

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 15, 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 15th day of June 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 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, June 15, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA

Optional Virtual Link: [click here](#)

Password:	Board Members: 2023	Guests: 2306
	Call in Number: 1-408-418-9388	Event #: 2489 759 7011

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Public Hearing: *30 minutes*
 - A. 2024-2029 Transit Development Plan: Complete Draft (*Karl Otterstrom*)
Comments may be addressed to Mike Tresidder at mtresidder@spokanetransit.com
(*Action at the July Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the May 18, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the May 2023 Vouchers (*Monique Liard*)
 - C. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Karl Otterstrom*)
 - D. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Karl Otterstrom*)
 - E. Public Transportation Agency Safety Plan (*Nancy Williams*)
 - F. Sprague Line Construction – Phase 1 Award of Contract (*Karl Otterstrom*)
 - G. High Velocity Low Speed Fan Installation: Final Acceptance (*Brandon Rapez-Betty*)
 - H. Interim Legal Counsel Services One Year Extension: Approval (*E. Susan Meyer*)
6. Board Action – Other: *none*
7. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. Retreat Summary – Rules of Procedure Discussion (*Lori Kinnear/Megan Clark*)
9. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Al French*)
 - i. TDP Discussion (*Karl Otterstrom*)

10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2023 Sales Tax Revenue (*Monique Liard*)
 - C. April 2023 Financial Results Summary (*Monique Liard*)
 - D. April 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2022 Fixed Route System Performance Report (*Karl Otterstrom*)
 - F. July 2023 Service Change (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter McMahon*): (*none*)
16. Adjourn

Cable 5 Broadcast Dates and Times of June 15, 2023, Board Meeting:

Saturday, June 17, 2023	4:00 p.m.
Monday, June 19, 2023	10:00 a.m.
Tuesday, June 20, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	July 5, 2023, 10:00 a.m.
Performance Monitoring & External Relations	July 5, 2023, 1:30 p.m.
Board Operations	July 12, 2023, 1:30 p.m.

Next Board Meeting:

Thursday, July 15, 2023, 1:30 p.m. STA Boardroom, 1229 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

June 15, 2023

AGENDA ITEM 4A : PUBLIC HEARING:
A. 2024-2029 Transit Development Plan: Complete Draft

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 July 20, 2023, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head di Chief Executive Officer ASAM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

Staff Report – 4A – Public Hearing: 2024-2029 Transit Development Plan: Complete Draft

Presented: STA Board Meeting – June 15, 2023

SUBJECT: 2024-2029 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. State law stipulates it should be submitted to WSDOT no later than September 1 of each year following approval by the governing board of the agency. The 2024-2029 Transit Development Plan is in draft form. A public hearing is scheduled for the June 15, 2023, Board Meeting. Subject to board direction, staff anticipate preparing a final draft of the plan for board approval in July. The draft Transit Development Plan is available at the following link:

<https://www.spokanetransit.com/projects/transit-development-plan/>

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

TDP Sections	P&D Committee Actions/Notes
1. Introduction and Overview	Updated from last year and included in the draft TDP.
2. 2022 in Review	Provided in the draft TDP.
3. Mid-Range Tactical Framework, State Policy Goals	Reviewed and discussed by the Planning and Development Committee in March and April 2023.
4. Service Improvement Program (2024-2026)	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2023.
5. Capital Improvement Program	Provided in the draft TDP and will be reviewed during the Committee meeting.
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the April 2023 Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans.
Appendix A: 2023 Action Plan	Provided for reference. Approved by the STA Board of Directors in November 2022.

TDP Sections	P&D Committee Actions/Notes
Appendices B-F	Includes: 2023 Performance Measures, System Ridership/Miles/Hours Statistics, 2022 Fuel Consumption, 2022 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan.
Appendix G: Transit Asset Management (TAM) Plan	Finalized February 2023 and incorporated into the draft TDP by reference. Can be viewed here: https://www.spokanetransit.com/projects/transit-asset-management-plan/

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5A : MINUTES OF THE MAY 18, 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 May 18, 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 ESM Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

Minutes of the May 18, 2023, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

Al French, Spokane County, Acting Chair (*Chair Pro Tempore (Virtual)*)
Lori Kinnear, City of Spokane, *Chair (Virtual)*
Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities Representative (Liberty Lake)
Josh Kerns, Spokane County
Karen Stratton, City of Spokane (*Virtual*)
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*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Don Kennedy, Small Cities (Medical Lake) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer Service Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer
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.

1. Call To Order and Roll Call

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

2. Approve Board Agenda

Ms. Wilkerson moved to approve the April Board Agenda. Mr. Zappone seconded, and the motion passed unanimously.

3. Public Expressions

Mary Heffernan of Spokane said the lack of affordable transportation is the biggest obstacle to accessing food for those with low-income resources. She and her classmates sent a proposal letter to Council Member Wilkerson to provide free transit to all.

Sarah Griffith of Spokane supported the comments of the previous speaker. She talked about the project students completed and advised that Ms. Wilkerson forwarded the policy letter recommendation for free transit to all the STA Board. She was advocating for free transit.

4. Board Action - Consent Agenda

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

- A. Minutes of the April 20, 2023, Board Meeting – Corrections/Approval
- B. Approval of the April 2023 Vouchers
- C. Approved Resolution 809-23, the refined Division Street Bus Rapid Transit Locally Preferred Alternative
- D. Authorize CEO to execute Work Order #2 for the Division Street Bus Rapid Transit.
- E. Authorize a one-year contract extension with Black Realty Management, Inc. for Plaza Property Management, Leasing and Facility Engineering Services.
- F. Approve the Plaza Sprinkler Head Replacement: Final Acceptance
- G. Approve Resolution 808-23 for the acquisition and purchase of real property in connection with the Sprague Line project.
- H. Authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices.

5. Board Action – Other - None

6. Board Report

A. City Line Implementation Update

Mr. Otterstrom provided an update on the City Line progress and noted there were only 58 days until launch. He offered to answer questions.

Discussion about the activities on the 15th being held from 11 am to 2 pm which will have details posted on the website once finalized.

B. Clean Fuel Standard Program Introduction

Mr. Rapez-Betty talked about the objectives of the presentation. He reviewed the Department of Energy's (DOE) presentation, which included Washington Clean Fuel Standard and the definitions of low carbon versus high carbon fuels. He talked about how the market works, who can participate, program fees, and the timeline from the DOE.

He also shared the Washington State Transit Association's Carbon Credit Aggregation Pool (CCAP), and explained how the program works. There is a member services agreement and he discussed the proposed fee structure, and the estimated STA credits from STA's battery electric buses.

Mr. Rapez-Betty offered to answer questions. Brief discussion ensued.

7. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

Mr. French provided a review of the Board Operations Committee and noted for the record that Ms. Kinnear had joined the meeting.

8. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. French provided a review of the Planning & Development Committee meeting.

9. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley provided a review of the Performance Monitoring & External Relations Committee meeting.

- i. 1st Quarter 2023 Performance Measures - The first quarter 2023 performance measures were included in the packet.

10. CEO Report

Ms. Meyer reported that Ridership for April 2023 compared to April 2022 and year-to-date. Fixed Route saw an increase of 27% and 34.2%, respectively. Paratransit experienced a month over month increase of 9.04% and an annual increase of 23.7%. Rideshare ended April 2.4% above 2022 and 20.2% year-to-date.

Voter-approved April 2023 Sales Tax Revenue on February sales. The actual sales tax came in \$44,554 (-0.6%) below budget of \$7,938,326. The Sales Tax revenue is currently 3.0% year-to-date above budget.

Monthly fare revenue by service type reflected a \$135K refund to Safeway for return of passes. Fixed Route fare revenue for April would have been \$475,551 if not for the refund to Safeway.

Connect Card percentage of total monthly ridership and by rider type was presented covering the period of October 2022 through April 2023.

Retention and Recruitment efforts were reviewed. The 3rd retention incentive period ended May 13, 2023. Hiring for April was 39 employees, with 93 total employees hired in 2023. The most recent coach operator class of 23 started May 1, 2023. This will be the last class prior to City Line launch. The next class will start in July.

2023 State Legislative report provided an update on the 2023-2025 Transportation Budget, State Grants to STA, including transportation budget for STA projects. Ms. Meyer discussed various bills affecting STA.

After many months of collaboration with Spokane Public Schools on possible technology options, Ms. Meyer shared that SPS will now be able to offer one joint card to approximately 8,000 high school students. STA will provide RFID chip cards to the school district and student photo and ID information will be added by SPS. In addition, STA has formed new partnerships with the Spokane Public Library and the Spokane County Library District to distribute Zero-Fare Connect Cards.

Ms. Bowers asked about reporting of fare revenue and questioned whether the Connect card charts reflect the key “2” that operators push when no fare media is presented. Ms. Cortright said the Ridership report the CEO presented shows all the rides for Zero Fare but the Connect Card charts only reflect Connect ridership data. Ms. Bowers asked how it would be reconciled later with the “no fare media” and Connect Card ridership. Ms. Liard said she would work to quantify the foregone revenue of youth ridership.

Mr. Dunne asked if Liberty Lake Library was a current partner in the distribution of the Riders’ License Pass program. Ms. Meyer said not yet.

Mr. Zappone noted his excitement to hear about the Library and Spokane Public Schools partnership and looks forward to seeing that expanded.

11. Board Information – no action or discussion

- A. Committee Minutes
- B. April 2023 Sales Tax Revenue (*Monique Liard*)
- C. March 2023 Financial Results Summary (*Monique Liard*)
- D. 2024-2029 Transit Development Plan: 2024-2026 Service Improvements (*Karl Otterstrom*)
- E. 1st Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
- F. March 2023 Operating Indicators (*Brandon Rapez-Betty*)
- G. 2022 Bus Rider Survey – Key Takeaways (*Carly Cortright*)

12. New Business - none

13. Board Members' Expressions

Mr. Sander said he didn't know the STA practice regarding someone making a presentation like today but felt we should send a thank you to the people who spoke during public expressions. He thought they raised good issues for the Board to consider. He asked if the food bank was on the list of organizations purchasing passes through the CAP program. Ms. Meyer said we would follow up with a thank you.

Mr. Dunne was interested in obtaining the list of the organizations providing passes and is excited about 58 days to City Line.

Ms. Wilkerson advised she continues to hear demand outstrips the availability of passes for low income and marginalized people. The need is greater than the support. She said she was happy to have the people come in today to speak. Ms. Wilkerson also gave a shout out to Zack Zappone, saying he raised the issue early on about SPS cards. She acknowledged his leadership in keeping that before the Board so they could deliver what was needed for the kids.

Mr. Hattenburg noted his appreciation for the comments and the speakers' presentations. We've all moved forward on availability of the cards and what best serves the community and the most vulnerable. He asked about the City Line under budget funds. Mr. Otterstrom said the federal portion represents the majority of the money under budget, so that share of the project savings will be retained by them.

Mr. Zappone asked for clarification of the City Line budget funds and Mr. Otterstrom said that roughly 40% of the savings are accounted as local funds. Mr. Zappone would like to have a conversation about priorities to pursue. He asked about the updating of the Rules of Procedure and how board members can provide feedback before it comes to the full Board. Mr. French advised that the retreat would review it line by line and discuss. That system allows all board members to provide perspective and input and the Committee will make final adjustments and bring it to the Board for action. He said there will not be any action during the retreat.

Ms. Kinnear expressed her regrets about not being available to attend in person. She expressed her excitement about 58 days until City Line. She asked to share the pilot program in Logan during the ribbon cutting. Ms. Meyer said we talked to the governor's representative and will coordinate with her. Ms. Kinnear thanked Mr. French for filling in for her as chair.

14. Executive Session (Etter McMahon): (none)

15. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 2:44 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 05B : MAY 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

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

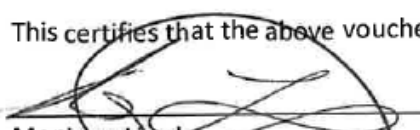
SUMMARY: The following warrants and ACH transfers for the period of May 1 through 31, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 622077 – 622480	\$ 6,313,314.71
Worker's Comp Vouchers (May)	ACH – 2286	\$ 208,582.51
Payroll 05/05/2023	ACH – 05/05/2023	\$ 2,453,900.43
Payroll 05/19/2023	ACH – 05/19/2023	\$ 1,906,150.41
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,400.70
APRIL TOTAL		\$ 10,887,348.76

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 ESM

Legal Counsel MC

Spokane Transit Authority
Vouchers - May 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/05/2023	622077	ABM Industry Groups LLC	1066	3,225.00
05/05/2023	622078	ADT Commercial	2462	789.29
05/05/2023	622079	AFSCME	1328	798.35
05/05/2023	622080	AFSCME	1328	126.00
05/05/2023	622081	Amazon Capital Services Inc	2098	1,381.11
05/05/2023	622082	Amalg Transit Union #1015	1055	22,361.44
05/05/2023	622083	Amalg Transit Union #1598	1056	991.02
05/05/2023	622084	Avista Corporation	1081	28,502.87
05/05/2023	622085	The Braun Corporation	1117	509.97
05/05/2023	622086	Daniel H Brunner Trustee	1124	1,491.38
05/05/2023	622087	Budinger & Associates Inc	2149	25,031.09
05/05/2023	622088	California Department of Child Support Services	1130	475.84
05/05/2023	622089	Cameron-Reilly LLC	1137	44,436.18
05/05/2023	622090	Camira Group Inc	1316	6,171.09
05/05/2023	622091	Canon Financial Services Inc	1154	1,651.07
05/05/2023	622092	QWEST Corporation	1148	1,876.97
05/05/2023	622093	QWEST Corporation	1148	143.36
05/05/2023	622094	Child Support Enforcement Agency	1825	392.30
05/05/2023	622095	Cintas Corporation No 2	2383	960.23
05/05/2023	622096	City of Cheney - Utility	1158	440.36
05/05/2023	622097	City of Spokane	1601	8,238.70
05/05/2023	622098	Coffman Engineers Inc	1162	2,518.69
05/05/2023	622099	Complete Office LLC	2202	2,005.16
05/05/2023	622100	CompuNet Inc	1166	36,681.38
05/05/2023	622101	Consolidated Irrigation	1177	22.48
05/05/2023	622102	Continental Door Company	1986	1,035.50
05/05/2023	622103	Cummins Inc	1027	5,226.91
05/05/2023	622104	Daktronics Inc.	2675	19,282.10
05/05/2023	622105	Employee Advisory Council	1236	659.50
05/05/2023	622106	Eden Advanced Pest Technologies	2428	190.75
05/05/2023	622107	Farren I Hauck	2722	1,113.00
05/05/2023	622108	EV IQ LLC	2784	11,820.10
05/05/2023	622109	Fastenal Company	1249	1,575.78
05/05/2023	622110	FedEx	1808	87.80
05/05/2023	622111	First Transit Inc	2430	522,378.07
05/05/2023	622112	FP Mailing Solutions	1878	3,000.00
05/05/2023	622113	Francotyp-Postalia Inc	1878	3,000.00
05/05/2023	622114	Business Interiors of Idaho	2715	1,763.98
05/05/2023	622115	Gordon Truck Centers Inc	1018	282.54
05/05/2023	622116	Galls Parent Holdings LLC	1271	1,043.17
05/05/2023	622117	General Parts Distribution, LLC	2690	129.25
05/05/2023	622118	The General Store	1956	211.45
05/05/2023	622119	Genfare LLC	1268	1,223.30
05/05/2023	622120	Gillig LLC	1279	22,037.03
05/05/2023	622121	GTS Interior Supply	1994	178.10
05/05/2023	622122	Guardian Security Systems Inc	2199	1,508.49
05/05/2023	622123	H & H Business Systems	1298	665.77
05/05/2023	622124	Humanix Corp	1329	1,524.61
05/05/2023	622125	IL DCS and Family Services	2768	276.53
05/05/2023	622126	Inland Publications Inc	2638	792.00
05/05/2023	622127	Iowa Child Support Recovery Unit	2779	480.52
05/05/2023	622128	Lithographic Reproductions Inc	1403	691.06
05/05/2023	622129	Magaldi & Magaldi Inc	1416	405.65
05/05/2023	622130	Michelin North America Inc	2325	54,170.30
05/05/2023	622131	Modern Electric Water Co Inc	1439	1,181.62
05/05/2023	622132	Mohawk Manufacturing & Supply Co	1011	1,422.76
05/05/2023	622133	Motion Auto Supply Inc	1012	84.92
05/05/2023	622134	Muncie Reclamation and Supply Co	1013	194.01
05/05/2023	622135	Black Realty Management Inc	1658	10,333.77
05/05/2023	622136	Nanonation Inc	2554	11,696.40
05/05/2023	622137	NAPA Auto Parts Inc	1014	4,475.15
05/05/2023	622138	The Aftermarket Parts Company LLC	1015	4,091.71
05/05/2023	622139	Northwest Lift & Equipment LLC	1952	294.39
05/05/2023	622140	Tammy Lynne Glidewell	1282	2,346.50
05/05/2023	622141	Dale M Krahn	903	90.00
05/05/2023	622142	Pacific Power Group LLC	1496	2,362.83
05/05/2023	622143	Provisional Services, Inc.	2697	1,305.20
05/05/2023	622144	Rehn & Associates	2395	214.00
05/05/2023	622145	Romaine Electric Corporation	1548	1,117.03

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/05/2023	622146	S T A - Well	1557	512.50
05/05/2023	622147	SBA Towers II LLC	1569	2,488.98
05/05/2023	622148	Securitas Security Services USA Inc	1574	30,408.92
05/05/2023	622149	Senske Lawn & Tree Care Inc	2194	107.91
05/05/2023	622150	Six Robbles Inc	1017	282.88
05/05/2023	622151	SocketLabs	2484	1,375.00
05/05/2023	622152	Special Mobility Services	2122	12,859.28
05/05/2023	622153	DGT Enterprises LLC	2670	6,461.00
05/05/2023	622154	The Spokesman Review	1616	1,592.94
05/05/2023	622155	Stanley Convergent Security Solutions	1624	552.07
05/05/2023	622156	Summit Law Group PLLC	1637	1,548.00
05/05/2023	622157	Summit Rehabilitation Associates PLLC	1638	232.50
05/05/2023	622158	Swiftly Inc	2480	180,850.29
05/05/2023	622159	Tennant Sales & Service Company	1647	1,693.86
05/05/2023	622160	The Spyglass Group, LLC	2803	20,961.48
05/05/2023	622161	Thermal Supply Co Inc	1651	6,884.30
05/05/2023	622162	United Way of Spokane County	1684	118.00
05/05/2023	622163	US Bank	1678	45,623.03
05/05/2023	622164	USSC Acquisition Corp	1676	326.12
05/05/2023	622165	Verizon Wireless LLC	1686	14,130.12
05/05/2023	622166	American Federation of State County 2 WA Council	1705	1,740.09
05/05/2023	622167	Mike Walters	1722	271.30
05/05/2023	622168	Verizon	2142	4,737.83
05/12/2023	622169	Access Information Holdings	2340	372.25
05/12/2023	622170	ADT Commercial	2462	1,303.00
05/12/2023	622171	Amazon Capital Services Inc	2098	962.63
05/12/2023	622172	Andrea Parrish	2687	6,000.00
05/12/2023	622173	Avista Corporation	1081	23,725.36
05/12/2023	622174	Lithia Motors Support Services	1024	195.66
05/12/2023	622175	Canon Financial Services Inc	1154	235.16
05/12/2023	622176	The Coeur D'Alenes Company	2441	2,207.70
05/12/2023	622177	Center for Transportation and the Environment	2335	14,750.56
05/12/2023	622178	QWEST Corporation	1148	135.47
05/12/2023	622179	City of Medical Lake	1424	79.88
05/12/2023	622180	City of Spokane	1601	310.00
05/12/2023	622181	Coleman Oil Company LLC.	2683	383,258.68
05/12/2023	622182	Comcast	1170	323.30
05/12/2023	622183	CompuNet Inc	1166	44,649.82
05/12/2023	622184	Copiers Northwest Inc	2429	136.99
05/12/2023	622185	Cummins Inc	1027	344.66
05/12/2023	622186	DeVries Business Records Management Inc	1766	360.00
05/12/2023	622187	Disability Management & Consulting Inc	2130	40.76
05/12/2023	622188	El Jay Oil Co Inc	1003	9,410.16
05/12/2023	622189	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	17,268.00
05/12/2023	622190	Fastenal Company	1249	1,802.41
05/12/2023	622191	FedEx Freight	2346	172.20
05/12/2023	622192	Gordon Truck Centers Inc	1018	4,652.79
05/12/2023	622193	Future Systems US Inc	2320	1,108,019.94
05/12/2023	622194	Galls Parent Holdings LLC	1271	5,092.30
05/12/2023	622195	Performance Systems Integration, LLC	2728	71.83
05/12/2023	622196	The General Store	1956	129.03
05/12/2023	622197	Gillig LLC	1279	14,415.23
05/12/2023	622198	Diamond Auto Glass Inc	1308	571.73
05/12/2023	622199	Goodson Manufacturing Company	1284	1,577.95
05/12/2023	622200	Gunarama Wholesale Inc.	2794	843.50
05/12/2023	622201	H & H Business Systems	1298	1,336.05
05/12/2023	622202	HRA Veba Trust	1415	26,104.96
05/12/2023	622203	Humanix Corp	1329	1,472.15
05/12/2023	622204	IBI Group	1336	39,060.46
05/12/2023	622205	Idaho State Tax Commission	2504	5,774.54
05/12/2023	622206	John A Dash & Associates Inc	1199	325.00
05/12/2023	622207	Kershaw's Inc	1374	187.31
05/12/2023	622208	KHQ - Spokane	2575	1,670.00
05/12/2023	622209	Lithographic Reproductions Inc	1403	429.46
05/12/2023	622210	McCarty's Sacro Ease	2406	400.04
05/12/2023	622211	Mohawk Manufacturing & Supply Co	1011	183.84
05/12/2023	622212	Mountain Dog Sign Company, Inc	2663	911.55
05/12/2023	622213	Black Realty Management Inc	1658	17,923.62
05/12/2023	622214	NAPA Auto Parts Inc	1014	4,125.26
05/12/2023	622215	National Color Graphics Inc	1455	1,829.02
05/12/2023	622216	Argosy Credit Partners Holdings LP	2006	14.10
05/12/2023	622217	The Aftermarket Parts Company LLC	1015	1,977.11

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05/12/2023	622218	Pacific Office Solutions	2288	100.06
05/12/2023	622219	Parametrix Inc	2062	61,760.53
05/12/2023	622220	Proterra Inc	2519	15,185.81
05/12/2023	622221	Provisional Services, Inc.	2697	1,282.36
05/12/2023	622222	Safety-Kleen Systems Inc	1564	2,403.21
05/12/2023	622223	Six Robblees Inc	1017	380.28
05/12/2023	622224	Spokane Art Supply Inc	1599	287.29
05/12/2023	622225	Spokane County Solid Waste	1603	43.95
05/12/2023	622226	Spokane House of Hose Inc	1605	3,162.24
05/12/2023	622227	DGT Enterprises LLC	2670	6,555.00
05/12/2023	622228	Talroo, Inc	2787	982.91
05/12/2023	622229	Trapeze Software Group	1669	242,665.61
05/12/2023	622230	Utilities Plus	2606	212.00
05/12/2023	622231	Verizon Wireless LLC	1686	8,763.13
05/12/2023	622232	Washington State	1209	310.44
05/12/2023	622233	Walt's Mailing Service	1976	4,421.71
05/12/2023	622234	Waste Management Spokane	1702	397.02
05/12/2023	622235	Wesco Group LLC	2368	5,215.05
05/12/2023	622236	Wesslen Construction Inc	2651	279,226.42
05/12/2023	622237	Western States Equipment	1740	1,292.14
05/12/2023	622238	Wex Bank	2642	18,412.89
05/12/2023	622239	Whitworth Water District	1746	28.08
05/19/2023	622240	Inland Welding Supply Inc	1032	766.24
05/19/2023	622241	Ash & Rowan Hardware LLC	2278	389.21
05/19/2023	622242	Francis Avenue Hardware	2279	184.90
05/19/2023	622243	Jant Group II	2263	165.80
05/19/2023	622244	CBS Reporting Inc	1035	790.50
05/19/2023	622245	AFSCME	1328	724.41
05/19/2023	622246	AFSCME	1328	128.00
05/19/2023	622247	Alcobra Metals Inc	2140	740.88
05/19/2023	622248	All Western Industrial Supply	2802	1,729.61
05/19/2023	622249	Alliant Insurance Services Inc - NPB Main	1914	12,013.00
05/19/2023	622250	AlSCO Inc	2196	48.51
05/19/2023	622251	Amazon Capital Services Inc	2098	1,465.40
05/19/2023	622252	Steven W Niles Jr	2276	136.47
05/19/2023	622253	Northwest Industrial Services LLC	1058	647.88
05/19/2023	622254	Amerigas 1790	1064	6.37
05/19/2023	622255	Andrea Parrish	2687	6,300.00
05/19/2023	622256	APS Inc	1841	206.01
05/19/2023	622257	Northwest Center Services	2271	4,021.77
05/19/2023	622258	Arnett Industries LLC	2331	97.29
05/19/2023	622259	Amalg Transit Union #1015	1055	23,210.86
05/19/2023	622260	Amalg Transit Union #1598	1056	991.02
05/19/2023	622261	Amalgamated Transit Union	1057	176.61
05/19/2023	622262	Avista Corporation	1081	849.52
05/19/2023	622263	Battery Systems Inc	1089	3,298.47
05/19/2023	622264	Blanchard Electric & Fleet Supply	2589	53.25
05/19/2023	622265	Continental Battery Systems	2589	82.68
05/19/2023	622266	Bixby Machine Tool Supply Inc	1106	158.73
05/19/2023	622267	Daniel H Brunner Trustee	1124	1,491.38
05/19/2023	622268	Budinger & Associates Inc	2149	8,274.11
05/19/2023	622269	California Department of Child Support Services	1130	475.84
05/19/2023	622270	Lithia Motors Support Services	1024	6,018.94
05/19/2023	622271	Cardinal Infrastructure LLC	2059	12,500.00
05/19/2023	622272	The Coeur D'Alenes Company	2441	1,831.43
05/19/2023	622273	Center for Transportation and the Environment	2335	5,000.00
05/19/2023	622274	QWEST Corporation	1148	549.78
05/19/2023	622275	ChargePoint Inc	2717	1,139.06
05/19/2023	622276	Child Support Enforcement Agency	1825	392.30
05/19/2023	622277	CHK America Inc	1155	1,000.00
05/19/2023	622278	City of Spokane	1601	320.93
05/19/2023	622279	CleanCo Carpet, Window & Air Duct Cleaning, LLC	2781	7,500.00
05/19/2023	622280	Coffman Engineers Inc	1162	100,791.81
05/19/2023	622281	Coleman Oil Company LLC.	2683	231,051.31
05/19/2023	622282	Kathleen M Collins	1163	5,260.00
05/19/2023	622283	Comcast	1170	1,261.29
05/19/2023	622284	CompuNet Inc	1166	125.00
05/19/2023	622285	Conseal Containers LLC	1176	397.78
05/19/2023	622286	Copiers Northwest Inc	2429	524.25
05/19/2023	622287	Corporate Translation Services Inc	2158	71.54
05/19/2023	622288	Cummins Inc	1027	10,006.08
05/19/2023	622289	Delta Kits Inc.	2771	14.00

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05/19/2023	622290	Dow Jones \$ Company,	2698	166.77
05/19/2023	622291	Downtown Spokane Development Association	1217	368.00
05/19/2023	622292	Employee Advisory Council	1236	681.50
05/19/2023	622293	Edge Construction Supply Inc	1224	806.55
05/19/2023	622294	El Jay Oil Co Inc	1003	7,576.55
05/19/2023	622295	Elite Entry Systems LLC	2632	3,664.85
05/19/2023	622296	Employment Security Department	1237	553.14
05/19/2023	622297	Fastenal Company	1249	2,723.31
05/19/2023	622298	FedEx	1808	74.92
05/19/2023	622299	Ferguson Enterprises Inc	1252	789.92
05/19/2023	622300	The Fig Tree	2465	170.00
05/19/2023	622301	First Digital Communications, LLC	2730	998.41
05/19/2023	622302	First Transit Inc	2430	528,950.37
05/19/2023	622303	Gordon Truck Centers Inc	1018	8,778.44
05/19/2023	622304	Galls Parent Holdings LLC	1271	2,926.21
05/19/2023	622305	Gard Communications Inc	1272	1,296.25
05/19/2023	622306	Genfare LLC	1268	50.92
05/19/2023	622307	Gillig LLC	1279	25,997.13
05/19/2023	622308	W.W. Grainger Inc	1285	806.74
05/19/2023	622309	Grimco, Inc	2696	816.42
05/19/2023	622310	H & H Business Systems	1298	957.38
05/19/2023	622311	Hogan Mfg Inc	1008	904.05
05/19/2023	622312	Humanix Corp	1329	11,463.36
05/19/2023	622313	IBI Group	1336	3,398.46
05/19/2023	622314	IL DCS and Family Services	2768	276.53
05/19/2023	622315	Iowa Child Support Recovery Unit	2779	480.52
05/19/2023	622316	William Corp	1363	1,481.22
05/19/2023	622317	KEPRO	2258	1,258.46
05/19/2023	622318	Kirk's Automotive Inc	1007	420.00
05/19/2023	622319	L&E Park LLC	2391	4,097.73
05/19/2023	622320	Letter Publications Inc	1394	349.00
05/19/2023	622321	Liberty Lake Sewer and Water District	1396	155.85
05/19/2023	622322	Loomis Armored US LLC	1408	3,699.02
05/19/2023	622323	Michael Boodel	1804	330.00
05/19/2023	622324	M & L Supply Co Inc	1413	457.91
05/19/2023	622325	Maintenance Solutions	1418	753.39
05/19/2023	622326	Mascott Equipment Company	2650	175.55
05/19/2023	622327	McKinstry	2493	1,757.41
05/19/2023	622328	Michelin North America Inc	2325	50,613.09
05/19/2023	622329	Car Wash Partners Inc	1436	19.61
05/19/2023	622330	Mohawk Manufacturing & Supply Co	1011	583.08
05/19/2023	622331	Motion Auto Supply Inc	1012	231.12
05/19/2023	622332	Mouser Electronics Inc	1449	594.35
05/19/2023	622333	Muncie Reclamation and Supply Co	1013	1,336.17
05/19/2023	622334	Black Realty Management Inc	1658	25,516.54
05/19/2023	622335	NAPA Auto Parts Inc	1014	12,962.80
05/19/2023	622336	Legend Investments Inc	1454	675.18
05/19/2023	622337	The Aftermarket Parts Company LLC	1015	5,996.28
05/19/2023	622338	New Pig Corporation	1462	1,810.88
05/19/2023	622339	Norlift Inc	1470	1,057.77
05/19/2023	622340	North 40 Outfitters	1102	209.75
05/19/2023	622341	Nwestco LLC	1474	86.77
05/19/2023	622342	Office Depot Inc	1483	1,088.91
05/19/2023	622343	Albertsons/Safeway	903	135,235.00
05/19/2023	622344	Kenneth Baginski	903	416.64
05/19/2023	622345	Oxarc Inc	1002	1,741.70
05/19/2023	622346	Pacific Office Solutions	2288	1,299.90
05/19/2023	622347	Pacific Office Solutions	2288	60.60
05/19/2023	622348	Patriot Fire Protection Inc	2436	9,794.14
05/19/2023	622349	Platt Electric Supply	1517	380.10
05/19/2023	622350	Power Machine Service Inc	1519	3,426.63
05/19/2023	622351	Proterra Inc	2519	55,612.00
05/19/2023	622352	RedSky Technologies Inc	2389	1,327.62
05/19/2023	622353	Rehn & Associates	2395	218.00
05/19/2023	622354	Romaine Electric Corporation	1548	895.83
05/19/2023	622355	S T A - Well	1557	506.50
05/19/2023	622356	Safety-Kleen Systems Inc	1564	5,226.78
05/19/2023	622357	Securitas Security Services USA Inc	1574	439.19
05/19/2023	622358	Senske Lawn & Tree Care Inc	2194	107.91
05/19/2023	622359	The Sherwin-Williams Co	1580	287.08
05/19/2023	622360	Sherwin-Williams	1580	33.94
05/19/2023	622361	Vanessa Bogensberger	1582	6,221.18

