

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, October 18, 2018, 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 18th day of October, 2018.



Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

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

BOARD MEETING

Thursday, October 18, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Cathey Lytle, Paratransit Mechanic – Retirement (*Roger Watkins*)
 - B. Ken Davis, Coach Operator – Retirement (*Roger Watkins*)
 - C. Third Quarter 2018 Years of Service Awards (*Nancy Williams*)
 - D. Third Quarter 2018 Employee Recognition Winners (*Nancy Williams*)
5. Public Hearing: *15 minutes*
 - A. Proposed 2019 Operating & Capital Budgets (*Lynda Warren*)
An audio presentation of the budget is available on STA's website:
www.spokanetransit.com
Comments should be addressed to Lynda Warren, STA's Director of Finance & Information Services:
lwarren@spokanetransit.com
6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of September 20, 2018 Board Meeting – Corrections/Approval
 - B. September 2018 Vouchers (*Lynda Warren*)
 - C. Approval of 2019 Special Community Events Fare Structure (*Brandon Ropez-Betty*)
 - D. 2019 Draft Annual Strategic Plan (*Karl Otterstrom*)
7. Board Action – Committee Recommendations: *None*
8. Board Action – Other: *None*
9. Board Operations Committee: *15 minutes*
 - A. Chair Report (*Kevin Freeman*)
 - i. Quadrennial Review – Implementation & Discussion (*Laura McAloon*)
10. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. Communications Update (*Brandon Ropez-Betty*)
12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. August 2018 Financial Results Summary (*Lynda Warren*)
 - C. September 2018 Sales Tax Summary (*Lynda Warren*)
 - D. August 2018 Operating Indicators (*Roger Watkins*)
 - E. Central City Line: Overview of Project Management Plan (*Karl Otterstrom*)
 - F. Spokane County Coordinated Public Transit-Human Services Transportation Plan (*Karl Otterstrom*)
14. New Business
15. Board Members' Expressions
16. Executive Session (*McAloon Law PLLC*) – *10 minutes*
17. Adjourn

Cable 5 Broadcast Dates and Times of October 18, 2018 Board Meeting:

Saturday, October 20, 2018	4:00 p.m.
Monday, October 22, 2018	10:00 a.m.
Tuesday, October 23, 2018	8:00 p.m.

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

Planning & Development	October 31, 2018, 10:00 a.m. Nov mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	October 31, 2018, 1:30 p.m. Nov mtg (Southside) 1229 West Boone
Board Operations	November 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, November 15, 2018, 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 2. : APPROVE BOARD AGENDA
REFERRAL COMMITTEE: N/A
SUBMITTED BY: Kevin Freeman, 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 JSAM Legal Counsel LM

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**

October 18, 2018

AGENDA ITEM 4.A. : CATHEY LYTLE, PARATRANSIT MECHANIC – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Roger Watkins, Chief Operations Director

SUMMARY:

Cathey Lytle recently retired from STA with over 25 years of service. She began her career with STA as a Cleaner in September 1993 and was promoted to the Paratransit Maintenance Department in 1994. Cathey worked her way up to the position of Preventative Maintenance Technician with ASE Certifications.

Cathey's kind demeanor and "can do" attitude made her an outstanding and well-liked employee. Throughout her career, she helped make the Paratransit Maintenance Department a better place to work. Cathey was nominated for an Employee Recognition Award by her coworkers.

To celebrate her retirement, Cathey is going to spend quality time with her family and her pets. We will all miss Cathey, wish her all the best in her retirement, and thank her for her years of service to STA.

RECOMMENDATION TO BOARD: Recognize Cathey Lytle for her years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head RW

Chief Executive Officer JSM

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF**

October 18, 2018

AGENDA ITEM 4.B. : KEN DAVIS, COACH OPERATOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Roger Watkins, Chief Operations Officer

SUMMARY:

Ken Davis began his career as a Fixed Route Operator in November of 1982. Over the course of his time at STA he has received 32 years of safe driving awards; numerous compliments and commendations; and two perfect attendance awards.

In addition to the skills Ken brought to driving, he also shared his musical talents with STA employees by performing at the annual awards banquets and participating regularly in the concert series at the Plaza. Ken's retirement is our loss, but a well-deserved respite for him. He will now have more time to spend making music, playing hockey, and relaxing with his family in his new home. We all wish him the very best.

RECOMMENDATION TO BOARD: Recognize Ken Davis for his years of service and dedication to STA and the Spokane community.

Division Head RW

Chief Executive Officer SON

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY
BOARD MEETING OF
October 18, 2018**

AGENDA ITEM 4.C.: YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY: At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with it. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

30 Years

Fixed Route Coach Operator
Timothy Dompier
Carol Pearson

25 Years

Fixed Route Coach Operator
Rhonda Bowers

Paratransit Van Operator
David Deseve
Carl Hansen

PM Vehicle Technician
Catherine Lytle

20 Years

Fixed Route Coach Operator
Karin Pecoraro

Paratransit Reservationist
Frederick Kelso

15 Years

Fixed Route Supervisor
Mitchell Bright

Fixed Route Coach Operator
Susan Bovent
Ira McKinsey
Gary McNeece

PM Vehicle Technician
Fikret Bukvic
Philip Tagariello

10 Years

Fixed Route Coach Operator
Steve Kuhlmann
Ronald Leibrecht
Brenda Ryder
Scott Spencer

Journeyman Vehicle Technician
Dylan Nusbaum

General Repair Vehicle Technician
Nicholas Godsey

Transit Officer II
Christopher Stein

5 Years

Customer Service Manager
Janeine Knoll

Fixed Route Supervisor
Jeffrey Railton
David Schmoe

Fixed Route Coach Operator
Catherine Mize
Kipling Omine
Gregory Tierney
Edwin Wrenchey

PM Vehicle Technician
Travis Webster

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer JSAM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 4.D.: 2018 3rd QUARTER EMPLOYEE RECOGNITION WINNERS
REFERRAL COMMITTEE: N/A
SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY:

The Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve our core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. A list of the award winners is attached.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer SAW

Legal Counsel LM



2018 3rd QUARTER EMPLOYEE RECOGNITION WINNERS

July 2018	David Fauteaux	Transit Officer
	Kristopher Bender	Fixed Route Coach Operator
	Mike Jones	Fixed Route Supervisor
August 2018	Jonathan Rutherford	Transit Trainer
	Zac Grimm	Fixed Route Coach Operator
	Alex Henry	Paratransit Operator
September 2018	Dave Sulgrove	Paratransit Operator
	Natalya Astapenko	Custodian
	Gayle Troetsch	Paratransit Dispatcher

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 5.A. : PUBLIC HEARING:

A. Proposed 2019 Operating & Capital Budgets

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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

1. Open public hearing.
2. Call upon staff for an audio visual presentation (*Lynda Warren*).
3. Ask the board for questions or comments.
4. Open for comments from the public (ask 3 times for comments).
5. Close the hearing.

RECOMMENDATION TO BOARD: Conduct public hearing.
(*Action at November 15, 2018 Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head JW

Chief Executive Officer ESAM

Legal Counsel LM

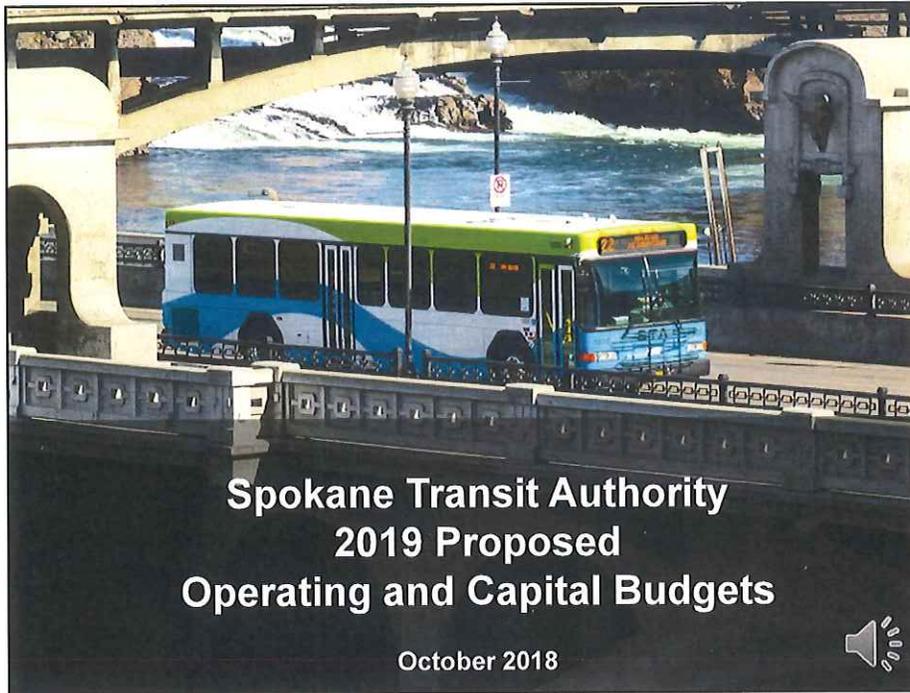


Item 5.A

Public Hearing

Spokane Transit Authority 2019 Proposed Operating and Capital Budgets

Begin Presentation



Spokane Transit Authority 2019 Proposed Operating and Capital Budgets

October 2018



Vision/Mission

Vision

- We aspire to be a source of pride for the region.

