

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, December 19, 2019, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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 19th day of December, 2019.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 2: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

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, December 19, 2019, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Steve Williams – Storeroom Clerk/Buyer Retirement - *25 years (Monique Liard)*
 - B. David Goodwin – Coach Operator Retirement - *21 years (Roger Watkins)*
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the November 21, 2019, Board Meeting – Corrections/Approval
 - B. November 2019 Vouchers (*Monique Liard*)
 - C. 2020 Title VI Plan: Approve Outreach Strategies (*Karl Otterstrom*)
 - D. Approval of 2020 Spokane Police Department Agreement Renewal (*Nancy Williams*)
 - E. 2020 Board and Committee Meeting Calendar (*Dana Infalt*)
6. Board Action – Committee Recommendations: *20 minutes*

Performance Monitoring & External Relations

 - A. Draft 2020 State Legislative Priorities (*E. Susan Meyer/Brandon Ropez-Betty*)
7. Board Action – Other: (*None*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Candace Mumm*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2019 Sales Tax Revenue (*Monique Liard*)
 - C. October 2019 Financial Results Summary (*Monique Liard*)
 - D. October 2019 Operating Indicators (*Roger Watkins*)
 - E. January 2020 Service Changes (*Karl Otterstrom*)
 - F. Connect Spokane Major Update: Review Draft Scope of Work Approval (*Karl Otterstrom*)
 - G. Finalize 2020 Planning & Development Committee Work Program Approval (*Karl Otterstrom*)
 - H. Central City Line: Approval of Scope of Work for Construction (*Karl Otterstrom*)
 - I. Central City Line: Approval of Scope of Work for Amenities Fabrication (*Karl Otterstrom*)
 - J. STA Holiday Service and Office Hours (*Dana Infalt*)
13. Executive Session (*McAloon Law PLLC*): 20 minutes
14. New Business: 5 minutes
 - A. Election of 2020 Chair and Presentation of Gavel (*Candace Mumm*)
(majority of 5 votes required)
15. Board Members' Expressions: 5 minutes
 - A. Presentation of Commendation to Candace Mumm – Outgoing Board Chair (*2020 Board Chair*)
16. Adjourn

Cable 5 Broadcast Dates and Times of December 19, 2019, Board Meeting:

| | |
|-----------------------------|------------|
| Saturday, December 21, 2019 | 4:00 p.m. |
| Monday, December 23, 2019 | 10:00 a.m. |
| Tuesday, December 24, 2019 | 8:00 p.m. |

Next Committee Meetings* (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

| | |
|---|--|
| Planning & Development | Feb. 5, 2020, 10:00 a.m. (Southside) 1229 West Boone |
| Performance Monitoring & External Relations | Feb. 5, 2020, 1:30 p.m. (Southside) 1229 West Boone |
| Board Operations | Jan.8, 2020, 1:30 p.m. (Northside) 1230 West Boone |

****NOTE: The Planning & Development and
the Performance Monitoring and External Relations Committees
will not meet in January***

Next Board Meeting:

Thursday, January 16, 2020, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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 speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 4A : STEVE WILLIAMS STOREROOM CLERK/BUYER – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Monique Liard, Chief Finance Officer
Jacque Tjards, Purchasing Manager

SUMMARY: Steve began his career with Spokane Transit in August 1994 as a Purchasing Clerk and was promoted in 1998 to Storeroom Clerk / Buyer, a position he has held until current day.

One of Steve's first assignments was to organize and create a warehouse location and labeling system for the inventory of bus and van parts. This was no small task as STA had approximately five thousand parts to service the fleet at the time. The system he designed is still in use today.

Steve earned Perfect Attendance Awards for twenty of his twenty-five years and was a member of the 2001 Wall of Fame Award recognition team.

He is an avid EWU Eagles sports fan and a Seattle Seahawks season ticket holder. In retirement, he and his wife Kim plan to spend their time camping, attending jazz festivals, and spending more time with their children and grandchildren.

We wish Steve the best in his retirement and thank him for twenty-five years of dedicated service to STA.

RECOMMENDATION TO BOARD: Recognize Steve Williams for his 25 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head ml

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 4B : DAVID GOODWIN COACH OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Roger Watkins, Chief Operations Officer
Frank Bezemer, Fixed Route Senior Transportation Manager

SUMMARY: Dave joined Spokane Transit Authority on December 7, 1998, as a coach operator. Dave was always one to come in a little early for his shift. He would make the rounds greeting employees with a smile and a hello and is probably best known for his cheerfulness, with both his customers and fellow employees.

Dave was a very customer service minded operator, helping customers with his excellent knowledge of STA routes and transfer points, helping them get where they needed to go. He received numerous customer compliments over the years and earned many excellent shops in our Quality Counts! program. Dave had an excellent safety record of 17 years safe driving and was on the selection committee for the 2004 Wall of Fame awards.

Dave is retiring with 21 years of distinguished service. STA thanks you for your dedication and wishes you all the best in your retirement.

RECOMMENDATION TO BOARD: Recognize Dave Goodwin for his 21 years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head RHW

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 5A : MINUTES OF THE NOVEMBER 21, 2019, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the November 21, 2019, 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 BSM Legal Counsel LM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the November 21, 2019, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair Pro Tempore*
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Chris Grover, Small Cities Representative (Cheney)
Karen Stratton, City of Spokane
Kate Burke, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Candace Mumm, City of Spokane, *Chair*
Sam Wood, City of Spokane Valley
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

2. **APPROVE BOARD AGENDA**

Mr. Grover moved to approve the agenda. Ms. Kinnear seconded, and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Chair French called for Public Expressions three times. There were none.

Chair French expressed his desire to propose a path forward regarding the discounted fare discussion and made a motion in reference to the Low Income/Discounted Pass Program appearing on the Agenda under the Performance Monitoring and External Relations Committee Chair Report.

Chair French moved to direct staff to re-engage with the local non-profit agencies to develop a pilot project for creating a special fare rate structure for Board consideration. This process should include recommendations for amendments to STA's Tariff Fare policy to incorporate the proposed new fare. The pilot project should define scope, criteria for measuring success, and eligibility requirements. This pilot project should be designed so as not to supplant or alter existing non-profit spending on transit passes.

Ms. Kinnear seconded the motion and requested discussion.

Ms. Kinnear asked if staff had time to pursue this endeavor. Ms. Meyer confirmed and advised she hears direction from the Board to engage with the non-profit community, whom staff have heard from, for a discount on the passes they have purchased for their clients. She advised staff has enough information to develop criteria and measurements for success. Ms. Kinnear asked about a timeline. Chair French advised he had not determined a timeline due to not wanting to pre-suppose how much time it would take when considering any proposal has to go through the committees and readdress the Tariff policy, which guides STA's fare structure. Ms. Kinnear asked if Chair French would consider a three-month check in period for staff to come forward with an update on progress and balance left to complete. Chair French added Ms. Kinnear's friendly amendment to the motion to: **Require staff to update the Board no later than 90 days.** Ms. Kinnear accepted the friendly amendment as the second to the original motion.

Chair French called for any further discussion. There was no further discussion and he called for the vote. **The motion with the friendly amendment passed unanimously, 6-0.**

4. RECOGNITIONS AND PRESENTATIONS - None

5. BOARD ACTION – CONSENT AGENDA

Mr. Grover moved to approve the Consent Agenda items 4A through 4G. Ms. Kinnear seconded, and the motion passed unanimously.

- A. Approve the minutes of the October 9, 2019, Special Board meeting
- B. Approve the minutes of the October 17, 2019, Board meeting.
- C. Approve the following October 2019 Vouchers:

| DESCRIPTION | VOUCHER/ACH NUMBERS | AMOUNT |
|-------------------------------------|---------------------|------------------------|
| Accounts Payable Vouchers (October) | Nos. 605058-605497 | \$ 6,267,434.50 |
| Workers Comp Vouchers (October) | ACH-2286 | \$ 119,697.83 |
| Payroll 10/11/19 | ACH – 10/11/19 | \$ 1,878,512.30 |
| Payroll 10/25/19 | ACH – 10/25/19 | \$ 1,301,252.99 |
| WA State – DOR (Use Tax) (October) | ACH – 1767 | \$ 7,063.11 |
| OCTOBER TOTAL | | \$ 9,573,960.73 |

- D. Approve the award of contract for Sump Pumping Services to Safety-Kleen Systems, Inc.
- E. By motion, authorize the CEO to execute all documents necessary to acquire the three temporary construction easements noted for the amounts offered and accepted by the property owners.
- F. By motion, accept the Cameron-Reilly LLC, contract as complete and conditionally authorize release of \$33,562 in retainage.
- G. Approve, by motion, the first amendment to Shuttle Park Agreement 2017-10062.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Planning and Development Committee –Adoption of 2020 Capital & Operating Budgets – Resolution.

Chair French advised CFO Monique Liard will provide an update to the 2020 budget. He noted that STA bylaws require five affirmative votes on this budget, regardless of who is in attendance. He clarified there are currently five voting members present and Ms. Haley is on her way.

Ms. Monique Liard advised she planned to review the changes to the final proposed 2020 budget which was shown at the October Board meeting. She noted the slides being shown today have page numbers indicative of the page in the full budget which was sent with the Board packet

She provided an explanation for all the changes highlighted in green on each of the slides presented. Slide 8 showed the difference in revenue budget which increased by \$2.3M to reflect higher sales tax collections in 2019 which amounted to 11.4% over the 2019 revenue budget.

Ms. Haley arrived at 1:41

Ms. Liard reviewed slide #10 for the changes in the 2020 Operating Revenue. She noted the different categories and the changes in sales tax and miscellaneous revenue changes from the original proposed budget.

She also provided the 2019 full year sales tax projection as requested at the October Board meeting. She said staff are expecting to receive an additional \$1.2M in higher sales tax collections in November and December, which brings total sales tax for 2019 to \$84.3M.

Ms. Liard continued with page 17 of the packet to review the changes in the Operating Expense Budget. She noted that the operating budget has increased 5.8% over 2019 but is \$409K lower than the previous proposed budget to reflect lower premiums for health benefits and property insurance in 2020.

To complete the presentation, Ms. Liard noted slide 29, Next Steps, which reflected all the action taken place since September 4th and this final step for Board adoption of the 2020 Final Proposed Budget-Operating and Capital.

She asked for questions or if she could clarify any items for Board members. There were no questions or comments.

Ms. Haley moved to approve, by Resolution, the final Proposed 2020 Operating and Capital Budgets. Ms. Kinnear seconded, and the motion passed unanimously, 6-0.

7. BOARD ACTION – OTHER - None

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French noted he was not present at the Board Operations Committee meeting and deferred to Mr. Grover and Ms. Kinnear for their reports.

Ms. Burke arrived at 2:03

9. PLANNING AND DEVELOPMENT COMMITTEE:

a. Chair's Report

Mr. Grover advised that the Planning and Development Committee discussed the Title VI update and Mr. Otterstrom presented an update on the Central City Line. He said they discussed the Planning and Development work program going forward for 2020.

9ai – Central City Line – Update - Mr. Otterstrom provided an overview of the next 8-10 weeks of CCL milestones. Held steering committee meeting for year. He advised they will continue to meet through the start of CCL service. FTA has completed readiness report which was contingent upon staff completing all critical 3rd party agreements, reminding that the Board took action in October to approve the final agreement with Gonzaga.

FTA has also completed a financial report. Mr. Otterstrom advised of the upcoming milestones which will lead to executing the grant in late December or sometime in January. He said staff expects to go out to bid in December and the Planning & Development will seek authorization next month for the scope of work for construction work and fabrication of shelters. He advised that in April staff expect allocated funds, a notice to proceed, and construction will begin in May 2020. Mr. Otterstrom noted exciting events in there with Board, Congressional Leaders, and others at STA.

10. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear reported that PMER approved the award of contract for Sump Pumping, Division Phase I and an amendment to the Shuttle Park Agreement.

Reports included 2019 3rd Quarter Performance Measures and a Construction Update.

10ai – 3rd Quarter Performance Measures - Mr. Watkins reviewed the 3rd quarter performance measures and advised the full set were included in the packet. After his presentation, he asked for questions from the Board. There were no questions or comments.

10aai – Fall Construction Update - Mr. Otterstrom provided a review of the Fall Construction plans, focusing on the highlights of key construction projects that are wrapping up and/or completed. Brief discussion ensued.

10aiii – Low Income Pass - Ms. Kinnear asked Chair French to review the motion previously made for the benefit of Ms. Burke who arrived late. Chair French re-read the motion and the friendly amendment. Ms. Burke asked for clarification of what it meant, and Chair French advised that the agency worked with nonprofits a number of years ago to attempt to provide some sort of discounted passes. He explained the path forward for staff and the expectation for an update in 90 days to include criteria around eligibility, who will manage, and where distributed, tariff policy update. Staff will conduct the work and bring back a recommendation for a pilot project.

Breean Beggs arrived at 2:21

Ms. Burke thanked Chair French for the recap and offered her assistance if staff needed help.

11. CEO REPORT

- CEO Meyer advised the ridership numbers were provided by Mr. Watkins for 3rd quarter and she will review monthly numbers next month.
- October 2019 Voter Approved Sales Tax Revenue (August sales) is almost 22.9% over October 2018 actual; 15.8% year-to-date above 2018 actual, and 9.2% year-to-date above budget (approximately \$5.8M.)
- Operating expenditures through September were slow and are expected to be within 5% of budget through the end of December. Timing impacts results and fuel costs are lower than expected.
- I-976 – passed by voters to limit car tab fees to \$30 effective December 5th. State funding for transit agencies which is provided by fee revenue is at risk. For STA, specifically:
 - Special needs funding (\$3M biennium) which STA uses for paratransit service
 - Vanpool - STA competes for vanpool grants
 - Competitive Regional Mobility grants which are funded from a multi-modal account from the fees. STA has been very successful in winning these grants (SFCC, SCC, WPTC, Monroe Regal and Cheney High Performance Transit). Staff are concerned about the Cheney High

Performance Transit grant, which includes double decker buses. This is a grant that it is not yet under contract with Department of Transportation (DOT) and staff are concerned that funding is at risk.

- Connecting Washington funds is the location (or package) from 2015 where the \$15M Central City Line project is located. STA has drawn down \$11.5M of that funding. Based on conversations with Washington Department of Transportation, direction from the Governor, and what has been heard from the Secretary, projects under contract or in progress in the biennial budget have the best chance of being preserved.

If funds for these items are not available, it will have a long-term impact on STA for Special Needs / Paratransit. In addition, *STA Moving Forward* (STA's 10-year plan), anticipates that STA will be successful in winning additional grants to offset costs.

A coalition has been formed and they filed a challenge in King County on the constitutionality of the Initiative, asking for an injunction to defer the 12/5 implementation of change in fees. Collaboration organizations include King County, City of Seattle, Association of Washington Cities, WSTA, ATU, Intercity Transit, Washington State Legislative Council, and Garfield County Transportation District, as well as an individual.

STA is working with legislators to ensure the priorities our voters/citizens have identified continue to be funded. The reduction in fee revenue, while it was focused on Sound Transit, has the most impact on transit agencies other than Sound Transit.

Ms. Meyer asked for questions. Chair French said that what has been past practice and what is anticipated is that funding as a result of bond action cannot be removed. His understanding is that Sound Transit is bonded out to 2029 and I-976 isn't going to impact their funding until beyond 2029.

Ms. Kinnear asked a question of Ms. McAloon regarding the Injunction's intent to halt everything until a decision is made. Ms. McAloon confirmed its intent is to seek a stay on the Initiative taking effect. Other decisions and actions can change that outcome but, theoretically, the intent is to halt action.

Chair French mentioned he is on the County Road Administration Board and that Representative Fey joined them a couple weeks ago. Rep. Fey indicated that if I-976 passed, he did not anticipate there would be a Transportation Bill coming out of House or Senate in 2020 because it is an election year. Any fix is not going to happen until 2021. There will be some redistribution with projects put on hold, and other things to get through 2020. Mr. French said we can anticipate that as legislature reconvenes in 2020, everything is on the table and fighting to see what survives.

- Ms. Meyer expressed her excitement about the new lease of the Library. The lease was approved to temporarily relocate the library at the Plaza, 2nd Floor while their downtown Library is under renovation. They will occupy approximately 10K square feet and house 15-18 staff people. This will activate the 2nd floor of the Plaza and gives STA a tenant during the long-term facilities planning. Staff are open to ideas of what to do with 2nd floor of Plaza but are thrilled to have the library there. They will be doing minor renovations between now and March 1st or 2nd when they open.

The library will compensate STA \$5K per month for utilities until they open and an additional \$5K per month after they open to help cover additional security and janitorial costs. Kudos to Brandon Rapez-Betty who has worked with Library staff to make this all come together.

- The Senate passed a Resolution to keep federal government open until December 20th. The President is expected to sign it today to avoid shutdown at midnight.

- Mr. Beggs asked about the library use and specifically the people who have been trespassed out of the Plaza having the ability to use the library; Ms. Meyer advised anyone who has been trespassed out of the Plaza will not be allowed to use the library space within the Plaza. She said the number included about 140 people.

12. BOARD INFORMATION

- A. Committee Minutes
- B. October 2019 Sales Tax Revenue Information
- C. September 2019 Financial Results Summary
- D. Third Quarter 2019 Service Planning Input Report
- E. 2020 Title VI Update
- F. September 2019 Operating Indicators
- G. STA's Holiday Services and Office Hours

13. NEW BUSINESS – *None*

14. BOARD MEMBERS' EXPRESSIONS - *None*

15. EXECUTIVE SESSION - *None*

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:31 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of December 19, 2019, Board Meeting:

| | |
|-----------------------------|------------|
| Saturday, December 21, 2019 | 4:00 p.m. |
| Monday, December 23, 2019 | 10:00 a.m. |
| Tuesday, December 24, 2019 | 8:00 p.m. |

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

| | |
|---|--|
| Planning & Development | Feb. 5, 2020, 10:00 a.m. (Southside) 1230 West Boone |
| Performance Monitoring & External Relations | Feb. 5, 2020, 1:30 p.m. (Southside) 1230 West Boone |
| Board Operations | Jan. 8, 2020, 1:30 p.m. (Northside) 1230 West Boone |

Next Board Meeting: Thursday, January 16, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 5B : NOVEMBER 2019 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 November 1 through 30, 2019, 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.

