

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 16, 2022, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. There will be a Webex video conference option available.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 16th day of June 2022.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions provided.

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, June 16, 2022

1:30 – 3:00 p.m.

STA Boardroom

1230 W Boone Avenue, Spokane, WA

with a Webex Video Conference Option

WebEx Video Conference Joining Option:

Board Members: [Click here to join virtually](#)

General Public: [Guests join virtually here](#)

Audio Conference: 1-408-418-9388; Event #: 2489 287 2484 Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Glen Poppe, Fixed Route Operator - Retirement (*Brandon Rapez-Betty*)
 - B. Frank English, Associate Building Maintenance Specialist – Retirement (*Brandon Rapez-Betty*)
 - C. Year-to-Date 2022 Employee Recognition Awards (*Nancy Williams*)
5. Public Hearing: *30 minutes*
 - A. 2023-2028 Transit Development Plan: Complete Draft (*Karl Otterstrom*)
Comments may be addressed to Karl Otterstrom, Chief Planning & Development Officer:
kotterstrom@spokanetransit.com (*Action at the July Board meeting*)
 - B. I-90 / Valley High Performance Transit: Draft Corridor Development Plan (*Karl Otterstrom*)
Comments may be addressed to Karl Otterstrom, Chief Planning & Development Officer:
kotterstrom@spokanetransit.com (*Action at the July Board meeting*)
 - C. Fare Policy Revisions: Draft Recommendation – Zero Fare for Youth (*Karl Otterstrom*)
Comments may be addressed to Karl Otterstrom, Chief Planning & Development Officer:
kotterstrom@spokanetransit.com (*Action at the July Board meeting*)
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the May 19, 2022, Board Meeting – Corrections/Approval
 - B. Minutes of the May 19, 2022, Board Workshop- Corrections/Approval
 - C. May 2022 Vouchers (*Monique Liard*)
 - D. 2023-2025 Regional Mobility Grant Application (*Karl Otterstrom*)
 - E. High Performance Transit Amenities Installation Contract: Request to Increase Contract Authority (*Karl Otterstrom*)
 - F. On-call Geotechnical, Environmental, and Special Inspection Services: Award of Contract (*Karl Otterstrom*)
7. Board Action – *5 minutes*
 - A. Designation & Appointment of STA Public Records Officer – Resolution (*E. Susan Meyer*)

STA Board Meeting Agenda

June 16, 2022

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8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. Disadvantaged Business Enterprise Program and Proposed Goal for Federal Fiscal Years 2023, 2024, and 2025 (*Monique Liard*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2022 Financial Results Summary (*Monique Liard*)
 - C. May 2022 Sales Tax Revenue (*Monique Liard*)
 - D. Fare Collection System Update (*Monique Liard*)
 - E. April 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - F. Division Bus Rapid Transit: Decision-Making Framework (*Karl Otterstrom*)
 - G. STA-Spokane Public Schools Update (*Karl Otterstrom*)
13. New Business: (*none*)
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*McAloon Law PLLC*): (*15 minutes*)
16. Adjourn

Cable 5 Broadcast Dates and Times of June 16, 2022, Board Meeting:

Saturday, June 18, 2022	4:00 p.m.
Monday, June 20, 2022	10:00 a.m.
Tuesday, June 21, 2022	8:00 p.m.

Next Committee Meetings (Location TBD) Wednesday:

Planning & Development	July 6, 2022, 10:00 a.m.
Performance Monitoring & External Relations	July 6, 2022, 1:30 p.m.
Board Operations	July 13, 2022, 1:30 p.m.

Next Board Meeting (Location TBD):

Thursday, July 21, 2022, 1:30 p.m.

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

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 comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be read at the meeting. Comments must be received by 9:00 a.m. the day of the meeting. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

To provide **Oral Public Expressions** via telephone or computer, please complete this [form](#) and email it to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.

To provide **Written Public Expressions** to be read at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 4A : GLEN POPPE, COACH OPERATOR - RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer and Interim Director of Communications & Customer Service
Nancy Williams, Chief Human Resources Officer

SUMMARY: Coach Operator Glen Poppe is retiring after thirty-three years of dedicated service to our community. Glen began his career in 1989 as a Paratransit Van Operator before transferring to Fixed Route in 1990 and has quietly gone about the business of excellence since then.

Throughout his long career, Glen established himself as a reliable, safe, and customer service-focused operator. Glen is the recipient of multiple awards for perfect attendance, twenty-five years Safe Driving award, and multiple Excellence in Customer Service awards.

We are grateful for Glen's decades of service and wish him well in retirement.

RECOMMENDATION TO BOARD: Recognize Glen for his 33 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer 

Legal Counsel 

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 4B : FRANK ENGLISH, ASSOCIATE BUILDING MAINTENANCE SPECIALIST - RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer and Interim Director of Communications & Customer Service
Nancy Williams, Chief Human Resources Officer

SUMMARY: Frank English is retiring from STA after 32 years of dedicated service, which includes 27 years of safe driving awards.

Frank began his career with STA in the Facilities and Grounds department as a Custodian and was subsequently promoted to Second Class, Associate Building Maintenance Specialist.

Frank was a steady employee keeping up with monthly preventive maintenance, painting, operating plow trucks, and keeping the properties looking great and clear of snow. He received numerous employee recognition nominations and awards, served as President of the Employee Advisory Council, and was part of three groups that each won the Wall of Fame award.

Frank's easygoing style, booming voice, and work ethic will be missed. He loved us all and we wish him all the best in his retirement and thank him for his years of service to STA.

Frank's last day will be June 30th.

RECOMMENDATION TO BOARD: Recognize Frank for his 32 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 4C : EMPLOYEE RECOGNITION AWARDS - YEAR-TO-DATE 2022 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: Employees are nominated to the Employee Recognition Committee for embodying and displaying STA's core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. Nominations include a description of why that employee is being proposed for the recognition and whether they display the additional attributes of communication, leadership, safety, effort, problem solving skills, creativity, and helpfulness. Employees are nominated by their peers. A list of award winners is attached.

RECOMMENDATION TO BOARD: Receive report.



**2022 YEAR TO DATE
EMPLOYEE RECOGNITION WINNERS**

1st Quarter	1st	Angie Trevino	Fixed Route Coach Operator
1st Quarter	2 nd	Alice Young	Fixed Route Coach Operator
1st Quarter	3 rd	Fillmore Ollivierre	Custodian
April 2022	1st	Roy Norman	Paratransit Operator
April 2022	2 nd	Eric Woods	Transportation Supervisor
April 2022	3 rd	Mitch Bright	Transportation Supervisor

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 5A : PUBLIC HEARING:
DRAFT 2023-2028 TRANSIT DEVELOPMENT PLAN

REFERRAL COMMITTEE: Planning and Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

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

1. Open the public hearing.
2. Call upon staff for a presentation. (*Karl Otterstrom*) *The draft Transit Development Plan: 2023-2028 can be found here:*
<https://www.spokanetransit.com/projects/transit-development-plan/>
3. Ask the board for questions or comments
4. Open for comments from the public (ask 3 times for comments)
5. Close the hearing

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action scheduled for **the July 21, 2022**, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

STAFF REPORT – AGENDA ITEM 5A

Presented: STA Board Meeting – June 16, 2022

SUBJECT: DRAFT 2023-2028 TRANSIT DEVELOPMENT PLAN

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. State law stipulates it should be submitted to WSDOT no later than September 1 of each year following approval by the governing board of the agency. The 2023-2028 Transit Development Plan is in draft form. A public hearing is scheduled for the June 16, 2022, Board Meeting. Subject to board direction, staff anticipates preparing a final draft of the plan for board approval in July.

Over the past several months, the Planning & Development Committee has been involved in providing input and reviewing several sections that are incorporated into the TDP. Additionally, some sections of the TDP have already been reviewed during committee meetings and provided to the full Board for information as noted below.

Sections	Notes
1. Introduction and Overview	Updated from last year and included in the June 2022 P&D Committee and Board packet in the draft TDP.
2. 2021 in Review	Provided in the draft TDP.
3. Mid-Range Planning Guidance, State Policy Goals and Major Activities	Reviewed and discussed by the Planning and Development Committee in March and May 2022.
4. Service Improvement Program (2023-2028)	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2022.
5. Capital Improvement Program	The Planning & Development Committee reviewed the detail of capital programs and projects in May 2022.
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the April 6, 2022, Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating budgets.
Appendix A: 2022 Action Plan	Provided for reference. Approved by the STA Board of Directors on November 18, 2021.

Sections	Notes
Appendices B-F	Includes: 2022 Performance Measures, System Ridership/Miles/Hours Statistics, 2021 Fuel Consumption, 2021 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan.
Appendix G: Transit Asset Management Plan	New TAM is pending approval and not yet included. Currently approved TAM can be viewed: https://www.spokanetransit.com/projects/transit-asset-management-plan/

During the June 1, 2022, Planning and Development Committee meeting, staff reviewed the main contents of the draft plan and the process by which it was prepared.

The draft Transit Development Plan: 2023-2028 can be found here:
<https://www.spokanetransit.com/projects/transit-development-plan/>

Written comments may be sent to: Mike Tresidder, Associate Transit Planner, Spokane Transit Authority, 1230 W Boone Ave., Spokane, WA 99201, or by email to mtresidder@spokanetransit.com.

All public comments will be accepted through the following link and **must be received by 4:00 PM** on June 15, 2022. [Public Hearing Sign Up Form](#)

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SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 5B : I-90 / VALLEY HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR
DEVELOPMENT PLAN

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Hamid Hajjafari, Senior Transit Planner

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

1. Open the public hearing.
2. Call upon staff for a presentation. (*Karl Otterstrom*) *The draft Corridor Development Plan for I-90 / Valley High Performance Transit is at the following project webpage: <https://spokanetransit.com/i90>.*
3. Ask the board for questions or comments
4. Open for comments from the public (ask 3 times for comments)
5. Close the hearing

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action scheduled for the July 21, 2022, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Office ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

STAFF REPORT – AGENDA ITEM 5B

Presented: STA Board Meeting – June 16, 2022

SUBJECT: I-90 / VALLEY HIGH PERFORMANCE TRANSIT: DRAFT CORRIDOR DEVELOPMENT PLAN

SUMMARY: STA staff and a consultant team led by KPFF consultant engineers supporting the development of the I-90/Valley High Performance Transit (HPT) Corridor, have prepared a draft Corridor Development Plan for I-90/Valley HPT for public comment. Staff provided an overview of the draft plan at the June 1, 2022, Planning and Development Committee meeting in advance of a public hearing to be held at the June 16, 2022, Board meeting.

BACKGROUND: As part of the *STA Moving Forward* plan, Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90/Valley High Performance Transit (HPT) project extends from Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership.

STA has prepared a draft corridor development plan that, when approved, provides more specific detail to the scope, project understanding and schedule, for other HPT projects that STA committed to as part of the *STA Moving Forward* plan first approved in 2014 and since amended as recently as 2020 and for which funding was approved by voters in 2016. The draft plan identifies a long-range vision for the I-90/Valley corridor, which primarily stretches between downtown Spokane and Liberty Lake, with opportunities to extend to the West Plains and to Kootenai County. It also identifies specific actions that are to be taken to as part of implementing *STA Moving Forward*.

Earlier this year the Preferred Scenario for HPT Architecture for the project was discussed with the elected officials of jurisdictions within the corridor as well as with the public through a public open house and a survey. It was also subject to a technical evaluation process that included a technical advisory committee comprised of planning and engineering staff from jurisdictions in the corridor. The Corridor Development Plan is responsive to existing commitments within *STA Moving Forward* as well as addressing other regional plans as depicted in the table below.

Recommended CDP Investment	Relationship to Existing Plans	Timing
Existing Route 74 will be renumbered Route 7 and will be the primary route in the corridor and will have night and weekend service; consolidate with service to West Plains Transit Center and Spokane Airport	<ul style="list-style-type: none"> Commitment within <i>STA Moving Forward</i> 	Planned in 2025
Construct new park and ride between Barker Road and Greenacres interchange	<ul style="list-style-type: none"> Commitment within <i>STA Moving Forward</i> 	Planned in 2025
Modify and expand peak express service that will serve Liberty Lake and a new park and ride at Greenacres before traveling express to Spokane	<ul style="list-style-type: none"> Commitment within <i>STA Moving Forward</i> 	Planned in 2025
Upgrade Mirabeau Park and Ride to a transit center	<ul style="list-style-type: none"> Recommended approach to implementing commitment in <i>STA Moving Forward</i> 	Planned in 2025
As a cross-state partnership, create an extension of HPT: I-90/Valley to Post Falls and Coeur d'Alene on a two-year pilot basis	<ul style="list-style-type: none"> Commitment within <i>STA Moving Forward</i> 	Planned in 2026
Build an Argonne Road flyer stop and park and ride	<ul style="list-style-type: none"> Included in <i>Connect Spokane</i> as a mid-range action for the I-90 / Valley HPT Corridor Included in <i>Horizon 2045</i> as a long-term regionally significant project not included in <i>STA Moving Forward</i> 	Subject to funding availability, as early as 2027

Staff will provide an overview of the draft plan, outlining major findings, and key elements that are proposed to be associated with this HPT investment. The full plan was made available on May 31, 2022, at the project webpage, <https://spokanetransit.com/i90>. To gather input on the draft plan, the following activities will take place:

- An online survey that will be available on June 1 at <https://spokanetransit.com/i90>
- A virtual “lunch and learn” project open house, hosted by the Greater Spokane Valley Chamber of Commerce at noon, Tuesday June 14, 2022
- A public hearing before the STA Board of Directors on Thursday, June 16, 2022, during the regular Board meeting.

Following public input, a final draft of the plan will be presented to the Planning and Development Committee for recommendation to the Board on July 6, 2022. Subject to subsequent Board approval, STA expects to begin design as early as September 2022.

Written comments may be sent to: Hamid Hajjafari, Senior Transit Planner, Spokane Transit Authority, 1230 W Boone Ave., Spokane, WA 99201, or by email to hhajjafari@spokanetransit.com.

All public comments will be accepted through the following link and **must be received by 4:00 PM** on June 15, 2022. [Public Hearing Sign Up Form](#)

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[Public Hearing Sign Up Form \(jotform.com\)](#)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 5C : FARE POLICY REVISIONS: DRAFT RECOMMENDATION: ZERO FARE FOR YOUTH

REFERRAL COMMITTEE: Planning and Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

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

1. Open the public hearing.
2. Call upon staff for a presentation. (*Karl Otterstrom*) *The Proposed Policy Update - Zero Fare for Youth is at the following project webpage:*
<https://www.spokanetransit.com/news/zero-fare-for-youth>
3. Ask the board for questions or comments
4. Open for comments from the public (ask 3 times for comments)
5. Close the hearing

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action scheduled for the July 21, 2022 Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Office ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

STAFF REPORT – AGENDA ITEM 5C

Presented: STA Board Meeting – June 16, 2022

SUBJECT: FARE POLICY REVISIONS: DRAFT RECOMMENDATION – ZERO-FARE FOR YOUTH

SUMMARY: Staff presented the draft recommendation for the Zero-Fare for Youth policy for review, an update on the public outreach conducted to date, and the initial results from the Title VI Equity Analysis at the Planning and Development Committee on June 1, 2022. The public hearing on the Zero-Fare for Youth policy will be at today's STA Board of Directors meeting. The draft resolution for any action resulting from the evaluation of this proposed revision will be presented to this Committee and the Board in July 2022.

BACKGROUND: In May 2022, staff presented to the Planning and Development Committee and the Board the proposed preliminary revisions of a zero-fare policy for youth, ages 18 and younger, because of the creation of the Transit Support Grant funding made available under the Move Ahead Washington legislation package approved by the legislature this year.

Fare Structure Proposal and Operational Considerations

Staff has included, for review, the recommended fare structure tables reflecting the adoption of a zero-fare policy both prior to and after the implementation of STA's new fare collection system anticipated October 1, 2022.

Staff recognizes that this policy revision has operational implications, including age verification, distribution of fare media, and anticipated ridership demand changes, particularly related to transportation to and from schools.

Public Outreach

STA is seeking public input on the proposed fare policy. Beginning in early May, STA started a public outreach campaign to collect feedback on the proposed fare policy. A public survey was opened and posted to the website and social media on May 12, 2022. The survey will remain open until the public hearing at the STA Board meeting on June 16, 2022.

Importantly, this engagement effort will be done in a way to advance transportation equity. The Federal Transit Administration requires transit agencies to analyze any fare change for potential impacts to populations protected under Title VI of the Civil Rights Act along with executive orders that aim to ensure government action does not impose a disparate impact on minority populations or a disproportionate burden on low-income populations (as defined by STA policy in *Connect Spokane*). During the June 1, 2022, Planning and Development Committee meeting, staff presented on the initial Title VI analysis, based on demographic analysis and early outreach.

The Proposed Policy Update – Zero-Fare for Youth can be found here:

<https://www.spokanetransit.com/news/zero-fare-for-youth/>.

Written comments may be sent to: Mike Tresidder, Associate Transit Planner, Spokane Transit Authority, 1230 W Boone Ave., Spokane, WA 99201, or by email to mtresidder@spokanetransit.com.

All public comments will be accepted through the following link and **must be received by 4:00 PM** on June 15, 2022. [Public Hearing Sign Up Form](#)

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STA POLICY

01-006 Fares

The Board of Directors shall structure fares establishing a base fare, categories of prepaid fares, special fare programs, and the pricing of such fares and programs.

Spokane Transit Authority (STA) shall establish and maintain an equitable and effective fare system in support of Connect Spokane, STA's Comprehensive Plan for Public Transportation. STA's fare structure will comply with all Federal and State regulatory requirements. STA's fare structure shall be designed with a primary goal of encouraging ridership.

This policy applies to all STA fare services.

Approval Authority

The Chief Executive Officer will present to the Board of Directors for approval all proposed discounts to base fare rates, including special fare rates and services such as pilot programs and community events.