Mission

- We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to Spokane region's neighborhoods, business and activity centers;
- We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure, and quality of life;

2019 Proposed Budget



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Organizational Priorities

- Ensure Safety
- Earn and Retain the Community's Trust
- Provide Outstanding Customer Service
- Enable Organizational Success
- Exemplify Financial Stewardship

2019 Proposed Budget



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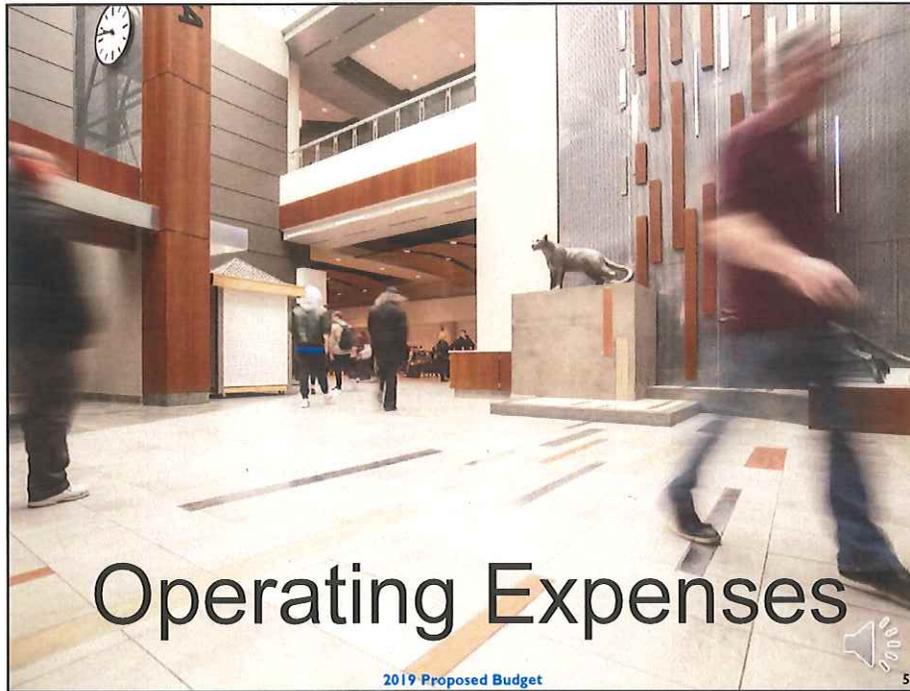
2019 Budget Guidance

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership
- Proactively Partner in the Community
- Advance and Adapt the System Growth
- Continue with a Sustainable Plan that Avoids Debt

2019 Proposed Budget



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2019 vs 2018 Operating Expense Budget

2019 Operating Expense Budget	\$79,956,117
2018 Operating Expense Budget	<u>\$73,491,622</u>
Operating Expense Budget Change	\$ 6,464,495
	(8.8% increase)

Fixed Route Service increase = 6.2%

2019 Proposed Budget

Operating Expense Changes in 2019

Object	2018 Budget (Rounded)	\$ Change (Rounded)	2019 Budget (Rounded)	Increases/(Decreases) >\$100,000	Amount (Rounded)
Labor/Benefits	\$50.2M	\$4.4M (8.7%)	\$54.6M	Labor Medical/Dental Retirement (PERS/FICA) L&I WA Paid Medical Leave/Other	\$2.6M \$0.8M \$0.8M \$0.1M \$0.1M
Services	\$5.0M	\$0.3M (6.0%)	\$5.3M	Plaza Maintenance Park & Ride Maintenance	\$0.2M \$0.1M
Contracted Transportation	\$4.7M	\$0.3M (6.4%)	\$5.0M	Paratransit Service	\$0.3M
Materials	\$9.7M	\$1.1M (11.3%)	\$10.8M	Fuel	\$1.2M
Insurance Utilities Other	\$4.0M	\$0.3M (7.5%)	\$4.3M	Property & Liability Insurance	\$0.3M
Total	\$73.5M	\$6.5M (8.8%)	\$80.0M		\$6.5M

2019 Proposed Budget



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2019 Operating Budget Assumptions Expenses – Personnel

Division	2018 Positions	Additions	2019 Positions
Fixed Route	411 402 FT 25 PT (9 Coach Operators Sept. 2018)	Coach Operators (12) General Repair Vehicle Technician (2) Servicer Cleaner (2) Technical Projects Specialist Associate Building Specialist Customer Service/Plaza Assistant	266 FT Coach Operators 25 PT Coach Operators <u>164</u> FT Other 455
Paratransit	93 FT 3 PT	Van Operators (4 FT minus 1 PT) Servicer Cleaner	61 FT Van Operators 2 PT Van Operators <u>37</u> FT Other 100
Vanpool	2 FT		2 FT
Administrative	54 53 FT (Procurement Coordinator Sept. 2018)	Business Development Manager (offset by reduction in materials & services) Human Resources Manager IS System Administrator Capital Project Manager (50% capital)	58 FT
Total	560 550 FT 28 PT	28 FT Additions 1 PT Subtraction	588 FT <u>27</u> PT 615

FT = Full time PT = Part time

2019 Proposed Budget



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2019 Operating Budget Assumptions

Expenses – Compensation

Employee Group	# Of Employees (August 2018)	Contract Term	2019 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	405	April 1, 2017 to March 31, 2020	3%
AFSCME 3939 (Paratransit)	78	Contract expired June 2018 (in mediation)	TBD
ATU 1598 (Fixed Route & Paratransit Supervisors)	23	February 2018 to January 2021	3%
Management & Administrative (Includes Security)	76	At Will	3%
Total	582		

2019 Proposed Budget



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2019 Operating Budget Assumptions

Expenses – Benefits

Medical & Dental

Plan	2019 Estimated Premium % Increase (Decrease)	# of Employees Enrolled (as of August 2018)
Premera	11%	249
Kaiser Core HMO	5.5%	30
Kaiser Buy-Up HMO	5.5%	251
Kaiser CDHP	5.5%	24
Washington Dental	8%	551

Retirement

- Employer's retirement contribution rate
 - 12.83% September 1, 2018– June 30, 2019
 - 13.05% Effective July 1, 2019
- Employee's contribution rate
 - PERS 1 6.0% on-going (statutorily set)
 - PERS 2 7.41% (legislatively set)
 - PERS 3 Varies 5% to 15%

2019 Proposed Budget



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2019 Operating Budget Assumptions

Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (appr)
	2017 Actual	2018 Budget	2019 Budget	
Diesel	\$1.98	\$2.65	\$3.39	\$4.5M
Gasoline	\$2.30	\$2.69	\$3.51	\$1.1M
Total				\$5.6M

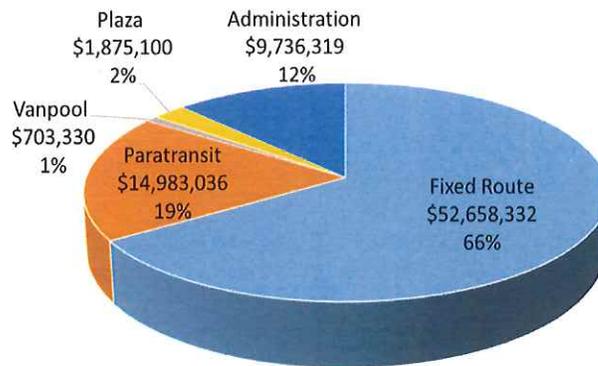
¹ Energy Information Administration July 2018 forecast with ½ standard deviation

2019 Proposed Budget



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2019 Operating Expenses by Division



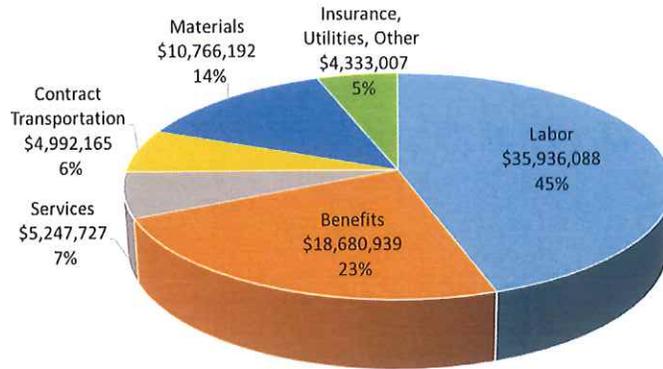
\$79,956,117

2019 Proposed Budget



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2019 Operating Expenses by Object



\$79,956,117

2019 Proposed Budget



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Revenue

2019 Proposed Budget



2019 vs 2018 Operating Revenue Budget

2019 Operating Revenue	\$99,892,588
2018 Operating Revenue	<u>\$84,532,378</u>
Operating Revenue Change	\$15,360,210 (18.2% Increase)

2019 Proposed Budget



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Operating Revenue Changes in 2019

Source	2018 Budget (Rounded)	\$ Change (Rounded)	2019 Budget (Rounded)	Increases/(Decreases) >\$100,000	Amount (Rounded)
Sales Tax	\$63.6M	\$13.7M (21.5%)	\$77.3M	Flat with 2018 Projection 1/10 th rate change April 2019	\$7.8M \$5.9M
Fares & Other Transit Revenue	\$10.7M	\$1.1M (10.0%)	\$11.8M	Projected Ridership	\$1.1M
Federal Grants	\$8.1M	\$0.3M(2.1%)	\$8.4M	Federal Preventive Maintenance Mobility Mentor Program	\$0.2M
State Grants	\$1.4M	\$0.0M (0%)	\$1.4M		\$0.0M
Miscellaneous Revenue	\$0.7M	\$0.3M (58.1%)	\$1.0M	Interest Plaza Leases	\$0.4M
Total	\$84.5M	\$15.4M(18.2%)	\$99.9M		\$15.4M

2019 Proposed Budget



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Operating Budget Assumptions

Revenue – Sales Tax

- In previous years, the sales tax revenue assumption was based on a 3.0% growth beginning with 2014 actual sales tax revenue plus one-time adjustments to reflect current economic conditions.
- Economic conditions the last three years have moved farther away from this trend

2019 Proposed Budget



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Operating Budget Assumptions

Revenue – Sales Tax Revenue Recommendation

- For 2019, staff is recommending sales tax revenue be budgeted flat with the 2018 projection plus the implementation of the 0.1% rate change in April 2019.