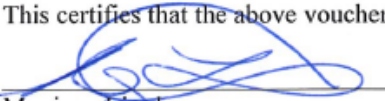
| DESCRIPTION | VOUCHER/ACH NUMBERS | AMOUNT |
|--------------------------------------|----------------------|------------------------|
| Accounts Payable Vouchers (November) | Nos. 605498 – 605887 | \$ 6,312,465.87 |
| Workers Comp Vouchers (November) | ACH – 2286 | \$ 110,052.60 |
| Payroll 11/08/19 | ACH – 11/08/19 | \$ 1,854,569.95 |
| Payroll 11/22/19 | ACH – 11/22/19 | \$ 1,329,720.48 |
| WA State – DOR (Use Tax) (November) | ACH – 1767 | \$ 7,579.01 |
| NOVEMBER TOTAL | | \$ 9,614,387.91 |

Certified:



Tammy Johnston
Senior Financial Services Manager

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



Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head ml Chief Executive Officer ESM Legal Counsel LM

Spokane Transit Authority
Vouchers - November 2019

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|-------------------|----------------|---|------------------|---------------|
| 03/07/19 | 602384 | Garry LaPlante | VOID | -2.74 |
| 11/06/19 | 605498 | US Bank | 1678 | 16,865.31 |
| 11/08/19 | 605499 | Inland Welding Supply Inc | 1032 | 185.67 |
| 11/08/19 | 605500 | AFSCME | 1328 | 554.71 |
| 11/08/19 | 605501 | AFSCME | 1328 | 138.00 |
| 11/08/19 | 605502 | Amazon Capital Services Inc | 2098 | 1,766.23 |
| 11/08/19 | 605503 | The Arc of Spokane | 2361 | 1,803.88 |
| 11/08/19 | 605504 | Aronson Security Group | 1070 | 9,489.94 |
| 11/08/19 | 605505 | Associated Industries of the Inland Northwest | 1075 | 1,206.00 |
| 11/08/19 | 605506 | Amalg Transit Union #1015 | 1055 | 17,889.97 |
| 11/08/19 | 605507 | Amalg Transit Union #1598 | 1056 | 754.69 |
| 11/08/19 | 605508 | Appleway Chevrolet Inc | 1068 | 228.35 |
| 11/08/19 | 605509 | Bacon Concrete Inc | 2435 | 100,383.35 |
| 11/08/19 | 605510 | Battery Systems Inc | 1089 | 2,622.97 |
| 11/08/19 | 605511 | Cleland Investments | 2038 | 144.83 |
| 11/08/19 | 605512 | Daniel H Brunner Trustee | 1124 | 872.21 |
| 11/08/19 | 605513 | California Department of Child Support Services | 1130 | 198.92 |
| 11/08/19 | 605514 | Camp Automotive Inc | 1024 | 4,021.25 |
| 11/08/19 | 605515 | Canon Financial Services Inc | 1154 | 196.02 |
| 11/08/19 | 605516 | Carquest Auto Parts | 1025 | 454.37 |
| 11/08/19 | 605517 | Catholic Charities of Spokane | 2418 | 3,986.13 |
| 11/08/19 | 605518 | CDW-Government | 1132 | 6,583.35 |
| 11/08/19 | 605519 | QWEST Corporation | 1148 | 267.63 |
| 11/08/19 | 605520 | Child Support Enforcement Agency | 1825 | 392.30 |
| 11/08/19 | 605521 | City of Spokane | 1601 | 2,314.07 |
| 11/08/19 | 605522 | Coffman Engineers Inc | 1162 | 4,455.66 |
| 11/08/19 | 605523 | Comcast | 1170 | 108.36 |
| 11/08/19 | 605524 | Comcast | 1170 | 193.36 |
| 11/08/19 | 605525 | Compunet Inc | 1166 | 14,428.57 |
| 11/08/19 | 605526 | Occupational Health Centers of Washington PS | 2313 | 91.00 |
| 11/08/19 | 605527 | Country Homes Christian Church | 1183 | 174.24 |
| 11/08/19 | 605528 | Creative Bus Sales Inc | 1233 | 189.76 |
| 11/08/19 | 605529 | Waterco of the Pacific North West Inc | 2230 | 81.68 |
| 11/08/19 | 605530 | Cummins Inc | 1027 | 10,709.60 |
| 11/08/19 | 605531 | Dean Davis Photography Inc | 1963 | 513.00 |
| 11/08/19 | 605532 | Dell Marketing LP | 1204 | 7,636.30 |
| 11/08/19 | 605533 | Desautel Hege | 1839 | 36,101.97 |
| 11/08/19 | 605534 | Employee Advisory Council | 1236 | 545.00 |
| 11/08/19 | 605535 | El Jay Oil Co Inc | 1003 | 27,214.02 |
| 11/08/19 | 605536 | Evergreen Professional Recoveries Inc | 2341 | 1,142.55 |
| 11/08/19 | 605537 | Robert S Letson | 2206 | 5,474.33 |
| 11/08/19 | 605538 | Fastenal Company | 1249 | 980.74 |
| 11/08/19 | 605539 | FedEx | 1808 | 721.68 |
| 11/08/19 | 605540 | First Data Merchant Services Corporation | 1257 | 3,692.01 |
| 11/08/19 | 605541 | Francotyp-Postalia Inc | 1878 | 173.15 |
| 11/08/19 | 605542 | FP Mailing Solutions | 1878 | 3,000.00 |
| 11/08/19 | 605543 | Galls LLC | 1271 | 3,163.17 |
| 11/08/19 | 605544 | The General Store | 1956 | 754.57 |
| 11/08/19 | 605545 | SPX Corpration | 1268 | 3,500.00 |
| 11/08/19 | 605546 | Gillig LLC | 1279 | 5,047.89 |
| 11/08/19 | 605547 | Diamond Auto Glass Inc | 1308 | 1,561.36 |
| 11/08/19 | 605548 | W.W. Grainger Inc | 1285 | 1,043.03 |
| 11/08/19 | 605549 | H & H Business Systems | 1298 | 201.88 |
| 11/08/19 | 605550 | Hotsy of Spokane | 2370 | 544.50 |
| 11/08/19 | 605551 | HRA Veba Trust | 1415 | 23,688.30 |
| 11/08/19 | 605552 | Humanix Corp | 1329 | 3,702.84 |
| 11/08/19 | 605553 | International Ombudsman Association | 2323 | 195.00 |
| 11/08/19 | 605554 | Kershaw's Inc | 1374 | 465.46 |
| 11/08/19 | 605555 | Landmark Ford Inc | 1384 | 272.06 |
| 11/08/19 | 605556 | Life Ins Co of N America | 1397 | 15,744.74 |
| 11/08/19 | 605557 | Michael Boodel | 1804 | 675.90 |
| 11/08/19 | 605558 | Maintenance Solutions | 1418 | 663.20 |
| 11/08/19 | 605559 | McCarty's Sacro Ease | 2406 | 1,340.00 |
| 11/08/19 | 605560 | Car Wash Partners Inc | 1436 | 76.80 |
| 11/08/19 | 605561 | Mohawk Manufacturing & Supply Co | 1011 | 561.95 |
| 11/08/19 | 605562 | Motion Auto Supply Inc | 1012 | 276.54 |
| 11/08/19 | 605563 | Mouser Electronics Inc | 1449 | 521.63 |
| 11/08/19 | 605564 | Genuine Parts Company | 1014 | 1,963.98 |

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| 11/08/19 | 605565 | NAPA Auto Parts Inc | 1014 | 3,518.38 |
| 11/08/19 | 605566 | National Color Graphics Inc | 1455 | 1,200.84 |
| 11/08/19 | 605567 | The Aftermarket Parts Company LLC | 1015 | 1,895.72 |
| 11/08/19 | 605568 | National Native American Construction Inc | 2251 | 795,657.71 |
| 11/08/19 | 605569 | CSWW Inc | 1102 | 118.90 |
| 11/08/19 | 605570 | North 40 Outfitters | 1102 | 332.12 |
| 11/08/19 | 605571 | Office Depot Inc | 1483 | 434.60 |
| 11/08/19 | 605572 | Aleksey Lyakhov | 903 | 86.03 |
| 11/08/19 | 605573 | Lisa Duffin | 903 | 199.33 |
| 11/08/19 | 605574 | Nancy Williams | 903 | 160.00 |
| 11/08/19 | 605575 | Shawn Walker | 903 | 50.00 |
| 11/08/19 | 605576 | Emily Courchaine | 900 | 43.55 |
| 11/08/19 | 605577 | Pacific Office Solutions | 2288 | 1,517.26 |
| 11/08/19 | 605578 | Panera Bread Company | 2422 | 122.08 |
| 11/08/19 | 605579 | Paratransit Inc | 1501 | 95,300.37 |
| 11/08/19 | 605580 | Parr Lumber | 2299 | 572.69 |
| 11/08/19 | 605581 | Premera Blue Cross | 1521 | 328,593.91 |
| 11/08/19 | 605582 | Prisma International Inc | 2431 | 10.00 |
| 11/08/19 | 605583 | Professional Finishes | 1526 | 10,257.13 |
| 11/08/19 | 605584 | Pure Filtration Products Inc | 1531 | 605.12 |
| 11/08/19 | 605585 | Rehn & Associates | 2395 | 72.00 |
| 11/08/19 | 605586 | S T A - Well | 1557 | 385.50 |
| 11/08/19 | 605587 | Safety Vision LLC | 1565 | 419.18 |
| 11/08/19 | 605588 | John Latta Associates Inc | 1936 | 122.44 |
| 11/08/19 | 605589 | Securitas Security Services USA Inc | 1574 | 27,679.44 |
| 11/08/19 | 605590 | Vanessa Bogensberger | 1582 | 928.64 |
| 11/08/19 | 605591 | Six Robbles Inc | 1017 | 462.75 |
| 11/08/19 | 605592 | Source Incorporated of Missouri | 2074 | 239.58 |
| 11/08/19 | 605593 | Special Mobility Services | 2122 | 9,222.32 |
| 11/08/19 | 605594 | Spokane House of Hose Inc | 1605 | 1,129.04 |
| 11/08/19 | 605595 | Spokane Regional Health District | 1611 | 5,839.04 |
| 11/08/19 | 605596 | Sportworks Northwest Inc | 1617 | 6,698.47 |
| 11/08/19 | 605597 | Spray Center Electronics Inc | 1619 | 145.82 |
| 11/08/19 | 605598 | Staples Business Credit | 1627 | 21.10 |
| 11/08/19 | 605599 | State of Arizona | 1770 | 347.45 |
| 11/08/19 | 605600 | State of Arizona - Child Support Enforcement | 1770 | 185.92 |
| 11/08/19 | 605601 | Stoneway Electric Supply Co | 1633 | 189.60 |
| 11/08/19 | 605602 | Summit Law Group PLLC | 1637 | 1,764.00 |
| 11/08/19 | 605603 | Summit Rehabilitation Associates PLLC | 1638 | 150.00 |
| 11/08/19 | 605604 | Terminal Supply Inc | 1648 | 861.97 |
| 11/08/19 | 605605 | Thermo King Northwest | 1650 | 74.05 |
| 11/08/19 | 605606 | Titan Truck Equipment Inc | 1655 | 1,327.52 |
| 11/08/19 | 605607 | TransitNews.net | 1664 | 599.94 |
| 11/08/19 | 605608 | Trapeze Software Group | 1669 | 49,645.25 |
| 11/08/19 | 605609 | Internal Revenue Service | 1357 | 22.00 |
| 11/08/19 | 605610 | United Way of Spokane County | 1684 | 270.00 |
| 11/08/19 | 605611 | Jeffrey Oien | 2155 | 282.05 |
| 11/08/19 | 605612 | Veritiv Corporation | 1900 | 505.27 |
| 11/08/19 | 605613 | American Federation of State County 2 WA Council | 1705 | 1,723.01 |
| 11/08/19 | 605614 | Walter E Nelson Co | 1721 | 154.01 |
| 11/08/19 | 605615 | Wells Fargo Financial Leasing Inc | 1735 | 237.40 |
| 11/08/19 | 605616 | Whitley Fuel LLC | 2016 | 206,648.35 |
| 11/08/19 | 605617 | US Bank National Association | 1698 | 16,925.74 |
| 11/15/19 | 605618 | A Personal Fit LLC | 2439 | 223.25 |
| 11/15/19 | 605619 | Access | 2340 | 439.80 |
| 11/15/19 | 605620 | CBS Reporting Inc | 1035 | 170.00 |
| 11/15/19 | 605621 | Amazon Capital Services Inc | 2098 | 958.11 |
| 11/15/19 | 605622 | Northwest Industrial Services LLC | 1058 | 87.00 |
| 11/15/19 | 605623 | APS Inc | 1841 | 153.55 |
| 11/15/19 | 605624 | Arctic Lighting & Electric LLC | 2100 | 10,529.95 |
| 11/15/19 | 605625 | Appleway Chevrolet Inc | 1068 | 220.16 |
| 11/15/19 | 605626 | Avista Corporation | 1081 | 40,925.40 |
| 11/15/19 | 605627 | B & H Foto & Electronics Corp | 1082 | 4,538.55 |
| 11/15/19 | 605628 | Battery Systems Inc | 1089 | 566.51 |
| 11/15/19 | 605629 | Cleland Investments | 2038 | 124.15 |
| 11/15/19 | 605630 | Canon Financial Services Inc | 1154 | 267.25 |
| 11/15/19 | 605631 | CDW-Government | 1132 | 6,583.35 |

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|-------------------|----------------|---|------------------|---------------|
| 11/15/19 | 605632 | Center for Transportation and the Environment | 2335 | 13,205.44 |
| 11/15/19 | 605633 | QWEST Corporation | 1148 | 123.89 |
| 11/15/19 | 605634 | City of Cheney - Utility | 1158 | 260.66 |
| 11/15/19 | 605635 | City of Medical Lake | 1424 | 75.61 |
| 11/15/19 | 605636 | City of Spokane | 1601 | 7,241.67 |
| 11/15/19 | 605637 | City of Spokane | 1601 | 10,595.01 |
| 11/15/19 | 605638 | Consolidated Irrigation | 1177 | 35.32 |
| 11/15/19 | 605639 | WA State Consolidated Technology Services | 1712 | 136.45 |
| 11/15/19 | 605640 | Continental Door Company | 1986 | 3,049.20 |
| 11/15/19 | 605641 | Copiers Northwest Inc | 2429 | 411.41 |
| 11/15/19 | 605642 | Washington State Dept of Corrections | 1708 | 1,963.47 |
| 11/15/19 | 605643 | Creative Bus Sales Inc | 1233 | 519.21 |
| 11/15/19 | 605644 | Cummins Inc | 1027 | 6,493.35 |
| 11/15/19 | 605645 | The Whalley Glass Co | 1028 | 1,950.00 |
| 11/15/19 | 605646 | Dell Marketing LP | 1204 | 13,180.57 |
| 11/15/19 | 605647 | DeVries Business Records Management Inc | 1766 | 180.00 |
| 11/15/19 | 605648 | FP Mailing Solutions | 1878 | 250.00 |
| 11/15/19 | 605649 | Al French | 1266 | 397.60 |
| 11/15/19 | 605650 | Galls LLC | 1271 | 6,110.69 |
| 11/15/19 | 605651 | The General Store | 1956 | 365.53 |
| 11/15/19 | 605652 | Gillig LLC | 1279 | 21,184.63 |
| 11/15/19 | 605653 | Chris Grover | 2442 | 637.82 |
| 11/15/19 | 605654 | H W Lochner Inc | 1405 | 15,373.85 |
| 11/15/19 | 605655 | Humanix Corp | 1329 | 583.02 |
| 11/15/19 | 605656 | IBI Group | 1336 | 2,217.50 |
| 11/15/19 | 605657 | Oil Price Information Service LLC | 1346 | 141.57 |
| 11/15/19 | 605658 | Kershaw's Inc | 1374 | 311.77 |
| 11/15/19 | 605659 | LaRiviere Inc | 2366 | 0.00 |
| 11/15/19 | 605660 | LifeMed Safety Inc | 1398 | 156.44 |
| 11/15/19 | 605661 | Loomis Armored US LLC | 1408 | 6,526.35 |
| 11/15/19 | 605662 | McCarty's Sacro Ease | 2406 | 1,710.00 |
| 11/15/19 | 605663 | Modern Electric Water Co Inc | 1439 | 1,986.43 |
| 11/15/19 | 605664 | Mohawk Manufacturing & Supply Co | 1011 | 16.72 |
| 11/15/19 | 605665 | Candace Mumm | 1810 | 436.56 |
| 11/15/19 | 605666 | Genuine Parts Company | 1014 | 406.06 |
| 11/15/19 | 605667 | NAPA Auto Parts Inc | 1014 | 2,085.40 |
| 11/15/19 | 605668 | The Aftermarket Parts Company LLC | 1015 | 1,731.16 |
| 11/15/19 | 605669 | Nick's Custom Boots LLC | 1464 | 532.51 |
| 11/15/19 | 605670 | Tammy Lynne Glidewell | 1282 | 530.10 |
| 11/15/19 | 605671 | Occupational Medicine Associates PS | 1482 | 4,267.00 |
| 11/15/19 | 605672 | Office Depot Inc | 1483 | 2,400.80 |
| 11/15/19 | 605673 | Office Relief Inc | 1991 | 1,410.75 |
| 11/15/19 | 605674 | Paul Hoffman | 903 | 160.43 |
| 11/15/19 | 605675 | Patriot Fire Protection Inc | 2436 | 359.37 |
| 11/15/19 | 605676 | Pressworks Inc | 1522 | 133.95 |
| 11/15/19 | 605677 | Schetky Northwest Sales Inc | 1570 | 1,738.95 |
| 11/15/19 | 605678 | Schindler Elevator Corporation | 1930 | 377.19 |
| 11/15/19 | 605679 | Senske Lawn & Tree Care Inc | 2194 | 80.59 |
| 11/15/19 | 605680 | Six Robbles Inc | 1017 | 379.11 |
| 11/15/19 | 605681 | Spokane House of Hose Inc | 1605 | 71.33 |
| 11/15/19 | 605682 | The Spokesman Review | 1616 | 223.86 |
| 11/15/19 | 605683 | Sportworks Northwest Inc | 1617 | 6,694.33 |
| 11/15/19 | 605684 | Staples Business Credit | 1627 | 26.55 |
| 11/15/19 | 605685 | Summit Rehabilitation Associates PLLC | 1638 | 290.00 |
| 11/15/19 | 605686 | Verizon Wireless LLC | 1686 | 10.02 |
| 11/15/19 | 605687 | Wells Fargo Ins Svcs USA Inc | 1735 | 117.61 |
| 11/15/19 | 605688 | Wells Fargo Financial Leasing Inc | 1735 | 828.74 |
| 11/21/19 | 605689 | Tolar Manufacturing Company, Inc. | 2065 | 147,943.00 |
| 11/21/19 | 605690 | Washington State Department of Licensing | 1713 | 580.25 |
| 11/22/19 | 605691 | Francis Avenue Hardware | 2279 | 4,475.79 |
| 11/22/19 | 605692 | Jant Group II | 2263 | 26.45 |
| 11/22/19 | 605693 | AFSCME | 1328 | 554.71 |
| 11/22/19 | 605694 | AFSCME | 1328 | 138.00 |
| 11/22/19 | 605695 | Alcobra Metals Inc | 2140 | 80.50 |
| 11/22/19 | 605696 | Allied Electronics Inc | 1049 | 1,261.72 |
| 11/22/19 | 605697 | Amazon Capital Services Inc | 2098 | 6,495.00 |