The Chief Executive Officer will provide notice to the Board of Directors of the following:

- A. The result of Universal Transit Access Pass (UTAP) agreements
- B. Agreements for bulk pass purchases over \$200,000
- C. Fare suspensions or reductions resulting from a declared emergency
- D. Adoption of new fare media and modifications to existing fare media

The Board of Directors may delegate approval authority under this policy to a designee.

APPROVED BY

Chief Executive Officer


E. Susan Meyer

5.10.2022
Date

Effective: January 20, 2022

RELATED INFORMATION

Board Resolution 791-22, Fares, Zones and Passes – Adopted 01/20/2022

[Fixed Route and Paratransit Fares](#)

[Vanpool Fares](#)

[Special Event Fares](#)

[Connect Spokane: A Comprehensive Plan for Public Transportation](#)

[Bylaws of the Spokane County Public Transportation Benefit Area](#)

[RCW 36.57A.230 through 36.57A.245 – Public Transportation Fares](#)

[Title VI, Civil Rights Act of 1964](#)

[Title VI Equity Analysis](#)

[Public Outreach Summary](#)

[STA Available Fare Types by Media](#)

[STA Fare Programs](#)

[STA Fare Media](#)

Fixed Route and Paratransit Fares (*currently in effect*)

GENERAL PUBLIC Fare Type	Adult (1)	Reduced Fare (2)			Paratransit (3)
		Youth (Ages 6-18)	Student	Reduced Fare	
Two-Hour Pass / Cash	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	N/A
7-day Rolling Pass	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	N/A
31-day Rolling Pass	\$ 60.00	\$ 40.00	N/A	\$ 30.00	N/A
Monthly Pass (4)	N/A	N/A	\$ 52.00	N/A	N/A
Paratransit Monthly Pass	N/A	N/A	N/A	N/A	\$ 60.00
Summer Youth Pass (5)	N/A	\$ 60.00	N/A	N/A	N/A
Shuttle Park (6)	\$ 40.00	N/A	N/A	N/A	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(2) Reduced Fare programs require verification of eligibility.

(3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)

(4) Monthly Student Pass is priced as a 31-day adult pass with discount applied, subject to enrollment and verification by STA in accredited educational program

(5) Three-month youth pass valid June through August (*currently piloted at no cost to rider*)

(6) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement

Fixed Route and Paratransit Fares *(proposed to be in effect)*

GENERAL PUBLIC Fare Type	Adult (1)	Reduced Fare (2)			Paratransit (3)
		Youth (Ages through 18) (5)	Student	Reduced Fare	
Two-Hour Pass / Cash	\$ 2.00	Zero Fare	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	Zero Fare	\$ 4.00	\$ 4.00	N/A
7-day Rolling Pass	\$ 17.00	Zero Fare	\$ 17.00	\$ 17.00	N/A
31-day Rolling Pass	\$ 60.00	Zero Fare	N/A	\$ 30.00	N/A
Monthly Pass (4)	N/A	N/A	\$ 52.00	N/A	N/A
Paratransit Monthly Pass	N/A	N/A	N/A	N/A	\$ 60.00
Summer Youth Pass (5)	N/A	Zero Fare	N/A	N/A	N/A
Shuttle Park (6)	\$ 40.00	N/A	N/A	N/A	N/A

(1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied

(2) Reduced Fare programs require verification of eligibility.

(3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)

(4) Monthly Student Pass is priced as a 31-day adult pass with discount applied, subject to enrollment and verification by STA in accredited educational program

(5) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels

(6) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement

Fixed Route and Paratransit Fares *(effective with fare collection system implementation)*

Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider-In-Training (Ages 6-12)	Rider's License (Ages 13-18) (7)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 48.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	Zero Fare	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A

GROUP SALES (9)			
Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
Two-Hour Pass	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 2.00	\$ 4.00
7-day Rolling Pass	\$ 17.00	N/A	N/A
Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

- (1) Up to three children under age six ride free with an adult, youth, student, reduced fare or paratransit passenger - children under age six are not permitted to ride unaccompanied
- (2) Reduced Fare programs require verification of eligibility.
- (3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)
- (4) Allows for travel up to two (2) consecutive hours after initial validation
- (5) Maximum fare charged per day when paid with a smart card or mobile app
- (6) Maximum fare charged per calendar month when paid with a smart card or mobile app
- (7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels
- (8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park agreement
- (9) Limited use fare types available for quantity purchases only and not available to the general public

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 6A : MINUTES OF THE MAY 19, 2022, BOARD MEETING - CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the May 19, 2022, 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 di

Chief Executive Officer ESM

Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the May 19, 2022, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County (*virtual*)
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane (*virtual*)
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*
Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio
Veronica Messing, Small Cities Representative (Cheney)
Ex Officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities Representative (Millwood)
Ex Officio

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Chief Operations Officer and
Interim Chief Communications & Customer Service
Officer
Karl Otterstrom, Chief Planning & Development
Officer (*Virtual*)
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Ms. Kinnear moved to approve the May Board Agenda. Ms. Wilkerson seconded, and the motion passed unanimously.

3. Public Expressions - None

4. Recognitions and Presentations

A. Ed Steeber, Fixed Route Supervisor – Retirement

Mr. Rapez-Betty recognized Ed Steeber for providing almost 21 years of service and dedication to STA and the community. He noted that Ed cared deeply about the mission and the public that STA serves and wished him well in his retirement.

B. Mary Beth Fitzgerald, Fixed Route Operator – Retirement

Mr. Rapez-Betty recognized Mary Beth Fitzgerald for her 30 years of service and noted that she was known for the care she showed to her coworkers and customers. He thanked her for her dedication to STA and the community, and wished her the best in her retirement.

Chair Grover congratulated Mr. Steeber and Ms. Fitzgerald on their retirement and thanked Mr. Steeber and Ms. Fitzgerald for their years of service to STA and the community.

5. Board Action – Consent Agenda

Mr. Hattenburg moved to approve Consent Agenda Items 5A through 5F. Ms. Wilkerson seconded, and the motion passed unanimously.

A. Approved Minutes of the April 21, 2022, Board Meeting – Corrections/Approval

B. Approved the following April 2022 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 616776 – 617240	\$ 4,257,340.24
Worker's Comp Vouchers (April)	ACH – 2286	\$ 123,881.60
Payroll 04/08/2022	ACH – 04/08/2022	\$ 1,914,202.31
Payroll 04/22/2022	ACH – 04/22/2022	\$ 1,512,146.69
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,076.92
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 5,602.79
APRIL TOTAL		\$ 7,818,250.55

C. Approved a motion to authorize the CEO execute the West Plains Connector Project Cooperative Agreement with the City of Airway Heights, providing funding of up to \$2,000,000.00 or 80% of the total project cost.

D. Approved, by Resolution 795-22, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*.

E. Authorized the CEO to execute a work order with IBI Group for Sprague High Performance Transit design under existing contract #17-STA-574 for an amount not to exceed \$1,199,908 and to provide for 5% contingency for unforeseen additional requirements or services.

F. City of Spokane Riverside Avenue Cooperative Improvement Project:

i. Authorized the CEO to execute a project order for the Eastbound Bus Stop and Intersection Improvements – Riverside Avenue, with the City of Spokane for construction in the amount of \$1,066,750.

ii. Approved an increase in the amount of \$530,000, for a revised total of \$1,130,000 for the overall budget of CIP #805, Eastbound Riverside Avenue High Performance Transit Improvements.

6. Board Action - None

7. Board Operations Committee

A. Chair Report

Chair Grover said the Board Operations Committee held a thorough discussion of the Board Workshop Strategic Plan agenda presented at the meeting earlier today.

8. Planning & Development Committee

A. Chair Report:

On behalf of P&D Chair French, Mr. Otterstrom provided an overview of the items covered at the committee meeting.

Reports were provided on the following by Mr. Otterstrom and Ms. Liard.

i. I-90 Valley High Performance Transit-Public Outreach Summary and Evaluation Results

Mr. Otterstrom reviewed the Corridor Planning Purpose, the relationship to STA Moving Forward (STAMF), the planning timeline and the preferred scenario for High Performance Transit (HPT) architecture. He discussed the public outreach conducted and reviewed the alternatives evaluation. Mr. Otterstrom noted the preliminary findings of the outreach and survey and the alternatives evaluation. In closing, he advised of next steps which included a presentation of the draft corridor development plan to Planning & Development committee on June 1st, gathering feedback on the plan throughout June, and finalizing the plan for Board action in July. There were no questions or discussion.

ii. 2023-2028 Transit Development Plan: 2023-2025 Service Improvement Program

Mr. Otterstrom discussed the TDP project timeline and noted the Service Improvement Program (SIP) is updated annually as part of the TDP. He summarized recent requests for new service and noted the most significant changes are planned to take place with the start of the City Line. He reviewed the Service Improvement Program changes anticipated in 2023, 2024, and 2025. Mr. Otterstrom noted the next steps would take place in June to incorporate the draft service improvement program into the draft Transit Development Plan for review and comment. There were no comments or questions.

iii. 2023-2028 Transit Development Plan: 2023-2028 Capital Improvement Program

Ms. Liard reviewed the project timeline and the 2023-2028 Capital Improvement Program (CIP) by program category and program name. She provided the CIP project focus of Division Bus Rapid Transit, and compared 2022-2027 to 2023-2028 totals. Ms. Liard shared 2023 – 2028 CIP by year and funding sources including STA Moving Forward. She closed by advising next steps would incorporate the draft CIP into the draft TDP in June for review and comment. There were no questions or comments.

9. Performance Monitoring & External Relations Committee

A. Chair Report

On behalf of PMER Chair Pamela Haley, Mr. Rapez-Betty provided an update on the committee meeting.

Reports were provided on the following by Mr. Rapez-Betty and Ms. Liard.

i. 2021 Community Perception Survey Results Summary

Mr. Rapez-Betty advised the survey completed by Critical Data gathers opinions, insights, and feedback from residents living within the Spokane Public Transportation Benefit Area regarding their perceptions and the services provided by STA. He noted the study followed eleven similar studies implemented since 2005. Mr. Rapez-Betty reviewed the methodology and provided an overview of the survey results summary that was presented to the PMER Committee. There were no questions or comments.

ii. 2021 Bus Rider Survey Results Summary

Mr. Rapez-Betty noted the 2021 rider survey was conducted by Zilo International to gather opinions, insights, and feedback from residents who are riders living within the Spokane Public Transportation Benefit Area regarding their perceptions about the services provided by STA. He reviewed the methodology, demographics, and key takeaways of the survey. There were no questions or comments.

iii. Fare Policy Revisions: Preliminary Proposal – Zero-Fare for Youth

Ms. Liard shared the background, fare proposal and considerations, current fares in effect, and draft fares with zero fare for youth. She also reviewed the draft fares with zero-fare for youth with the new fare collection system. Ms. Liard advised of the fare policy outreach that complied with Title VI requirements along with the preliminary Title VI analysis. She discussed the fare policy outreach purpose, timeline, and audiences, as well as the timeline for implementation that include a public hearing at the Board meeting in June and a board resolution for approval at the July Board meeting. There were no questions or comments.

10. CEO Report

Ms. Meyer provided a report on the following topics.

Ridership in April saw a year-to-date increase in Fixed Route of 23.5%. Paratransit realized an increase of 44.2%; and Vanpool had an increase of 14.1%.

April Monthly Fare Revenue by Service type saw its highest point since the pandemic at \$698,010 in April.

Sales Tax was reported on April 2022 voter-approved revenue which represented February sales. STA's budget for April of \$7,321,892 compared with actual Sales Tax of \$7,938,326. This represented 8.4% above budget, 8.7% year-to-date above budget, 11.7% above April 2021 actual and 12% above year-to-date 2021 actual.

City Line finance update was provided. Ms. Meyer noted the civil construction was substantially complete and advised of upcoming activities. She also advised the amenity fabrication and delivery continues and shared the anticipated amenity installation schedule.

Ms. Meyer offered to answer any questions. None were forthcoming.

11. Board Information – no action or discussion

- A. Committee Minutes
- B. March 2022 Financial Results Summary
- C. April 2022 Sales Tax Revenue
- D. March 2022 Operating Indicators
- E. First Quarter 2022 Performance Measures
- F. First Quarter 2022 Service Planning Input Report
- G. 2023-2028 Transit Development Plan: Identify Major Activities
- H. Unified Planning Work Program Update

12. New Business – None

13. Board Member Expressions

Ms. Kinnear asked about the free youth fare, specifically concerning after school and expressed her concern about Lewis & Clark High School having enough transportation available. Ms. Meyer noted Mr. Otterstrom is working with Spokane Public Schools' administration to identify all high school transportation needs.

Ms. Bowers expressed how much she enjoyed meeting in person again.

Chair Grover congratulated STA staff on the Workshop and Board meeting.

14. Executive Session - None

15. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:52 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 6B : MINUTES OF THE MAY 19, 2022, STA BOARD WORKSHOP -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the May 19, 2022, STA Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer SON Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the May 19, 2022, STA Board Workshop
1230 W Boone Ave., Spokane, Washington
with a WebEx Video Conference Option

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County (*virtual*)
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane (*virtual*)
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*
Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities Representative (Millwood)
Ex Officio
Veronica Messing, Small Cities Representative
(Cheney) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Chief Operations Officer and
Interim Chief Communications & Customer Service
Officer
Karl Otterstrom, Chief Planning & Development Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

Kevin Desmond, Principal & National Director, Transit
and Rail, Sam Schwartz
Tim Payne, Senior Principal, Nelson Nygaard (*virtual*)
Peter Soderberg, Senior Associate, Nelson Nygaard

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

Chair Grover called the meeting to order at 11:31 a.m. and roll call was conducted.

2. **STA STRATEGIC PLAN WORKSHOP**

- A. **Welcome and Introductions:** Ms. Meyer welcomed everyone and expressed how nice it is to be meeting in person. She provided a review of the background of the Strategic Plan project. Ms. Meyer shared the agenda timeline and format, and provided introductions to consultants Kevin Desmond, Tim Payne, and Peter Soderberg. Ms. Meyer advised that all members are invited to provide input today, regardless of voting or non-voting status and said we want to hear from everyone during the workshop. She introduced the internal Strategic Planning working group.
- B. **Workshop Objectives:** Ms. Liard noted the objective of the workshop was to update Board members on key findings from Stage 1 as well as key strategic trends. She also informed there would be a discussion regarding STA's Mission and Vision Statements and then work to

establish strategic themes/goals for the Strategic plan, reflective of opportunities and challenges.

- C. Strategic Plan Background: Ms. Liard provided a recap of the strategic plan project overview that included the phasing and timelines for the current Stage 1 (Discovery, Research & Validation), as well as future Stage 2 (Scenario Planning), 3 (Strategic Plan Development), and 4 (Recommendations). She reviewed the project timeline that included a workshop for Stage 2 Scenario Planning in July, followed by additional workshops in September and potentially November. She identified outreach in all stages of the project timeline.
- D. Outreach Key Findings Review and Discuss: Mr. Desmond reviewed results and feedback from the individual board member interviews. He highlighted the organizational strengths brought forward by board members and noted the positive alignment between Board and staff in the items. Mr. Desmond reviewed the opportunities, categorizing them into three basic areas: Service, Communications/Marketing, and Partnerships and provided detail of each.

Mr. Desmond noted Key Trends for the future include population and employment growth and mentioned reduced reliance on single occupancy vehicles by the younger generation, the increase in the number of homeless, and continued support of transit.

Challenges and barriers key findings were grouped into subcategories of Market Development, Service Development, and Community Relations and Communications. Mr. Desmond detailed the thoughts supporting these findings.

Ms. Liard presented results of the STA employee outreach that encompassed an online survey and feedback from an All-Employee Meeting. She discussed the employees' most prioritized key findings and reviewed employee key findings pertaining to STA's mission and vision statements.

Ms. Liard discussed results and feedback of the community leader interviews and outreach. She advised the organizations that were interviewed and discussed the key findings of those interviews. Ms. Liard touched on challenges and barriers uncovered through the interviews.

- E. Interactive Activity: Mr. Soderberg transitioned board member to participate in an outreach discussion activity using Mentimeter software. Members logged into the Menti platform, the questions were posed, and board members replied on their computers. Following each question and response, discussion ensued with consultants, board members and staff.

How long have you served on the STA Board?

Real time results showed on the screen as members voted.

What finding from outreach was most surprising to you?

- Ideas and suggestions about what is possible or has been successful for other agencies and communities – in transit
- Staff's #1 priority
- How many people view the Spokane area as mainly a car culture, breadth of support and future desires
- Discussion of cross border connection
- Elevate transit as first option
- Response from staff on vision statement
- Hydrogen fuel buses

What finding from outreach resonates the most with you?

- Top notch marketing
- Expansion of routes to our growing industrial areas
- Comments on downtown and effects on safety, and youth outreach
- Transit oriented development being able to collaborate with local agencies on development
- Emphasis on service area, balance of growth and increased service
- The nexus between land use and transportation (TOD)
- Desire for more services and different products like HPT
- Transit as a first choice.

Mr. Desmond thanked everyone for their participation. Ms. Liard shared the research completed around the key emerging trends uncovered during interviews – from a context perspective and from a policy perspective.

She discussed population growth, employment growth, housing affordability and supply, regional travel patterns, interstate travel patterns, regional work travel patterns, and key takeaways of the regional travel patterns.

Ms. Liard also discussed the Spokane county demographic shifts, homelessness, policy trends, equity and accessibility, frequency and reliability of service, transit priority infrastructure, demand-based services and workforce and organizational development.

Mr. Soderberg led a second Mentimeter activity for board member participation. Board members were not limited to a single reply in the multiple-choice trend questions.

Which context trends do you think will be most impactful for future of Spokane region?

