

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, February 16, 2023, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 16th day of February 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual links:

Board Members: [Board Member Link-Click Here to Join Virtually.](#)

Guest Attendees: [Guests-Click Here to Join Virtually](#)

Password (if asked): 2023

Call in Number:: 1-408-418-9388

Event #: 2480 367 1783

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lori Kinnear, 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, February 16, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA

Optional Virtual Links:

Board Members: [Board Member Link-Click Here to Join Virtually.](#)

Guest Attendees: [Guests-Click Here to Join Virtually](#)

Password (if asked): 2023

Call in Number:: 1-408-418-9388

Event #: 2480 367 1783

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Public Hearing: *30 minutes*
 - A. July 2023 Service Revisions (*Karl Otterstrom*)
Comments may be addressed to Lukas Yanni at lyanni@spokanetransit.com
(*Action at the March Board meeting*)
 - B. Draft Title VI Program and Public Outreach (*Karl Otterstrom*)
Comments may be addressed to Mike Tresidder at mtresidder@spokanetransit.com
(*Action at the March Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the January 19, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the January 2023 Vouchers (*Monique Liard*)
 - C. Non-Diesel Underground Storage Tank Replacements Contract: Final Acceptance (*Brandon Rapez-Betty*)
 - D. Extension of Laundered Uniforms and Supplies Contract #2017-10048 (*Brandon Rapez-Betty*)
6. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
8. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January 2023 Sales Tax Revenue (*Monique Liard*)
 - C. Connect Fare System Customer Experience Update (*Carly Cortright*)
 - D. December 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2023 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - F. Transit Development Plan 2024-2029 Overview (*Karl Otterstrom*)
 - G. July 2023 Service Change Public Outreach (*Karl Otterstrom*)
 - H. Fourth Quarter 2022 Service Planning Public Input Report (*Karl Otterstrom*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*Etter McMahon*): (*None*)
15. Adjourn

Cable 5 Broadcast Dates and Times of February 16, 2023, Board Meeting:

Saturday, February 18, 2023	4:00 p.m.
Monday, February 19, 2023	10:00 a.m.
Tuesday, February 21, 2023	8:00 p.m.

Next Committee Meetings (Via Virtual Conference w/in person viewing option) Wednesday:

Planning & Development	March 1, 2023, 10:00 a.m.
Performance Monitoring & External Relations	March 1, 2023, 1:30 p.m.
Board Operations	March 8, 2023, 1:30 p.m.

Next Board Meeting:

Thursday, March 16, 2023, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(a virtual joining option will be available)

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

February 16, 2023

AGENDA ITEM 4A : PUBLIC HEARING:

A. July 2023 Service Revisions

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 the public hearing.
2. Call upon staff for a presentation. *(Karl Otterstrom)*
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 COMMITTEE: Conduct public hearing.
(Action at the March 16, 2023, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ASAN*

Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

Staff Report – 04A – Public Hearing: July 2023 Service Revisions

Presented: STA Board Meeting – February 16, 2023

SUBJECT: JULY 2023 SERVICE REVISIONS

SUMMARY: The July 2023 Service change is undergoing revisions based on public feedback, operator availability, and impacts to City Line operations along its route. The service revisions are classified as moderate. In accordance with *Connect Spokane, Communication and Public Input Policy 1.1 Moderate Service Changes*, which states that when moderate service changes are proposed (either significant route changes, or addition or deletion of service to a large area). STA has been conducting outreach activities including rider input, surveys, meetings with community groups, reporting to the Board on activities, and hold a public hearing.

BACKGROUND: Throughout 2022, STA's services have been impacted by staffing challenges. These are not unique to STA or the transit industry and have been reported to the STA Board of Directors in multiple instances beginning in March 2022. Service growth requires more operators and STA continues to recruit and grow the workforce. However, as a mitigating tactic in response to ongoing disruptions in the labor market, STA now proposes to present and seek approval on temporary recommended service revisions that align service growth to projected workforce availability. Additionally, staff are proposing revisions to respond to customer feedback and ridership changes that have been received or observed since the service revisions and Near-Term Investments were approved in 2021.

The goal of the revisions is to preserve existing service established in August 2022 and January 2023 while temporarily postponing or reducing the scale of some planned improvements originally slated for July 2023. By doing this, the customer experience is minimally disrupted from existing conditions and still benefits from an increase in overall service.

The July 2023 Service Revisions: Draft Recommendation report has been posted online at <https://www.spokanetransit.com/projects/july-2023-service-revisions/>.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 4B : PUBLIC HEARING:

A. Title VI Plan Update: Draft Program and Outreach Results

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 the public hearing.
2. Call upon staff for a presentation. *(Karl Otterstrom)*
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 COMMITTEE: Conduct public hearing.
(Action at March 16, 2023, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer *ASAN*

Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

Staff Report – 4B – Public Hearing: Title VI Plan Update: Draft Program and Outreach Results

Presented: STA Board Meeting – February 16, 2023

SUBJECT: TITLE VI PLAN UPDATE: DRAFT PROGRAM AND OUTREACH RESULTS

SUMMARY: Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit's existing 2020 Title VI Program must be updated and approved by the Board of Directors by March 16, 2023, when the current program expires. Staff will present on the key points of the program, as well as the highlights of the rider and community outreach, at today's public hearing.

BACKGROUND: Title VI of the Civil Rights Act of 1964 is a federal statute that states "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Along with Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A Title VI Program comprises two major sections as identified in FTA Circular 4702.1B – general requirements and transit requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in an urbanized area of 200,000 or more have additional reporting requirements.

- **General Requirements** – includes the notice to the public, the complaint process, any investigations or complaints over the last three years, a public participation plan, a language assistance plan, representation of planning and advisory boards, subrecipient assistance and monitoring, and review of facilities constructed.
- **Transit Provider Requirements** – system wide service standards and service policies. Additional requirements include demographic and service profile maps and tables, demographic ridership and travel patterns, public engagement process for setting the major service change policy, service and fare equity analyses, and action demonstrating the Board has reviewed and approved the Title VI Submittal.

The draft 2023 Title VI Program can be found at the following link:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 5A : MINUTES OF THE JANUARY 19, 2023, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the January 19, 2023, 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 DSM 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 January 19, 2022, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

MEMBERS ABSENT

Karen Stratton, City of Spokane

1. Call To Order and Roll Call

Chair Kinnear called the meeting to order at 1:37 p.m. and the Clerk conducted roll call.

2. Approve Board Agenda

Ms. Wilkerson moved to approve the January Board Agenda. Ms. Haley seconded, and the motion passed unanimously.

3. Public Expressions

There were none.

4. Recognitions and Presentations

A. Steve Williams, Retirement

Mr. Williams and his wife were in attendance. Mr. Rapez-Betty presented him with a plaque commemorating his career with STA and thanked him for his 35 years of dedicated service. Mr. Williams accepted the plaque.

B. 4th Quarter Years of Service Awards

Ms. Williams advised that at the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with it. She noted the individuals who have been employed with STA for significant periods of time. She recognized and commended them for their contribution to the success of the agency.

5. Board Action – Consent Agenda

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

- A. Minutes of the December 15, 2022, Board Meeting – Corrections/Approval
- B. Approval of the December 2022 Vouchers
- C. Approved, by motion, travel for up to eight Board members to attend APTA conferences in 2023.
- D. Approved, by motion, the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions.
- E. Approved, by motion, the submission of a grant application dated January 10, 2023, seeking \$5.6 million for the West Plains Transit Center Operational Enhancements with \$1.4 million in local matching funds.

6. Board Action – Committee Recommendation

Board Operations

- A. Confirmation of Board Chair's Appointment of Board Members and Chairs to the Planning and Development and the Performance Monitoring and External Relations Committees for 2023.

Chair Kinnear reviewed the appointments of committee appointments and advised she asked Mr. French to chair Planning and Development and Ms. Haley to chair Performance Monitoring and External Relations. She offered to answer any questions. None were forthcoming.

Mr. Dunne moved to approve, by motion, confirmation of the Board Chair's appointment of members to the Planning and Development and Performance Monitoring and External Relations Committees, and confirm Al French, Spokane County, as Chair of the Planning and Development Committee and Pam Haley, City of Spokane Valley, as Chair of the Performance Monitoring and External Relations Committee for 2023. Mr. Hattenburg seconded, and the motion passed unanimously.

- B. Confirmation of Board Members Appointed to Board Operations Committee for 2023.

Chair Kinnear said that in any calendar year in which the composition of the Board Operations Committee above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

Following the appointment of members and chairs to the Planning and Development and Performance Monitoring and External Relations committees, the Small Cities needed to be added to fulfill the requirements. She appointed Dan Dunne, voting member of Liberty Lake, representing Small Cities in 2023.

Mr. French moved to approve, by motion, confirmation of the appointments made by the Board Chair to the Board Operations Committee. Mr. Hattenburg seconded, and the motion passed unanimously.

7. Board Action – Other: None

8. Board Report

A. City Line Implementation Update

Each month leading up to the City Line launch in July 2023, staff presents an update on implementation progress. Mr. Otterstrom reviewed the detail of the schedule, noting the project is 90% complete. He gave a financial update and shared the recently completed, underway, and upcoming elements of the project.

Mr. Otterstrom discussed Transit Oriented Development (TOD) and Land Use, and the neighborhoods involved with the City Line. He provided detail on the transit-oriented development in Spokane and the recent planning timeline which included the City Line 2011-2014, an Economic Impact Study 2014, City Line Strategic Overlay Plan 2016-2020, TOD Framework Study 2021, and the South Logan TOD project 2022+. He presented detail on the framework study that identified an approach for transit supportive regulatory changes and priority infrastructure investments that can be applied to high-performance transit corridors and implement the comprehensive plan's centers and corridors growth strategy.

He noted the following on the proposed South Logan TOD plan:

- Builds upon the work in the Framework study and
- Includes planning for mixed-use, walkable TOD along the STA City Line route in the South Logan area of the Logan Neighborhood
- Review of zoning and standards to encourage a mix of uses in a pedestrian-friendly environment close to transit
- Study environmental impacts early in the process to create predictability, streamline permitting, and be more responsive to community needs
- Create a plan and policies, based on community vision, delivering a coordinated strategy in the project area

Mr. Otterstrom noted 177 days until City Line launch and offered to answer any questions. Brief discussion ensued regarding transit-oriented development and the areas that will be served.

9. Board Operations Committee

A. Chair Report

Chair Kinnear advised Mr. Otterstrom would provide a report.

i. July 2023 Service Revisions: Draft Recommendation

Mr. Otterstrom reviewed the background context as part of the STA *Moving Forward* plan which called for more and better service through the region. He reminded the implementation has occurred in phases and been ongoing since 2017. He explained the background as it related to the Transit Development Plan (TDP) and said the 2023-2028 TDP included nearly 12% growth in service. He said July 2023 was intended to be the Phase 2 implementation of the original May 2022 service revisions plan (approved May 2021), deferred due to the delay in the City Line launch to July 2023. Phase 1 was implemented in August 2022 and included numerous improvements detailed in STA *Moving Forward* and refined through years of public input.

He noted that July 2023 was also to include some “near-term investments” approved in December 2021 (night and weekend service on Route 11 Plaza/Arena Shuttle and increased night/weekend service through East Central neighborhood).

Recent staffing availability challenges are being experienced throughout the transit industry. Mr. Otterstrom explained STA’s proposed responses to these challenges and said staff expect to present and seek approval on recommended service revisions that right-size service growth relative to projected workforce availability. Mr. Otterstrom advised that STA continues to recruit and grow the workforce.

He informed of the adjustment to service growth target and discussed a growth rate of 6.3% from current service levels (based on August 2022 service changes) which requires 18 fewer full-time employees than the original TDP plans. Mr. Otterstrom showed the following chart to demonstrate the difference, noting forecasts* are approximate.

August 2022 Revenue Hours	SIP Target July 2023 Revenue Hours	Revised Target July 2023 Revenue Hours*	Change from Projected Revenue Hours	Change from Existing Conditions
477,900	538,000	508,000	-30,000	+30,100

The public outreach and implementation timeline was reviewed, as well as the timeline for the deferred improvements. He advised deferred improvements will be implemented as staffing resources allow and the development of the 2024-2029 TDP will be the instrument for programming these improvements and changes.

Mr. Otterstrom provided an overview of the draft recommendations. He discussed the elements of the July 2023 Service revisions and provided a key to planned and proposed changes. He also reviewed how the City Line will be implemented and the following related changes.