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05/19/2023	622362	SiteOne Landscape Supply LLC	2557	35.93
05/19/2023	622363	Six Robbles Inc	1017	1,108.92
05/19/2023	622364	Sno Valley Process Solutions Inc	2469	769.10
05/19/2023	622365	Spokane Public Facilities District	1941	2,576.00
05/19/2023	622366	Spokane County Environmental Services	1603	345.88
05/19/2023	622367	Spokane Hardware Supply	1604	166.70
05/19/2023	622368	Spokane House of Hose Inc	1605	2,900.30
05/19/2023	622369	Spokane Power Tool	1608	4,255.50
05/19/2023	622370	Spokane Sunscreen LLC	1926	6,203.06
05/19/2023	622371	The Spokesman Review	1616	470.60
05/19/2023	622372	Sportworks Global LLC	1617	21,359.64
05/19/2023	622373	Spray Center Electronics Inc	1619	45.79
05/19/2023	622374	Staples Business Credit	1627	471.69
05/19/2023	622375	Stoneway Electric Supply Co	1633	778.15
05/19/2023	622376	Sun Supply Inc.	2710	1,906.31
05/19/2023	622377	The Engraver Inc	1242	21.80
05/19/2023	622378	U S Postal Service	1680	1,000.00
05/19/2023	622379	Uline Inc	2401	4,331.84
05/19/2023	622380	United Way of Spokane County	1684	118.00
05/19/2023	622381	URM Stores Inc	1677	4.35
05/19/2023	622382	USSC Acquisition Corp	1676	513.15
05/19/2023	622383	Jeffrey Oien	2155	386.95
05/19/2023	622384	Verizon Wireless LLC	1686	2,980.18
05/19/2023	622385	Washington State	1704	8,618.60
05/19/2023	622386	American Federation of State County 2 WA Council	1705	1,793.21
05/19/2023	622387	Washington State Dept of Labor and Industries	1208	675.70
05/19/2023	622388	Walter E Nelson Co	1721	1,052.58
05/19/2023	622389	Linda M Polley	1731	629.97
05/19/2023	622390	Wendle Motors Incorporated	1021	1,345.70
05/19/2023	622391	Wesco Group LLC	2368	8,447.89
05/19/2023	622392	Western States Equipment	1740	148.40
05/19/2023	622393	Wilbur Ellis Company	1747	4,892.57
05/19/2023	622394	Empire Wood Products	1751	16.48
05/19/2023	622395	Washington State Ridesharing Org	1714	250.00
05/19/2023	622396	Zayo Group LLC	2321	13,330.25
05/26/2023	622397	Inland Welding Supply Inc	1032	317.28
05/26/2023	622398	Francis Avenue Hardware	2279	138.94
05/26/2023	622399	South Hill Ace Hardware	2263	31.37
05/26/2023	622400	AlSCO Inc	2196	18,668.88
05/26/2023	622401	Amazon Capital Services Inc	2098	2,690.32
05/26/2023	622402	APS Inc	1841	156.96
05/26/2023	622403	Northwest Center Services	2271	2,667.34
05/26/2023	622404	Arnett Industries LLC	2331	114.46
05/26/2023	622405	NAF Fairchild AFB	1466	205.80
05/26/2023	622406	Avista Corporation	1081	815.98
05/26/2023	622407	Battery Systems Inc	1089	4,329.20
05/26/2023	622408	Boston Consulting Inc	2607	8,739.89
05/26/2023	622409	Black Proinvest Schade Tower LLC	2767	6,808.30
05/26/2023	622410	The Braun Corporation	1117	85.38
05/26/2023	622411	BDI	1022	861.10
05/26/2023	622412	Lithia Motors Support Services	1024	1,386.68
05/26/2023	622413	Canon Financial Services Inc	1154	209.01
05/26/2023	622414	Carlson Sheet Metal Works Inc	1139	474.15
05/26/2023	622415	QWEST Corporation	1148	36.52
05/26/2023	622416	City of Spokane	1601	110.64
05/26/2023	622417	City of Spokane	1601	188.00
05/26/2023	622418	City of Spokane	1601	1,480.55
05/26/2023	622419	CompuNet Inc	1166	27,918.42
05/26/2023	622420	Crown Castle International Corp.	2733	2,033.82
05/26/2023	622421	Cummins Inc	1027	1,326.59
05/26/2023	622422	Dardan Enterprises Inc	1782	197,999.04
05/26/2023	622423	Digi-Key Corporation	1213	31.49
05/26/2023	622424	Dynatect Manufacturing Inc	2726	8,412.60
05/26/2023	622425	Elite Entry Systems LLC	2632	3,867.50
05/26/2023	622426	Fastenal Company	1249	673.50
05/26/2023	622427	First Transit Inc	2430	27,800.00
05/26/2023	622428	Gordon Truck Centers Inc	1018	13,584.28
05/26/2023	622429	Galls LLC	1271	98.10
05/26/2023	622430	Galls Parent Holdings LLC	1271	3,949.99
05/26/2023	622431	General Parts Distribution, LLC	2690	72.26
05/26/2023	622432	General Parts Distribution, LLC	2690	126.05
05/26/2023	622433	Gillig LLC	1279	14,649.69

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05/26/2023	622434	GMCO Corporation	2623	26.75
05/26/2023	622435	W.W. Grainger Inc	1285	770.62
05/26/2023	622436	Grimco,Inc	2696	885.73
05/26/2023	622437	H & H Business Systems	1298	524.81
05/26/2023	622438	H W Lochner Inc	1405	11,462.83
05/26/2023	622439	Halme Construction Inc	2090	399,080.00
05/26/2023	622440	Humanix Corp	1329	2,546.25
05/26/2023	622441	Kenworth Sales Co Inc	1373	789.43
05/26/2023	622442	Kershaw's Inc	1374	238.92
05/26/2023	622443	KPFF Inc	2510	62,184.24
05/26/2023	622444	Laird Plastics	1383	402.29
05/26/2023	622445	McGuire Bearing Company	1010	99.48
05/26/2023	622446	Mohawk Manufacturing & Supply Co	1011	236.02
05/26/2023	622447	Mountain Dog Sign Company, Inc	2663	7,794.46
05/26/2023	622448	Muncie Reclamation and Supply Co	1013	2,004.25
05/26/2023	622449	NAPA Auto Parts Inc	1014	4,976.95
05/26/2023	622450	Legend Investments Inc	1454	261.36
05/26/2023	622451	National Color Graphics Inc	1455	814.23
05/26/2023	622452	The Aftermarket Parts Company LLC	1015	15,272.16
05/26/2023	622453	CSWW Inc	1102	267.95
05/26/2023	622454	Nwestco LLC	1474	283.07
05/26/2023	622455	Office Depot Inc	1483	1,045.89
05/26/2023	622456	Oxarc Inc	1002	2,591.92
05/26/2023	622457	Pacific Office Solutions	2288	1,024.48
05/26/2023	622458	Proterra Inc	2519	14,852.92
05/26/2023	622459	Provisional Services, Inc.	2697	783.12
05/26/2023	622460	Multi Service Technology Solutions Inc	2146	231.61
05/26/2023	622461	Schetky Northwest Sales Inc	1570	164.20
05/26/2023	622462	Spokane Hardware Supply	1604	457.91
05/26/2023	622463	Spokane House of Hose Inc	1605	3,368.54
05/26/2023	622464	Spokane Power Tool	1608	4.99
05/26/2023	622465	DGT Enterprises LLC	2670	13,078.03
05/26/2023	622466	Spokane Valley Power Tool	1615	841.15
05/26/2023	622467	STA Operations	1556	101.75
05/26/2023	622468	Stoneway Electric Supply Co	1633	32.90
05/26/2023	622469	Sun Supply Inc.	2710	161.86
05/26/2023	622470	Tacoma Screw Products, Inc.	2708	33.11
05/26/2023	622471	Team Torque Inc	1644	80.00
05/26/2023	622472	Terminal Supply Inc	1648	506.92
05/26/2023	622473	Thermo King Northwest	1650	21.70
05/26/2023	622474	Uline Inc	2401	1,106.10
05/26/2023	622475	Caracal Enterprises LLC	2419	156,061.02
05/26/2023	622476	Voith US Inc	2460	2,831.89
05/26/2023	622477	Washington State Dept of Labor and Industries	1208	123,199.48
05/26/2023	622478	Walter E Nelson Co	1721	357.20
05/26/2023	622479	Waste Management Recycle America	1702	246.57
05/26/2023	622480	Verizon	2142	5,016.05
TOTAL MAY ACCOUNTS PAYABLE				6,313,314.71
05/1/2023-05/31/2023	ACH	WORKER'S COMPENSATION	2286	208,582.51
TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS				208,582.51
05/05/2023	729577-729634	PAYROLL AND TAXES PR 09, 2023	VARIES	2,453,900.43
05/19/2023	729635-729659	PAYROLL AND TAXES PR 10, 2023	VARIES	1,906,150.41
TOTAL MAY PAYROLL AND TAXES				4,360,050.84
05/15/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,400.70
TOTAL MAY EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,400.70
TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS				10,887,348.76
TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,887,348.76

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5C : *CONNECT 2035 STRATEGIC PLAN: PHASE 2 AWARD OF CONTRACT*

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a contract for Connect 2035 Strategic Phase 2 Consulting Services.

BACKGROUND: Throughout 2022, STA developed Phase 1 of its next 10-year strategic plan, *Connect 2035*. After a series of workshops, held in May, July, September, and October, and a public hearing held in November 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution on December 15, 2022.

With the adoption of the *Connect 2035 Phase I Strategic Foundation* document, staff began work on developing a scope of work to continue the strategic planning process through the second and final phase. The Planning and Development Committee approved the general Scope of Work (SOW) for Strategic Plan Phase 2 Consulting Services on March 1, 2023, and authorized staff to release a Request for Proposals (RFP).

The approved scope of work is comprehensive and includes Project management, Community Engagement, Funding scenario review, Comprehensive capacity analysis, Fixed-Route Network Assessment, Initiative List Development, Establishment of evaluation criteria, Programming, Performance measure target setting, and Final plan development.

The RFP was advertised nationally and on the STA website on March 17, 2023. STA convened a pre-proposal meeting on March 23, 2023, in which around ten potential proposers participated. Proposals were due by April 17, 2023. STA received one complete response from a single interdisciplinary team that included several subconsultants. Despite receiving a single bid, STA has determined competition to be adequate.

An evaluation committee composed of executive team members, STA Board members, and SRTC staff participated in the review on April 28, 2023. The proposal was evaluated, and the firm was invited to make a presentation and participate in a question-and-answer session on May 3, 2023. For each round of evaluation, members of the committee scored the qualifications of the consultant firms based on the following criteria:

- Qualifications of key personnel (30 points)
- Relevant team experience, previous performance, and industry expertise (25 points)
- Project understanding & proposed delivery approach (25 points)
- Price Proposal (10 points)
- References (10 points)

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

Consultant Team	Average Score
Sam Schwartz Consulting LLC	88

Based on preliminary cost estimates and the anticipated level of specific skillsets required for this work, the total value of the strategic planning consultant contract for which staff sought authority to procure was estimated at \$908,557 through an Independent Cost Analysis (ICE), to be locally funded out of the 2023 and 2024 operating budgets. The proposer's cost proposal is within this estimated range.

Description	Cost
Sam Schwartz Consulting, LLC Proposal	\$907,003.35
STA Independent Cost Estimate (ICE)	\$908,557

This firm, along with their sub-consultants, possess a wide variety of successful experience in transit planning and strategic planning services, working with public agencies, and delivering successful projects.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ASAM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5D: CITY LINE TITLE VI SERVICE AND FARE EQUITY (SAFE) ANALYSIS

REFERRAL COMMITTEE: Planning & Development (*French*)

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

SUMMARY: Staff presented the findings of the Service and Fare Equity (SAFE) Analysis for the City Line as required by the FTA under Title VI requirements.

BACKGROUND: According to FTA Circular C 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*, "Transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project shall conduct a service and fare equity analysis" (Chapter 4, Section 7c.).

STA conducted a Title VI service equity analysis of service levels pre- and post-City Line in March 2021 as part of the major 2022 Service Change Proposal. That analysis was conducted by Nelson\Nygaard and found no disparate impact or disproportionate burden on STA customers. A fare equity analysis was not conducted at that time as no fare increase was proposed.

The 2023 SAFE Analysis is an update to the 2021 Service Change Equity Analysis to account for minor differences in the service network proposed for March 2022 and the current service network proposed for July 2023. No fare equity analysis was performed per FTA Circular C 4702.1B, which directs: "The transit provider shall also conduct a fare equity analysis for any and all fares that will change as a result of the capital project." No fare changes are proposed with City Line implementation. The City Line introductory period is a fare free promotion lasting less than six months and is therefore exempted from the requirement for a fare equity analysis.

STA's 2023 City Line Title VI SAFE Analysis finds no disparate impact or disproportionate burden on STA customers.

RECOMMENDATION TO COMMITTEE: Recommend the Board accept by motion the City Line Service and Fare Equity Analysis as complete and prepared in accordance with Title VI regulations 49 CFR part 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7.

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

RECOMMENDATION TO BOARD: Accept, by motion, the final City Line Service and Fare Equity Analysis as complete and prepared in accordance with Title VI regulations 49 CFR part 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ESM

Legal Counsel MC

2023 Service and Fare Equity (SAFE) Analysis

City Line and Associated Network Changes

FINAL

6/6/2023



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Section 1 | Introduction

This Service and Fare Equity (SAFE) Analysis is being conducted for the City Line (formerly the Central City Line), Spokane Transit Authority's (STA) first bus-rapid transit (BRT) line. The Project would not have been possible without the Federal Transit Administration (FTA) commitment of \$53.4 million through grant funding through the Small Starts program. Per FTA Circular 4702.1B, transit providers that will implement a Small Starts fixed guideway capital project shall conduct a SAFE analysis. Per the circular, changes to parallel or connecting service are also included in this evaluation.

STA conducts a Title VI service equity analysis to ensure that changes to transit service are consistent with Title VI policies defined by the FTA and Board policies defined by the Spokane Transit Board of Directors. The FTA is responsible for ensuring that federally supported transit services and related benefits are distributed by applicants and recipients of FTA assistance in a manner consistent with Title VI, Section 601 of the Civil Rights Act of 1964, which states:

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

The Title VI analysis provides an assessment of potential impacts to minority and low-income communities associated with the proposed changes that result from the implementation of the City Line.

This SAFE Analysis includes the *2022 Service Change Proposal Title VI Equity Analysis* that was performed in 2021 for the implementation of the City Line as an Appendix, as the overall service proposal met STA's definition of a major service change.

Regulatory Framework

Chapter IV of the FTA's Circular 4702.1B further describes the requirements that FTA recipients must follow to ensure that the programs, policies and activities comply with the Title VI requirements. The requirements set system-wide service standards and policies that apply to all fixed-route providers of public transportation service.

Title 49 CFR Section 21.5 (b)(2) specifies that a recipient shall not "utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color or national origin." Section 21.5 (b)(2) requires recipients to "take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color or national origin."

Transit providers that operate 50 or more fixed-route vehicles in peak service and are in an urbanized area (UZA) of 200,000 or more in population are required to meet all requirements of Chapter IV including setting service standards and policies, collecting and reporting data, monitoring transit service, and evaluating fare and service changes.

Title VI Program

Spokane Transit prepared the Title VI Program in compliance with Title 49 CFR Section 21.9 (b) and with the FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” The purpose of the Title VI Program is to document the steps Spokane Transit has taken and will take to ensure Spokane Transit provides services without excluding or discriminating against individuals on the basis of race, color or national origin. The Title VI Program provides an outline of Spokane Transit’s Title VI policies including what constitutes a major service change, the disparate impact and disproportionate burden policy. The Title VI Program Plan also includes the general requirements for Title VI and the requirements for fixed route transit providers. In March 2023, the Spokane Transit Board approved the Title VI Program Plan Update that was submitted to the Federal Transit Administration (FTA).

National Environmental Policy Act (NEPA) / State Environmental Policy Act (SEPA)

In March 2019, STA submitted the *Final Categorical Exclusion and Documented Categorical Exclusion Worksheet* for the Central City Line to the FTA to fulfill the NEPA review requirements, and to the State of Washington to fulfill the SEPA review requirements. STA determined that Central City Line would not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21.C.030(2)(c). This determination is based on the following findings and conclusions: this proposal does not result in significant impacts and mitigation measures have been identified that address potential impacts during construction and operation of the project.

The FTA concurred with STA’s findings in a letter to the CEO dated March 7, 2019. The letter noted that the FTA had determined that the project qualified as a Documented Categorical Exclusion (DCE) under the NEPA pursuant to 23 Code of Federal Regulations (CFR) Section 771.118(d).

Section 2 | Service Equity Analysis (2023)

Introduction

In May 2021 the STA Board of Directors approved a package of major service revisions that were planned to take effect May 2022 with the launch of the City Line and other key service improvements identified in the *STA Moving Forward* plan. Later the same year, the Board identified and approved additional service improvements to support regional growth as part of a package of Near-Term Investments (Resolution No. 790-21). These improvements were envisioned to be implemented over several years beginning in 2022.

In October 2021 the CEO reported to the board on disruptions to the supply chain for City Line station shelters that resulted in shifting the project launch date to July 2023. Instead of shifting all service improvements to this new date, staff planned for a phased implementation of the approved May 2022 Service Revisions and Near-Term Investments with the first tranche representing an approximate 3.6% growth in service going into effect August 2022. A second and final phase was contemplated for July 2023 and identified in the board-approved Transit Development Plan: 2023-2028 (TDP). STA introduced a draft recommendation for July 2023 service revisions in January 2023, conducted public outreach through January and February, including a public hearing. The STA Board of Directors approved the final recommendation report for July 2023 Service Revisions on March 16, 2023. The final recommendation can be viewed here: <https://www.spokanetransit.com/wp-content/uploads/2023/02/July-2023-Final-Recommendation-Report.pdf>

Under the approved July 2023 service changes, all census tracts currently served by STA will continue to receive fixed-route transit service. This Equity Analysis focuses on how changes to STA service that is modified by the implementation of the City Line differently affect communities characterized by particular demographics. The income and race, as reported by the 2016-2020 American Community Survey 5-year estimate of individuals within the service area was examined to determine whether the service changes would disproportionately impact classes protected by Title VI. Specific focus was placed on identifying whether areas with disproportionately high low-income and/or minority residents would see significant service reductions under the Draft Recommendation service change.

Title VI Policies & Population Summary & Population Thresholds

Service Change Disparate Impact Policy

When a major service change impacts a census tract with a minority population that exceeds the average minority population of the service area by 10% or more, a disparate impact exists, and the impacts will be assessed and evaluated for mitigation.

Service Change Disproportionate Burden Policy

When a major service change impacts a census tract with a low-income population that exceeds the average low-income population of the service area by 10% or more, a disproportionate burden exists, and the impacts will be assessed and evaluated for mitigation.

Minority and Low-Income Population Summary

Table 1 below, from STA's 2023 *Title VI Program*, summarizes the minority and low-income populations of all the census tracts within STA's PTBA, based on data from the 2016-2020 5-year American Community Survey.

Table 1. Minority and Low-Income Population Summary

2020 STA PTBA Population Estimate*	442,449
Census Estimate of PTBA Population (Race)**	417,031
Census Estimate of PTBA Minority Population**	60,218
Estimate Percent Minority residing within PTBA	14.4%
Census Estimate of PTBA Population (Poverty Level) ***	402,610
Census Estimate of Low-Income Population***	55,854
Estimate Percent Low-Income residing within PTBA	13.9%

*Source: Washington State Office of Financial Management, Forecasting and Research Division

**Table B02001. Race, American Community Survey 2016-2020

*** Table B17021. Poverty Status, American Community Survey 2016-2020

Service Equity Analysis

Per FTA Circular 4702.1B, the SAFE Analysis will examine “all proposed changes to parallel or connecting service”. Table 2 below highlights the routes from January 2023 and July 2023 that were included in the analysis.

Table 2. Summary of Planned Service Revisions

Route (Number / Name)	2022 Service	2023 Service
1 – City Line	Not in service	Launches with 15-minute service, 7 days/week
14 – South Adams / Napa	Not in service	Implement new route to replace Route 42 and a portion of Route 29
26 – Lidgerwood	Existing route	Existing route revised to maintain service along Mission Avenue
28 – Nevada	Existing route	Existing route revised to maintain service along Mission Avenue
29 – SCC	Existing Route	Discontinue route. Service replaced by City Line and Route 14
39 – Mission	Existing route	Modify route to make shorter, as service replaced by City Line along Mission Avenue
39 – Minnehaha	Not in Service	Implemented new Route 39 with different name and shorter route to continue service from SCC to Minnehaha neighborhood
42 - South Adams	Existing route	Discontinue route. Route coverage replaced by Route 14
60 – Airport	Existing route	Modify route, as service replaced by City Line in Browne's Addition
61 – Highway 2	Existing route	Modify route, as service replaced by City Line in Browne's Addition

Data and Thresholds

For the City Line implementation, this analysis measures the impacts of planned STA service changes on low-income and minority communities by comparing the annual number of accessible trips (combined inbound and outbound) the January 2023 network to those within the planned July 2023 network. Data concerning these communities were obtained using the 2016-2020 American Community Survey 5-year estimate, to be consistent with the 2023 *Title VI Program* data.

Service Area

For this analysis, any census tract partially or completely contained within the Public Transportation Benefit Area (PTBA) boundary is considered a part of the service area. In addition to this definition, a 1/4 mile buffer around STA's existing January 2023 fixed-route network and the planned July 2023 network were created.

Demographic Data: Income

This analysis sets low-income status at 100% of the US Federal Poverty Level, which can be found in Table 3 below.

Table 3. Federal Poverty Level

Persons in Family/Household	Poverty Guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

Source: U.S. Department of Health & Human Services, 2023

Demographic Data: Race

In an effort to calculate a percentage of census tract population that identifies as a racial minority, the 2016-2020 American Community Survey 5-year estimate was once again used. Self-identified racial composition is reported via the ACS on an individual, rather than household, basis. For the purpose of this equity analysis, individuals who identified as any race other than White were considered minorities. The number of individuals per census block group who identified as minorities was assessed against the total population to render a percent minority population for each census tract.

Census Tract Classifications

All census tracts intersecting a route identified in Table 2 were classified as representing one of the following: minority, low-income, neither or both. A census tract would receive the minority classification if its proportion of minority residents was 10% higher than the average minority proportion for the entire service area. The same is true of each census tract's proportion of resident's who are low-income. If a census tract's population was above both the thresholds for minority and low-income proportions, then it was classified as "both;" the opposite rendered a classification of "neither." The service area average proportions for minority and low-income populations and respective impact and burden thresholds are shown below in Table 4. The number and percent of census tracts in the service area falling into each classification are shown below in Table 5.

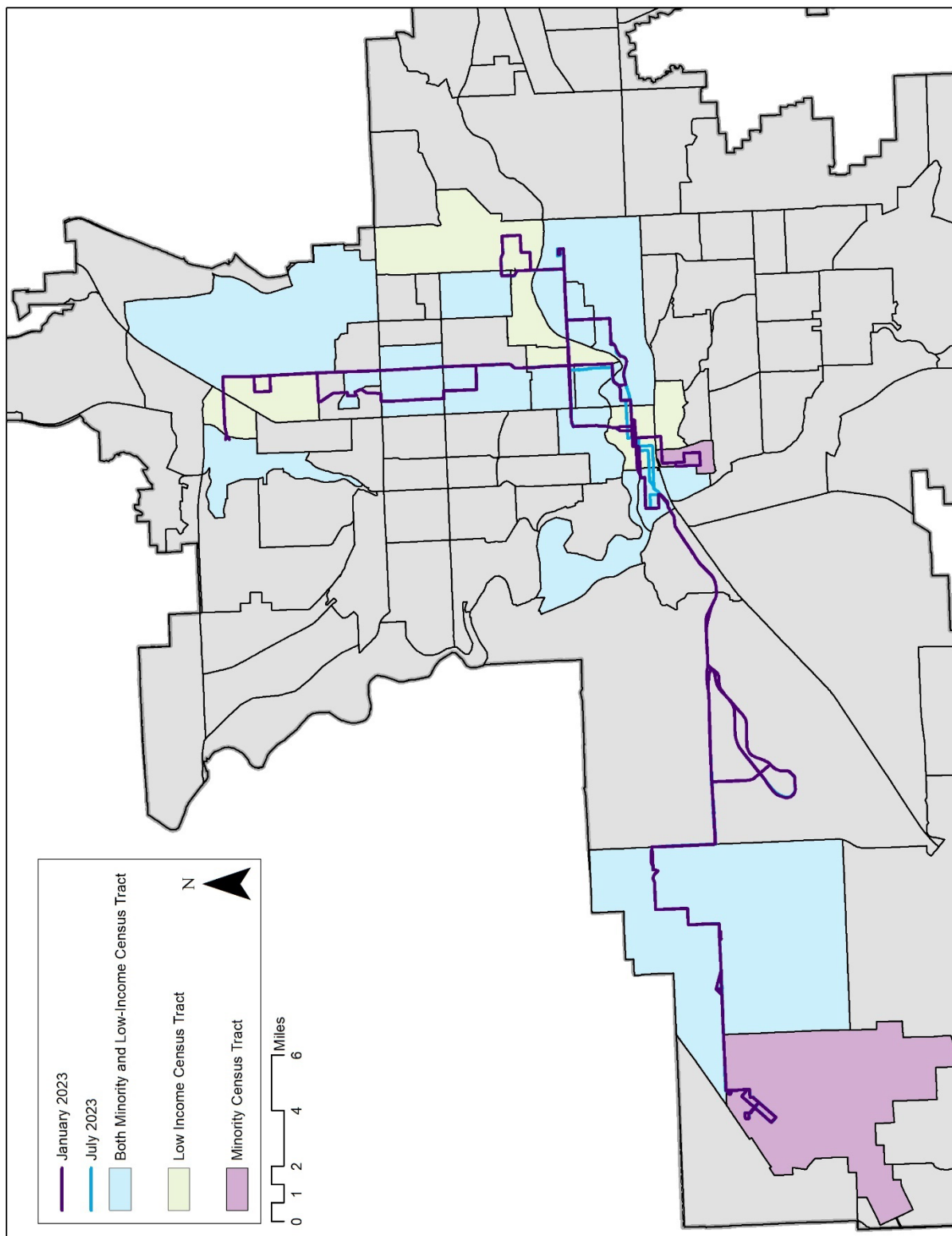
Table 4. Minority and Low-income Classification Thresholds

Minority		Low-Income	
Service Area Average	Impact Threshold	Service Area Average	Burden Threshold
14.4%	15.8%	13.9%	15.2%

Table 5. Census Tract Classifications

Minority	Low-Income	Both	Neither
2 (6.9%)	7 (24.1%)	16 (55.1%)	4 (13.9%)

Map 1. Census Tracts by Title VI Service Policy, Minority and Low-Income Classification



Route Classification

In accordance with STA's Title VI Program, all routes were analyzed to determine if they were considered a minority or low-income route by evaluating the combined proportion of minority and low-income populations within census tracts adjacent to each route. While Table 5 displays the census tract classifications, the route classifications are shown below in Table 6.

Table 6. Route Classifications

Route	Minority Only	Low-Income Only	Both Minority and Low-Income	Neither Low-Income nor Minority
1 City Line			✓	
14 South Adams / Napa			✓	
26 Lidgerwood			✓	
28 Nevada			✓	
29 SCC			✓	
39 Mission			✓	
39 Minnehaha			✓	
42 South Adams			✓	
60 Airport			✓	
61 Highway 2			✓	

Service Analysis

Determining Service Increase or Decrease

To calculate existing service levels, each existing route's total number of annual trips was used. The annual trips generally reflect the number of times a rider will be able to access transit from a given location. The annual trips for each route in the January 2023 network and the planned July 2023 network were then compared to determine the change in service at the route level. In many cases, new routes or existing routes are revised to continue serving areas with removed or decreased service.