- Demographic shifts - 1
- Population and employment growth - 8
- Housing affordability and supply - 9
- Regional travel patterns - 2
- Homelessness - 4

Which policy trends do you think will be most impactful for future of Spokane region?

- Equity and accessibility - 5
- Transit frequency and reliability - 6
- Demand based services - 5
- Transit priority infrastructure - 5
- Workforce and organizational development - 2

Are there any other trends you think are important that weren't included?

- Good job
- Very informational, thanks
- The timing of the conversion from at-home to office based as the pandemic subsides
- Shifting back to in-person work as pandemic slows
- Identification of travel purpose

Is there any additional information we should include to support the analysis?

- Case studies of comparison of other jurisdictions, their conditions and their responses.

Mr. Otterstrom introduced the final interactive activity. He provided background on mission statements generally and advised STA's Mission Statement was developed about 20 years ago,

with a few adjustments over the years. Combined with the Vision Statement, they are foundational to all planning. As part of overall effort, one core task is to revisit the Mission and Vision statements to decide if they need to be revised. Mr. Desmond added that Mission and Vision statements represent values – the perspective you bring to the organization – values of community to be represented in statement.

How well do you think STA's Mission statement represents the agency?

- Very Well - 6
- Somewhat well -2
- Neutral -
- Not well -
- Not at all -

Discussion ensued about the “somewhat well” responses. Ms. Wilkerson said she felt there needs to be a better nuance of equity and inclusion – it’s missing something that feels inclusive and welcome. Ms. Kinnear said she wanted something pithy that would grab people right away. Not too wordy but zeroes in on exactly what is the intent.

Is anything missing from STA's Mission Statement? If so, what?

- Transit must sustain the quality of life we appreciate today – and into the future
- Based on trends, maybe an eye on the future (cross border connection, technology, etc.
- No. It's well written.
- The words responsive and flexibility, able to change with needs and times
- Inclusivity, pride, customer/community focus

Should anything be removed from STA's Mission Statement? If so, what?

- Activity centers
- Nope
- Serving communities (in lieu of neighborhoods, businesses and activity centers)
- We are dedicated to providing neighborhoods, businesses and activity centers should all be gone. Needs active verbs that not passive.

Mr. Otterstrom introduced the STA Vision statement “We aspire to be a source of pride in the region”. Mr. Desmond asked Mr. Otterstrom if it was written at the same time as the Mission statement. Mr. Otterstrom deferred to Mr. French who advised it was and was indicative of the agency at the time being more internally focused than externally/community focused.

How well do you think STA's vision statement represents the agency?

- Very Well - 2
- Somewhat -4
- Neutral - 2
- Not well -1
- Not at all

Mr. Desmond asked for input from the board members and staff. Discussion ensued about changing the vision to be more consistent with the agency focus today and move into the next realm, tag lines, and where the agency is headed, public / employee perception.

Ms. Liard said that due to time constraints, staff will forward the remaining (if not all) questions for board member to respond to and she asked Ms. Meyer to discuss next steps.

- F. Next Steps: Ms. Meyer thanked board members and staff for their leadership, input and participation. She noted a lot of ground was covered today and advised next steps include defining goals to support the mission and vision, defining metrics to support those goals and monitor progress, circulate and validate ideas and outcomes with employees, riders, and community, and outline potential scenarios and future states for the region and STA.

The next workshop will be in the same time slot prior to the board meeting on July 21st. The end of the phase will be the end of 2022 and we will tell you more about that at the next workshop. The beginning of the next phase will be discussed. Ms. Meyer thanked the consultants for their efforts.

3. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 1:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

June 16, 2022

AGENDA ITEM 6C : MAY 2022 VOUCHERS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: The following warrants and ACH transfers for the period of May 1 through 31, 2022, 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.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 617241 – 617598	\$ 6,805,468.31
Worker's Comp Vouchers (May)	ACH – 2286	\$ 139,924.52
Payroll 05/06/2022	ACH – 05/06/2022	\$ 2,028,035.03
Payroll 05/20/2022	ACH – 05/20/2022	\$ 1,561,383.64
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,538.24
MAY TOTAL		\$ 10,541,349.74

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO COMMITTEE: Information only.

Spokane Transit Authority
Vouchers - May 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/06/2022	617241	AFSCME	1328	367.75
05/06/2022	617242	AFSCME	1328	118.00
05/06/2022	617243	Amazon Capital Services Inc	2098	530.13
05/06/2022	617244	The Arc of Spokane	2361	7,765.87
05/06/2022	617245	Amalg Transit Union #1015	1055	21,581.47
05/06/2022	617246	Amalg Transit Union #1598	1056	940.15
05/06/2022	617247	Daniel H Brunner Trustee	1124	2,454.13
05/06/2022	617248	Budinger & Associates Inc	2149	8,287.00
05/06/2022	617249	California Department of Child Support Services	1130	525.68
05/06/2022	617250	Lithia Motors Support Services	1024	3,587.81
05/06/2022	617251	Canon Financial Services Inc	1154	555.04
05/06/2022	617252	Carquest Auto Parts	1025	385.38
05/06/2022	617253	The Coeur D'Alenes Company	2441	1,541.54
05/06/2022	617254	QWEST Corporation	1148	475.77
05/06/2022	617255	Child Support Enforcement Agency	1825	392.30
05/06/2022	617256	Cintas Corporation No 2	2383	564.37
05/06/2022	617257	COAST Transportation	2040	2,838.12
05/06/2022	617258	Coffman Engineers Inc	1162	175,702.66
05/06/2022	617259	Comcast	1170	1,001.27
05/06/2022	617260	CompuNet Inc	1166	14,301.42
05/06/2022	617261	Delta Dental of Washington	1726	58,144.15
05/06/2022	617262	DeVries Business Records Management Inc	1766	255.00
05/06/2022	617263	Employee Advisory Council	1236	538.50
05/06/2022	617264	El Jay Oil Co Inc	1003	11,237.90
05/06/2022	617265	Wireless Investors LLC	2517	812.05
05/06/2022	617266	Robert S Letson	2206	5,142.53
05/06/2022	617267	Fastenal Company	1249	2,731.67
05/06/2022	617268	First Transit Inc	2430	422,650.96
05/06/2022	617269	Gordon Truck Centers Inc	1018	8,685.42
05/06/2022	617270	General Parts Distribution, LLC	2690	46.71
05/06/2022	617271	Gillig LLC	1279	24,498.45
05/06/2022	617272	GovQA LLC	2688	10,364.50
05/06/2022	617273	Granite Petroleum Inc	2635	863,489.60
05/06/2022	617274	Hogan Mfg Inc	1008	182.29
05/06/2022	617275	Humanix Corp	1329	1,990.95
05/06/2022	617276	Icon Corporation	1845	1,744.00
05/06/2022	617277	Jacobs Engineering Group Inc	2285	28,666.45
05/06/2022	617278	Janek Corporation	1358	654.00
05/06/2022	617279	Kaiser Foundation Health Plan of Washington	1296	49,681.00
05/06/2022	617280	Kaiser Foundation Health Plan of Washington	1296	341,447.45
05/06/2022	617281	KPFF Inc	2510	55,284.80
05/06/2022	617282	Maintenance Solutions	1418	433.82
05/06/2022	617283	McClintock & Turk Inc	2652	17,379.51
05/06/2022	617284	Mohawk Manufacturing & Supply Co	1011	618.74
05/06/2022	617285	NAPA Auto Parts Inc	1014	11,527.82
05/06/2022	617286	Legend Investments Inc	1454	2,918.52
05/06/2022	617287	National Color Graphics Inc	1455	1,408.28
05/06/2022	617288	Argosy Credit Partners Holdings LP	2006	9,973.50
05/06/2022	617289	The Aftermarket Parts Company LLC	1015	5,220.19
05/06/2022	617290	Norlift Inc	1470	5,290.77
05/06/2022	617291	Office Depot Inc	1483	1,002.13
05/06/2022	617292	JENNI KNOLL	903	117.60
05/06/2022	617293	Pacific Office Solutions	2288	490.27
05/06/2022	617294	Pacific Power Group LLC	1496	6,191.88
05/06/2022	617295	Power Machine Service Inc	1519	1,211.12
05/06/2022	617296	Premiera Blue Cross	1521	309,494.51
05/06/2022	617297	REMIX Software Inc	1842	39,240.00
05/06/2022	617298	Romaine Electric Corporation	1548	3,793.20
05/06/2022	617299	S T A - Well	1557	393.50
05/06/2022	617300	Science English LLC	2537	981.00
05/06/2022	617301	Vanessa Bogensberger	1582	10,818.88
05/06/2022	617302	Six Robbles Inc	1017	1,520.88
05/06/2022	617303	Special Mobility Services	2122	11,250.37
05/06/2022	617304	Standard Traffic Control Inc.	2711	5,654.38
05/06/2022	617305	StingRay Manufacturing LLC	2593	1,706.68
05/06/2022	617306	Summit Law Group PLLC	1637	910.00
05/06/2022	617307	Summit Rehabilitation Associates PLLC	1638	304.00
05/06/2022	617308	Sun Supply Inc.	2710	7,245.24

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05/06/2022	617309	Terminal Supply Inc	1648	8,326.41
05/06/2022	617310	United Way of Spokane County	1684	186.15
05/06/2022	617311	US Bank	1678	43,057.11
05/06/2022	617312	American Federation of State County 2 WA Council	1705	1,591.75
05/06/2022	617313	Wesco Group LLC	2368	1,326.56
05/06/2022	617314	Wesslen Construction Inc	2651	23,915.00
05/06/2022	617315	Younker Bros Inc	1971	288.90
05/06/2022	617316	Zipline Communications Inc	2492	9,275.00
05/13/2022	617317	Inland Welding Supply Inc	1032	1,748.09
05/13/2022	617318	Access Information Holdings	2340	465.16
05/13/2022	617319	Ash & Rowan Hardware LLC	2278	28.51
05/13/2022	617320	Francis Avenue Hardware	2279	227.00
05/13/2022	617321	CBS Reporting Inc	1035	222.00
05/13/2022	617322	AlSCO Inc	2196	4,517.34
05/13/2022	617323	Amazon Capital Services Inc	2098	790.45
05/13/2022	617324	Avista Corporation	1081	57,740.95
05/13/2022	617325	Battery Systems Inc	1089	130.49
05/13/2022	617326	Blanchard Electric & Fleet Supply	2589	497.47
05/13/2022	617327	Bonded Adjustment	1112	626.89
05/13/2022	617328	Cameron-Reilly LLC	1137	81,239.80
05/13/2022	617329	Lithia Motors Support Services	1024	446.78
05/13/2022	617330	Canon Financial Services Inc	1154	979.93
05/13/2022	617331	The Coeur D'Alenes Company	2441	695.42
05/13/2022	617332	CDW-Government	1132	11,162.01
05/13/2022	617333	Consolidated Electrical Distributors	1133	68.31
05/13/2022	617334	QWEST Corporation	1148	1,341.50
05/13/2022	617335	QWEST Corporation	1148	135.66
05/13/2022	617336	City of Cheney - Utility	1158	493.02
05/13/2022	617337	City of Medical Lake	1424	75.61
05/13/2022	617338	City of Spokane	1601	8,833.44
05/13/2022	617339	City of Spokane	1601	32.00
05/13/2022	617340	Comcast	1170	113.65
05/13/2022	617341	Comcast	1170	196.65
05/13/2022	617342	CompuNet Inc	1166	137,115.35
05/13/2022	617343	Occupational Health Centers of Washington PS	2313	105.00
05/13/2022	617344	Conseal Containers LLC	1176	347.65
05/13/2022	617345	Consolidated Irrigation	1177	22.00
05/13/2022	617346	Continental Door Company	1986	5,739.05
05/13/2022	617347	FreeForm by Contract Resource Group	1178	3,997.29
05/13/2022	617348	Copiers Northwest Inc	2429	368.93
05/13/2022	617349	Downtown Spokane Development Association	1217	476.00
05/13/2022	617350	Edge Construction Supply Inc	1224	878.94
05/13/2022	617351	El Jay Oil Co Inc	1003	5,986.17
05/13/2022	617352	Embroidered Sportswear Inc	1232	76.21
05/13/2022	617353	Esco Institute Ltd	1881	309.90
05/13/2022	617354	Fastenal Company	1249	6,351.74
05/13/2022	617355	FedEx	1808	266.11
05/13/2022	617356	Fire Protection Specialists LLC	1255	661.12
05/13/2022	617357	Flynn BEC LP	2479	145.60
05/13/2022	617358	Gordon Truck Centers Inc	1018	8,899.23
05/13/2022	617359	Galls LLC	1271	1,922.71
05/13/2022	617360	Gillig LLC	1279	6,359.48
05/13/2022	617361	GLACIER SUPPLY GROUP LLC	2695	189.92
05/13/2022	617362	W.W. Grainger Inc	1285	106.63
05/13/2022	617363	H & H Business Systems	1298	236.85
05/13/2022	617364	HRA Veba Trust	1415	22,621.62
05/13/2022	617365	Humanix Corp	1329	13,222.67
05/13/2022	617366	Jarms Hardware Inc	2548	13.06
05/13/2022	617367	William Corp	1363	3,362.09
05/13/2022	617368	Kershaw's Inc	1374	6.53
05/13/2022	617369	Liberty Lake Sewer and Water District	1396	134.03
05/13/2022	617370	Lithia Motors Support Services	1088	350.66
05/13/2022	617371	Loomis Armored US LLC	1408	5,125.91
05/13/2022	617372	Luminator Technology Group Inc	1009	1,101.07
05/13/2022	617373	Car Wash Partners Inc	1436	78.46
05/13/2022	617374	Q49 Solutions LLC	2594	27.25
05/13/2022	617375	MultiCare Health Systems	2453	2,690.00
05/13/2022	617376	Black Realty Management Inc	1658	9,063.00
05/13/2022	617377	Nanonation Inc	2554	19,010.15
05/13/2022	617378	NAPA Auto Parts Inc	1014	6,772.07
05/13/2022	617379	National Color Graphics Inc	1455	2,730.45

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05/13/2022	617380	The Aftermarket Parts Company LLC	1015	2,682.06
05/13/2022	617381	Newark element14	1463	19.74
05/13/2022	617382	Norco Inc	1467	462.64
05/13/2022	617383	Norlift Inc	1470	1,185.59
05/13/2022	617384	North 40 Outfitters	1102	80.72
05/13/2022	617385	Tammy Lynne Glidewell	1282	2,745.50
05/13/2022	617386	Office Depot Inc	1483	1,124.64
05/13/2022	617387	Keven Wagner	903	212.55
05/13/2022	617388	Oxarc Inc	1002	2,593.04
05/13/2022	617389	Pacific Power Group LLC	1496	18,229.59
05/13/2022	617390	Pizza Rita	1515	600.00
05/13/2022	617391	Multi Service Technology Solutions Inc	2146	314.70
05/13/2022	617392	Romaine Electric Corporation	1548	1,176.10
05/13/2022	617393	Wilpat Enterprises Inc	1550	143.92
05/13/2022	617394	SBA Towers II LLC	1569	2,309.96
05/13/2022	617395	Schindler Elevator Corporation	1930	185.29
05/13/2022	617396	Securitas Security Services USA Inc	1574	27,644.48
05/13/2022	617397	Sherwin-Williams	1580	403.52
05/13/2022	617398	Vanessa Bogensberger	1582	849.69
05/13/2022	617399	Spokane Neighborhood Action Partners	2571	2,463.98
05/13/2022	617400	Spokane Public Facilities District	1941	3,332.00
05/13/2022	617401	Spokane County Good Roads Association	1598	150.00
05/13/2022	617402	Spokane House of Hose Inc	1605	268.55
05/13/2022	617403	Sun Supply Inc.	2710	410.88
05/13/2022	617404	Symetra Life Insurance Company	1562	17,480.51
05/13/2022	617405	Terminal Supply Inc	1648	697.60
05/13/2022	617406	Thermo King Northwest	1650	573.52
05/13/2022	617407	Bobcat of Spokane	1650	374.18
05/13/2022	617408	Verizon Wireless LLC	1686	11,691.65
05/13/2022	617409	Washington State Dept of Labor and Industries	1208	77,094.42
05/13/2022	617410	Walter E Nelson Co	1721	231.35
05/13/2022	617411	Washington State Department of Transportation	1709	157.37
05/13/2022	617412	Waste Management Spokane	1702	373.55
05/13/2022	617413	Wesco Group LLC	2368	1,965.68
05/13/2022	617414	Wex Bank	2642	18,488.24
05/13/2022	617415	Whitworth Water District	1746	30.16
05/13/2022	617416	Wilbur Ellis Company	1747	738.01
05/13/2022	617417	Zayo Group LLC	2321	12,534.95
05/14/2022	617418	D-MCP CONSTRUCTION LLC	2536	101,301.24
05/14/2022	617419	Wm. Winkler Company	1752	338,872.21
05/20/2022	617420	Inland Welding Supply Inc	1032	80.12
05/20/2022	617421	Ash & Rowan Hardware LLC	2278	69.50
05/20/2022	617422	Francis Avenue Hardware	2279	927.58
05/20/2022	617423	ADT Commercial	2462	1,007.26
05/20/2022	617424	AFSCME	1328	367.75
05/20/2022	617425	AFSCME	1328	116.00
05/20/2022	617426	Alcobra Metals Inc	2140	4,241.68
05/20/2022	617427	Alsco Inc	2196	2,357.27
05/20/2022	617428	Amazon Capital Services Inc	2098	2,396.92
05/20/2022	617429	Northwest Center Services	2271	3,794.00
05/20/2022	617430	Amalg Transit Union #1015	1055	21,754.53
05/20/2022	617431	Amalg Transit Union #1598	1056	921.76
05/20/2022	617432	Amalgamated Transit Union	1057	201.86
05/20/2022	617433	Avista Corporation	1081	284.54
05/20/2022	617434	Battery Systems Inc	1089	5,607.31
05/20/2022	617435	Cheryl Beckett	1092	500.00
05/20/2022	617436	BDI	1022	850.20
05/20/2022	617437	Daniel H Brunner Trustee	1124	2,454.13
05/20/2022	617438	Budinger & Associates Inc	2149	170.46
05/20/2022	617439	California Department of Child Support Services	1130	525.68
05/20/2022	617440	Lithia Motors Support Services	1024	20.31
05/20/2022	617441	Canon Financial Services Inc	1154	142.51
05/20/2022	617442	QWEST Corporation	1148	273.81
05/20/2022	617443	Child Support Enforcement Agency	1825	392.30
05/20/2022	617444	City of Spokane	1601	130.00
05/20/2022	617445	Coleman Oil Company LLC.	2683	88,885.69
05/20/2022	617446	Comcast	1170	159.65
05/20/2022	617447	Continental Door Company	1986	681.50
05/20/2022	617448	Copiers Northwest Inc	2429	77.29
05/20/2022	617449	Corridor Contractors LLC	2644	6,000.00
05/20/2022	617450	Corporate Translation Services Inc	2158	6.56

