 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

15. NEW BUSINESS

None.

16. ADJOURN

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 3:16 p.m.

Respectfully submitted,



Merilee Robar

Executive Assistant to the Director of Finance & Information Services

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

PLANNING & DEVELOPMENT COMMITTEE

MEETING 10:00 A.M.

Minutes of the June 1, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Candace Mumm, City of Spokane
Shelly O'Quinn, Spokane County
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

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

*Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications
& Customer Service
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer
Brandon Rapez-Betty, Sr. Communications Specialist
Merilee Robar, Executive Assistant, Finance & Information Systems

Guests

Rhonda Bowers, Labor Representative
Mike Markus, Director, Frontier Behavioral Health
Ray Wright, Planning/Grants Engineer, City of Spokane Valley

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:05 a.m. and roll was called. Guests were introduced. Chair Waldref suggested that the agenda items 5.B.1 Federal Transit Administration Section 5310 Project Funding Awards, and 5.B.2. Resolution to Amend STA Moving Forward be reviewed when Ms. O'Quinn was present. Chair Waldref suggested moving to item 6.A Revised Draft Transit Development Plan for Public Comment after reviewing the minutes.

2. PUBLIC EXPRESSIONS

See Item 5.B.1 Federal Transit Administration Section 5310 Project Funding Awards

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE MAY 4, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the May 4, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Chair Waldref. Motion passed unanimously.

6. REPORTS TO COMMITTEES

A. REVISED DRAFT TRANSIT DEVELOPMENT PLAN FOR PUBLIC COMMENT (PUBLIC HEARING AT THE JUNE 16, 2016 BOARD MEETING)

Mr. Otterstrom gave an overview of the minor revisions that have been made to the Transit Development Plan (TDP) since the Committee reviewed it last month. Revisions include minor corrections and clarifications, the inclusion of estimated annualized revenue hours in the Service Implementation Plan, inclusion of a draft 2019 fixed route network map and also updates to several capital program of projects descriptions. The final draft will include the STA Moving Forward financial projections through 2022. There will be two financial projections included in the plan: one that reflects additional funding received

based on the passage of the ballot measure and one that reflects failure of the ballot measure. A public hearing on the draft TDP will be held at the June 16, 2016 Board of Directors meeting and the Board is anticipated to take action on the TDP in July, 2016 so that it can be submitted to the state by the annual September 1 requirement. Chair Waldref mentioned that she will not be able to attend the June 29th P&D Committee meeting and asked Ms. Mumm if she would chair the meeting in her place. Ms. Mumm agreed to chair the meeting. Mr. Blaska mentioned that the first year of the capital improvement program (CIP) that is approved in the TDP becomes the capital budget in 2017. Mr. Blaska urged Committee members that now would be the time to ask questions if there are any about the CIP or capital budget. Brief discussion ensued.

B. UPDATE ON THE STATION DESIGN FOR SPOKANE FALLS COMMUNITY COLLEGE

Chair Waldref mentioned that Ms. Mumm has been involved in supporting the West Hills Neighborhood planning process. Chair Waldref said she has heard many good things about this process and she commended staff for their contributions to the process. Mr. Otterstrom commended Kathleen Weinand for her excellent work on this project. Mr. Otterstrom updated the Committee on the Spokane Falls Community College (SFCC) station design. The design addresses safety concerns and maximizes the opportunity for coordination with SFCC, the City of Spokane and the West Hills Neighborhood. Mr. Otterstrom reviewed the project scope, timeline, and gave a recap of the project kick-off meeting held in January of 2016 and the results of the Community Studio held March 8 – 10, 2016. Studio Cascade is the consulting firm working on this project for STA. The city council will be asked to adopt the plan in July. Chair Waldref and Ms. Mumm agreed that this has been a very efficient process and good collaboration between City of Spokane, STA, SFCC and the West Hills neighborhood and developers. Mr. Otterstrom mentioned that the bus stops will be increasingly important with the housing developments being constructed on the Catholic Charities property.

Ms. O'Quinn arrived at approximately 10:23 a.m.

Mr. Otterstrom pointed out that all of the bus stops along the stretch on Ft. George Wright would have signalized crossings. The only approval process anticipated for the plan is adoption through the City of Spokane. Brief discussion ensued regarding traffic, pedestrian traffic and signals.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

A. BOARD CONSENT AGENDA

No items being presented this month.

B. BOARD ACTION AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROJECT FUNDING AWARDS

Mr. Otterstrom presented a summary of the Section 5310 program which is to improve mobility for seniors and people with disabilities by expanding transportation options. Spokane Transit is the designated recipient of these funds. There is a current balance of \$729,374 in 5310 funds. Mr. Otterstrom went on to summarize the requirements of use of these funds. STA issued a call for projects for Section 5310 funding on December 27, 2015. A pre-application meeting was held January 14, 2016, to clarify any questions related to the program or application. The application submittal period ended February 1, 2016. Five applications were received, of which four were capital projects and one an operating project. Of these, only one qualified under the Traditional funding category. The project applications were reviewed and scored by STA and SRTC staff (the following table summarizes the projects and scoring).

Submitted 5310 Project Applications and Scoring

Project Name	Agency	Project Type	Traditional Funds Requested	Other Funds Requested	Average Score (out of 100)
Sidewalk - 9th	City of Spokane Valley	Capital		\$192,000	86
Sidewalk - Coleman	City of Spokane Valley	Capital		\$136,000	80
Mobility Management	Special Mobility Services	Capital	\$160,640		75
Coordinated Transportation System Feasibility Study	Spokane Regional Health District	Capital		\$19,627	61
Care Cars	Frontier Behavioral Health	Operating		256,372	59
Paratransit	STA	Capital	240,516		NA
Total			\$401,156	\$603,999	
Remaining			\$0	(\$275,781)	

Based on the applications received, the Mobility Management project by Special Mobility Services (SMS) in the amount of \$160,640 is the only project eligible for funding under the Traditional Category. After the award to SMS, there will still be \$37,152 in 2015 Traditional funds and \$203,364 in 2016 Traditional funds remaining. Staff recommended that STA apply the remaining funds to STA Paratransit services, as allowed by the FTA. The amount available for "Other" project funding is \$328,218. The total funding amount requested for projects that are eligible under the "Other" category is \$603,999. Fully funding all eligible projects in the "Other" category apportionment would create a deficit of \$275,781. These funding constraints necessitate decisions to be made between eligible projects in the "Other" category.

The Committee reviewed three potential funding scenarios for consideration as a starting point.

Public Comment was received from Mr. Mike Markus, Frontier Behavioral Health Director, regarding the Care Cars program and from Ray Wright, Planning/Grants Engineer, on behalf of the City of Spokane Valley sidewalk project submittals.

After discussion, and based upon several considerations, the Committee concurred with moving forward with "Scenario 2," as represented in the table below, as a recommendation to the Board for project awards.

Preferred Funding Scenario

Project Name	Agency	Funds Requested	Committee Funding Recommendation
Mobility Management	Special Mobility Services	\$160,640	\$160,640
Paratransit	STA	\$240,516	\$240,516
Total Traditional		\$401,156	\$401,156
Remaining Traditional		\$0	\$0
Sidewalk - 9th	City of Spokane Valley	\$192,000	\$192,000
Coordinated Transportation System Feasibility Study	Spokane Regional Health District	\$19,627	\$19,627
Care Cars	Frontier Behavioral Health	\$256,372	\$116,591
Total Other*		\$467,999	\$328,218
Remaining Other		\$(139,781)	\$0

* Sidewalk – Coleman is not funded in this scenario but will have the opportunity to apply for funding next year.

Ms. Mumm moved to recommend Board approval of funding scenario 2 (represented above). Ms. O'Quinn seconded the motion. Motion passed unanimously.

2. RESOLUTION TO AMEND STA MOVING FORWARD

Mr. Otterstrom explained that this item is a follow-up to the Board discussions that have taken place in the preceding months and in response to the action that the Board took in April to adopt Resolution 742-16 to seek voter approval to levy a sales tax of up to 2/10 of a cent (1/10 in 2017, 1/10 in 2019) to fund STA Moving Forward through 2028. Mr. Otterstrom reminded the Committee that the plan has been developed over several years. There are no changes to the map depicting the corridors and projects planned throughout the region. Staff is recommending that the Board approve updating the STA Moving Forward (STAMF) Plan to reflect the 18-month delay from original plan implementation, projects impacted by external factors, and Board direction given in Resolution 742-16 to accelerate service. The Committee reviewed the handout received in the packet (Exhibit 5.B.2 – STA Moving Forward Appendix B) which outlines the STAMF updated projects timeline, contingent on November 2016 voter approval. There was brief discussion about the importance of being able to communicate how vital the Central City Line (CCL) is in order for many of the projects in the STAMF to occur. Chair Waldref commented that the 10 minute frequency of the CCL makes all of the routes that align with it faster, whether to West Plains, to the Valley or North Spokane because it is all interrelated. Slides representing the estimated available funds for implementing STAMF through 2028 and estimated use of STAMF sales tax funds over time (subject to voter approval) were reviewed. The overall estimated sales tax anticipated to be collected is \$220.7M (all projections are based on the Board adopted projections, plus the operating assumptions and capital project cost assumptions). Approximately \$94.9M of the overall sales tax would go to operation of service; \$70.1M to local capital; \$47.9 replacement capital funded by STAMF (vehicle and other replacement beyond the life of the Capital Improvement Program); and a programmatic contingency of approximately \$7.7M is included. An estimated additional \$23.4M in fare revenue and \$94.9M in grant funds are also anticipated to be available to fund STAMF. Chair Waldref thanked Ms. Warren for the detailed graphs and tables provided. Ms. Mumm commented on the sales tax levy language on slide 17. She said it was correct in what was sought; however, she brought up the point that the 1/10 in April 2019 is not a requirement - it authorizes the Board to start collecting at that time but it does not specifically have to be April. Mr. Otterstrom clarified that it can only be collected when the state department will allow it, which is three times a year (January, April or July). All of the financial forecasts presented are assuming the start date of April 1. Further charts were reviewed as well as the 6-year forecasts for the Transit Development Plan (TDP). Due to timing (TDP is required to be adopted and submitted to the State by September 1 of each year), two scenarios will be included in the TDP: 1) reflecting the passage of a ballot measure to fund STAMF, and 2) a financial forecast reflecting no increase in sales tax percentage collected. Ms. Mumm asked if the name of the measure (Proposition 1) had been changed. Brief discussion ensued with the outcome being that staff will follow up with Mr. French regarding his follow up with Ms. Dalton (County Auditor) on specifics on naming or renaming a ballot measure. At issue is potential confusion if there are multiple "Proposition 1s" to vote on in November 2016. Mr. Otterstrom reviewed the proposed changes to the resolution which include:

- Strikes language in the plan that was specific to the original timeline and financial forecast assumptions
- Annotates Appendix A of the plan as a historic implementation timeline
- Adds a new Appendix B to reflect the updated sequencing of the plan

Chair Waldref reiterated the main points of the amendment to the resolution and asked if there were any concerns. Ms. O'Quinn said she would like it to be brought to the Board for a presentation. Ms. O'Quinn stated that she did not want to provide a recommendation. Chair Waldref and staff assured Ms. O'Quinn that the item is brought to the Committee with the intent of presenting a recommendation to the Board. Chair Waldref said the Board will receive the same presentation that the Committee has

received. Ms. Mumm said that the Committee needs to recommend the draft which is what the Board had asked to be done. Chair Waldref agreed that everything presented was consistent with what the Board voted on with the resolution put on the ballot. Ms. O'Quinn indicated that the Committee should go ahead and take a vote.

Ms. Mumm moved to recommend the Board adopt, by resolution, the amendments to the STA Moving Forward Plan, originally approved in December 2014, to reflect updates to the implementation schedule targets and related changes. Chair Waldref seconded the motion. To clarify, Ms. Mumm added that the intent of her motion was that the full presentation go to the Board for final determination. Motion passed 2:1 as follows:

Amber Waldref Yes

Candace Mumm Yes

Shelly O'Quinn No

Chair Waldref stated that she needed to leave for another meeting soon but wanted to talk about the item 6.C.1 – New Service & Policy Considerations.

C. BOARD DISCUSSION AGENDA

1. NEW SERVICE & POLICY CONSIDERATIONS

Mr. Otterstrom said that to respond to Mr. Peterson's request at the May 19, 2016 Board meeting, the Board Chair had asked that the request be reviewed and added to the Planning & Development Committee meeting agenda. Mr. Otterstrom apologized that Mr. Peterson's request list was not distributed as a hard copy as he had intended to provide that. Mr. Otterstrom reminded the Committee that Mr. Peterson's request, which was read aloud at the May Board meeting, consisted of about ten different ideas. Chair Waldref stated that many of the items had to do with policy items to consider in STA's planning, how STA interacts with other transportation services, and some specific service changes. Ms. O'Quinn said that she had assumed that the discussion would occur as part of the STA Moving Forward Resolution amendment conversation. Chair Waldref said she would like to look at the projects as far as whether they could be implemented in the next five to ten years, but that would be a completely new public process. Ms. O'Quinn said she had assumed that these areas would be looked at to determine if there had been unanticipated area growth which created the need for inclusion in STA Moving Forward. Chair Waldref said that Chair French had asked that Mr. Peterson's request go to the Planning & Development Committee to discuss. Chair Waldref said that in reviewing Mr. Peterson's request, many of the items seem to be of a policy nature and addressing those items had been her intention to discuss at the Committee level. Chair Waldref stated that many of the items were related to how STA interfaces with other types of transportation and that Mr. Peterson makes some good points about considering these things. Chair Waldref thought these emerging transportation alternatives that interact with transit would be appropriate to consider when updating the Comprehensive Plan next year and other long-term planning. Chair Waldref said that in terms of service improvements, some of the areas were considered in the public process for the STAMF plan over two years and they were not prioritized but they remain on the list. Chair Waldref suggested for consideration that the list of unprioritized projects be reviewed for the next round of improvements, after STAMF, as to when they might be able to be implemented. Chair Waldref said she did not feel comfortable adding new projects into the STAMF plan without more public process around project prioritization. Ms. Mumm said it seemed that there was the expectation by Mr. Peterson that the review process would be reopened due to his request. Ms. O'Quinn said she thought there was the expectation that the P&D Committee would look at the service improvement requests and then make a recommendation as to whether the Board reopen the review process or not. Discussion ensued.