Change in Service Analysis

The planned July 2023 network and service plan include changes to route alignments, service span, and service frequency to provide faster, more direct service, and to realign or remove redundant service to better align with the implementation of the City Line. In cases where routes are removed and replaced with other services, particularly the City Line, census tracts may see an increase in annual trips. The change in trips for all minority and low-income routes evaluated as a part of this service change is shown in Table 7.

Table 7. Service Change by Minority and Low-Income Routes

Route	Classification	Change in Annual Trips
1 – City Line	Minority & Low-Income	47,210
14 – South Adams / Napa	Minority & Low-Income	17,870
26 – Lidgerwood	Minority & Low-Income	0
28 – Nevada	Minority & Low-Income	0
29 – SCC	Minority & Low-Income	-19,165
39 – Mission	Minority & Low-Income	-17,360
39 – Minnehaha	Minority & Low-Income	8,680
42 - South Adams	Minority & Low-Income	-17,870
60 – Airport	Minority & Low-Income	0
61 – Highway 2	Minority & Low-Income	0

Routes 29, 39 and 42 are the only such routes that both experience a reduction in service in this planned service change and are classified as minority and/or low-income routes. The STA Title VI Program policy states that Disparate Impacts and Disproportionate Burdens would result for all three of these routes. However, this does not account for the addition of new routes that continue providing service in the area.

Route 29 trips will be replaced in full by a combination of the City Line and Route 14.

Route 39 Mission trips will be replaced in full by a combination of the City Line and Route 39 Minnehaha.

Route 42 trips will be replaced in full by Route 14.

Thus, any potential Disparate Impact or Disproportionate Burden associated with Route 29, Route 39, and Route 42 would be mitigated and there are no Disparate Impacts or Disproportionate Burdens under the planned service change.

Fare Equity Analysis

No fare changes are proposed with City Line implementation. There is an introductory period of City Line operations in which STA will not collect that will run through September 4, 2023. This short-term period is less than six months and therefore does not require a fare equity analysis.

Appendices

Appendix	Title
A	<i>2022 Service Change Proposal Title VI Equity Analysis</i>



2022 Service Change Proposal Title VI Equity Analysis Final Report

March 2021

EXECUTIVE SUMMARY

Spokane Transit Authority (STA) is in the process of evaluating a proposed service change planned for implementation in 2022. This service change includes several changes related to service span, service frequency, and route alignments to improve transit service throughout the service area and to realign service to better integrate with the City Line Bus Rapid Transit route, scheduled to begin operations in 2022. In accordance with Title VI of the Civil Rights Act, this service change is evaluated to ensure that any impacts are equitable and there are no Disparate Impacts or Disproportionate Burdens to minority or low-income populations.

According to STA's Title VI Policy, each route is evaluated to determine whether it is classified as a minority route or a low-income route based on the population and demographics of the surrounding census tracts. Routes that are designated as minority or low-income routes and result in a service reduction are considered to create Disparate Impacts and Disproportionate Burdens, respectively. All routes that were classified as minority and/or low-income and were altered as a part of this proposed service change are shown in Figure 1.

Figure 1 Change in Annual Trips by Route Classification

Route	Classification	Change in Trips	% Change in Trips
Route 26	Minority & Low-Income	-	-
Route 27	Minority & Low-Income	7,990	37%
Route 28	Minority & Low-Income	-	-
Route 29	Minority & Low-Income	-19,110	-100%
Route 32	Minority & Low-Income	-	-
Route 34	Minority & Low-Income	-	-
Route 39	Minority & Low-Income	-19,925	-100%
Route 42	Minority & Low-Income	-17,870	-100%
Route 60	Minority & Low-Income	-	-
Route 61	Minority & Low-Income	2,125	11%
Route 63	Minority	-	-
Route 94	Low-Income	-	-

Route 29, Route 39, and Route 42 are the only such routes that both experience a reduction in service in this proposed service change and are classified as minority and/or low-income routes. The STA Title VI Program policy states that Disparate Impacts and Disproportionate Burdens would result for all three of these routes. However, this does not account for the addition of new routes that continue providing service in the area. All three of these routes are proposed to be removed from service and entirely or partially replaced by a combination of the City Line, a new Route 14, and a new Route 38.

A further analysis at the census tract level identifies the change in the annual number of trips operating within each census tract served by the three removed routes. This analysis shows that all census tracts currently served by these routes would have improved transit service in the service proposal. Thus, any potential Disparate Impact or Disproportionate Burden associated with Route 29, Route 39, and Route 42 would be mitigated and there are collectively no Disparate Impacts or Disproportionate Burdens under the proposed service change.

INTRODUCTION

Title VI of the Civil Rights Act of 1964 ensures that “no person in the United States shall, on the basis 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.” STA has committed to the Federal Transit Administration (FTA) objectives set forth in circular 4702.1B through their Title VI Program and Comprehensive Plan. These objectives work to ensure that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, or national origin.

In Fall of 2016, voters approved funding for *STA Moving Forward*, Spokane Transit Authority’s 10-year plan for more and better transit. Many projects have already been completed, including expanded night and weekend service, the opening of the West Plains Transit Center, and the start of four new routes.

STA is now engaged in planning for service improvements that are programmed and funded for 2022. Some of these improvements include:

- Expanded Hillyard and Northeast Spokane routes
- Implementation of the Central City Line (Bus Rapid Transit Route)

These improvements were developed through an analysis of the local market and existing services, as well as an extensive outreach process with riders and community stakeholders. Using this information, a Preliminary Service Change Proposal was developed and refined to create a single Draft Recommendation for these service improvements. The elements of this Draft Recommendation will be examined as part of this Equity Analysis.

Under this Draft Recommendation service change proposal, all census tracts currently served by STA will continue to receive fixed-route transit service. This Equity Analysis focuses primarily on how changes in STA service differently affect communities characterized by particular demographics. The income and race, as reported by the 2019 American Community Survey, of individuals within the service area was examined to determine whether the proposed service changes would disproportionately impact classes protected by Title VI. Specific focus was placed on identifying whether areas with disproportionately high low-income and/or minority residents would see significant service reductions under the Draft Recommendation service change.

Data and Thresholds

For the Draft Recommendation service change, this analysis measures the impacts of recommended STA service changes on low-income and minority communities by comparing the annual number of trips accessible within the September 2020 network to those accessible within the proposed 2022 network. Data concerning these communities were obtained by way of the 2019 American Community Survey (ACS).

Service Area

Per the STA Title VI Policy, any census tracts partially or completely contained within the Public Transportation Benefit Area (PTBA) boundary is considered a part of the service area. In addition to this definition, a 1/2 mile buffer around STA’s existing 2020 fixed-route network and the recommended 2022 network were created. These buffers, considered a comfortable walk to transit by the FTA, were then overlaid on the census tracts partially or entirely within the PTBA

boundary to represent access to transit service at the census tract level for a supplemental analysis.

Demographic Data: Income

The FTA defines individuals who reside in households where total household income is equal to or less than the ACS poverty level as “low-income.” The following table (Figure 2) shows the poverty guidelines for 2019.

Figure 2 Poverty Guidelines for 2019

Persons in Family/Household	Poverty Guideline
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For families/households with more than 8 persons, add \$4,420 for each additional person.	

Source: U.S. Department of Health & Human Services, 2019

For the 2019 ACS, household income data were collected. These combined characteristics were then assessed against the appropriate poverty threshold, depending on household size, to render a number of persons within each census tract that would be considered “low-income” according to the FTA definition. This number was then compared to the total population resulting in a percentage of population classified as “low-income” for each census tract.

Demographic Data: Race

In an effort to calculate a percentage of census tract population that identifies as a racial minority, the 2019 ACS was again consulted. Self-identified racial composition is reported via the ACS on an individual, rather than household, basis. For the purpose of this equity analysis, individuals who identified as any race other than White were considered minorities. The number of individuals per census tract who identified as minorities was assessed against the total population to render a percent minority population for each census tract.

Census Tract Classification

All census tracts within the STA service area were classified as representing one of the following: minority, low-income, neither or both. A census tract would receive the minority classification if its proportion of minority residents was 10% higher than the average minority proportion for the entire service area. The same is true of each census tract’s proportion of resident’s who are low-income. If a census tract’s population was above both the thresholds for minority and low-income proportions, then it was classified as “both;” the opposite rendered a classification of “neither.” The service area average proportions for minority and low-income populations and respective

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impact and burden thresholds are shown below in Figure 3. The number and percent of census tracts in the service area falling into each classification are shown below in Figure 4 and are displayed on the map contained in Figure 5.

Figure 3 2019 Low-Income and Minority Classification Thresholds

Minority		Low-Income	
Service Area Average	Impact Threshold	Service Area Average	Burden Threshold
12.8%	14.1%	13.4%	14.7%

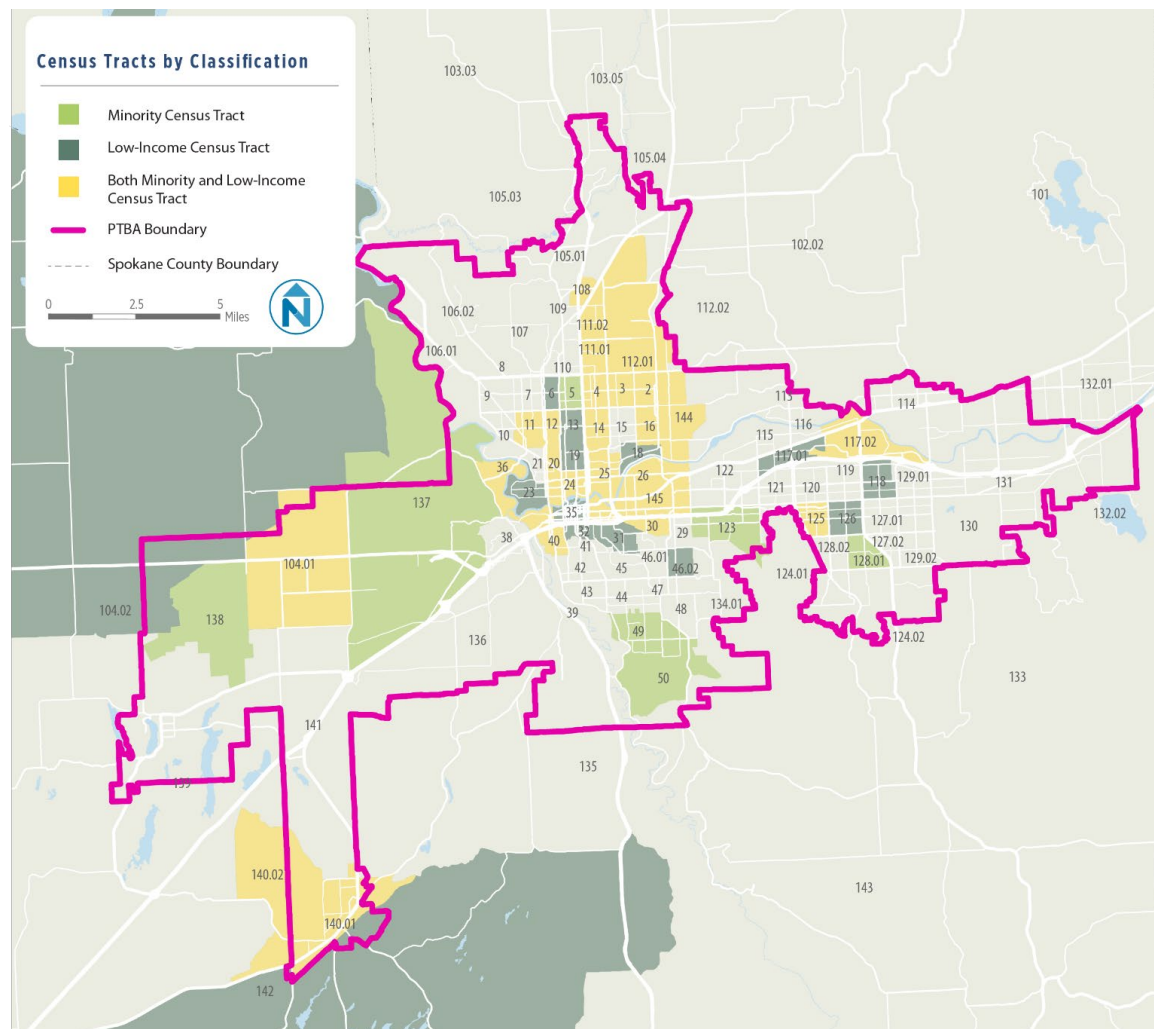
Source: US Census Bureau, American Community Survey 2019

Figure 4 Census Tract Classifications

Minority	Low-Income	Both	Neither
7 (7%)	14 (14%)	25 (26%)	52 (53%)

Source: US Census Bureau, American Community Survey 2019

Figure 5 Census Tracts by Minority and Low-Income Classification



Disparate Impact and Disproportionate Burden Threshold

In accordance with FTA guidelines, the following criteria for defining the disparate impact and disproportionate burden thresholds were used in this analysis:

- **Disparate Impact** – When a major service change impacts a census tract with a minority population that exceeds the average minority population of the service area by 10% or more, a disparate impact exists and the impacts will be assessed and evaluated for mitigation. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of minority population along that route. This is done by adding all of the census tracts along that route.
- **Disproportionate Burden** – When a major service change impacts a census tract with a low-income population that exceeds the average low-income population of the service area by 10% or more, a disproportionate burden exists and the impacts will be assessed and evaluated for mitigation. To determine if a disparate impact exists, each route impacted is analyzed to determine the percentage of low-income population along that route. This is done by adding all of the census tracts along that route.

These thresholds are defined in STA's Impact Policy for Major Service Changes (and Disproportionate Burden Policy), which are included in STA's current Title VI Program.

Route Classification

In accordance with STA's Title VI Program, all routes were analyzed to determine if they were considered a minority or low-income route by evaluating the combined proportion of minority and low-income populations within census tracts adjacent to each route. The results of this analysis for each route in the existing STA system is shown in Figure 6 with routes proposed to be altered under the service change proposal identified in bold. Minority and low-income classified routes are also displayed in the maps contained in Figure 7 and Figure 8, respectively.

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Figure 6 Route Classifications

Minority Only Routes	Low-Income Only Routes	Both Low-Income & Minority Routes	Neither Low-Income Nor Minority Routes
▪ Route 62 ▪ Route 63	▪ Route 23 ▪ Route 45 ▪ Route 90 ▪ Route 94 ▪ Route 173 ▪ Route 190 ▪ Route 662	▪ Route 11 ▪ Route 12 ▪ Route 20 ▪ Route 21 ▪ Route 25 ▪ Route 26 ▪ Route 27 ▪ Route 28 ▪ Route 29 ▪ Route 32 ▪ Route 33 ▪ Route 34 ▪ Route 39 ▪ Route 42 ▪ Route 60 ▪ Route 61 ▪ Route 64 ▪ Route 66 ▪ Route 67 ▪ Route 68 ▪ Route 663 ▪ Route 664	▪ Route 4 ▪ Route 22 ▪ Route 43 ▪ Route 74 ▪ Route 95 ▪ Route 96 ▪ Route 97 ▪ Route 98 ▪ Route 124 ▪ Route 144 ▪ Route 172 ▪ Route 633

Source: US Census Bureau, American Community Survey 2019

Figure 7 Existing STARoutes by Minority Classification

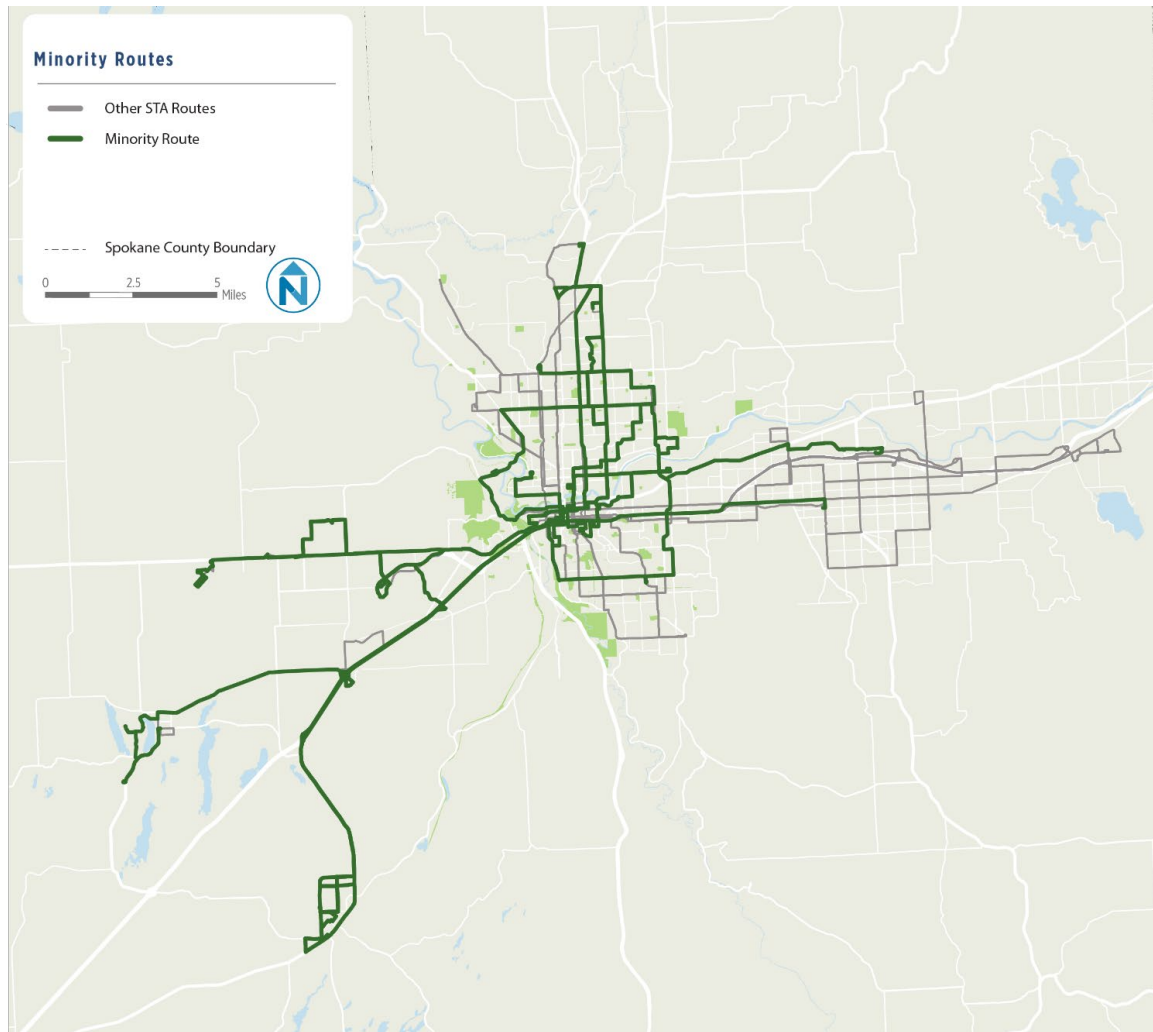
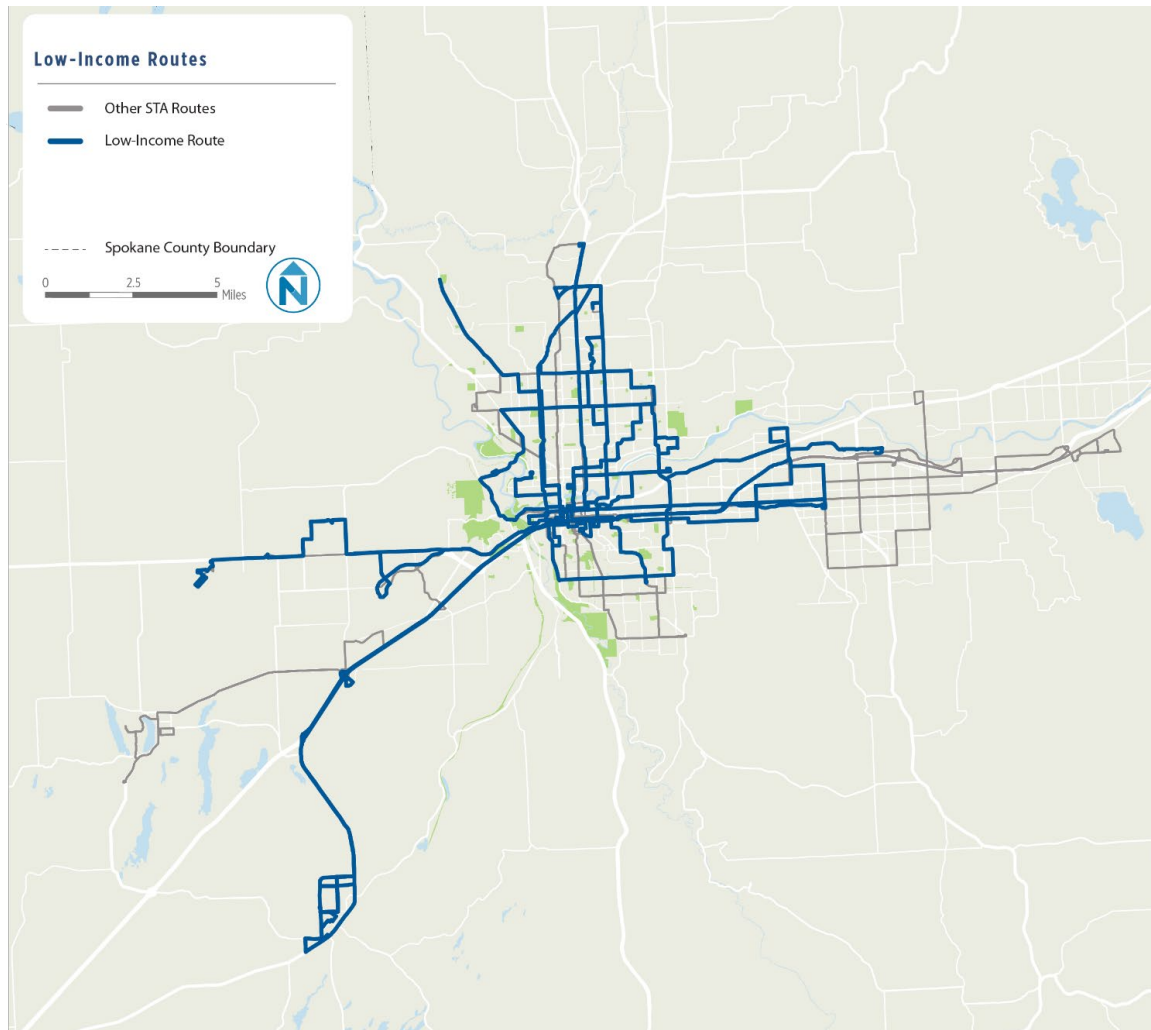


Figure 8 Existing STARoutes by Low-Income Classification



SERVICE ANALYSIS

Determining Service Increase or Decrease

To calculate existing service levels, each existing route's total number of annual trips was used. The annual trips generally reflect the number of times a rider will be able to access transit from a given location. The annual trips for each route in the 2020 and recommended 2022 networks were then compared to determine the change in service at the route level. Approximately, 21% of routes would see an increase in service, including new routes added to the system, and 10% of routes would have decreased service, including routes that are eliminated from service (Figure 9). In many of these cases, new routes or existing routes are revised to continue serving areas with removed or decreased service.

In addition to this analysis at the route level, each census tract within the service area was also assigned the sum of the total annual trips of all routes whose $\frac{1}{2}$ mile buffer passed through it. This was done for both the 2020 and recommended 2022 networks. The proposed annual trips

figure was then subtracted from the existing annual trips to determine the change in service: increased service, decreased service, or no change. Approximately 67% of census tracts served under the 2022 proposed network will experience an increase in STA service under the recommended service plan. Around 20% of census tracts served by the proposed network will experience decreased STA service. Figure 10 and Figure 11 show areas where service is proposed for removal and routes categorized by the change in annual trips, respectively.

Figure 9 Service Change Overview

Service Change Category	Census Tracts in Service Area	Routes
Increased Service	66 (67%)	11 (21%)
No Change in Service	13 (13%)	36 (69%)
Decreased Service	19 (20%)	5 (10%)

Figure 10 Existing STA Service Proposed for Removal

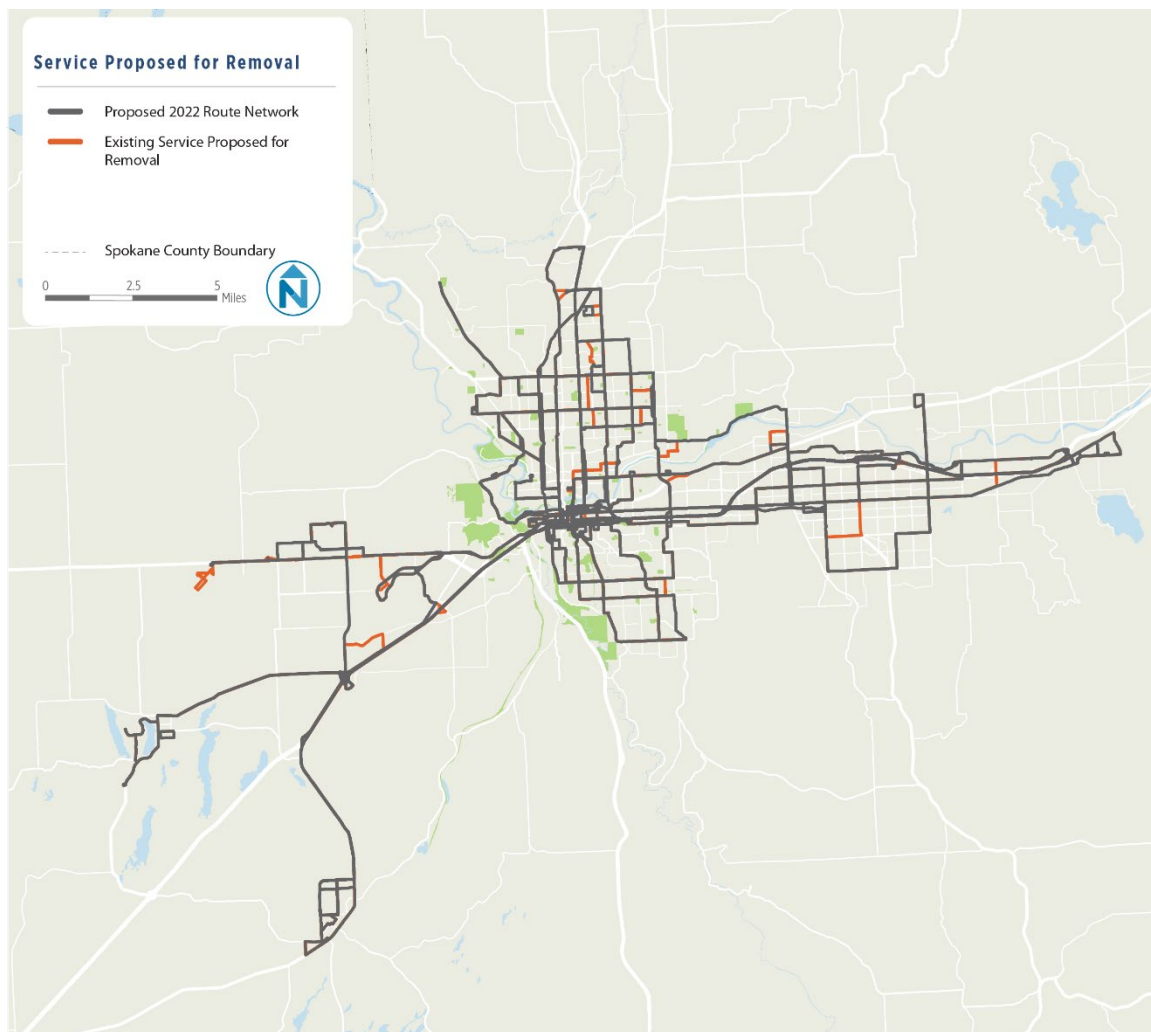
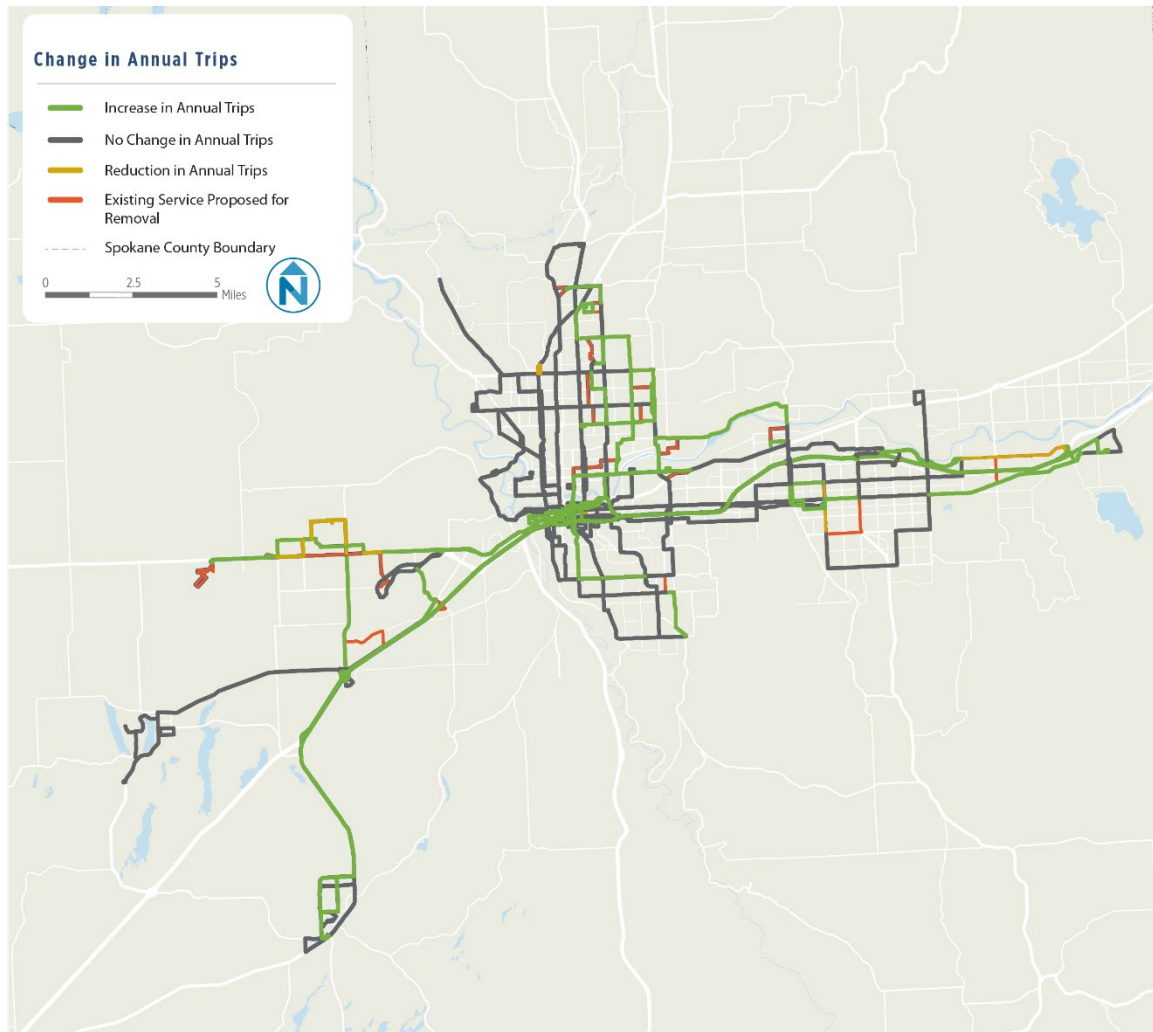


Figure 11 Change in Annual Trips from 2020 to 2022 – STA Network by Route



CHANGE IN SERVICE ANALYSIS

The 2022 proposed network and service plan include changes to route alignments, service span, and service frequency to provide faster, more direct service, and to realign or remove redundant service to better align with the implementation of the City Line. In cases where routes are removed and replaced with other services, particularly the City Line, census tracts may see an increase in annual trips. The change in trips for all minority and low-income routes evaluated as a part of this service change is shown in Figure 12. Routes categorized by service change are shown overlayed with minority and low-income classified census tracts in Figure 13.

