

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, September 15, 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 15th day of September 2022.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 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, September 15, 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](#)

General Public: [Click here to join](#)

Audio Conference: 1-408-418-9388; Event #: 2490 450 9190 Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. John Christiansen, Fixed Route Coach Operator - Retirement (*Brandon Rapez-Betty*)
 - B. Washington State Department of Transportation Wall of Fame Honorees - Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the July 21, 2022, Board Workshop – Corrections/Approval
 - B. Minutes of the July 21, 2022, Board Meeting – Corrections/Approval
 - C. Minutes of the August 11, 2022, Special Board Meeting – Corrections/Approval
 - D. July and August 2022 Vouchers (*Monique Liard*)
 - E. Cheney Line - Eagle Station Contract: Final Acceptance (*Karl Otterstrom*)
 - F. On Call Architectural and Engineering Consulting Services: Award of Contract (*Karl Otterstrom*)
6. Board Report – *10 Minutes*
 - A. City Line Project Update (*Karl Otterstrom*)
7. Board Action - Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. Fare Collection System Update (*Monique Liard*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. July 2022 Financial Results Summary (*Monique Liard*)
 - C. June 2022 Semi-Annual Financial Reports (*Monique Liard*)
 - D. August 2022 Sales Tax Revenue (*Monique Liard*)
 - E. July 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - F. Second Quarter 2022 Performance Measures – Results (*Brandon Rapez-Betty*)
 - G. Federal Transit Administration Section 5310 Call for Projects (*Karl Otterstrom*)
 - H. Title VI Plan Update: Outreach Plan (*Karl Otterstrom*)
 - I. DivisionConnects Phase 2: Vision and Implementation Strategy (*Karl Otterstrom*)
 - J. 2021 Fixed Route System Performance Report (*Karl Otterstrom*)
 - K. Second Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
13. New Business: (*none*)
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter, M^cMahon, Lamberson, Van Wert & Oreskovich, P.C.*): (*none*)
16. Adjourn

Cable 5 Broadcast Dates and Times of September 15, 2022, Board Meeting:

Saturday, September 17, 2022	4:00 p.m.
Monday, September 19, 2022	10:00 a.m.
Tuesday, September 20, 2022	8:00 p.m.

Next Committee Meetings (Virtual via WebEx) Wednesday:

Planning & Development	October 5, 2022, 10:00 a.m.
Performance Monitoring & External Relations	October 5, 2022, 1:30 p.m.
Board Operations	October 12, 2022, 1:30 p.m.

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

Thursday, October 20, 2022, 1:30 p.m.

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

3.

PUBLIC EXPRESSIONS

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

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

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

SUMMARY: John Christiansen retired on July 23rd, 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. We wish you the very best in your retirement.

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 MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 4B : WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME HONOREES – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

The 2022 Wall of Fame Honorees were recognized at the Wall of Fame Banquet on August 30 as part of the Washington State Public Transportation Conference.

Please see the attached Staff Report from CEO to read about this year’s Wall of Fame honorees and join me in congratulating our colleagues on their well-deserved recognition.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY
Staff Report from CEO

SUBJECT: 2022 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME

Thanks to those of you who nominated your co-workers for the 2022 Washington State Department of Transportation Wall of Fame. It is exciting to see the respect and appreciation you have for one another. We received seven incredible individual nominations; unfortunately, no team nominations were received. The nominees were outstanding, and I understand the selection was difficult. The selection team included the 2020 Wall of Fame recipients: Matt Smith, Associate Building Maintenance Specialist, and Ben Liebhaber and Kevin James of the IS team. I thank them for their work on such an important task.

According to the guidelines provided by the state, an *individual* must have exhibited excellence in public service, provided exemplary customer service, ensured a positive work environment, retained safe driving records, resolved an extremely difficult task, consistently performed above expectations, promoted teamwork, and/or have been an outstanding ambassador for the agency. In order to be meaningful to STA, our core values of team player, respect, accountable, neighbors, service, innovative, and trained were also taken into consideration.

The following nominees were chosen as the 2021 Wall of Fame recipients, and these are excerpts from the nominators' comments:

Lisa Duffin, HR Specialist—Benefits

Lisa has served as STA's primary contact for all things COVID-19 since the pandemic began in March 2020. She has communicated with every STA employee who has been placed on a COVID leave, totaling over 870 leaves, with as many as 45 at one time. She has guided them through the parameters of testing, quarantine, isolation, and returning to work. Lisa would listen and respond to individual employee concerns as if they were her own and reply to them with reliable information on which the employee could act with certainty. She also established a close connection with the Spokane Regional Health District as she communicated STA's positive cases and contact tracing protocol efforts and results. Lisa went beyond her normal job requirements to help ensure STA and its employees would survive the COVID crisis.

Gaynell Rhodes, Lead Customer Service Representative

Gaynell is a dedicated member of the Customer Service Team. She began her STA career in 2014 and joined the Customer Service team in 2017; within a few short months, she had risen to a lead position. Gaynell has a work ethic few can match, always shows respect to her coworkers, and customers, even if it is not always reciprocated. She is accountable for her actions, asking what could be done better in the future and learning from mistakes, and is a knowledgeable representative of STA who loves to meet the people of our community to help educate them on STA's many services. Gaynell consistently embodies each of STA's core values and goes above and beyond in her service to our community.

SPOKANE TRANSIT AUTHORITY

BOARD WORKSHOP OF

September 15, 2022

AGENDA ITEM 5A : MINUTES OF THE JULY 21, 2022, BOARD WORKSHOP - CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the July 21, 2022, Board Workshop are attached for your information,
corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer ESM

Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the July 22, 2022, STA Board Workshop
1230 W Boone Ave., Spokane, Washington
with a WebEx Video Conference Option

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Pamela Haley, City of Spokane Valley
Zack Zappone, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative (Millwood)
Ex Officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

Kevin Desmond, Principal & National Director, Transit
and Rail, Sam Schwartz
Tim Payne, Senior Principal, Nelson Nygaard

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

Chair Grover called the meeting to order at 11:31 a.m. and introductions were made.

2. **STA STRATEGIC PLAN WORKSHOP**

- A. **Welcome and Introductions:** Ms. Meyer welcomed everyone and expressed her appreciation for everyone making time to participate. She provided a review of the background of the Strategic Plan. Ms. Meyer noted that since the last workshop, staff have been working on outreach and refining the Mission, Vision, and tag line. She noted the three Strategic Plan goals that will be presented today for concurrence, and advised that we will then review the future scenarios developed, and next steps.

Ms. Meyer advised that we will be using the Mentimeter tool again and reiterated that all members are invited to provide input today, regardless of voting or non-voting status and said we want to hear from all Board members during the workshop.

She introduced Mr. Tim Payne and Mr. Kevin Desmond, along with the internal Strategic Planning working group.

- B. Workshop Objectives: Ms. Liard shared a graphic that reviewed the overall strategic planning overview, indicating where staff are in the process leading up to the Phase 1 Strategic Plan being adopted at the December 2022 Board meeting.

1. **Update on outreach efforts and findings** – Ms. Liard noted the completed and anticipated efforts through August 2022. She noted proposed topics for the September, October, and November workshops.

Ms. Liard mentioned the preliminary online survey results which is running June 22 through August 15. The survey is available in five languages and has received 65 responses as of July 20, 2022. She also reviewed results of the survey to date.

Brief discussion ensued with Board members and staff concerning on-demand transit and housing near transit.

2. **Finalize updates to STA's Mission, Vision, and Tagline** – The Mission & Vision refresh was discussed, and the results of the May Board Workshop were reviewed. Ms. Liard showed proposed revisions to the Mission statement. There were no revisions suggested to the Vision statement, and it was suggested changing "city" to "cities" in the tagline.

A Mentimeter activity followed which allowed Board members to participate and provide responses to questions about riding in autonomous vehicles, and the proposed Mission Statement, Vision Statement, and Tagline.

3. **Concur on Draft Strategic Plan Goals** – Mr. Desmond reviewed the Strategic Plan goals' definition, initial outreach input used to develop goals, and the proposed Draft Strategic Plan Goals of a) Elevate the customer experience; b) Lead and collaborate with community partners to enhance the quality of life in the region; and c) Strengthen STA's capacity to anticipate and respond to the demands of the region. He reiterated the objective of the meeting today is to obtain concurrence on the proposed goals.

Mr. Hattenburg joined the meeting at 11:53 a.m.

Mr. Desmond presented example strategies to each of the three goals, which were individually followed by a Mentimeter activity to provide Board Members the opportunity to give anonymous feedback and suggestions and weigh in on the goals. Discussion ensued.

Mr. Desmond advised that Goal 1 used Service, Ease of Use, and Safety as examples in elevating the customer experience. When asked 'What strategies would be important to you as an STA Board Member in reaching this goal of Lead and Collaborate with Community?', Board members submitted ideas that included utilizing new technologies, identifying ALL community partners, how do we define the customer, frequency of service, serving non-served communities, continuous evaluation of actions to ensure they get us to the goal, ongoing requests for feedback, and partnering and connecting to neighborhood centers/hubs.

Board members were reminded that strategies include Leadership, Collaboration, and Looking to the Future. Feedback on goal #2 strategies and the question of how well it aligned was met with 6 "very well" versus 2 "somewhat well" responses.

When asked what strategies would be important to you as an STA Board member in reaching this goal, responses included weekend night buses, collaborate with law enforcement to prevent DUIs and collisions, regular communication with

stakeholders, plaza law enforcement, provide more opportunities for non-riders to learn about STA, and regular meetings with partners, sharing plans for projects, making multimodal transportation a high priority in collaboration with land use, improving relationships with SPD, and the downtown partnership. Discussion ensued.

Goal 3 included asking about strengthening STA's capacity to anticipate and respond to the demands of the region. Example strategies for human, capital, and financial resources were shared. The question of How well does this goal represent where STA should be heading in the future? received 9 "very well" and 1 "somewhat well" responses.

In response to the question of 'What strategies would be important to you as an STA Board member in reaching this goal?' Board members offered options such as attract/retain staff, empower employees to participate in decision making, partner with colleagues or trade schools to teach people, communication and planning, outreach to diverse communities, training opportunities, expansion, employee incentives, good stewards of public finances, eye on the future beyond 2035, better evaluation of personal factors resulting in lost employees and changes that can be made by the organization to address them, and human capital drives it all.

Mr. Desmond asked for additional comments and discussion ensued regarding responses. He asked if any other goals were missing and restated the draft goals. A few suggestions were offered and discussed how they fit into the three goals mentioned.

Mr. Desmond stated the objective was to get concurrence that these are the right goals and he felt we had achieved that today.

Mr. French joined the meeting at 12:32 p.m.

4. **Review Scenario Planning** – Mr. Payne reviewed the stages of scenario planning used to evaluate goals and strategies in an uncertain future. External factors were evaluated, and a scenario summary was provided with discussion of the following scenarios:

Scenario	Over-arching Theme
Scenario A - Current Trends	Current trends and indicators carry into the future
Scenario B - Resurgence of Downtown Spokane	Downtown Spokane becomes a vibrant mixed-use center and attracts regional growth and focus
Scenario C - Large Employment Centers	Employment growth is dominated by large manufacturing employers, one in the Spokane region and one in North Idaho
Scenario D - Idaho Shift	Regional growth in housing, retail, medical services, and employment shifts into North Idaho
Scenario E - North Spokane Corridor Influences	Regional growth focuses on the North Spokane Corridor with transit needs connected to all parts of the region, including Downtown Spokane
Scenario F - Regional Backtrack	Forces of employment opportunity and housing shortages cause the region to move back in time economically

This review was followed by a Mentimeter activity. The question 'How well do these scenarios represent a sufficiently broad set of futures to test the suitability of the goals and strategies?' received 4 "very well" and 5 "well" responses. Mr. Desmond asked for thoughts and comments. Discussion ensued.

Additional Mentimeter activities asked Board members to participate in determining which Draft Scenarios present the greatest opportunity, which Draft Scenarios are the most challenging to respond to, and which external factors should be explored in another scenario? Board members provided their input. Mr. Desmond reviewed the planning overview and talked about the performance measures and their importance to measuring how well the goals area being met, noting they will be presented in September.

5. **Next Steps**– Ms. Meyer commented on the input received today, goals and strategies, how interesting the scenarios are, and how pleasing it is to have the Board’s concurrence that we are on the right track. She advised we will continue the surveys, meet with Citizen Advisory Committee, refine the list of strategies, and bring back to the Board.

She thanked Board members for their leadership, input, and participation. She noted a lot was covered today and advised next steps include continued outreach efforts, refining the list of strategies, development of strategic performance measures, testing strategies against future scenarios, and then drafting the strategic plan.

She reviewed the project timeline through the summer and beyond to the adoption of the strategic plan in December 2022. She advised the next workshop will be in the same time slot prior to the September 15 Board Meeting.

Ms. Meyer thanked the consultants and staff for their efforts and reiterated her appreciation of Board Members’ contributions of time and energy to the development of the strategic plan.

- C. May Board Workshop Supplemental Data - Ms. Meyer asked Mr. Payne to discuss the slides included in the May information that was included in the packet sent to the Board members prior to the meeting. He discussed the annual average daily traffic context and the demographic shifts of the past decade. He discussed the slide about homelessness context and unsheltered homelessness for Spokane, Clark, and Pierce counties, noting it was difficult to find comparison but sees that the Spokane unsheltered population has skyrocketed. Board members were encouraged to review and let staff know of any questions that came up.

3. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 1:23 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Steering Committee Members

E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer
Karl Otterstrom, Chief Planning & Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Nancy L. Williams, Chief Human Resources Officer
Kathleen Weinand, Strategic Plan Project Manager
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the CFO

Consultant Team Workshop Staff

Tim Payne, Senior Principal, Nelson|Nygaard
Kevin Desmond, Principal and National Director,

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 5B : MINUTES OF THE JULY 21, 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 July 21, 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 MC

Attachment

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

BOARD OF DIRECTORS

Minutes of the July 21, 2022, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

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

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUEST

Sherry Little, Partner, Cardinal Infrastructure

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Chair Grover advised that Item 4A is being presented in September.

Mr. French moved to approve the July Board Agenda with the amendment noted. Ms. Haley seconded, and the motion passed unanimously.

3. Public Expressions - None

4. Recognitions and Presentations

~~A. John Christiansen, Fixed Route Coach Operator — Retirement~~

B. Kim Freeman, Office Assistant – Retirement

On behalf of Spokane Transit and the community we serve, Ms. Meyer recognized Ms. Freeman for her 43 years of service and presented her with a commemorative plaque acknowledging her years of service to STA and the community. Ms. Freeman was in attendance to receive the plaque and recognition from the Board. She thanked Ms. Meyer, Board Members, and Staff, commenting with a smile that she never thought she'd be here for 43 years.

C. 2nd Quarter Years of Service – Recognition (*Nancy Williams*)

Ms. Williams reminded that 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. She read the names of 30 individuals who have been employed with STA for significant periods of time (5, 10, 15, 20, 25, and 30 years), noting STA commends and recognizes them for their contribution to the success of the agency.

5. Board Action – Consent Agenda

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

- A. Approved Minutes of the June 16, 2022, Board Meeting – Corrections/Approval
- B. Approved the following June 2022 Vouchers:

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

- C. Adopt, by Resolution 797-22, the 2023-2028 Transit Development Plan.
- D. Adopt, by Resolution 798-22, the proposed 0.7530% DBE goal for FFY 2023, 2024, & 2025.
- E. 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.
- F. 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.

6. Board Action – Other

A. Fare Policy Revisions: Final Recommendation – Zero-Fare for Youth (Resolution)

Mr. Otterstrom presented 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 799-22 for review and recommendation to the Board for adoption.

He specifically reviewed the background, policy recommendation, current and proposed fares, implementation steps, outreach: Title VI requirements, Title VI analysis, Zero-Fare for Youth policy outreach, survey results, and the timeline for implementation.

Mr. Otterstrom noted the recommendation to: Adopt, by Resolution 799-22, revising STA's Tariff Policy and Procedures for Fixed Route and Paratransit Fares to implement Zero-Fare for Youth.

Ms. Kinnear expressed concern about the implementation step that included "If the Washington State Transit Support Grant is rescinded, Category B fares will be reinstated at their 50% reduced levels as approved by the board on January 21, 2022" due to it being a new future board. She asked if they should say "the board will reconsider". Mr. Otterstrom advised it was at the board's discretion.

Ms. McAloon noted that next year's board could amend the resolution and the policy, stating it doesn't have to be in this amendment because the board has that right, regardless. She clarified that it would end if the funding were rescinded but the board would have the ability to take action differently at any point in time. Ms. Kinnear thanked Ms. McAloon.

Mr. Grover thanked Mr. Otterstrom.

Mr. Hattenburg moved to approve as presented. Ms. Stratton seconded, and the motion passed unanimously.

B. Recognition of Laura McAloon (Resolution)

Ms. Meyer advised she was presenting the attached Resolution No. ____ for approval by the Board in recognition of Laura McAloon'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.

Mr. Kerns moved to approve, by Resolution, to convey the Board's deep gratitude and appreciation to Ms. McAloon for her long-standing exemplary service to STA, public transit, and the entire community. Mr. Hattenburg seconded, and the motion passed unanimously.

7. Board Operations Committee

A. Chair Report

Chair Grover advised he had nothing to add today.

8. Planning & Development Committee

A. Chair Report:

Mr. French noted he was absent from the Planning & Development Committee and had Ms. Stratton chair the meeting for him. Ms. Stratton deferred to Mr. Otterstrom who reviewed the items introduced, received, reviewed, and recommended to the Board by the Planning & Development Committee.

9. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley reviewed the items sent to the Board under Consent. She noted the other items discussed and said they heard a report on the 2021 state audit exit briefing, which was perfect, and she offered congratulations to staff on another successful audit.

Chair Grover asked if anyone had questions of P&D or PM&ER Committees. None were forthcoming.

10. CEO Report

Ms. Meyer provided a report on the following:

Ridership in June saw a year-to-date increase in Fixed Route of 24.8%. When compared to pre-pandemic levels of 2019, Fixed Route has recovered approximately 60% of ridership.

Paratransit realized an increase of 41.0% year-to-date, and approximately 70% of pre-pandemic ridership levels.

Vanpool Ridership increased 21.7% year-to-date. 72 vans assigned.

June Monthly Fare Revenue by Service showed fares at \$3.7M year-to-date, which compares to \$3.M in 2021. Along with ridership, fare revenue has increased.

Sales Tax was reported on June 2022 voter-approved revenue, which represented April sales. STA's budget for June of \$9,363,081 compared with actual Sales Tax collected of \$9,233,669. This represented 1.4% above budget, 2.6% year-to-date above budget, 1.6% above June 2021 actual, and 8.2% above year-to-date 2021 actual.

City Line finance update was provided. Ms. Meyer noted the differences between June and July reports. Uncommitted funds have gone up. As projects are completed, if they come in under budget, that amount goes into uncommitted. She explained the reasons for the changes.

She noted current activities of City Line project and shared an article in the *Spokesman Review* on July 18, 2022, titled "Murals for Invigorating Neighborhood Pride" and a picture of the artwork on a shelter at Main & Division and concluded her City Line report with Upcoming Activities. Ms. Meyer said we are less than one year to the start date now.

Ms. Meyer introduced Sherry Little of Cardinal Infrastructure to provide an update from Washington DC. Ms. Little said she and her staff were able to review developments with Headquarters on the City Line and she said of the projects her team is working on, 100% of them have experienced significant budgetary impacts, except City Line. She shared the trends taking place in transit which may impact the initiative known as the Bipartisan Infrastructure Law. Unforeseen hiccups and unpredicted changes may hinder infrastructure finance, specifically supply chain issues (microchips shortages). Washington DC has not recognized it can impede the President's agenda. Another issue being dealt with is inflation, and she shared how much the cost has gone up over the past five years for stainless steel, aluminum, and carbon steel, noting transit manufacturers are having trouble delivering at previously promised rates. Worker shortages is another topic being heard throughout the country. She advised that with no solution yet identified to resolve these issues, it is recognized as an impediment to the President being able to advance his agenda. She said they all were interesting developments and offered to answer questions. None were forthcoming.

Ms. Meyer thanked Ms. Little and detailed STA's incentive and recruitment plan progress as one way STA is attempting to address worker shortages. She reviewed the Retention Incentive program and noted 573 employees received the first of four potential incentive bonuses. She took a moment to congratulate and thank the STA employees. Ms. Meyer also shared the new hire incentive and employee retention programs.

STA's Annual Awards banquet was held Sunday night, July 17, 2022, at the Northern Quest Resort to honor STA employees' professional safety achievements. This year, the award receipts include those honored from 2019, 2020, and 2021. She noted the Board Members who attended with their guests.

Ms. Meyer updated the Board on 2022 grant requests.

The 46th Washington State Public Transportation Partnership Conference, Vendor Expo and State Rodeo will be held August 27th – 30th at the Davenport Grand Hotel. She reviewed the details.

Ms. Meyer noted the Interim Legal Services interview will take place in next couple weeks, and recommendation will be brought to the Board at a date to be determined.

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

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 Member Expressions

Mr. French advised he and Commissioner Kerns attended a ribbon cutting at Thrive over the weekend. He described the details of the accommodations being offered to refugees. There are 120 units currently occupied by families. He expressed his heartfelt interest in assisting these people and asked if we could do anything as a community to help. They asked if STA could do anything to help with transportation. He had a short conversation with the CEO this morning and wanted to bring it to the Board as an opportunity to welcome them to the community. He said he doesn't know how that is presented – as bus passes, a van or two for Vanpool program to get them to jobs, but was advocating for help. He encouraged fellow Board Members, the CEO and staff to bring their best ideas to the table. Mr. Kerns agreed that they want to be a part of the community. He detailed a story heard from one family.

Ms. Wilkerson asked about bus training and whether STA still offered that to the community. Ms. Meyer advised that the program was suspended at the beginning of the pandemic. She said staff will follow up to understand how we can help and advised they must have interpreters to assist. Staff will look at resources to see if there is a program STA can offer.

Mr. French recapped how the program works as a transitional facility.

Chair Grover thanked the board members for their governance and expressed his and staff's appreciation for the time spent with STA.

14. Executive Session - *None*

15. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:40 p.m.

Respectfully submitted,

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

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 5C : MINUTES OF THE AUGUST 11, 2022, SPECIAL 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 August 11, 2022, Special 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 MC

Attachment

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

BOARD OF DIRECTORS

Minutes of the August 11, 2022, STA Special Board Meeting
via a WebEx Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County *(virtual)*
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
David Todd, Alternate, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Karen Stratton, City of Spokane *(virtual)*
Karen Stratton, City of Spokane *(virtual)*
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Zack Zappone, City of Spokane
Dan Dunne, Small Cities Representative (Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

Megan Clark, Etter, McMahon, Lamberson, VanWert & Oreskovich
Michael Connelly, Etter, McMahon, Lamberson, VanWert & Oreskovich

1. **Call To Order and Roll Call**

Chair Grover called the meeting to order at 3:00 p.m. and introductions were made.

2. **Interim Legal Counsel Services**

Ms. Meyer provided background on the current contract for general counsel legal services which will expire January 2023. She noted that STA's general legal counsel, Laura McAloon, has accepted a position in another state. As such, interim legal counsel services are required until a formal Request for Proposals procurement can be completed.

Two of three firms accepted STA's invitation to apply to serve as interim legal counsel at STA. Etter, McMahon, Lamberson, VanWert & Oreskovich (EMLVO) and Kutak Rock, LLP applied and were interviewed. The voting members of the evaluation committee consisted of four STA Board

members and five STA staff. The interview committee scored each firm, and the following represents the results of the interview process.

Firm Name:	Total Possible Points = 100
Etter, McMahon, Lamberson, VanWert & Oreskovich	94.4
Kutak Rock LLP	77.4

The evaluation committee recommends engaging Etter, McMahon, Lamberson, VanWert & Oreskovich to provide general counsel legal services, with Megan Clark serving as the primary attorney, commencing August 12, 2022, for a term of one year or a sum not to exceed \$200,000.

Mr. French moved to approve, by motion, the engagement of Etter, McMahon, Lamberson, VanWert & Oreskovich as STA Interim Legal Counsel, with Megan Clark serving as the primary attorney, for a term of one year or a sum not to exceed \$200,000. Ms. Haley seconded, and the motion passed unanimously.

On behalf of the STA Board, Chair Grover thanked Ms. McAloon for her long-term service and dedication to STA. Ms. McAloon said it's been an honor to serve STA.

Chair Grover congratulated and welcomed Megan Clark and Etter McMahon, Lamberson, VanWert & Oreskovich. Ms. Clark thanked the Board and expressed her firm's excitement to be working with STA.

3. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 3:14 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 15, 2022

AGENDA ITEM 5D : JULY AND AUGUST 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 July 1 through 31, 2022, and August 1 through 31, 2022, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (July)	Nos. 617921 – 618361	\$ 8,280,896.58
Worker's Comp Vouchers (July)	ACH – 2286	\$ 131,066.05
Payroll 07/01/2022	ACH – 07/01/2022	\$ 2,075,920.73
Retention Checks 07/13/2022	Nos. 728366-728938	\$ 926,907.39
Payroll 07/15/2022	ACH – 07/15/2022	\$ 1,879,951.34
Payroll 07/29/2022	ACH – 07/29/2022	\$ 1,604,791.29
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,600.19
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,876.40
JULY TOTAL		\$ 14,907,009.97

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (August)	Nos. 618362 – 618776	\$ 7,676,387.97
Worker's Comp Vouchers (August)	ACH – 2286	\$ 291,899.14
Payroll 08/12/2022	ACH – 08/12/2022	\$ 2,505,111.25
Payroll 08/26/2022	ACH – 08/26/2022	\$ 1,486,278.29
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,528.26
AUGUST TOTAL		\$ 11,966,204.91

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: Information only.

Spokane Transit Authority
Vouchers - July 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/01/2022	617921	Inland Welding Supply Inc	1032	18.85
07/01/2022	617922	Francis Avenue Hardware	2279	326.46
07/01/2022	617923	AFSCME	1328	945.60
07/01/2022	617924	AFSCME	1328	120.00
07/01/2022	617925	Amazon Capital Services Inc	2098	989.64
07/01/2022	617926	Northwest Center Services	2271	27,124.40
07/01/2022	617927	ARI Phoenix Inc.	2678	22,516.42
07/01/2022	617928	Amalg Transit Union #1015	1055	23,402.73
07/01/2022	617929	Amalg Transit Union #1598	1056	921.76
07/01/2022	617930	Battery Systems Inc	1089	296.93
07/01/2022	617931	Blanchard Electric & Fleet Supply	2589	431.24
07/01/2022	617932	Daniel H Brunner Trustee	1124	2,454.13
07/01/2022	617933	Budinger & Associates Inc	2149	24,266.50
07/01/2022	617934	Business Interiors of Idaho	2715	571.83
07/01/2022	617935	California Department of Child Support Services	1130	485.07
07/01/2022	617936	Lithia Motors Support Services	1024	2,019.04
07/01/2022	617937	The Coeur D'Alenes Company	2441	1,331.90
07/01/2022	617938	Consolidated Electrical Distributors	1133	29.84
07/01/2022	617939	QWEST Corporation	1148	1,168.68
07/01/2022	617940	QWEST Corporation	1148	135.66
07/01/2022	617941	Child Support Enforcement Agency	1825	392.30
07/01/2022	617942	City of Spokane	1601	990.73
07/01/2022	617943	Clean Concepts Group Inc	1471	510.46
07/01/2022	617944	Coffman Engineers Inc	1162	13,718.96
07/01/2022	617945	Comcast	1170	994.41
07/01/2022	617946	Comcast	1170	196.65
07/01/2022	617947	Comcast	1170	113.65
07/01/2022	617948	CompuNet Inc	1166	58,814.73
07/01/2022	617949	Conseal Containers LLC	1176	347.65
07/01/2022	617950	Cummins Inc	1027	1,828.17
07/01/2022	617951	Employee Advisory Council	1236	545.50
07/01/2022	617952	Edge Construction Supply Inc	1224	285.08
07/01/2022	617953	Electrical Service Products Inc	1230	1,755.19
07/01/2022	617954	Farren I Hauk	2722	480.00
07/01/2022	617955	Fastenal Company	1249	538.94
07/01/2022	617956	FedEx	1808	269.02
07/01/2022	617957	Ferguson Enterprises Inc	1252	58.26
07/01/2022	617958	The Fig Tree	2465	150.00
07/01/2022	617959	Gordon Truck Centers Inc	1018	32,437.23
07/01/2022	617960	Galls LLC	1271	281.49
07/01/2022	617961	Gard Communications Inc	1272	662.50
07/01/2022	617962	SPX Corporation	1268	3,869.13
07/01/2022	617963	Gillig LLC	1279	7,989.37
07/01/2022	617964	Glass Doctor	1308	919.16
07/01/2022	617965	Goodson Manufacturing Company	1284	151.23
07/01/2022	617966	W.W. Grainger Inc	1285	1,806.89
07/01/2022	617967	Grimco, Inc	2696	158.26
07/01/2022	617968	H W Lochner Inc	1405	42,804.97
07/01/2022	617969	Hogan Mfg Inc	1008	158.70
07/01/2022	617970	Horizon	1321	155.98
07/01/2022	617971	Humanix Corp	1329	1,596.73
07/01/2022	617972	IBI Group	1336	36,474.38
07/01/2022	617973	Jarms Hardware Inc	2548	8.90
07/01/2022	617974	William Corp	1363	495.55
07/01/2022	617975	KPFF Inc	2510	93,781.66
07/01/2022	617976	Laird Plastics	1383	175.39
07/01/2022	617977	Lithia Motors Support Services	1088	646.87
07/01/2022	617978	Maintenance Solutions	1418	606.04
07/01/2022	617979	Mohawk Manufacturing & Supply Co	1011	506.92
07/01/2022	617980	Motion Auto Supply Inc	1012	290.62
07/01/2022	617981	Motorola Solutions Inc	1448	670.35
07/01/2022	617982	Mouser Electronics Inc	1449	908.90
07/01/2022	617983	Black Realty Management Inc	1658	13,180.90
07/01/2022	617984	NAPA Auto Parts Inc	1014	5,293.90
07/01/2022	617985	Legend Investments Inc	1454	65.34
07/01/2022	617986	National Color Graphics Inc	1455	35,323.66
07/01/2022	617987	The Aftermarket Parts Company LLC	1015	3,832.13
07/01/2022	617988	Office Depot Inc	1483	216.54

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/01/2022	617989	Steven Sample	900	125.00
07/01/2022	617990	Oxarc Inc	1002	107.91
07/01/2022	617991	Pacific Office Solutions	2288	58.72
07/01/2022	617992	Parametrix Inc	2062	26,761.94
07/01/2022	617993	Patriot Fire Protection Inc	2436	20,890.56
07/01/2022	617994	Refrigeration Supply Dist	1541	1,020.03
07/01/2022	617995	Romaine Electric Corporation	1548	5,344.80
07/01/2022	617996	S T A - Well	1557	401.50
07/01/2022	617997	SBA Towers II LLC	1569	2,309.96
07/01/2022	617998	The Sherwin-Williams Co	1580	56.68
07/01/2022	617999	Sherwin-Williams	1580	49.85
07/01/2022	618000	Spokane County Treasurer	1603	63.77
07/01/2022	618001	Spokane Power Tool	1608	127.38
07/01/2022	618002	The Spokesman Review	1616	2,188.59
07/01/2022	618003	Sportworks Global LLC	1617	2,537.52
07/01/2022	618004	Standard Digital Print Co Inc	1623	256.08
07/01/2022	618005	United Rentals (North America) Inc.	2713	401.32
07/01/2022	618006	United Way of Spokane County	1684	141.15
07/01/2022	618007	URM Stores Inc	1677	33.44
07/01/2022	618008	US Bank	1678	33,645.61
07/01/2022	618009	Veracity Networks	2461	1,133.49
07/01/2022	618010	Veritech Inc	2049	488.00
07/01/2022	618011	American Federation of State County 2 WA Council	1705	1,626.39
07/01/2022	618012	Wells Fargo Financial Leasing Inc	1735	28.95
07/01/2022	618013	Verizon	2142	6,935.16
07/08/2022	618014	Continental American Insurance Company	2682	1,903.99
07/08/2022	618015	Avista Corporation	1081	613.93
07/08/2022	618016	Robert J Berg	1099	120.00
07/08/2022	618017	Cameron-Reilly LLC	1137	96,163.47
07/08/2022	618018	Lithia Motors Support Services	1024	627.84
07/08/2022	618019	CBT Nuggets LLC	2725	5,679.99
07/08/2022	618020	CDW-Government	1132	2,930.68
07/08/2022	618021	QWEST Corporation	1148	132.21
07/08/2022	618022	City of Cheney - Utility	1158	303.88
07/08/2022	618023	City of Spokane	1601	58,117.71
07/08/2022	618024	City of Spokane	1601	9,533.36
07/08/2022	618025	City of Spokane	1601	24.00
07/08/2022	618026	Coleman Oil Company LLC.	2683	1,083,752.25
07/08/2022	618027	Comcast	1170	159.94
07/08/2022	618028	CompuNet Inc	1166	18,588.53
07/08/2022	618029	Consolidated Irrigation	1177	50.12
07/08/2022	618030	Cummins Inc	1027	5,712.15
07/08/2022	618031	Fastenal Company	1249	1,682.38
07/08/2022	618032	Gordon Truck Centers Inc	1018	3,916.32
07/08/2022	618033	Galls LLC	1271	7,218.13
07/08/2022	618034	Gillig LLC	1279	2,676.00
07/08/2022	618035	H & H Business Systems	1298	401.35
07/08/2022	618036	Hogan Mfg Inc	1008	53.07
07/08/2022	618037	HRA Veba Trust	1415	22,671.62
07/08/2022	618038	Humanix Corp	1329	12,912.84
07/08/2022	618039	Kershaw's Inc	1374	172.86
07/08/2022	618040	Modern Electric Water Co Inc	1439	1,185.50
07/08/2022	618041	Mohawk Manufacturing & Supply Co	1011	733.64
07/08/2022	618042	Black Realty Management Inc	1658	14,936.09
07/08/2022	618043	NAPA Auto Parts Inc	1014	2,001.56
07/08/2022	618044	NATIONWIDE	2592	564.89
07/08/2022	618045	The Aftermarket Parts Company LLC	1015	2,721.77
07/08/2022	618046	CSWW Inc	1102	64.85
07/08/2022	618047	Office Depot Inc	1483	510.59
07/08/2022	618048	Pacific Office Solutions	2288	725.59
07/08/2022	618049	Pacific Power Group LLC	1496	1,013.70
07/08/2022	618050	Parametrix Inc	2062	2,595.12
07/08/2022	618051	RedSky Technologies Inc	2389	1,218.00
07/08/2022	618052	Six Robbles Inc	1017	565.76
07/08/2022	618053	Spokane County Environmental Services	1603	440.51
07/08/2022	618054	TPS CONSULTING ENGINEERS LTD	2704	15,680.00
07/08/2022	618055	Jeffrey Oien	2155	316.10
07/08/2022	618056	State of Washington	1208	2,688.19
07/08/2022	618057	Waste Management Recycle America	1702	579.45
07/08/2022	618058	Wendle Motors Incorporated	1021	2,061.06
07/08/2022	618059	Whites Boots Inc	1744	876.30

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/15/2022	618060	CBS Reporting Inc	1035	663.75
07/15/2022	618061	ADT Commercial	2462	143.06
07/15/2022	618062	AFSCME	1328	945.60
07/15/2022	618063	AFSCME	1328	120.00
07/15/2022	618064	Amazon Capital Services Inc	2098	3,792.37
07/15/2022	618065	APS Inc	1841	370.60
07/15/2022	618066	Amalg Transit Union #1015	1055	23,418.93
07/15/2022	618067	Amalg Transit Union #1598	1056	930.26
07/15/2022	618068	Amalgamated Transit Union	1057	196.36
07/15/2022	618069	Avista Corporation	1081	44,976.83
07/15/2022	618070	B & H Foto & Electronics Corp	1082	1,005.24
07/15/2022	618071	Robert J Berg	1099	141.58
07/15/2022	618072	Daniel H Brunner Trustee	1124	2,454.13
07/15/2022	618073	Budinger & Associates Inc	2149	279.80
07/15/2022	618074	Business Interiors of Idaho	2715	3,035.54
07/15/2022	618075	California Department of Child Support Services	1130	485.07
07/15/2022	618076	Canon Financial Services Inc	1154	1,234.84
07/15/2022	618077	CDW-Government	1132	14,137.28
07/15/2022	618078	QWEST Corporation	1148	1,209.29
07/15/2022	618079	Chaplain Services Network	2719	3,375.00
07/15/2022	618080	Child Support Enforcement Agency	1825	392.30
07/15/2022	618081	Cintas Corporation No 2	2383	950.35
07/15/2022	618082	City of Spokane	1601	3,185.42
07/15/2022	618083	Coleman Oil Company LLC.	2683	302,876.42
07/15/2022	618084	CompuNet Inc	1166	7,047.84
07/15/2022	618085	Occupational Health Centers of Washington PS	2313	315.00
07/15/2022	618086	Continental Door Company	1986	430.00
07/15/2022	618087	Copiers Northwest Inc	2429	340.84
07/15/2022	618088	Cummins Inc	1027	5,128.09
07/15/2022	618089	Delta Dental of Washington	1726	56,703.41
07/15/2022	618090	DeVries Business Records Management Inc	1766	255.00
07/15/2022	618091	Employee Advisory Council	1236	532.50
07/15/2022	618092	Eaton Corporation	1221	8,516.33
07/15/2022	618093	El Jay Oil Co Inc	1003	9,482.63
07/15/2022	618094	Robert S Letson	2206	6,632.57
07/15/2022	618095	Fastenal Company	1249	1,730.82
07/15/2022	618096	FedEx	1808	372.98
07/15/2022	618097	FedEx Freight	2346	211.58
07/15/2022	618098	Gordon Truck Centers Inc	1018	4,079.07
07/15/2022	618099	Future Systems US Inc	2320	68,670.00
07/15/2022	618100	Galls LLC	1271	2,089.32
07/15/2022	618101	SPX Corporation	1268	2,037.02
07/15/2022	618102	Gillig LLC	1279	2,284.61
07/15/2022	618103	W.W. Grainger Inc	1285	3,643.51
07/15/2022	618104	H W Lochner Inc	1405	29,481.26
07/15/2022	618105	Halme Construction Inc	2090	733,784.00
07/15/2022	618106	Humanix Corp	1329	5,559.33
07/15/2022	618107	IR Specialty Foam LLC	1345	979.93
07/15/2022	618108	Kaiser Foundation Health Plan of Washington	1296	334,842.76
07/15/2022	618109	Kaiser Foundation Health Plan of Washington	1296	49,023.50
07/15/2022	618110	Kaiser Foundation Health Plan of WA Options Inc	1295	23,520.48
07/15/2022	618111	Kaiser Foundation Health Plan of WA Options Inc	1295	1,688.88
07/15/2022	618112	Kharma Behavior Management, Inc.	2720	1,200.00
07/15/2022	618113	Michael Boodel	1804	660.00
07/15/2022	618114	McClintock & Turk Inc	2652	80,068.18
07/15/2022	618115	Q49 Solutions LLC	2594	50.14
07/15/2022	618116	Black Realty Management Inc	1658	8,394.96
07/15/2022	618117	Legend Investments Inc	1454	1,970.82
07/15/2022	618118	The Aftermarket Parts Company LLC	1015	42.80
07/15/2022	618119	Norco Inc	1467	13,454.33
07/15/2022	618120	Tammy Lynne Glidewell	1282	2,812.00
07/15/2022	618121	Office Depot Inc	1483	678.47
07/15/2022	618122	Jeremy Fitch	903	184.00
07/15/2022	618123	Pacific Power Group LLC	1496	356.58
07/15/2022	618124	Premiera Blue Cross	1521	304,702.50
07/15/2022	618125	REN	2482	1,342.00
07/15/2022	618126	Romaine Electric Corporation	1548	1,112.65
07/15/2022	618127	S T A - Well	1557	391.50
07/15/2022	618128	SageView Advisory Group LLC	1955	9,625.00
07/15/2022	618129	Securitas Security Services USA Inc	1574	52,385.11
07/15/2022	618130	Spokane House of Hose Inc	1605	605.87

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/15/2022	618131	Spokane Optical Company LLC	1607	249.00
07/15/2022	618132	DGT Enterprises LLC	2670	110.00
07/15/2022	618133	Staples Business Credit	1627	41.13
07/15/2022	618134	Summit Law Group PLLC	1637	1,050.00
07/15/2022	618135	Summit Rehabilitation Associates PLLC	1638	798.00
07/15/2022	618136	Sun Supply Inc.	2710	8,289.23
07/15/2022	618137	SurveyMonkey Inc	2402	3,760.50
07/15/2022	618138	Solid Waste Systems Inc	2514	329.66
07/15/2022	618139	Terminal Supply Inc	1648	1,576.16
07/15/2022	618140	Trapeze Software Group	1669	190,372.92
07/15/2022	618141	TRISTAR Risk Management	2124	14,244.25
07/15/2022	618142	Tyler Technologies Inc	1675	495.00
07/15/2022	618143	United Way of Spokane County	1684	141.15
07/15/2022	618144	Verizon Wireless LLC	1686	11,525.77
07/15/2022	618145	American Federation of State County 2 WA Council	1705	1,601.69
07/15/2022	618146	Wells Fargo Financial Leasing Inc	1735	208.32
07/15/2022	618147	Wesco Group LLC	2368	3,306.90
07/15/2022	618148	Wesslen Construction Inc	2651	303,038.83
07/15/2022	618149	Wex Bank	2642	22,023.36
07/15/2022	618150	Zipline Communications Inc	2492	2,240.00
07/22/2022	618151	Access Information Holdings	2340	478.70
07/22/2022	618152	Alsco Inc	2196	11,363.33
07/22/2022	618153	Altro USA	1780	112.65
07/22/2022	618154	Amazon Capital Services Inc	2098	2,970.59
07/22/2022	618155	The Arc of Spokane	2361	3,187.06
07/22/2022	618156	ATS Inland NW	1916	9,968.05
07/22/2022	618157	Appleway Chevrolet Inc	1068	274.12
07/22/2022	618158	Avista Corporation	1081	169.30
07/22/2022	618159	Battery Systems Inc	1089	1,307.73
07/22/2022	618160	The Braun Corporation	1117	355.58
07/22/2022	618161	Business Interiors of Idaho	2715	792.80
07/22/2022	618162	Cameron-Reilly LLC	1137	265,254.34
07/22/2022	618163	Lithia Motors Support Services	1024	494.94
07/22/2022	618164	Canon Financial Services Inc	1154	847.59
07/22/2022	618165	The Coeur D'Alenes Company	2441	2,379.85
07/22/2022	618166	QWEST Corporation	1148	307.42
07/22/2022	618167	CHK America Inc	1155	1,155.00
07/22/2022	618168	City of Medical Lake	1424	92.34
07/22/2022	618169	Coleman Oil Company LLC.	2683	233,533.13
07/22/2022	618170	Kathleen M Collins	1163	5,000.00
07/22/2022	618171	Comcast	1170	168.87
07/22/2022	618172	CompuNet Inc	1166	13,696.21
07/22/2022	618173	Occupational Health Centers of Washington PS	2313	210.00
07/22/2022	618174	Conseal Containers LLC	1176	347.65
07/22/2022	618175	Washington State Dept of Corrections	1708	156.93
07/22/2022	618176	Corporate Translation Services Inc	2158	59.50
07/22/2022	618177	Cummins Inc	1027	3,044.23
07/22/2022	618178	Dow Jones \$ Company,	2698	158.05
07/22/2022	618179	Dynatect Manufacturing Inc	2726	17,800.61
07/22/2022	618180	El Jay Oil Co Inc	1003	9,488.13
07/22/2022	618181	Fastenal Company	1249	277.10
07/22/2022	618182	First Data Merchant Services Corporation	1257	4,734.65
07/22/2022	618183	First Digital Communications, LLC	2730	1,135.98
07/22/2022	618184	First Transit Inc	2430	452,387.84
07/22/2022	618185	FP Mailing Solutions	1878	1,000.00
07/22/2022	618186	Gordon Truck Centers Inc	1018	10,622.11
07/22/2022	618187	Galls LLC	1271	3,916.12
07/22/2022	618188	Gard Communications Inc	1272	1,272.50
07/22/2022	618189	General Parts Distribution, LLC	2690	1,013.60
07/22/2022	618190	The General Store	1956	737.67
07/22/2022	618191	Gillig LLC	1279	27,705.49
07/22/2022	618192	Glass Doctor	1308	849.71
07/22/2022	618193	H & H Business Systems	1298	1,106.09
07/22/2022	618194	Humanix Corp	1329	6,223.68
07/22/2022	618195	Idaho State Tax Commission	2504	4,542.28
07/22/2022	618196	INIT Innovations in Transportation Inc	2392	978,522.42
07/22/2022	618197	Jacobs Engineering Group Inc	2285	32,331.07
07/22/2022	618198	KEPRO	2258	1,142.76
07/22/2022	618199	Kershaw's Inc	1374	46.50
07/22/2022	618200	Kirk's Automotive Inc	1007	85.50
07/22/2022	618201	KPFF Inc	2510	11,474.01

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/22/2022	618202	L&E Park LLC	2391	4,097.73
07/22/2022	618203	Liberty Lake Sewer and Water District	1396	323.90
07/22/2022	618204	Loomis Armored US LLC	1408	4,801.15
07/22/2022	618205	MIDLAND FUNDING LLC	2511	84.66
07/22/2022	618206	Q49 Solutions LLC	2594	134.07
07/22/2022	618207	Mohawk Manufacturing & Supply Co	1011	177.16
07/22/2022	618208	MultiCare Health Systems	2453	3,367.00
07/22/2022	618209	NAPA Auto Parts Inc	1014	18,333.74
07/22/2022	618210	National Color Graphics Inc	1455	626.75
07/22/2022	618211	NATIONWIDE	2592	532.32
07/22/2022	618212	The Aftermarket Parts Company LLC	1015	4,450.78
07/22/2022	618213	CSWW Inc	1102	95.00
07/22/2022	618214	North 40 Outfitters	1102	413.79
07/22/2022	618215	CSWW Inc	1102	566.77
07/22/2022	618216	Northwest Interpreters Inc.	2712	1,349.27
07/22/2022	618217	Office Depot Inc	1483	58.32
07/22/2022	618218	Pacific Power Group LLC	1496	21,290.09
07/22/2022	618219	Multi Service Technology Solutions Inc	2146	125.07
07/22/2022	618220	RedSky Technologies Inc	2389	109.62
07/22/2022	618221	Rehn & Associates	2395	305.00
07/22/2022	618222	Romaine Electric Corporation	1548	3,950.39
07/22/2022	618223	Schindler Elevator Corporation	1930	8,526.42
07/22/2022	618224	Senske Lawn & Tree Care Inc	2194	107.91
07/22/2022	618225	Spokane Neighborhood Action Partners	2571	1,822.62
07/22/2022	618226	Special Mobility Services	2122	11,835.45
07/22/2022	618227	Spokane County Solid Waste	1603	87.38
07/22/2022	618228	Spokane County Environmental Services	1603	338.94
07/22/2022	618229	Sportworks Global LLC	1617	922.14
07/22/2022	618230	Staples Business Credit	1627	36.37
07/22/2022	618231	Symetra Life Insurance Company	1562	17,434.48
07/22/2022	618232	The Engraver Inc	1242	101.37
07/22/2022	618233	USSC Acquisition Corp	1676	491.28
07/22/2022	618234	Utilities Plus	2606	115.00
07/22/2022	618235	Caracal Enterprises LLC	2419	4.90
07/22/2022	618236	Veritech Inc	2049	744.00
07/22/2022	618237	Washington State	1704	1,973.70
07/22/2022	618238	Waste Management Spokane	1702	373.55
07/22/2022	618239	Wells Fargo Financial Leasing Inc	1735	376.06
07/22/2022	618240	Whitley Fuel LLC	2016	570.00
07/22/2022	618241	Whitworth Water District	1746	78.16
07/22/2022	618242	Washington Self-Insurers Association	1728	630.00
07/22/2022	618243	Washington State Transit Assoc	1715	60.00
07/22/2022	618244	Washington State Transit Assoc	1715	300.00
07/22/2022	618245	Verizon	2142	7,513.15
07/26/2022	618246	Zayo Group LLC	2321	13,162.29
07/28/2022	618247	Inland Welding Supply Inc	1032	597.42
07/28/2022	618248	Ash & Rowan Hardware LLC	2278	99.71
07/28/2022	618249	Francis Avenue Hardware	2279	124.93
07/28/2022	618250	Jant Group II	2263	25.86
07/28/2022	618251	South Hill Ace Hardware	2263	6.86
07/28/2022	618252	Alcobra Metals Inc	2140	7,264.33
07/28/2022	618253	Amazon Capital Services Inc	2098	3,107.05
07/28/2022	618254	Steven W Niles Jr	2276	78.22
07/28/2022	618255	Northwest Industrial Services LLC	1058	204.48
07/28/2022	618256	Amerigas 1790	1064	9.63
07/28/2022	618257	Andrea Parrish	2687	6,000.00
07/28/2022	618258	Amalg Transit Union #1015	1055	23,068.35
07/28/2022	618259	Auto B Clean Inc	1077	1,937.69
07/28/2022	618260	Autonation	1068	365.32
07/28/2022	618261	Battery Systems Inc	1089	617.10
07/28/2022	618262	BL Best	1083	40.28
07/28/2022	618263	The Braun Corporation	1117	283.00
07/28/2022	618264	California Department of Child Support Services	1130	485.07
07/28/2022	618265	Lithia Motors Support Services	1024	1,352.25
07/28/2022	618266	Canon Financial Services Inc	1154	1,780.77
07/28/2022	618267	The Coeur D'Alenes Company	2441	1,275.60
07/28/2022	618268	Consolidated Electrical Distributors	1133	7,213.18
07/28/2022	618269	QWEST Corporation	1148	293.13
07/28/2022	618270	Child Support Enforcement Agency	1825	392.30
07/28/2022	618271	City of Spokane	1601	29,450.00
07/28/2022	618272	COAST Transportation	2040	12,924.41