Ms. O'Quinn said she felt that she and Mr. Peterson brought up several locations for service improvements that have been requested by the public repeatedly and they are asking to address these requests for improvement. Ms. Mumm asked what the timeline was for reviewing service requests. Mr. Otterstrom explained that the overall framework for service improvement plan review includes development of the TDP annually and an update to the Comprehensive Plan within every three years. The last update to the Comprehensive Plan was in 2013 and the next update is included in the Planning & Development Committee work program to begin later this year. In the 2013 Comprehensive Plan amendment, geographic areas were identified for added service and there were more areas than were able to be included in STAMF. Those areas are based on population density and access to other areas of transit. There were many areas identified as needing service but they did not rise to the STAMF project list due to the ranking process. Ms. Mumm said she would like more information regarding the short term requests that have come to STA and how they were analyzed and where they ranked previously in order to respond with data. Ms. Mumm said that what is being asked is that something be taken away from the STAMF plan in order to add others. Ms. O'Quinn said that just discussion is being requested. Chair Waldref said that she thought that the Board consensus was that everyone was good with the program. Ms. O'Quinn stated that her opinion was that the plan was the basis of further work. Board member, Ms. Rhonda Bowers requested to speak from the audience. Ms. Bowers stated that planning and accomplishing goals such as STAMF requires continued forward movement or the risk is losing all of the projects. Ms. Bowers said that not every project desired can be accomplished so a goal has to be focused on and that is what STAMF represents. Ms. O'Quinn asked that staff call her about the two areas she had specifically identified. Ms. O'Quinn stated that what was requested was a conversation - she was told that the P&D Committee was the place to have the discussion and make a recommendation if appropriate. Ms. O'Quinn said that if the P&D Committee was not the place to have this discussion then a new Committee should be created to make a determination. Chair Waldref asked if there was a motion regarding whether anything new is part of the ballot measure package at this point. Ms. O'Quinn said it has been several years since the plan was developed and is it worth going back out to see if there are other areas that should be included in the plan as the Board goes back out to the public. Chair Waldref explained that there had been the last year and a half to talk about the plan and several opportunities provided to talk about it. Ms. O'Quinn stated that she needed to leave for another meeting. Chair Waldref said she is sensitive to Ms. O'Quinn's concerns but said she thought that the Board needed to move forward with what it has.

Ms. O'Quinn departed at approximately 11:50 a.m.

Ms. Mumm said that to respond to the Board Chair's request for this as an agenda item, she would like to see more information regarding the short-term requests and how they were analyzed and where they ranked previously (why a project was or was not chosen). Chair Waldref said STA receives many requests and comments for better or new service and has a list of those it continually updates. If the Board is to look at a new list of projects to consider, or a contingency list over the next 10 years, there needs to be a public process for input from many sectors. Ms. Mumm requested that the list that Mr. Peterson provided be reviewed and annotated for the next Board meeting. Ms. Mumm suggested that the Committee recommendation could be that the Board has looked at these service requests and there has not been substantial change. The new areas could be suggested for review in the regular iteration process. Ms. Waldref said that she was hoping for was a recommendation from staff regarding how STA will analyze new projects, new service, or service improvements over the next three years. Mr. Otterstrom asked if it would be helpful to bring all of the other requests that STA has received over the last six months. Ms. Mumm agreed that it would be helpful and also to bring a timeline for reviewing those requests. Chair Waldref and Ms. Mumm agreed that there has to be a vetting process and it has to be fair and equitable. Mr. Otterstrom responded that inherent in the plan is an item to "optimize the network" which requires that performance metrics are continually reviewed to guide improvements to service. Chair Waldref said the Planning & Development Committee is not set up to make a recommendation about service changes without a whole public process around it. Mr. Otterstrom said that typically once it gets into the implementation stage of the service it will go to the Performance

Monitoring and External Relations Committee because it has a public relations focus. Chair Waldref referenced that there were only four specific projects that two Board members brought up and the rest of Mr. Peterson's requests were policy oriented. Chair Waldref said that she would report on the item as the Committee Chair at the next Board meeting. Ms. Mumm suggested showing framework for the public process. Mr. Otterstrom said it was also important to note that the full Board reviewed the implementation sequence and concurred that it would be the basis for STA Moving Forward and not any additional projects at this time. Ms. Bowers suggested that it would be beneficial to look at and separate the elements to be addressed in those areas to demonstrate that the request was considered. Chair Waldref asked if Mr. Otterstrom could take Mr. Peterson's list and separate the policy items that can be addressed in the Comprehensive Plan update. Chair Waldref apologized that she did not direct staff to have something more for the Committee to address today but there was a short time-frame. Mr. Otterstrom said the only thing that staff had prepared to bring was Mr. Peterson's list but the major focus of the meeting was to be STA Moving Forward and the 5310 item had also required more attention than anticipated.

Chair Waldref said she thought it would be a good idea to have a contingency plan of projects that could move forward if funding becomes available.

Chair Waldref moved that staff provide the Board with:

- **A list of policy issues brought forward by Mayor Peterson that can be addressed during the Comprehensive Plan update next year.**
- **The process by which new service and routes can be considered through the annual public process of developing the Transit Development Plan.**
- **For context, a list of proposed service improvements and routes that have been generated by public input (including the service improvements Commissioner O'Quinn and Mayor Peterson mentioned at the last Board meeting).**

Ms. Mumm seconded the motion. Motion passed unanimously.

Mr. Blaska reiterated that the process for reviewing service requests is the Transit Development Plan and the three-year Comprehensive Plan. Mr. Blaska suggested that to give due diligence, the next TDP cycle would be the appropriate time in the review cycle to address the new requests.

Ms. Millbank mentioned that in response Mr. Peterson's request regarding "define paratransit for wheelchairs and elderly," STA's legal counsel offered to meet with Mr. Peterson and discuss this. Mr. Peterson declined to meet but asked that the federal law be sent to him and he has now received copies of the relevant laws and guidance.

6. COMMITTEE INFORMATION

A. CENTRAL CITY LINE STRATEGIC OVERLAY PLAN

As presented in packet.

8. CEO REPORT

None.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm thanked Mr. Otterstrom for the information on the Spokane Falls Community College station design. Chair Waldref thanked staff for the information on the 5310 item.

11. REVIEW OF JUNE 29, 2016, COMMITTEE SPECIAL MEETING DRAFT AGENDA

As presented in packet.

**12. NEXT MEETING – SPECIAL MEETING WEDNESDAY, JUNE 29, 2016, 10:00 A.M. STA
SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

13. ADJOURN

Chair Waldref adjourned the meeting at 12:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "A. Stephens" followed by a stylized flourish.

Angela Stephens, Executive Assistant

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the June 1, 2016, Meeting

Southside Conference Room

MEMBERS PRESENT

Tom Trulove, City of Cheney*
Steve Peterson, City of Liberty Lake
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

Arne Woodard, City of Spokane Valley
Aspen Monteleone, City of Airway Heights
John Higgins, City of Medical Lake (Ex-Officio)

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Systems
Beth Bousley, Director of Communication & Customer Svc.
Karl Otterstrom, Director of Planning
Susan Millbank, Community Ombudsman &
Accessibility Officer
Denise Marchioro, Manager, Paratransit & Vanpool
Brandon Rapez-Betty, Senior Communications Specialist

GUESTS

Charlie Howell, CAC Member
Christine Varela, Desautel Hege

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

Chair Trulove called the meeting to order at 1:32 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF THE APRIL 6, 2016, COMMITTEE MEETING**

Mr. Trulove moved to recommend approval of the April 6, 2016, Committee meeting minutes. The motion was seconded by Mr. Peterson and passed unanimously.

B. **APPROVAL OF SCOPE OF WORK FOR CHENEY HIGH PERFORMANCE TRANSIT (HPT) CORRIDOR IMPROVEMENTS**

Karl Otterstrom presented the Approval of Scope of Work for Cheney High Performance Transit (HPT) Corridor Improvements. He advised that it was being presented for action as a Scope of Work,

The Cheney HPT corridor extends from downtown Spokane to Eastern Washington University (EWU) in Cheney, Washington, via Interstate 90 and State Route 904. Present service includes high frequency service when EWU is in regular session with heavy ridership during those times. Ridership activity is focused at the STA Plaza, Jefferson Lot Park and Ride and on the EWU campus.

The approved STA Moving Forward plan identifies a vision for implementing a number of improvements to the Cheney Corridor in support of future High Performance Transit service.

Corridor improvements are concentrated at stations, stops, key intersections and corridor terminals. To support the design and construction of these improvements, a consultant design team must be selected.

Staff is proposing to issue a Request for Qualifications (RFQ) from engineering teams to complete all phases of planning, land surveying, architectural and engineering design, community outreach and marketing support, grant preparation support, right of way acquisition and construction management services to support future corridor improvements. The term of this procurement will be five (5) years, with the option of two (2) one-year extensions.

Four Lakes is an important stop, with a population that has current bus service and a need for improved facilities. The Four Lake Station project was awarded a State Transportation Program (STP) grant in the amount of \$280,000, with a local match of \$110,500, for a total project budget of \$390,500.

The RFQ is for the design and engineering consulting, not the overall project budget, or project scope, but the engineering and architectural elements to assist STA in planning, design, right of way acquisition, and construction management of the corridor, including the funded portion, which is the Four Lakes Stop, and this would further the implementation of STA Moving Forward.

This overall corridor is subject to the Board approval of STA Moving Forward, but in order to work on that timeline, it is necessary to start having these services in place and there's also an expectation from Spokane Regional Transportation Council (SRTC) that we are implementing the improvements at Four Lakes as soon as possible since that is grant funded. Discussion ensued.

Mayor Peterson explained that he was only willing to approve the Scope of Work for the Four Lakes funded project and requested that staff remove any reference to portions of the corridor other than the Four Lakes project. Staff indicated they did not recommend that action due to the added expense of having to issue an additional Scope of Work later on during the project.

Chair Trulove made a motion to approve the Scope of Work for Design Engineering Services and authorize staff release of the RFQ. In the absence of a second, the motion did not pass.

Chair Trulove suggested this item be forwarded to the Board for review and approval. Approval of Scope of Work for the Cheney High Performance Transit (HPT) Corridor Improvements was forwarded to the June 16, 2016 Board Meeting.

5. COMMITTEE ACTION

A. Board Consent Agenda

(No items are being presented this month.)

B. Board Discussion Agenda

(No items are being presented this month.)

6. COMMITTEE REPORTS

A. DRAFT RECOMMENDATION – FARE (TARRIF) POLICY

Ms. Warren, presented the Draft Recommendation Fare (Tariff) Policy. Ms. Warren recapped the Performance Monitoring and External Relations Committee (PMER) and the Board decisions in February 2016 to approve an outreach plan for the preliminary fare proposal. She reviewed staff's preliminary proposal and presented the Draft Recommendation Proposal which was revised by staff after considering all the feedback received during the extensive outreach sessions conducted by Communications staff.

The final draft recommendation of the Tariff policy (Attachment 2) retains fares for STA services at a level at or below that of other comparable transit agencies, yet achieves the minimum 20% farebox return objective for Fixed Route services by 2018, which complies with the Board's philosophy and strategic direction. The fare increases are sequenced over time to allow agencies and individuals to plan ahead.

Mr. Blaska reported on the responses received during our outreach. Staff shares the concern for low income customers. However, the solution to this challenge should not be an across-

the-board constraint on the fare structure. Such a course of action can directly impact the sustainability of the system. The real problem appears to be the relationship of fares to the available discretionary funds for a select part of the population. Staff recommends that an appropriate course of action focuses our effort on a solution specific to low income users. Staff has already reached out to a group of social service providers/advocates to collaboratively look for solutions.

The proposed Draft Recommended Fare Structure would bring the farebox return in 2017 to 19.5%, and in 2018, up to 22% initially, based on current status quo ridership without any assumptions about any changes in ridership.

Mayor Peterson suggested 25% across the board and agreed to stair-step. Committee members concurred to send Draft Recommendation out for Public Hearing. Discussion ensued.

B. FIXED ROUTE RIDERSHIP PERFORMANCE PERSPECTIVE

Mr. Blaska informed the committee that there would be a more thorough review at the next meeting on how STA individual routes are performing.

The report concludes that STA is going into this current challenge from a strong ridership position. He provided overview of Attachment 1-Fixed Route Ridership Trends and Attachment 2-Performance Trends.

STA's cost per passenger from 2008 to 2014 only increased 4%. All other transits had more than double digit increases in cost per passenger.

C. CITIZEN ADVISORY UPDATE

Ms. Bousley, introduced Citizen Advisory Committee (CAC) member Charlie Howell. Mr. Howell advised there will be an annual election of the Chair at the June 8, 2016, meeting, stating that in addition to the vote, nominations and opportunities for people to address the committee will take place.

Mr. Howell commented on the new member recruitment and advised the CAC has spent some time reviewing the process and looking for opportunities to improve it this year. Currently, four (4) of fifteen (15) positions are open, with two promising applicants to be reviewed.

Dean Lynch and Fyrne Bemiller are retiring from CAC and they will be recognized for their service following the June 8, 2016. Mr. Howell invited PMER members to join and celebrate with the CAC.

Ms. Bousley asked to let her know if anyone had suggestions for candidates for the Citizen Advisory Committee, particularly from the Spokane Valley area for a good representation of all jurisdictions.

Chair Trulove asked if there were additional questions. None were forthcoming.

D. PUBLIC EDUCATION STRATEGY UPDATE

Ms. Bousley was joined by Brandon Rapez-Betty, and Christine Varela from Desautel Hege. The Citizen Advisory Committee's (CAC) goal is to increase awareness and understanding of STA's upcoming ballot measure.

Ms. Bousley reviewed the slides which covered Lessons Learned and New Approaches, Changes since Last Ballot Measure, Components of New Ballot Measure, Develop Content Themes, Communicate how we got here and what is new, How to communicate about Bus Rapid Transit (BRT) and the Central City Line (CCL), and Develop Visual Tools – simple graphics how revenue will be spent, impact to typical household; maps of improvements, and improved traffic flow.

Communication principles include making information quick and easy to share, being responsive, and correcting misperceptions.

There will be Public Education Outreach for all in the form of:

- Presentations (groups)
- Community outreach (one to one)
- Direct mail (one)
- Website Updates
- Radio and print advertising
- Social media – active following
- Email
- Internal education

Chair Trulove asked for questions and commented about the comprehensiveness of the plan. Discussion ensued.

7. CEO REPORT

A. Surplus Van Grant Awardees

Ms. Meyer reviewed the recipients of the 11 vans awarded in this 6th year of the Surplus Van Grant program, noting the City of Liberty Lake has received a second van this year.

Ms. Meyer commented that the award of a van is based on the organization's ability to show how ridership will help STA in offsetting some Paratransit costs. Members of these groups have come to talk with the Board and are all very appreciative.

B. Annual Passenger Facilities Report Highlights

Ms. Meyer advised that the report was provided in the Committee Packet but also specifically mentioned the Park & Ride improvements:

Park and Ride – Liberty Lake

- 165 parking stalls available. 324 boardings on an average weekday
- Over 30% of vehicles originate from within the City of Liberty Lake
- 74% of vehicles originate from within 5 miles of the park and ride
- As of last year, less than 30% are from Idaho

Jefferson Lot – STA's largest Lot

- 402 stalls available. 631 boardings (not alightings or round trips) on an average weekday
- 402 of 406 stalls filled during the October 2015 survey
- 15% drove 10 to 20 miles to reach the park and ride

C. HPT Investments on Sprague Avenue

Ms. Meyer noted that concerns had been raised regarding traffic backing up behind buses on Sprague.

Staff spoke with East Spokane Business Association. They had input but no official position at this point. STA spoke about the alternatives shown on the slides. 1) Stop at Pittsburg & Sprague.

Additionally, a neighborhood group was included and made a request for two stops at Helena and Napa – providing good access and less wait time.