Figure 12 Service Change by Minority and Low-Income Routes

Route	Classification	Change in Trips	% Change in Trips
Route 26	Minority & Low-Income	-	-
Route 27	Minority & Low-Income	7,990	37%
Route 28	Minority & Low-Income	-	-
Route 29	Minority & Low-Income	-19,110	-100%
Route 32	Minority & Low-Income	-	-
Route 34	Minority & Low-Income	-	-
Route 39	Minority & Low-Income	-19,925	-100%
Route 42	Minority & Low-Income	-17,870	-100%
Route 60	Minority & Low-Income	-	-
Route 61	Minority & Low-Income	2,125	11%
Route 63	Minority	-	-
Route 94	Low-Income	-	-

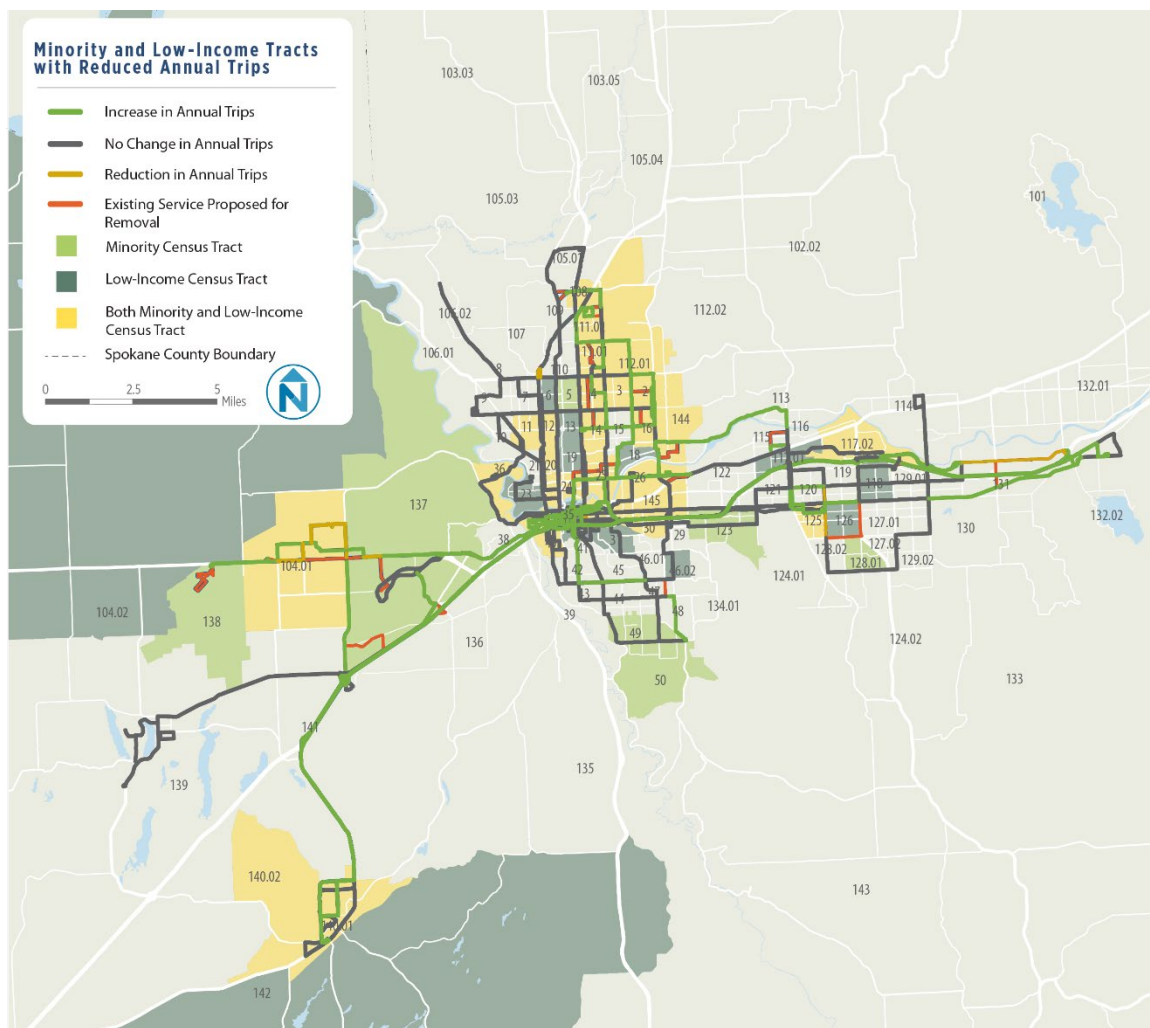
Route 29, Route 39, and Route 42 are the only such routes that both experience a reduction in service in this proposed service change and are classified as minority and/or low-income routes. The STA Title VI Program policy states that disparate impacts and disproportionate burdens would result for all three of these routes. However, this does not account for the addition of new routes that continue providing service in the area. All three of these routes are proposed to be removed from service and entirely or partially replaced by a combination of the City Line, a new Route 14, and a new Route 38.

A further analysis at the census tract level identifies the change in the annual number of trips operating within each census tract served by the three removed routes (Figure 14). This analysis shows that while these three routes are removed, all census tracts currently served by these routes would have improved transit service in the proposed service change. Thus, any potential Disparate Impact or Disproportionate Burden associated with Route 29, Route 39, and Route 42 would be mitigated and there are no Disparate Impacts or Disproportionate Burdens under the proposed service change.

Figure 13 Change in Trips at the Census Tract Level for Routes with Reduced Service

Route 29		Route 39		Route 42	
Census Tract	Change in Annual Trips	Census Tract	Change in Annual Trips	Census Tract	Change in Annual Trips
26	+88,205	16	+36,400	32	+65,375
35	+64,810	18	+77,805	35	+64,810
145	+88,195	24	+64,810	40	+64,630
		25	+76,155		
		26	+88,205		
		35	+64,810		
		144	+48,820		
		145	+88,195		

Figure 14 Change in Annual Trips from 2020 to 2022– STA Network by Routewith Census Tract Classifications



Census Tract Analysis

While not required to determine disparate impacts or disproportionate burdens according to STA's Title VI Program, a supplemental analysis was conducted to determine potential impacts at the census tract level. The results of the combined census tract classification and service analysis found that eight census tracts were identified as being low-income/minority and having reduced service under the 2022 proposed service change (shown in Figure 15), including:

- Census tract 4
- Census tract 5
- Census tract 6
- Census tract 20
- Census tract 46.02
- Census tract 104.01
- Census tract 128.01

Census Tract 4

Census tract 4 is located in north Spokane between Francis Ave, Nevada St, Wellesley Ave, and Division St. In this census tract, Route 27 is replaced with Route 35 at a lower peak frequency, reducing the number of trips operating through the census tract. However, census tract 4 is also served with multiple 15-minute frequency routes operating on Wellesley Ave, Division St, and Nevada St. This service change was made to provide higher frequency service along the Hillyard corridor on the revised Route 27 and ensures that a number of high frequency north-south and east-west routes continue serving census tract 4. While there are fewer annual trips, this tract continues to have a high level of transit accessibility.

Census Tract 5

Census tract 5 is located in north Spokane between Francis Ave, Monroe St, Wellesley Ave, and Division St. In this census tract, Route 27 is replaced with Route 35 at a lower peak frequency, reducing the number of trips operating through the census tract. However, census tract 5 is also served with multiple 15-minute frequency routes operating on Wellesley Ave, Monroe St, and Division St. This service change was made to provide higher frequency service along the Hillyard corridor on the revised Route 27 and ensures that a number of high frequency north-south and east-west routes continue serving census tract 5. While there are fewer annual trips, this tract continues to have a high level of transit accessibility.

Census Tract 6

Census tract 6 is located in north Spokane between Francis Ave, Monroe St, Wellesley Ave, and Ash St. In this census tract, Route 27 is replaced with Route 35 at a lower peak frequency, reducing the number of trips operating through the census tract. However, census tract 6 is also served with multiple 15-minute frequency routes operating on Wellesley Ave and Monroe St. This service change was made to provide higher frequency service along the Hillyard corridor on the revised Route 27 and ensures that a number of high frequency north-south and east-west routes continue serving census tract 6. While there are fewer annual trips, this tract continues to have a high level of transit accessibility.

Census Tract 20

Census tract 20 is located north of downtown Spokane and is roughly bound by Courtland Ave, Monroe St, Boone Ave, and Ash St. No service is directly removed from this census tract as a result of the 2022 service change proposal. However, the existing Route 39 operates within 1/2 mile of the census tract and was attributed to the annual trips serving census tract 20 in the existing network. In the 2022 proposed network, Route 39 is removed and partially replaced by the City Line at a higher frequency. However, the City Line alignment would not operate within 1/2 mile of census tract 20. Census tract 20 would continue to have access to transit service on Monroe St, Boone Ave, Maple St, Ash Ave, and Northwest Blvd and would continue to be within 1/2 mile of Route 27. No service would be removed from within census tract 20, only within 1/2 mile of the census tract.

Census Tract 46.02

Census tract 46.02 is located to the southeast of downtown Spokane and is roughly bound by 17th Ave, Havana St, 29th Ave, and Ray St. In the existing network, the census tract is served by both Routes 34 and 43, which connect at the South Hill Park-and-Ride located just over 1/2 mile east of the census tract. The proposed recommendation includes realigning Route 43 on a more direct alignment on 29th Ave west of the South Hill Park-and-Ride rather than deviating out of direction onto Ray St and 37th Ave. The segment of 29th Ave between Ray St and Southeast Blvd would now only be served by Route 34, not a combination of both Route 34 and Route 43. The reduction of service in this tract is due to removing the overlapping service on this segment. Additionally, in the proposed service change Routes 34 and 43 would interline at 39th Ave and Southeast Blvd meaning census tract 46.02 would continue to have access to both routes at the same level of service as they are currently operating. No service would be removed from within census tract 46.02, only within 1/2 mile of the census tract.

Census Tract 104.01

Census tract 104.01 is located in the Airway Heights neighborhood between Rambo Rd, Deno Rd, Hayford Rd, and Thorpe Rd and is served by Routes 60, 61, and 63. The proposed service changes in this census tract are intended to achieve three specific goals:

- Provide faster, more direct service
- Provide simpler, easier to understand service
- Improve local service in Airway Heights

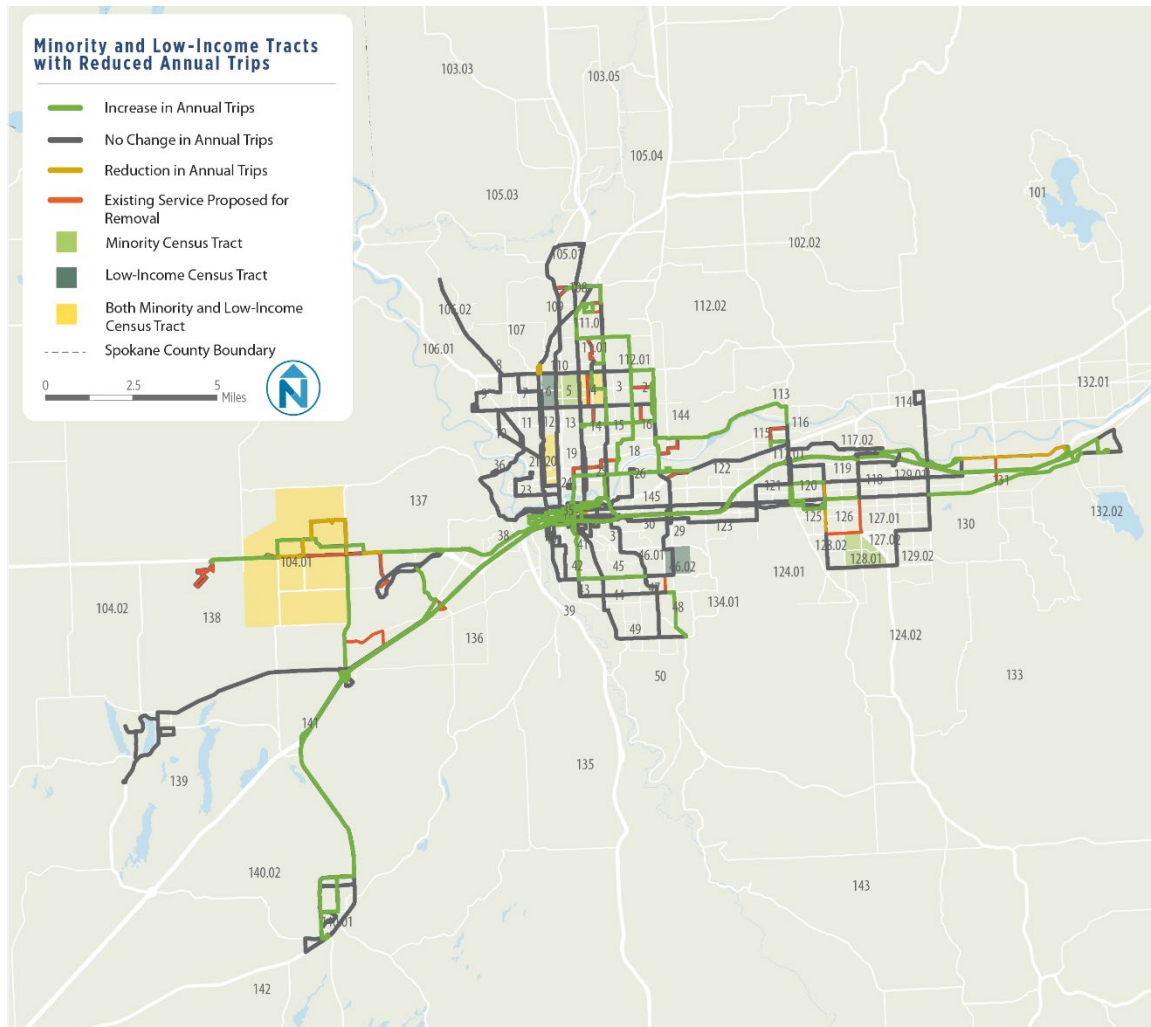
This service change achieves these goals by making Route 60 operate more consistently, removing the evening and weekend only service through Airway Heights and operating fewer deviations. Route 61 would operate more frequently, providing more useful service in Airway Heights throughout the day. Route 63 would operate a more direct alignment through Airway Heights on Hayford Rd, providing service to a larger area of this census tract than currently exists. Additionally, both Route 60 and Route 61 would provide faster, more direct service into downtown Spokane.

Census Tract 128.01

Census tract 128.01 is located in Spokane Valley, generally between 16th Ave, SR 27, 32nd Ave, and Bowdish Rd and is currently served by Routes 96 and 97. In the proposed service change, Route 96 would be realigned to provide more direct service between the Valley Transit Center, Valley

Mall, and Spokane Industrial Park. As a part of this realignment, service no longer operates south of 4th Ave on University Road, 16th Ave, or Pines Rd. This change removes Route 96 from census tract 128.01, including six stops at the intersections of 16th Ave & Pines Rd, 16th Ave & Union Rd, 16th Ave & Bowdish Rd. These six stops combined for an average of zero daily boardings and four daily alightings in 2020. This service change was made to provide faster, more direct service to higher ridership areas and removes service from low ridership areas.

Figure 15 Minority and Low-Income Census Tracts with Reduced Annual Trips



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5E : PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – RECOMMENDATION

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Stephanie Crawford, Safety Manager

SUMMARY: The Federal Transit Administration (FTA) requires all public transportation systems that receive financial assistance from the FTA to develop and implement an Agency Safety Plan (ASP). This FTA regulation went into effect December 31, 2020. STA's ASP was initially signed by the Chief Executive Officer and approved by the Board on December 17, 2020.

The ASP must be approved by the Safety Committee, in addition to being signed by the Chief Executive Officer, and approved by the STA Board. The ASP is reviewed regularly by the Safety Committee and is presented to the STA Board for approval at least annually, or more often as new FTA requirements are put in place. The ASP includes the processes and procedures to implement a Safety Management System, which is a comprehensive, collaborative, and systematic approach to managing safety within the organization. STA's ASP was vetted through the FTA Public Transportation Agency Safety Plan Technical Assistance Center to ensure all requirements were addressed in the Plan. A copy of the Plan is attached.

The STA ASP contains four key components that support the safety management system: Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

The second formal version of STA's ASP contains the following updates:

- Updated Chief Safety Officer information.
- Added Safety Committee approval verbiage per the requirement listed in 49 C.F.R. Part 673.
- Updated definitions to comply with requirements in 49 C.F.R. Part 63.
- Removed verbiage regarding limited commissions for Transit Officers.
- Added cover page for the Agency Safety Plan.
- Changed format from an editable PDF template to a Word document for ease of review and updating.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the Spokane Transit Authority Public Transportation Agency Safety Plan and forward to the Board consent agenda.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Spokane Transit Authority Public Transportation Agency Safety Plan.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ASAM

Legal Counsel MC

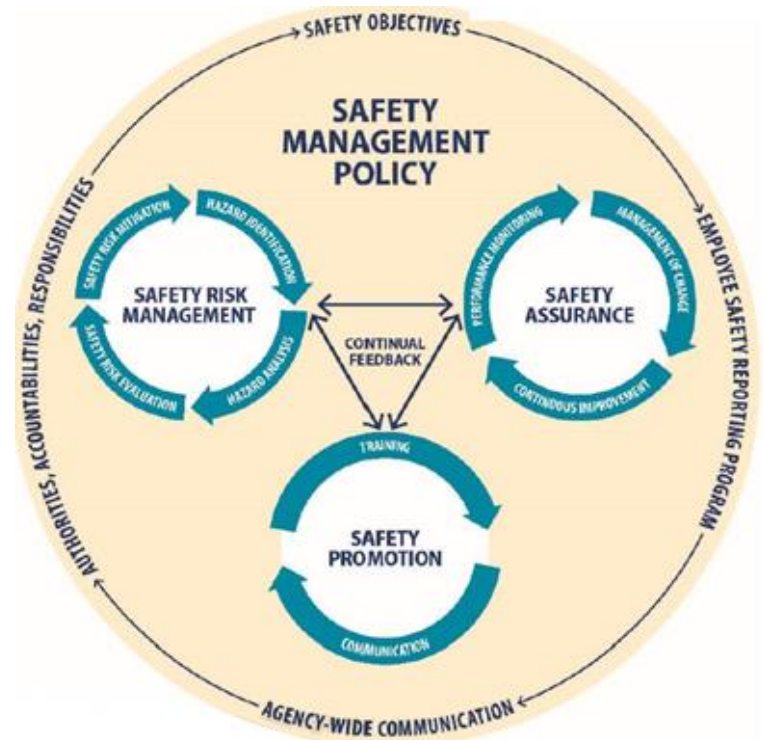
	Spokane Transit Agency Safety Plan	Implementation Date:	12/17/2020
		Last Updated:	12/15/2020

Introduction

This document is Spokane Transit Authority's Public Transportation Agency Safety Plan (ASP). This ASP provides a high-level overview of the Spokane Transit Authority (STA) Safety Management System (SMS) and processes, developed in accordance with 49 CFR 673. This document is to be used by staff, informing them of documented processes and procedures, a reference to functional safety protocols, and overall, as a safety resource.

This plan establishes accountability and responsibility at the top levels of the organization, evidenced by Board of Directors approval and Chief Executive Officer (CEO) commitment to the Safety Management Policy statement, which includes commitment to necessary resources to sustain and improve the STA safety culture. This document serves as the framework for the STA SMS and maps all processes and procedures that support it.

This plan acts like the hub of a wheel, linking subsidiary plans, manuals, and other safety documentation as spokes to the overall processes and components of SMS to create feedback and continuity into the system.



Background

STA is the public transport authority of Spokane County, Washington, serving Spokane, Spokane Valley, Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, and unincorporated areas of Spokane County. It began operating in 1981 after acquiring the assets of the city-operated Spokane Transit System. In 2021, STA had a ridership of 5,554,200 or about 21,300 per weekday.

Board of Directors

STA is governed by a Board of Directors composed of 13 elected officials (9 voting/4 ex-officio) and one non-voting STA labor representative. The elected officials are chosen from the jurisdictions served by the Public Transportation Benefit Area, which include the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, Spokane Valley, and some unincorporated portions of the county surrounding those municipalities.

The Board provides the policy and legislative direction for STA and its administrators and approves its actions, budgets, and long-term plans. It also has the authority to levy taxes as authorized by state law (with voter approval). The Board meets on the third Thursday of the month at the STA Boardroom located at 1230 W. Boone Avenue in Spokane, Washington.

Delegation of Authority and Accountability in SMS

The Board of Directors has delegated the authority and accountability for day-to-day operation and safety of STA to the CEO. The CEO has designated the Chief Safety Officer (CSO) as the SMS Manager and delegated the CSO authority for the day-to-day Agency oversight of safety for all operating systems. The CSO is a direct report to the CEO and the CSO is responsible for the implementation and operation of the Agency's SMS. This ASP will be approved for implementation under STA authority and accepted by the CEO, the Board of Directors, and the STA Employee Safety Committee.

Transit Agency Information

Transit Agency Name	Spokane Transit Authority		
Transit Agency Address	1230 W Boone Avenue, Spokane, Washington 99201		
Name and Title of Accountable Executive	E. Susan Meyer Chief Executive Officer		
Name of Chief Safety Officer or SMS Executive	Stephanie Crawford Chief Safety Officer		
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit Vanpool	List All FTA Funding Types	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (directly operated or contracted service)	Fixed Route – Direct Paratransit – Direct & Contracted Vanpool – Direct		

Safety Plan

This section incorporates STA's conformance with 49 CFR 673 including establishing safety performance targets, review and update of this document, emergency management protocols, and coordination with planning stakeholders.

Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Spokane Transit Authority Safety Manager	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	STA Board	December 17, 2020
	STA Employee Safety	December 22, 2022
	Relevant Documentation (title and location)	
	Annual PTASP Approval Board Agenda Item/Minutes	
	Employee Safety Committee Meeting Minutes, December 2022	

Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	E. Susan Meyer, Chief Executive Officer	January 2021
	Relevant Documentation (title and location)	
	Annual Certifications and Assurances	

Annual Review and Update

At a minimum, this plan will be reviewed annually by the CSO and in April be forwarded to the Employee Safety Committee and Operations Management Team for review and input from front line supervisors and leads; recommended changes and updates will be delivered to the CEO and Board of Directors in July of each year for final approval. Other plan review triggers include:

- Required updates or additions to the ASP by the FTA
- Mitigating a safety deficiency identified through the SMS
- Significant changes in service delivery
- Introduction of a new process that may impact safety, or
- Significant changes in STA's organizational structure

Version Number and Updates <i>Record the complete history of successive versions of this plan.</i>			
Version #	Section/Pages Affected	Reason for Change	Date Issued
Version 1	All	Establish Plan	December 2020
Version 2	All	Plan Update	December 31, 2022

Safety Management Policy

Safety Management Policy Statement

STA recognizes that safety is a core value of our agency and of our business service. The management team is committed to developing, implementing, maintaining, and constantly improving processes to ensure all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of STA management, employees and contractors are accountable for the delivery of this high level of safety performance, with the final responsibility resting with the CEO as the Accountable Executive.

- **Executive Commitment to Safety**
Executive Management will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core function through fostering and ensuring safe practices, improving safety when needed and effective employee safety reporting and communication. STA will hold executives, managers, and employees accountable for safety performance.

- **Communications and Training**
Employee engagement is crucial to a functioning SMS. Communication systems will be put in place to enable greater awareness of STA safety objectives and safety performance targets as well as to provide on-going safety communications up, down, and across the organization. All levels of management must proactively engage employees and work to keep the lines of safety communications open and honest. All employees will be made aware of the importance of STA's SMS and trained in safety reporting procedures.
- **Responsibility and Accountability**
All levels of management will be responsible for delivering safe and quality transit services that represent STA's performance of its SMS. Managers will take an active role in the Safety Risk Management process and ensure the Safety Assurance functions are supported. Managers are responsible for ensuring Safety Risk Management is being performed in their operational areas of control to assure the safety risk associated with the safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for STA managers and employees. All employees and contractors will support safety management by ensuring that hazards are identified and reported.
- **Employee Reporting**
Executive management will establish a safety reporting program as a viable tool for employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the SMS. No action will be taken against any employee who communicates a safety condition through the STA safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of STA rules, policies, procedures, or practices.
- **Performance Monitoring & Review**
STA will establish realistic measures of safety performance and establish safety performance targets with attention to results to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.
- **Review and Evaluation**
STA will measure SMS performance by analyzing key safety performance indicators, reviewing inspections, investigations, and corrective action reports that support the SMS. These activities will become the basis for revising or developing safety objectives, safety performance targets, and plans with the goal of continuous safety improvement.

Purpose and Applicability

The purpose of this plan is to provide a structured safety management approach that effectively controls operational risks and continually improves the agency's performance:

- Document a top-down commitment from management and a commitment from employees and contractors to achieve safety performance goals.
- Identify safety management roles and responsibilities that outline ownership at every level.
- Establish safety goals and objectives while ensuring the Agency is following federal recommendations and industry safety practices.
- Address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.
- Set safety performance targets and Key Performance Indicators (KPIs) to help ensure the Agency achieves its safety objectives.

- Provide a framework and guidance to implement, evaluate and continuously improve safety policies, the safety risk management process, and achieve related goals and objectives.
- Establish safety programs that document STA's commitment to Safety.

The Public Transportation Agency Safety Plan (PTASP) applies to all Spokane Transit operations. All directors and departments are required to ensure that facilities, equipment, supplies, practices, and procedures meet or exceed federal, state, and local requirements as well as Spokane Transit Authority SMS. Individual departments are responsible for documenting specific procedures tailored to their work tasks as needed.

Safety Goals

- Goal 1: SMS to Reduce Injuries and Occurrences
 - STA will use the SMS framework to identify safety hazards, mitigate risk and reduce injuries and occurrences resulting from transit operations.
- Goal 2: SMS to Foster a Robust Safety Culture
 - STA will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.
- Goal 3: SMS to Ensure Safe and Efficient Systems and Equipment
 - STA will provide safe and efficient transit operations by ensuring all vehicles, equipment and facilities are regularly inspected, maintained, and serviced as required.

SMS Concept of Operations

The four components of the STA SMS are:

- Safety Policy – The Safety Policy establishes a clear commitment to continually improve safety. The Safety Policy defines the methods, processes, and organizational responsibilities needed to meet stated safety goals.
- Safety Risk Management – Safety Risk Management is the process for identifying hazards and analyzing, assessing, and mitigating risk.
- Safety Assurance – Safety Assurance is the process of evaluating and measuring the continued effectiveness of risk mitigation efforts and supports the identification of new hazards.
- Safety Promotion – Safety Promotion includes training, communications, and other actions taken to create a positive safety culture within the organization.

Safety Management Policy Communication

The Safety Management Policy is communicated to employees upon hire during new employee orientation, in Employee/Operator handbooks, through agency Safety Notices, in Safety Committee Meeting Minutes, and on Safety Bulletin Board Postings.

Authorities, Accountabilities, and Responsibilities

Employee safety is a critical component of our organization's safety program. In Washington state, employee safety is regulated by the Department of Labor and Industry's Department of Safety and Health (DOSH), which requires:

- A workplace free of recognized hazards
- A written Accident Prevention Program
- Initial and Recurring Training
- An Employee Safety Committee

- Safety Bulletin Boards
- Other requirements as specified in chapter 296 of the Washington Administrative Code

The CEO, as the accountable executive, has the ultimate responsibility for safe and secure operations at STA and contract service operations. Each employee is required to carry out specific system safety responsibilities depending on their position in compliance with the ASP. The following is a list of the responsibilities of each job description at STA and reflects the agency's commitment to safety.