- City Line will launch with 15-minute frequency most hours of operation, with the plan to increase frequency commensurate with workforce availability.
- Browne’s Addition route was revised to route the 60 Airport and 61 Highway to travel on 2nd and 3rd Avenues as planned and will create a new transfer point with City Line at Cannon Street and Sunset Boulevard.
- South Adams/Napa Route 14 – as planned, this new route replaces a portion of the existing 29 SCC and the entire Cannon Hill routing of the 42 South Adams. Both 29 and 42 Routes are to be discontinued with the launch of City Line. The eastern segment of Route 29 will be redundant with the frequent service offered by the new City Line through the University District.
- Route 39 between SCC and the Plaza via Mission Avenue is to be discontinued but will retain service between Minnehaha neighborhood and SCC.
- Southside Medical Shuttle Route 12 will adjust weekday frequency to 30 minutes from 20 minutes which will reduce scheduling conflicts with the City Line at Bay 9.

He touched on the changes and investments on the extended timeline primarily driven by constrained workforce availability:

- Plaza / Arena Shuttle Route 11 will defer addition of weekend service. The routing will be modified to utilize the future Value Village lot as a layover location and the downtown routing will be revised to reduce congestion at the Plaza.

- In Airway Heights and West Plains:
 - Route 60 airport – defer extension to West Plains Transit Center.
 - Route 61 Airway Heights – as planned, increase night and weekend service to 30 minutes.
 - Route 63 Airway Heights / West Plains – defer routing changes.
 - Route 631 Hayford/McFarlane Shuttle – defer creation of route.
 - Target Airway Heights routing revision for 2024, subject to the completion of 6th Avenue.
- East Central / Millwood / Spokane Valley:
 - Route 38 Upriver/Argonne – defer creation of route.
 - Route 94 East Central / Millwood – retain existing and defer night and weekend frequency improvements.
 - Route 95 Mid-Valley – retain route.
- Route 27 Crestline (North Spokane) will increase Sunday/Holiday service to 30-minute frequency and defer 15-minute peak frequency.
 - The 67 Swoop Loop will eliminate four trips in afternoon (EWU School days) and will be out of service after 2:00 PM.
 - Route 68 will continue to provide all day service.
 - Changes reduce staffing needs to one coach operator on route.

Mr. Otterstrom described other revisions to the following:

- Logan Neighborhood – adjust routes 26 and 28 to travel on Mission Avenue and Washington Street to better serve the corridor along Mission due to the termination of Route 39 in July 2023. This will retain access to North Central High School from Logan neighborhood.
- Route 247 Lincoln Park / Ferris High School is a new route which utilizes current platform hours to serve the Perry District, Lincoln Heights, Ferris High School, and South Hill Park and Ride with peak-only service. This route will utilize seven removed trips from Route 34.

He advised there are no changes to the current Paratransit service area and advised the service investments generally support transit service to areas with a greater proportion of low income and minority populations.

Mr. Otterstrom advised the next steps and offered to answer questions.

Ms. Wilkerson asked if staff were digging deeper to find people who ride the bus but wouldn't answer the type of surveys presented in next steps. She expressed concern that we are not hearing the voices of those most impacted. Mr. Otterstrom responded. She also asked about language translation. Mr. Otterstrom advised of ongoing efforts to provide multiple options.

Mr. Dunne asked a question regarding staffing and the impact on it of a potential recession. Ms. Meyer advised that could actually help staffing.

Mr. Zappone asked if there were a ranking of the changes to show what has the most impact of service hours, saying it seems like a package, but he wondered if some had a bigger impact than others. Mr. Otterstrom advised the largest impact in aggregate is the City Line and we are not launching at its full level, but it is the most amount of service being added. He reviewed other additions and noted there is an accounting for each route in the Appendix in terms of hours. He noted all the changes are tied together and each change is reviewed for how it may affect a different portion of the corridor. Mr. Zappone asked about the frequency of City Line and impacts on other routes. Discussion ensued. Ms.

Meyer clarified that he was asking “Can you keep the 7.5 and 10 minutes at peak on City Line by reducing other increases” and advised we’d have to eliminate all the other service increases to accommodate that change.

10. Planning and Development Committee

A. Chair Report:

There was no Planning and Development Committee meeting in January.

11. Performance Monitoring and External Relations Committee

A. Chair Report

There was no Performance Monitoring and External Relations Committee meeting in January.

12. CEO Report

Ms. Meyer reported on Ridership as of December 2022 for Fixed Route, Paratransit, and Vanpool, noting that all modes of service exceeded the ridership goals for the year.

December 2022 voter-approved sales tax revenue (October sales) was \$9,695,636 compared to a budget of \$8,380,001, for a favorable difference of \$1,315,635 or 15.7%.

Monthly Revenue by Service Type was reviewed. The 2022 goal for fare revenue set by the Board was \$7.5M and 2022 year-end was \$7.3M. She reminded the Board they set the goal of recovering 20% of cost of service through fares. The balance is covered by taxes.

She provided an update on the Connect Card, assessing Connect card usage for the first 3 months of the program. She also shared a breakdown by type of rider.

The Community Access Pass (CAP) program results were provided as of December 2022. She shared there was a 68% increase in 1-Ride (FR and Paratransit) from 2021 to 2022 and a 74% increase in the Day Pass. She restated that the Board approved the sale of 2 Hour and Day Passes to non-profit agencies at a 50% discount and they are then required to give them to their clients at no cost. She also shared a list of the CAP-approved organizations.

Ms. Meyer provided an update on the Retention and Recruitment program that began in March 2022. She reviewed new hire incentives paid between 3/18/22 and 12/31/22, a total of 110 employees received the first \$1,500. The Referral incentive showed that thirty-six employees have received the first half of the referral incentive. Ms. Meyer advised that 159 employees have been hired during 2022. She also shared the Coach Operator turnover comparison year over year and noted staff will start providing this information on a month over month basis next month. This was followed by the Coach Operator Staffing report and the Coach Operator forecast.

Ms. Meyer noted ten coach operators have committed to City Line driving for the next two markups. They will be dedicated to the operationalization of City Line. Testing is ongoing now and you may see the new buses out on the route.

The Governor’s Transportation Budget affecting STA projects was examined. Projects that are or will be funded include Cheney High Performance Transit Corridor Improvement and Vehicle Acquisition, I-90/Valley HPT Corridor Infrastructure, Sprague Line HPT improvements, Argonne Station Park and Ride, 2023 Fleet Electrification. She said the Division Street BRT project was in the Move Ahead Washington package last year and the proposed delay of the North Spokane Corridor from 2027-2029 to 2033-2035 impacts STA and the Division BRT project. She noted the

implications of a multi-year delay, including funding. Chair Kinnear indicated the City's efforts to maintain the current schedule.

Ms. Meyer presented an update of items in the Legislature in 2023.

STA has embarked on the analysis of the Zero Emission Bus (ZEB) transition to update the previous fleet transition plan created in 2020. The intent is to continue guiding the transition to ZEB over time. The Center for Transportation and the Environment (CTE) is completing the analysis.

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

13. Board Information

- A. Committee Minutes
- B. December 2022 Sales Tax Revenue
- C. November 2022 Financial Results Summary

14. New Business

There was no New Business

15. Board Member Expressions

Ms. Bowers expressed gratitude on behalf of herself and the members of the unions to the Board for approving the wage increase presented by staff in November. She acknowledged the STA employees and quoted some figures: Sept. 2020 STA had 288 drivers; Sept. 2022 STA had 296 drivers – an increase of eight but in October, we lost nine. In August, there was big increase in service and the work was being done with less people. Every person in every department was affected and they all stepped up and carried the weight. She gave a shout of thanks to all employees and thanked board members again for acknowledging that and increasing the wage saying it was an important step forward.

Mr. Sander said he saw multiple City Line buses in training operation on his way to the meeting today, which is exciting.

Mr. Grover welcomed Mr. Dunne as the Small Cities voting representative and noted all five cities were represented at the meeting today and are all here to help him in any way necessary.

Mr. Hattenburg noted that with City Line coming on, we'll get a lot of the answers we've been asking. He said he feels confident in the staff's past performance and thinks the City Line will be a great service that he is looking forward to seeing start in July.

16. Adjourned

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

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 5B : JANUARY 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

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

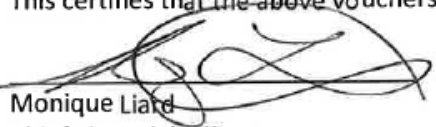
SUMMARY: The following warrants and ACH transfers for the period of January 1 through 31, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 620429 – 620806	\$ 8,286,088.18
Worker's Comp Vouchers (January)	ACH – 2286	\$ 116,259.84
Payroll 01/13/2023	ACH – 01/13/2023	\$ 2,881,073.71
Payroll 01/25/2023	ACH – 01/25/2023	\$ 1,834,431.23
WA State – DOR (Excise Tax)	ACH – 1767	\$ 2,223.48
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 3,247.64
JANUARY TOTAL		\$ 13,123,324.08

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer SSM

Legal Counsel MC

Spokane Transit Authority
Vouchers - January 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/06/2023	620429	Inland Welding Supply Inc	1032	286.21
01/06/2023	620430	Continental American Insurance Company	2682	1,786.08
01/06/2023	620431	Amazon Capital Services Inc	2098	4,755.29
01/06/2023	620432	Andrea Parrish	2687	6,000.00
01/06/2023	620433	The Arc of Spokane	2361	2,612.54
01/06/2023	620434	Northwest Center Services	2271	4,021.77
01/06/2023	620435	Avista Corporation	1081	53,691.69
01/06/2023	620436	B & H Foto & Electronics Corp	1082	3,730.89
01/06/2023	620437	Cheryl Beckett	1092	500.00
01/06/2023	620438	Robert J Berg	1099	141.58
01/06/2023	620439	Bulldog Rooter Inc	1126	913.42
01/06/2023	620440	Canon Financial Services Inc	1154	1,416.38
01/06/2023	620441	CDW-Government	1132	4,270.00
01/06/2023	620442	City of Cheney - Utility	1158	585.52
01/06/2023	620443	City of Spokane	1601	9,579.15
01/06/2023	620444	City of Spokane	1601	9,014.66
01/06/2023	620445	City of Spokane	1601	1,407.00
01/06/2023	620446	COAST Transportation	2040	2,335.44
01/06/2023	620447	Coffman Engineers Inc	1162	1,753.22
01/06/2023	620448	CompuNet Inc	1166	2,312.51
01/06/2023	620449	Occupational Health Centers of Washington PS	2313	386.00
01/06/2023	620450	Consolidated Irrigation	1177	22.00
01/06/2023	620451	Corporate Translation Services Inc	2158	25.76
01/06/2023	620452	Daktronics Inc.	2675	81,750.00
01/06/2023	620453	Delta Dental of Washington	1726	58,555.79
01/06/2023	620454	Dow Jones \$ Company,	2698	166.77
01/06/2023	620455	Embroidered Sportswear Inc	1232	76.21
01/06/2023	620456	Environmental Systems Research Institute Inc	1246	3,764.88
01/06/2023	620457	FedEx	1808	1,021.99
01/06/2023	620458	First Transit Inc	2430	459,374.44
01/06/2023	620459	Galls Parent Holdings LLC	1271	10,346.65
01/06/2023	620460	General Parts Distribution, LLC	2690	129.03
01/06/2023	620461	The General Store	1956	1,015.26
01/06/2023	620462	Genfare LLC	1268	3,770.00
01/06/2023	620463	W.W. Grainger Inc	1285	1,487.97
01/06/2023	620464	H & H Business Systems	1298	561.28
01/06/2023	620465	Humanix Corp	1329	11,410.08
01/06/2023	620466	Idaho State Tax Commission	2504	11,064.13
01/06/2023	620467	Kaiser Foundation Health Plan of Washington	1296	353,062.68
01/06/2023	620468	Kaiser Foundation Health Plan of Washington	1296	52,133.33
01/06/2023	620469	Kaiser Foundation Health Plan of WA Options Inc	1295	3,398.40
01/06/2023	620470	Kaiser Foundation Health Plan of WA Options Inc	1295	26,365.95
01/06/2023	620471	Kershaw's Inc	1374	294.71
01/06/2023	620472	KREM	2559	1,530.00
01/06/2023	620473	KSKN Television Inc	2577	135.00
01/06/2023	620474	Lithia Motors Support Services	1088	1,196.82
01/06/2023	620475	Lithographic Reproductions Inc	1403	978.82
01/06/2023	620476	Q49 Solutions LLC	2594	25.07
01/06/2023	620477	Modern Electric Water Co Inc	1439	1,304.79
01/06/2023	620478	Mouser Electronics Inc	1449	42.90
01/06/2023	620479	Muncie Reclamation and Supply Co	1013	1,466.70
01/06/2023	620480	Black Realty Management Inc	1658	32,457.78
01/06/2023	620481	NAPA Auto Parts Inc	1014	2,866.59
01/06/2023	620482	National Color Graphics Inc	1455	1,306.91
01/06/2023	620483	NATIONWIDE	2592	566.44
01/06/2023	620484	New Pig Corporation	1462	1,427.90
01/06/2023	620485	CSWW Inc	1102	275.63
01/06/2023	620486	CSWW Inc	1102	359.68
01/06/2023	620487	Office Depot Inc	1483	949.64
01/06/2023	620488	Pacific Office Solutions	2288	351.20
01/06/2023	620489	Parametrix Inc	2062	77,537.23
01/06/2023	620490	Premiera Blue Cross	1521	344,540.80
01/06/2023	620491	Provisional Services, Inc.	2697	261.00
01/06/2023	620492	News Radio 920	2318	2,718.00
01/06/2023	620493	Romaine Electric Corporation	1548	387.90
01/06/2023	620494	Safety-Kleen Systems Inc	1564	1,386.18
01/06/2023	620495	SageView Advisory Group LLC	1955	9,625.00
01/06/2023	620496	Schindler Elevator Corporation	1930	1,903.80
01/06/2023	620497	Securitas Security Services USA Inc	1574	25,296.80