STA is going to move forward with the two stop alternative.

D. Amalgamated Transit Union – Northwest Conference

Ms. Meyer was invited to welcome attendees at the Amalgamated Transit Union Northwest Conference this morning – 100 people from the West, Northwest, and two Provinces in Canada attended the summer meeting. Ms. Bowers represented STA's local ATU 1015.

E. Good Roads Association

Ms. Meyer reported that staff spoke with the Good Roads Association about the STA Moving Forward Plan.

8. COMMITTEE INFORMATION

- A. April 2016 Financial Results Summary
- B. May 2016 Sales Tax Revenue Information
- C. April 2016 Operating Indicators
- D. First Quarter 2016 Safety and Loss Summary Report
- E. First Quarter 2016 Service Planning Input Report
- F. Annual Passenger Facilities Report
- G. Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years (FFY) 2017, 2018, and 2019

9. JUNE 29, 2016 SPECIAL COMMITTEE PACKAGE AGENDA REVIEW

Chair Trulove asked for comments on the June 29, 2016 Special Committee Agenda. None were forthcoming.

Ms. Bowers posed a question regarding Board Workshop in July for Budget Planning. Ms. Meyer advised there will be no budget and strategic planning workshop in June. She added that the input received has been that those items have been so thoroughly vetted that staff will come back with the draft budget and draft strategic plan later and use that scheduled Workshop time for the purpose of a Board retreat. The workshop will be held on June 29, 2016, from 11:30 a.m. to 1:30 p.m.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

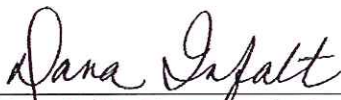
None.

12. ADJOURN

Chair Trulove adjourned the meeting at 3:00 p.m.

13. NEXT MEETING: JUNE 29, 2016, 1:30 P.M. (SPECIAL MEETING), (STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE)

Respectfully submitted,



Dana Infalt, Executive Assistant

September 22, 2016

REFERRAL COMMITTEE: N/A

SUMMARY: Attached are the June 2016 semi-annual financial reports.

- 16.0% of the Capital budget has been spent.
- Due to timing of projects, most expenditures will be made in the last half of the year.

- Federal capital grants cover multiple years and plans have been made for the expenditure of these grants.

➤ The cash balance of \$50.6 million includes the fleet replacement fund of \$7.6 million.

FINAL REVIEW FOR BOARD BY:

Division Head LW Chief Executive Officer EBM by Legal Counsel LM
grw

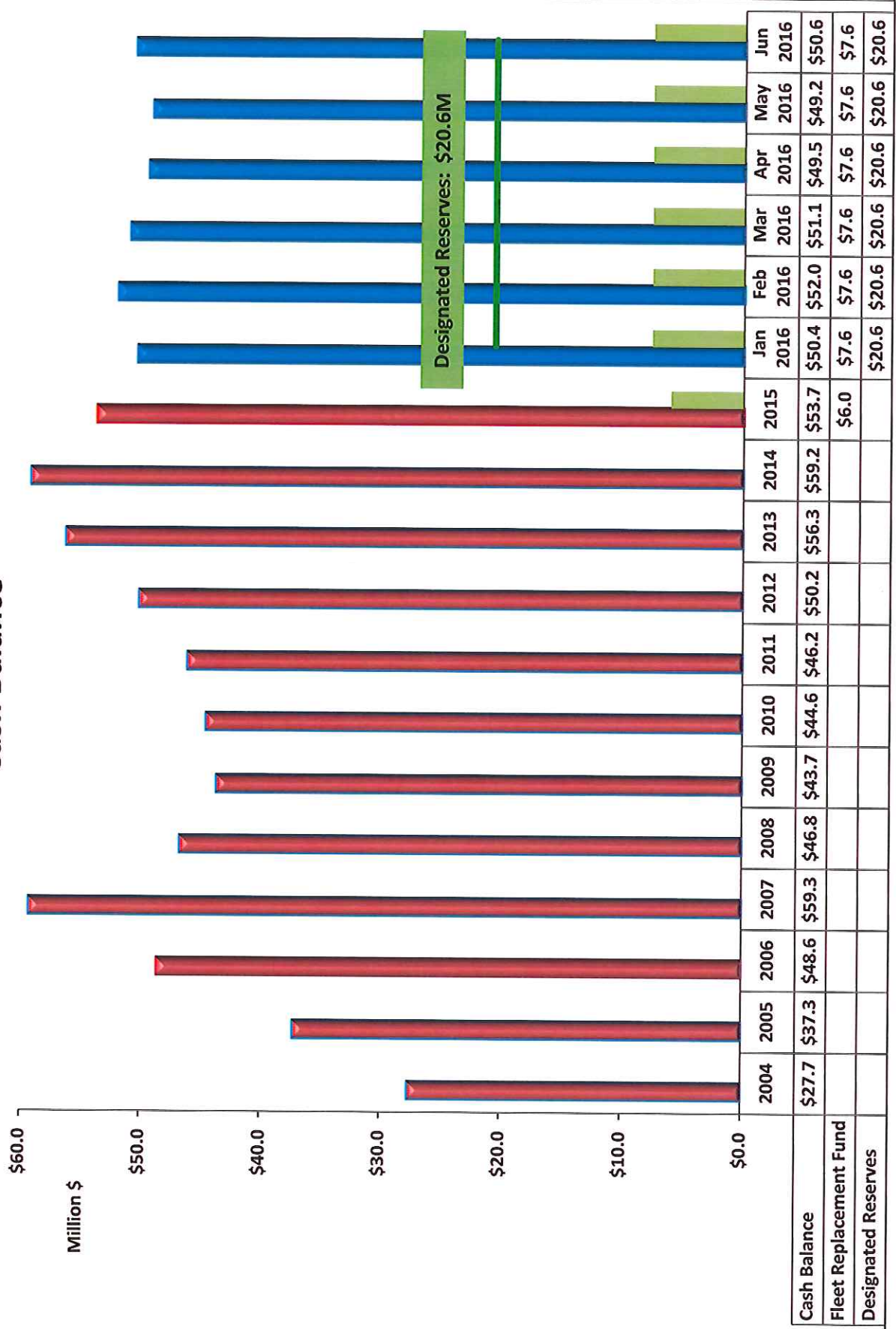
**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
JUNE 30, 2016**

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	\$0	\$3,239,775
Fixed Route Coach Modine Electric Fan Retrofit				424,710	424,710	-	424,710
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	\$0	\$5,327,854
Non-Revenue Vehicles							
Service Vehicle	1			\$25,000	\$25,000	\$0	\$25,000
Scissor Lift	1			23,000	23,000	20,952	2,048
Service Truck	1			91,350	91,350	-	91,350
Box Truck	1			73,500	73,500	-	73,500
Shelter Cleaning Truck	1			80,000	80,000	-	80,000
Total Non-Revenue Vehicles	5	\$0	\$0	\$292,850	\$292,850	\$20,952	\$271,898
Facilities - Maintenance and Administration							
Boone - Facility Master Plan Program				\$815,234	\$815,234	\$93,720	\$721,514
Boone - Preservation and Improvements				168,750	168,750	128,729	40,021
Fleck Center Preservation and Improvements				22,885	22,885	-	22,885
Miscellaneous Equipment and Fixtures				239,000	239,000	7,601	231,399
Total Facilities - Maintenance and Administration		\$0	\$0	\$1,245,869	\$1,245,869	\$230,049	\$1,015,820
Facilities - Passenger and Operational							
Park and Ride Upgrades				\$275,000	\$275,000	\$33,374	\$241,626
Plaza Renovation				1,443,258	1,443,258	151,093	1,292,165
Route and Stop Facility Improvements			\$80,000	570,000	650,000	63	649,937
Valley Transit Center (Pence Cole) Preservation				3,050	3,050	-	3,050
Park and Ride Development				60,000	60,000	56	59,944
Total Facilities - Passenger and Operational		\$0	\$80,000	\$2,351,308	\$2,431,308	\$184,586	\$2,246,722
Technology Projects							
Business Systems Replacement			\$660,000	\$615,229	\$1,275,229	\$183,315	\$1,091,914
Communications Technology Upgrades				305,522	305,522	244,165	61,357
Computer Equipment Preservation and Upgrades				225,000	225,000	-	225,000
Fare Collection and Sales Technology			294,770	908,357	1,203,127	-	1,203,127
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	773,742	(673,742)
Total Technology Projects		\$0	\$954,770	\$2,820,358	\$3,775,128	\$1,201,222	\$2,573,906
High Performance Transit							
Central City Line		\$250,000	\$687,500		\$937,500	\$57,294	\$880,206
Cheney HPT Corridor - Four Lakes Station			51,300	\$34,200	\$85,500		85,500
HPT Program Development			80,000	\$20,000	100,000	78,832	21,168
West Plains Transit Center		\$243,000	142,725	22,275	408,000	86,103	321,897
Total High Performance Transit	-	\$493,000	\$961,525	\$76,475	\$1,531,000	222,229	\$1,308,771
GRAND TOTAL	34	\$493,000	\$3,037,636	\$11,073,373	\$14,604,009	\$1,859,039	\$12,744,970
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2015 BUT PAYMENTS DELAYED TO 2016):							
Central City Line						46,648	(46,648)
Miscellaneous Equipment						11,072	(11,072)
Boone Bus Washer						-	-
Long Range Master Plan						-	-
Route and Stop Facility Improvements (2015)						-	-
Paratransit Van-Propane						97,078	(97,078)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2016):							
Lift Project-Paratransit						4,480	(4,480)
Right of Way Acquisition for West Plains						481	(481)
Right of Way Acquisition for Moran Prairie						237	(237)
Subtotal RECONCILING ITEMS		\$0	\$0	\$0	\$0	\$159,996	(\$159,996)
GRAND TOTAL		\$493,000	\$3,037,636	\$11,073,373	\$14,604,009	\$2,019,035	\$12,584,974

SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
JUNE 30, 2016

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED</u>		<u>UNEXPENDED</u>	
			<u>BALANCE</u>	<u>LOCAL BALANCE</u>	<u>FEDERAL BALANCE</u>	<u>BALANCE</u>
WA-04-0064 ROOF REPLACEMENT/BUSINESS SYSTEM	4,645,068	3,246,194	1,398,874	279,775		1,119,099
WA-04-0090 GENERATORS, STATE OF GOOD REPAIR-MAINTENANCE	1,332,500	1,305,532	26,968	5,394		21,574
WA-34-0002 PARATRANSIT VANS (12)	2,904,777	2,553,352	351,425	70,285		281,140
WA-95-X079 UNIVERSAL TRANSIT ACCESS PASS - CCS	1,748,397	1,367,455	380,942	10,068		370,875
WA-95-X068 CENTRAL CITY/HPT DESIGN & STANDARDS	618,750	550,174	68,576	13,715		54,861
WA-95-X081 ENGINEERING/DESIGN WEST PLAINS TRANSIT CENTER	1,100,000	750,016	349,984	(59,937)		409,921
WA-95-X082 ENGINEERING/DESIGN CENTRAL CITY LINE	1,589,596	177,548	1,412,048	64,123		1,347,925
WA-90-X579 ADA ACCESS	97,849	40,134	57,715	11,543		46,172
WA-16-X048 VAN SERVICE EXPANSION, DEMAND RESPONSE, ADA PARATRANS	818,737	44,278	774,459	241,892		532,567
WA-90-X598 BUS SHELTERS, BUS STOP IMPROVEMENTS, SIGNAGE	96,250	0	96,250	19,250		77,000
WA-95-X092 SMART CARD/FAREBOX UPGRADE	1,400,000	0	1,400,000	700,000		700,000
FEDERAL GRANTS TOTAL	\$16,351,924	\$10,034,683	\$6,317,241	\$1,356,107		\$4,961,134

Spokane Transit Cash Balance



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 12,C JULY 2016 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the July 2016 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. July equates to 58.0% of the year.

Revenue

Overall, revenue is at 59.5% of budget (\$41.7M) which is slightly above the expected (\$40.7M).

Fares & Other Transit Revenue is below budget at 52.7%.

Sales Tax Revenue is slightly higher than the budget at 59.2%.

Federal & State Grants is higher than the expected budget at 68.7%.

Miscellaneous Revenue is higher than the expected budget at 68.7%.

Operating Expenses

Operating expenses at 52.4% of budget (\$34.2M) are 10% below the expected amount of 58.0% (\$37.8M).

Fixed Route 53.3% of budget expended

Paratransit 49.8% of budget expended

Vanpool 45.8% of budget expended

Plaza 54.5% of budget expended

Administration 51.3% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 24.8% (\$1.1M) of the fuel budget has been spent to date and we expect that to change significantly as the year goes along.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

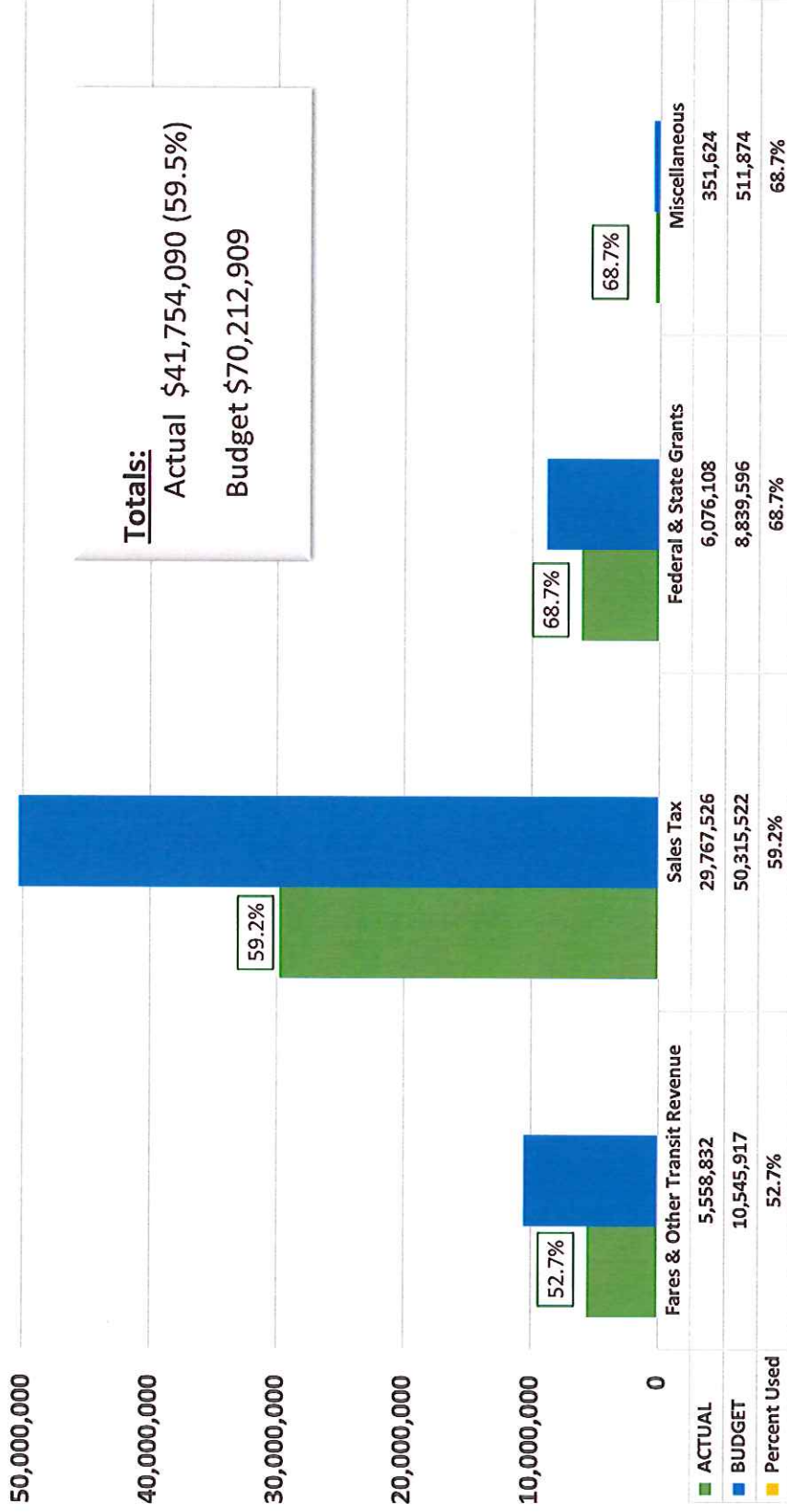
Division Head LM

Chief Executive Officer ESM by
gw

Legal Counsel CM

Spokane Transit Revenues ⁽¹⁾ - July 2016

[July = 58% of Year]



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date July 2016, state capital grant reimbursements total \$449,627 and federal capital grant reimbursements total \$448,988.