2019 Proposed Budget



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Operating Budget Assumptions

Revenue – Sales Tax Revenue Budget

2018 Projected Sales Tax Revenue*	\$71,327,399
1/10 th Implemented April**	<u>\$ 5,943,950</u>
2019 Sales Tax Revenue Budget	\$77,271,349

* 2018 actual Jan-Aug + 3% above 2017 actual Sept – Dec

** Begin to receive revenue in June 2019

2019 Proposed Budget



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Operating Budget Assumptions

Revenue – Fare & Other Transit

- Fare revenue of \$11,807,075 based on:
 - Current Fare
 - Ridership Changes

Mode	2019 Goal	2018 Projected	2019 Projected
Fixed Route	2.0%	10.3M	10.5M
Paratransit	1.5%	484K	491K
Vanpool	1.0%	161K	163K

2019 Proposed Budget



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Operating Budget Assumptions

Revenue – Grants and Miscellaneous

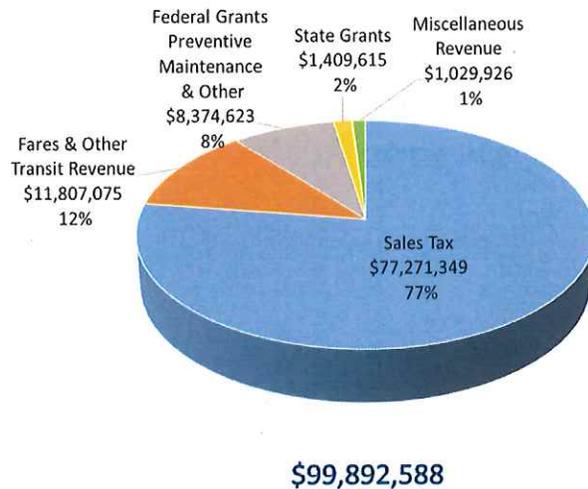
- Federal grants of \$8.4M
- State grants of \$1.4M
- Miscellaneous revenue of \$1.0M

2019 Proposed Budget



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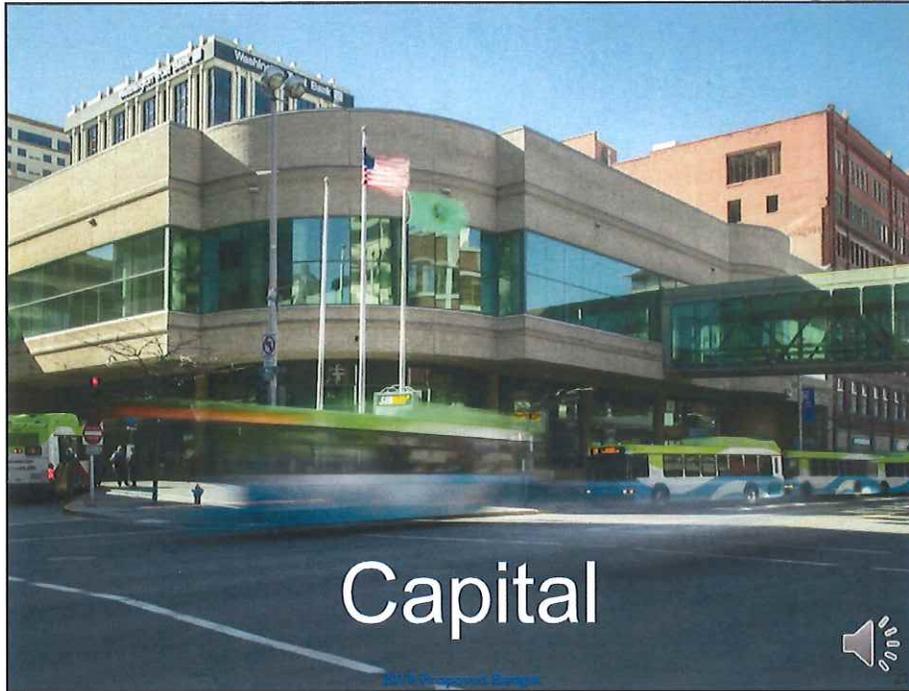
2019 Operating Revenues



2019 Proposed Budget



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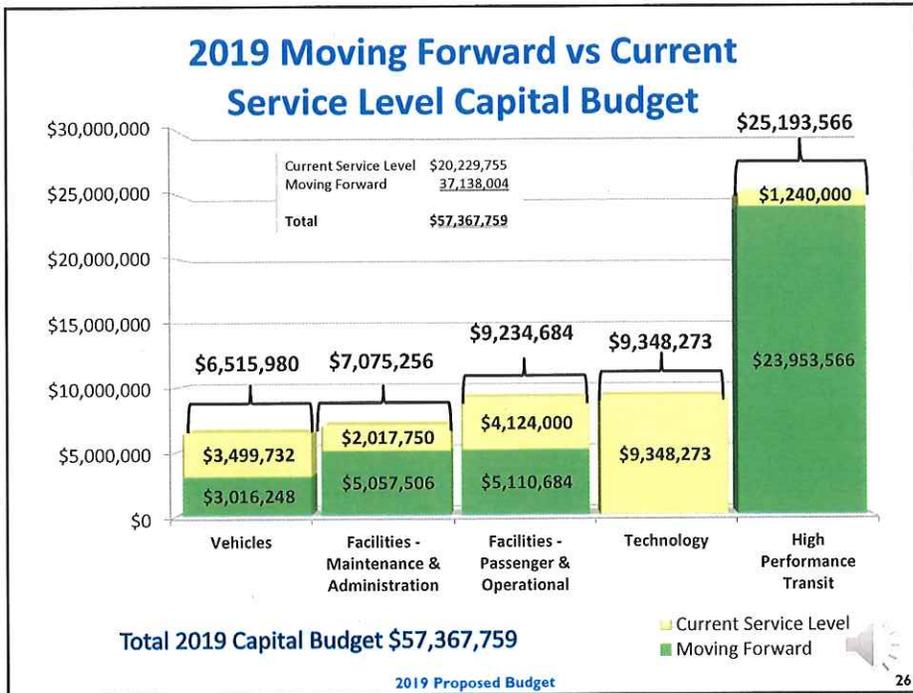
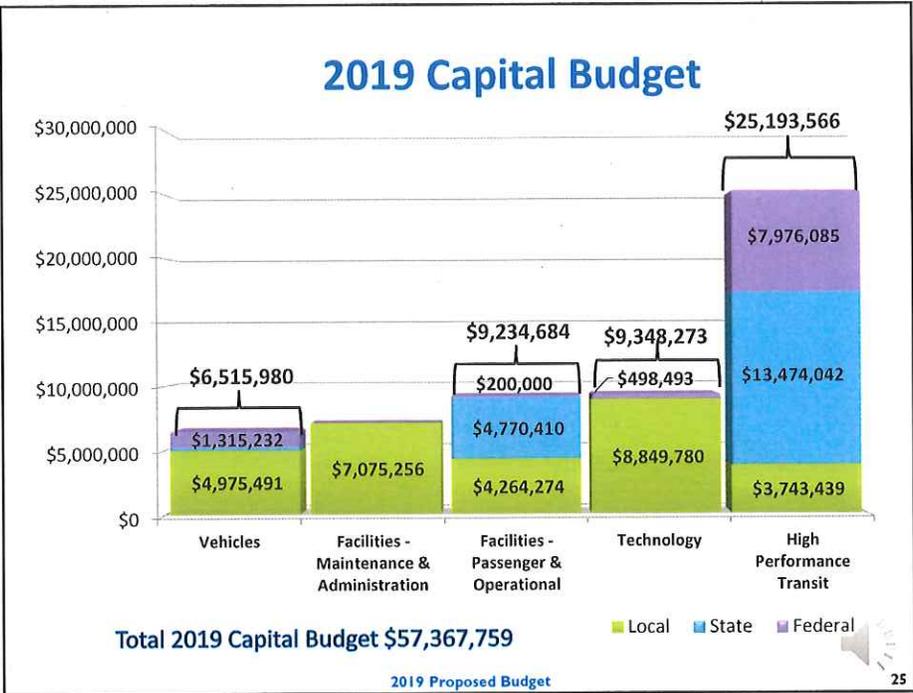


2019 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$ 9,989,810	14.4%
State	\$ 18,469,709	26.6%
Local:		
Capital ¹	\$ 28,908,240	41.6%
Fleet Replacement	<u>\$ 12,128,312</u>	17.5%
	\$ 41,036,552	
Total 2019 Capital/Fleet Replacement Contribution Budget	<u>\$ 69,496,071</u>	

¹ Amount excludes Fixed Route Coaches and Paratransit Vans funded from Fleet Replacement Fund.





