

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, July 21, 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 21st day of July 2022.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 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, July 21, 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 #: 2490 284 2162 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. John Christiansen, Fixed Route Coach Operator - Retirement (*Brandon Rapez-Betty*)
 - B. Kim Freeman, Office Assistant – Retirement (*E. Susan Meyer*)
 - C. 2nd Quarter Years of Service – Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the June 16, 2022, Board Meeting – Corrections/Approval
 - B. June 2022 Vouchers (*Monique Liard*)
 - C. 2023-2028 Transit Development Plan: Final Adoption (Resolution) (*Karl Otterstrom*)
 - D. Disadvantaged Business Enterprise (DBE) Program and Proposed Goal for Federal Fiscal Years 2023, 2024, and 2025 (Resolution) (*Monique Liard*)
 - E. Monroe-Regal High-Performance Transit Phase II Construction Contract: Final Acceptance (*Karl Otterstrom*)
 - F. Division Street Stops Phase III Construction Contract: Final Acceptance (*Karl Otterstrom*)
6. Board Action - **Other**: *15 minutes*
 - A. Fare Policy Revisions: Final Recommendation – Zero-Fare for Youth (Resolution) (*Karl Otterstrom/Monique Liard*)
 - B. Recognition of Laura McAloon (Resolution) (*E. Susan Meyer*)
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
8. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair Report (*Pam Haley*)

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2022 Financial Results Summary (*Monique Liard*)
 - C. June 2022 Sales Tax Revenue (*Monique Liard*)
 - D. May 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. City Line Update (*Karl Otterstrom*)
 - F. Title VI Plan Update (*Karl Otterstrom*)
 - G. 2022 Equal Employment Opportunity Program (*Nancy Williams*)
 - H. SAO 2021 State Audit Report (*Monique Liard*)
12. New Business: (*none*)
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*McAloon Law PLLC*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of July 21, 2022, Board Meeting:

Saturday, July 23, 2022	4:00 p.m.
Monday, July 25, 2022	10:00 a.m.
Tuesday, July 26, 2022	8:00 p.m.

Next Committee Meetings (Via WebEx) Wednesday:

Planning & Development	August 31, 2022, 10:00 a.m. (<i>Sept. Meeting</i>)
Performance Monitoring & External Relations	August 31, 2022, 1:30 p.m. (<i>Sept. Meeting</i>)
Board Operations	September 7, 2022, 1:30 p.m. (<i>1st Wednesday</i>)

Next Board Meeting (In Person w/Hybrid Option):

Thursday, September 15, 2022, 1:30 p.m. *There is no STA Board Meeting in August*

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

July 21, 2022

AGENDA ITEM 4A : JOHN CHRISTIANSEN, COACH OPERATOR - RETIREMENT

REFERRAL COMMITTEE: N/A

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

SUMMARY: John Christensen is retiring after 34 years of faithful service to Spokane Transit and the community we serve. For John, STA was not just a job but a family calling. John's grandfather also drove for STA and his mother worked in the Parts department, providing 100 years of service combined for the Christiansen family!

During his long career John was awarded for excellence in customer service, recognized by his peers with multiple Employee Recognition Awards, and demonstrated his commitment to safe driving over his three decades behind the wheel, including 27 years without an accident or traffic infraction!

All of us at STA, along with his customers, will miss John and his big smile.

RECOMMENDATION TO BOARD: Recognize John for his 34 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Office ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 16, 2022

AGENDA ITEM 4B : KIM FREEMAN, OFFICE ASSISTANT - RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Dana Infalt, Executive Assistant to the CEO

SUMMARY: Kim Freeman is retiring after 43 years of service to Spokane Transit (STA) and the community. Kim began her career at STA in 1979 as a Telephone Information Operator and today is her last day in the office.

One of her first performance evaluations said she was *"a very pleasant and personable employee who is a pleasure to have in Telephone Information. Cheerful handling of the public in person and on the phone."* This sentiment was repeated time and again throughout her career with STA as Telephone Information Operator, Customer Service Representative, and her current role of Office Assistant – Executive Administration Department. Kim has worked at the Boone Avenue offices since she began.

During her career, Kim completed multiple training courses such as Service Excellence, Fixed Route Accessibility, and Hazard Communication Training. She was the recipient of the Director's Pin for her contribution to pass sales and to recognize, in part, the courteous and professional manner in which she carried out her job and the tasks she performed each day. She was a member of the Customer Service team nominated to Washington State Department of Transportation Wall of Fame and received recognition for perfect attendance, as well as an Employee Recognition Award.

Kim has been the voice of STA; so cheerful and positive. She provided excellent customer service and was always willing to go the extra mile. She has been a true asset to STA and the community.

She will be greatly missed, and we wish her a long and happy retirement.

RECOMMENDATION TO BOARD: Recognize Kim for her 43 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 4C : YEARS OF SERVICE AWARDS – 2nd QUARTER 2022 – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with STA. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

30 Years <u>Fixed Route Coach Operator</u> Gabriel Fernos	15 Years <u>Training Instructor</u> Jeffrey Demers	5 Years <u>Capital Projects Manager</u> Ryan Brodwater
25 Years <u>Customer Service Representative</u> Cynthia Foster	<u>Fixed Route Supervisor</u> Jeremy Goss	<u>Associate Transit Planner</u> Tara Limon
20 Years <u>Operations Scheduling Analyst</u> Chad Johnson	<u>Fixed Route Coach Operator</u> Thomas Crowe Enes Mrkaljevic Robert Vangelder	<u>Lead Transit Officer</u> Christopher Jones
<u>Training Instructor</u> David Schmuland	10 Years <u>Senior Project Manager</u> Jessica Charlton	<u>Fixed Route Supervisor</u> Samantha Guzman
<u>Fixed Route Coach Operator</u> David Walker	<u>Technology Projects Manager-Maintenance</u> Angea Fitchner	<u>Paratransit Assistant</u> Janmarie Dormady
	<u>Fixed Route Coach Operator</u> Christopher Baughn David Cameron Oliver Davis Robert Letson Valerie Schumacher Eric Vercruysse	<u>Paratransit Van Operator</u> Aaron Abney Bryan English Joshua Longie Jeffrey Ryan Holly Wilson
		<u>Journeyman Vehicle Technician</u> Aleksey Lyakhov
		<u>General Repair Vehicle Technician</u> Nicholas Boege

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 5A : MINUTES OF THE JUNE 16, 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 June 16, 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 June 16, 2022, STA Board Meeting
1230 W Boone Ave., Spokane, WA
with a WebEx Video Conference Option

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County (*virtual*)
Pamela Haley, City of Spokane Valley
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane (*virtual*)
Zack Zappone, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Dan Dunne, Small Cities Representative (Liberty Lake),
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

1. Call To Order and Roll Call

Chair Grover called the meeting to order at 1:31 p.m. and introductions were made by attendees in person, and roll call was conducted by the Chair for virtual attendees.

2. Approve Board Agenda

Chair Grover advised of a change to delete the Executive Session from the Agenda.

Ms. Haley moved to approve the corrected June Board Agenda. Mr. French seconded, and the motion passed unanimously.

3. Public Expressions - None

4. Recognitions and Presentations

A. Glen Poppe, Fixed Route Operator - Retirement

Mr. Rapez-Betty recognized Coach Operator Glen Poppe for his 33 years of service and dedication to Spokane Transit and remarked on his individual contributions. Mr. Rapez-Betty expressed his best wishes for a great retirement to Mr. Poppe, who was unable to attend. A commemorative plaque will be sent to Glen.

B. Frank English, Associate Building Maintenance Specialist – Retirement

Mr. Rapez-Betty recognized Associate Building Maintenance Specialist Frank English for his 32 years of service and dedication to Spokane Transit. Mr. Rapez-Betty mentioned Frank's accomplishments and contributions prior to CEO, E. Susan Meyer, presenting his award. Frank was in attendance to receive his commemorative plaque and express his appreciation to STA for his career, saying he never thought he'd last 32 years!

C. Year-to-Date 2022 Employee Recognition Awards

Ms. Williams reminded that 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. She noted the recipients of the Employee Recognition Awards and congratulated them on the honor.

5. Public Hearing

A. 2023-2028 Transit Development Plan: Complete Draft

Chair Grover opened the Public Hearing at 1:39 pm.

Mr. Otterstrom presented the complete draft of the 2023-2028 Transit Development Plan (TDP). He noted it was published to the STA website. He reviewed the Transit Development Plan hierarchy of plans. Mr. Otterstrom also spoke to the organization of the plan, the previous Board guidance, the Service Improvement Program (SIP), the conceptual 2025 fixed route network, and details of the Capital Improvement Program (CIP). He compared current and future funding, along with funding sources and the financial forecast. He addressed next steps and offered to answer questions. None were forthcoming.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 1:48 pm.

B. I-90 / Valley High Performance Transit: Draft Corridor Development Plan

Chair Grover opened the Public Hearing at 1:48 pm.

Mr. Otterstrom presented the draft Corridor Development Plan (CDP) for the I-90 / Valley High-Performance Transit. He reviewed the corridor development planning efforts, previous Committee and Board review, and the preferred scenarios for HPT architecture. He then reviewed the reconciliation of the CDP to STA Moving Forward and the draft preferred facility site concepts. He noted other CDP recommendations (beyond STA Moving Forward) and advised of public and agency outreach to date. He reviewed next steps and offered to answer questions. None were forthcoming.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 1:56 pm.

C. Fare Policy Revisions: Draft Recommendation – Zero- Fare for Youth

Chair Grover opened the Public Hearing at 1:56 pm.

Mr. Otterstrom presented background and the draft policy and action recommendation for the Fare Policy Revisions – Zero-Fare for Youth program. He reviewed current and proposed fares for youth, and the draft fares with Zero-Fare for Youth with the new fare collection system. He noted the Title VI requirements for the fare policy outreach and the preliminary Title VI analysis.

Mr. Otterstrom discussed the preliminary outreach survey results and the timeline for implementation, which included a Board Resolution amending the Fare Policy at the July Board meeting, followed by the implementation of the revised Fare Policy in October, 2022.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 2:06 pm.

6. Board Action - Consent Agenda

Mr. French moved to approve Consent Agenda Items 6A through 6F. Ms. Haley seconded, and the motion passed unanimously.

- A. Minutes of the May 19, 2022, Board Meeting – Corrections/Approval
- B. Minutes of the May 19, 2022, Board Workshop- Corrections/Approval
- C. Approval of May 2022 Vouchers below:

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

- D. 2023-2025 Regional Mobility Grant Application for approval of the submittal of a Washington State Regional Mobility Grant application for up to \$10 million for the Argonne Station Park and Ride project.
- E. Approve the recommendation 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.
- F. 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.

7. Board Action

- A. Designation & Appointment of STA Public Records Officer – Resolution

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 appointed Dana Infalt as the STA Public Records Officer for Spokane Transit.

Mr. French moved to approve, by Resolution, the appointment of Dana Infalt as Public Records Officer for all records of Spokane Transit Authority. Mr. Kerns seconded and the motion passed unanimously.

8. Board Operations Committee

- A. Chair Report

Chair Grover thanked STA staff for their hard work on the items approved under the Board Consent agenda and for the Public Hearing topics.

9. Planning & Development Committee

A. Chair Report

Committee Chair French provided an overview of items reviewed by the committee, noting the Public Hearings held today and the Consent agenda items approved earlier.

There were no questions or comments.

10. Performance Monitoring & External Relations Committee

A. Chair Report

Committee Chair Haley provided a summary of items reviewed by the committee and requested Ms. Liard provide an update of the following item.

i. Disadvantaged Business Enterprise (DBE) Program and Proposed Goal for Federal Fiscal Years 2023, 2024, and 2025

Ms. Liard reported that staff 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.

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.

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

Ms. Liard offered to answer questions. A brief discussion ensued.

11. CEO Report

Ms. Meyer provided an update on the following topics:

Ridership saw another good month in May with Fixed Route up 29.6%, Paratransit increasing 38.7%, and Vanpool up 37.0% over May 2021.

May Monthly Fare Revenue by Service Type was reviewed, year to date 23% higher than last year.

Sales Tax was reported on May 2022 voter-approved revenue, which represented March sales. STA's budget for May was \$9,808,971, and the actual received was \$9,741,227, or \$67,744 / 0.7% under budget. Year to date, sales tax is 6.5% above budget.

City Line finance update was reviewed. Ms. Meyer noted there was little change between May and June, with slight changes in the expensed and committed categories. Staff is closely following the \$10.8M in uncommitted, with a little more than a year to launch.

City Line Phase I Amenity Installation has begun at Mission Avenue, and upcoming activities were reviewed, along with the installation schedule, prior to talking about an additional City Line bus purchase, bringing the total City Line fleet to 11 vehicles (including spares).

Ms. Meyer introduced Cardinal Infrastructure Partner, Sherry Little, to provide a federal update. Ms. Little advised of the new Deputy Administrator in DC, Veronica Vanterpool, a Biden appointee who is very pro-transit. Ms. Little anticipates that FTA Administrator, Nuria Fernandez, will respond favorably to STA's invitation to have her join us for the City Line launch celebration in

2023. While in San Diego at the APTA Rail Conference, Ms. Little was pleased to visit with the Deputy Administrator to discuss the City Line progress. Ms. Little noted that of the nine projects in her professional portfolio right now, STA's City Line is the only project that is on time and on budget.

Ms. Little talked about the implementation of the Bipartisan Infrastructure Law, also known as the Infrastructure Investment and Jobs Act. She said the Biden Administration is focused on implementation. Some of what has been seen coming out of this law in terms of implementation has been around workforce development, driving dollars towards projects that have a demonstrative impact on reducing climate change, as well as advancing the plight of black and brown individuals.

After the passing of the Bill, the Administration went a step further and the President issued an Executive Order called the Justice 40 Initiative, which directs 40% of the revenue that comes in through the Bipartisan Infrastructure Law to "flow funds to disadvantaged communities that are marginalized, underserved, and overburdened by pollution."

She noted the FTA program falls into two buckets – one is the formula allocated by statutory provisions that are in the law, and the other is discretionary. What that means to STA is, where FTA has the ability to put their thumb on the scale, they will steer funding to those communities first and most robustly. Future federal grants will go towards communities that can demonstrate pro-union initiatives in the form of workforce development, demonstrable climate impacts, as well as a positive impact on black and brown individuals.

Ms. Little mentioned industry trends coming from the APTA rail conference, where they talked about 3-4 things the industry and peer agencies are looking at and how it is impacting delivery of service. The first is workforce development – they are looking at supporting pro-union initiatives with inclusiveness in decision-making. STA should anticipate future discretionary grants will be more favorably reviewed if they demonstrate that the union is supportive of a particular project the CEO and Board are advancing.

STA received the City Line grant at a good time and were able to get in front of a lot of the challenges currently being faced by others, such as inflation and not being able to deliver the project under the current budget, workforce challenges to get the projects up and running, as well as supply-chain issues – specifically microchips.

The Buy America component is consistent with previous Administrations but is more focused on Buy-America waivers. The FTA Administrator had the ability to issue a waiver for non-availability of features of transit projects not able to be made domestically. They now have to go through the Office of Management and Budget within the White House.

She reiterated that STA is at a good time with City Line and Division projects and then offered to answer questions. None were forthcoming.

Ms. Meyer continued and discussed the STA Retention and Recruitment Plan. She reviewed the program details and shared comparisons of 89 days pre- and post-incentive for applications received cumulative and per day, noting a significant increase in number of applications submitted. She went on to provide information on the Referral Incentive pre- and post-incentive, comparing the number of employee-referred applicants. The number of referred applicants who accepted job offers from STA doubled from 7 to 14.

Ms. Meyer provided a five-year look-back of employee turnover between March 18 and June 15, broken down by retirements and general separations. She noted the continuing challenge in retaining current employees. Ms. Meyer reported that 36 new employees were hired between March 18 and June 11. Twenty-four new employees will start between June 12 and June 20. All of them will be eligible to receive the \$3,000 new hire incentive (\$1,500 at start and \$1,500 at six months). Discussion ensued regarding exit interviews, reasons for leaving, and eligibility for rehire.

Mr. French noted with the oncoming recession and stock market decline, people planning to retire may be looking to stay on longer. He said as the recession builds, there is heightened employment awareness, especially with governmental entities. He predicted a shift from an employee driven market to an employer driven market and encouraged sensitivity on that as we move forward.

Ms. Meyer finalized her report advising that June is Ride Transit Month. She shared STA's social media campaign and thanked Spokane City Council President Beggs who declared June 15 as Ride Transit Day. Council Member Zappone provided a copy of the Proclamation, and Ms. Meyer read it to the Board.

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

12. Board Information – *no action or discussion*

- A. Committee Minutes
- B. April 2022 Financial Results Summary
- C. May 2022 Sales Tax Revenue
- D. April 2022 Operating Indicators
- E. Fare Collection System Update
- F. April 2022 Operating Indicators
- G. Division Bus Rapid Transit: Decision-Making Framework
- H. STA-Spokane Public Schools Update

13. New Business – *None*

14. Board Member Expressions - *None*

15. Executive Session - *None*

16. Adjourned

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

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

July 21, 2022

AGENDA ITEM 5B : JUNE 2022 VOUCHERS

REFERRAL COMMITTEE: n/a

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

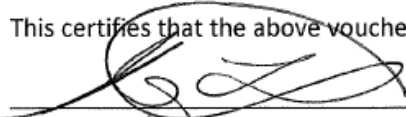
SUMMARY: The following warrants and ACH transfers for the period of June 1 through 30, 2022, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 617599 – 617920	\$ 4,010,998.70
Worker's Comp Vouchers (June)	ACH – 2286	\$ 106,625.63
Payroll 06/03/2022	ACH – 06/03/2022	\$ 2,010,449.03
Payroll 06/17/2022	ACH – 06/17/2022	\$ 1,595,161.24
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,759.94
JUNE TOTAL		\$ 7,727,994.54

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 BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer ESM

Legal Counsel LM

Spokane Transit Authority
Vouchers - June 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/03/2022	617599	ABM Industry Groups LLC	1066	4,965.83
06/03/2022	617600	AFSCME	1328	945.60
06/03/2022	617601	AFSCME	1328	116.00
06/03/2022	617602	Amazon Capital Services Inc	2098	273.35
06/03/2022	617603	Amalg Transit Union #1015	1055	23,275.39
06/03/2022	617604	Amalg Transit Union #1598	1056	921.76
06/03/2022	617605	Daniel H Brunner Trustee	1124	2,454.13
06/03/2022	617606	Budinger & Associates Inc	2149	9,512.69
06/03/2022	617607	California Department of Child Support Services	1130	485.07
06/03/2022	617608	Lithia Motors Support Services	1024	203.38
06/03/2022	617609	Canon Financial Services Inc	1154	209.01
06/03/2022	617610	Cardinal Infrastructure LLC	2059	12,500.00
06/03/2022	617611	QWEST Corporation	1148	443.15
06/03/2022	617612	Child Support Enforcement Agency	1825	392.30
06/03/2022	617613	Cintas Corporation No 2	2383	550.92
06/03/2022	617614	Coffman Engineers Inc	1162	98,073.11
06/03/2022	617615	Coleman Oil Company LLC.	2683	144,081.63
06/03/2022	617616	Comcast	1170	992.00
06/03/2022	617617	CompuNet Inc	1166	71,978.10
06/03/2022	617618	Occupational Health Centers of Washington PS	2313	210.00
06/03/2022	617619	Cummins Inc	1027	1,924.36
06/03/2022	617620	Dell Marketing LP	1204	2,951.47
06/03/2022	617621	Employee Advisory Council	1236	540.50
06/03/2022	617622	Francotyp-Postalia Inc	1878	147.15
06/03/2022	617623	Gordon Truck Centers Inc	1018	7,214.16
06/03/2022	617624	Galls LLC	1271	309.85
06/03/2022	617625	Gillig LLC	1279	4,993.12
06/03/2022	617626	H & H Business Systems	1298	122.27
06/03/2022	617627	IBI Group	1336	13,930.29
06/03/2022	617628	Jacobs Engineering Group Inc	2285	12,962.06
06/03/2022	617629	Kirk's Automotive Inc	1007	85.50
06/03/2022	617630	Magaldi & Magaldi Inc	1416	307.65
06/03/2022	617631	NAPA Auto Parts Inc	1014	7,226.70
06/03/2022	617632	Nelson Nygaard Consulting Associates Inc	2185	28,285.38
06/03/2022	617633	The Aftermarket Parts Company LLC	1015	1,907.24
06/03/2022	617634	Northwest Bus Sales Inc	2272	90,996.09
06/03/2022	617635	Romaine Electric Corporation	1548	1,878.07
06/03/2022	617636	S T A - Well	1557	388.50
06/03/2022	617637	SBA Towers II LLC	1569	2,309.96
06/03/2022	617638	Six Robbles Inc	1017	3,297.28
06/03/2022	617639	Spokane Neighborhood Action Partners	2571	1,983.60
06/03/2022	617640	Spokane Optical Company LLC	1607	537.38
06/03/2022	617641	The Spokesman Review	1616	762.38
06/03/2022	617642	Standard Digital Print Co Inc	1623	320.46
06/03/2022	617643	Summit Law Group PLLC	1637	910.00
06/03/2022	617644	TPS CONSULTING ENGINEERS LTD	2704	0.00
06/03/2022	617645	Trans Machine Corporation	1019	449.26
06/03/2022	617646	United Way of Spokane County	1684	186.15
06/03/2022	617647	US Bank	1678	32,011.16
06/03/2022	617648	Veracity Networks	2461	1,110.67
06/03/2022	617649	American Federation of State County 2 WA Council	1705	1,579.00
06/03/2022	617650	State of Washington Department of Revenue	1767	524.16
06/03/2022	617651	Wesslen Construction Inc	2651	332,284.12
06/10/2022	617652	CBS Reporting Inc	1035	1,739.00
06/10/2022	617653	Action Printing & Embroidery of Washington Inc	2209	8,322.39
06/10/2022	617654	AlSCO Inc	2196	4,523.95
06/10/2022	617655	Amazon Capital Services Inc	2098	1,009.69
06/10/2022	617656	Amerigas 1790	1064	6.37
06/10/2022	617657	APS Inc	1841	192.93
06/10/2022	617658	American Public Transportation Association	1060	43,000.00
06/10/2022	617659	The Arc of Spokane	2361	3,281.59
06/10/2022	617660	Appleway Chevrolet Inc	1068	451.35
06/10/2022	617661	Avista Corporation	1081	35,431.26
06/10/2022	617662	B & H Foto & Electronics Corp	1082	151.99
06/10/2022	617663	Blanchard Electric & Fleet Supply	2589	497.76
06/10/2022	617664	Lithia Motors Support Services	1024	276.22
06/10/2022	617665	Canon Financial Services Inc	1154	1,404.35
06/10/2022	617666	CDW-Government	1132	22,443.10