Spokane Transit

Operating Expenses⁽¹⁾ - July 2016

[July = 58% of Year]

Totals:	
Actual	\$34,153,258 (52.4%)
Budget	\$65,203,023
Fuel:	
Actual	\$1,144,298 (24.8%)
Budget	\$4,606,058



⁽¹⁾ Operating expenses exclude capital expenditures of \$2,932,286 and Street/Road cooperative projects of \$21,925 at year-to-date July 2016.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 12.D

AUGUST 2016 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 August 2016 sales tax revenue information.

August sales tax revenue, which represents sales for June 2016, was:

- +3.7% over August 2015 actual
- +6.1% YTD above budget
- +6.2% above YTD actual

RECOMMENDATION TO BOARD: Information only.

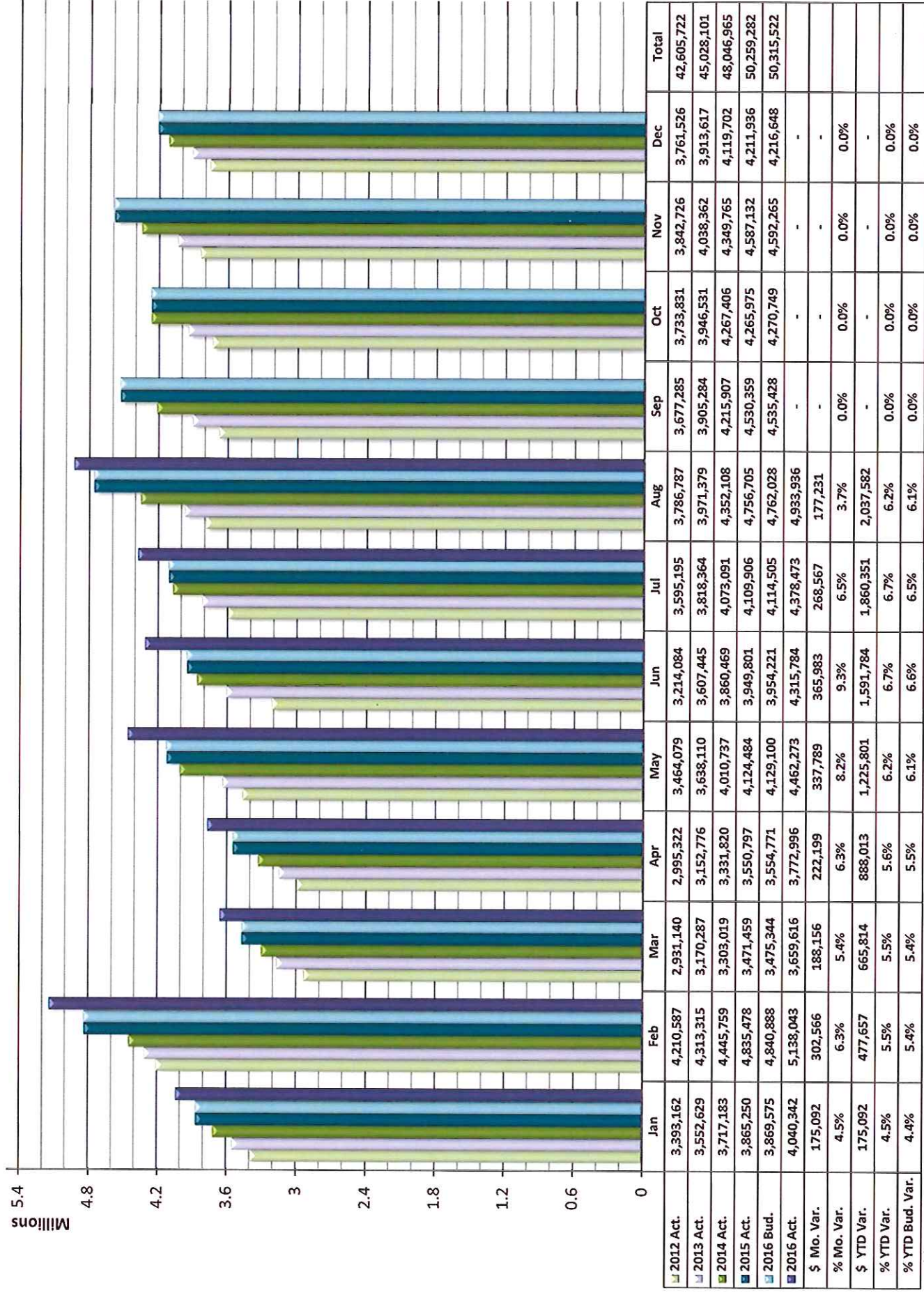
FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer
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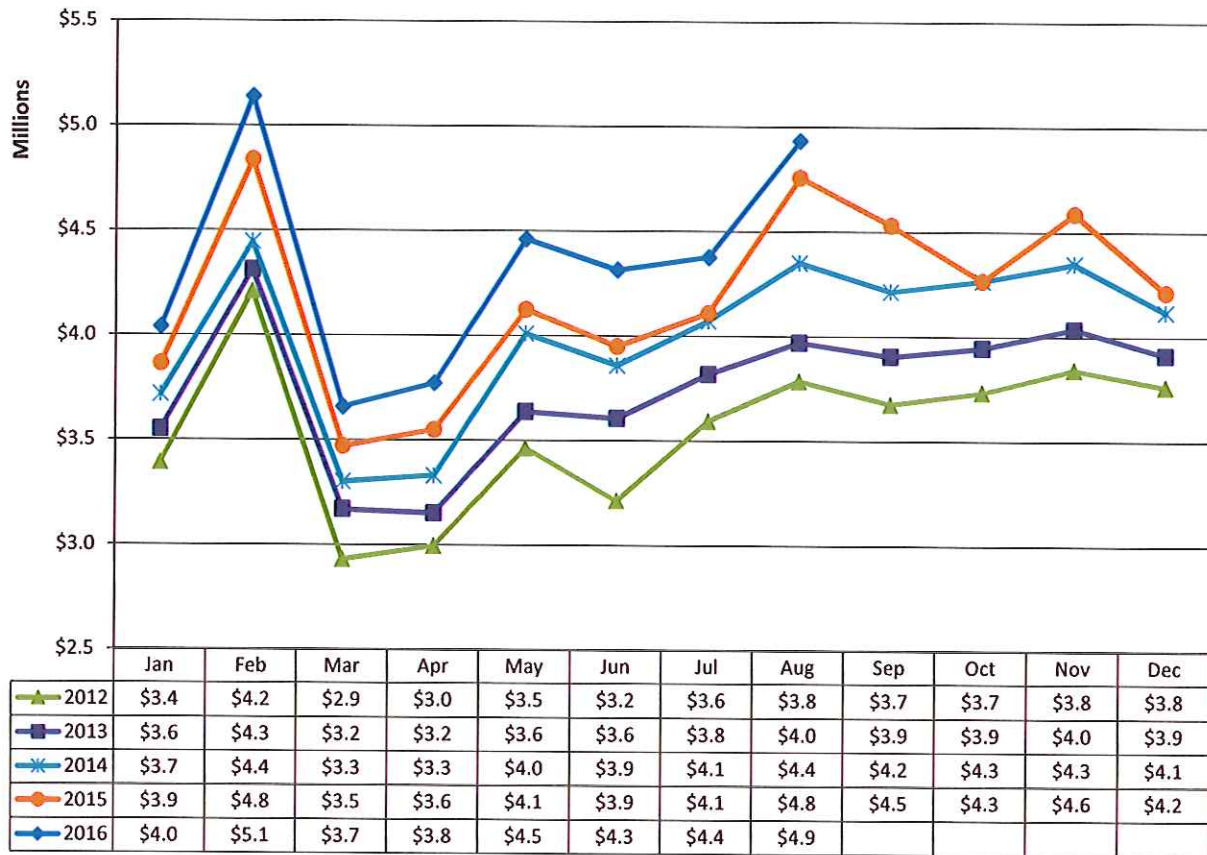
Legal Counsel

2012 - 2016 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-August 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.

Sales Tax Summary (with Mitigation for All Jurisdictions)					
August 2016					
	YTD 2015	YTD 2016	\$ CHANGE	% CHANGE	
LIBERTY LAKE	1,621,133	1,924,597	303,465	18.7%	
CHENEY	757,587	880,768	123,181	16.3%	
MILLWOOD	\$ 278,470	\$ 311,608	\$ 33,138	11.9%	
SPOKANE COUNTY	14,873,383	16,104,500	1,231,117	8.3%	
SPOKANE VALLEY	12,083,158	12,909,581	826,423	6.8%	
PFD	5,765,937	6,152,450	386,513	6.7%	
STA	32,663,880	34,701,462	2,037,582	6.2%	
SPOKANE	26,501,872	27,807,199	1,305,328	4.9%	
AIRWAY HEIGHTS	1,119,498	1,120,048	549	0.0%	
MEDICAL LAKE	187,082	175,582	(11,501)	-6.1%	
ALL	\$ 95,852,000	\$ 102,087,795	\$ 6,235,796	6.5%	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM 12.E: JULY 2016 OPERATING INDICATORS

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

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

SUMMARY: July 2016 month-to-month comparisons are skewed heavily due to a very unusual confluence of weekends and holidays. There were five Saturdays, five Sundays, and a Holiday on a Monday. This resulted in three less weekdays than July 2015, which has a significant impact on monthly ridership.

FIXED ROUTE

Overall monthly ridership decreased 12.0% (711,565 vs. 808,663 in July 2015) and is down 5.6% (6,128,060 vs. 6,493,084) YTD. The ridership goal is 1.5% growth in 2016.

- Adult ridership decreased 13.3% (411,693 vs. 474,774 in July 2015) and is down 8.2% (3,760,878 vs. 4,098,562) YTD.
- CCS Pass ridership decreased 20.2% (14,826 vs. 18,570 in July 2015) and is down 18.3% (394,198 vs. 482,741) YTD.
- Eagle Pass ridership decreased 31.7% (11,950 vs. 17,509 in July 2015) and is down 10.5% (472,676 vs. 527,902) YTD.
- GU Bulldogs Pass ridership totaled 2,220 for July 2016 and totals 29,899 YTD.
- Youth ridership decreased 18.0% (37,392 vs. 45,618 in July 2015) and is down 1.4% (398,470 vs. 404,277) YTD.
- Reduced Fare / Paratransit ridership decreased 7.9% (117,775 vs. 127,929 in July 2015) and is up 0.9% (872,348 vs. 864,573) YTD.

PARATRANSIT

Monthly ridership decreased 7.0% (36,456 vs. 39,180 in July 2015) and is up 1.17% (278,165 vs. 274,955) YTD. The 2016 ridership goal is to maintain 2015 ridership.

VANPOOL

Vanpool customer trips were down 15.8% (14,035 vs 16,665 in July 2015), and down 12.7% (114,830 vs 131,528) YTD. Two groups folded in July. One will start back up in September as it is a school district van. The other van folded after shift changes of workers in Liberty Lake. 90 vs. 92 total vans were in service in July 2016 vs. July 2015. The 2016 ridership goal is a 7% increase over 2015.

- Active riders are those that took at least one trip in the month. There were 686 active riders in July 2016 vs 728 in July of 2015. The average daily ridership trips were down 60 (808 vs 868 in 2015) with the average monthly trips per van down 25 (156 vs 181 in 2015)
- Riders added in July this year 21 vs 32 in July 2015
- Riders removed this year, 37 in 2016 vs 35 in July of 2015
- Days operated 1,563 vs 1,766 in July of 2015
- Average vanpool round trip 52.76
- Total vans in operation 90 vs 92 in 2015

July was a short month with only 20 working days due to the holiday. Many van groups appear to have not operated for a week or more likely due to vacations as reflected by their ridership/mileage reports. Triumph is likely working extra weekend shifts to make up for lost time, but none of the vans were significantly over their allocated usage for the month. Triumph workers had until the 6th of July to return to work and it is possible some of the vans did not operate until they had the entire group back.

Vanpool participated in an event at the Spokane Indians Ball Park and also completed a site visit at St. Lukes. A planned visit with Kootenai Medical was rescheduled for August due to marketing materials not being approved by Kootenai Medical in time for the event. The vanpool team also attended the Commute Trip Reduction (CTR) networking lunch at Riverfront Park. Connections were made with several ETC's resulting in several planned visits for July.

CUSTOMER SERVICE

Total monthly pass sales decreased 15.3% (7,279 vs. 8,592 in 2015). YTD pass sales declined by 3.6% (64,914 vs. 67,328).

- Adult Pass/Smartcard sales decreased 41.1% (2,812 vs. 4,772 in July 2015). YTD sales decreased by 5.3% (28,534 vs. 30,135) due to fewer passes being purchased in July by Rosauers, DSHS, Worksource, and Salvation Army.
- ESBP sales increased 30.6% (827 vs 633 in July 2015) mainly due to passes purchased by Northern Quest Casino and Alorca . YTD pass sales declined 8.3% (5,783 vs. 6,304).
- Student Pass sales decreased 83.6% (16 vs. 99 in July 2015). YTD pass sales decreased 76.8% (306 vs, 1,318). Decreases are attributed to universities converting to the UTAP program.
- Youth Pass/Smartcard monthly sales increased 252.1% (845 vs. 240 in July 2015) due to purchases by Spokane School District and Goodwill Industries. YTD pass sales increased 7.1% (9,343 vs. 8,722).
- City Ticket monthly sales increased 9.8% (415 vs. 378 in July of 2015). YTD pass sales increased .3% (2,849 vs. 2,841).
- Reduced Fare Pass/Smartcard monthly sales decreased 5.9% (1,578 vs. 1,677 in July 2015) with reduced purchases by Division of Vocational Rehabilitation. YTD pass sales decreased .6% (12,392 vs. 12,466).
- Paratransit Pass/Smartcard sales decreased 1.3% (786 vs.793) in July 2015). YTD sales increased 3.0% (5,707 vs. 5,542).