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05/20/2022	617451	Dow Jones \$ Company,	2698	158.05
05/20/2022	617452	Employee Advisory Council	1236	549.50
05/20/2022	617453	El Jay Oil Co Inc	1003	10,081.63
05/20/2022	617454	ENYAE Consulting Group LLC	2714	2,173.00
05/20/2022	617455	Fastenal Company	1249	731.06
05/20/2022	617456	FedEx	1808	174.86
05/20/2022	617457	The Fig Tree	2465	150.00
05/20/2022	617458	Freedman Seating Company	1827	8,509.46
05/20/2022	617459	Gordon Truck Centers Inc	1018	10,899.38
05/20/2022	617460	Galls LLC	1271	3,826.74
05/20/2022	617461	General Parts Distribution, LLC	2690	316.59
05/20/2022	617462	General Parts Distribution, LLC	2690	851.12
05/20/2022	617463	General Parts Distribution, LLC	2690	72.46
05/20/2022	617464	General Parts Distribution, LLC	2690	399.31
05/20/2022	617465	SPX Corporation	1268	1,411.98
05/20/2022	617466	Gillig LLC	1279	59,618.14
05/20/2022	617467	H & H Business Systems	1298	1,477.42
05/20/2022	617468	Humanix Corp	1329	7,259.36
05/20/2022	617469	Inland Publications Inc	2638	761.00
05/20/2022	617470	IR Specialty Foam LLC	1345	686.31
05/20/2022	617471	John A Dash & Associates Inc	1199	325.00
05/20/2022	617472	Northwest Business Press Inc	1366	1,425.00
05/20/2022	617473	KEPRO	2258	1,101.82
05/20/2022	617474	Kershaw's Inc	1374	69.92
05/20/2022	617475	KHQ - Spokane	2575	300.00
05/20/2022	617476	Michael Boodel	1804	330.00
05/20/2022	617477	Mohawk Manufacturing & Supply Co	1011	274.60
05/20/2022	617478	Motion Auto Supply Inc	1012	100.41
05/20/2022	617479	Muncie Reclamation and Supply Co	1013	184.30
05/20/2022	617480	NAPA Auto Parts Inc	1014	8,222.88
05/20/2022	617481	Argosy Credit Partners Holdings LP	2006	2,572.40
05/20/2022	617482	The Aftermarket Parts Company LLC	1015	5,682.00
05/20/2022	617483	New Flyer Of America Inc	2528	6,453.93
05/20/2022	617484	North 40 Outfitters	1102	174.23
05/20/2022	617485	CSWW Inc	1102	125.34
05/20/2022	617486	Northwest Interpreters Inc.	2712	400.00
05/20/2022	617487	Timothy Cochran	903	61.02
05/20/2022	617488	Pacific Power Group LLC	1496	592.54
05/20/2022	617489	News Radio 920	2318	1,464.00
05/20/2022	617490	Multi Service Technology Solutions Inc	2146	138.84
05/20/2022	617491	Rehn & Associates	2395	354.00
05/20/2022	617492	Romaine Electric Corporation	1548	1,878.07
05/20/2022	617493	S T A - Well	1557	396.50
05/20/2022	617494	Six Robbles Inc	1017	1,872.43
05/20/2022	617495	Source Incorporated of Missouri	2074	212.56
05/20/2022	617496	Spokane County Treasurer	1603	149.19
05/20/2022	617497	Spokane County Solid Waste	1603	53.52
05/20/2022	617498	Standard Digital Print Co Inc	1623	800.17
05/20/2022	617499	Staples Business Credit	1627	88.28
05/20/2022	617500	Summit Rehabilitation Associates PLLC	1638	481.20
05/20/2022	617501	Sun Supply Inc.	2710	4,776.59
05/20/2022	617502	Thermo King Northwest	1650	81.13
05/20/2022	617503	United Parcel Service Inc	1683	88.28
05/20/2022	617504	United Way of Spokane County	1684	186.15
05/20/2022	617505	Utilities Plus	2606	30.00
05/20/2022	617506	Verizon Wireless LLC	1686	3,313.24
05/20/2022	617507	American Federation of State County 2 WA Council	1705	1,586.44
05/20/2022	617508	Wells Fargo Financial Leasing Inc	1735	449.40
05/20/2022	617509	Verizon	2142	1,060.04
05/20/2022	617510	Zipline Communications Inc	2492	9,100.00
05/27/2022	617511	Ash & Rowan Hardware LLC	2278	26.82
05/27/2022	617512	Continental American Insurance Company	2682	1,940.46
05/27/2022	617513	Alcobra Metals Inc	2140	861.43
05/27/2022	617514	Allied Electronics & Automation	1049	326.08
05/27/2022	617515	Amazon Capital Services Inc	2098	3,582.20
05/27/2022	617516	Steven W Niles Jr	2276	6.00
05/27/2022	617517	Northwest Industrial Services LLC	1058	204.48
05/27/2022	617518	Northwest Center Services	2271	31,725.48
05/27/2022	617519	Arnett Industries LLC	2331	149.85
05/27/2022	617520	Arrow Construction Supply Inc	2336	201.47
05/27/2022	617521	Automated Accounts Inc	1079	2,126.58

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05/27/2022	617522	Blanchard Electric & Fleet Supply	2589	29.43
05/27/2022	617523	The Braun Corporation	1117	89.36
05/27/2022	617524	Budinger & Associates Inc	2149	7,721.24
05/27/2022	617525	Lithia Motors Support Services	1024	348.85
05/27/2022	617526	Carquest Auto Parts	1025	118.21
05/27/2022	617527	The Coeur D'Alenes Company	2441	870.76
05/27/2022	617528	QWEST Corporation	1148	33.61
05/27/2022	617529	Clean Concepts Group Inc	1471	87.86
05/27/2022	617530	Cleverbridge Inc.	2365	1,847.55
05/27/2022	617531	Coffman Engineers Inc	1162	702.77
05/27/2022	617532	Kathleen M Collins	1163	5,000.00
05/27/2022	617533	CompuNet Inc	1166	38,167.35
05/27/2022	617534	Creative Bus Sales Inc	1233	1,408,738.72
05/27/2022	617535	Cummins Inc	1027	263.55
05/27/2022	617536	Delta Dental of Washington	1726	56,909.23
05/27/2022	617537	El Jay Oil Co Inc	1003	11,786.78
05/27/2022	617538	Fastenal Company	1249	2,553.56
05/27/2022	617539	FedEx	1808	139.81
05/27/2022	617540	First Transit Inc	2430	440,374.53
05/27/2022	617541	FP Mailing Solutions	1878	1,000.00
05/27/2022	617542	Francotyp-Postalia Inc	1878	3,000.00
05/27/2022	617543	Gordon Truck Centers Inc	1018	12,636.48
05/27/2022	617544	Galls LLC	1271	1,204.05
05/27/2022	617545	General Parts Distribution, LLC	2690	63.32
05/27/2022	617546	Gillig LLC	1279	15,150.37
05/27/2022	617547	Glass Doctor	1308	1,443.76
05/27/2022	617548	Great Floors LLC	1288	1,620.68
05/27/2022	617549	Grimco, Inc	2696	2,161.92
05/27/2022	617550	H & H Business Systems	1298	155.58
05/27/2022	617551	Kaiser Foundation Health Plan of Washington	1296	336,095.00
05/27/2022	617552	Kaiser Foundation Health Plan of Washington	1296	47,131.20
05/27/2022	617553	Kaiser Foundation Health Plan of WA Options Inc	1295	24,646.40
05/27/2022	617554	Kaiser Foundation Health Plan of WA Options Inc	1295	2,814.80
05/27/2022	617555	KPFF Inc	2510	26,567.32
05/27/2022	617556	L&E Park LLC	2391	3,978.38
05/27/2022	617557	Maintenance Solutions	1418	293.04
05/27/2022	617558	McAloon Law PLLC	2178	8,118.50
05/27/2022	617559	Michelin North America Inc	2325	48,600.11
05/27/2022	617560	Q49 Solutions LLC	2594	50.14
05/27/2022	617561	Motorola Solutions Inc	1448	670.35
05/27/2022	617562	Black Realty Management Inc	1658	44,649.99
05/27/2022	617563	NAPA Auto Parts Inc	1014	3,296.82
05/27/2022	617564	Legend Investments Inc	1454	261.36
05/27/2022	617565	NATIONWIDE	2592	542.96
05/27/2022	617566	The Aftermarket Parts Company LLC	1015	910.82
05/27/2022	617567	New Pig Corporation	1462	1,285.11
05/27/2022	617568	Office Depot Inc	1483	836.76
05/27/2022	617569	Martin Eng	900	80.00
05/27/2022	617570	Steven Sample	900	100.00
05/27/2022	617571	Pacific Office Solutions	2288	736.52
05/27/2022	617572	Pacific Office Solutions	2288	123.83
05/27/2022	617573	Pacific Power Group LLC	1496	457.28
05/27/2022	617574	Power Machine Service Inc	1519	649.64
05/27/2022	617575	Pro Mechanical Services Inc	1897	1,274.00
05/27/2022	617576	Rae-Cor Distributing LLC	1533	2,240.36
05/27/2022	617577	Safety-Kleen Systems Inc	1564	1,086.86
05/27/2022	617578	Securitas Security Services USA Inc	1574	28,882.32
05/27/2022	617579	Senske Lawn & Tree Care Inc	2194	107.91
05/27/2022	617580	Spokane Bike Swap & Expo	2458	2,000.00
05/27/2022	617581	Spokane House of Hose Inc	1605	798.13
05/27/2022	617582	Staples Business Credit	1627	387.97
05/27/2022	617583	Summit Rehabilitation Associates PLLC	1638	114.00
05/27/2022	617584	Sun Supply Inc.	2710	1,417.23
05/27/2022	617585	Terminal Supply Inc	1648	293.76
05/27/2022	617586	Trapeze Software Group	1669	321.15
05/27/2022	617587	TRISTAR Risk Management	2124	42,732.75
05/27/2022	617588	Jeffrey Oien	2155	354.26

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05/27/2022	617589	Caracal Enterprises LLC	2419	1.70
05/27/2022	617590	Washington State	1704	16,776.45
05/27/2022	617591	State of Washington	1208	1,762.86
05/27/2022	617592	Walter E Nelson Co	1721	6,261.44
05/27/2022	617593	Wells Fargo Financial Leasing Inc	1735	476.28
05/27/2022	617594	Wendle Motors Incorporated	1021	73.71
05/27/2022	617595	Wesco Group LLC	2368	3,566.46
05/27/2022	617596	Western States Equipment	1740	2,924.95
05/27/2022	617597	Washington State Transit Assoc	1715	1,600.00
05/27/2022	617598	Verizon	2142	185.57
TOTAL MAY ACCOUNTS PAYABLE				6,805,468.31
05/01/2022-05/31/2022	ACH	WORKER'S COMPENSATION	2286	139,924.52
TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS				139,924.52
05/06/2022	728229-728248	PAYROLL AND TAXES PR 09,2022	VARIES	2,028,035.03
05/20/2022	728249-728270	PAYROLL AND TAXES PR 10, 2022	VARIES	1,561,383.64
TOTAL MAY PAYROLL AND TAXES				3,589,418.67
05/13/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	6,538.24
TOTAL MAY EXCISE TAX DISBURSEMENT				6,538.24
TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS				10,541,349.74
TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,541,349.74

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 6D : 2023-2025 REGIONAL MOBILITY GRANT APPLICATION APPROVAL

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: The Washington State Regional Mobility Grant (RMG) Program supports local efforts to improve connectivity between counties and regional population centers and reduce transportation delay. As described in further detail below, staff is seeking board approval to submit a grant application to the RMG Program for the Argonne Station Park & Ride in the amount of \$10 million.

BACKGROUND: The Washington State RMG Program has provided funding for a number of capital improvements for STA, including the West Plains Transit Center, the City Line and SCC Transit Center. The Washington State Department of Transportation (WSDOT) released the 2023-2025 RMG application on May 12, 2022. Applications are due on or before June 28, 2022. A minimum 20% match is required for each project submitted for consideration. Following the review of an independent evaluation panel, WSDOT plans to forward a prioritized list of projects to the Legislature in early December 2022 for consideration by the Legislature in the 2023-2025 transportation budget.

The Argonne Station Park and Ride is envisioned to be a key connection point along the I-90/Valley High Performance Transit corridor. The facility's purpose is to increase capacity for commuters, provide new connectivity, and improve multimodal access to the area. The facility has been included in *Connect Spokane* since 2013 and the Spokane Regional Transportation Council (SRTC) Metropolitan Transportation Plan since 2013. It was not included in the *STA Moving Forward* plan, but was anticipated as a project that would come later than 2025.

Project costs are preliminary estimates and may be revised as details are fully defined. The funding request will span two biennia, with a target opening of the new park and ride in 2027.

Project	Total Estimated Cost	RMG Request	Source(s) of Match
Argonne Station Park & Ride	\$12,500,000	\$10,000,000	Local sales tax revenue

The project includes the design, property acquisition, engineering, and construction of a new park and ride at the intersection of Argonne Road, Mullan Road, and the I-90 eastbound on- and off-ramps. It will also include pedestrian connections and necessary lane channelization and signal changes to support bus movements in and out of the facility. It may also include 25-100 stalls for commuters. The project will be designed in such a way to be compatible with an envisioned widening of the I-90 overpass of Argonne Road and related multimodal improvements.

Interstate 90 between downtown Spokane and Spokane Valley is one of the most congested corridors in eastern Washington. The Argonne-Mullan Couplet contributes to existing congestion on I-90, adding 7,500 Annual Average Daily Traffic (AADT) in both the eastbound and westbound lanes of I-90. The station will support congestion relief and regional mobility for this area and connected routes.

The draft 2023-2028 Capital Improvement Program provides matching funds for the project. Because Argonne Station Park and Ride is not included in the board approved 2022-2027 Capital Improvement Program, board authorization is required to submit the application.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for up to \$10 million for the Argonne Station Park and Ride project.

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

RECOMMENDATION TO BOARD: Approve submittal of a Washington State Regional Mobility Grant application for up to \$10 million for the Argonne Station Park and Ride project.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 6E : HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION CONTRACT:
REQUEST TO INCREASE CONTRACT AUTHORITY

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Nick Hanson, Capital Projects Manager

SUMMARY: Staff are seeking an increase to the authorized contract amount for the City Line and High-Performance Transit (HPT) Amenities Installation Contract with Wesslen Construction, Inc. (Contract 2020-10449) to address the impacts of supply chains issues in fabrication of City Line shelters. In total, staff are requesting the Board authorize an increase to the base contract by \$900,000, allocating funds within the City Line budget for this purpose.

BACKGROUND: On July 15, 2021, the STA Board of Directors approved awarding a contract to Wesslen Construction (Wesslen) in the amount of \$6,460,293 for HPT Amenities Installation. The scope of services includes installation of station amenities for the City Line and Monroe-Regal Line, as well as at Moran Station Park and Ride and the Plaza. Of the total contract amount, \$ 5,070,245.64 is allocated directly to the City Line project. Additionally, the Board authorized a 20% contingency, or \$1,292,058.60, for unforeseen requirements through the course of the project. The contract was executed by the CEO on August 10, 2021.

On October 6, 2021, STA announced a City Line revenue service launch date revision from May 2022 to July 2023 resulting from COVID-related supply chain shortages which impacted the fabrication schedule due to the extended lead times for rolled tube steel for shelters. In response to this announcement, staff received preliminary indications from Wesslen of additional costs associated with this delay in the form of standby time since their team would not be able to start work in accordance with the timeline specified in the contract.

Based on the amenity fabricator's finalized production schedule and subsequent discussions with Wesslen, STA has determined the installation contract delay costs for standby time and necessary adjustments to the phasing of the work should not exceed \$900,000. STA believes it prudent to retain the 20% contingency that was originally established for issues that may arise during installation and is therefore requesting approval to increase the base contract authority by \$900,000.

The revised base City Line contract with Wesslen Construction authority amount would increase by \$900,000, from \$5,070,245.64 to a new total of \$5,970,245.64.

HPT Amenities Installation	Original Contract	Request	Revised Contract Authority
City Line Base	\$ 5,070,245.64	\$ 900,000.00	\$ 5,970,245.64
City Line Contingency	\$ 1,014,049.20	\$ -	\$ 1,014,049.20
City Line Subtotal	\$ 6,084,294.84	\$ 900,000.00	\$ 6,984,294.84
Non-City Line Base	\$ 1,390,047.00	\$ -	\$ 1,390,047.00
Non-City Line Contingency	\$ 278,009.40	\$ -	\$ 278,009.40
Non-City Line Subtotal	\$ 1,668,056.40	\$ -	\$ 1,668,056.40
Total Base	\$ 6,460,292.64	\$ 900,000.00	\$ 7,360,292.64
Total Contingency	\$ 1,292,058.60	\$ -	\$ 1,292,058.60
Total Authorized Amount	\$ 7,752,351.24	\$ 900,000.00	\$ 8,652,351.24

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize an increase to the base contract amount for contract number 2020-10449 City Line and High Performance Transit Amenities Installation with Wesslen Construction, Inc. by \$900,000.

