

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 19, 2019, 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 19th day of September, 2019.



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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 2 :** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, STA Board Chair

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**SUMMARY:**

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

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

**FINAL REVIEW FOR BOARD BY:**

Division Head // Chief Executive Officer // Legal Counsel //

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

## **BOARD MEETING**

Thursday, September 19, 2019, at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

### **DRAFT AGENDA**

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Michael Christensen, Coach Operator Retirement (*Roger Watkins*)
  - B. Washington State Department of Transportation Wall of Fame Honorees Recognition (*Nancy Williams*)
  - C. Spokane City Youth Pass Report (*Karl Otterstrom*)
5. Board Action - Consent Agenda: *10 minutes*
  - A. Minutes of the July 25, 2019, Board Meeting – Corrections/Approval
  - B. Appointment of Board Member to the Planning & Development Committee (*Candace Mumm*)
  - C. July and August 2019 Vouchers – Approval (*Lynda Palmer*)
  - D. Federal Transit Authority (FTA) Section 5310 Funding Awards Recommendation (*Karl Otterstrom*)
  - E. Central City Line Real Estate Acquisition (*Karl Otterstrom*)
  - F. Approval of Special Events Fare Structure (*Brandon Rapez-Betty*)
6. Board Action – Committee Recommendations: (*None*)
7. Board Action – Other: (*None*)
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Candace Mumm*)
9. Planning & Development Committee: *20 minutes*
  - A. Chair Report (*Chris Grover*)
    - i. Draft 2020 Annual Strategic Plan (*Karl Otterstrom*)
    - ii. Draft 2020 Operating & Capital Budgets (*Lynda Palmer*)
    - iii. Zero Emissions Technology Fleet Transition Evaluation Update (*Roger Watkins*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
  - A. Chair Report (*Lori Kinnear*)
    - i. Second Quarter 2019 Performance Measures – Results (*Roger Watkins*)
    - ii. Income Based Transit Access Pass Update (*Emily Arneson*)
    - iii. September Service Change Communication (*Brandon Rapez-Betty*)

11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. August 2019 Sales Tax Revenue Information (*Lynda Palmer*)
  - C. July 2019 Financial Results Summary (*Lynda Palmer*)
  - D. June 2019 Semi-Annual Financial Reports (*Lynda Palmer*)
  - E. July 2019 Operating Indicators (*Roger Watkins*)
  - F. Second Quarter 2019 Service Planning Input Report (*Karl Otterstrom*)
  - G. Division Line High Performance Transit (HPT) Study Overview (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*McAloon Law PLLC*): *10 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of September 19, 2019, Board Meeting:

Saturday, September 21, 2019	4:00 p.m.
Monday, September 23, 2019	10:00 a.m.
Tuesday, September 24, 2019	8:00 p.m.

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

Planning & Development	October 2, 2019, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	October 2, 2019, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	October 9, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, October 17, 2019, 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

### **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 19, 2019

**AGENDA ITEM 4A :** MIKE CHRISTENSEN, COACH OPERATOR RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Roger Watkins, Chief Operations Officer

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**SUMMARY:** Mike was hired in December of 1983, but he actually originally applied in April of 1982. Mike was just 26 years old when he started his career at STA. Through his 36 years of service, he rose to be second in seniority.

Mike was a hard working coach operator and supervisors were always happy to find his name on the volunteer overtime lists, as they knew he'd always take the work. If he didn't answer the phone, his wife would often select overtime work on his behalf.

During his 36 year career as a coach operator, Mike was involved in only one preventable accident. Mike's personnel file is filled with documents recognizing his outstanding performance, including Customer Compliments, Peer Employee Recommendations, Quality Counts Awards, Performance Reviews, and 5 years of Perfect Attendance. Mike was nominated for Wall of Fame in 2015 and has had 25 years of safe driving.

Mike provided excellent customer service for decades. He had the respect of his peers and the Supervisors. Mike's nephew followed his uncle's career choice and became a coach operator.

STA thanks him for his 36 years of service and wishes him the best in his retirement.

**RECOMMENDATION TO BOARD:** Recognize Mike Christensen for his 36 years of service and dedication to STA.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

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

**REFERRAL COMMITTEE:** N/A

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

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**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 2019 Wall of Fame Honorees were recognized during the 2019 State Transportation Conference on August 20, 2019.

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**  
**Staff Report from CEO**

**SUBJECT: 2019 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT)  
WALL OF FAME**

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Thanks to those of you who nominated your co-workers for the 2019 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 it was understandably 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 2018 Wall of Fame recipients: **Coach Operator John Christiansen, and Toby Herman and Fred Kelso from the Paratransit Reservationist Team.**

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 2019 Wall of Fame recipients and these are excerpts from the nominators' comments:

**Bryon Adams, Transit Officer**

Bryon has served Spokane Transit Authority for almost 18 years and is the Defensive Tactics Instructor, the Team Scheduler, and the OC-10 Instructor. Bryon can be counted on during emergency incidents. His knowledge of safety and security is something that all officers should strive to achieve. Transit Officer Adams over the years has been involved in numerous hostile and medical emergency situations in which he responded and took the appropriate measures. Bryon has an outstanding relationship with our passengers who have disabilities and on countless occasions he has gone out of his way to assist them with their problems.

**Paul Hoffman, Training Instructor**

Since joining the Training Department in 1996, Paul has been an innovative and critical member of the Department. With students in mind, Paul has come up with creative and innovative tools and training styles that help STA's new hires become diligent, professional operators that will have a lifetime of knowledge to help them throughout their driving careers. As a team member, Paul is always willing to help others or share his extensive knowledge in order to better the organization and his department as a whole. If there is a void or lack of training in a certain area, Paul will create a tool or program or seek outside knowledge in order to fill that void. His thinking of outside-the-box and creativity is an inspiration to his co-workers and is a big part of why others want to work alongside him.

**Paratransit Supervisors Team: Lance Durbin, Angela Brown and Matt Kampster**

The Paratransit Supervisors team contributed to numerous projects throughout the year, but most notably their leadership was displayed in their efforts to provide timely service to customers on the weekends. In late October STA started offering overtime shifts to van operators and dispatchers on weekends. Any time an STA van operator is on the road a supervisor is required to be on duty. Without being asked, all three Paratransit Supervisors volunteered for the task. They volunteered because they believe in our mission to provide safe, convenient, accessible, and reliable transportation to our customers. Their efforts, combined with the contributions of our dispatchers and van operators, enabled more than 1,000 additional customers to be picked up on time in the 4th quarter of 2018. Their talent is only overshadowed by their enthusiasm and dedication. They are constantly seeking for ways to improve our service and always keep the safety of our customers and employees at the very top of their priorities.



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 4C :** SPOKANE YOUTH CARD – PILOT PROGRAM RESULTS

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The City of Spokane launched a pilot program known as the Spokane Youth Card, in partnership with Spokane Transit and Spokane Schools. The card was available for District 81 students and other students within the City of Spokane municipal boundary. Among other card benefits, the card provided universal transit access by way of a UTAP contract between STA and the City of Spokane. Staff and presenters from the pilot program partners will present on notable outcomes of the pilot program.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 5A** : MINUTES OF THE JULY 25, 2019, BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The minutes of the July 25, 2019, 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 DSAN Legal Counsel LM

Attachment

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, Washington 99201-2686  
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## **BOARD OF DIRECTORS**

**Draft** Minutes of the July 25, 2019, Board Meeting  
Spokane Transit Boardroom  
1230 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair*  
Al French, Spokane County (via telephone)  
Chris Grover, Small Cities Representative (Cheney)  
Lori Kinnear, City of Spokane  
Josh Kerns, Spokane County  
Pamela Haley, City of Spokane Valley  
Sam Wood, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Thomas Leighty, Alternate Labor Representative,  
*Non-Voting*

### **MEMBERS ABSENT**

Kate Burke, City of Spokane  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning & Development  
Nancy Williams, Director of Human Resources  
Brandon Rapez-Betty, Director of Communications  
& Customer Service  
Lynda Palmer, Chief Financial Officer  
Dana Infalt, Clerk of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Mumm called the meeting to order at 1:34 p.m. and conducted roll call.

#### 2. **APPROVE BOARD AGENDA**

**Ms. Haley moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.**

#### 3. **PUBLIC EXPRESSIONS**

- A. Joshua Heighler – Wants to see more investigation of low income bus pass program. He urged the Board to continue to investigate, get all the facts and all the information before making final decision.
- B. Tina Baldwin – Here to encourage and support what Mr. Heighler mentioned, a bus system for lower income is essential for the health of community.
- C. Lucy Lepinski, COO @ SNAP. SNAP has served on task force that has been reviewing low income passes for a few years. SNAP is looking to STA for leadership and guidance and to let the conversation continue for a reduced fare program for all families that show a need.
- D. Mark Haberman, Aging and Long Term Care of Eastern Washington (ALTCEW). Advised ALTCEW serves older adults and people with disabilities who stay at home and transportation is critical.

- E. Maricruz Monrreal. Came to speak regarding the Shelter / Stop to be set up in front of her home. She doesn't want a shelter in front of her house. She provided photographs. She believes her quality of life will be greatly affected. She proposed that the station be located at Chief Garry Park and urged STA to please take a second look.
- F. Julie Garcia, Jules Helping Hand. Spoke about need for low income bus passes and the people they help. She asked how people will get from downtown to the new shelter on Sprague as it is impossible to walk in winter from shelter to shelter.
- G. Jason Green, Jules Helping Hand. Talked about how Spokane is such a big city and still has full rate fares for everybody. He offered a few ideas for commuting and bus riding that he felt could impact thousands of lives.
- H. Barb Brock. Noted that providing ways for others to help themselves is key and that homelessness is extremely complicated. She proposed having a free zone – for instance to and from the Courthouse.
- I. Joe Sampson. Member of homeless community. Vancouver C-Tran partnered with Trimet in Portland to offer low income passes in partnership with Portland. He spoke about a bus pass reimbursement program, saying it helped a lot of people in the community.
- J. Fred Dent, VP Spokane. 1) Affordable passes for low income. In his program, they deal with adoptive parents and foster parents who struggle financially. Reduced fare would make their lives better. 2) People who have served time in prison that arrive with a 2 hour bus pass and \$40 in their pocket.
- K. Heather Schleigh, Director, House of Charity. Noted that she was here to affirm they want to see a reduced bus fare and asked what is the purpose of having public transportation if not to help everyone.
- L. Richard Dahl, on behalf of the homeless community in the City of Spokane, he spoke in favor of reduced bus passes. He noted the proposed new warming center is quite a few miles out of town on Sprague. Sidewalks with snow make it impossible to get from downtown to the shelter.

#### 4. RECOGNITIONS AND PRESENTATIONS

- A. Fred Nelson, Senior Transportation Manager –recognized for his years of service and innovation with STA. Mr. Watkins noted Mr. Nelson's expertise, hard work, sense of humor, and genuine care of the operators and the mission will be greatly missed.
- B. Dave Pfiffner, Coach Operator –acknowledged for his 24 years of service, 22 years of safe driving, and congratulated him for receiving 12 Quality Counts! Awards.
- C. Doug Brown, Coach Operator – Mr. Watkins spoke of Mr. Brown's 30 years of service, receipt of Quality Counts! and Wall of Fame awards, as well as 19 years of safe driving and dedication to STA.
- D. Wayne Hansen, Coach Operator – Mr. Watkins also acknowledged Mr. Hansen's 30 year career with STA, noting he received 11 Quality Counts! Awards and celebrated 27 years of safe driving.

On behalf of STA, Mr. Watkins thanked them for their service wished them all the best in their retirement.

- E. Second Quarter 2019 Years of Service Awards – Ms. Williams read the names of employees for years of service recognition - 5 (John Rockwell), 10 (Greg Garrett and Tim Clinger), 20 (Johnnie Forland, Phil Ridenour, Tami Spangle, and Amy Weber), 30 (Doug Brown, Wayne Hansen, and Glen Poppe), and 35 (Ron Scouton and Darroll Woelk)
- F. Second Quarter 2019 Employee Recognition Winners - Ms. Williams read the names of those who received employee recognition awards for the second quarter of 2019. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work. Winners included Gail Quick, Kally Johnson, Kristi Rockwell, John Russell, David Harris, Gaynell Rhodes, Jessica Charlton, Greg Matthews, and Frank English.

5. BOARD ACTION – CONSENT AGENDA

Chair Mumm asked for comments or discussion on the Board Consent items.

Mr. Leighty offered comments on item 5D, Contracted Paratransit Service, acknowledging he had sent information to everyone on the Board. He said he felt bringing First Transit back (they were the provider before MV Transportation) wasn't going to solve the issue of staffing problems that MV Transportation had experienced. He also shared his opinion that bringing the contracted service in-house to manage would provide a more stable working environment for folks and be more effective. Chair Mumm thanked him for his input and asked for a motion.

**Mr. Grover moved to approve the Consent agenda items 4A through 4I. Ms. Haley seconded and the motion passed unanimously.**

- A. Approve the minutes of the June 20, 2019, Board meeting.
- B. Approve the following vouchers and payroll for June, 2019:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 603520 – 603908	\$ 4,197,598.35
Workers Comp Vouchers (June)	ACH – 2286	\$ 87,032.07
Payroll 06/07/19	ACH – 06/07/19	\$ 1,838,862.14
Payroll 06/21/19	ACH – 06/21/19	\$ 1,283,386.83
WA State – DOR (Use Tax) (June)	ACH – 1767	\$ 7,849.42
<b>JUNE TOTAL</b>		<b>\$ 7,414,728.81</b>

- C. Adopt, by resolution, the proposed 1.13% Disadvantaged Business Enterprise (DBE) goal for federal fiscal years 2020, 2021, and 2022.
- D. Approve award of contract for a 5-year contract, plus two 1-year options for renewal, for supplemental ADA Paratransit services to First Transit, Inc., to commence January 1, 2020.
- E. Adopt, by resolution, the 2019 Transit Development Plan
- F. Approve, by motion, the Central City Line Development Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit.
- G. Approve, by motion, the City of Spokane Interlocal Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit.
- H. Approve, by motion, a construction reimbursement agreement with Gonzaga University, in the form of the attached draft agreement, and for an amount not to exceed \$400,000.
- I. By motion, accept the West Plains Transit Center contract as complete and conditionally authorize release of the retainage bond to Halme Construction, Inc.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS - None

7. BOARD ACTION – OTHER

A. Central City Line – Resolution to Authorize Grant Acceptance

*Mr. French joined via telephone.*

Ms. Meyer advised item 7A is the Resolution to authorize acceptance of the Federal Transit Administration (FTA) \$53.425M Small Starts Grant for the Central City Line (CCL) and agree to full project funding.

For historical perspective, Ms. Meyer recapped that in 2011, the City of Spokane and STA adopted the initial route and vehicle type. She noted there has been a continuous and unmatched level of public outreach. Support for the six mile bus rapid transit (BRT) from Browne's Addition to Spokane Community College by way of Downtown, the University District, and Gonzaga University, and the application for competitive Small Starts Grant, came from a dozen organizations across the region, local governments, the congressional delegation, and the state legislature.

Ms. Meyer informed that the project has been evaluated by the FTA at every point of development, including by their Project Management Oversight committee (PMOC), a large engineering firm who advises FTA on the readiness of the grant and the organization. Staff have benefitted from their expertise in projects that are much, much larger than the CCL. She noted that the hurdles have been crossed for this level of design, engineering, schedule, and budget, and staff are here today to report on these and the final requirements to receive the \$53.4M Small Starts Grant.

Ms. Meyer concluded saying, "I'm proud of the STA team for their commitment and amazing expertise on STA's first capital investment grant project and thank the FTA for their continuing guidance and rigorous evaluation which has made the organization and the project better. I'd like to thank our consultants, whose additional expertise we rely on, the community, and the Board for their leadership and vision." She turned it over to Mr. Otterstrom to fill in the rest of the story.

Mr. Otterstrom presented additional detail on the background of the project. He provided information on the community involvement, milestones, history of cost estimate, a cost estimate change comparison, and 90% design. He noted the Central City Line is a key component in the *STA Moving Forward* (STAMF) plan which voters approved in 2016.

Mr. Otterstrom thoroughly discussed the major outcomes of the risk review by the FTA and the PMOC. They recommended STA extend the project schedule completion date from September 2021 to July 2022 as well as increase contingency and costs associated with a longer construction duration.

He reviewed the history of the cost estimates beginning with the 2014 initial cost estimate of \$72M at the conceptual phase, through the 2017 30% Design which assumed a 2021 completion at \$72M, and the 2019 60% Design of \$85.7M which included a more advanced project phase and took into account two years of actual construction cost inflation rather than projection of cost inflation. That figure was provided to FTA and PMOC as part of their review and based on that risk review, the FTA/PMOC directed STA to use the 60% design estimate and new completion date and to increase the overall project cost to \$92.2M. Mr. Otterstrom offered a table of the cost estimate changes from 30% design, 60% design, up to the current FTA/PMOC guidance as of July 2019. He discussed the primary reasons for the 2017-2019 increases, the current project status, the grant agreement, and the FTA next steps for grant award.

Ms. Meyer reported on the recommended funding plan which includes the total funding required for the construction / capital portion of the project. She noted the federal funding allocation of \$53.425M (60% of the total cost) Congestion Mitigation and Air Quality (CMAQ) Grant of \$1.375M (2%); Connecting Washington Grant of \$15M (16%), Regional Mobility Grant of \$2.2M (2%) and the available Local Funding of \$20.2M (22%). She provided an update of the local funding which showed current funds available (after Board designated reserves) for Central City Line of \$25.8M and noted this allows sufficient funding for this match for all of STAMF, for all of the Board's designated reserves and capital projects, and STA continues to operate as a no debt agency.

Chair Mumm asked if there were any questions. Mr. Leighty asked for clarification of the federal and state grants and the amounts that will come from the agency. Ms. Meyer explained the previous match and the current requirement. There were no further questions.

Mr. Otterstrom reviewed the Draft Board Resolution to commit to the full funding of the project, authorize the CEO to execute the grant agreement with the FTA, and authorize continued implementation of all project activities pursuant to Board-adopted policies as well as state and federal law. He noted staff's recommendation was to approve the resolution as presented.

Chair Mumm thanked all staff for their hard work, noting it was an incredible day for all. She asked if there were any comments or questions. Mr. French commented about his support and appreciation for staff's hard work. He noted it was gratifying to have reached this point and take the next step to deliver this product to the community that voted in favor of the project, saying he was happy to support the effort and anxious to take next step to get this product delivered to the community. Chair Mumm asked if there was anyone else on the Board that wanted to comment or discuss the resolution. There were none. She commented on the project, cost, contingency and noted that the Board has worked hard with staff to put the reserves in place to make this project happen for Spokane. She thanked everyone for their support.

With no further questions, Chair Mumm asked for a motion.

**Mr. Grover moved to approve Resolution 774-19 as presented. Ms. Haley seconded and the motion passed unanimously.**

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chair Mumm noted the committee held a discussion of the new financial information for Central City Line (CCL) to ensure Board members were educated and informed in advance.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Grover reported the Interlocal Agreements for the Central City Line (CCL) were discussed. Gonzaga, Washington State University, and the City of Spokane – all approved under Consent Agenda today.

The road map going forward for CCL and requirements of the Board.

Shared Mobility Project Criteria were also discussed and noted Mr. Otterstrom will provide additional information on that later.

10. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear reported on the committee's discussion of the items approved in the Board Consent agenda. She noted the next meeting will be on September 4<sup>th</sup> and that there was no Performance Monitoring and External Relations meeting in August.

11. CEO REPORT

- Fixed Route ridership with one less day than last year is at a 1.9% decrease in average daily ridership and is down 2.0% year to date; down 2.5% June 2019 vs. June 2018.
- Paratransit ridership had a significant reduction in ridership of – down 8.1% June 2019 vs. June 2018; and decreased 7.9% year to date.
- Vanpool ridership experienced a 2.8% decrease June 2019 vs. June 2018; 0.7% decrease year to date.
- Non-Capital Revenue is on target. June 2019 actual sales tax revenue is 11.3% over June 2018. Expenditures are lagging a bit due to timing.
- Groundbreaking at the Moran Station Park and Ride occurred yesterday. The park and ride will feature electric charging infrastructure for battery electric buses and 100 parking spaces.
- Communications department hired a new manager - Nathan Mauger, a WSU graduate with a degree in communications. His most recent experience was with the Hong Kong stock exchange and he is happy to be home in Spokane.

12. BOARD INFORMATION

- A. Committee Minutes
- B. June 2019 Sales Tax Revenue Information
- C. May 2019 Financial Results Summary
- D. May 2019 Operating Indicators
- E. Shared Mobility Project Criteria

13. NEW BUSINESS

None

14. BOARD MEMBERS' EXPRESSIONS

Mayor Grover welcomed Nathan Mauger to the communications team at STA.

Councilmember Kinnear commented on the Moran Station Park and Ride groundbreaking event. She thanked Brandon for taking pictures.

Commissioner Kerns mentioned that he and his family attended the Bus Roadeo at the Jefferson Park and Ride after the last Board meeting and were able to watch the Paratransit vans. He commented that it was a great event.



15. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 2:50 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

Cable 5 Broadcast Dates and Times of July 25, 2019, Board Meeting:

Saturday, July 27, 2019	4:00 p.m.
Monday, July 29, 2019	10:00 a.m.
Tuesday, July 30, 2019	8:00 p.m.

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

Planning & Development	Sept. 4, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	Sept. 4, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	Sept. 11, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, September 19, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 5B :** APPOINTMENT OF BOARD MEMBER TO THE PLANNING & DEVELOPMENT COMMITTEE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Chair

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**SUMMARY:** The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees, subject to confirmation by the Board.

Mayor David Condon, City of Spokane, resigned from the STA Board of Directors. Mayor Condon also served on the Planning & Development Committee.

On July 29, 2019, the City Council appointed Councilwoman Karen Stratton to the STA Board of Directors. Chair Mumm has appointed Ms. Stratton to serve on the Planning & Development Committee for the remainder of 2019.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board confirm the appointment of Karen Stratton to the Planning & Development Committee for the remainder of 2019, and forward to the Board consent agenda.

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

**RECOMMENDATION TO BOARD:** By motion, confirm the Board Chair's appointment of Karen Stratton to the Planning & Development Committee for the remainder of 2019.

**FINAL REVIEW FOR BOARD BY:**

Division Head CM/di Chief Executive Officer CSM Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 5C :** JULY AND AUGUST 2019 VOUCHERS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Palmer, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

**SUMMARY:** The following warrants and ACH transfers for the period of July 1 through 31, 2019 and August 1 through 31, 2019 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.


<b>DESCRIPTION</b>	<b>VOUCHER/ACH NUMBERS</b>	<b>AMOUNT</b>
Accounts Payable Vouchers (July)	Nos. 603909 – 604251	\$ 4,232,078.66
Workers Comp Vouchers (July)	ACH – 2286	\$ 142,996.16
Payroll 07/05/19	ACH – 07/05/19	\$ 1,409,920.82
Payroll 07/19/19	ACH – 07/19/19	\$ 1,864,857.37
WA State – DOR (Use Tax) (July)	ACH – 1767	\$ 5,931.70
<b>JULY TOTAL</b>		<b>\$ 7,655,784.71</b>

<b>DESCRIPTION</b>	<b>VOUCHER/ACH NUMBERS</b>	<b>AMOUNT</b>
Accounts Payable Vouchers (August)	Nos. 604252 – 604717	\$ 8,407,476.23
Workers Comp Vouchers (August)	ACH – 2286	\$ 110,248.18
Payroll 08/02/19	ACH – 08/02/19	\$ 1,271,246.52
Payroll 08/16/19	ACH – 08/16/19	\$ 1,835,127.36
Payroll 08/30/19	ACH – 08/30/19	\$ 1,338,599.76
WA State – DOR (Use Tax) (August)	ACH – 1767	\$ 5,811.78
<b>AUGUST TOTAL</b>		<b>\$ 12,968,509.83</b>

Certified:

  
Tammy Johnston  
Senior Financial Services Manager

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

  
Lynda Palmer  
Chief Financial Officer  
(Auditing Officer)

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

**FINAL REVIEW FOR BOARD BY:**

Division Head LP/di Chief Executive Officer ESM Legal Counsel LM

Spokane Transit Authority  
Vouchers - July 2019

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/05/19	603909	2120 Creative LLC	1819	11,400.00
07/05/19	603910	Inland Welding Supply Inc	1032	344.74
07/05/19	603911	Action Printing & Embroidery of Washington Inc	2209	492.23
07/05/19	603912	AFSCME	1328	554.71
07/05/19	603913	AFSCME	1328	138.00
07/05/19	603914	Alliant Insurance Services Inc - NPB Main	1914	833.00
07/05/19	603915	Amazon Capital Services Inc	2098	487.98
07/05/19	603916	Amalg Transit Union #1015	1055	17,645.73
07/05/19	603917	Amalg Transit Union #1598	1056	631.49
07/05/19	603918	Appleway Chevrolet Inc	1068	416.33
07/05/19	603919	Battery Systems Inc	1089	1,617.42
07/05/19	603920	Blanchard Auto Electric Co	1109	1,178.10
07/05/19	603921	Daniel H Brunner Trustee	1124	605.83
07/05/19	603922	California Department of Child Support Services	1130	198.92
07/05/19	603923	Camp Automotive Inc	1024	182.41
07/05/19	603924	Carquest Auto Parts	1025	1,478.08
07/05/19	603925	QWEST Corporation	1148	267.63
07/05/19	603926	QWEST Corporation	1148	124.64
07/05/19	603927	Child Support Enforcement Agency	1825	392.30
07/05/19	603928	CHK America Inc	1155	2,100.00
07/05/19	603929	Cintas Corporation No 2	2383	313.26
07/05/19	603930	Cleverbridge AG	2239	2,895.00
07/05/19	603931	Idaho Truck Specialties LLC	1161	426.34
07/05/19	603932	Coffman Engineers Inc	1162	11,015.94
07/05/19	603933	Columbia Ford Inc	1167	77,048.55
07/05/19	603934	Compunet Inc	1166	10,967.32
07/05/19	603935	CCGS Holdings Corp	1511	1,878.93
07/05/19	603936	Cummins Inc	1027	22,303.75
07/05/19	603937	Department of Social and Health Services	1210	3,584.17
07/05/19	603938	Employee Advisory Council	1236	532.00
07/05/19	603939	Robert S Letson	2206	4,255.22
07/05/19	603940	Galls LLC	1271	3,358.49
07/05/19	603941	The General Store	1956	23.68
07/05/19	603942	Gillig LLC	1279	12,858.66
07/05/19	603943	Graybar Electric Co Inc	1287	490.05
07/05/19	603944	H & H Business Systems	1298	5,856.24
07/05/19	603945	Humanix Corp	1329	4,674.78
07/05/19	603946	Kershaw's Inc	1374	137.72
07/05/19	603947	Kirk's Automotive Inc	1007	225.00
07/05/19	603948	Letter Publications Inc	1394	349.00
07/05/19	603949	Life Ins Co of N America	1397	15,551.06
07/05/19	603950	GetGo Inc	1406	2,177.99
07/05/19	603951	LPM Supply Inc	1382	616.70
07/05/19	603952	Michael Boodel	1804	566.80
07/05/19	603953	Maintenance Solutions	1418	255.33
07/05/19	603954	McAloon Law PLLC	2178	12,343.85
07/05/19	603955	Car Wash Partners Inc	1436	38.40
07/05/19	603956	Mohawk Manufacturing & Supply Co	1011	2,353.98
07/05/19	603957	Motion Auto Supply Inc	1012	200.04
07/05/19	603958	Multilingual Connections LLC	2260	37.35
07/05/19	603959	MV Public Transportation Inc	1452	297,005.73
07/05/19	603960	Genuine Parts Company	1014	1,333.01
07/05/19	603961	NAPA Auto Parts Inc	1014	121.40
07/05/19	603962	Legend Investments Inc	1454	264.79
07/05/19	603963	The Aftermarket Parts Company LLC	1015	1,974.71
07/05/19	603964	CSWW Inc	1102	445.89
07/05/19	603965	Northern Energy - 1790	1064	6.37
07/05/19	603966	Office Depot Inc	1483	79.87
07/05/19	603967	ALLAN ROY	901	26.00
07/05/19	603968	Pacific Office Solutions	2288	168.05
07/05/19	603969	Pacific Radiator Mfg Ltd	2308	2,795.15
07/05/19	603970	Power Machine Service Inc	1519	426.02
07/05/19	603971	Pressworks Inc	1522	940.90

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/05/19	603972	Romaine Electric Corporation	1548	852.10
07/05/19	603973	S T A - Well	1557	377.50
07/05/19	603974	SageView Advisory Group LLC	1955	9,250.00
07/05/19	603975	Schetky Northwest Sales Inc	1570	232.47
07/05/19	603976	Securitas Security Services USA Inc	1574	10,070.39
07/05/19	603977	The Sherwin-Williams Co	1580	207.65
07/05/19	603978	Six Robbles Inc	1017	1,578.34
07/05/19	603979	Social Security Administration	2364	568.76
07/05/19	603980	Spokane Hardware Supply	1604	308.62
07/05/19	603981	Spokane House of Hose Inc	1605	1,284.80
07/05/19	603982	Spokane Power Tool	1608	222.02
07/05/19	603983	Sportworks Northwest Inc	1617	1,293.74
07/05/19	603984	Standard Digital Print Co Inc	1623	308.73
07/05/19	603985	Stanley Convergent Security Solutions	1624	774.54
07/05/19	603986	State of Arizona	1770	347.45
07/05/19	603987	State of Arizona - Child Support Enforcement	1770	185.92
07/05/19	603988	Stoneway Electric Supply Co	1633	701.45
07/05/19	603989	Summit Law Group PLLC	1637	2,047.50
07/05/19	603990	Terrain Programs	2378	1,500.00
07/05/19	603991	Tyler Technologies Inc	1675	5,775.00
07/05/19	603992	United Way of Spokane County	1684	270.00
07/05/19	603993	URM Stores Inc	1677	62.30
07/05/19	603994	Jeffrey Oien	2155	75.41
07/05/19	603995	American Federation of State County 2 WA Council	1705	1,681.53
07/05/19	603996	State of Washington Department of Ecology	1706	54.00
07/05/19	603997	Washington State Dept of Labor and Industries	1208	88.49
07/05/19	603998	State of Washington	1208	1,422.99
07/05/19	603999	Walter E Nelson Co	1721	1,041.86
07/05/19	604000	WCP Solutions	1737	529.36
07/05/19	604001	Wendle Motors Incorporated	1021	147.05
07/05/19	604002	Whitley Fuel LLC	2016	349.36
07/05/19	604003	Wilbur Ellis Company	1747	839.16
07/05/19	604004	Win Properties Inc	2371	2,842.99
07/05/19	604005	Washington Self-Insurers Association	1728	600.00
07/05/19	604006	Washington State Transit Assoc	1715	100.00
07/05/19	604007	US Bank National Association	1698	15,764.76
07/12/19	604008	Amazon Capital Services Inc	2098	76.29
07/12/19	604009	APS Inc	1841	54.45
07/12/19	604010	Avista Corporation	1081	36,141.26
07/12/19	604011	AxleTech International LLC	1892	930.00
07/12/19	604012	Battery Systems Inc	1089	3,739.60
07/12/19	604013	Robert J Berg	1099	147.02
07/12/19	604014	Budinger & Associates Inc	2149	6,177.61
07/12/19	604015	Camp Automotive Inc	1024	993.37
07/12/19	604016	Canon Financial Services Inc	1154	196.02
07/12/19	604017	Carquest Auto Parts	1025	168.12
07/12/19	604018	City of Cheney - Utility	1158	250.10
07/12/19	604019	City of Medical Lake	1424	84.62
07/12/19	604020	City of Spokane	1601	14,295.19
07/12/19	604021	Coffman Engineers Inc	1162	16,313.01
07/12/19	604022	Compunet Inc	1166	2,000.00
07/12/19	604023	Consolidated Irrigation	1177	86.46
07/12/19	604024	Michael Hugh Maycumber	1179	190.58
07/12/19	604025	Corporate Translation Services Inc	2158	101.06
07/12/19	604026	Cummins Inc	1027	6,742.30
07/12/19	604027	Dell Marketing LP	1204	2,717.97
07/12/19	604028	Dennis Cleavenger Construction	1207	15,703.06
07/12/19	604029	Desautel Hege	1839	20,085.01
07/12/19	604030	DeVries Business Records Management Inc	1766	170.00
07/12/19	604031	Electronic Data Magnetics Inc	1225	898.43
07/12/19	604032	Galls LLC	1271	842.67
07/12/19	604033	Garco Construction Inc	2173	79,472.53

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/12/19	604034	Gillig LLC	1279	1,051.94
07/12/19	604035	H & H Business Systems	1298	894.14
07/12/19	604036	HRA Veba Trust	1415	22,954.97
07/12/19	604037	Humanix Corp	1329	2,045.91
07/12/19	604038	Tracy Lee Cahalan	1348	490.05
07/12/19	604039	Jacobs Engineering Group Inc	2285	332,100.88
07/12/19	604040	KEPRO	2258	2,132.44
07/12/19	604041	Kershaw's Inc	1374	132.30
07/12/19	604042	LaRiviere Inc	2366	362,974.72
07/12/19	604043	LCD Exposition Services	1381	471.54
07/12/19	604044	Letter Publications Inc	1394	674.00
07/12/19	604045	Modern Electric Water Co Inc	1439	2,198.68
07/12/19	604046	Mohawk Manufacturing & Supply Co	1011	657.10
07/12/19	604047	Motion Auto Supply Inc	1012	178.78
07/12/19	604048	Motorola Solutions Inc	1448	208,130.20
07/12/19	604049	Genuine Parts Company	1014	2,302.89
07/12/19	604050	NAPA Auto Parts Inc	1014	709.68
07/12/19	604051	The Aftermarket Parts Company LLC	1015	1,182.94
07/12/19	604052	CSWW Inc	1102	422.63
07/12/19	604053	Northwest Bus Sales Inc	2272	64,976.97
07/12/19	604054	Tammy Lynne Glidewell	1282	513.00
07/12/19	604055	Office Depot Inc	1483	1,021.58
07/12/19	604056	Paratransit Inc	1501	50,446.93
07/12/19	604057	DMD Celebrations Inc	1885	120.44
07/12/19	604058	Premera Blue Cross	1521	325,778.41
07/12/19	604059	Pressworks Inc	1522	1,115.14
07/12/19	604060	Multi Service Technology Solutions Inc	2146	129.57
07/12/19	604061	S & A Systems Inc	2223	6,067.76
07/12/19	604062	Schetky Northwest Sales Inc	1570	780.02
07/12/19	604063	Schindler Elevator Corporation	1930	251.84
07/12/19	604064	Senske Lawn & Tree Care Inc	2194	80.59
07/12/19	604065	Spokane Regional Health District	1611	21,269.73
07/12/19	604066	Sportworks Northwest Inc	1617	2,730.90
07/12/19	604067	Standard Digital Print Co Inc	1623	666.47
07/12/19	604068	Terminal Supply Inc	1648	1,021.48
07/12/19	604069	Trapeze Software Group	1669	164,745.02
07/12/19	604070	URM Stores Inc	1677	62.30
07/12/19	604071	Verizon Wireless LLC	1686	7,264.66
07/12/19	604072	Waste Management Recycle America	1702	174.31
07/12/19	604073	Wells Fargo Financial Leasing Inc	1735	615.29
07/12/19	604074	Whitworth Water District	1746	170.21
07/19/19	604075	Inland Welding Supply Inc	1032	359.38
07/19/19	604076	Access	2340	804.01
07/19/19	604077	Ash & Rowan Hardware LLC	2278	1,242.15
07/19/19	604078	Francis Avenue Hardware	2279	128.25
07/19/19	604079	AFSCME	1328	554.71
07/19/19	604080	AFSCME	1328	142.00
07/19/19	604081	AlSCO Inc	2196	6,471.91
07/19/19	604082	Amazon Capital Services Inc	2098	1,499.75
07/19/19	604083	Aronson Security Group	1070	8,358.10
07/19/19	604084	Amalg Transit Union #1015	1055	17,776.89
07/19/19	604085	Amalg Transit Union #1598	1056	629.65
07/19/19	604086	Amalgamated Transit Union	1057	299.11
07/19/19	604087	Avista Corporation	1081	149.87
07/19/19	604088	Battery Systems Inc	1089	225.82
07/19/19	604089	Blanchard Auto Electric Co	1109	510.13
07/19/19	604090	Daniel H Brunner Trustee	1124	605.83
07/19/19	604091	California Department of Child Support Services	1130	198.92
07/19/19	604092	Camp Automotive Inc	1024	154.74
07/19/19	604093	Carquest Auto Parts	1025	161.13
07/19/19	604094	CDW-Government	1132	188.17
07/19/19	604095	QWEST Corporation	1148	51.84
07/19/19	604096	Child Support Enforcement Agency	1825	392.30
07/19/19	604097	Cintas Corporation No 2	2383	489.66
07/19/19	604098	City of Spokane	1601	7,241.67