RECOMMENDATION TO BOARD: Information only.

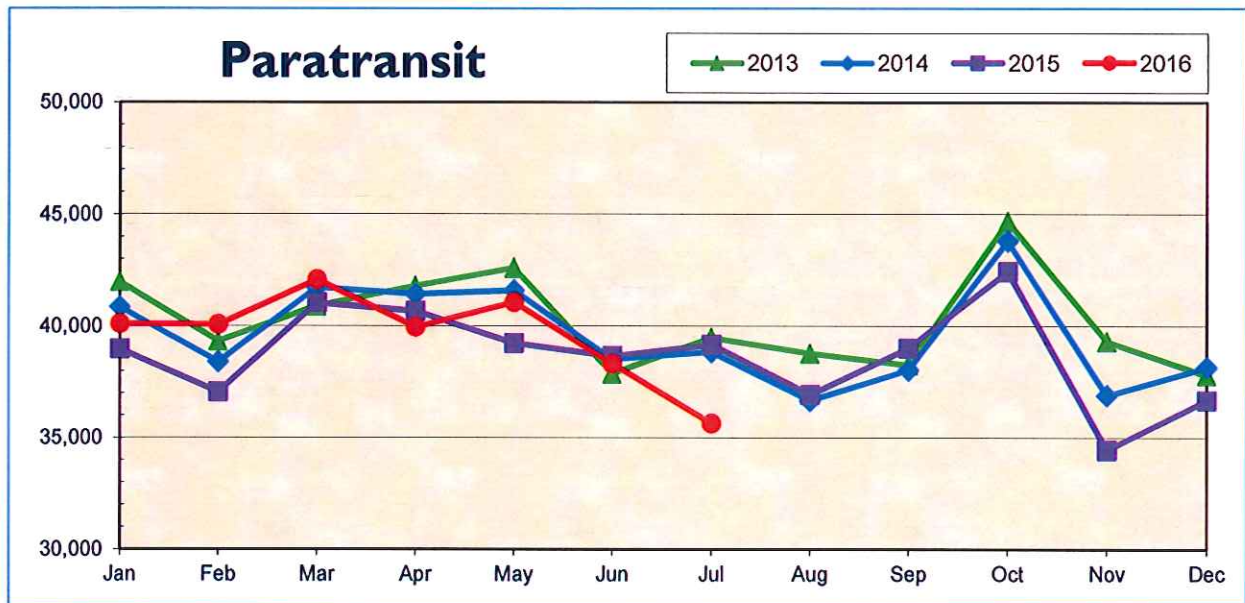
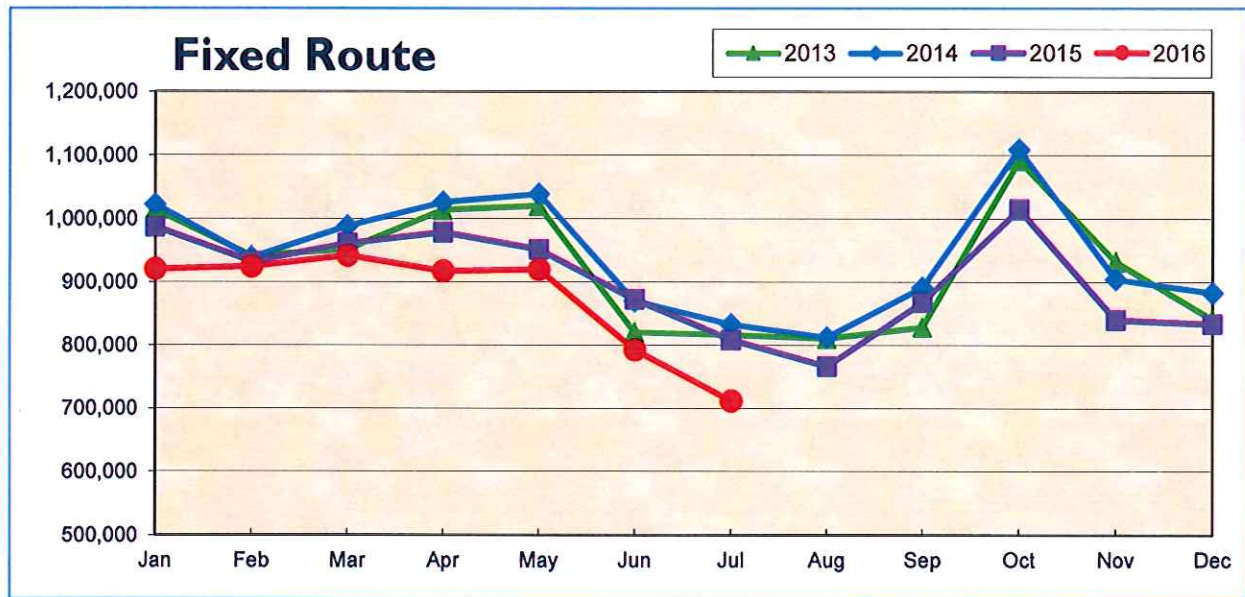
FINAL REVIEW FOR BOARD BY:

Division Head SB/KO

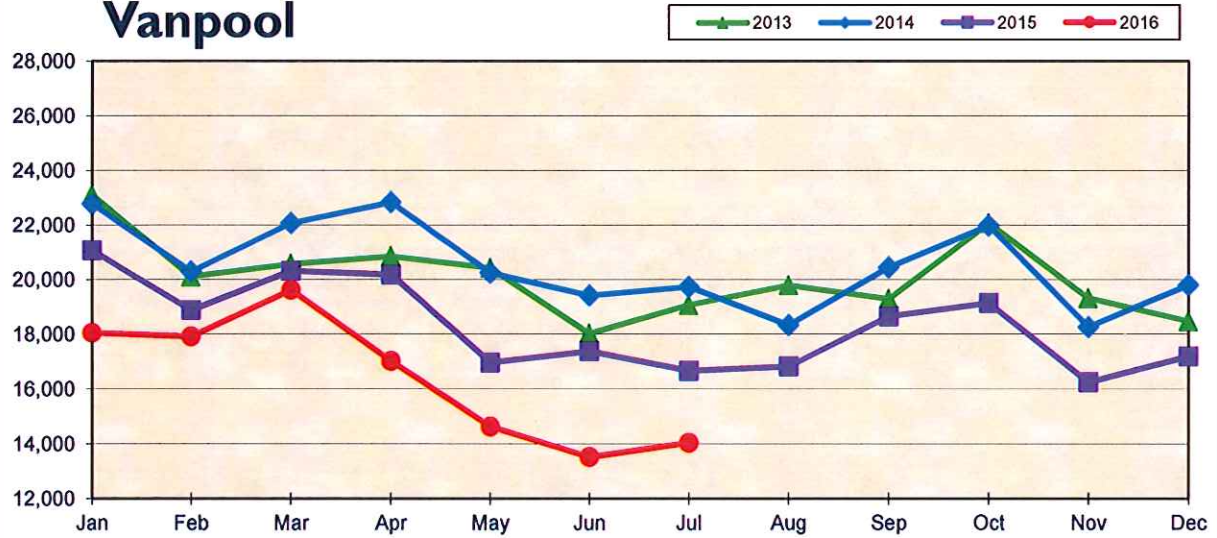
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Legal Counsel CM

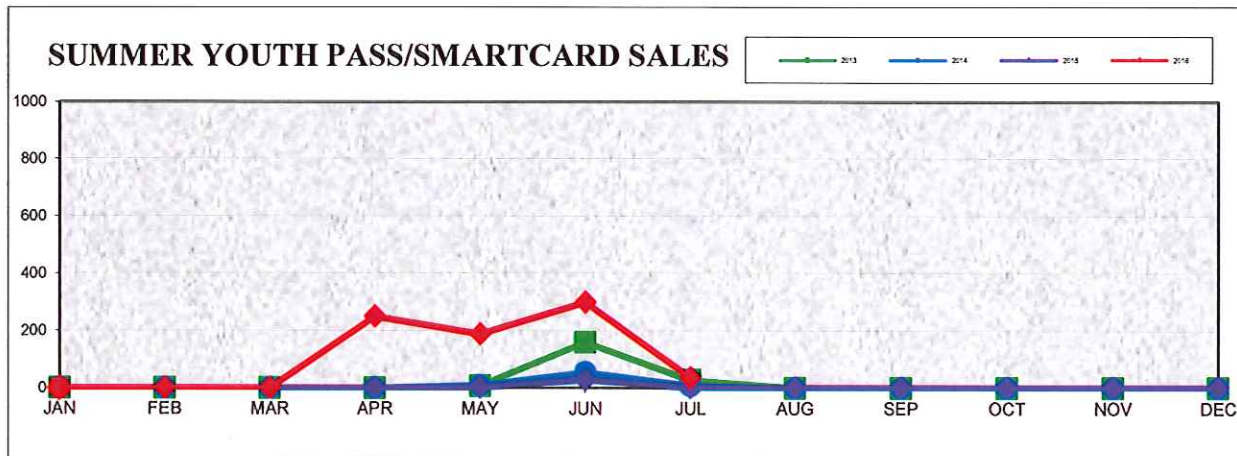
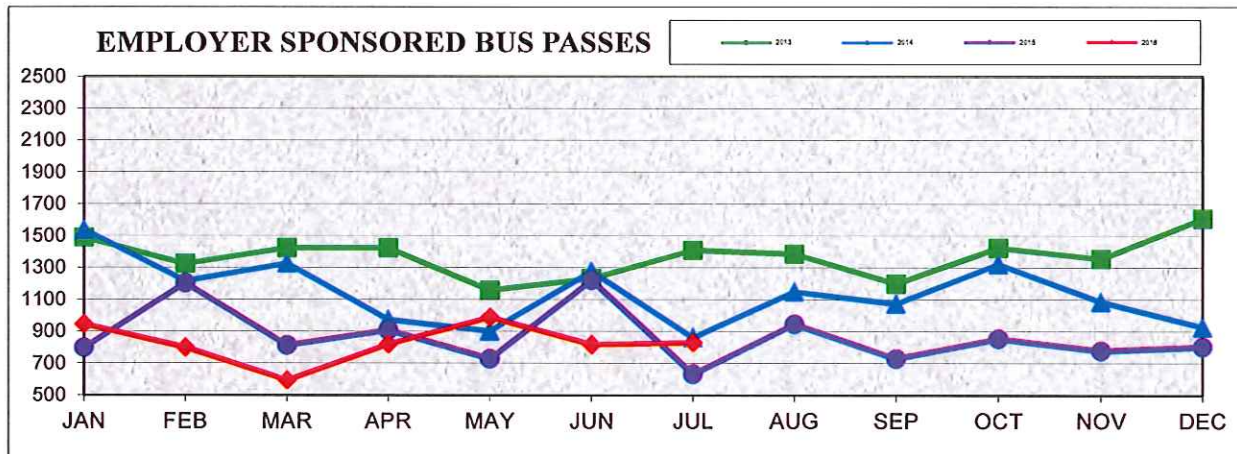
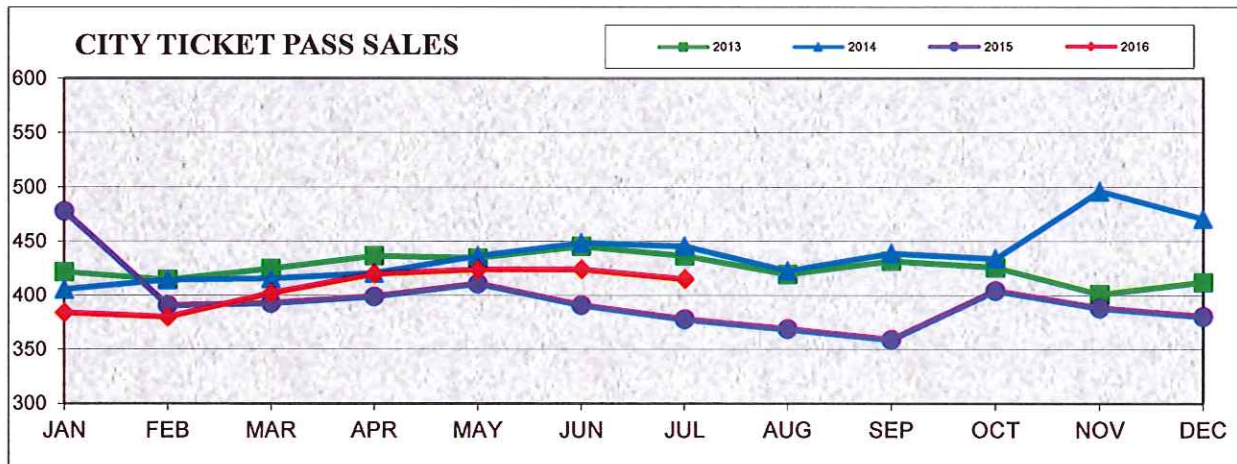
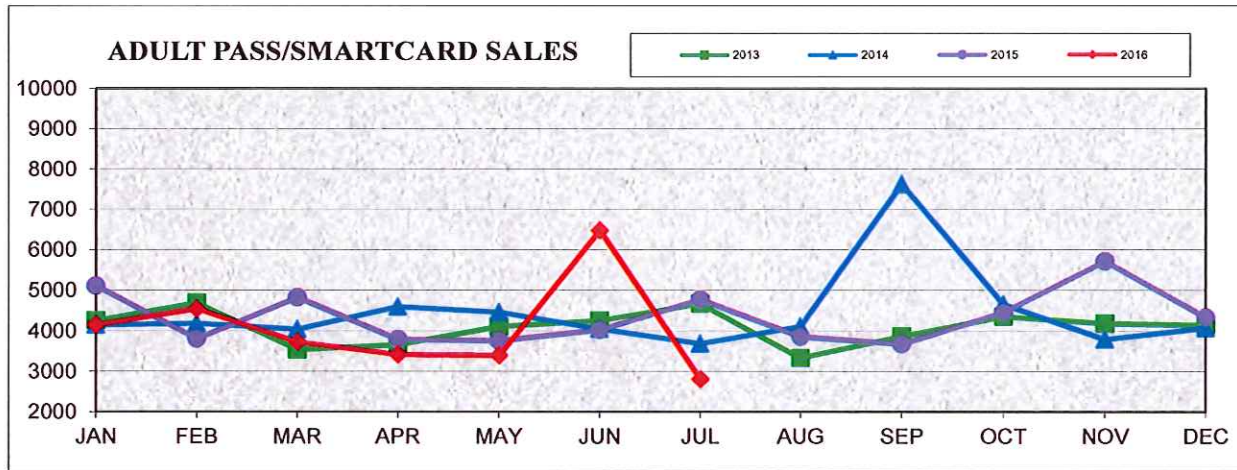
RIDERSHIP