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|-------------------|----------------|---|------------------|---------------|
| 11/22/19 | 605698 | Northwest Industrial Services LLC | 1058 | 90.00 |
| 11/22/19 | 605699 | APS Inc | 1841 | 522.72 |
| 11/22/19 | 605700 | Northwest Center Services | 2271 | 29,545.81 |
| 11/22/19 | 605701 | Aronson Security Group | 1070 | 213.72 |
| 11/22/19 | 605702 | Aronson Security Group | 1070 | 7,461.86 |
| 11/22/19 | 605703 | Amalg Transit Union #1015 | 1055 | 17,626.57 |
| 11/22/19 | 605704 | Amalg Transit Union #1598 | 1056 | 754.69 |
| 11/22/19 | 605705 | Amalgamated Transit Union | 1057 | 304.53 |
| 11/22/19 | 605706 | Auto B Clean Inc | 1077 | 3,222.46 |
| 11/22/19 | 605707 | Avista Corporation | 1081 | 14,876.81 |
| 11/22/19 | 605708 | B & H Foto & Electronics Corp | 1082 | 2,896.74 |
| 11/22/19 | 605709 | Battery Systems Inc | 1089 | 2,219.68 |
| 11/22/19 | 605710 | Cleland Investments | 2038 | 62.07 |
| 11/22/19 | 605711 | Robert J Berg | 1099 | 130.68 |
| 11/22/19 | 605712 | Blanchard Auto Electric Co | 1109 | 157.93 |
| 11/22/19 | 605713 | Daniel H Brunner Trustee | 1124 | 872.21 |
| 11/22/19 | 605714 | Budinger & Associates Inc | 2149 | 3,136.96 |
| 11/22/19 | 605715 | Budinger & Associates Inc | 2149 | 906.51 |
| 11/22/19 | 605716 | California Department of Child Support Services | 1130 | 198.92 |
| 11/22/19 | 605717 | Camp Automotive Inc | 1024 | 245.61 |
| 11/22/19 | 605718 | Cardinal Infrastructure LLC | 2059 | 12,000.00 |
| 11/22/19 | 605719 | Carquest Auto Parts | 1025 | 1,191.33 |
| 11/22/19 | 605720 | Catholic Charities of Spokane | 2418 | 4,158.84 |
| 11/22/19 | 605721 | The Coeur D'Alenes Company | 2441 | 761.42 |
| 11/22/19 | 605722 | CDW-Government | 1132 | 34,014.36 |
| 11/22/19 | 605723 | Consolidated Electrical Distributors | 1133 | 1,143.58 |
| 11/22/19 | 605724 | QWEST Corporation | 1148 | 245.04 |
| 11/22/19 | 605725 | Child Support Enforcement Agency | 1825 | 392.30 |
| 11/22/19 | 605726 | City of Spokane | 1601 | 217.23 |
| 11/22/19 | 605727 | COAST Transportation | 2040 | 773.50 |
| 11/22/19 | 605728 | Coffman Engineers Inc | 1162 | 33,632.52 |
| 11/22/19 | 605729 | Compunet Inc | 1166 | 15,700.49 |
| 11/22/19 | 605730 | Conseal Containers LLC | 1176 | 347.40 |
| 11/22/19 | 605731 | Washington State Dept of Corrections | 1708 | 9,256.50 |
| 11/22/19 | 605732 | Corporate Translation Services Inc | 2158 | 1.18 |
| 11/22/19 | 605733 | Cummins Inc | 1027 | 14,051.68 |
| 11/22/19 | 605734 | Desautel Hege | 1839 | 4,952.65 |
| 11/22/19 | 605735 | Displays2go | 2342 | 61.65 |
| 11/22/19 | 605736 | Employee Advisory Council | 1236 | 541.00 |
| 11/22/19 | 605737 | EasyKeys.com Inc | 2415 | 242.19 |
| 11/22/19 | 605738 | El Jay Oil Co Inc | 1003 | 2,520.00 |
| 11/22/19 | 605739 | Electrical Service Products Inc | 1230 | 49.01 |
| 11/22/19 | 605740 | Fastenal Company | 1249 | 3,034.33 |
| 11/22/19 | 605741 | Fred's Appliance | 1265 | 598.95 |
| 11/22/19 | 605742 | Galls LLC | 1271 | 1,304.39 |
| 11/22/19 | 605743 | Gillig LLC | 1279 | 22,259.90 |
| 11/22/19 | 605744 | W.W. Grainger Inc | 1285 | 1,147.88 |
| 11/22/19 | 605745 | H & H Business Systems | 1298 | 4,086.53 |
| 11/22/19 | 605746 | Humanix Corp | 1329 | 2,851.68 |
| 11/22/19 | 605747 | IR Specialty Foam LLC | 1345 | 394.76 |
| 11/22/19 | 605748 | Johnson Controls Fire Protection LP | 1584 | 1,810.00 |
| 11/22/19 | 605749 | William Corp | 1363 | 600.59 |
| 11/22/19 | 605750 | KEPRO | 2258 | 1,087.58 |
| 11/22/19 | 605751 | Kershaw's Inc | 1374 | 208.72 |
| 11/22/19 | 605752 | Konecranes Inc | 1367 | 2,613.60 |
| 11/22/19 | 605753 | Krueger Sheet Metal Co | 2407 | 101,711.51 |
| 11/22/19 | 605754 | L&E Park LLC | 2391 | 3,750.00 |
| 11/22/19 | 605755 | LaRiviere Inc | 2366 | 0.00 |
| 11/22/19 | 605756 | Liberty Lake Sewer and Water District | 1396 | 116.47 |
| 11/22/19 | 605757 | Maxim Healthcare Services Inc | 2448 | 1,716.00 |
| 11/22/19 | 605758 | McAloon Law PLLC | 2178 | 6,776.50 |
| 11/22/19 | 605759 | Michelin North America Inc | 2325 | 27,824.21 |
| 11/22/19 | 605760 | Mohawk Manufacturing & Supply Co | 1011 | 1,957.90 |
| 11/22/19 | 605761 | Motion Auto Supply Inc | 1012 | 222.63 |
| 11/22/19 | 605762 | Black Realty Management Inc | 1658 | 9,004.51 |
| 11/22/19 | 605763 | Genuine Parts Company | 1014 | 1,097.37 |
| 11/22/19 | 605764 | NAPA Auto Parts Inc | 1014 | 158.30 |
| 11/22/19 | 605765 | The Aftermarket Parts Company LLC | 1015 | 2,629.48 |
| 11/22/19 | 605766 | New Pig Corporation | 1462 | 1,141.27 |
| 11/22/19 | 605767 | CSWW Inc | 1102 | 715.83 |
| 11/22/19 | 605768 | North 40 Outfitters | 1102 | 585.13 |
| 11/22/19 | 605769 | Northern Energy - 1790 | 1064 | 6.37 |

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|-------------------|----------------|--|------------------|---------------|
| 11/22/19 | 605770 | Occupational Medicine Associates PS | 1482 | 2,480.00 |
| 11/22/19 | 605771 | Office Depot Inc | 1483 | 1,571.27 |
| 11/22/19 | 605772 | Mark Nelsen | 903 | 100.18 |
| 11/22/19 | 605773 | Pacific Office Solutions | 2288 | 2,718.90 |
| 11/22/19 | 605774 | Pacific Power Group LLC | 1496 | 9,150.00 |
| 11/22/19 | 605775 | Parr Lumber | 2299 | 8.49 |
| 11/22/19 | 605776 | Platt Electric Supply | 1517 | 358.14 |
| 11/22/19 | 605777 | Professional Finishes | 1526 | 6,178.71 |
| 11/22/19 | 605778 | Multi Service Technology Solutions Inc | 2146 | 1,770.29 |
| 11/22/19 | 605779 | Rehn & Associates | 2395 | 129.00 |
| 11/22/19 | 605780 | S T A - Well | 1557 | 382.50 |
| 11/22/19 | 605781 | Safety Kleen Systems Inc | 1564 | 773.88 |
| 11/22/19 | 605782 | Safety Vision LLC | 1565 | 1,489.07 |
| 11/22/19 | 605783 | Vanessa Bogensberger | 1582 | 1,479.68 |
| 11/22/19 | 605784 | Six Robbles Inc | 1017 | 462.50 |
| 11/22/19 | 605785 | Spokane County Solid Waste | 1603 | 136.49 |
| 11/22/19 | 605786 | Spokane County Environmental Services | 1603 | 403.51 |
| 11/22/19 | 605787 | Spokane County Treasurer | 1603 | 1,442.30 |
| 11/22/19 | 605788 | Spokane House of Hose Inc | 1605 | 307.46 |
| 11/22/19 | 605789 | Sportworks Northwest Inc | 1617 | 5,381.96 |
| 11/22/19 | 605790 | Staples Business Credit | 1627 | 1,279.16 |
| 11/22/19 | 605791 | State of Arizona | 1770 | 347.45 |
| 11/22/19 | 605792 | State of Arizona - Child Support Enforcement | 1770 | 185.92 |
| 11/22/19 | 605793 | Summit Rehabilitation Associates PLLC | 1638 | 1,015.00 |
| 11/22/19 | 605794 | Thermo King Northwest | 1650 | 160.76 |
| 11/22/19 | 605795 | Trapeze Software Group | 1669 | 205,511.28 |
| 11/22/19 | 605796 | TrendSource Inc | 1671 | 5,443.92 |
| 11/22/19 | 605797 | Internal Revenue Service | 1357 | 22.00 |
| 11/22/19 | 605798 | United Way of Spokane County | 1684 | 220.00 |
| 11/22/19 | 605799 | Verizon Wireless LLC | 1686 | 9,210.50 |
| 11/22/19 | 605800 | American Federation of State County 2 WA Council | 1705 | 1,731.71 |
| 11/22/19 | 605801 | Washington State | 1209 | 26.72 |
| 11/22/19 | 605802 | Washington State | 1209 | 320.62 |
| 11/22/19 | 605803 | Walter E Nelson Co | 1721 | 7,349.38 |
| 11/22/19 | 605804 | Waste Management Spokane | 1702 | 347.54 |
| 11/22/19 | 605805 | Wells Fargo Financial Leasing Inc | 1735 | 950.71 |
| 11/22/19 | 605806 | West Plains Chamber of Commerce | 1739 | 750.00 |
| 11/22/19 | 605807 | Whites Boots Inc | 1744 | 956.32 |
| 11/22/19 | 605808 | Whitley Fuel LLC | 2016 | 26,267.98 |
| 11/22/19 | 605809 | Whitworth Water District No 2 | 1746 | 22.06 |
| 11/22/19 | 605810 | Washington State Transit Assoc | 1715 | 115.00 |
| 11/22/19 | 605811 | Verizon | 2142 | 13,158.80 |
| 11/22/19 | 605812 | Zayo Group LLC | 2321 | 14,894.56 |
| 11/25/19 | 605813 | Washington State Dept of Corrections | 1708 | 7,765.70 |
| 11/25/19 | 605814 | LaRiviere Inc | 2366 | 1,564,627.45 |
| 11/29/19 | 605815 | Amazon Capital Services Inc | 2098 | 1,670.22 |
| 11/29/19 | 605816 | APS Inc | 1841 | 435.60 |
| 11/29/19 | 605817 | Arctic Lighting & Electric LLC | 2100 | 1,682.10 |
| 11/29/19 | 605818 | Auto B Clean Inc | 1077 | 452.12 |
| 11/29/19 | 605819 | Appleway Chevrolet Inc | 1068 | 506.55 |
| 11/29/19 | 605820 | Avista Corporation | 1081 | 3,596.85 |
| 11/29/19 | 605821 | Bacon Concrete Inc | 2435 | 165,171.35 |
| 11/29/19 | 605822 | Battery Systems Inc | 1089 | 4,317.59 |
| 11/29/19 | 605823 | Robert J Berg | 1099 | 130.68 |
| 11/29/19 | 605824 | Blanchard Auto Electric Co | 1109 | 1,137.94 |
| 11/29/19 | 605825 | Cameron-Reilly LLC | 1137 | 33,562.11 |
| 11/29/19 | 605826 | Camp Automotive Inc | 1024 | 6,352.94 |
| 11/29/19 | 605827 | Canon Financial Services Inc | 1154 | 463.27 |
| 11/29/19 | 605828 | Carquest Auto Parts | 1025 | 1,134.30 |
| 11/29/19 | 605829 | QWEST Corporation | 1148 | 123.42 |
| 11/29/19 | 605830 | City of Spokane | 1601 | 2,314.07 |
| 11/29/19 | 605831 | City of Spokane | 1601 | 291,763.04 |
| 11/29/19 | 605832 | City of Spokane | 1601 | 101.47 |
| 11/29/19 | 605833 | City of Spokane | 1601 | 9,616.89 |
| 11/29/19 | 605834 | Kathleen M Collins | 1163 | 5,000.00 |
| 11/29/19 | 605835 | Compunet Inc | 1166 | 39,034.54 |
| 11/29/19 | 605836 | Cummins Inc | 1027 | 5,873.91 |
| 11/29/19 | 605837 | Delta Dental of Washington | 1726 | 55,774.50 |
| 11/29/19 | 605838 | Downtown Spokane Development Association | 1217 | 1,082.00 |
| 11/29/19 | 605839 | First Data Merchant Services Corporation | 1257 | 5,493.47 |
| 11/29/19 | 605840 | Gordon Truck Centers Inc | 1018 | 1,086.82 |
| 11/29/19 | 605841 | Galls LLC | 1271 | 1,195.73 |

| <u>Check Date</u> | <u>Check #</u> | <u>Payee</u> | <u>Reference</u> | <u>Amount</u> |
|---|----------------------|---|------------------|---------------------|
| 11/29/19 | 605842 | Gard Communications Inc | 1272 | 1,294.00 |
| 11/29/19 | 605843 | Gillig LLC | 1279 | 17,463.94 |
| 11/29/19 | 605844 | Diamond Auto Glass Inc | 1308 | 794.98 |
| 11/29/19 | 605845 | Spokane Area Chamber of Commerce | 1291 | 8,260.00 |
| 11/29/19 | 605846 | H & H Business Systems | 1298 | 4,007.09 |
| 11/29/19 | 605847 | Humanix Corp | 1329 | 1,990.61 |
| 11/29/19 | 605848 | IBI Group | 1336 | 4,977.50 |
| 11/29/19 | 605849 | Kaiser Foundation Health Plan of Washington | 1296 | 36,632.16 |
| 11/29/19 | 605850 | Kaiser Foundation Health Plan of Washington | 1296 | 283,433.69 |
| 11/29/19 | 605851 | Kaiser Foundation Health Plan of WA Options Inc | 1295 | 4,949.80 |
| 11/29/19 | 605852 | Kaiser Foundation Health Plan of WA Options Inc | 1295 | 22,393.24 |
| 11/29/19 | 605853 | Kershaw's Inc | 1374 | 273.99 |
| 11/29/19 | 605854 | Les Schwab Tire Centers of Washington Inc | 1393 | 12,816.08 |
| 11/29/19 | 605855 | Lithia of Spokane II Inc | 1088 | 218.77 |
| 11/29/19 | 605856 | Car Wash Partners Inc | 1436 | 25.60 |
| 11/29/19 | 605857 | Mohawk Manufacturing & Supply Co | 1011 | 2,121.96 |
| 11/29/19 | 605858 | Moran Fence Inc | 1446 | 4,183.83 |
| 11/29/19 | 605859 | Motion Auto Supply Inc | 1012 | 504.19 |
| 11/29/19 | 605860 | Motorola Solutions Inc | 1448 | 210,120.90 |
| 11/29/19 | 605861 | MV Public Transportation Inc | 1452 | 334,054.85 |
| 11/29/19 | 605862 | Genuine Parts Company | 1014 | 3,117.30 |
| 11/29/19 | 605863 | NAPA Auto Parts Inc | 1014 | 2,654.36 |
| 11/29/19 | 605864 | Nelson Nygaard Consulting Associates Inc | 2185 | 11,090.49 |
| 11/29/19 | 605865 | The Aftermarket Parts Company LLC | 1015 | 630.00 |
| 11/29/19 | 605866 | North Coast Electric Company | 1469 | 2,271.17 |
| 11/29/19 | 605867 | Office Depot Inc | 1483 | 800.55 |
| 11/29/19 | 605868 | Pacific Office Solutions | 2288 | 275.15 |
| 11/29/19 | 605869 | Pacific Power Group LLC | 1496 | 713.84 |
| 11/29/19 | 605870 | Paratransit Inc | 1501 | 44,071.99 |
| 11/29/19 | 605871 | Power Machine Service Inc | 1519 | 33.98 |
| 11/29/19 | 605872 | Professional Finishes | 1526 | 1,631.79 |
| 11/29/19 | 605873 | Rotary Club of Spokane | 1549 | 522.50 |
| 11/29/19 | 605874 | Six Robbles Inc | 1017 | 1,909.82 |
| 11/29/19 | 605875 | Spokane Public Facilities District | 1941 | 7,574.00 |
| 11/29/19 | 605876 | Spokane House of Hose Inc | 1605 | 2,425.83 |
| 11/29/19 | 605877 | Sportworks Northwest Inc | 1617 | 6,698.47 |
| 11/29/19 | 605878 | STA Operations | 1556 | 473.04 |
| 11/29/19 | 605879 | Staples Business Credit | 1627 | 129.28 |
| 11/29/19 | 605880 | Summit Rehabilitation Associates PLLC | 1638 | 362.50 |
| 11/29/19 | 605881 | Symetra Life Insurance Company | 1562 | 3,885.19 |
| 11/29/19 | 605882 | Stephen Hirano | 1665 | 115.00 |
| 11/29/19 | 605883 | Trapeze Software Group | 1669 | 4,925.91 |
| 11/29/19 | 605884 | Tyler Technologies Inc | 1675 | 750.00 |
| 11/29/19 | 605885 | Jeffrey Oien | 2155 | 64.80 |
| 11/29/19 | 605886 | Walter E Nelson Co | 1721 | 110.86 |
| 11/29/19 | 605887 | Washington State Transit Assoc | 1715 | 230.00 |
| TOTAL NOVEMBER ACCOUNTS PAYABLE | | | | 6,312,465.87 |
| 11/1/19-11/30/19 | ACH | WORKER'S COMPENSATION | 2286 | 110,052.60 |
| TOTAL NOVEMBER WORKER'S COMPENSATION DISBURSEMENTS | | | | 110,052.60 |
| 11/8/19 | 726324-726353 | PAYROLL AND TAXES PR 23,19 | VARIES | 1,854,569.95 |
| 11/22/19 | 726354-726398 | PAYROLL AND TAXES PR 24,19 | VARIES | 1,329,720.48 |
| TOTAL NOVEMBER PAYROLL AND TAXES | | | | 3,184,290.43 |
| 11/22/19 | ACH | WA STATE - DOR (USE TAX) | 1767 | 7,579.01 |
| TOTAL NOVEMBER EXCISE TAX DISBURSEMENT | | | | 7,579.01 |
| TOTAL NOVEMBER DISBURSEMENTS FROM TO1 ACCOUNTS | | | | 9,614,387.91 |
| TOTAL NOVEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT | | | | 0.00 |
| TOTAL NOVEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS | | | | 9,614,387.91 |

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 5C : 2020 TITLE VI PLAN: APPROVE OUTREACH STRATEGIES

REFERRAL COMMITTEE: Planning and Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Gordon Howell, Principal Transit Planner
Emily Arneson, Ombudsman and Accessibility Officer

SUMMARY: Public transit agencies are required to establish a Title VI program and update that program every three years. Spokane Transit's existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 31, 2020, when the current program expires. Title VI is a federal statute that states "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies to evaluate whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A public engagement component must be included as part of the Title VI update. Attached is an outline of outreach strategies to be employed during the update. The attached strategies were reviewed at the December Planning and Development Committee meeting and were recommended to be approved by the Board of Directors at the December 19, 2019, meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2020 Title VI Plan outreach strategies.

COMMITTEE ACTION: Recommended for approval as presented and forwarded to Board consent agenda.

RECOMMENDATION TO BOARD: By motion, approve the recommended 2020 Title VI Plan outreach strategies.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer [Signature]

Legal Counsel LM

Spokane Transit Authority

2020 Title VI of the Civil Rights Act Program & Limited English Proficiency Plan Outreach Strategies

These strategies will be employed to engage the public and stakeholders throughout the update of Spokane Transit's (STA) Title VI Program.

Goals of the Outreach Strategies

- Promote inclusive public participation
- Engage stakeholders and members
- Provide transparency
- Educate stakeholders and decision makers about Spokane Transit's responsibilities under Title VI

Overall Strategies

Website

Notice will be provided on STA's Title VI webpage that the update is underway and that input on the update is welcomed and encouraged. Drafts of the program will be posted for review.

Email Notice

STA will send email notice of the update to agencies and organizations that serve and advocate for minority and low-income persons.

Community Outreach

Engage neighborhood community centers and school districts that serve minority and low-income populations.

Committee Engagement and Review

The STA Board Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the process.

Public Hearing

After the Planning and Development Committee makes a recommendation, the Board of Directors will hold a public hearing before acting on the updates. The hearing notice will be published in the Spokesman Review and on STA's website.

Limited English Proficiency (LEP) Plan Strategies

Online Survey

STA will engage LEP serving agencies with an email invite to participate in a SurveyMonkey survey regarding how their clients engage with STA.

Follow-up Interviews

After the SurveyMonkey responses are submitted, STA will follow-up with respondents and schedule a meeting to further discuss the needs of their clients regarding STA's service.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 5D : APPROVAL OF SPOKANE POLICE DEPARTMENT AGREEMENT RENEWAL

REFERRAL COMMITTEE: Performance Monitoring and External Relations Committee

SUBMITTED BY: Nancy Williams, Director of Human Resources

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

The 2020 Interlocal Agreement will provide a dedicated SPD Officer at the STA Plaza, Monday through Friday from 8:00am to 5:30pm and redefines the Police Service Area to be able to continue to support the City while increasing availability and visibility of the SPD downtown. In addition, the agreement establishes a special communications protocol between STA Transit Officers and the Downtown Precinct. This communications protocol allows for SPD to be alerted and respond accordingly to events that may not otherwise require a police response. Both measures help deter uncivil behavior that does not rise to the level of criminal conduct but may have an impact on the overall environment.

The cost to STA of the Interlocal Agreement is \$117,800 for the period from January 1, 2020, to December 31, 2020.

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

COMMITTEE ACTION: Approved as presented by staff and forwarded to the Board consent agenda.