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
07/28/2022	618273	Coffman Engineers Inc	1162	206,674.50
07/28/2022	618274	Coleman Oil Company LLC.	2683	193,531.60
07/28/2022	618275	Occupational Health Centers of Washington PS	2313	420.00
07/28/2022	618276	Continental Door Company	1986	441.05
07/28/2022	618277	Cummins Inc	1027	3,206.41
07/28/2022	618278	CWallA Building Materials Company	1975	1,189.98
07/28/2022	618279	Downtown Spokane Development Association	1217	482.00
07/28/2022	618280	Employee Advisory Council	1236	528.50
07/28/2022	618281	Edge Construction Supply Inc	1224	516.41
07/28/2022	618282	El Jay Oil Co Inc	1003	4,613.85
07/28/2022	618283	Electrical Service Products Inc	1230	89.93
07/28/2022	618284	Fastenal Company	1249	5,076.03
07/28/2022	618285	FedEx	1808	2,263.52
07/28/2022	618286	Ferguson Enterprises Inc	1252	913.18
07/28/2022	618287	Freedman Seating Company	1827	8,792.27
07/28/2022	618288	Gordon Truck Centers Inc	1018	13,316.13
07/28/2022	618289	Future Systems US Inc	2320	59,614.28
07/28/2022	618290	Galls LLC	1271	92.10
07/28/2022	618291	General Parts Distribution, LLC	2690	144.51
07/28/2022	618292	SPX Corporation	1268	1,317.53
07/28/2022	618293	Gillig LLC	1279	32,239.10
07/28/2022	618294	Imagine GPS Inc	2568	387.21
07/28/2022	618295	W.W. Grainger Inc	1285	2,025.00
07/28/2022	618296	Great Floors LLC	1288	240.28
07/28/2022	618297	GTS Interior Supply	1994	353.28
07/28/2022	618298	H & H Business Systems	1298	717.31
07/28/2022	618299	Hogan Mfg Inc	1008	992.07
07/28/2022	618300	Humanix Corp	1329	2,799.71
07/28/2022	618301	Inland Publications Inc	2638	1,006.00
07/28/2022	618302	IR Specialty Foam LLC	1345	992.34
07/28/2022	618303	William Corp	1363	148.31
07/28/2022	618304	KPFF Inc	2510	10,300.74
07/28/2022	618305	Laird Plastics	1383	2,161.21
07/28/2022	618306	LCD Exposition Services	1381	1,279.66
07/28/2022	618307	Magaldi & Magaldi Inc	1416	291.54
07/28/2022	618308	McAloon Law PLLC	2178	7,533.00
07/28/2022	618309	McGuire Bearing Company	1010	168.60
07/28/2022	618310	Q49 Solutions LLC	2594	25.07
07/28/2022	618311	Mohawk Manufacturing & Supply Co	1011	589.05
07/28/2022	618312	Muncie Reclamation and Supply Co	1013	2,917.72
07/28/2022	618313	Black Realty Management Inc	1658	4,499.03
07/28/2022	618314	NAPA Auto Parts Inc	1014	10,051.63
07/28/2022	618315	National Color Graphics Inc	1455	125.35
07/28/2022	618316	Nelson Nygaard Consulting Associates Inc	2185	45,688.10
07/28/2022	618317	Argosy Credit Partners Holdings LP	2006	35.26
07/28/2022	618318	The Aftermarket Parts Company LLC	1015	4,124.23
07/28/2022	618319	New Flyer Of America Inc	2528	22,072.50
07/28/2022	618320	New Pig Corporation	1462	2,855.80
07/28/2022	618321	Norco Inc	1467	1,113.93
07/28/2022	618322	Norlift Inc	1470	350.66
07/28/2022	618323	Office Depot Inc	1483	967.91
07/28/2022	618324	Ed Holloway	900	180.00
07/28/2022	618325	Pacific Office Solutions	2288	108.30
07/28/2022	618326	Pacific Power Group LLC	1496	88.51
07/28/2022	618327	The Pape Group Inc	1860	56.31
07/28/2022	618328	Parametrix Inc	2062	44,653.85
07/28/2022	618329	Pure Filtration Products Inc	1531	329.09
07/28/2022	618330	Romaine Electric Corporation	1548	2,460.84
07/28/2022	618331	S T A - Well	1557	384.50
07/28/2022	618332	Safety-Kleen Systems Inc	1564	31,557.23
07/28/2022	618333	Six Robblees Inc	1017	613.27
07/28/2022	618334	Spokane Public Facilities District	1941	3,374.00
07/28/2022	618335	Spokane House of Hose Inc	1605	2,224.82
07/28/2022	618336	Spokane Power Tool	1608	638.62
07/28/2022	618337	Sportworks Global LLC	1617	658.36
07/28/2022	618338	Spokane Regional Transportation Council	1610	76,476.36
07/28/2022	618339	Staples Business Credit	1627	186.38
07/28/2022	618340	Star Rentals & Sales	1629	252.72
07/28/2022	618341	Stoneway Electric Supply Co	1633	98.72
07/28/2022	618342	Summit Rehabilitation Associates PLLC	1638	266.00
07/28/2022	618343	Sun Supply Inc.	2710	1,661.56

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07/28/2022	618344	Terminal Supply Inc	1648	272.50
07/28/2022	618345	Thermo King Northwest	1650	3,010.66
07/28/2022	618346	Stephen Hirano	1665	115.00
07/28/2022	618347	Trapeze Software Group	1669	1,201.18
07/28/2022	618348	Tyler Business Forms	1788	1,380.48
07/28/2022	618349	United Way of Spokane County	1684	141.15
07/28/2022	618350	URM Stores Inc	1677	598.97
07/28/2022	618351	US Bank	1678	22,762.22
07/28/2022	618352	Veritech Inc	2049	494.00
07/28/2022	618353	Verizon Wireless LLC	1686	3,169.57
07/28/2022	618354	American Federation of State County 2 WA Council	1705	1,551.96
07/28/2022	618355	Washington State	1208	1,357.50
07/28/2022	618356	Walt's Mailing Service	1976	3,086.49
07/28/2022	618357	Walter E Nelson Co	1721	9,516.72
07/28/2022	618358	Wesco Group LLC	2368	10,627.14
07/28/2022	618359	Wilbur Ellis Company	1747	1,000.59
07/28/2022	618360	Wm. Winkler Company	1752	247,040.94
07/28/2022	618361	Washington Self-Insurers Association	1728	489.00
TOTAL JULY ACCOUNTS PAYABLE				8,280,896.58
07/01/2022-07/31/2022	ACH	WORKER'S COMPENSATION	2286	131,066.05
TOTAL JULY WORKER'S COMPENSATION DISBURSEMENTS				131,066.05
07/01/2022	728324-728365	PAYROLL AND TAXES PR 13,2022	VARIES	2,075,920.73
07/13/2022	728366-728938	RETENTION CHECKS	VARIES	926,907.39
07/15/2022	728939-728967	PAYROLL AND TAXES PR 14, 2022	VARIES	1,879,951.34
07/29/2022	728968-728992	PAYROLL AND TAXES PR 15, 2022	VARIES	1,604,791.29
TOTAL JULY PAYROLL AND TAXES				6,487,570.75
07/18/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,600.19
07/18/2022	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	2,876.40
TOTAL JULY EXCISE AND LEASEHOLD TAX DISBURSEMENT				7,476.59
TOTAL JULY DISBURSEMENTS FROM TO1 ACCOUNTS				14,907,009.97
TOTAL JULY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JULY DISBURSEMENTS TO1 & TO5 ACCOUNTS				14,907,009.97

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08/05/2022	618362	4Imprint Inc	1263	8,511.89
08/05/2022	618363	ADT Commercial	2462	782.08
08/05/2022	618364	Continental American Insurance Company	2682	2,011.20
08/05/2022	618365	Alsco Inc	2196	2,050.14
08/05/2022	618366	Amazon Capital Services Inc	2098	1,797.94
08/05/2022	618367	Northwest Center Services	2271	3,794.00
08/05/2022	618368	Avista Corporation	1081	33,670.09
08/05/2022	618369	BDI	1022	624.77
08/05/2022	618370	Bud Clary Chevrolet	1125	142,212.00
08/05/2022	618371	Budinger & Associates Inc	2149	2,144.68
08/05/2022	618372	Cameron-Reilly LLC	1137	497,007.95
08/05/2022	618373	Lithia Motors Support Services	1024	472.90
08/05/2022	618374	Canon Financial Services Inc	1154	209.01
08/05/2022	618375	CDW-Government	1132	2,945.83
08/05/2022	618376	QWEST Corporation	1148	1,750.40
08/05/2022	618377	QWEST Corporation	1148	138.22
08/05/2022	618378	City of Cheney - Utility	1158	370.61
08/05/2022	618379	City of Spokane	1601	12,359.52
08/05/2022	618380	Coffman Engineers Inc	1162	22,554.55
08/05/2022	618381	Comcast	1170	1,006.93
08/05/2022	618382	Comcast	1170	113.65
08/05/2022	618383	Comcast	1170	196.65
08/05/2022	618384	CompuNet Inc	1166	7,583.63
08/05/2022	618385	Cummins Inc	1027	9,040.76
08/05/2022	618386	Delta Dental of Washington	1726	57,526.69
08/05/2022	618387	DeVries Business Records Management Inc	1766	270.00
08/05/2022	618388	Employment Security Department	1237	57,006.89
08/05/2022	618389	Wireless Investors LLC	2517	275.64
08/05/2022	618390	Robert S Letson	2206	5,809.49
08/05/2022	618391	Fastenal Company	1249	206.34
08/05/2022	618392	FedEx Freight	2346	78.45
08/05/2022	618393	First Transit Inc	2430	431,192.15
08/05/2022	618394	FP Mailing Solutions	1878	173.31
08/05/2022	618395	Gordon Truck Centers Inc	1018	23,765.21
08/05/2022	618396	Future Systems US Inc	2320	499,452.36
08/05/2022	618397	General Parts Distribution, LLC	2690	1,592.19
08/05/2022	618398	Gillig LLC	1279	16,344.14
08/05/2022	618399	Guardian Security Systems Inc	2199	117.72
08/05/2022	618400	H & H Business Systems	1298	54.57
08/05/2022	618401	Humanix Corp	1329	11,597.10
08/05/2022	618402	IBI Group	1336	13,871.30
08/05/2022	618403	Idaho State Tax Commission	2504	7,452.97
08/05/2022	618404	Johnson Controls Fire Protection LP	1584	2,809.25
08/05/2022	618405	Kaiser Foundation Health Plan of Washington	1296	51,573.30
08/05/2022	618406	Kaiser Foundation Health Plan of Washington	1296	340,914.70
08/05/2022	618407	Kaiser Foundation Health Plan of WA Options Inc	1295	3,940.72
08/05/2022	618408	Kaiser Foundation Health Plan of WA Options Inc	1295	25,513.36
08/05/2022	618409	Michelin North America Inc	2325	47,739.07
08/05/2022	618410	Modern Electric Water Co Inc	1439	1,305.47
08/05/2022	618411	Mohawk Manufacturing & Supply Co	1011	482.70
08/05/2022	618412	Motion Auto Supply Inc	1012	61.48
08/05/2022	618413	Mouser Electronics Inc	1449	71.94
08/05/2022	618414	NAPA Auto Parts Inc	1014	7,833.88
08/05/2022	618415	The Aftermarket Parts Company LLC	1015	637.22
08/05/2022	618416	Office Depot Inc	1483	188.84
08/05/2022	618417	Zahnive George	901	16.00
08/05/2022	618418	Evelien Deelen	900	100.00
08/05/2022	618419	Oxarc Inc	1002	4,572.98
08/05/2022	618420	Pacific Power Group LLC	1496	14,175.48
08/05/2022	618421	Premiera Blue Cross	1521	310,802.06
08/05/2022	618422	Romaine Electric Corporation	1548	1,588.48
08/05/2022	618423	Safety Matters, Inc	2731	5,560.00
08/05/2022	618424	SBA Towers II LLC	1569	2,309.96
08/05/2022	618425	Securitas Security Services USA Inc	1574	23,763.50
08/05/2022	618426	Sno Valley Process Solutions Inc	2469	1,438.20
08/05/2022	618427	Spokane Regional Transportation Council	1610	84,010.23
08/05/2022	618428	STA Operations	1556	138.50
08/05/2022	618429	Veritech Inc	2049	474.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/05/2022	618430	Verizon Wireless LLC	1686	11,841.91
08/05/2022	618431	Washington State	1710	9,241.98
08/05/2022	618432	Washington State Dept of Labor and Industries	1208	74,315.88
08/05/2022	618433	Washington State Dept of Labor and Industries	1208	789.80
08/05/2022	618434	Walter E Nelson Co	1721	4,017.84
08/05/2022	618435	Waste Management Recycle America	1702	387.16
08/12/2022	618436	Francis Avenue Hardware	2279	155.09
08/12/2022	618437	AFSCME	1328	892.88
08/12/2022	618438	AFSCME	1328	112.00
08/12/2022	618439	Amazon Capital Services Inc	2098	1,903.15
08/12/2022	618440	Northwest Industrial Services LLC	1058	87.13
08/12/2022	618441	Andrea Parrish	2687	6,000.00
08/12/2022	618442	Northwest Center Services	2271	28,890.48
08/12/2022	618443	Amalg Transit Union #1015	1055	23,069.42
08/12/2022	618444	Amalg Transit Union #1598	1056	1,182.62
08/12/2022	618445	Avista Corporation	1081	4,643.94
08/12/2022	618446	Daniel H Brunner Trustee	1124	2,454.13
08/12/2022	618447	California Department of Child Support Services	1130	485.07
08/12/2022	618448	Cameron-Reilly LLC	1137	87,581.80
08/12/2022	618449	Canon Financial Services Inc	1154	92.65
08/12/2022	618450	CDW-Government	1132	2,262.49
08/12/2022	618451	QWEST Corporation	1148	270.60
08/12/2022	618452	Child Support Enforcement Agency	1825	392.30
08/12/2022	618453	Cintas Corporation No 2	2383	5,511.17
08/12/2022	618454	City of Medical Lake	1424	98.77
08/12/2022	618455	CompuNet Inc	1166	8,015.49
08/12/2022	618456	Consolidated Irrigation	1177	82.05
08/12/2022	618457	Copiers Northwest Inc	2429	363.29
08/12/2022	618458	Creative Bus Sales Inc	1233	401.44
08/12/2022	618459	Crown Castle International Corp.	2733	15,951.52
08/12/2022	618460	Corporate Translation Services Inc	2158	36.09
08/12/2022	618461	Cummins Inc	1027	113.80
08/12/2022	618462	Employee Advisory Council	1236	519.50
08/12/2022	618463	El Jay Oil Co Inc	1003	8,410.11
08/12/2022	618464	Fastenal Company	1249	1,729.75
08/12/2022	618465	FedEx	1808	57.34
08/12/2022	618466	FedEx Freight	2346	203.02
08/12/2022	618467	Freedman Seating Company	1827	17,382.29
08/12/2022	618468	Gordon Truck Centers Inc	1018	4,316.18
08/12/2022	618469	Galls LLC	1271	5,215.93
08/12/2022	618470	Gillig LLC	1279	26,015.47
08/12/2022	618471	W.W. Grainger Inc	1285	69.76
08/12/2022	618472	Halme Construction Inc	2090	445,000.00
08/12/2022	618473	Hogan Mfg Inc	1008	1,443.46
08/12/2022	618474	Humanix Corp	1329	5,591.97
08/12/2022	618475	Insight Public Sector	2490	714.06
08/12/2022	618476	JOTFORM Inc	2614	1,264.00
08/12/2022	618477	KEPRO	2258	1,130.30
08/12/2022	618478	Kershaw's Inc	1374	60.23
08/12/2022	618479	McAloon Law PLLC	2178	9,884.00
08/12/2022	618480	MultiCare Health Systems	2453	2,456.00
08/12/2022	618481	Black Realty Management Inc	1658	2,250.00
08/12/2022	618482	NAPA Auto Parts Inc	1014	477.46
08/12/2022	618483	National Color Graphics Inc	1455	534.10
08/12/2022	618484	Argosy Credit Partners Holdings LP	2006	137.18
08/12/2022	618485	The Aftermarket Parts Company LLC	1015	984.18
08/12/2022	618486	Norco Inc	1467	4,939.76
08/12/2022	618487	CSWW Inc	1102	205.37
08/12/2022	618488	North 40 Outfitters	1102	337.57
08/12/2022	618489	CSWW Inc	1102	354.23
08/12/2022	618490	Kalispel Tribal Economic Authority	1468	11,737.80
08/12/2022	618491	Office Depot Inc	1483	753.67
08/12/2022	618492	Pacific Power Group LLC	1496	127.89
08/12/2022	618493	Multi Service Technology Solutions Inc	2146	287.21
08/12/2022	618494	Romaine Electric Corporation	1548	755.95
08/12/2022	618495	S T A - Well	1557	381.50
08/12/2022	618496	Safety-Kleen Systems Inc	1564	1,097.47
08/12/2022	618497	Schindler Elevator Corporation	1930	397.59
08/12/2022	618498	Senske Lawn & Tree Care Inc	2194	107.91
08/12/2022	618499	Six Robbles Inc	1017	1,241.91
08/12/2022	618500	Spokane County Solid Waste	1603	33.70

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/12/2022	618501	Spokane Valley Screen Printing Inc	2609	43.56
08/12/2022	618502	Standard Digital Print Co Inc	1623	1,073.71
08/12/2022	618503	Summit Law Group PLLC	1637	1,295.00
08/12/2022	618504	Trapeze Software Group	1669	47,896.31
08/12/2022	618505	United Way of Spokane County	1684	141.15
08/12/2022	618506	Veritech Inc	2049	313.00
08/12/2022	618507	Verizon Wireless LLC	1686	3,374.80
08/12/2022	618508	American Federation of State County 2 WA Council	1705	1,507.55
08/12/2022	618509	Waste Management Spokane	1702	373.55
08/12/2022	618510	Wex Bank	2642	20,706.47
08/12/2022	618511	Whitworth Water District	1746	232.18
08/12/2022	618512	Zipline Communications Inc	2492	5,229.00
08/11/2022	618513	Flynn BEC LP	2479	770.64
08/11/2022	618514	Romaine Electric Corporation	1548	4,440.90
08/19/2022	618515	Inland Welding Supply Inc	1032	1,153.02
08/19/2022	618516	Access Information Holdings	2340	369.75
08/19/2022	618517	Ash & Rowan Hardware LLC	2278	79.08
08/19/2022	618518	Jant Group II	2263	119.45
08/19/2022	618519	Allied Electronics & Automation	1049	398.83
08/19/2022	618520	Amazon Capital Services Inc	2098	746.78
08/19/2022	618521	Steven W Niles Jr	2276	39.24
08/19/2022	618522	Northwest Industrial Services LLC	1058	117.35
08/19/2022	618523	Amerigas 1790	1064	6.37
08/19/2022	618524	The Arc of Spokane	2361	3,269.62
08/19/2022	618525	ARI Phoenix Inc.	2678	245.79
08/19/2022	618526	Battery Systems Inc	1089	824.22
08/19/2022	618527	BDI	1022	516.66
08/19/2022	618528	Bud Clary Chevrolet	1125	248,871.00
08/19/2022	618529	Budinger & Associates Inc	2149	3,359.52
08/19/2022	618530	Business Interiors of Idaho	2715	723.47
08/19/2022	618531	Camira Group Inc	1316	3,975.73
08/19/2022	618532	Lithia Motors Support Services	1024	743.79
08/19/2022	618533	Carlson Sheet Metal Works Inc	1139	245.25
08/19/2022	618534	Carquest Auto Parts	1025	153.21
08/19/2022	618535	CDW-Government	1132	2,869.62
08/19/2022	618536	Consolidated Electrical Distributors	1133	1,671.03
08/19/2022	618537	QWEST Corporation	1148	249.76
08/19/2022	618538	City Glass Spokane Inc	2599	69.76
08/19/2022	618539	Coleman Oil Company LLC.	2683	204,264.50
08/19/2022	618540	CompuNet Inc	1166	3,796.63
08/19/2022	618541	Crown Castle International Corp.	2733	1,993.94
08/19/2022	618542	Cummins Inc	1027	1,012.86
08/19/2022	618543	Downtown Spokane Development Association	1217	446.00
08/19/2022	618544	Edge Construction Supply Inc	1224	549.36
08/19/2022	618545	El Jay Oil Co Inc	1003	5,036.76
08/19/2022	618546	Fastenal Company	1249	428.33
08/19/2022	618547	Fasteners Inc	1250	0.00
08/19/2022	618548	FedEx	1808	63.39
08/19/2022	618549	Ferguson Enterprises Inc	1252	969.17
08/19/2022	618550	First Data Merchant Services Corporation	1257	4,812.24
08/19/2022	618551	First Digital Communications, LLC	2730	1,125.12
08/19/2022	618552	First Transit Inc	2430	444,941.53
08/19/2022	618553	Gordon Truck Centers Inc	1018	14,195.14
08/19/2022	618554	Galls LLC	1271	1,946.81
08/19/2022	618555	General Parts Distribution, LLC	2690	34.89
08/19/2022	618556	The General Store	1956	685.63
08/19/2022	618557	SPX Corporation	1268	6,917.37
08/19/2022	618558	Gillig LLC	1279	40,792.58
08/19/2022	618559	Glass Doctor	1308	2,310.48
08/19/2022	618560	W.W. Grainger Inc	1285	2,230.96
08/19/2022	618561	Grimco, Inc	2696	639.91
08/19/2022	618562	H & H Business Systems	1298	95.85
08/19/2022	618563	H W Lochner Inc	1405	23,341.80
08/19/2022	618564	Horizon	1321	546.72
08/19/2022	618565	HRA Veba Trust	1415	23,446.62
08/19/2022	618566	Humanix Corp	1329	3,371.61
08/19/2022	618567	IBI Group	1336	36,740.56
08/19/2022	618568	Janek Corporation	1358	588.60
08/19/2022	618569	William Corp	1363	827.68
08/19/2022	618570	Laird Plastics	1383	2,090.47
08/19/2022	618571	Les Schwab Tire Centers of Washington Inc	1393	520.49