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/06/2023	620498	Six Robblees Inc	1017	1,593.65
01/06/2023	620499	Special Mobility Services	2122	7,301.43
01/06/2023	620500	Spokane House of Hose Inc	1605	183.82
01/06/2023	620501	Summit Law Group PLLC	1637	7,245.00
01/06/2023	620502	Symetra Life Insurance Company	1562	18,100.90
01/06/2023	620503	United Parcel Service Inc	1683	85.11
01/06/2023	620504	Washington State Dept of Labor and Industries	1208	2,345.03
01/06/2023	620505	Waste Management Recycle America	1702	498.92
01/06/2023	620506	Wendle Motors Incorporated	1021	439.46
01/06/2023	620507	Wesslen Construction Inc	2651	369,152.11
01/06/2023	620508	Wex Bank	2642	16,311.10
01/06/2023	620509	Black Proinvest Schade Tower LLC	2767	6,808.30
01/06/2023	620510	L&M Truck Sales Inc	2400	2,143.75
01/06/2023	620511	Washington State Dept of Labor and Industries	1208	177,248.95
01/06/2023	620512	Washington Finance Officers Assoc	1701	75.00
01/13/2023	620513	ABM Industry Groups LLC	1066	7,260.00
01/13/2023	620514	Ash & Rowan Hardware LLC	2278	8.89
01/13/2023	620515	CBS Reporting Inc	1035	611.50
01/13/2023	620516	AFSCME	1328	601.12
01/13/2023	620517	AFSCME	1328	118.00
01/13/2023	620518	AlSCO Inc	2196	14,761.90
01/13/2023	620519	Amazon Capital Services Inc	2098	141.28
01/13/2023	620520	Northwest Industrial Services LLC	1058	281.08
01/13/2023	620521	Amerigas 1790	1064	6.37
01/13/2023	620522	Andrea Parrish	2687	6,000.00
01/13/2023	620523	Arctic Lighting & Electric LLC	2100	61.50
01/13/2023	620524	Amalg Transit Union #1015	1055	19,739.41
01/13/2023	620525	Amalg Transit Union #1598	1056	948.96
01/13/2023	620526	Autonation	1068	372.04
01/13/2023	620527	Avista Corporation	1081	40,574.51
01/13/2023	620528	Battery Systems Inc	1089	2,517.90
01/13/2023	620529	BDI	1022	172.22
01/13/2023	620530	Daniel H Brunner Trustee	1124	2,458.63
01/13/2023	620531	Budinger & Associates Inc	2149	43.29
01/13/2023	620532	California Department of Child Support Services	1130	485.07
01/13/2023	620533	Canon Financial Services Inc	1154	196.20
01/13/2023	620534	Consolidated Electrical Distributors	1133	1,021.00
01/13/2023	620535	QWEST Corporation	1148	2,059.70
01/13/2023	620536	QWEST Corporation	1148	137.08
01/13/2023	620537	Child Support Enforcement Agency	1825	392.30
01/13/2023	620538	Cintas Corporation No 2	2383	362.14
01/13/2023	620539	City of Medical Lake	1424	75.61
01/13/2023	620540	City of Spokane	1601	19,633.33
01/13/2023	620541	City of Spokane	1601	675.83
01/13/2023	620542	Coffman Engineers Inc	1162	30,270.85
01/13/2023	620543	Comcast	1170	199.65
01/13/2023	620544	Comcast	1170	113.65
01/13/2023	620545	Comcast	1170	1,013.14
01/13/2023	620546	CompuNet Inc	1166	23,166.64
01/13/2023	620547	Occupational Health Centers of Washington PS	2313	105.00
01/13/2023	620548	Copiers Northwest Inc	2429	466.45
01/13/2023	620549	Cummins Inc	1027	1,998.37
01/13/2023	620550	D-MCP CONSTRUCTION LLC	2536	43,796.86
01/13/2023	620551	Downtown Spokane Development Association	1217	4,000.00
01/13/2023	620552	Dynatect Manufacturing Inc	2726	36,115.44
01/13/2023	620553	Employee Advisory Council	1236	552.50
01/13/2023	620554	El Jay Oil Co Inc	1003	2,465.67
01/13/2023	620555	Electrical Service Products Inc	1230	916.07
01/13/2023	620556	Environmental Systems Research Institute Inc	1246	6,582.52
01/13/2023	620557	Fastenal Company	1249	1,112.57
01/13/2023	620558	FedEx	1808	33.35
01/13/2023	620559	Ferguson Enterprises Inc	1252	1,081.84
01/13/2023	620560	Gordon Truck Centers Inc	1018	4,199.44
01/13/2023	620561	Galls Parent Holdings LLC	1271	974.29
01/13/2023	620562	General Parts Distribution, LLC	2690	1,231.83
01/13/2023	620563	Gillig LLC	1279	15,709.02
01/13/2023	620564	Glass Doctor	1308	474.99
01/13/2023	620565	W.W. Grainger Inc	1285	547.00
01/13/2023	620566	Spokane Area Chamber of Commerce	1291	2,750.00
01/13/2023	620567	H W Lochner Inc	1405	33,385.57
01/13/2023	620568	Humanix Corp	1329	6,697.28
01/13/2023	620569	IBI Group	1336	6,365.50

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/13/2023	620570	IL DCS and Family Services	2768	276.53
01/13/2023	620571	Insight Public Sector	2490	267.77
01/13/2023	620572	KREM	2559	1,535.00
01/13/2023	620573	KSKN Television Inc	2577	135.00
01/13/2023	620574	Laird Plastics	1383	1,005.60
01/13/2023	620575	M & L Supply Co Inc	1413	366.48
01/13/2023	620576	Car Wash Partners Inc	1436	87.16
01/13/2023	620577	Mohawk Manufacturing & Supply Co	1011	989.59
01/13/2023	620578	Motorola Solutions Inc	1448	48,719.01
01/13/2023	620579	Mouser Electronics Inc	1449	10.63
01/13/2023	620580	MultiCare Health Systems	2453	4,063.00
01/13/2023	620581	Muncie Reclamation and Supply Co	1013	1,205.06
01/13/2023	620582	NAPA Auto Parts Inc	1014	4,389.20
01/13/2023	620583	Argosy Credit Partners Holdings LP	2006	3,053.52
01/13/2023	620584	The Aftermarket Parts Company LLC	1015	3,382.09
01/13/2023	620585	New Flyer Of America Inc	2528	1,044.50
01/13/2023	620586	North 40 Outfitters	1102	190.56
01/13/2023	620587	Northwest Fence Company Inc	1473	2,226.64
01/13/2023	620588	Northwest Lift & Equipment LLC	1952	892.77
01/13/2023	620589	Tammy Lynne Glidewell	1282	1,501.00
01/13/2023	620590	Office Depot Inc	1483	151.03
01/13/2023	620591	Oxarc Inc	1002	782.79
01/13/2023	620592	Pacific Power Group LLC	1496	1,112.49
01/13/2023	620593	Rehn & Associates	2395	150.00
01/13/2023	620594	Romaine Electric Corporation	1548	4,179.34
01/13/2023	620595	S T A - Well	1557	436.50
01/13/2023	620596	Safety-Kleen Systems Inc	1564	1,970.72
01/13/2023	620597	SBA Towers II LLC	1569	2,488.98
01/13/2023	620598	Spokane Neighborhood Action Partners	2571	12,461.30
01/13/2023	620599	Spokane Hardware Supply	1604	23.81
01/13/2023	620600	Spokane House of Hose Inc	1605	115.56
01/13/2023	620601	Spokane Power Tool	1608	685.62
01/13/2023	620602	Sportworks Global LLC	1617	4,042.59
01/13/2023	620603	Spray Center Electronics Inc	1619	1,479.09
01/13/2023	620604	Summit Rehabilitation Associates PLLC	1638	342.00
01/13/2023	620605	Sun Supply Inc.	2710	39.07
01/13/2023	620606	Solid Waste Systems Inc	2514	675.40
01/13/2023	620607	Titan Truck Equipment Inc	1655	5,950.92
01/13/2023	620608	TPS CONSULTING ENGINEERS LTD	2704	2,423.68
01/13/2023	620609	Trapeze Software Group	1669	3,959.97
01/13/2023	620610	United Way of Spokane County	1684	218.00
01/13/2023	620611	Utilities Plus	2606	109.00
01/13/2023	620612	Vanner Inc	2534	2,586.15
01/13/2023	620613	Caracal Enterprises LLC	2419	6.70
01/13/2023	620614	Veritech Inc	2049	261.00
01/13/2023	620615	Verizon Wireless LLC	1686	82,845.26
01/13/2023	620616	American Federation of State County 2 WA Council	1705	1,606.81
01/13/2023	620617	Waste Management Spokane	1702	397.02
01/13/2023	620618	Whitworth Water District	1746	25.53
01/13/2023	620619	Washington State Ridesharing Org	1714	225.00
01/13/2023	620620	Zipline Communications Inc	2492	1,743.00
01/20/2023	620621	Access Information Holdings	2340	516.86
01/20/2023	620622	ADT Commercial	2462	40,695.62
01/20/2023	620623	Alsco Inc	2196	5,584.42
01/20/2023	620624	APS Inc	1841	173.31
01/20/2023	620625	The Arc of Spokane	2361	3,696.80
01/20/2023	620626	Northwest Center Services	2271	4,021.77
01/20/2023	620627	Autonation	1068	520.94
01/20/2023	620628	Avista Corporation	1081	1,168.97
01/20/2023	620629	Battery Systems Inc	1089	3,662.40
01/20/2023	620630	Budinger & Associates Inc	2149	3,753.66
01/20/2023	620631	Business Interiors of Idaho	2715	1,019.30
01/20/2023	620632	Calvary Spokane	1136	544.50
01/20/2023	620633	Lithia Motors Support Services	1024	973.58
01/20/2023	620634	Canon Financial Services Inc	1154	872.93
01/20/2023	620635	Cardinal Infrastructure LLC	2059	12,500.00
01/20/2023	620636	Consolidated Electrical Distributors	1133	274.72
01/20/2023	620637	QWEST Corporation	1148	273.94
01/20/2023	620638	COAST Transportation	2040	2,325.90
01/20/2023	620639	Coffman Engineers Inc	1162	122,585.79
01/20/2023	620640	Kathleen M Collins	1163	5,000.00
01/20/2023	620641	CompuNet Inc	1166	65,685.93