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

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ESM

Legal Counsel LM

INTERLOCAL AGREEMENT

FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES AND STA SPECIAL COMMISSIONS AND TRAINING

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

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

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

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

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

WHEREAS, Chapter 10.93 RCW, Washington Mutual Aid Peace Officers Powers Act, establishes the nature and scope of the authorization of and powers granted to specially commissioned officers by SPD and STA Officers are recipients of such special commissions from SPD; and

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

WHEREAS, the City and STA desire to set forth the scope of funding, police services, special commissions and training requirements and opportunities to be provided in furtherance of the Parties’ mutual desire to provide for a law enforcement presence in and around The Plaza.

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSES. The purposes of this Agreement are to:
 - A. enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to jointly facilitate law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza; and
 - B. provide STA Officers with required certifications and recertification for SPD special commissions

- and control device training and certification; and
- C. provide STA Officers with additional law enforcement training opportunities as available and desired, under the following terms and conditions:

- i. SPD Officers. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1.C.iv below. An SPD officer will be assigned to and based out of The Plaza for eight hours during the hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer's shift will be mutually agreed upon by the SPD Downtown Precinct Captain and STA and are subject to change pending agreement by both parties.
- ii. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD.
- iii. Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer, a parking space for one SPD vehicle in the STA garage.
- iv. Plaza Service Area. The Plaza Service Area is defined as: The Plaza, located at 701 West Riverside Avenue, the STA boarding zones surrounding The Plaza, including boarding/alighting zones located in the 600, 700 and 800 blocks of Riverside and Sprague Avenues, and on Post Street and Wall Street between Riverside and Sprague Avenues or at other locations as mutually agreed upon in writing by both Parties.
- v. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
- vi. Duty to City. The SPD Officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The parties acknowledge that SPD Officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.
- vii. Communication. STA Officers shall have direct communication with the SPD's downtown precinct. SPD shall respond to such calls in accordance with precinct priorities.

2. MANDATORY CERTIFICATION AND TRAINING OF STA OFFICERS.

- A. Special Police Officer Training Certification. The SPD shall provide initial and annual Special Police Officer Training ("SPOT") to STA Officers at no additional cost to STA. Successful completion of the 40-hour SPOT course is mandatory for all STA Officers prior to initially entering service as a SPD "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5). To maintain certification as a SPD special commission officer, STA Officers are required to attend the 8-hour SPOT recertification course offered by the SPD each calendar year. Upon issuance of a SPD special commission, STA Officers shall be authorized to enforce provisions of the Spokane Municipal Code (SMC) as set forth on Exhibit A attached hereto and incorporated herein.

- B. Control Device Certification. The SPD will provide STA Officers initial certification and annual recertification training in baton and oleoresin capsicum (OC) control devices. STA Officers are required to successfully complete this training and attend annual recertification training in order to carry and deploy these control devices. No other control devices may be used by STA Officers.
- C. Crisis Intervention Training. The SPD shall provide a 40-hour Crisis Intervention Training course for at least two (2) STA Officers each calendar year.

- 3. TERM. This Agreement shall commence January 1, 2020, and continue through December 31, 2020, unless terminated earlier in accordance with Section 10 herein.
- 4. COMPENSATION. STA shall pay the City a fee of \$117,800 and 00/100 dollars as full compensation for everything furnished and performed under this Agreement. The parties acknowledge that the City is currently in the process of negotiating its collective bargaining agreement with the labor organization representing its law enforcement officers and agree to reassess compensation of this Agreement upon settlement of the collective bargaining agreement.
- 5. PAYMENT. The City shall submit monthly applications for payment addressed to the address specified in Section 7 herein. Payment to the City will be made by check within twenty (20) days of receipt of invoice to the remittance address specified in Section 7 herein.
- 6. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

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

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

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

| City of Spokane | Spokane Transit Authority |
|------------------------|----------------------------------|
| | |

| | |
|--|--|
| <p>Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001</p> <p>E: cmeidl@spokanepolice.org P: (509) 625-4115</p> | <p>Robert West Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201</p> <p>E: rwest@spokanetransit.com P: (509) 325-6000 F: (509) 325-6036</p> |
| <p>Remittance Address:</p> <p>Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001</p> | <p>Accounts Payable:</p> <p>Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201</p> |

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

A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.

B. STA shall maintain:

- i. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
- ii. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- iii. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.

C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

9. **INDEMNIFICATION.**

A. In addition to the duties of a commissioning agency under Ch. 10.93 RCW, the City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of

STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.

- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents or as provided by Ch. 10.93 RCW. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

- 10. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 7 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.
- 11. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.
- 12. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
- 13. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
- 14. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersede all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
- 15. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- 16. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

17. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
18. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
19. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
20. RCW 39.34 REQUIRED CLAUSES.
- A. Purpose. See Section 1 above.
 - B. Duration. See Section 3 above.
 - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
 - D. Responsibilities of the Parties. See provisions above.
 - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
 - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
 - G. Termination. See Section 10 above.
 - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

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

City of Spokane

Spokane Transit Authority

By: David Condon
Title: Mayor

Date: _____

By: E. Susan Meyer
Title: Chief Executive Officer

Date: _____

By: Craig Meidl
Title: Chief of Police

Date: _____

Attest:

Attest:

By: Terri Pfister
Title: City Clerk

Date: _____

By: Dana Infalt
Title: Clerk of the Authority

Date: _____

Approved as to form:

Approved as to form:

By: Michael Ormsby
Title: City Attorney

Date: _____

By: Laura McAloon
Title: STA Attorney

Date: _____

EXHIBIT A

STA TRANSIT OFFICERS AUTHORITY

| | | |
|--|----------|----------------|
| Offenses related to safety and sanitation | SMC/INFR | 10.03.100 |
| Possession Of Stolen Property 3rd degree | SMC | 10.05.064 |
| Theft | SMC | 10.05.100 |
| Urinating In Public | SMC | 10.06.015 |
| Lewd Conduct | SMC | 10.06.020 |
| Making a False/ Misleading Statement to a Public Servant; False Reporting. | SMC | 10.07.020.A |
| Obstructing A Law Enforcement Officer | SMC | 10.07.032 |
| Resisting Arrest | SMC | 10.07.034 |
| Unlawful Discharge Of A Laser (Adult - Criminal) | SMC | 10.07.142 |
| Unlawful Discharge Of A Laser (Juvenile-Civil) | SMC | 10.07.144 |
| Littering less than or equal to 1 cu ft. Side Walk | SMC/INFR | 10.08.010.C.E1 |
| Littering more than 1 CU FT Side Walk | SMC/INFR | 10.08.010.C.E2 |
| Providing Tobacco To A Minor | SMC | 10.08.050 |
| MIP Tobacco | SMC/INFR | 10.08.055 |
| Littering Lit Tobacco Products | SMC/INFR | 10.08.112.D |
| Open/Consume Alcohol In A Public Place | SMC/INFR | 10.08.200 |
| MIP/Consuming Liquor Possess, Consume, or otherwise acquire. | SMC | 10.08.210.A.1 |
| MIP/Consuming Liquor Public Place or Motor Vehicle exhibiting effects | SMC | 10.08.210.A.2 |
| Disorderly Conduct | SMC | 10.10.020 |
| Pedestrian Interference | SMC | 10.10.025 |
| Sit And Lie On Sidewalk In Retail Zone | SMC | 10.10.026 |
| Regulation Of Solicitation | SMC | 10.10.027 |
| Unlawful Bus Conduct | SMC | 10.10.100 |
| Assault | RCW | 9A.36.041 |
| Dangerous Weapons | RCW | 9.41.250 |
| Weapons Apparently Capable of Producing Bodily Harm--Unlawful Carrying or Handling | RCW | 9.41.270 |
| Criminal Trespass 1st | SMC | 10.12.050.A |
| Criminal Trespass 2nd | SMC | 10.12.050.C |
| Malicious Mischief Personal Property | SMC | 10.12.020.A.1 |
| Malicious Mischief Graffiti | SMC | 10.12.020.A.2 |
| Minor Possessing MJ | SMC | 10.15.100 |
| Open Possession/Consumption Of MJ | SMC/INFR | 10.15.220 |

DOL auto reg. "when associated with investigations with report number." Commissioning authority only resides on the property of commissioned and county has not restricted what we can write for. To include buses, bus stops and park and ride lots. All minors are written under the RCW.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 5E : 2020 BOARD AND COMMITTEE MEETING CALENDAR

REFERRAL COMMITTEE: Board Operations (*Mumm*)

SUBMITTED BY: Dana Infalt, Clerk of the Board

SUMMARY: Attached is a proposed schedule for 2020 Board and Committee meeting dates. Board meetings will be held on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue, at 1:30 p.m. The Planning and Development Committee and Performance Monitoring and External Relations Committee meetings will be held on the first Wednesday of the month at the Spokane Transit Southside Conference Room, 1230 West Boone Avenue, at 10:00 a.m. and 1:30 p.m., respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, at 1:30 p.m.

Please note the following exceptions:

JANUARY

No Planning and Development or Performance Monitoring and External Relations Committee meetings are scheduled.

AUGUST:

No Board or Committee meetings are scheduled.

OCTOBER:

Since October begins on a Thursday, Committee meetings are a week earlier than usual. The Planning and Development and Performance Monitoring and External Relations Committee meetings will meet September 30, 2020, and the Board Operations Committee will meet October 7, 2020.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2020 Board & Committee meeting calendar and forward to the Board consent agenda.

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

RECOMMENDATION TO BOARD: Approve, by motion, the 2020 Board & Committee meeting calendar as presented.

FINAL REVIEW FOR BOARD BY:

Division Head di

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY
2020 BOARD & COMMITTEE MEETING SCHEDULE
Meetings will be held at Spokane Transit

| <u>Board Meetings</u> <u>(Third Thursday) 1:30pm-3:30pm</u> | <u>Planning & Development Committee</u> <u>(First Wednesday) 10:00am-11:30am</u> |
|--|---|
| Thursday, January 16 | <i>January – No meeting scheduled</i> |
| Thursday, February 20 | Wednesday, February 5 |
| Thursday, March 19 | Wednesday, March 4 |
| Thursday, April 16 | Wednesday, April 1 |
| Thursday, May 21 | Wednesday, May 6 |
| Thursday, June 18 | Wednesday, June 3 |
| Thursday, July 16 | Wednesday, July 1 |
| <i>August - No meeting scheduled</i> | <i>August – No meeting scheduled</i> |
| Thursday, September 17 | Wednesday, September 2 |
| Thursday, October 15 | <i>Wednesday, September 30 (1 week early)</i> |
| Thursday, November 19 | Wednesday, November 4 |
| Thursday, December 17 | Wednesday, December 2 |
| | |
| <u>Board Operations Committee</u> <u>(Second Wednesday) 1:30pm-3:00pm</u> | <u>Performance Monitoring</u> <u>& External Relations Committee</u> <u>(First Wednesday) 1:30pm-3:00pm</u> |
| Wednesday, January 8 | <i>January – No meeting scheduled</i> |
| Wednesday, February 12 | Wednesday, February 5 |
| Wednesday, March 11 | Wednesday, March 4 |
| Wednesday, April 8 | Wednesday, April 1 |
| Wednesday, May 13 | Wednesday, May 6 |
| Wednesday, June 10 | Wednesday, June 3 |
| Wednesday, July 8 | Wednesday, July 1 |
| <i>August - No meeting scheduled</i> | <i>August – No meeting scheduled</i> |
| Wednesday, September 9 | Wednesday, September 2 |
| <i>Wednesday, October 7 (1 week early)</i> | <i>Wednesday, September 30 (1 week early)</i> |
| Wednesday, November 11 | Wednesday, November 4 |
| Wednesday, December 9 | Wednesday, December 2 |

Other meetings:

Board Strategic Planning & Budget Workshop on Wednesday July 1, 11:30 am – 1:30 pm (including lunch).

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 6A: DRAFT 2020 LEGISLATIVE FOCUS AND PRIORITIES

REFERRAL COMMITTEE: Performance Monitoring and External Relations Committee

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications & Customer Service
E. Susan Meyer, CEO

SUMMARY: Each year the Board of Directors adopts a Legislative agenda to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. During the session, staff will watch for and analyze legislation that may pose a threat or offer new opportunities to Spokane Transit.

Because legislation affecting STA's operations and/or service on the street may come forward at any time, the CEO requests authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

The draft Spokane Transit Priorities for the 2020 Legislative session will be provided at the meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2020 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

COMMITTEE ACTION: Recommended approval as presented and forwarded to the Board agenda

RECOMMENDATION TO BOARD: By motion, approve the 2020 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

FINAL REVIEW FOR BOARD BY:

Division Head BBB

Chief Executive Officer ESM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 8A : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations (*Mumm*)

SUBMITTED BY: Candace Mumm, 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

December 19, 2019

AGENDA ITEM 9A : PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Planning & Development (*Grover*)

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 10A : PERFORMANCE MONITORING AND EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

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

SUBMITTED BY: Lori Kinnear, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

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: Minutes of the November 13, 2018, Board Operations Committee meeting are attached. Minutes of the November 6, 2019, meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are also attached

RECOMMENDATION TO BOARD: Information only.

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the November 13, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications &
Customer Service*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

Al French, Spokane County, *Chair Pro Tempore*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Ms. Haley moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Ms. Mumm is attending the Association of Washington Cities (AWC) meeting in Seattle where there will be a discussion regarding Washington Initiative 976 and its impact across the state.

4. COMMITTEE ACTION/DISCUSSION

a. October 9, 2019 Committee Minutes

Ms. Haley moved to approve the October 9, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

Mr. Grover was not able to attend the November P&D Committee and asked Mr. Otterstrom to give the report. The Committee reviewed the Final Proposed 2020 Operating and Capital Budgets which it forwarded to the Board for approval at the November meeting. The Committee received an update on the Central City Line (CCL). The Committee will be asked to review and approve the CCL Scope of Work at its December meeting. The Committee reviewed its Draft 2020 Work Program and previewed the 2020 Title VI Update that will be worked on between now and March 2020.

Ms. Mumm asked how Five Mile Neighborhood residents should request service from STA for a potential Park & Ride, or something similar. Mr. Otterstrom said the P&D Committee will begin to update the Comprehensive Plan in 2020 and to identify potential pilot areas for Shared Mobility or Mobility on Demand. Five Mile has been identified as a location for a potential pilot program.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

Ms. Kinnear said the Committee approved and forwarded three items to the Board consent agenda: 1) the Award of Contract: Sump Pumping Services to Safety-Kleen Systems, Inc.; 2) Acceptance of Division Street Phase I Improvements and Approval to Pay Retainage to Cameron-Reilly, LLC.; and, 3) the Shuttle Park Agreement Amendment. Spokane City Council Member Burke presented information on an Income Based Bus Pass. Ms. Kinnear suggested that Ms. Burke present the information to the Board; it will be included as an item under the PMER Chair Report. Ms. Meyer said the social services agencies that spoke at the meeting requested that STA budget \$120,000 in 2020 for the purpose of providing half-price passes to social service agencies. Since then, Ms. Meyer has received six letters from the staff at Catholic Charities and one letter from the Delaney Apartments requesting the same. Ms. McAloon said that reducing the cost of a bus pass will require an amendment to the Tariff Resolution to create a new fare category.

6. CENTRAL CITY LINE TEMPORARY CONSTRUCTION EASEMENTS

The Central City Line project requires the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvements. Mr. Otterstrom presented information on three TCEs necessary for the construction of station platforms. The value of each easement has been established by STA's licensed appraiser and the property owners have accepted STA's monetary offer for the temporary construction easement. Funding will be provided by the Central City Line project budget.

| TCE Location | Property Owner | Acquisition Cost |
|--|---------------------------|-------------------------|
| Northwest corner of the intersection at Mission Avenue & Napa Street. Approximately 577 square feet. | Bains & Bains Partnership | \$1,100 |
| Mission Park near the intersection of Mission Avenue & Perry Street. Approximately 1,875 square feet. | City of Spokane | \$500 |
| Chief Garry Park near the intersection of Mission Avenue & Cook Street. Approximately 1,050 square feet. | City of Spokane | \$300 |

Ms. Haley moved to recommend the STA Board of Directors authorize the CEO to execute on behalf of Spokane Transit, all documents necessary to acquire the three temporary construction easements listed above in the amounts offered and accepted by the property owners, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 21, 2019

Committee members reviewed the agenda.

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

8. CEO REPORT

The Washington State Transit Association (WSTA) has authorized legal action to challenge the constitutionality of Washington Initiative 976 on seven points of constitutional law. A lawyer for WSTA and a coalition of partners will file for an injunction to prevent the Initiative from taking effect until constitutionality is determined by the courts.

STA staff discussed the impact of Initiative 976 on the Central City Line (CCL) and other projects for which we have received state funding commitments with the Washington State Department of Transportation (DOT). DOT staff said projects with a signed agreement and included in the Biennial Budget approved by the Legislature and signed by the Governor are ongoing. The CCL, Monroe-Regal High Performance Transit Corridor Improvements, the Upriver (SCC) Transit Center, the SFCC Transit Station, and the remaining work at the West Plains Transit Center are all signed agreements and included in the Biennial Budget. STA does not have a signed agreement for

the Cheney High Performance Transit Corridor and Double-Decker Buses. The project is at the top of STA's list for preservation and advocacy. Also at risk because an agreement is not yet signed are the vanpool grants and the funds for special needs transportation that are awarded biannually.

Mr. Otterstrom received an updated schedule for the CCL from the Federal Transit Administration (FTA). The schedule indicates the grant agreement could be approved and signed sometime mid-December to mid-January.

The Spokane Public Library will lease the second floor of the Plaza as a temporary location during the construction and remodeling of the Downtown Library. STA will sign a two-year temporary lease with the Spokane Public Library beginning December 1, 2019 through December 31, 2021. The new library space in the Plaza will open to the public March 1, 2020.

Ms. Williams is working with Police Chief Meidl regarding STA's 2020 Agreement with the Spokane Police Department (SPD). STA would like additional SPD presence in and around the Plaza.

Miss Mumm left at 2:04 p.m. and Mr. Grover chaired the rest of the meeting.

The goal is to finalize and approve the terms of the agreement with SPD for a starting date of January 1, 2020.

9. NEW BUSINESS

None

10. ADJOURN

With no further business to come before the Committee, Acting Chair Grover adjourned the meeting at 2:08 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the November 6, 2019 Meeting
10:00 a.m. Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County**
Pam Haley, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(Cheney) (Chair)
Kevin Freeman, Small Cities Representative
(Millwood) *Ex-Officio*
Karen Stratton, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Monique Liard, Chief Financial Officer
Brandon Ropez-Betty, Director of Communications & Customer Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the Authority
Sam Guzman, Executive Assistant, Operations

GUESTS

Mike Kunder, AFSCME 3939, President

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

-
1. **CALL TO ORDER AND ROLL CALL**
Acting Chair Al French called the meeting to order at 10:02 a.m. Roll was called and introductions were made.
 2. **PUBLIC EXPRESSIONS**
None.
 3. **COMMITTEE CHAIR REPORT**
None.
 4. **COMMITTEE ACTION**
 - A. **MINUTES OF THE OCTOBER 2, 2019 COMMITTEE MEETING**
Acting Chair French moved to recommend approval of the October 2, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2020 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard reviewed the line items that have changed since the committee last reviewed the Proposed 2020 Operating Budget. There were no changes to the 2020 Capital Budget. The narrated public presentation of the Proposed 2020 Operating and Capital Budgets has been available on the Spokane Transit website beginning October 4 and presented at the following meetings:

- October 2, 2019 Planning and Development Committee Meeting
- October 2, 2019 STA All Employee Meetings
- October 9, 2019 Citizen Advisory Committee Meeting
- October 17, 2019 Public Hearing at the Board of Directors Meeting

Ms. Pam Haley moved to recommend the Board adopt by resolution the final proposed 2020 Operating and Capital Budgets. The motion was seconded by Acting Chair French and passed unanimously.

6. REPORTS TO COMMITTEE

A. CENTRAL CITY LINE UPUPDATE

Mr. Karl Otterstrom provided an updated on the Central City Line. The Central City Line Steering Committee, which has been meeting since 2015, held its last meeting until the construction phase begins. This meeting has provided helpful feedback over the project development phase of the project. When asked if the Steering Committee would like to continue meeting, there was a resounding agreement to continue. The Steering Committee members wish to continue to in the project during construction and as we launch the service in 2022.

