

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, November 17, 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 17th day of November 2022.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 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, November 17, 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: [November Board Member Link](#)

General Public: [November Guest Link](#)

Audio Conference: 1-408-418-9388; Event #: 2490 047 8040 Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Public Hearing: *20 minutes*
 - A. Connect 2035 – Phase 1 Draft Strategic Plan - (Monique Liard)
Comments may be addressed to Kathleen Weinand at kweinand@spokanetransit.com
(Action at the December Board meeting)
 - B. Proposed Draft 2023 Operating and Capital Budgets (Monique Liard)
Comments may be addressed to budget@spokanetransit.com
(Action at the December Board meeting) <https://vimeo.com/761568254/59fbefcbb3>
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the October 20, 2022, Board Workshop – Corrections/Approval
 - B. Minutes of the October 20, 2022, Board Meeting – Corrections/Approval
 - C. October 2022 Vouchers (*Monique Liard*)
 - D. 2023 Action Plan Approval (*Karl Otterstrom*)
 - E. Downtown Layover Lease Agreement Approval (*Karl Otterstrom*)
 - F. Project Office Lease Agreement Approval (*Karl Otterstrom*)
 - G. Passenger Shelter Award of Contract (*Karl Otterstrom*)
 - H. Workers' Compensation Legal Services Award of Contract (*Nancy Williams*)
 - I. 2021-2023 Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services: Approval (*Nancy Williams*)
6. Board Action - Other: *10 Minutes*
 - A. Additional Funding Request for Double-Decker Buses (*Brandon Rapez-Betty*)
 - B. Additional Funding Request for Paratransit Vans (*Brandon Rapez-Betty*)
7. Board Report – *10 Minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

STA Board Meeting Agenda

November 17, 2022

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10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 3rd Quarter 2022 Performance Measures-Results (*Brandon Rapez-Betty*)
11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2022 Financial Results Summary (*Monique Liard*)
 - C. October 2022 Sales Tax Revenue (*Monique Liard*)
 - D. September 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Draft 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - F. Five Mile Mobility Hub Study Overview (*Karl Otterstrom*)
 - G. Federal Transit Administration Section 5310 Funding Call for Projects Update (*Karl Otterstrom*)
 - H. South Logan Transit Oriented Development Plan Update (*Karl Otterstrom*)
 - I. Third Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
 - J. STA's Holiday Services & Office Hours (*Dana Infalt*)
13. New Business: (*none*)
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter, M^cMahon, Lamberson, Van Wert & Oreskovich, P.C.*): (*20 minutes*)
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
16. Adjourn

Cable 5 Broadcast Dates and Times of November 17, 2022, Board Meeting:

Saturday, November 19, 2022	4:00 p.m.
Monday, November 21, 2022	10:00 a.m.
Tuesday, November 22, 2022	8:00 p.m.

Next Committee Meetings (Virtual via WebEx) Wednesday:

Planning & Development	November 30, 2022, 10:00 a.m.
Performance Monitoring & External Relations	November 30, 2022, 1:30 p.m.
Board Operations	December 7, 2022, 1:30 p.m.

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

Thursday, December 15, 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

November 17, 2022

AGENDA ITEM 4A : PUBLIC HEARING:

A. Connect 2035 – Phase 1 Draft Strategic Plan

REFERRAL COMMITTEE: N/A

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

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

1. Open public hearing.
2. Call upon staff for a presentation. *(Monique Liard)*
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

RECOMMENDATION TO BOARD: Conduct public hearing.
(Action at December 15, 2022, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

Staff Report – 04A – Public Hearing: Draft Strategic Plan

Presented: STA Board Meeting – November 17, 2022

SUBJECT: DRAFT STRATEGIC PLAN – PHASE 1

SUMMARY: STA staff and its consultant, Nelson Nygaard, have prepared a draft Strategic Foundation document and Technical Report for Phase 1 of STA's next Strategic Plan, *Connect 2035*, for public comment. The draft Strategic Foundation document and Technical Report may be reviewed online at <https://www.spokanetransit.com/projects/10-year-strategic-plan-2025-2035/>

BACKGROUND: Over the past year, STA has been engaged in developing Phase 1 of its next 10-year strategic plan, *Connect 2035*. This first phase of the strategic plan included reviewing regional and national conditions and trends, completing an agency mission and vision refresh, conducting scenario planning, and developing goals, strategies, and performance measures, supported by a comprehensive and robust outreach and engagement campaign across the region. This outreach and engagement campaign included 1) conducting interviews with Board members and a diverse group of community leaders, 2) administering a regional online survey, 3) conducting community listening sessions and employee meetings, and 4) soliciting attendees of community events to share their priorities via an interactive activity.

The contents of the Strategic Foundation document and the Technical Report have been presented to and reviewed by the Board through a series of workshops, held in May, July, September and October 2022.

Phase 2 of *Connect 2035*, which is expected to begin in the second half of 2023 after adoption of Phase 1, will include identifying and prioritizing specific projects as well as developing performance measures to track the success of these projects.

Following public input, a final draft of the Strategic Foundation document and Technical Report will be presented to the Board for adoption on December 15, 2022.

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

All public comments will be accepted through the following link ([Public Hearing Sign Up Form](#)) and must be received by 4:00 PM on November 16, 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 4B:

PUBLIC HEARING:

A. Proposed 2023 Operating & Capital Budgets

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

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

1. Open public hearing.
2. Call upon staff for a video presentation. (*Monique Liard*)
<https://vimeo.com/761568254/59fbefcbb3>
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

RECOMMENDATION TO BOARD:

Conduct public hearing.
(*Action at December 15, 2022, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5A : MINUTES OF THE OCTOBER 20, 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 October 20, 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 October 20, 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
Lori Kinnear, City of Spokane, *Chair Pro Tempore*
Zack Zappone, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio (virtual)*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
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
Carly Cortright, Chief Communications & Customer Service Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

GUESTS

Tim Payne, Senior Principal, Nelson Nygaard

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 11:30 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 reviewed the agenda and background of the Strategic Plan. Ms. Meyer advised that Mentimeter tool will be utilized and reiterated that all Board members are invited to provide input, regardless of voting status on the Board.

She introduced Mr. Tim Payne and offered an overview of the objectives of today's meeting before asking Monique Liard to present.

Mr. Zappone joined the meeting at 11:36

- B. Workshop Objectives: Ms. Liard said the objectives the workshop included reviewing the plan name and revised vision statement, providing feedback on the draft Strategic Plan Executive Summary document, reviewing the strategies against the various scenarios, and evaluating the outreach and next steps.

- C. Plan Name and Vision: The Plan Name was presented as “Connect 2035”. The logo below was revealed, and Ms. Liard explained it establishes a brand and reference which will serve STA well for Phase 2, ties to the STA comprehensive plan Connect Spokane, captures the key goals of the plan, shows climate and sustainability emphasis with the colors, and provides the timeframe for the planning efforts.



Ms. Liard also reviewed the Vision Statement refresh and advised staff heard from Board members previously their support for emphasis on connections and opportunity, a desire for a shorter, pithier, vision statement, and the need to set STA up to embrace the future of the region. With these items in mind, the current Vision Statement of “We aspire to be a source of pride for the region” will be revised to “Connecting everyone to opportunity”.

- D. Strategic Plan-Executive Summary Review: The May, July, and September Board Workshop efforts were reviewed as a precursor to how we arrived at the October Workshop plans for staff to present the Draft Strategic Plan Phase 1 Executive Summary and confirm content with the Board prior to introducing materials to the public.

Ms. Liard reviewed the overview of the strategic plan purpose and context, the community engagement summary of outreach efforts as well as an outline of common themes heard about STA and the future. The Vision and Mission & Goals summary were reviewed, and she provided in-depth details on the Goals, Strategies, and Actions and followed that with information on Next Steps and an interactive Mentimeter question and answer activity to engage the Board and measure consensus.

- E. Draft Strategic Plan Phase 1 - Scenario Planning Results: A brief review of scenario planning was covered by Mr. Tim Payne that incorporated multiple scenarios to evaluate goals and strategies in an uncertain future. He reviewed a summary of Scenarios A through F and talked about the strategy evaluation of the scenarios.

A graphic provided an easy to view result of how the scenarios were rated during the evaluation. He provided in depth analysis of the graph and noted regarding the “Idaho Shift” scenario, STA is only one player in the regionalization of the area that weakens STA's ability to plan effectively for potential expansion into Idaho. He also said strategies related to this scenario need to address funding and network modification to lower the risk.

Considering Strategy 1.2 to advance frequent, easy to use, fast and reliable service, he noted emphasis on the existing network is a weakness when the travel patterns of the region develop in a way that is not consistent with the current network. However, it is unlikely the current network will become any less valuable than it is today, this is more about the need to expand and advised the issue is where the growing edge of the network is focused and how new resources are deployed to address the regional growth pattern, which could become more de-centralized.

- F. Next Steps: Ms. Liard reviewed next steps which would include incorporating feedback and publishing the Draft Phase 1 Executive Summary, completing all the supporting appendices and publishing the full Phase 1 plan, holding a Public Hearing on November 17, 2022, and adopting the Phase 1 plan on December 15th.
- G. September Workshop Supplemental Data: Following discussion with Board members and staff, a review of the September Workshop Supplemental data was reviewed. The review

included the online survey results cross tab request which was requested at the September workshop. Board members were advised that survey data can be sorted in this way. However, it should be noted that the survey was not designed or collected with the intention of breaking the data down into groups that represent individual geographies. It was further clarified that the size of the respondent pool for Groups 1 and 2, as defined below, allow limited conclusions about differences between groups because the sample sizes are very small.

The Group 1 had 68 respondents and included geographic areas currently not served by STA; Group 2 included 95 respondents of suburban service; Group 3 encompassed 652 respondents of urban service. It was noted that 34 respondents did not indicate a neighborhood of residence on the survey. They are excluded from the resulting data.

Online survey results for the three groups ranked ways to improve bus service, as well as the bus riding experience. Results were reviewed and discussed.

3. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 1:03 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

November 17, 2022

AGENDA ITEM 5B : MINUTES OF THE OCTOBER 20, 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 October 20, 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 October 20, 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
Lori Kinnear, City of Spokane, Chair Pro Tempore
Tim Hattenburg, 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 (Virtual)
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane (*virtual*)
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
Carly Cortright, Chief Communications & Customer Service Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

1. Call To Order and Roll Call

Chair Grover called the meeting to order at 1:31 p.m. and introductions were made.

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. Mr. Hattenburg seconded, and the motion passed unanimously.

3. Public Expressions

Two written expressions received from Mr. Blake Mulholland and Mr. Robert Case were read into the record by Clerk of the Authority.

4. Recognitions and Presentations

A. Andy Beamis, Custodian – Retirement

Mr. Rapez-Betty thanked Mr. Beamis for his 21 years of dedicated service and wished him the best in retirement. Mr. Beamis was unable to attend the meeting in person and a commemorative plaque will be sent to him.

B. Jose Rodriguez – Retirement

Mr. Rapez-Betty thanked Mr. Rodriguez for his 27 years of dedicated service and wished him the best in retirement. Mr. Rodriguez was unable to attend the meeting in person and a commemorative plaque will be sent to him.

C. Years of Service Awards-3rd Quarter 2022 – Recognition (*Nancy Williams*)

Mr. Rapez-Betty recognized and thanked STA employees who have reached milestones in their careers with 5, 10, 15, 20, 25, and 30 years of service.

D. Employee Recognition Awards – Recognition (*Nancy Williams*)

Mr. Rapez-Betty presented the Employee Recognition award winners for May through July.

5. Board Action – Consent Agenda

Ms. Bowers requested item 5G be reviewed outside of the Consent Agenda. Chair Grover advised item 5G Sunroom Mold Mitigation Contract: Final Acceptance would be moved to item 7B for review and decision.

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

- A. Approve Minutes of the September 15, 2022, Board Workshop
- B. Approve Minutes of the September 15, 2022, Board Meeting
- C. Approve Minutes of the September 28, 2022, Special Board Meeting
- D. Approved the following September 2022 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 618777 – 619174	\$ 8,398,959.85
Worker's Comp Vouchers (September)	ACH – 2286	\$ 149,642.10
Payroll 09/09/2022	ACH – 09/09/2022	\$ 2,014,017.48
Payroll 09/23/2022	ACH – 09/23/2022	\$ 1,578,556.38
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,991.04
SEPTEMBER TOTAL		\$ 12,146,166.85

- E. Authorize contract negotiations between STA and CHK America for the 5-year On-Call Transit System Map & Route Schedule Design & Maintenance, 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.
- F. Accept the contract with Wm. Winkler Company for Four Lakes Station construction project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. ~~Sunroom Mold Mitigation Contract: Final Acceptance~~– Moved to Item 7A for review
- H. Approve a motion to accept the contract with Cameron-Reilly, LLC, for the City Line Core Construction project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- I. Approve a motion to accept the contract with Cameron-Reilly, LLC, for the City Line Wall Street Reconstruction & Station 28 (SCCTC) project as complete and authorize release of

retainage security subject to the receipt of such certificates and releases as are required by law.

- J. Accept the contract with Wm. Winkler Company for the Riverside Construction Stations 13, 15, 17 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 Report

A. City Line Implementation Update

Mr. Otterstrom presented an update on the financial expenditures to date, comparing August and September. Following the financial update, he provided information on the schedule, noting the project is currently 90% complete. The progress on amenity installation was shared, including the recently completed shelters and those underway.

He noted the upcoming final shelter roof/marker cladding, technology installation, configuration and testing, and Main Avenue center parking reconfiguration construction. He mentioned the Transit Signal Priority final design and agreement with City of Spokane, preparation for railing panel fabrication and installation, and the testing plan development/resource planning.

Mr. Otterstrom advised on City Line staffing and training requirements. He noted City Line was different than service currently being delivered because it includes 60' battery electric buses with doors on both sides, bike racks inside instead of outside, and requires approximately 16 hours of additional training for existing operators. He noted the plan for Phase 1-Core Driver Training, Phase 2-City Line assigned operators, and Phase 3 for all other operators, including the proposed timeline for training.

Mr. Otterstrom offered to answer questions. Mr. Zappone asked about the training. Discussion ensued. Ms. Bowers had a union question about the Phase 2 – all operators assigned – between 2 and 3, asking what you do about seniority and overtime. Chair Grover and Ms. Meyer advised that would be a labor management issue.

7. Board Action – Other

A. I-90/Valley High Performance Transit Corridor Development Plan Approval

Mr. Otterstrom noted this item was presented at the Planning and Development Committee. He provided a summary, background and core recommendations and advised the costs for the I-90/Valley HPT corridor investments are greater than original cost estimates and higher than the most recent capital improvement program. Subject to the approval of the Corridor Development Plan (CDP), staff will return with updates to costs to be incorporated in the 2024-2029 Capital Improvement Program., STA will seek other funding opportunities to augment grants already secured for projects within the corridor.

He advised the final draft Corridor Development Plan was on the website at spokanetransit.com/i90, noting approval of the Corridor Development Plan establishes the basis for budgeted design, property acquisition, and construction activities, as well as updates to the Capital Improvement Program in the future to reflect the latest cost estimates. These investments, as identified in the plan's core recommendations, are enhanced with concepts and a preferred architecture that could be expanded upon in the future. The additional elements beyond the core recommendations should be considered, in aggregate, a helpful blueprint to consult, rather than specific investment recommendations for implementation.

He noted Next Steps and advised the recommendation to the Board by the Planning and Development Committee was to approve, by motion, to approve the I-90 / Valley High Performance Transit Corridor Development Plan.

Ms. Kinnear asked if there was a plan to have WSDOT talk to board members about plans for HOV lanes and process, providing opportunity to ask questions to plan for dedicated transit lane to Idaho. Mr. Otterstrom said staff have had preliminary conversations with WSDOT and noted they are very interested in ways to accomplish and are very supportive partners. Discussion ensued. Great topic for Phase II

Mr. French moved to approve by motion, to approve the I-90 / Valley High Performance Transit Corridor Development Plan. Mr. Hattenburg seconded, and the motion passed unanimously.

B. Consent Agenda Item 5G – Sunroom Mold Mitigation Contract: Final Acceptance

Mr. Rapez-Betty advised the Performance Monitoring and External Relations Committee recommended the Board approve a motion to accept the contract with STOP Spokane for the Sunroom Mold Mitigation contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

He advised, it is accepting that staff has validated the work is complete, the abatement has been successful, and we can pay the contractor for the services they have provided STA.

Ms. Bowers expressed her concern about where the mold was found and asked if they are sure they found all the mold because she knows what the room used to look like and was concerned. Mr. Rapez-Betty stated the entire office area has been completely renovated to eliminate the window glass roofing that created the condensation, transform it into standard office space with walls and ceilings. He described the sunroom and renovation area, stating the removal of the glass ceiling will eliminate the risk of moisture. All instances of mold have been removed. Ms. Bowers thanked him for the clarification.

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

8. Board Operations Committee

A. Chair Report

Chair Grover advised the Board Operations Committee meeting had been canceled to allow for participation in the APTA TRANSform conference in Seattle. He noted it was a good conference and that STA staff and board participation are viewed favorably by peers and the members of the FTA.

9. Planning & Development Committee

A. Chair Report:

Mr. French reviewed the committee agenda and asked Ms. Liard to present the budget.

i. Draft 2023 Operating and Capital Budgets

Ms. Liard provided a complete review of the draft budgets and advised the video will be available online prior to the next meeting. A full set of the slides that she reviewed were provided prior to the meeting in the Board packet.

Ms. Liard reviewed STA's current Mission and Vision statements, noting the updated wording on the Mission statement as a result of the strategic planning efforts currently in progress.

She reviewed the 2023 budget guidance, compared the 2023 vs. 2022 Operating Revenue Budget, 2023 Operating Revenue changes, and 2023 Operating Budget assumptions. She shared the 2023 Operating Revenue percentages for categories of sales tax, fares & other transit revenue, federal preventive maintenance & ARP, state grants and miscellaneous revenue.

Ms. Liard continued with the 2023 vs. 2022 Operating Expense Budget, the breakdown of the 2023 Operating Expense changes, the updated Service Hour plan, the 2023 Operating Budget assumptions, and the category percentages by Division and by Object.

She completed her presentation by covering the 2023 Capital Budget and budgeted fleet replacement contribution, 2023 Capital Budget by funding source, by investment type, and the Budget comparison 2022 to 2023. She reviewed the 2023 Cash and Reserve analysis and next steps before asking for questions from the group.

She noted a Public Hearing will be held at the November 17, 2022, STA Board Meeting, and final approval will be requested at the December Board meeting.

Ms. Meyer offered to meet with any Board Member individually with Ms. Liard to discuss any items of interest.

ii. Draft 2023 Action Plan

Mr. Otterstrom said STA Board Resolution 681-11 requires the Planning & Development Committee be accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning which includes the annual Action Plan that is operationalized by the annual operating and capital budgets.

The draft 2023 Action Plan was attached to the Board packet and reviewed at the October 5, 2022, Planning & Development Committee meeting. Staff sought Board member input during the meeting and advised that following Committee and Board input and review, the Action Plan will be finalized for action by the November meeting prior to the Board adoption of the 2023 Operating and Capital Budgets.

10. Performance Monitoring & External Relations Committee

A. Chair Report

Mr. Rapez-Betty reviewed the items sent to the Board under Consent and noted the other items discussed at the committee meeting.

11. CEO Report

Ms. Meyer provided reports on Ridership, Sales Tax, and Fare Revenue by Service Type.

APTA TRANSform conference was held in Seattle. Ms. Meyer mentioned Mayor Haley, Council Member Hattenburg, and Commissioner French were able to attend. She discussed a meeting the Federal Transit Administration officials and Mayor Haley, Council Member Hattenburg, STA CEO, and Sherry Little from Cardinal Infrastructure. Ms. Meyer introduced Ms. Little to say a few words about the meeting with the FTA.

Ms. Little provided her update from the APTA conference. She noted consistent elements being heard from peers include supply chain delays, as well as challenges and opportunities of electrifying fleets. She reported significant labor shortages across the country. The meeting with the FTA Deputy Administrator, Veronica Vanderpool, was the highlight of the trip. Ms. Vanderpool brought her senior leadership team to sit with the CEO and Board Members. Staff and board were able to share with the FTA the progress of City Line construction and budgetary achievements. Ms. Little noted that of the nine capital investment transit projects Cardinal Infrastructure is involved in, STA's City Line is the only project on budget. The FTA staff were invited to participate in July City Line launch celebration. She noted time was spent advancing the Division project and getting positive feedback from FTA.

After the meeting, they heard STA does a great job of presenting their projects and doing what they say they are going to do. FTA was pleased about our on-budget project and interested to hear that Mr. Hattenburg grew up in a strawberry field around the Spokane Valley area. That really stuck in their mind and why this project is the right size. They were interested in hearing how an area goes from leadership growing up in a strawberry field to being a leader in a public transportation system. They were interested in hearing about outreach for Division BRT and City Line.

Susan told them the selection of City Line was not defined by mode but by performance expectations. That really resonated with them. Ms. Little noted it was a positive productive meeting, with great participation from the board. Ms. Little offered to answer questions.