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/10/2022	617667	QWEST Corporation	1148	818.58
06/10/2022	617668	QWEST Corporation	1148	135.66
06/10/2022	617669	City of Cheney - Utility	1158	401.38
06/10/2022	617670	City of Spokane	1601	378.00
06/10/2022	617671	City of Spokane	1601	6,641.72
06/10/2022	617672	Coffman Engineers Inc	1162	15,659.08
06/10/2022	617673	Kathleen M Collins	1163	5,000.00
06/10/2022	617674	Comcast	1170	113.65
06/10/2022	617675	Comcast	1170	196.65
06/10/2022	617676	CompuNet Inc	1166	20,411.38
06/10/2022	617677	Occupational Health Centers of Washington PS	2313	105.00
06/10/2022	617678	Consolidated Irrigation	1177	62.26
06/10/2022	617679	Michael Hugh Maycumber	1179	2,616.00
06/10/2022	617680	Corporate Translation Services Inc	2158	30.79
06/10/2022	617681	DeVries Business Records Management Inc	1766	270.00
06/10/2022	617682	Robert S Letson	2206	6,650.52
06/10/2022	617683	FedEx	1808	543.86
06/10/2022	617684	Gordon Truck Centers Inc	1018	10,504.46
06/10/2022	617685	Galls Parent Holdings LLC	1271	206.02
06/10/2022	617686	Galls LLC	1271	5,031.10
06/10/2022	617687	Gillig LLC	1279	26,095.52
06/10/2022	617688	Spokane Area Chamber of Commerce	1291	100.00
06/10/2022	617689	H & H Business Systems	1298	958.36
06/10/2022	617690	H W Lochner Inc	1405	755.00
06/10/2022	617691	Hogan Mfg Inc	1008	31.24
06/10/2022	617692	HRA Veba Trust	1415	22,354.95
06/10/2022	617693	Humanix Corp	1329	16,770.56
06/10/2022	617694	Idaho State Tax Commission	2504	5,408.38
06/10/2022	617695	IR Specialty Foam LLC	1345	1,355.96
06/10/2022	617696	Kershaw's Inc	1374	50.97
06/10/2022	617697	Modern Electric Water Co Inc	1439	1,198.75
06/10/2022	617698	Motion Auto Supply Inc	1012	102.46
06/10/2022	617699	Black Realty Management Inc	1658	3,099.44
06/10/2022	617700	NAPA Auto Parts Inc	1014	3,278.03
06/10/2022	617701	National Color Graphics Inc	1455	735.75
06/10/2022	617702	Argosy Credit Partners Holdings LP	2006	31.91
06/10/2022	617703	The Aftermarket Parts Company LLC	1015	2,561.64
06/10/2022	617704	CSWW Inc	1102	172.95
06/10/2022	617705	CSWW Inc	1102	190.72
06/10/2022	617706	Tammy Lynne Glidewell	1282	2,327.50
06/10/2022	617707	Office Depot Inc	1483	406.04
06/10/2022	617708	J Beau Hanson	903	55.09
06/10/2022	617709	Pacific Power Group LLC	1496	818.48
06/10/2022	617710	Papermill Printing Inc	2345	444.18
06/10/2022	617711	Premiera Blue Cross	1521	310,734.21
06/10/2022	617712	Prisma International Inc	2431	33.45
06/10/2022	617713	Pure Filtration Products Inc	1531	246.82
06/10/2022	617714	Romaine Electric Corporation	1548	1,878.07
06/10/2022	617715	Securitas Security Services USA Inc	1574	27,905.53
06/10/2022	617716	Senske Lawn & Tree Care Inc	2194	107.91
06/10/2022	617717	Six Robbles Inc	1017	1,045.44
06/10/2022	617718	Spokane County Commute Smart Northwest	1603	500.00
06/10/2022	617719	Spokane Valley Screen Printing Inc	2609	136.13
06/10/2022	617720	Staples Business Credit	1627	128.60
06/10/2022	617721	Summit Rehabilitation Associates PLLC	1638	661.20
06/10/2022	617722	The Engraver Inc	1242	202.74
06/10/2022	617723	Veritech Inc	2049	1,640.00
06/10/2022	617724	Verizon Wireless LLC	1686	11,788.17
06/10/2022	617725	State of Washington Department of Revenue	1767	202.58
06/10/2022	617726	Waste Management Spokane	1702	373.55
06/10/2022	617727	Waste Management Recycle America	1702	193.13
06/10/2022	617728	West Central Community Development Association	2262	875.00
06/10/2022	617729	Wells Fargo Financial Leasing Inc	1735	30.22
06/10/2022	617730	Wex Bank	2642	18,987.62
06/10/2022	617731	Whitworth Water District	1746	52.69
06/10/2022	617732	Wm. Winkler Company	1752	75,134.01
06/11/2022	617733	The General Store	1956	2,843.41
06/17/2022	617734	Inland Welding Supply Inc	1032	621.14
06/17/2022	617735	Ash & Rowan Hardware LLC	2278	189.81
06/17/2022	617736	ADT Commercial	2462	122,373.53
06/17/2022	617737	AFSCME	1328	945.60

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06/17/2022	617738	AFSCME	1328	120.00
06/17/2022	617739	Alliant Insurance Services Inc - NPB Main	1914	896.00
06/17/2022	617740	Amazon Capital Services Inc	2098	3,324.74
06/17/2022	617741	Northwest Industrial Services LLC	1058	117.35
06/17/2022	617742	Amerigas 1790	1064	6.37
06/17/2022	617743	APS Inc	1841	327.00
06/17/2022	617744	Northwest Center Services	2271	3,794.00
06/17/2022	617745	Arnett Industries LLC	2331	76.26
06/17/2022	617746	Amalg Transit Union #1015	1055	23,431.28
06/17/2022	617747	Amalg Transit Union #1598	1056	921.76
06/17/2022	617748	Amalgamated Transit Union	1057	196.36
06/17/2022	617749	Avista Corporation	1081	15,260.22
06/17/2022	617750	Daniel H Brunner Trustee	1124	2,454.13
06/17/2022	617751	Budinger & Associates Inc	2149	167.88
06/17/2022	617752	Business Interiors of Idaho	2715	545.00
06/17/2022	617753	California Department of Child Support Services	1130	485.07
06/17/2022	617754	Lithia Motors Support Services	1024	237.11
06/17/2022	617755	Canon Financial Services Inc	1154	196.20
06/17/2022	617756	Cardinal Infrastructure LLC	2059	12,500.00
06/17/2022	617757	The Coeur D'Alenes Company	2441	1,864.88
06/17/2022	617758	CDW-Government	1132	5,584.21
06/17/2022	617759	Consolidated Electrical Distributors	1133	105.46
06/17/2022	617760	QWEST Corporation	1148	1,056.35
06/17/2022	617761	Child Support Enforcement Agency	1825	392.30
06/17/2022	617762	City of Medical Lake	1424	88.48
06/17/2022	617763	City of Spokane	1601	1,260.00
06/17/2022	617764	City of Spokane	1601	3,016.10
06/17/2022	617765	City of Spokane	1601	148.00
06/17/2022	617766	Coffman Engineers Inc	1162	1,379.53
06/17/2022	617767	Coleman Oil Company LLC.	2683	178,881.06
06/17/2022	617768	CompuNet Inc	1166	120,476.09
06/17/2022	617769	Occupational Health Centers of Washington PS	2313	105.00
06/17/2022	617770	Continental Door Company	1986	703.05
06/17/2022	617771	Copiers Northwest Inc	2429	247.99
06/17/2022	617772	Michael Hugh Maycumber	1179	2,616.00
06/17/2022	617773	Cummins Inc	1027	5,090.82
06/17/2022	617774	Dow Jones \$ Company,	2698	158.05
06/17/2022	617775	Downtown Spokane Development Association	1217	502.00
06/17/2022	617776	Employee Advisory Council	1236	542.50
06/17/2022	617777	El Jay Oil Co Inc	1003	7,277.17
06/17/2022	617778	Electrical Service Products Inc	1230	106.55
06/17/2022	617779	Fastenal Company	1249	2,226.35
06/17/2022	617780	FedEx	1808	200.98
06/17/2022	617781	Ferguson Enterprises Inc	1252	365.20
06/17/2022	617782	First Data Merchant Services Corporation	1257	9,408.92
06/17/2022	617783	Fred's Appliance	1265	762.98
06/17/2022	617784	Gordon Truck Centers Inc	1018	4,197.30
06/17/2022	617785	Future Systems US Inc	2320	657,550.23
06/17/2022	617786	Galls LLC	1271	3,984.34
06/17/2022	617787	The General Store	1956	49.04
06/17/2022	617788	SPX Corporation	1268	6,086.28
06/17/2022	617789	Gibson's Nursery & Landscape Supply Inc	1278	299.48
06/17/2022	617790	Gillig LLC	1279	4,467.63
06/17/2022	617791	Glass Doctor	1308	428.05
06/17/2022	617792	W.W. Grainger Inc	1285	805.86
06/17/2022	617793	Grimco,Inc	2696	57,255.08
06/17/2022	617794	H & H Business Systems	1298	3,096.11
06/17/2022	617795	H W Lochner Inc	1405	35,699.98
06/17/2022	617796	Halme Construction Inc	2090	195,418.74
06/17/2022	617797	Horizon	1321	506.08
06/17/2022	617798	Humanix Corp	1329	1,633.51
06/17/2022	617799	Janek Corporation	1358	948.30
06/17/2022	617800	William Corp	1363	2,976.33
06/17/2022	617801	KEPRO	2258	1,108.94
06/17/2022	617802	Kershaw's Inc	1374	11.45
06/17/2022	617803	Laird Plastics	1383	874.96
06/17/2022	617804	Les Schwab Tire Centers of Washington Inc	1393	61.03
06/17/2022	617805	Liberty Lake Sewer and Water District	1396	145.03
06/17/2022	617806	Loomis Armored US LLC	1408	5,352.21
06/17/2022	617807	Maintenance Solutions	1418	606.04
06/17/2022	617808	Mark Douglas Radaskiewicz	2036	548.80

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06/17/2022	617809	McAloon Law PLLC	2178	6,067.00
06/17/2022	617810	Michigan Truck Spring of Saginaw Inc	2634	32.27
06/17/2022	617811	Mohawk Manufacturing & Supply Co	1011	1,922.80
06/17/2022	617812	Momar Inc	1441	1,902.05
06/17/2022	617813	MultiCare Health Systems	2453	4,264.00
06/17/2022	617814	Black Realty Management Inc	1658	16,808.43
06/17/2022	617815	NAPA Auto Parts Inc	1014	8,432.10
06/17/2022	617816	The Aftermarket Parts Company LLC	1015	8,921.62
06/17/2022	617817	CSWW Inc	1102	272.48
06/17/2022	617818	Office Depot Inc	1483	609.23
06/17/2022	617819	Steven Sample	900	75.00
06/17/2022	617820	Pacific Office Solutions	2288	354.22
06/17/2022	617821	Pacific Power Group LLC	1496	12,028.89
06/17/2022	617822	Pure Filtration Products Inc	1531	2,068.47
06/17/2022	617823	News Radio 920	2318	6,449.00
06/17/2022	617824	Multi Service Technology Solutions Inc	2146	222.14
06/17/2022	617825	Romaine Electric Corporation	1548	1,217.38
06/17/2022	617826	S T A - Well	1557	402.50
06/17/2022	617827	Six Robbles Inc	1017	576.62
06/17/2022	617828	Source Incorporated of Missouri	2074	212.56
06/17/2022	617829	Spokane Public Facilities District	1941	3,514.00
06/17/2022	617830	Spokane County Solid Waste	1603	22.52
06/17/2022	617831	STA Operations	1556	326.42
06/17/2022	617832	Standard Digital Print Co Inc	1623	325.38
06/17/2022	617833	TPS CONSULTING ENGINEERS LTD	2704	8,960.00
06/17/2022	617834	Transit Labor Exchange	2094	790.00
06/17/2022	617835	United Way of Spokane County	1684	186.15
06/17/2022	617836	Utilities Plus	2606	30.00
06/17/2022	617837	Caracal Enterprises LLC	2419	3.60
06/17/2022	617838	Veritech Inc	2049	256.00
06/17/2022	617839	Verizon Wireless LLC	1686	4,173.09
06/17/2022	617840	American Federation of State County 2 WA Council	1705	1,638.27
06/17/2022	617841	Walt's Mailing Service	1976	3,007.24
06/17/2022	617842	Wells Fargo Financial Leasing Inc	1735	496.59
06/17/2022	617843	Wendle Motors Incorporated	1021	622.13
06/17/2022	617844	Wesco Group LLC	2368	2,156.52
06/17/2022	617845	Westmatic Corporation	1742	1,181.41
06/17/2022	617846	Whites Boots Inc	1744	801.07
06/17/2022	617847	Washington State Transit Assoc	1715	400.00
06/17/2022	617848	Zayo Group LLC	2321	12,534.95
06/24/2022	617849	Inland Welding Supply Inc	1032	215.93
06/24/2022	617850	Access Information Holdings	2340	468.29
06/24/2022	617851	Ash & Rowan Hardware LLC	2278	173.38
06/24/2022	617852	Francis Avenue Hardware	2279	122.09
06/24/2022	617853	Coeur D'Alene Tractor Co Inc	1038	26.40
06/24/2022	617854	Alsco Inc	2196	4,723.23
06/24/2022	617855	Amazon Capital Services Inc	2098	3,639.69
06/24/2022	617856	Northwest Industrial Services LLC	1058	87.13
06/24/2022	617857	Appleway Chevrolet Inc	1068	274.12
06/24/2022	617858	Battery Systems Inc	1089	1,255.90
06/24/2022	617859	Blanchard Electric & Fleet Supply	2589	542.58
06/24/2022	617860	BDI	1022	566.80
06/24/2022	617861	Budinger & Associates Inc	2149	130.72
06/24/2022	617862	Lithia Motors Support Services	1024	159.89
06/24/2022	617863	CDW-Government	1132	5,819.06
06/24/2022	617864	Center for Transportation and the Environment	2335	25,000.00
06/24/2022	617865	Coffman Engineers Inc	1162	7,260.39
06/24/2022	617866	Coleman Oil Company LLC.	2683	272,965.60
06/24/2022	617867	Occupational Health Centers of Washington PS	2313	210.00
06/24/2022	617868	Continental Door Company	1986	900.00
06/24/2022	617869	Copiers Northwest Inc	2429	70.10
06/24/2022	617870	Cummins Inc	1027	140.53
06/24/2022	617871	El Jay Oil Co Inc	1003	7,715.67
06/24/2022	617872	Gordon Truck Centers Inc	1018	45,676.57
06/24/2022	617873	Galls LLC	1271	585.83
06/24/2022	617874	General Parts Distribution, LLC	2690	1,263.00
06/24/2022	617875	SPX Corporation	1268	3,176.56
06/24/2022	617876	Gillig LLC	1279	13,814.03
06/24/2022	617877	Guardian Security Systems Inc	2199	117.72
06/24/2022	617878	H & H Business Systems	1298	108.73
06/24/2022	617879	Hotsy of Spokane LLC	2370	658.85

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06/24/2022	617880	Jacobs Engineering Group Inc	2285	18,797.94
06/24/2022	617881	Kirk's Automotive Inc	1007	85.50
06/24/2022	617882	L&E Park LLC	2391	3,978.38
06/24/2022	617883	Luminator Technology Group Inc	1009	1,024.18
06/24/2022	617884	M & L Supply Co Inc	1413	7,267.26
06/24/2022	617885	McGuire Bearing Company	1010	136.09
06/24/2022	617886	Michelin North America Inc	2325	48,424.64
06/24/2022	617887	Car Wash Partners Inc	1436	62.77
06/24/2022	617888	Mohawk Manufacturing & Supply Co	1011	1,020.14
06/24/2022	617889	Black Realty Management Inc	1658	2,760.25
06/24/2022	617890	NAPA Auto Parts Inc	1014	25,280.81
06/24/2022	617891	Nelson Nygaard Consulting Associates Inc	2185	78,500.78
06/24/2022	617892	Norco Inc	1467	839.75
06/24/2022	617893	Norlift Inc	1470	44.30
06/24/2022	617894	North Coast Electric Company	1469	6.80
06/24/2022	617895	Northwest Lift & Equipment LLC	1952	6,785.12
06/24/2022	617896	Justin Underwood	900	96.19
06/24/2022	617897	Pacific Office Solutions	2288	191.41
06/24/2022	617898	Pacific Power Group LLC	1496	31.00
06/24/2022	617899	Parametrix Inc	2062	26,761.94
06/24/2022	617900	Parr Lumber	2299	114.58
06/24/2022	617901	Rehn & Associates	2395	229.00
06/24/2022	617902	Securitas Security Services USA Inc	1574	26,433.54
06/24/2022	617903	Six Robbles Inc	1017	532.01
06/24/2022	617904	Spokane County Environmental Services	1603	440.51
06/24/2022	617905	Spokane House of Hose Inc	1605	1,425.48
06/24/2022	617906	Spokane Power Tool	1608	129.66
06/24/2022	617907	Stanley Convergent Security Solutions	1624	870.52
06/24/2022	617908	Sun Supply Inc.	2710	3,478.99
06/24/2022	617909	Transit Marketing Group Inc	2405	542.11
06/24/2022	617910	Trapeze Software Group	1669	16,082.96
06/24/2022	617911	United Laboratories	1681	875.59
06/24/2022	617912	United Rentals (North America) Inc.	2713	470.77
06/24/2022	617913	USSC Acquisition Corp	1676	615.48
06/24/2022	617914	Voith US Inc	2460	6,837.84
06/24/2022	617915	Washington State	1704	12,945.15
06/24/2022	617916	Walter E Nelson Co	1721	5,975.12
06/24/2022	617917	Wells Fargo Financial Leasing Inc	1735	392.46
06/24/2022	617918	Wesco Group LLC	2368	4,007.41
06/24/2022	617919	Wilbur Ellis Company	1747	5,840.97
06/24/2022	617920	Washington State Transit Assoc	1715	135.00
TOTAL JUNE ACCOUNTS PAYABLE				4,010,998.70
06/01/2022-06/30/2022	ACH	WORKER'S COMPENSATION	2286	106,625.63
TOTAL JUNE WORKER'S COMPENSATION DISBURSEMENTS				106,625.63
06/03/2022	728271-728292	PAYROLL AND TAXES PR 11,2022	VARIES	2,010,449.03
06/17/2022	728294-728323	PAYROLL AND TAXES PR 12, 2022	VARIES	1,595,161.24
TOTAL JUNE PAYROLL AND TAXES				3,605,610.27
06/14/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,759.94
TOTAL JUNE EXCISE TAX DISBURSEMENT				4,759.94
TOTAL JUNE DISBURSEMENTS FROM TO1 ACCOUNTS				7,727,994.54
TOTAL JUNE DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JUNE DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,727,994.54

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 5C : 2023-2028 TRANSIT DEVELOPMENT PLAN: FINAL ADOPTION (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*.

Major elements of the TDP include:

- Mid-Range Planning Guidance
- Major Activities
- 2023-2025 Service Improvement Program
- 2023-2028 Capital Improvement Program
- Programs of project for:
 - Section 5307 Urbanized Area Formula Funding Program
 - Section 5310 Mobility for Seniors and Persons with Disabilities Funding Program
 - Section 5339 Bus and Bus Facilities Funding Program
- 2023-2028 Operating and Financial Projections

The Planning & Development Committee has been engaged in developing the various elements of the draft plan since February of 2022. The Board of Directors held a public hearing on the draft TDP on June 16, 2022. There were no public comments provided at the public hearing.

The final draft TDP 2023-2028 is available at: https://www.spokanetransit.com/wp-content/uploads/2022/07/2023_2028-TDP-Board-Adoption-Draft.pdf

A draft of the Board Resolution 797-22 to adopt the plan is attached.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors adopt, by Resolution, the 2023-2028 Transit Development Plan.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 797-22, the 2023-2028 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel LM

RESOLUTION NO. 797-22

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE TRANSIT DEVELOPMENT PLAN: 2023-2028; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare annually a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the Transit Development Plan: 2023-2028, which includes the previously approved 2022 Annual Strategic Plan, the 2023-2028 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects, Service Improvement Program 2023-2025, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 16, 2022 and heard no opposition to the transit development plan; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 25, 2022; and,

WHEREAS, the Transit Development Plan: 2023-2028, is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

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

Section 1. The STA Board of Directors hereby adopts the Transit Development Plan: 2023-2028. <https://www.spokanetransit.com/projects/transit-development-plan/>

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Transit Development Plan: 2023-2028.

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

ADOPTED by STA at a regular meeting thereof held on the 21st day of July 2022.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Chris Grover
STA Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 5D : DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND PROPOSED GOAL FOR FEDERAL FISCAL YEARS 2023, 2024 AND 2025 (RESOLUTION)

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 (3) 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 (3) FFY 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 0.7530%.

Pursuant to FTA policy, notice of the proposed three-year goal was posted on the STA website on June 1, 2022. No comments were received. In addition, staff sought public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry.

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 participate in local workshops to educate DBE firms 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. While there is no guarantee of a contract award to a DBE firm, they are provided equal opportunity to participate in the bidding process.

Staff is requesting adoption of the 0.7530% goal. The adopted goal must be submitted to the FTA by August 1, 2022.

RECOMMENDATION TO COMMITTEE: Recommend that the Board adopt, by Resolution, the proposed 0.7530% DBE goal for FFY 2023, 2024, & 2025 and forward to the Board Consent agenda.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 798-22, the proposed 0.7530% DBE goal for FFY 2023, 2024, & 2025.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer ESM

Legal Counsel LM

RESOLUTION NO. 798-22

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL FOR FEDERAL FISCAL YEARS 2023, 2024 AND 2025, RESCINDING ALL PRIOR RESOLUTIONS RELATED TO THE DBE PROGRAM; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, as a recipient of federal financial assistance, the STA Board of Directors regularly establishes a Disadvantaged Business Enterprise (DBE) Program and DBE goal in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26; and,

WHEREAS, STA staff has prepared an updated DBE Program and has recommended a DBE goal for federal fiscal years (FFY) 2023, 2024 and 2025;

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

Section 1. The STA Board of Directors hereby adopts and authorizes the execution of the Disadvantaged Business Enterprise Program as prepared by staff, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference.

Section 2. The STA Board of Directors hereby adopts the FFY 2023, 2024, and 2025 goal of 0.7530 percent utilization of Disadvantaged Business Enterprises for federal contracting opportunities for the period of October 1, 2022, through September 30, 2025.

Section 3. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Disadvantaged Business Enterprise Program.

Section 4. This resolution shall take effect and be in force immediately upon passage.

Section 5. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 21st day of July 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

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
AND GOAL**

FEDERAL FISCAL YEARS (FFYs) 2023, 2024 and 2025

*Upon request, alternative formats of this document will be produced for people with disabilities.
Please call 325-6094 or TTY Relay 711 or email ombudsman@spokanetransit.com.*

SPOKANE TRANSIT AUTHORITY

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

POLICY

The Spokane Transit Authority (hereinafter referred to as "STA"), recipient of federal financial assistance from the U.S. Department of Transportation, Federal Transit Administration (hereinafter referred to as "FTA") is committed to a Disadvantaged Business Enterprise Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

It is the intention of STA that all businesses have equal access to Spokane Transit's contracts without discrimination and regardless of race, color, national origin or gender. Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have the maximum practicable opportunity to participate in the performance of work relating to all of STA's activities. To this end, STA shall take all necessary steps in accordance with 49 CFR, Part 26, and as amended, to ensure Disadvantaged Business Enterprises an equal opportunity to receive and participate in FTA-assisted contracts. It is STA's policy to:

1. Ensure nondiscrimination in the award and administration of FTA assisted contracts;
2. Create a level playing field on which DBEs can compete fairly for FTA assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs; and
5. Help remove barriers to the participation of DBEs in FTA assisted contracts.
6. Support small businesses in order to facilitate free and open competition in Spokane Transit's FTA assisted contracting opportunities.

In order to ensure a level playing field, STA has established an overall aspirational agency goal for participation by firms who are, in accordance with 49 CFR Part 26, socially or economically disadvantaged. STA will require that prime contractors make good faith efforts to utilize disadvantaged business enterprises if a contract goal is set and to remove obstacles to DBE participation on all procurement, construction, and consultant contracts for which federal funds are received.

The Disadvantaged Business Enterprise Program has been established for STA and is adopted by the STA Board of Directors. The program is reviewed on an annual basis and updated as necessary but not less than every three years. The program outlines the overall goal established by STA for the upcoming three fiscal year period, the review and update process, and how the program is administered. To assist in administration of the program, STA has designated a Disadvantaged Business Enterprise Liaison. The Disadvantaged Business Enterprise Liaison is responsible for provision of technical assistance to Disadvantaged Business Enterprise firms and will assist STA staff in their efforts to comply with STA's Disadvantaged Business Enterprise Program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Spokane Transit Authority in its financial assistance agreements with the Department of Transportation.

Those disadvantaged businesses interested in receiving additional information or inclusion in STA's program, community organizations or agencies interested in giving or receiving program information, and individuals interested in giving or receiving program information are invited to contact the STA Disadvantaged Business Enterprise Liaison/Senior Procurement Manager, Jordan Hayes-Horton, at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington, 99201-2686, or telephone (509) 325-6032, or electronically at jhorton@spokanetransit.com

DEFINITIONS

(All terms used in this program have the meanings defined in 49 CFR 26.5)

Disadvantaged Business Enterprise – means a for-profit small business concern –

- 1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- 2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Personal Net Worth - means the net value of the assets of an individual remaining after total liabilities are deducted. An individual's personal net worth does not include: The individual's ownership interest in an applicant or participating DBE firm; or the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of assets held jointly or as community property with the individual's spouse.

SBA means the United States Small Business Administration

Small Business Concern means, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration regulations (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b).

Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as members of groups and without regard to his or her individual qualities. The social disadvantage must stem from circumstances beyond the individual's control.

- 1) Any individual who is a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis. An individual must demonstrate that he or she has held himself or herself out, as a member of a designated group if you require it.
- 2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - a. "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
 - b. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - c. "Native Americans," which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians;

- d. “Asian-Pacific Americans,” which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, The Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong:
 - e. “Subcontinent Asian Americans,” which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka:
 - f. Women;
 - g. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
- 3) Being born in a particular country does not, standing alone, mean that a person is necessarily a member of one of the groups listed in this definition.

STA will make a rebuttable presumption that individuals in the above groups are socially and economically disadvantaged and may also determine on a case-by-case basis, through approval from the Washington State Office of Minority and Women’s Business Enterprises, that individuals who are not members of the above groups are socially and economically disadvantaged.