The FTA Readiness Report and FTA Financial Report are completed. All critical third party agreements have been executed, and Right Of Way (ROW) and Temporary Construction Easements (TCEs) are in process. The Design Review Board approved the station design and praised STA for their work with the public. City plan reviews are progressing. Agency/partner coordination continues, particularly with the universities.

Mr. Otterstrom reviewed the upcoming Milestones:

| | |
|---------------------------------------|---|
| FTA Administration Review (Nov. 2019) | Contract Award (Feb. 2020) |
| Congressional Review (Dec. 2019) | Contract Execution (Mar. 2020) |
| Grant Agreement Execution (Dec. 2019) | Pre-construction Open House (Apr. 2020) |
| Project Out To Bid (Dec. 2019) | Construction Start (May 2020) |
| Project Bids Due (Jan. 2020) | |

B. DRAFT 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the draft 2020 Planning and Development Committee Work Program which includes the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates: the Transit Development Plan, the Service Implementation Plan, the Capital Improvement Program and the Annual Strategic Plan/Budget. The Work Program also identifies other major planning efforts that will take place during 2020. The Central City Line enters into construction during the first half of 2020. STA will complete an update of it's Title VI plan in the first quarter of 2020. The Division Street High Performance Transit Study,

the *Connect Spokane* 2020 update, and the Facilities Master Plan update are all projects that the Committee will engage in during 2020. STA also intends to implement one or more “Mobility on Demand” (MOD) pilot projects with committee involvement.

C. 2020 TITLE VI UPDATE

Mr. Otterstrom presented and update on the 2020 Title VI program. Public transit agencies are required to establish a Title VI program and update the program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 31, 2020, when the current program expires. A public engagement component must be included as part of the update. Mr. Otterstrom reviewed the proposed timeline to update the Title VI Programs.

Acting Chair French was curious as to why Title VI is presented at the Planning and Development (P&D) Committee meeting and not the Performance Monitoring and External Relations (PMER) Committee meeting stating that it is more operational by nature. Ms. Susan Meyer and Mr. Otterstrom replied that this is a “plan” and all plans move through P&D. Mr. Otterstrom shared that in the past Title VI has affected the composition of the Strategic plan: how we conduct public outreach, how we provide for shelters so STA does not discriminate based on race, income, national origin, etc.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW DECEMBER 4, 2019 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

Mr. French moved to approve the December 4 meeting agenda, Ms. Haley seconded the motion and it was unanimously passed.*

**Please note, that this agenda item is not typically voted upon.*

9. NEW BUSINESS

(No information included this month.)

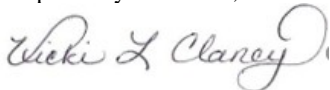
10. COMMITTEE MEMBERS’ EXPRESSIONS

11. ADJOURN

Chair Grover adjourned the meeting at 10:32 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 4, 2019 at 10:00 a.m. (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the November 6, 2019, Meeting
Southside Conference Room

MEMBERS PRESENT

Lori Kinnear, City of Spokane *
Josh Kerns, Spokane County
Kate Burke, City of Spokane
Veronica Messing, City of Airway
Heights (Ex-Officio)
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

Sam Wood, City of Spokane Valley
Mike Kennedy, City of Liberty Lake (Ex-
Officio)

* Chair

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Brandon Rapez-Better, Director of Communications and
Customer Service
Nancy Williams, Director of Human Resources
Sam Guzman, Executive Assistant to the Chief Operations
Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

(none)

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

Chair Kinnear called the meeting to order at 1:31 p.m. Introductions were made

2. **PUBLIC EXPRESSIONS**

Cameryn Flynn from SNAP began by saying how grateful she was for the 5310 funds and surplus vans SNAP has received from STA. She went on to explain that she felt a budgeted line item to subsidize pass purchases 50% would be extremely helpful. The savings would allow SNAP to divert funds to other wraparound services.

Sara Mack from the VOA agreed with Ms. Flynn. She shared that the VOA spends a lot on bus passes and transportation to education and employment is necessary to build people's lives back up.

Ami Manning from Transitions said that transportation is a huge issue and that there is a gap in getting monthly passes to those who need them. She stated that not being able to connect has a big impact on families and their day to day lives. Ami explained that they are consistently having to ask funders for more to fill the need.

3. **COMMITTEE CHAIR REPORT**

Chair Kinnear had no report at this time.

4. **COMMITTEE APPROVAL**

A. Minutes of the October 2, 2019, Committee Meeting

Mr. Kerns moved to recommend approval of the October 2, 2019, Committee meeting minutes. Ms. Burke seconded the motion, and it passed unanimously.

B. Citizen Advisory Committee Charter Update and Resolution

Mr. Rapez-Betty shared the Citizen's Advisory Committee (CAC) proposal to revise their charter to reflect a bi-monthly model. The CAC recommended, through a formal committee vote, to have their meetings occur five times a year in February, April, June, September, and November. Mr. Rapez-Betty requested that the Committee approve the revised CAC Charter reflecting the change to the CAC's meeting frequency.

Mr. Kerns moved to approve item, 4A2, Ms. Burke seconded the motion, and it passed unanimously

5. COMMITTEE ACTION

A. Board Consent Agenda

1. Award of Contract: Sump Pumping Services

Mr. Watkins explained that STA operates seventeen (17) in-ground sumps at the Boone Avenue, Fleck Service Center, and Northwest Garage facilities. Regular pumping and analyzing of the waste material is required for proper disposal. The current 5-year sump pumping contract with Safety Kleen expires on December 31, 2019.

Mr. Watkins reviewed the proposal timeline and explained that each responsive proposal was evaluated on price, ability to perform, experience and stability, references, and Request for Proposals (RFP) compliance. Two proposals were received before the deadline. Safety Kleen was rated highest and also had the lower 5-year price estimate. Mr. Watkins requested that the committee recommend the Board award a 5-year sump pumping contract to Safety Kleen for an estimated cost of \$130,557 for the first year.

Mr. Kerns moved to approve item 5A1, Ms. Burke seconded the motion, and it passed unanimously.

2. Acceptance of Division Street Phase I Improvements and Approval to Pay Retainage to Cameron-Reilly, LLC

Mr. Otterstrom reviewed the phase I STA Moving Forward (STAMF) bus stop improvements along the Division Street corridor. The Phase I improvements included fourteen (14) bus stops and a section of sidewalk on the East side of Division from Weile to Magnesium.

The overall project budget is \$2M and has been broken down into phased segments to maximize the scope of the project. No construction contingency was used for Phase I, and in addition the contractor and staff coordinated with the City of Spokane to eliminate anticipated street patching which resulted in a deductive change order. The complete project expenses for Phase I are \$906,475, which leaves \$1,093,525 for the remaining Phases.

Mr. Otterstrom shared some before and after pictures of the project, and then asked that the Committee recommend the Board accept the construction contract as complete for Division Street Stops Phase I and authorize the release of \$33,562.10 in retainage to Cameron-Reilly, LLC.

Mr. Kerns moved to approve item 5A2, Ms. Burke seconded the motion, and it passed unanimously.

3. Shuttle Park Agreement Amendment

Mr. Rapez-Betty presented an amendment to the existing Shuttle Park Agreement between STA, the Public Facilities District (PFD), and the Downtown Spokane Partnership (DSP). Currently each Shuttle Park pass sells for \$40, with \$24 going to STA and \$16 going to PFD. The DSP has recently requested a portion for ongoing promotion of the program. PFD has agreed to fund those promotions from its portion of the pass revenue, reducing their share to \$14 and directing \$2 to the DSP.

Mr. Rapez-Betty review some background information about the current contract and requested that the Committee recommend the Board approve the first amendment to the Shuttle Park Agreement 2017-10062.

Mr. Kerns moved to approve item 5A3, Ms. Burke seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

(no items presented this month)

6. REPORTS TO COMMITTEE

A. 3rd Quarter 2019 Performance Measures

Mr. Watkins presented a condensed version of the 3rd quarter 2019 performance measures noting that a complete set was included in the committee packet.

Ridership:

- Fixed Route is down 0.7% year to date (YTD); however, the decline is entirely in non-revenue rides. Revenue ridership is up 0.5% YTD and Non-revenue ridership is down 6.3% YTD.
- Paratransit YTD ridership is down 7.0%. Staff has determined three primary reasons for the decrease. These include lower than normal on time performance during the fall and winter months, loss of ridership from several large providers due to loss of employment for their clients, and a large decline in SUV ridership YTD.
- Vanpool ridership is down 1.4% YTD. Vanpool has been tracking even and slightly above for much of 2019, but several Vanpool groups has decreased ridership due to summer vacations.

Other Performance measures reported on included Passengers Per Revenue Hour (PPRH), Professional & Courteous, On Time Performance, Operator Ride Checks, Cost per passenger, and Cost Recovery from User Fees. The final statistic reported on was Preventable Accident rates.

Discussion ensued about the steady PPRH decline across all agencies.

B. Fall Construction Update

Mr. Otterstrom presented an update of current construction projects. He stated that Fall 2019 has been the busiest construction season he has seen at STA. Projects worked on or completed in Fall include:

- Spokane Falls Station
- Spokane Community College Transit Center
- Moran Station Park & Ride
- Monroe-Regal High Performance Transit (HPT) improvements
- Plaza Skywalks
- 1212 Sharp Ave building ductless split
- General bus stop improvements
- Sprague Phase I ticket vending machine improvements
- Francis/Alberta intersection improvements
- Plaza HPT Phase I improvements

7. COMMITTEE INFORMATION

- September 2019 Operating Indicators – *as presented*
- September 2019 Financial Results Summary – *as presented*
- October 2019 Sales Tax Revenue Information – *as presented*
- 3rd Quarter 2019 Service Planning Input Report – *as presented*
- STA’s Holiday Services and Office Hours – *as presented*

8. NOVEMBER 6, 2019 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes requested)

9. NEW BUSINESS

(No new business at this time)

10. COMMITTEE MEMBERS’ EXPRESSIONS

- Ms. Burke presented her views relating to income-based transit access. Ms. Burke indicated that this cause fits into STA’s Mission Statement, and that by implementing a low income pass solution ridership could increase. Chair Kinnear advised Ms. Burke make a presentation to the Board so that they have the opportunity to offer their comments and questions for further consideration. Ms. Burke agreed, and suggested STA create a \$120K budget line item in the 2020 budget to allocate funds to subsidize 50% of the cost of passes for non-profit/social service agencies.

11. ADJOURN

Chair Kinnear adjourned the meeting at 2:44 p.m.

11. NEXT MEETING – WEDNESDAY, DECEMBER 4, 2019, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Sam Guzman, Executive Assistant

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12B : NOVEMBER 2019 SALES TAX REVENUE

REFERRAL COMMITTEE: Board Operations Committee

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

SUMMARY: Attached is November 2019 voter-approved sales tax revenue information.

November sales tax revenue, which represents sales for September 2019, was:

23.4% over November 2018 actual

16.6% YTD above 2018 actual

9.3% YTD above budget

RECOMMENDATION TO BOARD: Information only.

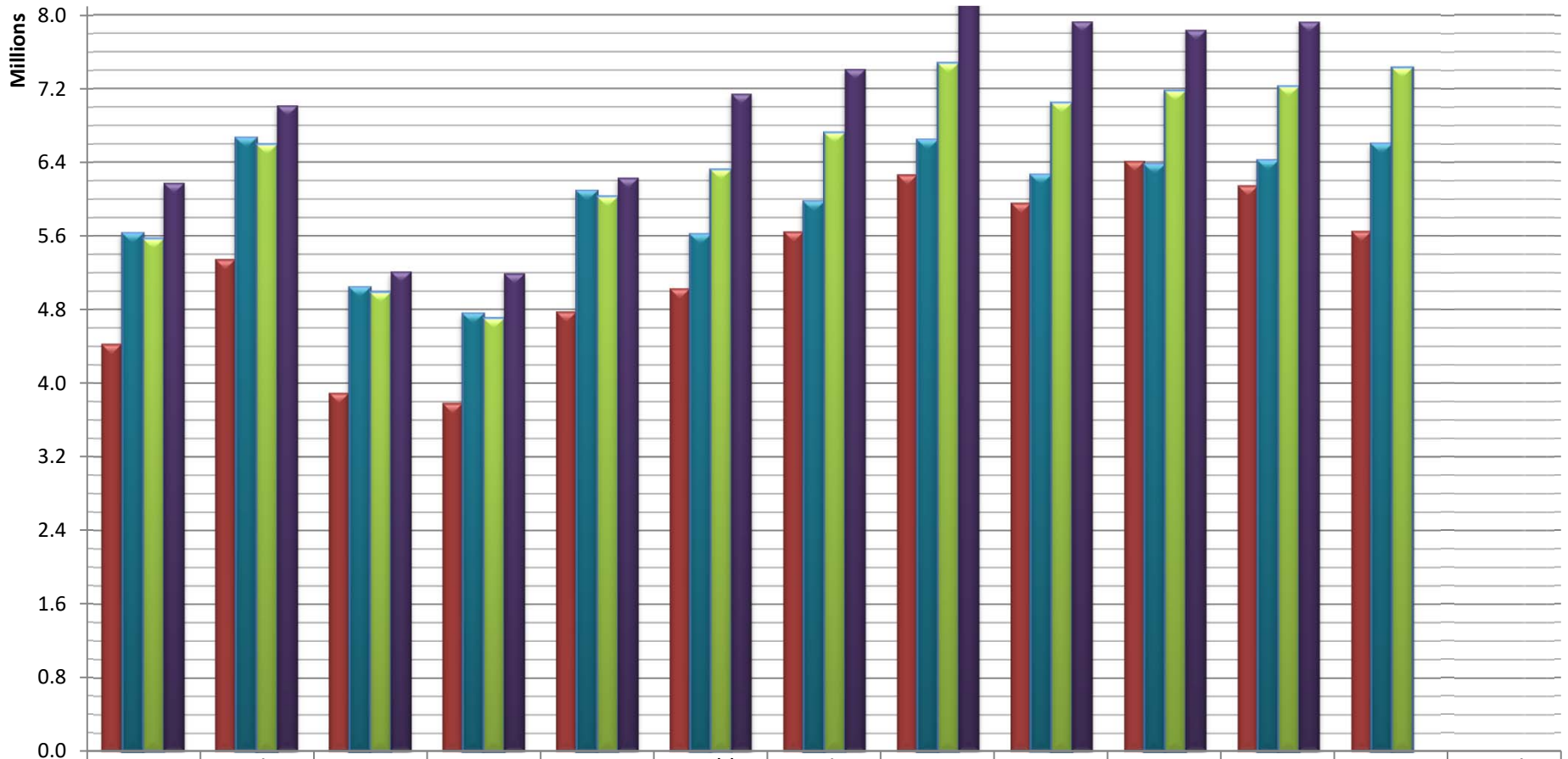
Sales Tax Revenue History-November 2019⁽¹⁾



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

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007 in 2017 and from .007 to .008 in 2019.

2017 - 2019 SALES TAX RECEIPTS ⁽¹⁾



| | Jan | Feb | Mar | Apr | May | Jun (2) | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|
| 2017 Act. | 4,432,233 | 5,350,787 | 3,901,562 | 3,790,349 | 4,783,883 | 5,035,578 | 5,651,610 | 6,268,031 | 5,961,836 | 6,416,307 | 6,150,443 | 5,656,970 | 63,399,589 |
| 2018 Act. | 5,628,134 | 6,664,160 | 5,042,196 | 4,754,750 | 6,090,019 | 5,616,550 | 5,975,412 | 6,645,055 | 6,263,667 | 6,377,811 | 6,420,673 | 6,601,136 | 72,079,561 |
| 2019 Bud. | 5,569,403 | 6,594,618 | 4,989,580 | 4,705,133 | 6,026,468 | 6,318,402 | 6,722,107 | 7,475,431 | 7,046,383 | 7,174,792 | 7,223,009 | 7,426,023 | 77,271,349 |
| 2019 Act. | 6,174,965 | 7,017,558 | 5,212,448 | 5,191,296 | 6,230,069 | 7,142,964 | 7,412,766 | 8,253,600 | 7,928,815 | 7,838,478 | 7,925,862 | - | 76,328,821 |
| \$ Mo. Var. | 546,831 | 353,398 | 170,253 | 436,546 | 140,051 | 1,526,414 | 1,437,354 | 1,608,544 | 1,665,148 | 1,460,667 | 1,505,190 | - | |
| % Mo. Var. | 9.7% | 5.3% | 3.4% | 9.2% | 2.3% | 27.2% | 24.1% | 24.2% | 26.6% | 22.9% | 23.4% | 0.0% | |
| \$ YTD Var. | 546,831 | 900,229 | 1,070,482 | 1,507,027 | 1,647,078 | 3,173,492 | 4,610,847 | 6,219,391 | 7,884,539 | 9,345,206 | 10,850,396 | - | |
| % YTD Var. | 9.7% | 7.3% | 6.2% | 6.8% | 5.8% | 9.4% | 11.6% | 13.4% | 15.0% | 15.8% | 16.6% | 0.0% | |
| % YTD Bud. Var. | 10.9% | 8.5% | 7.3% | 7.9% | 7.0% | 8.1% | 8.4% | 8.7% | 9.2% | 9.2% | 9.3% | 0.0% | |

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

⁽²⁾ June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007 in 2017 and from .007 to .008 in 2019.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12C : OCTOBER 2019 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: Board Operations Committee

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

SUMMARY: Attached are the October 2019 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. October equates to 83% of the year.

Revenue

Overall, year-to-date revenue is at 91.4% of budget (\$91.3M) which is higher than the expected \$82.9M.

Fares & Other Transit Revenue is lower than the budget at 80.8%.

Sales Tax Revenue is higher than the budget at 88.5% and 109.2% of year-to-date budget.

Federal & State Grants is higher than the budget at 119.9%.

Miscellaneous Revenue is higher than the budget at 159.6%.

Operating Expenses

Year-to-date operating expenses at 77.4% of budget (\$61.6M) are 7% below the expected amount of \$66.0M.

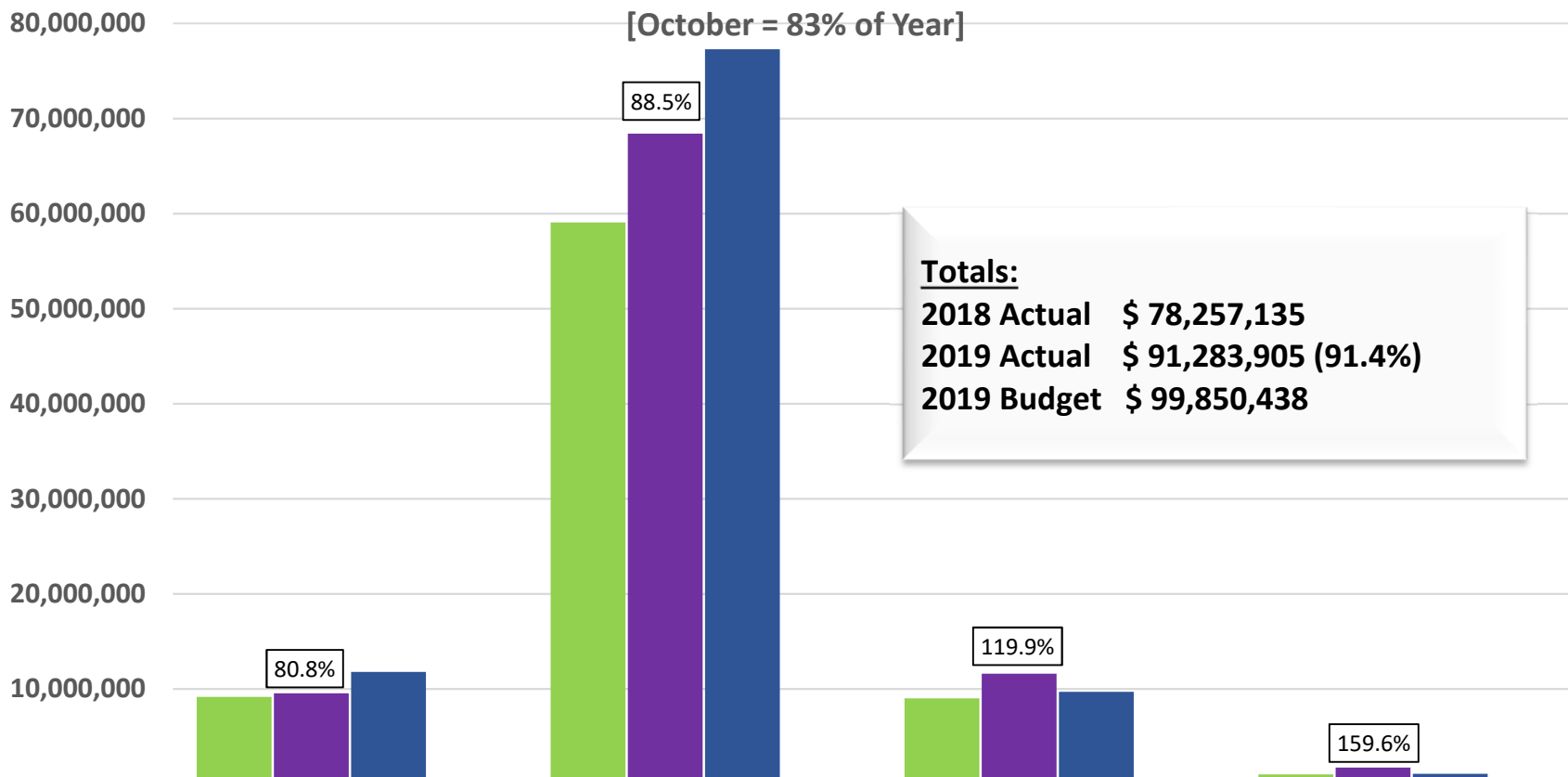
| | |
|----------------|--------------------------|
| Fixed Route | 78.9% of budget expended |
| Paratransit | 73.0% of budget expended |
| Vanpool | 62.9% of budget expended |
| Plaza | 74.6% of budget expended |
| Administration | 77.8% of budget expended |

Operating expenses are greatly influenced by the timing of payments.