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

RECOMMENDATION TO BOARD: Approve the recommendation for the Board of Directors to authorize an increase to the base contract amount for contract number 2020-10449 City Line and High Performance Transit Amenities Installation with Wesslen Construction, Inc. by \$900,000.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 6F : ON-CALL GEOTECHNICAL, ENVIRONMENTAL, AND SPECIAL INSPECTION SERVICES AWARD OF CONTRACT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Jessica Charlton, Senior Project Manager

SUMMARY: Spokane Transit (STA) currently maintains a 5-year On-Call Geotechnical, Environmental, and Special Inspections Services contract. This contract is set to expire on July 31, 2022. As part of the process of procuring a consultant to continue this on-call service, staff are seeking board authorization to negotiate and award a new five-year contract with the most qualified engineering consultant team, Budinger & Associates, Inc., identified through an open, competitive procurement process as outlined below.

BACKGROUND: In preparation for acquiring a new five (5) year contract on March 2, 2022, the Performance Monitoring and External Relations Committee (PMER) approved the Scope of Work (SOW) for Geotechnical, Environmental, and Special Inspections On-Call Consulting Services and authorized staff to release a Request for Qualifications (RFQ).

Based on analysis of the past five years of similar work, the potential value for this contract is estimated at \$144,000 - \$417,000 per year, dependent on the type and amount of projects in any given year. The approved general scope of work includes all aspects and phases of engineering, design, and consultation for geotechnical, environmental and materials inspection consulting services, as well as related engineering services such as cost estimating, plan reviews and project documentation.

The Scope of Work and RFQ were publicly advertised and issued to twenty-two (22) firms on March 23, 2022. Two Addenda were issued during the procurement. The Statement of Qualifications was due by April 21, 2022. STA received two (2) complete responses from interdisciplinary teams that included a number of subconsultants.

An evaluation committee composed of internal stakeholders participated in the review on May 3, 2022. These two (2) firms were invited to make presentations on May 12, 2022. For each round of evaluation, members of the committee scored the qualifications of the consultant firms based on the following criteria:

- Previous performance and relative experience (40 points)
- Management plan and key personnel (40 points)
- Project Management and coordination experience (10 points)
- References (10 points)

Based on independent scoring of the written materials and the presentations made by the consultant team, the committee reached the following composite scores (based on a maximum score of 100):

Lead Firm	Average Score
Budinger & Associates, Inc.	89
Strata, Inc.	86

While each of the firms had impressive credentials and expertise, Budinger & Associates, Inc., was determined to be the most qualified firm by the evaluation committee. This firm, along with their sub-consultants, possess a wide variety of successful experience in geotechnical, environmental, and special inspections engineering and design services working with public agencies, and ensuring compliance with federal contracting requirements.

As a qualifications-based procurement process that is required for all engineering and architectural services, STA is required to negotiate with the most qualified firm. If we cannot successfully agree on a fair and reasonable price, staff will cease negotiations with Budinger & Associates, Inc., and begin negotiations with the second-most qualified firm (Strata, Inc.).

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and Budinger & Associates, Inc., for the 5-year On-Call Geotechnical, Environmental, and Special Inspections Consulting Services contract, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, authorize the CEO to proceed with said negotiations and contract execution with Strata, Inc.

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

RECOMMENDATION TO BOARD: Authorize contract negotiations between STA and Budinger & Associates, Inc., for the 5-year On-Call Geotechnical, Environmental, and Special Inspections Consulting Services contract, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, authorize the CEO to proceed with said negotiations and contract execution with Strata, Inc.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESAM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 7A : DESIGNATION & APPOINTMENT OF STA PUBLIC RECORDS OFFICER -
RESOLUTION



REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Pursuant to Chapter 42.56 of the Revised Code of Washington (RCW) requiring all local governments to designate specified individuals as the public records officers, the CEO appoints Dana Infalt as the STA Public Records Officer for Spokane Transit.

RECOMMENDATION TO BOARD: Approve, by resolution, the appointment of Dana Infalt as Public Records Officer for all records of Spokane Transit Authority

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel 

RESOLUTION NO. 769-22

A RESOLUTION FOR THE PURPOSE OF APPOINTING AND DESIGNATING A PUBLIC RECORDS OFFICER FOR THE SPOKANE TRANSIT AUTHORITY AND OHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the Legislature has enacted legislation requiring all local governments to designate specified individuals as the public records officers for purposes of receiving and responding to citizen requests for disclosure of public records in accordance with Chapter 42.56 RCW; and,

WHEREAS, the Board of Directors for the Spokane Transit Authority believes it is in the best interests of the Spokane Transit Authority to assist its citizens in exercising their rights under the Public Records Act, Chapter 42.56 RCW;

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

Section 1. The Public Records Officers of the Spokane Transit Authority for all records shall be the Clerk of the Authority, Dana Infalt, or in her absence, an alternate designated by the Chief Executive Officer.

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to take such further action and make such additional appointments as may be necessary to effect the purpose of this Resolution.

Section 3. This resolution shall take effect and be in force immediately upon passage.

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 16th day of June 2022.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Chris Grover
Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

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

REFERRAL COMMITTEE: Board Operations (*Grover*)

SUBMITTED BY: Chris Grover, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

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

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

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

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

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 10Ai: DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND PROPOSED GOAL FOR FEDERAL FISCAL YEARS 2023, 2024 AND 2025

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
Jordan Hayes-Horton, Sr. Procurement Manager and DBE Liaison

SUMMARY: In response to Federal Transit Administration (FTA) requirements and in accordance with the regulations of the Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program, staff has developed a proposed DBE goal for the next three federal fiscal years (FFY). This three-year goal captures as completely and accurately as possible, all the federally assisted contracting opportunities that staff reasonably anticipates over the next three federal fiscal years beginning October 1, 2022 through September 30, 2025.

A DBE is a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

The process of establishing a goal consists of reviewing STA's anticipated federally funded contracting opportunities for FFY 2023, 2024, & 2025. Staff researched the most recent census information to find firms in Spokane County for the classifications of anticipated work and compared the number of DBE firms to the total number of firms (non-DBE) available. The percentage of DBE firms in each category of work corresponds to the overall percentage goal for DBE utilization. Using the FTA-provided formula, staff has established an overall agency DBE goal for FFY 2023, 2024, & 2025 of .7530%.

STA's current goal for FFY 2020, 2021, & 2022, which the Board approved by resolution on July 25, 2019, was established at 1.13%. STA's actual DBE utilization through March 31, 2022 is .8943% as reported to FTA on June 1, 2022. April 1, 2022 through September 30, 2022 will be calculated and reported on December 1, 2022 and will contribute to STA's final 2020, 2021, & 2022 utilization percentage. It should be noted that FTA incorrectly input STA's goal into its tracking system at 0.49%, the goal for the preceding triennial period, and STA is therefore showing as meeting its DBE goal in the current period.

Pursuant to FTA policy, notice of the proposed three-year goal will be posted on the STA website on June 2, 2022. In addition, staff is seeking public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry, to consult on the proposed goal prior to Board approval and submission to FTA which is due August 1, 2022.

STA's DBE Program encourages equal opportunity for all firms competing for federally funded contracts with STA. Eligibility for federal grants is contingent on compliance with the DBE Program. To ensure equal opportunity to compete for contracts, staff members will participate in local workshops to educate small and disadvantaged businesses on how to do business with STA. In addition, the DBE goal and solicitations for various contracting opportunities are distributed to DBE firms and are posted on STA's website. FTA's triennial reviews have found STA's DBE Program in compliance with federal requirements.

Staff will request adoption of the goal during the July Committee/Board cycle ahead of the required FTA submission date.

RECOMMENDATION TO BOARD: Information Only

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the May 4, 2022, Planning and Development Committee, the May 4, 2022, Performance Monitoring and External Relations Committee, and the May 11, 2022, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 11, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Al French, Spokane County, *Planning &
Development Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
& Interim Chief Communications and Customer
Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Emily Arneson, Ombudsman & Accessibility
Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Chair Grover and Mr. French approved the agenda as presented without a motion.

3. CHAIR'S COMMENTS

Chair Grover stated he is looking forward to the Board Workshop next week.

4. COMMITTEE ACTION

a. April 13, 2022, Committee Minutes

*Chair Grover moved to approve the April 13, 2022, committee meeting minutes as submitted,
Mr. French seconded, and the motion passed unanimously.*

Ms. Kinnear joined the meeting at 1:33 p.m.

5. COMMITTEE CHAIR REPORTS

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

Mr. French turned the floor over to Mr. Otterstrom to present. Mr. Otterstrom explained the project updates and committee recommendations provided during the committee meeting. Mr. French requested Mr. Otterstrom provide clarity into a budget adjustment request prior to it being brought before the Board. Mr. Otterstrom explained the Board had previously approved \$600K for a project order under the existing agreement with the City of Spokane, for an eastbound station similar to City Line. Bidding has opened, and the request to increase the project cost by an additional \$530K incorporates costs resulting from inflation and an increased scope of work due to the doubling of the station size. Mr. French stated the committee approved this item be moved forward to the Board for a decision. Ms. Kinnear added that in addition to inflation, overall costs have increased. Chair Grover mentioned that the supply chain is also creating delays and increased costs. Mr. French stated that the cost of diesel fuel has increased significantly, and he requested the status of STA's fuel budget. Ms. Meyer advised that any additional cost for STA's fuel would not require an amendment to the budget, and the current budget annual budgeted amount for fuel is \$4.0M. Ms. Liard advised our current fuel expenditures of \$4.6M through the month of April are 5.7% over budget currently. She explained that she will obtain current information regarding STA's actual fuel costs to provide at the end of the committee meeting.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PMER)

Mr. Rapez-Betty shared the project updates and reports provided during the committee meeting. Mr. French thanked STA's CEO, Ms. Meyer, and STA's staff for their hard work and efforts made on behalf of the community.

6. STRATEGIC PLANNING WORKSHOP UPDATE

Ms. Meyer discussed the Board Workshop taking place in STA's Southside Conference Room on May 19, 2022. She shared and explained the agenda for the meeting.

7. BOARD OF DIRECTORS AGENDA MAY 19, 2022

Ms. Kinnear moved to approve the Board of Directors agenda as presented, Mr. French seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 8, 2022

There were no questions or comments.

9. CEO REPORT

Ms. Meyer will provide a report to the Board at the Workshop on May 19.

10. NEW BUSINESS

Ms. Liard answered Mr. French's question regarding STA's fuel costs. She advised STA is currently paying \$4.21 per gallon for diesel fuel. If prices and consumption rates remain the same, STA will be approximately \$1.2M over budget. Due to being under budget on other line items, STA will be net neutral on the budget and can handle the increase in fuel prices at this time.

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:55 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the May 4, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Chief Planning and Development
Officer
Brandon Rapez-Betty, Chief Operations Officer /
Interim Chief of Communications & Customer
Service Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Vicki Clancy, Executive Assistant to the Chief
Planning and Development Officer

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Mrs. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair French complimented E. Susan Meyer and the entire STA organization on another outstanding Bloomsday event.

3. COMMITTEE ACTION

A. MINUTES OF THE APRIL 6, 2022, COMMITTEE MEETING

Ms. Karen Stratton moved to approve the April 6, 2022, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CONNECT SPOKANE PHASE I REVISIONS (RESOLUTION)

Mr. Karl Otterstrom presented. *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. Revisions to *Connect Spokane* that are currently under consideration are Phase I of a two-step update with the second updates planned for after the completion of the first phase of strategic planning underway. Highlights of the draft changes in the Phase I updates were presented during the Committee's April meeting, with a public hearing held at the April 2022 Board meeting, and adoption proposed at the May 2022 Board meeting. Mr. Otterstrom reviewed the proposed updates and the

amendment timeline. The kick-off for Connect Spokane Phase II Revisions is estimated to take place in the fourth quarter of 2022.

Mr. Tim Hattenburg moved to recommend the Board approve, by resolution, the proposed amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*. Mr. Dan Dunne seconded, and the motion was approved unanimously.

It was brought to the Committee's attention that a non-voting Board member had seconded the motions for 4A1. And 4A2. Mr. Tim Hattenburg moved to approve agenda item 4A1. as presented by staff. Ms. Karen Stratton seconded, and the motion was approved unanimously.

2. SPRAGUE LINE DESIGN & ENGINEERING SERVICES WORK ORDER APPROVAL

Mr. Otterstrom presented. Staff is seeking Board authority to execute a work order for design and engineering of High Performance Transit (HPT) improvements along the Sprague Line. The work order scope includes: Project Management and Coordination-Stakeholder outreach support, Corridor Transit Operations Analysis, Design Services (Conceptual/Preliminary/Final), Review & Permitting, and Bid Support of two phases of implementation. The first phase of the Sprague Line implementation is anticipated to consist of improvements that are within the public right-of-way with expected construction in 2023. IBI Group is under contract to provide design and engineering services for the Sprague Line. The Sprague Line project currently has a Board-approved budget of \$6.5 million, with an additional \$1.2 million for amenities for a total project budget of \$7.7 million. Staff has determined there is sufficient budget for this work order and recommended approval.

Mr. Hattenburg moved to recommend the Board of Directors authorize the CEO negotiate and execute a work order with IBI Group for Sprague High Performance Transit design under existing contract #17-STA-574 for an amount not to exceed \$1,199,908, and to provide for 5% contingency for unforeseen additional requirements or services. Mr. Dan Dunne seconded, and the motion was approved unanimously.

It was brought to the Committee's attention that a non-voting Board member had seconded the motions for 4A1. And 4A2. Mr. Tim Hattenburg moved to approve agenda item 4A2. as presented by staff. Ms. Karen Stratton seconded, and the motion was approved unanimously.

3. CITY OF SPOKANE RIVERSIDE AVENUE COOPERATIVE IMPROVEMENT PROJECT: BUDGET ADJUSTMENT AND PROJECT ORDER AUTHORIZATION

Mr. Otterstrom presented. The City of Spokane is preparing for construction on Riverside Avenue, including two eastbound High Performance Transit (HPT) stations incorporated into the design of the street improvement project through cooperative agreement previously authorized by the Board. To proceed with construction, Board approval is needed to a) adjust the project budget to reflect bid results, and b) authorize the CEO to execute the construction project order because it will now exceed \$1 million. The construction costs, plus construction management, contingency and other supporting expenses are estimated to be \$1,066,750. When accounting for design-related expenses, the additional budget requested for transit improvement totals \$530,000.

Mr. Tim Hattenburg moved to recommend the Board approve authorization for the CEO to execute a project order for the Eastbound Bus Stop and Intersection Improvements – Riverside Avenue, with the City of Spokane for construction in the amount of \$1,066,750.

Further recommend the Board approve by motion, an increase in the amount of \$530,000, for a revised total of \$1,130,000 for the overall budget of CIP #805, Eastbound Riverside Avenue High Performance Transit Improvements. Ms. Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. 2023-2028 TRANSIT DEVELOPMENT PLAN: IDENTIFY MAJOR ACTIVITIES

Mr. Otterstrom presented. As part of the annual preparation of the agency's transit development plan, the Committee reviews the planned major activities for the agency for inclusion in the 2023-2028 Transit Development Plan (TDP). This plan is expected to be adopted in July 2022 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed the new major activities occurring in the draft that did not appear in last year's TDP. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2023-2028 TDP in June for broader public input. A full list of the major activities for 2023-2028 were included as an attachment.

B. 2023-2028 TRANSIT DEVELOPMENT PLAN: SERVICE IMPROVEMENT PROGRAM

Mr. Otterstrom presented. The Service Improvement Program (SIP) is another element of the TDP, and is updated annually as described in the *Connect Spokane* policies MI 3.3.3 and MI 3.4. The SIP summarizes recent requests for new service, and identifies service concepts for a 3-year period which includes service improvements associated with *STA Moving Forward* projects as well as Near Term Investments identified by the Board in December 2021. Mr. Otterstrom reviewed a geographic map of the "Recent Requests for New Service. The requests are varied, extending as far as Rathdrum, Idaho; Nine Mile Falls, Marshall, the existing Amazon site, and the new one in northwest Spokane Valley. Mr. Otterstrom reviewed the most significant changes which are planned to take place with the start of the City Line in 2023 and were approved by the Board in 2021. Additional changes will take place in 2024 and 2025. Next steps include the incorporation of the draft Service Improvement Program into the draft TDP for review and comment next month.

C. 2023-2028 TRANSIT DEVELOPMENT PLAN: 2023-2028 CAPITAL IMPROVEMENT PROGRAM

Ms. Monique Liard presented an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2023-2028. Like the SIP, the Capital Improvement Program (CIP) is reviewed annually and is a major element of the TDP. The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. Total CIP is \$388.5 million for this six-year period. The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories: vehicles, facilities (maintenance & administration), facilities (passenger & operational), technology, and High Performance Transit implementation.

The biggest driver in the change from last year's CIP is the Division Bus Rapid Transit (BRT) project. Ms. Liard reviewed the background of this CIP project focus. The Division BRT will be a nine-mile long, fixed guideway transit line from downtown Spokane to Mead following Division Street and Newport Highway. Fixed Guideway is an FTA term that applies to projects with all or part of the alignment dedicated to transit. In the case of Division BRT, the Business Access and Transit (BAT lanes)

qualify as Fixed Guideway. This project will include a major rebuild of the Division/Ruby couplet to improve transit and non-motorized accessibility. There will be approximately twenty-eight (28) stations. Ms. Liard reviewed estimated projected costs, total \$194 million in year-of-expenditure dollars, and anticipated funding sources.