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08/19/2022	618572	Lithographic Reproductions Inc	1403	1,137.96
08/19/2022	618573	Loomis Armored US LLC	1408	4,617.46
08/19/2022	618574	M & L Supply Co Inc	1413	329.30
08/19/2022	618575	Maintenance Solutions	1418	758.59
08/19/2022	618576	Mascott Equipment Company	2650	307.49
08/19/2022	618577	Mohawk Manufacturing & Supply Co	1011	196.50
08/19/2022	618578	NAPA Auto Parts Inc	1014	8,345.50
08/19/2022	618579	The Aftermarket Parts Company LLC	1015	3,484.69
08/19/2022	618580	Noregon Systems Inc	2099	981.00
08/19/2022	618581	Tammy Lynne Glidewell	1282	5,396.00
08/19/2022	618582	Office Depot Inc	1483	887.43
08/19/2022	618583	George Bell	900	20.00
08/19/2022	618584	Pacific Office Solutions	2288	1,128.52
08/19/2022	618585	Performance Systems Integration, LLC	2728	718.75
08/19/2022	618586	Romaine Electric Corporation	1548	2,492.58
08/19/2022	618587	Romaine Electric-10	1548	58.42
08/19/2022	618588	Safety-Kleen Systems Inc	1564	9,442.67
08/19/2022	618589	Schetky Northwest Sales Inc	1570	615.43
08/19/2022	618590	Securitas Security Services USA Inc	1574	25,910.01
08/19/2022	618591	Six Robbles Inc	1017	3,176.05
08/19/2022	618592	Spokane Neighborhood Action Partners	2571	10,718.46
08/19/2022	618593	Special Mobility Services	2122	5,138.65
08/19/2022	618594	Spokane Public Facilities District	1941	3,122.00
08/19/2022	618595	Spokane House of Hose Inc	1605	2,022.23
08/19/2022	618596	Sportworks Global LLC	1617	3,564.47
08/19/2022	618597	Staples Business Credit	1627	165.64
08/19/2022	618598	Stripe Rite Inc	2212	5,725.70
08/19/2022	618599	Symetra Life Insurance Company	1562	17,635.12
08/19/2022	618600	Team Torque Inc	1644	105.77
08/19/2022	618601	Tennant Sales & Service Company	1647	9,756.05
08/19/2022	618602	Thermo King Northwest	1650	1,244.92
08/19/2022	618603	TPS CONSULTING ENGINEERS LTD	2704	15,680.00
08/19/2022	618604	Trapeze Software Group	1669	66,222.98
08/19/2022	618605	URM Stores Inc	1677	999.85
08/19/2022	618606	Utilities Plus	2606	341.00
08/19/2022	618607	Caracal Enterprises LLC	2419	5.90
08/19/2022	618608	Voith US Inc	2460	16,400.00
08/19/2022	618609	State of Washington Department of Ecology	1706	60.00
08/19/2022	618610	Washington State	1209	3,804.95
08/19/2022	618611	Washington State Dept of Labor and Industries	1208	2,416.97
08/19/2022	618612	Walter E Nelson Co	1721	1,485.53
08/19/2022	618613	Wendle Motors Incorporated	1021	613.39
08/19/2022	618614	Wesco Group LLC	2368	52.19
08/19/2022	618615	Wheeler Industries Inc	1743	108.90
08/19/2022	618616	Wilbur Ellis Company	1747	619.70
08/19/2022	618617	Verizon	2142	1,957.40
08/19/2022	618618	Zayo Group LLC	2321	13,162.26
08/26/2022	618619	Lynda Clark	2481	84.94
08/26/2022	618620	CBS Reporting Inc	1035	203.00
08/26/2022	618621	AFSCME	1328	839.71
08/26/2022	618622	AFSCME	1328	112.00
08/26/2022	618623	Alcobia Metals Inc	2140	13,874.61
08/26/2022	618624	Amazon Capital Services Inc	2098	2,301.44
08/26/2022	618625	Northwest Center Services	2271	30,918.40
08/26/2022	618626	Amalg Transit Union #1015	1055	22,749.81
08/26/2022	618627	Amalg Transit Union #1598	1056	948.96
08/26/2022	618628	Amalgamated Transit Union	1057	177.77
08/26/2022	618629	Avista Corporation	1081	4,288.29
08/26/2022	618630	Battery Systems Inc	1089	309.35
08/26/2022	618631	Blanchard Electric & Fleet Supply	2589	29.43
08/26/2022	618632	Robert J Berg	1099	299.61
08/26/2022	618633	Daniel H Brunner Trustee	1124	2,454.13
08/26/2022	618634	Budinger & Associates Inc	2149	53,813.48
08/26/2022	618635	California Department of Child Support Services	1130	485.07
08/26/2022	618636	CDW-Government	1132	2,344.55
08/26/2022	618637	Child Support Enforcement Agency	1825	392.30
08/26/2022	618638	COAST Transportation	2040	4,639.62
08/26/2022	618639	Coffman Engineers Inc	1162	53.06
08/26/2022	618640	Coleman Oil Company LLC.	2683	94,159.01
08/26/2022	618641	Kathleen M Collins	1163	5,000.00
08/26/2022	618642	CompuNet Inc	1166	506.89

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08/26/2022	618643	Continental Door Company	1986	681.50
08/26/2022	618644	Washington State Dept of Corrections	1708	9,185.43
08/26/2022	618645	Cummins Inc	1027	1,307.36
08/26/2022	618646	Cummins Inc	1027	6,768.97
08/26/2022	618647	Employee Advisory Council	1236	524.50
08/26/2022	618648	El Jay Oil Co Inc	1003	7,277.17
08/26/2022	618649	Fastenal Company	1249	1,701.77
08/26/2022	618650	FP Mailing Solutions	1878	6,000.00
08/26/2022	618651	Gordon Truck Centers Inc	1018	1,214.04
08/26/2022	618652	Galls LLC	1271	7,021.37
08/26/2022	618653	Gard Communications Inc	1272	3,981.25
08/26/2022	618654	The General Store	1956	1,020.07
08/26/2022	618655	W.W. Grainger Inc	1285	532.75
08/26/2022	618656	H & H Business Systems	1298	1,238.86
08/26/2022	618657	Humanix Corp	1329	14,120.99
08/26/2022	618658	INIT Innovations in Transportation Inc	2392	839,888.76
08/26/2022	618659	J & H Tooling	2727	96.14
08/26/2022	618660	Jacobs Engineering Group Inc	2285	25,487.79
08/26/2022	618661	Kershaw's Inc	1374	192.61
08/26/2022	618662	KPFF Inc	2510	7,577.93
08/26/2022	618663	L&E Park LLC	2391	4,097.73
08/26/2022	618664	Michelin North America Inc	2325	45,467.16
08/26/2022	618665	Q49 Solutions LLC	2594	25.07
08/26/2022	618666	Black Realty Management Inc	1658	3,998.85
08/26/2022	618667	Nanonation Inc	2554	13,647.34
08/26/2022	618668	NAPA Auto Parts Inc	1014	1,012.36
08/26/2022	618669	National Color Graphics Inc	1455	794.61
08/26/2022	618670	Nelson Nygaard Consulting Associates Inc	2185	17,455.00
08/26/2022	618671	The Aftermarket Parts Company LLC	1015	358.37
08/26/2022	618672	Norco Inc	1467	882.90
08/26/2022	618673	CSWW Inc	1102	145.92
08/26/2022	618674	Office Depot Inc	1483	98.73
08/26/2022	618675	Overton Safety Training Inc	2565	2,790.00
08/26/2022	618676	Pacific Office Solutions	2288	768.34
08/26/2022	618677	Parametrix Inc	2062	54,672.91
08/26/2022	618678	Provisional Services, Inc.	2697	815.63
08/26/2022	618679	Provisional Services, Inc.	2697	1,696.50
08/26/2022	618680	Rebecca Van Keulen	2735	22,761.60
08/26/2022	618681	S T A - Well	1557	386.50
08/26/2022	618682	John Latta Associates Inc	1936	567.79
08/26/2022	618683	The Sherwin-Williams Co	1580	569.73
08/26/2022	618684	SiteOne Landscape Supply LLC	2557	137.71
08/26/2022	618685	Spokane Neighborhood Action Partners	2571	6,414.30
08/26/2022	618686	Spokane House of Hose Inc	1605	74.64
08/26/2022	618687	DGT Enterprises LLC	2670	675.00
08/26/2022	618688	Spokesman Review	1616	390.00
08/26/2022	618689	Star Rentals & Sales	1629	131.17
08/26/2022	618690	Sun Supply Inc.	2710	18,294.58
08/26/2022	618691	Terminal Supply Inc	1648	1,354.51
08/26/2022	618692	The Engraver Inc	1242	488.16
08/26/2022	618693	United Way of Spokane County	1684	141.15
08/26/2022	618694	American Federation of State County 2 WA Council	1705	1,496.40
08/26/2022	618695	Walter E Nelson Co	1721	7,072.93
08/26/2022	618696	Wells Fargo Financial Leasing Inc	1735	59.90
08/26/2022	618697	Whites Boots Inc	1744	437.63
08/26/2022	618698	Verizon	2142	5,132.61
08/31/2022	618699	A to Z Rentals	1033	31.74
08/31/2022	618700	Inland Welding Supply Inc	1032	1,055.11
08/31/2022	618701	Ash & Rowan Hardware LLC	2278	279.93
08/31/2022	618702	Francis Avenue Hardware	2279	50.26
08/31/2022	618703	Jant Group II	2263	31.35
08/31/2022	618704	Continental American Insurance Company	2682	1,844.40
08/31/2022	618705	Alcobia Metals Inc	2140	571.55
08/31/2022	618706	Amazon Capital Services Inc	2098	905.35
08/31/2022	618707	Steven W Niles Jr	2276	112.09
08/31/2022	618708	Northwest Center Services	2271	2,693.25
08/31/2022	618709	Battery Systems Inc	1089	1,686.21
08/31/2022	618710	Blanchard Electric & Fleet Supply	2589	1,154.64
08/31/2022	618711	Bixby Machine Tool Supply Inc	1106	494.22
08/31/2022	618712	Budinger & Associates Inc	2149	1,784.12
08/31/2022	618713	Canon Financial Services Inc	1154	590.59

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08/31/2022	618714	Carahsoft Technology Corporation	2187	4,750.58
08/31/2022	618715	Carlson Sheet Metal Works Inc	1139	299.75
08/31/2022	618716	Communtiy Colleges of Spokane	1174	16,655.60
08/31/2022	618717	The Coeur D'Alenes Company	2441	382.41
08/31/2022	618718	CDW-Government	1132	2,200.82
08/31/2022	618719	Consolidated Electrical Distributors	1133	68.68
08/31/2022	618720	QWEST Corporation	1148	449.35
08/31/2022	618721	QWEST Corporation	1148	138.22
08/31/2022	618722	CHK America Inc	1155	40,005.00
08/31/2022	618723	City Glass Spokane Inc	2599	475.24
08/31/2022	618724	City of Spokane	1601	2,048.40
08/31/2022	618725	Clean Concepts Group Inc	1471	62.31
08/31/2022	618726	Coffman Engineers Inc	1162	118,764.29
08/31/2022	618727	Coleman Oil Company LLC.	2683	96,153.94
08/31/2022	618728	Comcast	1170	1,013.29
08/31/2022	618729	CompuNet Inc	1166	7,176.07
08/31/2022	618730	Occupational Health Centers of Washington PS	2313	105.00
08/31/2022	618731	Conseal Containers LLC	1176	397.78
08/31/2022	618732	FreeForm by Contract Resource Group	1178	8,752.70
08/31/2022	618733	Cummins Inc	1027	2,968.61
08/31/2022	618734	Edge Construction Supply Inc	1224	1,439.29
08/31/2022	618735	El Jay Oil Co Inc	1003	632.58
08/31/2022	618736	Electrical Service Products Inc	1230	97.03
08/31/2022	618737	Fastenal Company	1249	312.45
08/31/2022	618738	Ferguson Enterprises Inc	1252	1,700.99
08/31/2022	618739	FP Mailing Solutions	1878	2,000.00
08/31/2022	618740	Gordon Truck Centers Inc	1018	30,415.99
08/31/2022	618741	Future Systems US Inc	2320	14,903.57
08/31/2022	618742	Galls LLC	1271	3,500.33
08/31/2022	618743	General Parts Distribution, LLC	2690	1,057.52
08/31/2022	618744	The General Store	1956	55.07
08/31/2022	618745	Gillig LLC	1279	8,985.87
08/31/2022	618746	H & H Business Systems	1298	1,652.34
08/31/2022	618747	Humanix Corp	1329	4,108.15
08/31/2022	618748	IR Specialty Foam LLC	1345	992.34
08/31/2022	618749	Kaiser Foundation Health Plan of Washington	1296	45,115.95
08/31/2022	618750	Kaiser Foundation Health Plan of WA Options Inc	1295	29,887.56
08/31/2022	618751	Kaiser Foundation Health Plan of WA Options Inc	1295	4,503.68
08/31/2022	618752	Maintenance Solutions	1418	899.08
08/31/2022	618753	Q49 Solutions LLC	2594	25.07
08/31/2022	618754	Mohawk Manufacturing & Supply Co	1011	496.44
08/31/2022	618755	NAPA Auto Parts Inc	1014	3,227.12
08/31/2022	618756	Legend Investments Inc	1454	903.87
08/31/2022	618757	NATIONWIDE	2592	599.01
08/31/2022	618758	Argosy Credit Partners Holdings LP	2006	2,572.40
08/31/2022	618759	The Aftermarket Parts Company LLC	1015	13,368.83
08/31/2022	618760	Norco Inc	1467	59.91
08/31/2022	618761	JUSTIN MAGER	901	60.00
08/31/2022	618762	Steven M Sample	900	109.77
08/31/2022	618763	Performance Systems Integration, LLC	2728	107.75
08/31/2022	618764	Rehn & Associates	2395	274.00
08/31/2022	618765	Romaine Electric Corporation	1548	4,084.48
08/31/2022	618766	Securitas Security Services USA Inc	1574	28,611.02
08/31/2022	618767	Six Robblees Inc	1017	309.56
08/31/2022	618768	Source Incorporated of Missouri	2074	6,001.04
08/31/2022	618769	Spokane Valley Screen Printing Inc	2609	87.12
08/31/2022	618770	STA Operations	1556	122.31
08/31/2022	618771	State of WA DSHS	2740	30.00
08/31/2022	618772	Thermo King Northwest	1650	152.37
08/31/2022	618773	US Bank	1678	45,638.30
08/31/2022	618774	Washington State Department of Transportation	1709	243.06
08/31/2022	618775	Wesslen Construction Inc	2651	603,976.98
08/31/2022	618776	Washington State Ridesharing Org	1714	275.00
TOTAL AUGUST ACCOUNTS PAYABLE				7,676,387.97
08/01/2022-08/31/2022	ACH	WORKER'S COMPENSATION	2286	291,899.14
TOTAL AUGUST WORKER'S COMPENSATION DISBURSEMENTS				291,899.14
08/12/2022	728994-729015	PAYROLL AND TAXES PR 16, 2022	VARIES	2,505,111.25
08/26/2022	729016-729038	PAYROLL AND TAXES PR 17, 2022	VARIES	1,486,278.29

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
TOTAL AUGUST PAYROLL AND TAXES				3,991,389.54
08/17/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	6,528.26
TOTAL AUGUST EXCISE AND LEASEHOLD TAX DISBURSEMENT				6,528.26
TOTAL AUGUST DISBURSEMENTS FROM TO1 ACCOUNTS				11,966,204.91
TOTAL AUGUST DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL AUGUST DISBURSEMENTS TO1 & TO5 ACCOUNTS				11,966,204.91

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 5E : CHENEY LINE – EAGLE STATION CONTRACT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Heather Orr, Infrastructure Development Manager

SUMMARY: All Public Works construction contracts require Board of Directors acceptance for completion.

Public Works Contract for:	Cheney Line - Eagle Station – Contract # 2020-10552
Capital Project Number:	764
Contractor:	D-McP Construction, LLC
Construction Start:	August 10, 2021
Substantial Completion:	February 23, 2022
Final Completion:	April 22, 2022
Scope of Work:	Construction of a High Performance Transit (HPT) station at Eastern Washington University on Elm Street. This is a key component of the Cheney Line HPT Corridor as envisioned in STA Moving Forward. Work included: <ul style="list-style-type: none">• Construction of a new HPT Station platform• Installation of concrete footings and sidewalks• Fabrication and erection of custom shelter designed to accommodate high passenger volumes• Construction of boarding & alighting pad on the Northside of Elm St adjacent to Anderson Hall

Contract Authority, Including Contingency	\$ 918,850.00
Awarded Construction Contract	\$ 799,000.00
Additive Change Orders (Applied Contingency)	\$ 101,938.13
Deductive Change Orders	\$ (25,000.00)
Total Final Contract Value	\$ 875,938.13
Remainder	\$ 17,911.87

RECOMMENDATION TO BOARD: Recommend the Board approve a motion to accept the contract with D-McP Construction, LLC for the Cheney HPT - Eagle Station 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 MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 5F : ON-CALL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES:
AWARD OF CONTRACT

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

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

SUMMARY: Spokane Transit (STA) currently maintains a five (5) year On-Call Architectural and Engineering Consulting Services contract. This contract is set to expire on October 31, 2022. As part of the process of procuring a consultant to continue this on-call service, staff are seeking Board authorization to negotiate and award a new five (5) year contract with the most qualified engineering consultant team, Coffman Engineers, Inc., identified through an open, competitive procurement process as outlined below.

BACKGROUND: In preparation for acquiring a new five (5) year contract on May 4, 2022, the Performance Monitoring & External Relations (PMER) Committee approved the Scope of Work (SOW) for Architectural and Engineering On-Call Consulting Services and authorized staff to release a Request for Qualifications (RFQ).

Based on an analysis of the past five (5) years of similar work, the potential value for this contract is estimated at \$500K - \$4.5M per year, dependent on the type and volume of projects in any given year. The approved general scope of work includes all aspects and phases of architectural, engineering, design, and consulting services, as well as related engineering services such as cost estimating, plan reviews and project documentation.

The Scope of Work and RFQ were publicly advertised and issued to twenty-three (23) firms on May 18, 2022. Two addenda were issued during the procurement. Statements of qualifications were due by June 16, 2022. STA received four (4) complete responses from interdisciplinary teams that included a number of subconsultants.

An evaluation committee composed of internal stakeholders participated in the review on June 23, 2022. The four (4) teams were evaluated and reduced to the two (2) most qualified firms. These two (2) firms were invited to make presentations on July 25, 2022. For each round of evaluation, members of the committee scored the qualifications of the consultant firms based on the following criteria:

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

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

Lead Firm	Average Score
Coffman Engineers, Inc.	96.4
KPFF, Inc.	91.1

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

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

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and Coffman Engineers, Inc., for the five (5) year On-Call Architectural and Engineering 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 KPFF, Inc.

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

RECOMMENDATION TO BOARD: Authorize award of contract with Coffman Engineers, Inc. for the five (5) year On-Call Architectural and Engineering 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 KPFF, Inc.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 6A : CITY LINE IMPLEMENTATION UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Each month leading up to the City Line launch in July 2023, staff will present an update to the Board on implementation progress. Each monthly update will include a deeper dive into a select implementation element. For September's update, staff will review the past, current, and future efforts involved in City Line station construction.

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 8A : BOARD OPERATIONS COMMITTEE CHAIR 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

September 15, 2022

AGENDA ITEM 9A : PLANNING AND DEVELOPMENT COMMITTEE CHAIR 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

September 15, 2022

AGENDA ITEM 10A: PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR 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

September 15, 2022

AGENDA ITEM 10Ai : FARE COLLECTION SYSTEM UPDATE

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff will provide an update on the Fare Collection System project ahead of the launch in October 2022.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the July 6, 2022, Planning & Development Committee, the July 6, 2022, Performance Monitoring & External Relations Committee, and the July 13, 2022, Board Operations Committee meetings 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 July 13, 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*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

Al French, Spokane County, *Planning &
Development Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*

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
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

Ms. Haley moved to approve the agenda as presented, Chair Grover seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Grover commented that he is looking forward to STA's Award Banquet.

4. COMMITTEE ACTION

a. June 8, 2022, Committee Minutes

Ms. Haley moved to approve the June 8, 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 shared that the 2023-2028 Transit Development Plan Resolution was presented at the Committee meeting and recommended for approval. Reports to the Committee included updates regarding City Line and the Title IV Plan Board reapproval for 2023.

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

Ms. Haley shared that final acceptance of the construction contracts for Phase II of the Monroe-Regal High Performance Transit and Phase III of the Division Street Stops projects were included on the Committee's consent agenda. The Disadvantaged Business Enterprise Program and Proposed Goal for Federal Fiscal Years 2023, 2024 and 2025 item was also included on the consent agenda. Ms. Haley explained that Disadvantaged Businesses tend to be small businesses, while many of STA's projects require larger businesses to accommodate needs. The resolution for the Final Recommendation of the Fare Policy Revisions for Zero-Fare for Youth was presented for Board Discussion. Reports to the Committee included the 2021 State Audit Exit Briefing, 2022 Equal Employment Opportunity Program Update, and the STA-Spokane Public Schools Update.

6. BOARD ATTENDANCE REVIEW

Ms. Meyer explained the Board Operations Committee is responsible for the effective and efficient operations of the Board. Board attendance is reviewed semiannually. Board Workshops are included within the review. However, the Citizen Advisory Committee meetings are not included as those members are not on the Board. Per the Board bylaws, Board members have alternates while Committee members do not. Ms. Meyer noted the Board Operations January meetings list the newly elected Board Operations Committee Chair, while the other Committees have not yet had new Chairs elected. Ms. Meyer thanked the members for their time governing STA's Board and Committees.

7. STRATEGIC PLANNING WORKSHOP UPDATE

Ms. Meyer noted the next Board Workshop will occur prior to the Board Meeting on July 21, from 11:30 a.m. to 1:15 p.m. Lunch will be provided. The purpose of the Workshop is to share information and updates regarding STA's Strategic Planning efforts since the last Board Workshop on May 19. Two additional Board Workshops are scheduled for September and November 2022. The Menti tool will again be utilized during the Workshop to obtain Board member feedback.

8. PUBLIC WORKS CONTRACT ACCEPTANCE

Mr. Otterstrom explained the definition of projects categorized as "public works." Mr. Otterstrom presented the recommendation for a revision to the current process allowing public works contract final acceptance items to be placed on the Board consent agenda without first seeking Committee recommendations. Board governance resolutions do not require Committee recommendations. The

proposed revisions allow for a contract recap to be provided on the cover sheet for each final acceptance item being presented within the Board packet. Board members retain the ability to pull any item from the consent agenda. Chair Grover and Ms. Haley agreed the process revision is beneficial in that it is more efficient. Although no action was required or taken, Chair Grover and Ms. Haley agreed to the revised process starting at the beginning of September 2022.

9. BOARD OF DIRECTORS AGENDA JULY 21, 2022

Ms. Haley moved to approve the Board of Directors agenda as presented, Chair Grover seconded, and the motion passed unanimously.

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 7, 2022

There were no questions or comments.

11. CEO REPORT

Ms. Meyer discussed the Award Banquet and its importance regarding recognition of STA employees. Ms. Meyer noted STA's excitement to host employees and guests for the event. Interviews for STA's new legal counsel will begin soon, and four Board members will be invited to sit in on each. Laura McAloon will also be in attendance for the interviews.

12. NEW BUSINESS

There was no new business.

13. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:50 p.m.

Ms. Kinnear joined the meeting at 1:50 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 & DEVELOPMENT COMMITTEE MEETING

Minutes of the July 6, 2022, Board Meeting
Via Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Al French, Spokane County – *Chair*

**Acting Chair

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

3. COMMITTEE ACTION

A. MINUTES OF THE JUNE 1, 2022, COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the June 1, 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. 2023-2028 TRANSIT DEVELOPMENT PLAN: FINAL ADOPTION (RESOLUTION)

Mr. Karl Otterstrom presented. 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*. The Planning and 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 includes minor edits (tracked in redline) and is available at: <https://www.spokanetransit.com/wp-content/uploads/2022/06/Draft-Transit-Development-Plan-2023-2028.pdf>. A draft of the Board resolution to adopt the plan is included in the packet.

Mr. Otterstrom reviewed minor edits made between the Preliminary Draft and Final draft after being recommended for adoption by resolution.

Mr. Tim Hattenburg moved to recommend the Board of Directors adopt, by resolution, the 2023-2028 Transit Development Plan. Ms. Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. CITY LINE UPDATE

The City Line is STA's first bus rapid transit project that is scheduled to begin revenue service on July 15, 2023. Mr. Otterstrom presented an update including construction, amenity installation, implementation, staffing and training, and overall project schedule. This project is currently 75% complete. The City Line will be integrated with the new fare collection system which is scheduled to launch this fall. STA is working with the City of Spokane to create Transit Signal Priority (TSP) at four intersections. A content management system (CMS) is in development by the STA Communications Department with custom content for the City Line. STA goal is to hire a total of 70 bus operators leading up to the launch of the City Line. A maintenance plan is in development.

Ms. Stratton offered the availability to set up presentations with neighborhood councils to help distribute City Line information/updates. Mr. Dan Sander appreciated the detailed presentation. Mr. Dan Dunne is impressed with the inclusion of bike lanes on segments of the corridor.

B. TITLE VI PLAN UPDATE

Mr. Otterstrom presented an overview of the Title VI Plan Update process to the Committee. 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. STA's Title VI Program can be found at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

An on-board rider survey and provider survey are planned for Fall 2022. A public hearing is scheduled for the February Board meeting with an adoption recommendation at the March meeting.

6. CEO REPORT – *None*

Ms. E. Susan Meyer presented the CEO Report:

June 2022 Voter-Approved Sales Tax Revenue (April Sales) Update – Actual (\$9,233,669) compared to budget (\$9,363,081) creates an unfavorable variance of \$129,412 (-1.4%). 5.0% YTD above budget (\$2.6M), 1.6% above June 2021 actual (\$0.1M), and 8.2% YTD above 2021 actual (\$4.0M).

Annual Van Grant Program – the application period has opened. STA will have ten (10) vans that have reached their service life. The Board approved a grant ten or eleven years ago, that allows these vans to be provided to organizations serving individuals with disabilities, seniors, and/or low income. Vans are “as is” and in fair condition; awardees must have the resources to maintain the van. Currently, there are more applicants than vans available. A report will be provided to the Board in September. Ms. Meyer encouraged Committee members to share this opportunity with qualifying organizations.

Employee Recognition Event – Scheduled for July 17, 2022. This once annual event prior to the pandemic is an opportunity to recognize STA’s employees’ achievements in safety and years of service.