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/19/19	604099	Coffman Engineers Inc	1162	60,561.10
07/19/19	604100	Kathleen M Collins	1163	5,000.00
07/19/19	604101	Comcast	1170	108.36
07/19/19	604102	Comcast	1170	252.74
07/19/19	604103	Compunet Inc	1166	10,493.60
07/19/19	604104	Conseal Containers LLC	1176	347.40
07/19/19	604105	WA State Consolidated Technology Services	1712	167.60
07/19/19	604106	Creative Bus Sales Inc	1233	527.96
07/19/19	604107	Waterco of the Pacific North West Inc	2230	74.87
07/19/19	604108	Cummins Inc	1027	15,511.36
07/19/19	604109	The Whalley Glass Co	1028	1,950.00
07/19/19	604110	DCT Controls Inc	1198	413.82
07/19/19	604111	Dell Marketing LP	1204	20,679.25
07/19/19	604112	Desautel Hege	1839	10,345.10
07/19/19	604113	George Patton Associates Inc	2342	21.08
07/19/19	604114	Department of Social and Health Services	1210	3,723.09
07/19/19	604115	Employee Advisory Council	1236	528.00
07/19/19	604116	Electronic Data Magnetics Inc	1225	12,087.90
07/19/19	604117	Electrical Service Products Inc	1230	408.51
07/19/19	604118	Employment Security Department	1237	32,492.36
07/19/19	604119	Fastenal Company	1249	172.31
07/19/19	604120	FedEx	1808	149.57
07/19/19	604121	Galls LLC	1271	1,119.15
07/19/19	604122	General Fire Extinguisher Service Inc	1274	325.77
07/19/19	604123	Gillig LLC	1279	12,025.86
07/19/19	604124	Mark Green	2183	174.23
07/19/19	604125	H & H Business Systems	1298	1,382.21
07/19/19	604126	Haskins Steel Co	1309	768.25
07/19/19	604127	Hogan Mfg Inc	1008	366.10
07/19/19	604128	Humanix Corp	1329	4,805.90
07/19/19	604129	IBI Group	1336	7,892.50
07/19/19	604130	Oil Price Information Service LLC	1346	141.57
07/19/19	604131	ILF Media LLC	1889	6,985.00
07/19/19	604132	Imperial College Projects Limited	1339	23,250.00
07/19/19	604133	Inland Medical & Rehab Inc	1349	2,298.33
07/19/19	604134	Kershaw's Inc	1374	134.49
07/19/19	604135	Loomis Armored US LLC	1408	5,900.46
07/19/19	604136	Michael Boodel	1804	230.00
07/19/19	604137	Mohawk Manufacturing & Supply Co	1011	684.05
07/19/19	604138	Motion Auto Supply Inc	1012	119.53
07/19/19	604139	Mountain Gear Inc	2377	484.50
07/19/19	604140	Black Realty Management Inc	1658	19,610.79
07/19/19	604141	Genuine Parts Company	1014	26.52
07/19/19	604142	The Aftermarket Parts Company LLC	1015	1,414.93
07/19/19	604143	Noregon Systems Inc	2099	800.00
07/19/19	604144	Office Depot Inc	1483	317.80
07/19/19	604145	Office Relief Inc	1991	1,459.44
07/19/19	604146	Pacific Office Solutions	2288	23.74
07/19/19	604147	Paratransit Inc	1501	40,770.99
07/19/19	604148	S T A - Well	1557	376.50
07/19/19	604149	SBA Towers II LLC	1569	2,112.16
07/19/19	604150	Schindler Elevator Corporation	1930	7,383.42
07/19/19	604151	Securitas Security Services USA Inc	1574	24,010.67
07/19/19	604152	Vanessa Bogensberger	1582	287.29
07/19/19	604153	Six Robbles Inc	1017	28.52
07/19/19	604154	Spokane Public Facilities District	1941	8,688.00
07/19/19	604155	Spokane County Environmental Services	1603	403.51
07/19/19	604156	Spokane County Treasurer	1603	1,442.30
07/19/19	604157	Spokane House of Hose Inc	1605	159.21
07/19/19	604158	Spokane Regional Transportation Council	1610	20,349.00
07/19/19	604159	Standard Digital Print Co Inc	1623	566.28
07/19/19	604160	State of Arizona	1770	347.45
07/19/19	604161	State of Arizona - Child Support Enforcement	1770	185.92
07/19/19	604162	Team Torque Inc	1644	141.00
07/19/19	604163	Thermo King Northwest	1650	236.34
07/19/19	604164	Bobcat of Spokane	1650	267.89
07/19/19	604165	United Way of Spokane County	1684	270.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/19/19	604166	Verizon Wireless LLC	1686	1,415.17
07/19/19	604167	American Federation of State County 2 WA Council	1705	1,715.34
07/19/19	604168	Waste Management Spokane	1702	347.54
07/19/19	604169	Wells Fargo Financial Leasing Inc	1735	1,901.41
07/19/19	604170	Wendle Motors Incorporated	1021	3,766.82
07/19/19	604171	Verizon	2142	7,651.47
07/26/19	604172	Amazon Capital Services Inc	2098	899.81
07/26/19	604173	Northwest Industrial Services LLC	1058	909.00
07/26/19	604174	The Arc of Spokane	2361	1,541.29
07/26/19	604175	ATS Inland NW LLC	1916	9,949.76
07/26/19	604176	Avista Corporation	1081	343.12
07/26/19	604177	Battery Systems Inc	1089	1,769.63
07/26/19	604178	Robert J Berg	1099	147.02
07/26/19	604179	Budinger & Associates Inc	2149	5,477.72
07/26/19	604180	Camp Automotive Inc	1024	580.03
07/26/19	604181	Carquest Auto Parts	1025	948.20
07/26/19	604182	Consolidated Electrical Distributors Inc	1133	150.91
07/26/19	604183	QWEST Corporation	1148	337.61
07/26/19	604184	City of Spokane	1601	369,482.73
07/26/19	604185	Clean Concepts Group Inc	1471	56.02
07/26/19	604186	COAST Transportation	2040	678.00
07/26/19	604187	Coffman Engineers Inc	1162	7,666.96
07/26/19	604188	Comcast	1170	109.21
07/26/19	604189	Comcast	1170	391.69
07/26/19	604190	Compunet Inc	1166	5,454.18
07/26/19	604191	Occupational Health Centers of Washington PS	2313	190.00
07/26/19	604192	Washington State Dept of Corrections	1708	3,004.56
07/26/19	604193	DW Excavating Inc	2297	11,163.55
07/26/19	604194	El Jay Oil Co Inc	1003	11,834.06
07/26/19	604195	Electrical Service Products Inc	1230	63.86
07/26/19	604196	Fastenal Company	1249	2,224.84
07/26/19	604197	Ferrellgas	1833	1,267.07
07/26/19	604198	First Data Merchant Services Corporation	1257	4,472.36
07/26/19	604199	Fisher & Phillips LLP	2319	20,990.00
07/26/19	604200	Galls LLC	1271	2,899.99
07/26/19	604201	Gard Communications Inc	1272	2,273.75
07/26/19	604202	The General Store	1956	102.90
07/26/19	604203	SPX Corpration	1268	20,465.41
07/26/19	604204	Gibson's Nursery & Landscape Supply Inc	1278	362.64
07/26/19	604205	Gillig LLC	1279	5,200.93
07/26/19	604206	W.W. Grainger Inc	1285	9,122.53
07/26/19	604207	H & H Business Systems	1298	220.63
07/26/19	604208	Hogan Mfg Inc	1008	604.44
07/26/19	604209	Humanix Corp	1329	2,929.08
07/26/19	604210	IBI Group	1336	112,471.20
07/26/19	604211	William Corp	1363	141.60
07/26/19	604212	Kershaw's Inc	1374	227.56
07/26/19	604213	L&E Park LLC	2391	3,750.00
07/26/19	604214	L&E Park LLC	2391	3,750.00
07/26/19	604215	LaRiviere Inc	2366	245,045.02
07/26/19	604216	Liberty Lake Sewer and Water District	1396	116.47
07/26/19	604217	M & L Supply Co Inc	1413	47.11
07/26/19	604218	McKinstry Essention LLC	1422	2,771.00
07/26/19	604219	Car Wash Partners Inc	1436	32.00
07/26/19	604220	Black Realty Management Inc	1658	11,321.74
07/26/19	604221	Genuine Parts Company	1014	2,779.34
07/26/19	604222	NAPA Auto Parts Inc	1014	1,267.28
07/26/19	604223	Napa	1014	9.40
07/26/19	604224	Office Depot Inc	1483	304.43
07/26/19	604225	Oil Re-Refining Co Inc	1486	830.36
07/26/19	604226	Power Machine Service Inc	1519	426.02
07/26/19	604227	Professional Finishes	1526	5,886.85
07/26/19	604228	Multi Service Technology Solutions Inc	2146	115.70
07/26/19	604229	S & A Systems Inc	2223	11,896.55
07/26/19	604230	Safety Kleen Systems Inc	1564	1,563.80
07/26/19	604231	Six Robbles Inc	1017	463.91
07/26/19	604232	Special Mobility Services	2122	4,026.87



<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/26/19	604233	Spokane County Treasurer	1603	451.79
07/26/19	604234	Spokane House of Hose Inc	1605	1,409.31
07/26/19	604235	Standard Digital Print Co Inc	1623	867.39
07/26/19	604236	Stoneway Electric Supply Co	1633	191.21
07/26/19	604237	Terminal Supply Inc	1648	1,549.99
07/26/19	604238	Thermo King Northwest	1650	136.23
07/26/19	604239	Veritech Inc	2049	1,098.00
07/26/19	604240	WA State Department of Revenue - Leasehold Tax	1767	4,811.20
07/26/19	604241	State of Washington Department of Revenue	1767	714.20
07/26/19	604242	Washington State Dept of Labor and Industries	1208	89,068.87
07/26/19	604243	Washington State Department of Licensing	1713	286.50
07/26/19	604244	Walter E Nelson Co	1721	3,495.69
07/26/19	604245	Western States Equipment	1740	40.77
07/26/19	604246	White Block Company Inc	1745	607.79
07/26/19	604247	Whites Boots Inc	1744	374.57
07/26/19	604248	Whitley Fuel LLC	2016	228,372.32
07/26/19	604249	Wilbur Ellis Company	1747	667.18
07/26/19	604250	Verizon	2142	5,059.27
07/26/19	604251	IBI Group	1336	127,074.98
TOTAL JULY ACCOUNTS PAYABLE				4,232,078.66
7/1/19-7/31/19	ACH	WORKER'S COMPENSATION	2286	142,996.16
TOTAL JULY WORKER'S COMPENSATION DISBURSEMENTS				142,996.16
7/5/19	725989-726031	PAYROLL AND TAXES PR 14,19	VARIES	1,409,920.82
7/19/19	726032-726079	PAYROLL AND TAXES PR 15,19	VARIES	1,864,857.37
TOTAL JULY PAYROLL AND TAXES				3,274,778.19
7/23/19	ACH	WA STATE - DOR (USE TAX)	1767	5,931.70
TOTAL JULY EXCISE TAX DISBURSEMENT				5,931.70
TOTAL JULY DISBURSEMENTS FROM TO1 ACCOUNTS				7,655,784.71
TOTAL JULY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JULY DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,655,784.71

Spokane Transit Authority  
Vouchers - August 2019

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/01/19	604252	A to Z Rentals	1033	116.74
08/01/19	604253	Ash & Rowan Hardware LLC	2278	24.45
08/01/19	604254	Francis Avenue Hardware	2279	142.29
08/01/19	604255	South Hill Ace Hardware	2263	16.24
08/01/19	604256	CBS Reporting Inc	1035	992.25
08/01/19	604257	AFSCME	1328	554.71
08/01/19	604258	AFSCME	1328	140.00
08/01/19	604259	Amazon Capital Services Inc	2098	1,778.24
08/01/19	604260	Steven W Niles Jr	2276	222.16
08/01/19	604261	Northwest Industrial Services LLC	1058	87.00
08/01/19	604262	Northwest Center Services	2271	5,806.56
08/01/19	604263	Associated Industries of the Inland Northwest	1075	1,206.00
08/01/19	604264	Amalg Transit Union #1015	1055	17,788.52
08/01/19	604265	Amalg Transit Union #1598	1056	629.65
08/01/19	604266	Appleway Chevrolet Inc	1068	689.84
08/01/19	604267	Battery Systems Inc	1089	3,893.18
08/01/19	604268	Blanchard Auto Electric Co	1109	2,319.50
08/01/19	604269	Daniel H Brunner Trustee	1124	605.83
08/01/19	604270	Bud Clary Chevrolet	1125	237,440.00
08/01/19	604271	Budinger & Associates Inc	2149	687.51
08/01/19	604272	California Department of Child Support Services	1130	198.92
08/01/19	604273	Camp Automotive Inc	1024	151.61
08/01/19	604274	Cardinal Infrastructure LLC	2059	12,000.00
08/01/19	604275	Carquest Auto Parts	1025	102.04
08/01/19	604276	Consolidated Electrical Distributors Inc	1133	70.86
08/01/19	604277	QWEST Corporation	1148	173.56
08/01/19	604278	QWEST Corporation	1148	126.12
08/01/19	604279	Child Support Enforcement Agency	1825	392.30
08/01/19	604280	City of Spokane	1601	2,314.07
08/01/19	604281	CTANW - ADA Conference 2019	2349	570.00
08/01/19	604282	Cummins Inc	1027	24,287.30
08/01/19	604283	Delta Dental of Washington	1726	54,208.90
08/01/19	604284	George Patton Associates Inc	2342	33.21
08/01/19	604285	Employee Advisory Council	1236	538.00
08/01/19	604286	Electronic Data Magnetics Inc	1225	16,545.72
08/01/19	604287	El Jay Oil Co Inc	1003	607.34
08/01/19	604288	Electrical Service Products Inc	1230	342.22
08/01/19	604289	Fastenal Company	1249	1,007.71
08/01/19	604290	Ferguson Enterprises Inc	1252	55.29
08/01/19	604291	Galls LLC	1271	486.30
08/01/19	604292	Gillig LLC	1279	22,864.33
08/01/19	604293	Diamond Auto Glass Inc	1308	228.00
08/01/19	604294	W.W. Grainger Inc	1285	1,000.51
08/01/19	604295	Graybar Electric Co Inc	1287	140.48
08/01/19	604296	H & H Business Systems	1298	1,601.70
08/01/19	604297	Haskins Steel Co	1309	38.09
08/01/19	604298	Horizon Distributors Inc	1321	531.32
08/01/19	604299	Capitol Information Group Inc	1326	199.00
08/01/19	604300	HRA Veba Trust	1415	23,154.97
08/01/19	604301	Humanix Corp	1329	2,704.26
08/01/19	604302	Jacobs Engineering Group Inc	2285	1,210,333.22
08/01/19	604303	William Corp	1363	235.65
08/01/19	604304	Kaiser Foundation Health Plan of Washington	1296	470.00
08/01/19	604305	Kaiser Foundation Health Plan of Washington	1296	272,919.18
08/01/19	604306	Kaiser Foundation Health Plan of WA Options Inc	1295	5,444.78
08/01/19	604307	Kaiser Foundation Health Plan of WA Options Inc	1295	21,022.13
08/01/19	604308	KEPRO	2258	1,071.56
08/01/19	604309	M & L Supply Co Inc	1413	38.32
08/01/19	604310	Maintenance Solutions	1418	388.77
08/01/19	604311	Mohawk Manufacturing & Supply Co	1011	2,838.09
08/01/19	604312	Motion Auto Supply Inc	1012	604.20
08/01/19	604313	MV Public Transportation Inc	1452	281,277.59
08/01/19	604314	Black Realty Management Inc	1658	2,736.12

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/01/19	604315	Genuine Parts Company	1014	3,186.65
08/01/19	604316	NAPA Auto Parts Inc	1014	3,361.44
08/01/19	604317	Legend Investments Inc	1454	490.05
08/01/19	604318	The Aftermarket Parts Company LLC	1015	4,172.30
08/01/19	604319	National Native American Construction Inc	2251	284,547.99
08/01/19	604320	Norlift Inc	1470	659.50
08/01/19	604321	Northern Energy - 1790	1064	6.37
08/01/19	604322	Northwest Fence Company Inc	1473	303.84
08/01/19	604323	Nwestco LLC	1474	1,522.42
08/01/19	604324	Nwestco LLC	1474	63.16
08/01/19	604325	Occupational Medicine Associates PS	1482	5,721.00
08/01/19	604326	Office Depot Inc	1483	73.90
08/01/19	604327	Sheila Haney	901	775.21
08/01/19	604328	Pacific Office Solutions	2288	3,234.95
08/01/19	604329	Pacific Power Group LLC	1496	128.22
08/01/19	604330	The Pape Group Inc	1860	131.97
08/01/19	604331	Platt Electric Supply	1517	61.23
08/01/19	604332	Romaine Electric Corporation	1548	539.06
08/01/19	604333	S T A - Well	1557	382.50
08/01/19	604334	Safety Kleen Systems Inc	1564	198.90
08/01/19	604335	Schetky Northwest Sales Inc	1570	378.74
08/01/19	604336	John Latta Associates Inc	1936	26.12
08/01/19	604337	Securitas Security Services USA Inc	1574	16,208.58
08/01/19	604338	The Sherwin-Williams Co	1580	151.12
08/01/19	604339	Vanessa Bogensberger	1582	8,017.13
08/01/19	604340	Simplifile LC	2375	1,000.00
08/01/19	604341	Six Robbles Inc	1017	348.72
08/01/19	604342	Spokane Hardware Supply	1604	751.23
08/01/19	604343	Spokane House of Hose Inc	1605	719.49
08/01/19	604344	Spokane Valley Power Tool	1615	115.30
08/01/19	604345	The Spokesman Review	1616	2,093.81
08/01/19	604346	Sportworks Northwest Inc	1617	14,138.21
08/01/19	604347	STA Operations	1556	346.67
08/01/19	604348	State of Arizona	1770	347.45
08/01/19	604349	State of Arizona - Child Support Enforcement	1770	185.92
08/01/19	604350	Stoneway Electric Supply Co	1633	930.74
08/01/19	604351	Summit Law Group PLLC	1637	14,541.56
08/01/19	604352	Sweigert Management Associates LLC	1861	370.00
08/01/19	604353	Symetra Life Insurance Company	1562	3,802.69
08/01/19	604354	TrendSource Inc	1671	4,643.91
08/01/19	604355	Internal Revenue Service	1357	22.00
08/01/19	604356	United Way of Spokane County	1684	270.00
08/01/19	604357	US Bank	1678	9,833.99
08/01/19	604358	American Federation of State County 2 WA Council	1705	1,717.74
08/01/19	604359	Washington State	1710	29,627.70
08/01/19	604360	Washington State	1208	1,272.50
08/01/19	604361	Walter E Nelson Co	1721	2,659.35
08/01/19	604362	Wells Fargo Financial Leasing Inc	1735	147.02
08/01/19	604363	Wendle Motors Incorporated	1021	477.80
08/01/19	604364	Whitley Fuel LLC	2016	80,880.60
08/01/19	604365	Wilbur Ellis Company	1747	2,325.35
08/08/19	604366	Inland Welding Supply Inc	1032	179.69
08/08/19	604367	CBS Reporting Inc	1035	111.00
08/08/19	604368	Amazon Capital Services Inc	2098	333.36
08/08/19	604369	Northwest Center Services	2271	3,528.05
08/08/19	604370	Arnett Industries LLC	2331	43.80
08/08/19	604371	Aronson Security Group	1070	6,252.94
08/08/19	604372	Appleway Chevrolet Inc	1068	330.61
08/08/19	604373	Avista Corporation	1081	28,091.23
08/08/19	604374	Battery Systems Inc	1089	3,539.26
08/08/19	604375	Bridgestone Americas Inc	1119	3,072.30
08/08/19	604376	Camp Automotive Inc	1024	61.53

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/08/19	604377	Communtiy Colleges of Spokane	1174	23,862.00
08/08/19	604378	Cintas Corporation No 2	2383	505.94
08/08/19	604379	City of Cheney - Utility	1158	271.34
08/08/19	604380	City of Spokane	1601	1,496.00
08/08/19	604381	City of Spokane	1601	7,241.67
08/08/19	604382	City of Spokane	1601	13,217.38
08/08/19	604383	City of Spokane	1601	6,942.00
08/08/19	604384	Conseal Containers LLC	1176	347.40
08/08/19	604385	Consolidated Irrigation	1177	80.83
08/08/19	604386	Cummins Inc	1027	2,498.78
08/08/19	604387	DLT Solutions LLC	2076	391.31
08/08/19	604388	Robert S Letson	2206	4,822.98
08/08/19	604389	Fastenal Company	1249	343.80
08/08/19	604390	FedEx	1808	16.35
08/08/19	604391	Galls LLC	1271	1,966.56
08/08/19	604392	Gillig LLC	1279	3,754.22
08/08/19	604393	Diamond Auto Glass Inc	1308	229.18
08/08/19	604394	W.W. Grainger Inc	1285	311.15
08/08/19	604395	Graybar Electric Co Inc	1287	1,212.36
08/08/19	604396	Humanix Corp	1329	5,413.29
08/08/19	604397	Kaiser Foundation Health Plan of Washington	1296	30,700.72
08/08/19	604398	Landmark Ford Inc	1384	272.06
08/08/19	604399	Les Schwab Tire Centers of Washington Inc	1393	2,122.48
08/08/19	604400	Life Ins Co of N America	1397	15,267.43
08/08/19	604401	Magaldi & Magaldi Inc	1416	141.54
08/08/19	604402	Michelin North America Inc	2325	20,132.73
08/08/19	604403	Modern Electric Water Co Inc	1439	2,312.36
08/08/19	604404	Mohawk Manufacturing & Supply Co	1011	263.77
08/08/19	604405	Motion Auto Supply Inc	1012	92.07
08/08/19	604406	Genuine Parts Company	1014	4,760.06
08/08/19	604407	NAPA Auto Parts Inc	1014	1,483.24
08/08/19	604408	The Aftermarket Parts Company LLC	1015	11,390.32
08/08/19	604409	Tammy Lynne Glidewell	1282	576.00
08/08/19	604410	Office Depot Inc	1483	396.33
08/08/19	604411	Lisa Duffin	903	189.00
08/08/19	604412	Pacific Office Solutions	2288	19.60
08/08/19	604413	Personal Safety Training Inc	1505	268.95
08/08/19	604414	Pitney Bowes Global Financial Svcs LLC	1512	163.58
08/08/19	604415	Premera Blue Cross	1521	322,903.77
08/08/19	604416	Professional Finishes	1526	3,554.73
08/08/19	604417	Purfect Logos	2253	108.90
08/08/19	604418	Multi Service Technology Solutions Inc	2146	161.98
08/08/19	604419	RedSky Technologies Inc	2389	1,218.00
08/08/19	604420	Romaine Electric Corporation	1548	292.03
08/08/19	604421	S & J Engines Inc	1801	816.75
08/08/19	604422	Schindler Elevator Corporation	1930	353.03
08/08/19	604423	LeRoy Henry Schramm	2397	0.00
08/08/19	604424	Securitas Security Services USA Inc	1574	42,148.03
08/08/19	604425	Senske Lawn & Tree Care Inc	2194	80.59
08/08/19	604426	SHRM	1555	209.00
08/08/19	604427	Six Robbles Inc	1017	2,273.26
08/08/19	604428	Spokane House of Hose Inc	1605	283.50
08/08/19	604429	Spokane Regional Health District	1611	18,198.29
08/08/19	604430	Sportworks Northwest Inc	1617	15,957.30
08/08/19	604431	Summit Law Group PLLC	1637	126.00
08/08/19	604432	Terminal Supply Inc	1648	231.52
08/08/19	604433	TestEquity LLC	2390	139.45
08/08/19	604434	The Engraver Inc	1242	151.92
08/08/19	604435	Thermo King Northwest	1650	2,160.96
08/08/19	604436	US Bank National Association	1698	14,160.05
08/08/19	604437	Washington State	1209	27.68
08/08/19	604438	Wendle Motors Incorporated	1021	855.98
08/08/19	604439	Whites Boots Inc	1744	166.60
08/08/19	604440	Whitley Fuel LLC	2016	20,654.63
08/08/19	604441	Whitworth Water District	1746	227.87

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08/08/19	604442	Washington State Transit Assoc	1715	800.00
08/09/19	604443	Washington State Department of Licensing	1713	685.75
08/14/19	604444	City of Spokane	1601	10,492.45
08/15/19	604445	Access	2340	537.90
08/15/19	604446	AFSCME	1328	585.99
08/15/19	604447	AFSCME	1328	142.00
08/15/19	604448	Amazon Capital Services Inc	2098	53.68
08/15/19	604449	Amazon Capital Services Inc	2098	187.95
08/15/19	604450	Amalg Transit Union #1015	1055	17,813.74
08/15/19	604451	Amalg Transit Union #1598	1056	629.65
08/15/19	604452	Amalgamated Transit Union	1057	304.53
08/15/19	604453	Avista Corporation	1081	12,287.76
08/15/19	604454	Battery Systems Inc	1089	2,225.83
08/15/19	604455	Blanchard Auto Electric Co	1109	681.22
08/15/19	604456	Daniel H Brunner Trustee	1124	605.83
08/15/19	604457	Bud Clary Chevrolet	1125	0.00
08/15/19	604458	California Department of Child Support Services	1130	198.92
08/15/19	604459	Camp Automotive Inc	1024	1,605.69
08/15/19	604460	Canon Financial Services Inc	1154	196.02
08/15/19	604461	Carquest Auto Parts	1025	1,717.59
08/15/19	604462	CDW-Government	1132	27.40
08/15/19	604463	QWEST Corporation	1148	229.14
08/15/19	604464	Child Support Enforcement Agency	1825	392.30
08/15/19	604465	Cleverbridge Inc	2365	870.33
08/15/19	604466	Comcast	1170	88.47
08/15/19	604467	Comcast	1170	118.36
08/15/19	604468	Comcast	1170	252.74
08/15/19	604469	Compunet Inc	1166	109.79
08/15/19	604470	Occupational Health Centers of Washington PS	2313	91.00
08/15/19	604471	WA State Consolidated Technology Services	1712	139.97
08/15/19	604472	CCGS Holdings Corp	1511	1,878.93
08/15/19	604473	Corporate Translation Services Inc	2158	3.61
08/15/19	604474	Cummins Inc	1027	3,955.21
08/15/19	604475	DeVries Business Records Management Inc	1766	220.00
08/15/19	604476	Employee Advisory Council	1236	538.00
08/15/19	604477	El Jay Oil Co Inc	1003	1,822.01
08/15/19	604478	Fastenal Company	1249	1,726.35
08/15/19	604479	Galls LLC	1271	4,722.71
08/15/19	604480	The General Store	1956	112.70
08/15/19	604481	Gillig LLC	1279	13,816.02
08/15/19	604482	W.W. Grainger Inc	1285	2,297.18
08/15/19	604483	H & H Business Systems	1298	270.97
08/15/19	604484	Humanix Corp	1329	2,854.08
08/15/19	604485	Oil Price Information Service LLC	1346	141.57
08/15/19	604486	Tracy Lee Cahalan	1348	163.35
08/15/19	604487	IR Specialty Foam LLC	1345	410.55
08/15/19	604488	LaRiviere Inc	2366	388,194.23
08/15/19	604489	Loomis Armored US LLC	1408	6,659.43
08/15/19	604490	McAloon Law PLLC	2178	14,640.11
08/15/19	604491	Motion Auto Supply Inc	1012	309.96
08/15/19	604492	Black Realty Management Inc	1658	2,612.43
08/15/19	604493	NAPA Auto Parts Inc	1014	718.09
08/15/19	604494	The Aftermarket Parts Company LLC	1015	335.89
08/15/19	604495	Nick's Custom Boots LLC	1464	394.94
08/15/19	604496	Northwest Bus Sales Inc	2272	844,700.61
08/15/19	604497	Oil Re-Refining Co Inc	1486	2,922.88
08/15/19	604498	Pacific Office Solutions	2288	26.94
08/15/19	604499	Professional Finishes	1526	5,208.34
08/15/19	604500	RedSky Technologies Inc	2389	2,500.00
08/15/19	604501	Romaine Electric Corporation	1548	1,093.25
08/15/19	604502	S T A - Well	1557	382.50
08/15/19	604503	Safety Kleen Systems Inc	1564	498.76
08/15/19	604504	SBA Towers II LLC	1569	2,112.16
08/15/19	604505	Securitas Security Services USA Inc	1574	30,022.88
08/15/19	604506	Vanessa Bogensberger	1582	668.67
08/15/19	604507	Six Robbles Inc	1017	134.40
08/15/19	604508	Social Security Administration	2364	1,034.52

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/15/19	604509	Solarwinds Inc	1812	9,382.82
08/15/19	604510	Spokane Public Facilities District	1941	8,816.00
08/15/19	604511	Spokane County Treasurer	1603	1,442.30
08/15/19	604512	Standard Digital Print Co Inc	1623	271.17
08/15/19	604513	State of Arizona	1770	347.45
08/15/19	604514	State of Arizona - Child Support Enforcement	1770	185.92
08/15/19	604515	SurveyMonkey Inc	2402	3,267.00
08/15/19	604516	Thermo King Northwest	1650	184.03
08/15/19	604517	Stephen Hirano	1665	115.00
08/15/19	604518	Internal Revenue Service	1357	22.00
08/15/19	604519	United Way of Spokane County	1684	270.00
08/15/19	604520	Verizon Wireless LLC	1686	7,179.00
08/15/19	604521	American Federation of State County 2 WA Council	1705	1,743.89
08/15/19	604522	State of Washington	1208	1,039.19
08/15/19	604523	Walter E Nelson Co	1721	4,791.43
08/15/19	604524	Wells Fargo Ins Svcs USA Inc	1735	453.03
08/15/19	604525	Wells Fargo Financial Leasing Inc	1735	162.26
08/15/19	604526	Verizon	2142	8,830.56
08/15/19	604527	Zayo Group LLC	2321	7,701.84
08/23/19	604528	Ash & Rowan Hardware LLC	2278	51.56
08/23/19	604529	Francis Avenue Hardware	2279	57.06
08/23/19	604530	Air Electric Equipment & Tools Inc	1044	239.93
08/23/19	604531	Amazon Capital Services Inc	2098	1,872.72
08/23/19	604532	APS Inc	1841	153.55
08/23/19	604533	Northwest Center Services	2271	3,528.05
08/23/19	604534	Avista Corporation	1081	633.59
08/23/19	604535	Bud Clary Chevrolet	1125	135,680.00
08/23/19	604536	Budinger & Associates Inc	2149	1,063.46
08/23/19	604537	Cardinal Infrastructure LLC	2059	12,000.00
08/23/19	604538	City of Medical Lake	1424	89.76
08/23/19	604539	Kathleen M Collins	1163	5,000.00
08/23/19	604540	Comcast	1170	109.21
08/23/19	604541	DCI Marketing Inc	2396	531.43
08/23/19	604542	Cummins Inc	1027	723.37
08/23/19	604543	El Jay Oil Co Inc	1003	35,640.25
08/23/19	604544	Electrical Service Products Inc	1230	119.90
08/23/19	604545	Federal Express Corporation	1808	103.60
08/23/19	604546	First Data Merchant Services Corporation	1257	4,275.96
08/23/19	604547	Galls LLC	1271	5,022.95
08/23/19	604548	The General Store	1956	80.36
08/23/19	604549	Diamond Auto Glass Inc	1308	194.93
08/23/19	604550	W.W. Grainger Inc	1285	845.42
08/23/19	604551	Greenburo	1290	27.23
08/23/19	604552	H & H Business Systems	1298	855.27
08/23/19	604553	Herc Rentals	2291	745.98
08/23/19	604554	Humanix Corp	1329	5,023.11
08/23/19	604555	IBI Group	1336	13,697.26
08/23/19	604556	IdentiSys Inc	2159	138.85
08/23/19	604557	Kaiser Foundation Health Plan of Washington	1296	31,062.61
08/23/19	604558	Kaiser Foundation Health Plan of Washington	1296	282,204.77
08/23/19	604559	Kaiser Foundation Health Plan of WA Options Inc	1295	4,949.80
08/23/19	604560	Kaiser Foundation Health Plan of WA Options Inc	1295	21,022.13
08/23/19	604561	Kershaw's Inc	1374	243.22
08/23/19	604562	L&E Park LLC	2391	3,750.00
08/23/19	604563	Liberty Lake Sewer and Water District	1396	116.47
08/23/19	604564	McAloon Law PLLC	2178	13,610.50
08/23/19	604565	Michelin North America Inc	2325	20,923.12
08/23/19	604566	Car Wash Partners Inc	1436	70.40
08/23/19	604567	Motion Auto Supply Inc	1012	88.60
08/23/19	604568	Black Realty Management Inc	1658	7,623.60
08/23/19	604569	Genuine Parts Company	1014	401.18
08/23/19	604570	Legend Investments Inc	1454	77.75
08/23/19	604571	National Native American Construction Inc	2251	321,543.53
08/23/19	604572	Northern Energy - 1790	1064	6.37
08/23/19	604573	Office Depot Inc	1483	294.74
08/23/19	604574	Pacific Office Solutions	2288	390.47
08/23/19	604575	Parr Lumber	2299	142.89

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/23/19	604576	Purchase Power	1513	345.30
08/23/19	604577	Platt Electric Supply	1517	184.02
08/23/19	604578	Professional Finishes	1526	5,268.93
08/23/19	604579	Multi Service Technology Solutions Inc	2146	129.57
08/23/19	604580	Safety Kleen Systems Inc	1564	574.98
08/23/19	604581	John Latta Associates Inc	1936	85.46
08/23/19	604582	The Sherwin-Williams Co	1580	33.97
08/23/19	604583	Special Mobility Services	2122	4,197.21
08/23/19	604584	Spokane County Treasurer	1603	145.61
08/23/19	604585	Spokane County Solid Waste	1603	10.00
08/23/19	604586	Spokane Valley Power Tool	1615	4,029.28
08/23/19	604587	Spokesman Review	1616	438.72
08/23/19	604588	Sportworks Northwest Inc	1617	179.03
08/23/19	604589	Standard Digital Print Co Inc	1623	1,717.36
08/23/19	604590	Stoneway Electric Supply Co	1633	158.63
08/23/19	604591	Symetra Life Insurance Company	1562	3,810.78
08/23/19	604592	Tall Tree of Eastern Washington	1880	2,395.80
08/23/19	604593	The Engraver Inc	1242	344.12
08/23/19	604594	Uline Inc	2401	173.27
08/23/19	604595	Verizon Wireless LLC	1686	10.02
08/23/19	604596	Walter E Nelson Co	1721	3,760.96
08/23/19	604597	Waste Management Spokane	1702	347.54
08/23/19	604598	Wells Fargo Financial Leasing Inc	1735	1,372.30
08/23/19	604599	Whitley Fuel LLC	2016	60,341.41
08/23/19	604600	Wilbur Ellis Company	1747	634.83
08/23/19	604601	Verizon	2142	2,067.16
08/29/19	604602	A to Z Rentals	1033	402.49
08/29/19	604603	Ash & Rowan Hardware LLC	2278	65.68
08/29/19	604604	Francis Avenue Hardware	2279	29.74
08/29/19	604605	Jant Group II	2263	189.75
08/29/19	604606	Allied Envelope Printing & Graphics	1050	928.97
08/29/19	604607	AlSCO Inc	2196	7,907.85
08/29/19	604608	Amazon Capital Services Inc	2098	2,190.55
08/29/19	604609	Steven W Niles Jr	2276	39.20
08/29/19	604610	Northwest Industrial Services LLC	1058	87.00
08/29/19	604611	APS Inc	1841	522.72
08/29/19	604612	The Arc of Spokane	2361	1,921.31
08/29/19	604613	Northwest Center Services	2271	24,350.45
08/29/19	604614	Amalg Transit Union #1015	1055	17,920.85
08/29/19	604615	Amalg Transit Union #1598	1056	59.71
08/29/19	604616	Avista Corporation	1081	461.98
08/29/19	604617	Battery Systems Inc	1089	2,008.99
08/29/19	604618	Cleland Investments	2038	62.07
08/29/19	604619	BDI	1022	10.84
08/29/19	604620	California Department of Child Support Services	1130	198.92
08/29/19	604621	Camp Automotive Inc	1024	247.49
08/29/19	604622	Carquest Auto Parts	1025	1,112.35
08/29/19	604623	CDW-Government	1132	3,654.01
08/29/19	604624	Consolidated Electrical Distributors Inc	1133	272.73
08/29/19	604625	QWEST Corporation	1148	340.09
08/29/19	604626	QWEST Corporation	1148	126.12
08/29/19	604627	Child Support Enforcement Agency	1825	392.30
08/29/19	604628	Cintas Corporation No 2	2383	485.31
08/29/19	604629	City of Spokane	1601	370.35
08/29/19	604630	Clean Concepts Group Inc	1471	9,449.60
08/29/19	604631	COAST Transportation	2040	882.00
08/29/19	604632	Idaho Truck Specialties LLC	1161	424.17
08/29/19	604633	Comcast	1170	98.47
08/29/19	604634	Comcast	1170	391.69
08/29/19	604635	Compunet Inc	1166	12,346.95
08/29/19	604636	Occupational Health Centers of Washington PS	2313	661.00
08/29/19	604637	Consolidated Irrigation	1177	89.11
08/29/19	604638	Cummins Inc	1027	2,363.04
08/29/19	604639	Delta Dental of Washington	1726	55,187.40
08/29/19	604640	DeVries Business Records Management Inc	1766	110.00
08/29/19	604641	GEM Inc	1005	768.83
08/29/19	604642	Employee Advisory Council	1236	538.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/29/19	604643	Eaton Corporation	1221	7,189.56
08/29/19	604644	Electronic Data Magnetics Inc	1225	1,819.72
08/29/19	604645	El Jay Oil Co Inc	1003	1,822.01
08/29/19	604646	Electrical Service Products Inc	1230	423.62
08/29/19	604647	Fastenal Company	1249	3,000.83
08/29/19	604648	Galls LLC	1271	2,853.51
08/29/19	604649	Garco Construction Inc	2173	82,112.76
08/29/19	604650	Gard Communications Inc	1272	1,915.00
08/29/19	604651	The General Store	1956	117.61
08/29/19	604652	SPX Corpration	1268	1,206.89
08/29/19	604653	W.W. Grainger Inc	1285	7,209.67
08/29/19	604654	H & H Business Systems	1298	1,246.93
08/29/19	604655	Herc Rentals	2291	544.51
08/29/19	604656	Horizon Distributors Inc	1321	714.23
08/29/19	604657	Humanix Corp	1329	2,718.45
08/29/19	604658	William Corp	1363	484.05
08/29/19	604659	KEPRO	2258	1,066.22
08/29/19	604660	Kershaw's Inc	1374	192.03
08/29/19	604661	Kirk's Automotive Inc	1007	239.95
08/29/19	604662	LPM Supply Inc	1382	2,693.59
08/29/19	604663	Magaldi & Magaldi Inc	1416	383.58
08/29/19	604664	Maintenance Solutions	1418	644.53
08/29/19	604665	MV Public Transportation Inc	1452	279,144.60
08/29/19	604666	Genuine Parts Company	1014	3,767.45
08/29/19	604667	NAPA Auto Parts Inc	1014	1,750.58
08/29/19	604668	Legend Investments Inc	1454	156.82
08/29/19	604669	The Aftermarket Parts Company LLC	1015	163.14
08/29/19	604670	CSWW Inc	1102	335.05
08/29/19	604671	North 40 Outfitters	1102	76.22
08/29/19	604672	Northwest Bus Sales Inc	2272	1,695,573.48
08/29/19	604673	Novation Inc	2394	140.00
08/29/19	604674	Office Depot Inc	1483	722.86
08/29/19	604675	Pacific Office Solutions	2288	2,855.35
08/29/19	604676	Paratransit Inc	1501	47,261.01
08/29/19	604677	Parr Lumber	2299	64.53
08/29/19	604678	Pressworks Inc	1522	1,409.87
08/29/19	604679	Professional Finishes	1526	4,104.48
08/29/19	604680	Pure Filtration Products Inc	1531	656.46
08/29/19	604681	Rae-Cor Distributing LLC	1533	1,670.53
08/29/19	604682	Multi Service Technology Solutions Inc	2146	120.32
08/29/19	604683	S T A - Well	1557	382.50
08/29/19	604684	Safety Kleen Systems Inc	1564	1,504.99
08/29/19	604685	Schetky Northwest Sales Inc	1570	232.47
08/29/19	604686	Securitas Security Services USA Inc	1574	16,186.47
08/29/19	604687	The Sherwin-Williams Co	1580	81.51
08/29/19	604688	The Sherwin-Williams Co	1580	530.10
08/29/19	604689	Ellison Systems Inc	2329	126.88
08/29/19	604690	Vanessa Bogensberger	1582	1,218.95
08/29/19	604691	Six Robbles Inc	1017	60.42
08/29/19	604692	Snap-On Industrial	1592	1,423.58
08/29/19	604693	Spokane County Environmental Services	1603	403.51
08/29/19	604694	Spokane Hardware Supply	1604	455.32
08/29/19	604695	Spokane House of Hose Inc	1605	3,407.19
08/29/19	604696	Spokane Power Tool	1608	359.33
08/29/19	604697	Spokesman Review	1616	200.20
08/29/19	604698	State of Arizona	1770	347.45
08/29/19	604699	State of Arizona - Child Support Enforcement	1770	185.92
08/29/19	604700	Summit Rehabilitation Associates PLLC	1638	543.75
08/29/19	604701	Terminal Supply Inc	1648	554.62
08/29/19	604702	Thermo King Northwest	1650	1,915.98
08/29/19	604703	Stephen Hirano	1665	155.00
08/29/19	604704	Internal Revenue Service	1357	22.00
08/29/19	604705	United Way of Spokane County	1684	270.00
08/29/19	604706	US Bank	1678	23,981.03
08/29/19	604707	Veritiv Corporation	1900	505.27
08/29/19	604708	Verizon Wireless LLC	1686	1,447.73
08/29/19	604709	American Federation of State County 2 WA Council	1705	1,731.17



<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/29/19	604710	Washington State Department of Licensing	1713	1,371.50
08/29/19	604711	Walt's Mailing Service	1976	2,556.37
08/29/19	604712	Walter E Nelson Co	1721	192.40
08/29/19	604713	Linda M Polley	1731	735.08
08/29/19	604714	WCP Solutions	1737	49.22
08/29/19	604715	Wells Fargo Financial Leasing Inc	1735	927.83
08/29/19	604716	Westmatic Corporation	1742	11.63
08/29/19	604717	Whitley Fuel LLC	2016	145,403.61
TOTAL AUGUST ACCOUNTS PAYABLE				8,407,476.23
8/1/19-8/31/19	ACH	WORKER'S COMPENSATION	2286	110,248.18
TOTAL AUGUST WORKER'S COMPENSATION DISBURSEMENTS				110,248.18
8/2/19	726080-726118	PAYROLL AND TAXES PR 16,19	VARIES	1,271,246.52
8/16/19	726119-726150	PAYROLL AND TAXES PR 17,19	VARIES	1,835,127.36
8/30/19	726151-726182	PAYROLL AND TAXES PR 18,19	VARIES	1,338,599.76
TOTAL AUGUST PAYROLL AND TAXES				4,444,973.64
8/23/19	ACH	WA STATE - DOR (USE TAX)	1767	5,811.78
TOTAL AUGUST EXCISE TAX DISBURSEMENT				5,811.78
TOTAL AUGUST DISBURSEMENTS FROM TO1 ACCOUNTS				12,968,509.83
TOTAL AUGUST DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL AUGUST DISBURSEMENTS TO1 & TO5 ACCOUNTS				12,968,509.83

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

September 19, 2019

**AGENDA ITEM 5D :** FEDERAL TRANSIT AUTHORITY (FTA) SECTION 5310  
FUNDING AWARDS RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development  
Gordon Howell, Principal Transit Planner  
Tara (Zeigler) Limon, Assistant Transit Planner

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**SUMMARY:** Spokane Transit Authority (STA) is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, also known as Section 5310. The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. As the designated recipient, STA has the responsibility of administering and managing Section 5310 funds among sub-recipients within the UZA (urbanized areas). There is currently \$512,219 available in Section 5310 funds from fiscal years 2018-2019 federal appropriations.