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/20/2023	620642	Country Homes Christian Church	1183	100.00
01/20/2023	620643	Downtown Spokane Development Association	1217	368.00
01/20/2023	620644	Elite Entry Systems LLC	2632	5,035.94
01/20/2023	620645	The Fig Tree	2465	170.00
01/20/2023	620646	First Digital Communications, LLC	2730	1,205.86
01/20/2023	620647	First Transit Inc	2430	468,345.11
01/20/2023	620648	FP Mailing Solutions	1878	1,000.00
01/20/2023	620649	Gordon Truck Centers Inc	1018	18,418.90
01/20/2023	620650	Future Systems US Inc	2320	296,405.38
01/20/2023	620651	Galls Parent Holdings LLC	1271	249.03
01/20/2023	620652	Gard Communications Inc	1272	483.75
01/20/2023	620653	General Parts Distribution, LLC	2690	1,145.65
01/20/2023	620654	The General Store	1956	181.46
01/20/2023	620655	Gillig LLC	1279	43,276.47
01/20/2023	620656	W.W. Grainger Inc	1285	139.54
01/20/2023	620657	Halme Construction Inc	2090	591,499.06
01/20/2023	620658	Hogan Mfg Inc	1008	443.85
01/20/2023	620659	HRA Veba Trust	1415	158,929.95
01/20/2023	620660	Humanix Corp	1329	2,437.64
01/20/2023	620661	IBI Group	1336	105,589.07
01/20/2023	620662	INIT Innovations in Transportation Inc	2392	353,867.68
01/20/2023	620663	Jacobs Engineering Group Inc	2285	21,090.71
01/20/2023	620664	Mountain Broadcasting LLC	2761	1,585.00
01/20/2023	620665	Kenworth Sales Co Inc	1373	3,075.55
01/20/2023	620666	KHQ - Spokane	2575	1,820.00
01/20/2023	620667	Kirk's Automotive Inc	1007	85.50
01/20/2023	620668	Liberty Lake Sewer and Water District	1396	134.03
01/20/2023	620669	Lithographic Reproductions Inc	1403	324.82
01/20/2023	620670	Mohawk Manufacturing & Supply Co	1011	645.97
01/20/2023	620671	Mouser Electronics Inc	1449	46.53
01/20/2023	620672	Black Realty Management Inc	1658	7,688.23
01/20/2023	620673	NAPA Auto Parts Inc	1014	5,390.74
01/20/2023	620674	Legend Investments Inc	1454	12,526.00
01/20/2023	620675	National Color Graphics Inc	1455	10,958.82
01/20/2023	620676	Argosy Credit Partners Holdings LP	2006	14.10
01/20/2023	620677	The Aftermarket Parts Company LLC	1015	5,298.17
01/20/2023	620678	Kalispel Tribal Economic Authority	1468	500.00
01/20/2023	620679	Northwest Interpreters Inc.	2712	232.12
01/20/2023	620680	Office Depot Inc	1483	310.35
01/20/2023	620681	WILLIAM C. MILLER	901	78.00
01/20/2023	620682	Jeffrey Beau Hansen	903	56.34
01/20/2023	620683	Todd Balles	903	56.34
01/20/2023	620684	Pacific Power Group LLC	1496	66.53
01/20/2023	620685	Proterra Inc	2519	1,784.23
01/20/2023	620686	Rebecca Van Keulen	2735	3,379.79
01/20/2023	620687	Rehn & Associates	2395	189.00
01/20/2023	620688	Romaine Electric Corporation	1548	3,013.89
01/20/2023	620689	Senske Lawn & Tree Care Inc	2194	323.73
01/20/2023	620690	Six Robbles Inc	1017	1,541.86
01/20/2023	620691	Spokane Neighborhood Action Partners	2571	11,769.42
01/20/2023	620692	Special Mobility Services	2122	6,332.18
01/20/2023	620693	Spokane Public Facilities District	1941	2,576.00
01/20/2023	620694	Sportworks Global LLC	1617	174.40
01/20/2023	620695	STA Operations	1556	146.18
01/20/2023	620696	Standard Digital Print Co Inc	1623	675.36
01/20/2023	620697	Staples Business Credit	1627	37.70
01/20/2023	620698	Summit Law Group PLLC	1637	5,915.00
01/20/2023	620699	Summit Rehabilitation Associates PLLC	1638	76.00
01/20/2023	620700	Thermo King Northwest	1650	83.57
01/20/2023	620701	Trans Machine Corporation	1019	109.00
01/20/2023	620702	Trapeze Software Group	1669	81,635.56
01/20/2023	620703	United Parcel Service Inc	1683	14.94
01/20/2023	620704	Veritech Inc	2049	475.00
01/20/2023	620705	Verizon Wireless LLC	1686	3,221.74
01/20/2023	620706	Washington State	1709	158.47
01/20/2023	620707	Wendle Motors Incorporated	1021	96.94
01/20/2023	620708	Westmatic Corporation	1742	8,039.98
01/20/2023	620709	Washington State Transit Insurance Pool	1703	2,568,166.00
01/20/2023	620710	Verizon	2142	4,909.31
01/20/2023	620711	Zayo Group LLC	2321	13,578.15
01/27/2023	620712	Inland Welding Supply Inc	1032	336.91
01/27/2023	620713	Ash & Rowan Hardware LLC	2278	195.79

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/27/2023	620714	Francis Avenue Hardware	2279	123.72
01/27/2023	620715	Jant Group II	2263	187.96
01/27/2023	620716	AFSCME	1328	601.12
01/27/2023	620717	AFSCME	1328	116.00
01/27/2023	620718	Alcobra Metals Inc	2140	924.24
01/27/2023	620719	Amazon Capital Services Inc	2098	3,223.56
01/27/2023	620720	Steven W Niles Jr	2276	143.68
01/27/2023	620721	Northwest Industrial Services LLC	1058	122.45
01/27/2023	620722	Arnett Industries LLC	2331	242.51
01/27/2023	620723	ATS Inland NW LLC	1916	9,968.05
01/27/2023	620724	Amalg Transit Union #1015	1055	22,002.23
01/27/2023	620725	Amalg Transit Union #1598	1056	913.42
01/27/2023	620726	Amalgamated Transit Union	1057	177.02
01/27/2023	620727	Daniel H Brunner Trustee	1124	2,458.63
01/27/2023	620728	Bulldog Rooter Inc	1126	5,337.73
01/27/2023	620729	California Department of Child Support Services	1130	485.07
01/27/2023	620730	Lithia Motors Support Services	1024	307.21
01/27/2023	620731	Consolidated Electrical Distributors	1133	395.83
01/27/2023	620732	QWEST Corporation	1148	33.61
01/27/2023	620733	Child Support Enforcement Agency	1825	392.30
01/27/2023	620734	City Glass Spokane Inc	2599	1,531.83
01/27/2023	620735	Comcast	1170	183.80
01/27/2023	620736	Commercial Tire Inc	2451	329.43
01/27/2023	620737	Occupational Health Centers of Washington PS	2313	339.00
01/27/2023	620738	Conseal Containers LLC	1176	397.78
01/27/2023	620739	Continental Door Company	1986	333.23
01/27/2023	620740	Cummins Inc	1027	410.67
01/27/2023	620741	DeVries Business Records Management Inc	1766	300.00
01/27/2023	620742	Digi-Key Corporation	1213	38.56
01/27/2023	620743	D2G Group LLC	2757	3,412.37
01/27/2023	620744	Dynatect Manufacturing Inc	2726	2,237.90
01/27/2023	620745	Employee Advisory Council	1236	530.50
01/27/2023	620746	El Jay Oil Co Inc	1003	491.14
01/27/2023	620747	Electrical Service Products Inc	1230	647.16
01/27/2023	620748	Employment Security Department	1237	85,507.17
01/27/2023	620749	Wireless Investors LLC	2517	542.82
01/27/2023	620750	Fastenal Company	1249	1,773.41
01/27/2023	620751	FedEx	1808	62.89
01/27/2023	620752	Gordon Truck Centers Inc	1018	16,214.75
01/27/2023	620753	Galls Parent Holdings LLC	1271	6.41
01/27/2023	620754	The General Store	1956	73.30
01/27/2023	620755	Gillig LLC	1279	22,564.48
01/27/2023	620756	Glass Doctor	1308	1,552.93
01/27/2023	620757	GMCO Corporation	2623	16,144.05
01/27/2023	620758	W.W. Grainger Inc	1285	3,045.82
01/27/2023	620759	Granicus LLC	2769	11,973.65
01/27/2023	620760	Guardian Security Systems Inc	2199	117.72
01/27/2023	620761	The Estate of Harry Estep	2773	903.63
01/27/2023	620762	Hogan Mfg Inc	1008	470.28
01/27/2023	620763	IL DCS and Family Services	2768	276.53
01/27/2023	620764	Inland Empire Utility Coordinating Council Inc	2595	82.00
01/27/2023	620765	KEPRO	2258	1,149.88
01/27/2023	620766	L&E Park LLC	2391	4,097.73
01/27/2023	620767	Les Schwab Tire Centers of Washington Inc	1393	513.38
01/27/2023	620768	Lithia Motors Support Services	1088	836.38
01/27/2023	620769	Loomis Armored US LLC	1408	4,250.09
01/27/2023	620770	Maintenance Solutions	1418	751.91
01/27/2023	620771	Mohawk Manufacturing & Supply Co	1011	400.28
01/27/2023	620772	NAPA Auto Parts Inc	1014	8,013.47
01/27/2023	620773	National Color Graphics Inc	1455	408.75
01/27/2023	620774	Argosy Credit Partners Holdings LP	2006	21.28
01/27/2023	620775	The Aftermarket Parts Company LLC	1015	5,015.81
01/27/2023	620776	Norco Inc	1467	148.72
01/27/2023	620777	Office Depot Inc	1483	1,445.39
01/27/2023	620778	Reese Raymond Rotsaert	903	42.25
01/27/2023	620779	Oxarc Inc	1002	1,509.08
01/27/2023	620780	Pacific Power Group LLC	1496	140.39
01/27/2023	620781	Bag A Nickels INC	2673	1,916.72
01/27/2023	620782	Proterra Inc	2519	2,372.66
01/27/2023	620783	Provisional Services, Inc.	2697	1,137.83
01/27/2023	620784	Romaine Electric Corporation	1548	2,202.95
01/27/2023	620785	S T A - Well	1557	407.50

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/27/2023	620786	Safety-Kleen Systems Inc	1564	14,540.60
01/27/2023	620787	Sherwin-Williams	1580	184.08
01/27/2023	620788	Six Robbles Inc	1017	1,644.98
01/27/2023	620789	Spaldings Inc	1771	170.04
01/27/2023	620790	Spokane County Environmental Services	1603	338.94
01/27/2023	620791	Spokane House of Hose Inc	1605	1,873.44
01/27/2023	620792	Sportworks Global LLC	1617	4,411.15
01/27/2023	620793	Spray Center Electronics Inc	1619	201.41
01/27/2023	620794	Standard Digital Print Co Inc	1623	298.38
01/27/2023	620795	Stoneway Electric Supply Co	1633	2,880.58
01/27/2023	620796	Summit Rehabilitation Associates PLLC	1638	152.00
01/27/2023	620797	Sun Supply Inc.	2710	897.45
01/27/2023	620798	Tennant Sales & Service Company	1647	763.58
01/27/2023	620799	Thermo King Northwest Inc	1650	879.91
01/27/2023	620800	United Way of Spokane County	1684	118.00
01/27/2023	620801	American Federation of State County 2 WA Council	1705	1,617.73
01/27/2023	620802	Washington State	1710	4,828.65
01/27/2023	620803	Waste Management Recycle America	1702	499.02
01/27/2023	620804	Wendle Motors Incorporated	1021	210.60
01/27/2023	620805	Western States Equipment	1740	5,985.15
01/30/2023	620806	City of Spokane	1601	1,469.30
TOTAL JANUARY ACCOUNTS PAYABLE				8,286,088.18
1/1/2023-1/31/2023	ACH	WORKER'S COMPENSATION	2286	116,259.84
TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS				116,259.84
01/13/2023	729195-729215	PAYROLL AND TAXES PR 01, 2023	VARIES	2,881,073.71
01/25/2023	729235-729276	PAYROLL AND TAXES PR 02, 2023	VARIES	1,834,431.23
TOTAL JANUARY PAYROLL AND TAXES				4,715,504.94
01/11/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	2,223.48
01/18/2023		WA STATE - DOR (LEASEHOLD TAX)		3,247.64
TOTAL JANUARY EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,471.12
TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS				13,123,324.08
TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JANUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS				13,123,324.08

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 5C : NON-DIESEL UNDERGROUND STORAGE TANK REPLACEMENTS
CONTRACT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jessica (Charlton) Kelch, Senior Project Manager

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

Public Works Contract for:	Non-Diesel Underground Storage Tanks (UST) Replacements
Contract Number:	2020-10508
Capital Project Number:	460
Contractor:	Granite Petroleum, Inc.
Notice to Proceed:	August 30, 2021
Substantial Completion:	April 13, 2022
Final Completion:	December 8, 2022
Scope of Work:	The Non-Diesel UST Replacements contract consisted of the following: • Closure of a 10,000 gal. gasoline Underground Storage Tank (UST) and installation of a new 8,000 gal. gasoline UST in an alternative location. • Closure of four (4) UST's, varying in size from 500 gal. to 2,000 gal., formerly containing oil, waste oil, waste antifreeze and light-weight motor oil. • Removal of two (2) UST's, varying from 2,000gal. to 4,000 gal., formerly containing antifreeze and automatic transmission fluid. • Replacement of an 8,000 gal. motor oil UST with a new 6,000 (3,000/3,000) dual compartment motor oil UST. • Replacement of a 2,000 gal. used motor oil UST with a new 2,000 gal. motor oil UST and three (3), 200 gal. above ground tanks (AST's). • All pre-existing tanks were properly cleaned prior to closure or removal. • Asphalt pavements and concrete slabs demolished as part of the work were replaced. • New tank monitoring systems were installed as well as two new gasoline fuel dispensers.