DISADVANTAGED BUSINESS ENTERPRISE LIAISON

The Disadvantaged Business Enterprise Program shall be administered by STA's DBE Liaison, or such other person as designated by the Chief Executive Officer. In that capacity, the DBE Liaison is responsible for implementing all aspects of the DBE program and ensuring that STA complies with all provisions of 49 CFR Part 26. The DBE Liaison has direct, independent access to STA's Chief Executive Officer concerning DBE program matters. Other STA personnel responsible for execution of DBE guidelines shall include the Chief Financial Officer, the Sr. Financial Services Manager, the Chief Operations Officer, the Chief Planning and Development Officer, Capital Project Managers, the Sr. Maintenance Manager, the Sr. Facilities Manager, the Sr. Procurement Manager (current designated DBE Liaison), and other staff responsible for monitoring and administration of grants and construction projects. The Chief Financial Officer will further facilitate DBE participation by providing assistance in areas of financial matters to include the setting of appropriate and reasonable insurance and bonding requirements and the development and enforcement of prompt payment procedures. The DBE Liaison shall report progress of the DBE Program to the STA Board of Directors.

The specific responsibilities of the DBE Liaison shall include, but not be limited to, the following:

1. Gather and report statistical data and other information as required by FTA.
2. Develop, monitor, and evaluate the DBE Program.
3. Work with all departments to set overall agency goals.
4. Ensure that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Attend pre-bid conferences to explain DBE program and respond to questions.
6. Participate in bid and proposal review panels.
7. Follow DBE criteria set by FTA and act as liaison to the Uniform Certification Process in Washington as needed.
8. Work with other interested agencies, public and private, to further the outreach objectives of STA's DBE Program.

9. Provide assistance to contractors in identifying DBE firms.
10. Analyzes progress toward goal attainment and identify ways to improve progress if needed.
11. Maintain a bidders list, consisting of information about all DBE, non-DBE, firms that bid or quote on FTA-assisted contracts.
12. Review the updated DBE directory from the Washington State Office of Minority and Women Business Enterprises (OMWBE).

The DBE Liaison shall offer additional support services to DBEs including referral to financial institutions, insurance and bonding companies. He/she shall work closely with prime contractors in an effort to alleviate potential financial barriers to program participants, encouraging prime contractors to provide bonding for disadvantaged, women-owned subcontractors and suggesting alternatives such as stage bonding, which is bonding carried over from one project stage to the next, or wrap-up insurance.

The specific responsibilities for other STA staff, such as the Capital Project Managers, the Sr. Maintenance Manager, the Sr. Facilities Manager, and the Purchasing Manager (if separate from DBE Liaison) who are in daily contact with contracts involving DBEs or those eligible for DBE participation, shall include working with the DBE Liaison to give input for setting overall three-year aspirational goals.

The assigned DBE Liaison, if not also the Purchasing Manager, will work closely with the Purchasing Manager to ensure maximum feasible achievement of overall goal through race neutral measures by facilitating participation as listed below:

1. Arrange solicitations, time of bids, quantities and specifications to facilitate DBE and other small business participation.
2. Offer assistance, as specified above, for bonding, financing and surety costs.
3. Offer technical assistance and other services to DBEs.
4. Provide DBEs information on contract opportunities.
5. Implement a DBE and small business supportive services program, as appropriate.
6. Offer services to help DBEs expand and achieve self-sufficiency.
7. Assist DBE startup firms in areas with low participation.

PROCEDURES TO ENSURE OPPORTUNITY TO COMPETE

1. Advertisement of Notice to Bidders/Proposers

STA, in addition to the bid advertisement required by law, will place ads on the STA website, in other publications and newspapers of general circulation and available DBE association newsletters and newspapers. STA shall also attempt to send bid notices as well as the contract specifications to DBE contractor associations, technical assistance agencies, minority economic development groups and DBEs with capabilities relevant to the contract procurement in a timely manner.

2. Pre-Bid/Pre-Proposal Conference

For contracts involving major or complex procurements, STA shall hold a pre-bid/pre-proposal conference for all interested bidders/proposers. The conference will identify and emphasize agency DBE goals, explain the procurement process.

3. Information Service

The DBE Liaison shall assist DBE firms in participating in STA projects as appropriate. This effort will endeavor to acquaint the DBE with the nature, scope and requirements of STA's procurement, construction and contracting activities through seminars and available information resources. The DBE Liaison will make every effort to familiarize himself/herself with small business problems and with local resources.

4. Technical Assistance

Upon request by the DBE, the DBE Liaison will provide assistance in the organization and development of bid responses and will coordinate DBE contacts with appropriate STA staff to facilitate the preparation of bid responses.

FINANCIAL INSTITUTIONS

Currently, STA's banking services are provided by the Spokane County Treasurer, pursuant to the revised code of Washington. It is the policy of STA to utilize DBE financial institutions, if possible, within the requirements of State law. STA will continue to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community and will continue to monitor banking services in the local area, as well as explore what services minority or women-owned banks located outside the Spokane area can provide to STA and its contractors.

DISADVANTAGED BUSINESS ENTERPRISE DIRECTORY

STA will utilize the Directory of Certified Minority, Women and Disadvantaged Business Enterprises produced by the Washington State Office of Minority and Women's Business Enterprises (OMWBE), as long as the certifications are performed in accordance with 49 CFR Part 26, and as amended. This information is available by accessing the OMWBE website at <https://omwbe.diversitycompliance.com>

The directory will be made available to all bidders and proposers for use in their efforts to meet DBE requirements and will be utilized by STA staff for development of bid lists, requests for proposal and purchasing functions.

CERTIFICATION PROCEDURES FOR DBEs

In Washington State, a central "one-stop-shop" has been created to perform certification functions. The Washington State Office of Minority and Women Business Enterprises (OWMBE) has legislative authority to perform all minority, women and disadvantaged business enterprise certifications for all public agencies in the state. For DBE certifications, the office is required to utilize certification procedures that meet all federal requirements as defined in 49 CFR Part 26 and as amended to ensure eligibility of certified firms for Department of Transportation projects. Spokane Transit Authority obtains the directory of certified DBEs published by the Office on a regular basis. This directory is available to interested parties.

CERTIFICATION CHALLENGE PROCEDURES

The certification of any firm is subject to challenge by recipients, DOT and third parties. STA has established a challenge procedure to determine whether an individual presumed to be socially and economically disadvantaged is, in fact, socially and economically disadvantaged.

STA's challenge procedure shall be as follows:

- (a) Any third party may challenge the socially and economically disadvantaged status of any individual presumed to be socially and economically disadvantaged if that individual is the owner of a firm certified or seeking certification from OWMBE as a disadvantaged business. The challenge shall be made in writing to STA.
- (b) With its letter, the challenging party shall include all information available to it relevant to a determination of whether the challenged party is in fact socially and economically disadvantaged.
- (c) STA shall determine, on the basis of the information provided by the challenging party, whether there is reason to believe the challenged party is in fact not socially and economically disadvantaged.
 - (1) If STA determines that there is no reason to believe that the challenged party is not socially and economically disadvantaged, STA shall so inform the challenging party in writing. This terminates the proceeding.
 - (2) If STA determines that there is reason to believe the challenged party is not socially and economically disadvantaged, STA shall notify the Washington State Office of Minority and Women's Business Enterprises (OMWBE) who will have the authority to investigate and resolve the challenge in accordance with the certification requirements of 49 CFR Part 26 and as amended.
- (d) STA shall notify the challenged party in writing that his/her status as a socially and economically disadvantaged individual has been challenged. The notice shall identify the challenging party and summarize the grounds for the challenge. The notice shall also require the challenged party to provide to STA and OMWBE, within a reasonable time, rebutting information sufficient to warrant an investigation of social and/or economic disadvantage.
- (e) STA shall actively participate with the OMWBE, if needed, until the investigation is concluded, and a determination has been finalized. The OMWBE is responsible for

decertification if a DBE no longer qualifies for the program under 49 CFR Part 26 and SBA small business criteria. During the period of a challenge under this section, the presumption that the challenged party is a socially and economically disadvantaged individual shall remain in effect.

- (f) Any firm or complainant has the right to appeal a decision in a certification matter to the U.S. Department of Transportation, Departmental Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590-0001.

Draft

FEDERAL FISCAL THREE YEAR GOAL

STA has adopted an overall goal for FFYs 2023, 2024, and 2025 of 0.75300% disadvantaged business participation in federally assisted contracting opportunities, exclusive of FTA funds allocated for rolling stock. Given the amount of eligible DOT-assisted contracts STA expects to let during FFYs 2023, 2024, and 2025, which is \$27,982,392, STA anticipates expending \$210,707 with DBEs during the three fiscal-year term.

The DBE program does not use quotas. An overall program, consistent with both Federal requirements and Washington State Law, has been established for soliciting DBE participation in contracts and procurements involving federal funds. The following, more detailed, categories are established to better reflect the functional categories of project activity and to facilitate reporting.

Construction

Professional Services

Materials, Supplies & Equipment

Most of the bidders competing for STA contracts are from Spokane County or are within close proximity to Spokane County; therefore, the goal was established by comparing overall business availability for the Spokane area from the U.S. Census Bureau database with area DBEs, certified and capable of performing STA contracts. DBE information is obtained by North American Industry Classification System (NAICS) code from the DBE catalog issued by the Washington State Office of Minority and Women Business Enterprises.

**FFYs 2023, 2024, and 2025 DBE GOAL ESTIMATION
FOR FEDERALLY FUNDED PROJECTS**

Step One					
CONSTRUCTION					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Central City Line Construction	667,834	541380	0	16	0.00%
	1,736,369	238130	0	60	0.00%
	267,134	238210	1	133	0.75%
	5,342,675	561990	2	32	6.25%
Park & Ride Expansion East of Sullivan	23,872	541380	0	16	0.00%
	23,872	541370	0	8	0.00%
	131,296	236220	0	85	0.00%
	71,616	238910	2	113	1.77%
	29,840	237310	0	17	0.00%
	11,936	238990	1	63	1.59%
	29,840	238110	0	67	0.00%
	17,904	327320	0	4	0.00%
	35,808	238210	1	133	0.75%
	23,872	238220	0	154	0.00%
	11,936	238160	0	52	0.00%
	11,936	238130	0	60	0.00%
	11,936	238310	0	45	0.00%
	11,936	238330	0	51	0.00%
	11,936	238320	0	95	0.00%
	23,872	238140	0	27	0.00%
	23,872	238350	0	76	0.00%
	11,936	444190	0	43	0.00%
	5,968	442299	0	18	0.00%
	11,936	561730	0	213	0.00%
	35,808	561990	2	32	6.25%
Division BRT Construction and Implementat	137,186	541380	0	16	0.00%
	503,015	236220	0	85	0.00%
	228,643	238910	2	113	1.77%
	228,643	237310	0	17	0.00%
	91,457	238990	1	63	1.59%
	228,643	238110	0	67	0.00%
	91,457	327320	0	4	0.00%
	228,643	238210	1	133	0.75%
	91,457	238220	0	154	0.00%
	45,729	238160	0	52	0.00%
	91,457	238130	0	60	0.00%
	91,457	238310	0	45	0.00%
	45,729	238330	0	51	0.00%
	45,729	238320	0	95	0.00%
	45,729	238140	0	27	0.00%
	91,457	238350	0	76	0.00%
	45,729	444190	0	43	0.00%
	22,864	442299	0	18	0.00%
	91,457	561730	0	213	0.00%
	91,457	541370	0	8	0.00%
	228,643	561990	2	32	6.25%
Boone NWG Battery Electric Bus (BEB) Ch	15,000	541380	0	16	0.00%
	60,000	236220	0	85	0.00%
	3,000	238110	0	67	0.00%
	1,500	327320	0	4	0.00%
	3,000	532412	0	7	0.00%
	172,500	238210	1	133	0.75%
Total Number of DBE's/Total Firms			16	3,297	0.4853%
Total Construction Contracts to let in 2023-2025	\$11,608,524				
Number of DBE's in NAICS Codes	16				
Number of Total Firms in NAICS Code	3297				
Percentage of Available DBE's to perform Construction Contracts	0.4853%	Total DBE firms (16) divided by total firms in NAICS Code (3,297)			
Total DBE \$	\$56,335	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$11,608,524 * 0.4853%)			

PROFESSIONAL SERVICES					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Central City Line Construction Consulting	5,342,675	541618	0	3	0.00%
E Sullivan P&R Engineering Services	179,040	541330	1	109	0.92%
E Sullivan P&R Consulting Services	119,360	541611	2	85	2.35%
E Sullivan P&R Real Estate Services	59,680	531210	1	263	0.38%
E Sullivan P&R Architectural Services	119,360	541310	0	39	0.00%
E Sullivan P&R Landscape Architectural Services	23,872	541320	0	3	0.00%
E Sullivan P&R Construction Consulting	119,360	541618	0	3	0.00%
I-90 HPT Corridor Facilities Engineering	16,000	541330	1	109	0.92%
I-90 HPT Corridor Consulting Services	16,000	541618	0	3	0.00%
I-90 HPT Corridor Facilities Real Estate	8,000	531210	1	263	0.38%
Division BRT Engineering Services	685,930	541330	1	109	0.92%
Division BRT Architectural Services	320,101	541310	0	39	0.00%
Division BRT Landscape Achitectural Services	91,457	541320	0	3	0.00%
Division BRT Construction Management	685,930	541618	0	3	0.00%
Five Mile Mobility Hub Engineering	21,360	541330	1	109	0.92%
Five Mile Mobility Hub Consulting	7,120	541611	2	85	2.35%
Five Mile Mobility Hub Real Estate Services	7,120	531210	1	263	0.38%
Boone NWG BEB Charging Infrastructure	45,000	541330	1	109	0.92%
Total Number of DBE's/Total Firms			12	1600	0.7500%
Total Professional Contracts to let in 2023-2025	\$7,867,364				
Number of DBE's in NAICS Codes	12				
Number of Total Firms in NAICS Codes	1,600				
Percentage of Available DBE's to perform Professional Svc Contracts	0.7500%	Total DBE firms (12) divided by total firms in NAICS Code (1600)			
Total DBE \$	\$59,005	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$7,867,364 * 0.750%)			
MATERIALS, SUPPLIES, & EQUIPMENT					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Hose & Fittings Contract	64,893	423840	0	14	0.00%
Hazardous Material Removal Contract	241,307	532490	0	18	0.00%
Laundry/Uniform Linen Contract	293,371	812332	0	6	0.00%
Hardware	65,013	423710	0	14	0.00%
Janitorial Supplies	172,333	453998	1	66	1.52%
Auto Paint Supplies	192,693	452319	0	25	0.00%
Vehicle Parts	4,439,015	423120	0	34	0.00%
Tires	191,015	423130	0	5	0.00%
Paper Products	29,715	424130	0	10	0.00%
Petroleum Products	256,775	424720	1	5	20.00%
Other Supplies	2,560,374	423840	0	14	0.00%
Total Number of DBE's/Total Firms			2	211	0.9479%
Total Material, Supplies & Equipment Contracts to let in 2023-2025	\$8,506,504				
Number of DBE's in NAICS Codes	2				
Number of Total Firms in NAICS Codes	211				
Percentage of Available DBE's to perform Materials, Supplies & Equipment Contracts	0.9479%	Total DBE firms (3) divided by total firms in NAICS Code (211)			
Total DBE \$	\$80,630	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$8,506,504 * 1.4218%)			
Total Contracting Opportunities	\$27,982,392				

Step 1A - Calculate Weighted Percentage of Categories of Contracting Opportunities to Total Contracting Opportunities					
Weighted Percent of Construction Contracts to total Contracting Opportunities	41.485%	Total Construction Contracts divided by Total Contracting Opportunities (\$11,608,524 divided by \$27,982,392) = .41485			
Weighted Percent of Professional Services Contracts to total Contracting Opportunities	28.115%	Total Professional Services divided by Total Contracting Opportunities (\$7,867,364 divided by \$27,982,392) = .28115			
Weighted Percent of Matls, Supplies & Equip Contracts	30.399%	Total Mat., Supp., & Equip Contracts divided by Total Contracting Opportunities (\$8,506,504 divided by \$27,982,392) = .30399			
Total Number of DBE Contractors in NAICS Codes	30	(16) in Construction, (12) in Professional Svcs and (3) in Matls, Supplies and Equip Contractors			
Total Number of Contractors in NAICS codes	5,108	(3,297) in Construction (1,600) in Professional Svcs and (211) in Matls, Supplies and Equip			
Total DBE percent (of total firms)	0.5873%	Total DBE Contractors (31) divided by Total Number of Contractors (5,108).			
Total DBE \$	\$164,345	Total Contracting Opportunities for all Contracting Categories (\$27,982,392) multiplied by Total DBE Percentage of Firms (.006069)			
Step 1B Weighted Base Goal in Percentage and Dollars					
Construction DBE %	0.20132%	\$56,335	Percentage of Available DBE's to perform Construction Contracts multiplied by the Weighted Percent of Construction Contracts to total Contracting Opportunities (.004853 multiplied by 41.485) = .20132		
			\$27,982,392 * .20132% = \$56,335		
Professional Services DBE %	0.21087%	\$59,005	Percentage of Available DBE's to perform Professional Services Contracts multiplied by the Weighted Percent of Professional Services Contracts to total Contracting Opportunities (.0075 multiplied by 28.115) = .21087		
			\$27,982,392 * .21087% = \$59,005		
Material/Supplies DBE %	0.28815%	\$80,630	Percentage of Available DBE's to perform Material/Supplies/Equip Contracts multiplied by the Weighted Percent of Material/Supplies/Equip to total Contracting Opportunities (.014218 multiplied by 30.399) = .43222		
			\$27,982,392 * .43222% = \$120,946		
Weight DBE % and \$ amount	0.7003%	\$195,971	Total Contracts \$27,982,392 * .008444		
Step 2 Adjustment for Past Participation					
	0.75300%	\$210,707	Weighted DBE % + the median past participation divided by 2 (.8444 + .8057) / 2		
			\$27,982,392 * .0082504		
2023-2025 DBE Goal	0.75300%	\$210,707	Race Neutral Goal		
1.) Research appropriate NAICS code for the project industry (use the 2017 index and search by key words) North American Industry Classification System (NAICS) U.S. Census Bureau					
2.) Search for certified (DBE) companies within a NAICS county wide https://omwbe.diversitycompliance.com/					
3.) County Wide NAICS Spokane County NAICS - Census Bureau Tables					

Total Adjusted DBE Percent Goal: 0.7530% (\$210,707)

The calculation of the base figure for Federal Fiscal Years 2023, 2024, and 2025 is shown on the Base Figure chart. To develop the base number of available DBEs, STA first identified the NAICS codes applicable to the specified contracting opportunities. Using economic census data for our market area (Spokane County), STA identified the total number of firms with corresponding NAICS codes, as well as the certified DBEs for these codes, for each contracting category. The total number of available DBEs identified for each category is then divided by the total number of available firms identified for each category. This resulting percent (Percentage of Available DBEs) is multiplied by the total DBE contracting opportunities percent for each category to create a weighted DBE percent for each category. STA followed FTA guidelines on goal setting methodology and examined available evidence to determine what adjustment if any would be needed to the Base figure. After review of DBE past participation in federal projects a Step 2 adjustment was made. This calculation determines the median past participation and then averages the past participation with the base figure resulting in an adjusted DBE goal of 0.7530%. The resulting figures reflect as accurately as possible the DBE participation in STA federal projects.

Figures shown on the chart reflect STA's Capital Improvement Program and FTA formula and project grants. FTA capital funds eligible for contracting opportunities are estimated using STA's approved Capital Improvement Program. The federal share of STA grants for rolling stock and related projects are not eligible to be counted toward the agency goal and are therefore not reflected. The construction category includes all federal funds allocated for transit enhancement projects. Of the total dollar amount anticipated for new contracts in FFYs 2023, 2024, and 2025, 41.485% is allocated for construction, 28.115% is allocated to the professional service category, and 30.399% is allocated to the material/supplies/equipment category for the fiscal year 2023, 2024, and 2025 estimates.

Future goals will be established by using the method mentioned above and by taking into consideration information gathered through the development of a bidder's list in compliance with 49 CFR part 26. Goals will be established every three years by the DBE Liaison for relevant categories of professional services, construction, materials, supplies and equipment, based on the goal setting process as stated. These goals will be reviewed and revised as appropriate, but no less frequently

than every three years. Revised goals and updates resulting from reviews will be provided to the U.S. Department of Transportation, Federal Transit Administration (FTA) on August 1 of every third year beginning in 2011.

Goals established for Disadvantaged Business Enterprise participation in STA's programs will be published and a 30-day comment period conducted prior to submission to FTA. STA will post the program on its web site and advertise notice of its DBE program and proposed DBE goals in a local publication. STA will invite interested parties to request copies or view the program at STA's headquarters and encourage comments regarding the program. Comments received will be considered and the program will be adjusted, if appropriate. Goal submission will include a summary of information and comments received during the public participation process and STA's response to such input. Unless other instructions are received from FTA, the overall goals established will be used beginning October 1 of every third year beginning in 2011.

Efforts will be made to determine the dollar value of the volume of work by categories based on the available data on overall dollar value estimates of STA projects scheduled for the three fiscal years. The DBE Liaison shall monitor categories of contract activity and, where appropriate, recommend new goals, using race-neutral measures. Race-neutral methods will include, but will not be limited to, advertising of procurement packages in DBE and non-DBE publications, ensuring that DBEs are included on commodity vendor lists, ensuring that bid packages, bonding and insurance requirements are of a size and level appropriate for all small businesses, and ensuring that prompt payment provisions are included in STA and prime contractor contracts.

To achieve the objective of a narrowly tailored program, STA plans to meet its entire overall goal through race-neutral means. Spokane Transit will not use DBE quotas or set-asides to achieve the overall agency aspirational goal. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award. Under race-neutral conditions, DBEs will compete for Spokane Transits contracts on a purely lowest, responsive bid or best, most advantageous proposal basis.

If STA should become aware of over-concentration of DBEs in certain business areas to the extent that small non-DBE businesses can no longer effectively participate in STA's contracting opportunities, the agency shall take measures to reduce the effect of over-concentration including, but not limited to, reduction of the number of DBEs included in direct mailing of procurement packages, and reduction of advertising in DBE publications.

Counting DBE Participation

1. Work credited: When a DBE is participating in a FTA-assisted contract, only the work performed by the DBE will be counted toward STA's annual goals. DBE credit shall be applied as follows in accordance with 49 CFR part 26.55.

Quotas, Set-asides and Penalties

STA will not use DBE quotas or set-asides to achieve the overall three-year goal for DBE participation. Participation will be achieved by race-neutral means.

TVM Certification

STA will not use DBE goals in contracts for rolling stock. Transit vehicle manufacturers (TVM) are required to develop and submit their own program to the FTA. STA will require TVMs, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurement, to provide proof in their bid package that said program has been approved or not disapproved. Alternatively, STA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

CONTRACT PROVISION

Assurances

STA is committed to providing a level playing field for all potential contractors regardless of race, color, national origin or sex. STA will ensure that all assistance agreements with the FTA or primary recipients will contain the assurances contained in 49 CFR Part 26.13. The following clause will be placed in every DOT-assisted contract and subcontract:

“The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible

In addition, STA has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

“STA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. STA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. STA’s DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to STA of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under

18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).”

STA will make both the rule and their DBE program available to contractors upon request.

Prompt Payment

STA’s normal payment process is within 30 days from date of receipt of a correct invoice after work has been accepted. Progress payments are allowed under certain contracts and are handled on the same basis. Where deemed necessary, STA will agree to shorter payment terms to reduce the cash flow burden on small businesses when the contract is with a small business. STA will release retainage within thirty days from the date a release of lien on the public works project is received as prescribed in Washington State law. In general, STA will include in its contracts a prompt payment clause as follows:

“The contractor is required to make payment to subcontractors within thirty days from the receipt of each payment the prime contractor receives from STA for satisfactorily completed subcontractor work from STA, whether such payment is a progress or final payment. The prime contractor agrees further to return retainage payments to each subcontractor within thirty days after the subcontractor’s work is satisfactorily completed. If payment disputes arise between the prime contractor and subcontractors, such disputes shall be resolved promptly through mediation or arbitration in order to prevent injury to small business subcontractors. The prime contractor shall specify in its subcontract agreement what dispute resolution method will be used. In addition, prime contractors will not be paid for subcontractors’ work unless the prime contractor can show that a prompt payment method for subcontractors is in place. Prime contractors shall be required to provide copies of the subcontracts to STA showing inclusion of these provisions. This clause applies to both DBE and non-DBE subcontractors.”