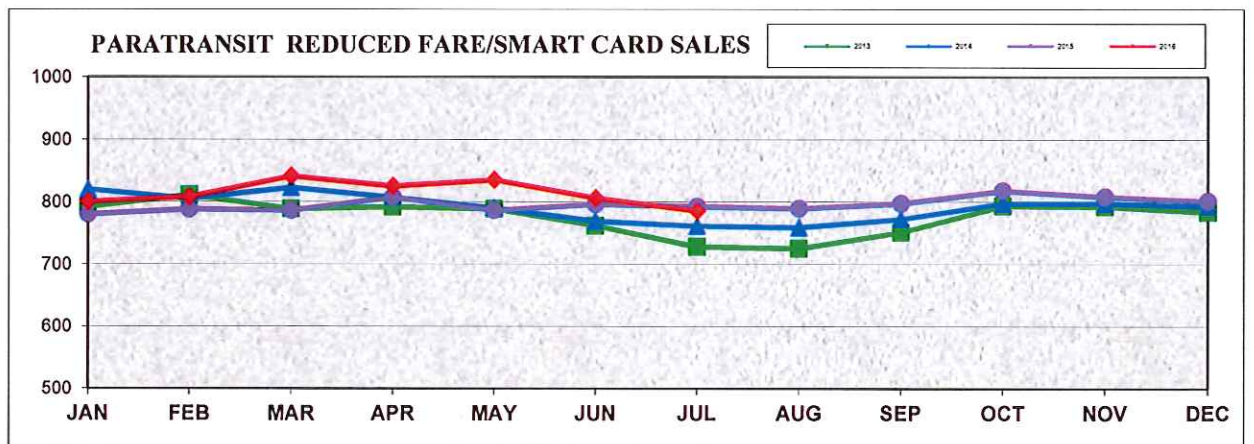
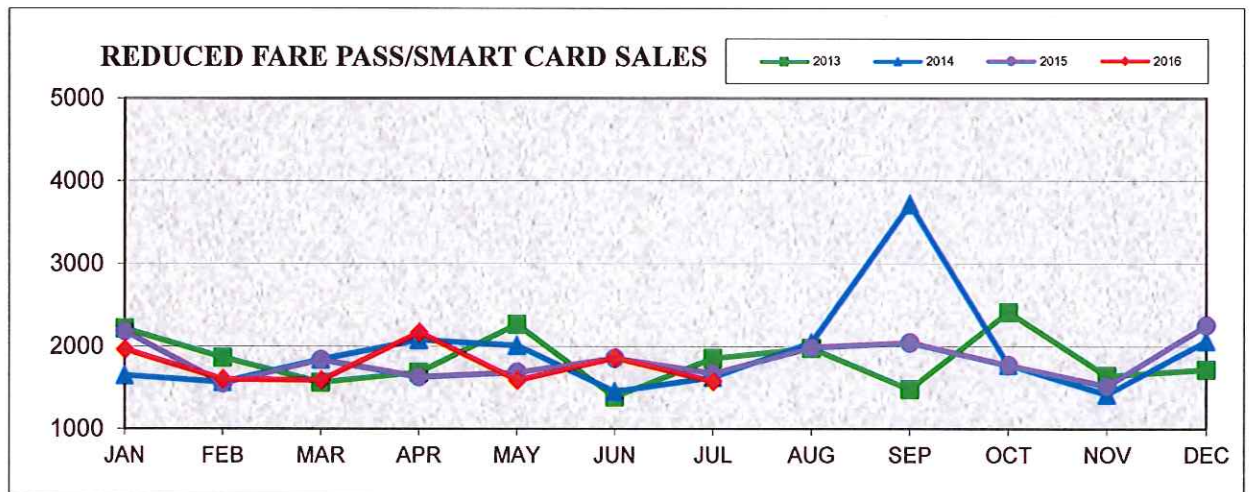
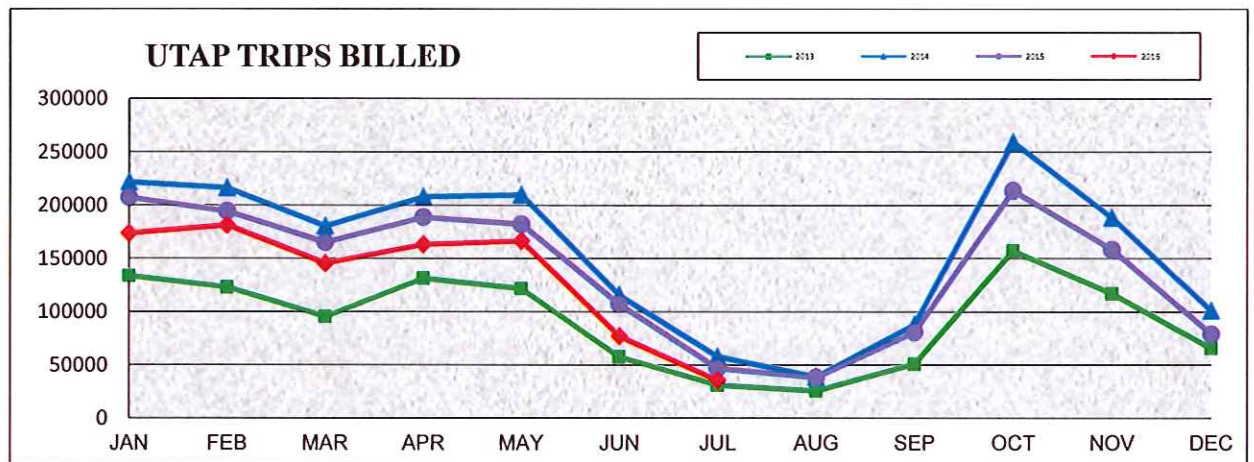
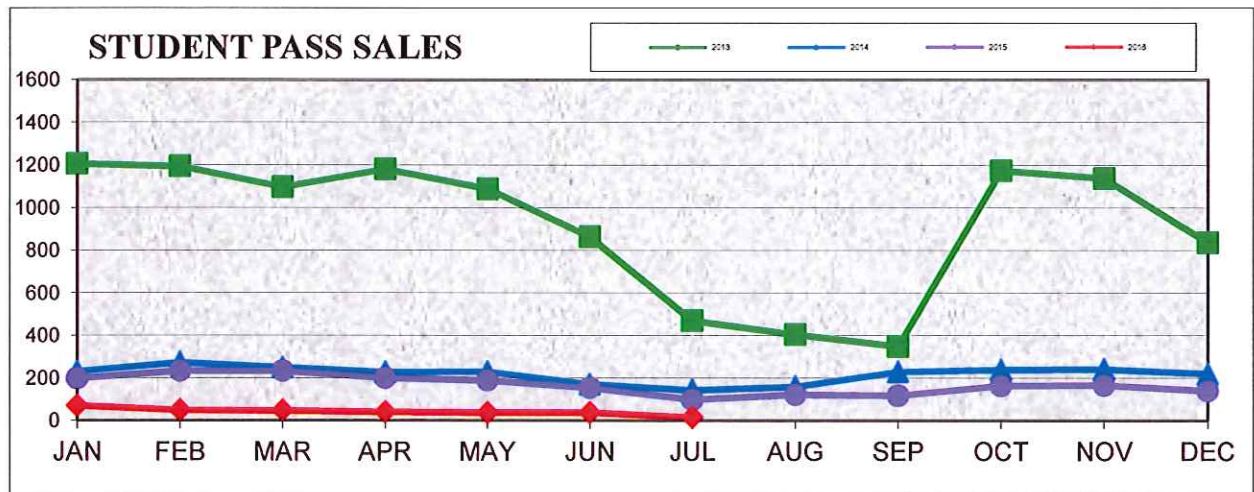


Vanpool



PASS SALES





**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

September 22, 2016

AGENDA ITEM 12.F : SECOND QUARTER 2016 PERFORMANCE MEASURES

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

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: Attached are the results for our Second Quarter 2016 Performance Measures highlights. The complete report is posted to the STA website at the link on the next page.

Earn and Retain the Community's Trust

- Ridership for Fixed Route is falling short of our goal to exceed last year's ridership. As of June, Fixed Route ridership was down 4.7% (5,416,495 trips in 2016 vs. 5,684,425 in 2015).
 - 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.
 - Specific decrease remains largely due to lower ridership in post-secondary school market; Community College Program (down 18.3%), EWU (down 9.7%). Over 30% of our ridership decline comes from these two programs.
 - The overall Adult Pass use is also trending slightly lower than overall ridership. Since April, the regular Adult 31-Day Pass ridership has started to show reductions rivaling the UTAP market reduction. Adult 31-Day pass ridership tends to be a measure of our most loyal and stable customer base, so this is an additional concern.
 - We have slight increases in Youth and Reduced Fare Ridership.
 - Detours are also having an effect.
 - This coming fall and winter is our opportunity to re-stimulate our college markets, but also we may consider incentives or other programs to entice the overall Adult market to try the bus.
- STA's goal in Paratransit is to manage growth and maintain the 2015 ridership level. As of June, Paratransit ridership is 2.5% higher than in 2015 (241,709 vs. 235,775 in 2015).
 - This continues to indicate that we should be prepared that the ridership reductions in the last few years have bottomed out and we should expect modest growth going forward.
 - We believe that the decline in Paratransit ridership in recent years has been due to the effectiveness of Mobility Training, Van Grant, and In Person Assessment programs to help control demand. Now that these programs are fully developed, they will continue to help address demand, but the net effect on overall ridership has perhaps matured.
 - In addition, with the improved economy, we are seeing a restoration of some of the social service programs that serve this population. With more opportunities for these folks to engage in the community, it increases the demand for transportation. We know of two programs – Wolf Den and the rules surrounding the Community Access Program that have increased the demands on Paratransit services.
- Vanpool is not on track to meet its 2016 goal (7% increase over 2015). As of June, the year-to-date decrease is 12.2% (100,795 vs. 114,863 in 2015). Our objective for 2016 was to stabilize ridership and return to year end 2015 ridership of 219,578 by the end of 2016.
 - Vanpool participation is very heavily affected by fuel prices, so we are experiencing the same challenge as we are in Fixed Route in that regard.
 - Vanpool ridership was also seriously affected by the strike at Triumph. This organization alone accounts for 3600 to 3900 trips per month. No vans were in operation in June and did not return to operations until the first weeks in July.

Provide Excellent Customer Service

- The company-wide average of 4.74 is just above the goal of a 4.5 average (on a 5 point scale) from customer observations in our Quality Counts! Survey program.
- At 92.5%, Fixed Route exceeded our goal of 85% of surveyed trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time). This year is the first complete year where this data is collected for every trip automatically using the automated vehicle location system. Due to construction activity we saw a slight drop in on time performance during May and June. Performance averaged around 90% during those two months.
- Paratransit was at 91.0%, just short of our goal of 95% trips picking up customers on time (on time is measured as a van picking up a customer from 0 to 30 minutes of the estimated pick up time). These checks represent automated vehicle location information compiled for every trip.

Enable Organizational Success

- Both Fixed Route and Paratransit are on track to meet the goal of 100% successful ride checks for coach and van operators.

Exemplify Financial Stewardship

- Both Fixed Route and Paratransit far surpassed our goal to keep our cost per passenger at least 95% of the average cost of the urban systems in Washington State. Ben Franklin Transit and Kitsap Transit have been added to our comparables due to the fact that WSDOT has now categorized them as an "urban" system.
- Fixed Route cost per passenger was \$4.06 in the Second Quarter. This is 67.3% of the urban systems' average of \$6.03.
- Paratransit cost per passenger was \$23.96. This is 61.7% of the urban systems' average of \$38.80.

Ensure Safety

- At 0.07, Fixed Route did better than our standard of 0.08 preventable accidents per 10,000 miles by constraining their preventable accident rate to 0.7 preventable accidents per 10,000 miles.
- At 0.13, Paratransit did not achieve our standard of 0.10 preventable accidents per 10,000 miles. As of end of 2nd Quarter their preventable accident rate is 0.13 preventable accidents per 10,000 miles. This represents an increase of 4 accidents more than 2015. A predominate increased incident is a minor damage accident due to the van backing up in a confined space.

Graphic representation of the above information is attached. The complete quarterly report of all Performance Measures is posted on STA's webpage at the link on the following page.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head SB

Chief Executive Officer BM by
aw

Legal Counsel UM

Links to 2nd Quarter Performance Measures

Item 12.F

[*https://www.spokanetransit.com/files/content/2Q16_Perf_Measures-for_WEB.pdf*](https://www.spokanetransit.com/files/content/2Q16_Perf_Measures-for_WEB.pdf)

<https://www.spokanetransit.com/about-sta/mission-priorities-performance-measures>



Performance Measures 2nd Quarter 2016



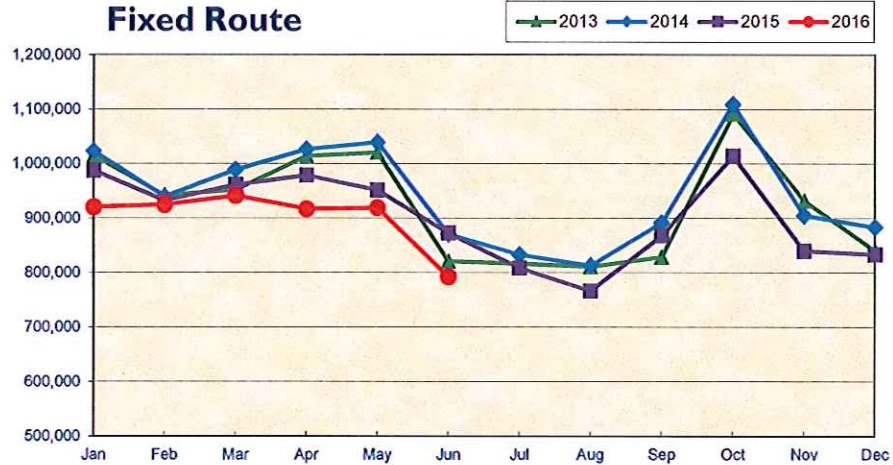
Priorities and Objectives

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



Ridership

Fixed Route



2013 = 11,087,049

2014 = 11,324,434

2015 = 10,815,736

Proj. 2016 = 10,977,972

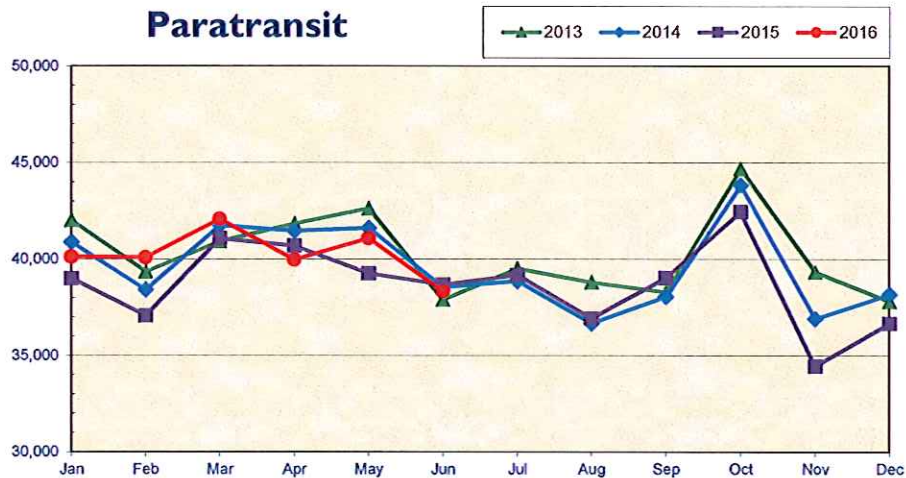
Goal: 1.5% Increase over 2015 Ridership
2nd Qtr. Result: 4.7% Decrease