D. I-90 VALLEY HIGH PERFORMANCE TRANSIT: PUBLIC OUTREACH SUMMARY AND EVALUATION RESULTS

Mr. Otterstrom presented. The I-90/Valley High Performance Transit (HPT) is one of six HPT corridors slated for improvements in *STA Moving Forward (STAMF)*. STA recently conducted public outreach to garner input on potential alternatives and a preferred architecture for High Performance Transit in the I-90/Valley Corridor. Mr. Otterstrom shared key takeaways from this outreach, along with preliminary findings from an evaluation process in conjunction with the planning process. Mr. Otterstrom reviewed the project planning timeline, and the preferred scenario for HPT Architecture. The preferred architecture scenario depicts multiple routes working together to make up the corridor providing access and frequency, and all-day service from Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership, and as far west as West Plains Transit Center and the airport.

Public outreach has been conducted for the past several months. Staff has presented to elected officials in February and March, including County Commissioners and all city councils in the corridor within Spokane County; convened an online public open house on March 2; presented to Valley Kiwanis on March 29; received over 450 responses to an online survey soliciting input on the corridor and priorities for the plan; promoted online open house and online survey through social and printed media. The primary findings of alternatives evaluation demonstrate a strong ridership response based on service and infrastructure investments in the corridor. Next steps include presenting a draft Corridor Development Plan to the committee in June.

Mr. Tim Hattenburg was pleased to see Sprague and Argonne identified as a top preferred interchange for new park-and-ride locations.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

April 2022 Voter-Approved Sales Tax Update – Sales Tax Revenue (February Sales).

Budget: \$7,321,892 / Actual: \$7,938,326. 8.7% YTD above budget (\$2.8M). 11.7% above April 2021 actual (\$0.8M). 12.0% YTD above 2021 actual (\$3.7M).

Bloomsday 2022 – STA served about 7,000 riders during Bloomsday 2022. Forty-six (46) STA bus operators were dedicated to shuttle service that started at 6:20 a.m. This was in addition to the regular seventy-five (75) bus operators that were working regular service. Kudos to Mr. Brandon Rapez-Betty and his team for a job well done at his first Bloomsday as the Chief Operations Officer.

Board Workshop – A Strategic Planning Project Board Workshop will take place on Thursday, May 19 from 11:30 a.m. – 1:15 p.m. before the Board meeting that same day. This will be an in-person meeting with a virtual option. Lunch will be provided.

7. COMMITTEE INFORMATION – No action or discussion

A. UNIFIED PLANNING WORK PROGRAM UPDATE

8. REVIEW JUNE 1, 2022, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS -- *None*
11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:06 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, JUNE 1, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning and Development Department

Spokane Transit Authority
1230 West Boone Ave.
Spokane, WA 99201

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the May 4, 2022, Meeting
Via Virtual WebEx

MEMBERS PRESENT

Pam Haley, City of Spokane Valley*
Josh Kerns, Spokane County
Lori Kinnear, City of Spokane
Zack Zappone, City of Spokane
Veronica Messing, City of Cheney (*Ex-Officio*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Don Kennedy, City of Medical Lake (*Ex-Officio*)

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer/
Interim Chief Communications and Customer
Service Officer
Karl Otterstrom, Chief Planning and Development
Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources and Labor
Relations Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

**Committee Chairwoman*

GUESTS

Emily Arneson, Ombudsman & Accessibility Officer
(*Staff Liaison to Citizen Advisory Committee*)

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

Chair Haley called the meeting to order at 1:30 p.m. and roll call was conducted.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the April 6, 2022, Committee Meeting**

Mr. Kerns moved to approve the April 6, 2022, Committee meeting minutes. Ms. Haley seconded, and the motion passed unanimously.

B. **Architectural & Engineering Consulting Services: Scope of Work Approval**

Mr. Otterstrom explained Spokane Transit's current five-year contract for Architectural and Engineering (A&E) on-call consulting services expires on October 31, 2022, therefore, a new procurement for on-call A&E consulting services is required to continue key capital projects and facility upgrades. Prospective consultants are evaluated based on qualifications. Mr. Otterstrom described the various projects which would fall under this contract. After reviewing the procurement schedule, the new contract would commence November 1, 2022.

Ms. Haley moved to approve the attached general scope of work as presented and authorize staff to release an RFQ for Architectural and Engineering On-Call Consulting Services. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. West Plains Connector Project Cooperative Agreement Approval

Mr. Otterstrom explained *STA Moving Forward* calls for more service to Airway Heights. He described the proposal would include street improvements and enable enhanced access to northwest Airway Heights along Routes 60 and 61. STA and the City of Airway Heights will collaborate on the planning, design, and construction of transit improvements. While the City of Airway Heights will manage design and construction, STA will cooperate with the City to complete the design of transit improvements.

Mr. Kerns moved to approve the Board authorize the CEO execute the West Plains Connector Project Cooperative Agreement with the City of Airway Heights, providing funding of up to \$2,000,000.00 or 80% of the total project cost. Ms. Haley seconded, and the motion passed unanimously.

B. Board Discussion Agenda (*no items were presented this month*)

5. REPORTS TO COMMITTEE

A. 1st Quarter 2022 Performance Measures

Mr. Rapez-Betty presented the 1st Quarter 2022 Performance Measures Summary. Each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. He advised the full packet of Performance Measure results for the 1st Quarter may be viewed on the STA website through the link provided on the cover page. Mr. Rapez-Betty presented a summary of the 1st Quarter Performance Measures website presentation and highlighted the Ridership data.

Fixed Route: Ridership for Fixed Route ended the quarter up 8.9% compared to our Ridership year in 2021. Fixed Route provided 1,507,366 in 2022 vs. 1,305,548 in 2021. The ridership goal for Fixed Route in 2022 is a 20.3% increase from 2021 (approximately 6.3 million trips).

Paratransit: Ridership for Paratransit ended the quarter up 3.4% compared to our ridership year in 2021. Paratransit provided 133,482 in 2022 vs. 91,709 in 2021. The ridership goal for Paratransit in 2022 is a 11.2% increase from 2021 (approximately 277,000 trips).

Vanpool: Ridership for Vanpool ended the quarter up 29.5% compared to our ridership year in 2021. Paratransit provided 51,811 in 2022 vs. 49,546 in 2021. The ridership goal for Vanpool in 2022 is a 25.7% increase from 2021 (approximately 88,000 trips).

B. 2021 Bus Rider Survey Results Summary

Mr. Rapez-Betty presented the 2021 Rider Survey, conducted by Zilo International, which gathered opinions, insights, and feedback from residents living within the Public Transportation Benefit Area regarding their perceptions about the services provided by STA. Due to the COVID-19 pandemic, a survey in 2020 was not conducted, and the 2021 survey was conducted online. Mr. Rapez-Betty explained the survey collected 672 responses from Monday, October 18, 2021, to Sunday November 21, 2021. Overall, the survey shows STA performing well in customer service, safety and driver courtesy.

C. 2021 Community Perception Survey Results Summary

Mr. Rapez-Betty presented the 2021 Community Perception Survey Results Summary procured by Critical Data, Inc. Telephone surveys were conducted of 400 adults who reside within Spokane Transit Authority's Public Transportation Benefit Area (PTBA) in December 2021. A key takeaway which Mr. Rapez-Betty shared:

Question: The overall job STA is doing in providing public transportation service in the Spokane area?

Answer: 3.75 out of 5 – up slightly from the 2020 study findings; 64.5% rated STA at a '4' or a '5' on a 1-5 scale.

D. Fare Policy Revisions: Preliminary Proposal – Zero-Fare for Youth

Mr. Otterstrom provided background information on the Transit Support Grant Program which was created to provide direct funding allocations for transit agencies for public transportation needs. To be eligible for the \$1.45 billion in state funding for this program over the 16-year period, agencies must implement a "zero-fare policy" for youth ages 18 and younger. To be eligible to receive grant allocation, verification must be received by October 1, 2022.

Mr. Otterstrom presented the proposed revisions to STA's fare structure tables and explained the public outreach period would take place in May and June in preparation for a Public Hearing at the STA Board Meeting in June 2022.

6. CEO REPORT

- Ms. Meyer reported the April 2022 voter-approved sales tax revenue, collected on February sales, had a budget of \$7.3M. The actual receipts were \$7.9M, which is 8.4% above budget and totaling approximately \$600,000. Year-to-date is 8.7% above budget and totaling approximately \$2.8M.
- Ms. Meyer stated Bloomsday was a success. STA had forty-six coach operators starting service from five locations, approximately twenty supervisors, and twenty-two volunteers. The ridership was about half of what we had in 2019.
- Ms. Meyer reminded everyone of the Board Workshop on the 19th of May from 11:30am – 1:15pm prior to the Board Meeting. The purpose of this workshop is to review the strategic plan project status. Input will be reviewed which has been received from Board Members, Community Leaders, and employees. The research and analysis from the consultant will be reviewed to help analyze transit trends in our community as we begin thinking about the 2025-2035 period of time. Lunch will be provided.

7. COMMITTEE INFORMATION

- A. March 2022 Financial Results Summary
- B. April 2022 Sales Tax Revenue
- C. 1st Quarter 2022 Service Planning Input Report
- D. March 2022 Operating Indicators

8. JUNE 1, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The June 1, 2022, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

None

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:31 p.m.

The next committee meeting will be held on Wednesday, June 1, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12B : APRIL 2022 FINANCIAL RESULTS SUMMARY

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the April 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, April year-to-date revenue is 13.9% (\$6.2M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 2.2% lower than budget
- Sales Tax Revenue is 8.7% higher than budget
- Federal & State Grant Revenue is 35.2% higher than budget
- Miscellaneous Revenue is 0.5% higher than budget

Operating Expenses

Overall, April year-to-date operating expenses are 6.5% (\$1.9M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.3% lower than budget
- Paratransit is 9.9% lower than budget
- Vanpool is 6.0% lower than budget
- Plaza is 16.1% lower than budget
- Administration is 6.1% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - April 2022

40,000,000

35,000,000

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

Totals:

2021 YTD Actual \$ 44,962,339

2022 YTD Actual \$ 50,883,155 (13.9%)

2022 YTD Budget \$ 44,654,794

2022 Amended Budget \$ 145,244,932

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
■ 2021 YTD Actual	2,034,481	30,677,499	11,597,561	652,798
■ 2022 YTD Actual	2,432,445	34,348,714	13,559,144	542,852
■ 2022 YTD Budget	2,486,301	31,597,825	10,030,285	540,383
2022 YTD Budget Variance	-2.2%	8.7%	35.2%	0.5%
2022 Amended Budget	7,458,902	106,074,026	30,090,854	1,621,150

(1) Above amounts exclude grants used for capital projects. Year-to-date April state capital grant reimbursements total \$120,505 and federal capital grant reimbursements total \$3,195,859.

Spokane Transit Operating Expenses⁽¹⁾ - April 2022

20,000,000
18,000,000
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000

Totals:

2021 YTD Actual \$ 25,541,896
2022 YTD Actual \$ 27,970,922 (-6.5%)
2022 YTD Budget \$ 29,910,344
2022 Amended Budget \$ 93,987,403

Fuel:

2021 YTD Actual \$ 863,433
2022 YTD Actual \$ 1,624,732 (5.7%)
2022 YTD Budget \$ 1,536,647
2022 Amended Budget \$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2021 YTD Actual	17,653,116	3,981,029	162,429	589,405	3,155,917
2022 YTD Actual	18,846,804	4,488,762	203,840	687,809	3,743,707
2022 YTD Budget	19,904,444	4,980,357	216,961	820,190	3,988,392
2022 YTD Budget Variance	-5.3%	-9.9%	-6.0%	-16.1%	-6.1%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	15,540,568

(1) Operating expenses exclude capital expenditures of \$5,359,861 and Street/Road cooperative projects of \$11,699 for year-to-date April 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12C : MAY 2022 SALES TAX REVENUE

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached is the May 2022 voter-approved sales tax revenue information. May sales tax revenue, which represents sales for March 2022, was:

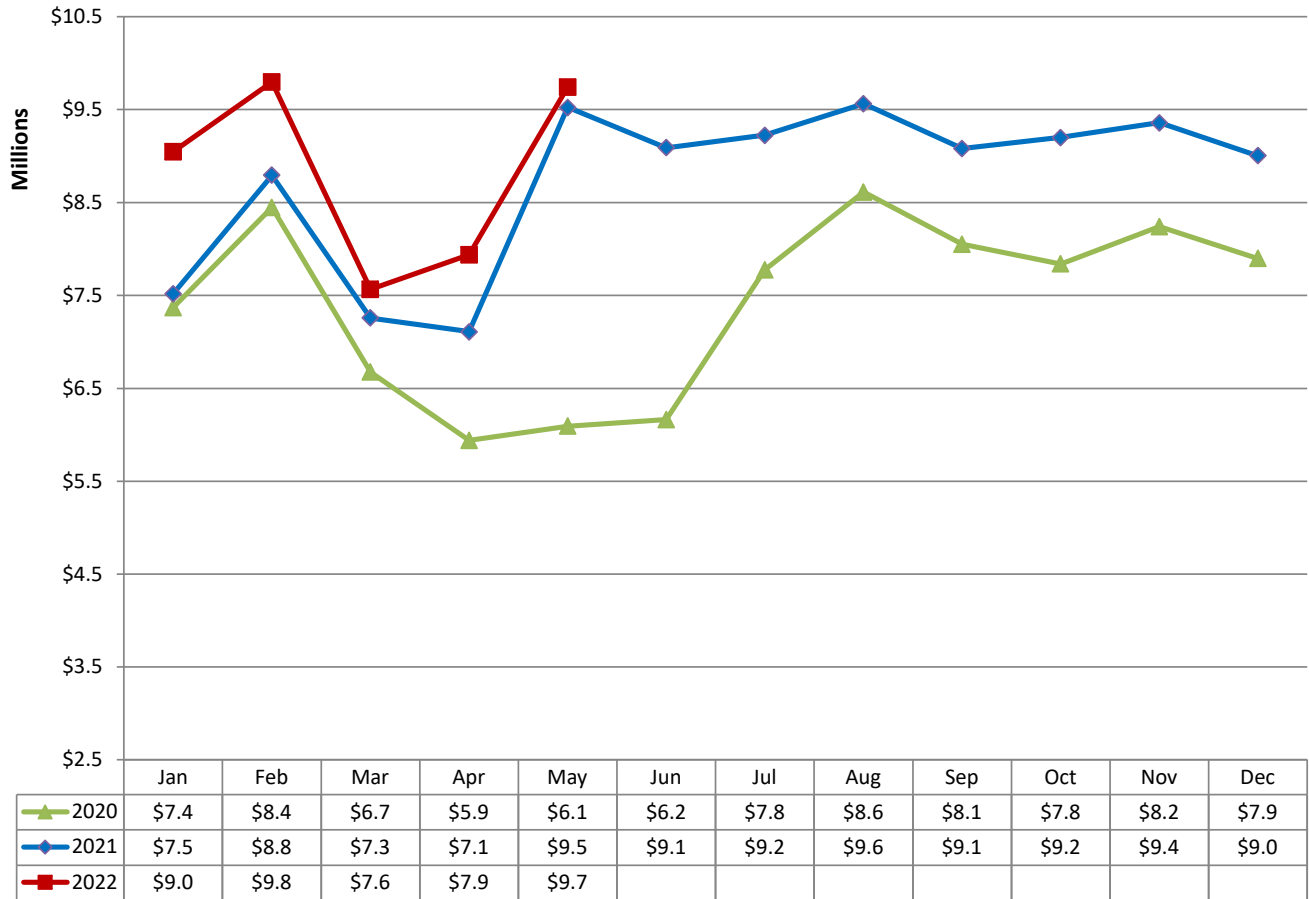
- 0.7% below 2022 budget
- 6.5% above YTD 2022 budget
- 2.3% above 2021 actual
- 9.7% above YTD 2021 actual

Total taxable sales for March were *up* 2.4% from March 2021 while March 2022 YTD sales were *up* 5.7% compared with March 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 4.6% (-\$27.9M) in March 2022 vs March 2021 and is *up* by 1.4% (\$20.7M) March 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 7.8% or \$14.5M March 2022 YTD over 2021 YTD
 - Automobile Dealers *increased* 2.1% or \$6.1M March 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 8.1% or \$5.7M March 2022 YTD over 2021 YTD
 - Electronics and Appliance Stores *increased* 4.5% or \$4.1M March 2022 YTD over 2021 YTD
 - Gasoline Stations *increased* 8.9% or \$3.2M March 2022 YTD over 2021 YTD
- Construction *decreased* by 5.8% (-\$10.4M) in March 2022 vs March 2021 and is *down* by 10.7% (-\$50.8M) March 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 31.7% (\$30.2M) in March 2022 vs March 2021 and is *up* 39.5% (\$88.4M) March 2022 YTD vs 2021 YTD