Mr. French mentioned the sessions he attended on hydrogen fuel cell and electric. He asked Ms. Little to talk about the fuel sources. Ms. Little noted an uptick in exploring hydrogen, noting it was a newer technology that BEB, that comes with its own issues to consider. The Biden Administration And said there needs to be additional discussion about alternative propulsion sources and what makes the most sense. At future APTA meetings, anticipate additional conversations. Hot topic in the industry right now.

Ms. Meyer detailed the retention and recruitment incentives, adjustments, and coach operator turnover. She described the total turnover year-to-date through September 2022 as being 99 employees. She touched on staffing and training, and plans to reach the goal for the City Line launch in July 2023 of 313 full-time coach operators. She offered to answer questions.

Ms. Kinnear mentioned the City is seeing work life balance to be very important to candidates who they consider hiring.

Mr. Zappone asked about current COVID leave policies. Ms. Meyer advised that we don't have any in effect currently, but STA follows CDC/Health District guidelines. Ms. Meyer explained Washington Paid Sick Leave (WPSL) policy that is available to staff in addition to the generous sick leave STA offers. Operators are taking on average 50 hours of sick leave each year since WPSL went into effect. Discussion on leaves and absenteeism ensued.

The launch of the Connect Card October 1st was reviewed, along with number of cards issued, breakdown of card type by category, and ridership numbers using the Connect card. SPS Connect and K-12 Ridership observations for the first 15 days of October were reviewed. A fare collection transition to Connect update was provided.

Information on the Surplus Van Grant program and the ten van grant recipients were presented.

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

12. Board Information – *no action or discussion*

- A. Committee Minutes
- B. August 2022 Financial Results Summary (*Monique Liard*)
- C. September 2022 Sales Tax Revenue (*Monique Liard*)
- D. August 2022 Operating Indicators (*Brandon Rapez-Betty*)
- E. Division Street Bus Rapid Transit: Fall 2022 Public Outreach (*Karl Otterstrom*)

13. New Business – *None*

14. Board Member Expressions

15. Executive Session - *None*

16. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5C : OCTOBER 2022 VOUCHERS

REFERRAL COMMITTEE: n/a

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

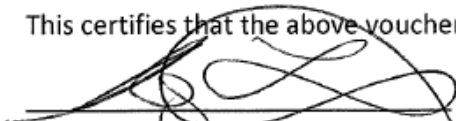
SUMMARY: The following warrants and ACH transfers for the period of October 1 through 31, 2022, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 619175 – 619588	\$ 10,654,801.12
Worker's Comp Vouchers (October)	ACH – 2286	\$ 97,139.42
Payroll 10/07/2022	ACH – 10/07/2022	\$ 2,099,860.29
Payroll 10/21/2022	ACH – 10/21/2022	\$ 1,567,191.40
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,008.20
WA State – DOR (Leaseholder Tax)	ACH – 1767	\$ 2,583.83
OCTOBER TOTAL		\$ 14,427,584.26

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 - October 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/05/2022	619175	City of Spokane	1601	4,197.00
10/07/2022	619176	ADT Commercial	2462	999.09
10/07/2022	619177	AFSCME	1328	839.71
10/07/2022	619178	AFSCME	1328	120.00
10/07/2022	619179	Allied Electronics & Automation	1049	391.88
10/07/2022	619180	Alsco Inc	2196	518.42
10/07/2022	619181	Amazon Capital Services Inc	2098	3,156.03
10/07/2022	619182	Northwest Industrial Services LLC	1058	117.35
10/07/2022	619183	Andrea Parrish	2687	6,000.00
10/07/2022	619184	The Arc of Spokane	2361	3,842.76
10/07/2022	619185	Arctic Lighting & Electric LLC	2100	385.40
10/07/2022	619186	Amalg Transit Union #1015	1055	23,411.00
10/07/2022	619187	Amalg Transit Union #1598	1056	980.06
10/07/2022	619188	Avista Corporation	1081	35,800.71
10/07/2022	619189	Battery Systems Inc	1089	6,742.28
10/07/2022	619190	Blanchard Electric & Fleet Supply	2589	527.18
10/07/2022	619191	Cheryl Beckett	1092	500.00
10/07/2022	619192	Robert J Berg	1099	305.05
10/07/2022	619193	Daniel H Brunner Trustee	1124	2,458.63
10/07/2022	619194	California Department of Child Support Services	1130	485.07
10/07/2022	619195	Lithia Motors Support Services	1024	988.20
10/07/2022	619196	Canon Financial Services Inc	1154	196.20
10/07/2022	619197	Cardinal Infrastructure LLC	2059	12,500.00
10/07/2022	619198	QWEST Corporation	1148	1,902.59
10/07/2022	619199	QWEST Corporation	1148	138.22
10/07/2022	619200	City of Cheney	1158	479.58
10/07/2022	619201	City of Spokane	1601	13,943.58
10/07/2022	619202	Coleman Oil Company LLC.	2683	169,963.41
10/07/2022	619203	Comcast	1170	113.65
10/07/2022	619204	Comcast	1170	199.65
10/07/2022	619205	CompuNet Inc	1166	56,861.65
10/07/2022	619206	Occupational Health Centers of Washington PS	2313	105.00
10/07/2022	619207	Cummins Inc	1027	1,426.86
10/07/2022	619208	Delta Dental of Washington	1726	60,305.26
10/07/2022	619209	DeVries Business Records Management Inc	1766	300.00
10/07/2022	619210	Employee Advisory Council	1236	546.50
10/07/2022	619211	El Jay Oil Co Inc	1003	7,230.62
10/07/2022	619212	Fastenal Company	1249	1,900.35
10/07/2022	619213	First Data Merchant Services Corporation	1257	4,051.27
10/07/2022	619214	First Transit Inc	2430	449,883.56
10/07/2022	619215	Gordon Truck Centers Inc	1018	26,569.52
10/07/2022	619216	Future Systems US Inc	2320	602,559.16
10/07/2022	619217	Galls LLC	1271	2,597.74
10/07/2022	619218	Gillig LLC	1279	5,892.56
10/07/2022	619219	Glass Doctor	1308	885.72
10/07/2022	619220	H & H Business Systems	1298	418.10
10/07/2022	619221	H W Lochner Inc	1405	50,224.22
10/07/2022	619222	Halme Construction Inc	2090	1,350.00
10/07/2022	619223	Humanix Corp	1329	6,821.70
10/07/2022	619224	Insight Public Sector	2490	6,965.56
10/07/2022	619225	Kaiser Foundation Health Plan of Washington	1296	50,750.10
10/07/2022	619226	Kaiser Foundation Health Plan of Washington	1296	349,226.26
10/07/2022	619227	Kaiser Foundation Health Plan of WA Options Inc	1295	3,940.72
10/07/2022	619228	Kaiser Foundation Health Plan of WA Options Inc	1295	27,202.24
10/07/2022	619229	Kershaw's Inc	1374	116.04
10/07/2022	619230	Lithographic Reproductions Inc	1403	2,279.19
10/07/2022	619231	Loomis Armored US LLC	1408	5,462.42
10/07/2022	619232	Magaldi & Magaldi Inc	1416	6,013.55
10/07/2022	619233	Modern Electric Water Co Inc	1439	1,714.18
10/07/2022	619234	Mohawk Manufacturing & Supply Co	1011	399.88
10/07/2022	619235	Motion Auto Supply Inc	1012	117.36
10/07/2022	619236	Motorola Solutions Inc	1448	506.46
10/07/2022	619237	Black Realty Management Inc	1658	6,629.78
10/07/2022	619238	NAPA Auto Parts Inc	1014	15,882.14
10/07/2022	619239	National Color Graphics Inc	1455	481.78
10/07/2022	619240	The Aftermarket Parts Company LLC	1015	4,128.11
10/07/2022	619241	New Flyer Of America Inc	2528	1,015,518.42
10/07/2022	619242	Office Depot Inc	1483	1,346.37
10/07/2022	619243	Kate Kelly	903	13.35

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/07/2022	619244	Randall S Pitts	903	201.60
10/07/2022	619245	Pacific Office Solutions	2288	1,211.78
10/07/2022	619246	Parent & Trademark Bureau	2749	1,250.00
10/07/2022	619247	Patriot Fire Protection Inc	2436	23,713.58
10/07/2022	619248	Provisional Services, Inc.	2697	195.75
10/07/2022	619249	Pure Filtration Products Inc	1531	379.32
10/07/2022	619250	Romaine Electric Corporation	1548	131.59
10/07/2022	619251	S T A - Well	1557	411.50
10/07/2022	619252	Safety-Kleen Systems Inc	1564	1,673.81
10/07/2022	619253	SBA Towers II LLC	1569	2,309.96
10/07/2022	619254	Schindler Elevator Corporation	1930	132.53
10/07/2022	619255	Six Robbles Inc	1017	309.56
10/07/2022	619256	Solarwinds Inc	1812	129.59
10/07/2022	619257	Wick Enterprizes LLC	2008	600.00
10/07/2022	619258	Spokane House of Hose Inc	1605	774.12
10/07/2022	619259	STA Operations	1556	160.13
10/07/2022	619260	Stanley Convergent Security Solutions	1624	870.52
10/07/2022	619261	Stoneway Electric Supply Co	1633	10,570.58
10/07/2022	619262	Sun Supply Inc.	2710	2,046.88
10/07/2022	619263	Uline Inc	2401	2,030.32
10/07/2022	619264	United Way of Spokane County	1684	146.15
10/07/2022	619265	US Bank	1678	43,986.27
10/07/2022	619266	American Federation of State County 2 WA Council	1705	1,612.17
10/07/2022	619267	Walter E Nelson Co	1721	8,709.82
10/07/2022	619268	Mike Walters	1722	520.52
10/07/2022	619269	Wesslen Construction Inc	2651	1,207,688.19
10/14/2022	619270	Amazon Capital Services Inc	2098	4,087.21
10/14/2022	619271	APS Inc	1841	560.26
10/14/2022	619272	Architectural Hardware	1989	3,085.79
10/14/2022	619273	Amalg Transit Union #1015	1055	44.51
10/14/2022	619274	B & H Foto & Electronics Corp	1082	1,093.23
10/14/2022	619275	Blanchard Electric & Fleet Supply	2589	123.81
10/14/2022	619276	Robert J Berg	1099	555.40
10/14/2022	619277	Brown's Addition Steering Committee	2748	2,500.00
10/14/2022	619278	Canon Financial Services Inc	1154	92.65
10/14/2022	619279	Communtiy Colleges of Spokane	1174	16,655.60
10/14/2022	619280	The Coeur D'Alenes Company	2441	2,077.84
10/14/2022	619281	CDW-Government	1132	4,254.86
10/14/2022	619282	Child Support Enforcement Agency	1825	392.30
10/14/2022	619283	City of Spokane	1601	114.00
10/14/2022	619284	Coleman Oil Company LLC.	2683	315,400.69
10/14/2022	619285	Commercial Tire	2451	1,665.58
10/14/2022	619286	Copiers Northwest Inc	2429	576.41
10/14/2022	619287	Cravens, Inc	2705	198.00
10/14/2022	619288	Corporate Translation Services Inc	2158	9.35
10/14/2022	619289	Cummins Inc	1027	1,471.41
10/14/2022	619290	Downtown Spokane Development Association	1217	918.00
10/14/2022	619291	El Jay Oil Co Inc	1003	7,378.43
10/14/2022	619292	Elite Entry Systems LLC	2632	2,841.16
10/14/2022	619293	Employment Security Department	1237	102.82
10/14/2022	619294	Wireless Investors LLC	2517	812.05
10/14/2022	619295	Robert S Letson	2206	6,117.25
10/14/2022	619296	Fastenal Company	1249	2,787.62
10/14/2022	619297	FedEx	1808	599.33
10/14/2022	619298	The Fig Tree	2465	950.00
10/14/2022	619299	The Estate of Fikret Bukvic	2751	8,828.53
10/14/2022	619300	First Data Merchant Services Corporation	1257	3,915.77
10/14/2022	619301	Francotyp-Postalia Inc	1878	137.34
10/14/2022	619302	Gordon Truck Centers Inc	1018	5,292.82
10/14/2022	619303	Galls LLC	1271	4,431.22
10/14/2022	619304	General Parts Distribution, LLC	2690	98.41
10/14/2022	619305	General Parts Distribution, LLC	2690	1,057.52
10/14/2022	619306	General Parts Distribution, LLC	2690	1,245.45
10/14/2022	619307	The General Store	1956	678.83
10/14/2022	619308	Gillig LLC	1279	42,548.56
10/14/2022	619309	H W Lochner Inc	1405	216.73
10/14/2022	619310	HRA Veba Trust	1415	23,938.28
10/14/2022	619311	Humanix Corp	1329	3,307.80
10/14/2022	619312	IBI Group	1336	51,063.44
10/14/2022	619313	Idaho State Tax Commission	2504	4,041.24
10/14/2022	619314	INIT Innovations in Transportation Inc	2392	21,445.71
10/14/2022	619315	Inland Publications Inc	2638	2,970.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/14/2022	619316	Northwest Business Press Inc	1366	3,600.00
10/14/2022	619317	Kenworth Sales Co Inc	1373	7,480.91
10/14/2022	619318	Lithographic Reproductions Inc	1403	720.49
10/14/2022	619319	Loomis Armored US LLC	1408	4,727.68
10/14/2022	619320	M & L Supply Co Inc	1413	7,648.75
10/14/2022	619321	Magaldi & Magaldi Inc	1416	404.73
10/14/2022	619322	McClintock & Turk Inc	2652	66,839.46
10/14/2022	619323	Car Wash Partners Inc	1436	145.53
10/14/2022	619324	Muncie Reclamation and Supply Co	1013	682.11
10/14/2022	619325	Nanonation Inc	2554	22,777.20
10/14/2022	619326	NAPA Auto Parts Inc	1014	8,490.34
10/14/2022	619327	Joshua Wade/Just a couple of moms Catering LLC	2707	1,256.18
10/14/2022	619328	The Aftermarket Parts Company LLC	1015	6,969.27
10/14/2022	619329	Office Depot Inc	1483	126.96
10/14/2022	619330	Pacific Office Solutions	2288	155.88
10/14/2022	619331	Parametrix Inc	2062	63,961.57
10/14/2022	619332	Patriot Fire Protection Inc	2436	1,629.55
10/14/2022	619333	Premera Blue Cross	1521	315,594.05
10/14/2022	619334	Provisional Services, Inc.	2697	427.75
10/14/2022	619335	Romaine Electric Corporation	1548	4,258.32
10/14/2022	619336	Safety-Kleen Systems Inc	1564	1,854.93
10/14/2022	619337	SageView Advisory Group LLC	1955	9,625.00
10/14/2022	619338	Securitas Security Services USA Inc	1574	28,157.38
10/14/2022	619339	Snap-On Industrial	1592	6,088.65
10/14/2022	619340	Spokane Public Facilities District	1941	6,426.00
10/14/2022	619341	Sportworks Global LLC	1617	174.40
10/14/2022	619342	Standard Digital Print Co Inc	1623	888.62
10/14/2022	619343	Summit Rehabilitation Associates PLLC	1638	950.00
10/14/2022	619344	Thermo King Northwest	1650	399.36
10/14/2022	619345	Uline Inc	2401	322.81
10/14/2022	619346	US Bank	1678	0.00
10/14/2022	619347	Veritech Inc	2049	959.00
10/14/2022	619348	Verizon Wireless LLC	1686	17,278.37
10/14/2022	619349	Washington State	1209	4,635.96
10/14/2022	619350	Washington State	1209	113.36
10/14/2022	619351	Washington State	1209	538.86
10/14/2022	619352	Washington State Department of Transportation	1709	493.12
10/14/2022	619353	Wesco Group LLC	2368	7,694.93
10/14/2022	619354	Wex Bank	2642	20,013.25
10/14/2022	619355	Wm. Winkler Company	1752	0.00
10/14/2022	619356	Verizon	2142	5,540.66
10/14/2022	619357	Zayo Group LLC	2321	12,895.13
10/13/2022	619358	United States Treasury	1357	1,137.70
10/21/2022	619359	Inland Welding Supply Inc	1032	270.78
10/21/2022	619360	Access Information Holdings	2340	472.93
10/21/2022	619361	CBS Reporting Inc	1035	457.00
10/21/2022	619362	ADT Commercial	2462	1,512.79
10/21/2022	619363	AFSCME	1328	839.71
10/21/2022	619364	AFSCME	1328	120.00
10/21/2022	619365	Aloha Island Grill	1051	4,964.35
10/21/2022	619366	Amazon Capital Services Inc	2098	5,207.61
10/21/2022	619367	Northwest Industrial Services LLC	1058	87.13
10/21/2022	619368	Andrea Parrish	2687	6,000.00
10/21/2022	619369	APS Inc	1841	192.93
10/21/2022	619370	Northwest Center Services	2271	32,265.12
10/21/2022	619371	Amalg Transit Union #1015	1055	22,962.51
10/21/2022	619372	Amalg Transit Union #1598	1056	980.06
10/21/2022	619373	Amalgamated Transit Union	1057	175.77
10/21/2022	619374	Avista Corporation	1081	6,522.70
10/21/2022	619375	Banner Furnace & Fuel Inc	1123	5,729.47
10/21/2022	619376	Battery Systems Inc	1089	237.91
10/21/2022	619377	BDI	1022	516.66
10/21/2022	619378	Daniel H Brunner Trustee	1124	2,458.63
10/21/2022	619379	Budinger & Associates Inc	2149	26,155.51
10/21/2022	619380	California Department of Child Support Services	1130	485.07
10/21/2022	619381	Lithia Motors Support Services	1024	731.28
10/21/2022	619382	Canon Financial Services Inc	1154	373.24
10/21/2022	619383	Carl Heidle	2732	1,100.00
10/21/2022	619384	QWEST Corporation	1148	216.15
10/21/2022	619385	Child Support Enforcement Agency	1825	392.30
10/21/2022	619386	City of Spokane	1601	265.00
10/21/2022	619387	City of Spokane	1601	12,444.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/21/2022	619388	Coffman Engineers Inc	1162	48,390.37
10/21/2022	619389	Coleman Oil Company LLC.	2683	265,796.63
10/21/2022	619390	Kathleen M Collins	1163	5,000.00
10/21/2022	619391	CompuNet Inc	1166	137,630.30
10/21/2022	619392	Consolidated Irrigation	1177	85.61
10/21/2022	619393	Copiers Northwest Inc	2429	385.54
10/21/2022	619394	Washington State Dept of Corrections	1708	4,574.28
10/21/2022	619395	Crown Castle International Corp.	2733	2,033.82
10/21/2022	619396	Cummins Inc	1027	8,781.61
10/21/2022	619397	Daktronics Inc.	2675	614,760.00
10/21/2022	619398	Dow Jones \$ Company,	2698	166.77
10/21/2022	619399	Employee Advisory Council	1236	543.50
10/21/2022	619400	Employment Security Department	1237	74,649.68
10/21/2022	619401	Fastenal Company	1249	2,004.46
10/21/2022	619402	First Digital Communications, LLC	2730	1,161.29
10/21/2022	619403	FP Mailing Solutions	1878	3,000.00
10/21/2022	619404	Gordon Truck Centers Inc	1018	25,833.84
10/21/2022	619405	Galls LLC	1271	3,991.80
10/21/2022	619406	Gillig LLC	1279	18,798.71
10/21/2022	619407	Imagine GPS Inc	2568	382.85
10/21/2022	619408	H & H Business Systems	1298	1,273.35
10/21/2022	619409	Hoffman Music Co.	2744	1,874.67
10/21/2022	619410	Hotsy of Spokane LLC	2370	598.95
10/21/2022	619411	Humanix Corp	1329	6,652.19
10/21/2022	619412	I/O Controls	1334	881.51
10/21/2022	619413	INIT Innovations in Transportation Inc	2392	489,261.21
10/21/2022	619414	IR Specialty Foam LLC	1345	992.34
10/21/2022	619415	John A Dash & Associates Inc	1199	250.00
10/21/2022	619416	Johnson Controls Fire Protection LP	1584	325.00
10/21/2022	619417	KEPRO	2258	1,128.52
10/21/2022	619418	Kershaw's Inc	1374	58.27
10/21/2022	619419	Mohawk Manufacturing & Supply Co	1011	1,596.17
10/21/2022	619420	MultiCare Health Systems	2453	4,956.00
10/21/2022	619421	Black Realty Management Inc	1658	10,249.70
10/21/2022	619422	NAPA Auto Parts Inc	1014	13,054.16
10/21/2022	619423	National Color Graphics Inc	1455	13,573.33
10/21/2022	619424	The Aftermarket Parts Company LLC	1015	3,395.24
10/21/2022	619425	New Flyer Of America Inc	2528	1,015,518.42
10/21/2022	619426	Tammy Lynne Glidewell	1282	1,843.00
10/21/2022	619427	Northwest Business Stamp	1472	57.00
10/21/2022	619428	Office Depot Inc	1483	516.54
10/21/2022	619429	Connor Woodward	903	56.34
10/21/2022	619430	Eric Hamann	903	56.34
10/21/2022	619431	Jeffrey Hansen	903	56.34
10/21/2022	619432	Jeremy Green	903	56.34
10/21/2022	619433	Jonathan Addington	903	56.34
10/21/2022	619434	Joseph Mejias	903	56.34
10/21/2022	619435	Nicholas Hanson	903	310.00
10/21/2022	619436	Steven Chaves	903	56.34
10/21/2022	619437	Pro Mechanical Services Inc	1897	3,511.56
10/21/2022	619438	Proterra Inc	2519	11,432.64
10/21/2022	619439	Provisional Services, Inc.	2697	3,140.41
10/21/2022	619440	Radio Engineering Industries Inc	2669	70,038.16
10/21/2022	619441	Rebecca Van Keulen	2735	3,468.18
10/21/2022	619442	Romaine Electric Corporation	1548	351.49
10/21/2022	619443	S T A - Well	1557	408.50
10/21/2022	619444	Schetky Northwest Sales Inc	1570	765.51
10/21/2022	619445	Solarwinds Inc	1812	317.99
10/21/2022	619446	Special Mobility Services	2122	4,994.01
10/21/2022	619447	Spokane County Treasurer	1603	119.83
10/21/2022	619448	Spokane County Solid Waste	1603	724.54
10/21/2022	619449	Spokane County Treasurer	1603	122.39
10/21/2022	619450	Spokane House of Hose Inc	1605	43.65
10/21/2022	619451	Spokane Valley Screen Printing Inc	2609	59.90
10/21/2022	619452	Summit Rehabilitation Associates PLLC	1638	304.00
10/21/2022	619453	Symetra Life Insurance Company	1562	18,038.74
10/21/2022	619454	The Engraver Inc	1242	50.69
10/21/2022	619455	Thermo King Northwest	1650	99.74
10/21/2022	619456	United Way of Spokane County	1684	146.15
10/21/2022	619457	USSC Acquisition Corp	1676	579.52
10/21/2022	619458	Verizon Wireless LLC	1686	3,059.17
10/21/2022	619459	American Federation of State County 2 WA Council	1705	1,632.13