Accountable Executive – Chief Executive Officer	• Acts as the Agency's safety advocate. • Controls and directs human and capital resources needed to develop and maintain the Agency Safety Plan (ASP) and Transit Asset Management Plan (TAM.) • Has final authority over agency operations and carrying out the ASP and TAM Plans. • Collaborates with the Chief Operations Officer and the Safety Department to establish the Agency's safety objectives and safety targets. • Directs responsibility for the conduct of the Agency's affairs. Ensures SMS is effectively implemented, and action is taken as necessary to address substandard performance.
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Chief Safety Officer – Safety Manager	The Safety Manager has oversight, authority, and responsibility for the day-to-day implementation and operations of the Agency’s Safety Management System (SMS), reports directly to the CEO, and is adequately trained. The safety of operations rests with the relevant agency managers. The Safety Manager’s role is to assist those managers with safe operations. The duties of the Safety Manager include taking the lead in: • Developing and maintaining safety policies, plans, procedures, and a proactive SMS Plan. • Providing advice for developing realistic and data-driven safety performance indicators and safety performance targets. • Verifying compliance with the SMS Plan and the Accident Prevention Plan with relevant legislation, guidelines, and standards. • Providing advice, interpretation, and recommendations over technical matters such as safety design and systems in new bus/van purchases, facility renovations, and other areas (e.g., standards for safe working, job hazard analyses, and the development of standard operating procedures and handbooks). • Coordinating closely with Security on plans, procedures, and programs related to bus operator safety activities that involve passenger injuries or incidents (e.g., disruptive behavior), pedestrian incidents or incidents with other road users (e.g., collisions), preventing and mitigating worker assaults, emergency response and security procedures for the different modes of transportation. • Developing safety training, competency and awareness programs, and providing advice, input, and final review in developing training activities. • Tailoring safety management plans for the conduct of operations based upon risk. • Allocation of safety resources based on work, associated hazards, and importance of facilities/activities. • Providing training and education plans and programs that maintain competency in safety critical areas. • Measure and report program effectiveness in a form that is useful and relevant to the agency.
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Agency Leadership and Executive Management – Chiefs & Managers	• All Chiefs, Directors, and Managers are responsible for ensuring that enough resources are available to achieve a safe workplace and stated outcomes of the SMS Plan. • Ensure that enough employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safe operations. • Review direct report performance each year to make sure they are carrying out their responsibilities as described in this program. • Ensure that incidents are fully investigated, and corrective action taken to prevent hazardous conditions or behaviors from re-occurring. • Set a good example by following established safety rules and attending required training. • Report unsafe practices or conditions to the supervisor of the area where the hazard was observed. • Chief Operations Officer is responsible for: ○ The overall safety of employees in Fixed Route, Paratransit, Vehicle Maintenance and Facilities. ○ Maintenance and condition of all facilities, vehicles, and equipment. ○ Establishing, maintaining, and reporting KPIs. ○ Transit Asset Management plan. • Senior Fixed Route Transportation Manager is responsible for: ○ The overall safety of employees in the department. ○ Coach Operator performance. ○ Maintaining and reporting KPIs. • Senior Paratransit & Vanpool Transportation Manager is responsible for: ○ The overall safety of employees in the department. ○ Van Operator performance. ○ Maintaining and reporting KPIs. • Senior Vehicle Maintenance Manager is responsible for: ○ The overall safety of employees in the department. ○ Vehicle Maintenance employee performance. ○ Vehicle preventative and general maintenance and condition through the Transit Asset Management Plan (TAM). ○ Maintaining and reporting KPIs. • Senior Facilities Maintenance Manager is responsible for: ○ The overall safety of employees in the department. ○ Facility Laborer employee performance. ○ Facility preventative and general maintenance and condition through the Transit Asset Management Plan (TAM). ○ Maintaining and reporting KPIs.
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Key Staff – Supervisors and Leads	• Ensure that each employee supervised has received an initial orientation before beginning work. • Ensure that each employee supervised is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project. • Ensure that each employee receives the required personal protective equipment (PPE) before starting work on a project or work task requiring PPE. • Complete a daily walk-around safety check of the work area. Promptly correct any hazards you find. • Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. And document employee evaluations. • Set a good example for employees by following safety rules and attending required training. • Investigate all incidents in your area and report findings to management and the CSO. • Talk with management about changes to workplace practices/rules or equipment that will improve employee safety.
Key Staff – All Spokane Transit Employees	• Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive. • Promptly report unsafe conditions or actions to your supervisor, Safety Committee Representative, or the Safety Officer using the Safety Hazard Report Form. • Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely. • Report all injuries to your supervisor promptly regardless of how serious. • Report all near-miss incidents to your supervisor promptly. • Always use personal protective equipment (PPE) when required, and make sure it is in good working condition prior to use. • Do not remove or disengage any safety device or safeguard provided for employee protection. • Encourage co-workers with your words and example by using safe work practices on the job. • Safeguard and look out for co-workers. • Make suggestions to your supervisor, Safety Committee Representative, or management about changes you believe will improve employee safety and or eliminate hazards.

Public Safety and Emergency Management Interaction

Operations leads in coordinating the Agency's response to emergencies and will activate STA's Emergency Operations Center (EOC) when indicated. This department will provide short- and long-term support coordination to aid local/regional in emergency response to federal, state, and local agencies and/or the restoration of public transit services during emergency and disaster events. During emergencies, this department helps with:

- Temporary shelter
- Emergency evacuation assistance

- Detours
- STA EOC Activation

Paratransit provides special needs support and transportation as coordinated through STA's EOC during declared emergencies.

Security takes the lead in public safety and security response. This department is responsible for developing, implementing, and updating security emergency response procedures, including, but not limited to:

- Active shooters
- Bomb threats
- Physical security

STA is responsible for providing security at all transit facilities including transit centers and park and rides. The Agency's security plan is covered under the Security & Emergency Preparedness Plan (SEPP). Security Awareness training is provided for employees during new employee orientation.

De-escalation training is provided for all incoming coach operators and security personnel, as well as recurring training for current coach operators, security personnel, and other employees that have interactions with the public.

Crime Prevention through Environmental Design (CPTED) is an important concept used with the Security Program and at all STA facilities. The process is also used during review of new projects.

STA enforces the Rules of Conduct throughout the service area and excludes service to customers who exhibit prohibited behavior using a progressive discipline approach.

Spokane Transit contracts with the Spokane Police Department through an interlocal agreement to provide support at our main transit station in the downtown area.

The **Safety** department serves as STA's Emergency Management Liaison and works closely with the Spokane County Department of Emergency Management and the Local Emergency Planning Committee to provide a coordinated transportation response to local and regional emergencies and disasters.

Interface with Internal and External Documents

STA and its contractors will maintain documentation related to the implementation of its SMS, the programs, policies, and procedures used to carry out this ASP, and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the FTA or other federal, state, or local oversight entity upon request.

The following STA documents are in conjunction with STA's ASP to meet our safety goals and objectives, and are available upon request:

- Accident Prevention Plan
- Transit Asset Management Plan (TAM)
- Spokane County Comprehensive Emergency Management Plan (CEMP)
- Extreme Weather Emergency Management Plan
- System Security and Emergency Preparedness Plan (SEPP)
- Emergency Operations Plan
- Collective Bargaining Agreements
- Operators Handbook
- Job Descriptions
- Drug and Alcohol Abuse Policy and Program

- Safety Data Sheets

Safety Risk Management

Hazard Identification and Analysis

As the first two steps in the Safety Risk Assessment process, hazard identification and analysis are tools the Agency uses to identify and address hazards before they escalate into incidents or accidents. Major sources of information regarding hazards are obtained through new project planning and employee reporting. STA's risk management process applies to existing operations and maintenance procedures, service delivery changes, and new services (vehicle, equipment, capital projects).

The Safety Risk Assessment process includes:

- Collecting information on the identified hazard – reviewing event reports, interviewing employees and subject matter experts, and work area walk-throughs.
- Assessing severity of the hazard – identifying the worst feasible consequence affecting people, systems, equipment, and the environment as a consequence of the hazard. STA's matrix cites five levels:
 1. Catastrophic
 2. Critical
 3. Major
 4. Minor
 5. Negligible
- Assessing Likelihood – assigning a frequency to how often the worst feasible consequence will occur with and without existing mitigation countermeasures in place.
 - A. Repetitive
 - B. Frequent
 - C. Occasional
 - D. Remote
 - E. Improbable
 - F. Extremely Improbable
- Determine Overall Risk – assigning the Risk/Criticality Index from the matrix using the severity and likelihood. The resulting alphanumeric rating helps prioritize risk and rates the tolerability of the risks.
 - Minimal – acceptable, operation permitted.
 - Low – acceptable, operation permitted.
 - Medium – acceptable with mitigation. Requires management review and on-going monitoring of mitigation to determine if it is ineffective, inappropriate, or not implemented as intended.
 - High – unacceptable, operation permitted with execution of a high priority, systematic mitigation strategy only. Immediate notification to CEO, Division Chief, Manager, and Safety Manager.
 - Extreme – unacceptable and management approval required. STA will suspend service or activities with an extreme-risk index until mitigated to an acceptable level. Immediate notification to CEO, Division Chief, Manager, and Safety Manager.
- Documenting Results – STA will record the risk/hazard in a Risk Assessment to track it and identify the risk/hazard status.
 - A sample of the Risk Assessment is in Appendix C

- Risk Assessments are created and maintained by Project Managers and/or the Safety Committee.

The Safety Department or assigned Subject Matter Expert (SME) will review identified hazard documentation and determine the potential impact on STA operations and/or the health and safety of employees.

At STA hazards are identified through the following:

- Employee safety reporting (Hazard Report Form), see Appendix A.
- Customer service reporting
- Observations by operations (Quality Counts)
- Internal and external safety inspections
- Event/incident reports and investigations
- Incident, injury, and accident history
- Items/Hazard Reports discussed in the Safety Committee
- Managements Open Door policy
- Data trending reported made available through insurance carriers (e.g., WSTIP)

When hazards are identified, they are addressed by:

- Immediate resolution/mitigation
- Reporting to a higher level within the organization (if it cannot be corrected by the person identifying the hazard)
- Reporting the hazard to the safety committee for recording and resolution/mitigation

Employee Safety Reporting Program

At Spokane Transit our objective is to cultivate and foster a proactive safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of Agency leaders. We recognize that our employees are most familiar with the details of their respective jobs and work environments, which makes their input crucial to maintaining safety in the workplace. Therefore, when witnessing an unsafe act or noticing an unsafe condition or near miss, employees must promptly report the unsafe act or condition to their direct lead, supervisor, manager, the Safety Department, and/or a Safety Committee Representative, and should receive a clear answer with a corrective plan in person or through the Safety Committee Meeting Minutes.

No person will be penalized or retaliated against for bringing safety issues to the attention of management. This statement does not apply to information received from a source other than the employee or which involves an illegal act, or a deliberate or willful disregard of policy, rules, warning/notice signs and posters, procedures, or practices stated in employee handbooks.

There are several ways employees can report safety concerns and hazards to management:

- Report directly to their leads, supervisors, managers, or chiefs
- Report directly to the Safety Department
- Report through Safety Committee Representative
- Report through STA Customer Service Tel. # (509) 328-RIDE
- Email the Safety Manager (scrawford@spokanetransit.com)
- Complete a Hazard Report Form and drop it in the mail

All safety hazards/concerns will be channeled to the Safety Committee and assigned a tracking number and the status reported monthly on the Hazard Report Log until mitigated or resolved.

Customer Service Reporting

Customers are also our partners in safety. We encourage our customers and the public to bring their safety concerns to our attention, whether through our bus/van operators or our Customer Service group. Customer Service's contact information is published on our vehicles and on our website. Customers can contact STA with their safety questions or concerns using:

- Telephone – (509) 328-RIDE
- Email – STA Questions at <https://www.spokanetransit.com/feedback/sta-questions-comments>

Observations of Operations

STA has adopted three programs to help identify and monitor the safety of our system, including driving behavior and transit facility safety.

Quality Counts/Secret Shopper Program

The Quality Counts program provides a framework and guidelines to anonymously observe and provide feedback on Operators and the entire transit system's employee performance. STA contracts with an outside vendor to evaluate employees monthly in each department. Observations are made and feedback given and rated on each encounter. Employees obtaining "excellent" ratings are awarded pins and certificates and are hosted at the Agency's annual awards dinner. Observations and rating categories include:

- Driving skills
- Customer Service
- Passenger relations
- Bus conditions
- Schedules
- Transit stations

STA uses the feedback to identify areas of operator development and/or identify gaps in our training program that need to be addressed.

Public Reporting

All complaints, comments, and observations from the public are tracked using the automated comment module from Trapeze, Inc. Customers make reports by calling (509) 328-RIDE, going online to STA Questions & Comments, or submitting a written report.

Operator Observations by Supervisors

Operation Supervisors & Training Instructors are required to annually ride with each operator and evaluate/rate each Operator's driving techniques, route maintenance and customer service skills.

Safety Inspections

Safety Inspections are performed to:

- Identify hazards, risks, and unsafe practices by inspecting areas with a department representative.
- Proactively take corrective actions by noting findings and abatement issues. Items which can be abated immediately will be done on the spot and recorded.
- Promote a safe work environment by providing a systematic inspection schedule to abate safety issues before accidents occur.
- Encourage safe work practices.
- Identify any training deficiencies needing further development.

Informal safety walkthroughs are conducted periodically, and formal walkthroughs are conducted annually with a department representative and a Safety Department member. Safety Inspection form samples are in Appendix B.

The Security department conducts weekly fire suppression sprinkler control valve inspections and documents their findings. Completed inspections checklists are filed in the Safety Department.

Annual fire extinguisher inspections are conducted by an outside vendor and records are filed in the Facilities Department.

New Project Planning

Project and/or Department Managers will conduct risk reviews during the planning, construction, and implementation/delivery phases of new facilities, equipment, or service added to STA operations. Mitigation measures identified during these reviews will be communicated to affected employees through advanced training sessions or Safety and Operation Notices.

Risk Assessment

Likelihood

	Extremely Improbable, once in 10 years	Improbable, once in 2-10 years	Remote, once in less than 2 years	Occasional, 2-11 times per year	Frequent, 1-3 times per year	Repetitive, 4+ times per year
Catastrophic	4	4	5	5	5	5
Critical	3	3	4	5	5	5
Major	2	2	3	3	4	4
Minor	1	1	2	2	2	3
Negligible	1	1	1	1	1	2
No Safety Implication	0	0	0	0	0	0

Severity

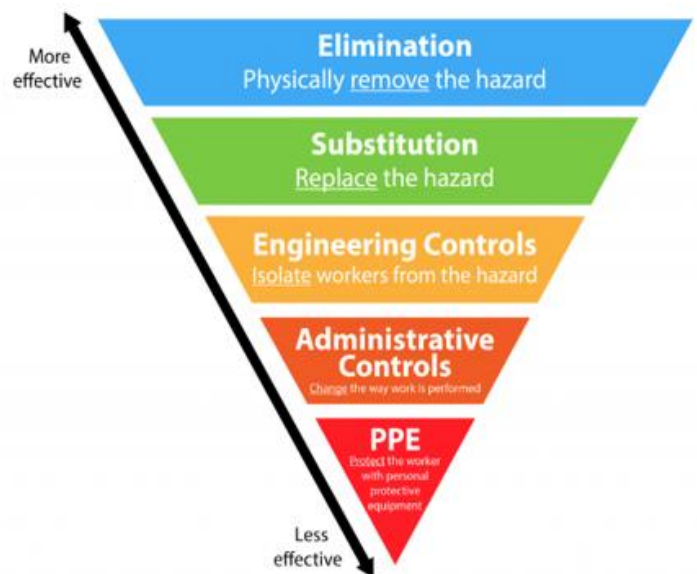
	Injury or Illness	Bus, Facility	Operational Compliance	Damage, Fine, Loss of Revenue	Agency Image	Damage to the Environment
Catastrophic	One or more fatalities	Total loss of bus or facility	Potential threat to operation	Damage, fines, or loss of revenue >1M	Permanent impact on agency system-wide	Massive environmental effect
Critical	Multiple overnight hospital admissions	Bus or facility out of service for more than 1 month	Regulatory/a gency policy and/or procedure deviation with a critical impact on safety	Damage, fines, or loss of revenue >1M - 500K	Adverse impact on agency image	Critical environmental effect
Major	Single overnight hospitalization	Bus or facility out of service for 1 month or less	Regulatory/a gency policy and/or procedure deviation with major reduction in safety margin	Damage, fines, or loss of revenue >500K - 100K	Major effect on agency image	Contained effect to the environment
Minor	Medical treatment beyond first aid	Bus able to operator, minor property damage	Regulatory/a gency policy and/or procedure deviation with minor safety implication	Damage, fines, or loss of revenue >100K - 30K	Minor effect on agency image	Minor environmental effect
Negligible	First Aid Treatment	Minor damage to bus or negligible property damage	Regulatory/a gency policy and/or procedure deviation with limited safety implication	Damage, fines loss of revenue >30K	Negligible impact on agency image	Negligible environmental effect
No Safety Implication	No Safety Implication	No safety implication	No safety implication	No safety implication	No safety implication	No safety implication

Risk Level	Risk	Operational Impact	Minimum Action	Immediate Notification	Risk Acceptance and Mitigation Responsibility
5	Extreme (unacceptable)	Stop the Operation	Mitigation to level 4 or lower prior to operation	CEO, Division Chief, Manager, Safety Manager	CEO, Division Chief, Manager, Safety Manager
4	High (unacceptable)	Operation Permitted with execution of a high priority, systematic mitigation strategy	Immediate mitigation and comprehensive mitigation not level 3 minimum required	CEO, Division Chief, Manager, Safety Manager	Division Chief, Manager, Safety Manager
3	Medium (acceptable with mitigation)	Operation permitted	Mitigation strategy required to reduce risk	Manager, Safety Manager	Manager, Safety Manager
2	Low (acceptable)	Operation permitted	Monitor, consider actions to further reduce risk	Manager who owns process	Manager over area of risk
1	Minimal (acceptable)	Operation permitted	N/A	Manager over area of risk	Manager over area of risk
0	None	Operation permitted	N/A	N/A	Manager over area of risk

Safety Risk Mitigation

If the risk is unacceptable, risk controls are developed that will either eliminate the hazard or mitigate the risk to an acceptable level. Risks/hazards will be addressed on a priority basis with a matrix rating of 5 receiving attention first down to the lowest rating of 1. Mitigation may include reducing the likelihood and/or severity of the consequences of the hazard. After risk controls are developed, management will reassess the new controls to ensure they do not produce an alternative risk. A second assessment of the new control will be conducted following the same Safety Risk Mitigation procedure. Once satisfied that residual risk has been mitigated to an acceptable level, the new process/solution will be implemented and documented.

Many different means are employed to resolve identified hazards. These include design changes, the installation of controls and warning devices, and the implementation of special procedures. The steps for resolving hazards are as follows:



- **Design for Minimum Risk** – From the initial design, eliminate hazards through design selection or alteration.
- **Safety Devices** – Hazards that cannot be eliminated or controlled through design selection shall be controlled using fixed, automatic, or other protective safety design features or devices. The agency will perform periodic checks of safety devices.
- **Warning Devices** – When neither design nor safety devices can effectively eliminate or control an identified hazard, devices may be used to detect and generate an adequate warning signal to correct the hazard or evacuate employees. Warning signals shall be designed to minimize the likelihood of employees responding incorrectly to signals and shall be standardized within similar systems.
- **Procedures and Instruction** – Where it is impossible to eliminate or adequately control a hazard through design selection, engineering or use of safety and warning devices, the agency will use procedures and training to control the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by management. Safety-critical tasks and activities may require employees to be certified.
- **Other mitigation methods** include:
 - Initial Training
 - Advanced Training
 - Remedial Training
 - Preventative Maintenance Program
 - Safety Notices
 - Operating Notices
 - Maintenance Campaigns

When to use Safety Risk Mitigation:

- **Daily Operational Systems Assessment** – Methods that provide real-time feedback of safety compliance, adherence to established safety norms or identified job hazards.
- **Design** – Steps taken to ensure safety requirements are considered in the planning, operation and disposal of all items including shops, facilities, equipment, vehicles, planned service stops and routes.
- **Purchasing Goods** – Steps taken to ensure purchased items and equipment are safe to use.
- **Purchasing Services** – Steps taken to ensure that purchased services are performed in a safe manner.

Perform asset condition assessments and SMS hazard analyses to ensure compliance with State of Good Repair standards.

Safety Assurance

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and STA's ASP. The Safety, Planning, and Operations departments are responsible for monitoring and evaluating the operations system to ensure that: 1) emerging risks are identified, 2) STA meets regulatory requirements applicable to the SMS plan, and 3) the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. The Chief Operations Officer (COO) will assemble, track and report on the status of the KPIs which display the compliance and sufficiency of operations and maintenance procedures.

STA's safety assurance activities for supporting oversight, procedural, and performance compliance evaluation includes, but is not limited to:

- Safety Event Reporting and Investigation (Accident, Incidents, and Occurrences)
- Quarterly KPI Review
- Safety Inspections
- Internal and External Audits
- Internal and External Findings through Observations of Operations (e.g., ridealongs, secrets shopper, etc.)
- Committee Reviews

There are three subcomponents under Safety Assurance:

- Safety Performance Monitoring and Measurement
- Management of Change
- Continuous Improvement

Safety Performance Monitoring and Measurement

STA's first step in Safety Assurance is establishing Safety Objectives and Performance Targets to meet the Agency's safety goals and are sufficient to control the risks. KPIs are established to indicate whether the Agency is achieving its safety objectives and performance targets.

Safety Goals, Objectives, and Performance Targets

Goal 1: SMS to Reduce Casualties and Occurrences

This is completed by using a safety management systems framework to identify safety hazards, mitigate risk, and reduce casualties and occurrences resulting from transit operations to meet or exceed the acceptable level of safety performance.

	Objective	KPI/Metric	Baseline	Target
Fixed Route Fatalities	Reduce the number of fatalities	Number of fatalities per year	1	0
Paratransit Fatalities	Reduce the number of fatalities	Number of fatalities per year	0	0
Fixed Route Preventable Vehicle Accident Frequency Rate	Reduce the frequency of preventable vehicle collisions	Number of preventable events per 10,000 miles	0.6	0.08 or less
Paratransit Preventable Vehicle Accident Frequency Rate	Reduce the frequency of preventable vehicle collisions	Number of preventable events per 10,000 miles	0.13	0.1 or less
Fixed Route Preventable Passenger Injury Accidents	Reduce the frequency of preventable passenger injuries	Number of preventable passenger injuries per year	4	0
Paratransit Preventable	Reduce the frequency of	Number of preventable	4	0

	Objective	KPI/Metric	Baseline	Target
Passenger Injury Accidents	preventable passenger injuries	passenger injuries per year		
Fixed Route Safety Events	Reduce number of events per year	Total number of events per year	316	310
Paratransit Safety Events	Reduce number of events per year	Total number of events per year	54	50
Employee Injury Accidents	Reduce the frequency of employee injuries	Number of employee injuries per 1,000 hours	.05	.07
Employee Injury Severity	Reduce employee time loss due to injury or illness	Number of days lost per 1,000 hours	.03	.04
Facility Safety Inspections	Increase the assessment of facilities, equipment, and procedures to identify and mitigate potential hazards	Number of facility safety audits and inspections completed quarterly per year	1 per quarter	Meet Baseline

Goal 2: SMS to Foster a Robust Safety Culture

Foster agency-wide support for transit safety by establishing a culture where managers are held accountable for safety and everyone in the organization takes an active role in securing transit safety. Cultivate a safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency leadership.

	Objective	KPI/Metric	Baseline	Target
Safety Training	Increase employee participation in in-person required trainings	Percent of employees who participate in in-person trainings	90%	100%
Safety Training	Annual Advanced Training completed by all FR, PT, and Maintenance employees	Percent of employees who complete Advanced Training	90%	100%

Goal 3: Systems and Equipment

Provide safe and reliable transit operations by ensuring that all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced as needed.

	Objective	KPI/Metric	Baseline	Target
Fixed Route Road Calls	Reduce the number of FR road calls	Number of miles between road calls	6,722 miles	7,500 miles
Paratransit Road Calls	Reduce the number of FR road calls	Number of miles between road calls	67,537 miles	75,000 miles
Facilities Preventive Safety Inspections and Repairs	Prioritize preventative safety-related maintenance or inspections	Safety-related PMs completed on schedule	90% of all PM services completed on time	80% of all PM services completed on time

Safety Performance Target Coordination

STA is a member of the Spokane Regional Transportation Council (STRC) and annually updates the Metropolitan Planning Organization (MPO) with our performance targets. STA will coordinate, to the maximum extent possible, with the FTA State Safety Oversight Officer and the local MPO on the selection of these targets.

Data Collection

Safety, Risk, Operations, Maintenance, and Training departments work collaboratively as a team to collect, analyze, and disseminate the data necessary to demonstrate the effectiveness of the Agency operations, hazard/risk mitigation efforts, compliance with operation/maintenance procedures, and the SMS. This data comes from several sources including, but not limited to:

- Operator Event Reports on safety and security incidents, accidents, injuries, and illnesses (*Attachment D*)
- Hazard Reports
- Job Hazard Analysis
- Observations from Operators
- Service Improvement Committee
- Internal and external inspection, survey, and audit reports
- Customer comments and suggestions
- Historic recall
- Seasonal events and effects
- Environmental considerations
- Deployment of new equipment
- Maintenance common fleet issues
- Process review and improvement
- Emergency planning

This safety data is reviewed, discussed, and shared at the monthly management meetings and monthly Safety Committee Meetings.

Safety Event Investigations to Identify Casual Factors

STA instructs Managers, Supervisors, and Transit Officers on how to conduct investigations of safety events (accidents, incidents, and injuries) to help find causal and contributing factors and review the existing mitigations in place at the time of the safety event.

Local law enforcement also may respond to any STA safety event. STA will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety department and key staff (including the Accountable Executive) of any safety event that meets STA's thresholds. The COO notifies the Accountable Executive and designated staff member of any event that resulted in a fatality, serious injury, or property damage to STA's vehicles or private vehicles that may exceed \$25,000. The Safety Department ensures that all safety events are reported, recorded, and tracked in the event tracking system (Origami) maintained by Washington State Transit Insurance Pool (WSTIP).

The Safety department also ensures compliance with reporting thresholds, requirements, and processes defined in *FTA's NTD Safety and Security Policy Manual* and with notification thresholds established by the National Transportation Safety Board and the Washington State Department of Transportation.

STA's general safety investigation process consists of five basic phases.

Set up: Designate an investigation team (Supervisor, Manager, Safety, Claims Specialist, Adjuster, etc.) with the required skills and expertise.

Fact gathering: Record facts pertinent to understanding the circumstances leading to the safety event using STA's Operator's Event Report (Appendix D), Supervisor's Event Report (Appendix E), and/or Employee Report of Injury (Appendix F).

Event reconstruction: Reconstruct the sequence of events using STA's Operator's Event Report (Appendix D), Supervisor's Event Report (Appendix E), Employee Report of Injury (Appendix F), and Supervisor's Investigation of Employee Injury Report (Appendix G), and camera system video recordings.

Data analysis: Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.

Establish conclusions: Draw conclusions and determine preventability from the collected and analyzed information based on:

- Main and direct causes and contributing factors leading to the event.
- Other findings that have potential to improve the safety of the transit system.

Safety Event Investigation Procedures

STA's safety event investigation procedures follow these steps:

- Bus Operators, Mechanics, Transit Officers, or Operations Supervisors notify Dispatch of the safety event. The Operator of the affected transit vehicle follows basic emergency steps:
 - Stay calm.
 - Assess the situation. Do not move the vehicle unless directed by law enforcement or Dispatch.
 - Notify Dispatch.
 - Protect people, then property.
 - Provide aid to the passengers.
 - Secure/make safe the vehicle/scene.

- Gather information from customers using Customer Courtesy Cards.
 - Complete an Operators Event Report as soon as is practicable.
- Dispatch immediately notifies Operations Management, Safety department, and Emergency Operations representatives via text message and email.
- The investigator is dispatched to the scene. This normally consists of an Operations Supervisor or Manager.
- The investigator arrives at the scene as soon as possible with tools (report blanks & camera) to conduct the investigation.
- The investigator secures the scene and collects facts about what occurred, including interviewing the operator involved, if possible.
- The investigator begins the technical investigative process, which includes but is not limited to the following:
 - Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions.
 - Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident.
 - Observing braking-related factors (skid marks).
 - Observing debris and vehicle fluids.
 - Observing contact and induced damage.
 - Making exterior damage assessments.
 - Photographing the scene.
 - Sketching the incident scene.
 - Interviewing other drivers, witnesses, passengers, fire, emergency medical services, and police personnel at the scene. Interviewing maintenance personnel, if necessary, later.
 - Making a drug and alcohol testing decision.
 - Finalizing the Supervisor's Event Report Form.
 - Requests building and/or vehicle video recordings of the event.

Identifying Causal and Contributing Factors

STA is committed to examining all safety events to determine causal and organizational factors that may have contributed to the safety event. This includes examining:

- Vehicle Operating Instructions.
- People/human factors.
- Management decision-making and resource support.
- Equipment, tools, and materials.
- Operating environment.
- Environmental issues.
- Existing relevant mitigations.
- Other causes and contributing factors, as appropriate.

The investigators prepare a report based on this review and send copies to the Operations Manager, Safety Manager, and Claims Specialist for immediate action (if necessary) and integration into their analysis and preventability determination of the event.