Contract Authority, Including Contingency	\$1,605,252.00
Awarded Construction Contract	\$1,337,710.00
Additive Change Orders (Applied Contingency)	\$42,168.64
Deductive Change Orders	\$(46,050.52)
Total Final Contract Value	\$1,333,828.12
Unspent	\$271,423.88

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Granite Petroleum, Inc. for the Non-Diesel UST Replacements as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer ESAN

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 5D: EXTENSION OF LAUNDERED UNIFORMS & SUPPLIES CONTRACT 2017-10048

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Darin Hoffman, Senior Facilities Maintenance Manager

SUMMARY: The current contract with AlSCO, Inc. for laundered uniforms and supplies is due to expire on February 28, 2023, and the contract is not eligible for extension under STA's Procurement Resolution 702-13, which limits contract terms to no more than five (5) years in length, unless otherwise approved by the Board.

BACKGROUND: The Purchasing Department is working with three (3) departments (Vehicle Maintenance, Facilities & Grounds, and Customer Service) on a new scope of work in order to issue a Request for Proposal for a new five (5) year contract. Through preparation efforts for this new procurement, STA was informed that due to supply chain issues, the new uniforms would take up to ten (10) weeks to receive from date of order. This time frame is in addition to the time necessary to measure each employee for their new uniform if a new vendor is chosen.

Additional time is also necessary to have the current lockers removed and new lockers installed.

Due to the above constraints, the Purchasing Department recommends a one (1) year contract extension with AlSCO, Inc., Contract 2017-10048, for the period of March 1, 2023, through February 29, 2024, in order to allow for a smooth transition from the current contract to a new contract and to be able to work out all of the logistics needed to order and receive new uniforms and lockers.

This contract extension will incur an estimated cost of \$130,000 and will be paid with Operating funds from the respective departments.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a one (1) year extension of Contract 2017-10048 for laundered uniforms and supplies as supplied by AlSCO, Inc.

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

RECOMMENDATION TO BOARD: Approve, by motion, a one (1) year extension of Contract 2017-10048 for laundered uniforms and supplies as supplied by AlSCO, Inc.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer BSM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 6A : CITY LINE IMPLEMENTATION UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & 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 February's update, staff will review Service Design and Integration related to the City Line.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 7A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

February 16, 2023

AGENDA ITEM 8A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY: A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: n/a

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 9A : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY: A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: n/a

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the January 11, 2023, Board Operations Committee meeting are attached. There were no Planning & Development Committee or Performance Monitoring & External Relations Committee meetings in January. Approved minutes of the December 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 January 11, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Al French, Spokane County, *Chair Pro Tempore,*
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley,
Performance Monitoring & External
Relations Committee Chair
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

None

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

2. APPROVE COMMITTEE AGENDA

This item was not reviewed.

3. CHAIR'S COMMENTS

Chair Kinnear expressed her excitement for the start of the new year.

4. COMMITTEE ACTION

A. December 7, 2022, Committee Minutes

Mr. French moved to approve the December 7, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. APPROVAL FOR BOARD MEMBER TRAVEL TO APTA 2023

Ms. Meyer presented the 2023 APTA Conferences to the Committee.

Mr. French moved to recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2023, Ms. Haley seconded, and the motion passed unanimously.

6. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO P&D AND PMER COMMITTEES

Chair Kinnear appointed Al French, Spokane County, as the Planning & Development Committee Chair, and Pamela Haley, City of Spokane Valley, as the Performance Monitoring & External Relations Committee Chair. Draft 2023 Committee appointments were presented for the Planning & Development Committee, Performance Monitoring & External Relations Committee, and the Board Operations Committee. Committee appointments to be confirmed by jurisdictions.

Mr. French moved to recommend the Board confirm the Board Chair's appointment of chairs and members to the Planning & Development, Performance Monitoring & External Relations, and Board Operations Committees for 2023, Ms. Haley seconded, and the motion passed unanimously.

7. AWARD OF CONTRACT FOR DRUG AND ALCOHOL TESTING AND DOT PHYSICALS

Ms. Williams presented this item to the Committee.

Mr. French moved to recommend the Board approve the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions, Ms. Haley seconded, and the motion passed unanimously.

8. JULY 2023 SERVICE REVISIONS: DRAFT RECOMMENDATION

Mr. Otterstrom presented this item as information to the Committee. Ms. Kinnear asked if service levels can be maintained in the case of large companies being able to retain workers. Mr. Otterstrom explained the service levels being presented are conservative, since July service plans must be completed in March.

9. STATE BUSES AND BUS FACILITIES GRANT – UPDATED APPLICATION RATIFICATION

Mr. Otterstrom presented this item to the Committee.

Mr. French moved to recommend the Board of Directors ratify the submission of a grant application dated January 10, 2023, seeking \$5.6 million for the West Plains Transit Center Operational Enhancements with \$1.4 million in local matching funds, Ms. Haley seconded, and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 19, 2023

Ms. Meyer presented the Draft Board agenda for January 19, 2023. Item E for State Buses and Bus Facilities Grant – Updated Application Ratification was added to the agenda.

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 8, 2023

There were no questions or comments.

12. CEO REPORT

Ms. Meyer commented on the detailed report provided by Mr. Otterstrom to the Committee regarding the service changes, and reiterated the need to present that item in detail prior to being presented to the Board. Ms. Meyer also presented the Sales Tax report for December 2022, and Division BRT State Funding. Ms. Meyer noted the North-Spokane Corridor (NSC) decision directly impacts the Division BRT project. Ms. Kinnear concurred that the NSC also impacts the City's transit-oriented development. Mr. French shared his support of the NSC's completion on schedule.

13. NEW BUSINESS

Mr. French inquired about the City's progress on zoning changes related to STA's City Line project. Ms. Kinnear advised a report should be forthcoming and summarized the current status of the potential changes.

14. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:40 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 November 30 2022, Meeting
Via Video Conference

MEMBERS PRESENT

Karen Stratton*, City of Spokane
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Al French, Spokane County – *Chair*
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*

**Acting Chair*

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

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

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

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

2. **COMMITTEE CHAIR REPORT** - *none*

3. **COMMITTEE ACTION**

A. **MINUTES OF THE NOVEMBER 2, 2022, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the November 2, 2022, Planning & Development Committee meeting minutes. Acting Chair Karen Stratton seconded, and the motion was approved unanimously.

B. **2023 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM APPROVAL**

Mr. Karl Otterstrom reviewed the Final Draft 2023 Planning & Development Committee Work Program for discussion. Each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. It is primarily comprised of the annual planning calendar which identifies the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates: 2024-2029 Transit Development Plan (TDP), 2024-2026 Service Improvement Plan (SIP), 2024-2029 Capital Improvement Program (CIP), Annual Action Plan, and Budgets.

Additional projects or activities may emerge throughout the year as well:

- Title VI Program Update
- Division Street Bus Rapid Transit (BRT)
- 2025-2035 Strategic Planning Phase II
- *Connect Spokane*: Complete Phase II Update
- Facilities Master Plan
- Five Mile Mobility Hub Study

Mr. Tim Hattenburg moved to approve, the 2023 Planning & Development Committee Work Program and forward to the Board for information. Acting Chair Karen Stratton seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING RECOMMENDATION

Mr. Otterstrom reviewed the results and funding recommendations of the FTA Section 5310 2022 Call for Projects that was issued on September 12, 2022. This includes the applications, evaluation process and results, the general approach to distributing both federal and STA near-term investments (local) funds to eligible projects and programs implemented primarily by non-profit organizations in the region.

STA purposes to award \$838,708 to the six projects submitted for funding. This is \$29,155 more than requested, but leaves a remainder of \$251,711 of \$1,090,419 available. Total funding requests for “Traditional” projects did not fully satisfy the 55% minimum requirements. Failure to meet this requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. Consequently, STA proposes to award the remaining federal funds or \$251,711 to STA for purposes of contracting human services transportation in 2024, an allowable “Traditional” project under FTA regulations.

Applicant	Project Name	Project Type	Eval. Score	Total Project Cost	Recommended Funding Award
Cancer Can’t	Transportation Support for Cancer Patients	“Other”	82	\$205,825	\$38,708
COAST Transportation	Demand Response Transportation	“Other”	79	\$126,638	\$123,793
Special Mobility Services	Mobility Management	“Traditional”	75	\$293,656	\$280,658
SNAP Resource Rides	Neighbors on the GO	“Other”	75	\$379,297	\$130,976
Arc of Spokane	Community Center Transportation	“Other”	71	\$202,720	\$182,448
COAST Transportation	ADA Vehicle Purchase	“Traditional”	61	\$91,250	\$82,125
Total				\$1,299,386	\$838,708

Acting Chair Stratton stated that she is abstaining from this vote because she serves on the SNAP Board of Directors. She was not involved in any of the decisions presented.

Ms. Betsy Wilkerson moved to recommend the Board of Directors approve, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2022 FTA 5310 Call for Projects”, including a 20% local match contribution of \$62,928 for the STA award of \$251,711 for contracted human services transportation, and authorize staff to make administrative modifications to the final grant awards as necessary to address minor revisions to project costs and schedule. Mr. Tim Hattenburg seconded, Acting Chair Stratton abstained, and the motion was approved unanimously.

2. STATE BUSES AND BUS FACILITIES GRANT APPLICATION APPROVAL

Mr. Otterstrom presented. STA proposes to submit a grant application under the new Washington State Buses and Bus Facilities grant program for the prospective West Plains Center (WPTC) Operations Capacity and Enhancements project. Because the project is not yet included in the Capital Improvement Program (CIP), and it is above \$1 million, board approval is required.

The new Washington State Buses and Bus Facilities grants provide funding to transit agencies for the replacement, expansion, rehabilitation, and purchase of transit rolling stock; construction, modification, or rehabilitation of transit facilities; and funding to adapt to technological change or innovation through the retrofitting of transit rolling stock and facilities. This grant is supported by state funding through the 16-year Move Ahead Washington transportation package. The Washington State Department of Transportation (WSDOT) recently released the 2023-2025 funding opportunity with applications due Tuesday, January 10, 2023. WSDOT anticipates up to \$37.5 million in state funding for State Buses and Bus Facilities grants in the 2023-2025 biennium. The Legislature will determine the funding level during the 2023 legislative session and notice of awards will be announced by May 22, 2023. The grant program requires a minimum 20% funding match.

STA staff have identified the need for upgrades at the West Plains Transit Center that could be eligible for funding. STA is currently working to develop preliminary cost estimates for this new, prospective project. If authorized, the grant request is anticipated to be between \$1 million and \$4 million, depending on the preliminary cost estimates, with matching funds of up to \$1 million.

Mr. Tim Hattenburg moved to recommend the Board of Directors approve, the submittal of a grant application to the State Buses and Bus Facilities grant program for the West Plains Transit Center Operations Capacity and Enhancements Project for an amount of up to \$4 million, with matching funds of up to \$1 million. Ms. Betsy Wilkerson seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2023 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard reviewed updates to the Final Proposed 2023 Operating and Capital Budgets. A draft of the Board resolution to adopt the budget is included in the packet.

The 2023 Operating Revenue Budget totals \$157,044,144; an 8.1% increase (\$11,799,212) over last year's budget of \$145,244,932. The Final Proposed Budget of \$1,591,000 is higher than the Proposed Budget reflecting an increase in investment income.

The 2023 Operating Expense Budget totals \$106,845,044; a 13.7% increase (\$12,857,641) over last year's budget of \$93,987,403. The Final Proposed Budget of \$886,708 is higher than the Proposed Budget reflecting most recent fuel prices, final dental renewal rates, and final property and liability insurance premiums.

THE FINAL PROPOSED 2023 OPERATING AND CAPITAL BUDGETS

SOURCE OF FUNDS:		USE OF FUNDS:	
Revenues	\$ 157,044,144	Operating Expenses	\$ 106,845,044
Capital Grants	\$ 23,324,598	Capital Projects	\$ 76,201,204
From Cash Balance	\$ 18,786,392	Fleet Replacement Allocation	\$ 16,108,885
Total Source of Funds	\$ 199,155,134	Total Use of Funds	\$ 199,155,134

Acting Chair Stratton moved to recommend the Board of Directors adopt, by resolution, the Final Proposed 2023 Operating and Capital Budget. Ms. Betsy Wilkerson seconded, and the motion was approved unanimously.