Legal Counsel Change – STA’s Legal Counsel, Laura McAloon, is returning to her home state of Nebraska. A transition plan is in progress. Invitations have been sent to encourage interest in this open opportunity. Due to limited time to procure new legal counsel, STA is seeking interim legal counsel with a maximum contract value of \$200,000 and no longer than two years. Ms. Meyer noted that Ms. McAloon is the only attorney in this area with in-depth transit legal experience.

Ms. Stratton thanked Ms. McAloon for everything she’s done for STA and for the community. Mr. Hattenburg has appreciated Ms. McAloon’s calm demeanor and expertise. Mr. Dunne appreciated her technical competence.

7. COMMITTEE INFORMATION - *None*

8. REVIEW AUGUST 31, 2022, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *None*

10. COMMITTEE MEMBERS’ EXPRESSIONS

11. ADJOURN

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

NEXT COMMITTEE MEETING: WEDNESDAY, AUGUST 31, 2022 (September Meeting), at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 10Ai : FARE COLLECTION SYSTEM UPDATE

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff will provide an update on the Fare Collection System project ahead of the launch in October 2022.

RECOMMENDATION TO BOARD: Information only.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the July 6, 2022, Meeting
Via Virtual WebEx

MEMBERS PRESENT

Pam Haley, City of Spokane Valley*
Josh Kerns, Spokane County
Lori Kinnear, 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

Zack Zappone, City of Spokane

**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

Walter Green, Washington State Auditor's Office,
Audit Lead
Alex Lycan, Washington State Auditor's Office, Audit
Supervisor

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 June 1, 2022, Committee Meeting**

Mr. Kerns moved to approve the June 1, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.

B. **Passenger Shelter Scope of Work Approval**

Mr. Otterstrom explained STA's need for a new passenger shelters contract since the existing contract has reached its quantity limit and additional shelters are needed.

The new contract which would be for 5 years and up to 125 shelters, has a cost estimate ranging from \$1.45 million to \$1.82 million over the life of the contract. Mr. Otterstrom described the general scope of work and the proposal evaluation criteria.

Mr. Kerns moved to approve the attached general scope of work as presented and authorize staff to release the request for proposals for the Passenger Shelters contract. Ms. Kinnear seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Monroe-Regal High Performance Transit Phase II Construction Contract: Final Acceptance

Mr. Otterstrom provided information on the final phase II construction along Route 4 which included installation of four (4) HPT station platforms along with associated infrastructure, and installation of twelve (12) HPT enhanced stops. The total contract cost was \$734,212.06 and has a remaining budget of \$113,376.63.

Ms. Kinnear moved to recommend the Board authorize 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. Mr. Kerns seconded, and the motion passed unanimously.

2. Division Street Stops Phase III Construction Contract: Final Acceptance

Mr. Otterstrom described the work completed on the installation of four (4) bus stop locations, which also included approximately 2,280 linear feet (0.42 miles) of sidewalk. The total contract cost was \$581,964.13 and has a remaining budget of \$50,190.97.

Mr. Kerns moved to recommend the Board authorize 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. Ms. Kinnear seconded, and the motion passed unanimously.

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

Ms. Liard provided 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 described the DBE recruiting strategy which will help to ensure STA meets or exceeds this goal. The STA projected DBE goal for FFYs 2023, 2024, and 2025 is 0.753%.

Ms. Kinnear moved to recommend the Board adopt by resolution the proposed 0.753% DBE Goal for federal fiscal years 2023, 2024, and 2025 and forward to the Board consent agenda. Mr. Kerns seconded, and the motion passed unanimously

B. Board Discussion Agenda

1. Fare Policy Revisions: Final Recommendation-Zero-Fare for Youth (Resolution)

Mr. Otterstrom provided background information on the Transit Support Grant Program which was created to provide direct funding allocations for transit agencies for public transportation needs. To be eligible, transit agencies must enact a zero-fare policy for riders ages 18 years old and younger, and verification must be submitted to WSDOT by October 1, 2022. Based on programmed expenditures, STA could receive \$6.46 million annually. STA recommends updating its fare structure to reflect a zero-fare for youth by adding ages 13-18 to those eligible for zero-fare. Mr. Otterstrom discussed implementation steps, Title VI Requirement analysis, policy outreach summary, and implementation timeline.

Mr. Kerns moved to recommend the Board adopt by resolution the revised STA Zero-Fare for Youth Policy as presented. Ms. Kinnear seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2021 State Audit Exit Briefing

Ms. Liard explained that on June 27, 2022, the Washington State Auditor's Office held an Audit Exit Conference with STA staff regarding the 2021 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2021 Audit results. The State Auditor's Office determined STA's financial statements were fairly presented as of December 31, 2021, and issued an unmodified audit opinion on such statements dated June 14, 2022.

B. 2022 Equal Employment Opportunity Program Update

Ms. Williams provided background information on the purpose of the Equal Employment Opportunity (EEO) Program and gave a progress report on the 2021-2024 EEO Program. Job categories of focus for 2022 were discussed. Ms. Williams explained reviewing the data annually allows us to note areas of excellence as well as course-correct early in areas of concern.

C. STA-Spokane Public Schools Update

Mr. Otterstrom provided background information on how the partnership with Spokane Public Schools (SPS) developed and the goal of the partnership. Mr. Otterstrom explained the implementation efforts underway which include service requirements, Summer Youth Cards and Connect Card assignment and distribution, service agreement, communications plan, training/marketing materials, and addressing family expectations. The next steps needed to finalize the partnership were discussed.

6. CEO REPORT

- Ms. Meyer reported the June 2022 voter-approved sales tax revenue, collected on April sales, had a budget of \$9.3M. The actual receipts were \$9.2M, which is 1.4% below budget and totaling approximately \$129,412. Year-to-date is 5.0% above budget and totaling approximately \$2.6M.
- Ms. Meyer provided background information on the Van Grant Program and explained STA makes available approximately ten (10) retired vanpool or paratransit vehicles to organizations who provide transportation to those who are low-income, minorities, or disabled. Ms. Meyer announced the Van Grant application period is now open. STA staff will do the evaluations

internally and look for organization who meet certain criteria. The winners will be announced in September.

- Ms. Meyer discussed the STA Awards Banquet scheduled for July 17th and her excitement to have the opportunity to recognize the achievements of our STA employees after not being able to do it due to the pandemic. All Board members were sent an invitation to attend.
- Ms. Meyer announced the departure of Laura McAloon for a career opportunity in Nebraska. Laura will be with STA through mid-August. STA will have an opportunity to recognize Laura at the July board meeting. Ms. Meyer explained there is no time for a full RFP; therefore, STA will want a contract that is less than two (2) years and has a budget of no more than \$200,000. STA has reached out to a few legal firms to ask them to submit a letter of interest. After an interview process, we will need a special meeting in late July or early August to approve the recommended firm.

7. COMMITTEE INFORMATION

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

8. AUGUST 31, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The August 31, 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, August 31, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

Molly Fricano

Molly Fricano
Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12B: JULY 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 July 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, July year-to-date revenue is 12.3% (\$10.3M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 1.4% lower than budget
- Sales Tax Revenue is 4.1% higher than budget
- Federal & State Grant Revenue is 44.0% higher than budget
- Miscellaneous Revenue is 14.9% higher than budget

Operating Expenses

Overall, July year-to-date operating expenses are 5.0% (\$2.7M) lower than budget, influenced by the timing of payments as follows:

- Fixed Route is 2.6% lower than budget
- Paratransit is 5.9% lower than budget
- Vanpool is 6.9% lower than budget
- Plaza is 21.6% lower than budget
- Administration is 10.4% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - July 2022

70,000,000

60,000,000

50,000,000

40,000,000

30,000,000

20,000,000

10,000,000

Totals:

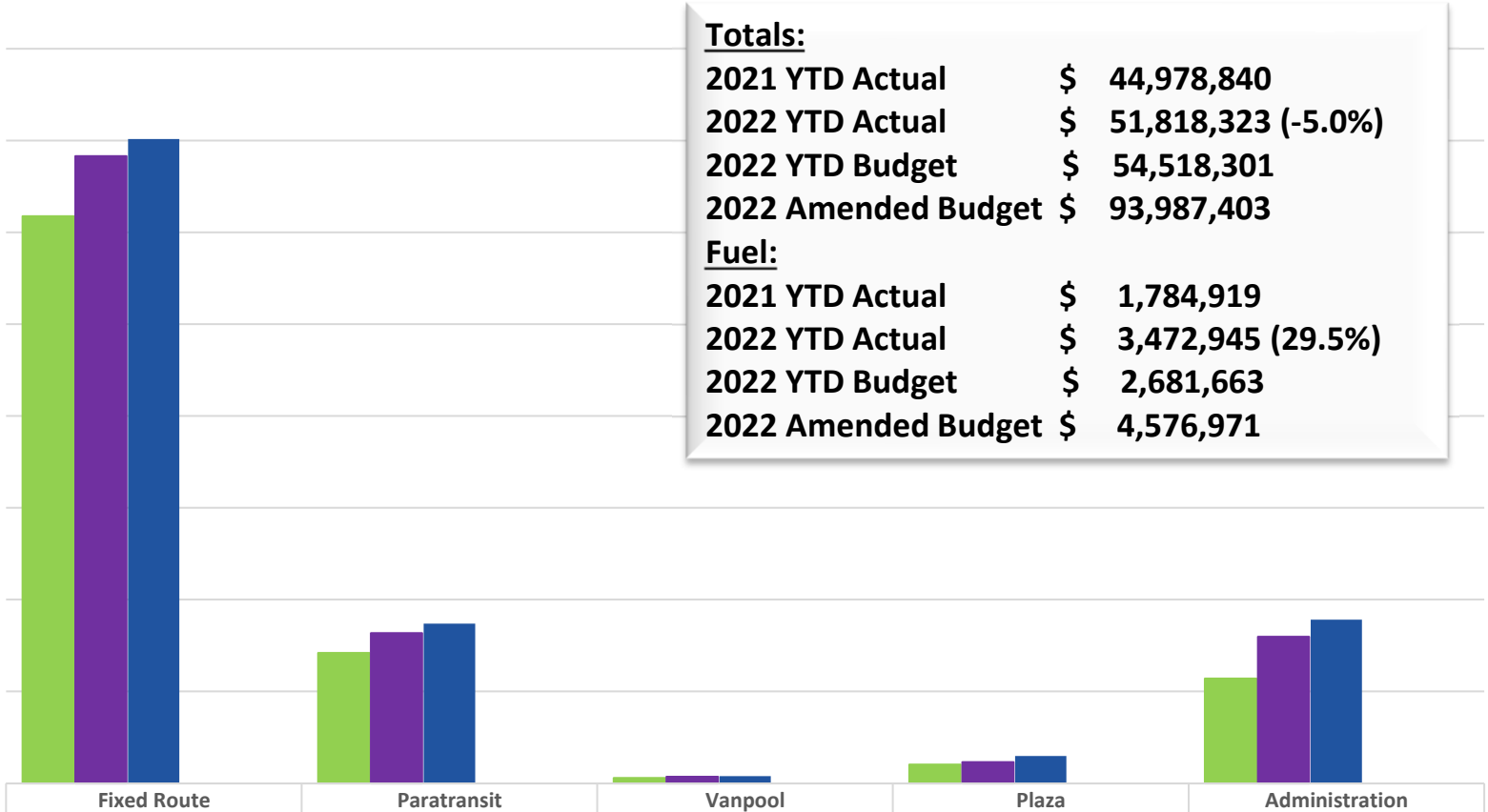
2021 YTD Actual	\$ 84,927,329
2022 YTD Actual	\$ 93,372,188 (12.3%)
2022 YTD Budget	\$ 83,119,997
2022 Amended Budget	\$ 145,244,932

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
2021 YTD Actual	3,574,126	58,514,855	21,697,273	1,141,075
2022 YTD Actual	4,289,308	62,727,085	25,269,289	1,086,506
2022 YTD Budget	4,351,026	60,270,302	17,552,998	945,671
2022 YTD Budget Variance	-1.4%	4.1%	44.0%	14.9%
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 July state capital grant reimbursements total \$347,256 and federal capital grant reimbursements total \$7,664,309.

Spokane Transit Operating Expenses⁽¹⁾ - July 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 \$ 44,978,840
 2022 YTD Actual \$ 51,818,323 (-5.0%)
 2022 YTD Budget \$ 54,518,301
 2022 Amended Budget \$ 93,987,403

Fuel:

2021 YTD Actual \$ 1,784,919
 2022 YTD Actual \$ 3,472,945 (29.5%)
 2022 YTD Budget \$ 2,681,663
 2022 Amended Budget \$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2021 YTD Actual	30,879,194	7,092,250	289,317	1,019,194	5,698,885
2022 YTD Actual	34,153,503	8,176,925	353,782	1,156,701	7,977,412
2022 YTD Budget	35,076,243	8,686,760	380,109	1,474,549	8,900,640
2022 YTD Budget Variance	-2.6%	-5.9%	-6.9%	-21.6%	-10.4%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	15,540,568

Operating expenses exclude capital expenditures of \$14,073,688 and Street/Road cooperative projects of \$69,933 for year-to-date July 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12C : JUNE 2022 SEMI-ANNUAL FINANCIAL REPORTS

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

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

SUMMARY: Attached are the June 2022 semi-annual financial reports.

❖ Capital Budget

- 14.3% of the Capital budget has been spent.
- Due to timing of projects, higher level of expenditures will be made in the last half of the year.
- 2022 forecasted capital spend to budget is expected to amount to 85.5% or \$58.1 million.

❖ Federal Grants

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

❖ Cash Balance

- The cash balance of \$202.8 million includes the fleet replacement fund of \$23.6 million.

RECOMMENDATION TO BOARD: Information only.

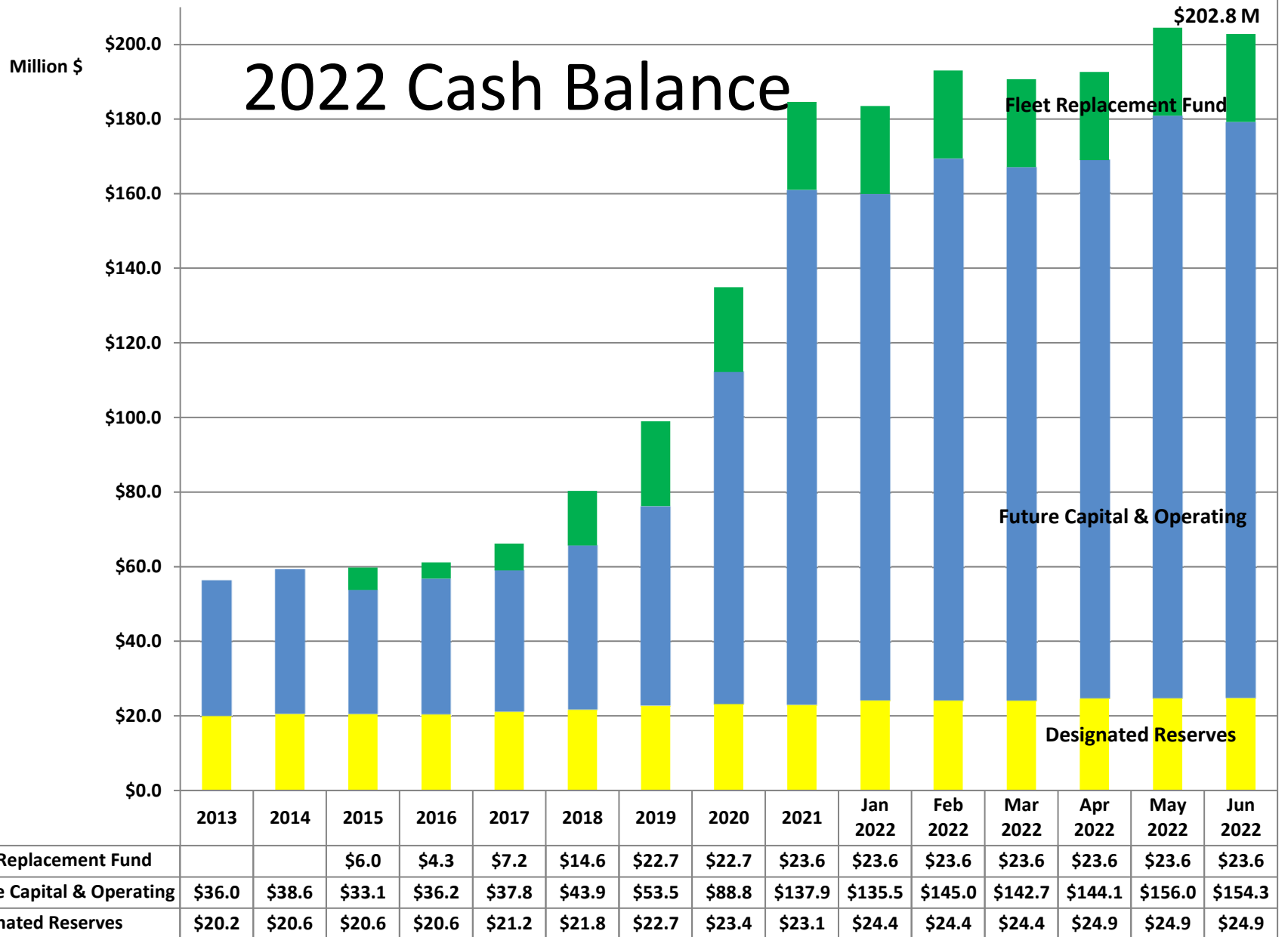
SPOKANE TRANSIT
CAPITAL BUDGET STATUS
Through June 30, 2022

Capital Projects	State Funding	Federal Funding	Local Funding	2022 Budget Total	Expensed to Date	Remaining Balance
<u>Revenue Vehicles</u>						
Fixed Route Coaches (Replacement)			\$ 5,547,768	\$ 5,547,768	\$ -	\$ 5,547,768
Fixed Route Coaches (Replacement)		\$ 2,038,943	2,165,416	4,204,359	-	4,204,359
Paratransit Vans (Replacement)			1,338,793	1,338,793	-	1,338,793
Vanpool Vans (Replacement)			482,227	482,227	-	482,227
Total Revenue Vehicles	\$ -	\$ 2,038,943	\$ 9,534,204	\$ 11,573,147	\$ -	\$ 11,573,147
<u>Non-Revenue Vehicles</u>						
Service Vehicles			\$ 90,000	\$ 90,000	\$ -	\$ 90,000
Fixed Route Tow Truck Upgrades			125,000	125,000	-	125,000
Facilities & Grounds Service Trucks			227,000	227,000	-	227,000
Total Non-Revenue Vehicles	\$ -	\$ -	\$ 442,000	\$ 442,000	\$ -	\$ 442,000
<u>Vehicle - Miscellaneous Equipment & Fixtures</u>						
MG90 Router Retrofit			\$ 315,000	\$ 315,000	\$ -	\$ 315,000
Driver Barriers			995,776	995,776	-	995,776
Total Vehicle - Miscellaneous Equipment & Fixtures	\$ -	\$ -	\$ 1,310,776	\$ 1,310,776	\$ -	\$ 1,310,776
<u>Facilities - Maintenance and Administration</u>						
Boone - Facility Master Plan Program			\$ 1,150,000	\$ 1,150,000	\$ -	\$ 1,150,000
Boone - Preservation and Improvements		\$ 200,000	6,813,008	7,013,008	229,065	6,783,943
Miscellaneous Equipment and Fixtures			162,250	162,250	109,014	53,236
Total Facilities - Maintenance and Administration	\$ -	\$ 200,000	\$ 8,125,258	\$ 8,325,258	\$ 338,079	\$ 7,987,179
<u>Facilities - Passenger and Operational</u>						
Park and Ride Upgrades		\$ 150,700	\$ 164,300	\$ 315,000	\$ 3,842	\$ 311,158
Plaza Preservation and Improvements			535,125	535,125	111,615	423,510
Route and Stop Facility Improvements			3,098,284	3,098,284	79,570	3,018,714
Total Facilities - Passenger and Operational	\$ -	\$ 150,700	\$ 3,797,709	\$ 3,948,409	\$ 195,028	\$ 3,753,381
<u>Technology Projects</u>						
Communications Technology Upgrades			\$ 620,000	\$ 620,000	\$ 121,447	\$ 498,553
Computer Equipment Preservation and Upgrades			175,000	175,000	13,795	161,205
Fare Collection and Sales Technology			2,240,350	2,240,350	678,769	1,561,581
Operating and Customer Service Software			128,000	128,000	-	128,000
Security and Access Technology			100,000	100,000	-	100,000
Smart Bus Implementation-Fiber Communications			100,000	100,000	30,617	69,383
Projects Management Software			100,000	100,000	-	100,000
Total Technology Projects	\$ -	\$ -	\$ 3,463,350	\$ 3,463,350	\$ 844,628	\$ 2,618,722
<u>High Performance Transit</u>						
Central City Line		\$ 17,256,532	\$ 12,791,485	\$ 30,048,017	\$ 4,529,637	\$ 25,518,380
HPT Implementation - Incremental HPT Investments			1,792,259	1,792,259	163,779	1,628,480
Monroe-Regal Line			3,193,499	3,193,499	170,730	3,022,769
Cheney Line	\$ 350,000		310,000	660,000	479,659	180,341
I-90/Valley Line	225,000	209,257	249,314	683,571	299,096	384,475
Sprague Line	498,200		501,800	1,000,000	54,105	945,895
Division Line			1,250,000	1,250,000	73,915	1,176,085
Total High Performance Transit	\$ 1,073,200	\$ 17,465,789	\$ 20,088,357	\$ 38,627,346	\$ 5,770,920	\$ 32,856,426
GRAND TOTAL	\$ 1,073,200	\$ 19,855,432	\$ 46,761,654	\$ 67,690,286	\$ 7,148,655	\$ 60,541,631
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2021 BUT PAYMENTS DELAYED TO 2022):						
Paratransit Vans (Replacement)(2020)					\$ 352,185	\$ (352,185)
Paratransit Vans (Replacement)(2021)					1,056,554	(1,056,554)
Service Vehicles (2021)					50,927	(50,927)
Facilities & Grounds Service Trucks (2021)					59,789	(59,789)
Service Vehicle Replacement-2021					40,626	(40,626)
UST Non-Diesel Replacement Boone Ave					843,688	(843,688)
Miscellaneous Equipment and Fixtures-2021					33,518	(33,518)
Cisco Network Switches					44,735	(44,735)
Network Equipment					24,498	(24,498)
Computer Equipment-2022					20,411	(20,411)
Division Passenger and Operational Treatments					1,046	(1,046)
Division Line					26	(26)
Subtotal RECONCILING ITEMS	\$ -	\$ -	\$ -	\$ -	\$ 2,528,004	\$ (2,528,004)
GRAND TOTAL	\$ 1,073,200	\$ 19,855,432	\$ 46,761,654	\$ 67,690,286	\$ 9,676,659	\$ 58,013,627

SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
June 30, 2022

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-95-X092 SMART CARD/FAREBOX UPGRADE	\$1,400,000	\$1,400,000	\$0	\$0	\$0
WA-2018-067 MOBILITY MANAGEMENT, OPERATIONS, VANS, ENHANCED ADA ACCESS	1,120,832	1,054,077	66,756	33,378	33,378
WA-2018-069 I-90 HPT CORRIDOR IMPROVEMENTS	751,445	603,140	148,305	20,021	128,284
WA-2018-076 STBG DIVISION HPT ALIGNMENT & STATION LOCATION STUDY	462,428	329,164	133,264	17,991	115,274
WA-2019-073 REPLACEMENT FIXED ROUTE COACHES - ELECTRIC (QTY 6)	3,086,705	1,897,866	1,188,839	160,493	1,028,345
WA-2020-009 CENTRAL CITY LINE BRT	84,886,657	45,437,051	39,449,606	16,585,269	22,864,336
WA-2020-025 PARATRANSIT VANS (4) & EQUIP, PARATRANSIT OPERATIONS	362,076	338,051	24,025	3,639	20,386
WA-2021-010 REPLACEMENT FIXED ROUTE COACHES (Qty 2)	1,244,592	0	1,244,592	186,689	1,057,903
WA-2021-014 METROPOLITAN PLANNING - FIVE MILE HUB STUDY	231,214	10,820	220,394	29,753	190,641
WA-2021-023 MOBILITY MANAGEMENT, OPERATIONS, VANS (Qty 2)	410,414	191,460	218,954	0	218,954
WA-2021-027 EXPANSION DOUBLE DECKER DIESEL BUS (Qty 7)	8,240,000	0	8,240,000	5,289,998	2,950,002
WA-2021-029 EMERGENCY RELIEF OPERATING ASSISTANCE	100,000	33,039	66,961	0	66,961
WA-2021-034 REPLACEMENT 60' DIESEL BUS (Qty 2)	1,154,165	0	1,154,165	173,125	981,040
WA-2021-122 STATIONS, STOPS, TERMINALS	5,754,747	4,643,814	1,110,933	0	1,110,933
WA-2022-011 REPLACEMENT 40' BEB BUS (Qty 10)	11,815,000	0	11,815,000	5,434,900	6,380,100
WA-2022-022 EMERGENCY RELIEF OPERATING ASSISTANCE (CRRSAA)	71,213	0	71,213	0	71,213
FEDERAL GRANTS TOTAL	\$121,091,488	\$55,938,482	\$65,153,007	\$27,935,256	\$37,217,751