#### **FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS AND AVAILABLE FUNDS**

One of the federal requirements for Section 5310 funding is that a minimum of 55% of the allocation be spent on traditional capital projects, which are capital projects that are carried out by private, non-profit organizations to meet the special needs of seniors and individuals with disabilities. These projects include purchase of accessible buses or vans, placement of passenger facilities (i.e. benches, shelters) and support for mobility management and coordination programs. The remaining allocation may be used by non-profits, local governments, and other public transportation providers for other 5310 projects which are for capital or operating projects and may include public transportation projects that exceed the requirements of ADA (Americans with Disabilities Act) Paratransit services. Table 1 shows the annual apportionments, the minimum 55% traditional allocation and the remaining 45% maximum to be spent on other projects.

**Table 1: Section 5310 Funding Amount and Funding by Category**

<b>Federal Fiscal Year</b>	<b>Available Funding</b>	<b>55% Minimum for Traditional Projects</b>
<b>2018*</b>	\$114,000	None – minimum requirement met in 2018
<b>2019</b>	\$398,319	\$219,075
<b>Total</b>	<b>\$512,319</b>	<b>\$219,075</b>

\*The federal fiscal year 2018 remaining balance of \$114,000 was previously awarded to Care Cars but returned due to the cessation of the volunteer driver program. These funds may be used in either the traditional and/or other category.

Spokane Transit issued a call for projects for Section 5310 funding on April 8, 2019. A public notice was published in the *Spokesman-Review* and notices were posted on the STA and Spokane Regional Transportation Council websites. Spokane Transit also sent letters directly to hundreds of area agencies that serve the needs of seniors and people with disabilities inviting them to submit project applications. An informational meeting was held April 22, 2019, to review the funding opportunity with interested

agencies and to clarify any questions related to the program or application. Applications were due May 8, 2019. Five project applications were received, four of the projects are capital and two are operating projects (one of the applications includes a capital and operating component). One of the project applications has been withdrawn due to impervious sidewalk requirements. The project applications were evaluated by Spokane Transit and Spokane Regional Transportation Council to review eligibility and to score the projects based on 5310 grant criteria. The criteria include a description of the service, how the project meets regional needs, performance measures and reporting ability. All projects were deemed eligible for funding. Table 2 shows the results from the scoring of each project.

**Table 2: Scoring of Projects (out of 100 possible points)**

<b>Applicant</b>	<b>Project Name</b>	<b>Funding Category</b>	<b>Average Scoring</b>
ARC of Spokane	Transportation Win	Traditional	91
SNAP	Ride to Health	Other	81
SNAP	Dispatch Equipment	Traditional	81
Southside Community Center	Van Replacement	Traditional	61
Spokane Area Jewish Family Services	Transportation Program	Other	79

The two operating projects accounted for \$120,482 in requests, which is below the 45% limit in the Other category. The three capital projects accounted for \$155,310, well below the 55% minimum limit in the Traditional category. Based on federal requirements, when there is still a balance remaining, STA can use the remaining funds for eligible traditional projects. Projects may include the acquisition of vehicles for Paratransit and the purchase of transportation services for seniors and people with disabilities. Spokane Transit must certify to FTA that there are no eligible sub-recipients to receive the funds. Spokane Transit may issue a subsequent call for projects to issue a request for proposals to allow non-profits to apply for funds to provide service for seniors and individuals and disabilities at a match rate of 80% federal and 20% local. Table 3 summarizes the recommended projects and federal funding amounts.

**Table 3: Section 5310 Recommended Project Funding\***

<b>Applicant</b>	<b>Project Name</b>	<b>Funding Category</b>	<b>Recommended Federal Award Amount</b>
Arc of Spokane	Transportation Win	Traditional	\$88,860*
SNAP (Operating)	Ride to Health -	Other	\$119,052
SNAP (Capital)	Dispatch Software & Equipment	Traditional	\$11,200
Southside Community Center	Van Replacement	Traditional	\$55,250*
Spokane Area Jewish Family Services	Transportation Program	Other	\$1,430
<b>Subtotal</b>			<b>\$275,792</b>
STA	Eligible 5310 Projects (includes service contracts, vehicle purchase, etc.)	Traditional/ Other	\$236,527
<b>Total</b>			<b>\$512,319</b>

\* Project funding may vary due to vehicle pricing and project revisions. Staff is requesting the ability to modify the award amount based on applicable costs such as tax, licensing fees, changes in the vehicle purchase price, and other costs related to the vehicle procurement as needed.

The projects are summarized below:

- **Arc of Spokane – Transportation Win**  
Purchase up to two expansion ADA accessible vehicles for Arc to transport clients. Note, the project cost may vary due to vehicle pricing changes, taxes, fees, and licensing. Spokane Transit is working with the Arc of Spokane to estimate the project cost and determine the federal award amount.
- **SNAP – Ride to Health – Volunteer Driver Program (Operating and Capital project)**  
Develop a volunteer driver program to meet the needs of the Care Cars program that ceased operations in December of 2018. The capital project component of this grant is to purchase dispatch software and related equipment.
- **Southside Community Center – Van Replacement**  
Purchase an ADA compliant bus to provide transportation for the Southside Community Center. Note, the project cost may vary due to vehicle pricing changes, taxes, fees, and licensing. Spokane Transit is working with the Southside Community Center to estimate the project cost and determine the federal award amount.
- **Spokane Area Jewish Family Services – Transportation Program**  
Provide transportation for seniors and individuals with disabilities to access medical appointments, groceries, and other trips as needed.
- **Spokane Transit Authority – Eligible 5310 Projects**  
Spokane Transit may purchase Paratransit vans or contract service for Paratransit service for seniors and people with disabilities. The award of service contract may include the award of funds to non-profits as a service contract to provide transportation service to seniors and individuals with disabilities.

Note, the award of funds for the Southside Community Center vehicle purchase and the Spokane Area Jewish Family Services volunteer driver program are dependent upon the registration of a DUNS number (Data Universal Numbering System) in the SAM System (System of Award Management). This is an FTA requirement applicable to all organizations that receive federal assistance.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board award Section 5310 funding to the grantees and for the amounts listed in Table 3 “Section 5310 Recommended Project Funding” and authorize staff to adjust project funding as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects.

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

**RECOMMENDATION TO BOARD:** By motion, award Section 5310 funding to the grantees and for the amounts listed in Table 3 “Section 5310 Recommended Project Funding” and authorize staff to adjust project funding as necessary to account for vehicle pricing, project revisions, and to ensure all costs are included for projects.

**FINAL REVIEW FOR BOARD BY:**

Division Head

KOT/dn

Chief Executive Officer

BSM

Legal Counsel

LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 5E :** CENTRAL CITY LINE REAL ESTATE ACQUISITION

**REFERRAL COMMITTEE:** Board Operations

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Don Skillingstad, Capital Projects Manager

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**SUMMARY:** The Central City Line project will require the acquisition of several small slivers of parcels for the construction of station platforms and street improvement projects. STA has been in contact with all of the property owners regarding these acquisitions, and all are willing sellers.

On May 16, 2019, the STA Board of Directors approved Resolution 770-19, which authorized the acquisition of all parcels for the Central City Line.

This acquisition request is for 462 square feet of property along the north side of Mission Avenue for the westbound station located at Regal Street. The property is approximately seven (7) feet wide by sixty-six (66) feet long. The property is owned by the National Association of Letter Carriers (NALC). NALC is also granting a temporary construction easement for construction of the station and installation of power utilities along Regal Street. The landowner has accepted STA's monetary offer for the property and the temporary construction easement, which is based on an appraisal and an appraisal review.

Funding for this property acquisition will be provided by the Central City Line project budget.

**RECOMMENDATION TO COMMITTEE:** Recommend the STA Board of Directors authorize the CEO to execute all closing documents necessary to acquire property and to accept a temporary construction easement owned by the National Association of Letter Carriers (NALC) for the amount offered and accepted by the NALC, and forward to the Board consent agenda.

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

**RECOMMENDATION TO BOARD:** Authorize the CEO to execute all closing documents necessary to acquire property and to accept a temporary construction easement owned by the National Association of Letter Carriers (NALC) for the amount offered and accepted by the NALC

**FINAL REVIEW FOR BOARD BY:**

Division Head KO/di Chief Executive Officer ESM Legal Counsel LM



# National Association of Letter Carriers (NALC)

## Property Acquisition Fact Sheet

Owner Information	
Property Owner:	National Association of Letter Carriers (NALC)
Owner Address:	2903 E. Mission Ave Spokane, WA 99202
Property Information	
Site Address:	2903 E. Mission Ave.
Parcel Number(s):	35103.0019 35103.0020
Property Size:	12,750 SF (total)
Property Acquisition	
Property Size:	462 SF
Property Dimensions:	66' x 7'
Appraised Value:	\$8,948
Temporary Construction Easement	
Easement Size:	601 SF
Easement Dimensions:	Varies
Appraised Value:	\$1,043
<b>Total Acquisition Value (rounded)</b>	<b>\$10,000</b>



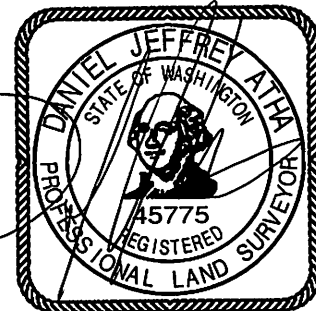
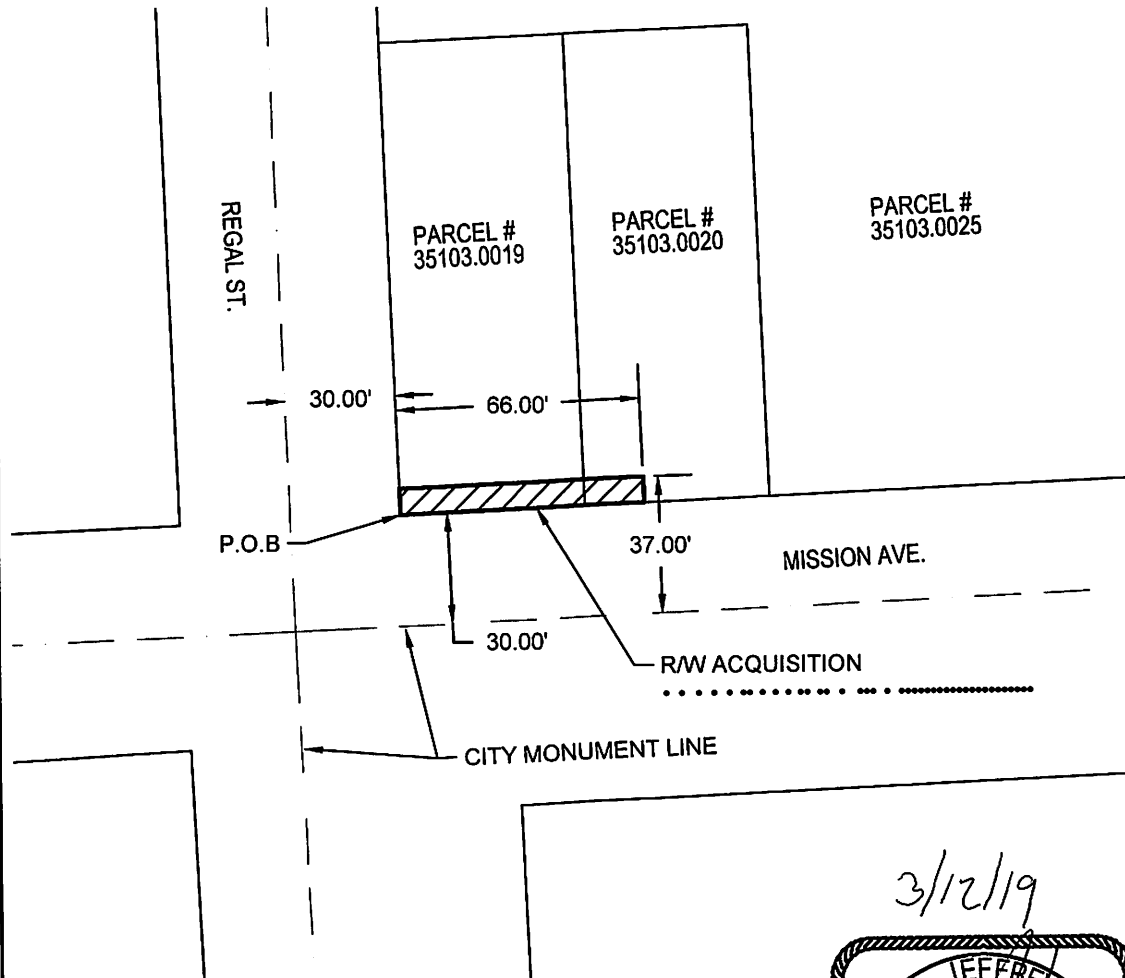




R/W ACQUISITION EXHIBIT B  
SW 1/4 S. 10, 25N, R43E



SCALE: 1"=50'



10 N. Post Street Suite 500  
Spokane, Washington 99201  
509 328 2994 Fax 509 328 2999

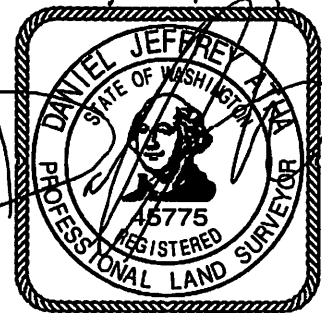
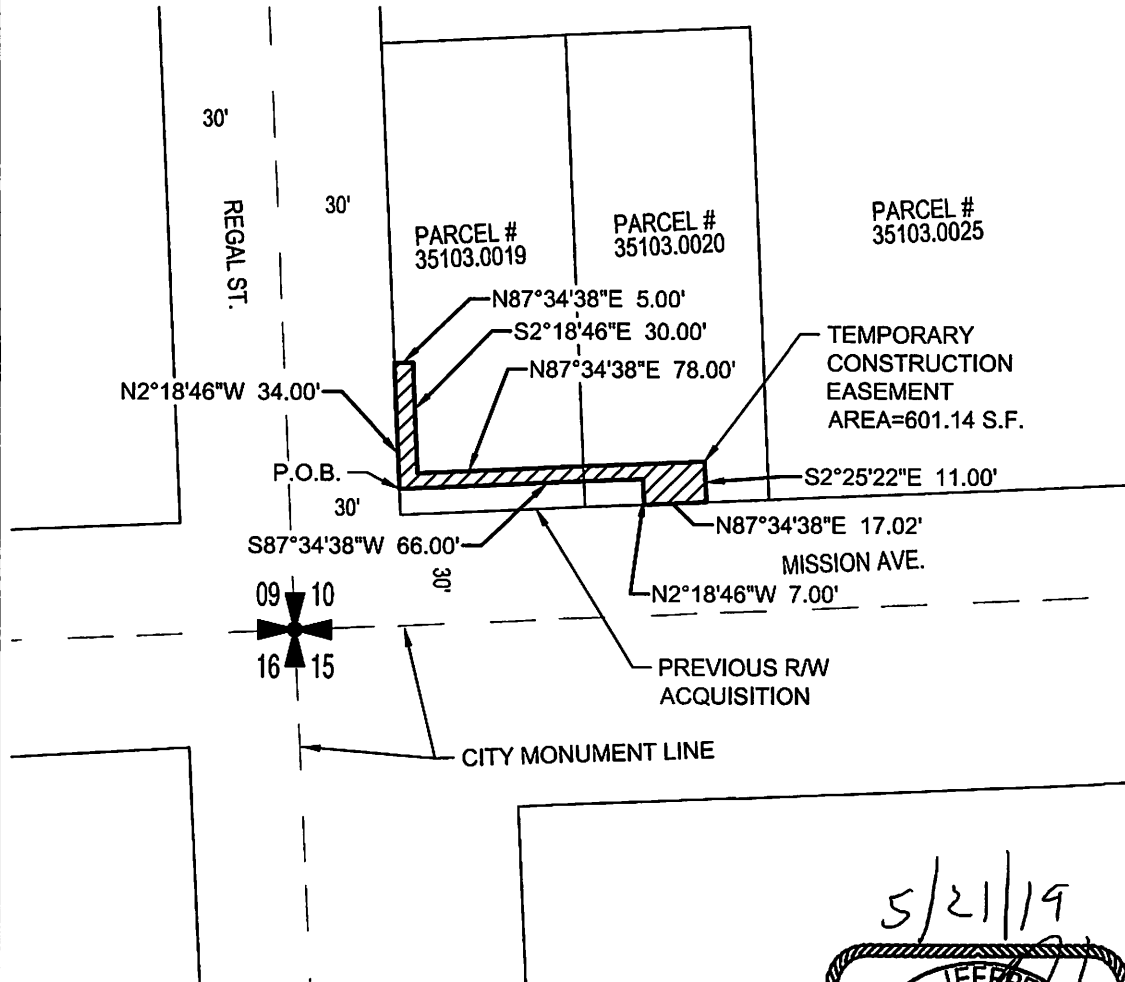
PROJECT:	CENTRAL CITY LINE R/W ACQUISITION	BY:	JEA	SHEET NO.
LOCATION:	MISSION AVENUE AND REGAL STREET	DATE:	03/12/19	3 OF 4
CLIENT:	JACOBS	CHECKED:	DJA	JOB NO.
		DATE:	03/12/19	171483



TEMPORARY CONSTRUCTION EASEMENT EXHIBIT  
SW 1/4 S. 10, 25N, R43E



SCALE: 1"=50'



**COFFMAN**  
ENGINEERS  
10 N. Post Street Suite 500  
Spokane, Washington 99201  
509 328 2994 Fax 509 328 2999

PROJECT:	CENTRAL CITY LINE TEMP. CONSTRUCTION EASEMENT	BY:	JEA	SHEET NO.
LOCATION:	MISSION AVENUE AND REGAL STREET	DATE:	05/10/19	3 OF 4
CLIENT:	JACOBS	CHECKED:	DJA	JOB NO.
		DATE:	05/10/19	171483

# Parcel Information



Data As Of: 9/3/2019

Parcel Number: 35103.0020

Site Address: 2903 E MISSION AVE

## Parcel Image



Owner Name: NATIONAL ASSN LETTER CARRIERS  
Address: 2903 E MISSION AVE, SPOKANE, WA, 99202-3624

Taxpayer Name: NATL ASSOC LTR CARRIERS  
Address: 2903 E MISSION AVE, SPOKANE, WA, 99202-3624

## Site Address

Parcel Type	Site Address	City	Land Size	Size Desc.	Description	Tax Year	Tax Code Area	Status
R	2903 E MISSION AVE	SPOKANE	6375	Square Feet	59 Retail - Other	2019	0010	Active

## Assessor Description

10 25 43PT OF SW1/4 OF SW1/4 BEG 30FT N & 80FT E OF SWCO R OF SEC TH E50FT TH N127.5FT TH W50FT TH S127.5FT TO POB

## Appraisal

Parcel Class	Appraiser	Neighborhood Code	Neighborhood Name	Neighborhood Desc	Appraiser Name	Appraiser Phone
59 Retail - Other	110	501344		NHILY	Samantha	477-5910

## Assessed Value

Tax Year	Taxable	Total Value	Land	Dwelling/Structure	Current Use Land	Personal Prop.
2020	62,600	62,600	25,500	37,100	0	0
2019	59,700	59,700	25,500	34,200	0	0
2018	59,200	59,200	25,500	33,700	0	0
2017	59,200	59,200	25,500	33,700	0	0
2016	56,100	56,100	25,500	30,600	0	0

## Characteristics

Dwelling/ Structure	Year Built	Gross Living Area	Size	Type House Type	Roof Material	Heat	Cool Bedroom	Half Bath	Full Bath
Dwelling	1939	616	NA SF	11 Vintage Bungalow	Comp sh medium	Forced hot air-gas	None 0	0	1
Shed - Garden Type	2000	NA	128 SF					0	0

Residential Sq Ft Breakdown	Sq Ft	Extension
Basement	560	R01
1st Floor	616	R01

Land Number	Soil ID	Acreage	Sq Ft	Frontage	Depth	Lot(s)
1	CO27	0.15	6,375	50	127	0

**Sales****Property Taxes**

Taxes are due April 30th and October 31st

**Total Charges Owing: \$0.00**

Tax Year	Charge Type	Annual Charges	Remaining Charges Owing
	<b>Total Taxes for 2019</b>	<b>718.85</b>	<b>0.00</b>
2019	A/V Property Tax	712.04	0.00
2019	Soil Conservation Principal CNSV1	5.01	0.00
2019	Weed Control Principal WCWEED1	1.80	0.00
	<b>Total Taxes for 2018</b>	<b>828.55</b>	<b>0.00</b>
2018	A/V Property Tax	821.74	0.00
2018	Soil Conservation Principal CNSV1	5.01	0.00
2018	Weed Control Principal WCWEED1	1.80	0.00
	<b>Total Taxes for 2017</b>	<b>813.66</b>	<b>0.00</b>
2017	A/V Property Tax	806.84	0.00
2017	Soil Conservation Principal CNSV1	5.02	0.00
2017	Weed Control Principal WCWEED1	1.80	0.00
	<b>Total Taxes for 2016</b>	<b>788.28</b>	<b>0.00</b>
2016	A/V Property Tax	781.46	0.00
2016	Soil Conservation Principal CNSV1	5.02	0.00
2016	Weed Control Principal WCWEED1	1.80	0.00

**Tax Receipts**

Tax Year	Receipt Number	Receipt Date	Receipt Amount
2019	7800260	03/18/2019	718.85
2018	7424936	03/12/2018	828.55
2017	7060241	03/14/2017	813.66
2016	6677902	03/01/2016	788.28

**Disclaimer**

We are pleased to give you online access to the Assessor's Office and Treasurer's Office property tax and valuation information. While we make every effort to produce and publish the most current and accurate information possible, portions of this information may not be current or correct. Neither Spokane County, the Assessor, nor the Treasurer makes any warranty, express or implied, with regard to the accuracy, reliability, or timeliness of information in this system, and shall not be held liable for losses caused by using this information. Any person or entity that relies on any information obtained from this system, does so at his or her own risk. Please feel free to contact us about any error you discover or to give comments and suggestions. Call the Assessor's Office at (509) 477-3698 or the Treasurer's Office at (509) 477-4713.

RCW 42.56.070 (9) prohibits the release of lists of individuals requested for commercial purposes. The requester expressly represents that no such use of any such list will be made by the user or its transferee(s) or vendee(s). I understand, acknowledge, and accept the statements above, and agree to adhere to the prohibitions listed in RCW 42.56.070 (9).

# Parcel Information



Data As Of: 9/3/2019

**Parcel Number:** 35103.0019  
**Site Address:** Unassigned Address

## Parcel Image

**Owner Name:** NATIONAL ASSN LETTER CARRIERS  
**Address:** 2903 E MISSION AVE, SPOKANE, WA, 99202-3624

**Taxpayer Name:** NATL ASSOC LTR CARRIERS  
**Address:** 2903 E MISSION AVE, SPOKANE, WA, 99202-3624

## Site Address

Parcel Type	Site Address	City	Land Size	Size Desc.	Description	Tax Year	Tax Code Area	Status
R	Unassigned Address	Spokane	6375	Square Feet	91 Vacant Land	2019	0010	Active

## Assessor Description

102543PT OF SW1/4 OF SW1/4 BEG 30FT N & 30FT E OF SWCO R OF SEC TH E50FT TH N127.5FT TH W50FT TH S127.5FT TO POB

## Appraisal

Parcel Class	Appraiser	Neighborhood Code	Neighborhood Name	Neighborhood Desc	Appraiser Name	Appraiser Phone
91 Vacant Land	110	501344		NHILY	Samantha	477-5910

## Assessed Value

Tax Year	Taxable	Total Value	Land	Dwelling/Structure	Current Use Land	Personal Prop.
2020	25,500	25,500	25,500	0	0	0
2019	25,500	25,500	25,500	0	0	0
2018	25,500	25,500	25,500	0	0	0
2017	25,500	25,500	25,500	0	0	0
2016	25,500	25,500	25,500	0	0	0

## Characteristics

Land Number	Soil ID	Acreage	Sq Ft	Frontage	Depth	Lot(s)
1	CO27	0.15	6,375	0	127	0

## Sales

## Property Taxes

Taxes are due April 30th and October 31st

**Total Charges Owning: \$0.00**

Tax Year	Charge Type	Annual Charges	Remaining Charges Owning
	<b>Total Taxes for 2019</b>	<b>310.95</b>	<b>0.00</b>
2019	A/V Property Tax	304.14	0.00
2019	Soil Conservation Principal CNSV1	5.01	0.00
2019	Weed Control Principal WCWEED1	1.80	0.00
	<b>Total Taxes for 2018</b>	<b>360.76</b>	<b>0.00</b>
2018	A/V Property Tax	353.95	0.00
2018	Soil Conservation Principal CNSV1	5.01	0.00
2018	Weed Control Principal WCWEED1	1.80	0.00
	<b>Total Taxes for 2017</b>	<b>354.35</b>	<b>0.00</b>

<b>Tax Year</b>	<b>Charge Type</b>	<b>Annual Charges</b>	<b>Remaining Charges Owning</b>
2017	A/V Property Tax	347.53	0.00
2017	Soil Conservation Principal CNSV1	5.02	0.00
2017	Weed Control Principal WCWEED1	1.80	0.00
<b>Total Taxes for 2016</b>		<b>362.03</b>	<b>0.00</b>
2016	A/V Property Tax	355.21	0.00
2016	Soil Conservation Principal CNSV1	5.02	0.00
2016	Weed Control Principal WCWEED1	1.80	0.00

**Tax Receipts**

<b>Tax Year</b>	<b>Receipt Number</b>	<b>Receipt Date</b>	<b>Receipt Amount</b>
2019	7800261	03/18/2019	310.95
2018	7424937	03/12/2018	360.76
2017	7060240	03/14/2017	354.35
2016	6677903	03/01/2016	362.03

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**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 5F :** APPROVAL OF SPECIAL EVENTS FARE STRUCTURE

**REFERRAL COMMITTEE:** Performance Monitoring and External Relations Committee

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

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**SUMMARY:** STA presents the following proposed special events fare structure for approval:

**Proposed Special Events Fare Structure:**

**Bloomsday**

**Fare:** \$2.00 – Pre-purchased stickers are good for service all day on all routes. Standard fares apply for passes purchased the day of the event.

**Method of fare payment:** Fare is paid by attendees through pre-registration, purchased from STA Customer Service or Bloomsday Trade Show. Regular STA fare media is also accepted as payment.

**Fare Media:** Bloomsday sticker or STA fare media.

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

**Hoopfest**

**Fare:** \$2.00 – A standard Day Pass discounted from \$4.00 to \$2.00.

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

**Fare Media:** STA fare media or cash. Regular STA fare media is also accepted as payment.

**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.

**Spokane County Fair**

**Fare:** \$2.00 – A standard Day Pass discounted from \$4.00 to \$2.00, only available on-board this special service route.

**Method of fare payment:** Fare is paid by attendees through on-board purchase.

**Fare Media:** Cash or other STA fare media.

**Special Service Concept:** Shuttle service between the Spokane Community College Transit Center and the Spokane County Fair Grounds. Service is open to the public and services pre-designated stops.

**Valleyfest**

**Fare:** Recommend shuttle service be provided at no cost to users.

**Rationale:** Fare collection and FTA Charter Service Exception Requirements outweigh potential accrued revenue; open door shuttle service provides congestion relief in the area, reduces single occupancy vehicle use, and improves public safety.

**Fare Media:** No charge to Valleyfest Shuttle passengers.

**Special Service Concept:** Valleyfest: Shuttle service between Spokane Valley Mall, CenterPlace, and Mirabeau Meadows Park. Service is open to the public and serves pre-designated stops.

**RECOMMENDATIONS TO COMMITTEE:** Recommend the Board approve the 2020 Special Events Fare Structure for Bloomsday, Hoopfest, Spokane County Fair, and Valleyfest and incorporate into the Tariff Policy as applicable.

**COMMITTEE ACTION:** Approved as presented and forwarded to the Board Consent Agenda.

**RECOMMENDATION TO BOARD:** Recommend the Board adopt by Resolution the Special Events Fare Structure for Bloomsday, Hoopfest, Spokane County Fair, and Valleyfest as outlined in the attached Tariff Policy.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB/dh

Chief Executive Officer BSM

Legal Counsel LM

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

- I. **Effective Date:** Effective September 19, 2019, until revised by Resolution of the Spokane Transit Authority Board of Directors.
- II. **Applicability:** This policy applies to all STA fixed route and paratransit services within the STA's service area.
- III. **Tariff Policies:** The Comprehensive Transit Plan articulates the following fare policies.
  - A. **Tariff Philosophy:** Spokane Transit Authority's philosophy is to encourage increased ridership by providing a convenient and reasonably priced method for citizens to enjoy the advantages of public transportation.
  - B. While the fare structure will provide value to our riding customers, a minimum fixed route farebox return<sup>1</sup> objective of 20% of the fully allocated costs<sup>2</sup> of this service is maintained.
  - C. Spokane Transit's operating cost per passenger compares favorably to the Washington State statewide average of urban transit systems. To maintain this favorable comparison, increasing the fixed route ridership component of this metric will be emphasized.
  - D. Minimize complexity - emphasize a simple and easily understood system.
    - 1. Sustain a flat rate fare structure<sup>3</sup> throughout the Public Transit Benefit Area with fixed fares for regular route/service.
    - 2. Customers use time-limited passes (two-hour, day, monthly, etc.) to accomplish multi-route/directional trips. Transfers are not used.
  - E. Increase pre-payment and reduce the use of cash.
    - 1. By contract, monthly billing and post-payment may be allowed for employers, institutions and other groups participating in special pass programs.
    - 2. When possible, existing identification cards (the EWU Eagle Card, etc.) containing appropriate technology (magnetic stripes, chips, etc.) may be used to develop and implement pass programs for groups.
  - F. STA supports opportunities for low-income individuals to use public transportation at a discounted cost. These opportunities should be made available through community programs that subsidize the purchase of standard fare instruments rather than as direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.

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

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

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

#### **IV. Fare Types**

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

#### **V. Fare Programs**

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

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



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

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

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

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

Eligible educational and training institutions are institutions that either:

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

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

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

## **VI. Accepted Fare Media**

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

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

## VII. Fare Tables

STANDARD FARE STRUCTURE								
Category	Cash	Two-Hour Pass	Day Pass	31-day Rolling Pass	Monthly Pass	7-day Rolling Pass	Summer Youth Pass (1)	City Ticket (3)
Adult	\$2.00	\$2.00	\$4.00	\$60.00		\$17.00		
Youth (6-18 years)	\$2.00	\$2.00	\$4.00	\$40.00			\$60.00	
Reduced Fare	\$1.00	\$1.00	\$4.00	\$30.00				
Paratransit	\$2.00	\$2.00			\$60.00			
Student (2)					\$52.00			
Shuttle Services								\$40.00
Children (4) (Up to 3 children under age 6 with an adult, youth, student, reduced fare or paratransit passenger)	FREE							
Personal Care Assistant (PCA) (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)	FREE							
Notes: (1) Summer Youth Pass is a three-month instrument covering June, July and August. (2) Monthly Student Pass is priced as a 31-day adult pass with discount applied. (3) City Ticket transit pass includes parking at the Area east lot, as per Arena specified rules. (4) A responsible individual must accompany children under six (6) years of age or the child will not be allowed to board the bus or van.								

SPECIAL EVENTS FARE STRUCTURE		
Category	Daily Rate	Specifications
Bloomsday	\$2.00	Pre-purchased stickers on date of event. Service from the 5 park & ride locations. Service is direct with designated stops at origin and destination and open to the public.
Hoopfest	\$2.00	Pass good on dates of event. Service from two satellite parking facilities to service Hoopfest activities in Downtown Spokane. Service is open to the public and serves pre-designated stops.
Spokane County Fair	\$2.00	Pass purchased on specific route during event. Service between Spokane Community College Transit Center and the Spokane County Fair Grounds. Service is open to the public and serves pre-designated stops.
Valleyfest	FREE	Service between Spokane Valley Mall, CenterPlace and Mirabeau Meadows Park only on dates of the event. Service is open to the public and serves pre-designated stops.

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

**A RESOLUTION FOR THE PURPOSE OF AMENDING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY  
AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT SERVICES; RESCINDING RESOLUTION NUMBER  
759-17; AND OTHER MATTERS RELATED THERETO.**

**SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington**

**BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:**

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

WHEREAS, on December 14, 2017, the STA Board adopted Resolution No. 759-17, approving the current STA Tariff Policy, inclusive of the Special Event Fares; and

WHEREAS, on September 4, 2019, the Performance Monitoring & External Relations Committee recommended the Board of Directors approve revisions to the Special Event Fare Structure and take all actions necessary to revise the current Tariff Policy accordingly;

WHEREAS, the Board of Directors desires to approve the recommended revisions to the Special Event Fare Structure, update its Tariff Policy accordingly and rescind Resolution 759-17.