3

Ridership

Paratransit



2013 = 483,038

2014 = 475,171

2015 = 464,449

Proj. 2016 = 464,449

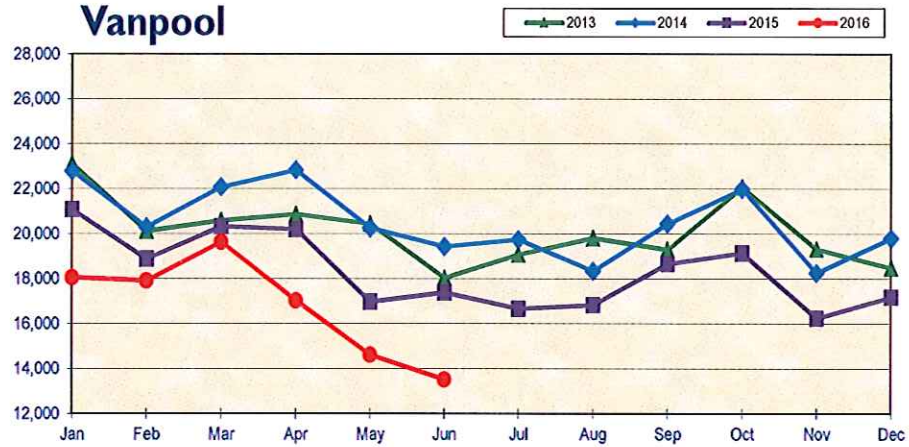
Goal: Maintain 2015 Ridership Level
2nd Qtr. Result: 2.5% Increase



4

Ridership

Vanpool



2013 = 241,257

2014 = 246,331

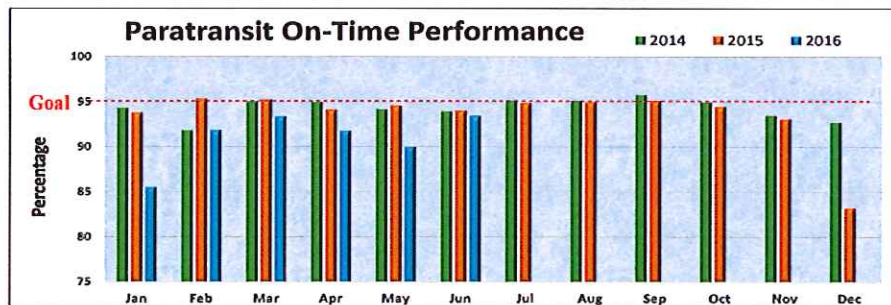
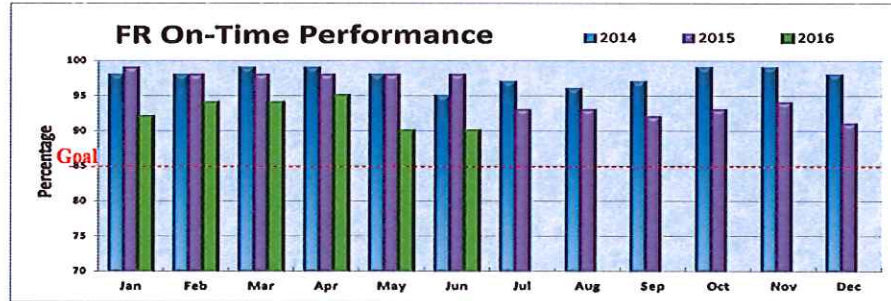
2015 = 219,578

Proj. 2016 = 234,949

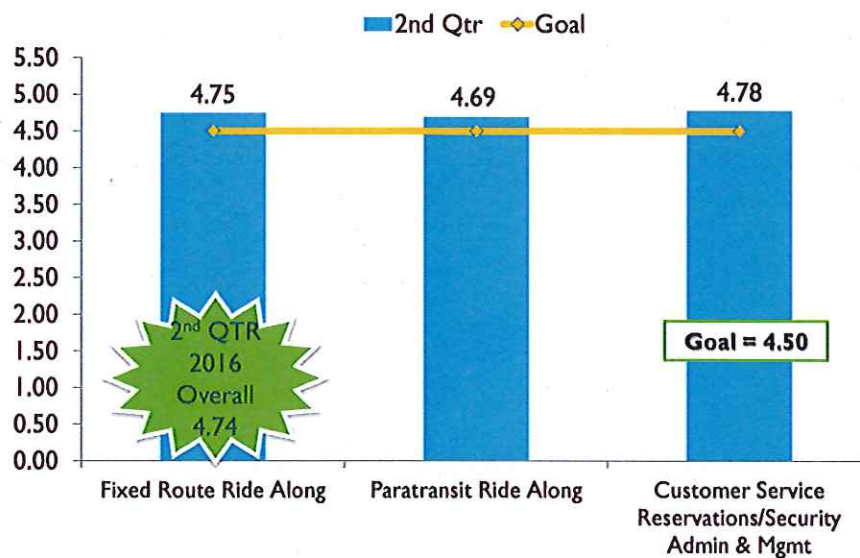
Goal: 7.0% Increase over 2015 Ridership
2nd Qtr. Result: 12.2% Decrease



On Time Performance

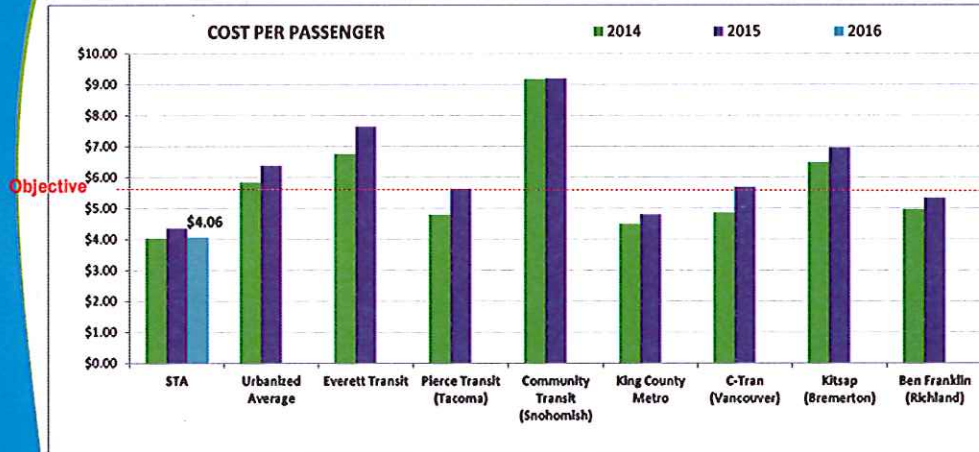


Professional & Courteous



Fixed Route

Cost Effectiveness



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

2015 Status: 68.3% (STA - \$4.36; Urban Average - \$6.39)

Notes:

Previous year results

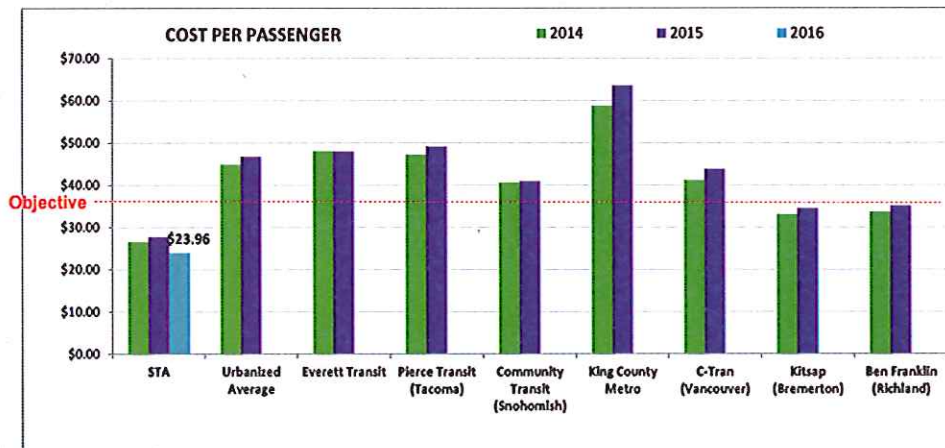
- 2014 data from NTD reports
- 2015 data estimates other transits' performance equal to STA
- STA 2016 data reflects year-to-date
- Expenditures will lag slightly until end of year



29

Demand Response

Cost Effectiveness



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

2015 Status: 59.4% (STA - \$27.78; Urban Average - \$46.75)

Notes:

Previous year results

- 2014 data from NTD reports
- 2015 data estimates other transits' performance equal to STA
- STA 2016 data reflects year-to-date
- Expenditures will lag slightly until end of year

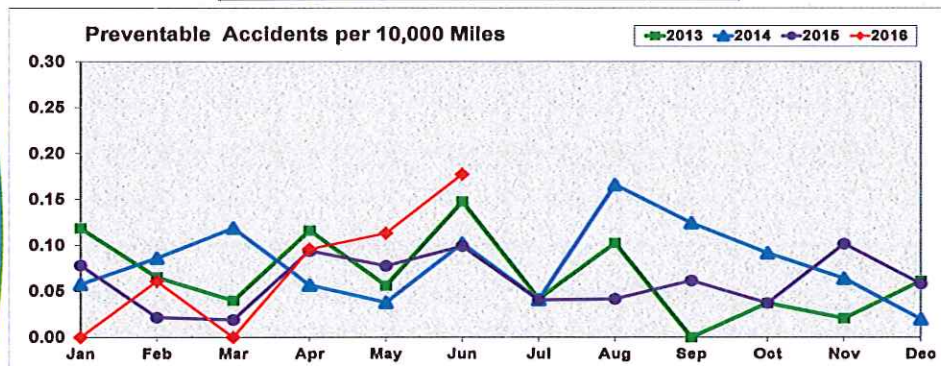


30

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	
Aug	5	8	2	
Sep	0	6	3	
Oct	2	5	2	
Nov	1	3	5	
Dec	3	1	3	
Total Prev. Accidents	40	48	37	23
YTD PREVENTABLE ACCIDENTS PER 10,000 MILES	0.07	0.08	0.06	0.07

Standard:
Less than 0.08 per 10,000 miles

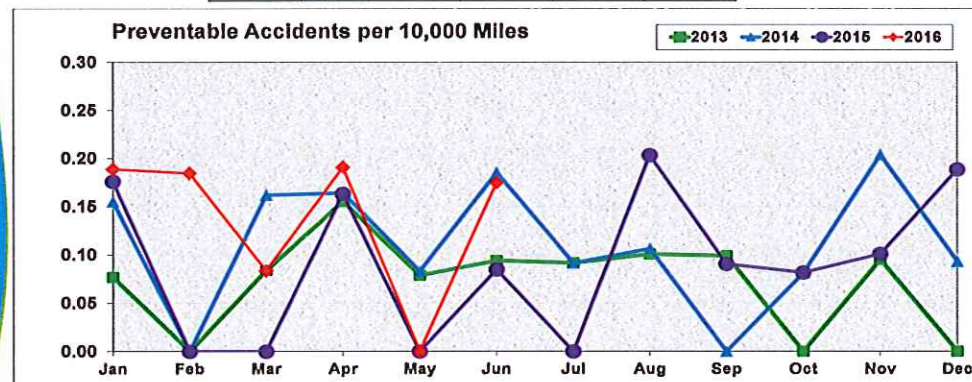


36

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	
Aug	1	1	2	
Sep	1	0	1	
Oct	0	1	1	
Nov	1	2	1	
Dec	0	1	2	
Total Prev. Accidents	10	15	12	9
YTD PREVENTABLE ACCIDENTS PER 10,000 MILES	0.07	0.11	0.09	0.13

Standard:
Less than 0.10 per 10,000 miles



**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

September 22, 2016

AGENDA ITEM 12.G : ENERGY PRESERVATION PROJECTS AND ENVIRONMENTAL INITIATIVES - UPDATE

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

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: The Sustainability Element of STA's Comprehensive Plan, *Connect Spokane: A Comprehensive Plan for Public Transportation*, defines sustainability as follows: "Sustainability at Spokane Transit is about providing services in ways that optimize our ability to meet the needs of present and future generations through actions that balance the region's economic, environmental, and social well-being."

An important theme of this definition is the recognition that environmental considerations also must make economic sense. Although these principles have been applied in all aspects of STA operations, this paper provides the Board insight into how they have been applied to two major components: Fixed Route bus fleet, and facilities maintenance and operations.

Fixed Route Bus Fleet

Over the last ten years, through a combination of emerging requirements, new technology, and local initiatives to retrofit older buses, Spokane Transit's Fixed Route fleet has made significant strides in fuel economy and minimizing environmental impacts.

Since the actions have been iterative changes over the course of several years and differing bus sizes, it is difficult to calculate the results fleet wide. However, calculations based on a fleet of 81 forty-foot buses that average 50,000 miles a year using the old technologies as compared to what STA is operating today provide some insight into the cumulative impact of these actions. This comparison reveals the following actions resulted in 266,182 fewer gallons of fuel used annually. This 29.6% reduction in fuel consumption translates directly into emission reductions of Particulate Matter, CO, CO₂ and NO_x. Carbon dioxide output alone is reduced by 2,705 metric tons annually.

Chronology of Significant Actions:

- 2006** Vastly improved electronic fuel injection systems introduced in STA's heavy duty transit diesel engines. Fuel economy increases of 17.7% have been achieved over the fleets these buses replaced.
- 2007** Ultra Low Sulfur Diesel (ULSD) replaced standard diesel. The use of ULSD represents a reduction of 97% in fuel sulfur content.

STA purchased three (3) hybrid diesel-electric buses to test the viability of this technology fleet wide.
- 2008** STA completed a Heavy-Duty Diesel Retrofit Program offered through the Washington State Department of Ecology.
 - This campaign included retrofitting 83 buses with a crankcase ventilation (CCV) filter. These filters reduce unburned fuel, blow-by gases, hydrocarbon vapor, diesel soot, and other engine oil contaminants by 90-97%. All subsequent new bus purchases have been equipped with CCV filters.
 - The campaign also included the retrofitting of 58 buses with diesel particulate filters (DPF). These filters reduce particulate matter (PM) by 90%. All subsequent new bus purchases were equipped with DPF's. (PM was the smoke you used to see coming out the exhaust on a diesel engine).

Based on the successful performance of the 2007 hybrid vehicles, STA began a four-year sequence of further hybrid bus purchases. The general strategy was to use federal subsidies to help defray the increased capital cost of these buses while achieving local-funded operation cost savings. STA currently operates the third largest fleet (28) of hybrid diesel/electric buses in the

state. These buses are experiencing an approximate 33% increase in fuel economy over the fleet they replaced.