Budget Comparison 2018 to 2019

	2018 Budget	2019 Budget-Draft Level Budget	\$ Change from 2018 Budget	% Change from 2018 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	\$10,729,851	\$11,807,075	\$1,077,224	10.0%
Sales Tax	\$63,590,163	\$77,271,349	\$13,681,186	21.5%
State Grants	\$1,409,615	\$1,409,615	\$0	0.0%
Miscellaneous Revenue	\$651,568	\$1,029,926	\$378,358	58.1%
Federal Preventive Maintenance	\$8,109,550	\$8,281,473	\$171,923	2.1%
Other Federal Grants	\$41,631	\$93,150	\$51,519	-
Subtotal: Operating Revenues	\$84,532,378	\$99,892,588	\$15,360,210	18.2%
Federal Capital Revenue	\$6,037,794	\$9,989,810	\$3,952,016	65.5%
State Capital Revenue	\$8,340,094	\$18,469,709	\$10,129,615	121.5%
Subtotal: Capital Revenue	\$14,377,888	\$28,459,519	\$14,081,631	97.9%
Total Revenue	\$98,910,266	\$128,352,107	\$29,441,841	29.8%
Decrease in Cash Balance*	\$29,975,971	\$21,100,081	(\$8,875,890)	-29.6%
Total Source of Funds	\$128,886,237	\$149,452,188	\$20,565,951	16.0%
Estimated Expenditures:				
Fixed Route	\$47,657,075	\$52,658,332	\$5,001,258	10.5%
Paratransit	\$13,557,551	\$14,983,036	\$1,425,485	10.5%
Vanpool	\$674,009	\$703,330	\$29,321	4.4%
Plaza	\$1,786,282	\$1,875,100	\$88,818	5.0%
Administration	\$9,816,705	\$9,736,319	(\$80,386)	-0.8%
Total Operating Expenses	\$73,491,622	\$79,956,117	\$6,464,495	8.8%
Capital Expenditures - Includes FR & PT Fleet	\$43,532,304	\$57,367,759	\$13,835,455	31.8%
FR & PT Fleet Replacement Allocation	\$11,862,311	\$12,128,312	\$266,001	2.2%
Total Use of Funds	\$128,886,237	\$149,452,188	\$20,565,951	16.0%

* Includes \$4,301,016 from Fleet Replacement Fund (\$21,100,081 - \$4,301,016 = \$16,799,065 = Net Decrease in Cash on Cash and Reserve Analysis)

2019 Cash and Reserve Analysis

	2019 Draft Level Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$99,892,588
Operating Expense	(\$79,956,117)
Revenue Over / (Under) Operating Expenses	\$19,936,471
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(\$24,607,224)
FR & PT Fleet Replacement Allocation	(\$12,128,312)
Total Local Cash Used for Capital Activities	(\$36,735,536)
NET DECREASE IN CASH	(\$16,799,065)
CASH (Projected beginning 2019)	\$51,498,774
CASH (Projected ending 2019)	\$34,699,709
BOARD DESIGNATED RESERVES	
Operating Reserve (15% of Operating Expenses)	(\$11,993,418)
Risk Reserve	(\$5,500,000)
Right of Way Acquisition Reserve	(\$4,950,000)
Total Board Designated Reserves¹	(\$22,443,418)
2019 Estimated End-of-Year Cash Balance Dedicated to 2020-2024 Capital²	\$12,256,291

¹ In addition to the Board designated reserves, STA maintains a cumulative reserve for unforeseen claim costs of \$357,000 which is part of the public entity surety required by the Department of Labor and Industries.

² Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2020-2024 Capital Improvement Plan. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$22,329,565 as of December 31, 2019.

Next Steps

Date (2018)	Action
September 5 th	2019 Draft Budget-Operating & Capital presented to the Planning & Development Committee
September 20 th	2019 Draft Budget-Operating & Capital presented to STA Board
October	Citizen and Employee Outreach
October 3 rd	2019 Proposed Budget-Operating & Capital & 2019 Strategic Plan presented to the Planning & Development Committee
October 18 th	Public Hearing for 2019 Proposed Budget-Operating & Capital Board adoption of the 2019 Strategic Plan
October 31 st	Recommendations of 2019 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
November 15 th	Board adoption of the 2019 Final Proposed Budget-Operating & Capital

2019 Proposed Budget



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Questions?

lwarren@spokanetransit.com

Lynda Warren
Director of Finance and Information Services

2019 Proposed Budget



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 6.A. : MINUTES OF THE SEPTEMBER 20, 2018 BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

SUMMARY:

Minutes of the September 20, 2018 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 JW

Chief Executive Officer ESM

Legal Counsel LM

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

BOARD OF DIRECTORS

Draft Minutes of the September 20, 2018, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative
(Millwood) *Chair*
Lori Kinnear, City of Spokane
Al French, Spokane County
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Shirley Maike, Small Cities Representative
(Medical Lake)
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Candace Mumm, City of Spokane
Chris Grover, Small Cities Representative
(Cheney)

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Interim Director of Communications
& Customer Service
Emily Arneson, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE BOARD AGENDA

Mr. Wood moved to approve the agenda, Ms. Maike seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS

Yvonne Ryba

Ms. Ryba spoke on behalf of her son, Brenton Ryba, who uses Paratransit service. Currently, Ms. Ryba's house is just outside of the Paratransit service boundary. Her son must walk to another block and wait on a corner in the weather for the Paratransit van. When the van leaves the neighborhood it often drives by her home to continue its route. Ms. Ryba requested an amendment to allow the Paratransit van to go around the corner to the next block and three houses down to pick up and drop off her son in front of her home.

Ms. Haley arrived at 1:40 p.m.

4. RECOGNITIONS AND PRESENTATIONS

A. Wall of Fame Awards

Ms. Williams said the 2018 Washington State Department of Transportation Wall of Fame awards were presented to the following two individuals and one team at the recent Awards Banquet in Kennewick:

John Christiansen, Coach Operator

Anita Teague, Paratransit Supervisor

Paratransit Reservationists Team

Januari Brown, Toby Herman, Fred Kelso, Merissa Newell, Kim Nichols, Tami Spangle and Michelle Trotchie.

5. BOARD ACTION – CONSENT AGENDA

Ms. Bowers requested that item 5.C be removed from the consent agenda for further discussion.

Mr. French arrived at 1:45 p.m.

Mr. Kerns moved to approve consent agenda items 5.A and B, Mr. Wood seconded and the motion passed unanimously:

- A. Approve the minutes of the July 26, 2018 Board meeting.
- B. Approve the following vouchers and payroll for July and August, 2018:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (July)	Nos. 599259 - 599597	\$ 5,169,648.24
Workers Comp Vouchers (July)	Nos. 222185 – 222341	\$ 88,924.40
Payroll 07/06/2018	ACH – 07/06/2018	\$ 1,661,227.11
Payroll 07/20/2018	ACH – 07/20/2018	\$ 1,213,290.26
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,832.19
JULY TOTAL		\$ 8,139,922.20

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (August)	Nos. 599598 - 600010	\$ 4,939,967.05
Workers Comp Vouchers (August)	Nos. 222342 – 222540	\$ 104,272.71
Payroll 08/03/2018	ACH – 08/03/2018	\$ 1,199,867.01
Payroll 08/17/2018	ACH – 08/17/2018	\$ 1,679,232.39
Payroll 08/31/2018	ACH – 08/31/2018	\$ 1,234,461.16
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,208.69
AUGUST TOTAL		\$ 9,164,009.01

C. Award of Contract for Tire Mileage Leasing and Services.

Mr. Watkins summarized the process to select a vendor for Tire Mileage Leasing and Services. STA received two responsive proposals to its Request for Proposals. Based on the evaluation criteria and scoring the committee unanimously selected Michelin North America, Inc. Ms. Bowers asked if consideration was given to the costs of the buyout and runout clauses that STA currently has with Bridgestone Americas? Ms. Warren said the costs were included in the contract.

Ms. Haley moved to approve the Award of Contract for Tire Mileage Leasing and Services, Mr. Wood seconded and the motion passed unanimously.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

None.

7. BOARD ACTION – OTHER
None.

8. BOARD OPERATIONS COMMITTEE:
A. Chair's Report

Mr. Freeman said the Quadrennial Review of STA's Board Composition will be held at 3:30 p.m. today following the Board Meeting. Ms. McAloon will lead the discussion at the meeting.

9. PLANNING & DEVELOPMENT COMMITTEE:
A. Chair's Report

Mr. French said the committee received reports on the Draft 2019 Strategic Plan, the Draft 2019 Operating and Capital Budgets and the Central City Line Intermediate Design update. The committee discussed the Division Street High Performance Transit Corridor Alignment and Station Locations Study that will be completed in conjunction with the Spokane Regional Transportation Council (SRTC), the City of Spokane, and the Washington State Department of Transportation (WSDOT). The study will look at the corridor in anticipation of changes that could occur once the North South Corridor is complete.

i. Draft 2019 Strategic Plan

Mr. Otterstrom gave a brief presentation. The Annual Strategic Plan provides guidance to help shape Spokane Transit's activities for the coming year and is resourced by the budget. The plan aligns with STA's vision and mission. The plan is focused on increasing ridership with strategies to:

- Add more and better bus service
 - ✓ Additional West Plains Service, including Airway Heights via Airway Heights and new Amazon facility.
 - ✓ South Commuter Express.
 - ✓ New High Performance Transit service.
- Design and deliver core infrastructure
 - ✓ Boone Northwest Garage for additional fleet storage, including electric buses.
 - ✓ A new Fare Collection System to improve ease of use and convenience for customers will be under contract in 2019.
 - ✓ A Plaza Operations study to recommend changes to how we operate the buses outside the Plaza to help reduce our footprint around adjacent buildings.
 - ✓ Update to the Facilities Master Plan.
 - ✓ The Transit Center at Spokane Community College and the Transit Station at Spokane Falls Community College are scheduled for 2019.
- Advance and implement High Performance Transit (HPT)
 - ✓ Central City Line – Expected to be under construction in 2019 subject to federal funds.
 - ✓ Cheney Line – Improves the frequency and quality of service between Cheney and Spokane and connecting into the West Plains.
 - ✓ Division Line – STA is making additional improvements to bus stops, sidewalks and connectivity.
 - ✓ Monroe-Regal Line – Service from Five Mile Prairie to the Moran Station Park & Ride is scheduled to begin in fall 2019.
 - ✓ Sprague Line – The City of Spokane is advancing work along Sprague between Division Street and the Hamilton Street Bridge that will include HPT stations.
 - ✓ I-90/Valley – In preparation for future implementation, design work on stations and park and ride improvements along I-90 will begin in the second half of 2019.