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

- Section 1. The STA Board of Directors hereby adopts and establishes the description of rates, tolls, and fares identified as the “Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services”, a copy of which is attached hereto and incorporated herein as “Exhibit A.”
- Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to implement such rates, tolls and fares as referenced herein and attached hereto to be effective immediately.
- Section 3. Resolution No. 759-17, and all amendments thereto, is hereby revoked, rescinded and superseded by this Resolution as of its effective date.
- Section 4. This Resolution shall become effective upon its date of adoption and shall remain in full force and effect until revised by Board Resolution.

ADOPTED by STA at a regular meeting thereof held on the 19th day of September, 2019.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Candace Mumm  
STA Board Chair

Approved as to form:

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

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

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

**SUBMITTED BY:** Candace Mumm, Committee & Board Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

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

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

**SUBMITTED BY:** Chris Grover, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 9Ai :** DRAFT 2020 STRATEGIC PLAN

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets.

The draft 2020 Annual Strategic Plan was reviewed at the September Planning and Development Committee meeting. Staff will provide a brief presentation at the Board meeting for input. The Annual Strategic Plan is expected to be finalized for action by the Committee and Board prior to the adoption of the 2020 operating and capital budgets in November.

**RECOMMENDATION TO COMMITTEE:** For information.

# 2020 Strategic Plan

Draft: September 4, 2019

## INTRODUCTION

The 2020 strategic plan is the road map for the fourth year of wise investments in expanded and improved service, along with the infrastructure and amenities to support them, consistent with the commitments in the *STA Moving Forward* plan and voter approval of its funding. Our focus is on making transit an even easier, more convenient option for travelers, which will support economic growth and address growing traffic challenges. Even while we continue to complete new projects and services, in 2020 we will launch our planning effort to define what transit might look like beyond *STA Moving Forward*.

## 2020 GOAL & STRATEGY OVERVIEW

**Goal:** Increase Ridership

### Strategies

1. Add more and better bus service
2. Design and deliver core infrastructure
3. Advance and implement High Performance Transit (HPT)
4. Expand marketing and communication
5. Look to the future

## PLAN BASIS

The 2020 Strategic Plan provides a focused view of the specific activities Spokane Transit will take in the coming year. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including: STA's comprehensive plan, *Connect Spokane*, the six-year *Transit Development Plan* (TDP), and the 10-year plan, *STA Moving Forward*.

## PLAN CONTEXT

While this plan focuses specifically on the priority strategies for 2020, it is important to acknowledge they are enabled by the foundational work performed by STA and our

## VISION

Spokane Transit aspires to be a source of pride for the region.

## MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, business and activity centers.

We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure and quality of life.



partners in the region to address transportation challenges, as well as population and employment growth.

## PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, and local, voter-approved sales tax.

## NATIONAL & REGIONAL CHALLENGES

The strategies in the 2020 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area and a non-voting representative of labor. Those plans provide conceptual and specific solutions that aim to address challenges at the local and national levels:

- ☞ Traffic congestion and shifting employment centers create challenges for transit usage throughout the country.
- ☞ Transportation Network Companies (TNCs) like Uber and Lyft provide a transportation alternative, but add to traffic challenges, are not affordable to many low-income travelers or accessible to some people with disabilities.
- ☞ Significant economic growth in Spokane County will continue to strain the region's transportation infrastructure.
- ☞ Congestion mitigation efforts must include a multi-modal approach to maximize transportation investments.

## GOAL & STRATEGIES

### Goal: Increased Ridership

- ☞ **Fixed-Route Bus** – STA's goal is to increase fixed-route bus ridership to 10.6 million rides, approximately 5% above 2019 levels. Significant new and improved services were added in 2017, 2018 and 2019, and will increase another 2.8% in 2020. Ridership response to new service can take 18 to 36 months to fully develop.
- ☞ **Paratransit** – STA projects a 1.5% increase in Paratransit ridership over 2019 to 472,000 rides. Mobility Training will continue to encourage fixed-route bus ridership, reserving Paratransit service for those whose disabilities prevent them from using regular bus service.
- ☞ **Vanpool** STA's goal is to increase Vanpool ridership by 1% to 163,000 rides.

## PRIORITIES

Ensure Safety

Earn and Retain  
the Community's Trust

Provide Outstanding  
Customer Service

Enable  
Organizational Success

Exemplify  
Financial Stewardship

### **Strategy 1: Add More and Better Bus Service**

- ☞ **Further Improve West Plains Service** – As a partnership with WSDOT and in fulfillment of the *STA Moving Forward* plan, the West Plains Transit Center will have direct transit-only access to the I-90 Medical Lake Interchange in the second half of 2020. Service adjustments will allow more buses traveling between Cheney and Spokane to use the facility, and, enable service to extend to the University District, creating a direct link between EWU and the University District.

**Other Service Improvements** – New HPT service and capital projects will enable other improvements to optimize the network. STA has begun a public outreach process to develop service change recommendations to coincide with the implementation of the Central City Line. When possible, some of these improvements may be accelerated.

### **Strategy 2: Design and Deliver Core Infrastructure**

- ☞ **Fare Collection System** – Implementation of the fare collection system update will begin in 2020 and is expected to be completed in 2021. While this project was originally expected to begin in 2019, technological advances shifted the focus from an upgrade to the farebox to a myriad of fare options. This includes ticket vending machines, four of which will be installed as a pilot on Sprague Avenue by the end of 2019, and the capability for mobile ticketing with validators that can read a variety of fare instruments. The system will also be account based which will allow customers to load smart cards via the internet or phone. Due to the significant changes anticipated with the new fare system, staff recommends any fare changes be postponed until after the system is fully implemented.
- ☞ **Plaza Operations** – In pursuit of STA's commitment to limit bus-boarding activity to the curb space around The Plaza, the second phase of implementation will include changes on Riverside and the west side of Wall street to allow larger buses to load on southbound Wall Street. This will enable all routes serving the lower South Hill to load in the same location.

### **Strategy 3: Advance and Implement High Performance Transit (HPT)**

- ☞ **Central City Line** – The planned 5.8-mile corridor-based Bus Rapid Transit route from Browne's Addition to Spokane Community College by way of downtown and the University District, including Gonzaga University, reached major milestones in 2019, including identifying all project funding and completion of design. Battery electric buses will be ordered in late 2019 and construction is expected to begin in the first quarter 2020. Upon guidance from FTA, the project completion has extended to summer 2022 from the original target fall 2021 identified in *STA Moving Forward*. Proactive and engaging communications with our customers, neighborhood and business stakeholders and the public at large will be sustained through the construction phase.
- ☞ **Cheney Line** – The Cheney Line will extend across a regional corridor to connect Cheney and the West Plains to Spokane. STA will deliver a new Four Lakes Station and the new Eagle Station to be located on Elm Street near the EWU Pence Union Building (PUB) in 2020. Design work will take place during 2020 to prepare for construction of the remaining stations and stops in 2021.

- ☞ **Division Line** –Service is provided every 15 minutes with larger vehicles to meet demand on this route with the highest ridership in the system. Since 2018, STA has delivered over 5,500 linear feet of new sidewalk, provided 16 new sheltered stops, and improved ADA accessibility and upgraded shelters at another 13 stops. Because of favorable bids and cost savings in the project, STA will be able to provide additional sidewalk and more bus stops than originally planned, extending work into 2020.
- ☞ **Monroe-Regal Line** – Route 4 will launch September 2019 with frequent service spanning an 11-mile, crosstown route. Additional shelters and infrastructure that will accommodate high performance transit elements at nearly a dozen locations are in place. During 2020 HPT amenities will be added at many of the busiest stops and stations. We will also order battery electric buses for use on the corridor in 2021.
- ☞ **Sprague Line** –Ahead of schedule, the City of Spokane continues to advance work along Sprague between Division Street and the Hamilton Street Bridge that will include HPT stations. We will seek state funding opportunities to leverage local commitment in high performance transit in the corridor to expand the number of improvements that can be accomplished.
- ☞ **I-90/Valley Line** – In preparation for future implementation, public outreach and design work has begun. We will be seeking opportunities to leverage state funding for this important regional mobility project.

#### **Strategy 4: Expand Marketing and Communication**

- ☞ **Focus Marketing and Communication Efforts** – Travelers value transportation options in different ways. Marketing and communications will highlight specific transit improvements and how they create practical value to various audiences.
- ☞ **Expand Pass Sales Outreach** – STA will increase participation in the Employer Sponsored Bus Pass program, the Shuttle Park program (formerly named City Ticket), and to increase group pass sales. The 2019 Spokane Youth Card pilot program points to expanded opportunities to work with key demographics to expand ridership and community interest in transit.
- ☞ **Implement an “On-Demand Mobility” pilot** – As a second phase of the 2019 mobility management efforts, STA will test one or more on-demand mobility pilot projects to address the provision of service to places without fixed route bus service.

#### **Strategy 5: Look to the Future**

- ☞ **Launch a major update to *Connect Spokane*** – In 2010 the STA Board of Directors adopted its first comprehensive plan in more than a decade. That plan, including major updates in 2013 and 2017, has been instrumental in guiding the agency through the planning and design of STA Moving Forward. A major update is warranted as we anticipate the completion of *STA Moving Forward* investments in 2025 and continued regional growth and change.

- ☞ **Reimagine Division Street Corridor** - During 2020 the Spokane Regional Transportation Council (SRTC) and STA will develop a preferred alternative for a bus rapid transit alignment along this important corridor. This milestone is part of the “Division Reimagined” study that is being done in partnership with the City of Spokane, WSDOT and Spokane County to explore land use and multi-modal alternatives along the corridor. STA will seek grant opportunities to fund continued environmental and planning studies into 2022 to prepare for project development.
- ☞ **Prepare an updated facilities master plan** – This plan will address future system-wide requirements for maintenance, operations, and administration. It is anticipated to identify requirements that are beyond our current capital program and address strategic actions, such as fleet electrification.

Additional information about each project can be found online at [www.stamovingforward.com](http://www.stamovingforward.com).

## CONCLUSION

Two thousand twenty will see the next phase of growth in mobility in the greater Spokane region. We remain dedicated to strong collaborative partnerships with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our ongoing commitment to bringing the *STA Moving Forward* vision to life.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 9Aii :** DRAFT 2020 OPERATING & CAPITAL BUDGETS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Lynda Palmer, Chief Financial Officer

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**SUMMARY:** The 2020 Draft Operating & Capital Budgets will be discussed.

**RECOMMENDATION TO BOARD:** For discussion.



# Spokane Transit Authority Draft 2020 Operating and Capital Budgets

Board of Directors Meeting  
September 19, 2019

## Vision/Mission

### Vision

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

### Mission

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

## Organizational Priorities

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

2020 Draft Budget



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## 2020 Budget Guidance

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership
- Proactively Partner in the Community
- Advance and Adapt the System Growth
- Continue with a Sustainable Plan that Avoids Debt

2020 Draft Budget



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## 2020 vs 2019 Operating Revenue Budget

2020 Operating Revenue	\$108,852,611
2019 Operating Revenue	<u>\$ 99,850,438</u>
<b>Operating Revenue Change</b>	<b>\$ 9,002,173</b> (9.0% Increase)

2020 Draft Budget



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## Operating Revenue Changes in 2020

Source	2019 Budget (Rounded)	2020 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000
Sales Tax	\$77.3M	\$85.0M	\$7.7M (10.0%)	Flat with 2019 Projection
Fares & Other Transit Revenue	\$11.8M	\$12.2M	\$0.4M (3.7%)	Projected Ridership
Federal Grants	\$8.3M	\$8.5M	\$0.2M (2.1%)	Federal Preventive Maintenance
State Grants	\$1.4M	\$1.6M	\$0.2M (13.8%)	Regional Mobility Grant
Miscellaneous Revenue	\$1.1M	\$1.6M	\$0.5M (44.3%)	Interest
Total	\$99.9M	\$108.9M	\$9.0M (9.0%)	

2020 Draft Budget



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## Operating Budget Assumptions

### Revenue – Sales Tax

- In previous years, the sales tax revenue assumption was based on a 3.0% growth beginning with 2014 actual sales tax revenue plus one-time adjustments to reflect current economic conditions.
- Economic conditions the last four years have moved farther away from this trend.
- For forecast purposes, the Board has given direction to use a 3.25% trend beginning with 2014 actual sales tax revenue.

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## Operating Budget Assumptions

### Revenue – Sales Tax Revenue Recommendation

- For 2020, staff is recommending sales tax revenue be budgeted flat with the 2019 projection adjusted for the implementation of the 0.1% rate change that occurred in April 2019.

2020 Draft Budget



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## Operating Budget Assumptions

### Revenue – Sales Tax Revenue Budget

2019 Actual*	Jan - July	\$48,642,971
2019 Budget	Aug – Dec	<u>\$36,345,638</u>
<b>2020 Budget</b>		<b>\$84,988,609</b>

\*Adjusted for 0.001 rate change in April 2019

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## Operating Budget Assumptions

### Revenue – Fare & Other Transit

- Fare revenue of \$12,242,543 based on:
  - Current Fare
  - Ridership Changes

Mode	2020 Goal	2019 Projected	2020 Projected
Fixed Route	5.0%	10.1M	10.6M
Paratransit	1.5%	464K	472K
Vanpool	1.0%	161K	163K

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## Operating Budget Assumptions

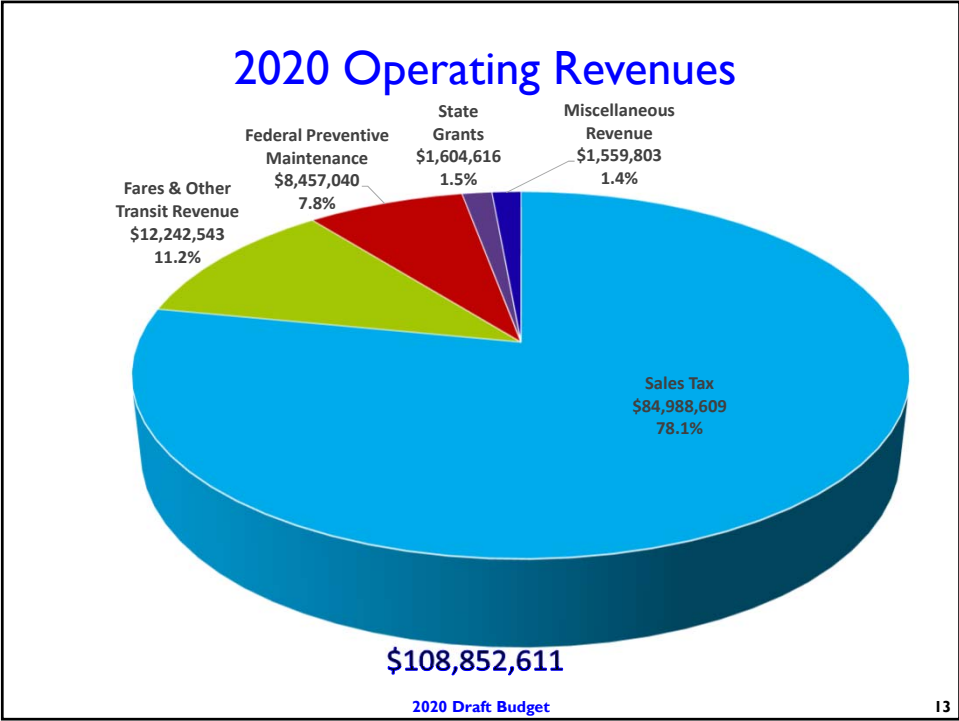
### Revenue – Grants and Miscellaneous

- Federal grants of \$8,457,040
- State grants of \$1,604,616
- Miscellaneous revenue of \$1,559,803

2020 Draft Budget



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## 2020 vs 2019 Operating Expense Budget

2020 Operating Expense Budget	\$84,530,689
2019 Operating Expense Budget	<u>\$79,541,505</u>
<b>Operating Expense Budget Change</b>	<b>\$ 4,989,184</b>
	(6.3% increase)

Fixed Route Service Increase 2018 ➡ 2019 = 6.0%  
 Fixed Route Service Increase 2019 ➡ 2020 = 2.8%

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## Operating Expense Changes in 2020

Object	2019 Budget (Rounded)	2020 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000	
Labor/Benefits	\$54.2M	\$56.4M	\$2.2M (4.1%)	Labor Medical/Dental Retirement (PERS/FICA)	\$1.3M \$0.7M \$0.2M
Services	\$5.2M	\$5.6M	\$0.4M (7.3%)	Radio Maintenance Facility/P&R Maintenance Consulting (Web/Other) Security	\$0.1M \$0.1M \$0.1M \$0.1M
Contracted Transportation	\$5.0M	\$6.7M	\$1.7M (34.6%)	Paratransit Service	\$1.7M
Materials	\$10.8M	\$11.0M	\$0.2M (1.9%)	Fuel	\$0.2M
Insurance Utilities Other	\$4.4M	\$4.8M	\$0.4M (9.8%)	Property & Liability Insurance Utilities SCC, SFCC & Storage Facility Leases	\$0.2M \$0.1M \$0.1M
<b>Total</b>	<b>\$79.5M</b>	<b>\$84.5M</b>	<b>\$5.0M (6.3%)</b>		

2020 Draft Budget



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## 2020 Operating Budget Assumptions

### Expenses – Personnel

Division	2019 Positions	Additions	2020 Positions
Fixed Route	266 FT Coach Operators 25 PT Coach Operators <u>164</u> FT Other <b>455</b>	Coach Operators (11) Journeyman Vehicle Technician (2) Maintenance Trainer Maintenance Admin Assistant Associate Building Specialist (2) Purchasing Clerk	277 FT Coach Operators 25 PT Coach Operators <u>171</u> FT Other <b>473</b>
Paratransit	61 FT Van Operators 2 PT Van Operators <u>37</u> FT Other <b>100</b>	Dispatcher (4)	61 FT Van Operators 2 PT Van Operators <u>41</u> FT Other <b>104</b>
Vanpool	2 FT		2 FT
Administrative	60 FT <u>1</u> PT <b>61</b> <small>Added in 2019: Construction Manager* Project Control Specialist* Admin Project Manager (0.75) *capital funded</small>		60 FT <u>1</u> PT <b>61</b>
<b>Total</b>	<b>590 FT</b> <b><u>28</u> PT</b> <b>618</b>	<b>22 FT Additions</b>	<b>612 FT</b> <b><u>28</u> PT</b> <b>640</b>

FT = Full time PT = Part time

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## 2020 Operating Budget Assumptions

### Expenses – Compensation

Employee Group	# Of Employees (August 2019)	Contract Term	2020 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	416	April 1, 2017 to March 31, 2020	TBD
AFSCME 3939 (Paratransit)*	77	July 1, 2018 to June 30, 2021	2.5%
ATU 1598 (Fixed Route & Paratransit Supervisors)	23	February 2019 to January 2021	3.0%
Management & Administrative	82	At Will	3.0%
<b>Total</b>	<b>598</b>		

\*Per Collective Bargaining Agreement 1% market adjustment January 1, 2020

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## 2020 Operating Budget Assumptions

### Expenses – Benefits

#### Medical & Dental

Plan	2020 Estimated Premium % Increase (Decrease)	# of Employees Enrolled (as of August 2019)
Premiera	12.0%	223
Kaiser Core HMO	6.5%	40
Kaiser Buy-Up HMO	6.5%	271
Kaiser CDHP	6.5%	29
Washington Dental	0.0%	562

#### Retirement

- Employer's retirement contribution rate
  - 12.86%
- Employee's contribution rate
  - PERS 1 6.0% on-going (statutorily set)
  - PERS 2 7.9% (legislatively set)
  - PERS 3 Varies 5% to 15%

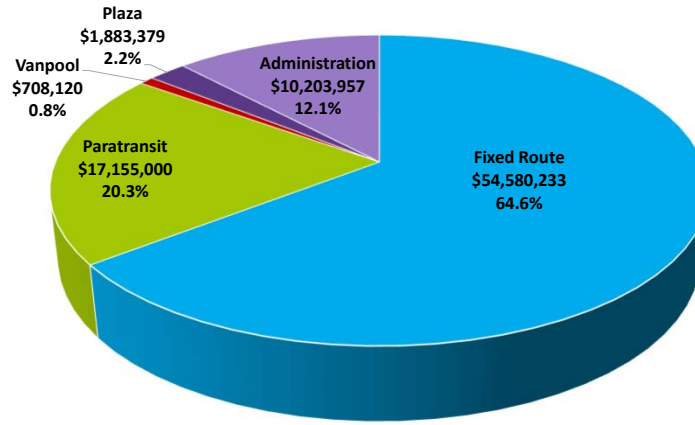
## 2020 Operating Budget Assumptions

### Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (appr)
	2018 Actual	2019 Budget	2020 Budget <sup>1</sup>	
Diesel	\$2.40	\$3.39	\$3.43	\$5.3M
Gasoline	\$2.66	\$3.51	\$3.36	\$0.6M
<b>Total</b>				<b>\$5.9M</b>

<sup>1</sup> Energy Information Administration July 2019 forecast with 1/4 standard deviation

## 2020 Operating Expenses by Division

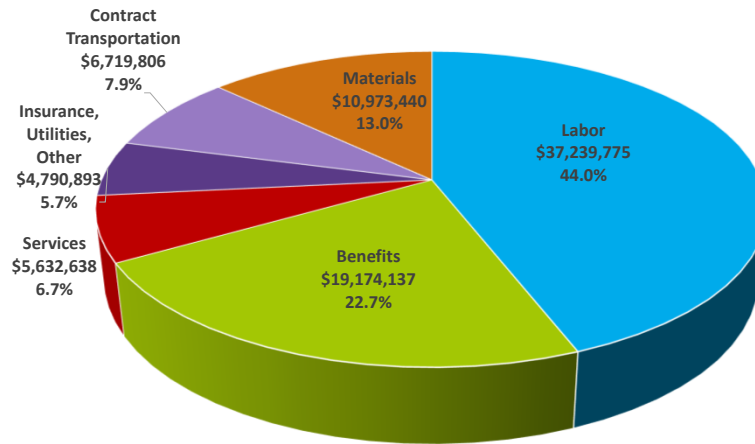


**\$84,530,689**

2020 Draft Budget

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## 2020 Operating Expenses by Object

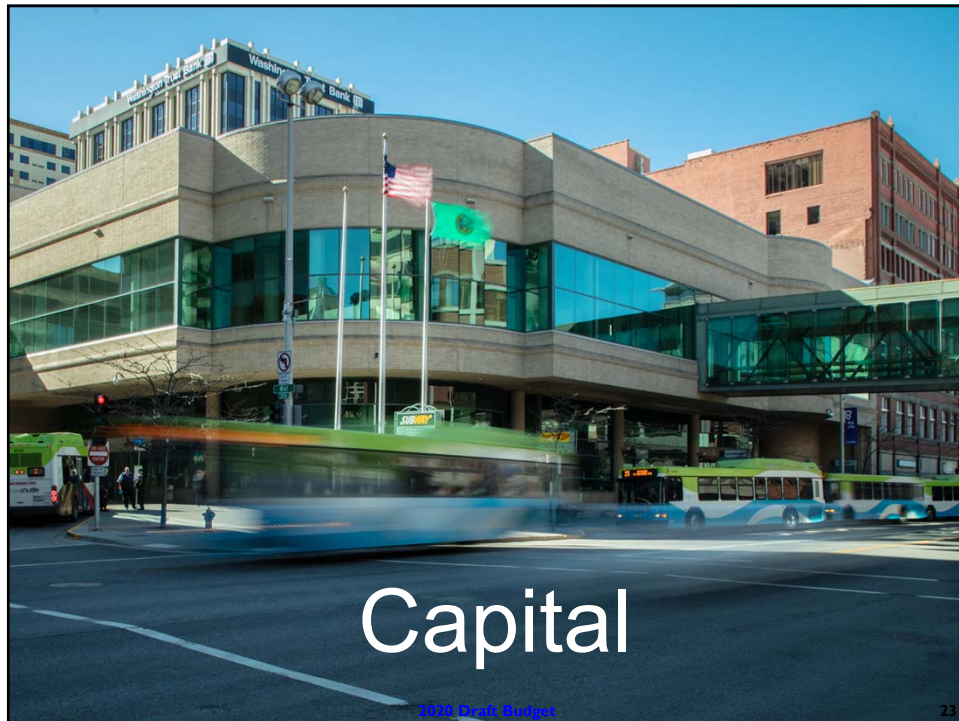


**\$84,530,689**

2020 Draft Budget

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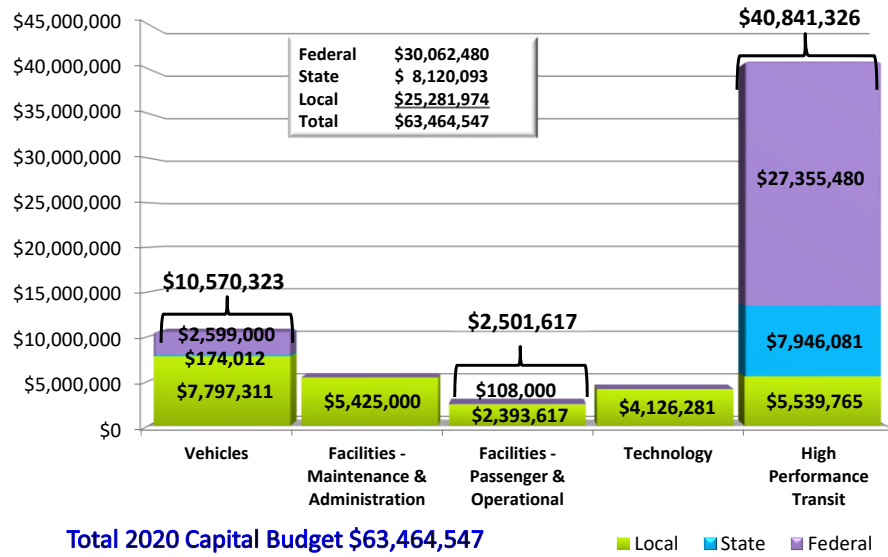




## 2020 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$30,062,480	47.4%
State	\$8,120,093	12.8%
Local (includes \$7,114,786 from Fleet Replacement Fund)	<u>\$25,281,974</u>	39.8%
2020 Capital Total	\$63,464,547	
Fleet Replacement 2020 Contribution	\$ 8,836,454	
Total 2020 Capital/Fleet Replacement Contribution Budget	<u>\$ 72,301,001</u>	

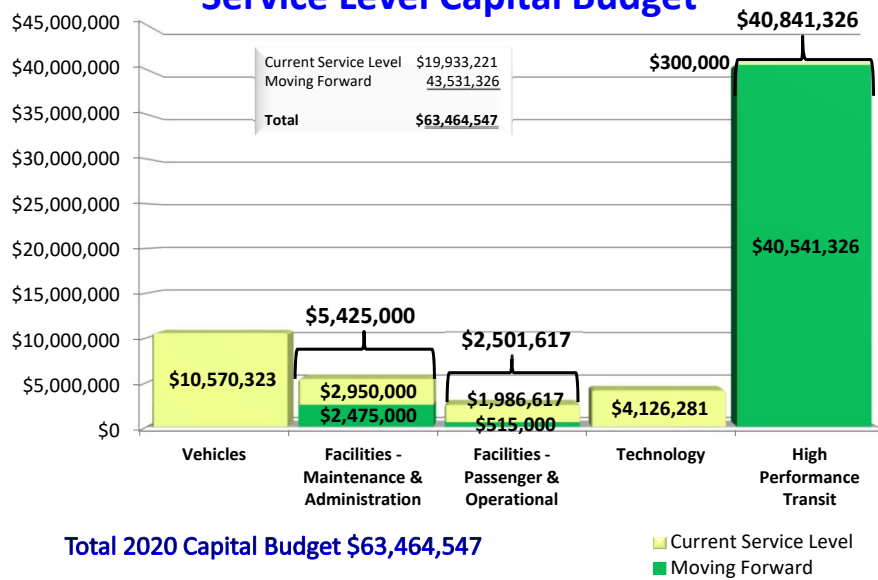
## 2020 Capital Budget



2020 Draft Budget

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## 2020 Moving Forward vs Current Service Level Capital Budget



2020 Draft Budget

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## Budget Comparison 2019 to 2020

Budget Comparison 2019 to 2020				
	2019 Budget	2020 Budget-Draft Level Budget	\$ Change from 2019 Budget	% Change from 2019 Budget
<b>Estimated Revenues:</b>				
Fares & Other Transit Revenue	\$11,807,075	\$12,242,543	\$435,468	3.7%
Sales Tax	77,271,349	84,988,609	7,717,260	10.0%
State Grants	1,409,615	1,604,616	195,001	13.8%
Miscellaneous Revenue	1,080,926	1,559,803	478,877	44.3%
Federal Preventive Maintenance	8,281,473	8,457,040	175,567	2.1%
<b>Subtotal: Operating Revenues</b>	<b>\$99,850,438</b>	<b>\$108,852,611</b>	<b>\$9,002,173</b>	<b>9.0%</b>
Federal Capital Revenue	\$9,989,810	\$30,062,480	\$20,072,670	200.9%
State Capital Revenue	18,469,709	8,120,093	(10,349,616)	-56.0%
<b>Subtotal: Capital Revenue</b>	<b>\$28,459,519</b>	<b>\$38,182,573</b>	<b>\$9,723,054</b>	<b>34.2%</b>
<b>Total Revenue</b>	<b>\$128,309,957</b>	<b>\$147,035,184</b>	<b>\$18,725,227</b>	<b>14.6%</b>
Decrease in Cash Balance*	20,727,619	9,796,506	(10,931,113)	-52.7%
<b>Total Source of Funds</b>	<b>\$149,037,576</b>	<b>\$156,831,690</b>	<b>\$7,794,114</b>	<b>5.2%</b>
<b>Estimated Expenditures:</b>				
Fixed Route	\$52,327,727	\$54,580,233	\$2,252,506	4.3%
Paratransit	14,909,917	17,155,000	2,245,083	15.1%
Vanpool	706,231	708,120	1,889	0.3%
Plaza	1,876,554	1,883,379	6,825	0.4%
Administration	9,721,075	10,203,957	482,881	5.0%
<b>Total Operating Expenses</b>	<b>\$79,541,505</b>	<b>\$84,530,689</b>	<b>\$4,989,184</b>	<b>6.3%</b>
Capital Expenditures - Includes FR & PT Fleet	\$57,367,759	\$63,464,547	\$6,096,788	10.6%
FR & PT Fleet Replacement Allocation	12,128,312	8,836,454	(3,291,858)	-27.1%
<b>Total Use of Funds</b>	<b>\$149,037,576</b>	<b>\$156,831,690</b>	<b>\$7,794,114</b>	<b>5.2%</b>

\* Includes \$7,114,786 from Fleet Replacement Fund (\$9,796,506 - \$7,114,786 = \$2,681,720 = Net Decrease in Cash on Change in Reserve tab)

2020 Draft Budget



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## 2020 Cash and Reserve Analysis

	2020 Draft Level Budget
<b>OPERATING ACTIVITIES</b>	
Revenue (excluding capital grants)	\$108,852,611
Operating Expense	(\$84,530,689)
<b>Revenue Over / (Under) Operating Expenses</b>	<b>\$24,321,922</b>
<b>CAPITAL ACTIVITIES (Local Funds)</b>	
Purchase of Property, Plant, and Equipment	(18,167,188)
FR & PT Fleet Replacement Allocation	(8,836,454)
<b>Total Local Cash Used for Capital Activities</b>	<b>(27,003,642)</b>
<b>NET DECREASE IN CASH</b>	<b>(2,681,720)</b>
CASH (Projected beginning 2020)	45,423,218
<b>CASH (Projected ending 2020)</b>	<b>42,741,498</b>
<b>BOARD DESIGNATED RESERVES</b>	
Operating Reserve (15% of Operating Expenses)	(12,679,603)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
<b>Total Board Designated Reserves<sup>1</sup></b>	<b>(23,129,603)</b>
<b>2020 Estimated End of Year Cash Balance After Reserves<sup>2</sup></b>	<b>\$19,611,895</b>

<sup>1</sup> In addition to the Board designated reserves, STA maintains a cumulative reserve for unforeseen claim costs of \$357,000 which is part of the public entity surety required by the Department of Labor and Industries.

<sup>2</sup> Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2020-2025 Capital Improvement Plan. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$24,178,433 as of December 31, 2020.