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10/21/2022	619460	Walter E Nelson Co	1721	6,740.96
10/21/2022	619461	Wendle Motors Incorporated	1021	385.77
10/21/2022	619462	Wesco Group LLC	2368	4,620.08
10/21/2022	619463	Washington State Transit Assoc	1715	450.00
10/21/2022	619464	Verizon	2142	2,110.03
10/21/2022	619465	Younker Bros Inc	1971	242.58
10/21/2022	619466	Zayo Group LLC	2321	20,591.06
10/21/2022	619467	Zipline Communications Inc	2492	9,379.00
10/28/2022	619468	A to Z Rentals	1033	350.98
10/28/2022	619469	Inland Welding Supply Inc	1032	569.55
10/28/2022	619470	Francis Avenue Hardware	2279	349.44
10/28/2022	619471	Jant Group II	2263	63.68
10/28/2022	619472	Continental American Insurance Company	2682	1,781.46
10/28/2022	619473	Alcobra Metals Inc	2140	221.15
10/28/2022	619474	Alsco Inc	2196	8,942.02
10/28/2022	619475	Amazon Capital Services Inc	2098	2,748.48
10/28/2022	619476	Steven W Niles Jr	2276	566.80
10/28/2022	619477	American Van Equipment, LLC	2742	3,530.59
10/28/2022	619478	Amerigas 1790	1064	6.37
10/28/2022	619479	APS Inc	1841	390.22
10/28/2022	619480	The Arc of Spokane	2361	3,574.12
10/28/2022	619481	Architectural Hardware	1989	1,252.41
10/28/2022	619482	Avista Corporation	1081	712.52
10/28/2022	619483	B & H Foto & Electronics Corp	1082	1,093.22
10/28/2022	619484	Battery Systems Inc	1089	2,746.80
10/28/2022	619485	Bixby Machine Tool Supply Inc	1106	468.21
10/28/2022	619486	Broadway Industrial Supply Co LLC	1120	130.94
10/28/2022	619487	Lithia Motors Support Services	1024	108.43
10/28/2022	619488	Canon Financial Services Inc	1154	124.80
10/28/2022	619489	Cardinal Infrastructure LLC	2059	12,500.00
10/28/2022	619490	Communtiy Colleges of Spokane	1174	600.00
10/28/2022	619491	Consolidated Electrical Distributors	1133	228.02
10/28/2022	619492	QWEST Corporation	1148	968.77
10/28/2022	619493	City of Medical Lake	1424	98.77
10/28/2022	619494	City of Spokane	1601	894.34
10/28/2022	619495	COAST Transportation	2040	4,757.22
10/28/2022	619496	Coffman Engineers Inc	1162	95,886.92
10/28/2022	619497	Coleman Oil Company LLC.	2683	300,700.77
10/28/2022	619498	Comcast	1170	159.96
10/28/2022	619499	Complete Office LLC	2202	2,005.16
10/28/2022	619500	CompuNet Inc	1166	50,620.60
10/28/2022	619501	Conseal Containers LLC	1176	397.78
10/28/2022	619502	Delta Dental of Washington	1726	58,247.06
10/28/2022	619503	El Jay Oil Co Inc	1003	15,185.99
10/28/2022	619504	Electrical Service Products Inc	1230	218.00
10/28/2022	619505	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	23,611.50
10/28/2022	619506	Fastenal Company	1249	160.65
10/28/2022	619507	FedEx	1808	403.50
10/28/2022	619508	FedEx Freight	2346	1,188.22
10/28/2022	619509	Ferguson Enterprises Inc	1252	547.25
10/28/2022	619510	FP Mailing Solutions	1878	173.31
10/28/2022	619511	Gordon Truck Centers Inc	1018	13,349.65
10/28/2022	619512	Galls LLC	1271	1,894.02
10/28/2022	619513	Gard Communications Inc	1272	941.25
10/28/2022	619514	General Parts Distribution, LLC	2690	1,078.11
10/28/2022	619515	The General Store	1956	69.10
10/28/2022	619516	SPX Corpration	1268	4,526.53
10/28/2022	619517	Gillig LLC	1279	3,216.57
10/28/2022	619518	W.W. Grainger Inc	1285	1,221.33
10/28/2022	619519	Grimco,Inc	2696	2,057.27
10/28/2022	619520	H & H Business Systems	1298	781.14
10/28/2022	619521	H & H Business Systems	1298	616.43
10/28/2022	619522	H W Lochner Inc	1405	1,207.81
10/28/2022	619523	Humanix Corp	1329	17,814.15
10/28/2022	619524	Idaho State Tax Commission	2504	4,491.08
10/28/2022	619525	William Corp	1363	617.64
10/28/2022	619526	Kaiser Foundation Health Plan of Washington	1296	343,133.40
10/28/2022	619527	Kaiser Foundation Health Plan of Washington	1296	48,611.90
10/28/2022	619528	Kaiser Foundation Health Plan of WA Options Inc	1295	2,814.80
10/28/2022	619529	Kaiser Foundation Health Plan of WA Options Inc	1295	30,321.04
10/28/2022	619530	L&E Park LLC	2391	4,097.73
10/28/2022	619531	Laird Plastics	1383	506.43

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10/28/2022	619532	Liberty Lake Sewer and Water District	1396	679.24
10/28/2022	619533	Maintenance Solutions	1418	683.18
10/28/2022	619534	Mascott Equipment Company	2650	802.56
10/28/2022	619535	McGuire Bearing Company	1010	585.31
10/28/2022	619536	Michelin North America Inc	2325	47,506.83
10/28/2022	619537	Q49 Solutions LLC	2594	52.32
10/28/2022	619538	Mohawk Manufacturing & Supply Co	1011	551.88
10/28/2022	619539	Motion Auto Supply Inc	1012	69.06
10/28/2022	619540	Mountain Dog Sign Company, Inc	2663	5,548.66
10/28/2022	619541	Black Realty Management Inc	1658	7,489.71
10/28/2022	619542	NAPA Auto Parts Inc	1014	7,440.64
10/28/2022	619543	Legend Investments Inc	1454	136.13
10/28/2022	619544	National Color Graphics Inc	1455	987.65
10/28/2022	619545	NATIONWIDE	2592	566.44
10/28/2022	619546	The Aftermarket Parts Company LLC	1015	3,366.62
10/28/2022	619547	Norco Inc	1467	167.87
10/28/2022	619548	North 40 Outfitters	1102	85.75
10/28/2022	619549	Nwestco LLC	1474	491.57
10/28/2022	619550	Office Depot Inc	1483	130.67
10/28/2022	619551	Oxarc Inc	1002	939.06
10/28/2022	619552	Patriot Fire Protection Inc	2436	24,947.46
10/28/2022	619553	Bag A Nickels INC	2673	1,790.46
10/28/2022	619554	Proterra Inc	2519	72.26
10/28/2022	619555	Provisional Services, Inc.	2697	1,983.89
10/28/2022	619556	Romaine Electric Corporation	1548	1,321.11
10/28/2022	619557	Safety-Kleen Systems Inc	1564	19,689.47
10/28/2022	619558	Schindler Elevator Corporation	1930	9,125.93
10/28/2022	619559	Securitas Security Services USA Inc	1574	29,488.14
10/28/2022	619560	SenSource Inc	2739	6,459.50
10/28/2022	619561	The Sherwin-Williams Co	1580	178.81
10/28/2022	619562	Sherwin-Williams	1580	190.53
10/28/2022	619563	Six Robbles Inc	1017	945.04
10/28/2022	619564	Spokane County Treasurer	1603	133.89
10/28/2022	619565	Spokane County Environmental Services	1603	338.94
10/28/2022	619566	Spokane House of Hose Inc	1605	465.96
10/28/2022	619567	Spokane Power Tool	1608	693.29
10/28/2022	619568	Spokane Regional Transportation Council	1610	11,011.04
10/28/2022	619569	Thermo King Northwest Inc	1650	58.20
10/28/2022	619570	Thermo King Northwest	1650	1,947.14
10/28/2022	619571	TPS CONSULTING ENGINEERS LTD	2704	10,080.00
10/28/2022	619572	Tyler Technologies Inc	1675	500.00
10/28/2022	619573	Uline Inc	2401	1,394.28
10/28/2022	619574	URM Stores Inc	1677	452.60
10/28/2022	619575	Utilities Plus	2606	6.00
10/28/2022	619576	Caracal Enterprises LLC	2419	9.90
10/28/2022	619577	Washington State	1710	1,856.40
10/28/2022	619578	Walt's Mailing Service	1976	2,902.56
10/28/2022	619579	Washington State Department of Transportation	1709	15,000.00
10/28/2022	619580	Waste Management Spokane	1702	386.47
10/28/2022	619581	Waste Management Recycle America	1702	454.34
10/28/2022	619582	Wesco Group LLC	2368	5,236.44
10/28/2022	619583	Wesslen Construction Inc	2651	665,040.01
10/28/2022	619584	Whitworth Water District	1746	313.24
10/28/2022	619585	Wilbur-Ellis Company	1747	402.93
10/28/2022	619586	Empire Wood Products	1751	10.90
10/28/2022	619587	Wm. Winkler Company	1752	10,668.41
10/28/2022	619588	Washington State Transit Assoc	1715	155.00
TOTAL OCTOBER ACCOUNTS PAYABLE				10,654,801.12
10/01/2022-10/31/2022	ACH	WORKER'S COMPENSATION	2286	97,139.42
TOTAL OCTOBER WORKER'S COMPENSATION DISBURSEMENTS				97,139.42
10/07/2022	729039-729069	PAYROLL AND TAXES PR 20,2022	VARIES	2,099,860.29
10/21/2022	729070-729092	PAYROLL AND TAXES PR 21, 2022	VARIES	1,567,191.40
TOTAL OCTOBER PAYROLL AND TAXES				3,667,051.69
10/13/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	6,008.20
10/13/2022	ACH	WA STATE - DOR (LEASEHOLDER TAX)	1767	2,583.83
TOTAL OCTOBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,592.03

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TOTAL OCTOBER DISBURSEMENTS FROM TO1 ACCOUNTS				14,427,584.26
TOTAL OCTOBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL OCTOBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				14,427,584.26

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5D : 2023 ACTION PLAN APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Chief Planning & Development Officer

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

The draft 2023 Action Plan was reviewed at the October 2022 Planning & Development Committee and STA Board of Directors meetings. A final draft is attached for committee review, reflecting minor grammatical and typographical edits since the October meetings. Subject to final committee review and recommendation, it will be finalized for action by the STA Board of Directors today. Approval of the plan provides a foundation for the subsequent adoption of the 2023 operating and capital budgets, which together, represent the financial path for implementing the 2023 Action Plan.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the 2023 Action Plan.

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

RECOMMENDATION TO BOARD: Approve, by motion, the 2023 Action Plan

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer ESM Legal Counsel MC

2023 ACTION PLAN

Final Draft as Recommend 11/2/2022

Introduction

The 2023 Action Plan links STA's vision, mission and priorities to actions and activities we will undertake in 2023, bound together by a definition of organizational success. It reflects the ongoing implementation of the *STA Moving Forward* plan, in what will be its seventh year of realization.

As described later in this plan, there are four core actions STA will pursue in 2023:

1. Deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve the customer experience
4. Look to the future.

Plan Context

STA has made great strides in 2022 in its recovery from the COVID-19 global pandemic. Ridership is up and on track to meet or exceed targets for 2022. Progress on key projects have continued, including the launch of our new fare collection system and the STA Connect card. Among other important projects, the STA Board of Directors and staff have been developing the first phase of a new strategic plan to guide the agency and its partners in improving mobility through 2035. Feedback and information gathered through the strategic planning process has reinforced the relevance of public transportation to the future of our region as well as influencing actions taken during 2023 and identified below.

Planning Framework

The actions in the 2023 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area (PTBA) and a non-voting representative of labor. These documents include STA's comprehensive plan, [Connect Spokane](#), the six-year [2023-2028 Transit Development Plan](#) (TDP), and the 10-year strategic plan, [STA Moving Forward](#).

VISION

Connecting everyone to opportunity.

MISSION

We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities.

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

Ridership Targets

STA provides the region with a high level of service relative to the region's population and density. Despite the extensive impacts of the COVID-19 global pandemic on transit nationally, STA has proven it can attract customers to return to transit or take up traveling by transit the first time.

Ridership targets are necessary for budgeting purposes and help measure progress in delivery service throughout the year.

1. **Fixed-Route Bus** – STA's goal is to continue to grow ridership after the historic drop in ridership in spring 2020. The budget assumes 7.6 million rides, a 21% increase over our 2022 target.
2. **Paratransit** – STA projects 366,000 passengers on the service in 2023, a 32% increase over our 2022 target.
3. **Vanpool** – STA's goal is to increase Vanpool ridership at 120,000 rides in 2023, a 36% increase over our 2022 target. Vanpool ridership is expected to continue to be sensitive to shifts in telecommute policies.

Funding

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, including continued use of one-time recovery and rescue plan funds, and local, voter-approved sales tax.

Challenges & Opportunities

We live in interesting times, accentuated by economic and geopolitical uncertainty. A growing region along with increasing traffic congestion emphasizes the criticality of our endeavors. Work from home practices for many sectors of the economy have permanently changed. Labor shortages, inflation and other economic volatility will influence our activities in 2023 in ways we cannot fully anticipate. As we consider the definition of success and the actions and activities, we hope to undertake in 2023, we are reminded much is outside of our control and we must remain prepared to respond to changing expectations.

Defining Success

For Spokane Transit in 2023, success will be defined by the launch of the City Line in July, growing ridership and community support for transit's continued investment in the region.

Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address the associated traffic challenges of a strong region. Central to this focus is the launch of the City Line, STA's first bus rapid transit (BRT) project, in July of 2023.

The following actions and activities further define what success looks like for us and the community we serve.

PRIORITIES

Ensure Safety

Earn and Retain
the Community's Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

2023 Actions and Activities

Action 1: Deliver Core Infrastructure & Service

STA will continue to design and deliver infrastructure that ensures a state of good repair and improves public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. STA's ability to deliver this infrastructure and service is dependent on maintaining and growing a qualified workforce, from capital planning managers to coach operators.

- ☞ **Battery electric technology** – STA's battery electric bus (BEB) fleet is now comprised of 14 coaches, including 10 City Line vehicles, with an additional 26 currently on order for delivery in 2023. STA will complete build-out of charging infrastructure in the Boone Northwest Garage to support this fleet. In conjunction with facilities master planning, STA will complete a fleet transition plan to identify the steps and requirements in transitioning more of the fleet away from carbon-based fuels.
- ☞ **New and improved service and passenger and operational facilities** – In addition to launching the City Line, service improvements include more frequency on northeast Spokane (Route 27), the East Central neighborhood (Route 94) and new service connecting the Minnehaha neighborhood with developed areas north of Millwood. Additional ADA-accessible bus stops, bus layovers and other operators' support facilities will be designed and constructed to support these service improvements. STA also will improve service to the North Bank entertainment and athletic venues (Route 11) and improve job access on the West Plains.
- ☞ **Expansion and retention of qualified workforce** – Labor shortages are impacting all facets of our community and STA has not been immune to changing workforce dynamics. Our ability to continue our improvement and expansion efforts are dependent on our ability to attract and retain qualified employees who are invested in our success. STA will focus its efforts for 2023 on staff retention and recruiting.

Action 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan with varying levels of improvements planned. The following summary outlines the current status and planned activities on these lines during 2023.

- ☞ **City Line** – The construction of the 5.8-mile corridor-based Bus Rapid Transit project is nearing completion. Systems testing and training of operations and maintenance staff will comprise most of our efforts on the project in early 2023. The launch of the City Line on July 15, 2023 will be a momentous milestone for STA and the region. We expect to engage with our customers and partners in recognizing and celebrating the City Line. STA will continue to partner with the City of Spokane in its efforts to implement transit-oriented development (TOD) along the City Line.
- ☞ **Cheney Line** – The Cheney Line extends across a regional corridor to connect Cheney and the West Plains to Spokane. The service architecture (routes 6 and 66) was instituted in September 2021 and several station improvements are already in place including Eagle Station next to the Eastern Washington University Cheney Campus. Capital investments on the Cheney Line will conclude in 2023. Supply chain challenges have delayed delivery of new double decker buses for the route until 2025.
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019. Infrastructure improvements to provide operational capacity at South Hill Park and Ride and remaining stop elements are expected to be completed in 2023.

- ☞ **Sprague Line** – STA expects to complete a first phase of station and stop improvements in 2023. STA will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements to the greatest extent possible. In 2021, funding was set aside to support HPT along the West Broadway route, a logical westward extension of the Sprague Line. STA expects to undertake corridor development planning for this segment prior to beginning design work in 2024.
- ☞ **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. With an approved corridor development plan in late 2022, STA expects to make progress in 2023 on multiple elements and facilities in this corridor. This includes design work on improvements at the Mirabeau Point Park and Ride, the defining of station and stop improvements along arterial segments in the corridor, and the acquisition of property for a future Appleway Station near I-90 east of Barker Road. STA is seeking funding from the Washington State Regional Mobility grant program to support the implementation of the Argonne Station Park and Ride, an investment incorporated into the corridor development plan, and will likely seek other funds to advance continued buildout of the corridor.
- ☞ **Division Street BRT** – Division Street Bus Rapid Transit is a crucial multimodal project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. Significant state funding is programmed in the Move Ahead Washington legislation to contribute \$50 million to this project's costs. STA is currently undertaking preliminary engineering activities and is targeting entry into the Federal Transit Administration's Project Development phase associated with Capital Investment Grant projects during the second half of 2023.

Action 3: Improve the Customer Experience

STA strives to improve our customers' experience in every interaction they may have with us. From how to plan a trip, pay a fare, and provide feedback, we want every touch to reinforce the value we place on our riders.

- ☞ **Expand digital signage and customer communications** – STA has laid the foundation for a proliferation of digital signage at a variety of stations and facilities to improve customer knowledge of the system and real time conditions. In 2023 we will make progress in expanding the number of installations.
- ☞ **Expand use of the Connect card** – STA will expand the number of retail outlets where Connect cards can be purchased. We will create new partnerships with groups who will benefit from transit access. We will also transition partners to the new system, including most if not all partners in the Universal Transit Access Pass (UTAP) program. We will deliver added functionality to our system by offering contactless credit card payment on the bus.
- ☞ **Introduce new onboard fare support program** – With the expected launch of the City Line, STA will introduce fare support officers to support fare payment and customer security. Their presence will help all feel welcome using transit and educate our customers of their rights and responsibilities. We are committed to providing a safe riding experience for all.
- ☞ **Explore micro-mobility and on-demand possibilities** – Several years ago, STA secured a grant to explore transforming the Five Mile Park and Ride to a mobility hub that could expand transit access to areas beyond fixed route service by way of micro-mobility and other on-demand options. The study is expected to be completed near the end of 2023 and will inform the development of future, more flexible service models.