2022 Cash Balance



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12D : AUGUST 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 August 2022 voter-approved sales tax revenue information. August sales tax revenue, which represents sales for June 2022, was:

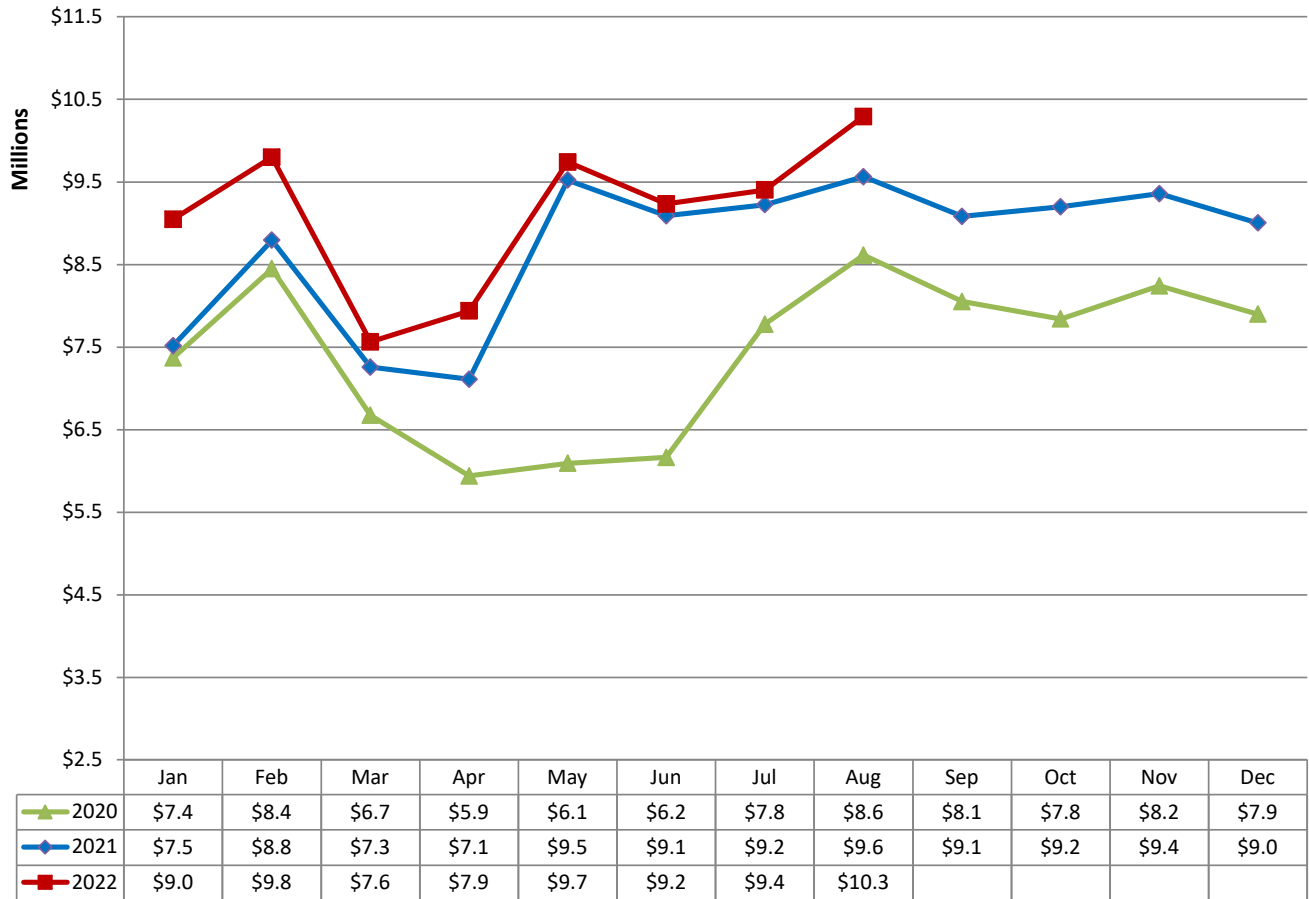
- 4.5% above 2022 budget
- 4.1% above YTD 2022 budget
- 7.6% above 2021 actual
- 7.3% above YTD 2021 actual

Total taxable sales for June were *up* 7.2% from June 2021 while June 2022 YTD sales were *up* 4.7% compared with June 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 2.1% (\$-12.3M) in June 2022 vs June 2021 and is *down* by 1.1% (\$-35.4M) June 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 12.3% or \$47.7M June 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 7.7% or \$11.7M June 2022 YTD over 2021 YTD
 - Automobile Dealers *decreased* 6.6% or (\$-40.0M) June 2022 YTD over 2021 YTD
 - Furniture and Home Furnishing Retailers *decreased* 12.7% or (\$-21.4M) June 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 9.8% or (\$-14.7M) June 2022 YTD over 2021 YTD
- Construction *increased* by 22.6% (\$40.8M) in June 2022 vs June 2021 and is *up* by 2.0% (\$20.1M) June 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 17.8% (\$19.0M) in June 2022 vs June 2021 and is *up* 27.2% (\$143.6M) June 2022 YTD vs 2021 YTD

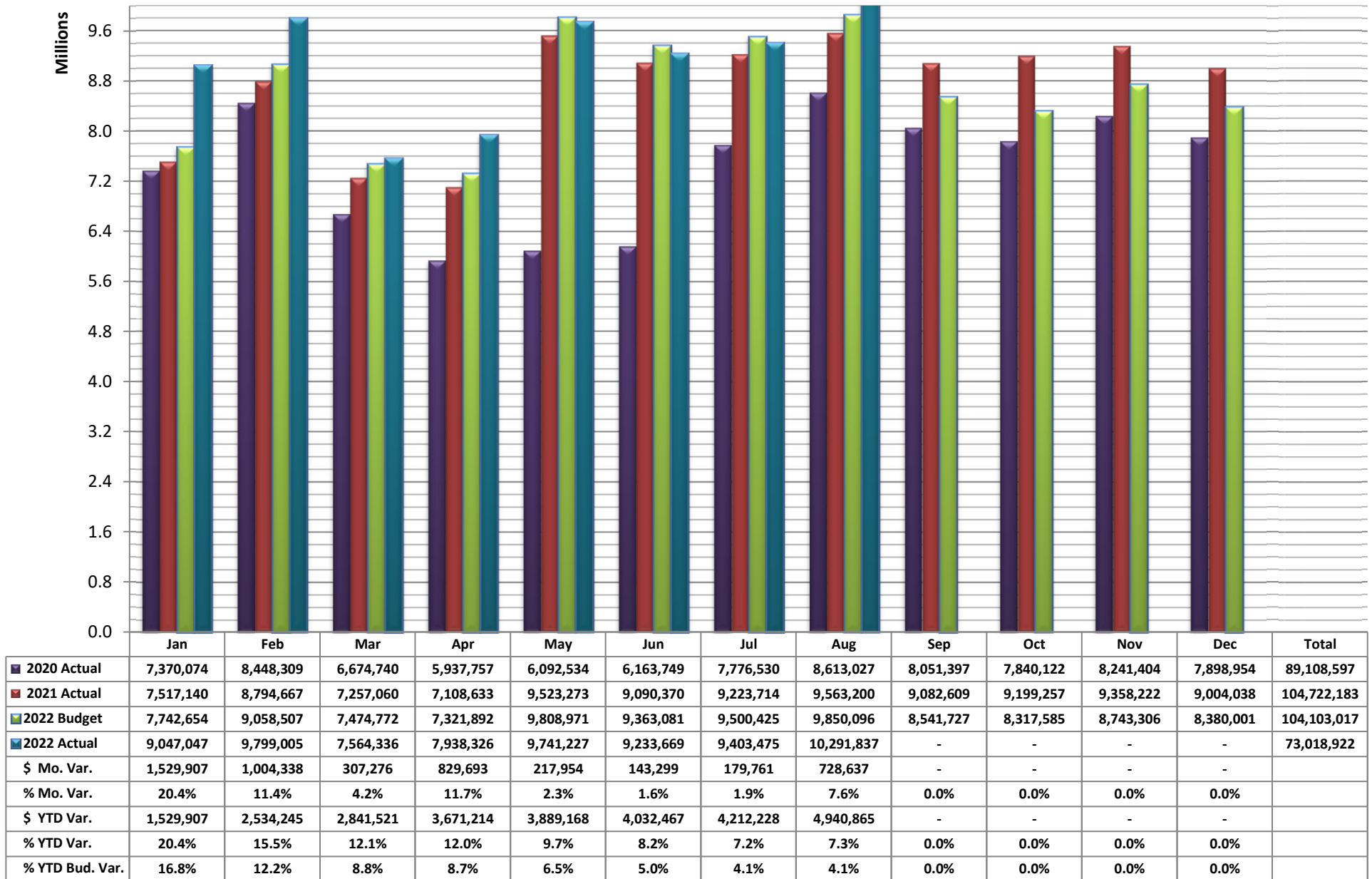
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-August 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

September 15, 2022

AGENDA ITEM 12E : JULY 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was one (1) less weekday in July 2022 compared to July 2021.

FIXED ROUTE

The total monthly ridership increased 17.4% (501,452 vs. 427,200) in July 2022 compared to July 2021. Average weekday ridership increased 19.7% (19,795 vs. 16,535) in July 2022 compared to July 2021.

Detailed breakdown:

- Adult Ridership increased 19.2% (284,798 vs. 238,883) in July 2022 compared to July 2021
- Youth Ridership increased 75.4% (53,737 vs. 30,633) in July 2022 compared to July 2021.
- Reduced Fare/Paratransit Ridership remained steady (73,126 vs. 73,120) in July 2022 compared to July 2021.
- CCS Pass Ridership increased 116.2% (7,837 vs. 3,625) in July 2022 compared to July 2021.
- Eagle Pass Ridership increased 40.8% (4,981 vs. 3,537) in July 2022 compared to July 2021.

PARATRANSIT

Total ridership for Paratransit increased 21.1 % (26,210 vs. 21,649) in July 2022 compared to July 2021.

Detailed breakdown:

- Directly operated service increased 3.5% (12,146 vs. 11,750) in July 2022 compared to July 2021.
- Contracted service increased 46.7% (12,340 vs. 8,409) in July 2022 compared to July 2021.
- Special Use Van ridership increased 15.7% (1,724 vs. 1,490) in July 2022 compared to July 2021.

VANPOOL

Vanpool customer trips increased 36.7% (7,308 vs 5,346) in July 2022 compared to July 2021. Vanpool vans in service increased 12.7% (71 vs. 63 in 2021) in July 2022 compared to July 2021.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 6.8% (4,444 vs. 4,769) in July 2022 compared to July 2021. Adult Pass/Smartcard monthly pass sales decreased 13.5% (2,419 vs. 2,796) in July 2022 compared to July 2021.

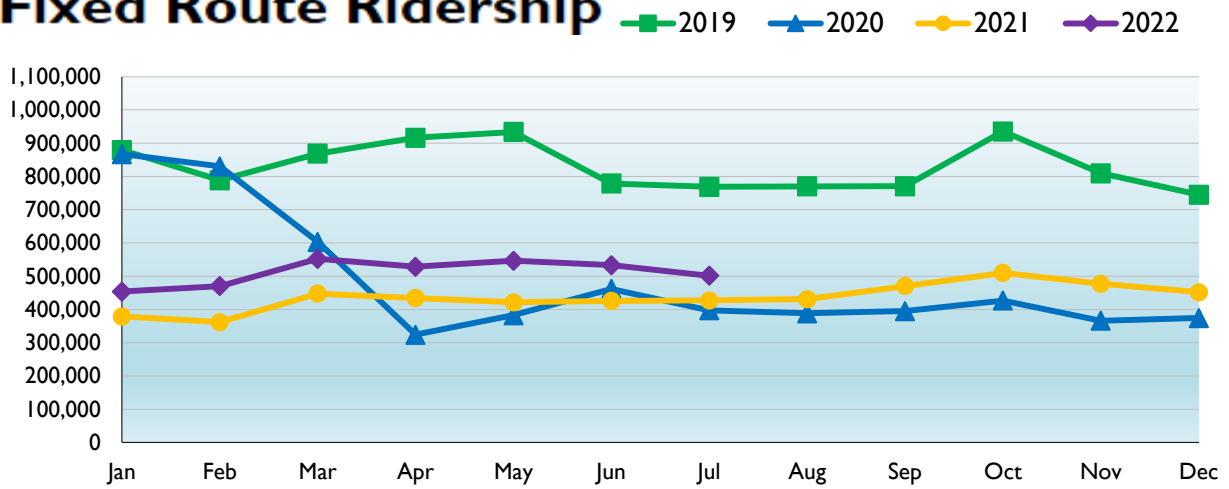
- Shuttle Park monthly sales increased 38.5% (223 vs. 161) in July 2022 compared to July 2021.
- 7-Day Pass/Smartcard monthly sales decreased (64.0% 558 vs. 1,550) in July 2022 compared to July 2021.
- ESBP monthly sales increased 19.3% (346 vs. 290) in July 2022 compared to July 2021.
- Group Sales decreased 1.6% (13,918 vs. 14,151) in July 2022 compared to July 2021.

UTAP monthly rides increased 28.9% (24,678 vs. 15,258) in July 2022 compared to July 2021.

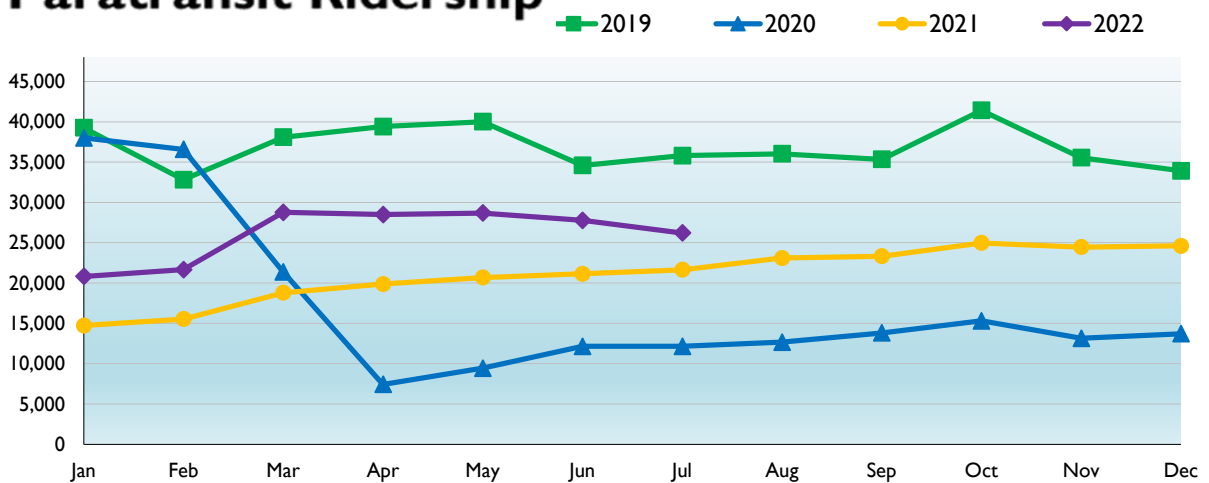
Community Access Pass (CAP) program 2-hour pass sales increased 104% (4,915 vs 2,414) in July 2022 compared to July 2021. Day Pass sales increased 0.52% (2,920 vs 2905) in July 2022 compared to July 2021.

RECOMMENDATION TO BOARD: Information only.

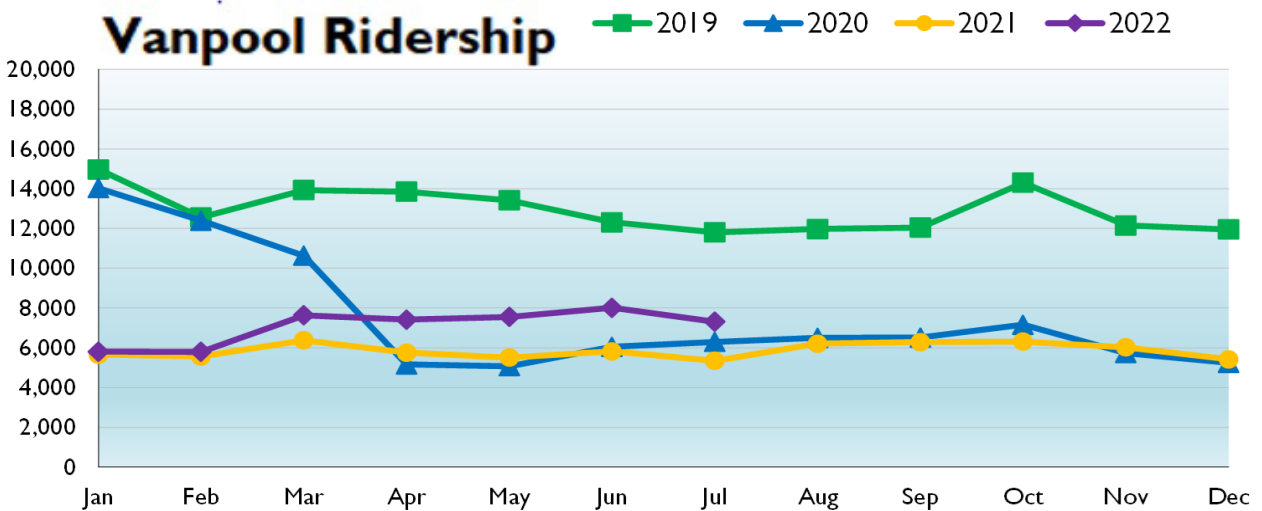
Fixed Route Ridership



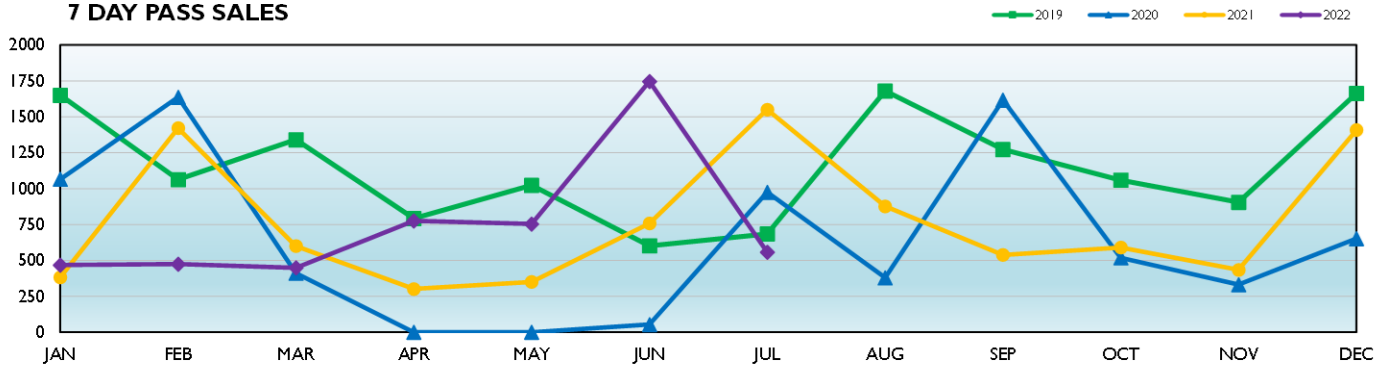
Paratransit Ridership



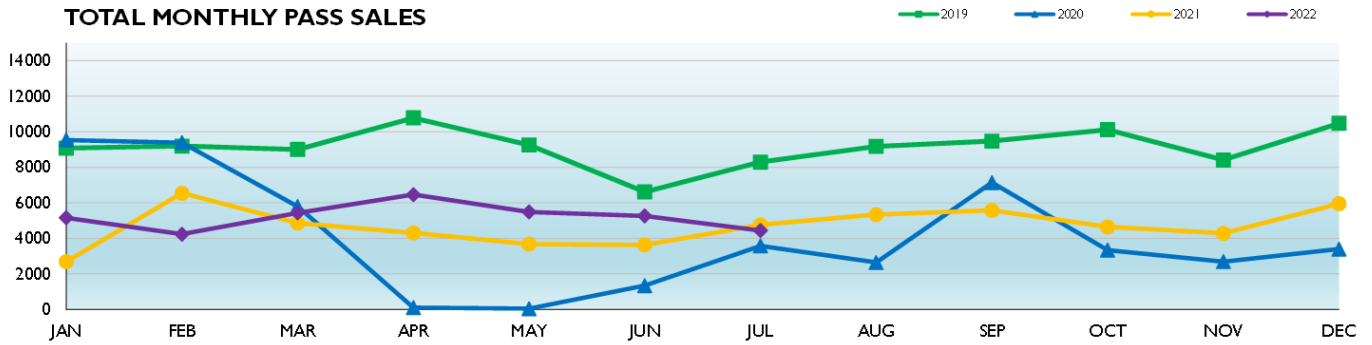
Vanpool Ridership



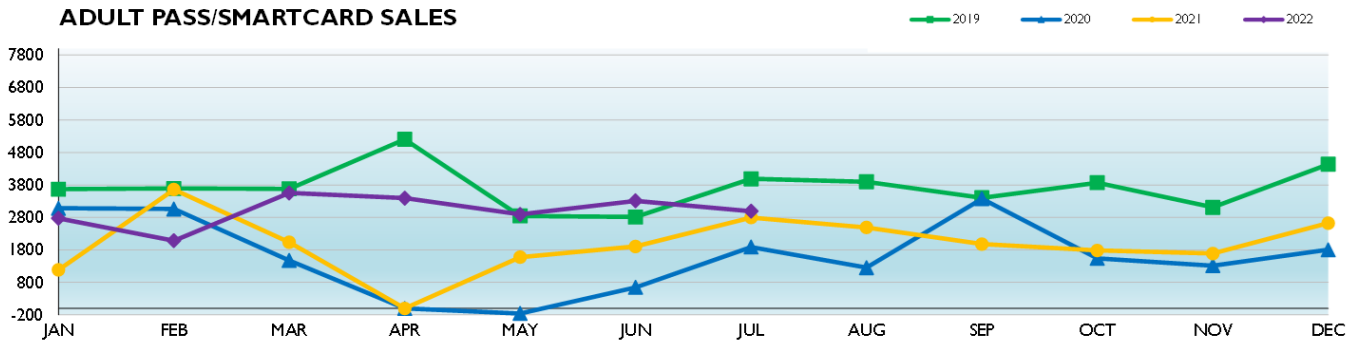
7 DAY PASS SALES



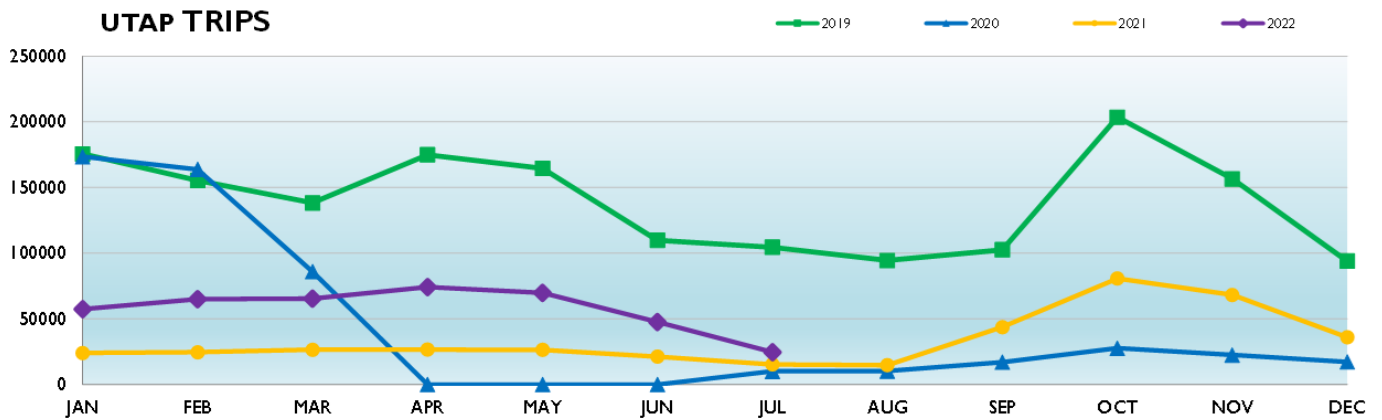
TOTAL MONTHLY PASS SALES



ADULT PASS/SMARTCARD SALES



UTAP TRIPS



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12F : 2nd QUARTER 2022 PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: A complete set of the 2nd Quarter 2022 Performance Measures is included here and has also been posted to the STA website at: [2nd Quarter 2022 Performance Measures](#) . Staff are prepared to address any questions about any measure.