Accident and Incident Review

STA's Safety Manager/Chief Safety Officer reviews information on all accidents and incidents which occur on STA property or involving STA vehicles, equipment, or employees. The Safety Manager does not review occurrences, as defined in 49 CFR § 673.5. The Safety Manager determines whether:

- The accident or incident was preventable or non-preventable,
- Retraining is required,
- The causal factor(s) indicate(s) an unexpected or previously unconsidered operating condition or situation or an existing mitigation that may be ineffective, inappropriate, or not implemented as intended, or
- The accident or incident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Operators may dispute accident determinations. Disputed accident determinations are reviewed by a knowledgeable third party, agreed upon by both the Union Representatives and STA management. Third party accident determination decisions are final and binding.

Per contractual agreement, the paratransit contractor must immediately notify STA's Paratransit Manager of any safety event that meets defined minimum thresholds. STA also monitors the paratransit contractor's safety investigation processes by reviewing investigation reports, causal analysis activities, and the contractor's response to investigation reports and causal analysis findings. The contractor is required to submit documentation on safety investigation activities to STA.

The Safety department and the individual Fixed Route, Paratransit, and Maintenance departments maintain all documentation of STA's investigation policies, processes, forms, checklists, activities, and results.

Key Performance Indicators

The Safety department uses collected data to establish KPIs and baselines for realistic safety performance targets. Safety also uses KPIs to assess and communicate efficiency of operations/maintenance procedures and hazard/risk mitigation efforts with affected departments within the Agency as well as outside agencies and the Board in a timely manner.

Internal and External Inspections and Audits

Audits are used to evaluate the overall effectiveness, efficiency, and reliability of any transit Agency's SMS. Internal inspections also help prepare the Agency for the Triannual Review with the FTA.

STA performs inspections to determine compliance with the Agency's safety plan, and implements corrective action plans related to findings to:

- Verify safety programs have been developed/implemented in accordance with system safety program plan requirements.
- Assess effectiveness of the agency's system safety programs.
- Identify program deficiencies.

Identify potential hazards in the operational system and weaknesses in the system safety programs.

- Recommend improvements to the system safety program.
- Provide management with assessment of status and adequacy of system safety program.
- Assure continuing evaluation of safety-related programs, issues, awareness, and reporting.
- Promote continuous improvement of the Spokane Transit Agency Safety Plan.

Hazard/Risk Actions Log

Tracking safety and security actions is a safety and quality assurance process for monitoring and measuring the effectiveness of the safety and risk management processes. The Actions Log aims to track and address critical safety items/hazards and recurring safety issues. The Safety and Operations

departments and the Safety Committee review all findings and follow up on the mitigation plan on a regular basis. A sample Hazard/Risk Actions Log can be found in Appendix C.

Management of Change

Hazards may inadvertently be introduced into an operation whenever change occurs. Safety management practices require that hazards that are a by-product of change be systematically and proactively identified and corrected.

Changes may be internal or external to the organization. Examples of external changes include changes in regulatory requirements and changes to service areas. Examples of internal changes include management changes, new equipment, and new procedures.

A formal process for change management should consider the following three criteria:

- Criticality of systems and activities
- Stability of systems and operational environments
- Past performance

New equipment, system expansion and modification, and system rehabilitation require design and procurement efforts. Within STA, the Maintenance department submits changes such as bus retrofits (e.g., mirrors) to the Operations, Safety, and Training departments.

When STA makes configuration changes to a bus that are not within the original scope, the changes are passed through the Operations, Planning, Safety, and Training departments. Once the change is made, operators need to be trained on the item that was changed.

STA's Operations, Planning, Safety, and Training departments:

- Review issues, such as installing new crosswalks at facilities.
- Conduct facility safety inspections of transit centers and submit work orders to correct hazards.
- Issue inspection reports, which outline key items such as sidewalks, condition of pavement paint markings, and similar items.

It is a good practice to conduct annual condition assessments and audits on equipment to cross check that they are being maintained per manufacturer recommendations.

Modifications to maintenance schedules may be needed based upon the results of the condition assessments. Items that may result in a need to modify schedules include:

- Fleet defects
- Part failures beyond the warranty period (feedback to fleet engineering to assess); and/or
- Out-of-service causes, such as braking systems or slack in the steering wheel

Continuous Improvement

STA uses a continuous improvement process to monitor and improve our SMS and safety performance. STA conducts an annual safety performance assessment during the last quarter of the calendar year. If any deficiencies are identified as part of the safety performance assessment, under the direction of the Accountable Executive, a plan is developed to address the identified deficiencies. STA's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
 - Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities.

- Operations and maintenance procedure monitoring activities during performance reviews.
- Safety risk mitigation monitoring activities through the Safety Committee.
- Event investigation activities.
- Safety training efforts.
- Safety communication.

The Safety department is responsible for assessing STA's safety performance because of its safety expertise and functional independence from operations and maintenance. Safety department strategies for assessing safety performance and the effectiveness of STA's SMS operations include but are not limited to the following:

- Reviewing safety data, including data related to safety objectives and safety performance indicators and targets.
- Attending safety committee meetings and safety meetings.
- Conducting field observations.
- Monitoring regulatory compliance.
- Reviewing SMS documentation.

The Safety department will provide reports on the results of safety performance assessments to the Accountable Executive and executive management. The Safety department maintains documentation of the safety performance assessments.

STA supports continuous improvement by addressing deficiencies it discovers during assessments of safety performance and SMS operations assessments. STA monitors corrective actions taken to correct safety deficiencies to drive the continuous improvement effort. STA also may choose to use outside expertise to assist in addressing safety deficiencies. STA's Chief Safety Officer reports on the status of these corrective actions to the Accountable Executive each month through the Safety Committee Meeting Minutes.

Safety Promotion

Employee Safety Training

All employees receive training as required under the Agency's Accident Prevention Program. All employees receive New Employee Orientation training and annual training on the basic elements of employee safety. Depending upon job classification, some employees may receive additional training in programs such as Bloodborne Pathogens, Confined Space, Lockout/Tagout, and others as required to perform their job safely.

Operator Training

STA offers Commercial Driver License (CDL) training for bus and van operators. STA's Training department documents CDL training, which includes a self-certification process audited by the state. Training programs are also subject to internal auditing that includes auditing of trainer performance and content.

Auditing the number of accidents incurred by new operators is one measure to evaluate the effectiveness of new operator training.

Training begins with the operator selection process. An evaluation of skill sets must be considered during selection. Prospective operators must meet thresholds to advance to the next stage of training; for example, a trainee must obtain a permit before starting classroom training and must pass a skills test prior to moving on to the balance of the class. If a trainee fails a step at a critical point in the training,

they may be dropped from the program. Achieving threshold scores is necessary to progress to the next step and is an important component of the training program.

STA provides approximately eight weeks of instruction for new operators, including time spent with an operator mentor. This is followed by route training with field instructors.

Ride checks provide a chance to correct actions before an accident occurs. A systematic process is used to identify who needs a ride check and when. Ride checks should be conducted with the goal of evaluating performance in a holistic manner, and includes evaluation of:

- Health and wellbeing as they relate to safety.
- Customer service.
- Diffusing angry customers.
- De-escalation techniques.
- Operation/Driving skills.
- Face cover use and passenger monitoring.

All Operators receive annual refresher/advanced training. Remedial training occurs when an Operator receives a preventable collision determination. Operator retraining occurs during the return-to-work process on absences exceeding 90 days.

Mechanical Certification and Training

STA provides vehicle maintenance staff with on-going skills training through Automotive Service Excellence (ASE) certification and awarding extra pay for staff who have obtained certifications. This is provided for in the collective bargaining agreement.

Vehicle Maintenance employees receive skills training in Preventative Maintenance and Standard Operating Procedures (SOPs). As well as specialized equipment training through contracted vendors.

Safety Officer Certification and Training

STA participates in the FTA's Public Transportation Safety Certification Training Program. The designated Chief Safety Officer will complete the following required classes:

- SMS Awareness Training
- Safety Assurance
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation.

The Safety Officer will complete a minimum of one hour of safety oversight training each year.

Training Assignments and Recordkeeping

Each department maintains training requirements and transcripts for their respective employees. Further recordkeeping and training documentation can be accessed at:

- Munis
- Employee Files

At STA, the Department Managers track and maintain training records.

Training Curriculums

The training curriculum is based on adult learning principles. Training also focuses on the local and regional needs of operators and technicians.

Safety Communication

STA actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, STA has established formal processes and approaches, including:

Dissemination of safety and safety performance information throughout the Agency:

The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance through the COO to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to corrective actions, and unusual events. In accordance with guidance distributed by the Chief Safety Officer, leadership throughout the agency (including executives, chiefs, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety department is responsible for distributing the Safety Committee Hazard/Risk Log and Safety Committee Meeting minutes to all employee levels to inform them of the current status of mitigation efforts. The Safety department also issues quarterly reports on STA's safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency.

Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the Agency:

As part of New Hire Orientation, STA reviews safety policies and procedures. Training is provided on these policies and procedures, which are also included in the Operator Handbooks. For newly emerging safety issues or safety events at the Agency, STA's Chief Safety Officer issues notices or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees. STA's Training department also develops materials and courses to explain changes to policies, procedures, and work instruction that address hazards and safety risk relevant to employees' roles and responsibilities.

Additional Information

Safety Committees are required by state law to serve as the basic forum to review safety issues and hazards, hazard reports, safety inspection reports, accident investigations, and corrective actions. Safety Committee Representatives communicate safety concerns from their work areas to the Safety Committee, and report back to their workgroups. Safety Committee meeting minutes are made available to all employees via the Safety Intranet site and Safety Bulletin Boards.

STA has display monitors centrally located throughout the facility to display safety and emergency alerts, accident statistics, and other safety education materials. Safety posters are also used to raise awareness throughout the agency.

STA has established employee recognition programs such as monthly Employee Recognition Awards, Safe Driver and Maintenance Safety Awards, and Quality Counts Awards to promote safety performance, build morale, and focus attention on achieving the agency's safety goals. To this end, STA conducts an annual Awards Banquet to recognize safety-related award winners and their guests.

STA conducts the annual Rodeo for coach and van operators which showcases operator driving and operation skills. STA uses American Public Transportation Association (APTA) standards and criteria to test competitors. Winners attend the state and national competitions and receive a complimentary dinner at the annual Awards Banquet.

STA annually recognizes two individuals and one team for exemplary performance, dedication, innovation, customer service and professionalism. This Wall of Fame award is sponsored by the Washington State Department of Transportation. Selectees attend a state banquet and receive recognition at the annual Awards Banquet.

Definitions of Special Terms Used in the Safety Plan

Accident – an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons; or any incident involving a transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive – a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan and the agency's Transit Asset Management Plan.

Agency Safety Plan – the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

Chief Safety Officer – an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider.

Comprehensive Emergency Management Plan – an overall emergency and disaster plan that reflects an analysis of the natural and technological hazards to which Spokane County residents are vulnerable. The CEMP describes the purpose, organization, responsibilities, and capabilities of the agency involved in preventing, protecting against, mitigating, responding to, and recovering from emergencies and disasters that impact the transit agency.

Corrective Action Plan – a set of actions to correct an issue, problem, non-compliance, or underperformance. It is essentially a plan to improve performance and/or reduce risk.

Equivalent Authority – an entity that carries out duties like that of a Board of Directors, for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a Transportation Agency Safety Plan.

Event – any accident, incident, or occurrence.

FTA – Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard – any real or potential condition that can cause injury, illness, death, damage to or loss of facilities, equipment, rolling stock, or infrastructure of a public transportation system, or damage to the environment.

Hazard Analysis – is the process of recognizing hazards that may arise from a system or its environment, documenting their unwanted consequences and analyzing their potential causes.

Incident – an event that involves a personal injury that is not serious injury, one or more injuries requiring medical transport, damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation – the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Job Hazard Analysis – a technique that focuses on job tasks as a method to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

Key Performance Indicators (KPIs) – measure progress toward specific safety goals or simply monitor trends. KPIs are used to collect data and communicate trends, which can then be used to indicate where further improvements and resources are required.

Occurrence – an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Performance Measure – an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established target.

Performance Target – a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period required by the Federal Transit Administration (FTA).

Preventable Accident/Collision – a collision as one in which the driver failed to do everything that they reasonably could have done to avoid it.

Public Transportation Agency Safety Plan (PTASP) – a documented comprehensive agency safety plan for a transit agency.

Risk – a composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation – a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance – processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy – a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System (SMS) – a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Manager – A Chief Safety Officer or equivalent.

Safety Performance Target – a performance target related to safety management activities.

Safety Promotion – a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk Assessment – a formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management – a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury – any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage;

(4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Transit Agency – an operator of a public transportation system.

Transit Asset Management Plan – the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49U.S.C. 5326 and 49 CFR part 625.

Acronyms

ASP	Agency Safety Plan
CAP	Corrective Action Plan
CEO	Chief Executive Officer
COO	Chief Operating Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management Systems
SOP	Standard Operating Procedure
SRM	Safety Risk Management
STA	Spokane Transit Authority
TSI	Transportation Safety Institute
USC	United States Code
VRM	Vehicle Revenue Miles

Appendix A: Safety Hazard Report Form

STA Employee Safety Hazard Report Form

File Number: _____
(Leave Blank)

Date: _____

**Where is the hazard
located?**

(Check One)

- ☐ Boone Facility-North
☐ Boone Facility-South ☐ Boone Northwest Garage
☐ Sharp Facility
☐ Fleck Service Center
☐ Park & Ride _____ (enter which one)
☐ Plaza Facility
☐ Valley Transit Center
☐ Other _____

Describe the location further if it is not obvious from the description of the hazard: _____

Describe the workplace hazard: (Give more details if you are filling this out anonymously)

Has the Hazard been reported to a Foreman, Supervisor, Manager, or Chief?

☐ Yes ☐ No If so, Who? _____ Date Reported: _____

Your Name: _____ (optional)

Stop Here!

Stop Here!

Drop off or mail this report to your management, the Human Resources or Safety departments, or with any Safety Committee Member.

Briefly describe the actions taken to correct the hazard: _____

Who or what department took the corrective action? _____

Purpose of the Safety Hazard Report Form:

The purpose of this form is to provide employees with another method of reporting workplace hazards or potential hazards, to have the identified hazards evaluated and, if possible, have the hazard eliminated or minimized.

Instructions:

1. Fill in the blanks and answer the questions on the reverse side.
2. Turn in the completed form to your foreman, supervisor, or manager. You may also deliver the completed form to any Safety Committee Member, or the Safety or the Human Resources departments.

Other Information:

1. Allow time for routing and investigation before expecting a follow-up contact from the appropriate party.
2. All completed reports will be forwarded to the Safety Committee for review and disposition.

Appendix B: Safety Inspection Form

	OK	ACTION REQUIRED
First aid kits stocked and accessible		
Electrical cords: no fraying, splits, or breaks in jacket		
Are power cords strung so they do not hang on pipes, nails, and hooks and are clear of walkways?		
Are portable electric tools grounded or double insulated?		
Are all exits visible and unobstructed?		
Are all exits marked with a readily visible sign?		
Are fire extinguishers inspected for general condition and operability and noted on the inspection team each month?		
Are fire extinguishers mounted in readily accessible locations? Are fire extinguishers unblocked?		
Are employees periodically instructed on the use of extinguishers and fire protection procedures with documentation?		
Are emergency eyewash stations and showers inspected weekly for operability and activated weekly? Are inspections documented?		
Are emergency eyewash stations free of obstacles blocking their use?		
Electrical outlets in good condition – not broken?		
All containers are labeled as required?		
Are used oil rags placed in covered metal waste cans?		
Workstations free of rubbish and litter? Are workstations picked up daily?		
Workstations adequately illuminated?		
Are stairways in good condition, clean and free of all loose items?		
Are portable wood and metal ladders adequate for their purpose, in good condition and provided with secure footing?		
Are fixed ladders adequate for their purpose, in good condition and provided with secure footing?		
Are all machines or operations that expose operators or other employees to rotating parts, pinch points, or flying chips, particles, or sparks adequately guarded?		
Are mechanical power transmission belts and pinch points guarded?		

	OK	ACTION REQUIRED
Is a cleanup time scheduled each day for workstations?		
Are lockouts used when working on equipment?		
Are grinders, lathes, and similar equipment provided with safety guards?		
Are only trained and authorized personnel permitted to use such equipment?		
Are welding gas cylinders stored so they are not subject to damage?		
Are all combustible materials near the operator covered with protective shields or otherwise protected?		
Is a fire extinguisher provided at welding sites? Is a watch stationed during and after welding operations are completed?		
Are flammable liquids kept inside the building stored in proper containers?		
Is PPE properly stored, regularly inspected, and located at the proper locations within the worksite?		
Are forklift operators trained at required intervals and certified? Do operators have their certification cards on them when operating forklift? Forklift inspected prior to use?		
Are approved respirators clean and located at workstation? Are respirators properly stored? Cartridges are changed out per change out schedule?		

Appendix C: Hazard/Risk Action Log

HAZARD/RISK ACTION LOG – SAFETY/SECURITY ITEMS							
Item #	Orig. Date	Brought Forward By	Hazard/Risk	Risk Rating Level/Category	Previous Mitigation Action - Instruction	Most Recent/Final Mitigation Action	Person/Dept Responsible

Appendix D: Operator's Event Report

WSTIP

SPOKANE TRANSIT OPERATOR'S EVENT REPORT

EVENT INFORMATION

STA Report #:				
Event Date:		Time: AM ☐ PM ☐		Time Dispatch Notified: AM ☐ PM ☐
Event Indicator: (Check all that apply)	☐ Vehicle Accident	☐ Passenger Accident	☐ Incident	☐ Customer Contact
	☐ Wheel Chair	☐ Pedestrian	☐ Property Damage	☐ Bicyclist
Department:	☐ Fixed Route	☐ VanPool	☐ ParaTransit	☐ Security
	☐ Maintenance	☐ Administration	☐ Contract	

TRANSIT DRIVER INFORMATION

Last Name:		First Name:	MI:
Employee Injury: Y / N	Date of Hire:	Employee ID:	
Brief Employee Injury Description:			

Service Denial due to behavior? Yes ☐ No ☐ If Yes please complete the following questions:
1. Did the passenger impede the flow of service?
2. Did the passenger create or incite a breach of the peace?
3. Did the passenger create a disturbance to others on the coach?
4. Did the passenger direct harassment to others on the coach?

EVENT DETAIL

Weather Conditions (check one)		Light Conditions (check one)		Road Conditions (check one)	
☐ Clear		☐ Artificial Lighting		☐ Debris	
☐ Cloudy		☐ Daylight		☐ Dry	
☐ Foggy / Misting		☐ Twilight		☐ Ice	
☐ Raining		☐ Dark		☐ Snow / Slush	
☐ Snowing				☐ Wet	
Event Location:					
City:				State:	
Route #:		Direction:		Run #:	
				Company Vehicle #:	
Was wheelchair securement in use: Yes ☐ No ☐ If yes, which one:					
Primary Location (check all that apply):					
☐ Bus Shelter/Zone/Stop	☐ Open Intersection	☐ Parking Lot	☐ Alley	☐ Street	
☐ Transit Facility	☐ Controlled Intersection	☐ Railroad Tracks	☐ Hill	☐ Bridge	
☐ Freeway/Interstate	☐ Residential Street	☐ STA Vehicle	☐ Steps	☐ Highway	
☐ Mall/Shopping Center	☐ Construction Zone	☐ Driveway	☐ Other _____		
☐ Private Property	☐ STA Property	☐ Rural	☐ Urban	☐ Suburban	

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SPOKANE TRANSIT OPERATOR'S EVENT REPORT

OTHER DRIVER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
License Plate:	State:	Driver's License:	State:
Vehicle Year:	Make/Model:	Color:	
Insurance Company:		Insurance Policy Number:	

OTHER VEHICLE OWNER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Insurance Company:		Insurance Policy Number:	
PLEASE ATTACH COURTESY CARDS FOR WITNESS(S) INFORMATION & DESCRIPTION			
# of Passengers:	# of Courtesy Cards Issued:	# of Courtesy Cards Collected:	

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

Miscellaneous Comments:

--

[illegible]

**SPOKANE TRANSIT
OPERATOR'S EVENT REPORT**

Statement made by other party:

--

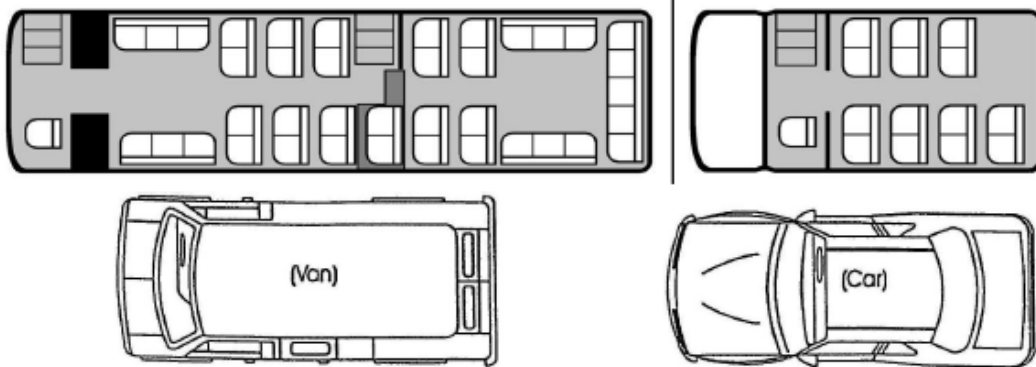
I certify under penalty of perjury under the laws of Washington State that this report is true and correct.

Operator's Signature: _____ Date: _____

Print/Type Name: _____ Employee #: _____

SPOKANE TRANSIT OPERATOR'S EVENT REPORT

If Passenger Injury. Indicate on Diagram, their physical Location on coach



Supervisor: Read and sign to insure the report is accurate and complete.

Supervisor's Signature: _____ Date: _____

Print/Type Name: _____ Employee #: _____

Appendix E: Supervisor's Event Report

WSTIP

SPOKANE TRANSIT SUPERVISOR'S REPORT

EVENT INFORMATION

Report Number#:		Other Related Report #:	
Event Date:	Time:	Time Arrived on Scene:	
Check Who or What Involved:	☐ Incident ☐ Wheel Chair	☐ Passenger ☐ Pedestrian	☐ Vehicle Contact ☐ Property ☐ Customer Call ☐ Security Incident
Check Department Involved:	☐ Fixed Route ☐ Maintenance	☐ VanPool ☐ Administration	☐ ParaTransit ☐ Security

SUPERVISOR'S INVESTIGATION REPORT

Investigating Supervisor:	STA Vehicle/Bus #:
Description of Event	

WEATHER CONDITIONS AT TIME OF EVENT

Weather:	Light:	Road:
Police Agency:	Report #:	Officer's Name:
Other Responding Agencies:		

TRANSIT DRIVER INFORMATION

Last Name:	First Name:	MI:	Employee #:
Employee Injury:			
Time Driver Released From Scene:			
DOT (FTA) Drug & Alcohol Test: <i>If meets ONE of the following conditions (check one)</i> ☐ One or more vehicles towed from the scene. ☐ Fatality. ☐ Injuries resulting in transport to a medical facility. <i>Should a fatality occur, a DOT test is always required and not downgraded to a non-federal test if the employee can be completely discounted.</i>		Non DOT (STA) Drug & Alcohol Test: <i>Must meet ONE of the following conditions (check one)</i> ☐ \$1,000 in damage. ☐ Injury requiring medical attention at the scene. ☐ STA vehicle rear-ends another vehicle. ☐ The operator contributed to the accident or cannot be completely discounted as a contributing factor.	

SPOKANE TRANSIT SUPERVISOR'S REPORT

OTHER DRIVER INFORMATION

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	
Lic. Plate:		State:	Driver's Lic.		State:
Vehicle Year:	Make:	Model:	Color:		
Insurance Co.			Insurance Policy No.		

OTHER VEHICLE OWNER

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	
Insurance Co.			Insurance Policy No.		

OTHER PERSON INVOLVED INFORMATION

(use courtesy cards for others)

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:	County:	State:	Zip:	Wk Phone:	

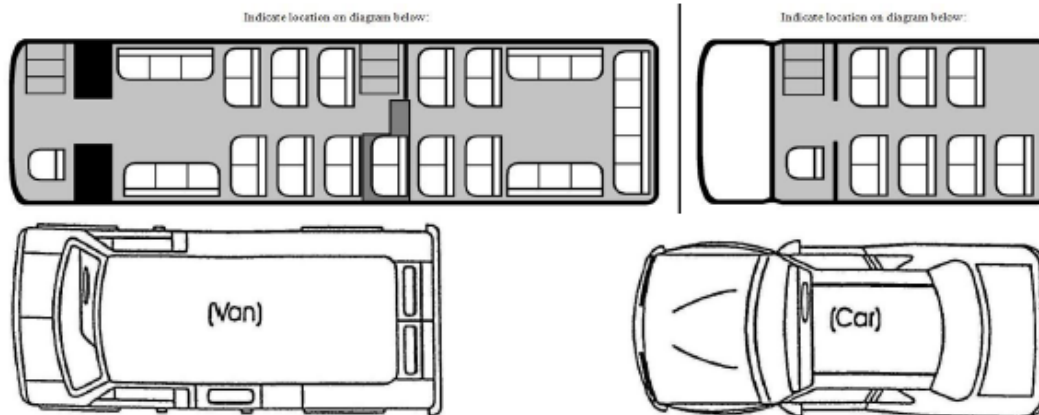
SPOKANE TRANSIT SUPERVISOR'S REPORT

SAFETY—priority for all involved; **SERVICE**—Interview everyone and include their responses; **SCHEDULE**—the driver during your interview for drug testing or a follow-up interview!

ADDITIONAL INFORMATION

Critical Measurements:		
# of Photos Taken:	Photo Location #:	# of Passengers on Board:
# of Courtesy Cards Distributed:	# of Courtesy Cards Collected:	
Were any vehicles towed:	If "Yes" how many?	Towing Co.
Was wheelchair securement in use: Yes ☐ No ☐ If yes, which one: _____		

Supervisor's Signature: _____ Date: _____



Transit Vehicle:

Damage Description:

Estimated Cost: \$0

Other Vehicle #2:

Damage Description:

Estimated Cost: \$0

Other Vehicle #3:

Damage Description:

Estimated Cost: \$0

**SPOKANE TRANSIT
SUPERVISOR'S REPORT**

FIELD SKETCH:

Please diagram (the scene) below and draw in street names, witness positions and where other vehicles were when the event happened – also show direction of travel.

Appendix F: Employee's Injury Report Form

EMPLOYEE'S INJURY REPORT FORM					
Spokane Transit Authority  1230 W. Boone Avenue Phone: (509) 325-6402 Fax: (509) 325-6061		EMPLOYER FACILITIES ☐ BOONE ☐ PLAZA ☐ VSC ☐ OTHER		TODAY'S DATE	
		DATE OF OCCURRENCE		TIME OF OCCURRENCE ☐ AM ☐ PM	
		DATE REPORTED		TIME REPORTED ☐ AM ☐ PM	
		REPORTED TO WHOM			
PERSONAL INFORMATION					
FIRST AND LAST NAME			DATE OF BIRTH	☐ MALE ☐ FEMALE	EMPLOYEE NUMBER
HOME PHONE	HOME ADDRESS		CITY	STATE	ZIP
EMPLOYEE INFORMATION					
DEPARTMENT		JOB TITLE	DATE OF HIRE	☐ FULL TIME ☐ PART TIME	
SHIFT HOURS		HOURS VARY ☐	DAYS OFF	DAYS OFF VARY ☐	
OCCURRENCE					
ADDRESS OR LOCATION OF OCCURRENCE					
WHAT JOB/ACTIVITY WERE YOU PERFORMING?					
THIRD PARTY INVOLVED? NAME OF INDIVIDUAL			VEHICLE #	DID EVENT OCCUR ON PRIVATE PROPERTY? ☐ YES ☐ NO	
WHAT BODY PART(S) INJURED?		☐ Left or ☐ Right	WHAT TYPE OF INJURY (cut, strain, laceration, burn, etc.)?		
WHAT HAPPENED TO CAUSE THE INJURY? (Describe how the event occurred, including other persons involved, tools, machinery, chemicals, etc.)					
HOSPITAL/PHYSICIAN CONSULTED (name/location/phone)					DATE
TIME LOST AT WORK? ☐ YES ☐ NO	DATE LAST WORKED	DATE RETURNED	ADDITIONAL COMMENTS		
WITNESSES					
NAME & ADDRESS			BUSINESS PHONE	RESIDENCE PHONE	
SIGNATURES					
EMPLOYEE (PRINT NAME)					
EMPLOYEE SIGNATURE				DATE	
SUPERVISOR (PRINT NAME)					
SUPERVISOR SIGNATURE				DATE	

RED fields are required to be filled out.