Ms. Kinnear asked if the route from the Moran Station Park & Ride would be on Regal Street or Southeast Boulevard. Mr. Otterstrom said the plan is to go down Regal Street unless we are unable to acquire the appropriate right of way.

- Improve outreach and communication
 - ✓ Explore Mobility Management – STA will explore how the agency can efficiently meet customers’ evolving needs through a wide range of transportation options and services.
 - ✓ Focus Marketing and Communication Efforts – Customers value transit in different ways. Marketing and communication efforts will highlight specific transit improvements and how they create practical value to various audiences.
 - ✓ Expand Pass Sales Outreach – STA will resource an effort to increase participation in the Employer Sponsored Bus Pass program, the to-be-rebranded City Ticket pass program for downtown workers, and to increase group pass sales throughout the region.

ii. Draft 2019 Operating & Capital Budgets

Ms. Warren said the budgets will be brought to the Board three times including a public hearing in October and final approval in November. She confirmed STA’s Vision, Mission, Priorities, and Budget Guidance.

Operating Expenses

An increase of 8.8% (\$6,464,495) is proposed over 2018 which includes a 6.2% increase in fixed route service.

Staffing

A total of 28 full-time employees will be added and 1 part-time employee subtracted for a total of 588 full-time and 27 part-time employees. Most of these positions are in the fixed route division.

Wages

The collective bargaining agreements with ATU 1015 and ATU 1598 include a 3% general wage increase. The collective bargaining agreement with AFSCME 3939 is currently in mediation. A wage increase of 3% is proposed for Management & Administrative staff.

Benefits

An increase in medical premiums of between 5.5% and 11% is shown; however, we have since learned that the increase for all medical plans will be closer to 5.5%. An increase of 8% in dental premiums was projected; however, a decrease of 2% in dental premiums has now been confirmed. The amounts will be updated prior to adoption in November. The retirement contribution rate changed to 12.83% on September 1, 2018 and is expected to change to 13.05% on July 1, 2019.

Fuel

Staff has seen an increase in fuel prices over the past year. Based on the Energy Information Administration forecast, diesel and gasoline per gallon prices will increase from what was budgeted for 2018 resulting in a fuel budget of \$5.6 million in 2019.

2019 Operating Expenses by Division

Fixed Route	\$ 52,658,332
Paratransit	\$ 14,983,036
Vanpool	\$ 703,330
Plaza	\$ 1,875,100
Administration	\$ 9,736,319
	<u>\$ 79,956,117</u>

2019 Operating Expenses by Object

Labor	\$ 35,936,088
Benefits	\$ 18,680,939
Services	\$ 5,247,727
Contract Transportation	\$ 4,992,165
Materials	\$ 10,766,192 (includes fuel)
Other	\$ 4,333,007
	<u>\$ 79,956,117</u>

Operating Revenues

2019 Operating Revenues

Sales Tax	\$ 77,271,349
Fares & Other Transit Revenue	\$ 11,807,075
Federal Grants, Preventive Maintenance & Other	\$ 8,374,623
State Grants	\$ 1,409,615
Miscellaneous Revenue	\$ 1,029,926
	<u>\$ 99,892,588</u>

Revenue includes the additional one-tenth of one percent sales tax rate change that goes into effect April 2019. In previous years, the sales tax revenue budget was based on 3% growth beginning with 2014 actuals plus one-time adjustments to reflect current economic conditions. Economic conditions the past three years have moved farther away from this trend. For the 2019 budget, we are budgeting sales tax revenue to be flat with 2018 projected plus the implementation of the one-tenth of one percent rate change in April 2019.

Capital Budget

The total capital budget is \$69,496,071 including:

Federal Funds	\$ 9,989,810
State Funds	\$ 18,469,709
Local Funds:	
Capital	\$ 28,908,240
Fleet Replacement	\$ 12,128,312
	<u>\$ 69,496,071</u>

Local capital funds exclude fixed route coaches and paratransit vans funded from the fleet replacement fund but include other vehicles, facilities including the Boone Northwest Garage project, High Performance Transit, and technology.

The budget comparison for 2019 versus 2018 shows an increase of 16.0% in revenue and expenses. The 2019 cash and reserve analysis shows a cash draw down of approximately \$16.8M and the estimated 2019 end of year cash balance after deducting the Board designated reserves (operating reserve, risk reserve, right of way acquisition) is \$12.2M dedicated to future capital expenditures included in the 2020-2024 Capital Improvement Plan.

iii. Central City Line Intermediate Design Update

The Central City Line intermediate design submittal was received by STA on July 31, 2018. Roadway, pedestrian improvements and the HPT Kit of Parts are included in the design submittal and are being reviewed by consultants, City of Spokane, and STA staff. Ongoing coordination with the City of Spokane, Avista Utilities, Gonzaga University and Community Colleges of Spokane progresses well and adds further clarity and direction to the design. Transit amenity architecture is progressing rapidly and is approaching 60% design status for the full HPT Kit of Parts. Design of roadway improvements on Maple, Wall and Cincinnati Streets was included in the intermediate design submittal and is currently under review with the adjacent property owners. Public outreach for these improvements is scheduled to begin in September and will culminate with an open house in the fall.

iv. Division High Performance Transit Preliminary Engineering Study

In 2014, Spokane Transit was awarded \$400,000 in federal Surface Transportation Program (STP) funds by SRTC to study Division High Performance Transit (HPT). The STP funds, in addition to \$100,000 in matching local funds, will be used to study the operation and alignment of HPT on Division Street extending north into unincorporated Spokane County.

STA and SRTC staff are in the process of drafting a study approach that includes a task order list for placement under a consultant team master contract. The contract would encompass the core items of the HPT study as well as other tasks to fill out a coordinated study approach to consider the implementation of HPT in the context of the broader transportation system within and surrounding the Division corridor. This systems-based approach includes the multimodal aspects of the corridor through the lenses of mobility, safety, access, and connectivity. In this holistic approach, STA would manage the HPT study process and other consultant tasks would be managed by SRTC and vetted through a project management team consisting of STA, City of Spokane, WSDOT, and Spokane County staff. A singular Request for Qualifications (RFQ) would be issued to identify a consultant team with strong qualifications in the areas of transit, traffic modeling, active transportation, public involvement, and land use.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Haley noted the committee received reports on the purchase of 40 paratransit replacement vans, a Draft Master Design and Construction Agreement between the City of Spokane and Spokane Transit and an update on the Plaza Operations Study. Ms. Haley invited Mr. Watkins to give a brief report on the Second Quarter 2018 Performance Measures.

Mr. Watkins noted that fixed route ridership is slightly below the goal of 1.5% increase over 2017. Paratransit ridership was 0.5% higher than this time in 2017. Paratransit ridership is exceeding the goal of managing growth to no more than 1.5% increase over 2017 ridership. He noted the 0.5% increase includes a 9.3% increase in Special Use Van ridership, which is a program designed to reduce demand on the more expensive ADA Paratransit trips.

Vanpool ridership decreased by 14.1% over 2017. Staff's goal for Vanpool was to realize a 2.5% increase in ridership over 2017. He noted the number of current riders that are retiring continues to reduce overall Vanpool ridership numbers. Staff are increasing marketing outreach and have noted additional opportunities for growth with the new West Plains Transit Center opening and the introduction of first/last mile (Vanshare) solution.

Mr. Wood asked if STA keeps track of the ridership of routes into the valley and if ridership is up or down and at what percentage. He would like to see those numbers compared to overall ridership. Ms. Meyer said that staff will send Mr. Wood the data for 2018 ridership on the valley routes compared to ridership overall. Mr. Otterstrom noted that once a year STA publishes an annual route report and the data for 2017 is online. Staff will send the Board a link to that report.

11. CEO REPORT

Ms. Meyer said August 2018 had the same number of weekdays as August 2017.

Fixed Route ridership decreased by 2.2% over August 2017 for a year-to-date decrease of 1.7%. Mr. French asked if the decrease in ridership in August correlated with the number of smoky, poor quality air days. Mr. Otterstrom said he looked at it informally and on the worst air quality day ridership was down between 5-10%.

At the last Board meeting, Councilman Kennedy asked how the decline in ridership affected revenue. Overall, between January and August 2018 vs. 2017, ridership has declined 1.7%. However, revenue ridership has only declined 0.7%. Although ridership has declined, due to the two-part fare increase on July 1, 2017 & July 1, 2018 revenue has actually increased during the same time period over 2017. Otherwise, revenue would have declined in an amount similar to the reduction in revenue passengers. The majority of the decline in ridership has been in non-revenue passengers. Eighty-one percent of non-revenue ridership is comprised of transfers and children under age six. The decrease in non-revenue ridership is attributed to more passengers swiping a pass as opposed to getting a two-hour transfer. Over 19,000 additional passes have been sold in 2018 versus 2017. Reductions in passengers who pay at the farebox (85,000) has been significantly offset by an increase in passengers paying by passes (66,000).

The 7-Day pass (5,800 passes sold so far in 2018) that was implemented for the first time in July 2017 has been extremely popular and has been responsible for over 117,000 rides through August 2018. The 7-day pass is an example of STA implementing a new fare product that met our customers' needs. Councilman Kennedy complimented staff for the analysis they had done to respond to his question.

Paratransit ridership decreased by 4.3% over August 2017 for a year-to-date decrease of 0.6%.

Vanpool ridership decreased by 12.9% over August 2017 for a year-to-date decrease of 13.8%. There were five less vans in service, 77 vs. 82, than in August 2017.

Revenue Update

Non-capital revenue through July 2018 was \$53.2M (62.9% of budget).