Compliance Monitoring

A monitoring system will be developed to enable STA staff to assess progress in achieving the DBE goal, determine priorities for allocating DBE Liaison time, and identify problem areas in a timely fashion. In order to ensure compliance with DBE requirements in its contracts, STA’s project managers and representatives at job sites will monitor on an ongoing basis that work committed to

being performed by DBEs is actually performed by the DBEs named in a contractor's bid or proposal. A clause will be included in all contracts requiring that the contractor cannot substitute subcontractors without STA's concurrence.

Contractor Reporting Requirements

STA shall use the prime contractor's commitment to DBE subcontractor participation submitted with its bid. However, DBE participation will not be counted until actual payment has been made to the DBE subcontractors involved. Therefore, contractors shall be required to submit with each payment request the amounts earned by DBE subcontractors and to be paid to DBE subcontractors upon STA's progress payment. In addition, prime contractors shall be required to submit verification of receipt of previous payments to DBE subcontractors. STA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of STA or DOT. This reporting requirement also extends to any certified DBE subcontractor.

STA will keep a record of payments to DBE firms for work committed to them at the time of contract award. STA will also perform audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

The Contractor agrees to use his/her best efforts to carry out a policy in the award of subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, provide equal access to disadvantaged business enterprises consistent with the efficient performance of the contract.

SMALL BUSINESS PARTICIPATION

STA is committed to providing equal access to small business to participate in STA's contracting opportunities. The U.S. Small Business Administration (SBA) defines a "small business" in terms of the number of employees over the past year or the average annual receipts over the past three years. Size standards vary by industry. STA will use size standards established by the SBA to determine small business eligibility.

November 1, 2012, STA mailed a form letter to the current vendor list requesting information on their respective small business status. This request continues to be included in formal solicitations and request for information from new vendors. This information will be used to develop a readily available list of small businesses eligible for contracting opportunities by NAICS code classification. In addition, this letter will be included in IFB's and RFP's to gather information from vendors not currently doing business with STA.

STA will work with local groups and agencies that provide education to small businesses on government contracting to encourage participation in STA's bidding opportunities.

An annual assessment of upcoming contract opportunities will be reviewed by STA's Capital Improvement Plan committee and where appropriate, STA may provide a reasonable number of prime contracts available for small business by unbundling larger contracts. In addition, contracts falling under the formal bid threshold will be available for participation by small business.

RECORD KEEPING AND REPORTING

A record keeping system will be established to identify and assess DBE contract awards, prime contractors' progress in achieving DBE subcontract goals, and other DBE efforts. This data will facilitate monitoring for internal management purposes, as well as provide data necessary for federal compliance review and uniform reporting requirements.

STA will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. In order to develop a database of firms, both DBE and non-DBE, that are willing and capable to compete for STA's contracts, STA will require that each bidder for a prime contract provide with their bid, or within forty-eight hours thereafter, the firm name and address on all subcontractors that have submitted bids whether successful or not. Additional information to be submitted by the prime contractor or to be obtained by STA directly will be the subcontractor's status as DBE or non-DBE, age of firm and annual gross receipts. This information will provide pertinent and narrow information on the number and type of small or DBE firms available and interested in working with STA and will provide additional information to be used during the annual goal setting process.

Records will be kept in the STA Administrative Offices and will be made available for examination upon written request by an authorized officer or employee of the government.

STA will report the status of its DBE program to the FTA on a semiannual basis, using the Uniform Report of DBE Commitments/Awards and Payments form. The report shall show DBE goal commitments and participation actually achieved through payments to DBEs.

SUMMARY

STA is committed to assuring that disadvantaged business enterprises are provided a level playing field to enable them to be active vendors for services and goods needed by STA. This program sets forth the mechanics for ensuring that opportunity. The program is meant to be a dynamic one and will be altered periodically to meet new needs or resolve issues which may occur in the future.

E. Susan Meyer
Chief Executive Officer

Date

FOR USE IN ALL BIDS AND RFPs

Disadvantaged Business Enterprise Provision

STA is committed to ensuring that all firms regardless of race, color, sex or national origin have equal opportunity to participate in STA contracts. Therefore, STA has established a three-year agency goal for DBE participation in its contracting opportunities.

Non-Discrimination Assurances:

The contract or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or other such remedy as STA deems appropriate, which may include but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.

A copy of 49 CFR part 26 may be obtained by contacting STA's DBE Liaison, Spokane Transit Authority, 1230 W. Boone, Spokane, WA 99201, (509) 325-6032, or electronically at jhorton@spokanetransit.com

Prompt Payment

The contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the prime contractor receives from STA. The prime contractor agrees further to return retainage payments to each subcontractor within thirty days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of STA. This clause applies to both DBE and non-DBE subcontractors.

DBE Bidders List

STA is required to create and maintain a bidders list of all firms bidding on prime contracts and bidding or quoting subcontract on Department of Transportation-assisted contracts. To assist STA in compliance with this provision of the regulation, please complete and return Attachment to the address listed or with your proposal.

Required Sub-Bidder Information

In addition to DBE information stated above, bidders are required to submit at the time subcontractor information is due, the name and address of all firms, both DBE and non-DBE, that submitted sub-bids for this project whether successful or not.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 5E: MONROE-REGAL HIGH-PERFORMANCE TRANSIT PHASE II
CONSTRUCTION CONTRACT: FINAL ACCEPTANCE

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: Staff are seeking the Committee's recommendation that the Board of Directors accept the Wm. Winkler, Co. contract, a public works contract, for the construction of Monroe-Regal High-Performance Transit (HPT) Phase II as complete.

BACKGROUND: Monroe-Regal High-Performance Transit Phase II included installation of four (4) HPT station platforms and associated infrastructure, and twelve HPT enhanced stops that are now in service on Route 4. Following a publicly advertised invitation for bids, the Monroe-Regal Phase II project was awarded to Wm. Winkler, Co. as the lowest responsive and responsible bidder at \$737,033.64. The CEO executed the construction contract on July 7, 2020, and assigned a 15% project contingency of \$110,555.05 for a total contract budget of \$847,588.69. Wm. Winkler, Co. received Notice to Proceed on July 14, 2020, and achieved substantial completion on April 12, 2021. Site conditions required additive and deductive change orders resulting in a final contract cost of \$734,212.06. The final project affidavit was approved on April 28, 2022, and staff filed Notice of Completion with Washington State the same day.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with Wm. Winkler, Co. for the Monroe-Regal High-Performance Transit Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

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

RECOMMENDATION TO BOARD: By motion, accept the contract with Wm. Winkler, Co. for the Monroe-Regal High-Performance Transit Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 5F: DIVISION STREET STOPS PHASE III CONSTRUCTION CONTRACT: FINAL ACCEPTANCE

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: Staff are seeking the Board of Directors acceptance of the NNAC, Inc. contract for the construction of Division Street Stops Phase III, a public works contract, as complete.

BACKGROUND: On October 4, 2017, the PMER Committee approved the scope of work for Division Street Passenger and Operational Improvements (aka Division Street Stops). While phasing of the construction contract was planned that would result in each contract valued at less than \$1 million (thus not requiring Committee approval), staff desired transparency in adhering to the spirit of procurement requirements. Ultimately, the project was completed in three phases over several years.

Phase III of the project included installation of four stop locations and approximately 2,280 linear feet (0.43 mile) of infill sidewalk along the west side of Newport Highway between Holland Avenue and Hawthorne Road to improve access to transit.

Following a publicly advertised invitation for bid, the STA CEO executed a construction contract for Phase III of the project on September 1, 2020 with NNAC, Inc. for \$549,700, and assigned a 15% project contingency of \$82,455 to the contract, for a total contract budget of \$632,155. STA issued Notice to Proceed to the contractor on September 9, 2020, and reached substantial completion on April 29, 2021. Site conditions required change orders during construction, resulting in a final contract cost of \$581,964. The final project affidavit was filed on April 29, 2022, and staff filed a notice of completion with Washington State on May 11, 2022.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to accept the contract with NNAC, Inc. for the Division Street Stops Phase III project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

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

RECOMMENDATION TO BOARD: By motion, accept the contract with NNAC, Inc. for the Division Street Stops Phase III project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 6A : FARE POLICY REVISIONS: FINAL RECOMMENDATION – ZERO-FARE FOR YOUTH (RESOLUTION)

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Monique Liard, Chief Financial Officer

SUMMARY: Staff is presenting the recommended Zero-Fare for Youth fare structure revisions, the draft Public Outreach Summary document, the Title VI Analysis memo, and the draft Board resolution for review and recommendation to the Board for adoption.

BACKGROUND: In May 2022, staff presented to the PMER Committee and the Board the proposed preliminary revisions of a zero-fare policy for youth, ages 18 and younger, which would allow STA access to transit support grant funding available under the Move Ahead Washington Transportation Funding Package approved by the legislature this year. Staff returned in June 2022 to review the proposed fare policy revisions, and to highlight preliminary survey results of public outreach.

Public Outreach Summary

STA sought public input on the proposed fare policy. The public comment period was May 12 to June 20, 2022, with STA utilizing a public outreach campaign to collect feedback on the proposed fare policy revision. This included reaching out to the various school districts within the PTBA, and requesting information be included within their weekly emails to parents. Several of the school districts, including Spokane Public Schools, East Valley School District, and Mead School District sent out information. This outreach focused on a public survey made available through STA's website. Survey responses were highly supportive of the proposed fare policy revisions. More information on the feedback collected can be found in the attached *Zero-Fare for Youth Outreach Summary* document attached as Exhibit B.

A public hearing on the proposed policy revisions was held on June 16, 2022. No comments were received.

Draft Title VI Equity Analysis

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 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*). This analysis is to be performed prior to the implementation of the proposed fare policy revision.

STA's Title VI analysis finds no disparate impact or disproportionate burden from the fare policy as currently proposed.

Proposed Fare Policy Revisions, and Draft Board Resolution

The adopted fare policy and the revised fare structure tables (revisions shown in red) are included for review along with the draft resolution for action.

Subject to Board approval, the fare structure tables, as adopted in January 2022, will be revised as shown in Exhibit A to reflect a zero-fare policy for all riders 18 and under, and will go into effect October 1, 2022.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors adopt, by Resolution, the Zero-Fare for Youth.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 799-22, the Zero-Fare for Youth.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel LM

RESOLUTION NO. 799-22

A RESOLUTION FOR THE PURPOSE OF REVISING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT; RESCINDING RESOLUTION NUMBER 791-22; AND OTHER MATTERS RELATED THERETO.

SPOKANE TRANSIT AUTHORITY

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the Washington State Legislature passed the Move Ahead Washington transportation package on March 10, 2022, and it was signed into law by Governor Inslee on March 25, 2022; and

WHEREAS, the Move Ahead Washington legislation package included \$33.6 million in grant funding for the 2021-2023 biennium available to public transportation benefit areas under Chapter 36.57A RCW contingent on a transit agency adopting and implementing a zero-fare policy for people 18 and under by Oct. 1, 2022 and annually certifying that it has maintained its local sales tax authority for transit at or above Jan. 1, 2022 levels

WHEREAS, on January 21, 2022, the STA Board of Directors adopted Resolution No. 791-22, approving the current STA Tariff Policy, and

WHEREAS, the STA Board of Directors desires to update its Tariff Policy and revise the fare structure for riders ages 18 and younger to access available grant funding made available through the Move Ahead Washington legislation; and

WHEREAS, STA has conducted extensive public outreach to provide awareness and receive input on proposed updates to its Tariff Policy; and

WHEREAS, STA has conducted an equity analysis of the fare policy changes resulting from an update to its Tariff Policy pursuant to Title VI of the Civil Rights Act, guidance promulgated by the Federal Transit Administration, related policies within *Connect Spokane* and STA's current Title VI Plan; and

WHEREAS, STA finds that the fare policy changes do not pose a disparate impact or disproportionate burden on populations identified in the above-referenced statutes, guidance and policies.

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

Section 1. The STA Board of Directors hereby revises the rates, tolls, and fares identified in the Fixed Route and Paratransit Fares, Vanpool Fares, and Special Event Fares

(effective with fare collection system implementation), a copy of which is attached hereto and incorporated herein as “Exhibit A.”

Section 2. Resolution No. 791-22, and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.

Section 2. This Resolution shall become effective upon its date of adoption and shall remain in full force and in effect until revised by Board resolution; provided, the Chief Executive Officer is hereby authorized to implement the effective date of the rates, tolls, and fares identified in Exhibit A as “Fixed Route and Paratransit Fares (effective with fare collection system implementation)” as of October 1, 2022.

ADOPTED by STA at a regular meeting thereof held on the 21st day of July 2022.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Chris Grover
Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

Exhibit A

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 *(effective with fare collection system implementation)*

GENERAL PUBLIC	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider's License: Category A (Ages 6-12)	Rider's License: Category B (Ages 13-18) (7)	Student	Honored Rider	Stars & Stripes	
Fare Type							
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

Public Outreach Summary

Zero-Fare for Youth

Draft

6/22/2022



Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. Please call (509) 325-6094 (TTY Relay 711) or email ombudsman@spokanetransit.com.

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Section I: Introduction

The Washington State legislature passed the nearly \$17 billion *Move Ahead Washington* transportation package on March 10, 2022; and it was signed into law by Governor Inslee on March 25, 2022. The *Move Ahead Washington* package included \$33.6 million in grant funding for the 2021-2023 biennium. Eligible transit agencies include public transportation benefit areas under Chapter 36.57A RCW.

To be eligible for transit support grants, transit agencies must:

- Adopt and implement a zero-fare policy for people 18 and under by Oct. 1, 2022. Agencies that adopt and implement a zero-fare policy after Oct. 1, 2022 will not receive 2021-2023 supplemental budget funds and will be eligible for funds beginning in the 2025-2027 biennium.
- Certify annually that the agency has maintained its local sales tax authority for transit at or above Jan. 1, 2022 levels

This became the question to the STA Board of Directors – does STA adopt a zero-fare policy for people 18 and under to be eligible for a share of the \$33.6 million in grant funding?

This report documents STA’s outreach efforts with regards to that question, to help inform the Board of Directors decision. The outreach was designed to engage the general public through a public survey.

Section II. Public Outreach

Public Outreach Objectives

The public outreach and engagement provided the public, community groups, and project stakeholders the ability to learn about the proposed policy revisions and provide input to help inform the policy and its implementation. The outreach objectives included:

- Providing context for the proposed policy revisions
- Being inclusive
- Seeking feedback on the proposed policy revisions

Public Outreach Strategy

STA developed a multi-pronged strategy to solicit public input and feedback on the proposed fare policy revisions. The strategy included:

- A Fare Policy Survey
- Targeted outreach to area school districts
- A launch page on the STA website
- Social media campaign
- Public Hearing

Details for each strategic effort can be found in the following sections.

Fare Policy Survey

The primary tool in soliciting feedback on the proposed Zero-Fare for youth was the fare policy survey. The survey was an online instrument only. The survey had 558 respondents. The survey was open from May 12, 2022 to June 20, 2022. It could be accessed at <https://www.spokanetransit.com/news/zero-fare-for-youth/>.

School District Outreach

STA contacted several school districts in the region, asking for assistance in distributing information about the proposed Zero-Fare for youth policy change and a link to the survey. Several of the school districts complied, including Spokane Public Schools, East Valley School District, and Mead School District.

Fare Policy Update Webpage

The STA Communications Department created a launch page on the STA website, <https://www.spokanetransit.com/news/zero-fare-for-youth/>, to provide a consolidated location for those seeking information on the fare policy update. The launch page included links to:

- A link to the Fare Policy survey
- A pdf of a slide deck that provided:
 - Background information
 - Answers to FAQs

Media Campaign

Along with the creation of the zero-fare for Youth webpage, the STA Communications department promoted the survey in several different ways. Highlights included:

- Promotion
 - STA Moving Forward stories
- Spokanetransit.com
 - Website banners
 - Survey landing page
- Advertising: Targeted
 - School district newsletters

Public Outreach Results

Survey Results

The survey had fifteen (15) questions, along with seven (7) demographic questions. Not all respondents were shown all fifteen questions, as some questions were relational to previous answers. Among the fifteen questions, there were four opportunities for the respondent to write-in their response.

Some notes on the survey and survey analysis:

- For every question, results are provided for all respondents. The 'n' values are noted in the tables.
- All questions were optional, so some respondents may have not answered every question, or answered some of them incompletely.
- Nearly 42% of respondents took the time to write-in a response to the final open-ended question "Is there anything else you wish to tell STA?".

The survey results are shown below.

Question 1: Do you have anyone 18 and younger living with you in your household currently?

All Respondents (n= 558)	
Yes	72.2%
No	27.8%

For those who answered “Yes”, they were taken to Question 2. For those who answered “No”, they were taken to Question 10.

Question 2: What age range are the children/youth in your household? (Mark all that apply)

Note that for this question, n (the total number of respondents) is based on the total number of people who answered YES to the previous question.

All Respondents (n=400)	
0-5 years old	19.5% (78)
6-12 years old	56.3% (225)
13-18 years old	69.8% (279)

Question 3: Did someone in your household use the Summer Youth Pass, a zero fare pass that was offered by STA in the Summer of 2021?

All Respondents (n= 400)	
Yes	38.5%
No	61.5%

Question 4: How many in your household are between 0-5 years of age?

All Respondents (n=77)	
1	75.3%
2	20.8%
3	3.9%
4	0%
5	0%
More than 5	0%

Note that this question was only shown to those respondents who indicated they had a 0-5 year old living in their household in Question 2.

Question 5: What challenges or obstacles do you face to riding the bus with your children? (Please choose all that apply).

	All Respondents (n=71)
Never tried it	25.4%
I am concerned with making connections	31%
Service doesn't come often enough	31%
I am concerned about my children's behavior with waiting or riding the bus.	21.1%
I am concerned with my young children riding without an adult	46.5%
Other	21.1%

Of the 15 responses in the "Other" category, the most common responses (a) focused on the inconvenient nature and/or travel time required and (b) lingering concerns about COVID.

Question 6: How many in your household are between 6-12 years of age?

	All Respondents (n=216)
1	58.3%
2	34.7%
3	5.6%
4	1.4%
5	0%
More than 5	0%

Note that this question was only shown to those respondents who indicated they had a 6-12 year old living in their household in Question 2.

Question 7: Given this new "Rider in Training" card, will your child/children be:

	All Respondents (n=216)
Riding the bus alone	16.7%
Riding the bus with friends or older siblings	50.9%
Riding the bus with a parent or adult	73.6%
Probably not riding the bus	13.9%
Other	2.3%

Question 8: How many in your household are between 13-18 years of age?

All Respondents (n=270)	
1	62.2%
2	30%
3	7.4%
4	0%
5	0%
More than 5	0.4%

Note that this question was only shown to those respondents who indicated they had a 13-18 year old living in their household in Question 2.

Question 9: For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.

All Respondents (n=71)	
Going to school	75.3%
Meeting up with friends	78%
Going to/from after school activities (including sports)	68.8%
Going to a job	57.8%
Visiting family members	39.5%
Other	14.1%

Question 10: What type of impact will zero fare for youth have on your household?

All Respondents (n=522)	
Positive	70.9%
Neutral	25.7%
Negative	3.5%

Question 11: With a zero fare for youth, do you think your household will ride the bus:

All Respondents (n=521)	
More than today	68%
Less than today	2.1%
Same as today	29.9%

Question 12: STA is seeking to understand community sentiment about zero fare programs for youth. Please carefully review all statements below and select the one that most closely aligns with your personal opinion.

	All Respondents (n=521)
STA should provide zero fare opportunities for youth when other funding is available to cover the costs	14.6%
STA should provide zero fare opportunities only for youth who are low income or face other financial difficulties	6.7%
STA should provide zero fare opportunities for youth in all situations, without considering income or replacement funding	72.6%
STA should provide discounts for youth, but fare should not be discounted to zero cost to the rider	3.8%
STA should not offer any new fare discounts	2.3%

Question 13: In the past 30 days, have you ridden an STA bus route?

	All Respondents (n= 524)
Yes	47.5%
No	52.5%

Question 14: For those who answered YES to the previous question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.

Note that for this question, n (the total number of respondents) is based on the total number of people who answered YES to the previous question.

	All Respondents (n=247)
I paid with cash and /or coin at the farebox	50.2%
I used a two-hour pass or day pass	32.4%
I swiped/validated my 7-day or 31-day rolling pass	25.1%
I used an STA Smart Card to deduct/validate my fare	14.2%
I swiped or tapped my university/employee ID card	13.4%
I used a reduced fare ID to pay for or use a reduced fare pass	6.9%
I purchased a ticket from a ticket vending machine	0.8%
I did not pay my fare due to lack of change, missing pass, or other reason	3.2%

Question 15: Is there anything else you wish to tell STA?

This was an open-ended question, allowing survey respondents to let STA know what was on their mind.

42% of total survey respondents provided some text for this question (234). All percentages below are based on the total number of responses to this question, and not to the total number of survey respondents.

68% of the respondents who provided comments on this question wanted to add their support for the zero fare for youth policy revision. Some sample quotes (*all quotes verbatim from the survey*)

Respondent A

" I grew up off of the Monroe bus route in Spokane and depended on the bus route from 8th grade on to get places. Without the bus I would never have been able to go to ballet class or babysit and earn income or get math tutoring. We were low income and I lived with just my mom who worked long hours. Thankfully we could afford the bus. I think busses are an essential lifeline to many youth and would love to see kids use it more again."

Respondent B

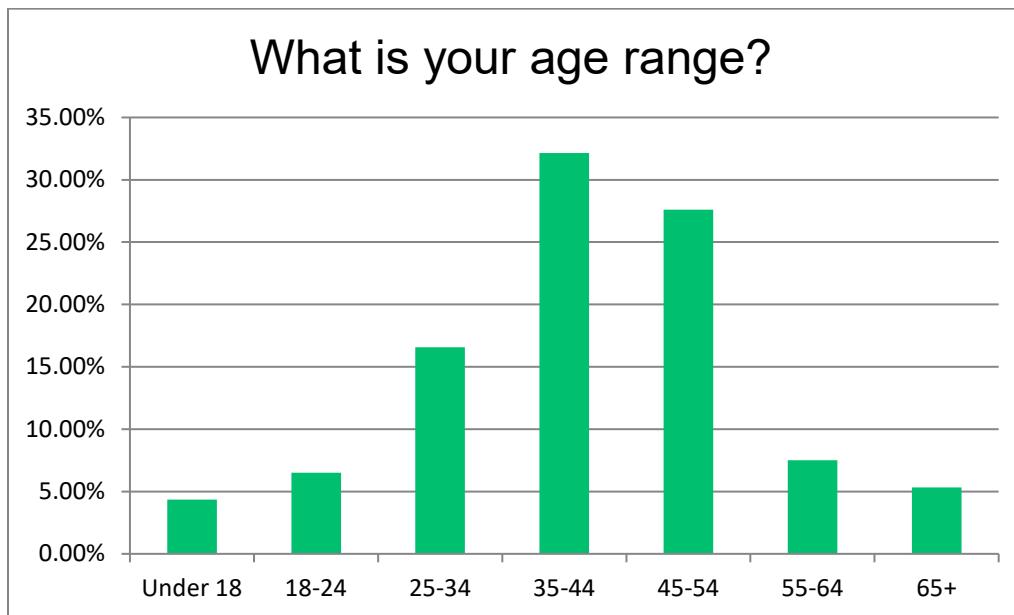
" i just want to put my input as i'm recently 18 and moved out and my little cousin lives with my parents now and it would've been so so incredibly helpful to be offered this when i was young. my cousin would be able to get a job and work if she could get around on the bus. i think it would be so so positive."

The next most common theme of the comments was a desire to see the zero fare (or low fare) expanded to more ridership groups (13%).

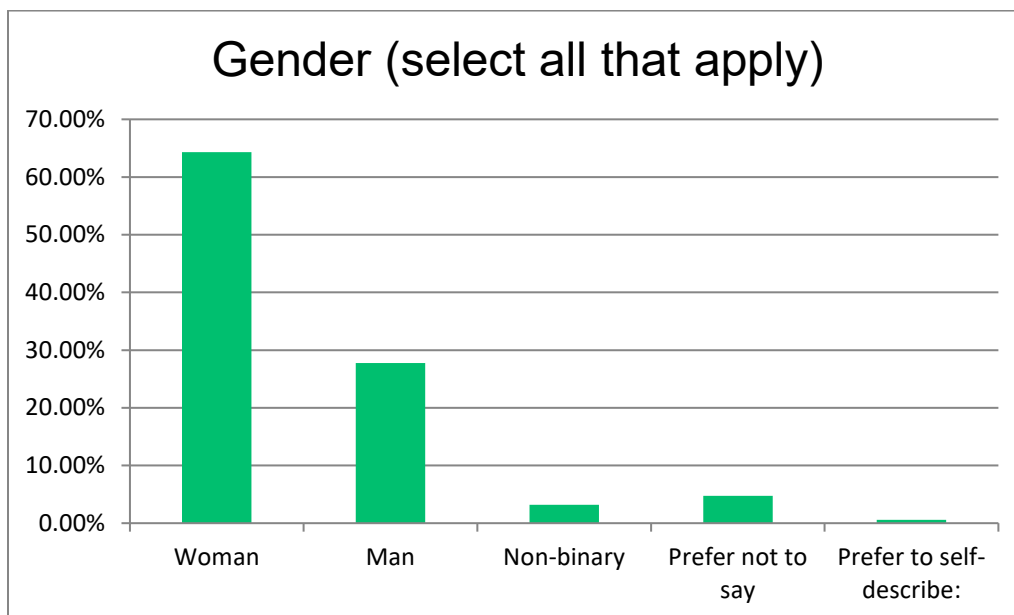
No other theme emerged at a rate greater than 10% of the total comments.