Rev. 11/15/2012 af

Appendix G: Supervisor's Investigation of Employee Injury Report Form



SUPERVISOR'S INVESTIGATION OF EMPLOYEE INJURY REPORT

PART A					
Employee Name: Last First MI					
Accident Date	Time Shift Started	Time of Accident	Date Accident Reported	Day of Week of Accident	Vehicle Number
Supervisor Name			Department ☐ FR ☐ PT ☐ Vehicle Maint. ☐ Bldg. Maint. ☐ Admin.		
Date of Hire	Employee's Job Title	Job at Time of Accident		Length of Time in Current Position	
Specific Location of the Accident		Physical Description of Injury (i.e. cut finger, twisted ankle, etc.)			
Others Injured/Involved/Witness in Same Accident		Phone Number of Others			
PART B					
Describe, in Detail, How the Accident Occurred:					
PART C					
Casual Factors and Corrective Actions. Check All that apply. Events and conditions that contributed to the accident.					
EQUIPMENT - Root Causes ☐ Electrical hazard ☐ Chemical hazard ☐ Hand tools ☐ Equipment defective ☐ Safety device inoperable ☐ Equipment inadequate ☐ PPE ☐ Steps, stairs ☐ Boardwalk, sidewalk ☐ Ladders ☐ Seat ☐ Other _____					EQUIPMENT-Corrective Action
MANAGEMENT - Root Causes ☐ Lack of training ☐ Lack of instruction ☐ Working overtime ☐ Equipment unavailable ☐ Lack of accountability ☐ No inspections done ☐ Policies and procedures ☐ Improper maintenance ☐ System failure ☐ Other _____					MANAGEMENT-Corrective Action
ENVIRONMENT - Root Causes ☐ Insects ☐ Tight working area ☐ Construction area ☐ Uneven ground ☐ Uneven pavement ☐ Poor footing ☐ Poor lighting ☐ Poor housekeeping ☐ Weather ☐ Other _____					ENVIRONMENT-Corrective Action
BEHAVIOR/PEOPLE - Root Causes ☐ Unsafe act ☐ PPE not worn ☐ Assault ☐ Distraction/haste ☐ Safety rules ignored ☐ Unaware of surroundings ☐ Physical or mental ☐ Equipment used incorrectly ☐ Lack of training ☐ Other _____					PEOPLE-Corrective Actions
ERGONOMICS - Root Causes ☐ Repetitive twisting of wrists ☐ Repetitive twisting of waist ☐ Improper positioning of head ☐ Improper tool ☐ Vibration ☐ Awkward position ☐ Shoulders too high/low ☐ Body not in neutral position ☐ Horizontal distance too great ☐ Other _____					ERGONOMICS-Corrective Actions
Accident Investigation Conducted By: Name (type/print): _____ Date: _____ Signature: _____ Date: _____					
Injury accident investigations should be completed as soon as practical upon notice of an accident. STA Supervisors/Managers should complete Sections A – C; and submit the original of this completed form to Safety/Loss Control within 72 hours of injury notice. If you have questions, call #325-6000 and ask for Claims or Safety.					

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5F : SPRAGUE LINE CONSTRUCTION: PHASE 1 AWARD OF CONTRACT

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

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

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking committee recommendation to award a public works contract for Sprague Line – Phase 1.

BACKGROUND: On February 1, 2023, the Performance Monitoring & External Relations Committee approved the general scope of work for Sprague Line – Phase 1 and authorized staff to release the invitation for bid (IFB). In preparation for the award of contract for this project, staff advertised the IFB on April 16, 2023. The in-person pre-bid meeting was held on May 2, 2023. One addendum was issued, and bids were due on May 16, 2023. STA received a single qualifying bid:

Name of Firm	Total Bid Amount
Cameron-Reilly, LLC	\$1,314,550

Post-bid, staff contacted other area contractors, including those that had expressed interest in the project. In general, contractors responded that they currently have sufficient workload. Staff have determined the procurement process was not too restrictive and the competition was adequate. As this advertisement resulted in a single bid, staff performed a cost analysis through evaluation of the engineer’s estimate unit pricing for other recent projects. Based on this analysis and consideration of the current bidding climate, staff consider the proposed bid amount to be reasonable.

Cameron-Reilly, LLC has been determined to be responsive and responsible. As such, staff recommend awarding a contract to Cameron-Reilly, LLC for the total bid amount of \$1,314,550. Furthermore, staff recommends assigning a construction contingency equal to 15% of the construction contract value given the relative level of risk associated with the approved scope of work.

The construction contract includes implementation of HPT platforms and amenities at 12 stop locations, and a new bus-only entrance to the Valley Transit Center.

The budget for Sprague Line totals \$7.76 million and is summarized below:

Project Element	Total Budget(s)
Sprague Line (CIP #540)	\$6,556,000
Sprague Line HPT Branding (CIP #901)	\$1,207,607
Consolidated Budget Total	\$7,763,607
Previous Encumbrances	\$2,917,069
Sprague Line – Phase 1 Construction Contract	\$1,314,550
Construction Contract Contingency (15%)	\$197,182
Remaining Project Budget	\$3,334,806

Anticipated remaining Phase 1 expenses include construction management, construction testing and monitoring, and STA staff labor. Phase 2 is currently under design and is planned for 2024 construction.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for Sprague Line - Phase 1 construction to Cameron-Reilly, LLC for \$1,314,550.00, and allow the CEO to apply 15% contingency funds, as necessary.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Sprague Line - Phase 1 construction to Cameron-Reilly, LLC for \$1,314,550.00, and allow the CEO to apply 15% contingency funds, as necessary.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer ASAM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5G : High Velocity Low Speed BAF Fan Installation: Final Acceptance

REFERRAL COMMITTEE: n/a

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

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

Public Works Contract for:	Installation of five (5) industrial fans in Bus Shop- 20230343
Capital Project Number:	861
Contractor:	A CUT ABOVE
Notice to Proceed:	February 02, 2023
Work Commenced:	March 15, 2023
Final Completion:	March 22, 2023
Scope of Work:	Installation of five (5) industrial shop fans. Work included: • Securing the fans to the ceiling of the STA Boone Bus/ Vehicle Maintenance Garage • Fans help reduce heating demand on facilities shop, distributes the hot air from the ceiling/rafter area and gently blows down to the level staff are working and thermostat. Air movement benefits working conditions in the summer months as well.

Purchase Order Awarded Amount	\$ 62,632.25
Contract Amount	\$ 57,584.63
Retainage	\$ 8,637.69
Sales Tax	\$ 5,047.62
Total	\$ 62,632.25

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the contract with A CUT ABOVE for the installation, Purchase Order # 20230343, 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 DSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 5H : INTERIM LEGAL COUNSEL SERVICES ONE YEAR EXTENSION: APPROVAL

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: In August 2022, STA contracted with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (EMVLO) to provide interim legal counsel services ("Contract"). The Contract commenced on August 12, 2022, with a one (1) year term and a maximum compensation limit of \$200,000; whichever occurred earlier. Based upon average monthly expenditures, the Contract will expire on August 11, 2023.

EMVLO has performed well. The CEO proposes a one (1) year extension and an increase of \$200,000 to the maximum compensation limit. With approval of the recommendation, the Contract would expire on August 11, 2024, and have a maximum compensation limit of \$400,000; whichever occurs earlier.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, a one-year term extension to the interim legal services contract and a \$200,000 increase to the maximum compensation limit of the contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C.

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

RECOMMENDATION TO BOARD: Approve, by motion, a one-year term extension to the interim legal services contract and a \$200,000 increase to the maximum compensation limit of the contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer *ESM* Legal Counsel *MC*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 8A : 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

June 15, 2023

AGENDA ITEM 9A : 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: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 10A : 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: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 12A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the May 31, 2023, Planning and Development Committee, the May 31, 2023, Performance Monitoring and External Relations Committee, and the June 7, 2023, Board Operations Committee meetings are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the May 10, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair Pro Tempore*
Dan Dunne, Small Cities Representative (Liberty Lake)
Pamela Haley, City of Spokane Valley
E. Susan Meyer, STA CEO, *Ex Officio*

MEMBERS ABSENT

Lori Kinnear, City of Spokane, *Chair*

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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van
Wert and Oreskovich, P.C. (*Virtual*)

STAFF ABSENT

Amie Blain, Executive Assistant to the Chief
Financial Officer

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Mr. Dunne moved to approve the updated agenda as presented, Ms. Haley seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Mr. French noted that Chair Kinnear sent her regrets.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the April 12, 2023 Committee Meeting

*Ms. Haley moved to approve the April 12, 2023, Committee meeting minutes as submitted.
Mr. Dunne seconded, and the motion passed unanimously.*

5. COMMITTEE ACTION/DISCUSSION

A. Board Consent Agenda

i) Sprague Line Property Acquisition (Resolution)

Mr. Otterstrom explained the Sprague Line is a planned corridor-based High-Performance Transit (HPT) line that will improve and enhance the current Route 90 between downtown Spokane and the Valley Transit Center. It is planned to operate within existing public rights-of-way, however, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations will require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner.

Staff presented an overview of the anticipated properties of interest which represent small slivers of existing legal parcels and not entire lots themselves.

Ms. Haley moved to recommend the Board to approve a Resolution providing for the acquisition and purchase of real property in connection with the Sprague Line project. Mr. Dunne seconded, and the motion passed unanimously.

ii) Northwest Center Services, dba Argus Janitorial Contract 2018-10140 Extension

Mr. Rapez-Betty said Northwest Center Services *dba* Argus Janitorial ("Argus Janitorial") is contracted to provide janitorial services for the STA Plaza and Boone administration offices. The contract is scheduled to expire on July 31, 2023.

He said to provide for sufficient time to ensure an equitable and competitive solicitation for a new janitorial services contract concurrent with other active solicitations, staff is requesting an extension of the contract with Argus Janitorial for two additional months, commencing August 1, 2023, and ending September 30, 2023, at an estimated cost of \$97,200 for the extension term.

Mr. Dunne moved to recommend the Board approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices. Ms. Haley seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. French discussed the P&D committee items that were reviewed at the meeting.

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

Ms. Haley reviewed the items that came to the PMER committee in May.

7. DRAFT RULES OF PROCEDURE

Ms. Clark reviewed the Rules of Procedure changes since the last meeting. Committee members expressed their thoughts and suggestions. Mr. French reviewed his notes and Ms. Clark incorporated additional updates to the Rules of Procedure during the meeting. Ms. Clark will forward to committee members an updated draft of the Rules of Procedure for their comments. An additional review will take place at the June Board Operations Committee prior to forwarding to the Board for approval.

8. BOARD RETREAT DISCUSSION

Ms. Meyer advised that staff are seeking advice on topics for the Board Retreat. Discussion ensued and it was determined to have the retreat to review the Rules of Procedures prior to having them approved by the Board. Staff will look for a date.

9. BOARD OF DIRECTORS AGENDA MAY 18, 2023

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 7, 2023

Mr. Dunne moved to approve the Board Operations Committee draft Agenda as presented, Ms. Haley seconded, and the motion passed unanimously.

11. CEO REPORT

Ms. Meyer reported there are 66 days until the launch of the City Line on July 15th. Carly Cortright and the Communications team have set up a fun/unique experience for 100 riders. They solicited volunteers to complete rider testing on City Line bus. Volunteers are provided with a questionnaire for items that affect the rider experience. Participants were given a City Line hat to thank them for their participation. KREM is reporting today at 4:00, 5:00, and 6:00 on the riders. The KREM reporter rode along and interviewed some of the volunteers.

Ms. Meyer reviewed an issue occurring to the acrylic sides of the City Line Markers that are being repaired due to some heat expansion. Planning and Facilities & Grounds are seeking legal input on warranty issues, and looking to repair. Karl has spoken to the Chair of the City Line Steering Committee to let them know we are aware and are on track to fix. Mr. Dunne and Mr. French offered their perspectives. Ms. Meyer advised she would keep everyone informed.

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 3:09 p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Executive Assistant to the Chief Executive Officer
Clerk of the Authority

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Minutes of the May 3, 2023, Meeting
Via Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources 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**

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

2. **COMMITTEE CHAIR REPORT**

Chair French reported he was in Washington DC last week. The FTA is pleased that STA's City Line is on time and on budget. Chair French shared about the North Division Corridor and City Line kick-off with the FTA; he said it was a productive time.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE April 5, 2023, COMMITTEE MEETING**

Mr. Tim Hattenburg moved to approve the April 5, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA**

1. **DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE (RESOLUTION)**

Mr. Otterstrom reviewed the Division Street Bus Rapid Transit (BRT): Refined Locally Preferred Alternative Resolution (LPA). Division Street is the main north-south roadway in Spokane and is one of the busiest in the region. The STA Board of Directors adopted Resolution No. 785-21, establishing the Division Street BRT Locally Preferred Alternative (LPA), in March of 2021. The team is currently working towards advancing the project to the

Project Development Phase of the Capital Investment Grants program by the middle of this year (2023). This refinement of the LPA is a key step in that advancement. Mr. Otterstrom highlighted alignment and stations, noting locations of the northern terminus, and provided a detailed map of the Preferred Downtown Alternative showing connecting routes and stations already in existence in terms of infrastructure and potential upgrades for stops already on the route. The refinement of the LPA was a process of engaging stakeholders as well as the public and developed the LPA through technical evolution and data analysis (ridership impact) and found that this revised alignment is generally very effective in serving and improving access overall. Next steps include adoption of the Refined LPA by the STA Board, approval of the next engineering services work order, and seeking entry into FTA Project Development for Capital Investment Grant (CIG) projects (July 2023).

Mr. Dunne posed the question of eventually naming stations with a system that utilizes either cultural or civic significance that brings people to point about location. This naming system could potentially bring focus and potentially develop ridership interest. Mr. Otterstrom responded that renaming stations would take place during a later phase of the project.

Ms. Karen Stratton moved to recommend the STA Board of Directors approve, by resolution, the Refined Division Street Rapid Transit (BRT) Locally Preferred Alternative. Council Members Tim Hattenburg seconded, and the motion was approved unanimously.

2. DIVISION STREET BUS RAPID TRANSIT: WORK ORDER APPROVAL

Mr. Otterstrom recapped the contract with Parametrix for the design and engineering services for the Division Street Bus Rapid Transit (BRT) Project. Phase 1 Work Order #1 was executed in March 2022. The objective of Work Order #2 of Phase 1 is to build on Work Order #1 to conduct other planning, design, and engineering services for project advancement to the Project Development phase, referred to as Phase 2. Mr. Otterstrom reviewed the activities of Phase 1 that were either completed or underway, these included Technical Evolutions and Data Analysis (with assessment of current conditions, evaluation of routing alternatives and station locations and Title VI analysis), engaging Stakeholders and local agencies through Transportation Advisory Committee meetings and Executive Committee meetings, tours of the downtown and North section, meetings with Downtown Spokane Partnership, and a presentation of the project to the City of Spokane Mayor's Cabinet, Spokane County Commissioner Board, and Public Outreach. Seventy percent of respondents surveyed approved the project). Promotion of the project included neighborhood council meetings. Phase 1 Work Order #2 supports STA's effort to advance the Division Street BRT project into the FTA Project Development Phase (Phase 2). This phase incorporates 5 main tasks which includes: Project Management and Quality Management Program, Planning and Analysis, Conceptual Engineering, Environmental NEPA/SEPA Planning, and Public and Stakeholder Engagement. Work Order #2 is within budget, with a proposed \$1.1 million not -to-exceed value, before contingency, and is funded by STA's Capital Improvement Program (CIP #830).

Mr. Dunne asked whether staff were satisfied with the collaboration and outcome with Parametrix. Mr. Otterstrom confirmed that Parametrix has demonstrated quality of output and capabilities and competencies with this type of project. Chair French added that Parametrix and its predecessor both do good work and understand our culture.

Mr. Dan Dunne moved to recommend the STA Board of Directors authorize the CEO execute Work Order #2 for the Division Street BRT preliminary engineering, design, and environmental phase with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$1.1 million, and to provide for 10% contingency for unforeseen additional requirements or services. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA - *None*

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: 2024-2026 SERVICE IMPROVEMENTS

Mr. Otterstrom presented. Service Improvement Program (SIP) is a roadmap for near term fixed-route services improvements, which is updated annually as part of the Transit Development Plan (TDP) per Connect Spokane. The SIP reflects ongoing implementation of board-adopted plans, such as STA Moving-Forward (STAMF) related projects, Near Term Investments (NTI) projects identified by the Board, concepts that may further the vision of High-Performance Transit and continue to implement Connect Spokane design principles, and responses to route performance evaluation results. Some of these concepts are scoped but we still need board or CEO approval prior to changing these, and often include phases of additional public input and consultation. The SIP also includes a summary of recent requests for new services to support future considerations for service investments and adjustments. Service improvements in 2024 will focus on ramping up City Line service levels, implementing deferred improvements from 2023, and the launch of Sprague Line High Performance Transit (HPT). The focus in 2025 will be on the Greater Spokane Valley, incorporating I-90 HPT service and infrastructure, and responding to growth in Airway Heights. Minor adjustments and schedule refinements will be the focus in 2026, and the potential pilot extension of STA service into Northern Idaho, subject to a cross-state partnership. Mr. Otterstrom presented a conceptual map of what the Fixed Route network could look like in 2026 based on the proposed SIP.

Chair French pointed out a collaborative construction effort about a year or two out with Federal Highway Administration and WSDOT to improve intersection for 904 at I-90 which could potentially impact access into Medical Lake and Cheney.

Mr. Otterstrom reviewed the new service request process with a map showing requests for services received by STA during 2022 and the 1st Quarter of 2023. Feedback informs regular performance and long-range planning. Requests are documented and reviewed with the Board on a regular basis. Next steps include incorporating the draft Service Improvement Program into the Draft for 2024-2029 TDP for review and comment next month.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

April 2023 Voter-Approved Sales Tax Revenue (February Sales) Update: Actual (\$7,893,772) compared to budget (\$7,938,326) for a -0.6% difference of \$44,554. Sales tax revenue is 3.0% YTD above budget (\$1.0M), 0.6% below April 2023 actual (\$-0.04M), and 3.0% YTD above 2023 actual (\$1.0M).

Ride To Bloomsday with STA – Sunday, May 7, 2023 – Bloomsday express shuttles run from 6:20 a.m. to 8:30 a.m. from Spokane Valley Mall, Ferris High School, Northtown Mall, Cheney Red

Barn, and West Plains Transit Center. Return trips from downtown Shuttle lots will run from 10:30 a.m. – 2:00 p.m. After 2:00 p.m. passengers may take regular service to return to shuttle lots. A \$2.00 day pass can be purchased at the Convention Center on Friday and Saturday. Regular Fare on the bus on race day-exact change. A \$2.00 dollar pass is only in advance on Friday or Saturday. Youth 18 and under ride free on bus and paratransit; paratransit customers in other communities need to reserve paratransit rides in advance. Participants are encouraged to be at the shuttle 2 hours before their race start time. The Plaza and all restrooms will be open. Regular service will operate on detours away from the Plaza until 2:00 p.m. Mr. Dan Dunne requested clarification about 18 and under. Ms. Meyers stated there is a grace period, youth will not need Connect Cards, they may board with student ID.

Employee Recognition Banquet – This event was held at Northern Quest for employees who have achieved significant safety milestones over the past year. Board members Bynaker, Dunne, Grover, Haley, Hattenburg, Kinnear, Stratton, and Bowers attended. This was the largest turnout of Board members for this event. Board members shared their impressions of the event and the many years of safe driving that were highlighted at it.

7. COMMITTEE INFORMATION - None
8. REVIEW MAY 31, 2023 (June), COMMITTEE MEETING AGENDA
9. NEW BUSINESS - None
10. COMMITTEE MEMBERS' EXPRESSIONS - None
11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 10:54 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MAY 31, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the May 3, 2023, Meeting
Via Virtual WebEx

COMMITTEE MEMBERS PRESENT

Pamela Haley, City of Spokane Valley*
Josh Kerns, Spokane County
Zack Zappone, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Rhonda Bowers, Non-Voting Labor Representative
E. Susan Meyer, CEO (*Ex-Officio*)

COMMITTEE MEMBERS ABSENT

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

**Committee Chairwoman*

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.

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

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

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no report at this time.

3. **COMMITTEE APPROVAL**

A. **Minutes of the April 5, 2023, Committee Meeting**

Mr. Zappone moved to approve the April 5, 2023, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Plaza and Boone Janitorial Contract Scope of Work**

Mr. Rapez-Betty provided background on the current five (5) year contract with Argus/Northwest which is due to expire on July 31, 2023, and the proposed five (5) year contract terms and process. The new contract commencement will begin on August 1, 2023. He discussed details of the Scope Elements for both the Plaza and Boone.

There was discussion about the restrooms at the Plaza being cleaned and checked by Security twice within an hour. The goal is to have employee visibility every 15 minutes.

Mr. Zappone moved to approve the general scope of work for Plaza and Boone janitorial contract and authorize the release of a request for proposals (RFP). Mr. Kerns seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Black Realty Management, Inc. Contract 2017-10050 Extension**

Mr. Rapez-Betty provided background on the services supplied by Black Realty Management, Inc. and explained the current contract expires June 30, 2023. He informed the Committee a one (1) year extension is being requested to facilitate a review of contract scope elements, operational strategies, and expenses.

Mr. Rapez-Betty discussed the property and engineering labor expenses, as well as the total and projected current contract expenses. He explained staff are seeking approval for an estimated contract total of \$445,220.

Mr. Zappone moved to recommend the Board approve a motion to authorize a one (1) year contract extension with Black Realty Management, Inc. for Plaza property management, leasing and facility engineering services. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. 2023 First Quarter Performance Measures

Mr. Rapez-Betty presented the 2023 First Quarter Performance Measures Summary. Each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. He advised the full packet of the 2023 First Quarter Performance Measure results may be viewed on the STA website through the link provided on the packet cover page. Mr. Rapez-Betty presented a summary of significant measures and highlighted Ridership data.

Fixed Route 2023 first quarter year-to-date ridership was up 36.7% compared to our ridership in 2022. Fixed Route provided 2,018,300 in 2023 vs. 1,476,050 in 2022. The ridership goal for Fixed Route in 2023 was 20.6% higher than 2022 (approximately 7.6M trips).

Paratransit 2023 first quarter year-to-date ridership was up 29.5% compared to our ridership in 2022. Paratransit provided 88,435 in 2023 vs. 68,307 in 2022. The ridership goal for Paratransit in 2023 was 9.5% higher than 2022 (approximately 344,707 trips).

Rideshare 2023 first quarter year-to-date ridership was up 27.0% compared to our ridership in 2022. Rideshare provided 24,431 in 2023 vs. 19,235 in 2022. The ridership goal for Rideshare in 2023 was 30.1% higher than 2022 (approximately 122,000 trips).

Mr. Zappone requested to include 2019 pre-pandemic data in the performance measures.

There was discussion about Employee Engagement Survey Results being shared with the Board and a request by Mr. Zappone to have a future conversation about seeing those results.

B. 2022 Rider Survey

Ms. Cortright provided background on the 2022 Rider Survey, conducted by Zilo International, which gathered feedback from residents living within the Public Transportation Benefit Area regarding their perceptions about services provided by STA. The 2023 data was compared to 2018, 2019 and 2021, but no survey was conducted in 2020. Rider demographic information was also collected.

Ms. Cortright highlighted the following key takeaways:

- 71% of respondents reported their satisfaction with STA bus service to be Excellent or Very Good, which is higher than pre-pandemic.
- 55% of Riders reported one of the main reasons they use the bus is they don't have a car.
- The number of respondents stating they have ridden for more than 5 years is significantly higher than in 2018 and 2019.

- Respondents were asked to rate certain aspects of STA's bus service, including driver courtesy, driver driving safely, personal safety on bus, and cleanliness of bus interior:
 - 82% reported Driver Courtesy as Good or Excellent
 - 90% reported Driver Driving Safely as Good or Excellent
 - 80% reported Personal Safety on Bus as Good or Excellent
 - 73% reported Cleanliness of Bus Interior as Good or Excellent

There was discussion about STA working with a new vendor to perform all surveys that will offer various methods for customers to complete surveys which will be more comprehensive.

6. CEO REPORT

- Ms. Meyer reported the March 2023 voter-approved sales tax revenue, collected on February 2023 sales, against a budget of \$7,938,326. The actual receipts were \$7,893,722 which is 0.6% below budget with a variance totaling \$44,554. Year-to-date is 3.0% above budget and totaling approximately \$1.0M.
- Ms. Meyer discussed STA's involvement in Bloomsday, held on Sunday, May 7, 2023. STA employees work hard in various roles to make this day a success for our community and many volunteer their time. Ms. Meyer explained Express Shuttles to and from downtown and fare options made available to participants.
- Ms. Meyer discussed and showed photos of the Employee Recognition Banquette held on Sunday, April 30, 2023. Many Board members attended. STA employees were recognized for safety accomplishments.

7. COMMITTEE INFORMATION

- A. March 2023 Operating Indicators
- B. April 2023 Sales Tax Revenue
- C. March 2023 Financial Results Summary
- D. 1st Quarter 2023 Service Planning Input Report

8. MAY 31, 2023 (JUNE MEETING) – COMMITTEE MEETING DRAFT AGENDA REVIEW

The May 31, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

9. NEW BUSINESS

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Zappone requested suggestions from STA staff about which path should be taken to further discuss low-income fare. There was discussion about the new rules of procedure which will be presented to the Board for approval in either June or July. These new rules will provide a clearer path for Board members who have a new initiative. The rules are currently being reviewed by the Board Operations Committee. Additionally, discussion ensued about this specific topic and how it fits into the Comprehensive Plan. The Comprehensive Plan review begins in July.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:45 p.m.

The next committee meeting will be held on Wednesday, May 31, 2023 (June Meeting), 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

June 15, 2023

AGENDA ITEM 12B : MAY 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 May 2023 voter-approved sales tax revenue information. May sales tax revenue, which represents sales for March 2023, was:

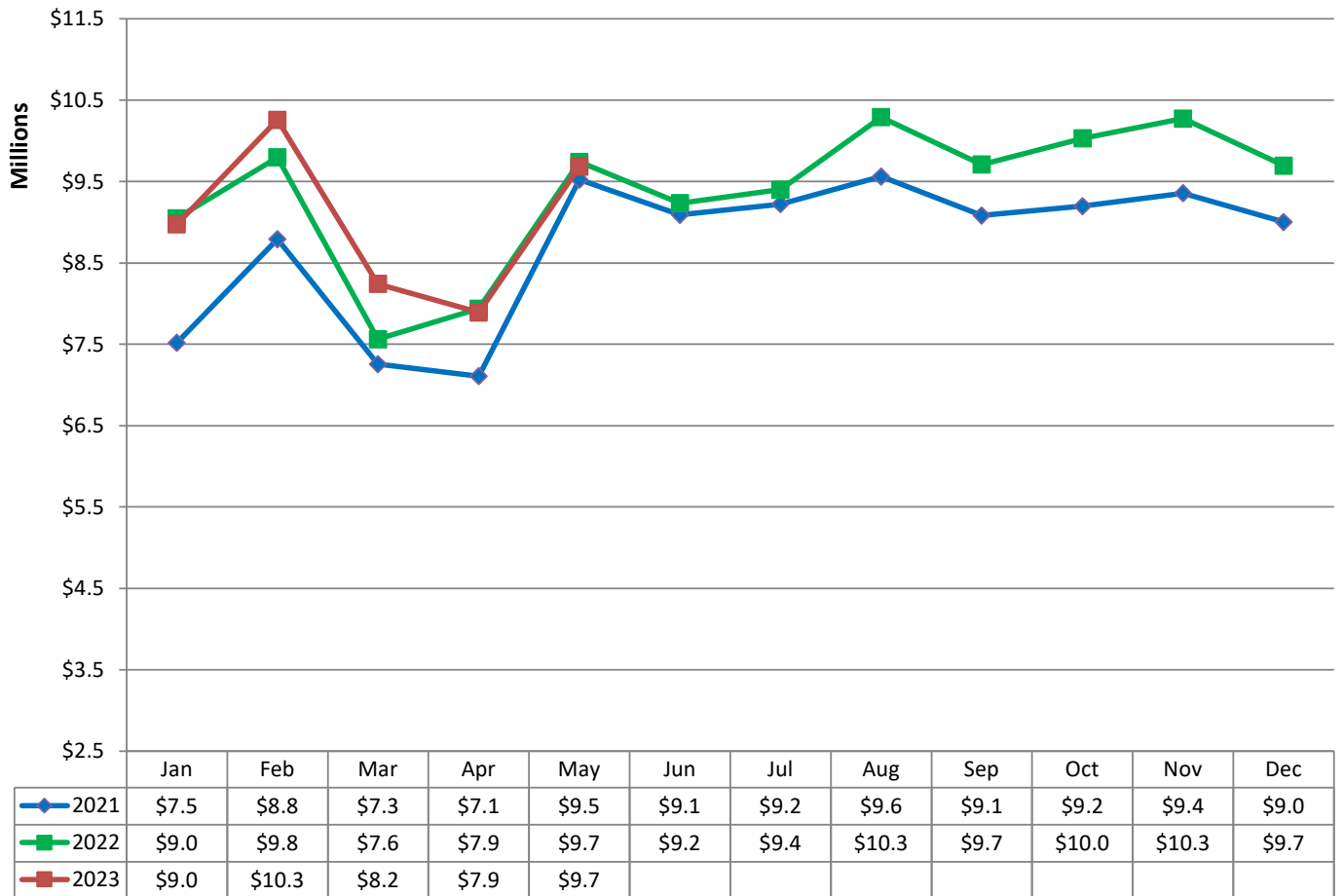
- -0.6% below 2023 budget
- 2.2% above YTD 2023 budget
- -0.6% below 2022 actual
- 2.2% above YTD 2022 actual

Total taxable sales for March 2023 were *down* 2.3% from March 2022 while March 2023 YTD sales were *up* 2.4% compared with March 2022 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 3.0% (\$-17.5M) in March 2023 vs 2022 and is *down* by 0.8% (\$-12.4M) March 2023 YTD vs 2022 YTD
 - Other Misc. Store Retailers *increased* 24.2% or \$48.3M March 2023 YTD over March 2022 YTD
 - Grocery and Convenience Retailers *increased* 8.4% or \$6.5M March 2023 YTD over March 2022 YTD
 - Other Motor Vehicle Dealers *decreased* 16.9% or (\$-10.3M) March 2023 YTD over March 2022 YTD
 - Electronics and Appliance Retailers *decreased* 15.3% or (\$-17.6M) March 2023 YTD over March 2022 YTD
 - Furniture and Home Furnishings Retailers *decreased* 45.1% or (\$-36.9M) March 2023 YTD over March 2022 YTD
- Construction *increased* by 1.6% (\$2.7M) in March 2023 vs March 2022 and is *up* by 6.4% (\$27.1M) March 2023 YTD vs 2022 YTD
- Accommodation and Food Services *increased* by 1.5% (\$1.9M) in March 2023 vs March 2022 and is *up* by 5.7% (\$17.7M) March 2023 YTD vs 2022 YTD