2. ESTABLISHMENT OF DESIGNATED REAL ESTATE ACQUISITION RESERVE

Ms. Liard presented. Staff is working on several key High Performance Transit projects, currently at various stages, which will require real estate acquisitions to deliver the proposed capital elements and eventual expansions of service, specifically the I-90/Valley Corridor and Division Line. To dedicate funding to these real property activities and allow STA to be responsive in competitive real estate situations, staff is recommending the establishment of a \$25 million designated reserve for real estate acquisitions and other required or associated costs. As part of the 2023 budget process, staff recommend the creation of a newly designated reserve to provide adequate funding for such future acquisitions of real estate. To date, known projects requiring real estate are as follows:

- Near-Term Investments
 - Latah Valley area property
 - Seven Mile area property
- I-90 / Valley Corridor
 - Argonne area property
 - Appleway area property
- Division Line

Mr. Tim Hattenburg moved to recommend the Board adopt, by resolution, the establishment of a \$25 million designated real estate acquisition reserve. Acting Chair Karen Stratton seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

November 2022 Voter-Approved Sales Tax Revenue (September Sales) Update – Actual (\$10,273,246) compared to budget (\$8,743,306) for a 17.5% favorable variance (\$1,529,940). Sales tax revenue is 7.6% YTD above budget (\$7.3M), 9.8% above November 2021 actual (\$0.9M), and 7.6% YTD above 2021 actual (\$7.3M).

Acting Chair Stratton asked about ongoing employee recruitment and retention. E. Susan Meyer responded that the current graduating class of drivers (19 total) is enough to produce the service that STA has scheduled; sick leave absences are challenging to respond to in a timely fashion, and created missed service during the past two weeks. STA has recruited some retired drivers to return to work. The 2nd retention bonus of \$2,000 will be paid to employees still working on November 30, 2022. The next retention bonus will be paid in 2023.

7. COMMITTEE INFORMATION - None

8. REVIEW FEBRUARY 1, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS - None

11. ADJOURN

With no further business to come before the Committee, Acting Chair Stratton adjourned the meeting.

NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 1, 2023, at 10:00 a.m. VIA WEBEX.
(No January Meeting)

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the November 30, 2022, Meeting
Via Virtual WebEx

MEMBERS PRESENT

Lori Kinnear, City of Spokane (Acting Chair)
Josh Kerns, Spokane County
Veronica Messing, City of Cheney (*Ex-Officio*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Pam Haley, City of Spokane Valley*
Zack Zappone, City of Spokane
Rhonda Bowers, Non-Voting Labor Representative

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*

-
1. **CALL TO ORDER AND ROLL CALL**
Acting Chair Kinnear called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Acting Chair Kinnear had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the November 2, 2022, Committee Meeting**
Mr. Kerns moved to approve the November 2, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.
 - B. **Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) - Scope of Work Approval**
Mr. Otterstrom began by providing background on why the Cheney Line improvements are integral to STA's HPT network and the commitment to expand transit services as part of the *STA Moving Forward* plan. He explained the general scope of work integrates remaining Cheney Corridor Improvements (CIP #764) with a retrofit project at West Plains Transit Center (CIP #902) for a single procurement. Mr. Otterstrom summarized the work being completed at the selected stations, shared the project budget and estimate details, and went through the construction timeline.
Mr. Kerns moved to approve the general scope of work for the Cheney Corridor Improvements and West Plains Transit Center (Bay 4) and authorize staff to release the Invitation for Bid (IFB) for Cheney HPT Corridor Development. Ms. Kinnear seconded, and the motion passed unanimously.

C. Recommendation to Appoint New Members to the Citizen Advisory Committee

Ms. Cortright provided background on the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. Konrad Capeller and Mr. Tino Andrade to the committee. Ms. Cortright provided information on the CAC's charter and the qualifications of both candidates.

Mr. Kerns moved to recommend the appointment of Konrad Capeller and Tino Andrade to serve on the Citizen Advisory Committee for a three-year term commencing January 1, 2023. Ms. Kinnear seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2023 Performance Measures

Mr. Rapez-Betty presented the 2023 Performance Measures Summary and advised the full 2023 Performance Measures List is included in the Committee packet.

Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

Mr. Kerns moved to approve the 2023 Performance Measures as presented. Ms. Kinnear seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. Draft 2023 State Legislative Focus and Priorities

Ms. Cortright provided a background on the general focus of Legislative Priorities which includes monitoring and providing information to the Washington State Legislature on proposed legislation which may impact STA and/or the Spokane region. Ms. Cortright explained the new funding requests, in addition to projects already in progress, will help preserve and maintain funding. She also described upcoming applications for Buses and Bus Facilities grant, and other priorities which include zero-emission transit vehicles.

Mr. Kerns moved to approve the 2023 Legislative Priorities as presented but with a correction on page twenty-nine striking out bullet number three, and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring & External Relations Committee and the Board during the legislative session.

5. REPORTS TO COMMITTEE (none)

6. CEO REPORT

- Ms. Meyer followed up about a question she had asked regarding the project at the West Plains Transit Center. At the Planning and Development Committee meeting today, Item 4A2 requested the Committee recommend to the Board that STA apply for a Washington State Bus Facilities grant in January 2023. It was announced awards would be announced in May 2023 and this project will include restrooms and operator layover improvements.
- Ms. Meyer reported the November 2022 voter-approved sales tax revenue, collected on September sales, had a budget of \$8.7M. The actual receipts were \$10.2M, which is 17.5% above budget, approximately \$1,529,940. Year-to-date is 7.6% above budget, totaling approximately \$7.3M.
- Ms. Meyer stated the next PMER Committee meeting in February will occur after the presumed new Board Chair, Councilmember Kinnear, has been elected in December and she will appoint

new members to this Committee. When we meet next there may be a different Chair and Committee members.

7. COMMITTEE INFORMATION

- A. October 2022 Operating Indicators
- B. STA Outreach Update
- C. October 2022 Financial Results Summary
- D. November 2022 Sales Tax Revenue
- E. January 2023 Service Changes

8. FEBRUARY 1, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The February 1, 2022, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

None

11. ADJOURN

With no further business to come before the Committee, Acting Chair Kinnear adjourned the meeting at 2:15 p.m.

The next committee meeting will be held on Wednesday, February 1, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11B : JANUARY 2023 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 January 2023 voter-approved sales tax revenue information. January sales tax revenue, which represents sales for November 2022, was:

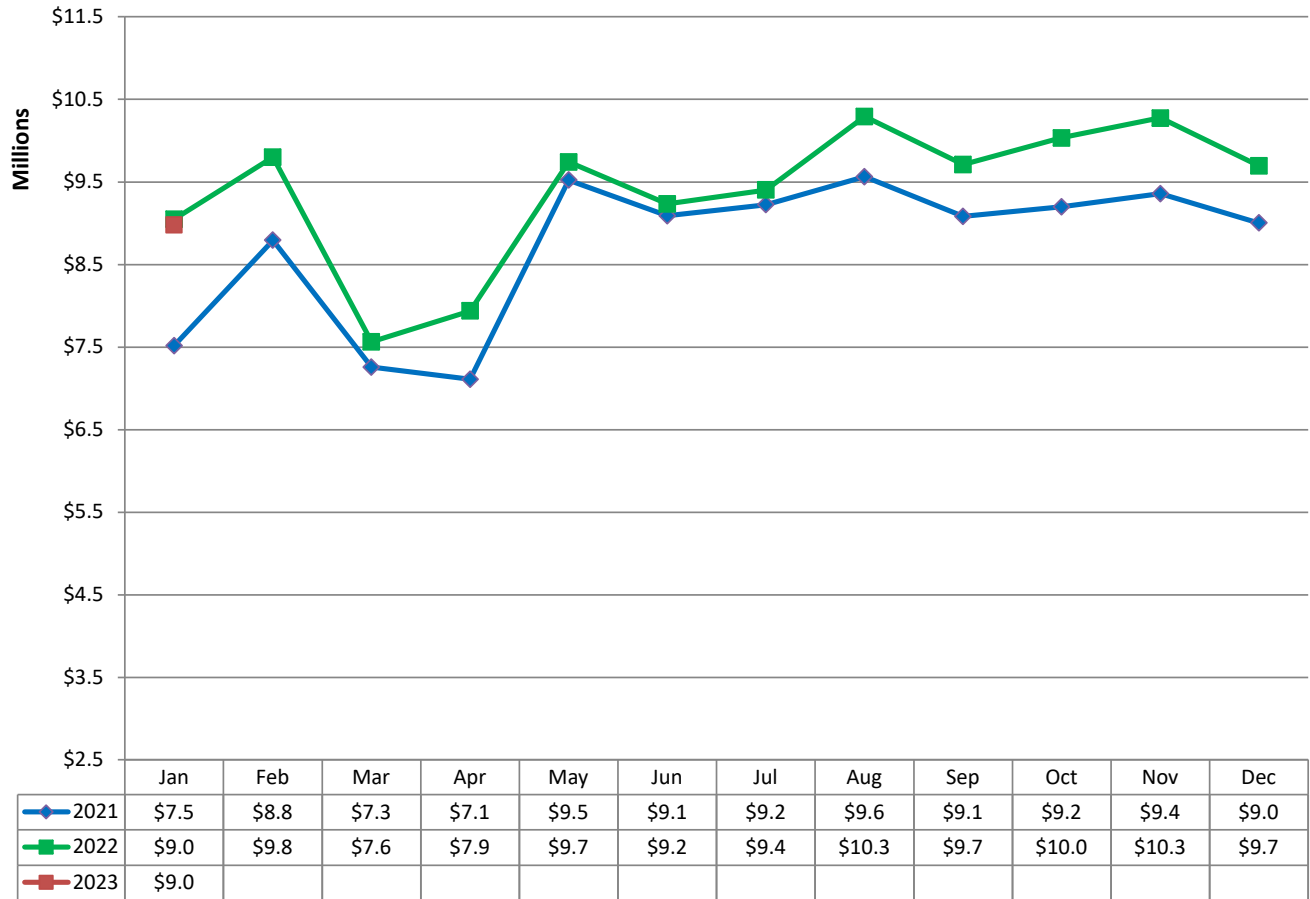
- 0.8% below 2023 budget
- 0.8% below YTD 2023 budget
- 0.8% below 2022 actual
- 0.8% below YTD 2022 actual

Total taxable sales for November were *down* 1.5% from November 2021 while November 2022 YTD sales were *up* 5.5% compared with November 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 0.7% (\$3.8M) in November 2022 vs November 2021 and is *up* by 1.1% (\$67.2M) November 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 8.7% or \$69.5M November 2022 YTD over 2021 YTD
 - Furniture and Home Furnishing Retailers *increased* 20.1% or \$39.2M November 2022 YTD over 2021 YTD
 - Grocery and Convenience Retailers *increased* 12.3% or \$34.3M November 2022 YTD over 2021 YTD
 - Automobile Dealers *increased* 2.0% or \$22.4M November 2022 YTD over 2021 YTD
 - Gasoline Stations *increased* 9.5% or \$13.3M November 2022 YTD over 2021 YTD
 - Electronics & Appliance Retailers *decreased* 20.1% or (\$-95.9M) November 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 8.6% or (\$-20.9M) November 2022 YTD over 2021 YTD
- Construction *increased* by 5.6% (\$9.0M) in November 2022 vs November 2021 and is *up* by 7.2% (\$133.5M) November 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 7.6% (\$7.0M) in November 2022 vs November 2021 and is *up* 18.6% (\$198.8M) November 2022 YTD vs 2021 YTD.