2020 Draft Budget



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## Next Steps

Date (2019)	Action
September 4 <sup>th</sup>	2020 Draft Budget-Operating & Capital presented to the Planning & Development Committee
September 19 <sup>th</sup>	2020 Draft Budget-Operating & Capital presented to STA Board
October	Citizen and Employee Outreach
October 2 <sup>nd</sup>	2020 Proposed Budget-Operating & Capital & 2020 Strategic Plan presented to the Planning & Development Committee
October 17 <sup>th</sup>	Public Hearing for 2020 Proposed Budget-Operating & Capital Board adoption of the 2020 Strategic Plan
November 6 <sup>th</sup>	Recommendations of 2020 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
November 21 <sup>st</sup>	Board adoption of the 2020 Final Proposed Budget-Operating & Capital

## Questions?

Capital Programs: 2020-2025 by Program and Project																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</
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Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD	Remaining Balance	2020 - Local	2020 - State	2020 - Federal	2020 Total	2020 Qty	2021 Total	2021 Qty	2022 Total	2022 Qty	2023		2024		2025		
																		2023 Total	Qty	2024 Total	Qty	2025 Total	Qty	2020-2025
Vehicles	Fixed Route Fleet -	486	Fixed Route Fleet Replacement-2023	Not started	Funded	5,658,023		5,658,023										5,658,023	10					5,658,023
		490	Fixed Route Fleet Replacement-2022	Not started	Funded	8,789,162		8,789,162								8,789,162	16							8,789,162
		493	Fixed Route Fleet Replacement-2024	Not started	Funded	9,907,198		9,907,198												9,907,198	17			9,907,198
		494	Fixed Route Fleet Replacement-2025	Not started	Funded	8,839,635		8,839,635														8,839,635	14	8,839,635
		568	Fixed Route Fleet Replacement-2020	Not started	Funded	9,379,036		9,379,036	6,780,036		2,599,000	9,379,036	10											9,379,036
Fixed Route Fleet - Replacement Total						52,590,532		52,590,532	6,780,036		2,599,000	9,379,036	10	8,533,167	16	10,273,473	19	5,658,023	10	9,907,198	17	8,839,635	14	52,590,532
	Non-Revenue Vehicles	778	F/R Service Vehicles	Not started	Funded	90,000		90,000										90,000					2	90,000
Non-Revenue Vehicles Total						90,000		90,000										90,000					2	90,000
Vehicles Total						82,945,538		82,945,538	7,797,311	174,012	2,599,000	10,570,323	33	9,708,816	35	22,146,208	84	13,119,861	30	15,419,574	63	11,980,756	23	82,945,538
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	207	Refueling Facility Replacement	Pre-Design	Funded	4,828,000	139,666	4,688,334						600,000		4,088,334								4,688,334
		298	Replace paint booth and lift systems	Closeout	Funded	1,000,000	1,421,597	-421,597	5,000			5,000												5,000
		504	Mission & Green Acquisition Due-Diligence	Work in progre	Funded	250,000		250,000	100,000			100,000												100,000
		766	Boone Campus Battery Electric Bus (BEB) Charging Infrastructure	Work in progre	Funded-MF	2,500,000		2,500,000	2,475,000			2,475,000												2,475,000
Boone - Facility Master Plan Program Total						8,578,000	1,561,263	7,016,737	2,580,000			2,580,000		600,000		4,088,334		7,268,334						
	Boone - Preservation and Enhancements	189	Re-landscaping with sustainable type and correct tree grates	Not started	Funded	130,000		130,000								130,000								130,000
		324	Boone Facility Fire Alarm Replacement	On hold	Funded	467,610		467,610										467,610						467,610
		351	Landscape Monroe Frontage	Not started	Funded	50,000		50,000								50,000								50,000
		458	Passenger Elevator Replacement Boone Ave	Work in progre	Funded	380,000		380,000	380,000			380,000												380,000
		460	UST Non-Diesel Replacement Boone Ave	Work in progre	Funded	1,480,000		1,480,000	1,480,000			1,480,000												1,480,000
		587	Air Compressor upgrade	Not started	Funded	75,000		75,000	75,000			75,000												75,000
		738	HVAC Upgrades NS Boone	Work in progre	Funded	365,000		365,000	5,000			5,000												5,000
		779	Capital Replacement of BEB Electric Charging-2023	Not started	Funded	100,000		100,000										100,000						100,000
		780	Capital Replacement of BEB Electric Charging-2024	Not started	Funded	100,000		100,000												100,000				100,000
		781	Capital Replacement of BEB Electric Charging-2025	Not started	Funded	100,000		100,000														100,000		100,000
		803	HVAC & DDC Controls Upgrades	Not started	Funded	566,000		566,000	551,000			551,000		15,000										566,000
		804	Capital changes to Admin Space in Maintenance	Not started	Funded	50,000		50,000	50,000			50,000												50,000

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure	Remaining	2020 -	2020 -	2020 -	2020 Total	2020	2021 Total	2021	2022 Total	2022	2023		2024		2025	
							PTD	Balance	Local	State	Federal		Qty		Qty		Qty	2023 Total	Qty	2024 Total	Qty	2025 Total	Qty
Facilities -	Boone - Preservation and Enhancements Total					3,863,610	3,863,610	2,541,000			2,541,000		15,000		180,000		567,610	100,000		100,000		3,503,610	
	Miscellaneous Equipment and Fixtures	393	Miscellaneous Equipment and Fixtures-2020	Not started	Funded	20,000		20,000	20,000			20,000											20,000
		505	HVAC Replacement/upgrades - 2021	Not started	Funded	25,000		25,000						25,000									25,000
		511	Cabinet Parts Washer	Not started	Funded	80,000		80,000						80,000									80,000
		512	Miscellaneous Equipment and Fixtures-2021	Not started	Funded	30,000		30,000						30,000									30,000
		556	Miscellaneous Equipment and Fixtures-2022	Not started	Funded	35,000		35,000								35,000							35,000
		583	HVAC Replacement/upgrades - 2020	Not started	Funded	25,000		25,000	25,000			25,000											25,000
		585	Miscellaneous Equipment and Fixtures-2023	Not started	Funded	20,000		20,000									20,000						20,000
		733	Miscellaneous Equipment and Fixtures 2024	Not started	Funded	40,000		40,000											40,000				40,000
		736	HVAC Replacement/upgrades- 2022	Not started	Funded	25,000		25,000								25,000							25,000
		737	HVAC Replacement/upgrades- 2023	Not started	Funded	25,000		25,000									25,000						25,000
		762	HVAC Replacement/upgrades- 2024	Not started	Funded	25,000		25,000											25,000				25,000
		777	Brake Tool	Not started	Funded	25,000		25,000	25,000			25,000											25,000
		782	HVAC Replacement/upgrades- 2025	Not started	Funded	40,000		40,000											40,000				40,000
		783	F&G Truck Mounted Crane	Not started	Funded	120,000		120,000	120,000			120,000											120,000
		784	Miscellaneous Equipment and Fixtures-2025	Not started	Funded	40,000		40,000													40,000		40,000
	Miscellaneous Equipment and Fixtures Total					575,000		575,000	190,000			190,000		135,000		60,000		45,000	105,000		40,000		575,000
	Fleck Center - Preservation and Improvements	354	Fleck Energy Savings Project	Not started	Funded	980,000		980,000	50,000			50,000											50,000
		463	Floor Scrubber Replacement @ Fleck Service Center	Not started	Funded	64,000		64,000	64,000			64,000	1										64,000
		787	Fleck Center Drain/Slab UST	Not started	Funded	240,000		240,000															240,000
	Fleck Center - Preservation and Improvements Total					1,284,000		1,284,000	114,000			114,000	1									240,000	354,000
Facilities - Maintenance & Administration Total						14,300,610	1,561,263	12,739,347	5,425,000			5,425,000	1	750,000		4,328,334		612,610	205,000		380,000		11,700,944
Facilities - Passenger & Operational	Park and Ride Development	785	Park and Ride Lot Major Preservation-2025	Not started	Funded	40,000		40,000														40,000	40,000
	Park and Ride Development Total					40,000		40,000														40,000	40,000
	Park and Ride Upgrades	510	Park and Ride Lot Major Preservation	Not started	Funded	25,000		25,000	25,000			25,000											25,000
		513	Park and Ride Lot Major Preservation	Not started	Funded	25,000		25,000						25,000									25,000

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD	Remaining Balance	2020 - Local	2020 - State	2020 - Federal	2020 Total	2020 Qty	2021 Total	2021 Qty	2022 Total	2022 Qty	2023 Total	2023 Qty	2024 Total	2024 Qty	2025 Total	2025 Qty	2020-2025
Facilities - Passenger &	Park and Ride Upgrades	613	Park and Ride Lot Preservation	Not started	Funded	20,000		20,000										20,000						20,000
		755	Five Mile Layover and Staging Expansion	Preliminary	Funded	1,100,000		1,100,000	900,000			900,000												900,000
		759	Park and Ride Lot Major Preservation 2024	Not started	Funded	20,000		20,000												20,000				20,000
	Park and Ride Upgrades Total						1,190,000	1,190,000	925,000			925,000		25,000				20,000		20,000				990,000
	Plaza Preservation and Improvements	564	Plaza Controls Replacement		Funded	132,867	186,769	-53,902	42,867			42,867												42,867
				Closeout																				
		794	Plaza Exterior Signage	Not started	Funded	80,000		80,000	80,000			80,000												80,000
		795	Plaza Garage Door Replacement	Not started	Funded	85,000		85,000	85,000			85,000												85,000
		806	Plaza Manlift Replacement	Not started	Funded	8,000		8,000	8,000			8,000												8,000
	Plaza Preservation and Improvements Total						305,867	186,769	119,098	215,867		215,867												215,867
	Route & Stop Facility Improvements	401	Operational Improvements- 2020	Not started	Funded	200,000		200,000	200,000			200,000												200,000
		464	Rural Highway Stop Improvements	Not started	Funded-MF	1,200,000		1,200,000	250,000			250,000		100,000		100,000		500,000						950,000
		480	Downtown Layover Upgrades	Preliminary	Funded-MF	515,000		515,000	265,000			265,000		250,000										515,000
		523	Bus Stop Improvements- 2020	Not started	Funded	100,000		100,000	100,000			100,000												100,000
		524	Bus Stop Improvements- 2021	Not started	Funded	100,000		100,000						100,000										100,000
		525	Operational Improvements - 2021	Not started	Funded	200,000		200,000						200,000										200,000
		551	Transit Shelter Replacement	Work in progre	Funded	200,000		200,000	40,750			40,750		43,250										84,000
		553	Bus Stop Improvements - 2022	Not started	Funded	100,000		100,000								100,000								100,000
		554	Operational Improvements - 2022	Not started	Funded	200,000		200,000								200,000								200,000
		571	Bus Stop Improvements- 2023	Not started	Funded	100,000		100,000										100,000						100,000
		572	Operational Improvements - 2023	Not started	Funded	200,000		200,000										200,000						200,000
		574	Outyear Transit Enhancements - 2020	Not started	Funded	100,000		100,000	20,000		80,000	100,000												100,000
		744	2021 Service Change Bus Stops	Not started	Funded-MF	400,000		400,000						400,000										400,000
		746	Bus Stop Improvements - 2024	Not started	Funded	100,000		100,000												100,000				100,000
		749	Operational Improvements - 2024	Not started	Funded	200,000		200,000												200,000				200,000
		751	2021 Service Change Operational Requirements	Not started	Funded-MF	200,000		200,000						200,000										200,000
		753	Transit Shelter Lighting Retrofits	Not started	Funded	175,000		175,000	7,000		28,000	35,000		35,000		35,000		35,000						140,000
		788	Geiger/Spokane County Cooperative	Not started	Funded	200,000		200,000	100,000			100,000		100,000										200,000
		789	North Havana Street Sidewalk Improvement Project	Not started	Funded	270,000		270,000	270,000			270,000												270,000
		790	MF: 2023 Service Change Bus Stops	Not started	Funded-MF	425,000		425,000										375,000		50,000				425,000



Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD	Remaining Balance	2020 - Local	2020 - State	2020 - Federal	2020 Total	2020 Qty	2021 Total	2021 Qty	2022 Total	2022 Qty	2023 Total	2023 Qty	2024 Total	2024 Qty	2025 Total	2025 Qty	2020-2025	
Facilities - Passenger & Operational	Route & Stop Facility Improvements	791	MF: 2023 Service Change Operational Requirements	Not started	Funded-MF			215,000										205,000		10,000				215,000	
		792	Bus Stop Improvements - 2025	Not started	Funded			100,000														100,000		100,000	
		793	Operational Improvements - 2025	Not started	Funded			200,000														200,000		200,000	
Route & Stop Facility Improvements Total								5,700,000			5,700,000	1,252,750		108,000	1,360,750		1,428,250		435,000		1,415,000		360,000	300,000	5,299,000
Facilities - Passenger & Operational Total								7,235,867	186,769	7,049,098	2,393,617		108,000	2,501,617		1,453,250		435,000		1,435,000		380,000		340,000	6,544,867
Technology	Communicatio ns Technology Upgrades	517	Digital Monitors Content Mgmt Software-Systemwide	Not started	Funded			100,000	50,000			50,000												50,000	
		796	Digital Monitors for Customer Information	Not started	Funded			1,022,520	204,504			204,504		204,504		204,504		204,504		204,504				1,022,520	
		798	Cisco Switches	Not started	Funded			50,000	50,000			50,000												50,000	
		799	Cisco UCS S3260 Storage server	Not started	Funded			40,000	40,000			40,000												40,000	
		800	Phone System Replacement	Not started	Funded			200,000	200,000			200,000												200,000	
		801	Pure Storage expansion	Not started	Funded			80,000	80,000			80,000												80,000	
Communications Technology Upgrades Total								1,492,520	624,504			624,504		204,504		204,504		204,504		204,504		204,504		1,442,520	
	Computer Equipment Preservation and Upgrades	527	Computer Equipment - 2020	Not started	Funded			170,000	170,000			170,000												170,000	
		528	Computer Equipment - 2021	Not started	Funded			175,000						175,000										175,000	
		566	Computer Equipment - 2022	Not started	Funded			175,000								175,000								175,000	
		603	Computer Equipment- 2023	Not started	Funded			150,000										150,000						150,000	
		758	Computer Equipment - 2024	Not started	Funded			150,000												150,000				150,000	
		802	Computer Equipment- 2025	Not started	Funded			150,000														150,000		150,000	
Computer Equipment Preservation and Upgrades Total								970,000	170,000			170,000		175,000		175,000		150,000		150,000		150,000		970,000	
	Fare Collection and Sales Technology	431	Fixed Route Fare Collection System Update		Funded			5,890,000	299,457	5,590,543	2,132,277		2,132,277	98,266										2,230,543	
				Work in progre																					
Fare Collection and Sales Technology Total								5,890,000	299,457	5,590,543	2,132,277		2,132,277	98,266										2,230,543	
	Operating & Customer Service Software	577	Trapeze OPS-Web	Not started	Funded			175,000	175,000			175,000												175,000	
		578	Trapeze ParaCutter	Not started	Funded			120,000	120,000			120,000												120,000	
		797	Trapeze PASS Enhancements	Not started	Funded			525,000	525,000			525,000												525,000	
Operating & Customer Service Software Total								820,000	820,000			820,000												820,000	
	Security and Access Technology	601	Park and Ride Camera System - Five Mile	Not started	Funded			59,500	59,500			59,500												59,500	
		609	Park and Ride Camera System - Liberty Lake	Not started	Funded			85,900						85,900										85,900	
		610	Park and Ride Camera System - South Hill	Not started	Funded			74,600								74,600								74,600	
Security and Access Technology Total								220,000	220,000			59,500		85,900		74,600								220,000	
	Smart Bus Implementation	336	Fiber Communications		Funded			869,528	224,446	645,082	100,000		100,000		100,000		100,000		100,000		100,000			600,000	
				Work in progre																					
Smart Bus Implementation Total								869,528	224,446	645,082	100,000		100,000		100,000		100,000		100,000		100,000		100,000	600,000	

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD	Remaining Balance	2020 - Local	2020 - State	2020 - Federal	2020 Total	2020 Qty	2021 Total	2021 Qty	2022 Total	2022 Qty	2023		2024		2025				
																			2023 Total	Qty	2024 Total	Qty	2025 Total	Qty	2020-2025	
Technology	Capital Program Management Software	763	Project Management Software		Funded	260,000		260,000	220,000			220,000												220,000		
				Not Stated																						
Capital Program Management Software Total						260,000		260,000	220,000			220,000							220,000							
Technology Total						10,522,048	523,903	9,998,145	4,126,281			4,126,281		663,670		554,104			454,504		454,504		250,000		6,503,063	
High Performance Transit Implementation	Central City Line	347	Design and Construction		Funded-MF	84,755,141		84,755,141	155,000	6,118,740	26,500,000	32,773,740		40,604,401		10,532,000		845,000						84,755,141		
		805	MF: Riverside Avenue Cooperative Improvement Project	Design Not started	Funded-MF	600,000		600,000	600,000			600,000							600,000							
Central City Line Total						85,355,141		85,355,141	755,000	6,118,740	26,500,000	33,373,740		40,604,401		10,532,000			845,000					85,355,141		
	Incremental HPT Investments	470	Plaza HPT Platforms		Funded-MF	1,845,000	157,011	1,687,989	1,647,989			1,647,989												1,647,989		
		478	Division HPT Design Study	Preliminary Work in progre	Funded	500,000		500,000	60,000		240,000	300,000												300,000		
Incremental HPT Investments Total						2,345,000	157,011	2,187,989	1,707,989		240,000	1,947,989							1,947,989							
	Monroe-Regal Line	479	Monroe-Regal Shelter and Stop Enhancements		Funded-MF	4,815,385	455,519	4,359,866	928,291	449,791		1,378,082												1,378,082		
		542	Moran Prairie Park and Ride Construction	Work in progre Preliminary	Funded-MF	2,875,000		2,875,000	253,000	297,000		550,000												550,000		
Monroe-Regal Line Total						7,690,385	455,519	7,234,866	1,181,291	746,791		1,928,082							1,928,082							
	Cheney Line	465	Four Lakes Station	Work in progre	Funded-MF	850,500	793	849,707	409,335		125,480	534,815												534,815		
		764	Cheney Corridor Improvements	Work in progre	Funded-MF	3,879,600		3,879,600	639,250	1,080,550		1,719,800		1,614,800		150,000								3,484,600		
Cheney Line Total						4,730,100	793	4,729,307	1,048,585	1,080,550	125,480	2,254,615		1,614,800		150,000			4,019,415							
	I-90/Valley Line	469	Mirabeau Transit Center Improvements	Not started	Funded-MF	8,488,000		8,488,000	424,400			424,400		1,698,200		5,941,000		424,400						8,488,000		
		477	Liberty Lake Park & Ride	Not started	Funded-MF	5,562,000		5,562,000						412,000		2,575,000		2,575,000						5,562,000		
		545	Preliminary Engineering I-90 HPT Corridor Facilities		Funded-MF	812,500		812,500	122,500		490,000	612,500		200,000										812,500		
				Preliminary																						
I-90/Valley Line Total						14,862,500		14,862,500	546,900		490,000	1,036,900		2,310,200		8,516,000			2,999,400					14,862,500		
	Sprague Line	540	Sprague HPT Improvements	Preliminary	Funded-MF	6,556,000	40,022	6,515,978	300,000			300,000		850,000		2,406,000		2,759,978						6,315,978		
Sprague Line Total						6,556,000	40,022	6,515,978	300,000			300,000		850,000		2,406,000			2,759,978					6,315,978		
High Performance Transit Implementation Total						121,539,126	653,345	120,885,781	5,539,765	7,946,081	27,355,480	40,841,326		45,379,401		21,604,000			6,604,378					114,429,105		
Grand Total						236,543,189	2,925,280	233,617,909	25,281,974	8,120,093	30,062,480	63,464,547	34	57,955,137	35	49,067,646	84	22,226,353	30	16,459,078	63	12,950,756	23	222,123,517		
Local												25,281,974		23,967,914		38,460,635		17,057,522		15,556,078		12,037,756		132,361,879		
State												8,120,093		5,992,951		6,832,483		-		-		-		20,945,527		
Federal												30,062,480		27,994,272		3,774,528		5,168,831		903,000		913,000		68,816,111		
Total												63,464,547		57,955,137		49,067,646		22,226,353		16,459,078		12,950,756		222,123,517		
Allocation by Financial Status																										
Status Quo												19,933,221		11,545,736		19,123,246		7,869,540		13,049,196		9,979,635		81,500,574		
Moving Forward												43,531,326		46,409,401		29,944,400		14,356,813		3,409,882		2,971,121		140,622,943		
Total												63,464,547		57,955,137		49,067,646		22,226,353		16,459,078		12,950,756		222,123,517		

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 9Aiii:** ZERO EMISSION TECHNOLOGY FLEET TRANSITION  
EVALUATION - UPDATE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Roger Watkins, Chief Operations Officer

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**SUMMARY:** Staff will present an update on the zero emission technology transition.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

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

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

**SUBMITTED BY:** Lori Kinnear, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

## **SPOKANE TRANSIT AUTHORITY**

### **BOARD MEETING OF**

September 19, 2019

#### **AGENDA ITEM 10Ai : SECOND QUARTER 2019 PERFORMANCE MEASURES**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Roger Watkins, Chief Operations Officer

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**SUMMARY:** A complete set of the Second Quarter 2019 Performance Measures is attached to the end of this packet. Staff will be prepared to address any questions about any measure. The complete report has also been posted to the STA website at:

[https://www.spokanetransit.com/files/content/2019\\_2nd\\_Q\\_Perf\\_Measures-for\\_WEB.pdf](https://www.spokanetransit.com/files/content/2019_2nd_Q_Perf_Measures-for_WEB.pdf)

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

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

##### **Ridership**

Ridership for Fixed Route ended the quarter down 1.9% compared to our ridership year in 2018. Fixed Route provided 5,166,085 in 2019 vs. 5,266,118 in 2018. The ridership goal for Fixed Route in 2019 is 2.0% increase from 2018 (approximately 10.27 million trips).

- Due to the extreme winter weather and record setting snowfall, which brought school cancellations and multiple days of delayed reporting times in the first quarter, ridership remained down for the 2<sup>nd</sup> quarter. Over 60% of the decrease was non-revenue ridership.
- Ridership was also down 10.7% on one of the largest UTAP customers (EWU).

STA's goal in Paratransit is to manage growth and maintain a 1.5% increase over 2018 ridership level. At the end of the 2<sup>nd</sup> Quarter, Paratransit ridership is 7.9% lower than in 2018 (224,147 vs. 243,246).

- Paratransit ridership continued to be down this quarter. Extensive analysis has determined three primary reasons for the decrease. These include lower than normal on time performance during fall and winter months, loss of ridership from several large providers due to loss of employment for their clients, and a large decline in SUV ridership YTD.
- Paratransit operations have greatly improved on time performance in the 2<sup>nd</sup> quarter. This will hopefully encourage the return of customers who stopped riding due to performance degradations.
- STA's Paratransit ridership growth has been successfully managed since 2005. From a high of 521,000 trips in 2009, we have been successful in reducing demand to approximately 475,000 trips in 2018. This has been accomplished through a combination of creative programs such as In-Person Assessments, Mobility Training, Special Use Van Program, and the Van Grant Program.

Vanpool ridership had a slight decrease in the 2<sup>nd</sup> quarter of 2019, ending 0.7% lower than 2018 (81,033 vs. 81,638). STA's goal is to realize a 1.0% increase in ridership from 2018 (approximately 160,000 trips).

- Vanpool experienced the loss of two groups which directly contributed to the decrease this quarter. Staff have increased marketing efforts this summer and hope to increase the number of groups before school begins again in the fall.

## **Passengers per Revenue Hour (PPRH)**

### ***Fixed Route PPRH was 23.67***

- This is slightly below of the goal of 25. It is important to note that no other urban transit in Washington State, other than King County Metro, delivers more than 20 PPRH. STA's performance is a full 4 PPRH higher than any other agency.

### ***Paratransit PPRH was 2.74***

- This is very slightly below the goal of 2.8 PPRH. Similar to the Fixed Route goal, the PPRH goal is very aspirational. Paratransit operation performance goals of 2.5 are common. The WA urban average is 2.42 for comparison.

## **Provide Excellent Customer Service**

### **On Time Performance**

- At 93.4%. Fixed Route exceeded STA's goal of 93% of trips running on time (on time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).
- Paratransit on time performance was 91.4%, short of the goal of 93%. As noted before, the snow and ice covered side streets greatly impacted paratransit operations during this quarter. However, OTP for April, May and June was above 94% each month.

### **Professional and Courteous**

- The company-wide average for "professional and courteous" rating exceeded the goal of a 4.5 (or above) average (on a 5 point scale) from customer observations in our Quality Counts! Survey Program. STA's overall average was 4.76.

## **Enable Organizational Success**

### **Operator Ride Checks**

- Fixed Route and Paratransit both are on target to meet the respective goals of 100% successful ride checks for all active coach and van operators. (Fixed Route – 141 of 276 – Paratransit - 20 out of 60).

## **Exemplify Financial Stewardship**

### **Cost per Passenger**

- Fixed Route and Paratransit both far surpassed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State. STA does much better than that goal. It should be noted however, that 2nd Quarter data will be skewed in a positive manner due to the timing lag of some outstanding payments. Most significant are the fuel and contracted service payments from MV.
- However, Paratransit experienced a significant increase in operating costs this quarter. First, a one-time operational cost was incurred with the replacement of the multi-function data computers in all 115 vans. Second, a deliberate decision by staff to re-characterize the Mobility Training contract from administrative cost to an operational cost will increase operating expenditures but decrease administrative costs.
  - Fixed Route cost per passenger was \$5.42. This is 63.0% of the urban systems' average.
  - Paratransit cost per passenger was \$33.85. This is 60.7% of the urban systems' average.

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

- Fixed Route farebox recovery is 17.8%, below the goal of 20%. The Board-approved fare changes in 2017 and 2018 will continue to help restore this recovery ratio. However, it is important to note that ridership will also need to be restored to 2015 ridership levels in order to meet/exceed the 20% goal.
- Paratransit farebox recovery is 4.7%, which is below the goal of 5%. The decrease in ridership has decreased the fare revenue coupled with the increased operating expenses led to an overall decrease in farebox recovery.

### **Ensure Safety**

#### **Preventable Accident Rate.**

- Fixed Route exceeded and Paratransit was slightly below the goal of 0.08 and 0.10 preventable accidents per 10,000 miles respectively.
  - At 0.05, Fixed Route was substantially lower than STA's goal of 0.08 preventable accidents per 10,000 miles.
  - At 0.13, Paratransit was above STA's goal of 0.10 preventable accidents per 10,000 miles. However, in terms of actual accidents, this represents only 9 total preventable accidents (a decrease of one would result in meeting goal). All of the preventable accidents through 2<sup>nd</sup> quarter are Type 0 or 1, little to no damage and no injuries.

**RECOMMENDATION TO BOARD:** Information only.



# Performance Measures 2nd Quarter 2019



## 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**





## Earn & Retain the Community's Trust

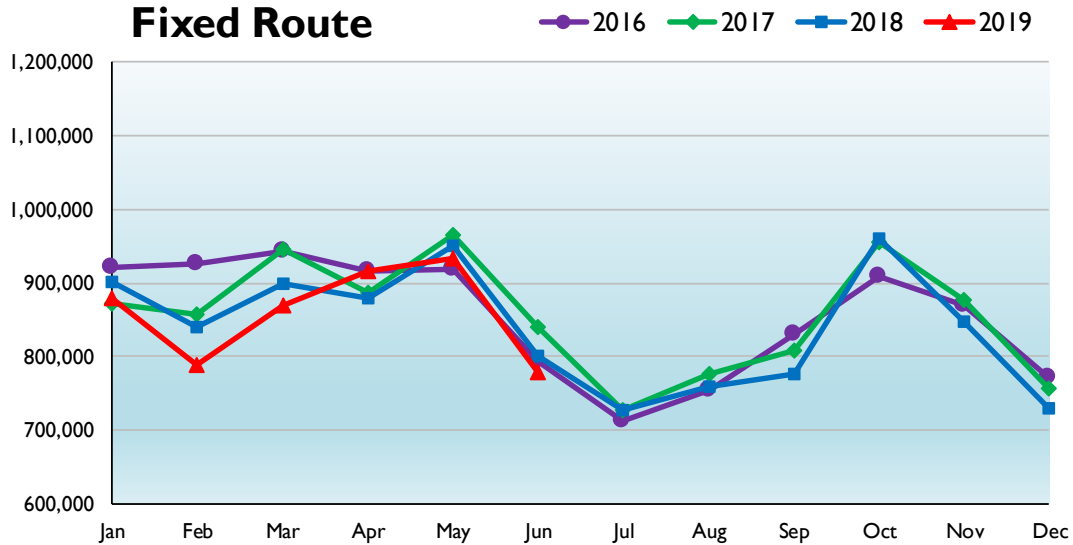
### 4 Performance Measures:

- Ridership
- Service Effectiveness  
(Passengers per Revenue Hour)
- Customer Security
- Public Outreach



## Ridership

### Fixed Route



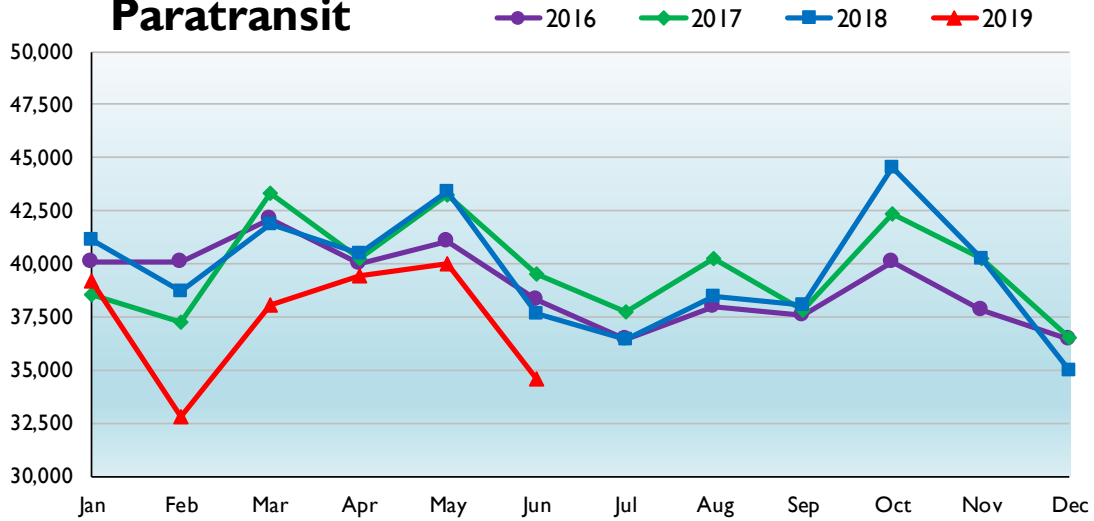
2016 = 10,261,789  
2017 = 10,264,971  
2018 = 10,069,599  
2019 = 10,270,991 (projected)

GOAL: 2.0% INCREASE OVER 2018 RIDERSHIP  
**Year to Date Result: 1.9% Decrease**



## Ridership

### Paratransit



2016 = 468,050

2017 = 477,010

2018 = 476,032

2019 = 483,172 (projected)

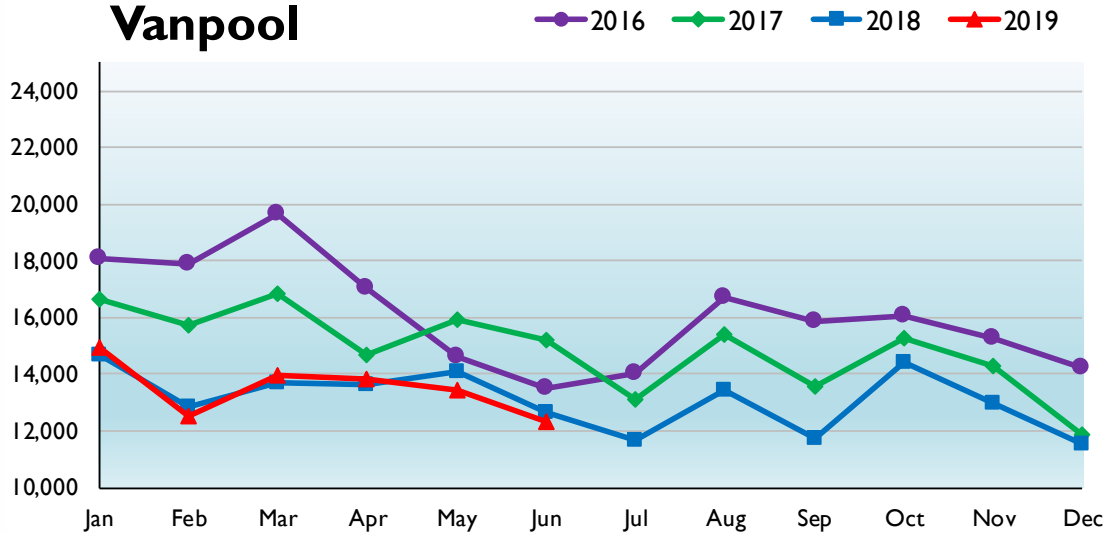
GOAL: 1.5% INCREASE OVER 2018 RIDERSHIP

**Year to Date Result: 7.9% Decrease**



## Ridership

### Vanpool



2016 = 193,006

2017 = 178,457

2018 = 157,433

2019 = 159,007 (projected)

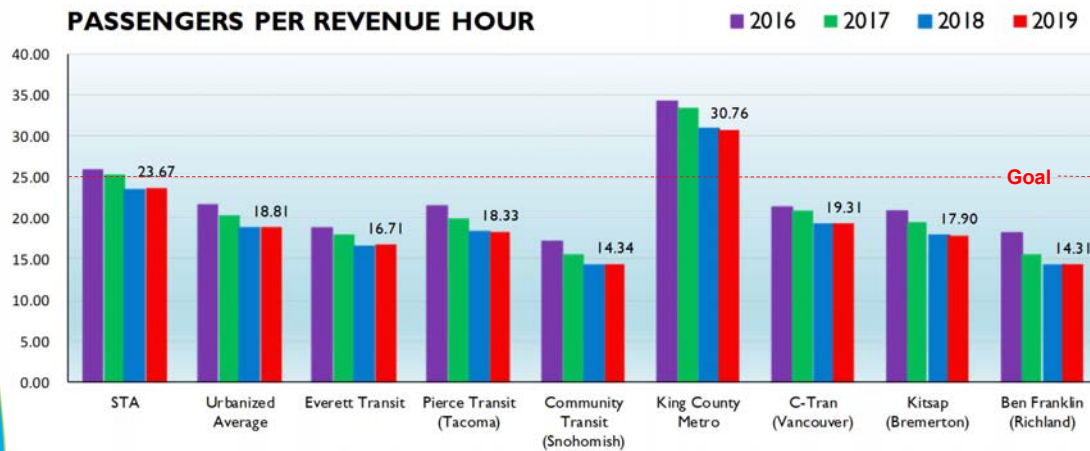
GOAL: 1.0% INCREASE OVER 2018 RIDERSHIP

**Year to Date Result: 0.7% Decrease**



# Service Effectiveness

## Fixed Route

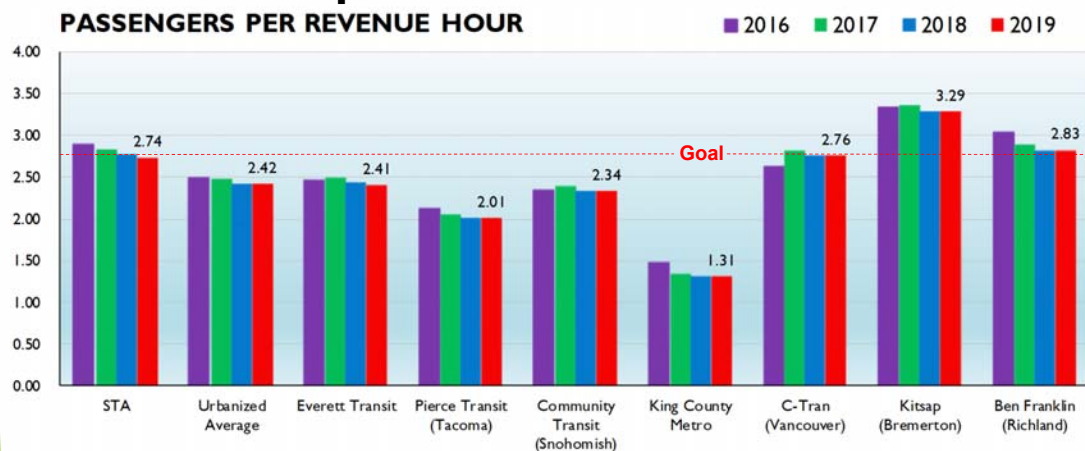


\* System averages assume a performance equal to STA for 2018 & 2019



# Service Effectiveness

## Demand Response



\* System averages assume a performance equal to STA for 2018 & 2019



## Customer Security

Fixed Route	2016	2017	2018	2019	GOAL
Personal Safety on Bus	4.5	4.5	4.2	Scheduled for Fall 2019	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	4.6	4.6	4.4	Scheduled for Fall 2019	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Paratransit	2016	2017	2018	2019	GOAL
Personal Safety on Van	4.8	Scheduled for 2018	4.8	Scheduled for Late Summer/Fall	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	4.8	Scheduled for 2018	4.8	Scheduled for Late Summer/Fall	Score 4.5 on a scale of 1-5 (Std. = 4.5)



## Community Perception

“Does STA do a good job of listening to the public?”

2016	2017	2018	2019	GOAL
3.74	3.75	3.74	Scheduled for Fall 2019	Score 4.5 on a scale of 1-5



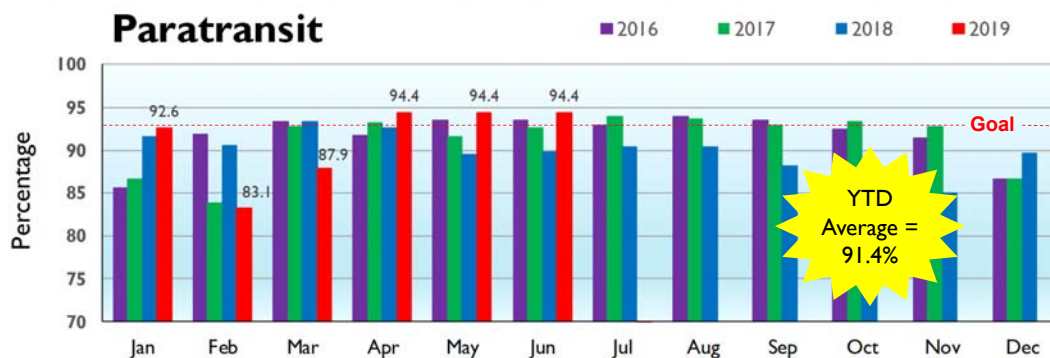
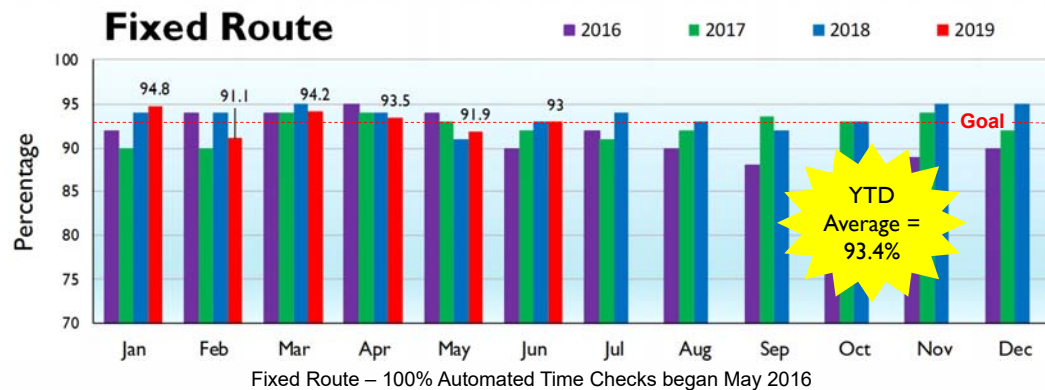
# Provide Excellent Customer Service

## 6 Performance Measures:

- On-Time Performance
- CS Call Center/Paratransit Reservations
  - Abandoned Calls
  - Customer Service Response Time
- Professionalism and Courtesy
- Driver Announcements / Introduction
- Cleanliness of Coach / Van
- Complaint Rate
- Maintenance Reliability



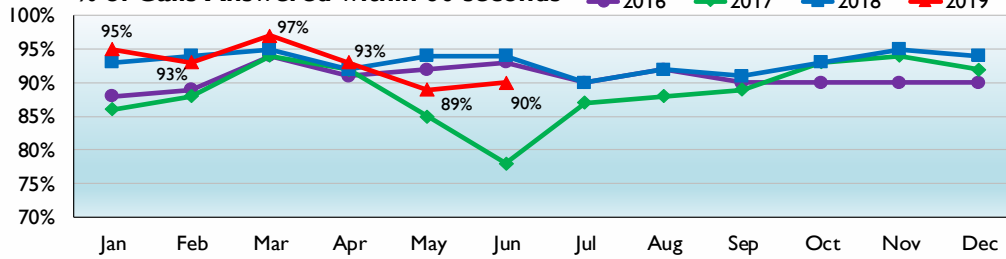
## On Time Performance



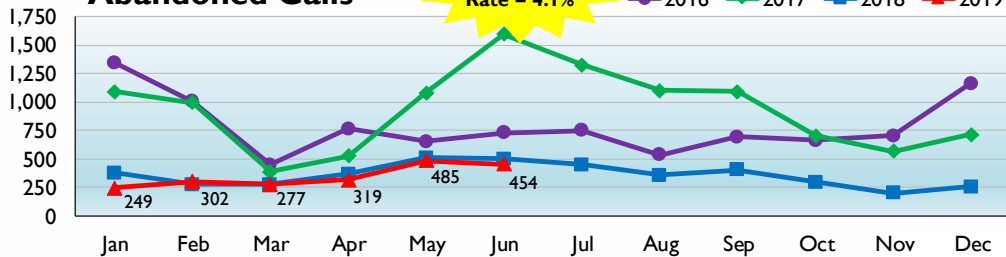
## Customer Service: 328-RIDE Call Center Performance

### Service Level:

% of Calls Answered within 60 seconds



### Abandoned Calls

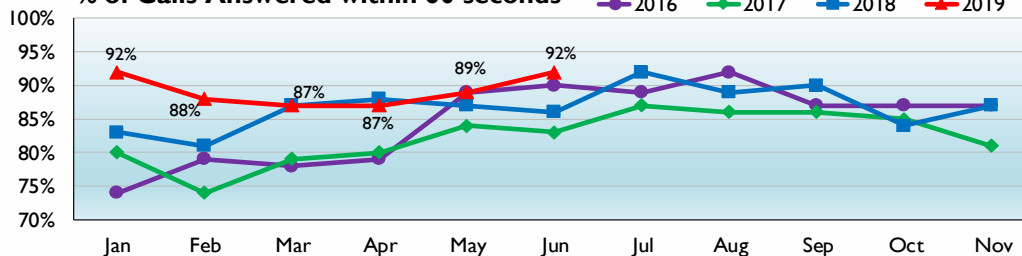


Call Center reporting software updated year end 2017. Setting parameters improved to reflect accurate hours of operation; lowering abandoned call numbers.