Demographics

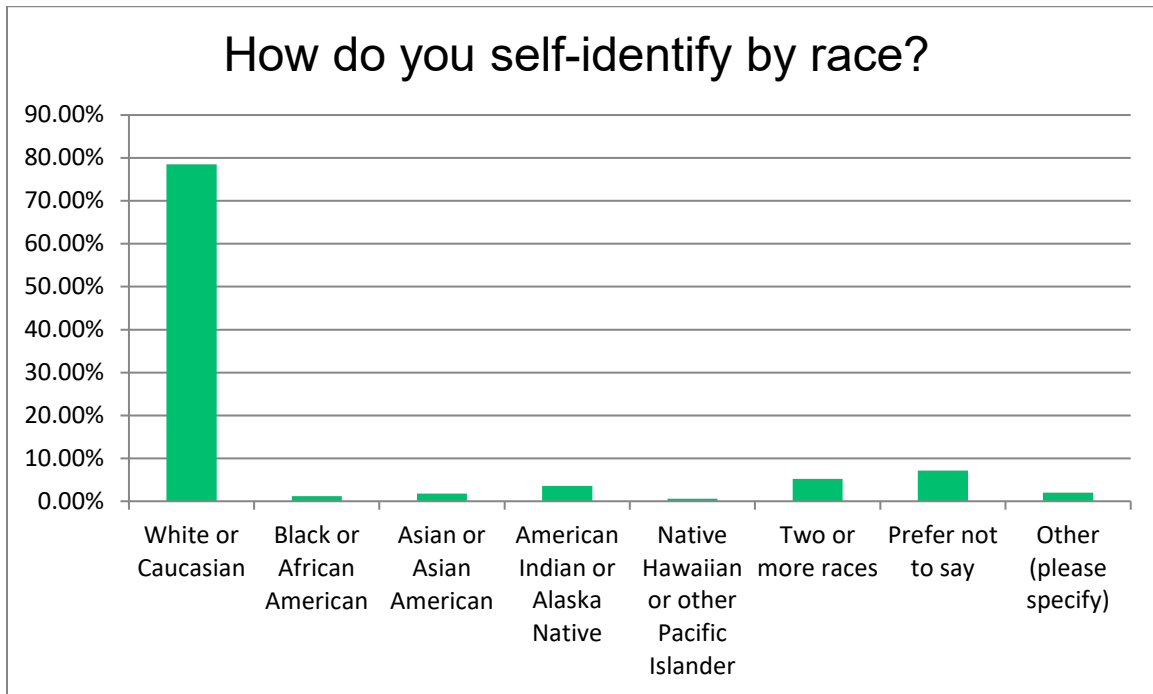
Age Range (n=507)



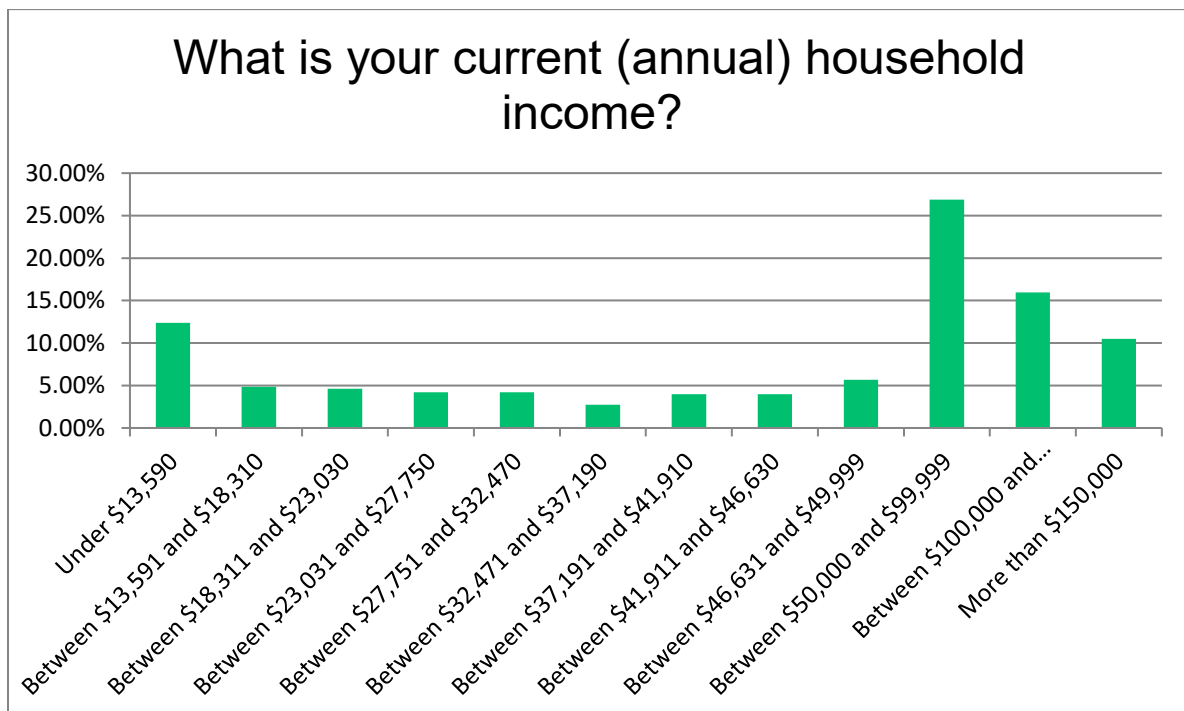
Gender (n=504)



Self-identify by Race (n=502)



What is your current (annual) household income? (n=476)



Appendix A: Survey Instrument

Zero-Fare For Youth

STA is exploring policy changes to allow youth 18 and under to ride with a zero fare. Recent state law changes provide grants to transit agencies if the agency introduces a zero fare program for youths.

STA wants to know about you and your household, and the impacts a zero-fare policy for those 18 and younger would have on you and your household.

If information is needed in another language, contact (509) 325-6094.

Si necesita información en otro idioma, comuníquese al (509) 325-6094.

Для получения информации на другом языке звоните по тел. (509) 325-6094.

Nếu quý vị cần thông tin bằng một ngôn ngữ khác, xin vui lòng gọi số (509) 325-6094.

1. Do you have anyone 18 and younger living with you in your household currently? YES/NO

2. [THIS QUESTION IS FOR THOSE ANSWERING YES TO #1]

What age range are the children/youth in your household? (Please mark all that apply)

- ☐ 0-5
- ☐ 6-12
- ☐ 13-18

3. Did someone in your household use the Summer Youth Pass, a zero fare pass that was offered by STA in the Summer of 2021? YES/NO

Youth 0-5 years of age

4. How many in your household are between 0-5 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

5. What challenges or obstacles do you face to riding the bus with your children ages 5 or younger?

- ☐ Never tried it
- ☐ I am concerned with making connections
- ☐ Service doesn't come often enough
- ☐ I am concerned about my children's behavior while waiting or riding the bus
- ☐ Other (please explain)

Youth 6-12 years of age

6. How many in your household are between 6-12 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

7. STA recently approved a new fare program to allow children ages 6-12 with a valid "Rider in Training" card to ride at no cost after registering for the program online or at the STA Plaza. This is planned to go into effect in October 2022.

Given this new "Rider in Training" card, will your child/children:

- ☐ Riding the bus alone,
- ☐ Riding the bus with friends or with older siblings
- ☐ Riding the bus with a parent or adult
- ☐ Probably not ride the bus
- ☐ Other (please explain)

Youth 13-18 years of age

STA recently approved a discount program for ages 13-18 called a "Rider's License" that would be offered at a 50% discount to the regular fare beginning October 2022 after registering for the program online or at the STA Plaza. STA is now proposing to offer this program at 100% discount (zero fare) to the regular fare.

8. How many in your household are between 13-18 years of age?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

9. For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.

- ☐ Going to school
- ☐ Meeting up with friends
- ☐ Going to/from afterschool activities (including sports)
- ☐ Going to a job
- ☐ Visiting family members
- ☐ Other – please explain

10. What type of impact will zero youth fare have on your household?

Positive	Neutral	Negative
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11. With a zero fare for youth, do you think your household will ride the bus:

More than today	Less than today	Same as today
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12. STA is seeking to understand community sentiment about zero fare programs for youth. Please carefully review all statements below and select the one that most closely aligns with your personal opinion.

- STA should provide zero fare opportunities when other funding is available to cover the costs
- STA should provide zero fare opportunities only for youth who are low income or face other financial difficulties
- STA should provide zero fare opportunities for youth in all situations, without considering income or replacement funding
- STA should provide discounts for youth, but fare should not be discounted to zero cost to the rider
- STA should not discount fares for youth any more than it does today.

Travel

13. In the past 30 days, have you ridden an STA bus route? YES/NO

14. [THIS QUESTION FOR THOSE ANSWERING YES ABOVE]

For this question, please consider how you currently ride the bus and pay your fare when you board. Below is a list of ways you may pay today. Please check all that apply for your bus trips taken over the past 30 days.

- ☐ I paid with cash and/or coin at the farebox
- ☐ I used a two-hour pass or day pass
- ☐ I swiped/validated my 7-day or 31-day rolling pass
- ☐ I used an STA Smart Card to deduct/validate my fare
- ☐ I swiped or tapped my university/employee ID card
- ☐ I used a reduced fare ID to pay for or use a reduced fare pass
- ☐ I purchased a ticket from a ticket vending machine
- ☐ I did not pay my fare due to lack of change, missing pass, or other reason

5. Is there anything else you wish to tell STA?

And now, about you...

What is your age?

- Under 18
- 18 to 21
- 22 to 34
- 35 to 44
- 45 to 59
- 60 or over

Gender (select all that apply):

- Woman
- Man
- Non-binary
- Prefer to self-describe: _____
- Prefer not to say

How do you self-identify by race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Two or more races
- Other (please specify): _____
- Prefer not to say

Are you Hispanic or Latino/Latina?

- Yes
- No

What is the primary language spoken in the household?

- English
- Spanish
- Vietnamese
- Russian
- Chinese
- Other

Including yourself, how many people are there in your household? _____

What is your current (annual) household income?

- ☐ Under \$13,590
- ☐ Between \$13,591 and \$18,310
- ☐ Between \$18,311 and \$23,030
- ☐ Between \$23,031 and \$27,750
- ☐ Between \$27,751 and \$32,470
- ☐ Between \$32,471 and \$37,190
- ☐ Between \$37,191 and \$41,910
- ☐ Between \$41,911 and \$46,630
- ☐ Between \$46,631 and \$49,999
- ☐ Between \$50,000 and \$99,999
- ☐ Between \$100,000 and \$150,000
- ☐ More than \$150,000

Appendix B: Public Comment & Survey Responses

This section includes the responses to the “Other” category from Questions 5, 7, 9 and the open-ended question number 15.

5. What challenges or obstacles do you face to riding the bus with your children? (please choose all that apply)
Other (please specify)
I've been concerned with Covid so I haven't chosen the bus during the pandemic but I've taken our kids on public transport all over the world prior. I'm Spokane many places we go to don't have easy routes.
Not concerned.
It's hard to have to break down the stroller for my son when I get on the bus
Plaza bathrooms are full of "drug addicts"
Takes a long time
For the last few years I've been concerned about Covid safety on buses with children, although that is starting to abate.
Coach operators don't provide a safe atmosphere. Most of the time they don't care about what is happening to do something about it.
Cost sometimes outweighs the convenience
Price
We've been reluctant to use public transit during COVID
COVID related concerns
need routes during school year that coordinates with local high school start and stop times
All the creeps that ride the bus
Having to pay fair for them too
My child really doesn't pay attention to which bus goes where she has little knowledge of directions and where bus lines will lead to

7. Given this new "Rider in Training" card, will your child/children be:
Other (please specify)
Riding the bus with a parent only at first. If that goes well may consider letting them ride with only older siblings.
All of the above
Likely riding the bus to high school in 2 years
I would need more details as to what the program entails
No service where we live. Grandview area.

9. For those 13- 18 in your household, what trips would they use the bus for that they wouldn't otherwise make, or might make using a different mode? Please mark all that apply.
Other (please specify)
Getting to summer programs
Non-school related learning opportunities, attending sports and entertainment events, shopping
Dining out with family
Errands
Parks and pools
Doctor's appointments, grocery shopping, community events
Church
Gym
Going to the pool or library
Appointments with parents
Going shopping
going downtown or to Northtown mall with friends
Seeing the city
Going to medical appointments
Hanging out
Library, swimming pool
Social events
Shopping, Dr, errands
Gym
Going to community events
I
Shopping and hobbies
Appointments
Grocery shopping
Accessing mental health services, gym, library, community activities
Going to appointments
Doctors appointments
None
Going to Library
Exploring parks, activities in spokane
Medical appts
Shopping - evenets
Learning the value And the appreciation. Life Lessons.
Getting home from school
Doctor appointments
Summer activities
Hiking library etc

15. Is there anything else you wish to tell STA?
Open-Ended Response
Summer only routes to locations traditionally not serviced by STA. (Pattison's North, Spashdown, Boulder Beach)
Free fare for youth accustoms the next generation to transit, which will increase use, and reduce the need for more vehicles on the road. Now if we can just increase operating hours early morning, evenings & weekends, along with 15 minute headways in the evenings and on weekends.
Zero fare for youth is awesome!!!
I grew up off of the Monroe bus route in Spokane and depended on the bus route from 8th grade on to get places. Without the bus I would never have been able to go to ballet class or babysit and earn income or get math tutoring. We were low income and I lived with just my mom who worked long hours. Thankfully we could afford the bus. I think busses are an essential lifeline to many youth and would love to see kids use it more again.
More routes in the valley along Trent would be helpful, also up and down pines. With all the apartments going I'm sure there is a need.
More busses on the weekends please!
Why just youth?
My household only uses the STA reducing or removing the cost for children and teens to ride the bus would increase our ridership significantly.
Anything you can do to de-stigmatize riding public transport, we need a growing youth populaces both rich and poor who value public transport. Honestly giving your product away to minors is the best method to ensure advocates and riders into the future! Thanks for all you do, the bus is awesome in spokane and the bus + bike is unstoppable!
Thank you for what you do for the community!
Why is this a question? Let the kids ride for free. The past couple of years have been hard enough on them, can't we at least give them a free bus ride?
I believe zero fare for people under 18 could be so helpful. Kids who have jobs but no other wag of transportation. Parents who want to get out with kids but are low income. The positive impacts heavily outweigh the cost. And the bus will be running that route regardless. Help the kids.
I think zero-fare for youth is terrific!
There should be the same program for senior citizens.
The summer youth pass is lovely and I would love to see something similar implemented year round. It may also be helpful to make some "riding the bus" type of classes or videos for younger riders, because it can be a little confusing and overwhelming at times
Any youth should never be stranded because of lack of transportation. I truly hope this program is passed for all ages
Keep masks in place
Use proof of student Id for students to use the bus for free
Youth riders become adult riders.
We need a route that goes across the maple st bridge stops on both sides.

15. Is there anything else you wish to tell STA?
I really appreciate the opportunity my high school student has had to use STA this year while the Durham bus routes were in -- well, I'll say it -- chaos. His STA route was 90% on time (that's just a guess) and always got him home faster than riding the yellow school bus. I wish there were better ways to get across town than going to downtown and transferring, but I understand it's a complicated system. Just wish it could be better. In some cases, it's faster to walk 3 miles than to grab the bus. As the city grows I would like to see a larger evaluation of routes and more direct access. Thanks for providing an option for people to get around town!!
I support any change that encourages the use of public transportation and lowers the number of cars on the road.
Zero fare for all youth will give them agency and their families good options for transport to schools/extracurriculars! It is such a good idea!
STA should provide zero fare opportunities for youth in all situations when replacement funding is available. STA should always provide zero fare opportunities for low-income youth AND adults without regardless of replacement funding availability. Qualifying households should be identified and contacted by STA in order to limit administrative hurdles for riders.
I have two special needs children with appts four days a week and free bus fare would make it so much easier to make all appts and not have to worry about how to pay for it or waiting for SMS to send bus passes that always arrive late and cause us to miss the first week of appts or have to find a way to pay out of pocket with our already strict budget
No
Make the bus stop, in the plaza, blind accessible. Something as simple as rugs or non-skid floor tape that leads from the doors to the main counter. I keep getting tangled in the straps on the posts used to make a cattle-run.
N/A
You're driving the buses whether kids are there or not, and access to school and other things for kids can be essential. When the routes are there for the benefit of the community, it just makes sense for kids to be able to take them at no charge regardless of circumstance.
i just want to put my input as i'm recently 18 and moved out and my little cousin lives with my parents now and it would've been so so incredibly helpful to be offered this when i was young. my cousin would be able to get a job and work if she could get around on the bus. i think it would be so so positive
Great idea. This will alleviate gas prices and usage.
Have lower fares for people who are on limited budget not just social Security
I believe children shouldn't have to worry about the cost of transportation when it comes to school or a job or just a fun activity especially with all the other costs of living. I believe that children should be able to use public transportation outside of school buses to utilize the parks and other amazing scenery we have to offer with no cost of riding the bus no matter their home financial situation is
Lower the fare for adults
No.
I think too many adults will try to take advantage of the youth free fare and claim they are 18 when they aren't just like they do by using youth bus passes. It will become too much on the driver and cause a conflict between the driver and passenger.
No
Have a cash free system for regular riders
Nope

15. Is there anything else you wish to tell STA?
add trains!
Having come from other countries with robust public transportation I would LOVE to ride the bus more often. However the times/routes are often unreliable. I hope Spokane can expand their public transit to make us a better city!
I teach high school, and most of my students ride the bus to get around in general, as well as to get to school. Let's do the right thing for them & their families, for schools, and for addressing climate change by making public transportation the norm.
I really think zero fare should implemented until 21
A lot of kids go to school outside of their designated boundary and free bus fare would really help! Also, kids that get familiar with buses are more likely to use them as adults.
My family and I were avid bus riders for 10+ years, it would of made such an impact to have this when my kids were little and find were tight. I think it will help kids get around and enjoy life more and take the stress of of already stressed out parents.
N/A
I think zero fare for youth is a great policy even though I don't have kids. I support my tax dollars going to this community asset.
I think this program will positively affect this children who cannot afford a bus pass not only in the summer time but also during their school year, especially as they become independent in their younger years this program will be a terrific opportunity for our youth community to move about and stay in touch with friends and family.
You should allow pennies
I think the opportunity for STA to join forces with the school district to help provide transit for students is crucial. It is a public service that is greatly needed with the current bus shortage. It would help students who want to sign up for Zero Hour classes get to class. To date, the school system does not provide buses for Zero Hour classes, therefore those classes were really only available to students whose parents have the luxury to drive them, who have their own car (also a luxury) or who were close enough to school to walk. Providing free public transit to all students would help resolve a discrepancy in which students can and cannot attend Zero Hour. Also, you will be growing a new generation of public transit users.
If you implemented this I will not be riding the buses anymore. Reason 1 is I pay for my ride they should to. Reason 2 if you let them on without paying I will not feel safe. You provide NO security for the passengers, and there are way to many 18 and under who will abuse this program. It will become a free for all and trouble will be on these buses. Also how do you really plan to enforce this. Anyone can say that they are 18 and under. It will be just like you summer youth passes and the old guy is riding with it. You do not currently enforce your policies NOW. That is why I will not be riding. Will not feel SAFE.
Advertising discounts for 18 and under and low income people and seniors would be helpful too!
I am very uncomfortable with my teen daughter riding the bus because the bus stops by LCHS are not in safe area. I would feel better knowing that someone is providing security at those stops from 7-9 am and 2-4 pm (even if that's SPS SROs). I'm also nervous about the Plaza, I hope you have good security there. Security is going to make me more likely to let my kids ride, not free fare. Safety is the deal breaker.
Buses are very important and have helped our family a lot.
This would help a lot of people!!
I think zero fare for youth is a great idea! It won't affect me but it will be great for others.
Thank you for the opportunity to provide our input!

15. Is there anything else you wish to tell STA?
As a single parent, it is difficult to get my son to various places. The summer bus pass was great, it would be helpful to have this year around.
This would be helpful.
We went to the plaza downtown to buy my 14 yr old daughter a bus pass.. drug addicts were doing drugs in the bathrooms and on the benches while 5 “transit officers” all stood in a circle socializing with each other. Totally makes me feel safe letting my daughter ride the bus alone (sarcasm). Do better.
no
I want public transportation to be a viable option for youth in Spokane. In order for that to be the case, safety MUST be the highest priority. Also, providing zero fare to all youth, regardless of income, may help to break down stigma around riding buses rather than taking a private vehicle.
Thanks for working on this!
I believe this zero fare implementation would be incredibly positive and I think rider numbers would go up
We drove our daughter to and from school every week day from September 2021 to May 2022 because her bus route arrived two hours' late and dropped her off two hours' late due to a lack of drivers. I am still getting emails from SPS stating a school bus route has been changed. There is an STA bus stop outside our apartment. The route takes passengers to Ferris making commuting to school convenient, but we didn't use it because we would have had to purchase a bus pass for her, increasing our costs. My husband uses his Gonzaga U ID card to commute to work and travel to other parts of the city for meetings. The STA app makes things easy. Our oldest son (age 20 and a GU student) just used his bus pass today to go to a coffee shop on the other side of the city. He started using the bus as a college student because the bus pass is free with his GU ID. STA is so reliable that I know what time to expect my husband when he takes the bus to come home. It would be great if school students could use their student ID cards as a free bus pass to commute to school. We can't count on the school buses, but we know we can count on STA.
This program will be beneficial for my household. My daughter has been riding the City bus to and from school this entire school year by herself.
If the Zero fare, I would suggest just only do the New Years Eve for everyone once a year would be more fair. If you want more youth to ride the bus. I would suggest make a Winter pass like Summer pass
My boys are 13, and are moreso allowed to go places independently so public buses add endless opportunities. I work in public schools, and some students are homeless. Let's give everyone PASS so there is NO differentiation between humans
I believe this is the best thing ever I think it will offer more opportunities for kids over the year to be able to get to and from places other wise they can't do them because of single parent house holds, this will help keep kids busy and out of trouble.
This would be such a great opportunity for my children and gives them the feeling of independence and self-reliance children and youth need!
I think using STA for high school bus transport in SPS is a fantastic idea!
We don't use the bus but would support zero fare for those who do
There are MANY youth in Spokane whose latent s to not have the means, car nor income, to drive them to school, work or elsewhere. Zero fare for youth would make a big positive impact on our community
Love the summer free passes!
Something the survey did not ask about, but I hope the city is considering, is that there is a goal to have more ppl using clean, public transportation rather than personal vehicles. A program like this could normalize public transportation for an entire new generation.