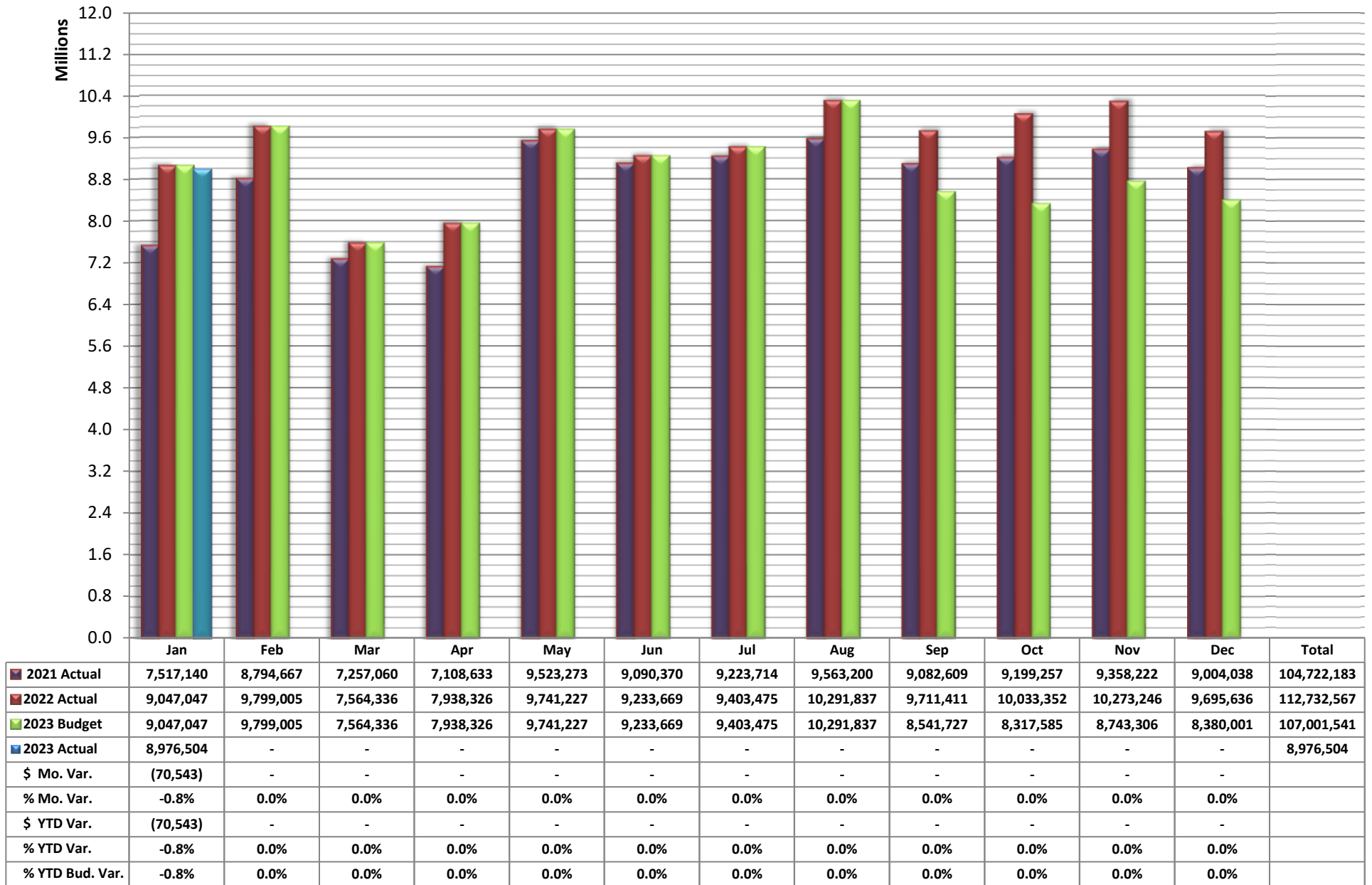
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-January 2023⁽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.

2021 - 2023 SALES TAX RECEIPTS ⁽¹⁾



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11C : CONNECT FARE SYSTEM CUSTOMER EXPERIENCE UPDATE

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: Staff provided the Performance Monitoring & External Relations Committee an update on the Connect Fare System customer experience through the first four months of operations. Slides that were presented are attached.

RECOMMENDATION TO BOARD: Information only.

Connect Update



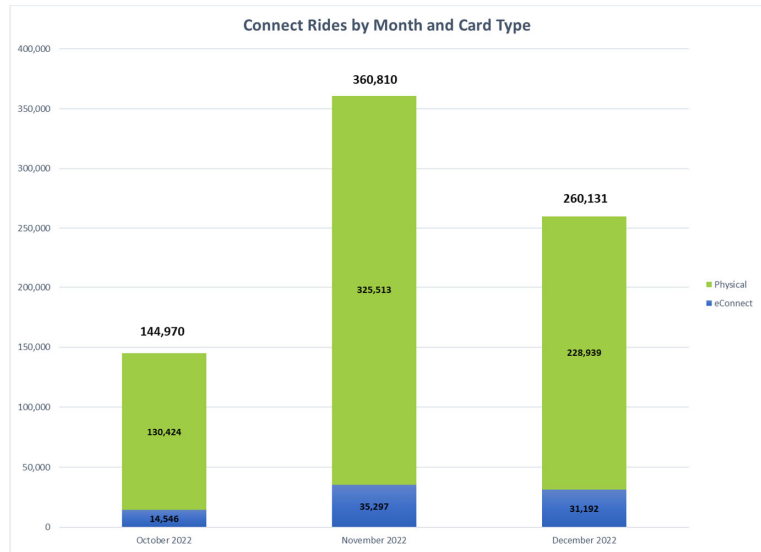
How a great city moves **February 7, 2023**

Connect Update

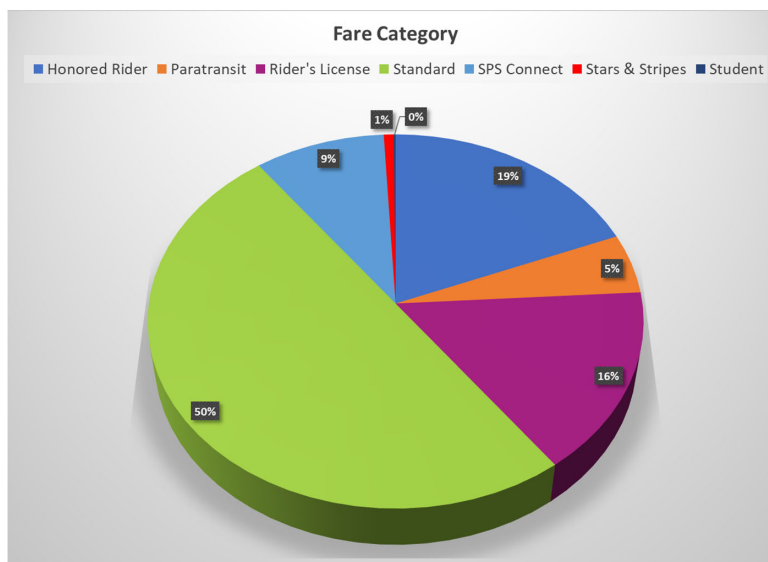
- Connect launched October 1, 2022
- Active Connect fare media: 58,356
 - 31,407 Connect cards (physical cards)
 - 7,581 eConnect cards (mobile app)
 - 19,368 Limited Use cards (paper passes distributed by institutions)

Connect Update

- Overall adoption rate in December was 45.9%
 - Rate was 57.8% in November and 30.3% in October
- eConnect usage averaging about 10% of total usage



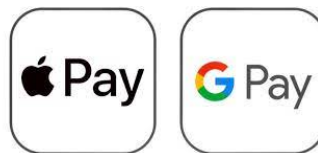
Connect Update



- For first three months, 50% of riders are classified under Standard fare category
- In our reduced and zero fare categories, Honored Rider and Rider's License combine for 35% of riders
- Paratransit accounts for 5% of connect ridership

Connect Update

- Starting in March, we will begin charging \$5 for a physical card
 - Once the card is registered, a one-time \$5 credit will be applied to the card-holder account
 - Lost cards will be charged \$5 replacement fee
- Safeway and Albertsons are currently selling Connect cards
 - Other retailers will be coming online in Quarter 2
- Contactless credit cards and Apple and Google Pay will also be coming online in Quarter 2



Connect Update

- UTAP Transition
 - January 2023 – City of Spokane & Kendall Yards
 - February 2023 – Spokane County
 - August 2023 – Universities and colleges
- Continued outreach to area schools
 - Visiting Mica Peak, Ridgeline, University, Spokane Valley Tech, and West Valley
 - Also reaching out to non-school based programs such as Crosswalk



Connect Update

- Early customer complaints have been largely resolved
 - Error message when credit card information entered incorrectly has new language
 - Space trimming on password and security questions remedied
- Using QR code on phone still a learning curve
 - Developing new videos to provide helpful tips
- App issues in general
 - Developed a form to help capture information (phone model, app version) to assist in troubleshooting when we are unable to recreate error

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11D: DECEMBER 2022 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were 2 less weekdays in December 2022 compared to December 2021.

FIXED ROUTE

Total Fixed Route monthly ridership increased 25.4% (566,644 vs. 451,890) in December 2022 compared to December 2021 and is up 25.9% (6,597,018 vs. 5,238,664) year-to-date.

Average weekday ridership increased 29.0% (22,199 vs. 17,210) in December 2022 compared to December 2021 and is up 26.0% (21,770 vs. 17,271) year-to-date.

- Adult Ridership increased 14.0% (309,526 vs. 271,398) in December 2022 compared to December 2021 and is up 18.4% (3,650,623 vs. 3,082,678) year-to-date.
- CCS Pass Ridership increased 36.4% (16,286 vs. 11,941) in December 2022 compared to December 2021 and is up 41.8% (210,212 vs. 148,207) year-to-date.
- Eagle Pass Ridership decreased 3.2% (13,683 vs. 14,140) in December 2022 compared to December 2021 and is up 101.2% (322,536 vs. 160,276) year-to-date.
- Youth ridership increased 165.3% (84,695 vs. 31,922) in December 2022 compared to December 2021 and is up 95.8% (732,133 vs. 373,931) year-to-date.

Reduced Fare / Paratransit: December data unavailable due to the changes in the new fare collection system.

PARATRANSIT

Total Paratransit ridership increased 9.7% (26,289 vs. 23,957) in December 2022 compared to December 2021 and is up 29.8% (327,327 vs. 252,201) year-to-date.

Detailed breakdown:

Directly operated service increased 3.1% (13,134 vs. 12,741) in December 2022 compared to December 2021 and is up 16.6% (167,704 vs. 143,809) year-to-date.

Contracted service increased 21.2% (12,072 vs. 9,963) in December 2022 compared to December 2021 and is up 53.6% (142,605 vs. 92,849) year-to-date.

Special Use Van ridership decreased 13.6% (1,083 vs. 1,253) in December 2022 compared to December 2021 and is up 9.5% (17,018 vs. 15,543) year-to-date.

VANPOOL

Vanpool ridership increased 37.0% (7,427 vs. 5,423) in December 2022 vs December 2021 and is up 28.9% (90,576 vs 70,298) year-to-date.

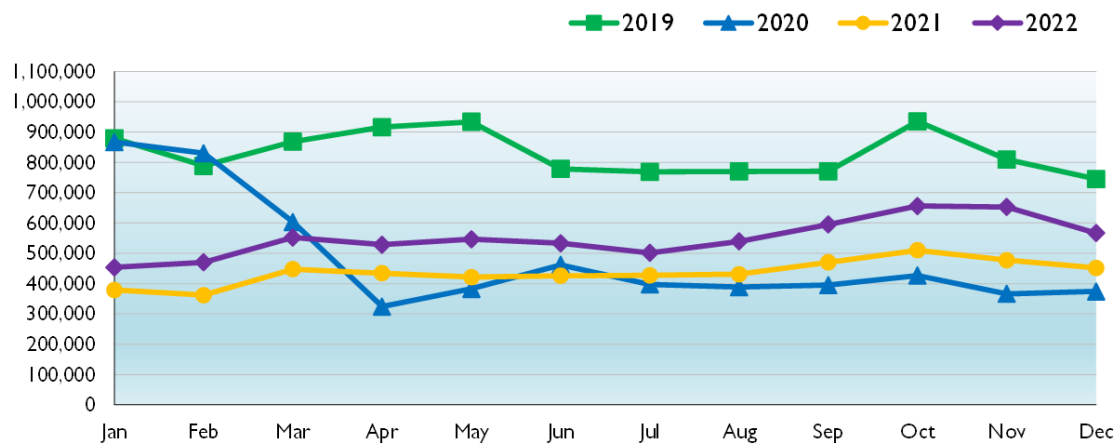
Vanpool vans in service increased 23.7% (73 vs. 59) in December 2022 compared to December 2021. Year-to-date, Vanpool has a net gain of 14 van groups.