Action 4: Look to the Future

- ☞ **Launch the next phase in our strategic planning journey** – The STA Board of Directors is expected to adopt the first phase of a new strategic plan in late 2022 that will define goals and strategies for improving public transportation and fulfilling STA’s vision through 2035. The next phase of planning is not expected to begin until the second half of 2023 and will identify key actions and projects to advance the goals and strategies.
- ☞ **Undertake the second phase of a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. We completed the first phase of the plan in 2022 with the expectation of further revisions informed by the goals and strategies of the new strategic plan.
- ☞ **Define and advance an agency role in transit-oriented development (TOD)** – STA has programmed funds to advance TOD in support of ridership growth and community development. In 2023 we expect to define this pilot program in further detail and present options for the board for implementation.
- ☞ **Prepare master plan for maintenance and administration facilities** – STA’s last facilities master plan was completed in 2015. A new planning effort should begin in 2023 and be informed by the zero-emission fleet transition plan and the goals and strategies of the new strategic plan.

Conclusion

The future of public transportation in the Spokane region is bright. We look forward to the significant milestones in 2023 and the new opportunities these will afford us to connect everyone to opportunities.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

November 17, 2022

AGENDA ITEM 5E : DOWNTOWN LAYOVER LEASE AGREEMENT APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Tara Limon, Associate Transit Planner

SUMMARY: Spokane Transit is seeking to lease a portion of the ground floor of the former Greyhound bus station at 1125 W. Sprague Avenue, along with access to nearby private restrooms, from Cowles Real Estate Company for purposes of providing layover facilities for coaches and operators assigned to Route 25 Division. Provision of this layover facility is in alignment with the *STA Moving Forward* plan. Board approval is required to grant CEO authority to enter into a lease agreement of real property.

BACKGROUND: Route 25 Division is one of STA's busiest routes, and historically has faced chronic reliability issues, due in part to the fact that all layover activity occurred at its northern terminal at Hastings Park and Ride. Layover is considered scheduled times in which the bus stages for its next trip, helps ensure the operator has opportunities to eat and use the restroom, and improves the schedule adherence of subsequent trips. Without layover in downtown, delays experienced in the inbound (or southbound) direction would carry over into the outbound trip. It also impacted operators, as the schedule limited opportunities for restroom breaks.

One of the projects of the *STA Moving Forward* plan was to "Improve reliability for bus service on Division and Sprague." The *STA Moving Forward* project also included funding for downtown layover, as curb space constraints at the Plaza don't allow layover to be accommodated during most days and times. Based on the approval of funding for *STA Moving Forward*, STA investigated several sites for layover for Route 25 Division, including both on-street and off-street options. The route is typically assigned larger, 60-foot coaches and runs every 15 minutes for most of the day, making for a larger, more active layover. Despite the best efforts of staff, a permanent layover facility was not secured in 2017.

In September 2017, STA revised schedules, increasing the number of buses assigned to operate Route 25 Division to provide sufficient time for a downtown layover. Given the lack of a permanent solution, STA repurposed a longstanding layover location on Second Avenue at Lincoln Street for Route 25 Division. While the use of an existing layover minimized impacts to on-street parking, the frequency of use and size of vehicle increased instances of concerns both from nearby businesses and City of Spokane Street Operations Department. After several years, an additional investigative effort was undertaken. Consequently, and with support from the Street Operations Department, layover was shifted to Adams Street between Sprague and First Avenue in June 2021.

Like the earlier interim layover location, operational concerns with the Adams Street layover have surfaced, including impacts to the nearby KHQ building's parking and loading dock. STA once again explored options, and earlier this year, reached out to the Cowles Real Estate Company about potential use of the former Greyhound Station at 1125 W. Sprague Avenue (Spokane County Parcel No. 35192.0301). In the recent past, the facility was primarily used for staging vehicles for daily newspaper delivery. With their new publishing plant located in Spokane Valley, the former Greyhound Station has become more available. The Cowles Real Estate Company expressed a willingness to explore options to allow use of the facility, primarily the covered drive lanes that were used for many decades as the loading zones for intercity buses.

Through a positive negotiations process, Cowles Real Estate Company has agreed to lease, through a site license agreement, a portion of the covered drive lanes of the former bus station. The site license would also provide STA with access to private restrooms maintained by the Company in the former publishing plant between Madison and Monroe Street north of Sprague Avenue. The annual lease as proposed, is \$7,300 and provides either party to terminate with appropriate notice. Subject to Board approval, STA expects to execute the agreement in November and begin using the layover shortly thereafter.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually.

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESM

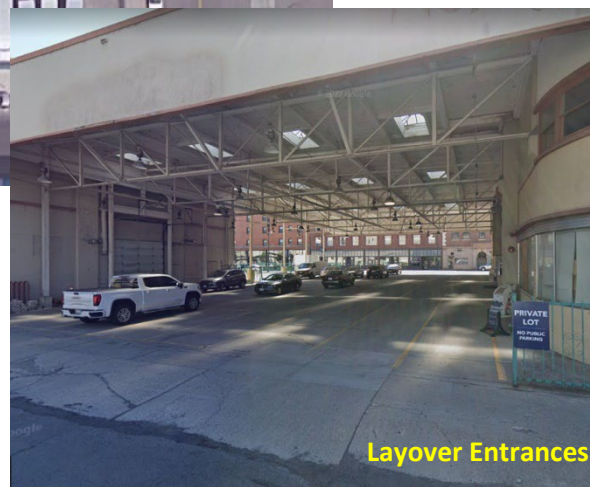
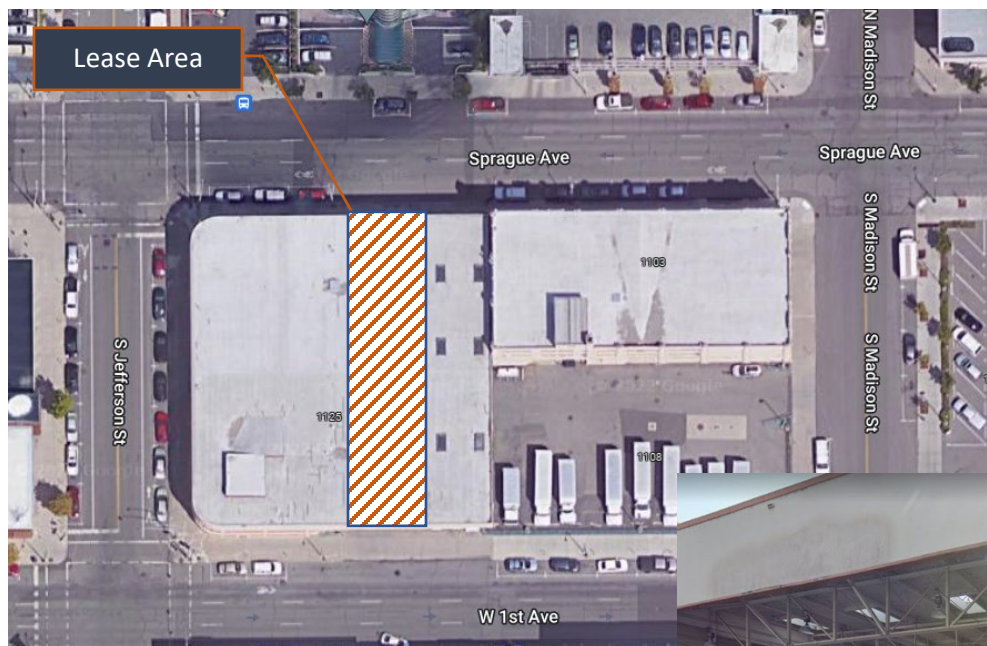
Legal Counsel MC

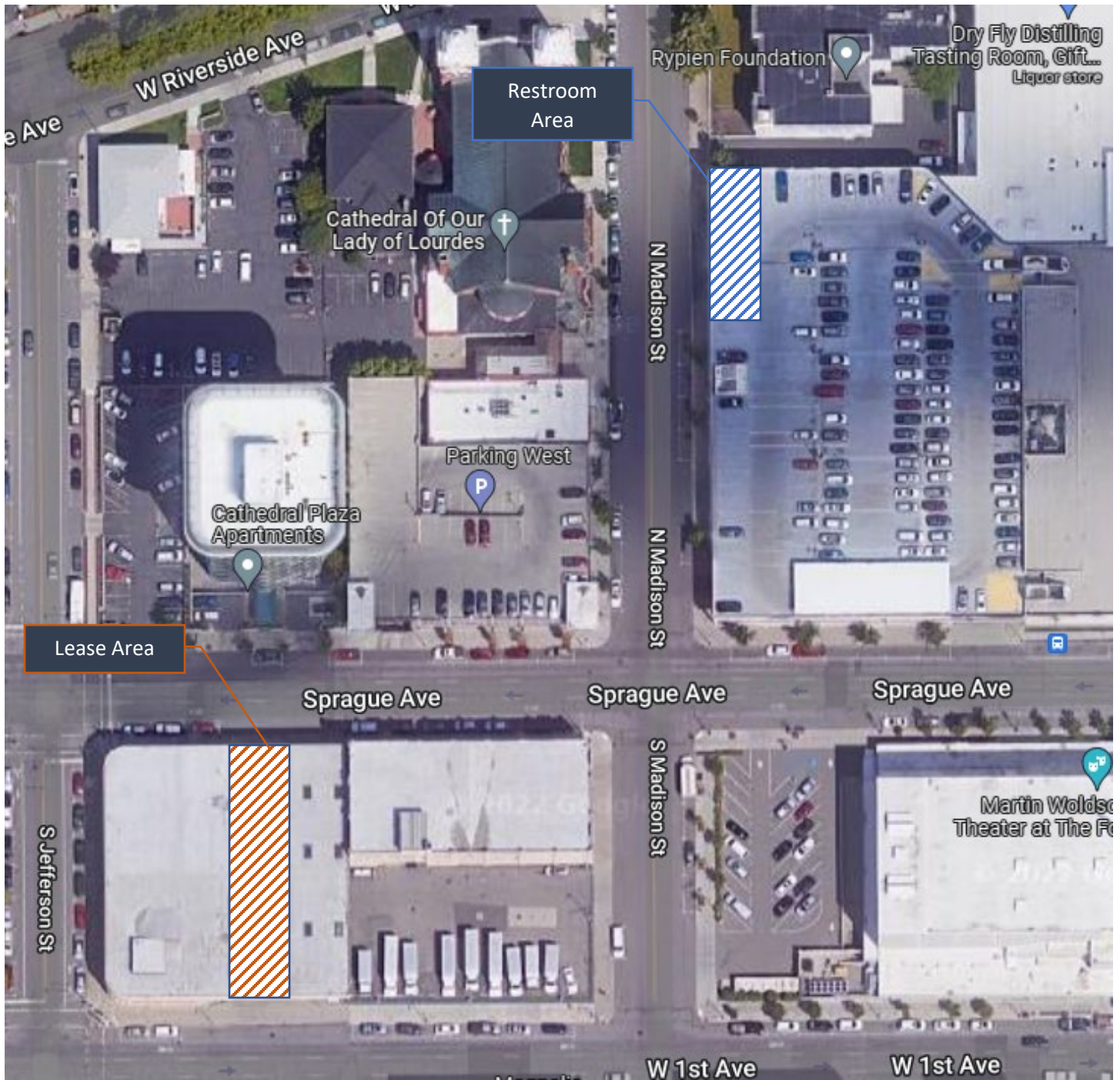
Downtown Spokane Layover Lease of Property

Property Fact Sheet

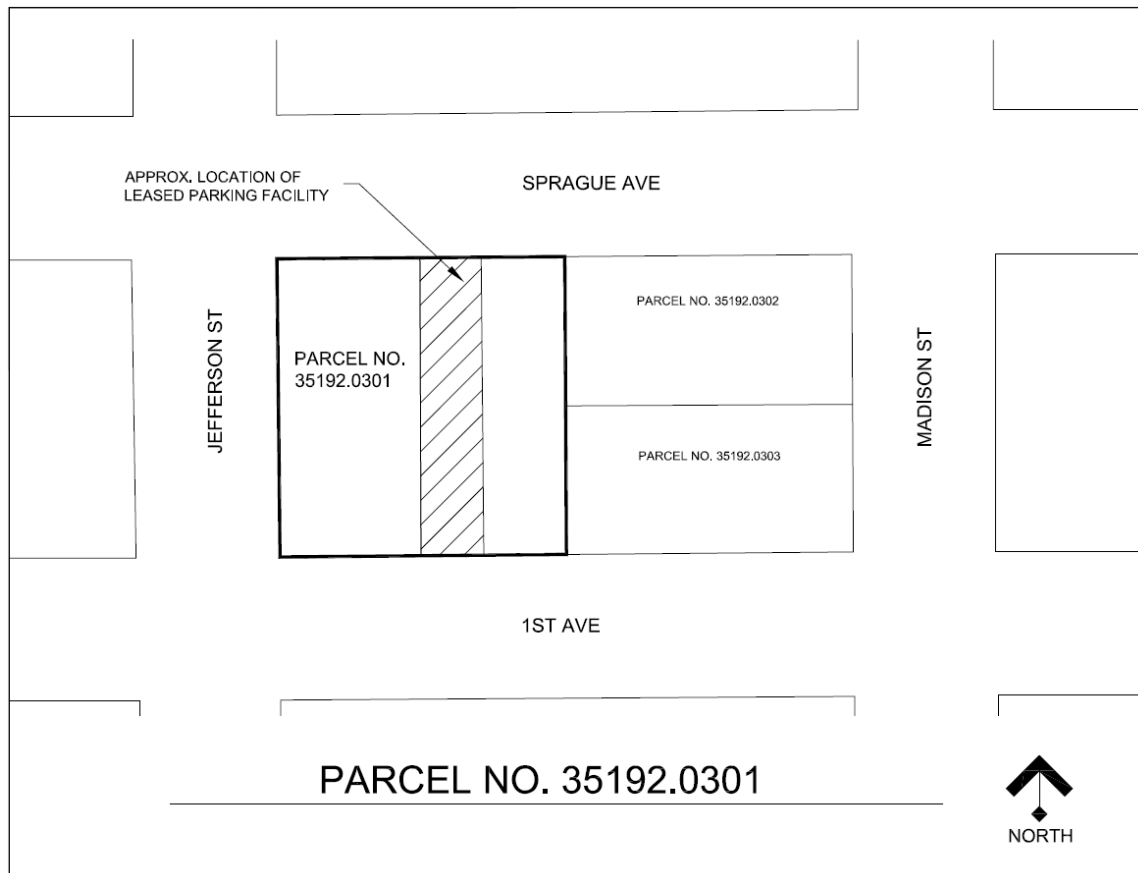
Owner Information	
Property Owner:	Cowles Real Estate Company
Owner Address:	999 West Riverside Avenue Spokane WA, 99201
Property Information	
Site Address:	1125 West Sprague Avenue Spokane WA 99201
Parcel Number(s):	35192.0301
Property Size:	23,250 sq. ft. (total)
Property Lease	
Lease Area:	3,900 Sq. Ft.
Lease Dimensions:	25 ft. wide by 156 ft. in length
Annual Lease Cost	
\$7,300	

Note, an off-site restroom is available for operators at all hours located at the Madison entrance of parcel number 35183.1017.





Lease Location:



Restroom Location:



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5F : PROJECT OFFICE LEASE AGREEMENT APPROVAL

REFERRAL COMMITTEE: Board Operations (*Grover*)

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

SUMMARY: STA is seeking to negotiate and execute a lease for the City Line Project office beyond December 31, 2022, for a term of one year.

BACKGROUND: In February 2020, STA executed Task Order #27 with Coffman Engineering (Prime) and Hill International (Sub-Consultant) for Construction Administration and Construction Management for the City Line project. As part of Task Order #27, Hill International was tasked with procuring a project office that was centrally located for the project and could be shared with STA and STA's contractors and eventually executed and held the lease.

In coordination with STA, Hill International procured a project office in the University District at the Schade Tower, located at 528 East Spokane Falls Boulevard with NAI Black. The project office consists of approximately 5,303 square feet and accommodates STA's and Hill International's project management teams and the lease costs approximately \$6,500.00 per month. The lease is scheduled to expire on December 31, 2022.

As civil construction is substantially complete, and only a few amenities remain to be installed in early 2023, the need for the project office has lessened. However, as the project isn't scheduled for revenue service launch until July 2023 and implementation and closeout activities remain, STA desires to continue the lease directly with NAI Black ~~until~~ through December 31, 2023. Staff have negotiated a new monthly cost of approximately \$6,808.00 per month, pending final negotiation, which represents a 4.7% increase over the current lease amount. The approximate annual lease cost is \$81,696.00 at a rate of \$15.40 per square foot. Additionally, Staff have proposed a 3% increase for three optional renewal periods should the need for the project office remain.

The cost for the one-year lease has been included in the City Line project's financial forecast.

Staff recommend that the STA Board of Directors approve the project office lease agreement for an amount of approximately \$6,800.00 per month, pending final negotiation with the property manager, for the period January 1 to December 31, 2023.

At the November 9 Board Operations Committee meeting, committee members inquired about taxes and insurance with respect to the lease agreement and conditioned their recommendation to advance the lease agreement upon clarification on the subject. Staff can confirm that all real property taxes and assessments levied on the premises are the responsibility of the landlord and STA bears no direct responsibility outside the lease for taxes. Insurance is not included in the lease. STA must provide evidence of STA's own liability insurance to the landlord with a minimum coverage of \$1 million per occurrence. STA currently has coverage of \$25 million so this requirement should not incur an additional fee.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve the Project Office Lease Agreement for a one-year term, plus three, one-year options.

COMMITTEE ACTION: Approved as presented, conditioned on receiving information as to whether property taxes and insurance are incorporated into the lease agreement, and forwarded to Board Consent agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the Project Office Lease Agreement for a one-year term for the period January 1 to December 31, 2023 for approximately \$6,808.00 per month pending final negotiation with the property owner, plus three, one-year options, and authorize the CEO to enter into the Agreement.

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESAM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5G : PASSENGER SHELTER AWARD OF CONTRACT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Tara Limon, Associate Transit Planner

SUMMARY: Spokane Transit is currently under contract to purchase shelters for a five (5) year period and up to 100 shelter units. This contract has exhausted all shelter units. Following a competitive procurement as described below, Spokane Transit is seeking to award a contract to purchase passenger shelters from Tolar Manufacturing Company, Inc. for a five (5) year contract with a maximum of 125 shelters units. Approval of the award of contract is required because the contract will exceed \$1 million.

BACKGROUND: As of December 2021, Spokane Transit provides passenger shelters at all transit centers and park and ride lots, as well as, 128 high ridership stops and transfer points throughout the region. Shelters are an important way to improve the customer experience and make transit more accessible throughout the year. STA continuously seeks to increase the number of sheltered stops and replaces aging shelters on a regular basis. Most shelters are procured through a contract with a transit passenger shelter vendor.

In preparation for acquiring a new shelter provider contract on June 1, 2022, the Performance Monitoring & External Relations (PMER) Committee approved the Scope of Work (SOW) for passenger shelters and authorized staff to release a Request for Proposals (RFP).

The passenger shelter contract will include up to 125 shelter units available in a full size or smaller cantilever-sized shelter and includes accessories such as benches and lighting (hard wired or solar). Shelters will be ordered from the selected contractor as needed, typically on an annual basis. The passenger shelter contract will be expensed through a variety of capital projects for passenger facilities and High-Performance Transit (HPT) lines.

The request for passenger shelter proposals was advertised on July 21, 2022. The virtual pre-proposal meeting was held on August 18, 2022. Two amendments were issued, the first to clarify the shelter assembly and picking mechanism and the second to answer questions and extend the due date for proposals. Spokane Transit received two (2) proposals on September 1, 2022. The evaluation committee met twice after requesting additional information from both proposals to review and discuss the proposals scope. Criteria for evaluation included (1) Ease of Assembly, Installation, Product Quality and Serviceability, (2) Passenger Benefits and Design, (3) Firm Qualifications and References, (4) Distinctive Appearance and Creative Design, (5) Price Proposal, and (6) Warranty.

After careful consideration, the evaluation committee determined Tolar Manufacturing Company, Inc. scored the highest points and is a qualified and cost-effective company to provide Passenger Shelter Kits. The estimated contract cost is \$1,345,000.00 plus applicable sales tax.

The evaluation results are as follows (based on a maximum score of 100):

Proposer	Average Evaluation Points
Future Systems Inc.	79.43
Tolar Mfg. Co. Inc.	93.33

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract to Tolar Manufacturing Company, Inc. for passenger shelters for a five-year term.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract to Tolar Manufacturing Company, Inc. for passenger shelters for a five-year term.

FINAL REVIEW FOR BOARD BY:

Division Head DI

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 5H: WORKERS' COMPENSATION LEGAL SERVICES AWARD OF CONTRACT

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Chariti Gagne, Claims Administrator

SUMMARY: Spokane Transit Authority (STA) currently maintains a five (5) year Workers' Compensation Legal Services contract, which is set to expire December 31, 2022. As part of the process of procuring a firm to continue this service, staff are seeking Board authorization to negotiate and award a new five (5) year contract with the most qualified and cost-effective firm, Floyd & Kane, PLLC, identified through an open, competitive, procurement process, as outlined below.