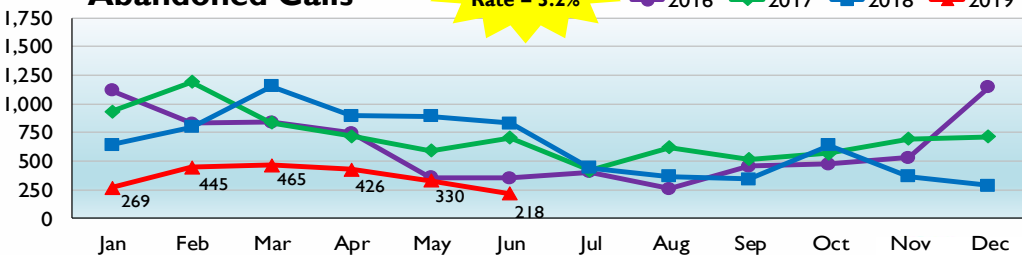
## Paratransit Reservations: 328-I552 Call Center Performance

### Service Level:

% of Calls Answered within 60 seconds

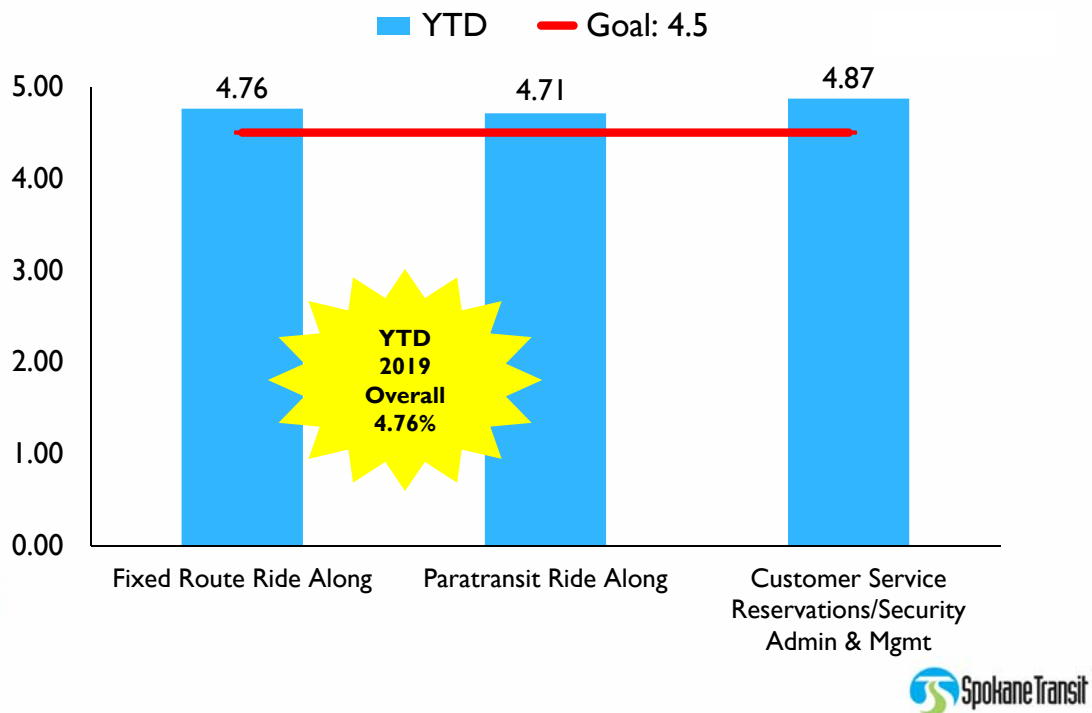


### Abandoned Calls

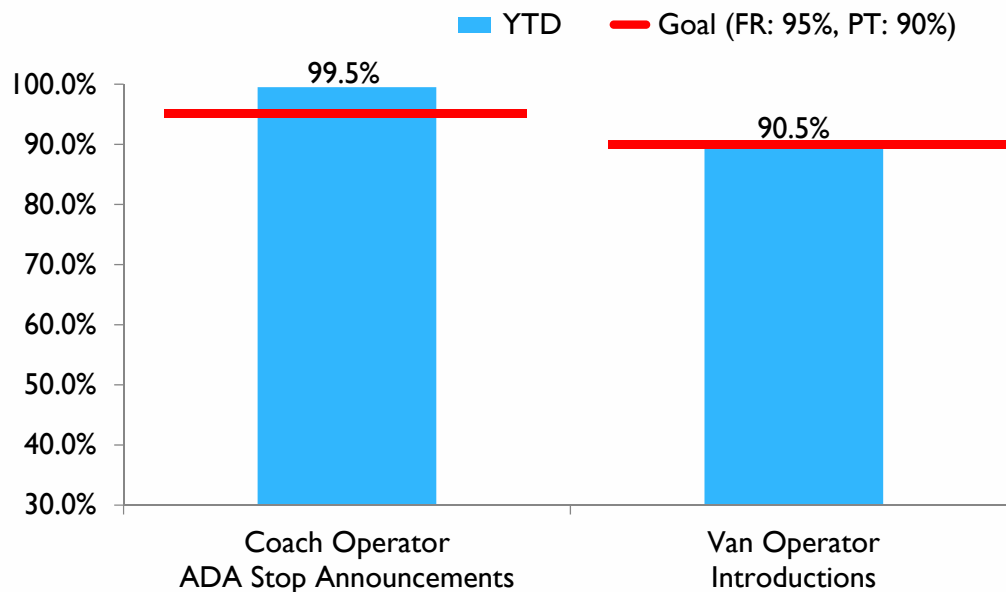


Call Center reporting software updated year end 2017. Setting parameters improved to reflect accurate hours of operation; lowering abandoned call numbers.

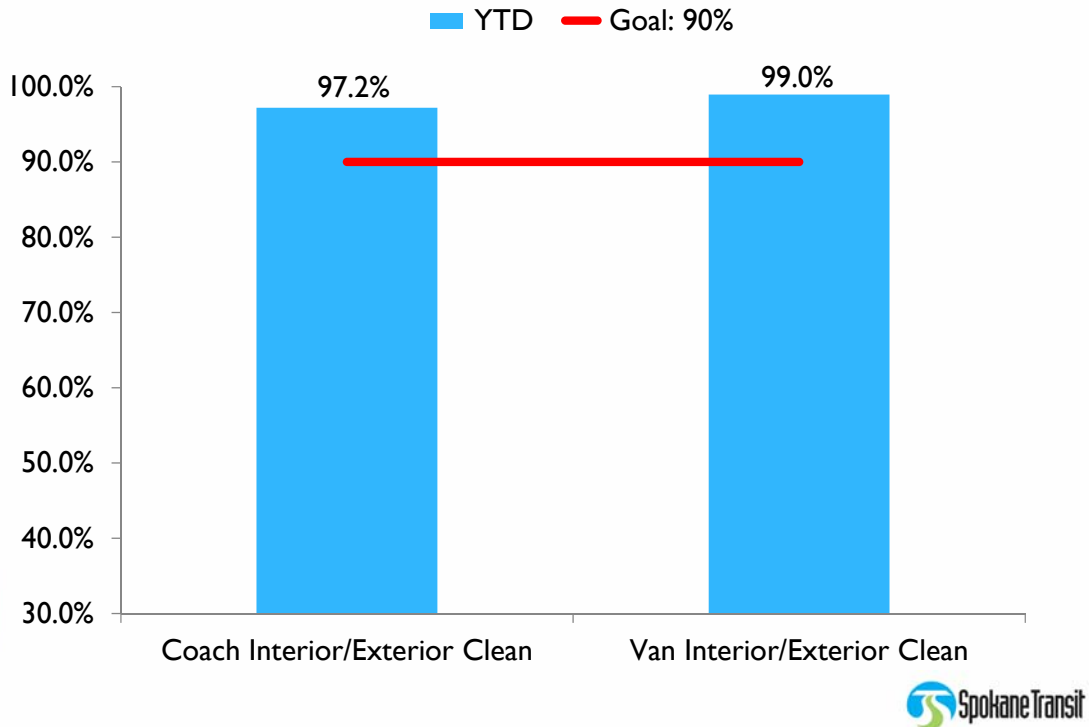
## Professional & Courteous



## Operator Announcements/Introductions



## Vehicle Cleanliness



## Comment Rate

	2018	YTD 2019	Goal
Fixed Route	9.0	10.1	≤ 8.0 (per 100K passengers)
Paratransit	9.3	5.2	≤ 8.0 (per 10K passengers)



# Maintenance Reliability

## Average Miles Between Road Calls

**Fixed Route**

**Paratransit**

2018	YTD 2019	GOAL
6,324	6,666	< 1 / 7,500 miles
43,728	64,264	< 1 / 75,000 miles



## Enable Organizational Success

### 3 Performance Measures:

- Training Rate
- Annual Employee Evaluations
- Governance



## Training Rates

	2017	2018	YTD 2019	Goal
<b>Fixed Route</b>	Completed	Delayed to 2019 due to scheduling	<b>Scheduled for Fall 2019</b>	8 hours Advanced Training per Operator
<b>Paratransit</b>	Completed	Completed	<b>Scheduled for July/Aug</b>	8 hours Advanced Training per Operator



## Ride Checks/Ride Along

	2018	YTD 2019	Goal
<b>Fixed Route</b>	270 of 270 completed	<b>141 of 276 completed</b>	100% of operators checked annually
<b>Paratransit</b>	55* of 60 completed	<b>20 of 60 completed</b>	100% of operators checked annually

**\* All active Operators completed**



## Maintenance Training

**Maintenance**

2019	Goal
Measured Annually	25 hours per employee per year



## Managers/Supervisors/ Administrative Training

**Managers /  
Supervisors/  
Admin**

2019	Goal
Measured Annually	100 % receive on-site or off-site training each year



# Governance

## Board Development

Attendance at a transit-related conference / training event

Event	Location	Attendee(s)
APTA Legislative Conference March 18-21, 2018	Washington, D.C.	Al French Pamela Haley Josh Kerns
APTA Annual Meeting October 13-16, 2019	New York, NY	Al French Candace Mumm Chris Grover Pam Haley

## Exemplify Financial Stewardship

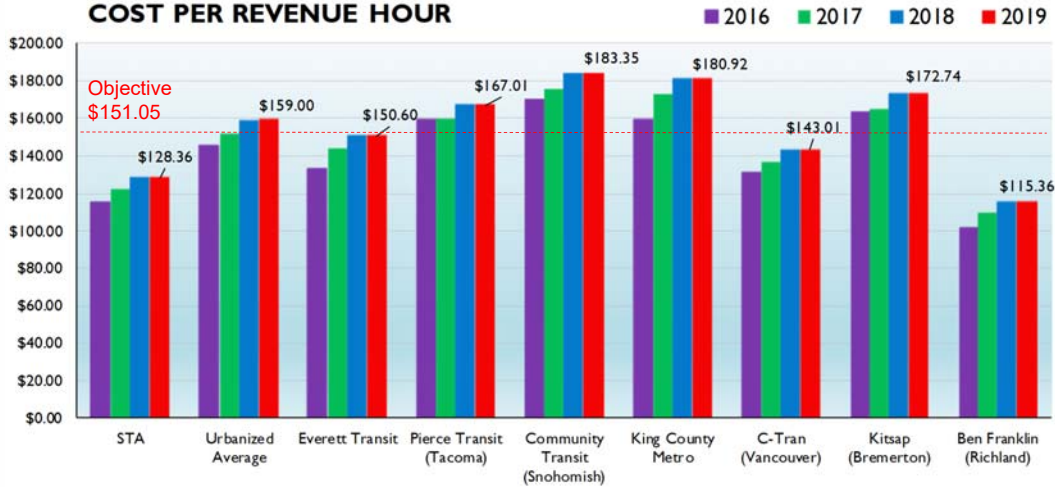
### 5 Performance Measures:

- **Cost Efficiency**
- **Cost Effectiveness**
- **Cost Recovery from User Fees**
- **Maintenance Cost**
- **Financial Capacity**
  - Financial Management
  - Service Level Stability
  - Ability to Sustain Essential Capital Investments
  - Public Perception

# Cost Efficiency

## Fixed Route

### COST PER REVENUE HOUR



OBJECTIVE: CONSTRAIN OPERATING COST PER HOUR OF SERVICE TO LESS THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

**2019 Status: 80.7% (STA - \$128.36; Urban Average - \$159.00)**

#### Previous year results

- 2017 data from NTD reports
- 2018 STA data reflects year-end

**STA 2019 data reflects year-to-date 2<sup>nd</sup> quarter**

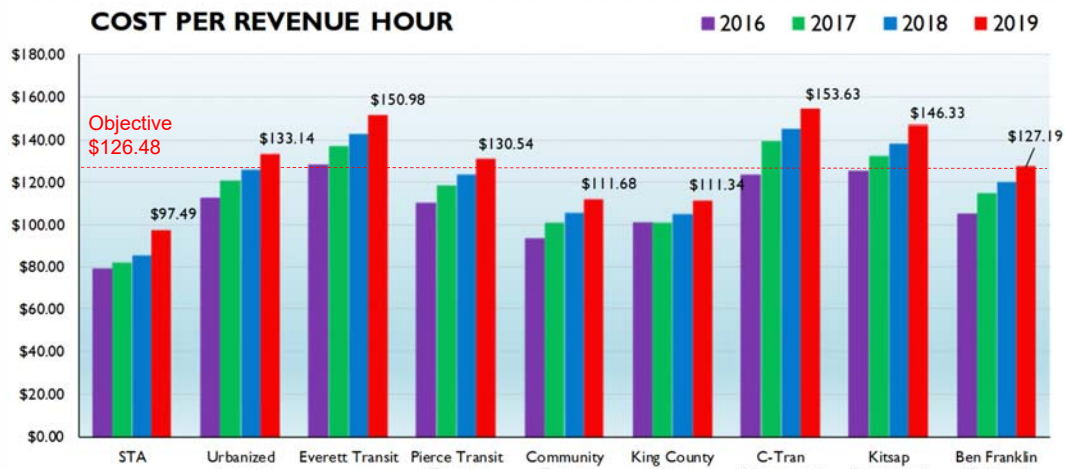
- Expenditures will lag slightly until end of year



# Cost Efficiency

## Demand Response

### COST PER REVENUE HOUR



OBJECTIVE: CONSTRAIN OPERATING COST PER HOUR OF SERVICE TO LESS THAN 95% OF THE STATEWIDE AVERAGE FOR URBAN SYSTEMS

**2019 Status: 73.2% (STA - \$97.49; Urban Average - \$133.14)**

#### Previous year results

- 2017 data from NTD reports
- 2018 STA data reflects year-end

**STA 2019 data reflects year-to-date 2<sup>nd</sup> quarter**

- Reflects one time \$325K Operational Purchase



# Cost Efficiency

## Rideshare

	2016	2017	2018	YTD 2019
Operating/Administrative Cost per Mile	\$0.49	\$0.51	\$0.52	\$0.55
Revenue per Mile	\$0.53	\$0.53	\$0.52	\$0.51
%	104.8%	104.5%	99.9%	91.8%

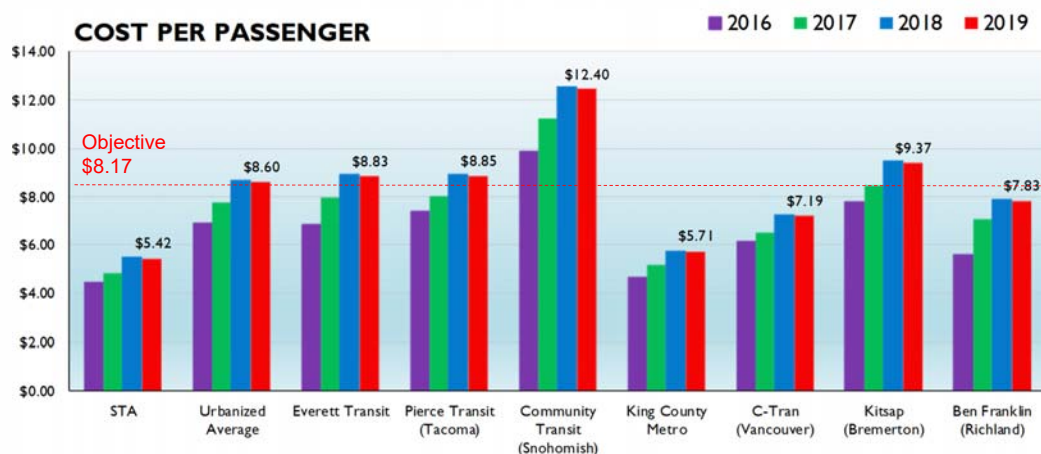
**GOAL: RECOVER 100% OF OPERATING/ADMINISTRATIVE COSTS**



# Cost Effectiveness

## Fixed Route

### COST PER PASSENGER



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

**2019 Status: 63.0% (STA - \$5.42; Urban Average - \$8.60)**

#### Previous year results

- 2017 data from NTD reports
- 2018 STA data reflects year-end

**STA 2019 data reflects year-to-date 2<sup>nd</sup> quarter**

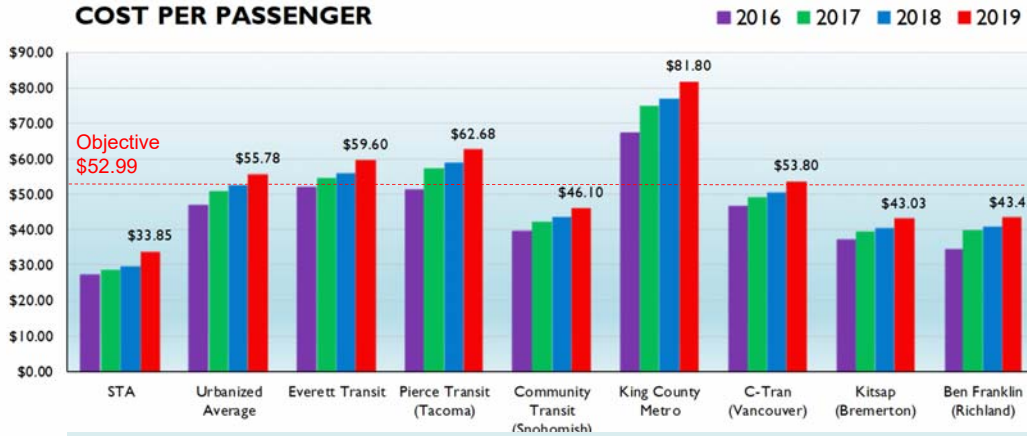
- Expenditures will lag slightly until end of year



# Cost Effectiveness

## Demand Response

### COST PER PASSENGER



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

**2019 Status: 60.7% (STA - \$33.85; Urban Average - \$55.78)**

#### Previous year results

- 2017 data from NTD reports
- 2018 STA data reflects year-end

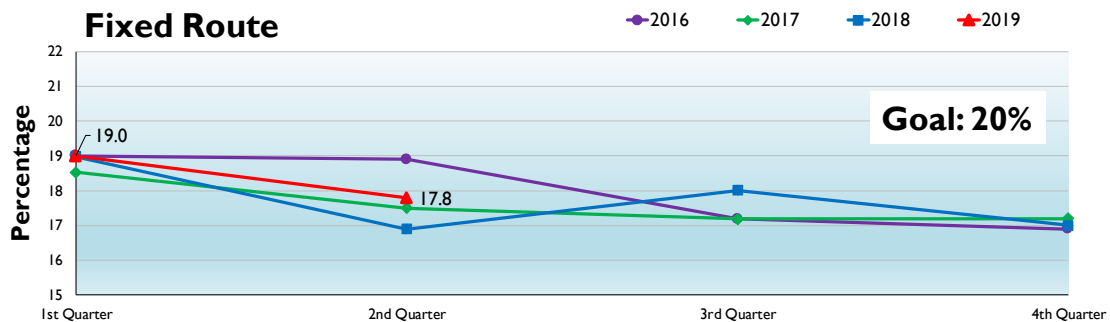
**STA 2019 data reflects year-to-date 2<sup>nd</sup> quarter**

- Reflects one time \$325K Operational Purchase

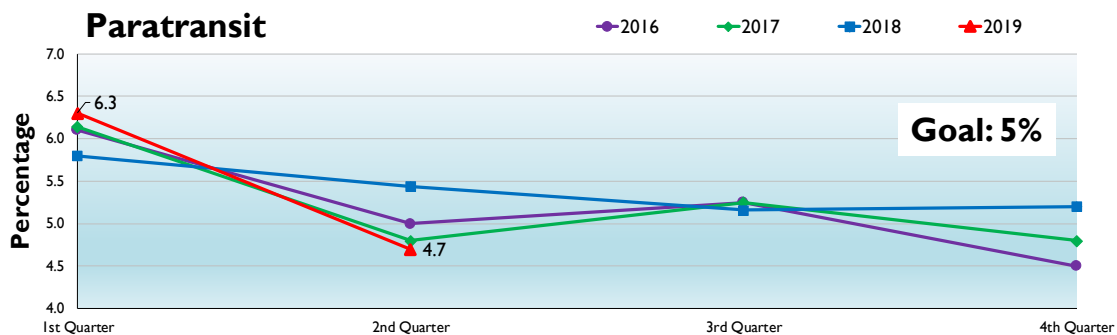


## Cost Recovery from User Fees

### Fixed Route



### Paratransit



# Maintenance Cost

## Cost per Total Mile

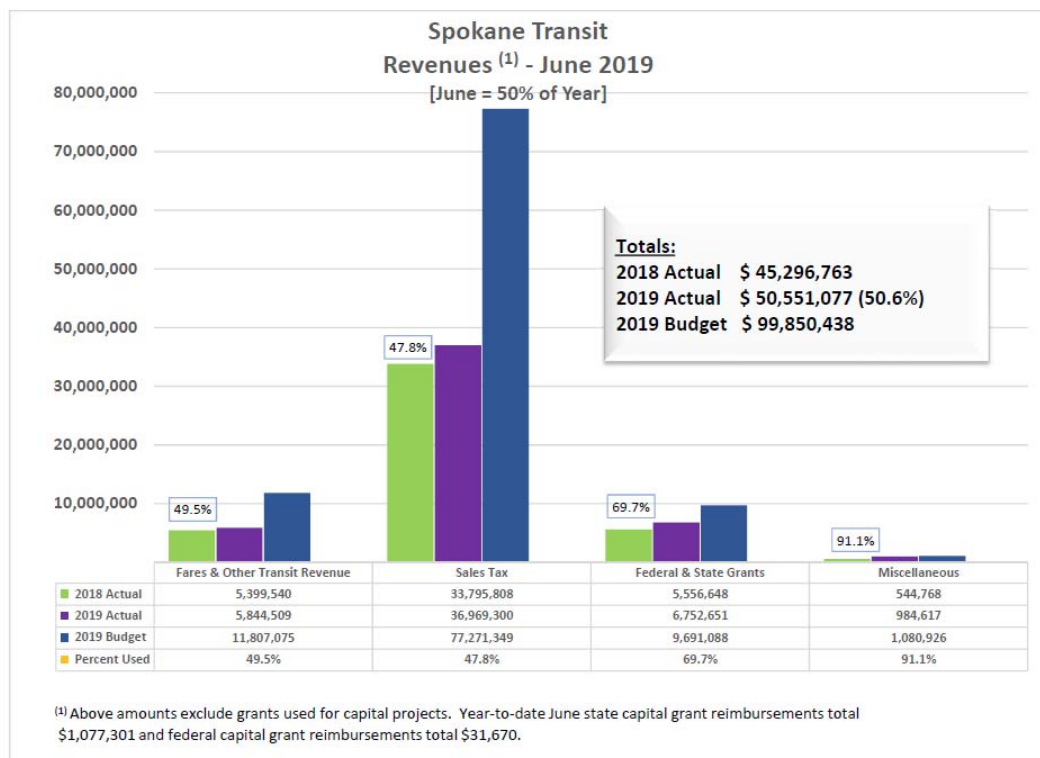
**Fixed Route**

**Paratransit**

	2018	YTD 2019	GOAL
Fixed Route	\$1.18	\$1.22	\$1.28
Paratransit	\$0.84	\$1.49	\$1.20



# Financial Management





## Service Level Stability & Ability to Sustain Essential Capital Investments

	Current Projection	Goal
# of Years Current Service Level Can Be Sustained	6 Years	6 Years
Fully Funded Capital Improvement Plan	6 Years	6 Years

## Public Perception

Community Survey Question	Response*	Standard
STA is Financially Responsible	3.80	Score 4.5

\* Survey completed in 2018



## Ensure Safety

### 2 Performance Measures:

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

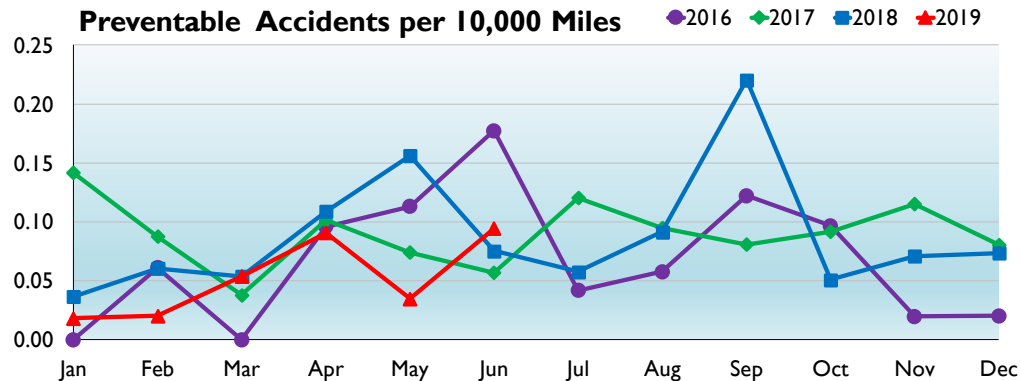


# Preventable Vehicle Accidents

**GOAL:**  
≤ 0.08 PER  
10,000 MILES

## Fixed Route

	2016	2017	2018	2019
January	0	7	2	1
February	3	4	3	1
March	0	2	3	3
April	5	5	6	5
May	6	4	9	2
June	9	3	4	5
July	2	6	3	
August	3	5	5	
September	6	4	11	
October	5	5	3	
November	1	6	4	
December	1	4	4	
Total Prev. Accidents	41	55	57	17
YTD Preventables per 10,000 miles	0.07	0.09	0.09	0.05

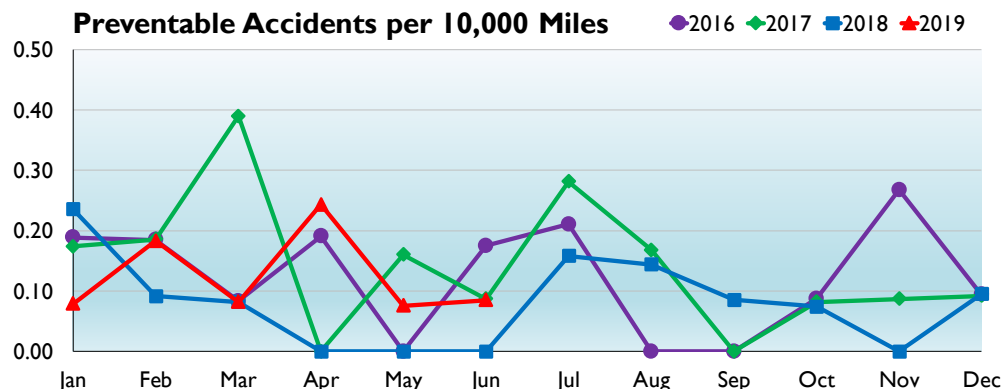


# Preventable Vehicle Accidents

**GOAL:**  
≤ 0.10 PER  
10,000 MILES

## Paratransit

	2016	2017	2018	2019
January	2	2	3	1
February	2	2	1	2
March	1	5	1	1
April	2	0	0	3
May	0	2	0	1
June	2	1	0	1
July	2	3	2	
August	0	2	2	
September	0	0	1	
October	1	1	1	
November	3	1	0	
December	1	1	1	
Total Prev. Accidents	16	20	12	9
YTD Preventables per 10,000 miles	0.12	0.15	0.08	0.13



## Workers' Compensation - Time Loss

Lost Time Days per 1,000 Hours

	2016	2017	2018	YTD 2019	Goal
Fixed Route	0.03	0.02	0.02	0.03	≤ 0.02
Paratransit	0.04	0.05	0.01	0.09	≤ 0.04
Maintenance	0.05	0.05	0.07	0.06	≤ 0.05



## Workers' Compensation - Claims

Claims per 1,000 Hours

	2016	2017	2018	YTD 2019	Goal
Fixed Route	0.04	0.06	0.05	0.05	≤ 0.05
Paratransit	0.09	0.10	0.06	0.15	≤ 0.08
Maintenance	0.09	0.07	0.14	0.13	≤ 0.09



## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

September 19, 2019

**AGENDA ITEM 10Aii:** INCOME-BASED TRANSIT ACCESS UPDATE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Emily Arneson, Community Ombudsman and Accessibility Officer  
Lynda Palmer, Chief Financial Officer

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**SUMMARY:** Spokane Transit continues to consider what its role could be in increasing access to transit for the low and extremely low income population in Spokane as a responsible steward of taxpayer funds. At the June 5, 2019 PMER meeting, staff presented the Committee with ridership and financial data to reflect the estimated cost and effect on farebox recovery for a potential program offering half-price fares for individuals living at or below 200% of the Federal Poverty Level. Many area residents who fall into this category are already eligible for reduced fares through the Universal Transit Access Pass (UTAP) program provided by all area universities and colleges, and STA's Reduced Fare Program for seniors 65 years of age or older and those with a qualifying disability.

Approximately 34% of residents in Spokane County live below 200% of the Federal Poverty Line. Using 2018 revenue ridership data, staff estimates that 2.9 million rides were taken by individuals in this low-income population. About 1.4 million rides were UTAP rides, and social service agencies provided passes for about 0.8 million rides. Therefore, staff estimates that there were about 700,000 rides individually purchased by people who live below 200% of the Federal Poverty Line in 2018. This number, however, includes those who qualify for the existing Reduced Fare Program.

Spokane Transit's comprehensive plan, Connect Spokane (amended 2019), identifies an objective of a minimum of 20% farebox recovery. *Revenue and Fare Policy 2.2, p. 83*. Further, the plan includes a low-income fares policy which states the following:

STA supports opportunities for low-income individuals to use public transportation at a discounted cost. Opportunities for low-income individuals to use public transportation should be made available through community programs that subsidize the purchase of standard fare instruments rather than direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.  
*Revenue and Fare Policy 2.5, p. 83.*

In adopting the most recent phased-in fare increase in 2016, STA's Board approved the Tariff Policy directing that a 20% farebox return objective be maintained. *See Exhibit A to Resolution No. 747-16, minor changes made via Resolution No. 759-17*. Spokane Transit's farebox recovery in 2018 was 17.6%, which includes 6 months of the current fare structure. Assuming 2018 operating expenses, farebox recovery would drop 1% for every \$525,000 of lost fare revenue. If the 700,000 rides taken by low-income riders were half-fare, in addition to the 0.8 million rides purchased by social service agencies, STA could experience a potential \$1.5 million revenue loss. This would have made 2018 farebox recovery 14.8% in 2018.

## 10Aii – Income-Based Transit Access Update, continued

Given this data, Committee members requested that staff provide additional information. Councilmember Kinnear requested that staff contact Dr. Patrick Jones at Eastern Washington University to discuss whether he has additional relevant information on transit access for low-income populations, or whether he could collect such data. Councilmember Burke inquired what percentage of household budget families spend on transportation, and whether that percentage differs based upon income bracket. She also asked whether other jurisdictions have experienced ridership effects due to low-income fare programs.

Staff has met with Dr. Jones and spoken with other transit agencies in the region that have low-income fare policies. Most low-income fare programs are still in their infancy and cannot provide data regarding ridership at this time. Staff will present additional information to the Committee.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 10Aiii:** SEPTEMBER SERVICE CHANGE COMMUNICATIONS AND  
MARKETING

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

Staff will provide a report of Communications and Marketing for the September Service Change.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12A :** COMMITTEE MINUTES – INFORMATION

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee-N/A

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:**

Minutes of the July 17, 2019, Board Operations Committee meeting are attached.

Minutes of the July 10, 2019, meeting of the Planning & Development Committee are attached.

At the September 4, 2019, Performance Monitoring & External Relations Committee meeting, additional detail of the Committee discussion was requested to be added to the July 10, 2019, minutes. The July 10, 2019, minutes of the Performance Monitoring and External Relations Committee meeting will be available at the October meeting.

**RECOMMENDATION TO BOARD:** Information only.

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the July 17, 2019 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair*  
Al French, Spokane County, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney),  
*Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley  
Lori Kinnear, City of Spokane, *Performance Monitoring  
& External Relations Committee Chair, Ex-officio*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

Emily Arneson, *Ombudsman & Accessibility Officer*  
Dana Infalt, *Clerk of the Authority*  
Karl Otterstrom, *Director of Planning & Development*  
Brandon Rapez-Betty, *Director of Communications &  
Customer Service*  
Lynda Palmer (by telephone), *Chief Financial Officer*  
Roger Watkins, *Chief Operations Officer*

### **MEMBERS ABSENT**

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Mumm called the meeting to order at 1:31 p.m. and conducted roll call.

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

*Ms. Haley moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.*

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

No comments.

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

##### **a. June 12, 2019 Committee Minutes**

*Mr. Grover moved to approve the June 12, 2019, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.*

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

##### **a. Chris Grover, Chair, Planning & Development (P&D)**

The P&D Committee forwarded the 2019 Transit Development Plan, Central City Line (CCL) Development Agreement with the City of Spokane, CCL Gonzaga University Construction Reimbursement Agreement, and the CCL Washington State University Agreement to the Board consent agenda. Mr. Otterstrom reported on the CCL Actions Road Map regarding work completed to-date and project milestones through the second half of 2019. The Committee discussed the Shared Mobility Project including first and last mile options for ride sharing.

##### **b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)**

The PMER Committee forwarded the West Plains Transit Center Construction Contract Acceptance, the Disadvantaged Business Enterprise proposed three year goal, and the Paratransit Purchased Transportation Award of Contract to the Board consent agenda. One committee member expressed interest in providing the services in-house rather than contracting out, and one Board member voted against the motion to recommend approval of the Award of Contract. Ms. Meyer commented that the STA business model is to contract out about half of transportation services.



**6. BOARD ATTENDANCE**

The committee reviewed Board member attendance through June 2019. Mayor Condon, City of Spokane, resigned from the Board and will be replaced by council member Karen Stratton. All city council members are designated as alternates.

**7. BOARD OF DIRECTORS AGENDA JULY 25, 2019**

Committee members reviewed the draft agenda.

*Mr. French moved to add a resolution to authorize acceptance of the Central City Line grant agreement, Ms. Haley seconded and the motion passed unanimously.*

*Ms. Haley moved to approve the Board agenda as amended, Mr. French seconded and the motion passed unanimously.*

**8. CEO REPORT**

The Spokane Youth Card program has been very successful with 41,000 rides to date.

The groundbreaking ceremony for the Moran Station Park & Ride is scheduled for July 24 at 1:00 p.m. The station will include electric bus charging infrastructure, shelters, off-board ticketing, and 100 parking stalls.

Nathan Mauger is STA's new Communications and Marketing Manager. He has tremendous digital communications experience. He lived in Hong Kong for the past 20 years and most recently worked as the Assistant Vice President of Digital Communications for the Hong Kong Stock Exchange. Nathan is a WSU graduate and Spokane native who is excited to be back in Spokane and working for STA.

**9. NEW BUSINESS**

Committee members discussed the Low Income Pass motion that failed at the June 20, 2019, Board meeting. The intent of the motion was to table the research so that staff could focus on the tasks needed to finalize the Central City Line Small Starts Grant Award. Staff will give a research update to the Performance Monitoring & External Relations committee in September at which time the committee can decide if they want to act on the information.

**10. ADJOURN**

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

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the July 10, 2019 Meeting,  
10:00 a.m. Spokane Transit Southside  
Conference Room

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative \*  
(*Cheney*)  
Pam Haley, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(*Millwood*) *Ex-Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex-Officio*

### **MEMBERS ABSENT**

Al French, Spokane County

\*Chair

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
Roger Watkins, Chief Operations Officer  
Lynda (Warren) Palmer, Chief Financial Officer  
Nancy Williams, Director of Human Resources  
Brandon Rapez-Betty, Director of Communications & Customer  
Service  
Dan Wells, Deputy Director of Capital Development  
Emily Arneson, Ombudsman & Accessibility Officer  
Sam Guzman, Executive Assistant, Operations

### **STAFF ABSENT**

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

### **GUESTS**

Mike Kunder, AFSCME 3939, President

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

#### 2. **PUBLIC EXPRESSIONS**

None.

#### 3. **COMMITTEE CHAIR REPORT**

None.

4. COMMITTEE ACTION

A. MINUTES OF THE JUNE 5, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the June 5, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Chair Chris Grover and passed unanimously.

B. SCOPE OF WORK: CENTRAL CITY LINE TELECOMMUNICATIONS INFRASTRUCTURE

This item was saved for later.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2019 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE

Mr. Karl Otterstrom briefly reviewed the 2019 Transit Development Plan (TDP) which has been vetted through a public process and public hearing. There were no comments at the public hearing. This document is required annually by the State of Washington and is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Otterstrom briefly reviewed the elements of the TDP and the preparation timeline. The Planning and Development Committee has been engaged in developing the various elements of the draft plan since March of 2019.

Ms. Haley moved to recommend the STA Board of Directors adopt, by resolution, the 2019 Transit Development Plan and propose forwarding to the Board agenda. The motion was seconded by Chair Grover and passed unanimously.

2. CENTRAL CITY LINE: CITY OF SPOKANE INTERLOCAL AGREEMENT

The Master Design and Construction agreement between the City of Spokane and Spokane Transit Authority (STA) was executed on February 14, 2109 and sets the legal framework for subsequent project orders or project-specific agreements for transit-related improvements. The Interlocal Agreement between the City of Spokane and STA establishes the rights and obligations for each party with respect to the improvements made by STA for the Central City Line. This Agreement with the City of Spokane defines procedures for Property Acquisition, Ownership, Permitting and Maintenance of the Central City Line. Mr. Otterstrom reviewed the requirements and shared responsibilities of this interlocal agreement.