15. Is there anything else you wish to tell STA?
I think free fare for youth is a great program - I got a pass during high school and it allowed me to get to and from school each day without stress. And giving youths mobility is just a good thing to do.
My daughter will be attending The Community School next year which does not have school buses so she will need this to get to/from school.
It would be an amazing asset for so many in these difficult times
Train your coach operators to care about their passengers. A lot of them are fairly rude and when something is wrong on the bus, ex..other passengers breaking the rules, absolutely nothing is done.
Not all children come from families able or willing to pay for transportation. When I needed the public bus system as a child I experienced both. Not being able to afford the fare forced me to walk through dangerous areas at bad times. I don't want others to go through my same experiences. Even if I have to pay more, I wish to make it easier for kids to use the bus.
Having zero fare for the youth would cut back on car trips, and enable them to go to library and such on own. And make it affordable for parents to transport younger children with them.
I'm 75 and the bus is essential to me and I appreciate it immensely
Overall, I think the idea of zero fair bus privileges is a good idea for youth. It was one of my favorite things growing up and gave me a lot of freedom in the summer. However in our community, to get anywhere on the buses takes her horrendous amount of time and is not really practical (Spokane south hill). This is too bad. I would love for our kids to use the bus more and I'm always looking at more environmental ways to travel
Thank you for your service
Thank you for all you do & for asking for input :-)
I work as a homeless liaison at a local school district. We do provide passes to teens but I would like to see it expanded to adults who are without transport or low income.
This year will be by sons first time using the bus for transportation and the bus fare will be an additional expense we aren't ready for.
My current 18 year old used the free STA pass benefit a few summers ago. If the pass hadn't been available, I would have given him the money for the bus rides.
N/A
I think this is a wonderful program that will make access to services more accessible to kids and families
in addition to providing safe transportation we are teaching our youth to use public transit - an environmental necessity for the future
My kids rode public transit to school from 7th grade on. It was an important step towards independence and I endorse efforts to do so in Spokane.
Thank you to the drivers for always making mw feel safe on the bus, especially in downtown after work traffic. They deserve more love and recognition, many take them fro granted and I appreciate them being so great at their jobs, and being friendly and reliable transportation. I prefer taking the bus to and from work, its less stressful and cheaper then paying of parking
Implement zero fares for all, let's grow STA!
This is a great opportunity to support youth access to their communities.
My son has a disability and would benefit from zero fare to increase his independence.
Safety and ease of navigation are important considerations to engaging more youth/families to utilize zero fare. Families and youth may choose other methods or simply stay home if they feel unsafe or if routes are too difficult for youth to navigate.
Great job working towards a better city!

15. Is there anything else you wish to tell STA?
Let's just make it zero fare for everyone. It's public transit. It should be free for the public.
This is wonderful!
This is a great way to expand STA services.
I am a single mom of two! So I am grateful and thankful. It helps me and my kids who are special needs!!! Thank you. Keep up the good work!!! God bless
I live at a house on 25th and bernard with commuter stop 144 at my house. We ride the bus, but other rich kids don't due to a stigma. My daughter rides the 43 or 4 to ferris even though we live in LC. She is treated as if she is poor. Make taking the bus downtown a life skill! For all income levels!
Zero fare for everyone
Zero fare for youth will help prevent isolation for youth who don't have access to other transportation. Also it will be essential for many students who will depend on STA for transportation to school.
Thank you to the ones who help when people are short.
This would be fantastic, my daughter loves taking the bus to the park work me!
Well should make public transportation free for everyone but especially for youth and we should find it by charging car drivers a fee. They are making our cities dangerous and wrecking our rides. They should subsidize our public transportation.
This will create incredible access for our teens. Larger cities have successful zero fare programs and Spokane should be added to that list!
Loved the Bloomsday Shuttle from Ferris!
Bus passes for those on fixed incomes should be reduced also
All youth need access to have the freedom to work, live and play. Please create a no fare program for all teens.
no-cost fares can equal freedom and opportunity for kids - I'm all for it!
With bus driver shortages is district 81, kid had to take the bus on several occasions while the dist only provided 2 months of passes. This would help our family tremendously
Thank you for your service.
Thanks for all you do!!
Thank you for the important work you do for our community.
Having free access to public transit is a safety enhancement for our children, allowing kids who need to leave a dangerous/unhealthy situation more opportunity and freedom to do so.
This would positively impact the homeless youth and low income families the most.
Zero fare youth programs create riders for life.
I'm a single mother on disability. Hard to pay for fees
I love the independence that bus-riding can promote in young children! Plus, riding public transportation helps us lessen the environmental impacts of our transportation choices and reminds us that the world is not a scary place.
Being a single mother I cant offord the bus fare everyday for all of my children and myself so it gets complicated trying to get everyone around let alone myself
I think teaching youth the importance of and using mass transit is so important and think zero fare (esp for low income) is great! Thank you!
My daughter used it to get to and from LC as a freshman. My next will need it next year!
We don't need STA in Spokane.
Even though my family and I may not use the bus, I think that it should be free for all students aged 0 to 18.

15. Is there anything else you wish to tell STA?
Zero cost would allow youth to travel the city without limits. I believe this would have a negative impact on communities because the younger population isn't mature enough to make good decisions. Having a fare at least sets some boundaries on how far/often they can travel.
Keep up the always improving service that you provide to our community! ♥
Our children have to ride the bus regularly for school since we are outside SPS attendance boundaries. This adds up quickly for three teenagers and has been surprisingly expensive up til now.
I work for a local school district. There are a significant number of unaccompanied homeless youth in our county who would be positively impacted by a zero fare policy. Your routes need to provide access to school buildings in all school districts especially Middle and High Schools.
Hi!
Even though no one in this household rides the bus, I think this is an excellent idea.
Thank you for considering this program. It will help so many families.
Busing has been a mess this year for school. Having STA available for the older kids would be very helpful!
We love the service you provide. Hubby buses to/from work, one child bused to/from high school, the other would like to. Thank you!
Expand. More routes More frequent runs
This is great for kids who have been in quarantine last summer to finally get out and explore the city and be social.
No one should have to pay to use public transit the way no one has to pay to use the library or parks.
This is a good idea
The free summer pass really helped us out a lot!! I barley make enough to pay the bills
All youth should ride for free.
please make it easier for middle school and high school students to ride for free so we dont have to wait so long for school buses
I never have cash and this makes is complicated. Honestly I bike commute and I use the bus sometimes to come up the hill, but there isn't always a direct route from downtown to the South Hill...when I am in a hurry.
We believe that the school district should contribute to the cost of bus passes for students, considering that the Durham bus schedule—at least this year—was completely inadequate and didn't get students to school in a timely or predictable manner.
The problems with the school busses this year have been severe. This would have been a wonderful solution when we were working around them being 4 hours late every Monday morning.
It would be a good idea for adults with kids to have free summer passes to depending on financial situation or on SSI
Please consider some safeguard in your mentor programs for young riders. Currently I do not feel safe allowing my young daughter (8) to ride alone or with our au pair. We have had issues with men following them off of the bus and harassing them on the bus.
Having youth riders promotes future ridership as kids are comfortable with the bus now and will use in the future.
If it were possible I would wish for public transit via city bus to be free to all AND run 24/7. Socialism benefits everyone.

15. Is there anything else you wish to tell STA?
I tend to walk or bike everywhere and use the car only for long-distance trips or hauling; otherwise I'd take the bus. My children walk to and from school and/or carpool and/or ride the school bus. Zero fare would encourage them to use the bus more for extracurriculars and recreation. A citywide zero fare for *all* youth would also help cultivate a new generation of riders who don't stigmatize the bus and learn to see it as a viable choice for transportation, not just something for those with no other options. This city desperately needs to be weaned off its single-passenger car habits.
My son rides the bus every day to school and it would be awesome to have this.
I would feel safer about having my younger (11 &13) kids ride the bus if I knew that there would be safety protocols regarding homeless people
Please offer all youth the opportunity to use public transit for free.
This change will help our youth to both be more independent and to learn that public transportation is a more sustainable option for our world. My oldest child used the bus all the time. It was crucial for them.
With the bus shortages in the school district, this would replace the school bus and we would no longer have to pay to get our child to school on time
Keep on doing a EXCELLENT job!
Start a zero fare policy for seniors AND improve your service in the Valley
My family is older now, I am thinking about the younger families, this can be huge for them.
Good
As a parent with 5 children, it makes no sense to pay \$24 or whatever for a round trip bus ride for all of us when we have a vehicle available, but if the children were free it would definitely make it worth it to pay for my own bus fare in order to drive less. So maybe you would have more parents riding the bus and actually collect more fare?
Keep doing what you're doing!!
My children go to alternative schools where the school bus is not an option. We depend on STA to get the older ones to and from school, activities and appointments. The impact of them having zero fare would greatly benefit our family.
Implementation of zero-fare for youth will massively cut into STA's long term plans to expand routes to the east including Stateline, Post Falls, and Coeur d'Alene.
I pay to take my daughter back and forth to Dr. Appointments and it starts to get hard with the wallet
Good for kids I am 100% on board for this program
I don't drive and heavily rely on the bus to get me to and from work Monday-Friday. As summer approaches my children will need/want the freedom to go places alone and with me. If the bus fare is reduced or zero for youth more opportunities will be available to us as a family.
I am curious if there will be any upgrades to Service? Right now it's impossible to get out of my neighborhood of Linclon Heights, to any destination on time. The #34 is always late, now the route is chopped that would take me from Lincoln Heights to Grocery Outlet on 3rd took 3 hours & \$20. Please reinstate that City Loop you took out. That was a poor decision. You could catch a bus anywhere & grab a connecting bus, now it's Stop, Wait, Wait Some More... I couldn't make it from Lincoln Heights to Division Y for a eye appointment on time... The 33 pulls out as the 34 pulls in. I don't understand...
The government has no role in funding public transportation. If it cannot survive as a private enterprise, the government needs to stop losing money on it every year.

15. Is there anything else you wish to tell STA?
Please don't add this to the list of things only very low income children can have. If there is an income cutoff, make it more than the federal poverty level. So many families are above the cutoff for low income programs, but are struggling due to increased housing and food expenses. I am a grandparent raising a grandchild. I am slightly above the income cutoff for things like free and reduced price lunches, but as a senior citizen, rising costs for rent and food are making things difficult, yet we don't qualify for any help. I don't have a car, so we depend on the bus, and sometimes there is no money for bus fare. Please, let the kids ride free. You will be teaching future riders that the bus is a great source of transportation.
Children need a safe and efficient way to get around. If the state is going to cover the cost (and then some) this seems like a win-win. There might be some people older than 18 that attempt to abuse it, but I have seen your drivers handle tough situations like this in the past. They always do a good job. Please move forward with this program for the summer and the future years to come. I truly believe it would benefit the Spokane area, create future bus riders, and help families who are financially burdened.
Paying 2dollar is a little spendy when not having any income. Also I believe when paying for the bus ride you receive a 2hr pass but it actually should be an all day pass. N if not paying fair then should be a one way trip
Nope
I'm a single G-ma raising a teenage boy w/ no car living in Airway Heights. We moved here in 2016. We used to do a lot more free activities when we lived in Seattle...like going to visit family & friends, the library, the park, farmers markets, museums, swimming, & exploring the city in summer. We are very limited now do to cost, because there are not a lot of low-income programs available to help for social purposes. So we don't go out a lot & walk where we can. When I lived in Seattle I had a disabled pass. I wasn't able to get it transferred here so I have to pay full fare. So transportation is a hardship for us.
Many children in the community would have more opportunities to participate in community events, activities, educational, social, work opportunities to e better themselves and the community
Please make this program as simple as possible, without means testing, so that all young people in our city know they can ride the bus free of cost & there's no further complexity for them or their families to dive into. Ensuring that young people aren't dependent on driving will be good for traffic safety and making sure kids can get around on their own. Let's keep it simple and maximally accessible. Also: please don't get rid of the cash farebox! Not everyone has a smartphone at hand. The cash option is still very important for our seniors and low-income neighbors.
This would help low-income families be able to get out of house together
I'm an employee and although my child rides free her extended family and friends do not. This will increase the opportunities for her to socialize and learn about navigation with her friends.
Yes . . . raise all fares sufficient to cover the full costs of the system, including capital costs. The people who ride the bus ought to be paying for it.
I am not a bus rider, but know many people who are. Transportation can be such a barrier for services that I'd be happy to see as many free and reduced fares as possible and I'm happy for my taxes to help.
Zero fare will provide expanded travel opportunities for kids and will increase support for STA over time as more people in the community become familiar with the service (it's a long range benefit to STA).
I don't think kids should get used to something for nothing. Have them pay something!
No
Zero fare for everyone, including youth

15. Is there anything else you wish to tell STA?
It is critically important to encourage youth to ride the bus in any way possible. Without doing this, they may never consider it a viable option, and be tied to a car. The national park service provides free entrance to 4th graders so they are able to connect to the parks. This connection is vital, be it parks or transit.
I'm 100% in support of providing zero fare accessibility to young folks in our community.
Bring on the bus 38 route. I'm super excited for that.
GET MORE NEWFLYERS!
Anyone using state benefits should also qualify for a discount. Bus passes have gone up and I'm afraid of them going up again. It's hard enough saving for a car.
Larger buses are needed Sunday morning mostly on rts 90 & 61
Implement digital ticketing inside the bus.
Paired with good routes to schools, this could help alleviate school bus shortages to help families reduce traffic on school days
Should implement in the 'zero fare for youth' bylaws that is no Such act into stroking their ego in entitlement, but rather essential values thats ethical, that teaches morals that 'if you dont work you dont eat. That where community that cares one way is, showing them that is providing free fare, for the youth that is productive(School work volunteer cultrul/spiritual/religion the want). And for the youth that That don't fall into the above mentioned. esp Entitled Active wanna be criminals the not sures esp 10 dollar monthly pass. Take the opportunity for what we talk about How our kids should be How our kids should be This way we can show them. Because if the youth don't know then They won't have the proper know how.
Please add more direct routes from 5 mile to the Valley/Liberty Lake please!
I am in the process of teaching my youth how to ride the bus because being able to do so will give him a better sense of independence and freedom to participate in events in our city, which he is not able to do now since I work full-time. It would be a big stress reliever for me to know that this would not be an extra cost burden for me, if the pass was of no charge.
Make the buses run later to serve those commuters who work late at restaurants and bars or other entrainment jobs.
I think it would be a good idea for youths to show some form of identity to prove they can ride the bus for free
Off topic, but 24 hour bus service, more routes, and more frequent timetables would be my ideal. I do also like the new suggested fare schedule where people are automatically rolled to day passes after spending \$4 on fares in a single day.
Great program.
Kids have jobs but not a driver's license. With gas prices what they are it is very difficult & they would love to take the bus
Good bus :)
Keep up the great work
I believe 0-12 years of age should pay \$0, but kids 13-18 should pay a reduced fare (\$1 or similar).
We love you guys! Thanks for all you do!
Youth fare should be free! It will encourage community and more spending in the downtown sector
This would be very beneficial for all of my current students. Getting to school, getting to work and helping to take care of their families (grocery shopping, dr's appt's, multiple households, etc) Every fall, I dream of being able to tell my students they will get this wonderful opportunity.

15. Is there anything else you wish to tell STA?
STA routes should be widened across the city to provide reliable transportation for all residents to/from all areas of the city. Youth should be able to access these routes free of charge, especially considering most of the youth that access these routes are trying to get to/from school and do not have alternative options.
I work for Spokane Public Schools and I spend a lot of time searching for Bus Passes to get kids opportunities to events outside of school. If Zero-Fare was a possibility- more of my at-risk students who don't have transportation, might attend events that would get them excited about learning.
Ya'll ever thought of usin dem fancy pods like Morgantown?
please provide free bus transportation for all students who need to get to school - high school and college
I cannot wait until STA is viewed as more than just transportation for "low income people" and commuters to/from work. Making public transportation accessible for all will help us improve the view of this important service. Public Transportation for All!!!
PLEASE do zero fare transportation for SPS students!!!
If you are going to discontinue fare for youth , you might as well discontinue fare for all. How are kids supposed to learn responsibility with money and the value of a dollar when getting to and from work ? What happens when the child turns 19 and has to start paying fare when they have getting a free ride their entire childhood ? This is a bad idea all around and will have a huge negative impact in the long run .
I think zero fare should eventually be for everyone.
While I don't disagree with providing discounted or free fares to youth, my concern is that if it is free, does the transit system and its vehicles become a place to youth to loiter? If there can be some sort of program/public messaging effort to emphasize that "free fares" are a privilege and an investment in our youth (to get them to jobs, friends, other responsible obligations, etc.) and to please respect the privilege, then I'm all for providing free fares.
STA should provide discounted fare for low income people, no matter their age.
I think it will crowd the bus system & more troubled youth will be taking advantage of STA
If kids can get around easier workout burdening families that's a net positive. My neighbors have toddlers & at least one family is a single-car household with two parents, this would be great for them. I'd like to live in a place where older kids have free safe ways to get around independently and younger kids can easily go on errands with their families. Free child fare for everyone seems like a pretty easy way to make that happen. Oh! And new moms, who are at risk for post-partum depression & anxiety, which is worsened by physical & social isolation? This could help them get out of the house more without wrestling car seats! If STA can afford this I am ALL for making it happen.
I think youth should be allowed to ride the transit free!
It would be a boon to Spokane. It costs alot for my family to take the bus together.
I recently learned that fares make up like 6% of STAs entire budget. I imagine youth fares are a miniscule component of that already small number, this should be a no brainer. I advocate for all rides to be free, but youth being free is a great way to encourage life long transit users.
The most limiting factor for youth getting jobs, accessing services, and getting to school in Spokane is access to STA. I work with homeless youth at SPS and even they don't always qualify for free bus service. This limits their ability to access free supports and job access. Please! Free bussing for youth! A game changer for our most vulnerable and needy population. Thank you STA!
I won't be able to take my kids out as much when they're too old to ride free, I can't afford 3 monthly passes.
What are you doing about the drug use on buses? It's not safe for my kids to ride public transport if the drivers are being assaulted and drugs are being used on the bus

15. Is there anything else you wish to tell STA?
Fares should be free for all.
Great idea! I think free with adult is necessary.
This is a great idea. We need to do everything we can as a society to increase mobility for young adults.
I know kids in my neighborhood who use STA to get to school and school events. Zero fare in these hard times would be a welcome relief.
Start a \$3 daily pass day pay. \$4 does not make sense when \$2 per trip each way past 2 hours.
Thanks for considering this. Our lack of participation in recent programs and transit use in general are due to the ongoing pandemic.
As a single, low-income mom, I wish I could get assistance with a pass so our whole family could go places together.
Please pass this! Currently to go anywhere via bus for a day pass its 16 bucks I'm a single mom on a very tight budget that's alot to pay fir kids for just one day...this will help my family alot!!!!
I work at a youth center and zero fare for youth would make the city so much more accessible for young folks!
No

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 6B : RECOGNITION OF LAURA MCALOON (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Staff are presenting the attached Resolution for approval by the Board in recognition of Laura McAlloon's outstanding service to Spokane Transit Authority and the community on the occasion of her departure from her long-time role as general legal counsel to Spokane Transit Authority.

RECOMMENDATION TO BOARD: By Resolution, convey the Board's deep gratitude and appreciation to Ms. McAlloon for her long-standing exemplary service to STA, public transit, and the entire community.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 7A : 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

July 21, 2022

AGENDA ITEM 8A : 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

July 21, 2022

AGENDA ITEM 9A : 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

July 21, 2022

AGENDA ITEM 11A : 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 June 1, 2022, Planning & Development Committee, the June 1, 2022, Performance Monitoring & External Relations Committee, and the June 8, 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 June 8, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

Al French, Spokane County, *Planning &
Development Committee Chair*

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
and 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

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 approved the agenda as presented without a motion.

3. CHAIR'S COMMENTS

Chair Grover mentioned he is looking forward to visiting STA this upcoming Friday for Senator Liias' visit, as well as the CEO report during this meeting.

4. COMMITTEE ACTION

a. May 11, 2022, Committee Minutes

Ms. Haley moved to approve the May 11, 2022, committee meeting minutes as submitted, Chair Grover seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom reported the two items presented at the committee meeting included the submission of the Regional Mobility Grant request for the Argonne Station Park & Ride project, and the amendment for the Wesslen Construction contract for HPT amenities. Mr. Otterstrom shared that he presented three reports including a draft of the Transit Development Plan, the draft for the I-90 Valley HPT project, and the draft structure for decision-making of the Division BRT project.

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

Ms. Haley reported that the Geotechnical Environmental Inspections Award of Contract was presented to the committee. The items presented without action included Fare Policy Revisions for Zero-Fare for Youth, an update on the Fare Collections System, the Disadvantaged Business Enterprise Program, and an update on Spokane Public Schools.

6. BOARD OF DIRECTORS AGENDA JUNE 16, 2022

Ms. Meyer explained that an item will be added to the agenda to appoint Dana Infalt as STA's Public Records Officer.

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 13, 2022

There were no questions or comments.

8. CEO REPORT

Ms. Meyer reported the Washington State Department of Transportation included STA in a visit from Senator Marko Liias, Chairman of the Senate Transportation Committee, and he will be visiting STA on Friday, June 10. The day prior, Senator Liias will be visiting the Department of Transportation and City of Spokane projects. STA will be providing a bus for his visit to Spokane. Applications for STA's surplus van grant program will be available on July 1. Ten vans are available to be granted through the program this year. The next Strategic Planning Board Workshop will be held just ahead of the Board Meeting on July 21. Ms. Meyer has rescinded the emergency proclamation issued in March 2020, as the conditions around COVID and the pandemic have changed dramatically. STA has received a "letter of no prejudice" from the Federal Transit Administration for the purchase of the 11th City Line bus. The letter allows the purchase to be eligible for federal funds should there be remaining grant funds after City Line construction work is substantially complete. Ms. Meyer explained she and Mr. Otterstrom met with the Good Roads Association Board yesterday and provided an update on STA, the Division BRT project in particular.

9. NEW BUSINESS

There was no new business.

10. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:49 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 June 1, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning & 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 & Development Officer

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 STA staff on successfully advertising the new driver recruiting program.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE MAY 4, 2022, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the May 4, 2022, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **2023-2025 REGIONAL MOBILITY GRANT APPLICATION APPROVAL**

Mr. Karl Otterstrom presented. The Washington State Regional Mobility Grant (RMG) Program supports local efforts to improve connectivity between counties and regional population centers and reduce transportation delay. 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. This park and ride is envisioned to be a key connection point along the I-90 / Valley High Performance Transit corridor, one of the most congested corridors in eastern Washington. 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 2015. Mr. Otterstrom reviewed the preliminary design concepts and project scope.

Mr. Tim Hattenburg moved to 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. Ms. Stratton seconded, and the motion was approved unanimously.

2. HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION CONTRACT: REQUEST TO INCREASE CONTRACT AUTHORITY

Mr. Otterstrom presented. 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 chain issues in fabrication of City Line shelters. In total, staff are requesting the Board authorize an increase to the base contract by \$900,000, from \$5,070,245.64 to \$5,970,245.64, allocating funds within the City Line budget for this purpose. These total associated costs are \$350,000 less than forecasted. Mr. Otterstrom reviewed the background, the City Line project schedule revisions, the resolution of contract impacts, and the summary of financial request.

Mr. Hattenburg moved to recommend the Board of Directors authorize an increase to the base contract amount for contract number 2020-10449 City Line and HPT Amenities Installation with Wesslen Construction, Inc. by \$900,000. 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: COMPLETE DRAFT

Mr. Otterstrom presented. The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey the method for implementing public transportation services and related capital and operating projects over a six-year period. 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. The draft Transit Development Plan: 2023-2028 can be found here: <https://www.spokanetransit.com/projectgs/transit-development-plan/>

The Transit Development Plan includes STA's Service Improvement Program, Capital Improvement Program, and the Transit Asset Management Plan which serves as the foundation for STA's annual action plan and budget process. Mr. Otterstrom reviewed the TDP sections. Ms. Monique Liard reviewed the 2023-2028 TDP financial forecast which shows an approximate cash balance increase of about \$44 million, most of which has been driven by the sales tax collections over the past two years, and the Move Ahead Washington Transit Support Grant.

Next steps include a public hearing at the June 16, 2022, Board meeting; Board action at the July 21, 2022, Board meeting; delivery to SRTC in August 2022, and delivery to WSDOT in September, 2022.

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

Mr. Otterstrom presented. STA staff and a consultant team led by KPFF consultant engineers have prepared a draft Corridor Development Plan (CDP) for I-90/Valley High Performance Transit (HPT) for comment. I-90 / Valley is one of six High Performance Transit (HPT) corridors slated for improvements in *STA Moving Forward (STAMF)*. Mr. Otterstrom provided an overview of the draft plan, timeline and touch points, major findings, and key elements that are proposed to be associated with this HPT investment. The full plan will be available on May 31, 2022, at the project webpage, <https://spokanetransit.com/i90>. Public and agency outreach includes: formation of a Technical Advisory Committee, partner agency presentations (Liberty Lake, Spokane County, City of Spokane, Spokane Valley, Millwood), an online open house, and online survey. To date there have been 450 survey respondents. Social media and newspaper ads have promoted project information and opportunities to learn more and provide feedback. Moving forward, there will be a virtual “lunch and learn” project open house, and a public hearing scheduled for the June 16, 2022, Board meeting.

A final draft of the plan will be presented at the July 6, 2022, Planning and Development Committee meeting for recommendation to the Board. Subject to subsequent Board approval, STA expects to begin design as early as September 2022.

Mr. Otterstrom explained how the Argonne Park & Ride fits into the Corridor Development Plan in response to a question from E. Susan Meyer.

C. DIVISION BUS RAPID TRANSIT: DECISION-MAKING FRAMEWORK

Mr. Otterstrom presented. 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. This project will include a major rebuild of Division/Ruby couplet to improve transit and non-motorized accessibility. The estimated cost of the project is between \$120 million and \$150 million, and funding is expected to include Federal funding through the CIG program. Mr. Otterstrom shared the proposed decision-making framework for this project and solicited feedback. 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 the 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.