RFP 2022-10716 was issued August 30, 2022, for Workers' Compensation Legal Services. The RFP was sent to eight (8) potential proposers and posted on the STA website during the solicitation period, which ended September 26, 2022. One (1) Amendment to the RFP was issued September 9, 2022. Three (3) responsive proposals were received: Eims, Tedrow & Ladenburg, PC (ETL); Floyd & Kane, PLLC (F&K); and Reinsch Wilson Weier PC (RWW).

The evaluation committee comprised of Chariti Gagne, Nancy Williams, Stephanie Crawford, Jennifer Anderson, and Tammy Santana (non-voting), met October 4, 2022, and evaluated the proposals based on criteria depicted in the RFP: Qualifications & Experience of Key Personnel, Qualifications & Experience of Firm, References, and Price Proposal.

The evaluation results are as follows:

Proposer	Attorney Cost	Associate Attorney Cost	Paralegal Cost	Average Overall Score	Avg Score	Final Rank
					Attorney Cost Only	
ETL	\$250	\$250	\$105	82.30	84.30	3
F&K	\$275	\$170	\$95	97.25	95.35	1
RWW	\$235	\$215	\$95	90.60	92.00	2

The evaluation committee determined Floyd & Kane, PLLC, scored the highest points and is a qualified and cost-effective firm to provide Workers' Compensation Legal Services.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and Floyd & Kane, PLLC, for a five (5) year Workers' Compensation Legal Services 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.

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

RECOMMENDATION TO BOARD: Authorize contract negotiations between STA and Floyd & Kane, PLLC, for a five (5) year Workers' Compensation Legal Services 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.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer ESAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 51 : APPROVAL OF 2021-2023 AMENDED INTERLOCAL AGREEMENT WITH CITY OF SPOKANE FOR SPOKANE POLICE DEPARTMENT SERVICES

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: Since 2005, Spokane Transit Authority (STA) and Spokane Police Department (SPD) have utilized Interlocal Agreements to provide additional police presence in the vicinity of the STA Plaza.

The 2021-2023 Interlocal Agreement was approved at the December 2020 Board Meeting and provided a dedicated SPD Officer at the STA Plaza during typical business hours and redefined the Police Service Area to be able to continue supporting the City while increasing availability and visibility of the SPD downtown. One key aspect the agreement provided was training from SPD for STA's Transit Officers to serve as limited commissioned officers. In July 2021, SPD withdrew STA Transit Officer's limited commission status. Therefore, all aspects of the agreement related to limited commissions are no longer relevant and should be removed.

Based on this change, STA requests approval to amend the 2021-2023 Agreement to eliminate limited commissions training as well as implementing a change in pay structure and reducing SPD parking stalls at the STA Plaza.

This amendment would go into effect December 1, 2022, and continue for the length of the agreement, ending December 31, 2023.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the Spokane Police Department Interlocal Agreement as presented.

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

RECOMMENDATION TO BOARD: Approve the Spokane Police Department Interlocal Agreement as presented.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer ESAM Legal Counsel MC

AMENDED INTERLOCAL AGREEMENT

FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES

This Interlocal Agreement (“Agreement”) is between the City of Spokane (“City”), a Washington State municipal corporation, and the Spokane Transit Authority (“STA”), a Washington State municipal corporation and public transportation benefit area; individually referred to as “Party” and jointly referred to as the “Parties”.

WHEREAS, STA and the Spokane Police Department (“SPD”) have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA and SPD entered into an Interlocal Agreement in January 2021. Both Parties agree modifications to the January 2021 Interlocal Agreement are necessary to reflect the rescission of STA Transit Officers’ special commissions. It is the intent of the Parties that this Amended Interlocal Agreement supersede and fully replace the terms of the Interlocal Agreement entered into January 2021; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to increase the availability and visibility of SPD officers at STA’s downtown transit center, located at 701 W. Riverside Avenue, Spokane, WA (“The Plaza”); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Transit Officers (“STA Officers”) located in and around The Plaza helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided at The Plaza and to assist in furthering law enforcement efforts in the areas immediately surrounding The Plaza; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE, TERMS, & CONDITIONS.

The Purpose of this Agreement is to enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to support law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza, under the following terms and conditions:

- A. SPD Officer. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1(F) herein. A SPD officer will be assigned to and based out of The Plaza for up to eight (8) hours each day during The Plaza hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer’s shift will be mutually agreed upon by the SPD Downtown Precinct Captain and the STA Security Manager, or their designee, and are subject to change should both Parties otherwise agree.

- B. Service Logs. In order to properly account for the hours SPD officer(s) are providing services under this Agreement, SPD officers shall utilize the Service Log located at the Plaza Customer Service Desk (1st floor) to track all hours worked. SPD officers shall sign in and out of the Service Log upon commencement and completion, respectively, of performing services under this Agreement. STA shall maintain and control the Service Log, and reserves the right to confirm any and all invoices received from the City for services performed under this Agreement, in accordance with Section 3, herein.
 - C. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD officer.
 - D. Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer and a parking space for one (1) SPD vehicle in The Plaza garage.
 - E. Additional Parking Spaces. STA shall provide three (3) parking spaces for SPD patrol vehicles, in addition to those designated in Section 1(D) herein. Provision of the parking spaces is contingent upon the continued operation of the SPD Downtown Precinct at 710 W. Riverside Ave., Spokane, WA.
 - F. Plaza Service Area. The Plaza Service Area is defined as: The Plaza, the STA boarding bays surrounding The Plaza, including boarding/alighting bays located in the 600, 700 and 800 blocks of West Riverside and West Sprague Avenues, including the South side of West Riverside Avenue, and on the East side of Post Street and on both sides of Wall Street, between Riverside and Sprague Avenues, or at other locations as mutually agreed upon in writing by both Parties.
 - G. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
 - H. Duty to City. The SPD officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The Parties acknowledge that SPD officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.
 - I. Communication. STA Transit Officers shall have direct communication with the SPD's Downtown Precinct. SPD shall respond to such calls in accordance with precinct priorities.
2. TERM. This Agreement shall commence December 1, 2022, and continue through December 31, 2023, unless terminated earlier in accordance with Section 9 herein.
 3. COMPENSATION. As full compensation for everything furnished and performed under this Agreement, STA shall pay the City an hourly rate of \$56.63 (fifty-six dollars and sixty-three cents) for each hour worked, or portion thereof, in one-quarter (1/4) hour increments, not to exceed a total of 2,080 hours or a maximum of \$117,800.00 (one hundred seventeen thousand, eight hundred dollars and zero cents) per calendar year for which SPD officers provide services under this Agreement.
 4. PAYMENT. The City shall submit monthly applications for payment addressed to the address specified in Section 6 herein. In its monthly applications, the City shall certify the hours for services performed under this Agreement. Payment to the City will be made by check within thirty (30) days of receipt of the City's monthly application and certification of hours, to the remittance address specified in Section

6 herein.

5. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Nancy Williams Chief Human Resources Officer Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: nwilliams@spokanetransit.com P: (509) 325-6081

6. NOTICES. All notices, requests, claims, demands and related communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by regular mail, postage prepaid; (3) by registered or certified mail, postage prepaid, return receipt requested; or (4) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) three (3) business days after the date of mailing by regular mail, postage prepaid; (3) upon receipt after dispatch by registered or certified mail, postage prepaid; or (4) upon confirmation of receipt when transmitted by facsimile or a read receipt when transmitted by email.

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: contracts@spokanetransit.com P: (509) 325-6062
Remittance Address: Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable: Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

7. INSURANCE. During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):

- A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.
- B. STA shall maintain:
 - A. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
 - B. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
 - C. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.
- C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

8. INDEMNIFICATION.

- A. The City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

9. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 7 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.

10. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.

11. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
12. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
14. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
15. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.
16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
17. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
19. RCW 39.34 REQUIRED CLAUSES.
 - A. Purpose. See Section 1 above.
 - B. Duration. See Section 3 above.
 - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
 - D. Responsibilities of the Parties. See provisions above.
 - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
 - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible

for the financing of its contractual obligations under its normal budgetary process.

G. Termination. See Section 10 above.

H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

20. **SIGNATURES.** The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

City of Spokane

Spokane Transit Authority

By: Nadine Woodward
Title: Mayor

By: E. Susan Meyer
Title: Chief Executive Officer

Date: _____

Date: _____

By: Craig Meidl
Title: Chief of Police

Date: _____

Attest:

Attest:

By: Terri Pfister
Title: City Clerk

By: Dana Infalt
Title: Clerk of the Authority

Date: _____

Date: _____

Approved as to form:

Approved as to form:

By: Lynden Smithson
Title: City Attorney

By: Megan Clark
Title: STA Attorney

Date: _____

Date: _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 6A : ADDITIONAL FUNDING REQUEST FOR DOUBLE-DECKER BUSES

REFERRAL COMMITTEE: Board Operations (*Grover*)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff is seeking board approval to procure double-decker buses at an overall price of \$9.85 million, or \$1.61 million over the current budgeted amount of \$8.24 million. Budgeted purchases in excess of 10% of a project budget require board authorization.

BACKGROUND: The *STA Moving Forward Plan*, as approved by the STA Board in 2014, and amended in 2016, called for a complement of improvements to service, infrastructure, and vehicles to service between Spokane and Cheney as part of a strategy to invest in High Performance Transit (HPT) corridors. The enhanced buses for the Cheney corridor were reflected in the 2017-2022 Capital Improvement Program as seven double-decker buses that would be put in service in 2022, and replace 60' articulated coaches that would have reached their useful life.

In May 2020, the STA Board of Directors approved the Cheney Line Infrastructure and Alignment Plan (Cheney Line plan) which provides more details as to the implementation of HPT service in the Cheney corridor. This included an evaluation that recommended the use of double-decker buses on Routes 6 and 66, the primary services in the Cheney corridor.

The approved 2023-2028 Capital Investment Program (CIP) includes the replacement of seven 60' articulated coaches with higher capacity double-decker buses (DDB), under CIP Project #533 with a project budget of \$8.24 million, based on cost estimates developed in 2018, for delivery in 2022. Funding for the project includes \$3.19 million in WSDOT Regional Mobility Grant funding awarded to the "Cheney HPT Corridor Improvements & Vehicle Acquisition project" and \$2.95 million in federal transit funds awarded to STA for the acquisition of double-decker buses.

A recent quote proposal from Alexander Dennis, Inc. to procure the DDBs in 2025, off the Washington State Department of Enterprise Services (DES) contract indicated the total cost would be approximately ~~\$0.8M~~ \$1.61 million higher than the previously estimated price in the 2022-2027 CIP as shown in the table below.

Description	Unit Price	Total Price (x7)
Approved CIP #533 Budget		\$8,240,000
Base price (rounded)	\$1,158,410	\$8,108,870
Configurables and Contingency (10%)	115,841	810,900
Testing/Training/Publications		<u>110,000</u>
Revised Project Budget	\$1,274,251	\$9,029,770
<u>Sales Tax – 9.1%</u>		<u>821,709</u>
Revised Project Budget	\$1,274,251	\$9,029,770 \$9,851,479
Requested Authority		(\$789,770) (\$1,611,479)

The price difference between the estimate reflected CIP project budget and the new price can primarily be explained by two factors: 1) an 11.7 percent increase in the DES contract in 2022 totaling \$748,580 for all seven DDB's; and 2) the 10 percent contingency (\$810,900) to account for some unknown costs in a number of the configurables (e.g. Traffic Signal Control System, A-Pillar Cameras, Monitors, and the Init Fare System). Combined, these two items account for about 97% of the requested authority.

Subject to Board approval of the purchase order, the increased project budget will be reflected in the CIP developed next year for the period of 2024-2029, with an expectation of project expenditures in 2025.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize an increase of \$789,770 in CIP Project 533 establishing a new budget total of \$9,029,770 for the purchase of seven double-decker buses from Alexander Dennis, Inc. in 2025.

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

RECOMMENDATION TO BOARD: Approve the recommendation for the Board of Directors to authorize an increase of ~~\$789,770~~ **\$1,611,479** in CIP Project 533 establishing a new budget total of ~~\$9,029,770~~ **\$9,851,479** for the purchase of seven double-decker buses from Alexander Dennis, Inc. in 2025.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer ESM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 6B : ADDITIONAL FUNDING REQUEST FOR PARATRANSIT VANS

REFERRAL COMMITTEE: Board Operations (*Grover*)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff is seeking Board approval for:

- 1) A capital project budgetary increase for CIP #485 to accommodate the expected amounts required to procure paratransit vans at an overall price in excess of the current budgeted amount of \$1,338,793, and
- 2) Authority to procure 7 paratransit vans, originally slated for 2023, in 2022 in the amount of \$882,000 under CIP #487.

Budgeted purchases in excess of 10% of a project budget require board authorization.

BACKGROUND: In September 2021, STA issued a Purchase Order (PO) to Northwest Bus Sales, leveraging the Washington State Department of Enterprise Services (DES) master contract, for the procurement of fifteen (15) StarCraft Allstar Shuttle Buses as part of its fleet replacement cycle as part of CIP #485 – 2022 Paratransit Fleet Replacement. The total cost for this purchase was \$1,275,041.

The original PO had an estimated delivery window of Spring 2022; however, due to supply chain issues and lack of availability of the necessary components to build the vans, Northwest Bus Sales notified STA that the delivery window would need to be extended with a new estimated delivery of late 2022 to early 2023.

In June 2022, STA was notified of a pending price increase to DES master contract 06719 for all body on chassis (BOC) vehicles. DES received justification for the price increase from the BOC maker, Forest River, asking for a 71.32% increase in the contract pricing. DES reviewed the documentation and after an in-depth analysis determined there was sufficient justification for a 50.07% increase. The increase went into effect on July 1, 2022. To help offset the increase and to be a collaborative partner, Northwest Bus Sales applied a credit of roughly \$2,000 per van. After the credit, the overall result was a 48.23% increase to STA's original PO and a new total of \$1,890,000, as depicted in the following table.

Description	Unit Price	Total Price (x15)
Approved CIP #485 Budget – 2022 van replacement		\$1,338,793
Base price (rounded)	\$126,000	\$1,890,000
Revised Project Budget		\$1,890,000
Requested Authority		\$ 551,207

In September 2022, Northwest Bus Sales notified STA of the opportunity to purchase seven (7) additional StarCraft Allstar Shuttle Buses currently in Forest River's production line. These additional vehicles would deliver in late 2022 to early 2023 along with the fifteen (15) vehicles currently on order and would be at the same cost of \$126,000 each. With a shortage of chassis and the ensuing delays in producing BOC vehicles, staff recommend securing these additional vehicles, at this time, to ensure STA is able to partially meet the timely replacement of its paratransit van fleet under CIP #487 – 2023 Paratransit Fleet Replacement. These proposed changes are outlined in the table below.

Description	Unit Price	Total Price
Approved CIP #487 Budget – 2023 van replacement (x15 vans)		\$1,236,345
Base price (rounded) – 7 vans	\$126,000	<u>\$ 882,000</u>
Remaining Budget		\$ 354,345
Vans to be purchased in 2023 (x8 vans)	\$126,000	<u>\$1,008,000</u>
Forecasted Project Shortfall		(\$ 653,655)
Revised Project Budget in 2023		\$1,890,000

The increased project budget for CIP #487 – 2023 Paratransit Fleet Replacement has been reflected in STA's proposed 2023 operating and capital budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, an increase to the overall project budget for CIP #485 of \$551,207 for a revised total of \$1,890,000. Further, recommend the Board authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487.

COMMITTEE ACTION: Approve as presented and forwarded to the Board Action agenda.

RECOMMENDATION TO THE BOARD: Approve, by motion, the authorization of an increase to the overall project budget for CIP #485 of \$551,207 for a revised total of \$1,890,000. Further, approve the recommendation for the Board of Directors to authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer ESM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 7A: 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 November's update, staff will review the bus and bus technology involved in City Line.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 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

November 17, 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

November 17, 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

November 17, 2022

AGENDA ITEM 10Ai: THIRD QUARTER 2022 PERFORMANCE MEASURES

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: A complete set of the Third Quarter 2022 Performance Measures is attached to the end of this packet. Staff will be prepared to address any questions about any measure. The complete report has also been posted to the STA website: [3rd Quarter Performance Measures](#)

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

Ensure Safety

Preventable Accident Rate

- At 0.13, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.05, 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 third quarter 2022 year-to-date ridership was up 24.2% compared to ridership in 2021. Fixed Route provided 4,719,604 in 2022 vs. 3,799,017 in 2021. The ridership goal for Fixed Route in 2022 is 20.3% increase from 2021 (approximately 6.3 million trips).
- Paratransit third quarter 2022 year-to-date ridership was up 34.7% compared to ridership in 2021. Paratransit provided 240,796 in 2022 vs. 178,811 in 2021. The ridership goal for Paratransit in 2022 is 11.2% increase from 2021 (approximately 277,000 trips).
- Vanpool third quarter 2022 year-to-date ridership was up 27.2% compared to our ridership in 2021. Vanpool provided 66,844 in 2022 vs. 52,540 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 14.05. The goal is to transport 15 or more passengers.
- Paratransit PPRH was 2.46. The goal is to transport 2.1 or more passengers.

Provide Excellent Customer Service

On-Time Performance

- Fixed Route on-time performance was 93.8%, 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 94.3%, exceeding 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 resumed post-pandemic in mid-October 2022.

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 \$11.39. This is 61.4% of the urban systems' average.
- Paratransit cost per passenger was \$53.79. This is 66.5% 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 10.84%, below the goal of 20%.
- Paratransit farebox recovery is 3.95%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

Third Quarter 2022 Performance Measures

Purpose:

For information.



Performance Measures

Third Quarter 2022

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

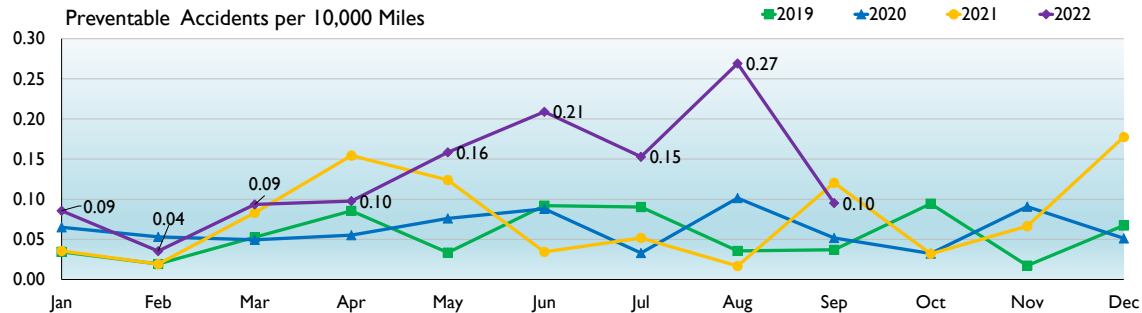
Performance Measures:

- 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

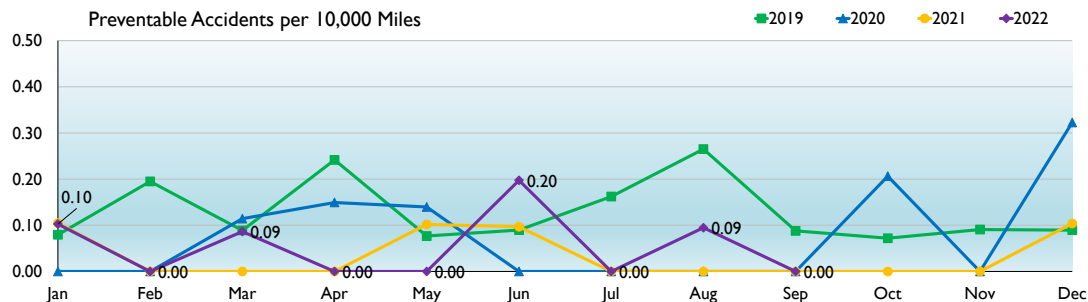
	2019	2020	2021	2022
January	2	4	2	5
February	1	3	1	2
March	3	3	5	6
April	5	3	9	6
May	2	4	7	10
June	5	5	2	13
July	5	2	3	9
August	2	6	1	17
September	2	3	7	6
October	6	2	2	0
November	1	5	4	0
December	4	3	11	0
Total Prev. Accidents	38	43	54	74
YTD Preventables per 10,000 miles	0.06	0.06	0.08	0.13



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	1
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	5
YTD Preventables per 10,000 miles	0.13	0.07	0.04	0.05