Ms. Haley moved to recommend STA Board approval of the Interlocal Agreement with the City of Spokane in the form of the draft agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

3. CENTRAL CITY LINE: GONZAGA UNIVERSITY CONSTRUCTION REIMBURSEMENT AGREEMENT

Mr. Otterstrom presented the Gonzaga University (GU) Construction Reimbursement Agreement. Operation of the Central City Line on the privately-owned portion of Cincinnati Street requires that STA execute multiple agreements and property transactions with Gonzaga University. This includes an agreement for reimbursement of Cincinnati Street transit infrastructure construction expenses such as additional asphalt thickness required to operate the Central City Line. STA completed a preliminary design and then Gonzaga carried the plan forward installing underground conduit for electrical lines, eliminating diagonal parking, and repaving Cincinnati Street with a light duty pavement section. This contract is subject to further negotiation and documentation by Gonzaga University, but not to exceed \$400,000.

Ms. Haley moved to recommend STA Board approval of the construction reimbursement agreement with Gonzaga University, in the form of draft agreement, and for an amount not to exceed \$400,000. The motion was seconded by Chair Grover and passed unanimously.

#### 4. CENTRAL CITY LINE: WASHINGTON STATE UNIVERSITY AGREEMENTS

Mr. Otterstrom presented the Central City Line critical third party development agreement with Washington State University (WSU). WSU and STA staff agree that the Central City Line (CCL) stations on Spokane Falls Boulevard should be located as close to the WSU Spokane Pedestrian Mall as possible. The WSU Spokane Pedestrian Mall is the primary north/south connection between the University Gateway Bridge and WSU's Spokane Academic Center.

WSU agrees to:

- remove vehicle access to the Green 5 parking lot via the WSU Spokane Pedestrian Mall
- design and construct one or more new vehicle access to the Green 5 parking lot

STA agrees to:

- design and construct two CCL stations on Spokane Falls Boulevard adjacent to the WSU Spokane Pedestrian Mall
- remove the vehicular access to the Green 5 parking lot and replace with pedestrian scale amenities
- install traffic calming measures as part of the CCL improvements including a raised crosswalk, stop-controlled bicycle lanes and bus friendly speed bumps.

Ms. Haley moved to recommend STA Board approval of the Central City Line Development Agreement with Washington State University, in the form of the draft agreement, and authorize the CEO to execute the agreement on behalf of Spokane Transit. The motion was seconded by Chair Grover and passed unanimously.

#### 6. REPORTS TO COMMITTEE

##### A. CENTRAL CITY LINE: ROAD MAP OF UPCOMING BOARD ACTIONS

Mr. Otterstrom provided a quick, high level overview of the Central City Line and a road map of upcoming related Board actions. The Central City Line is a 5.8-mile, corridor based bus rapid transit (BRT) line that will operate between Browne's addition and Spokane Community College, via downtown Spokane and the University District. It will feature a battery electric bus providing over 1,000,000 rides annually. The CCL features unique stations with expanded passenger amenities: distinct branding, near-level boarding, all-door boarding, and enhanced customer experience. There will be more frequent, longer hours of service. Mr. Otterstrom reviewed:

Milestones during the first half of 2019:

- Completion of 60% design package and cost estimate (January)
- Final station open house (February)
- Risk Assessment Workshop (May)
- Completion of 90% design package (June)

Milestones during the second half of 2019:

- Completion of all critical third-party agreements
- Begin utility relocation work
- Property and easement acquisitions
- Completion of design and bid package
- Procurements: buses, station amenities, construction (invitation for bids)
- Project Management Oversight Contractor (PMOC) completes risk and readiness review reports and submits to FTA
- Authorization to enter Small Starts single year grant agreement
- Award of federal Small Starts Capital Investment Grant funds

##### B. SHARED MOBILITY PROJECT CRITERIA

Mr. Otterstrom presented a follow-up to a shared mobility (*previously known as mobility management*) discussion from a few months ago.

Shared mobility can be defined as: “*Transportation services and resources that are shared among users, either concurrently or one after another.*” STA currently offers three shared mobility services: fixed-route bus, vanpool, and paratransit. Other concepts that fall into this category includes bike and scooter share, taxis/Ubers/Lyfts, mobility on demand services, carshare services and mobility hubs. In May 2019, staff presented on the two primary shared mobility concepts identified for further exploration: on-demand services and mobility hubs. “Mobility hub” is a new term for park and rides and transit centers, but more specifically how to enhance the transit experience to bring in other modes. Lime bike/scooter is already operating in Spokane. STA is working with Lime to establish expectations for how and where this mobility mode is used at STA stations and stops and how it can be a viable service for people: STA Facilities and Grounds Department has painted sidewalk markings to indicate best place parking for Lime bikes and scooters. Mr. Otterstrom discussed potential shared mobility concept areas in Spokane, Airway Heights and Liberty Lake. He also reviewed other possible applications such as Universal Transit Access Pass (UTAP), Mobility as a service integration and mobile ticketing. Mr. Otterstrom asked the Committee if there are other possible applications for on-demand services and mobility hubs for STA to consider.

Mr. Kevin Freeman stated that this would be a good place to address “first mile–last mile” concepts; how to create a seamless experience. Ms. Susan Meyer and Mr. Otterstrom agreed.

At the conclusion of the May presentation, staff indicated that they would return with proposed criteria for selecting shared mobility projects. The criteria were assembled to give Board members, staff, and customers a transparent way of assessing the utility and feasibility of the application of various shared mobility concepts in the region.

PROPOSED CRITERIA	PURPOSE
Connect Spokane policy alignment	Determine how the proposed shared mobility project aligns with the adopted policies and strategies
Transit Development Plan alignment	Assess whether the goals of that project will be met through identified projects in the capital improvement program and/or the service improvement plan.
Ridership Analysis <ul style="list-style-type: none"> <li>• (Potential) Ridership (if existing line, estimate if not)</li> <li>• Impacts on Paratransit</li> </ul>	Assess how the proposed shared mobility project could impact transit ridership and service utilization
Financial Analysis	Utilizing King County Metro methodology to assess financial viability of replacing fixed-route runs with shared mobility

Mr. Otterstrom asked the Committee for other criteria to consider when prioritizing and selecting Shared Mobility projects to study and implement.

#### Next Steps:

- Finalize selection criteria for prioritizing potential on-demand and mobility hub projects.
- Evaluate possible projects based on selection criteria for prioritization
- Obtain board concurrence on priority projects for further study and implementation

## 7. CEOREPORT

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

No Workshop Today -- there is no workshop today after the Planning and Development Committee meeting.

Moran Station Park and Ride Groundbreaking -- July 24, 2019 at 1:00 p.m.

Response to Mayoral Candidate Claim – a mayoral candidate claimed that sex-trafficking was taking place at the STA Plaza. STA takes this topic seriously and STA Security Guards are trained to identify the signs of human (or sex)-trafficking. The Spokane Police Department (SPD) has not identified any sex-trafficking events taking place at the Plaza. Inland Northwest's Lutheran Community Services, a non-profit organization that works with trafficking victims, shared in an interview that they have not heard of their clients being recruited at the STA Plaza. The STA Security Team records all incidents and provides a daily report to the STA Executive Team. There have been no reports of human (or sex) -trafficking. The Spokane Regional Safe Streets Task Force did not have reports of sex-trafficking. Spokane Police conducted an undercover "special" in January of 2017 that netted no arrests. Kudos to Mr. Brandon Rapez-Betty and Ms. Nancy Williams for their thorough and extraordinary research of this unsubstantiated claim.

Documentary – A small group of businesspeople have engaged North by Northwest to produce a documentary about crime and lawlessness in downtown Spokane; it has come to STA's attention that the STA Plaza would be a topic in the video. STA met with the CEO of North by Northwest to understand the project and they wanted to hear STA's perspective. The documentary is a comparison of downtown Spokane with downtown Boise, Idaho to reveal the solutions that Boise has discovered from which Spokane could learn. Boise is being presented as the better comparison. STA believes that one of the conclusions the film draws is that transit operations should be moved to an underground location, as is the case with the main transit center in Boise. Boise transit system provides about 1.4 million rides per year and STA provides 10 million rides per year. STA is evaluating whether Mr. Rapez-Betty and Ms. Meyer will provide an interview. Mr. Rapez-Betty provided an excellent point to consider when talking with others about the Plaza: it is helpful to discuss the difference between feeling uncomfortable and feeling unsafe. When people find themselves around others that look different than they do and move in circles outside of their "normal world", the tendency is to feel uncomfortable, but that does not mean that a person is unsafe and it discredits the huge public investment made in public safety in the STA Plaza. This discussion can help people to deal with their own boundaries and their sensitivity to change. Mr. Freeman added that it is unfair to compare Spokane to Boise given the different socio-economic dynamics. STA agrees. The STA Plaza has 12 limited commission officers, a team of Securitas contract officers, 72 cameras, 24/7 security, contract with SPD for services with a direct line for emergencies; all part of the organizational security plan.

8. COMMITTEE INFORMATION

*(No information included this month.)*

9. REVIEW SEPTEMBER 4, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom emphasized that there are a lot of Central City Line agenda items anticipated in the September meeting, as well as the draft operating and capital budget. Depending on the SRTC schedule for awarding the contract for the Division Study, Planning and Development hopes to award that contract at this meeting. Mr. Watkins stated that the Monroe-Regal final implementation plan will be reported in the Zero Emission Technology Fleet Transition Evaluation Update.

10. NEW BUSINESS

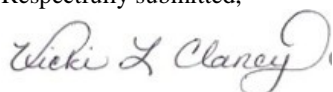
*(No information included this month.)*

11. COMMITTEE MEMBERS' EXPRESSIONS

12. ADJOURN

13. NEXT COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 4, 2019 at 10:00 a.m. (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12B :** AUGUST 2019 SALES TAX REVENUE INFORMATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Palmer, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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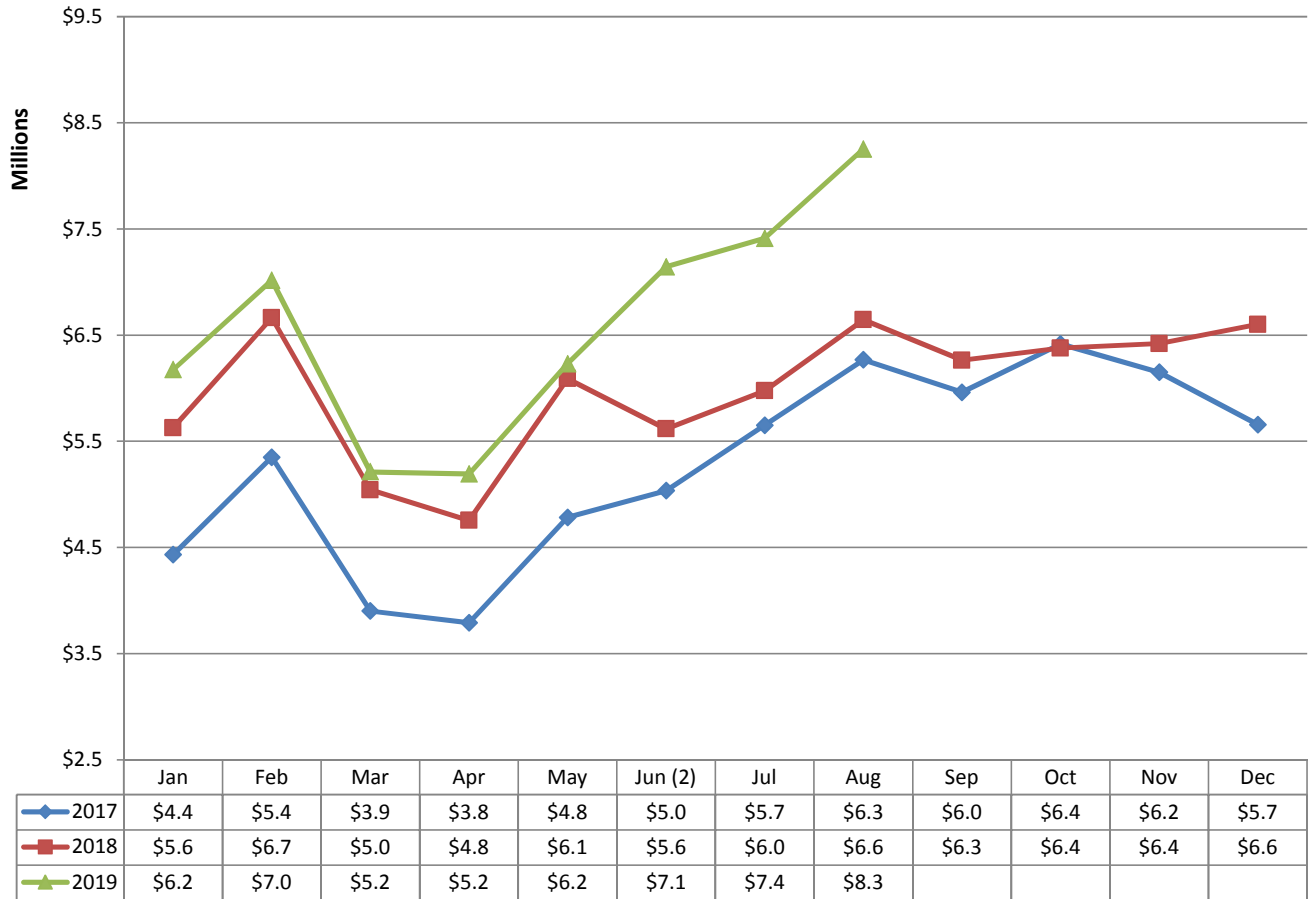
**SUMMARY:** Attached is August 2019 voter-approved sales tax revenue information.

August sales tax revenue, which represents sales for June 2019, was:

24.2% over August 2018 actual  
13.4% above YTD actual  
8.7% YTD above budget

**RECOMMENDATION TO BOARD:** Information only.

## Sales Tax Revenue History-August 2019<sup>(1)</sup>

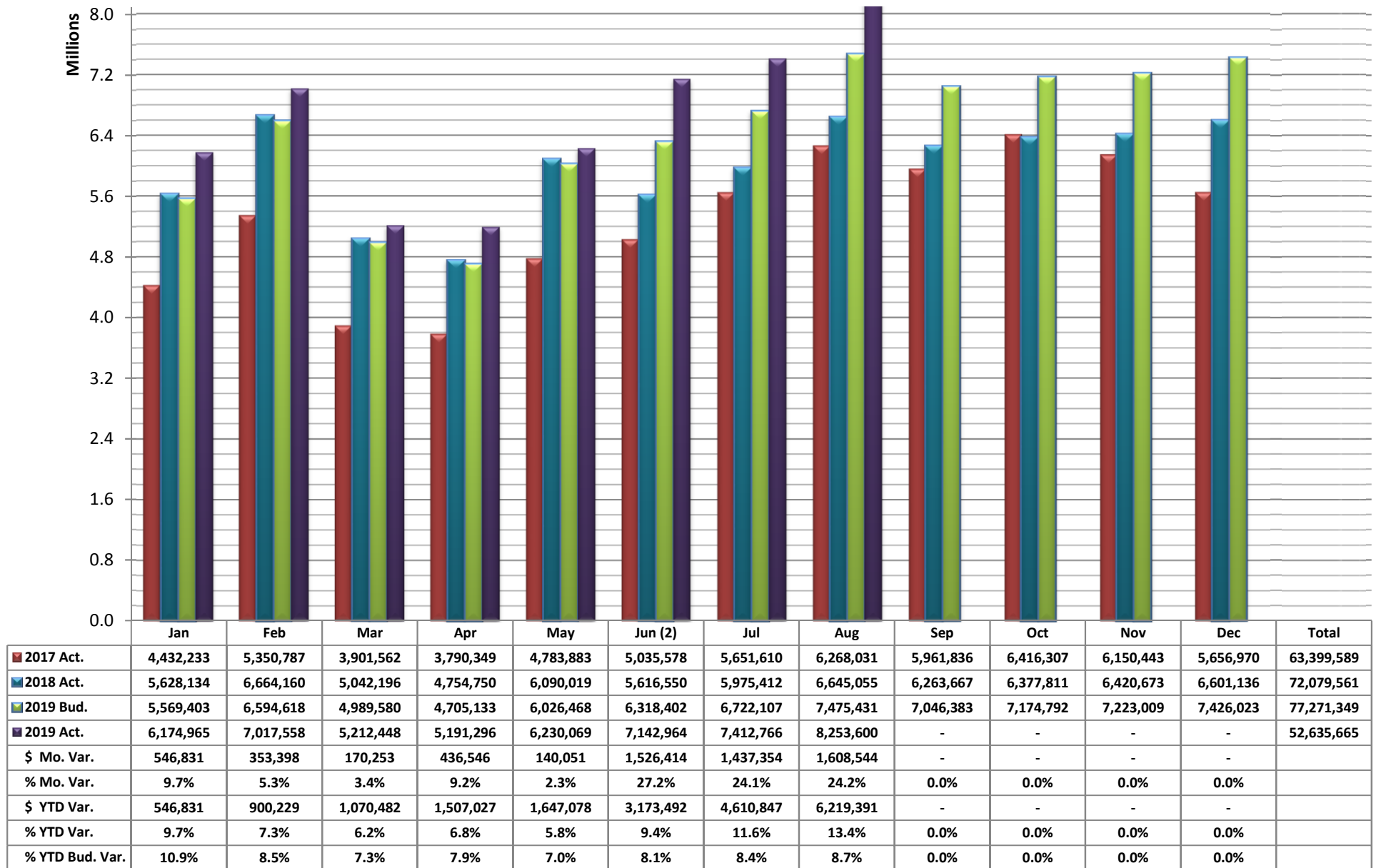


(1) Voter approved sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007 in 2017 and from .007 to .008 in 2019.



## 2017 - 2019 SALES TAX RECEIPTS <sup>(1)</sup>



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

<sup>(2)</sup> June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007 in 2017 and from .007 to .008 in 2019.

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12C :** JULY 2019 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Palmer, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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**SUMMARY:** Attached are the July 2019 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% of the year.

Revenue

Overall, revenue is at 60.0% of budget (\$59.9M) which is slightly higher than the expected \$57.9M.

Fares & Other Transit Revenue is slightly lower than the budget at 56.7%.

Sales Tax Revenue is lower than the budget at 57.4%. This is looking at an annual amount and is a reflection of a rate change in April. On a monthly basis, sales tax revenue is exceeding budget.

Federal & State Grants is higher than the budget at 79.4%.

Miscellaneous Revenue is higher than the expected budget at 107.5%.

Operating Expenses

Operating expenses at 52.9% of budget (\$42.1M) are 9% below the expected amount of \$46.1M.

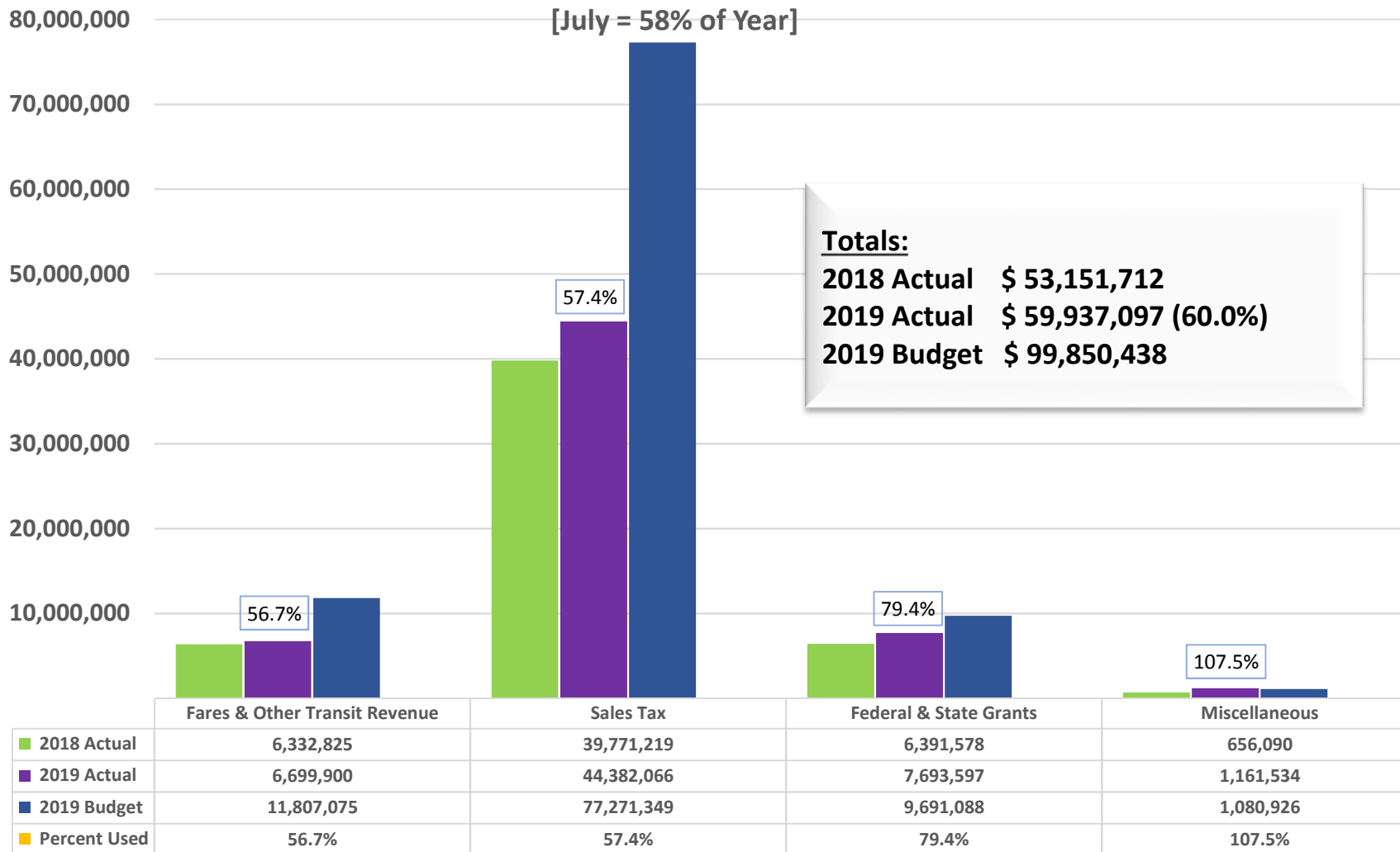
Fixed Route	54.2% of budget expended
Paratransit	50.0% of budget expended
Vanpool	43.9% of budget expended
Plaza	44.3% of budget expended
Administration	52.7% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 32.0% (\$1.8M) of the fuel budget has been spent to date and we expect that to change significantly as the year progresses.

**RECOMMENDATION TO BOARD:** Information only.

## Spokane Transit Revenues <sup>(1)</sup> - July 2019

[July = 58% of Year]

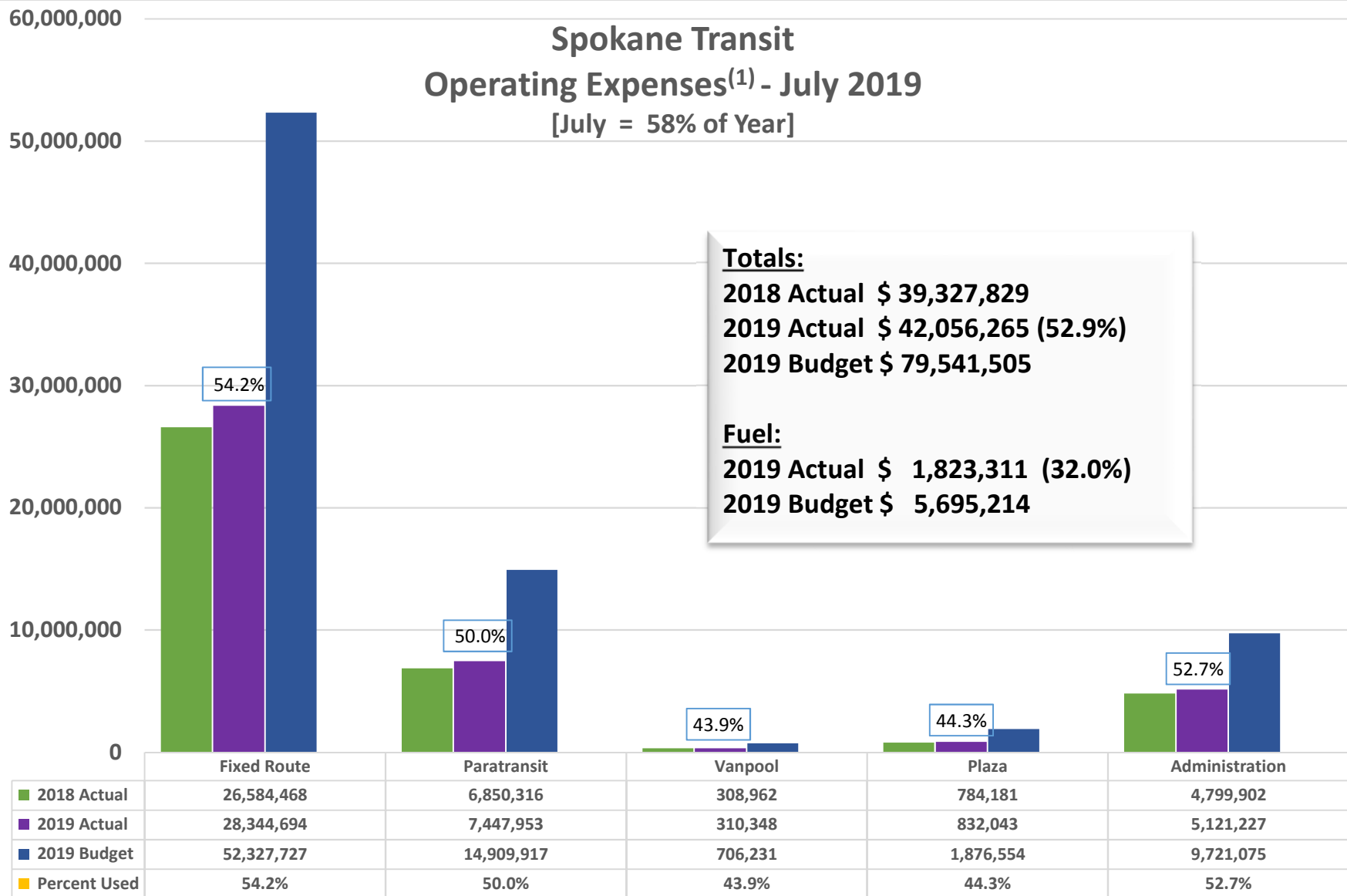


<sup>(1)</sup> Above amounts exclude grants used for capital projects. Year-to-date July state capital grant reimbursements total \$2,287,811 and federal capital grant reimbursements total \$95,119.

# Spokane Transit

## Operating Expenses<sup>(1)</sup> - July 2019

[July = 58% of Year]



<sup>(1)</sup> Operating expenses exclude capital expenditures of \$4,444,781 and Street/Road cooperative projects of \$2,400,536 for year-to-date July.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12D:** JUNE 2019 SEMI-ANNUAL FINANCIAL REPORTS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Palmer, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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**SUMMARY:** Attached are the June 2019 semi-annual financial reports.

❖ Capital Budget

- 4.9% 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 Grants

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

❖ Cash Balance

- The cash balance of \$85.6 million includes the fleet replacement fund of \$26.8 million.

**RECOMMENDATION TO BOARD:** Information only.

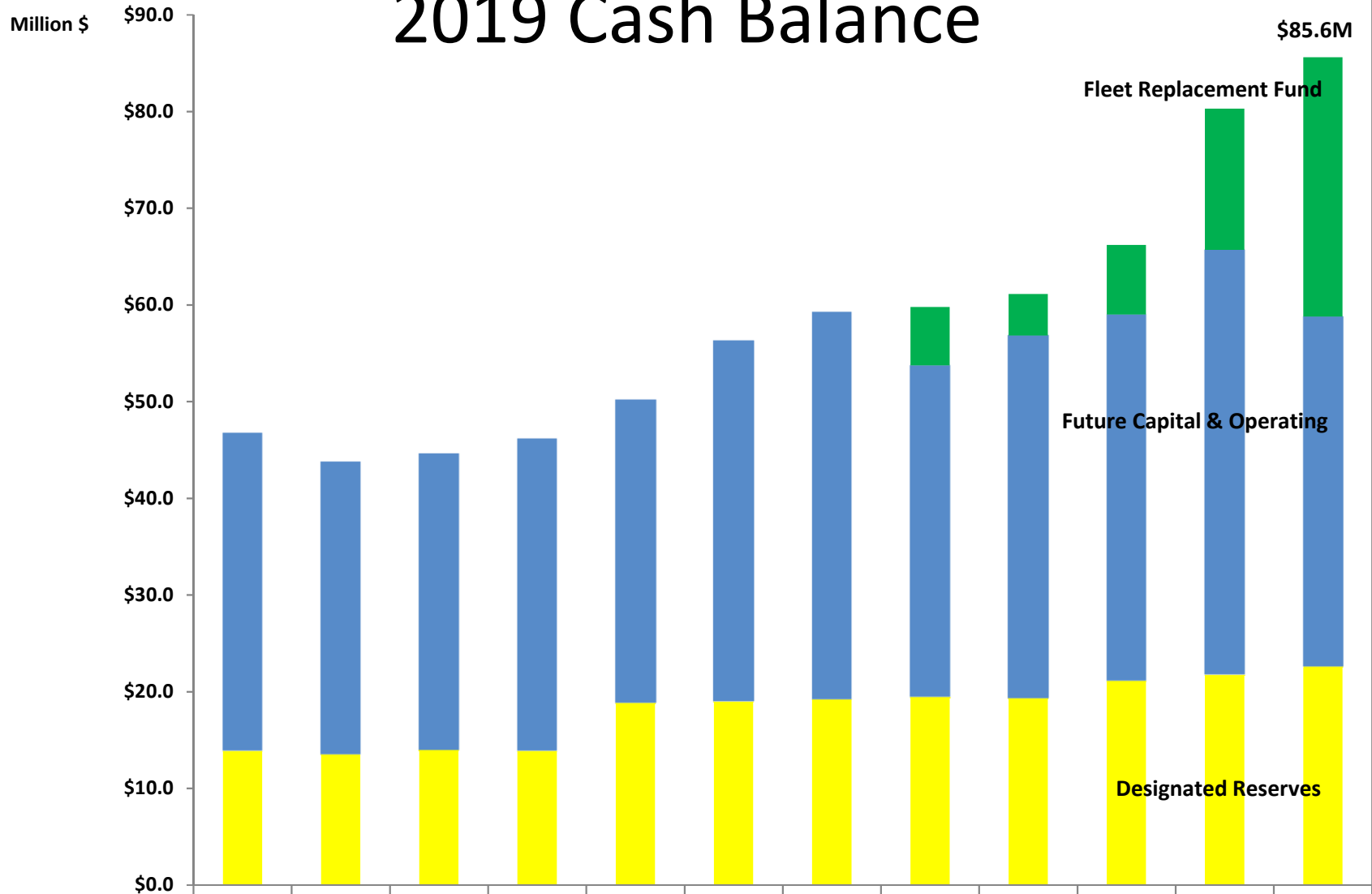
**SPOKANE TRANSIT  
CAPITAL BUDGET STATUS  
June 30, 2019**

<b>Capital Projects</b>	<b>State Funding</b>	<b>Federal Funding</b>	<b>Local Funding</b>	<b>2019 Budget Total</b>	<b>Expensed to Date</b>	<b>Remaining Balance</b>
<b>Revenue Vehicles</b>						
Fixed Route Coaches (Diesel-Expansion)			\$3,016,248	\$3,016,248	\$0	\$3,016,248
Paratransit Vans (Replacement)		\$1,315,232	1,284,768	2,600,000	7,824	2,592,176
Vanpool Vans (Replacement)			387,161	387,161	-	387,161
Vanpool Vans (Expansion)	\$225,257		56,314	281,571	-	281,571
<b>Total Revenue Vehicles</b>	<b>\$225,257</b>	<b>\$1,315,232</b>	<b>\$4,744,491</b>	<b>\$6,284,980</b>	<b>7,824</b>	<b>\$6,277,156</b>
<b>Non-Revenue Vehicles</b>						
Service Trucks-Shelters			\$90,000	\$90,000	\$54,472	\$35,528
Service Vehicles			90,000	90,000	25,931	64,069
Facilities Service/Dump Truck			51,000	51,000	62,773	(11,773)
<b>Total Non-Revenue Vehicles</b>	<b>\$0</b>	<b>\$0</b>	<b>\$231,000</b>	<b>\$231,000</b>	<b>\$143,176</b>	<b>\$87,824</b>
<b>Facilities - Maintenance and Administration</b>						
Boone - Facility Master Plan Program			\$5,418,506	\$5,418,506	\$1,062,992	\$4,355,514
Boone - Preservation and Improvements			560,000	560,000	-	560,000
Fleck Center - Preservation and Improvements			995,000	995,000	1,952	993,048
Miscellaneous Equipment and Fixtures			101,750	101,750	119,284	(17,534)
<b>Total Facilities - Maintenance and Administration</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,075,256</b>	<b>\$7,075,256</b>	<b>\$1,184,227</b>	<b>\$5,891,029</b>
<b>Facilities - Passenger and Operational</b>						
Park and Ride Upgrades			\$225,000	\$225,000	\$0	\$225,000
Plaza Preservation and Improvements			226,000	226,000	86,697	139,303
Route and Stop Facility Improvements	\$200,000	\$200,000	1,280,000	1,680,000	-	1,680,000
Upriver Transit Center	2,694,410		1,796,274	4,490,684	-	4,490,684
SFCC Transit Center	1,876,000		737,000	2,613,000	-	2,613,000
<b>Total Facilities - Passenger and Operational</b>	<b>\$4,770,410</b>	<b>\$200,000</b>	<b>\$4,264,274</b>	<b>\$9,234,684</b>	<b>\$86,697</b>	<b>\$9,147,987</b>
<b>Technology Projects</b>						
Business Systems Replacement			\$300,000	\$300,000	\$0	\$300,000
Communications Technology Upgrades			850,000	850,000	-	850,000
Computer Equipment Preservation and Upgrades			150,000	150,000	26,515	123,485
Fare Collection and Sales Technology		\$498,493	2,861,507	3,360,000	53,205	3,306,795
Operating and Customer Service Software			295,000	295,000	-	295,000
Security and Access Technology			4,071,500	4,071,500	-	4,071,500
Smart Bus Implementation-Fiber Communications			141,773	141,773	93,473	48,300
Capital Program Management Software			180,000	180,000	-	180,000
<b>Total Technology Projects</b>	<b>\$0</b>	<b>\$498,493</b>	<b>\$8,849,780</b>	<b>\$9,348,273</b>	<b>\$173,193</b>	<b>\$9,175,080</b>
<b>High Performance Transit</b>						
Central City Line	\$9,241,636	\$6,453,500	\$0	\$15,695,136	\$793,644	\$14,901,492
HPT Implementation - Incremental HPT Investments	70,000	1,273,176	627,490	1,970,666	72,489	1,898,177
West Plains Transit Center	911,200	-	88,800	1,000,000	23,988	976,012
Monroe-Regal Line	3,000,206	94,889	2,622,777	5,717,872	171,737	5,546,135
Cheney Line	251,000	154,520	204,372	609,892	-	609,892
Sprague Line			200,000	200,000	-	200,000
<b>Total High Performance Transit</b>	<b>\$13,474,042</b>	<b>\$7,976,085</b>	<b>\$3,743,439</b>	<b>\$25,193,566</b>	<b>1,061,859</b>	<b>\$24,131,707</b>
<b>GRAND TOTAL</b>	<b>\$18,469,709</b>	<b>\$9,989,810</b>	<b>\$28,908,240</b>	<b>\$57,367,759</b>	<b>\$2,656,976</b>	<b>\$54,710,783</b>
<b>RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2018 BUT PAYMENTS DELAYED TO 2019):</b>						
Plaza Skywalk Roofing					\$10,179	(\$10,179)
Park and Ride Development-Moran Station					115,145	(115,145)
Business Systems Replacement					3,675	(3,675)
Operating and Customer Service Software					23,421	(23,421)
HPT Facility Design and Communication Study					267	(267)
Fluid Management System					6,360	(6,360)
<b>RECONCILING ITEMS (ITEMS UNBUDGETED IN 2019):</b>						
Air Compressor Upgrade					14,981	(\$14,981)
<b>Subtotal RECONCILING ITEMS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$174,028</b>	<b>(\$174,028)</b>
<b>GRAND TOTAL</b>	<b>\$18,469,709</b>	<b>\$9,989,810</b>	<b>\$28,908,240</b>	<b>\$57,367,759</b>	<b>\$2,831,004</b>	<b>\$54,536,755</b>

**SPOKANE TRANSIT  
STATUS OF FEDERAL CAPITAL GRANTS  
JUNE 30, 2019**

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>ACCRUALS</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-04-0064 ROOF REPLACEMENT/BUSINESS SYSTEM	\$4,645,068	\$4,235,454	-\$27,963	\$437,577	\$87,515	\$350,062
WA-95-X068 CENTRAL CITY/HPT DESIGN & STANDARDS	618,750	583,930	0	34,820	6,964	27,856
WA-16-X048 VAN SERVICE EXPANSION, DEMAND RESPONSE, ADA PARATRANSIT	810,880	666,336	0	144,544	24,572	119,972
WA-95-X092 SMART CARD/FAREBOX UPGRADE	1,400,000	248,611	-28,659	1,180,048	590,024	590,024
WA-2016-005 ENHANCED ADA ACCESS, BUS SHELTERS, SIGNAGE	303,750	112,398	-4,065	195,416	39,083	156,333
WA-2017-013 DIVISION STREET HPT CORRIDOR IMPROVEMENTS (ADA ACCESS)	1,350,000	984,982	-34,752	399,770	53,969	345,801
WA-2017-015 FOUR LAKES STATION IMPROVEMENTS (ADA ACCESS)	323,699	3,085	0	320,614	43,283	277,331
WA-2017-020 PARATRANSIT VANS (3), MOBILITY MGMT, ENHANCED ADA ACCESS	997,452	852,771	-3,272	147,953	28,225	119,728
WA-2017-087 DIVISION STREET HPT CORRIDOR IMPROVEMENTS (60' ARTIC, ROUTE)	1,510,693	1,387,283	0	123,410	16,660	106,750
WA-2018-005 ENHANCED ADA ACCESS, BUS SHELTERS, SIGNAGE	97,975	6,250	0	91,725	18,345	73,380
WA-2018-056 MONROE STREET HPT INFRASTRUCTURE IMPROVEMENTS	548,490	19,450	0	529,040	71,420	457,620
WA-2018-067 MOBILITY MANAGEMENT, OPERATIONS, VANS, ENHANCED ADA ACCESS	1,172,733	29,365	0	1,143,368	384,893	758,474
WA-2018-069 I-90 HPT CORRIDOR IMPROVEMENTS	751,445	0	0	751,445	101,445	650,000
WA-2018-076 STBG DIVISION HPT ALIGNMENT & STATION LOCATION STUDY	462,428	0	0	462,428	62,428	400,000
WA-2019-012 REPLACEMENT FIXED ROUTE COACHES - ELECTRIC (QTY 2)	1,617,647	0	0	1,617,647	242,647	1,375,000
WA-2019-013 REPLACEMENT PARATRANSIT VANS (QTY 23)	1,282,615	0	0	1,282,615	192,392	1,090,223
<b>FEDERAL GRANTS TOTAL</b>	<b>\$17,893,625</b>	<b>\$9,129,917</b>	<b>-\$98,711</b>	<b>\$8,862,420</b>	<b>\$1,963,867</b>	<b>\$6,898,553</b>

# 2019 Cash Balance



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	June 2019
Fleet Replacement Fund								\$6.0	\$4.3	\$7.2	\$14.6	\$26.8
Future Capital & Operating	\$32.9	\$30.1	\$30.6	\$32.3	\$31.3	\$37.3	\$39.9	\$34.2	\$37.4	\$37.8	\$43.9	\$36.1
Designated Reserves	\$13.9	\$13.6	\$14.0	\$13.9	\$18.9	\$19.0	\$19.3	\$19.5	\$19.4	\$21.2	\$21.8	\$22.7



## **SPOKANE TRANSIT AUTHORITY**

### **BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12E :** JULY 2019 OPERATING INDICATORS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Roger Watkins, Chief Operations Officer

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**SUMMARY:** There was one more weekday in July 2019 compared to July 2018.