Sales Tax Update

August sales tax revenue (June sales) is 6.0% above August 2017 and 14.1% year-to-date above budget.

Expenditure Update

Operating expenditures through July 2018 were \$38.3M (53.5% of budget).

Federal Update

The Federal Transit Administration announced they are awarding four Capital Investment Grants based on 2018 Appropriations. There are two Small Starts Grants and two New Starts Grants.

West Plains Transit Center

The Ribbon-Cutting ceremony was held on September 18, 2018 at 9:30 a.m. and was very well attended. Speakers included

- Cathy McMorris Rodgers, U.S. Representative, 5th District
- Linda Gehrke, Region 10 Administrator, Federal Transit Administration
- Mayor Kevin Freeman, Millwood, Board Chair
- Commissioner Al French, Spokane County, Board
- Mayor Chris Grover, City of Cheney, Board
- Todd Woodard, Spokane Airport
- Toby Broemmeling, West Plains Chamber of Commerce

Journal of Business Rising Star

Emily Arneson, STA Community Ombudsman, was named one of ten Journal of Business Rising Stars in 2018.

Boone Northwest Garage

October 2, 2018 marks the halfway point of the project. Substantial completion is scheduled for June 12, 2019. Building construction is well underway. Roofing is nearly complete. Floor slab pours began earlier this month. Public utilities and work on Cedar Street will wrap up this month.

12. BOARD INFORMATION

- A. Committee Minutes
- B. June 2018 Semi-Annual Financial Reports
- C. July 2018 Financial Results Summary
- D. August 2018 Sales Tax Summary
- E. July 2018 Operating Indicators
- F. Second Quarter 2018 Safety & Loss Summary
- G. Second Quarter 2018 Service Planning Input Report

13. NEW BUSINESS

None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Kerns said it was a fantastic ribbon-cutting event with a great turnout for a great project. Well done to everyone who helped to organize the event.

Ms. Kinnear said that the City of Spokane is conducting a two-month bikeshare pilot study with Lime. There is a webpage online to collect feedback about the pilot.

Mr. French complimented staff on the ribbon-cutting event. He asked if there would be media coverage of the event. Mr. Rapez-Betty said there was a good story in the Spokesman-Review on service changes and KXLY was at the ribbon-cutting ceremony.

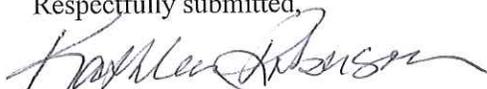
15. EXECUTIVE SESSION

None.

16. ADJOURNED

With no further business to come before the Board, Chair Freeman adjourned the meeting at 3:00 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services
On behalf of Jan Watson, Clerk of the Authority

Cable 5 Broadcast Dates and Times of September 20, 2018 Board Meeting:

Saturday, Sept 22, 2018	4:00 p.m.
Monday, Sept 24, 2018	10:00 a.m.
Tuesday, Sept 25, 2018	8:00 p.m.

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

Planning & Development	Oct 3, 2018, 10:00 a.m. (Boardroom) 1229 West Boone
Performance Monitoring & External Relations	Oct 3, 2018, 1:30 p.m. (Boardroom) 1229 West Boone
Board Operations	Oct 10, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, October 18, 2018, 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM **6.B.**: SEPTEMBER 2018 VOUCHERS - MOTION

REFERRAL COMMITTEE: N/A

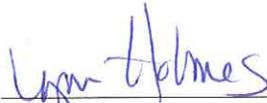
SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of September 1 through 30, 2018 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.

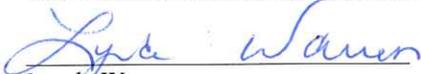
<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (September)	Nos. 598638 – 600392	\$ 4,172,451.14
Workers Comp Vouchers (September)	Nos. 222541 – 222667	\$ 74,582.95
Payroll 09/14/18	ACH – 09/14/18	\$ 1,959,171.96
Payroll 09/28/18	ACH – 09/28/18	\$ 1,190,598.69
WA State – DOR (Use Tax) (September)	ACH – W0640	\$ 6,489.91
SEPTEMBER TOTAL		\$ 7,403,294.65

Certified:


Tammy Johnston
Budget and Accounting Manager


Lynn Holmes
Financial Services Manager

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


Lynda Warren
Director of Finance & Information Services
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head LW Chief Executive Officer LSM Legal Counsel LM

Spokane Transit Authority
Vouchers - September 2018

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/18/18	598638	Thomas F Barber	VOID	-35.00
08/23/18	599924	Washington State Transit Insurance Pool	VOID	-85.00
09/06/18	600011	4Imprint Inc	1263	613.88
09/06/18	600012	Inland Welding Supply Inc	1032	129.47
09/06/18	600013	Amazon Capital Services Inc	2098	182.38
09/06/18	600014	APS Inc	1841	522.24
09/06/18	600015	Avista Corporation	1081	13,370.70
09/06/18	600016	Battery Systems Inc	1089	587.06
09/06/18	600017	Cleland Investments	2038	20.67
09/06/18	600018	The Braun Corporation	1117	194.67
09/06/18	600019	BDI	1022	161.49
09/06/18	600020	Camp Automotive Inc	1024	619.37
09/06/18	600021	Canon Financial Services Inc	1154	195.84
09/06/18	600022	Carquest Auto Parts	1025	310.73
09/06/18	600023	Carr Sales Co	1925	32.90
09/06/18	600024	Autosox USA	1146	2,673.80
09/06/18	600025	Consolidated Electrical Distributors Inc	1133	75.98
09/06/18	600026	QWEST Corporation	1148	132.09
09/06/18	600027	City of Spokane	1601	3,020.50
09/06/18	600028	Clean Concepts Group Inc	1471	36.23
09/06/18	600029	Coffman Engineers Inc	1162	47,030.50
09/06/18	600030	Columbia Ford Inc	1167	149,386.26
09/06/18	600031	Compunet Inc	1166	10,887.63
09/06/18	600032	Michael Hugh Maycumber	1179	870.40
09/06/18	600033	Cummins Inc	1027	1,441.08
09/06/18	600034	Electrical Service Products Inc	1230	535.00
09/06/18	600035	Fastenal Company	1249	822.30
09/06/18	600036	General Fire Extinguisher Service Inc	1274	172.50
09/06/18	600037	Gillig LLC	1279	470.02
09/06/18	600038	Diamond Auto Glass Inc	1308	157.76
09/06/18	600039	Global Knowledge Training LLC	1281	1,632.00
09/06/18	600040	W.W. Grainger Inc	1285	2,166.60
09/06/18	600041	Graybar Electric Co Inc	1287	970.55
09/06/18	600042	Hogan Mfg Inc	1008	334.33
09/06/18	600043	Home Depot Credit Services	1318	105.71
09/06/18	600044	Oil Price Information Service LLC	1346	131.65
09/06/18	600045	William Corp	1363	417.73
09/06/18	600046	K & N Electric Motor	1368	206.72
09/06/18	600047	Kershaw's Inc	1374	388.42
09/06/18	600048	Lithographic Reproductions Inc	1403	748.54
09/06/18	600049	Liveview GPS Inc	1404	1,437.60
09/06/18	600050	Mohawk Manufacturing & Supply Co	1011	74.70
09/06/18	600051	MV Public Transportation Inc	1452	244,971.40
09/06/18	600052	Black Realty Management Inc	1658	8,006.72
09/06/18	600053	Genuine Parts Company	1014	984.89
09/06/18	600054	The Aftermarket Parts Company LLC	1015	3,508.00
09/06/18	600055	Norlift Inc	1470	1,392.42
09/06/18	600056	Nwestco LLC	1474	241.54
09/06/18	600057	Tammy Lynne Glidewell	1282	846.00
09/06/18	600058	Office Depot Inc	1483	211.65
09/06/18	600059	DIVISION VOCATIONAL REHABILITATION	901	2,095.00
09/06/18	600060	Overhead Door Corporation	1978	54.40
09/06/18	600061	Pacific Power Group LLC	1496	2,430.23
09/06/18	600062	Premera Blue Cross	1521	355,603.40
09/06/18	600063	Pressworks Inc	1522	1,648.32
09/06/18	600064	Professional Finishes	1526	1,563.82
09/06/18	600065	Purfect Logos	2253	3,590.40
09/06/18	600066	Rae-Cor Distributing LLC	1533	1,748.30
09/06/18	600067	Redmon Group Inc	2229	2,322.00
09/06/18	600068	Safety Kleen Systems Inc	1564	11,244.96
09/06/18	600069	Schetky Northwest Sales Inc	1570	251.37
09/06/18	600070	Jeffrey S Sears	1573	398.21
09/06/18	600071	The Sherwin-Williams Co	1580	455.65
09/06/18	600072	Six Robblees Inc	1017	618.78
09/06/18	600073	Spectra Logic Corporation	1595	6,068.43