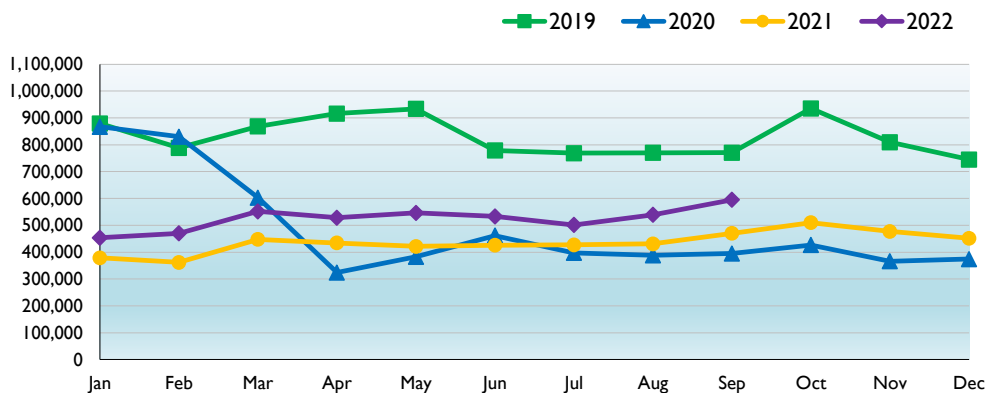


Earn & Retain the Community's Trust

4 Performance Measures:

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

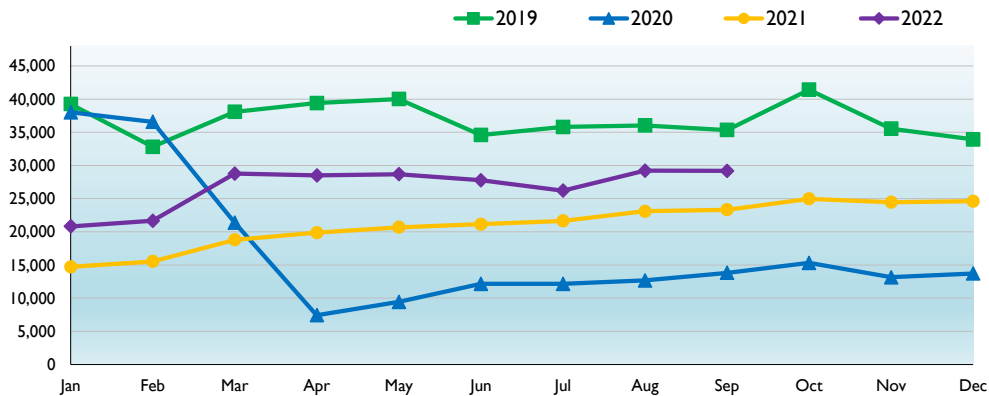
Ridership – Fixed Route



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

GOAL: 20.3% INCREASE OVER 2021 RIDERSHIP
3rd Quarter - Year to Date Result: 24.2% Increase

Ridership – Paratransit



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

GOAL: 11.2% INCREASE OVER 2021 RIDERSHIP
3rd Quarter -Year to Date Result: 34.7% Increase

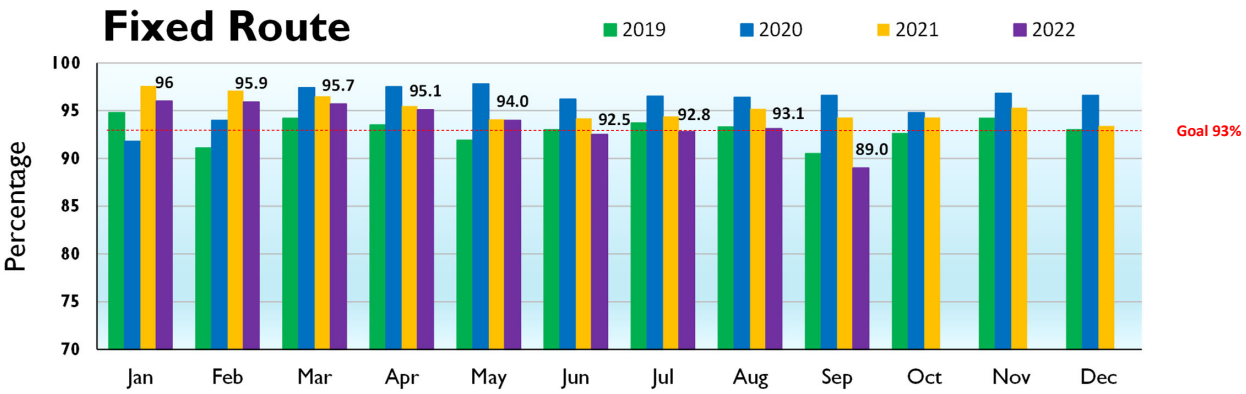
Provide Excellent Customer Service

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

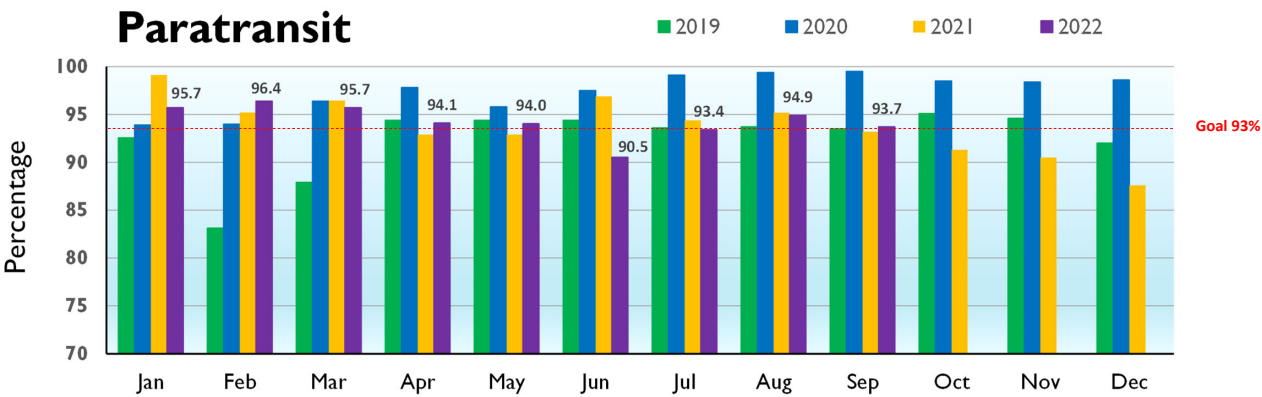
On-Time Performance

YTD
Average =
93.8%



On-Time Performance

YTD
Average =
94.3%



Enable Organizational Success

3 Performance Measures:

- Training Rate
- Annual Employee Evaluations
- Governance

Training

	2020	2021	2022	Goal
Fixed Route	Delayed due to Covid	Completed	On Hold	8 hours Advanced Training per Operator annually
Paratransit	Completed	Completed	On Hold	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 181 Completed	100% of operators checked annually
Paratransit	53 of 53 completed	Suspended due to COVID	48 out of 48	100% of operators checked annually

Training: Maintenance

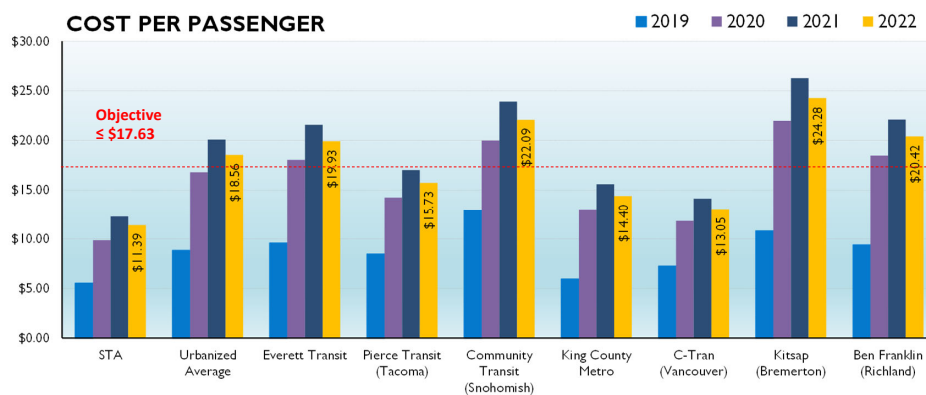
2022	Goal	Status
Measured Annually	25 hours per employee per year	38 per employee

Exemplify Financial Stewardship

5 Performance Measures:

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

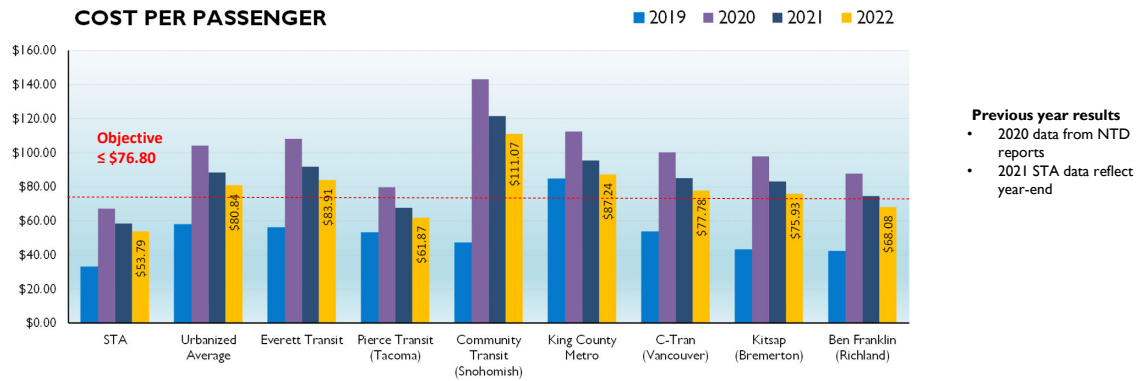
Cost Effectiveness – Fixed Route



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

2022 Status: 61.4% (STA - \$11.39 / Urban Average - \$18.56)

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: 66.5% (STA - \$53.79 Urban Average - \$80.84)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 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: The October Board Operations Committee meeting was canceled. Approved Minutes from the September 7, 2022, Board Operations Committee meeting are attached. In addition, approved Minutes of the October 5, 2022, Planning & Development Committee and Performance Monitoring & External Relations 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 September 7, 2022, Meeting
Via Webex Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, 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

Megan Clark, Etter, McMahon, Lamberson,
Van Wert & Oreskovich, P.C.

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

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

3. CHAIR'S COMMENTS

Chair Grover mentioned he enjoyed last week's WSTA Conference, and he shared the positive feedback he received regarding STA.

4. COMMITTEE ACTION

a. July 13, 2022, Committee Minutes

Mr. French moved to approve the July 13, 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 5310 project updates, Title IV outreach efforts, and DivisionConnects Phase 2 updates were presented during the committee meeting.

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

Mr. Rapez-Betty shared that the On-Call Architectural and Engineering Consulting Services contract award, 2021 Fixed Route System Performance Report, 2nd Quarter 2022 Performance Measures, and Fare Collection System Update were presented during the committee meeting.

6. STRATEGIC PLANNING WORKSHOP UPDATE

Ms. Meyer noted the next Board Workshop will occur the same day as the next Board Meeting on September 15, from 11:30 a.m. to 1:15 p.m. The meeting will be in-person with a virtual option. The meeting purpose is to provide the Board with an update on STA's strategic planning efforts since the previous Board Workshop in July, request the Board to finalize the Vision Statement, and find concurrence on draft strategic plan goals and sample strategies. Chair Grover asked about the process and how it has been progressing. Ms. Meyer shared that STA has conducted listening sessions with riders and community organizations, such as the ARC of Spokane. The information gathered from those listening sessions will be included in the report at the Board Workshop next week. Ms. Meyer and Ms. Liard shared that STA has received almost 850 responses to the community survey, and a summary of those responses will also be shared at next week's meeting.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 15, 2022

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 12, 2022

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared updates for the State Public Transportation Conference held at the Davenport Grand Hotel. STA staff hosted multiple sessions and provided tours of the Plaza, City Line, and Division Line. FTA Administrator Nuria Fernandez attended the event. The bus service for Spokane Public Schools successfully launched yesterday for the first day of school. The Spokane Public School District is providing students with zero fare summer passes for the month of September, to bridge the time between the current zero fare pass program and the Connect zero fare card program beginning October 1. Ms. Meyer presented the service changes initiated on Sunday, August 28. Subway has renewed its lease at the Plaza, with an opening date of October 1. The Rotunda and former Pizza Rita space is available. STA has an immediate opening for a Fixed Route Senior Manager position. The APTA TRANSform Conference is taking place October 9-13, and Board

members are invited to attend. The amendment to the Interlocal Agreement between STA and the Spokane Police Department will be presented to the Board in October. Chair Grover thanked Ms. Meyer and her team for their efforts, and he stated he is looking forward to the APTA conference in Seattle.

10. NEW BUSINESS

Ms. Kinnear joined the meeting at 1:45 p.m.

Ms. Kinnear stated that the City of Spokane will be voting on a camping ordinance that may impact the Plaza. The City is actively recruiting to fill the fifty vacant police officer positions.

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned 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 October 5, 2022, Meeting
Via Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Mike Connelly, Etter, McMahon, Lamberson, Van
Wert & Oreskovich, P.C.

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

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

2. **COMMITTEE CHAIR REPORT**

Chair French is looking forward to the APTA Conference next week.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE AUGUST 31, 2022 (SEPTEMBER), COMMITTEE MEETING**

Ms. Karen Stratton moved to approve the August 31, 2022, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN**

Mr. Otterstrom presented. I-90 / Valley is one of the six High Performance Transit (HPT) corridors slated for improvements in STA Moving Forward (STAMF). STAMF commitments include capital and operating projects to be launched in 2025. Mr. Otterstrom reviewed the long range vision for the HPT architecture, the timeline and engagement process, and the core recommendations. Following a period of additional public outreach, STA staff and the consultant team led by KPFF engineers have prepared a final draft of the Corridor Development Plan (CDP) for I-90 / Valley High Performance Transit (HPT). Staff reviewed the

final draft plan and the Committee's endorsement for Board approval. The final draft Corridor Development Plan can be found at spokanetransit.com/i90.

Mr. Dan Dunne was thrilled with the recommended improvements within the City of Liberty Lake, the possibility of leveraging tax increment financing (TIF) and Local Infrastructure Financing Tool (LIFT) funding for the transit facility and the opportunity it creates for Liberty Lake.

Ms. E. Susan Meyer asked Mr. Otterstrom to explain a flyer stop in relation to the proposed Argonne Station Park and Ride, which includes a flyer stop on the eastbound leg of the freeway interchange. A flyer stop is a "Washington home grown" term from the 70's and 80's describing transit leverage via on/off ramps to access a bus stop without having to circulate through local streets.

Chair French asked if the housing development growth in Post Falls has been considered in the transit development plan process. Mr. Otterstrom responded that it is worth considering in annual planning efforts. WSDOT has a strong interest in exploring a park & ride at Stateline, Idaho.

STA will continue efforts to obtain transit priority to access and travel upon regional highways and arterials in the corridor.

Chair French asked about the total of all projects. Mr. Otterstrom confirmed the total cost estimate to be \$36m.

Mr. Tim Hattenburg moved to recommend the Board of Directors approve the I-90 / Valley High Performance Transit Corridor Development Plan. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. DRAFT 2023 ACTION PLAN

Mr. Otterstrom reviewed the draft 2023 Action Plan including the proposed core actions: 1. Design and deliver core infrastructure 2. Advance and implement High Performance Transit (HPT) 3. Improve the customer experience 4. Look to the future. With committee input and review, it will be finalized for action by the November committee and board meetings prior to the adoption of the 2023 operating and capital budgets.

Mr. Dunne thanked STA for participating in the Drive Electric Exhibition event at the STA Park & Ride in Liberty Lake.

B. DRAFT 2023 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented the draft 2023 Operating and Capital Budgets which is in line with the recently revised STA Vision and Mission statements, the organizational priorities, and board guidance.

Operating Budget – The draft budgets assume \$155,505,144 in operating revenues, an increase of \$10,260,212 (7.1%) compared to the 2022 adopted budget of \$145,244,932. State and Federal grants are the biggest contributors to the revenue changes. For 2023, staff recommends

budgeted sales tax revenue be kept flat to 2022 actual through August 2022 and then use the 2022 budgeted revenue for September and December.

Chair French stated that the sales tax this year outpaced last year and the projections. This last year Spokane County added \$1.5 billion to taxable assessed value of new construction. However, there appears to be a slow-down in permitting and residential construction. With this in mind, Chair French asked what STA is projecting for next year. Ms. Liard responded that STA is reflecting a 9/10th of a percent (0.9%) increase over what was projected for 2022; not the 3.5% as that is too aggressive in light of the uncertainty in the environment.

Capital Budget – The 2023 capital budget total is forecasted to be at \$76,201,204 plus a fleet replacement contribution of \$16,108,885, for a total of \$92,310,089. Funding sources include federal (\$18,560,176 – 24.4% of the total), state (\$4,566,422 – 6.0% of the total), and local (\$53,074,606 – 69.7%). It was noted that the 2023 Capital budget was decreased by \$8,626,455 from 2023-2028 CIP which was included in the TDP to account for timing of projects and updates to costs – 2023 capital in CIP was \$84,867,660.

Ms. Liard reviewed the budget comparison 2022 to 2023 and the 2023 cash and reserve analysis. STA will put to the board for consideration the implementation of a Real Estate Acquisition Reserve of \$25,000,000. STA will be working on a Facilities Master Plan next year.

This draft will be reviewed at the October Board meeting. A public hearing will take place at the November 17, 2022, Board meeting. Board adoption will take place on December 15, 2022. STA welcomes one-on-one briefings if desired by Board members.

Chair French would like to have a slide showing farebox recovery for future presentations.

C. DIVISION STREET BUS RAPID TRANSIT: FALL 2022 PUBLIC OUTREACH

Mr. Otterstrom presented a brief overview of the project. Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA has contracted with Parametrix to provide design and engineering services on this project. The project team has planned for the first stage of public outreach during Fall 2022 to obtain further input on station locations, downtown routing alternatives and the northern routing and terminal. Mr. Otterstrom reviewed planning outreach activities which include an online story map and feedback survey, neighborhood council presentations, downtown routing, interviews with key stakeholders, etc. The survey is expected to close around the end of November.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

September 2022 Voter-Approved Sales Tax Revenue (July Sales) Update – Actual (\$9,711,411) compared to budget (\$8,541,727). Sales tax revenue is 5.2% YTD above budget (\$4.1M), 6.9% above July 2021 actuals (\$0.6M), and 7.2% YTD above 2021 actuals (\$5.6M).

Connect Card – On Saturday, October 1, 2022, STA launched the new Fare Collection System, *Connect*, and implemented the Connect card. Thanks were extended to Ms. Monique Liard, Chief Financial Officer, who has led this significant project.

7. COMMITTEE INFORMATION - *None*
8. REVIEW NOVEMBER 2, 2022, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Dan Dunne thanked the committee for the due diligence and the level detail that is always presented for consideration.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, NOVEMBER 2, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the October 5, 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*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

*Committee Chairwoman

GUESTS

-
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 August 31, 2022, Committee Meeting**
Mr. Kerns moved to approve the August 31, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. **Board Consent Agenda**
 1. **Approval of the 2021-2023 Spokane Police Department Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services**
This item was removed from the agenda.
 2. **Transit System Map & Route Schedule Design & Maintenance Award of Contract**
Ms. Cortright explained the current 5-year on-call contract for transit system map and route schedule design and maintenance services will be expiring on November 30, 2022. There were five respondents to the RFP for a new 5-year contract. CHK America scored highest again among the other respondents. This contract is estimated at \$260,000 over the five-year period.
Ms. Kinnear moved to recommend the Board authorize contract negotiations between STA and CHK America for the 5-year On-Call System Map & Route Schedule Design and Maintenance, 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. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (*None*)

5. REPORTS TO COMMITTEE (*None*)

6. CEO REPORT

- Ms. Meyer reported the August 2022 voter-approved sales tax revenue, collected on July sales, had a budget of \$8.54M. The actual receipts were \$9.71M, which is 13.7% above budget and totaling approximately \$1,169,684. Year-to-date is 5.2% above budget and totaling approximately \$4.1M.
- Ms. Meyer discussed the launch of Connect, the new fare collection system, on October 1, 2022. A high volume of people came out to purchase Connect cards for all fare options including Zero-Fare for youth, Spokane Public School students, and Honored Citizens. STA sold three times more passes compared to a normal Saturday. The launch was a success.

STA has decided to extend the time frame for needing a Zero-Fare for Youth card by three months which will be through the end of the year. Our Coach Operators are prepared to accommodate youth who get on the bus but have not received a card yet. Data collection will be paused at this time since we will not be able to produce accurate tracking. One of our STA Board Members who teaches at a Spokane Public high school has invited Carly to visit school to speak with students about the fare program and find out what help they need.

7. COMMITTEE INFORMATION

- A. August 2022 Operating Indicators
- B. August 2022 Financial Results Summary
- C. September 2022 Sales Tax Revenue

8. November 2, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The November 2, 2022, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed. Ms. Meyer suggested the addition of Approval of the 2021-2023 Spokane Police Department Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services which was removed from the October agenda.

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 1:46 p.m.