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - October 2019

[October = 83% of Year]



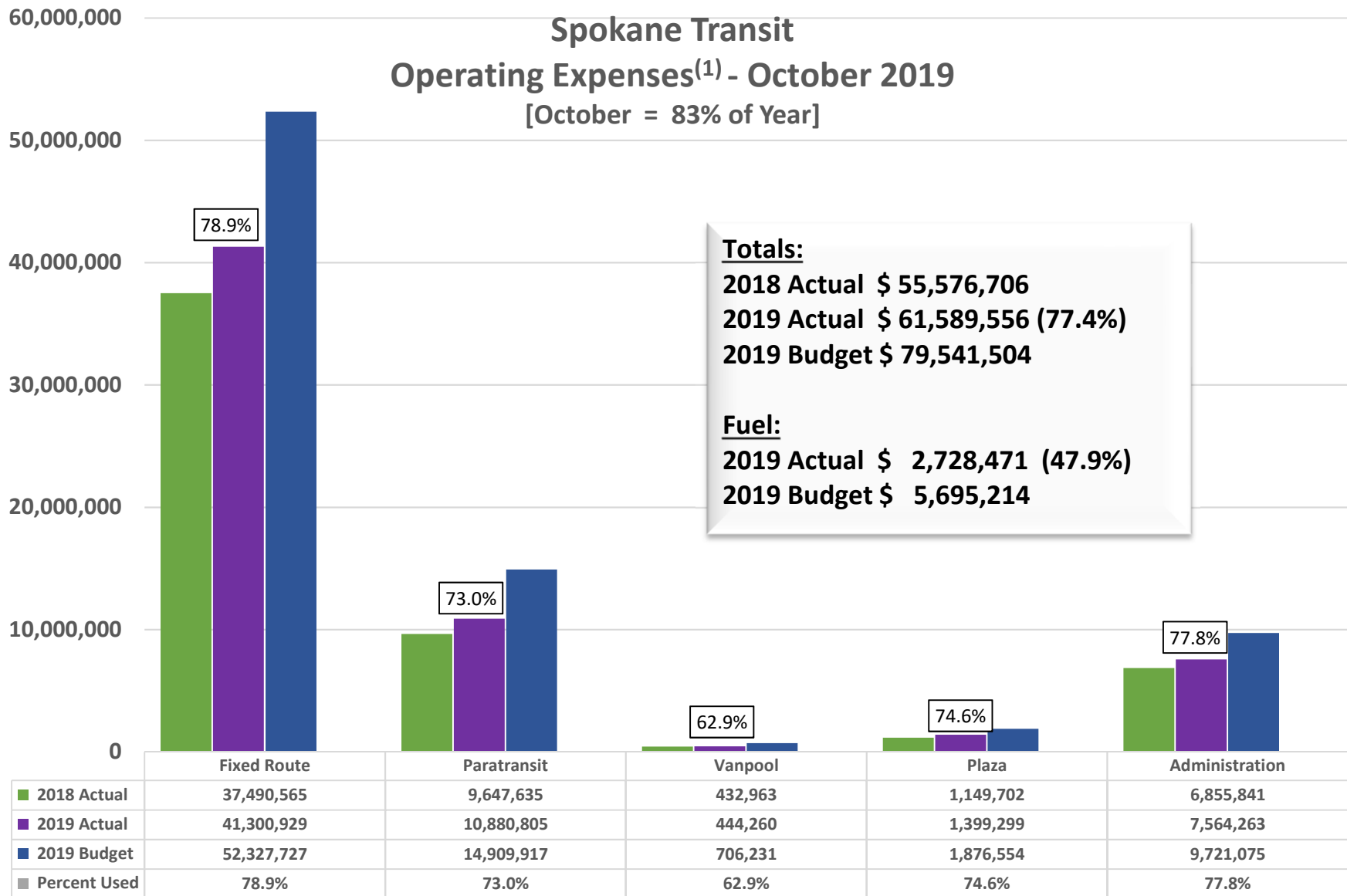
Totals:
2018 Actual \$ 78,257,135
2019 Actual \$ 91,283,905 (91.4%)
2019 Budget \$ 99,850,438

| | Fares & Other Transit Revenue | Sales Tax (2) | Federal & State Grants | Miscellaneous |
|----------------|-------------------------------|---------------|------------------------|---------------|
| ■ 2018 Actual | 9,158,050 | 59,057,752 | 9,023,896 | 1,017,437 |
| ■ 2019 Actual | 9,540,528 | 68,402,959 | 11,615,458 | 1,724,960 |
| ■ 2019 Budget | 11,807,075 | 77,271,349 | 9,691,088 | 1,080,926 |
| ■ Percent Used | 80.8% | 88.5% | 119.9% | 159.6% |

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date October state capital grant reimbursements total \$2,579,261 and federal capital grant reimbursements total \$1,710,620.

⁽²⁾ Year-to-date Sales Tax through October = 109.2% of year-to-date budget.

Spokane Transit Operating Expenses⁽¹⁾ - October 2019 [October = 83% of Year]



⁽¹⁾ Operating expenses exclude capital expenditures of \$13,128,064 and Street/Road cooperative projects of \$6,388,973 for year-to-date October.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12D: OCTOBER 2019 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring and External Relations Committee

SUBMITTED BY: Roger Watkins, Chief Operations Officer

SUMMARY: There were the same number of weekdays in October 2019 compared to October 2018.

FIXED ROUTE

Average weekday ridership decreased 2.4% (36,408 vs. 37,299 in October 2018) and is down 0.9% (34,070 vs. 34,369) Year to Date (YTD). Total monthly ridership decreased 2.6% (935,436 vs. 960,200 in October 2018) and is down 1.0% (8,411,118 vs. 8,491,827) YTD. Adult ridership increased 0.4% (615,875 vs. 613,301 in October 2018) and is down 0.4% (5,242,177 vs. 5,261,868) YTD.

- CCS Pass ridership decreased 3.3% (76,214 vs. 78,833 in October 2018) and is up 1.9% (520,544 vs. 510,983) YTD.
- Eagle Pass ridership increased 5.4% (103,443 vs. 98,177 in October 2018), and is down 9.1% (548,640 vs. 603,344) YTD.
- GU Bulldogs Pass ridership decreased 2.7% (4,605 vs. 4,733 in October 2018) and is down 0.7% (39,130 vs. 39,401) YTD.

Youth ridership decreased 7.6% (63,127 vs. 68,316 in October 2018) and is up 11.8% (629,737 vs. 563,180) YTD.

Reduced Fare / Para ridership decreased 5.0% (121,526 vs. 127,968 in October 2018) and is down 1.9% (1,155,884 vs. 1,178,162) YTD.

PARATRANSIT

Monthly ridership had a decrease of 6.9% (41,409 vs 44,500 in October 2018) and is down 7.0% (372,726 vs 400,752) YTD.

- Special Use Van ridership decreased 29.5% (2,908 vs 4,126 in October 2018) and has decreased 21.2% (24,889 vs 31,538 in 2018) YTD.
- On-Time Performance reflects a 10.1% improvement for October (95.1% vs 86.4% in October 2018). The goal is 93%.
- Passengers Per Hour were down 7.0% (2.66 vs 2.86 in October 2018). The goal is 2.8.

VANPOOL

Vanpool customer trips were down 0.7% (14,300 vs 14,401 in October 2018) and is down 1.3% (131,162 vs. 132,887) YTD.

- Vanpool vans in service decreased 1.3% (77 vs 78 in October 2018). September 2019 had 76 vans operating. Sacred Heart Medical Center and Fairchild AFB each started a new van group.
- Average daily vanpool ridership increased 0.9% (708 trips vs 702 last month) and the average participant per van was 7.0 vs 6.84 last month

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 0.1% (10,117 vs. 10,132 in 2018), YTD pass sales decreased 3.4% (90,966 vs. 94,138 in 2018).

- Adult Pass/Smartcard sales decreased 8.4% (3,868 vs. 4,225 in 2018), YTD pass sales decreased 5.6% (37,068 vs. 39,253 in 2018).
- Shuttle Park sales increased 16.8% (541 vs. 463 in 2018), YTD pass sales increased 7.3% (5,172 vs 4,818 in 2018).
- 7-Day Pass/Smartcard sales decreased 42.1% (1,059 vs 1,505 in 2018), YTD pass sales increased 11.2% (11,168 vs. 10,043 in 2018).
- ESBP sales increased 1.0% (973 vs 963 in 2018), YTD pass sales increased 6.1% (10,256 vs. 9,667 in 2018).

October 2019 Group Sales decreased 6.9% (19,594 passes vs. 21,054 in 2018), YTD Group Sales decreased 22.2% (189,567 passes vs. 231,709 in 2018)

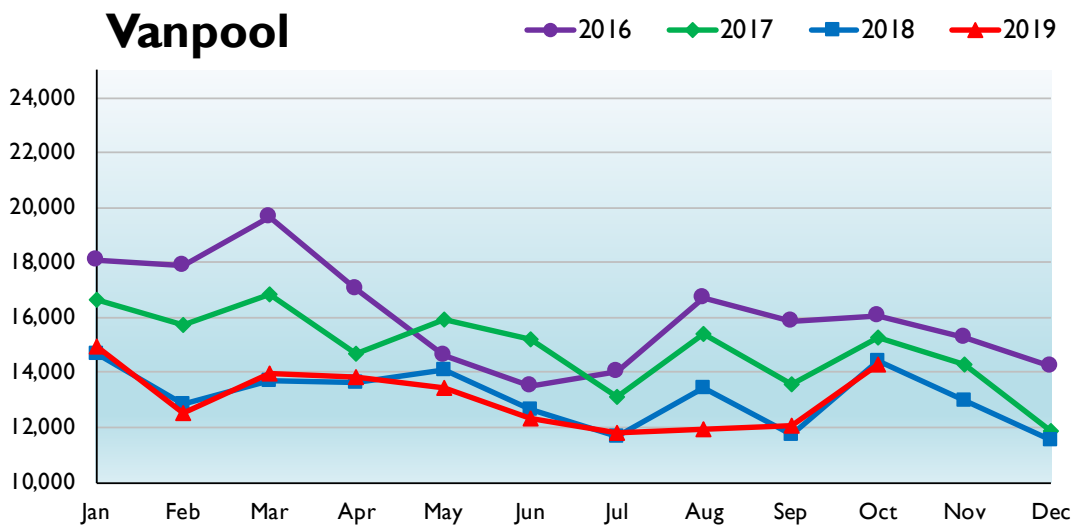
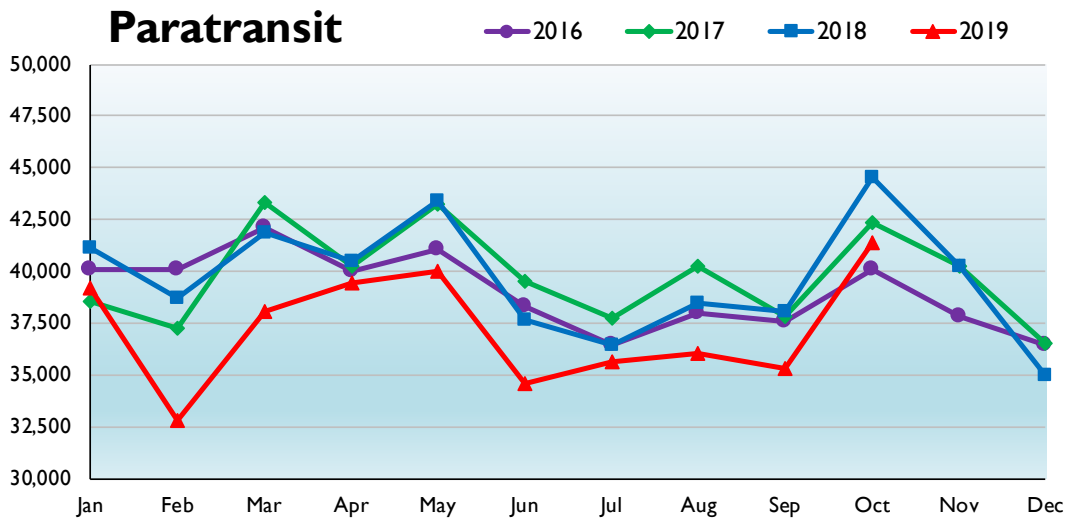
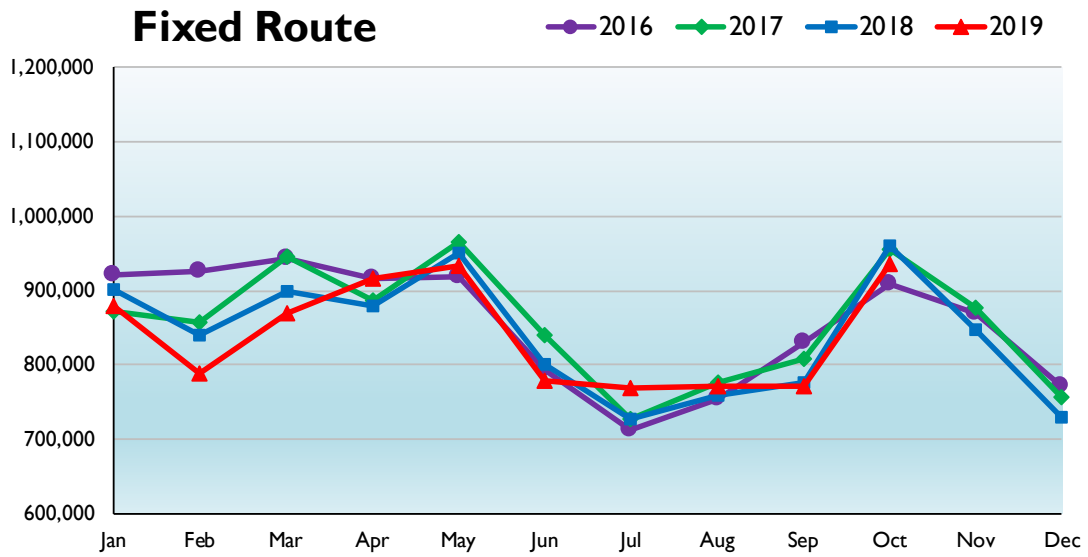
Youth Pass/Smartcard monthly sales increased 14.4% (2,083 vs. 1,783 in 2018), YTD pass sales increased 3.2% (14,860 vs. 14,406 in 2018).

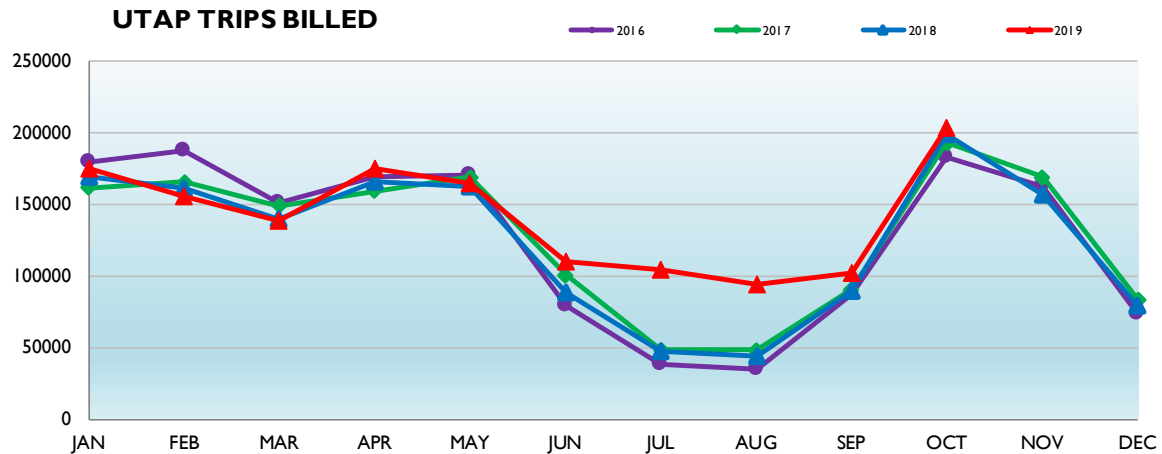
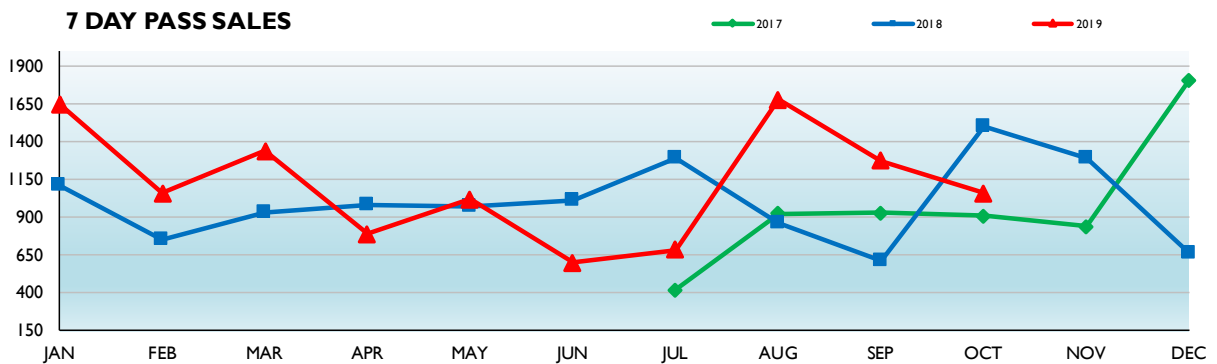
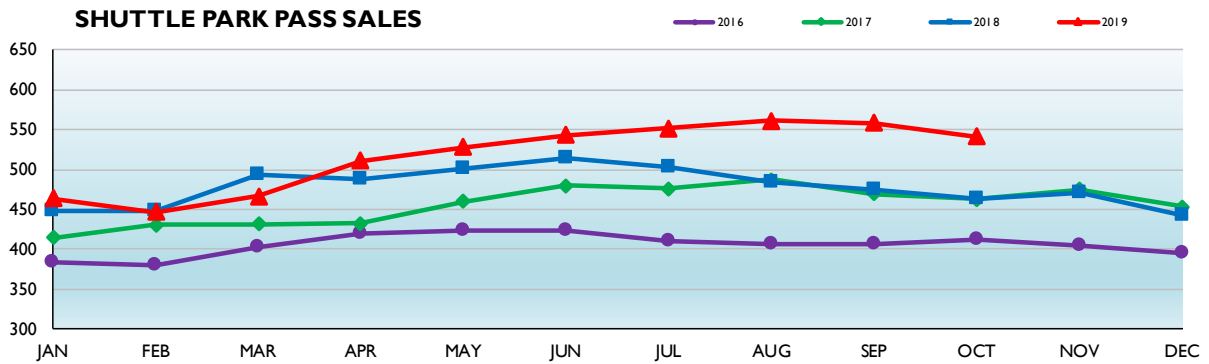
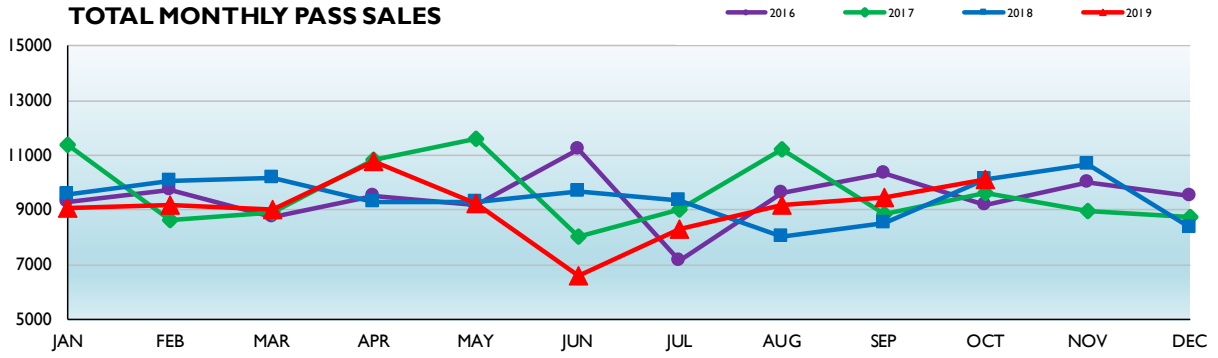
Reduced Fare Pass/Smartcard monthly sales increased 0.6% (1,902 vs. 1,890 in 2018), YTD pass sales decreased 5.7% (15,898 vs. 16,852 in 2018).