6. CEO REPORT - *None*
7. COMMITTEE INFORMATION - *None*
8. REVIEW JULY 6, 2022, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS’ EXPRESSIONS

Ms. Stratton shared that the City of Spokane has started their Traffic Calming Workshops. Attendees appear to be excited about the Division BRT project. Ms. Stratton may request that STA visit to make a presentation.

Ms. Wilkerson said she appreciates the informational presentations that STA staff have put together.

Mr. Hattenburg thanked STA for the good information shared in the Planning and Development Committee meetings.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, JULY 6, 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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the June 1, 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*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

**Committee Chairwoman*

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
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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 May 4, 2022, Committee Meeting

Mr. Kerns moved to approve the May 4, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. On-call Geotechnical, Environmental, & Special Inspection Services Award of Contract

Mr. Otterstrom explained the 5-year on-call services contract is for architectural and engineering services, which has an estimated annual cost range of \$144,000 - \$417,000. Basic services provided under this contract are geotechnical & environmental, special inspections, documents, and other tasks as assigned. Mr. Otterstrom discussed the procurement process timeline, evaluation criteria, and the two selected firms and their scores. The lead firm is Budinger & Associates, Inc., and the second choice is Strata, Inc.

Ms. Kinnear moved to recommend the Board authorize contract negotiations between STA and Budinger & Associates, Inc., the 5-year On-Call Geotechnical, Environmental, & 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. Mr. Kerns seconded, and the motion passed unanimously.

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

5. REPORTS TO COMMITTEE

A. Fare Policy Revisions: Draft Recommendation-Zero-Fare for Youth

Mr. Otterstrom provided background information on the STA Fare Policy draft recommendation. The draft recommendation includes updating the STA fare structure to reflect a zero-fare for youth, adding ages 13-18 to those eligible for zero-fare.

STA's engagement effort will follow regulations of the Federal Transit Administration, which requires agencies to analyze any fare change for potential impacts to populations protected under Title VI of the Civil Rights Act. Staff will present on the initial Title VI analysis, based on demographic analysis and early outreach.

In early May, STA began seeking public input on the proposed fare policy. The public outreach efforts include a public survey which is posted to the website and social media. The survey will remain open until the public hearing at the STA Board meeting on June 16, 2022. Next steps include Board resolution amending the fare policy, and implementation taking place no later than October 1, 2022.

B. Fare Collection System Update

Ms. Liard provided an update of the completed phases and explained the current phase allows for updates and testing plans to share with the Committee.

On June 15, 2022, the system will launch for testing purposes only, which will provide 90-days to test prior to going live to the public in October. There will be two phases of testing. Phase 1 will focus on employee testing, and phase 2 will consist of a group of riders.

Ms. Liard explained the two-part communication plan that includes a comprehensive marketing and education campaign focused on information about the new smart card, fare capping, new app and online account management.

C. Disadvantaged Business Enterprise Program and Proposed Goal for Federal Fiscal Years 2023, 2024 and 2025

Ms. Liard gave background information on the Disadvantaged Business Enterprise (DBE) Program and explained STA is required as a recipient of federal funding, to participate in this program for the solicitation of procurements. STA is required to set a goal every three (3) years and to report progress on a semi-annual basis to the Federal Transit Administration. Ms. Liard discussed the goal and current utilization for years 2020, 2021, and 2022. She explained the proposed goal of .753%, timeline, and next steps for years 2023, 2024, and 2025. After going through the process, STA will submit the final goal to the FTA by August 1, 2022. It will be a priority for STA to do outreach to find additional firms to partner with in the community.

D. STA-Spokane Public Schools Update

Mr. Otterstrom provided background information on how the partnership with Spokane Public Schools (SPS) developed due to a national school bus driver shortage. The goal of the partnership is to provide alternative transportation to SPS high school students who live beyond walking distance to school. Mr. Otterstrom explained the partnership activities underway, which include service requirements, card concepts, funding agreements, communications plan, training/marketing materials, and addressing family expectations. There are several next steps needed to solidify this partnership.

6. CEO REPORT *(no items were presented this month)*

7. COMMITTEE INFORMATION

- A. April 2022 Operating Indicators
- B. April 2022 Financial Results Summary
- C. May 2022 Sales Tax Revenue

8. JULY 6, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The July 6, 2022, Performance Monitoring & 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, July 6, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,



Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11B : MAY 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 May 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, May year-to-date revenue is 13.5% (\$7.8M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 1.5% lower than budget
- Sales Tax Revenue is 6.5% higher than budget
- Federal & State Grant Revenue is 41.0% higher than budget
- Miscellaneous Revenue is 3.8% higher than budget

Operating Expenses

Overall, May year-to-date operating expenses are 6.4% (\$2.4M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.7% lower than budget
- Paratransit is 9.2% lower than budget
- Vanpool is 9.1% lower than budget
- Plaza is 20.0% lower than budget
- Administration is 8.2% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - May 2022

50,000,000
45,000,000
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000

Totals:

2021 YTD Actual \$ 56,106,290
2022 YTD Actual \$ 65,536,216 (13.5%)
2022 YTD Budget \$ 57,728,007
2022 Amended Budget \$ 145,244,932



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
■ 2021 YTD Actual	2,492,870	40,200,772	12,512,202	900,446
■ 2022 YTD Actual	3,062,128	44,089,940	17,682,774	701,374
■ 2022 YTD Budget	3,107,876	41,406,796	12,537,856	675,479
2022 YTD Budget Variance	-1.5%	6.5%	41.0%	3.8%
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 May state capital grant reimbursements total \$212,538 and federal capital grant reimbursements total \$4,332,912.

Spokane Transit Operating Expenses⁽¹⁾ - May 2022

30,000,000

25,000,000

20,000,000

15,000,000

10,000,000

5,000,000

Totals:

2021 YTD Actual \$ 31,373,180
 2022 YTD Actual \$ 35,103,336 (-6.4%)
 2022 YTD Budget \$ 37,490,149
 2022 Amended Budget \$ 93,987,403

Fuel:

2021 YTD Actual \$ 1,129,271
 2022 YTD Actual \$ 2,138,485 (11.0%)
 2022 YTD Budget \$ 1,926,018
 2022 Amended Budget \$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2021 YTD Actual	21,656,195	4,930,546	206,506	714,801	3,865,132
2022 YTD Actual	23,817,064	5,648,669	251,969	835,099	4,550,535
2022 YTD Budget	24,992,377	6,219,789	277,211	1,043,618	4,957,154
2022 YTD Budget Variance	-4.7%	-9.2%	-9.1%	-20.0%	-8.2%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	15,540,568

(1) Operating expenses exclude capital expenditures of \$8,090,433 and Street/Road cooperative projects of \$11,753 for year-to-date May 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11C : JUNE 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 June 2022 voter-approved sales tax revenue information. June sales tax revenue, which represents sales for April 2022, was:

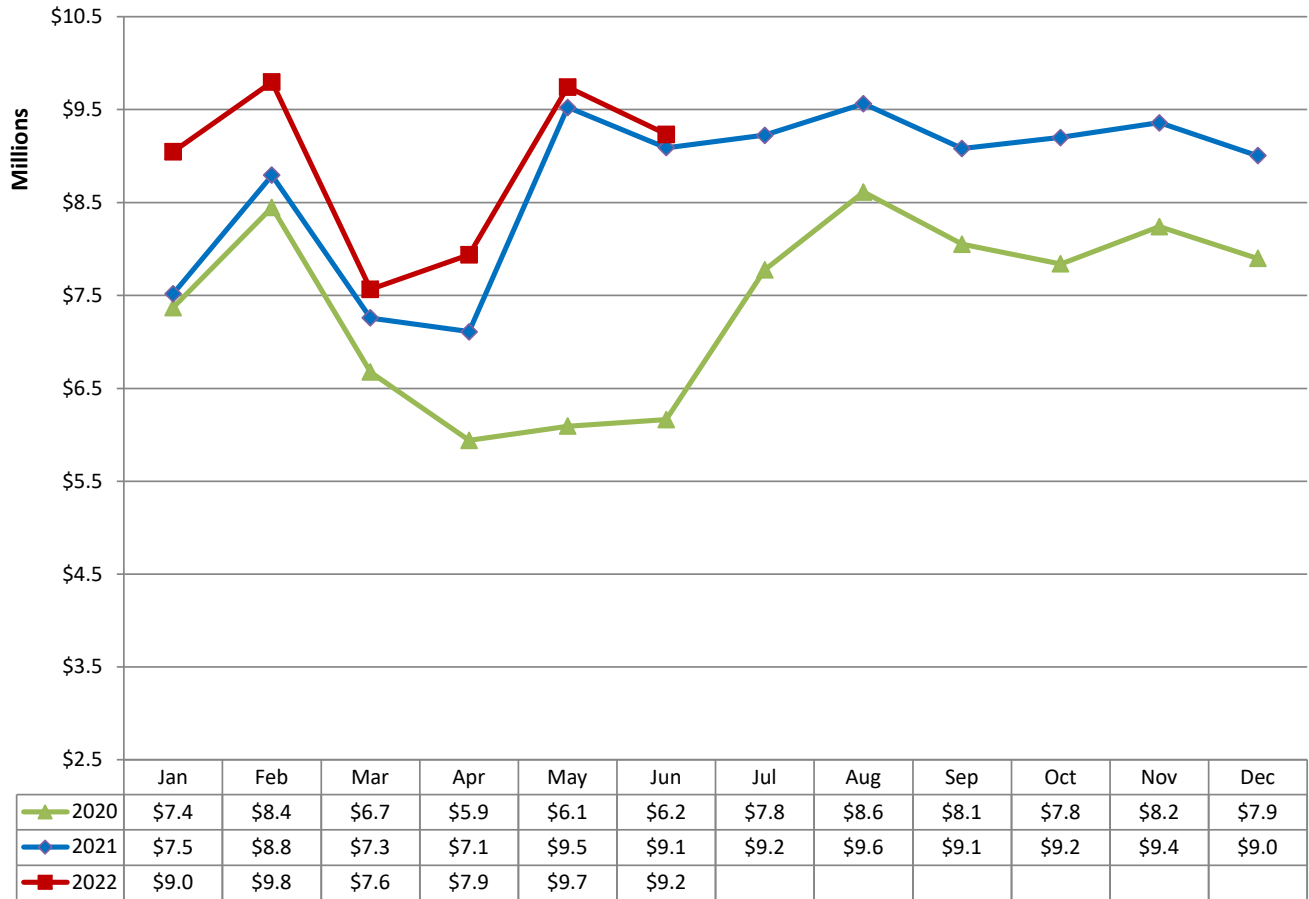
- 1.4% below 2022 budget
- 5.0% above YTD 2022 budget
- 1.6% above 2021 actual
- 8.2% above YTD 2021 actual

Total taxable sales for April were *up* 2.1% from April 2021 while April 2022 YTD sales were *up* 4.7% compared with April 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 4.2% (-\$24.1M) in April 2022 vs April 2021 and is *down* by 0.2% (-\$3.5M) April 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 5.4% or \$13.6M April 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 8.2% or \$7.8M April 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 10.4% or \$9.7M April 2022 YTD over 2021 YTD
 - Department Stores *decreased* 1.3% or \$5.1M April 2022 YTD over 2021 YTD
 - General Merchandise Stores, including Warehouse Clubs and Supercenters, *decreased* 23.0% or \$5.1M April 2022 YTD over 2021 YTD
 - Of the 27 categories tracked in Retail trade, 16 recorded year-over-year decreases
- Construction *increased* by 7.1% (\$11.8M) in April 2022 vs April 2021 and is *down* by 6.1% (-\$39.1M) April 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 21.0% (\$19.8M) in April 2022 vs April 2021 and is *up* 34.0% (\$108.3M) April 2022 YTD vs 2021 YTD

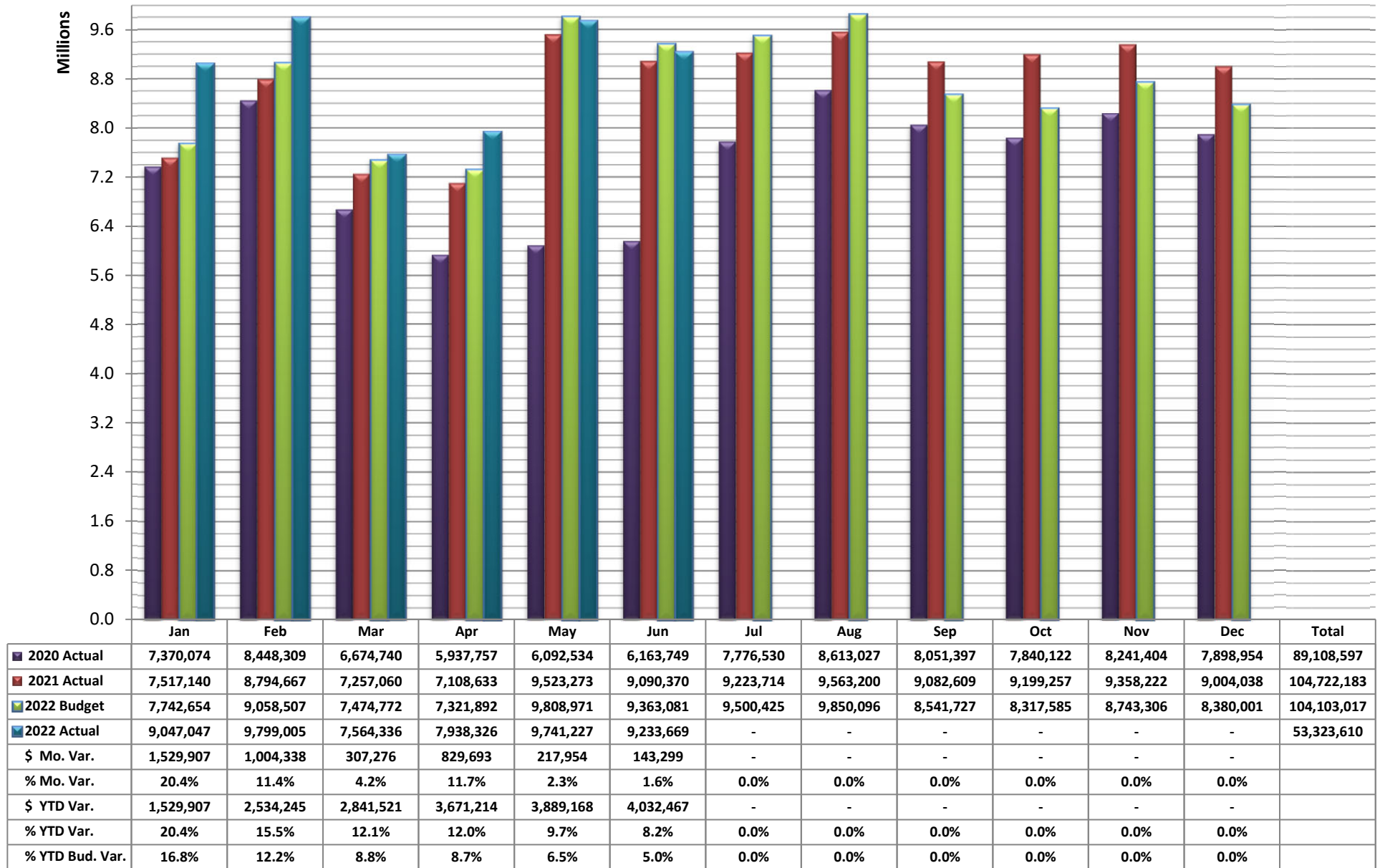
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-June 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

July 21, 2022

AGENDA ITEM 11D: MAY 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was one (1) more weekday in May 2022 compared to May 2021.

FIXED ROUTE

The May total monthly ridership increased 29.6% (546,385 vs. 421,637) in May 2022 compared to May 2021.

Average weekday ridership increased 29.6% (21,781 vs. 16,805) in May 2022 compared to May 2021.

Detailed breakdown:

- Adult Ridership increased 35.8% (330,973 vs. 243,699) in May 2022 compared to May 2021.
- Youth Ridership increased 81.5% (43,776 vs. 24,122) in May 2022 compared to May 2021.
- Reduced Fare/Paratransit Ridership increased 5.0% (74,026 vs. 70,512) in May 2022 compared to May 2021.
- CCS Pass Ridership increased 58.7% (21,163 vs. 13,333) in May 2022 compared to May 2021.
- Eagle Pass Ridership increased 510.9% (36,916 vs. 6,043) in May 2022 compared to May 2021.

PARATRANSIT

Total ridership for Paratransit has increased 38.7 % (28,687 vs. 20,677) in May 2022 compared to May 2021.

Detailed breakdown:

- Directly operated service increased 29.2% (14,658 vs. 11,346) in May 2022 compared to May 2021.
- Contracted service increased 52.2% (12,343 vs. 8,110) in May 2022 compared to May 2021.
- Special Use Van ridership increased 37.2% (1,686 vs. 1,221) in May 2022 compared to May 2021.

VANPOOL

Vanpool customer trips increased 37.0% (7,550 vs. 5,510) in May 2022 compared to May 2021.

Vanpool vans in service increased 16.4% (71 vs. 61 in 2021) in May 2022 compared to May 2021.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 49.2% (5,487 vs. 3,677) in May 2022 compared to May 2021.

Adult Pass/Smartcard monthly pass sales increased 49.1% (2,354 vs. 1,579) in May 2022 compared to May 2021.

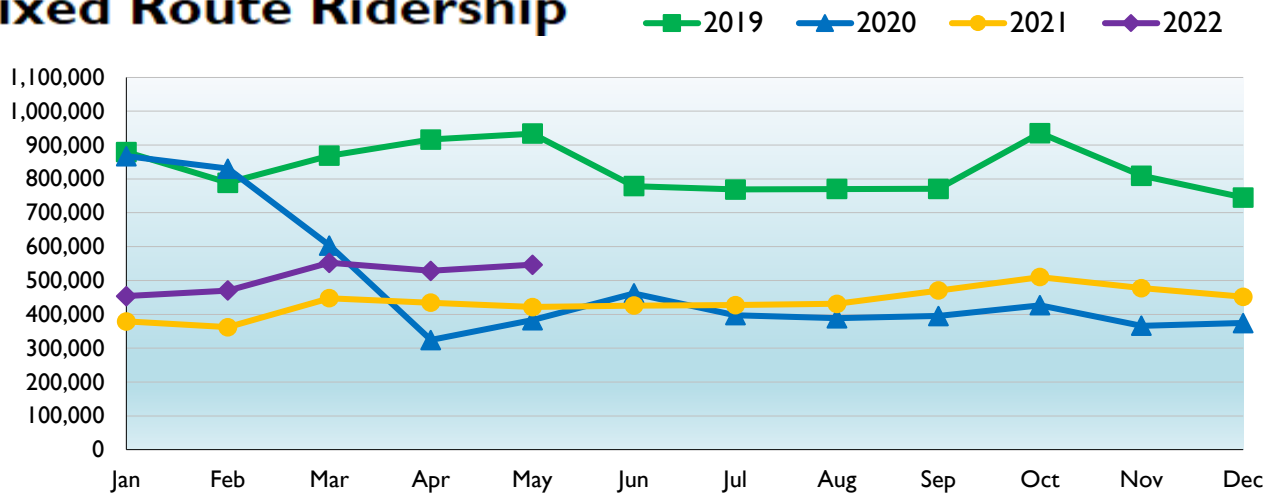
- Shuttle Park monthly sales increased 80.6% (251 vs. 139) in May 2022 compared to May 2021.
- 7-Day Pass/Smartcard monthly sales increased 114.8% (754 vs. 351) in May 2022 compared to May 2021.
- ESBP monthly sales increased 0.7% (286 vs. 284) in May 2022 compared to May 2021.
- Group Sales increased 6.7% (11,109 passes vs. 10,408) in May 2022 compared to May 2021.

UTAP monthly rides increased 164.5% (69,757 vs. 26,371) in May 2022 compared to May 2021.

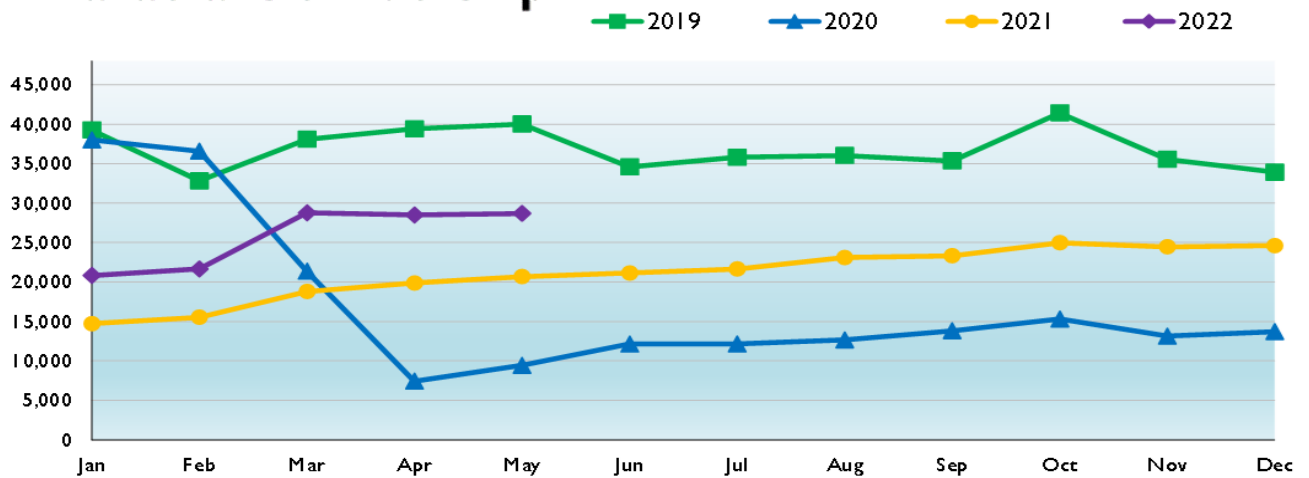
Community Access Pass (CAP) program sold 2,315 2hr passes and 3,145 Day passes in May. These passes are included in the Group pass sales above.

RECOMMENDATION TO BOARD: Information only.