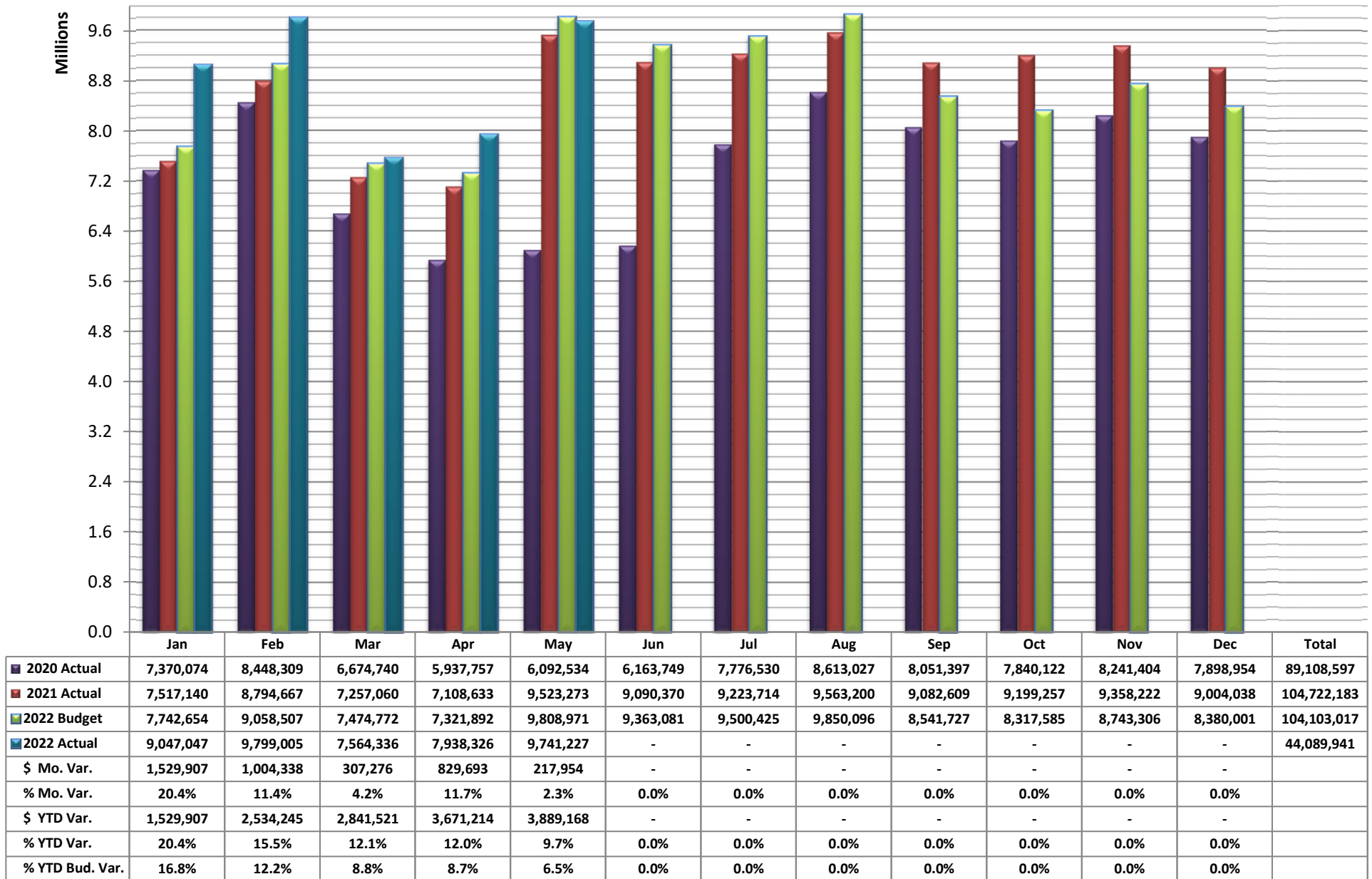
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-May 2022⁽¹⁾



(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.

2020 - 2022 SALES TAX RECEIPTS ⁽¹⁾



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12D : FARE COLLECTION SYSTEM UPDATE

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff provided the following update on the Fare Collection System project to the Performance Monitoring and External Relations Committee at the June 1, 2022, committee meeting.

RECOMMENDATION TO BOARD: Information only.



Fare Collection System Update

June 1, 2022, PMER Presentation

How a great city moves.™

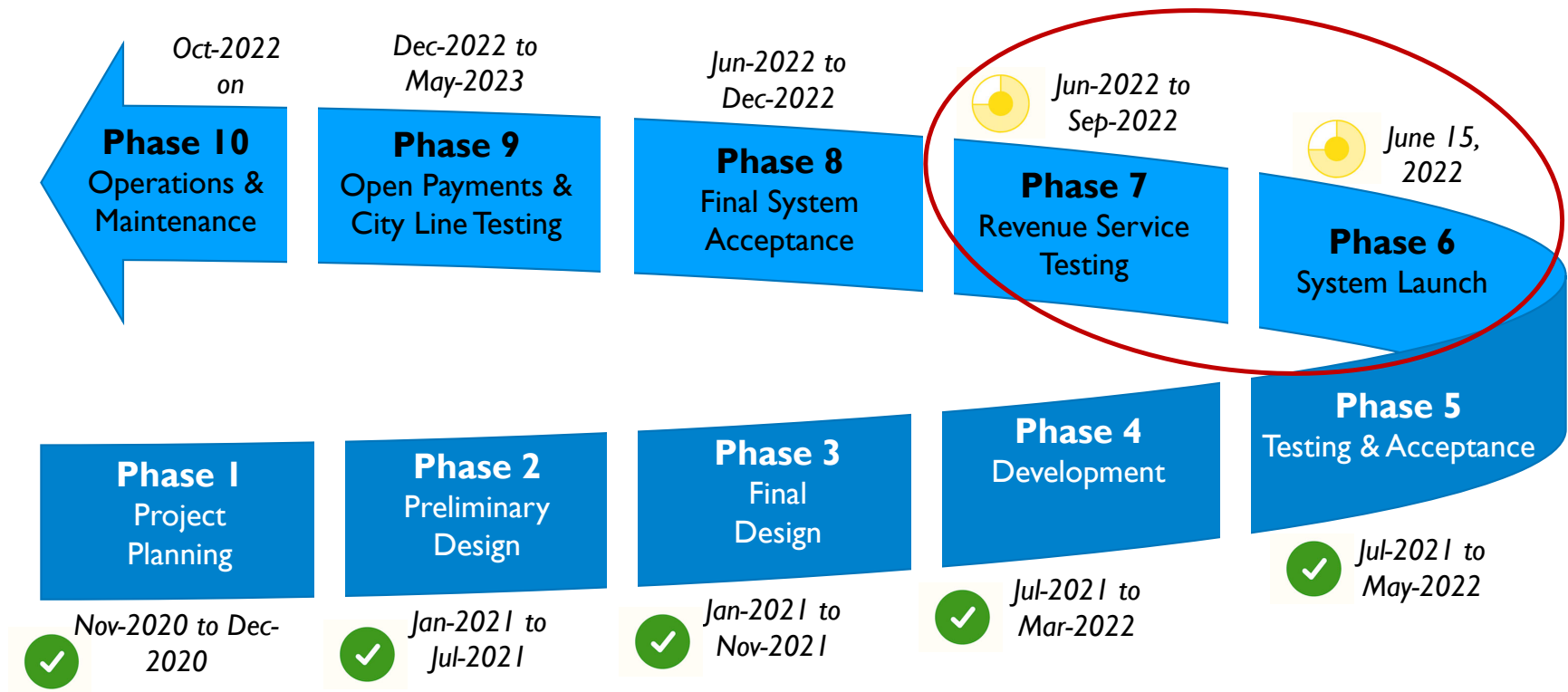
Modernized Fare Collection System

- New account-based central computer system
- New account-based smart card system
- New mobile payment options
- Validators that read smart card, bar code and mobile devices
- Cost-effective ticket vending machines at selected stations and locations
- Handheld fare inspection devices to support proof-of-payment operations
- *All while maintaining existing fareboxes for cash collection*



- ✓ *Enhanced passenger convenience and accessibility*
- ✓ *Reduced dwell time by increasing offboard payment options*
- ✓ *Improved ridership information*

Fare Collection System Implementation Schedule



Revenue Service Testing Objectives

Project Perspective

- System functions work with no major bugs
- Fare rules and policies implemented correctly
- Data and revenue is properly collected and processed

Customer Perspective

- Fare products all work
- Mobile app works
- System is intuitive to use

Coach Operator Perspective

- Understand how to use and interpret the system
- Know how to respond to customers

Staff Perspective

- System works correctly
- Staff understand how to use the system
- Uncover major operational issues

Revenue Service Testing: June 15 – Sept 16

Phase 1 – Employee Testing: June 15 – July 31

Goals & Objectives: Exercise the system, conduct scripted tests and provide feedback on test results.

- June 15 – Alpha group of approximately 10 employees
- July 5 – Beta group of approximately 20 additional employees

Phase 2 – Public Testing: August 1 – September 16

Goals & Objectives: Use new media for their trips and provide feedback

- August 1 – Alpha group of approximately 20 committee members, community partners and avid transit riders
- August 22 – Beta group of approximately 40 additional transit riders

Communication Plan

Campaign theme:

More Access, Better Value

Two parts of communication plan:

Marketing

- New smart card and fare capping (explain benefits)
- New app and online account management (explain benefits)
- New reduced fare classes
- More retail locations

Education







- How to use Connect Card and how manage account online
- How to use the app
- How to tap and ride / scan phone
- How discount programs work
- How fare enforcement works



Card Packaging

Plaza

8-page fold-out envelope with card inside
(similar to Orca)

<p>Connect card inside!</p> <p>READY TO RIDE</p> <p>7 9385 9353 0000</p> <p>CONNECT</p> <p>Register your new Connect card online at spokanetransit.com/connect</p> <ul style="list-style-type: none"> Add money and check your balance Enable autoload so you're always ready to ride Remotely lock your card if lost or stolen 	<p>Download the STA Connect app!</p> <p>The Connect app is packed full of features, including instant account management the ability to use your phone to tap and ride when you get on the bus.</p> <p>✓ Add money ✓ Check balance ✓ Use your phone to pay bus fare</p> 	<p>Check your balance</p> <p>There are several ways you can check your balance:</p> <ul style="list-style-type: none"> Go to spokanetransit.com/connect Use your mobile phone with the STA Connect app Contact STA Customer Service <p>Add money</p> <p>By registering your card online or with the STA Connect app, you can choose your payment method.</p> <p>To use cash to reload your Connect card, go to STA Plaza or any participating retail outlet.</p> <p>A full list of retail outlets is online at spokanetransit.com/retail</p>	<p>Protect your card</p> <p>Connect cards have a computer chip and other delicate components inside. Don't punch holes, cut, scratch or bend the card.</p> <p>Fare capping</p> <p>Riding with the Connect card or app lets you benefit from fare capping, which gives you:</p> <ul style="list-style-type: none"> Unlimited rides for a day after you've spent \$4 riding the bus Unlimited rides for a month after you've spent \$60 Reduced fare riders save even more! 	<p>When you board the bus...</p> <p>Tap your CARD to pay</p> <p>Place either side of your Connect card flat against the  logo below the screen on the card reader.</p>  <p>When your card has been validated and fare collected, you'll hear a beep and see a green check mark.</p>	<p>Or use the STA Connect app to...</p> <p>Scan your PHONE to pay</p> <p>Press  in the STA Connect App to get your fare payment QR code. Place your phone several inches below the reader to scan the code.</p>  <p>Download the STA Connect app at spokanetransit.com/connect</p>	<p> Spokane Transit</p> <p>Customer Service STA Plaza 701 West Riverside Avenue Spokane, WA 99201</p> <p>Call Center (509) 328-RIDE / 328-7433 Mon - Sat, 7 am to 7 pm Sun & holidays: 8 am to 6 pm</p> <p>Front Counter Mon - Fri: 7 am to 6 pm Sat: 12 pm - 5 pm Sun & holidays: Closed</p> <p>To replace a lost or damaged Connect card, contact STA Customer Service. The replacement fee is \$5.</p>
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Card Packaging

Retail

Hanging packaging available at stores like Safeway, Albertsons and Maverik.

Sticker on Cards

Each card has a sticker with call to action to download app and register an account

Download the STA Connect app

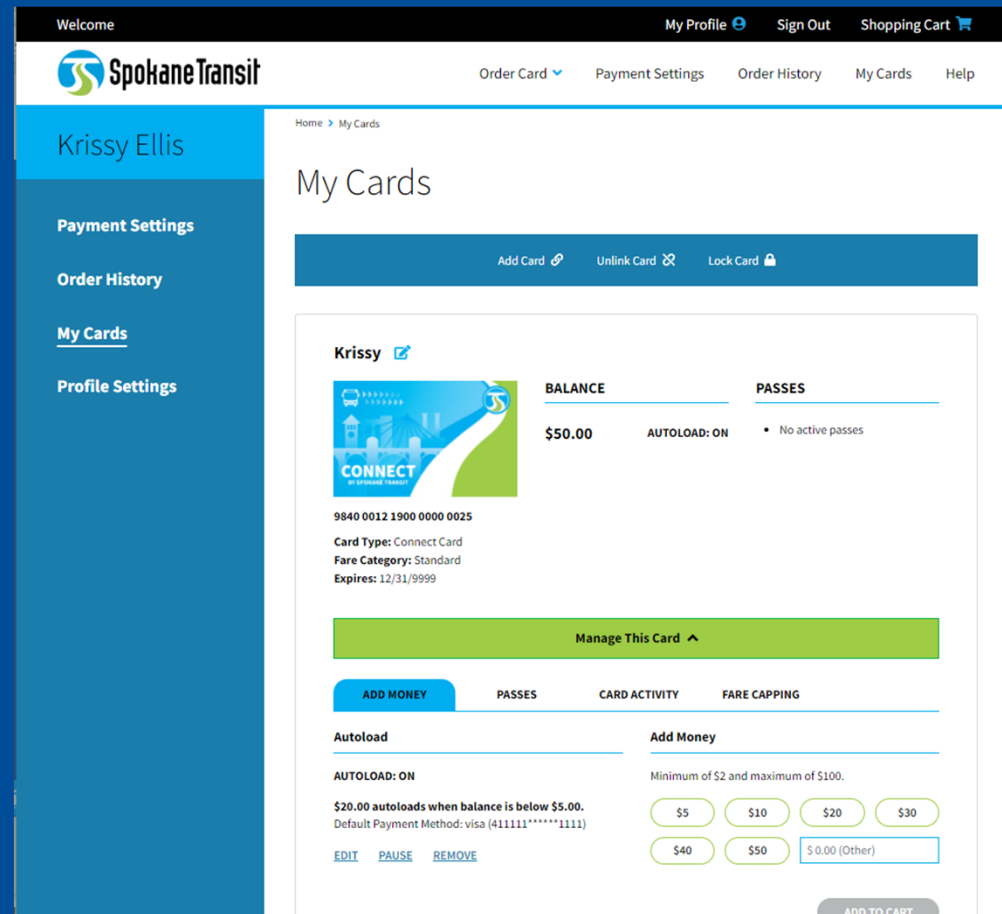
Register today to protect your money

spokanetransit.com/connect



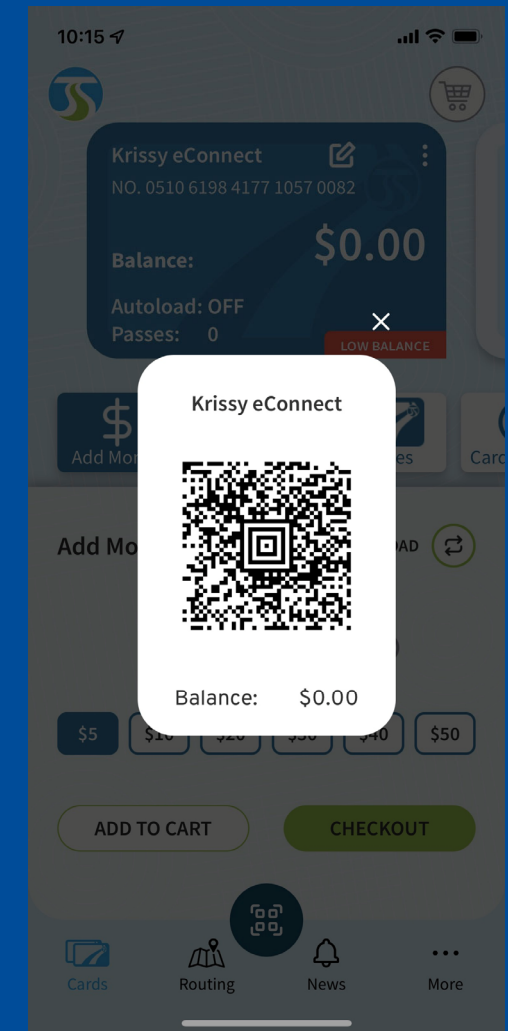
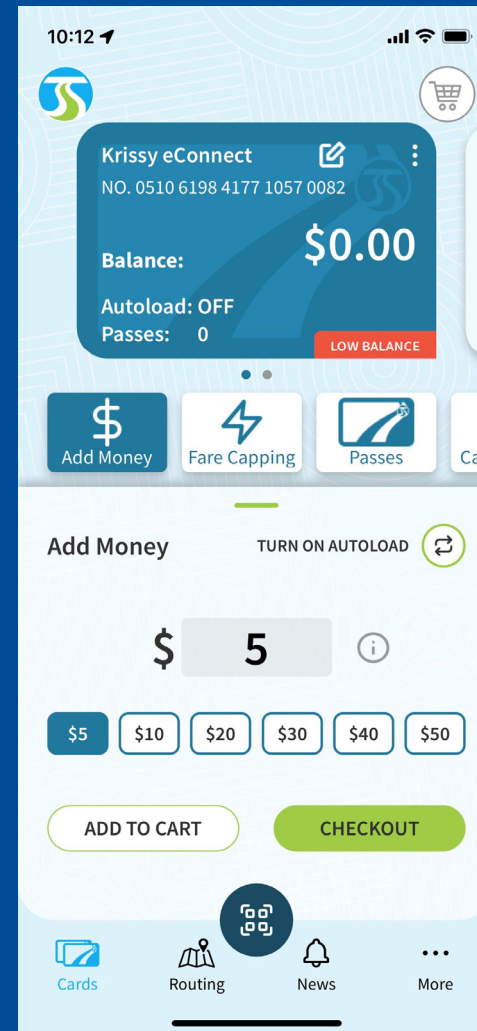
Customer Website

- Order a Connect card
- Link multiple cards to an account to manage balances for others
- View trip history
- See progress toward fare capping
- Lock and replace card if lost or stolen



Mobile App

- Order a Connect card or create an eConnect card to pay fares with the app.
- Link multiple cards to an account to manage balances for others
- View trip history
- See progress toward fare capping
- Lock and replace card if lost or stolen



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12E: APRIL 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was 1 less weekday in April 2022 compared to April 2021.