Paratransit Pass/Smartcard sales decreased 7.7% (744 vs. 801 in 2018), YTD pass sales decreased 8.9% (7,363 vs 8,078 in 2018).

UTAP rides increased 2.0% (203,441 vs 199,481 in 2018), YTD UTAP rides increased 12.2% (1,423,218 vs 1,268,905 in 2018). The City Summer Youth Card started June 13th and ended September 15th added 132,992 rides YTD.

RECOMMENDATION TO BOARD: Information only.





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12E: JANUARY 2020 SERVICE CHANGES

REFERRAL COMMITTEE: Planning and Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
 Kathleen Weinand, Principal Transit Planner

SUMMARY: STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. Per the Service Implementation Plan (SIP) contained in the adopted 2019 Transit Development Plan (TDP), STA will implement minor routing and schedule adjustments as needed in January 2020.

The Communications and Public Input section of *Connect Spokane*, STA’s Comprehensive Plan, authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (less than 1.0% growth or reduction in revenue hours in any calendar year or less than .5% of annualized system ridership negatively impacted by loss of bus stop, trips or route at any given service change). All of the January 2020 service changes fall below these adopted thresholds.

The table below summarizes the service changes which will become effective January 19, 2020.

| JANUARY SERVICE CHANGES | | |
|------------------------------------|---|--|
| ROUTE(S) | PLANNED ADJUSTMENT | RATIONALE |
| 4 Monroe-Regal | Add a new northbound weekday trip leaving Moran Station at 5:46 am (6:11 am Plaza arrival) ending at 5-Mile P&R; Southbound evening timepoint adjustments all service days. | Fill in a gap in early morning frequency; Improve reliability. |
| 21 West Broadway | Inbound Plaza zone arrival changes on Saturday. | Address Plaza zone conflicts. |
| 23 Maple/Ash | Timepoint location change to Francis & Alberta (from Alberta/Decatur); Outbound timepoint adjustments all service days. | Intersection adjustments improving the right turn radius for inbound buses allows the bus stop on the corner Francis Ave & Alberta St to be served; Improve reliability. |
| 27 Hillyard | Adjustment to the first weekday outbound trip; Weekday afternoon “tripper” added to the public schedule. | Address zone conflicts; Improve customer information |
| 33 Wellesley | Weekday evening interline adjustments and westbound timepoint adjustments. | Improve connections with Route 34 at SCC; Improve reliability. |
| 34 Freya/341 SCC Connector | Add weekday morning & afternoon southbound trips; Timepoint adjustments on both routes; Weekday interline adjustments | Improve connections at SCC & South Hill P&R; Route 341 timepoint adjustments related to Route 34 changes. |
| 43 Lincoln/37 th Ave | Timepoint location change to 35 th & Ray (from 37 th & Ray). | Improve customer information; New location has proper stop pairing. |
| 45 Perry District | Modify two weekday PM outbound trips to continue as Route 34 at South Hill Park & Ride; All inbound trips begin at South Park & Ride; Timepoint adjustments. | Improve mobility and reliability; Improve customer information. |
| 61 Highway 2 via Browne’s Addition | Inbound timepoint adjustments during the weekday PM peak. | Improve reliability. |
| 62 Medical Lake | Trip adjustments to improve connections at the West Plains Transit Center. | Improve mobility. |

| JANUARY SERVICE CHANGES | | |
|--------------------------------|---|---|
| ROUTE(S) | PLANNED ADJUSTMENT | RATIONALE |
| 63 Airway Heights/West Plains | Timepoint adjustments. | Improve reliability |
| 66 EWU | Add trips to the public schedule, Timepoint adjustments for two inbound trips. | Address overcrowding, Improve connections at the Plaza. |
| 67 Swoop Loop | Provide Eagle Point overload assistance to two AM trips (8:42 am & 9:42 am PUB arrivals); Timepoint adjustments | Address overcrowding; Timepoint adjustments related to Route 68 schedule adjustments. |
| 68 Cheney Loop | Weekday afternoon timepoint adjustments. | Timepoint adjustments related to Route 66 schedule adjustments; Improve connection with Route 64 on one trip. |
| 74 Mirabeau/Liberty Lake | Change 7:01AM inbound trip to start at Mirabeau P&R; Adjust Plaza arrival zone for 6:42 PM inbound trip departing Liberty Lake Park & Ride. | Avoid duplication of service from Liberty Lake P&R; Address Plaza zone conflict |
| 95 Mid-Valley | Timepoint adjustments. | Improve reliability. |
| 662 EWU North Express | Timepoint adjustments. | Improve reliability. |
| 663 EWU South Express | Timepoint adjustments. | Improve reliability. |

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12F : CONNECT SPOKANE MAJOR UPDATE: REVIEW DRAFT SCOPE OF WORK - APPROVAL

REFERRAL COMMITTEE: Planning & Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017 and an update for the plan is due to begin no later than 2020. A proposed Update Work Program, Outreach Program and Schedule are attached for review and are proposed to be approved by the Board of Directors during the first quarter of 2020.

RECOMMENDATION TO COMMITTEE: Information only.

Spokane Transit Authority

Connect Spokane *A Comprehensive Plan for Public Transportation*

Update Work Program

The *Connect Spokane* principle, *Course Corrections* states, “Course corrections and goal modifications do occur and, if done deliberately, can support dynamic adaptation and improvement.”

Consistent with the existing principles of *Connect Spokane*, this Work Program outlines the tasks to be conducted for the 3-year major update to begin in 2020. *Connect Spokane Monitoring and Improvement Policy 3.1* states:

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The effort will engage stakeholders and the public to review and update *Connect Spokane* in order to support deliberate adaptations and improvements.

- Task 1: Adopt Work Program and Outreach Program
- Task 2: *Connect Spokane* Document Review
- Task 3: Policy and Vision Development
- Task 4: Draft amendments
- Task 5: Review and revise draft amendments
- Task 6: Adopt amendments

Note: Public and stakeholder outreach will be conducted where noted.

Task 1 – Adopt Work Program and Outreach Program (Jan 2020 – Feb 2020)

The Board adopted work program for this update outlines the scope, process and expected outcomes of the update and provides agreement, guidance and transparency regarding what the update will and will not include.

The *Connect Spokane Communications and Input Policy* states that, “Any change which affects the substance of the Comprehensive Plan will require a public hearing and supporting public outreach.” The Board will also adopt an outreach program that outlines the process for public and stakeholder input in the update.

ASSUMPTIONS:

- This document is the work program
- The update process will begin in early 2020 and be completed by the end of 2021
- The *High Performance Transit network* will continue to be a key component of *Connect Spokane*.
- The Planning & Development Committee will review and make a recommendation to the Board of Directors on the Work and Outreach Program, then the Board of Directors will adopt them.

DELIVERABLES:

- Draft Update Work Program
- Draft Outreach Program
- Final Update Work Program
- Final Outreach Program

Task 2 – *Connect Spokane* Document Review (Feb 2020 – May 2020)

STA will conduct an internal review of *Connect Spokane*, looking at the following:

- a. Overall organization of the Plan
- b. Sections/policies that are no longer needed and can be combined/deleted
- c. Sections and policies that need refresh/update
- d. Sections that should be added

Staff will develop a review matrix that clearly identifies those items noted above and which the later tasks will build upon.

ASSUMPTIONS:

- While *Connect Spokane* contains sections that will clearly remain in this Update, no section is exempt from review and possible adjustments.

DELIVERABLES:

- *Connect Spokane* document review matrix
- Staff Report on Task 2 findings
- Presentation(s) to the Planning & Development Committee and Board

Task 3 - Plan Organizational Framework Update (May 2020 – July 2020)

There are two primary objectives in undertaking this Plan Update now:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated strategies that will see STA through the next 20 years of growth in the region (Task 4)

Like most long-range plans, *Connect Spokane* contains background information that defines the conditions at the starting point of the plan. However, there is not a section that clearly ties the chapters of *Connect Spokane* together, or define its relationship to the other guiding documents for Spokane Transit. Task 3 will build on Task 2 a.-d. to provide greater context both within the document and to other STA guiding documents. This is envisioned to include the addition of a new forward to the document that will consolidate the existing strategies, while as we strive to keep the goals and policies timeless, strategies have timelines.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3
- Presentation(s) to the Planning & Development Committee and Board

Task 4 - Policy, Strategy and Vision Development (July 2020 – June 2021)

The objective of this task will be to develop updated policies, strategies and vision that will see STA through the next 20-25 years of growth in the region.

First working internally and in collaboration with our jurisdictional partners, and then extending to broader conversations with our customers, the purpose of this task is to identify key policies and strategies for STA over the next 25 years. As the region continues to grow over the next 25 years, roadway congestion will have a larger impact on our daily lives. Some solutions are large and expensive projects needing regional partners to come together, while others might require STA to pay attention to smaller trends and making appropriate tweaks as necessary. This is an opportunity to identify the next wave of major projects after 2025 and as late as 2045 (prelude to the next iteration of STA Moving Forward). Potential policy and strategy themes, as well as more specific issues and opportunities, are identified in the tasks below.

Task 4.1 Dedicated Infrastructure

Exploring downtown transit operations beyond 2025, given the build-out capacity planned for in the 2018 Plaza Operations Study. In addition, the opportunity to explore potential new transit centers in the region.

Task 4.2 Regional Connectivity

Looking at identifying and prioritizing areas of expansion, both in and out of the PTBA. Provides the opportunity to explore more strategic regional connectivity.

Task 4.3 Transit Frequency

The opportunity to explore additional peak routes, as well as new HPT lines among other strategies.

Task 4.4 Partnerships

Partnerships will be critical for STA moving forward. Continuing to work with our partners to explore opportunities such as the summer youth pass, as well as facility improvements such as dedicated bus lanes, among other strategies.

Task 4.5 Funding

Working with legislators to clarify RWC Chapter 81.104 on the funding availability and taxing authority for high capacity transportation system. The opportunity to explore fare strategies.

Task 4.6 Environmental Strategy

The opportunity to continue the exploration in the transition of the fleet to non-carbon fuel sources, building on the 2019 Zero Emission Fleet Transition Study.

Staff will engage stakeholders and the public to vet the principles, policies and strategies of *Connect Spokane*, based on the findings in Task 2 as well as what is developed in Tasks 3 and 4, with the objective of identifying high-level planning course corrections towards achieving STA's established mission and vision, prior to drafting the update language.

ASSUMPTIONS:

- The activities in Task 4 will be the first meaningful touchpoint with the public, as outlined in Task 5.2.
- The identification of major investments may require consultant resources for planning-level analyses of ridership benefits, cost estimates and network integration.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3.2
- Stakeholder and public high-level concept vetting engagement
- High-level concept vetting findings staff report
- Presentation(s) to the Planning & Development Committee and Board

Task 5 - Draft Amendments (May 2021 – Sept 2021)

Based on the findings of Tasks 2-4, staff will draft a package of proposed amendments to *Connect Spokane*. Additional research and outreach on specific topics will likely be required as a part of this task.

ASSUMPTIONS:

- Draft amendments to *Connect Spokane* will be updates that reflect changing times and course corrections towards achieving STA's established mission and vision.

DELIVERABLES:

- Package of Draft Amendments, including one or more new sections of the plan
- Amendments Summary Staff Report
- Presentation(s) to the Planning & Development Committee and Board

Task 6 – Peer/Public Review and Revision (Oct 2020 – Sept 2021)

Staff will engage stakeholders and the public to review materials from task 4 and 5.

Task 6.1 Peer Review

STA staff will conduct two separate external reviews of the compiled matrix:

1. The PTAC (Planning Technical Advisory Committee) an advisory body to the SCEO (the Steering Committee of Elected Officials), will allow for staff of local jurisdictions to review with an eye towards how transit can best serve their residents; and
2. The WSTA Planners Group, which will provide a statewide transit planning perspective

These external reviews will provide STA with additional grounding for potential changes to the document.

Task 6.2 Public Review

Goals of the Outreach Program

Engagement with the public will be a serious undertaking to engage the public in a meaningful manner.

- Developing outreach strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.
- Involve stakeholders in the process to assist with specific areas of expertise, as well as vet current Connect Spokane principles and policies to help identify the changing opportunities and challenges of furthering STA's mission and vision over the next 30 years.
- Receive feedback on draft amendments to Connect Spokane.
- Identify opportunities for partnerships in achieving shared goals.
- Engaging and collaborating with SRTC as they complete an update to the MTP.

Stakeholder Workshops

2-4 stakeholder workshops will be held to elicit input during key points in the update process:

- Work Program Task 3 – Plan Update Framework
- Task 5 – Peer / Public Review and Revision

At a minimum, representatives from the following interests will be invited to participate in the stakeholder workshops:

- Jurisdiction Elected Officials
- Agencies and Advocacy Groups representing disabled, low income, minorities, and people who speak limited English.
- Educational Institutions

- STA Citizen Advisory Committee
- Relevant Government Agency and Jurisdiction Staff
- Utilities
- Labor Representatives
- Chambers of Commerce
- Other Civic Groups

Stakeholder workshops will be open to the public but targeted at representative interests.

Public Engagement

Public Engagement will begin in Task 3 as STA develops new/updated policies and strategies. The Public Engagement will consist of 2-3 Open Houses, as well as staff engaging in such activities as:

- Farmers Markets and other Community/Neighborhood events
- School activities
- Community Assembly meetings and other neighborhood group meetings

This section will be more developed through internal meetings in Winter of 2019 to continue to develop outreach strategies, including developing strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

Online Stakeholder Survey

An online stakeholder survey will be conducted to supplement the workshops and to reach others who may not be able to participate in person. The survey will focus on the substance of Work Program Task 3.

Website

STA will develop and host a public-facing webpage for the project. The webpage will provide summary information about the project and its milestones, including draft amendments. It will also provide an email link for site visitors to send comments.

State Environmental Policy Act (SEPA) Compliance

Once amendments to *Connect Spokane* have been drafted and revised, staff will complete a SEPA Checklist, a SEPA Determination and all required noticing.

Committee Engagement and Review

The Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the update process.

Public Hearing

After the Planning and Development Committee make a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing will be noticed in the *Spokesman Review* and on STA's website.

Task 6.3 Revise Amendments

Based on the feedback provided in Tasks 6.1 and 6.2, Staff will revise Connect Spokane for presentation to the Planning & Development Committee and the Board.

DELIVERABLES:

- Revised Package of Amendments

- Peer Review meetings and meeting summaries
- Public Open House meeting and meeting summaries
- Tabling events and summaries
- Summary Staff Report on Amendment Feedback
- Presentation to the Planning & Development Committee and Board
- Final package of Draft Amendments



Task 7 – Adopt Amendments (Sept 2021 – Nov 2021)

After the Planning and Development Committee has made a recommendation on the proposed amendments, the Board of Directors will hold a public hearing at a regularly scheduled meeting. Revisions will be made as appropriate based on hearing testimony. The Board would then take action at their following regularly scheduled meeting.






DELIVERABLES:

- Public Hearing
- Resolution amending *Connect Spokane*
- Final *Connect Spokane* Amendment

Connect Spokane Update Schedule

| Task | Nov. 2019 | Dec. 2019 | Jan. 2020 | Feb. 2020 | Mar. 2020 | Apr. 2020 | May 2020 | Jun. 2020 | Jul. 2020 | Aug. 2020 | Sep. 2020 | Oct. 2020 | Nov. 2020 | Dec. 2020 |
|---|-----------|-----------|-----------|-----------|--|-----------|----------|-----------|-----------|-----------|-----------|---|-----------|-----------|
| 1: Adopt Work Program & Outreach Program | | | | |  | | | | | | | | | |
| 2: <i>Connect Spokane</i> Document Review | | | | | | | | | | | | | | |
| 3: Plan Organizational Framework Update | | | | | | | | | | | | | | |
| 4: Policy, Strategy, and Vision Development | | | | | | | | | | | | | | |
| 5: Draft amendments | | | | | | | | | | | | | | |
| 6: Peer/Public Review and Revision | | | | | | | | | | | |  | | |
| 7: Adopt amendments | | | | | | | | | | | | | | |

Connect Spokane Update Schedule (con't)

| Task | Jan. 2021 | Feb. 2021 | Mar. 2021 | Apr. 2021 | May 2021 | Jun. 2021 | Jul. 2021 | Aug. 2021 | Sep. 2021 | Oct. 2021 | Nov. 2021 | Dec. 2021 |
|---|---|-----------|---|-----------|---|-----------|-----------|-----------|-----------|---|---|-----------|
| 1: Adopt Work Program | | | | | | | | | | | | |
| 2: <i>Connect Spokane</i> Document Review | | | | | | | | | | | | |
| 3: Plan Update Framework | | | | | | | | | | | | |
| 4: Policy, Strategy, and Vision Development | | | | | | | | | | | | |
| 5: Draft Amendments | | | | | | | | | | | | |
| 6: Peer/Public Review and Revision |  | |  | |  | | | | | | | |
| 7: Adopt amendments | | | | | | | | | |  |  | |

-  Board Adoption
-  Stakeholder Workshops
-  Online Survey
-  Public Hearing

DRAFT

Outreach

The Board Planning and Development Committee and Citizen Advisory Committee will be engaged periodically throughout the update process. A project webpage will also be maintained throughout the duration of the project.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12G : APPROVAL OF 2020 PLANNING AND DEVELOPMENT COMMITTEE PROGRAM

REFERRAL COMMITTEE: Planning and Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

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

Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The work program is focused primarily on the annual planning calendar. As in prior years, there are some planning projects that augment the committee's work program. As projects move beyond the planning and preliminary engineering stages, implementation work is generally transferred to the Performance Monitoring and External Relations (PMER) Committee. We have included the following projects that necessitates involvement by the Committee in 2020:

- The Central City Line will enter construction during the first half of 2020.
- As required by the Federal Transit Administration, STA will complete an update of its Title VI report, documenting compliance with federal laws and regulations, as well as STA Board policy, related to Title VI of Civil Rights Act.
- The collaborative Division Corridor Reimagine Study, led by SRTC, will identify preferred corridor outcomes for transit, including alignment, lane configuration and preliminary station locations. Committee involvement will include updates on the study and endorsing preferred outcomes for a board-supported "locally preferred alternative."
- STA will launch a major update to its comprehensive plan, *Connect Spokane*, in 2020. The plan will explore transit needs and opportunities through 2045 and beyond and will be closely coordinated with SRTC's update to the Metropolitan Transportation Plan.
- As a follow-up to the zero-emission fleet transition study, STA will update its facilities master plan, addressing needs for additional vehicle storage and maintenance, and administrative needs.
- Implementation of one or more "Mobility on Demand" (MOD) pilot projects and supporting performance evaluation. The earlier draft of the work program projected action in May which has now moved to April.