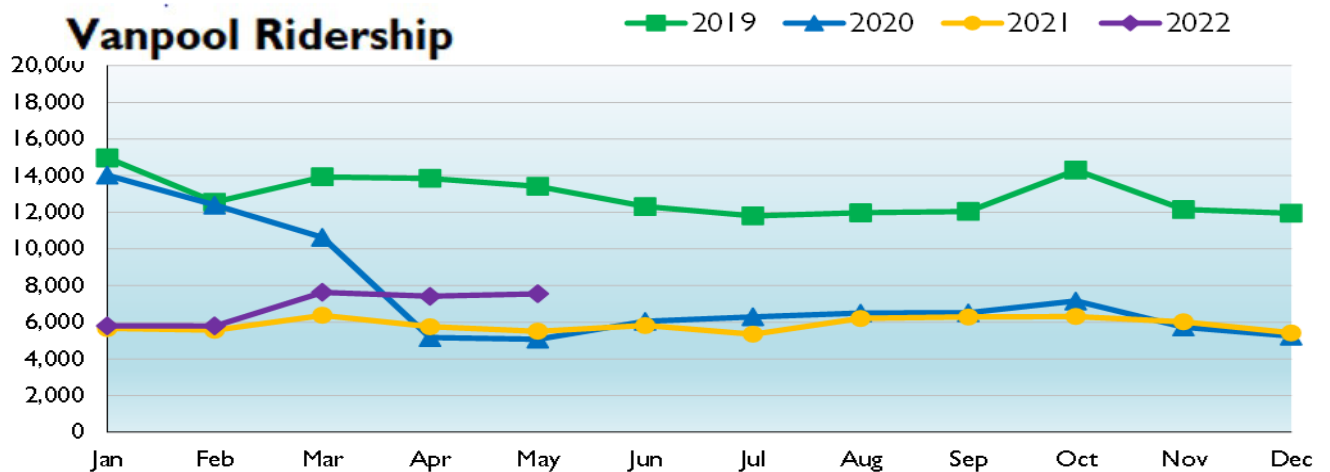
Fixed Route Ridership

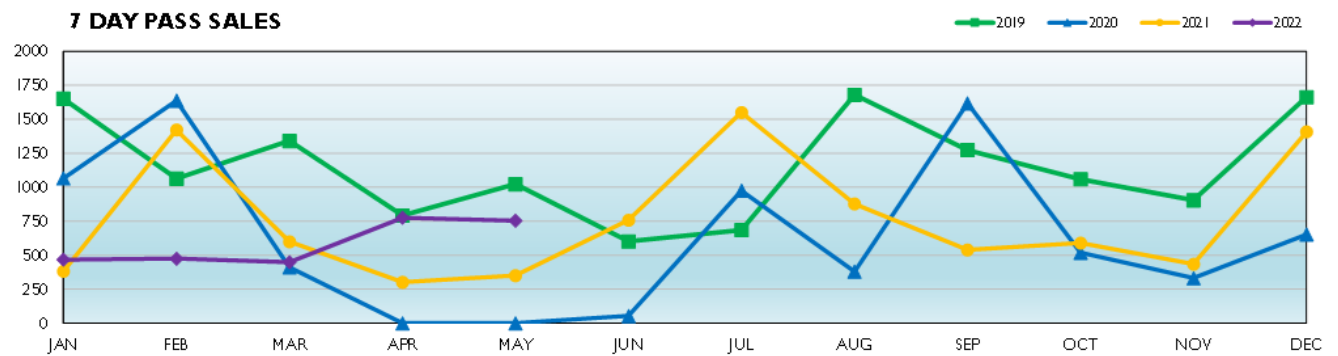
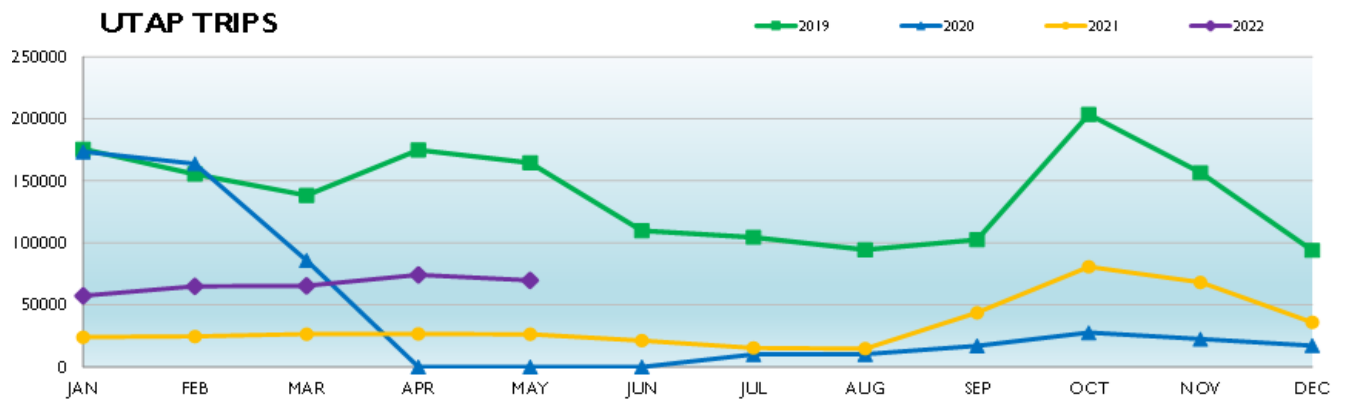
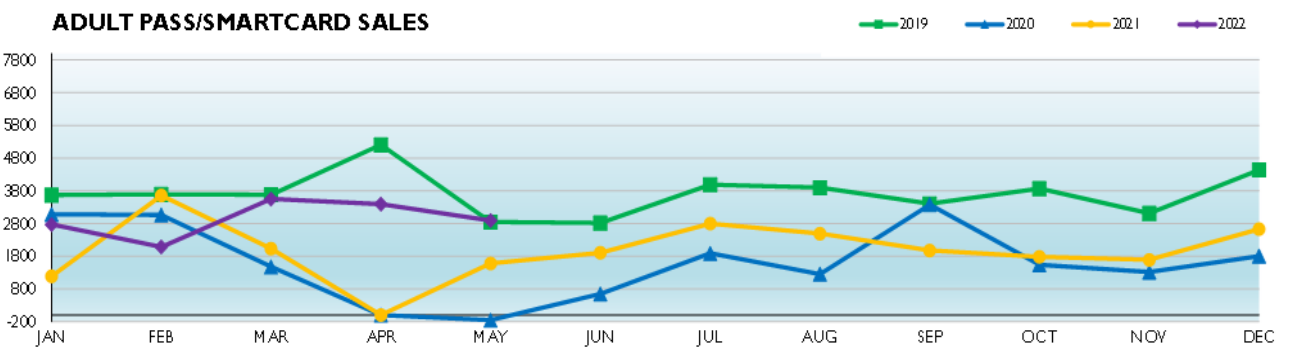
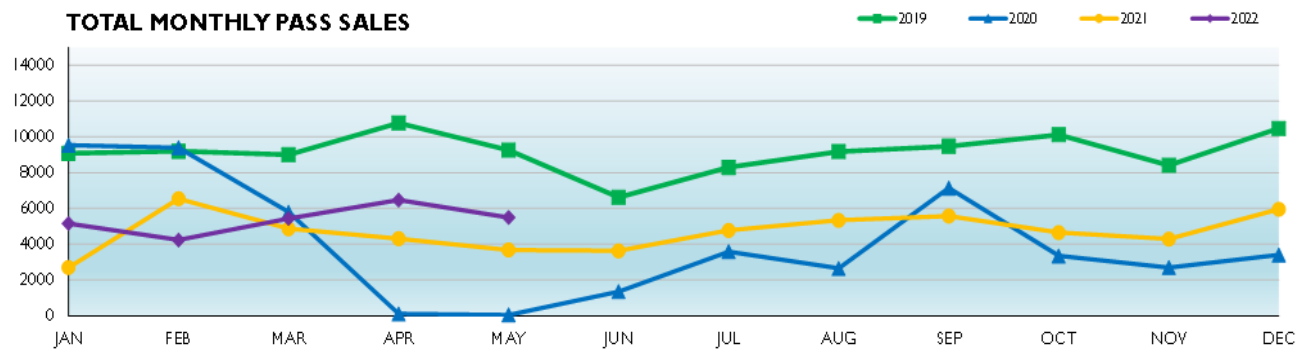


Paratransit Ridership



Vanpool Ridership





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11E: CITY LINE UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director of Capital Development

SUMMARY: The City Line is STA's first bus rapid transit project that is scheduled to begin revenue service on July 15, 2023.

Staff provided an update at the July 6, 2022, Planning & Development Committee meeting that included the following aspects of the City Line project: construction, amenity installation, implementation, and overall project schedule (attached).

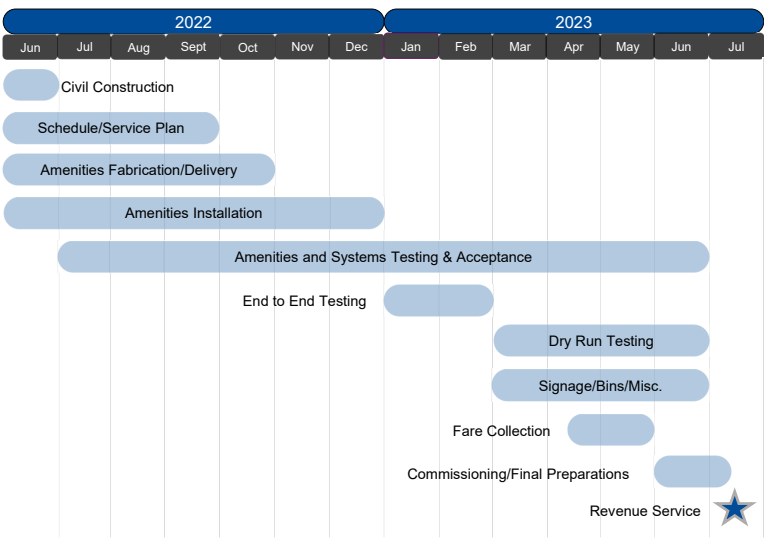
RECOMMENDATION TO BOARD: For information.

City Line Update

Purpose:
For information.







Schedule

- Project currently 75% complete
- Civil construction complete
- Amenities installations now
- Station testing
- End to end testing
- Dry run testing
- Final installations
- Commissioning & preparations for launch



Procurements

- One additional construction procurement may be needed (Main Ave.)
- Utility installations are complete
- Professional services work orders are complete
- Several minor amenities procurements outstanding (signs)
- Railing panel installation RFP

<ul style="list-style-type: none"> ✓ Core Construction ✓ Charging Installation ✓ Telecomm Infrastructure ✓ Wall Street & SCC TC Construction ✓ Riverside Avenue Stations ✓ Amenities Installation <p>Construction</p> 	<ul style="list-style-type: none"> ✓ Avista: Utility Relocates ✓ Avista: Utility ✓ Avista: Charging Infrastructure ✓ Century Link: Line, Vault Relocates <p>Utilities</p> 	<ul style="list-style-type: none"> ✓ Jacobs A/E WO#5 - 8, Gap Analysis ✓ Coffman A/E Wall, Riverside, SCC ✓ IBI A/E HPT Facilities Design & Communications ✓ Spokane Arts - Neighborhood Identification ✓ Jacobs WO #12 Systems Eng. and Implementation ⚙ Main Ave. Striping Design <p>Professional Services</p> 
<p>✓ Procurement is Complete</p> <ul style="list-style-type: none"> ✓ HPT Amenity Fabrication ✓ Streetscape / Station Fixture Procurement ✓ Communications Hardware ✓ Benches/Leaning Rails/Bins ✓ TVMs/Fare Validators ✓ Displays, CCTV Cameras, CMS ☐ Signage/Small Misc. Procurements ⚙ Railing Panel Fab/Install RFP <p>Amenities</p> 	<p>📋 Procurement Underway</p> <ul style="list-style-type: none"> ✓ Battery Electric Buses ✓ Fare Validators (Vehicles) ✓ Vehicle Monitors <p>Vehicles</p> 	<p>🔄 Procurement in Development</p> <ul style="list-style-type: none"> ✓ Jacobs WO#9 - 11 ✓ Coffman/Hill Const. Mgmt., Survey ✓ Coffman/Hill Const. Review ✓ Budinger: Core, Wall, SCC, Riverside Special Inspections ✓ Budinger: Amenities Installation - Inspection ✓ IBI EOR Amenities Installation ⚙ Main Ave. Striping Const. <p>Construction Services</p> 

Civil Construction

- Civil Construction Complete
 - Construction began April 2020
 - Construction substantially complete June 2022
 - Three construction contracts
 - Cameron Reilly – Core construction and Wall/SCC construction
 - WM Winkler – Riverside (13, 15, 17)
 - 32 - Stations
 - 1- Layover
 - 3 - street projects
 - Traffic signal, RRFB, HAWK
 - Fiber communications to each station



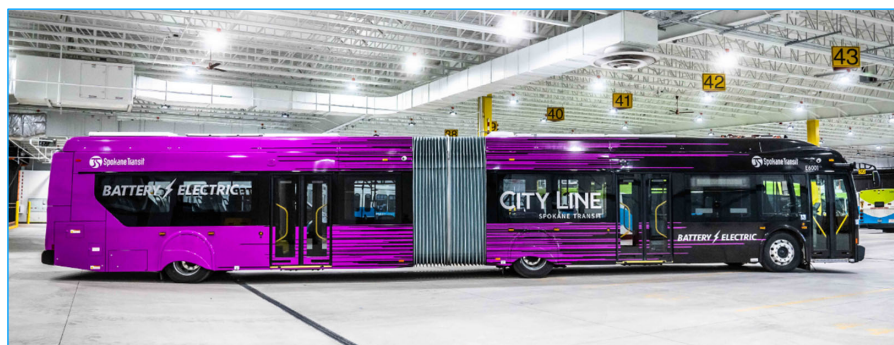
Amenities Installation

- Installation began June 6
- Two-Phases
 - Phase I – shelter walls, marker, light poles
 - Phase II – roofs, glass, electrical, leaning rails, bins, cameras
- Installation complete in December
- STA staff to install signage in Spring 2023
- Station by station testing



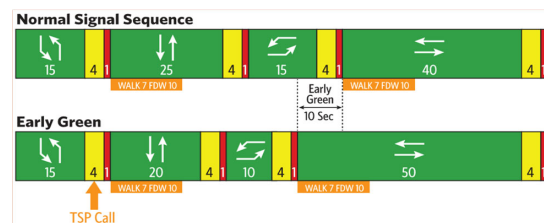
Vehicles

- FTA has issued LONP for 11th vehicle
- Vehicle testing is ongoing
- TSP equipment installed
- Fare validators installed
- Monitor installation in Fall 2022
- On-route systems testing will begin January 2023



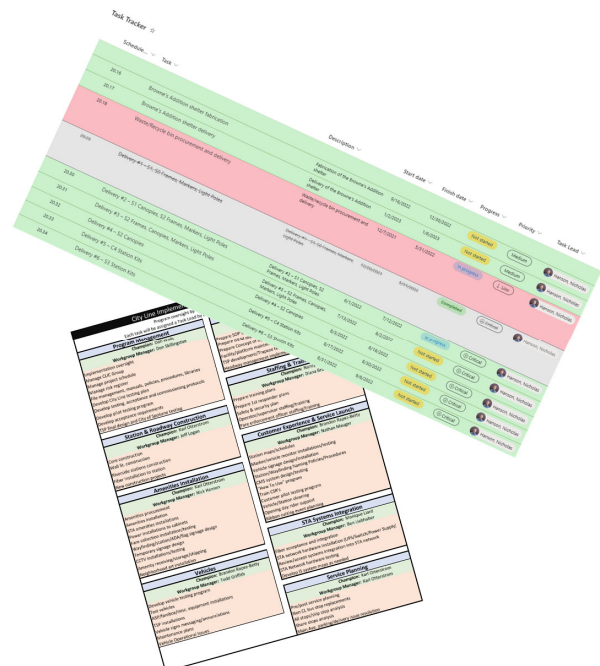
Transit Signal Priority

- Working with the city on final design parameters
- TSP at four intersections
 - Mission & Cincinnati
 - Northbound right/westbound left
 - Mission & Hamilton
 - Off-peak only (5-6AM, after 7PM)
 - Mission & Napa
 - Not during PM commute
 - Mission & Sycamore (SCC)
 - All hours
- Subject to annual reporting, monitoring and review by city
- Conducting a downtown signal study, searching for efficiencies in the downtown system along the route



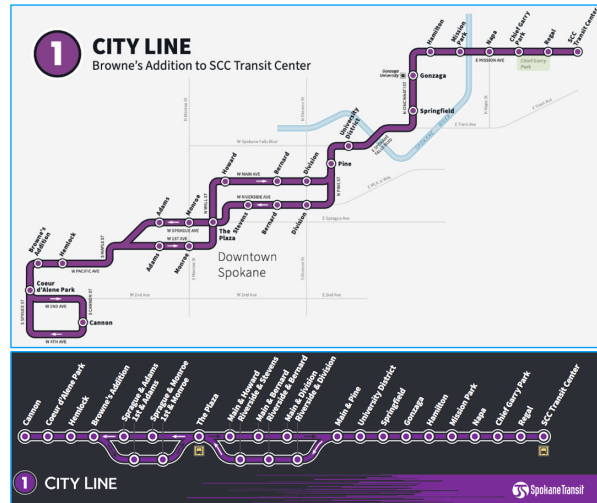
System Implementation

- Internal City Line Implementation Committee (CLIC)
 - Nine workgroups
 - Workgroup managers/task leads
 - Review and manage all tasks and risks
- Consultants onboard for support
 - Preparing testing plans
 - Develop testing, acceptance and commissioning protocols
 - Updating SEMP
 - Providing over-the-shoulder reviews



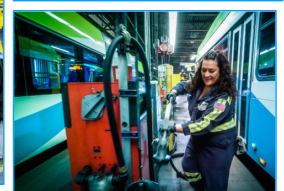
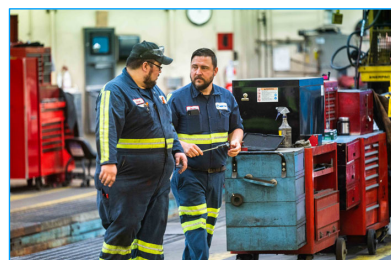
Customer Communications

- Content management system (CMS) in development by Communications Dept.
- Custom content for the City Line
- Monitors to be installed in all City Line vehicles
- Marker and arrival / departure signs at stations
- Station and vehicle signage designed, produced and installed by STA staff
- Developing specific line maps, schedules and materials for stations and vehicles



Staffing & Training

- Continuing to hire drivers
 - Goal is to hire 70 drivers
 - Five (5) more classes prior to launch
- Supervisor hires
 - Budgeted to hire four
 - Begin process in July
- Fare enforcement
- Vehicle Maintenance
 - Maintenance plans prepared
 - Training is on-going
- Facilities (stations) Maintenance
 - Maintenance plan in development
 - Training is on-going



Questions?

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11F : TITLE VI PLAN UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit's existing Title VI Program must be updated and approved by the Board of Directors by March 16, 2023, when the current program, last adopted in 2020, expires. Staff presented an overview of the Title VI Plan Update process to the July 6, 2022, Planning & Development Committee.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:
No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government. (FTA C 4702.1B, Chap. II-I) The Federal Transit Administration (FTA), from which Spokane Transit Authority (STA) receives Federal funds, is required to fulfill the US Department of Transportation's (USDOT) Title VI regulations (49 CFR part 21). To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program.

During the Committee meeting, staff provided an overview of Title VI, the major elements of a Title VI Plan, key activities during plan update, and anticipated timeline for Committee and Board action (attached).

RECOMMENDATION TO BOARD: For information.

Item XX

Title VI Plan Update

Purpose:

For information.

Section 601 of Title VI of Civil Rights Act (1964)

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

Title VI Program Requirements

- Title VI notice to the public and locations where it's posted
- Title VI complaint forms and procedure
- A review of the last 3 years (2020, 2021, 2022)
 - Fare and service changes
 - Investigations and complaints
- Updated public participation plan
- Updated Limited English Proficiency (LEP) plan
- Demographics of the service area, ridership, and appointed committees
- STA's policies and standards for fixed route services, facilities, and public outreach
- A comparison of sample routes against established standards

STA's Title VI Program

- 2020 Title VI Plan
 - Adopted by Board of Directors March 19, 2020
- Found at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>
-

Key Upcoming Activities

- Engagement
 - On-board rider survey planned for Fall 2022
 - Provider survey
- Policy review (and update if needed)
- Compiling documentation for Title VI requirements

Committee Timeline

Month	Purpose
July (today)	Introduce project, background and timeline
September	Community engagement plan review, rider survey
November	Community engagement update, rider survey initial results
December	Rider survey analysis results, draft plan discussion
February	Briefing on public hearing at February Board meeting
March	Adoption recommendation to Board

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11G : 2022 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM UPDATE

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: The Federal Transit Administration (FTA) requires entities with one hundred (100) or more transit-related employees who receive capital or operating assistance in excess of \$1 million, or requests or receives planning assistance in excess of \$250,000, in the previous federal fiscal year implement all of the Equal Employment Opportunity (EEO) Program elements and submit an EEO Program every four (4) years.

The EEO Program requirements include the following program elements: Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting.

Staff provided an update on the EEO Program to the Committee. STA's EEO program documents can be found here: <https://www.spokanetransit.com/about-sta/employment/eeop/>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 21, 2022

AGENDA ITEM 11H: SAO 2021 STATE AUDIT REPORT

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

SUBMITTED BY: Monique Liard, Chief Financial Officer
E. Susan Meyer, Chief Executive Officer

SUMMARY: On June 27, 2022, Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, with the Washington State Auditor's Office (SAO), held an Audit Exit Conference with STA staff regarding the 2021 Audit results. On July 6, 2022, the Performance Monitoring & External Relations Committee received a similar briefing from Mr. Lycan and Mr. Green of SAO. The briefing slides which were presented are attached.

To view the Financial Statements and Federal Single Audit Report for Spokane Transit Authority for the period January 1, 2021, through December 31, 2021, follow this link posted on the STA website: [2021-Financial-and-Single-Audit-report.pdf \(spokanetransit.com\)](#)

Access to prior years of Washington State Auditor's office reports can be found on the STA website at the following link: [Financial Information - Spokane Transit Authority](#)

RECOMMENDATION TO BOARD: Information only.

Exit Conference

Spokane Transit Authority

Alex Lycan
Audit Supervisor

Walter Green
Audit Lead

July 6, 2022



Office of the
Washington
State Auditor
Pat McCarthy




7/21/2022


Board

1


Results that Matter




Increased trust in government




Independent, transparent examinations



Improved efficiency and effectiveness of government



Pat McCarthy
State Auditor



Board

7/21/2022

2

Accountability Audit Results

January 1, 2021 through December 31, 2021

Results in Brief

This report describes the overall results and conclusions for the areas we examined.

In those selected areas, Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

Board

7/21/2022

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Accountability Audit Results

Using a risk-based audit approach, for the Authority, we examined the following areas during the period:

- Self-insurance for unemployment and workers compensation
- Selected IT security policies, procedures, practices, and controls protecting financial systems, IT systems and data – patch management
- Accounts payable – credit cards
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

Board

7/21/2022
2

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Financial Audit Results

January 1, 2021 through December 31, 2021

Unmodified Opinion Issued

- Opinion issued in accordance with U.S. GAAP
- Audit conducted in accordance with *Government Auditing Standards*

Internal Control and Compliance over Financial Reporting

- We reported no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses.
- We noted no instances of noncompliance that were material to the financial statements of the Authority

Board

7/21/2022
2

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Financial Audit Results

Required Communications

- We didn't identify any material misstatements during the audit.
- No uncorrected misstatements have been identified.

Board

7/21/2022

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Financial Audit Results

The audit addressed the following risks, which required special consideration:

Management override of controls

Early implementation of GASBs 87 Leases

Board

7/21/2022

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Federal Grant Compliance Audit Results

January 1, 2021 through December 31, 2021

Unmodified
Opinion Issued

- Opinion issued on the Authority's compliance with requirements applicable to its major programs
- Audit conducted in accordance with *Government Auditing Standards* and the Uniform Guidance

Internal Control
and Compliance
over Major
Programs

- We reported no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that are required to be reported

Board

7/21/2022
2

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Major Programs Selected for Audit



ALN	Program or Cluster Title	Total Amount Expended
20.500	Federal Transit Cluster – Federal Cluster Investment Grant*	\$26,724,356
20.507	Federal Transit Cluster – Federal Transit Formula Grant *	\$30,443,195
20.526	Federal Transit Cluster – Bus & Bus Facilities Formula, Competitive , and Low or No Emission Program	\$2,393,374

*Includes both COVID-19 and non COVID-19 funds

These costs amount to approximately 99.5 percent of the total federal expenditures for 2021

Board

7/21/202
2

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Related Audit Work



National Transit Database (NTD)
Agreed Upon
Procedure

- January 1, 2021 through December 31, 2021
- Procedures performed: 26



Board

7/21/202
2

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Closing Remarks

- Audit costs are in alignment with our original estimate
- Next audit: 2023
 - Accountability for public resources
 - Financial statement
 - Federal programs
 - National Transit Database (NTD) Agreed Upon Procedure

An estimated cost for the next audit has been provided in our exit packet

Board



7/21/2022
2

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Report Publication

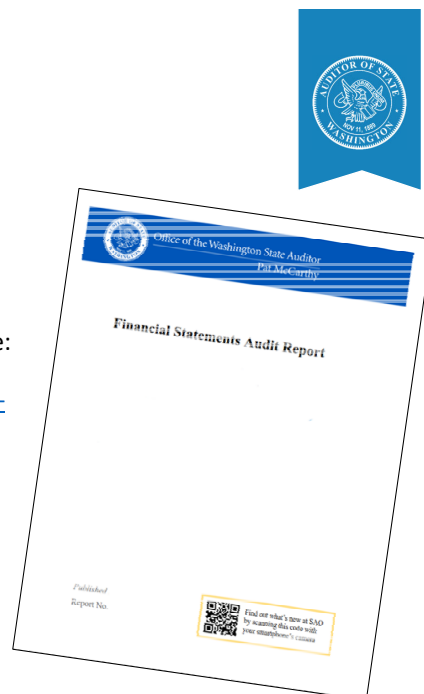
- ✓ Audit reports are published on our website.
- ✓ Sign up to be notified by email when audit reports are posted to our website:

<https://sao.wa.gov/about-sao/sign-up-for-news-alerts/>

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Board



7/21/2022
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Thank You!



- We thank Authority officials and staff for timely communications throughout the audit process.
- In particular, we would like to thank Tammy Johnston, Senior Financial Services Manager, Kristine Williams, Principal Transit Planner (until March 2022 and Karl Otterstrom, Director of Planning and Development for their assistance obtaining documentation and ensuring a quality working relationship with the Authority.

7/21/2022

Board

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Questions?



Contact Brad White, CPA, Program Manager,

Bradley.D.White@sao.wa.gov

(509) 919-0240

7/21/2022

Board

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