PASS SALES

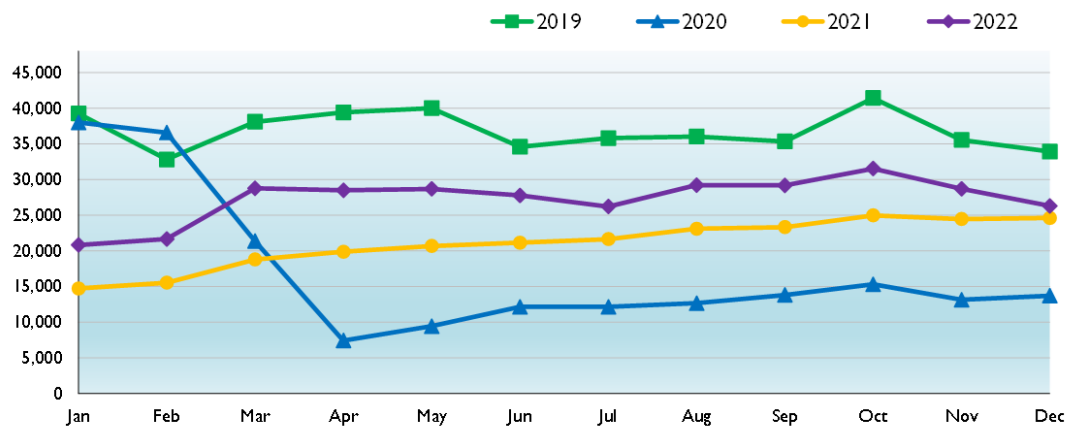
Given the changes in fare types introduced by the Connect fare collection system, including fare capping, staff is evaluating new measures to report. As such, there will be a temporary pause in pass sales data reporting while this new format is being developed.

RECOMMENDATION TO BOARD: Information only.

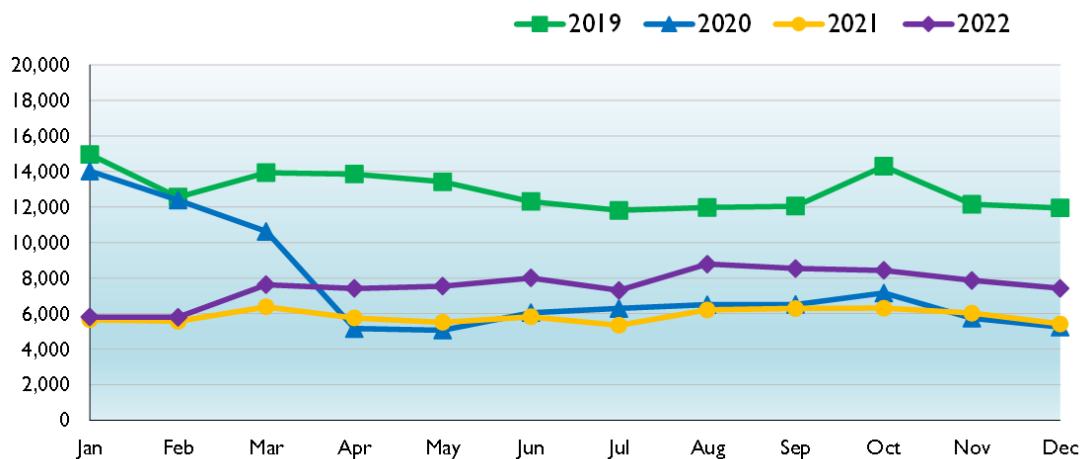
Fixed Route Ridership



Paratransit Ridership



Vanpool Ridership



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11E : REVIEW 2023 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: 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, in this capacity.

In December 2022, the Planning & Development Committee approved its work program for 2023. As was noted at the time, the work program is subject to change. The updated work program is provided below as information. Following the timeline is a brief list of non-recurring projects that the Committee may be directly involved in. Other projects or activities may emerge throughout the calendar year.

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 Title VI Program: Draft Program & Public Outreach Update
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) Strategic Planning: Phase II Scope and Timeline Division Street BRT: Draft Refinements to Locally Preferred Alternative (LPA) Title VI Program: Finalize and approve
April 2023	TDP 2024-2029 - Finalize mid-range planning guidance - Review preliminary revenue and expenditure forecast assumptions - Identify major activities Division Street BRT: Approval of refinements to LPA

MONTH	ANNUAL PLANNING CALENDAR
May 2023	TDP 2024-2029 - Proposed 2024-2026 Service Improvements - Review 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 FTA Section 5310: Notice of Funding Opportunity
August 2023	<i>No Board/Committee Meetings in August</i>
September 2023	
October 2023	Review draft 2024 Action Plan Draft 2024 operating and capital budgets submitted to Committee and Board
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 recommend Board approval of 2024 operating and capital budgets Finalize 2024 Committee work program FTA Section 5310: recommend funding awards

- Title VI Program Update
- Division Street Bus Rapid Transit (BRT)
- 2025-2035 Strategic Planning Phase II
- Connect Spokane: Phase II Update
- Facilities Master Plan
- Five Mile Mobility Hub Study

RECOMMENDATION TO COMMITTEE: For Information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11F: TRANSIT DEVELOPMENT PLAN 2024-2029 OVERVIEW

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning efforts. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The TDP: 2024-2029 is expected to be adopted in July 2023 and will include the six-year Capital Improvement Program and the three-year Service Improvement Program. The current TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan.

BACKGROUND: Per RCW 35.58.2795, the Transit Development Plan (TDP) needs to:

- Provide consistency with comprehensive plans of the jurisdictions we serve
- Document how STA intends to implement the state and local long-range plans for:
 - Public transportation
 - Capital improvements
 - Significant operating changes
 - Funding for program needs
- Set forth regionally significant projects

This plan will also provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. Additionally, the plan is used as a tool for preparing and consulting with the public on a proposed program of projects for the use of federal formula funds that STA receives to advance public transportation in the region.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan ultimately working toward Board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
May	June	July
Review proposed Service Improvement Program, Capital Improvement Program	Draft TDP presented; Public hearing scheduled, financial forecasts	P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO BOARD: Information only

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM 11G: JULY 2023 SERVICE CHANGES: PUBLIC OUTREACH UPDATE

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

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

SUMMARY: In advance of the Public Hearing held at the Board meeting today, staff presented a report on the July 2023 Service Changes to the Performance Monitoring & External Relations Committee.

STA is preparing to launch the City Line and various service changes to better serve the community. In January 2023, STA released the July 2023 Service Revisions Draft Recommendation report as found here: <https://www.spokanetransit.com/projects/july-2023-service-revisions/>. The report outlines a proposal for service investments and changes, and details how the proposal differs from current service and previously Board approved service investments.

Community input and board approval of the revisions were essential. Staff provided an update on outreach activities undertaken to ensure STA customers and the broader community were aware of proposed changes and had an opportunity to inform the final recommendations that will be prepared for Board approval in March 2023.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 16, 2023

AGENDA ITEM **11H**: FOURTH QUARTER 2022 SERVICE PLANNING INPUT REPORT

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

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

SUMMARY: A total of 31 comments related to fixed route service and stops were received by the Planning & Development Department during the fourth quarter of 2022. Of the comments received, 11 were requests related to requests for new service, 8 were related to existing service, and 12 were related to bus stops. The comments are summarized below.

BACKGROUND: The Planning & 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.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received in the 4th 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	
COMMENT	RESPONSE
One request for inbound service on Route 664.	<i>Students attending EWU have varied schedules that result in a diffuse return demand that makes limited-service express trip scheduling difficult.</i>
Two comments requesting mid-day service on Route 124 to service Country Homes Christian Church.	<i>Devised plan with the church's director on how to use already existing routes to satisfy mid-day demand.</i>
One request for Route 74 to run until at least 10:00 PM.	<i>Weeknight and weekend service planned for September of 2025 per STA Moving Forward.</i>
One request for an earlier Route 124 trip to service North Central students.	<i>Earlier trip added as part of the January 2023 service change.</i>

NEW SERVICE	
COMMENT	RESPONSE
One request for 15-minute service between 5:26 PM and 5:49 PM on Route 4.	<i>Frequency during this time period changes from 15 minutes to 23 minutes for one trip. 15-minute frequency is maintained for trips before and after this period.</i>
One request for service to the Hillyard area East of the North Spokane Corridor.	<i>Service to area was explored in 2021 near-term investments evaluation process but was ultimately not included in final adopted project list. A capital project to build bus stops was entered into the 6-year CIP so bus stops could be built and ready for service that would coincide with the completion of the Division BRT and the potential future Mead Transit Center.</i>
Two requests for service to Deer Park.	<i>Deer Park is beyond the current boundaries of the Public Transportation Benefit Area. There are no current plans to service Deer Park, currently serviced by WSDOT's Gold Line.</i>
One request for Paratransit service to Eagle Ridge which would require extension of fixed-route service to the neighborhood.	<i>Eagle Ridge presents a unique challenge due to topography and low density. Area has been identified as a possible location for on-demand service in the future.</i>
One Request for service to Spokane Produce on Geiger Blvd.	<i>No plans for service along this section of Geiger Blvd. Nearest bus stop is less than 0.5 miles away.</i>

EXISTING SERVICE	
COMMENT	RESPONSE
One comment about the recent service change in the area of 8 th & Pines is resulting in a longer walk to the nearest bus stop. The primary complaint about longer walk is lack of plowed sidewalks.	<i>Directed individual to contact the City of Spokane Valley regarding lack of snow removal.</i>
One comment requesting why Route 35 does not loop around the Shadle Walmart before heading to Northtown.	<i>Route 33 provides direct service between the Shadle Walmart and the Northtown Mall.</i>
One comment regarding Route 97 being delayed due to the stop at Indiana @ Evergreen.	<i>Route observed to be late to stop on several occurrences. Schedule team will continue to monitor to see if a schedule change is warranted.</i>

EXISTING SERVICE	
COMMENT	RESPONSE
One comment regarding transfers between Inbound Route 6 and outbound Route 63 at West Plains Transit Center, regarding just missing Route 63 when Route 6 arrives.	<i>There is a 12-minute transfer window between the Inbound Route 6 and outbound Route 63.</i>
One request that the outbound Route 6 and inbound Route 6 use different bays at the West Plains Transit Center to eliminate passenger confusion.	<i>STA seeks to address this issue with the West Plains Transit Center Operational Enhancements. STA is currently pursuing a grant to fund this effort.</i>
One comment about Route 27 change from the August 2022 Service Change. Requested STA reimplement Route 27 how it was previously as they are now unable to access new stop.	<i>Customer referred to Paratransit.</i>
One comment regarding connection window between Route 32 & Route 39 at SCC. <i>Route 39 is slated to be truncated in the July 2023 Service Change.</i>	<i>The City Line will offer better connection windows due to increased frequency.</i>
One Request for an additional Route 74 trip for Huntwood employees to get downtown in a timely manner.	<i>Route 74's schedule changed to accommodate employees from Huntwood, starting January 2023.</i>

BUS STOPS	
COMMENT	RESPONSE
One Request for a traffic light to allow pedestrians to safely cross Sunset Hwy to access, this is in response to the Catalyst Project on Rustle St.	<i>Four years ago, Spokane Transit worked with the City of Spokane to provide a sheltered stop in the eastbound direction along with a cross walk with a refuge island and a Rapid Rectangular Flashing Beacon System.</i>
One Request for a trash can to be placed at the bus stop at Wellesley @ Cook Stop.	<i>Historically the stop did have a trash can and was removed during the City of Spokane's curb ramp project. The trash can will be replaced.</i>
One comment regarding Route 4 bay conflicts at the South Hill Park and Ride.	<i>This park and ride's bus loading area is currently slated to be reconfigured later this year to eliminate such conflicts by adding a new loading bay.</i>
One Request for a trash can to be placed at the bus stop at Division @ Lyons.	<i>A trash can will be placed at this bus stop.</i>

BUS STOPS	
COMMENT	RESPONSE
Two comments regarding the removal of the bus stop at 2 nd @ Monroe, and how it impacts ridership to the CHAS clinic nearby.	<i>A bus stop has been added to 2nd Between Madison & Monroe to serve this CHAS clinic.</i>
One request for a bus stop at the CHAS clinic on Market & Bismark on westbound Route 35 to serve the CHAS clinic.	<i>Due to poor ADA connectivity, the nearest viable bus stop location to this CHAS clinic is at Market & Columbia as this intersection includes a crosswalk with pedestrian refuge. City of Spokane denied stop placement as they do not wish for more pedestrians to utilize the crosswalk until further protections can be put in place. STA plans to implement a stop as soon as the city moves forward improvements.</i>
One comment regarding the stop removal at Riverside & Browne impacting service on Route 74.	<i>Stop was closed as part to City of Spokane's Riverside Avenue project. Nearest stop for outbound Route 74 is now Riverside & Washington less than two blocks away.</i>
One request for bus stop at Flint & Granite.	<i>Temporary stop has been implemented in the northbound and southbound direction on Route 60 & 63.</i>
One request to fix sidewalk bump at Wellesley & Division.	<i>Sidewalk maintenance is the responsibility of the adjoining property owner.</i>

RECOMMENDATION TO BOARD: Information only.