FIXED ROUTE

April total monthly ridership increased 21.6% (528,326 vs. 434,549) in April 2022 compared to April 2021.

Average weekday ridership increased 26.3% (21,426 vs. 16,959) in April 2022 compared to April 2021.

Detailed breakdown:

- Adult Ridership increased 30.8% (330,451 vs. 252,719) in April 2022 compared to April 2021.
- Youth Ridership increased 75.0% (35,945 vs. 20,538) in April 2022 compared to April 2021.
- Reduced Fare/Paratransit Ridership decreased 2.0% (72,351 vs. 73,818) in April 2022 compared to April 2021.
- CCS Pass Ridership increased 65.5% (22,316 vs. 13,487) in April 2022 compared to April 2021.
- Eagle Pass Ridership increased 542.4% (38,945 vs. 6,062) in April 2022 compared to April 2021.

PARATRANSIT

Total ridership for Paratransit has increased 43.4% (28,488 vs. 19,873) in April 2022.

Detailed breakdown:

- Directly operated service increased 22.4% (14,595 vs. 11,923) in April 2022.
- Contracted service increased 73.9% (12,319 vs. 7,085) in April 2022.
- Special Use Van ridership increased 82% (1,574 vs. 865) in April 2022.

VANPOOL

Vanpool customer trips were up 28.8% in April 2022 vs April 2021 (7,417 vs 5,759).

Vanpool vans in service increased 6.5% (66 vs 62 in 2021) in April 2022.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 50.0% (6,463 vs 4,310 in 2021).

Adult Pass/Smartcard monthly pass sales increased 53.2% (2,914 vs. 1,902 in 2021).

- Shuttle Park monthly sales increased 90.4% (238 vs. 125 in 2021).
- 7-Day Pass/Smartcard monthly sales decreased 157.0% (776 vs. 302 in 2021).
- ESBP monthly sales decreased 2.1% (238 vs. 243 in 2021).

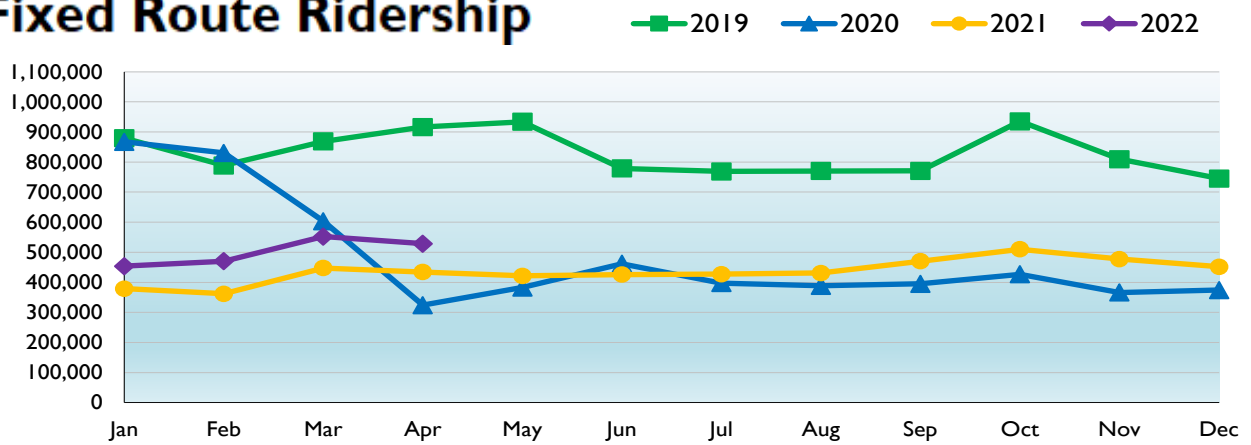
Group Sales increased 80.0% in April 2022 (12,648 passes vs. 7,015 in 2021) .

UTAP monthly rides increased 178.5% (74,095 vs. 26,608 in 2021).

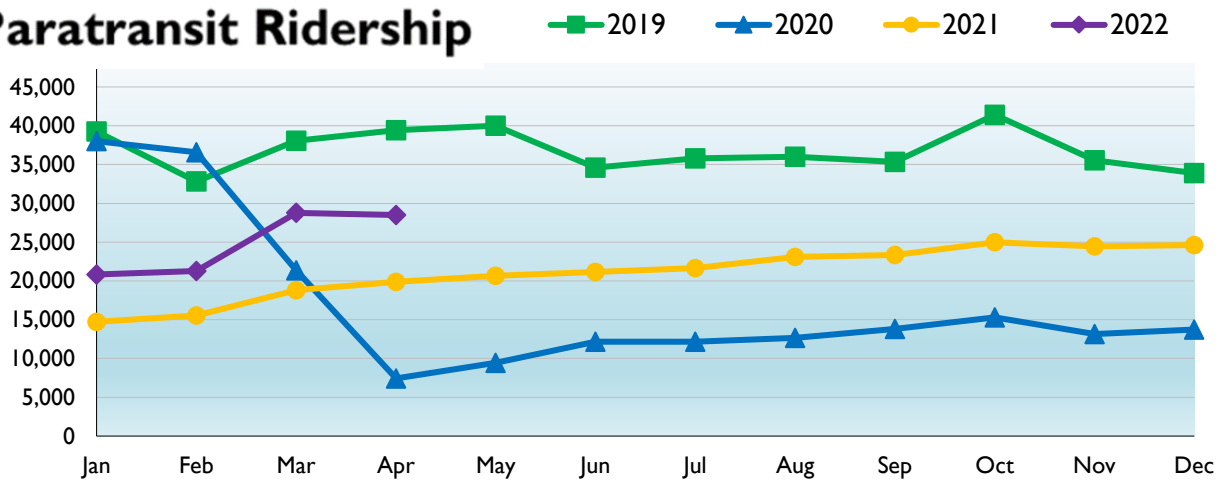
Community Access Pass (CAP) program sold 2,008 2hr passes and 3,334 day passes in April. These passes are included in the Group pass sales above.

RECOMMENDATION TO BOARD: Information only

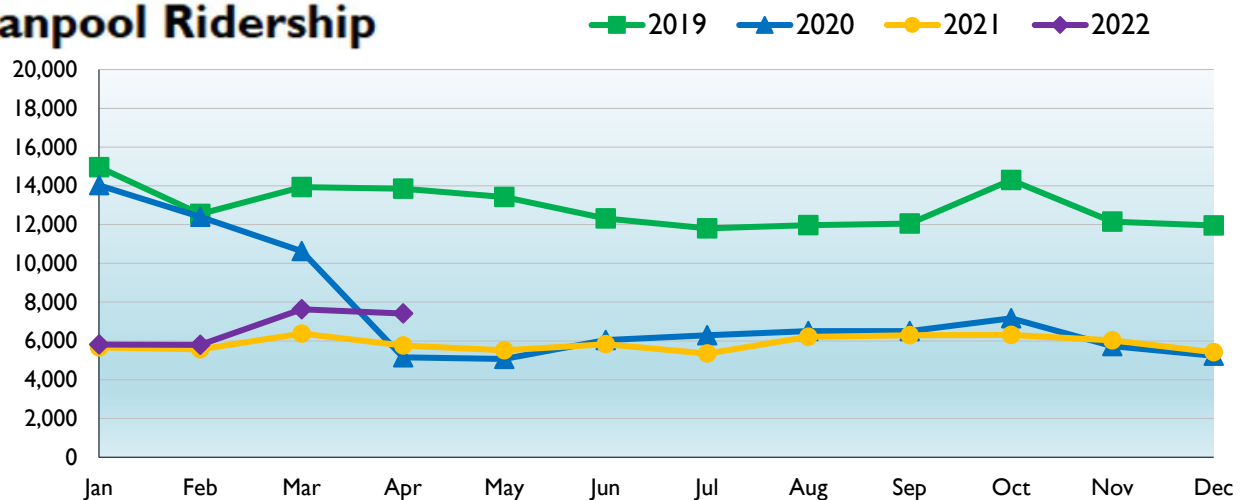
Fixed Route Ridership

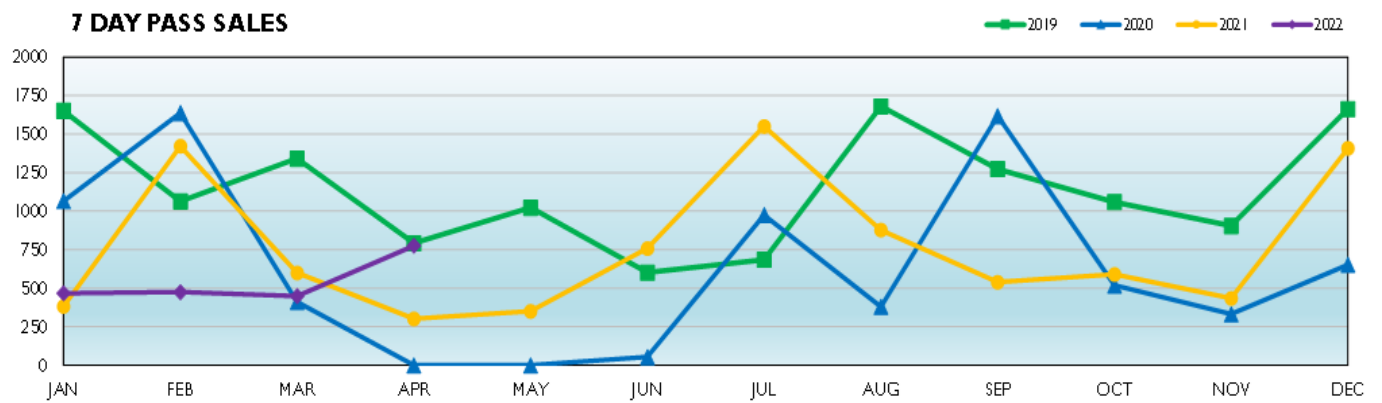
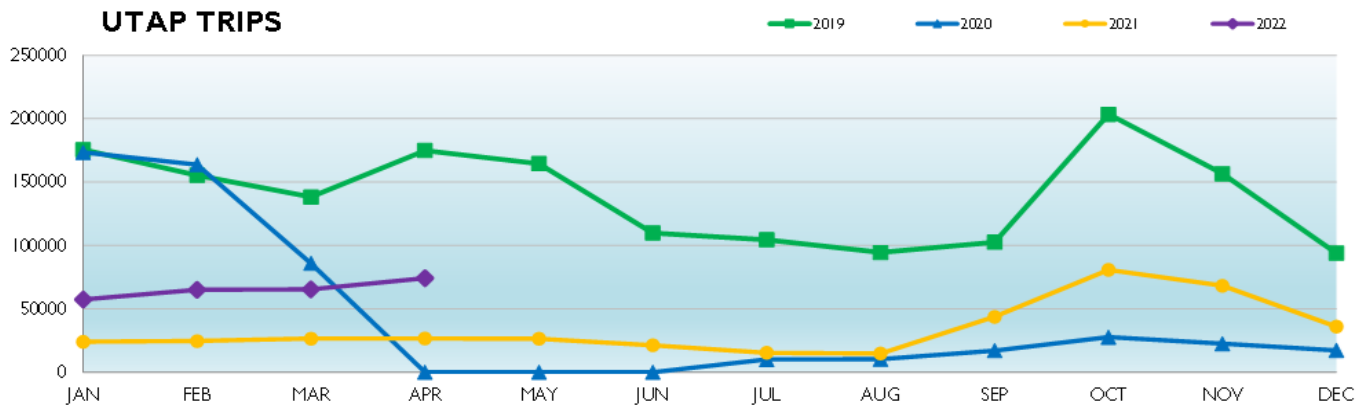
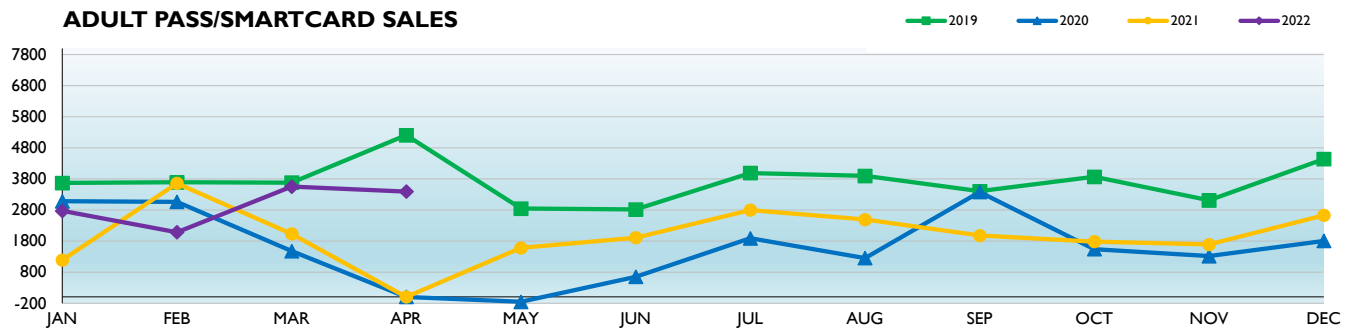
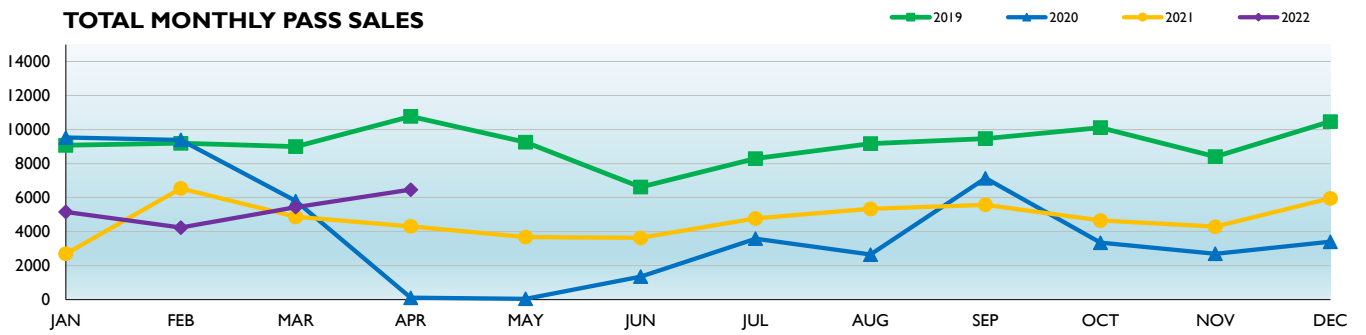


Paratransit Ridership



Vanpool Ridership





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12F: DIVISION BUS RAPID TRANSIT: DECISION-MAKING FRAMEWORK

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Hamid Hajjafari, Senior Transit Planner

SUMMARY: STA has initiated the preliminary engineering, design, and environmental scoping phase of Division Bus Rapid Transit (BRT). As part of this effort the project team is defining the project organization, timelines, and a proposed process for decision-making that includes the formation of related technical and strategic committees. Staff shared the proposed decision-making framework for this project and solicited feedback at the June 1, 2022 Planning and Development Committee meeting.

BACKGROUND: As defined in the *DivisionConnects* Corridor Development Plan approved by the Board of Directors, Division BRT is envisioned to extend from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. The future BRT corridor will include approximately 28 substantial stations, business access and transit (BAT) lanes for most of the corridor, the reconfiguration of the Division/Ruby couplet, and other related multimodal investments to improve mobility in the corridor. Funding for the Division BRT project is expected to include federal funding through the Capital Investment Grant (CIG) program as well as \$50 million programmed in *Move Ahead Washington* funding from the State of Washington.

STA has contracted with Parametrix to provide design and engineering services for Division BRT. The first work order with STA's design was initiated in March 2022. This scope comprises the project setup along with specific planning elements that will progress conceptual design towards the key milestone of Project Development submittal for the FTA Small Starts program.

The STA team is considering three committees to support technical and strategic decision-making during multiple phases of the project. Like the recent *DivisionConnects* planning effort, these committees are envisioned to include membership from STA, Washington State Department of Transportation (WSDOT), Spokane Regional Transportation Council (SRTC), Spokane County, and the City of Spokane. The proposed committees are as follows:

- A steering committee comprised of executive leadership and elected officials with the aim of integrating the Division BRT project with supporting activities, including public outreach, and providing advisory input to the STA Board of Directors
- A project executive committee comprised of senior leaders within partnering organizations to provide oversight of Division BRT project activities that affect multiple agencies
- A technical advisory committee to aid in coordinating technical review and development of Division BRT

The proposed committee structure is intended to augment STA's management of the project and to ensure partner agencies are integrated throughout the planning, development, and implementation of Division BRT. Subject to committee input, staff plan to bring back to the committee a proposed charter for the steering committee for board consideration and approval as a formal advisory committee to the STA Board of Directors.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 12G: STA-SPOKANE PUBLIC SCHOOLS UPDATE

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: Late last year, Spokane Public Schools (SPS) began to evaluate alternative methods to address transportation needs for its students. STA was invited to participate in initial efforts, providing information on public transportation services, both existing and planned. As the information was shared with a transportation work group organized by SPS, work group members recommended advancing expanded transit use as one of several ways to ease challenges the school district faces in meeting its transportation responsibilities. Based in part on this recommendation, the SPS Board of Directors directed its staff in April 2022 to explore opportunities to shift more high school student transportation needs to transit. STA has been actively partnering with SPS staff to evaluate feasibility of this alternative and staff provided an update on these collaborative efforts during the Performance Monitoring and External Relations Committee meeting on June 1, 2022. Activities underway include determining service requirements and fare media distribution plans, developing draft agreements and communications plan, as well as detailing the approach for communicating with families and students. Implementation of any changes are subject to additional review and approval.

RECOMMENDATION TO BOARD: Information only.

15.

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)).

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