#### **FIXED ROUTE**

Average weekday ridership increased 3.1% (29,803 vs. 28,899) in July 2019 compared to July 2018 and is down 1.3% (34,440 vs. 34,893) YTD. Total monthly ridership increased 5.8% (768,679 vs. 726,313) in July 2019 compared to July 2018 and is down 1.0% (5,934,764 vs. 5,992,431) YTD.

- Adult ridership increased 3.9% (446,648 vs. 430,018) in July 2019 compared to July 2018 and is down 0.4% (3,713,034 vs. 3,728,869) YTD.
  - CCS Pass ridership increased 9.2% (23,875 vs. 21,858) in July 2019 compared to July 2018 and is up 1.7% (390,835 vs. 384,126) YTD.
  - Eagle Pass ridership increased 8.1% (14,064 vs. 13,014) in July 2019 compared to July 2018 and is down 10.1% (405,934 vs. 451,784) YTD.
  - GU Bulldogs Pass ridership increased 3.5% (3,294 vs. 3,184) in July 2019 compared to July 2018 and is up 2.7% (27,416 vs. 26,683) YTD.
- Youth ridership increased 71.4% (66,986 vs. 39,076) in July 2019 compared to July 2018 and is up 8.5% (437,437 vs. 403,006) YTD.
- Reduced Fare / Para ridership increased 4.2% (119,635 vs. 114,783) in July 2019 compared to July 2018 and is down 1.0% (802,644 vs. 811,026) YTD.

The increase in ridership can be attributed to the large increase in youth ridership as well as the additional weekday. Additionally, although total ridership is down 57,667 YTD, Revenue ridership has increased 10,200 YTD while Non-Revenue ridership is down 67,876 YTD.

Fixed Route on time performance for July 2019 was at 94%.

#### **PARATRANSIT**

Paratransit's ridership goal for 2019 is to increase 2018 ridership levels by no more than 1.5%. Combined total ridership for July 2019 was 35,663 compared to July 2018 which was 36,472, a decrease of 2.2% for the month. Combined total ridership year to date is 259,810 in 2019 compared to 279,718, a decrease of 7.12%. The year to date decreases can be attributed to a number of factors including lower than normal on time performance during the fall and winter months, loss of ridership from several large providers due to loss of employment for their clients, and a large decline in SUV ridership YTD.

##### **Detailed Breakdown - Ridership**

- Directly Operated Service ridership for July 2019 was 19,381 compared to 20,627 in July 2018, a 6.04% decrease.
- Directly Operated Service ridership year to date for 2019 is 139,097 compared to 149,528 in 2018. This is a 6.97% decrease.

- MV Contracted Service ridership for July 2019 was 13,846 compared to 13,362 in July 2018. This is a 3.62% increase.
- MV Contracted Service ridership year to date for 2019 is 103,882 compared to 109,031. This is a 4.72% decrease.
- SUV ridership for July 2019 was 2,436 compared to 2,483 in July 2018, a 1.89% decrease.
- SUV ridership year to date for 2019 is 16,831 compared to 21,159 in 2018, a 20.45% decrease.
- Combined ridership without SUV was 33,227 in July 2019 compared to 33,989 in July 2018, a 2.24% decrease.
- Combined ridership without SUV year to date is 242,979 in 2019 compared to 258,559 in 2018, a 6.02% decrease.

#### Detailed Breakdown – Performance

- Directly Operated Service had an OTP of 95.96% in July 2019 compared to 94.35 in July 2018.
- MV Contracted Service had an OTP of 90.34% in July 2019 compared to 84.17 in July 2018.
- Combined Service had an OTP of 93.66% in July 2019 compared to 90.45% in July 2018.
- Directly Operated Service had a PPH of 2.75 in July 2019 compared to 2.79 in July 2018.
- MV Contracted Service had a PPH of 2.53 in July 2019 compared to 2.68 in July 2018.
- Combined Service had a PPH of 2.65 in July 2019 compared to 2.74 in July 2018.

### VANPOOL

Vanpool customer trips were up 1.1% in July 2019 vs July 2018 (11,808 vs 11,681). Year to date is down 0.51% (92,841 vs. 93,319). July 2019 had 74 van groups in operation versus 79 in July 2018. June 2019 had 75 vans operating.

- 501 riders took at least one trip vs 532 last month.
- Riders added were 9.
- Riders removed were 30.
- Days operated per van 18 (out of 22)
- Average daily vanpool ridership 659 trips vs 713 last month.
- Average Participant per van was 6.77 vs 7.09 last month

Vanpool 2019 Ridership goal is to increase 2018 ridership by 1%.

### CUSTOMER SERVICE

May 2019 ESBP sales were 31.3% higher (264 passes) than May 2018. **YTD ESBP** sales are 1.3% lower (65 passes) than 2018. Contributing to the YTD decrease is Alorica (0 passes YTD 2019 vs. 499 YTD 2018), Davenport (300 passes YTD 2019 vs. 456 YTD 2018) and Travelers (350 passes YTD 2019 vs. 485 passes YTD 2018).

Umpqua Bank (604 passes YTD 2019 vs. 0 YTD 2018), Ecova (142 passes YTD 2019 vs. 0 YTD 2018) and Mobius (142 passes YTD 2019 vs. 42 YTD 2018) had large 2019 YTD gains.

May 2019 **Group Sales** decreased 37.2% (20,342 passes vs. 32,389 in 2018), **YTD Group Sales** decreased 17.7% (102,157 passes vs. 120,237 in 2018)

The largest YTD decreases were from:

- Spokane Mental Health -23,750 fewer 2hr and 2,000 fewer 2hr Paratransit passes than May YTD 2018
- Providence Adult Day Health- 7,000 fewer 2hr Paratransit passes than May YTD 2018
- Mukogawa- 3,448 fewer 2hr passed than May YTD 2018

- Spokane County Juvenile- 2,340 fewer 2hr passes than May YTD 2018

The largest YTD increases were from:

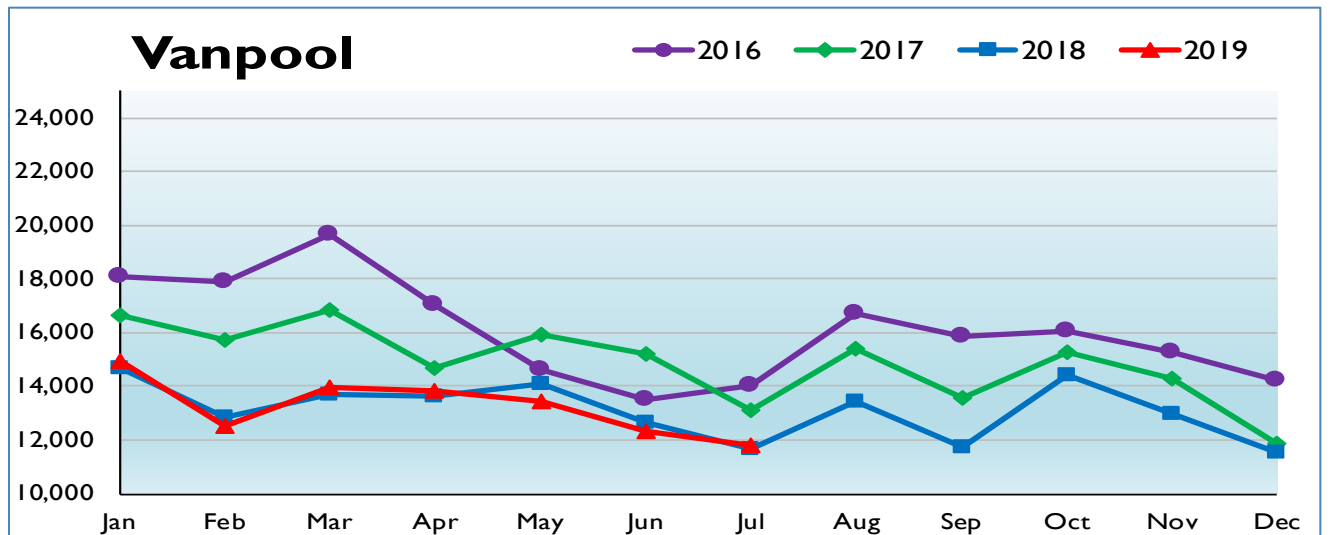
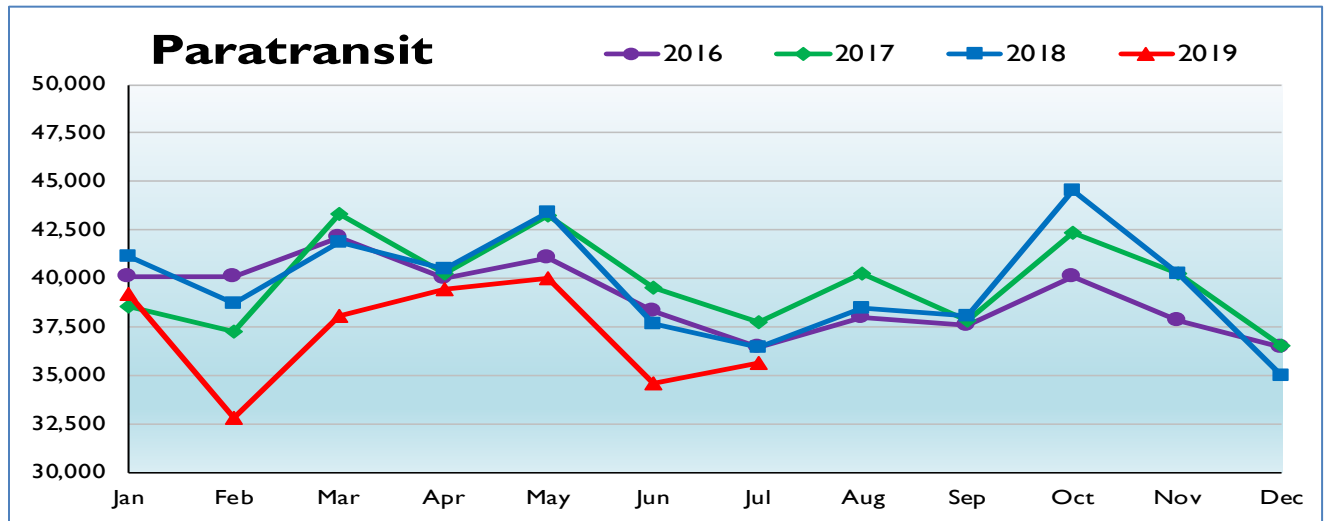
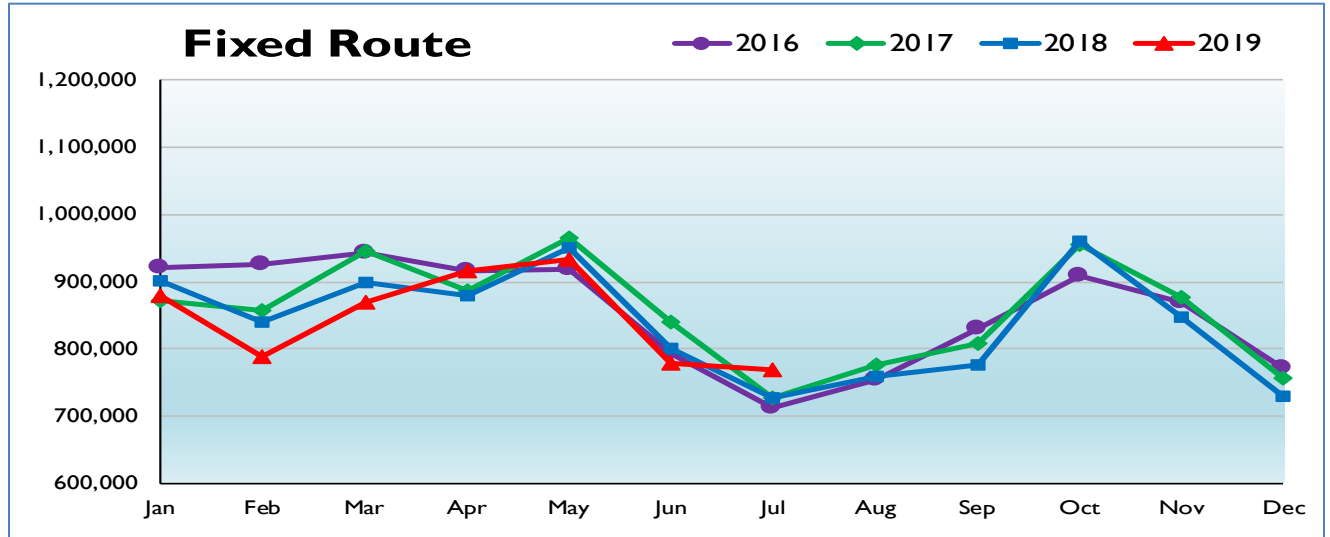
- City of Spokane – CHHS- 6,250 more Day passes than May YTD 2018
- Spokane School District #81-5,000 more 2hr passes than May YTD 2018
- Special Mobility Service- 5,500 more 2hr passes, 525 more 2hr Paratransit and 310 more 2hr reduced passes than May YTD 2018
- Dept of Children and Family Services-2,000 more Adult, 500 more 2hr and 1,000 more Youth Passes than in May YTD 2018

**Pass Sales:**

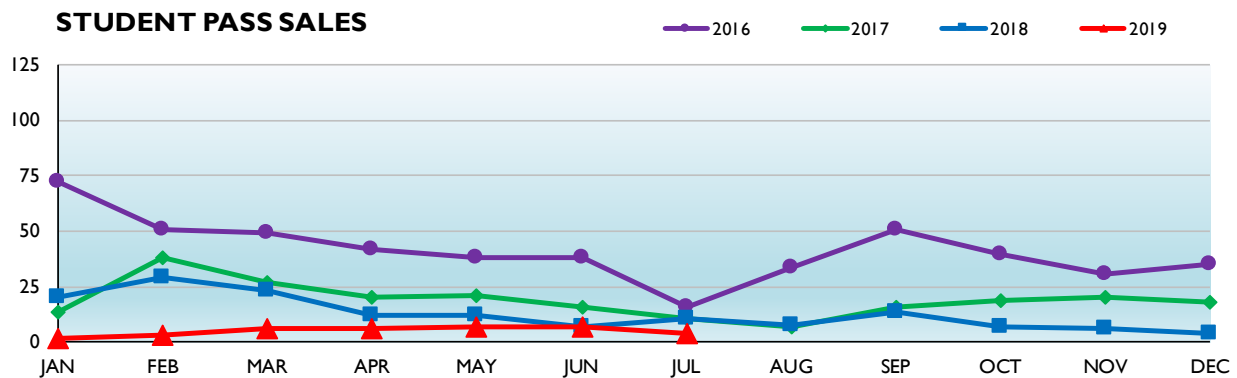
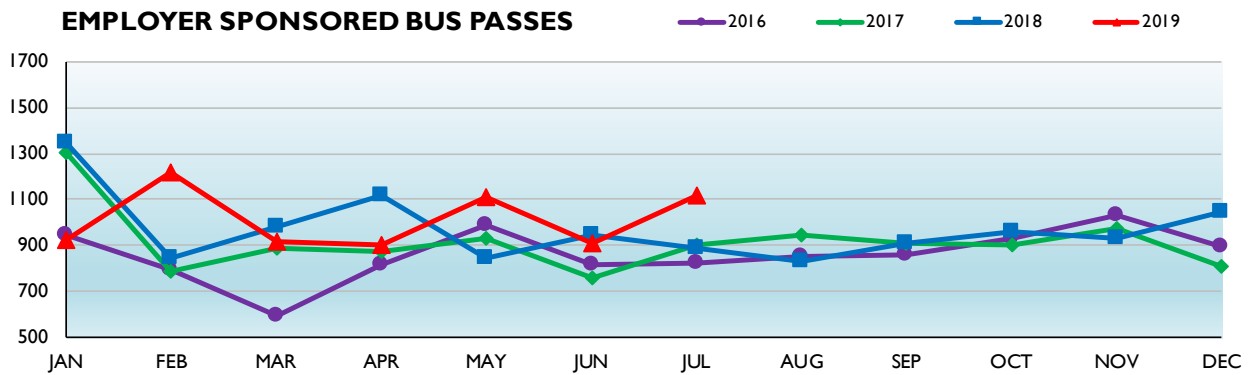
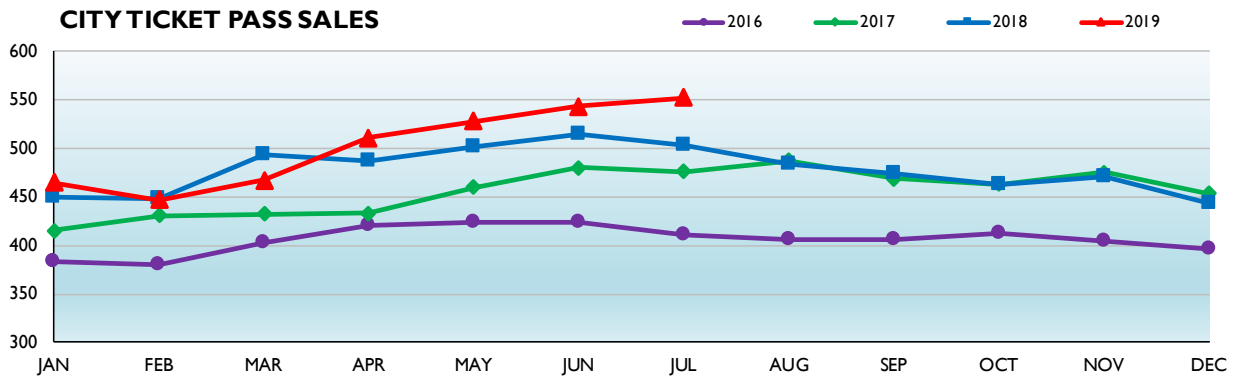
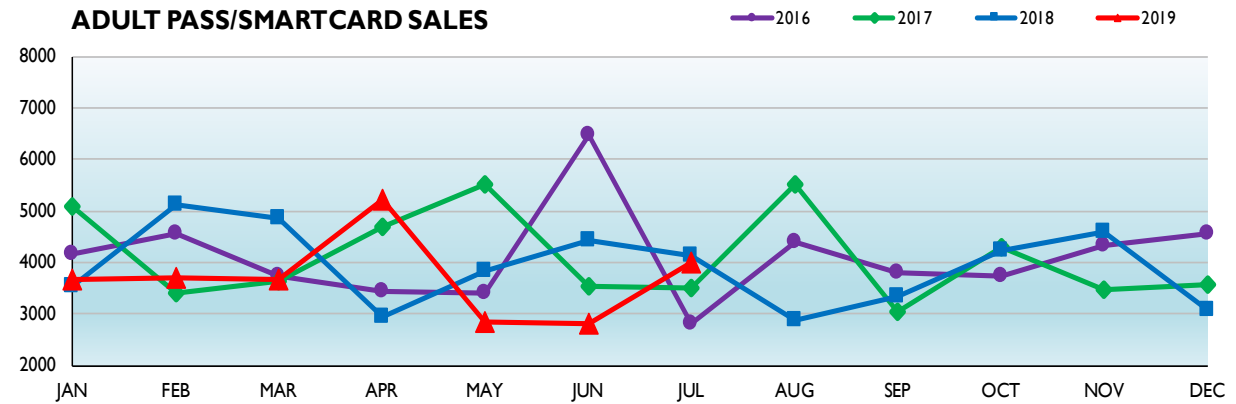
- Total monthly pass sales decreased 11.4% (8,292 vs. 9,358 in 2018), YTD pass sales decreased 7.7% (62,206 vs. 67,411 in 2018).
- Adult Pass/Smartcard sales decreased 2.9% (3,991 vs. 4,111 in 2018), YTD pass sales decreased 10.12% (25,898 vs. 28,813 in 2018).
- Shuttle Park sales increased 9.5% (551 vs. 503 in 2018), YTD pass sales increased 3.4% (3,513 vs. 3,397 in 2018).
- 7-Day Pass/Smartcard sales decreased 47.1% (685 vs. 1,296 in 2018), YTD pass sales increased 1.4% (7,156 vs. 7,059 in 2018).
- ESBP sales increased 25.7% (1,116 vs. 888 in 2018), YTD pass sales increased 1.9% (7,095 vs. 6,964 in 2018).
- Student Pass sales decreased 63.6. (4 vs. 11 in 2018), YTD pass sales decreased 69.3% (35 vs. 114 in 2018).
- Youth Pass/Smartcard monthly sales decreased 51.7% (615 vs. 1,273 in 2018), YTD pass sales increased 0.5% (9,457 vs. 9,412 in 2018).
- Summer Youth Pass monthly sales decreased 2,033% (-64 vs. -3 in 2018), YTD pass sales decreased 68% (295 vs. 922 in 2018).
- Reduced Fare Pass/Smartcard monthly sales decreased 24.7% (1,371 vs. 1,821 in 2018), YTD pass sales decreased 11.0% (10,728 vs. 12,055 in 2018).
- Paratransit Pass/Smartcard sales decreased 6.4% (702 vs. 750 in 2018), YTD pass sales decreased 9.5% (5,186 vs. 5,734 in 2018).
- UTAP rides increased 120.1% (104,494 vs. 47,486 in 2018), YTD UTAP rides increased 9.3% (1,022,820 vs. 935,478 in 2018). The City Summer Youth Card started June 13<sup>th</sup> and added 46,285 rides in July.

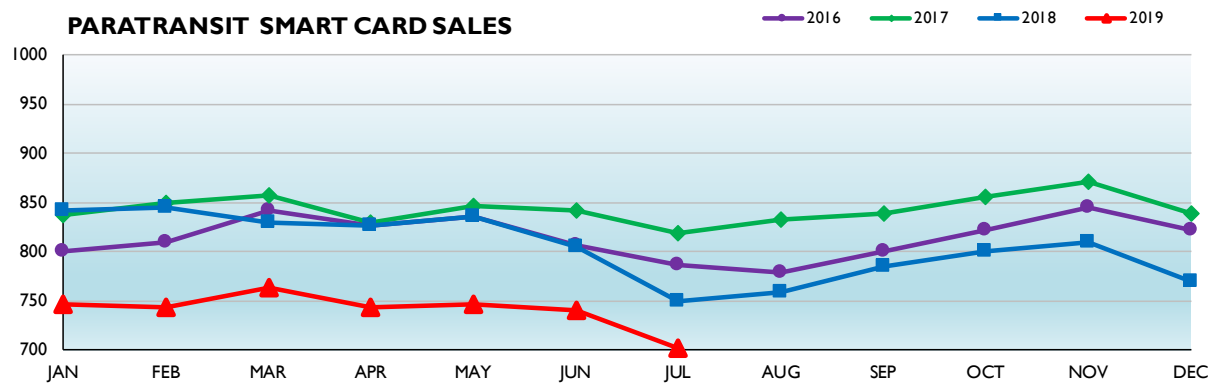
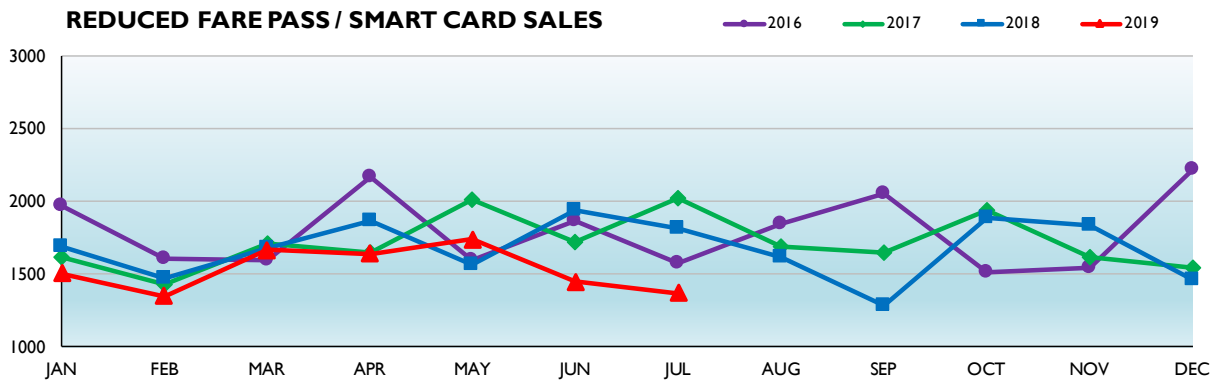
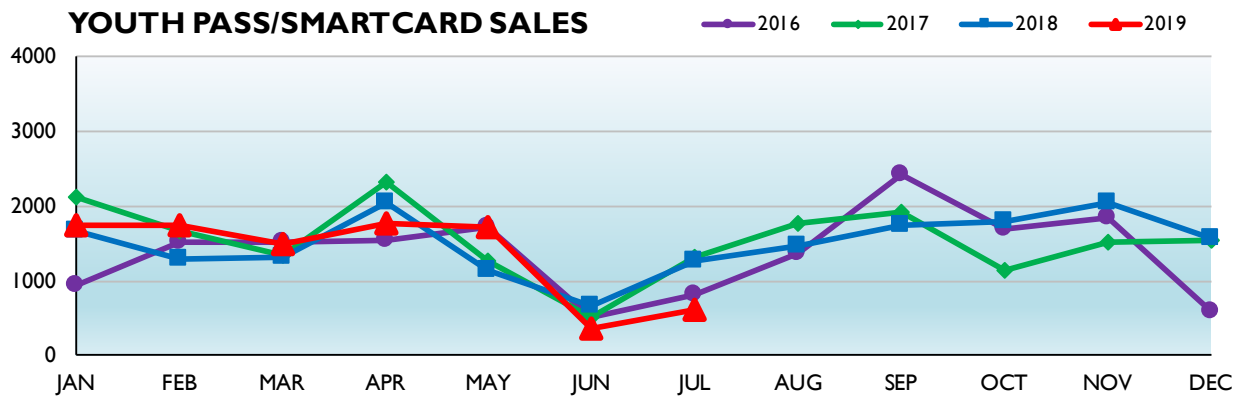
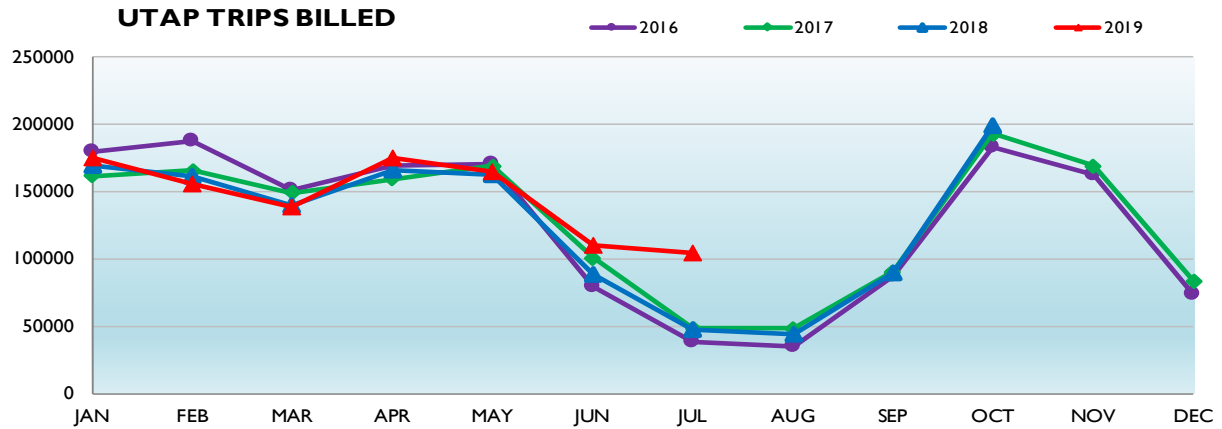
**RECOMMENDATION TO BOARD:** Information only.

# RIDERSHIP



# PASS SALES





## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

September 19, 2019

**AGENDA ITEM 12F :** SECOND QUARTER 2019 SERVICE PLANNING INPUT REPORT

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Planning and Development Department receives comments from external sources and itemizes each comment 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's website comment portal), and feedback from coach operators and supervisors. Planning staff may also receive inquiry requests from STA Board Members. STA's planning staff responds to every comment received when valid contact information is provided. Comments are also discussed at the internal Service Improvement Committee meetings.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning and Development Department in the 2nd Quarter of 2019. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

A total of 25 comments were received by the Planning and Development Department during the quarter. Of the comments received, five were related to requests for new service, 10 were related to existing service, and 10 were related to bus stops. The comments are summarized below. It is also noted if any comments are addressed by the *STA Moving Forward* plan.

#### NEW SERVICE COMMENTS

3 requests for service to the Mead Area (Costco, future sports complex, future performing arts center, Etc.). *Not included in STA Moving Forward.*

1 request for earlier Sunday service on Route 28 Nevada; or switch Sunday service to mirror Saturday service. *Not included in STA Moving Forward.*

1 request for weekend service on S Bernard St. *Not included in STA Moving Forward.*

#### EXISTING SERVICE COMMENTS

2 comments that many people work on President's day and that the holiday service is not sufficient. *The 2019 Service Implementation Plan proposes to begin operating a Saturday schedule instead of holiday/Sunday on President's day.*

2 comments stating that Route 11 Plaza/Arena Shuttle is often late at the Plaza.

1 comment expressing desire to maintain service to the Peaceful Valley Neighborhood. *The W Clark Ave pattern of the Route 20 SFCC that currently serves Peaceful Valley is proposed to be discontinued in 2020 in the adopted 2019 Service Implementation Plan.*

1 comment that buses in Cheney are confusing and difficult to deal with. The counter-clockwise/clockwise was better and easier to understand.

1 comment that the new routes in Cheney require longer walks to bus stops or longer commutes on the bus.

1 comment that the connections at the K Street Station from the 67 Swoop Loop /68 Cheney Loop to the 66 EWU are not timed effectively in the mid-mornings around 10:30 am.
1 comment that Sunday service from Spokane to Cheney does not run late enough.
1 comment that routes to Cheney in the evenings need articulated buses and higher frequency.
1 driver comment that there should be no dwell on the 64 Cheney/West Plains at the West Plains Transit Center.
One comment regarding confusion about which trips of the routes 62 Medical Lake and 64 Cheney/West Plains serve the West Plains
1 comment that everything is currently running well on the 24 Monroe, 26 Lidgerwood, and 28 Nevada. Routes should be left alone and not changed.
1 comment that Route 90 Sprague is very crowded in the mid-morning.
1 request that Route 90 Sprague should be moved a block north or south so as not to stop drivers on the road with lack of bus pullouts.
1 request that STA verbally and visually announce which holidays operate a Sunday/holiday schedule.

<b>BUS STOP COMMENTS</b>
1 request for bathrooms at park & ride locations.
1 request for signs to be placed at bus stops near PUB on Route 66 EWU indicating "Line forms here".
1 request that the bike boxes under Jefferson Park & Ride be moved to the east closer to S Jefferson St.
1 comment that the bus stop is on N Wall St for the Route 11 Plaza/Area Shuttle does not feel safe because of people loitering in the area.
1 request for the bus stop to be reinstated on N Post and W Spokane Falls Blvd for Route 11.
1 request for weed/brush trimming at a stop near N Newport Highway @ E Graves Rd.
1 request for a shelter at the inbound stop on E Broadway Ave @ N Moore Rd.
1 request for seating at the stop at N Flora Rd @ E Indiana Ave.
1 request for a shelter at the stop E Washington St @ W Riverside Ave.
1 request for a real-time sign at the Liberty Lake Park and Ride.

**RECOMMENDATION TO BOARD:** Information only.



# **SPOKANE TRANSIT AUTHORITY**

## **BOARD MEETING OF**

September 19, 2019

**AGENDA ITEM 12G :** DIVISION LINE HIGH PERFORMANCE TRANSIT (HPT) STUDY OVERVIEW

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Division Street (US 2), in conjunction with Browne Street and Ruby Street couplet segments, is a five to eight-lane principal arterial that travels from I-90 in the south and continues as US 395, while US 2 continues as Newport Highway north of the North Division “Y”. It connects downtown Spokane to retail, residential, healthcare, and academic activities in the north. Served by Spokane Transit Authority (STA) bus service, route 25, Division has the highest ridership in STA’s system. Division Street is the most heavily traveled principal arterial in the region. Within a quarter mile of the arterial between the Spokane River and the North Division “Y”, there are over 22,000 jobs and nearly 11,000 residents.

Scheduled for completion in 2029, the North Spokane Corridor will add additional transportation capacity to the region by connecting a new limited-access freeway to I-90 to US 2 and US 395 at the north end of Spokane. The new capacity from the NSC is expected to shift travel patterns. Meanwhile, Spokane Transit has identified Division Street as a future High Performance Transit (HPT) corridor and a priority for implementation. In 2014, STA was awarded \$400,000 in federal funds, matched with \$100,000 in local funds, to evaluate and identify a preferred alignment on the corridor, which will include general station locations, lane configuration, project benefits and an early understanding of costs. Earlier in 2019 the STA Board agreed to partner with Spokane Regional Transportation Council (SRTC) in completing a more robust study to re-envision Division Street as a multimodal transportation and land use perspective and in a way that involves a multitude of modes, stakeholders and agency partners. SRTC has selected Parametrix as the consultant lead on the “Division Reimagined” study. SRTC staff is expected to seek authorization by the SRTC Board to execute the contract for consultant services in September.

The overall vision for the study is to be completed in two phases. Phase 1 involves analysis and ultimately the selection of a preliminary HPT preferred alternative. From the overall corridor perspective, Phase 1 is a higher-level discovery phase and community conversation. Phase 1 study findings will inform the scope of the next phase.

Tasks in Phase 1 include:

- Task 1: Project Management and Coordination
- Task 2: State of the Corridor
- Task 3: Transit Facilities and Project Planning
- Task 4: Community Outreach Support
- Task 5: Corridor Planning and Alternatives Development

The plan is anticipated to kick-off later this Fall, with Phase 1 completion expected in late 2020. Phase II would continue from that point and look to be completed in late 2021 or early 2022, taking a deeper look at land use and multimodal connectivity.

## Community Outreach Efforts

A corridor-wide advisory group might be unwieldy at this stage with the changing interests and questions at various locations along the corridor. As an alternative, in addition to the Division Steering Committee, the Project Team (SRTC/STA/City/WSDOT/Spokane County) would develop targeted outreach strategies (some ideas provided in the table) and convene focus groups for approximately the following areas:

<b>Extent (Focus Area)</b>	<b>Distance (mi) (approximate)</b>	<b>Potential Topics/Questions</b>
Southside Medical District to Spokane River	1	Technical analysis on downtown routing, exploring alternatives to terminating at the STA Plaza and connecting to the University District and the Central City Line
Spokane River to Euclid Avenue	1.73	Screening larger number of possible options given maximum pavement extent among all segments
Euclid Avenue to Francis Avenue	1.84	Lane configuration and future land use patterns
Francis Avenue to North Division "Y"	1.77	Lane configuration and future land use patterns in an area that has a less developed street grid than south of Francis Avenue
North Division "Y" to Northern Terminal	n/a	Evaluate and identify preferred alignment following Division, Newport Highway or other road

The overall scope and schedule, as well as a more fleshed out public involvement plan, are currently being negotiated with Parametrix. Staff will return to this committee later in the fall with an update.

**RECOMMENDATION TO COMMITTEE:** Information only.

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## EXECUTIVE SESSION

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

1. Considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b))
2. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i))

The STA Board of Directors will reconvene in open session at approximately \_\_ 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 - 15 minutes