DRAFT 2020 Planning & Development Committee Work Program

| Month | Annual Planning Calendar | Other Planning Projects |
|-----------------------|--|---|
| December 2019 | <ul style="list-style-type: none"> • Approval of Work Program | |
| January 2020 | No Committee Meetings in January | |
| February 2020 | <ul style="list-style-type: none"> • Review Work Program • 2020 Transit Development Plan (TDP): Overview | <ul style="list-style-type: none"> • Division Street Corridor Study: “State of the Corridor” overview • Central City Line: award of construction contract • Draft Title VI Report: review prior to public hearing |
| March 2020 | <ul style="list-style-type: none"> • 2020 TDP: Develop mid-range planning guidance. • Present and discuss draft submittal for the SRTC 2020/2021 Unified Planning Work Program (UPWP) | <ul style="list-style-type: none"> • Connect Spokane Major Update: review scope and outreach plan • Facilities Master Plan: Scope of work and planning horizon • Draft Title VI Report: recommend approval |
| April 2020 | <ul style="list-style-type: none"> • 2020 TDP <ul style="list-style-type: none"> ○ Finalize mid-range planning guidance ○ Review preliminary revenue and expenditure forecast assumptions ○ Identify major activities (2021-2026) | <ul style="list-style-type: none"> • Division Street Corridor Study: review transit framework • Central City Line: approve Construction Communications Plan • Mobility on Demand: approve pilot project implementation plan and performance measures |
| May 2020 | <ul style="list-style-type: none"> • 2020 TDP <ul style="list-style-type: none"> ○ Proposed 2021-2023 Service Improvements ○ Preliminary Capital Improvement Program (2021-2026) | <ul style="list-style-type: none"> • Connect Spokane Major Update: document review update – subtractions, edits, missing categories |
| June 2020 | <ul style="list-style-type: none"> • 2020 TDP: Complete draft plan • Public hearing conducted on draft 2020 TDP | |
| July 2020 | <ul style="list-style-type: none"> • 2020 TDP: Finalize and approve • Annual Strategic Plan/Budget guidance workshop (full Board) | <ul style="list-style-type: none"> • Division Street Corridor Study: draft locally preferred alternative |
| August 2020 | No Board/Committee Meetings in August | |
| September 2020 | <ul style="list-style-type: none"> • Draft 2021 operating and capital budgets submitted to Committee and Board • Review draft 2021 Annual Strategic Plan | <ul style="list-style-type: none"> • Division Street Corridor Study: recommend locally preferred alternative • Central City Line: Construction update |
| October 2020 | <ul style="list-style-type: none"> • Adoption of 2021 Annual Strategic Plan • Public hearing on draft 2021 operating and capital budgets | <ul style="list-style-type: none"> • Connect Spokane Major Update: review plan framework – policy, strategy and vision development |
| November 2020 | <ul style="list-style-type: none"> • Finalize and approve 2021 operating and capital budgets • Prepare 2021 Committee work program | <ul style="list-style-type: none"> • Division Street Corridor Study: potential short- and long-term improvements • Facilities Master Plan: Review preliminary program of projects |
| December 2020 | <ul style="list-style-type: none"> • Finalize 2021 Committee work program | <ul style="list-style-type: none"> • Connect Spokane Major Update Draft Amendments status • 2020 Title VI Update |

RECOMMENDATION TO COMMITTEE: Approve the 2020 Planning & Development Committee Work Program and forward to the Board of Directors for information.

COMMITTEE ACTION: Approved as presented and forwarded to the Board of Directors as information.

RECOMMENDATION TO THE BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12H : CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR CORE CONSTRUCTION

REFERRAL COMMITTEE: Planning and Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Don Skillingstad, Capital Projects Manager

SUMMARY: Staff is seeking committee approval of the Central City Line Core Construction Scope of Work and authorize the release of an invitation for bid (IFB). This is a significant milestone for the implementation of the Central City Line, the first bus rapid transit service for the region.

BACKGROUND:

The Central City Line project final design is nearing completion. The total estimated project cost (as prescribed by the FTA and PMOC) for the CCL project is \$92,231,000. In Resolution 774-19 as adopted July 25, 2019, the STA Board has authorized the full project budget of \$92.231 million, including the anticipated \$53.425 million federal Small Starts funding and \$41.806 million in matching funds through a combination of state, local and federal CMAQ funds. Implementation of the project requires a variety of services, construction activities and equipment which are being provided by a variety of contracts, consistent with board-adopted procurement policy (Board Resolution 702-13).

The core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the Central City Line. For the general public, property owners and customers, it will be among the most visible construction activities during the next two years along the Central City Line. Staff and STA's engineer of record for the project, Jacobs Engineering Group, are working toward a bid advertisement for the core construction scope before the end of the year and a bid opening in late January 2020. On the bid due date, all bid proposals will be evaluated based on STA's bid policies and contract documents to determine the lowest responsible, responsive bidder. Once the successful bidder is selected and all of the appropriate evaluations have been completed per STA policies, staff will seek Board approval to award a contract for the bid amount. The award of a contract will be contingent upon the successful execution of a Small Starts Grant Agreement with FTA.

Below is the planned schedule up to the start of construction (schedule is subject to change). Substantial completion of the core construction scope will be followed by the installation of amenities, testing of equipment and start of revenue operations in May 2022.

| Milestone | Date |
|-----------------------|------------|
| Bid Advertisement | 12/23/19 |
| Bid Due Date | 1/30/20 |
| Award of Contract | 2/20/20 |
| Notice to Proceed | March 2020 |
| Start of Construction | May 2020 |

The engineer's estimated cost range for the construction work is \$21,000,000 to \$25,000,000. In addition to procurement of other professional services, materials and vehicles, the core construction scope does not include the following construction activities which will be bid separately:

- Reconstruction of Wall Street between Riverside and Main avenues, which is expected to be ready for advertisement in the first quarter of 2020.
- Station and on-route charging infrastructure at Spokane Community College Transit Center.
- Civil construction for stations along Riverside Avenue, which will be performed in concert with road resurfacing project led by the City of Spokane.

The general statement of work of the core construction project for the Central City Line is provided in the attached document. It is a very brief summary documented extensively in hundreds of engineered plan sheets and over a thousand pages of project specifications intended to deliver durable improvements to support the operations of the Central City Line and the passenger safety, comfort and experience.

At the December Planning and Development Committee meeting, staff reviewed the scope of work, and presented the relationship of the core construction scope and schedule with other elements of project work, both construction, fabrication and installation of hardware, vehicle procurement and integration of the many systems for testing and service startup.

RECOMMENDATION TO COMMITTEE: Recommend approval the general Scope of Work and authorize staff to release an Invitation for Bid for the construction of the Central City Line stations and roadway projects as described above.

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

RECOMMENDATION TO THE BOARD: Information only.

Central City Line - Core Construction

General Scope of Work

The construction of twenty-eight (28) stations/stops that generally include, at a minimum:

- Ten (10) inch high concrete platforms, railings, ramps, steps and ADA features
- Power and communications cabinets/pedestals for each station
- Underground features such as footings and electrical and communications conduit in preparation for future station amenities (amenities to be installed by others)
- Drainage features and landscaping at some locations
- Relocation of existing above and below ground utilities

The construction of street projects, that generally include:

- Reconstruction of a portion of Maple Street between Pacific Avenue and Riverside Avenue
- Reconstruction of a portion of Cincinnati Street north of Springfield Avenue and south of the Centennial Trail
- Reconstruction of Cincinnati Street between Desmet Avenue and Mission Avenue
- Construction of a roundabout at the intersection of Cincinnati Street and Sharp Avenue
- Installation of a new traffic signal at Mission Ave. and Cincinnati Street intersection
- Installation of pedestrian crossing signalization at two locations along Mission Avenue
- Reconstruction/replacement/installation of ADA ramps, sidewalks, striping and signage at a number of locations
- Relocation and installation of traffic signal poles, streetlight poles and pedestrian scale lighting and associated power infrastructure
- Construction of sidewalk adjacent to City parks

Relocation and installation of underground and above ground utilities.

The project will be constructed in phases. Several construction locations are subject to specific construction timelines. The final construction schedule will be negotiated with the Contractor prior to the start of construction. The construction phasing is generally defined below.

| 2020 Construction Projects | |
|-----------------------------------|--|
| Stations | |
| 1 | Cannon St. and 4th Ave. (EB) |
| 2a | 2 nd Ave. and Spruce St. (EB) |
| 2b | 2 nd Ave. and Spruce St. (WB) |
| 12 | Main Ave. & Howard St. (EB) |
| 14 | Main Ave. & Bernard St. (EB) |
| 16 | Main Ave. and Division St. (EB) |
| 18 | Main Ave. and Pine St. (EB/WB) |
| 21a | Desmet Ave. and Cincinnati St. |
| 21b | Desmet Ave. and Cincinnati St. |
| 22 | Mission Ave. and Hamilton St. (EB/WB) |
| 23 | Mission Ave. and Perry St. (EB) |
| 27a | Mission Ave. and Regal St. (WB) |
| 27b | Mission Ave. and Regal St. (EB) |
| | |

| Roadway Improvements | |
|---|---|
| Mission Ave. - Cincinnati St. Intersection | |
| Cincinnati St. - Sharp Ave. Roundabout | |
| Cincinnati St. - North (Desmet Ave. to Boone St.) | |
| Layover - Spruce St. and 3rd Ave. | |
| | |
| 2021 Construction Projects | |
| Stations | |
| 3 | Pacific Ave. and Hemlock St. (Median, EB/WB) |
| 5 | Pacific Ave. and Oak St. (Median, EB/WB) |
| 6 | 1 st Ave. and Adams St. (EB) |
| 7 | Sprague Ave. and Adams St. (WB) |
| 8 | 1 st Ave. and Monroe St. (EB) |
| 9 | Sprague Ave. and Monroe St. (WB) |
| 11 | Wall St. and Sprague Ave. (EB) |
| 19a | WSU (Spokane Falls Blvd, WB) |
| 19b | WSU (Spokane Falls Blvd, EB) |
| 20 | Cincinnati St. and Springfield Ave. (EB/WB) |
| 24 | Mission Ave. and Perry St. (WB) |
| 25a | Mission Ave. and Napa St. (WB) |
| 25b | Mission Ave. and Napa St. (EB) |
| 26a | Mission Ave. and Cook St. (WB) |
| 26b | Mission Ave. and Cook St. (EB) |
| | |
| Roadway Improvements | |
| | Spokane Falls Blvd at WSU |
| CNT-S | Cincinnati St. - South (Springfield Ave. to Centennial Trail) |
| MP | Maple St. and Pacific Ave. Roadway Improvements |

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 12I : CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

REFERRAL COMMITTEE: Planning and Development Committee

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: Staff is seeking committee approval of the Central City Line Amenities Fabrication Scope of Work and authorize the release of a request for proposals (RFP). This is a key procurement for the timely implementation of the Central City Line (CCL).

BACKGROUND: The High Performance Transit (HPT) network, as envisioned in STA's comprehensive plan, *Connect Spokane*, and as implemented in part by the *STA Moving Forward* plan, defines a system of corridors for heightened and long-term operating and capital investments. A major aspect of these investments is distinctive stop and station amenities which include shelters, iconic markers and site furnishings. These project elements elevate the public perception of service, improve service legibility and are viewed by experts as essential elements for bus rapid transit service and other successful HPT investments.

STA has developed a design for shelters and amenities to be applied on the Central City Line. It is envisioned that some if not many of these elements will be applied to other HPT corridors. These elements have been developed with consideration for site constraints, transit best practices, crime prevention through environmental design and durability. They have undergone stringent review including additional public outreach, careful consideration and review by STA staff and City of Spokane Design Review Board.

On November 28, 2018, the PMER Committee approved the Scope of Work for High Performance Transit Stations (later renamed the Scope of Work for High Performance Transit Shelters and Amenities) and authorized staff to issue a Request for Proposals (RFP). The scope of work included final engineering, procurement of site furnishings, fabrication of shelters and marker, delivery and installation training for all HPT improvements.

On August 17, 2019, the RFP was issued, posted to the STA website and distributed to 20 potential proposers. On October 18, 2019, a single proposal was received from Future Systems Inc. STA received non-response statements from multiple firms who were unable to provide a proposal due a current backlog of work. Additional feedback from experts indicated the wide variety of furnishings and materials may have been a burden on competitive bids by companies primarily in the business of fabricating passenger shelters.

On October 25, 2019 an evaluation committee made up of STA planning and operations staff and IBI Group (design consultant) rejected the single proposal because the pricing was much higher than expected. As a result, the team is exploring multiple options to fabricate and procure these amenities.

For the Central City Line, because the shelter design is more complex and integrates with the station marker, the plan is to advertise the original RFP with a revised scope. The new scope includes the "CCL Type" shelters and the station markers. It would also include "CCL Type" shelters that are planned to be installed at non-CCL facilities such as Moran Station Park and Ride. By revising the RFP, the team hopes to receive more proposals with more favorable pricing which would be consistent with feedback received on the original RFP. Additionally, the CCL timeline is much more favorable and should allow proposers to appropriately program their additional work.

The independent cost estimate total for the revised CCL Shelters and Markers RFP required for the Central City Line is \$6.5 million, funded within the Central City Line budget, as authorized in Board Resolution 774-19 and included in the most recent cost estimate of the Central City Line in standard cost category (SCC) 20.01. The per-unit cost for additional shelters (with a minimum order of one for the Moran Station Park and Ride) is estimated at \$200,000 and funded within the relevant capital budget which may include the Moran Station Park and Ride, Plaza HPT Platform project and Cheney HPT Line, among others.

The anticipated timeline is summarized in the table below. Award of Contract is contingent upon the execution of the Small Starts Grant Agreement and as indicated, requires board approval.

| Milestone | Date |
|----------------------------|---------------|
| Advertise RFP | January 2020 |
| Proposals Due & Evaluation | February 2020 |
| Board Award of Contract | March 2020 |
| Notice to Proceed | April 2020 |

The proposal submissions will be evaluated using the following criteria.

| Evaluation criteria | Weighting |
|---|-------------------|
| Proposer Experience, Qualifications and Financial Stability | 40 Points |
| Project Management and Delivery Approach | 20 Points |
| Warranty | 10 Points |
| Price Proposal/Cost | 30 Points |
| TOTAL POSSIBLE | 100 Points |

At the December Planning and Development Committee meeting, staff presented the general scope of work which embodies a more in-depth scope of work, including architectural plans, specifications and performance criteria.

RECOMMENDATION TO COMMITTEE: Recommend approval of the revised Scope of Work and authorize staff to release a Request for Proposals (RFP) for CCL Shelters and Amenities.

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

RECOMMENDATION TO THE BOARD: Information only.

Central City Line – Amenities Fabrication

General Scope of Work

Final engineering, fabrication, delivery and installation support for a Shelter and Station Marker at all thirty-two (32) CCL stations.

- Coordination with STA's Installation Contractor (separate, future RFP) for assembly and installation;
- Collaborative review, recommendations and completion of the 90% design. To include regular meetings, a station shelter mockup and an engineering design charette;
- Provision of all aspects of engineering (structural, mechanical & electrical) in drawings to be reviewed and approved by STA, construction management, and the engineer of record;
- Branding and Neighborhood Art incorporation into final design;
- Fabrication of all shelter components, markers and spare parts;
- Schedule coordination and delivery approach;
- Field installation support and training to include a limited onsite presence during training and field installation and the production of training/installation manuals; and
- Design support during installation.

This contract will also include the fabrication of a minimum of one (1) "CCL Type" shelter for installation at Moran Station Park and Ride; others as warranted for future STA improvements.

The Shelters and Amenities consist of a structural steel frame and glazing for the roof and side and back windscreens. They are designed as a kit-of-parts, meaning that there is a set quantity and arrangement of amenities and Shelters installed at a given station. This offers the flexibility to meet STA's program requirements for a variety of site conditions while maintaining uniform assembly and detailing for maintenance and operational concerns. Additionally, the Shelters are designed to be expandable so that additional bays can be added to an existing shelter (e.g. a Shelter with two bays can be expanded to accommodate a third bay) with minimal construction and installation effort. This expandability provides flexibility to accommodate right-of-way limitations, varying site conditions, and other site-specific considerations.

The Shelters utilize a naming convention that indicates the stop location type and the number of bays. For the CCL, there are three different stop location types where a Shelter could be installed:

- Type S: curbside on a sidewalk with a standard width; or
- Type C: on a center island

For example, a Shelter with 3 bays that is installed on a sidewalk with a standard width is called an "S3". These components will be painted in accordance with the CCL specific branding scheme. The structures have been designed to be vandalism resistant, require minimal maintenance that can be performed by STA forces and provide longevity in harsh winter conditions.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 13, 2018

AGENDA ITEM 12J : STA HOLIDAY SERVICES AND OFFICE HOURS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The administrative office at Boone Avenue will be closed Wednesday, December 25, 2018, to observe the Christmas holiday, and Wednesday, January 1, 2019, to observe the New Year's holiday. Holiday Fixed Route and Paratransit service will be provided on these days.

The following schedule outlines STA's holiday services:

| Date: | Paratransit Service and Reservations | Fixed Route Service | Customer Service (at the Plaza) |
|-------------------------|--|--------------------------------------|---|
| December 25 (Wednesday) | Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm | Holiday Service 8:00 am - 8:00 pm | Closed Call Center open 8:00 am - 6:00 pm |
| January 1 (Wednesday) | Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm | Holiday Service 8:00 am - 8:00 pm | Closed Call Center open 8:00 am - 6:00 pm |

RECOMMENDATION TO BOARD: Information only.

13.

EXECUTIVE SESSION

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

1. Discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
2. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.
3. Reviewing the performance of a public employee.

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

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

Estimated time - 20 minutes

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 14A : ELECTION OF 2020 CHAIR AND PRESENTATION OF GAVEL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, STA Board Chair

SUMMARY: In accordance with the STA Bylaws, the Board Chair is elected annually by a simple majority vote of the voting members of the Board and serves a one-year term from January 1 through December 31 of each year. The office of the Chair rotates each year between the jurisdictions that are located within the boundaries of STA and comprise the nine-member STA Board. The rotation has the following sequence:

- (1) towns and cities, excluding the Cities of Spokane and Spokane Valley;
- (2) City of Spokane;
- (3) County of Spokane;
- (4) City of Spokane Valley.

The Bylaws also provide for alteration of the regular rotation schedule in any year with the approval of six of the voting members of the Board voting at a regular or special meeting of the Board.

According to the regular rotation schedule for the office of the Chair, County of Spokane is designated as the jurisdiction from which the 2020 Chair should be selected.

RECOMMENDATION TO BOARD: By motion, appoint the 2020 STA Board Chair pursuant to STA Bylaws. Following the election of the 2020 Chair, the 2019 Board Chair will present the gavel to the incoming Board Chair.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer SM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

December 19, 2019

AGENDA ITEM 15A : PRESENTATION OF COMMENDATION TO
CANDACE MUMM (OUTGOING BOARD CHAIR)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: 2020 Board Chair

SUMMARY: During her tenure as a representative of the City of Spokane, Council Member Candace Mumm has served on the STA Board of Directors from January 2019 to present. In addition to chairing the Board this year, she also chaired the Board Operations Committee.

In recognition of Council Member Mumm's outstanding service to Spokane Transit and the citizens of the Public Transportation Benefit Area during her term as Chair of the STA Board for 2019, a commendation has been prepared.

RECOMMENDATION TO BOARD: Recognize Candace Mumm for her leadership, service and dedication to Spokane Transit and public transportation.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer gsm Legal Counsel LM