- 2010 The EPA completed the second of two emission standards requirements placed upon heavy-duty diesel engine manufacturers. These actions have resulted in the Nitrogen Oxide gas (NOx) reductions by 96% (NOX contributes to low ground level smog).
- 2011 STA conducted its own pilot retrofit test using an electronic cooling system. Using electronic cooling fans instead of hydraulically operated fans, we have achieved an additional fuel economy increase of over 6%.
- 2013 STA reprogrammed the shifting and idle patterns of our automatic transmissions. This action has shown a 5.15% fuel savings over the past few years.
- 2015 As fuel prices began to drop, the economic tradeoff between higher capital cost vs lower fuel consumption of hybrid-electric buses became questionable. STA's analysis showed that the aggregate improvements with standard diesel buses, combined with the electronic cooling systems, provided better outcomes per capital dollar invested.
- 2016 STA secured a contract with a manufacturer of electric cooling systems similar to what we tested in 2011. We are now in the process of retrofitting 25 additional buses. The capital cost of this project will pay for itself during the remaining life of the vehicles through reduced diesel fuel consumption of 94,782 gallons and will reduce carbon dioxide (CO₂) emissions by 963 metric tons.

New buses arriving in October adopt all the fuel saving and emissions improvements (to include electric cooling system) that have been introduced over the last ten years.

Facility Maintenance and Operations

STA's previous long-term capital plan included the iterative replacement of heating and ventilation equipment (HVAC) over a period of several years. This strategy did not take advantage of the benefits that could accrue from a comprehensive upgrade.

In 2013, STA partnered with Washington State Department of Commerce, Department of Enterprise Services, McKinstry, and Avista to evaluate the benefit of a more comprehensive energy savings project.

- The project included the replacement of original HVAC units with more efficient heating and cooling systems, thermal pane windows, LED lighting at the Boone and Plaza garages, and a centralized digital control system to establish schedules and setbacks for heating and cooling requirements. The Board of Directors approved this initiative in November 2014 and the project was completed in August 2016.
- To help fund the project, STA received \$547,000 in state grants and will qualify for approximately \$306,000 in Avista incentives later this year. **Guaranteed annual energy savings from the project is a minimum of \$120,449.** The entire project cost has an investment payback of 12 years, while most of the equipment replaced has a 20+ year life cycle.

Other General Environmental Accomplishments

STA has reduced our hazardous waste stream significantly since 2013. This was accomplished by controlling the incoming stream of products we purchase and through recycling efforts. STA was reclassified by the Washington State Department of Ecology from a medium quantity generator of hazardous waste to a small quantity generator of hazardous waste.

Every two years, beginning in 2009, Spokane Regional Clean Air Agency recognizes businesses that have gone "above and beyond" the basic requirements of their air quality permits. These companies can be recognized as either "Gold" or "Silver" recipients. STA has been the recipient of each of the past four biennia with two gold and two silver awards.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head SB Chief Executive Officer EM by Legal Counsel LM
nw

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM **12.H**

SEPTEMBER 2016 SERVICE CHANGE UPDATE

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

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. Per the *Service Implementation Plan* (SIP) contained in the adopted *Transit Development Plan* (TDP), STA would have continued to implement projects listed in *STA Moving Forward* (STAMF) including improving weekday outbound departure reliability on Routes 25 and 90 ("load and go"). With the voter rejection of the proposal to increase sales tax in order to fund STAMF projects, the upcoming September service change concentrates on changes not related to *STA Moving Forward* that reallocate resources in order to improve weekday mobility and attract new riders. This includes a new weekday outbound Route 61 trip from downtown at 5:50 am, a new weekday inbound downtown arrival on Route 66 at 5:45 am, and the introduction of two new express trips from South Hill Park & Ride to Eastern Washington University when school is in session.

Another change worth noting is modifying the Route 29 pattern through the University District. This change allows Routes 26, 28, and 29 to follow the same path via Martin Luther King Way, Pine Street, and Spokane Falls Blvd in order to have simplify route patterns and the ease of understanding and using the service. **None of the above service improvements require additional service hours and/or additional peak vehicles.**

The Communications and Public Input section of STA's Comprehensive Plan authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (i.e., 1.0% up to 5.0% growth or reduction in revenue hours of service in any calendar year or .5% up to 5.0% of annualized system ridership negatively impacted by loss of bus stop, trips or route at any given service change). The following changes are considered minor and do not require a public hearing. The September service changes are effective September 18, 2016.

SEPTEMBER SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT	RATIONALE
23 Maple/Ash	Return to pre-construction schedule and weekday interline with Route 45.	Extra bus was added for the May 2016 service change period due to delays related to City of Spokane road construction projects.
25 Division	Modify select weekday inbound trips to improve reliability; weekday timepoint adjustments	Improve reliability and minimize AM early arriving buses downtown which causes conflicts with other arriving buses.
29 S.C.C.	Modify route to follow the same path as Routes 26/28 through the WSU/EWU Spokane campus thereby eliminating service on Riverpoint Blvd.	Improve customer information; resolve a safety concern.
33 Wellesley	Place the first three AM weekday eastbound trips in service earlier at Cochran St and Dalton Ave (no schedule re-print).	Reduce passenger confusion (bus travels the same path out of service to Belt St and Wellesley Ave); customer suggestion.
45 Regal	Return to pre-construction schedule and weekday interline with Route 23; timepoint adjustments.	Extra bus was added for the May 2016 service change period due to delays related to City of Spokane road construction projects.
61 Highway 2 via Browne's Addition	Add weekday 5:50 am Plaza departure.	Improve early AM mobility.
66 Cheney/EWU	Introduce two new express trips from South Hill Park & Ride to EWU PUB; add weekday 5:45 am Plaza arrival (continues as Route 29); eliminate some trips to match ridership demand.	Improve early AM mobility; increase ridership and utilization of the South Hill Park & Ride (Jefferson Lot is over capacity); Adjust service levels to meet lower demand and reallocate resources to fund other improvements.
68 Cheney Local	Add weekday partial clockwise trip that continues as the new early AM Route 66 inbound trip.	Improve early AM mobility.
90 Sprague	Add weekday 6:20 pm Plaza departure.	Improve mobility and reduce overcrowding.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM by
rw

Legal Counsel UM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM **12.I** :2017 SERVICE REVISIONS PHASE I – PRELIMINARY PROPOSAL

REFERRAL COMMITTEE: Planning & Development (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Conditional on the final election outcomes of STA Proposition 1, the multi-year implementation of the projects will begin immediately starting with some of the basic service improvements that can be expected timed with service changes in May and September, 2017. Given this timeline, staff will present a preliminary proposal to the Board and Committees, seek public input on the proposal, and present a draft recommendation to the Board in November 2016 of the proposed service changes for May 2017 (Phase I), and begin review and outreach of the September 2017 service revisions (Phase II) in November 2016.

Although these concepts listed in this Preliminary Proposal have been outlined in the STA Moving Forward Plan, this May 2017 service change will be brought forward through a public process to receive public input before service can begin. The changes are considered moderate (1.0% up to 5.0% growth or reduction in revenue hours of service in any calendar year) according to Policy 1.1 of the Communications and Public Input Element of STA's Comprehensive Plan. Required Board action is to be preceded by public outreach and a public hearing. The Preliminary Proposal represents a beginning point for public dialogue and input which will be critical for a Final Recommendation that will be published in November. The timeline for receiving public input, refining, approving, and implementing the proposal is provided below.

DATE	ACTIVITY
September 7, 2016	Present Phase I Preliminary Proposal to Board Committees
September 15, 2016	Valley Service Change Open House (Providence Valley Medical Center, 4-6 pm)
November 2, 2016	Present Phase I Draft Recommendation to Performance Monitoring & External Relations Committee
November 17, 2016	Public hearing on Phase I Draft Recommendation by Board of Directors
November 30, 2016	Present Final Recommendation to Performance Monitoring and External Relations Committee
December 15, 2016	Board of Directors action
May 21, 2017	Service revisions go into effect based on Board approval

Proposal Overview

This Preliminary Proposal incorporates phasing in several fixed-route projects identified in STA Moving Forward to be implemented in 2017. For the first phase (May 2017) of these improvements, the following improvements, in addition to routine service adjustments, have been identified in Appendix B of the STA Moving Forward Plan:

- Later Saturday night service throughout the system
- Additional weekday service on Indiana Avenue between Spokane Valley Mall and Greenacres
- Increased weekend frequency of Route 61 to Airway Heights
- Increased weekend service frequency on Wellesley Avenue in North Spokane

Further details on the specific changes to the routes listed above can be viewed via the link on the next page.

In the event that final, or near-final results of the election indicate that voters have not approved Proposition 1, this proposal will be rescinded and the public hearing will be cancelled. Any changes that may take place to service in May 2017 will be more minor in nature, consistent with other recent service adjustments.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM/bo
aw

Legal Counsel UM

Link to 2017 Service Revisions Phase I

Item 12.I

https://www.spokanetransit.com/files/projects-plans/Draft_May_2017_Prelim_Proposal_Report.pdf

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 22, 2016

AGENDA ITEM **12.J**: SECOND QUARTER 2016 SERVICE PLANNING INPUT REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

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

The purpose of this summary is to inform the Board of the feedback received by the Planning Department in the 2nd Quarter of 2016. It should be noted that this feedback summary applies only to Planning Department related activities which include, but are not limited to, planning bus service and/or feedback related to specific bus stops.

A total of 21 comments were received by the Planning Department in the 2nd Quarter. Of the 21 comments received, seven were related to requests for new service, six were related to existing service, six were related to bus stops, and two were general comments about STA service. This "other" category could be requests for new park and rides or general planning related requests for data from other jurisdictions, businesses, or the general public. The comments are summarized below. It is also noted if any comments are currently listed in the STA Moving Forward plan.

NEW SERVICE COMMENTS

1 comment requesting reinstatement of Route 41 service to the Latah Valley/Vinegar Flats area. *Not included in STA Moving Forward because of the difficulties in serving this area due to missing sidewalks, disconnected roadways, and buses must to cross two directions of Hwy 195 with other vehicles traveling in excess of 55 mph. STA served this area previously and the route had very low ridership.*

1 comment requesting service on Geiger Blvd. Customer indicated he had a disability. *Service existed prior to 2011 was eliminated due to poor ridership. Included in STA Moving Forward. Customer provided with Paratransit Department's contact information to determine if he qualifies for service.*

1 comment requesting Route 24 be extended north to Hastings Park & Ride, replacing Route 124 and providing 7-day service to Country Homes Blvd. Customer was appreciative of STA's "very well thought out" route network. *Prior to 2011, Route 23 offered peak service along that routing and was discontinued due to low ridership. Comment was noted.*

1 comment requesting service connecting Troy, MT, with Spokane. *Comment was noted. Alternatives were researched for commenter, but options are extremely limited/non-existent. Recommendation made to contact local and state governments in Montana.*

1 comment requesting service on Pines at Mirabeau Parkway. *Customer informed of potential plans to possibly serve this area should funding become available. The lack of a signalized intersection and the frequently used railway crossing north of this intersection present operational challenges to the service.*

2 comments requesting new service east of Sullivan Rd on Indiana Ave. *Included in STA Moving Forward Plan.*

SECOND QUARTER 2016 SERVICE PLANNING INPUT REPORT

September 22, 2016

Page Two

EXISTING SERVICE COMMENTS

1 comment from a resident on Crestline at 51st stating she would not support a tax measure unless service is restored to this area. *Weekday peak service on Route 45 exists 1,800' from this location and all-day, daily service exists 3,000' from this location. Service removed from this location in 2011 due to poor ridership compared with boardings due to multi-family housing served by Route 45's current routing east of Regal.*

1 comment recommending a Route 27 modification to use Cedar instead of Maple to approach the Five Mile Park and Ride. *This routing was originally planned for Routes 24 and 27 as part of the September 2016 Service Change, however the City of Spokane has informed STA that the roadway is not rated for use by coaches. Service will remain on Maple until roadway improvements are made.*

1 comment recommending the afternoon inbound Route 66 coaches which become outbound Route 173 coaches instead be routed directly from Cheney to the VTC, bypassing downtown Spokane. *This routing was considered, but the even distribution of return trips when compared with the concentration of morning trips from the VTC to Cheney would likely leave express coaches underutilized. The afternoon 173 trips also serve SFCC passengers connecting from Route 20, reducing overloaded Route 90 coaches. The customer was provided detailed information regarding ridership patterns and appreciated the information.*

1 comment regarding overcrowded buses on Route 61 on weekends. *Currently, Route 61 provides 60-minute service on weekends and overloads are occasionally experienced. Contingent upon the approval of Proposition 1, Route 61 weekend service is planned to be improved to 30-minute frequency. Customer was surprised to learn that passenger fares alone would not cover the cost of the increased frequency.*

1 comment regarding later service on Route 23, especially after bars close. *Comment noted. Later service on Saturday nights is planned as part of STA Moving Forward. No later service is currently planned on other service days.*

1 comment requesting more frequent service on Route 1. *Commenter also felt more information regarding fare change proposal should have been provided. Comment noted. Route 1 peak-hour service is the most frequent in the network (10-minute frequency). Frequencies will be analyzed and resources distributed in a way which best meets the network's needs.*

BUS STOP COMMENTS

1 comment related to the location and quality of a shelter on Sunset Highway. *Improvements planned, but timed with roadwork planned by the City of Spokane in the near future.*

1 comment requesting a shelter be added on Sunset Highway at Assembly. *May be consolidated with stop one block east at Rustle. Potential improvements in cooperation with City of Spokane planned for late 2016.*

1 comment stating displeasure with closure of stop on Sunset Highway at Royal. *Stop closed due to operational and pedestrian crossing challenges. Passenger advised of City of Spokane's plans to improve sidewalks and crossings.*

1 comment from an Operator suggesting the northbound stop on Division at Longfellow be relocated ½-block south to improve rear-door alighting. *Additional suggestion to relocate southbound stop on Division at Boone due to unpleasant activity in the area of the stop. Locations under review for potential improvements/relocation.*

1 comment from a customer requesting a stop be added on Highway 2 at Brooks Road. *Location lacks an improved shoulder, has poor visibility, and elevation changes due to drainage installations. Future service linking Medical Lake with Airway Heights via the West Plains Transit Center is planned as part of STA Moving Forward.*

1 comment from an adjacent property owner concerned about trash and shopping carts being left at the Route 96 stop southbound on Pines Road at 1st. *STA has offered to install a trash receptacle at the location. Additionally, the commenter was informed the best method for removing the carts was to contact the business directly as they have an interest in retrieving their property quickly. The City of Spokane Valley's Code Enforcement office was also a recommended contact.*

OTHER COMMENTS

1 comment from an Operator requesting a water fountain at the Plaza suitable for filling water bottles. *Not part of current remodel plans. Operations Department informed of request as possibility of adding this in the future.*

1 request for clarification regarding the formatting of the real-time departure signs at the Plaza.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM by
rw

Legal Counsel WM

15.

EXECUTIVE SESSION

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

1. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.
2. 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 - 20 minutes