The next committee meeting will be held on Wednesday, November 2, 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

November 17, 2022

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

Revenue

Overall, September year-to-date revenue is 10.7% (\$11.7M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 0.8% higher than budget
- Sales Tax Revenue is 4.1% higher than budget
- Federal & State Grant Revenue is 35.7% higher than budget
- Miscellaneous Revenue is 28.5% higher than budget

Operating Expenses

Overall, September year-to-date operating expenses are 3.8% (\$2.7M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 1.1% lower than budget
- Paratransit is 3.3% lower than budget
- Vanpool is 3.7% lower than budget
- Plaza is 18.4% lower than budget
- Administration is 12.8% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - September 2022

90,000,000
80,000,000
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 \$ 111,451,340
2022 YTD Actual \$ 120,547,965 (10.7%)
2022 YTD Budget \$ 108,853,664
2022 Amended Budget \$ 145,244,932

Fares & Other Transit
Revenue

Sales Tax

Federal & State Grants

Miscellaneous

■ 2021 YTD Actual	4,750,710	77,160,664	28,147,233	1,392,733
■ 2022 YTD Actual	5,639,727	82,730,333	30,615,430	1,562,475
■ 2022 YTD Budget	5,594,177	79,475,485	22,568,140	1,215,862
2022 YTD Budget Variance	0.8%	4.1%	35.7%	28.5%
2022 Amended Budget	7,458,902	106,074,026	30,090,854	1,621,150

(1) Above amounts exclude grants used for capital projects. Year-to-date September state capital grant reimbursements total \$433,336 and federal capital grant reimbursements total \$8,174,591.

Spokane Transit Operating Expenses⁽¹⁾ - September 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 \$ 58,683,071

2022 YTD Actual \$ 67,291,316 (-3.8%)

2022 YTD Budget \$ 69,966,977

2022 Amended Budget \$ 92,432,025

Fuel:

2021 YTD Actual \$ 2,451,506

2022 YTD Actual \$ 4,695,340 (36.5%)

2022 YTD Budget \$ 3,439,104

2022 Amended Budget \$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2021 YTD Actual	40,210,307	9,286,942	375,336	1,330,378	7,480,108
2022 YTD Actual	44,758,093	10,780,203	465,715	1,542,035	9,745,270
2022 YTD Budget	45,271,380	11,151,014	483,509	1,890,164	11,170,910
2022 YTD Budget Variance	-1.1%	-3.3%	-3.7%	-18.4%	-12.8%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	13,985,190

(1) Operating expenses exclude capital expenditures of \$25,415,867 and Street/Road cooperative projects of \$70,094 for year-to-date Sept 2022.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12C : OCTOBER 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 October 2022 voter-approved sales tax revenue information. October sales tax revenue, which represents sales for August 2022, was:

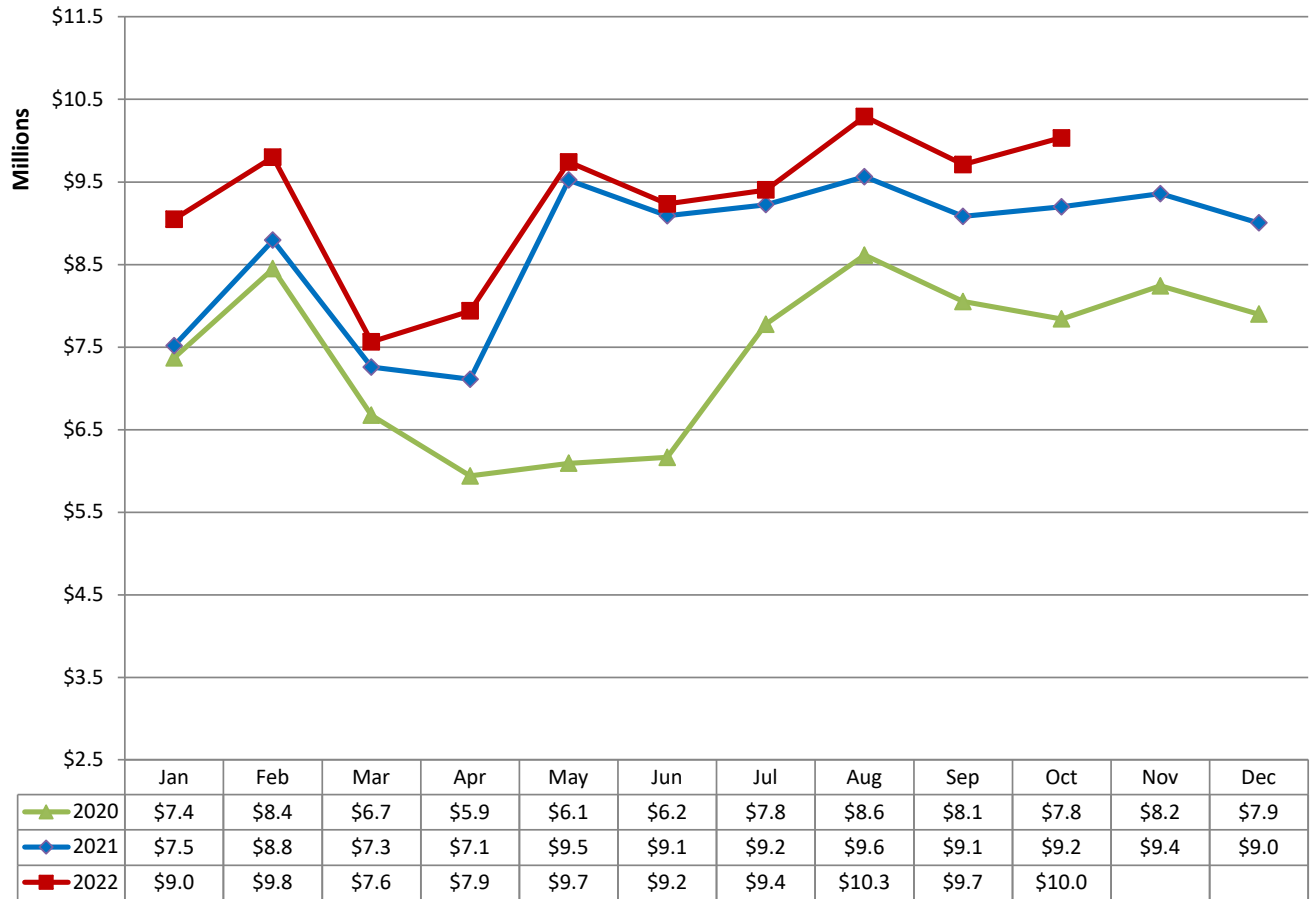
- 20.6% above 2022 budget
- 6.6% above YTD 2022 budget
- 9.1% above 2021 actual
- 7.4% above YTD 2021 actual

Total taxable sales for August were *up* 9.3% from August 2021 while August 2022 YTD sales were *up* 5.6% compared with August 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 3.9% (\$21.3M) in August 2022 vs August 2021 and is *up* by 0.6% (\$25.1M) August 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 17.8% or \$91.1M August 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 10.0% or \$20.6M August 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 6.5% or (\$-12.5M) August 2022 YTD over 2021 YTD
 - Automobile Dealers *decreased* 2.2% or (\$-17.8M) August 2022 YTD over 2021 YTD
 - Electronics & Appliance Retailers *decreased* 6.2% or (\$-18.4M) August 2022 YTD over 2021 YTD
 - Furniture and Home Furnishing Retailers *decreased* 17.9% or (\$-39.7M) August 2022 YTD over 2021 YTD
- Construction *increased* by 18.2% (\$31.8M) in August 2022 vs August 2021 and is *up* by 5.7% (\$75.8M) August 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 4.7% (\$5.5M) in August 2022 vs August 2021 and is *up* 20.2% (\$153.6M) August 2022 YTD vs 2021 YTD

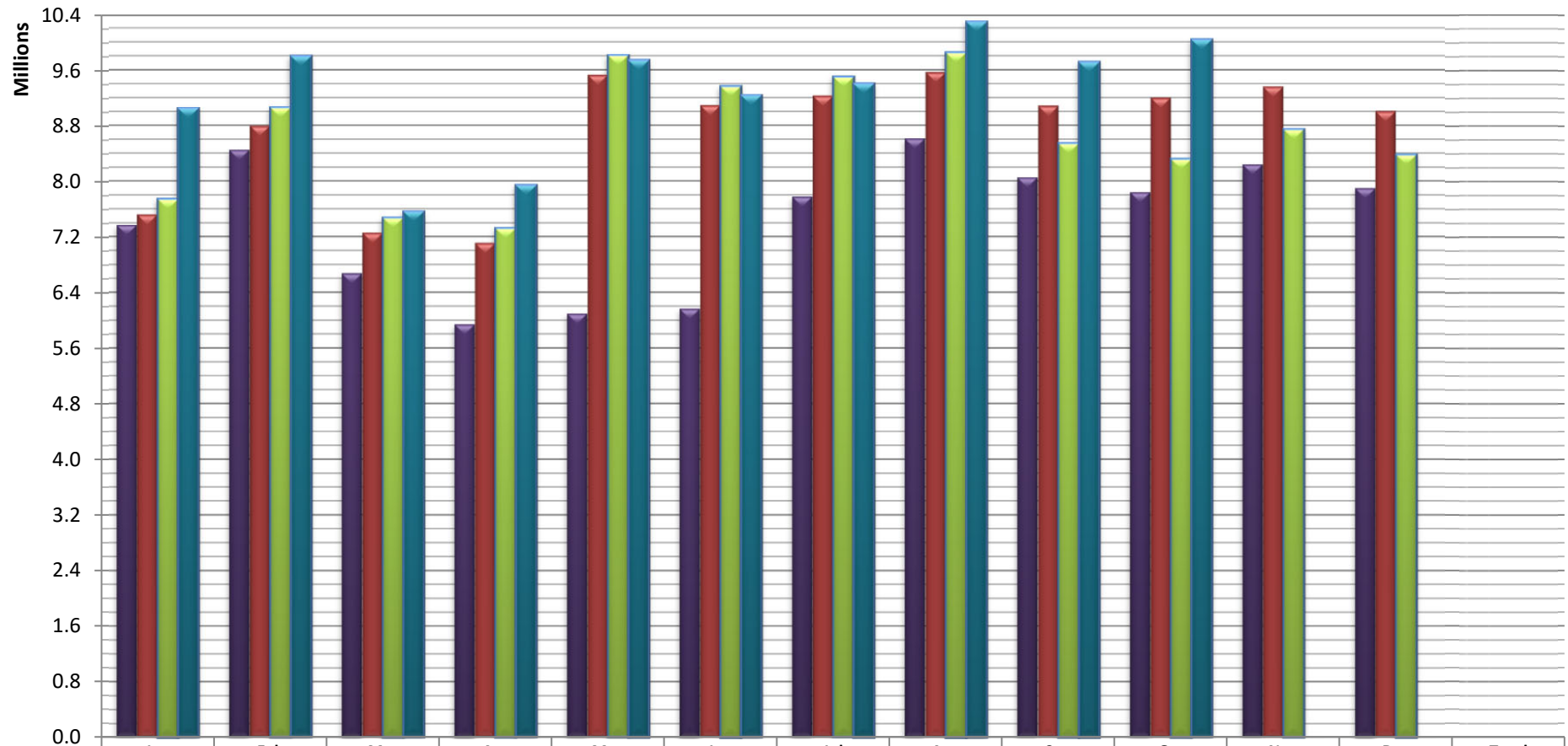
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-October 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⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020 Actual	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	8,241,404	7,898,954	89,108,597
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
2022 Budget	7,742,654	9,058,507	7,474,772	7,321,892	9,808,971	9,363,081	9,500,425	9,850,096	8,541,727	8,317,585	8,743,306	8,380,001	104,103,017
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	10,033,352	-	-	92,763,685
\$ Mo. Var.	1,529,907	1,004,338	307,276	829,693	217,954	143,299	179,761	728,637	628,802	834,095	-	-	
% Mo. Var.	20.4%	11.4%	4.2%	11.7%	2.3%	1.6%	1.9%	7.6%	6.9%	9.1%	0.0%	0.0%	
\$ YTD Var.	1,529,907	2,534,245	2,841,521	3,671,214	3,889,168	4,032,467	4,212,228	4,940,865	5,569,667	6,403,762	-	-	
% YTD Var.	20.4%	15.5%	12.1%	12.0%	9.7%	8.2%	7.2%	7.3%	7.2%	7.4%	0.0%	0.0%	
% YTD Bud. Var.	16.8%	12.2%	8.8%	8.7%	6.5%	5.0%	4.1%	4.1%	5.2%	6.6%	0.0%	0.0%	

⁽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

November 17, 2022

AGENDA ITEM 12D: SEPTEMBER 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was zero less weekdays in September 2022 compared to September.

FIXED ROUTE

Total monthly ridership increased 26.4% (595,209 vs. 470,719) in September 2022 compared to September 2021.

Average weekday ridership increased 20.0% (22,904 vs. 19,088) in September 2022 compared to September 2021.

- Adult Ridership increased 16.7% (321,334 vs. 275,253) in September 2022 compared to September 2021.
- CCS Pass Ridership increased 1.7% (11,987 vs. 11,784) in September 2022 compared to September 2021.
- Eagle Pass Ridership increased 5.7% (22,247 vs. 21,053) in September 2022 compared to September 2021.
- Youth Ridership increased 158.0% (96,594 vs. 37,435) in September 2022 compared to September 2021.
- Reduced Fare / Paratransit Ridership increased 6.5% (76,867 vs. 72,205) in September 2022 compared to September 2021.

PARATRANSIT

Total ridership for Paratransit has increased 25.1% (29,178 vs. 23,319) in September 2022 compared to September 2021.

Detailed breakdown:

Directly operated service increased 10.9% (14,291 vs. 12,891) in September 2022 compared to September 2021.

Contracted service increased 51.3% (12,976 vs. 8,577) in September 2022 compared to September 2021.

Special Use Van ridership increased 3.2% (1,911 vs. 1,851) in September 2022 compared to September 2021.

VANPOOL

Total ridership for Vanpool has increased 35.7% (8,540 vs 6,291) in September 2022 compared to September 2021.

Vanpool vans in service increased 17.7% (73 vs. 62) in September 2022 compared to September 2021.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales increased 11.7% (6,223 vs. 5,572) in September 2022 compared to September 2021.

Adult Pass/Smartcard monthly pass sales increased 101.0% (3,967 vs. 1,972) September 2022 compared to September 2021.

Shuttle Park monthly sales increased 45.4% (237 vs. 163) September 2022 compared to September 2021.

7-Day Pass/Smartcard monthly sales increased 261.0% (1,946 vs. 539) in September 2022 compared to September 2021.

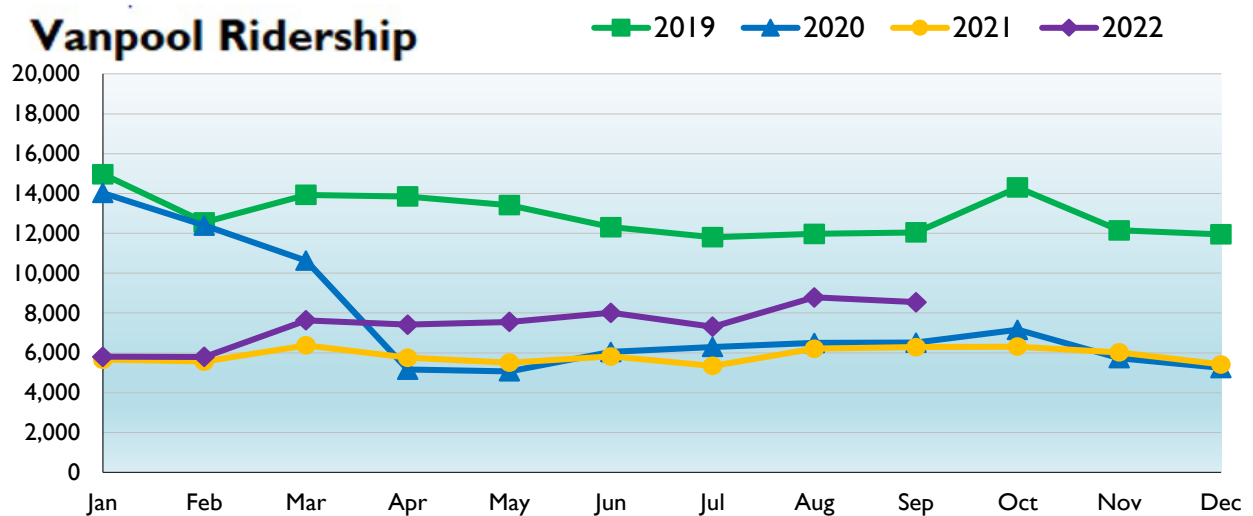
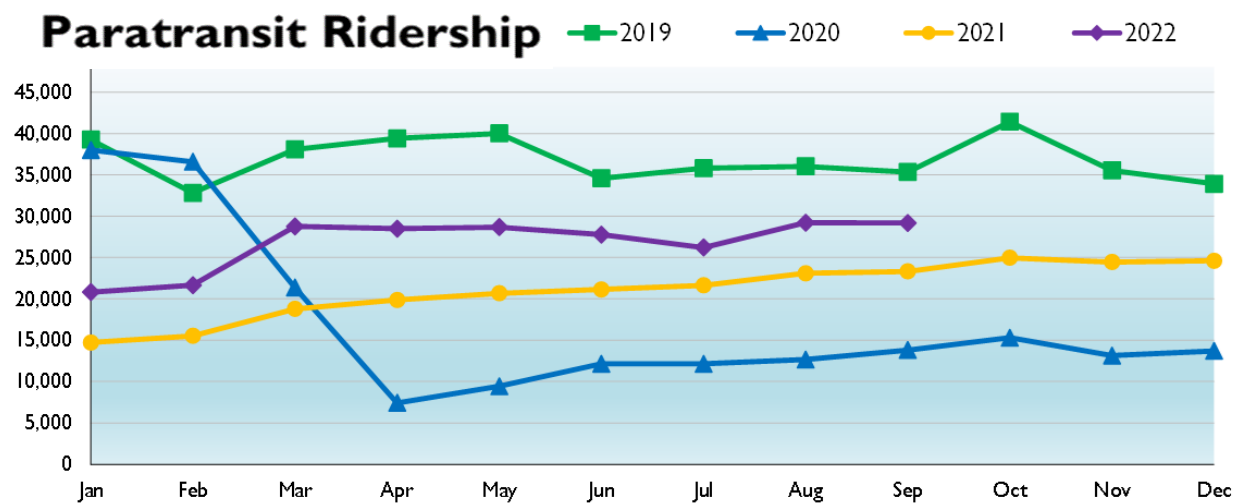
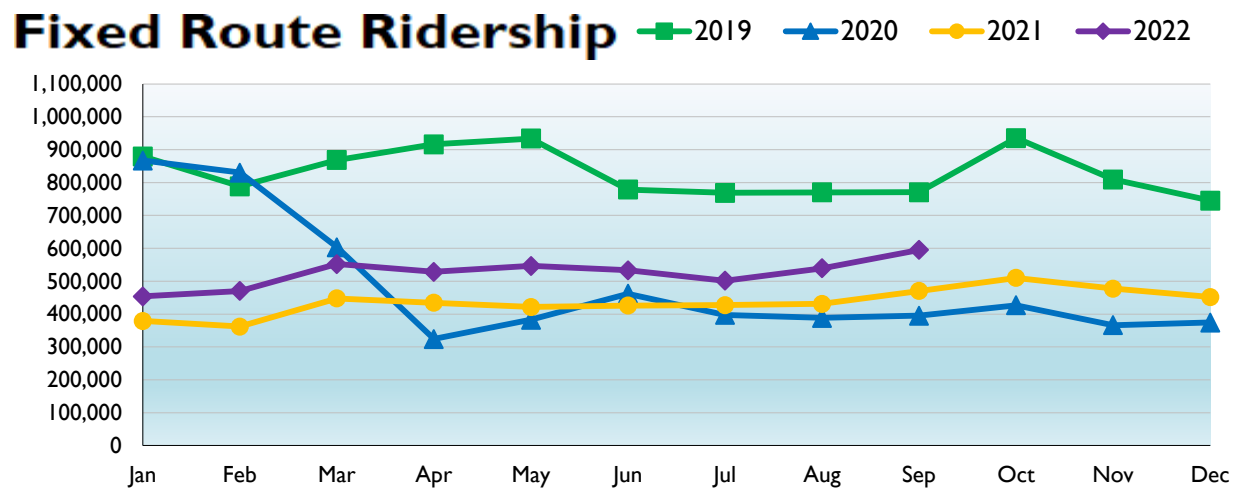
ESBP monthly sales increased 39.0 (460 vs. 331) in September 2022 compared to September 2021.

Group Sales increased 68.2% (19,841 passes vs. 11,795) in September 2022 compared to September 2021.