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

Ensure Safety

Preventable Accident Rate

- At 0.11, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.06, Paratransit was significantly below STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route second quarter 2022 year-to-date ridership was up 24.8% compared to our ridership in 2021. Fixed Route provided 3,083,782 in 2022 vs. 2,470,537 in 2021. The ridership goal for Fixed Route in 2022 is 20.3% increase from 2021 (approximately 6.3 million trips).
- Paratransit second quarter 2022 year-to-date ridership was up 41.0% compared to our ridership in 2021. Paratransit provided 156,193 in 2022 vs. 110,737 in 2021. The ridership goal for Paratransit in 2022 is 11.2% increase from 2021 (approximately 277,000 trips).
- Vanpool second quarter 2022 year-to-date ridership was up 21.7% compared to our ridership in 2021. Vanpool provided 42,210 in 2022 vs. 34,695 in 2021. The ridership goal for Vanpool in 2022 is 25.7% increase from 2021 (approximately 88,000 trips).

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 13.75. The goal is to transport 15 or more passengers.
- Paratransit PPRH was 2.45. The goal is to transport 2.1 or more passengers.

Provide Excellent Customer Service

On-Time Performance

- Fixed Route on-time performance was 94.9%, exceeding STA's goal of 93% (on-time is measured as a bus departing between 0 to 5 minutes from the scheduled departure time).
- Paratransit on-time performance was 94.4%, meeting STA's goal of 93%.

Professional and Courteous

Quality Counts! has been suspended since March 2020 due to the pandemic.

Operator Ride Checks

Paratransit ride checks are on target. The Fixed Route ride check program has not re-started.

Exemplify Financial Stewardship

Cost per Passenger

Fixed Route and Paratransit continue to exceed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State.

- Fixed Route cost per passenger was \$11.07. This is 61.7% of the urban systems' average.
- Paratransit cost per passenger was \$52.05. This is 67% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

Fare collection continued to be significantly down due to lower ridership.

- Fixed Route farebox recovery is 11.07%, below the goal of 20%.
- Paratransit farebox recovery is 4.05%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only

Performance Measures

Second Quarter 2022

How a great city moves.™

Priorities and Objectives

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

Ensure Safety

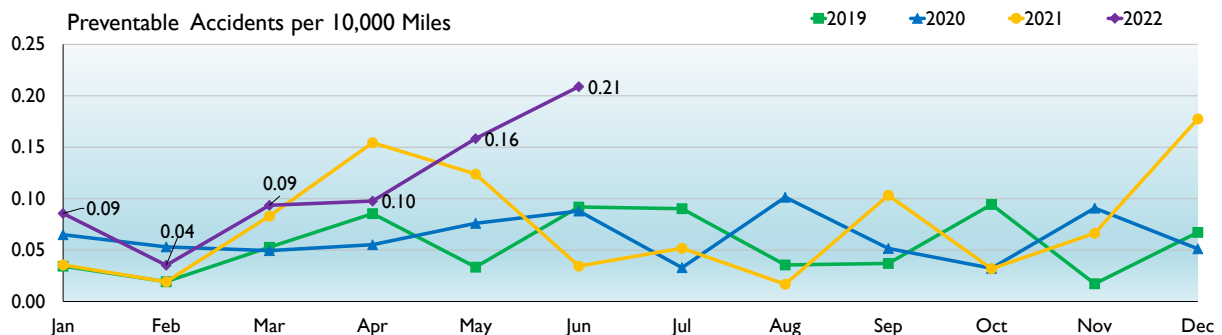
Performance Measures:

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

Preventable Vehicle Accidents Fixed Route

Goal:
≤ 0.08 per
10,000 miles

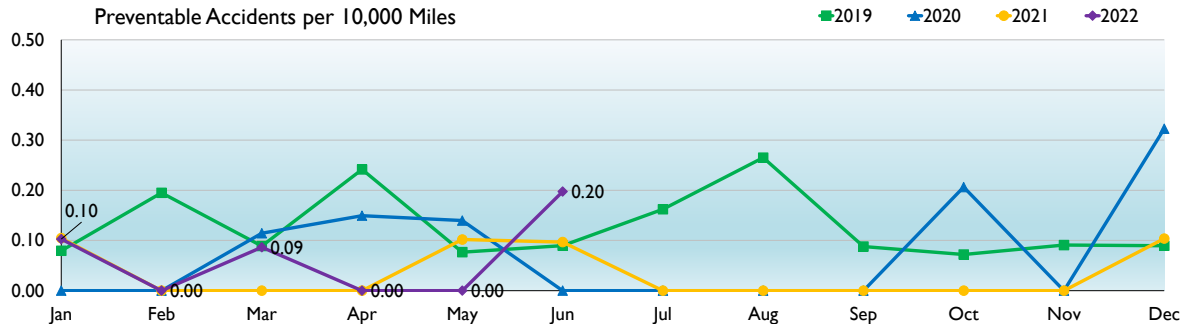
	2019	2020	2021	2022
January	2	4	2	5
February	1	3	1	2
March	3	3	5	6
April	5	3	9	6
May	2	4	7	10
June	5	5	2	13
July	5	2	3	0
August	2	6	1	0
September	2	3	6	0
October	6	2	2	0
November	1	5	4	0
December	4	3	11	0
Total Prev. Accidents	38	43	53	42
YTD Preventables per 10,000 miles	0.06	0.06	0.08	0.11



Preventable Vehicle Accidents Paratransit

Goal:
≤ 0.10 per
10,000 miles

	2019	2020	2021	2022
January	1	0	1	1
February	2	0	0	0
March	1	1	0	1
April	3	1	0	0
May	1	1	1	0
June	1	0	1	2
July	2	0	0	0
August	3	0	0	0
September	1	0	0	0
October	1	2	0	0
November	1	0	0	0
December	1	3	1	0
Total Prev. Accidents	18	8	4	4
YTD Preventables per 10,000 miles	0.13	0.07	0.04	0.06



Workers' Compensation - Time Loss

Lost Time Days per 1,000 Hours

Fixed Route

Paratransit

Maintenance

	2019	2020	2021	2022	Goal
Fixed Route	0.03	0.03	0.02	0.02	≤ 0.02
Paratransit	0.04	0.05	0.01	0.00	≤ 0.04
Maintenance	0.08	0.04	0.05	0.05	≤ 0.05

Workers' Compensation – Claims

Claims per 1,000 Hours

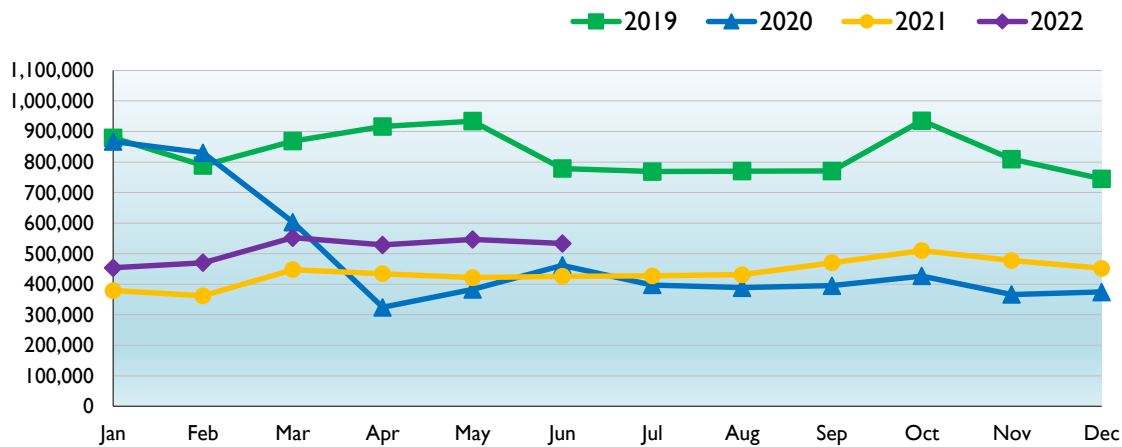
	2019	2020	2021	2022	Goal
Fixed Route	0.05	0.04	0.05	0.07	≤ 0.05
Paratransit	0.12	0.06	0.10	0.03	≤ 0.08
Maintenance	0.11	0.10	0.12	0.08	≤ 0.09

Earn & Retain the Community'

4 Performance Measures:

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

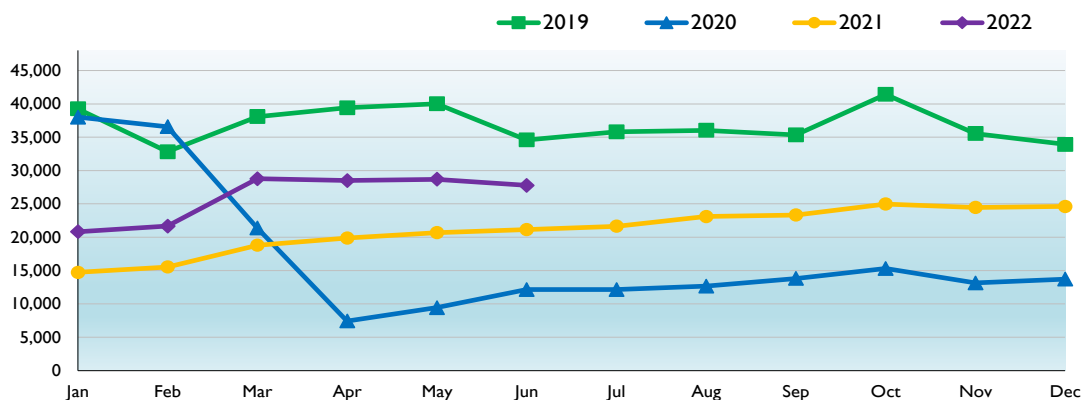
Ridership – Fixed Route



2019 = 9,971,798
 2020 = 5,817,776
 2021 = 5,238,135
 2022 = 6,300,000 (objective)

GOAL: 20.3% INCREASE OVER 2021 RIDERSHIP
2nd Quarter - Year to Date Result: 24.8% Increase

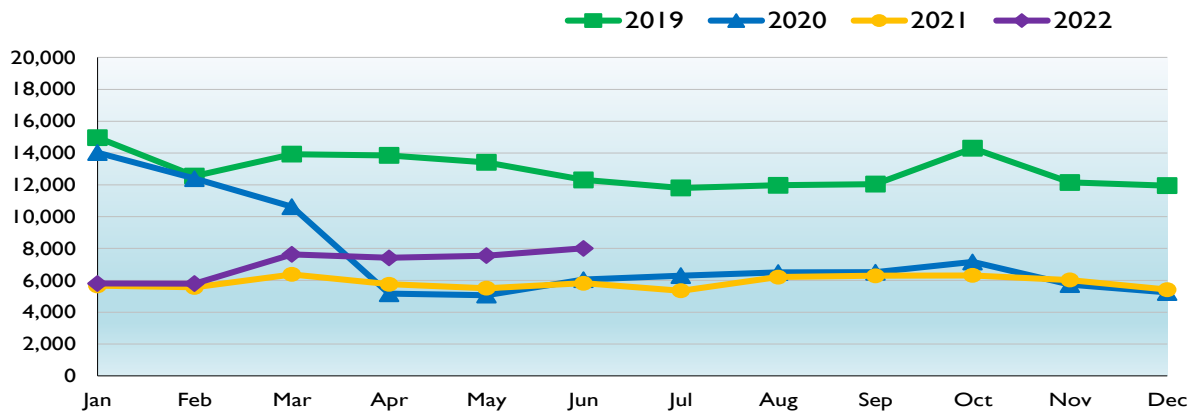
Ridership – Paratransit



2019 = 442,186
 2020 = 205,815
 2021 = 252,857
 2022 = 277,000 (objective)

GOAL: 11.2% INCREASE OVER 2021 RIDERSHIP
2nd Quarter -Year to Date Result: 41.0% Increase

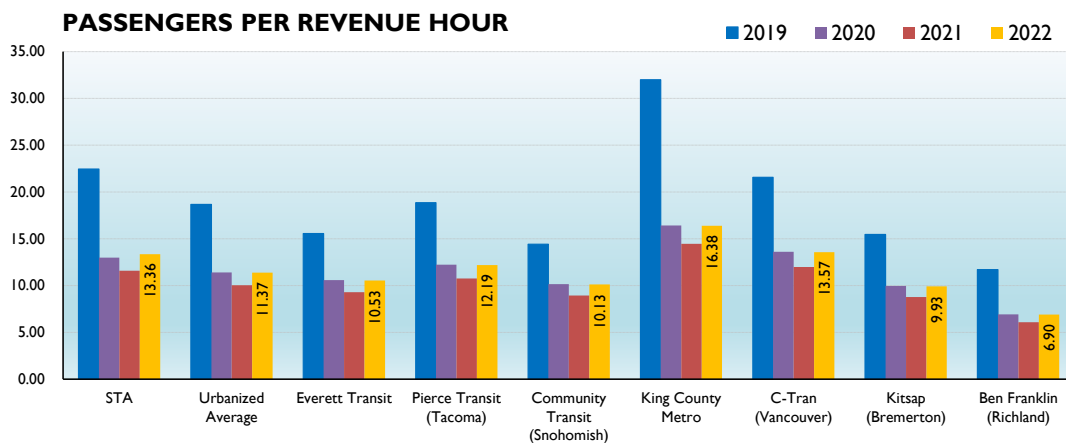
Ridership – Vanpool



2019 = 155,262
 2020 = 90,770
 2021 = 70,298
 2022 = 88,000 (objective)

GOAL: 25.7% INCREASE OVER 2021 RIDERSHIP
2nd Quarter - Year to Date Result: 21.7% Increase

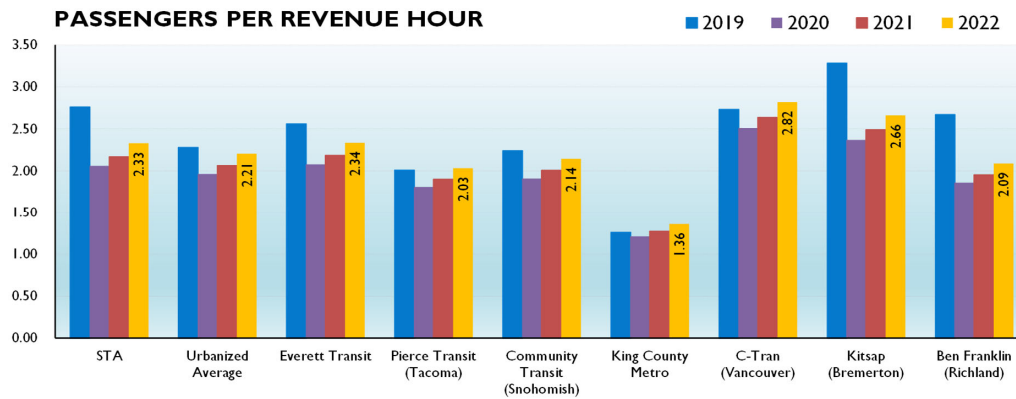
Service Effectiveness – Fixed Route



GOAL: TRANSPORT 15 OR MORE PASSENGERS PER REVENUE HOUR

* System averages assume a performance equal to STA for 2021

Service Effectiveness – Demand Response (Paratransit)



GOAL: TRANSPORT 2.1 OR MORE PASSENGERS PER REVENUE HOUR

** System averages assume a performance equal to STA for 2021*

Customer Security

Fixed Route	2019	2020	2021	2022	GOAL
Personal Safety on Bus	4.1	No survey	4.2	Scheduled for Fall 2022	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	4.3	No survey	4.4	Scheduled for Fall 2022	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Paratransit	2019	2020	2021	2022	GOAL
Personal Safety on Van	Non survey year	Delayed due to Covid	4.7	Scheduled for Fall 2022	Score 4.5 on a scale of 1-5 (Std. = 4.5)
Driver Driving Safely	Non survey year	Delayed due to Covid	4.8	Scheduled for Fall 2022	Score 4.5 on a scale of 1-5 (Std. = 4.5)

Community Perception

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

2019	2020	2021	2022	GOAL
3.67	3.68	3.86	Schedule for Fall	Score 4.5 on a scale of 1-5

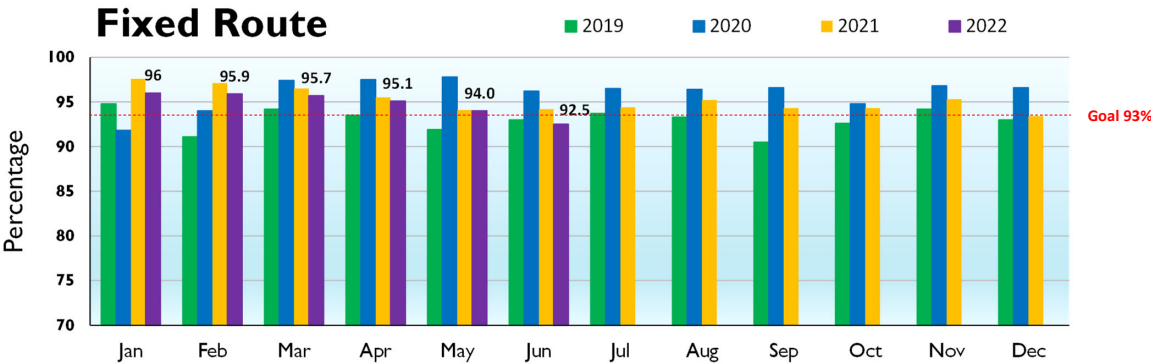
Provide Excellent Customer Service

7 Performance Measures:

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

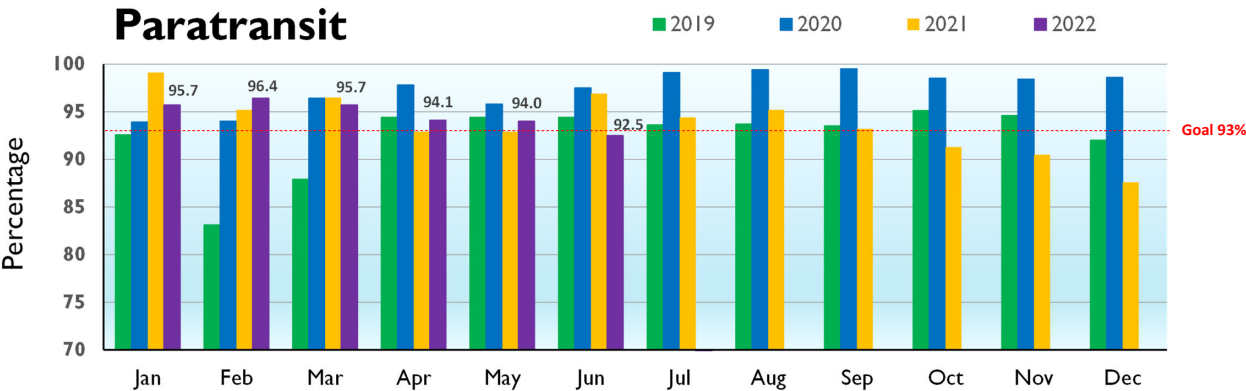
On-Time Performance

YTD
Average =
95%

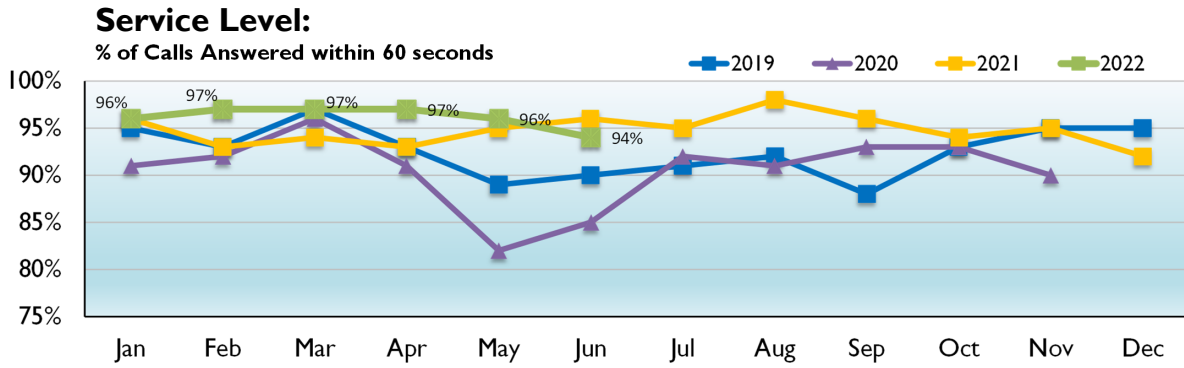


On-Time Performance

YTD
Average =
95%

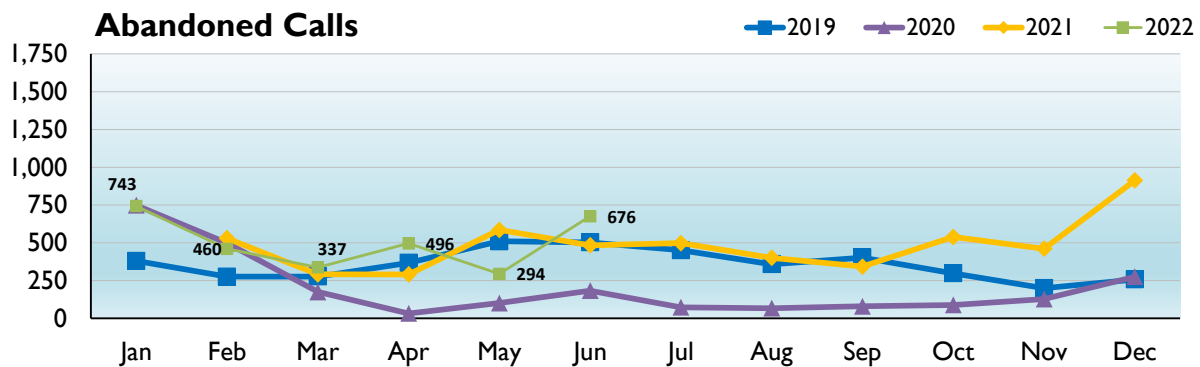


Customer Service: 328-RIDE Call Center Performance

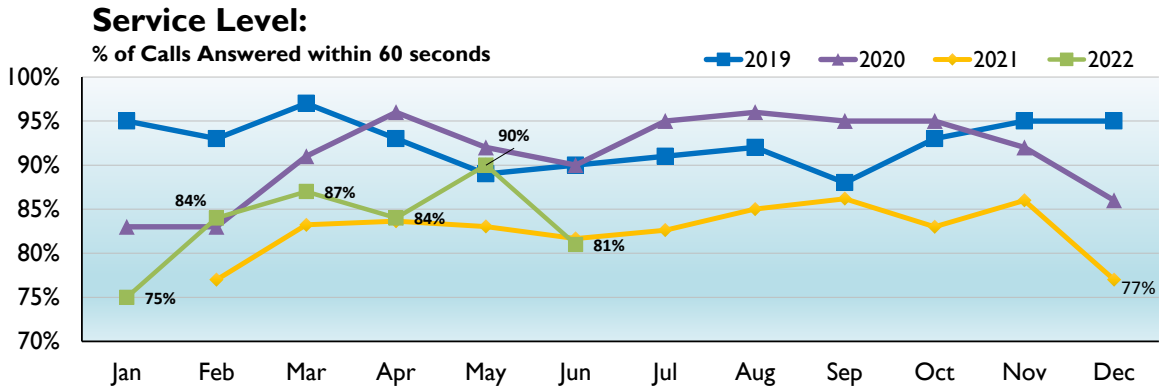


Customer Service: 328-RIDE Call Center Performance

**YTD
Abandon Rate
= 3.1%**

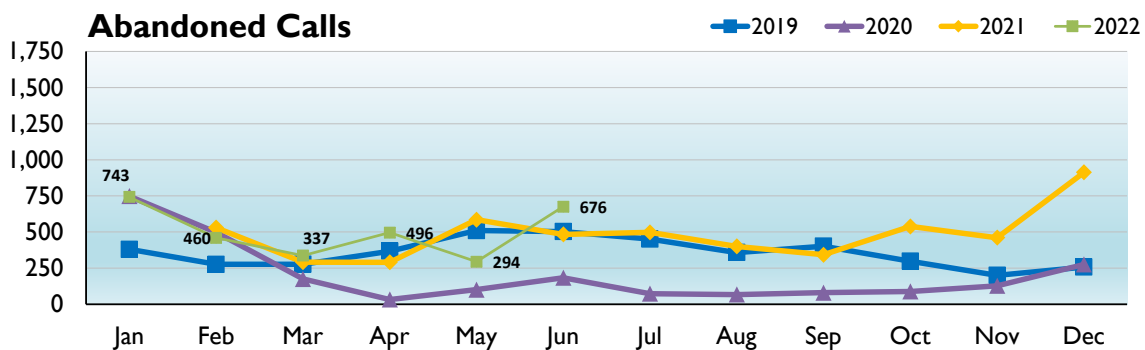


Paratransit Reservations: 328-1552 Call Center Performance



Paratransit Reservations: 328-1552 Call Center Performance

**YTD
Abandon Rate
= 3.1%**



Comment Rate

Comment Rate

	2020	2021	2022	Goal
Fixed Route	18.1	11.4	6.3	≤ 8.0 (per 100K passengers)
Paratransit	6.0	6.1	6.2	≤ 8.0 (per 10K passengers)