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/06/18	600074	Spokane County Treasurer	1603	1,442.30
09/06/18	600075	Spokane House of Hose Inc	1605	2,626.83
09/06/18	600076	The Spokesman Review	1616	219.20
09/06/18	600077	Staples Business Credit	1627	441.40
09/06/18	600078	Symetra Life Insurance Company	1562	3,735.58
09/06/18	600079	Thermo King Northwest	1650	121.36
09/06/18	600080	Trans Machine Corporation	1019	173.00
09/06/18	600081	Trapeze Software Group	1669	83,765.13
09/06/18	600082	US Bank	1678	16,931.07
09/06/18	600083	U S Healthworks Medical Group of Washington PS	1679	285.00
09/06/18	600084	US Bank National Association	1698	18,402.19
09/06/18	600085	Walt's Mailing Service	1976	8,493.32
09/06/18	600086	Walter E Nelson Co	1721	395.93
09/06/18	600087	Washington Assoc of Public Records Officers	1725	25.00
09/06/18	600088	WCP Solutions	1737	2,672.35
09/06/18	600089	Whitley Fuel LLC	2016	146,938.51
09/06/18	600090	Washington Self-Insurers Association	1728	600.00
09/13/18	600091	2120 Creative LLC	1819	95.00
09/13/18	600092	AFSCME	1328	404.76
09/13/18	600093	AFSCME	1328	148.00
09/13/18	600094	Allied Interstate LLC	2273	395.43
09/13/18	600095	AlSCO Inc	2196	3,690.36
09/13/18	600096	Amazon Capital Services Inc	2098	372.88
09/13/18	600097	Aronson Security Group	1070	5,288.50
09/13/18	600098	Amalg Transit Union #1015	1055	16,512.74
09/13/18	600099	Amalg Transit Union #1598	1056	597.77
09/13/18	600100	Appleway Chevrolet Inc	1068	503.73
09/13/18	600101	Avista Corporation	1081	24,777.36
09/13/18	600102	Battery Systems Inc	1089	1,768.01
09/13/18	600103	Cleland Investments	2038	41.34
09/13/18	600104	Blanchard Auto Electric Co	1109	56.28
09/13/18	600105	The Braun Corporation	1117	121.99
09/13/18	600106	Bridgestone Americas Inc	1119	35,723.31
09/13/18	600107	Daniel H Brunner Trustee	1124	1,761.50
09/13/18	600108	Budinger & Associates Inc	2149	2,366.23
09/13/18	600109	California Department of Child Support Services	1130	118.61
09/13/18	600110	Camp Automotive Inc	1024	626.68
09/13/18	600111	Cascade Centers Inc	1142	1,660.00
09/13/18	600112	City of Cheney - Utility	1158	364.67
09/13/18	600113	City of Medical Lake	1424	105.68
09/13/18	600114	City of Spokane	1601	7,241.67
09/13/18	600115	City of Spokane	1601	966.42
09/13/18	600116	Comcast Holdings Corporation	1170	242.79
09/13/18	600117	Community-Minded Enterprises	1173	2,400.00
09/13/18	600118	Compunet Inc	1166	104,969.79
09/13/18	600119	Conseal Containers LLC	1176	755.09
09/13/18	600120	Cummins Inc	1027	16,497.84
09/13/18	600121	Dell Marketing LP	1204	3,281.19
09/13/18	600122	Desautel Hege	1839	6,447.50
09/13/18	600123	DeVries Business Records Management Inc	1766	190.00
09/13/18	600124	GEM Inc	1005	620.16
09/13/18	600125	Department of Social and Health Services	1210	3,323.85
09/13/18	600126	Employee Advisory Council	1236	511.50
09/13/18	600127	El Jay Oil Co Inc	1003	2,151.30
09/13/18	600128	Robert S Letson	2206	4,752.38
09/13/18	600129	FedEx	1808	88.88
09/13/18	600130	AMGB Inc	2011	152.32
09/13/18	600131	Frontier Behavioral Health	2039	26,502.32
09/13/18	600132	Galls LLC	1271	246.93
09/13/18	600133	SPX Corporation	1268	4,575.54
09/13/18	600134	Gillig LLC	1279	12,669.06
09/13/18	600135	Diamond Auto Glass Inc	1308	229.89
09/13/18	600136	W.W. Grainger Inc	1285	6,028.19
09/13/18	600137	H & H Business Systems	1298	442.81

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/13/18	600138	H W Lochner Inc	1405	36,508.24
09/13/18	600139	Hahne Construction Inc	2090	286,295.12
09/13/18	600140	Haskins Steel Co	1309	384.80
09/13/18	600141	Cramblit Inc	1322	516.80
09/13/18	600142	HRA Veba Trust	1415	21,383.30
09/13/18	600143	Humanix Corp	1329	2,999.01
09/13/18	600144	Inland Medical & Rehab Inc	1349	609.28
09/13/18	600145	Kershaw's Inc	1374	517.89
09/13/18	600146	Konecranes Inc	1367	1,435.51
09/13/18	600147	Life Ins Co of N America	1397	14,491.49
09/13/18	600148	Modern Electric Water Co Inc	1439	2,552.27
09/13/18	600149	Mohawk Manufacturing & Supply Co	1011	1,097.65
09/13/18	600150	Black Realty Management Inc	1658	3,274.88
09/13/18	600151	Genuine Parts Company	1014	1,289.05
09/13/18	600152	NAPA Auto Parts Inc	1014	8,183.50
09/13/18	600153	Network Contracting LLC	2245	341.25
09/13/18	600154	The Aftermarket Parts Company LLC	1015	1,757.29
09/13/18	600155	CSWW Inc	1102	789.06
09/13/18	600156	Nwestco LLC	1474	877.96
09/13/18	600157	Northwest Vital Records Center Inc	1476	509.89
09/13/18	600158	Office Depot Inc	1483	2,968.91
09/13/18	600159	Lizbeth Pena	901	5.00
09/13/18	600160	Pacific Power Group LLC	1496	1,541.96
09/13/18	600161	Platt Electric Supply	1517	931.33
09/13/18	600162	Pressworks Inc	1522	21.76
09/13/18	600163	Professional Finishes	1526	4,432.55
09/13/18	600164	S T A - Well	1557	366.00
09/13/18	600165	Safety Kleen Systems Inc	1564	857.30
09/13/18	600166	Schefky Northwest Sales Inc	1570	144.63
09/13/18	600167	Securitas Security Svcs	1574	25,765.56
09/13/18	600168	Vanessa Bogensberger	1582	418.20
09/13/18	600169	Special Mobility Services	2122	4,052.04
09/13/18	600170	Spokane County Solid Waste	1603	199.83
09/13/18	600171	Spokane County Environmental Services	1603	424.55
09/13/18	600172	Spokane House of Hose Inc	1605	217.60
09/13/18	600173	Spokane Pump Inc	1609	4,434.69
09/13/18	600174	Standard Digital Print Co Inc	1623	110.16
09/13/18	600175	Summit Law Group PLLC	1637	793.00
09/13/18	600176	Transit Labor Exchange	2094	375.00
09/13/18	600177	Trapeze Software Group	1669	74,680.37
09/13/18	600178	United Way of Spokane County	1684	210.60
09/13/18	600179	U S Healthworks Medical Group of Washington PS	1679	190.00
09/13/18	600180	American Federation of State County 2 WA Council	1705	1,763.67
09/13/18	600181	WA State Dept of Ecology	1706	2,118.00
09/13/18	600182	Washington State	1709	6,511.60
09/13/18	600183	Walter E Nelson Co	1721	1,867.49
09/13/18	600184	Waste Management Spokane	1702	363.40
09/13/18	600185	WCP Solutions	1737	1,123.90
09/13/18	600186	Wells Fargo Financial Leasing Inc	1735	576.66
09/13/18	600187	Whites Boots Inc	1744	186.04
09/13/18	600188	Whitley Fuel LLC	2016	96,237.81
09/13/18	600189	Whitworth Water District No 2	1746	460.83
09/13/18	600190	Wm. Winkler Company	1752	36,583.27
09/13/18	600191	Younker Bros Inc	1971	1,211.40
09/20/18	600192	Inland Welding Supply Inc	1032	688.50
09/20/18	600193	Coeur D'Alene Tractor Co Inc	1038	542.61
09/20/18	600194	Amazon Capital Services Inc	2098	438.28
09/20/18	600195	APS Inc	1841	709.38
09/20/18	600196	Argus Integrated Services LLC	1071	25,783.65
09/20/18	600197	Overhead Door Company of Yakima	2132	4,489.09
09/20/18	600198	Appleway Chevrolet Inc	1068	301.82
09/20/18	600199	Thomas F Barber	1931	35.00
09/20/18	600200	Battery Systems Inc	1089	3,650.13
09/20/18	600201	Cleland Investments	2038	47.87
09/20/18	600202	Robert J Berg	1099	266.56
09/20/18	600203	Blanchard Auto Electric Co	1109	73.45
09/20/18	600204	The Braun Corporation	1117	295.55
09/20/18	600205	BDI	1022	448.17
09/20/18	600206	Budinger & Associates Inc	2149	2,115.44