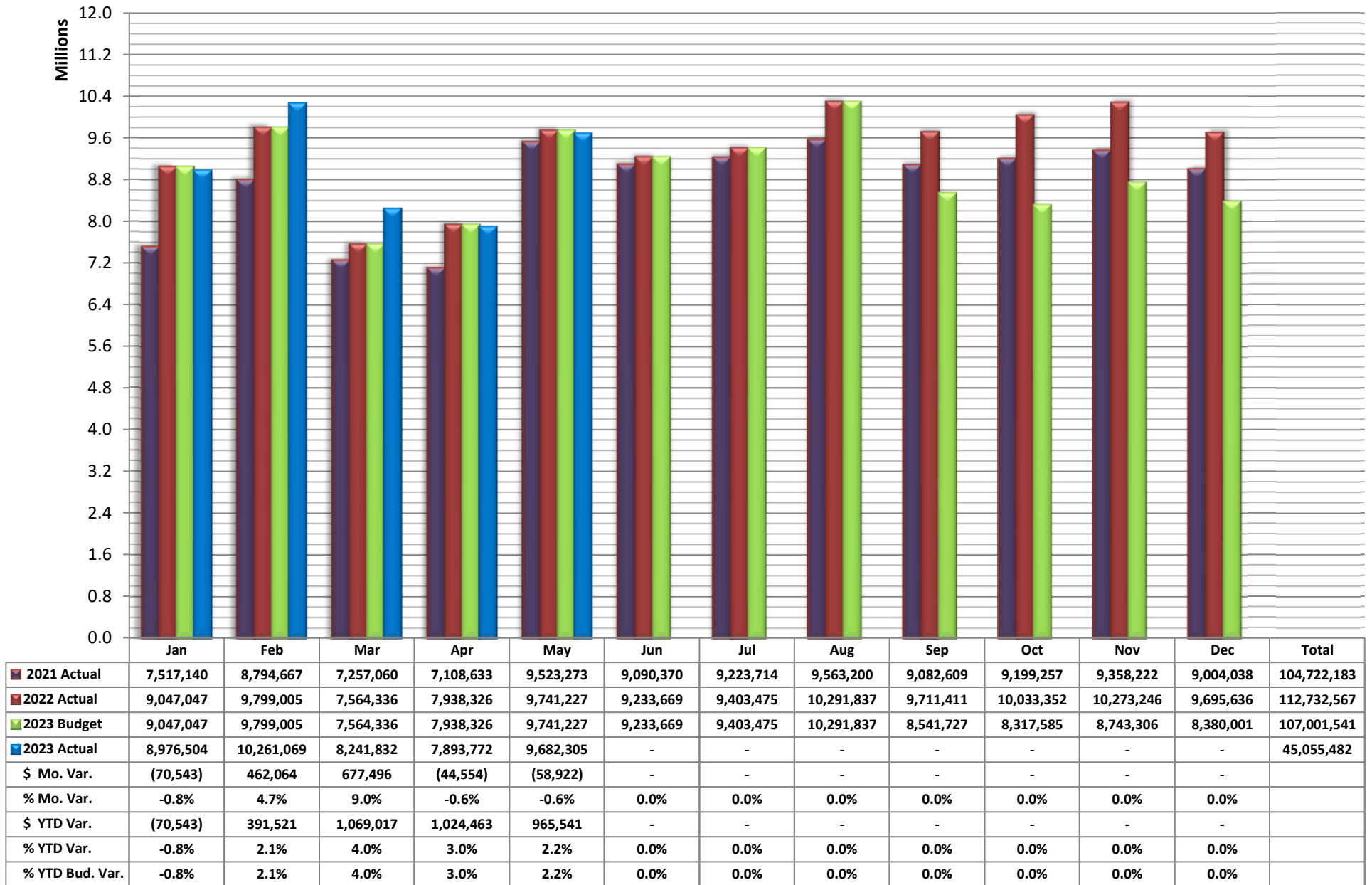
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-May 2023⁽¹⁾



(1) Voter-approved sales tax distributions lag two months after collection by the state. For example, collection of January's sales tax revenue is 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's sales tax revenue is distributed in March.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 12C : APRIL 2023 FINANCIAL RESULTS SUMMARY

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

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

SUMMARY: Attached are the April 2023 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, April year-to-date revenue is 13.3% (\$6.8M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 21.1% lower than budget
- Sales Tax Revenue is 3.0% higher than budget
- Federal & State Grant Revenue is 44.1% higher than budget
- Miscellaneous Revenue is 51.9% higher than budget

Operating Expenses

Overall, April year-to-date operating expenses are 10.3% (\$3.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 9.6% lower than budget
- Paratransit is 4.7% lower than budget
- Vanpool is 9.6% lower than budget
- Plaza is 19.1% lower than budget
- Administration is 18.1% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - April 2023

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

Totals:

2022 YTD Actual \$ 50,883,155
2023 YTD Actual \$ 57,800,433 (13.3%)
2023 YTD Budget \$ 51,029,582
2023 Annual Budget \$ 157,044,144

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	2,432,445	34,348,714	13,559,144	542,852
■ 2023 YTD Actual	2,053,898	35,373,178	18,747,080	1,626,277
■ 2023 YTD Budget	2,601,712	34,348,714	13,008,405	1,070,750
2023 YTD Budget Variance	-21.1%	3.0%	44.1%	51.9%
2023 Budget	7,805,137	107,001,541	39,025,216	3,212,250

(1) Above amounts exclude grants used for capital projects. Year-to-date April state capital grant reimbursements total \$1,769,486 and federal capital grant reimbursements total \$7,551,626.

Spokane Transit Operating Expenses⁽¹⁾ - April 2023

30,000,000

27,000,000

24,000,000

21,000,000

18,000,000

15,000,000

12,000,000

9,000,000

6,000,000

3,000,000

Totals:

2022 YTD Actual \$ 27,970,922

2023 YTD Actual \$ 33,281,366 (-10.3%)

2023 YTD Budget \$ 37,110,294

2023 Annual Budget \$ 113,822,411

Fuel:

2022 YTD Actual \$ 1,624,732

2023 YTD Actual \$ 2,005,958 (-29.1%)

2023 YTD Budget \$ 2,828,365

2023 Annual Budget \$ 8,063,242

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2022 YTD Actual	18,846,804	4,488,762	203,840	687,809	3,743,707
2023 YTD Actual	22,402,266	5,463,418	219,241	758,193	4,438,248
2023 YTD Budget	24,774,591	5,734,888	242,601	936,979	5,421,235
2023 YTD Budget Variance	-9.6%	-4.7%	-9.6%	-19.1%	-18.1%
2023 Total Budget	74,964,941	17,089,137	728,852	2,846,699	18,192,782

(1) Operating expenses exclude capital expenditures of \$16,476,279 and Street/Road cooperative projects of \$677,457 for year-to-date April 2023.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 12D: APRIL 2023 OPERATING INDICATORS
REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Haley*)
SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was 1 less weekday in April 2023 compared to April 2022.

FIXED ROUTE

- Total monthly ridership increased 27.0% (670,867 vs. 528,326) in April 2023 compared to April 2022 and is up 34.2% (2,689,167 vs. 2,004,376) YTD.
- Average weekday ridership increased 29.0% (27,643 vs. 21,426) in April 2023 compared to April 2022 and is up 34.5% (27,367 vs. 20,344) YTD.
- Adult Ridership increased 4.2% (344,278 vs. 330,451) in April 2023 compared to April 2022 and is up 11.5% (1,389,154 vs. 1,245,850) YTD.
- Zero-Fare for Youth (formerly Youth) Ridership increased 179.3% (119,621 vs. 42,834) in April 2023 compared to April 2022 and is up 197.5% (492,239 vs. 165,435) YTD.
- Reduced Fare / Paratransit Ridership increased 29.6% (93,781 vs. 72,351) in April 2023 compared to April 2022 and is up 35.1% (364,366 vs. 269,670) YTD.
- CCS Pass Ridership increased 6.2% (23,707 vs. 22,316) in April 2023 compared to April 2022 and is up 24.5% (96,227 vs. 77,305) YTD.
- Eagle Pass Ridership decreased 13.3% (33,757 vs. 38,945) in April 2023 compared to April 2022 and is down 2.5% (134,599 vs. 138,063) YTD.
- 56.2% of all passengers used Connect Passes last month.

PARATRANSIT

Total monthly ridership increased 9.04% (29,348 vs. 26,914) April 2023 compared to April 2022 and is up 23.7% (117,784 vs. 95,221) YTD.

Detailed breakdown:

- Directly operated service increased 3.2% (15,063 vs. 14,595) in April 2023 compared to April 2022 and is up 14.5% (61,969 vs. 54,133) YTD.
- Contracted service increased 16.0% (14,285 vs. 12,319) in April 2023 compared to April 2022 and is up 35.8% (55,815 vs. 41,088) YTD.
- Special Use Van ridership decreased 21.7% (1,233 vs. 1,574) in April 2023 compared to April 2022 and is up 0.3% (4,497 vs. 4,510) YTD.

RIDESHARE

Total Rideshare ridership increased 2.4% (7,592 vs 7,417) April 2023 compared to April 2022 and is up 20.2% (32,023 vs 26,652) YTD.

- Rideshare vans in service increased 9.1% (72 vs. 66) in April 2023 compared to April 2022.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

April 2023 value added decreased 9.2% (\$205,666 vs. \$226,526) compared to March 2023.

- Autoload increased 9.2%- \$11,805 in April 2023 vs. \$10,81 in March 2023
- Call Centers decreased 1.2%- \$4,958 in April 2023 vs. \$5,021 in March 2023
- Customer Service Terminal decreased 15.0%- \$57,257 in April 2023 vs. \$67,327 in March 2023
- Customer Website decreased 6.8% -\$21,286 in April 2023 vs. \$22,832 in March 2023
- Mobile Ticketing decreased 8.1% -\$95,304 in April 2023 vs. \$103,665 in March 2023
- Institutional Website decreased 3.1% -\$13,327 in April 2023 vs. \$13,750 in March 2023
- Retail Network decreased 44.6% -\$1,728 in April vs. \$3,118 in March

Total Pass Sales:

April 2023 decreased -16.5% (13,727 vs. 16,431) compared to March 2023.

- 1-Ride Pass decreased 22.2% – 3,922 in April 2023 vs. 5,042 in March 2023
- 7-Day Rolling Pass decreased 16.2%– 191 in April 2023 vs. 228 in March 2023
- Day Pass decreased 13.0%–8,562 in April 2023 vs. 9,842 in March 2023
- Stars & Stripes were flat –1 in April 2023 vs. 1 in March 2023
- Honored Rider 31-Day Rolling Pass decreased 8.6% –53 in April 2023 vs. 58 in March 2023
- Paratransit Monthly Pass decreased 60.8% – 20 in April 2023 vs. 51 in March 2023
- Shuttle Park Pass decreased 1.6% - 182 in April 2023 vs. 185 in March 2023
- Standard 31-Day Rolling Pass decreased 22.3% –795 in April 2023 vs. 1,024 in March 2023

Total Discounted Passes (Included in Pass Sales above):

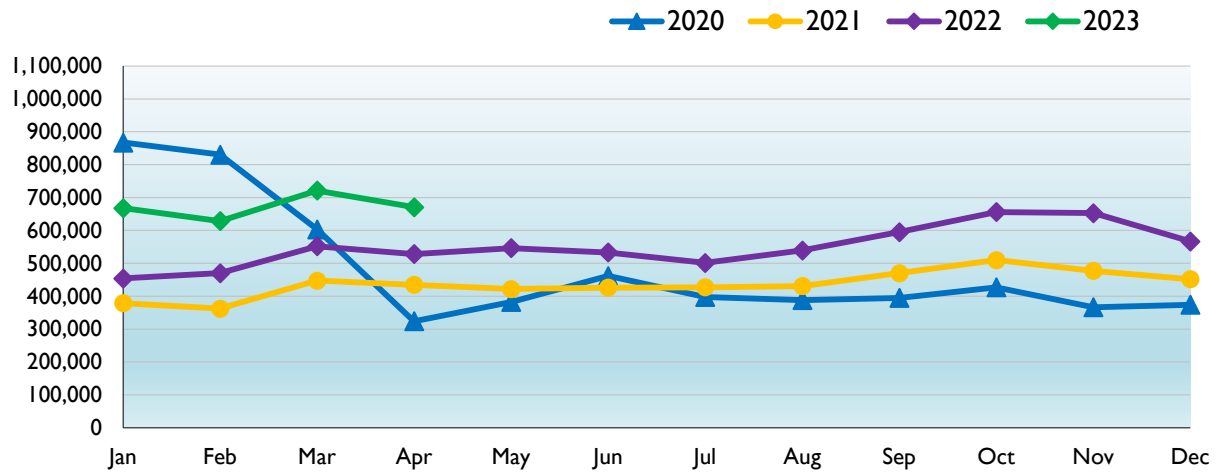
- April 1-Ride CAP passes increased 36.4% (3,235 vs. 2,371) compared to March 2023
- April Day CAP Passes decreased 40.3% (2,752 vs. 4,612) compared to March 2023
- April Employer-Sponsored Bus Pass Program decreased 14.6% (411 vs. 481) compared to March 2023

Specialty Pass Programs:

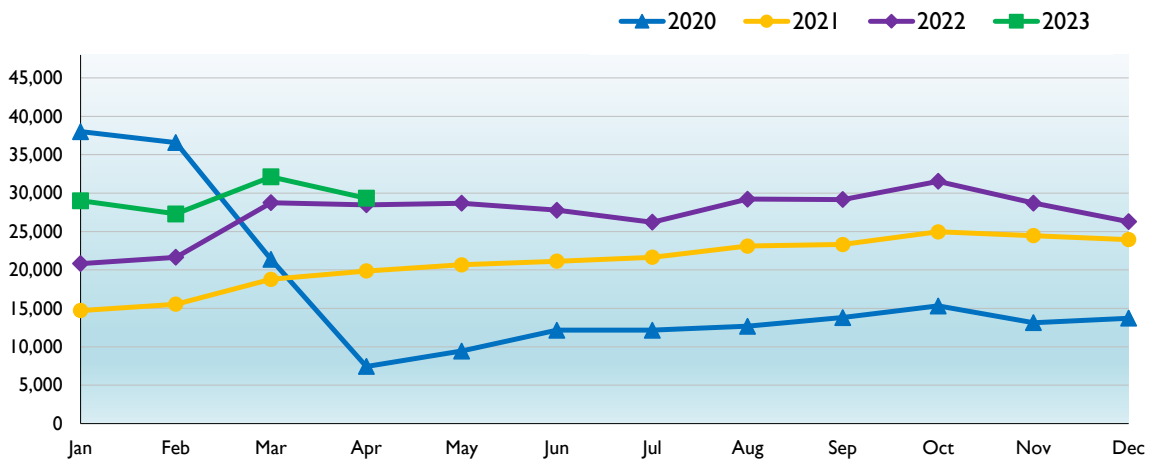
Shuttle Park monthly sales Decreased 13.6% (185 vs. 214 in 2022)	YTD sales Increased 2.8% (549 vs. 534 in 2022)
ESBP monthly sales Increased 64.2% (481 vs. 293 in 2022)	YTD sales Decreased 1.8% (1,085 vs. 1,105 in 2022)
UTAP monthly rides Increased 17.3% (74,900 vs. 63,838 in 2022)	YTD rides Increased 24.6% (229,462 vs. 184,156 in 2022)
Community Access Program Decreased 3.4% (6,983 vs 7,226 in 2022)	YTD CAP Sales Increased 15.8% (23,705 vs 20,471 in 2022)

RECOMMENDATION TO BOARD: Information only.

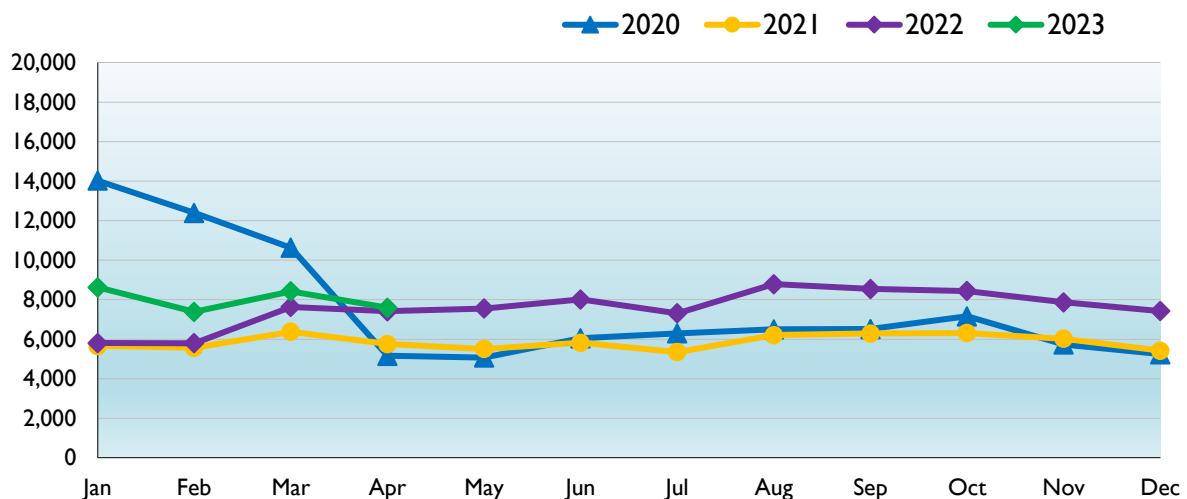
FIXED ROUTE RIDERSHIP



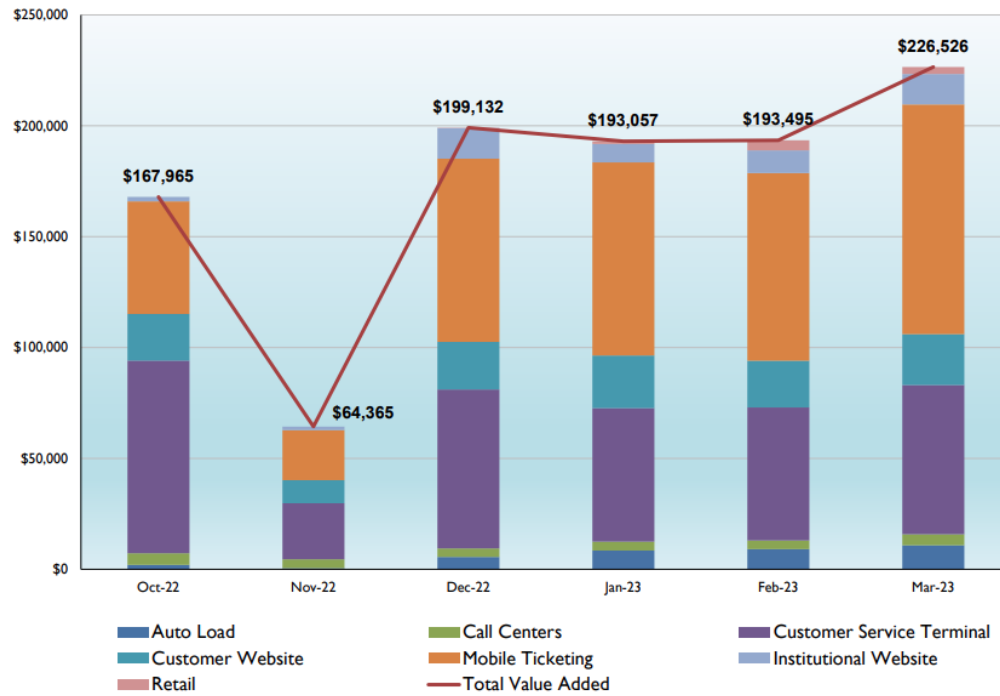
PARATRANSIT RIDERSHIP



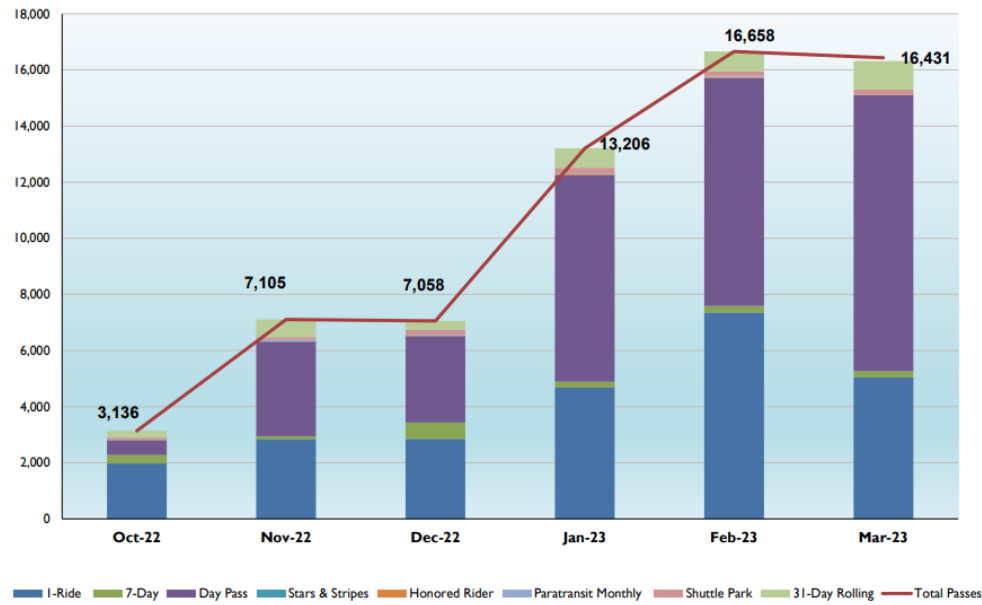
RIDESHARE RIDERSHIP



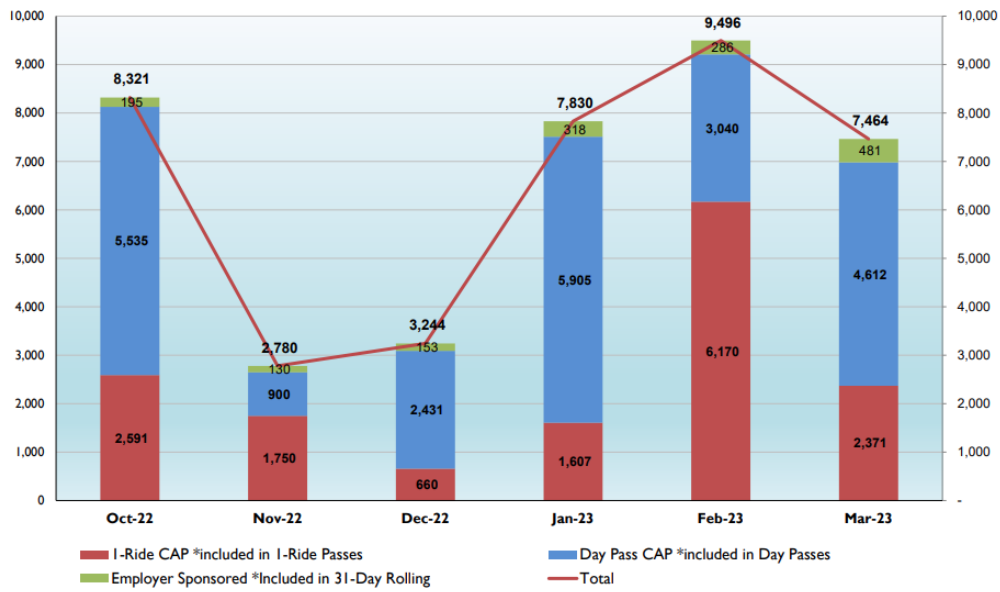
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 12E : 2022 FIXED ROUTE SYSTEM PERFORMANCE REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Chad Johnson, Senior Transit Planner / Scheduler

SUMMARY: Staff will provide an overview of the 2022 Fixed Route System Performance Report which is available online beginning May 30, 2023, online at:

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

BACKGROUND: For Spokane Transit to ensure the reliability, consistency, and proper development of its transit services, it must continually evaluate and understand the strengths and weaknesses of the products offered. Annex 1.4 of the adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* calls for an annual report on the performance of each route based on established performance standards. This year marks the fourteenth year in which staff have prepared Fixed Route System Performance Report and its predecessors, to inform Spokane Transit staff, the public, and Board of Directors of the performance of each route and the various route facilities.

The report includes:

- An overview of 2022 ridership
- Individual route performance against three (3) established standards: Ridership, Equivalent Energy Consumption, and Fares
- Performance improvement concepts for routes not meeting standards
- Route indicators (length, capacity, revenue hours, revenue miles, etc.)
- Average daily ridership by stop
- Summary of 2022 passenger facilities and operational improvements
- Park & ride and bike locker utilization
- Universal Transit Access Pass (UTAP) rates
- Route profile sheets (in a future appendix)

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 15, 2023

AGENDA ITEM 12F : JULY 2023 SERVICE CHANGE

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

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

SUMMARY: In July 2023, STA will implement a package of service changes consistent with board approved plans to improve customer information, connectivity, reliability, and mobility. The following table outlines the planned changes and adjustments as part of the July 2023 Service Change, as well as associated routes, the rationale for each change, and the resource impact of each change in terms of revenue service hours if applicable. Where applicable, the table notes changes that were included in the July 2023 Service Revisions plan approved by the STA Board of Directors on March 16, 2023. The changes represent an approximate 5.8% increase in fixed route service, predominantly associated with launch of the City Line.

July 2023 Service Changes

Route #	Planned Adjustment	Rationale
1 City Line	Launch City Line.	Implementation of board-approved July 2023 Service Revisions plan and <i>STA Moving Forward</i> .
6 Cheney	Adjust schedule for early morning weekday trip.	To improve connectivity with Route 63 at the West Plains Transit Center.
11 Arena / Downtown Shuttle	Revise Route 11 routing. Rename Route 11 "Arena/ Downtown Shuttle".	Implementation of board-approved July 2023 Service Revisions plan.
12 Southside Medical Shuttle	Reduce weekday frequency from 20 to 30 minutes. Add supplemental trips in the afternoon to allow for 15-minute frequency at peak.	Implementation of board-approved July 2023 Service Revisions plan.
14 South Adams / Napa	Introduce new Route 14.	Implementation of board-approved July 2023 Service Revisions plan.
20 SFCC	Add weekday outbound trip at 7:52 pm.	Provide schedule consistency between weekday and Saturday schedules.
22 NW Blvd	Change Plaza arrival bay from Bay 6 to Bay 4.	Bay change at Plaza utilizes the available slot from discontinued Route 29, reducing bay congestion.
23 Maple / Ash	Route 23 to interline with Route 27 on weekends and Route 43 on weeknights.	Improve service efficiency.

Route #	Planned Adjustment	Rationale
25 Division	Minor adjustment to mid-day run times to better coordinate scheduled arrivals with City Line at the Plaza.	Improve connectivity.
26 Lidgerwood	Revise route to travel along Washington Street and Mission Avenue between downtown and Hamilton Street.	Implementation of board-approved July 2023 Service Revisions plan.
27 Crestline	Increase frequency to 30 minutes on Sundays/Holidays.	Implementation of board-approved July 2023 Service Revisions plan and implementation of <i>STA Moving Forward</i> .
28 Nevada	Revise route to travel along Washington Street and Mission Avenue between downtown and Hamilton Street to maintain service along Mission Avenue.	Implementation of board-approved July 2023 Service Revisions plan.
29 SCC	Discontinue Route 29.	Implementation of board-approved July 2023 Service Revisions plan.
32 Trent / Montgomery	Minor schedule adjustments.	Necessary to reflect the discontinuation of Route 29, which was interlined with the 32 evenings and weekends. New interline created with truncated Route 39.
34 Freya	Schedule timepoint changes and discontinue supplemental peak-direction, peak-period trips. Change departure bay at SCC from Bay 1 to Bay 3.	Implementation of board-approved July 2023 Service Revisions plan. Interline with truncated Route 39 is more efficient and recovery time changes minimize train delay impacts. Bay change at SCC utilizes available slot from discontinued Route 29.
39 Minnehaha Loop	Truncate Route 39 between SCC and STA Plaza, retain route segment between SCC and Minnehaha Neighborhood.	Implementation of board approved July 2023 Service Revisions plan.
42 South Adams	Discontinue Route 42.	Implementation of board approved July 2023 Service Revisions plan.
43 Lincoln / 37th Ave	Minor schedule adjustments.	Provide for a frequency offset with new Route 14 which is now feasible with changes on other routes.
45 Perry District	Change Plaza departure bay to Bay 4 from Bay 6.	Bay change at Plaza utilizes the available slot from discontinued Route 29, reducing bay congestion.

Route #	Planned Adjustment	Rationale
60 Airport	Discontinue routing in Browne's Addition. Discontinue night and weekend pattern to Airway Heights. Rename Route 60 to "Airport".	Implementation of board-approved July 2023 Service Revisions plan.
61 Highway 2 / Fairchild	Discontinue routing in Browne's Addition as previously approved. Increase evening and weekend frequency to every 30 minutes. Rename Route 60 to "Highway 2/Fairchild".	Implementation of board-approved July 2023 Service Revisions plan and <i>STA Moving Forward</i> .
62 Medical Lake	Change Plaza departure bay to Bay 8 from Bay 10.	Reduce operational conflicts at the Plaza.
63 Airway Heights / West Plains	Minor schedule adjustments.	Improve connectivity with Route 6 Cheney.
67 Swoop Loop	Reduce service span to end weekday afternoon service at approximately 2:00 pm.	Implementation of board-approved July 2023 Service Revisions plan.
68 Cheney Loop	Adjust schedule on early morning trip.	As subject continues as Route 6 Cheney, adjustment allows for improved connectivity at West Plains Transit Center.
94 East Central / Millwood	Minor schedule adjustments.	Changes interline partner to Route 23 from discontinued Route 29 and creates offset frequency from with Route 45.
95 Mid-Valley	Minor schedule adjustments on nights and weekends.	Changes interline partner to Route 34 and 39 from discontinued Route 29.
97 South Valley	Minor schedule adjustments on nights and weekends.	Changes interline partner to Route 34 and 39 from discontinued Route 29.
247 Lincoln Park / Ferris	Introduce new Route 247.	Implementation of board-approved July 2023 Service Revisions plan.
661 EWU Express	Removed two low ridership trips in the afternoon period.	Service covered by Routes 6 and 66, allowing resources to be used more efficiently on Route 661.

RECOMMENDATION TO BOARD: For information.