Maintenance Reliability

Average Miles Between Road Calls

	2021	2022	GOAL
Fixed Route	6,752	6,806	< 1 / 7,500 miles
Paratransit	64,626	87,425	< 1 / 75,000 miles

Enable Organizational Success

3 Performance Measures:

- Training Rate
- Annual Employee Evaluations
- Governance

Training

	2020	2021	2022	Goal
Fixed Route	Delayed due to Covid	Completed	Scheduled for Fall	8 hours Advanced Training per Operator annually
Paratransit	Completed	Completed	Schedule for Fall	8 hours Advanced Training per Operator annually

Ride Checks / Ride Along

	2020	2021	2022	Goal
Fixed Route	88 of 295 completed*	Suspended due to COVID	0 out of 284 Completed	100% of operators checked annually
Paratransit	53 of 53 completed	Suspended due to COVID	31 out of 48	100% of operators checked annually

Training: Maintenance

2022	Goal	Status
Measured Annually	25 hours per employee per year	1467

Training: Managers/Supervisors/Administrative

2022	Goal	Status
Measured Annually	100% receive on-site or off-site training each year	In progress

Governance

Board Development

Attendance at transit-related conference/training event(s)

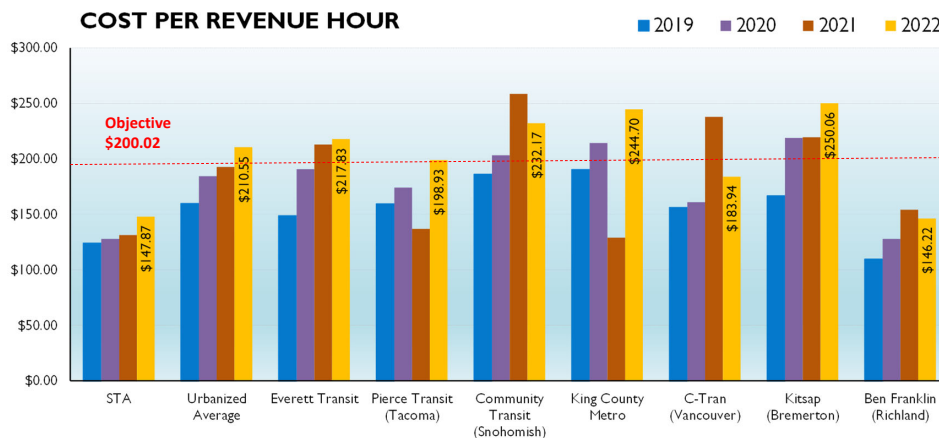
Event	Location	Attendee(s)
APTA Legislative Conference March 13-15, 2022	Washington, D.C.	Chris Grover Pamela Haley
APTA Annual Meeting October 9-12, 2022	Seattle, WA	TBD

Exemplify Financial Stewardship

5 Performance Measures:

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

Cost Efficiency – Fixed Route



Previous year results

- 2019 data from NTD reports
- 2020 & 2021 STA data reflect year-end

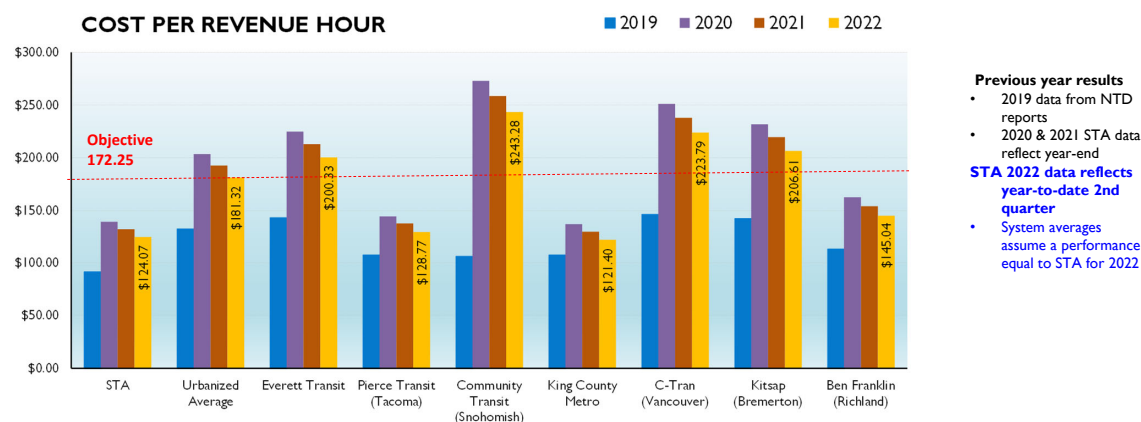
STA 2022 data reflects year-to-date 2nd quarter

- System averages assume a performance equal to STA for 2022

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

2022 Status: 70.2% STA - \$147.87 / Urban Average - \$210.55

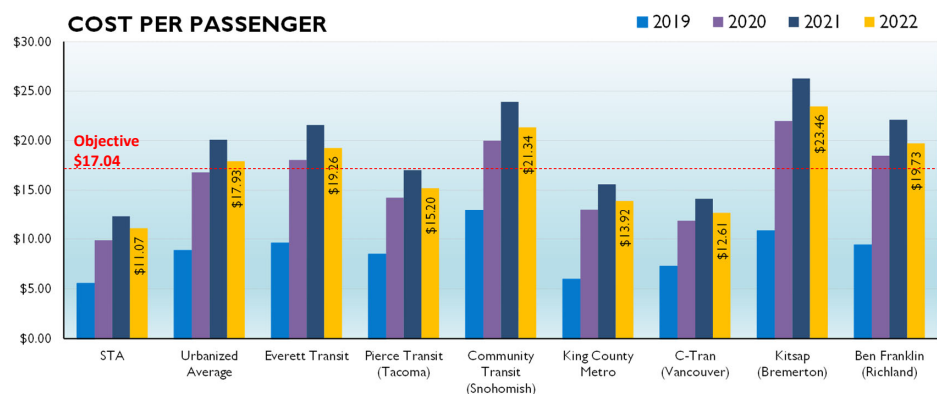
Cost Efficiency – Demand Response (Paratransit)



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

2022 Status: 68.4% STA - \$124.07 / Urban Average - \$181.32

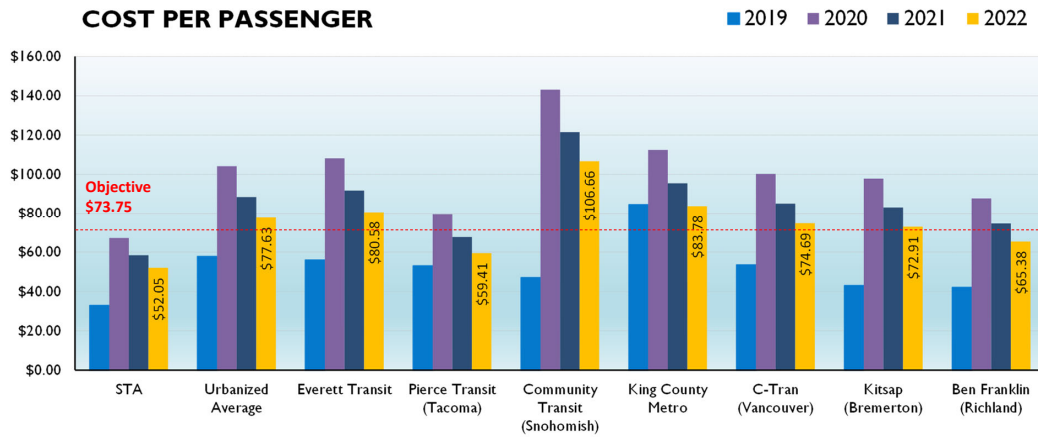
Cost Effectiveness – Fixed Route



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

2022 Status: 61.7% (STA - \$11.07 / Urban Average - \$17.93)

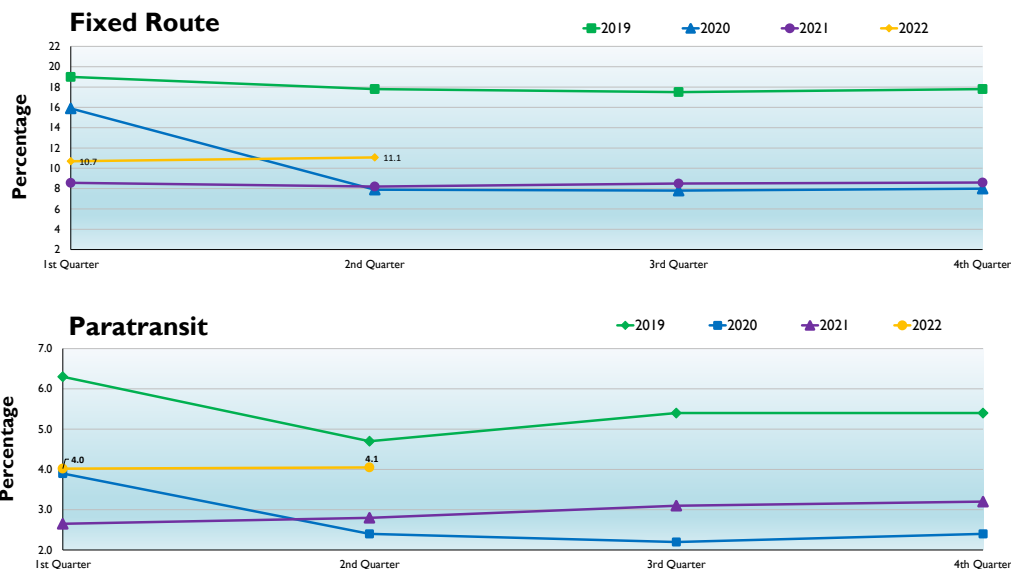
Cost Effectiveness-Demand Response (Paratransit)



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

2022 Status: 67% (STA - \$52.05 Urban Average - \$77.63)

Cost Recovery from User Fees



Cost Efficiency – Rideshare

	2019	2020	2021	2022
Operating/Admin Cost per Mile	\$0.53	\$0.69	\$0.80	\$0.59
Revenue per Mile	\$0.51	\$0.28	\$0.31	\$0.26
Cost Recovery	95.2%	35.8%	38.8%	44.0%

GOAL: RECOVER 85% OF OPERATING/ADMINISTRATIVE COSTS

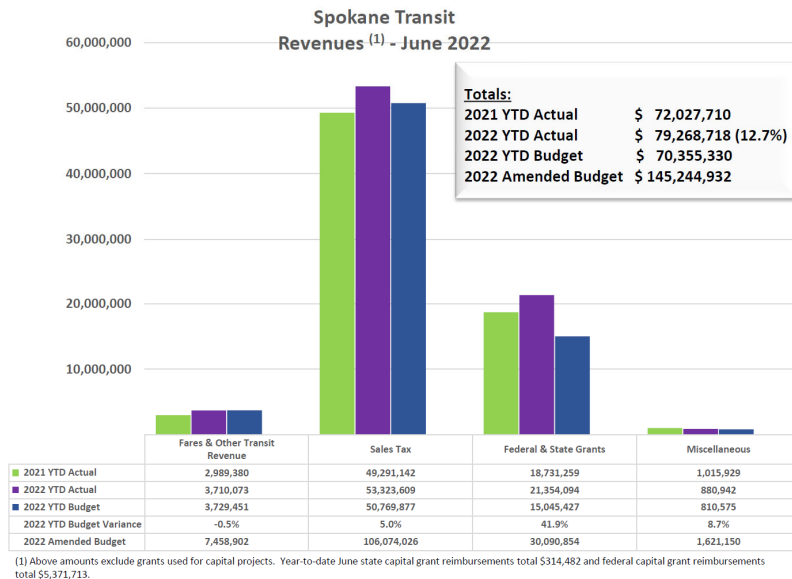
**Fare collection suspended March 26 – July 1, 2020*

Cost Efficiency – Maintenance

Cost per Total Mile

	2021	2022	GOAL
Fixed Route	\$1.39	\$1.27	\$1.45
Paratransit	\$1.08	\$1.09	\$1.13

Financial Management



Service Level Stability & Ability to Sustain Essential Capital Investments

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

Public Perception

Community Survey Question	2021 Response	2022 Response	Goal
STA is Financially Responsible	3.86	Scheduled for Fall	Score 4.5

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12G: FEDERAL TRANSIT ADMINISTRATION SECTION 5310 CALL FOR PROJECTS

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Matt Kenney, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for a call for projects that enhance mobility of seniors and individuals with disabilities. Subject to project evaluation, ranking and board recommendations, up to \$900,419 in federal funding could be awarded to meritorious projects to non-profit providers and transportation agencies.

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportionment funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate in meeting these needs. Spokane Transit is responsible for administering, contracting, and providing oversight of non-profit organizations selected through the annual Section 5310 Call for Projects.

A minimum of 55%, or \$495,230, of the Section 5310 annual apportionment must be spent on 'Traditional' capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by the state of Washington to provide human services transportation. Traditional capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complimentary Paratransit services. These Traditional projects need to meet the special needs of seniors and individuals with disabilities. Depending on the types of projects proposed, and application scoring outcomes, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible Traditional project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

The remaining 45% of the annual apportionment is categorized as 'Other' and are operating projects which provide alternatives to public transportation, improve access to fixed-route services, or exceed the requirements of Paratransit services. Eligible projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities.

There is currently \$602,811 in FY22 Section 5310 annual apportionment available for funding projects. Additionally, there is \$297,608 in FY21 funds available. These latter funds were not programmed in the previous call for projects due to the lack of qualified Traditional projects, as communicated to the Board in April 2022.

On December 16, 2021, the STA Board of Directors also approved \$190,000 in a near-term investment for the 2022 Section 5310 Call for Projects to increase investment in public transportation. STA will provide a local match contribution for this near-term investment which will reduce the monetary responsibility of subrecipient agencies to just 10% for all projects.

In order to ensure that STA meets the 55% minimum requirement of funds to be spent on Traditional projects for FY2021 as well as FY2022, staff may recommend to the Board that projects be awarded up to \$495,230 as needed to ensure that the 55% requirement is achieved.

Funding Source	Amount Available
FY22 Apportionment	\$602,811
FY21 Unprogrammed Funds	\$297,608
Federal Funding Subtotal	\$900,419
STA Near Term Investment (Local Match Contribution)	\$190,000
Total Funding Available	\$1,090,419

The table below outlines the anticipated timeline for this call and selection of projects.

Date	Action
September 12, 2022	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
September 26, 2022	Informational meeting for interested applicants
October 11, 2022	Project Applications Due
November 30, 2022	Present to Planning and Development Committee for Board recommendation of prioritized list for funding.
December 15, 2022	STA Board acts on recommended project applications.
2023	FTA approval and funds obligated

Staff presented an overview of the grant program and the evaluation criteria for prioritizing projects for board selection to the Planning and Development Committee on August 31, 2022.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12H: TITLE VI PLAN UPDATE: OUTREACH PLAN

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 by the Federal Transit Administration (FTA) to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, last adopted in 2020, must be updated and approved by the Board of Directors by March 16, 2023, when the current program expires. Staff presented the proposed public outreach efforts at the August 31, 2022, Planning and Development Committee meeting.

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.

To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program. STA's Title VI Program is required to include the following:

- Basic Title VI Program details (notice, complaint, subrecipient compliance, etc.)
- A public participation plan that includes an outreach plan to engage minority and limited English proficiency (LEP) populations*
- Demographic analysis of the service area
- Collection and reporting on survey data regarding demographics and travel patterns*
- Inclusion of any evaluations of service and fare equity changes
- System-wide service standards and system-wide service policies

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program, noted with an asterisk above.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12I: DIVISIONCONNECTS PHASE 2: VISION AND IMPLEMENTATION STRATEGY

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: DivisionConnects is a multi-jurisdictional study analyzing the Division Street Corridor. The study area consists of the Division Street transportation corridor between downtown Spokane and the northern connection to the North Spokane Corridor. Phase 1 of the study focused on selecting a preferred alternative for bus rapid transit (BRT). Recently concluded Phase 2 focused on supportive active transportation projects and land use. Staff presented the Phase 2 findings and next steps to the August 31, 2022, Planning and Development Committee.

BACKGROUND: DivisionConnects is a coordinated planning effort with Spokane Regional Transportation Council (SRTC) to engage the community and analyze opportunities in the Division Street Corridor from a multimodal transportation and overall transportation system perspective. Project partners include Washington State Department of Transportation (WSDOT), City of Spokane, and Spokane County. The first phase of the study concluded in Spring 2021 with identification of a locally preferred alternative (LPA) for BRT and other corridor improvements. Final reporting for recently concluded Phase 2 is contained in the *DivisionConnects Vision and Implementation Strategy* document. Key Phase 2 content includes preliminary design information for active transportation projects, profiles of land use opportunity near BRT station locations, and travel demand modeling analyses based on modified land use scenarios along Division Street. The study steering committee met on June 21, 2022, to review the final materials and formally conclude the *DivisionConnects* project work.

All Phase 2 documents, including the *DivisionConnects Vision and Implementation Strategy*, the land use node information sheets, the land use visual sourcebook, the BRT case studies and policy review, and the active transportation strategies and project recommendations can be found under the “Learn More” tab on the project website: <https://www.srtc.org/division-street-corridor-study/>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM <u>12J</u>:	2021 FIXED ROUTE SYSTEM PERFORMANCE REPORT
REFERRAL COMMITTEE:	Performance Monitoring & External Relations (<i>Haley</i>)
SUBMITTED BY:	Karl Otterstrom, Chief Planning and Development Officer Lukas Yanni, Principal Transit Planner/Department Manager

SUMMARY: Annex 1.4 of the adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* calls for an annual report on the performance of each route based on established performance standards. This year marks the thirteenth publication of the Fixed Route System Performance Report and is available for review online at this location:

Link: <https://www.spokanetransit.com/about-sta/projects-plans/#documents>

BACKGROUND: For Spokane Transit to ensure the reliability, consistency, and proper development of its transit services, it must continually evaluate and understand the strengths and weaknesses of the products offered. Each year STA publishes the Annual Route and Passenger Facilities Performance Report to inform Spokane Transit staff, the public, and Board of Directors of the performance of each route compared to three (3) performance standards: Ridership, Equivalent Energy Consumption, and Fares. In addition, the report provides information regarding passenger facilities including bus stop level ridership, park & ride lot utilization, and passenger facilities projects delivery.

The report includes:

- An overview of 2021 ridership
- Individual route performance against three (3) established standards: Ridership, Equivalent Energy Consumption, and Fares
- Performance improvement concepts for routes not meeting standards
- Route indicators (length, capacity, revenue hours, revenue miles, etc.)
- Average daily ridership by stop
- Summary of 2021 operational improvements
- Park & ride and bike locker utilization
- Universal Transit Access Pass (UTAP) rates
- Route profile sheets (in the appendix)

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 15, 2022

AGENDA ITEM 12K : 2nd QUARTER 2022 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Lukas Yanni, Principal Planner / Department Manager

SUMMARY: A total of 23 comments related to fixed route service and stops were received by the Planning and Development Department during the second quarter of 2022. Of the comments received, seven were related to requests for new service, two were related to existing service, and 14 were related to bus stops. The comments are summarized below. It is also noted if any applicable comments are addressed by the *STA Moving Forward* plan.

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

The purpose of this summary is to inform the Performance Monitoring and External Relations Committee of the feedback received by the Planning and Development Department in the second quarter of 2022. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

NEW SERVICE COMMENTS

One request for extended service in Airway Heights along 6th Avenue. The customer feels it is too far to walk from her residence on the W. 13300 block of 6th Avenue to 6th Avenue and Lawson Road where the existing stop is.

The 2023-2025 Service Improvement Plan anticipates introducing bus service along 6th Avenue between Craig and Lawson roads, subject to the completion of the extension of 6th Avenue. The STA Board of Directors allocated \$2 million toward completion of the extension and associate transit infrastructure.

NEW SERVICE COMMENTS

One request for new service to Nine Mile area neighborhood at North Royal Drive, including paratransit service.

No service currently planned for this area.

One request to provide bus shuttle service on Fairchild AFB.

No shuttle service planned at this time.

One request to add outbound Route 124 trip between 3:00 pm and 4:00 pm.

STA added a second outbound trip on Route 124 between 3:00 pm and 4:00 pm beginning August 29, 2022.

One request to add a bus stop at Deer Heights Road and US Route 2.

Bus stop scheduled to be added at this location with the 2023 service change.

One request for earlier service on Sunday.

Earlier Sunday service added on six major routes in Aug 2022 service change.

One request for service on Upriver Drive.

Service for Upriver Drive between Frederick Avenue and Argonne Road will be introduced in 2023 alongside the City Line.

EXISTING SERVICE COMMENTS

One request to have Route 20 arrive at the plaza earlier by 6:00 am to connect to desired route. Not able to change Route 20 schedule which would have caused impact to a much higher used Route 33 schedule.

New Route 36 North Central with a connection to the 21 West Broadway will address the rider's commute needs.

One request by a passenger to add a bus stop at Wellesley and Maple. The passenger feels walking an extra Block to Wellesley and Ash is too far.

No plan to add a stop currently. Stop at Maple and Ash is one block away

BUS STOP COMMENTS

One complaint from a passenger about temporary bus stops around NE Community Center are hard to see while riding the bus.

STA is working with the city to get permanent stops installed.

One complaint from the manager of Airport Business Park about trash buildup at Flightline and Spotted Road and wanted to have a trash can installed at stop.

Informed the manager that the bus stop does not show enough ridership to warrant a trash receptacle.

BUS STOP COMMENTS
<p>One complaint from resident next to stop at Lidgerwood and Everett. She feels there is too much crime at this stop and the stop must be removed. <i>Stop is in the process of being moved to Lidgerwood and Sanson.</i></p>
<p>A maintenance worker at the Spokane International called to report a sign down at Flightline and Spotted Road. <i>Contacted Facilities and Grounds to re-install the sign.</i></p>
<p>One request from Progressions Credit Union to install a trash can at Mission and Regal (inbound stop for routes 39 and 29). <i>A trash can will be installed at the bus stop.</i></p>
<p>Worker at White Dog coffee near Chase Bank on Northwest Blvd. called to report the advertising bench at the bus stop Northwest Blvd and Hemlock (Route 22 inbound) had trash dumped all over the properties around there. <i>Creative Outdoors agreed to pick up the trash by the end of the day. A message was sent back to the worker at White Dog Coffee that the issue was being addressed.</i></p>
<p>One request from a resident to move the bus stop in front of his house at Wellesley and Perry (Route 33 Westbound). The resident feels trash and other items are being left at the bus stop. <i>The bus stop is under consideration to be moved to another location.</i></p>
<p>One request from a passenger to have a bus stop closer to Wellesley and Sullivan (detoured Route 96). <i>Normally there is a stop at Wellesley and Sullivan, but the route is on detour. Requested fixed-route supervisor place a temporary stop closer to the intersection if possible.</i></p>
<p>A concerned citizen called about bus stop at US Route 2 and Flint Road to state shopping carts and trash are piling up at bus stop. The citizen observed the carts were being used as benches. The citizen wanted to know if STA could do something about it. <i>Contacted citizen to let them know we are going to get a hold of Creative Outdoors to see if they can add a bench there. The ridership at the stop did not warrant the addition of any amenities.</i></p>
<p>One request from a commuter who parks at Fairwood Park & Ride to fix a large pothole in the Fairwood Park & Ride parking area. <i>The parking lot owner, Calvary Spokane, is working with contractors to make the repairs.</i></p>
<p>A resident is concerned about noise, garbage, and traffic safety at stop at 17221 E. Mission (Flora and Mission). <i>STA called back resident to state bus stop would be located 40 feet west of her property. Routes 95 and 74 will start using these stops in August of 2022.</i></p>
<p>Multiple residents signed a petition stating they did not want a bus stop at Barker and Mission due to concerns of increased traffic and vandalism.</p>

BUS STOP COMMENTS
<i>STA is working on a solution to place the bus stops on Barker and Mission on the northeast side of the intersection.</i>
One request from a resident to install a trash can at University and 16 th along Route 97. <i>Have called back twice but no response or answering machine.</i>

RECOMMENDATION TO BOARD: Information only.