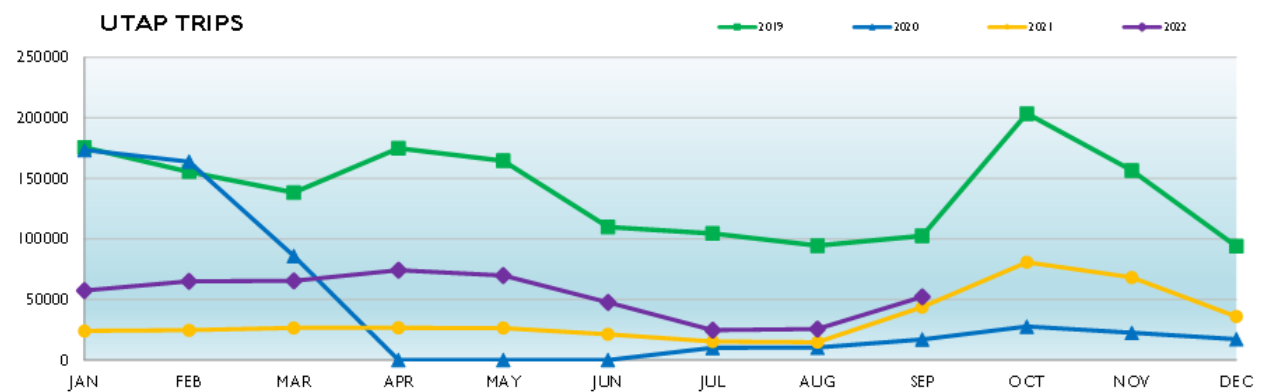
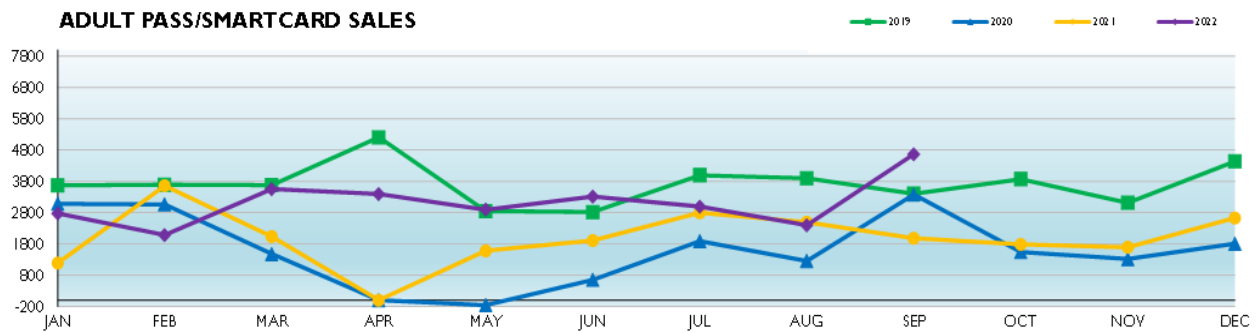
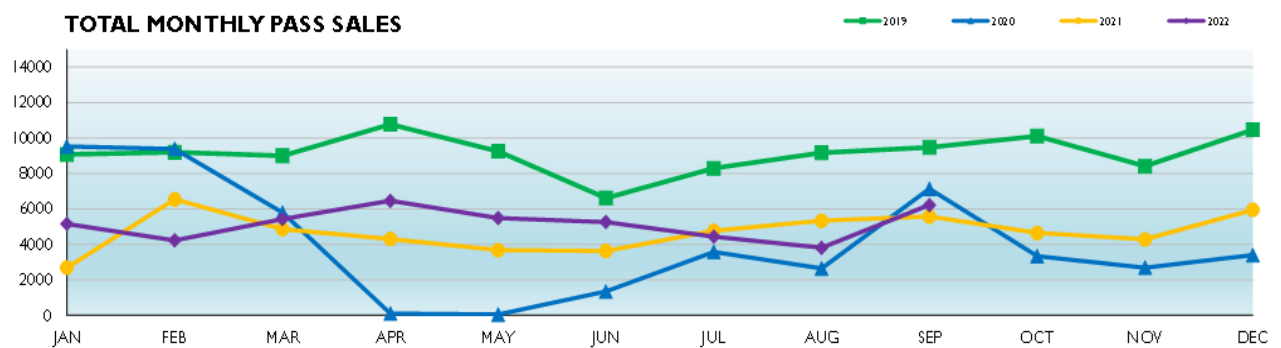
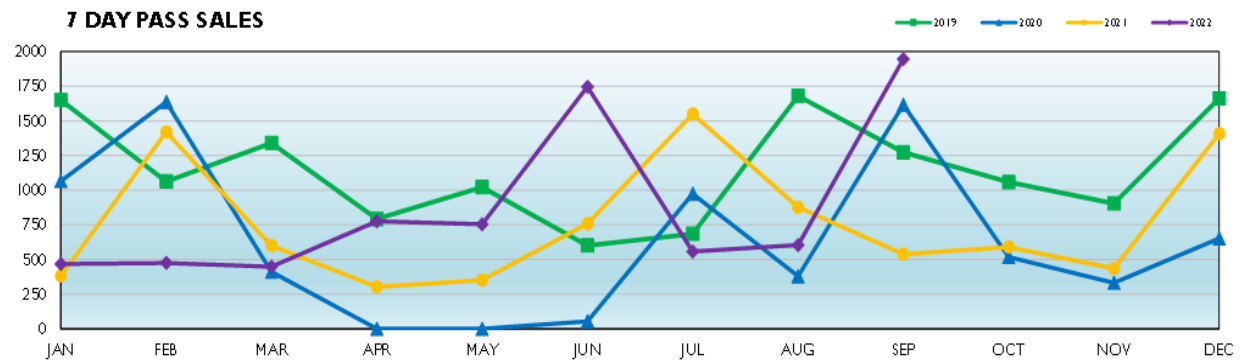
UTAP monthly rides increased 19.2% (52,277 vs. 43,839) in September 2022 compared to September 2021.

Community Access Pass (CAP) program increased 424.2% (8,403 vs 1,603) in September 2022 compared to September 2021.

RECOMMENDATION TO BOARD: Information only.



September 2022 Operating Indicators
Page 4



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12E : DRAFT 2023 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: Late each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff reviewed the first draft of the work program at the November 2, 2022, Planning & Development committee meeting for discussion.

BACKGROUND: According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies four planning documents: the Transit Development Plan, Service Improvement Program, Capital Improvement Program and Annual Action Plan/Budget, that are updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The draft work program on the following page is focused primarily on the annual planning calendar. In addition to the annual and recurring planning activities of the Committee, there are several projects and planning efforts that the Committee will engage in during 2023. The list below will be integrated into the monthly work program for the final draft work program that will be presented for committee approval in December.

- Division Street Bus Rapid Transit (BRT)
- Connect Spokane: Complete Phase II Update
- City Line: Implementation Activities
- 2025-2035 Strategic Planning Phase II
- Facilities Master Plan
- Five Mile Mobility Hub Study

DRAFT 2023 Planning & Development Committee Work Program

MONTH	ANNUAL PLANNING CALENDAR
December 2022	Approval of Work Program
January 2023	<i>No Committee Meetings in January</i>
February 2023	Review Committee Work Program Transit Development Plan (TDP) 2024-2029: Overview
March 2023	TDP 2024-2029: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2024/2025 Unified Planning Work Program (UPWP)
April 2023	TDP 2024-2029 • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Strategic Planning: Phase II Scope and Timeline
May 2023	TDP 2024-2029 • Proposed 2024-2026 Service Improvements • Preliminary Capital Improvement Program (2023-2028) • Review Financial Forecasts
June 2023	TDP 2024-2029: Complete draft plan Public hearing conducted on draft TDP
July 2023	TDP 2024-2029: Finalize and approve 2024 Action Plan/Budget guidance workshop (full Board) FTA Section 5310: Notice of Funding Opportunity
August 2023	<i>No Board/Committee Meetings in August</i>
September 2023	Review draft 2024 Action Plan Draft 2024 operating and capital budgets submitted to Committee and Board
October 2023	Review draft 2024 Action Plan Draft 2024 operating and capital budgets submitted to Committee and Board

MONTH	ANNUAL PLANNING CALENDAR
November 2023	Adoption of 2024 Action Plan Prepare 2024 Committee work program Public hearing on proposed 2024 operating and capital budgets
December 2023	Finalize and approve 2024 operating and capital budgets Finalize 2024 Committee work program FTA Section 5310: recommend funding awards

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12F : FIVE MILE MOBILITY HUB STUDY OVERVIEW

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: At the November 2, 2022, Planning & Development Committee meeting, staff provided an overview of the upcoming Five Mile Mobility Hub Study, a grant-funded study centered on STA's existing Five Mile Park and Ride.

BACKGROUND: The Five Mile Park and Ride is an important transit facility that, historically, frequently exceeds capacity, with commuters occasionally in nearby commercial parking lots due to the lack of parking spaces.

Several years ago, STA identified the Five Mile Park and Ride as a potential mobility hub and defined a study project to explore potential scope and feasibility to such a facility. Conceptually, a "mobility hub" is a transit facility that provides for a variety of other multimodal services, such as bikeshare, ride-hailing and micro-mobility options that support first/last mile transportation as well as longer commutes. STA was successful in securing a \$200,000 grant through the Spokane Regional Transportation Council (SRTC) to undertake this study, matched by \$50,000 in local funds.

The study will research Five Mile Park and Ride capacity and provide viable alternatives, evaluate mobility hub connections, and develop mobility hub selection criteria, and review the current configuration for bus operation. Additionally, the study will help develop a framework for selecting and prioritizing similar investments. STA expects to begin the study in earnest in the first quarter of 2023 following a consultant procurement process.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

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

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: On September 12, 2022, STA issued a Section 5310 Call for Projects with a total of \$1,090,419 in Federal and local funds. The program's goal is to enhance the mobility of seniors and individuals with disabilities and the Planning & Development Committee received a report on the program at its August 31, 2022, meeting.

BACKGROUND: The Federal Transit Administration's (FTA) Section 5310 program provides formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, for the purpose of assisting private nonprofit groups in supporting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

After the Call for Projects was released, an informational meeting was held by STA staff on September 26, 2022, for interested agencies to provide program information, review application requirements, and to answer questions. A total of 15 interested agencies participated in the WebEx meeting. On October 11, 2022, STA received six applications from five different agencies including the Arc of Spokane, Cancer Can't, COAST Transportation, Special Mobility Services, and SNAP Resource Rides. Below is the remaining timeline. The evaluation of applications is underway with an *ad hoc* staff committee. Draft funding recommendations will be presented at the November 30 Planning & Development Committee meeting.

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
October 12 – November 9, 2022	Project Evaluation
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

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12H: SOUTH LOGAN TRANSIT ORIENTED DEVELOPMENT PLAN UPDATE

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: The City of Spokane was awarded \$250,000 in Transit-Oriented Development and Implementation (TODI) grant funds from the Washington State Department of Commerce in late 2021. The City has started the subarea planning process, which will include a planned action environmental impact statement (EIS) to facilitate transit-oriented development along the City Line path through the Logan neighborhood. Staff provided an update on the planning process to date at the November 2, 2022, Planning & Development Committee meeting. More information on the planning project can be found at <https://my.spokanecity.org/projects/south-logan-transit-oriented-development-project/>.

BACKGROUND: The City of Spokane is planning for mixed-use, walkable development along the City Line. The South Logan Transit-Oriented Development (TOD) Project will create a vision for the South Logan Neighborhood to support more connectivity throughout the community. The project is also part of the City's ongoing efforts to provide more enhanced, affordable housing options as well as improve access to jobs and services to create a mixed-use development area. The project will focus around three City Line stations: McCarthy Athletic Center, Desmet Avenue, and Columbus Street. The outcome, based on community vision, will provide a plan that includes a coordinated framework and development approach for the South Logan area. The project began in the summer of 2022, with final adoption by the City Council anticipated for the summer of 2023.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12I : THIRD QUARTER 2022 SERVICE PLANNING INPUT REPORT

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

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

SUMMARY: A total of 40 comments related to fixed route service and stops were received by the Planning and Development Department during the third quarter of 2022. Of the comments received, 9 were requests related to the new service, 13 were related to existing service, and 18 were related to bus stops. The comments are summarized below.

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 3rd 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 slightly earlier service on Route 74 to Huntwood Custom Cabinets for the workers first shift. <i>This was addressed with schedule adjustment that took effect on September 18, 2022. Specifically, STA added early Route 724 leaving the Plaza at 5:25 am on weekdays.</i>
Three complaints regarding the Route 27 no longer serving Rowan Avenue and Regal Street. <i>One customer is elderly and walking to Crestline Street is difficult for them. When they were informed of the Route 35 as an alternative, they said it was too infrequent on weekends. Another customer did not respond to a call-back. Staff suggested the alternative of walking to the nearby Route 35 as the customer most frequently travels to the Five Mile area.</i>
One request for service to serve Chase Middle School, as it is a long walk from Ferris High School for potential student riders. <i>Noted input. There are no current plans to extend fixed route service to Chase Middle School.</i>

NEW SERVICE COMMENTS

One complaint about losing bus service on Pines Road (Route 96). The customer must walk over 15 minutes and cross Sprague Avenue to access a bus line now, and they don't feel safe walking to the stop due to high traffic.

Noted. Route 96 was revised through a public process and a segment was discontinued due to low ridership.

One complaint regarding the new transfer between Route 27 and Route 35. The customer has a 25-minute scheduled transfer, presumably heading toward the Veterans Affairs Hospital and transferring to Route 27 to Northpointe Plaza. She would like a shelter there to accommodate the wait time.

The issue of wait times will be resolved with the introduction of 15-minute service on Route 27 in the future, likely 2023. STA will continue to monitor opportunities for future shelter placement to enhance the customer experience when transferring.

One request for the expansion of STA fixed route and paratransit services into Mead (north of Costco).

Noted. STA has identified the area for future service expansion, likely in concert with the launch of the Division BRT project between 2027 and 2029.

One request to extend paratransit service to Windsor Street near Houston Avenue.

Paratransit service is provided within 3/4 miles of fixed route service. There are no current plans to extend fixed route service in the general vicinity of this address.

EXISTING SERVICE COMMENTS

One complaint regarding the Route 43 inbound no longer connecting well with the Route 27.

Noted. STA has attempted to contact the customer to further clarify complaint for further details.

Four complaints from parents and one observation from a driver about the SPS Route 223. All were reporting arriving late to school and that the buses were crowded.

Beginning September 19, 2022, the schedule was adjusted on the morning SPS Route 223 to begin 10 minutes earlier from end of line.

One complaint regarding Route 74's deck sign displaying out of service at Bay 3 at the Plaza. Additionally, they were upset about the bus being late.

The automatic deck sign change timing has since been modified to address this issue. The rider was informed that most of the delays were from construction and that the roadwork affecting the route should be cleared up by the end of October. Upon further review of reliability of the Route 74, adjustments will take effect in January to improve service reliability.

One request from an employee of Country Homes Christian Church for extended service on Route 124 for students in the late morning attending the Church's ESL program. There is a stop near the church, but the route does not run during the times needed.

Noted. Route 25 was suggested as an alternative, which serves that area on Division Street and could get their students to their program during the late mornings.

One comment regarding changes to the timing of Route 42 and Route 43 only having a minute in-between buses at 14th Avenue and Adams Street and is concerned that is not an efficient use of resources.

Noted. There are scheduling constraints that must be considered and the process of offsetting routes was explained to the customer. At present time it is not feasible to space the Route 42 and Route 43 out further at that stop. This will be reevaluated in 2023.

EXISTING SERVICE COMMENTS
One complaint about the removal of the stop on Route 28 at North Whitworth Drive and Wall Street. The customer was concerned by the lack of sidewalks and lighting to the next closest stop at the Whitworth campus. <i>The customer was informed that as part of the stop removal mitigation efforts new sidewalks and lighting were added around seven years prior, and a stop was added at Wall Street and Westview Avenue for Route 124. Still, they are encouraged to participate in their neighborhood council and bring this attention to light.</i>
Three comments received concerning transit service on G Street between Rowan Avenue and Francis Avenue, including a request to remove stops and/or service altogether. These comments were based on perceived traffic impact which they attribute to bus service. <i>The residents were contacted and encouraged to participate in traffic calming workshops and work with their neighborhood council to learn more. It was also explained to the residents that service is not increasing, rather, only the number of the route operating on G Street is changing. The level of service is the same as before, and STA has been running service along that street for decades.</i>
One commenter was concerned that after the service change it would take three transfers to access the CHAS Clinic at 5931 Market Street. <i>The rider was informed of a one seat and a shorter two seat ride they could take to access the clinic.</i>
BUS STOP COMMENTS
One request for a stop at Wagstaff Inc. and Applied Technologies in Spokane Valley along Route 95. A near term investment program has been created to build accessible stops along Route 95, including near Wagstaff's facility on North Flora Road, projected to be completed in one to two years.
One request to reinstate the Riverside Avenue and Browne Street stop along Route 74/172. This stop was closed as part implementation of the City of Spokane's Riverside resurfacing and restriping project, which instituted a dedicated turn lane in lieu of the bus stop. Nearest stop for these routes is located at Riverside Street and Washington Street, two blocks to the west.
One comment regarding a tree blocking the visibility of stop ID 1267 along Route 22 and Route 23. Urban forestry has been contacted to seek a resolution to the issue for tree trimming. The issue has since been resolved and the tree is trimmed.
One observation from a customer that the shelter panel at stop ID 3309 Broadway Avenue and Monroe Street was mislabeled as the Route 144 with information for the Route 124. This issue has since been handled by facilities and communications as of the August 2022 Service Change.
One customer reported a knocked down bus stop flag at the corner of Empire Avenue and Nevada Street. <i>The sign has since been reinstalled 7/25/2022 (three days after reported incident).</i>
One report of a vandalized sign that was removed and deposited in a resident's yard at 5220 Nevada Street. <i>Facilities and Grounds has since retrieved the sign and the sign replaced.</i>
One inquiry about if a stop will be added to 2nd Avenue and Wall Street, as well as asking why there are bus stops near metered parking. <i>The customer was informed of the stop at 2nd Avenue and Post Street. Parking availability and constraints were also explained to the customer.</i>

BUS STOP COMMENTS
One request for a bench at a stop across from the Rockwood Clinic near EWU (Elm Street and 7th Street), particularly for seniors waiting for the bus. <i>STA Moving Forward identifies that corridor as part of the Cheney HPT Line, which is slated for bus stop improvements in the near term including a shelter and bench.</i>
One request for a stop near Euclid Avenue and Barker Road for Route 95. <i>STA explained to the customer that there are plans to install more stops north of Spokane River on Barker Road in the next one to two years. The customer was excited about this prospect.</i>
One request for a bus stop at Bismark Avenue and Market Street for Route 35 to better serve the CHAS Clinic. <i>STA plans to add a bus stop pair at Columbia, two blocks away, will be provided in the future with the City of Spokane's crosswalk enhancements project.</i>
One report of a bus stop sign and pole being down at Sprague Avenue and Rebecca Street eastbound. <i>STA Facilities and Grounds (F&G) Department was contacted, and the situation was resolved.</i>
One request for a bench at 57th Avenue and Hailee Lane along Route 4. <i>After investigation, there is an existing bench operated by an advertiser about 150 feet away from the stop location. STA requested the provider move the bench closer to the stop.</i>
Two requests for stops near Mission Avenue and Barker Road, related to Route 95 service. <i>The customer was informed they could catch Route 95 on weekends at Indiana Avenue and Barker Road, which is much closer to their residence than Mission Avenue and Long Road which they were currently using. Additionally, STA is working to get stops restored in that area.</i>
One operator comment about Route 95 needing more stops along Barker Road. Currently they make courtesy stops at Barker Road and Jackson Drive near Euclid Avenue for numerous riders. <i>A near term investment program has been created to build accessible stops along Route 95, including near Wagstaff's facility on North Flora Road, projected to be completed in one to two years.</i>
One request related to add or move a stop along SPS Route 294 to 15th Avenue and Ray Street, with the parent citing their daughter must walk too far to get to the stop. <i>Upon investigation, the stop is just over a quarter mile from their residence. The customer was informed of this. No further action needed.</i>
One suggestion to move the Route 35 stop at eastbound Ash Street and Francis Avenue farther to the west of the intersection to avoid blocking traffic. <i>STA informed the customer that we would look into the possibility of moving the stop but is currently not in our plans.</i>
One request for a trash can to be added to the stop in front of Car Toys at 6709 Division Street. <i>F&G has been contacted and a request for a trash can has been processed.</i>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 17, 2022

AGENDA ITEM 12J: STA HOLIDAY SERVICES AND OFFICE HOURS

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

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The Administrative office at Boone Avenue will be closed Thursday, November 25, 2022, to observe the Thanksgiving holiday; Monday, December 26, 2022, to observe the Christmas holiday; and Monday, January 2, 2023, to observe the New Year's holiday. Fixed Route and Paratransit Holiday service will be provided on these days.

The following schedule outlines STA's holiday services:

Date:	Paratransit Service and Reservations	Fixed Route Service	Customer Service (at the Plaza)
November 24 (Thursday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm
December 26 (Monday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm
January 2 (Monday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm

RECOMMENDATION TO BOARD: Information only.

15.

EXECUTIVE SESSION

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

1. Discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session at approximately __ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 20 minutes