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/20/18	600207	Camp Automotive Inc	1024	228.91
09/20/18	600208	Cardinal Infrastructure LLC	2059	12,000.00
09/20/18	600209	Carquest Auto Parts	1025	1,174.06
09/20/18	600210	QWEST Corporation	1148	226.16
09/20/18	600211	Coffman Engineers Inc	1162	271.53
09/20/18	600212	Kathleen M Collins	1163	4,735.66
09/20/18	600213	Comcast Holdings Corporation	1170	106.17
09/20/18	600214	WA State Consolidated Technology Services	1712	102.80
09/20/18	600215	Creative Bus Sales Inc	1233	239.02
09/20/18	600216	CCGS Holdings Corp	1511	1,842.09
09/20/18	600217	Corporate Translation Services Inc	2158	38.14
09/20/18	600218	Cummins Inc	1027	7,078.68
09/20/18	600219	Electrical Service Products Inc	1230	508.64
09/20/18	600220	Fastenal Company	1249	1,011.83
09/20/18	600221	Fleet-Net Corporation	1260	462.40
09/20/18	600222	Francotyp-Postalia Inc	1878	3,000.00
09/20/18	600223	Free Press Publishing Inc	1985	30.00
09/20/18	600224	Galls LLC	1271	4,002.62
09/20/18	600225	Garco Construction Inc	2173	828,742.55
09/20/18	600226	The General Store	1956	596.85
09/20/18	600227	Gillig LLC	1279	7,545.67
09/20/18	600228	W.W. Grainger Inc	1285	1,117.70
09/20/18	600229	H & H Business Systems	1298	982.76
09/20/18	600230	H W Lochner Inc	1405	1,180.35
09/20/18	600231	Hogan Mfg Inc	1008	510.47
09/20/18	600232	Home Depot Credit Services	1318	124.48
09/20/18	600233	Humanix Corp	1329	993.46
09/20/18	600234	IBI Group	1336	14,229.50
09/20/18	600235	William Corp	1363	146.49
09/20/18	600236	Kershaw's Inc	1374	282.83
09/20/18	600237	Les Schwab Tire Centers of Washington Inc	1393	3,534.24
09/20/18	600238	Maintenance Solutions	1418	237.46
09/20/18	600239	Micro-Tel Inc	1431	1,122.00
09/20/18	600240	Mohawk Manufacturing & Supply Co	1011	1,640.22
09/20/18	600241	Motion Auto Supply Inc	1012	201.45
09/20/18	600242	Multilingual Connections LLC	2260	165.37
09/20/18	600243	Black Realty Management Inc	1658	43,282.84
09/20/18	600244	Genuine Parts Company	1014	2,084.19
09/20/18	600245	NAPA Auto Parts Inc	1014	1,863.22
09/20/18	600246	The Aftermarket Parts Company LLC	1015	5,684.71
09/20/18	600247	CSWW Inc	1102	86.47
09/20/18	600248	Northern Energy - 1790	1064	6.36
09/20/18	600249	Northwest Fence Company Inc	1473	303.56
09/20/18	600250	Office Depot Inc	1483	94.95
09/20/18	600251	Pacific Power Group LLC	1496	40,248.39
09/20/18	600252	Power Machine Service Inc	1519	333.97
09/20/18	600253	Professional Finishes	1526	191.36
09/20/18	600254	Multi Service Technology Solutions Inc	2146	351.37
09/20/18	600255	Redmon Group Inc	2229	18,245.91
09/20/18	600256	Romaine Electric Corporation	1548	208.41
09/20/18	600257	Safety Kleen Systems Inc	1564	2,438.22
09/20/18	600258	Safety Vision LLC	1565	165.87
09/20/18	600259	SBA Towers II LLC	1569	2,060.24
09/20/18	600260	Schetky Northwest Sales Inc	1570	40.30
09/20/18	600261	Vanessa Bogensberger	1582	8,592.33
09/20/18	600262	Six Robbles Inc	1017	479.46
09/20/18	600263	SME Solutions LLC	2067	3,791.93
09/20/18	600264	Spokane County Treasurer	1603	1,592.39
09/20/18	600265	Spokane House of Hose Inc	1605	291.16
09/20/18	600266	Spokesman Review	1616	127.20
09/20/18	600267	Sportworks Northwest Inc	1617	193.72
09/20/18	600268	Standard Digital Print Co Inc	1623	130.56
09/20/18	600269	Stripe Rite Inc	2212	84.21
09/20/18	600270	Terminal Supply Inc	1648	871.49
09/20/18	600271	Thermo King Northwest	1650	1,222.95
09/20/18	600272	American Service Corp	1663	950.00
09/20/18	600273	U S Healthworks Medical Group of Washington PS	1679	95.00
09/20/18	600274	USSC Acquisition Corp	1676	938.20
09/20/18	600275	Jeffrey Oien	2155	206.17
09/20/18	600276	Verizon Wireless LLC	1686	5,830.66
09/20/18	600277	Washington State	1209	18.15

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/20/18	600278	Wells Fargo Financial Leasing Inc	1735	566.87
09/20/18	600279	Whitley Fuel LLC	2016	102,183.58
09/20/18	600280	Verizon	2142	23,725.97
09/27/18	600281	CBS Reporting Inc	1035	432.75
09/27/18	600282	Moline Inc	1042	497.73
09/27/18	600283	AFSCME	1328	404.76
09/27/18	600284	AFSCME	1328	148.00
09/27/18	600285	Amazon Capital Services Inc	2098	1,191.83
09/27/18	600286	Northwest Center Services	2271	28,586.57
09/27/18	600287	ATS Inland NW LLC	1916	456.96
09/27/18	600288	Amalg Transit Union #1015	1055	16,169.76
09/27/18	600289	Amalg Transit Union #1598	1056	597.77
09/27/18	600290	Amalgamated Transit Union	1057	398.20
09/27/18	600291	Appleway Chevrolet Inc	1068	1,374.26
09/27/18	600292	Avista Corporation	1081	276.84
09/27/18	600293	Battery Systems Inc	1089	1,691.90
09/27/18	600294	Cleland Investments	2038	20.67
09/27/18	600295	Blanchard Auto Electric Co	1109	520.29
09/27/18	600296	Daniel H Brunner Trustee	1124	1,761.50
09/27/18	600297	California Department of Child Support Services	1130	118.61
09/27/18	600298	Cameron-Reilly LLC	1137	64,125.00
09/27/18	600299	Camp Automotive Inc	1024	717.22
09/27/18	600300	Cardinal Infrastructure LLC	2059	12,000.00
09/27/18	600301	Carquest Auto Parts	1025	726.57
09/27/18	600302	QWEST Corporation	1148	241.26
09/27/18	600303	Cerium Networks Inc	1149	2,327.06
09/27/18	600304	CHK America Inc	1155	2,310.00
09/27/18	600305	City of Spokane	1601	307.10
09/27/18	600306	Coffman Engineers Inc	1162	44,470.93
09/27/18	600307	Comcast Holdings Corporation	1170	123.39
09/27/18	600308	Compunet Inc	1166	2,193.75
09/27/18	600309	Conseal Containers LLC	1176	408.01
09/27/18	600310	Consolidated Irrigation	1177	88.75
09/27/18	600311	Creative Bus Sales Inc	1233	155.97
09/27/18	600312	Cummins Inc	1027	7,190.96
09/27/18	600313	Delta Dental of Washington	1726	53,817.50
09/27/18	600314	Delta Dental of Washington	1726	391.40
09/27/18	600315	Department of Social and Health Services	1210	3,498.31
09/27/18	600316	Employee Advisory Council	1236	512.50
09/27/18	600317	El Jay Oil Co Inc	1003	3,826.82
09/27/18	600318	Electrical Service Products Inc	1230	963.53
09/27/18	600319	Fastenal Company	1249	3,137.05
09/27/18	600320	First Data Merchant Services Corporation	1257	4,309.49
09/27/18	600321	Galls LLC	1271	1,202.17
09/27/18	600322	Gard Communications Inc	1272	848.00
09/27/18	600323	The General Store	1956	79.15
09/27/18	600324	SPX Corpration	1268	210.07
09/27/18	600325	Gillig LLC	1279	19,640.77
09/27/18	600326	W.W. Grainger Inc	1285	1,110.74
09/27/18	600327	H & H Business Systems	1298	1,328.60
09/27/18	600328	Hogan Mfg Inc	1008	800.60
09/27/18	600329	Humanix Corp	1329	1,333.20
09/27/18	600330	Inland Medical & Rehab Inc	1349	903.05
09/27/18	600331	Kaiser Foundation Health Plan of Washington	1296	1,338.24
09/27/18	600332	Kaiser Foundation Health Plan of Washington	1296	25,226.20
09/27/18	600333	Kaiser Foundation Health Plan of Washington	1296	248,661.06
09/27/18	600334	Kaiser Foundation Health Plan of WA Options Inc	1295	2,812.74
09/27/18	600335	Kaiser Foundation Health Plan of WA Options Inc	1295	18,864.01
09/27/18	600336	Les Schwab Tire Centers of Washington Inc	1393	2,120.54
09/27/18	600337	Liberty Lake Sewer and Water District	1396	109.88
09/27/18	600338	Loomis Armored US LLC	1408	5,945.21
09/27/18	600339	Michael Boodel	1804	529.40
09/27/18	600340	Maintenance Solutions	1418	405.19
09/27/18	600341	McAloon Law PLLC	2178	7,767.00
09/27/18	600342	McKinstry Essention LLC	1422	39,238.84
09/27/18	600343	Milliman Inc	1435	756.16
09/27/18	600344	Mohawk Manufacturing & Supply Co	1011	2,121.87
09/27/18	600345	Motion Auto Supply Inc	1012	411.98
09/27/18	600346	Motorola Solutions Inc	1448	19,688.06
09/27/18	600347	Multilingual Connections LLC	2260	283.62
09/27/18	600348	Muncie Reclamation and Supply Co	1013	37.91

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/27/18	600349	Black Realty Management Inc	1658	4,827.69
09/27/18	600350	Genuine Parts Company	1014	835.51
09/27/18	600351	NAPA Auto Parts Inc	1014	690.03
09/27/18	600352	The Aftermarket Parts Company LLC	1015	246.98
09/27/18	600353	Nick's Custom Boots LLC	1464	321.98
09/27/18	600354	Noregon Systems Inc	2099	800.00
09/27/18	600355	Norlift Inc	1470	1,331.71
09/27/18	600356	Occupational Medicine Associates PS	1482	4,433.00
09/27/18	600357	Office Depot Inc	1483	187.81
09/27/18	600358	Office Relief Inc	1991	890.10
09/27/18	600359	On The Level Solutions LLC	2190	761.60
09/27/18	600360	OpenSquare	2013	2,598.37
09/27/18	600361	Pacific Power Group LLC	1496	556.40
09/27/18	600362	Power Machine Service Inc	1519	388.55
09/27/18	600363	Pressworks Inc	1522	918.27
09/27/18	600364	Professional Finishes	1526	2,565.33
09/27/18	600365	Multi Service Technology Solutions Inc	2146	129.45
09/27/18	600366	Jonathan Rutherford	1910	63.10
09/27/18	600367	S T A - Well	1557	366.00
09/27/18	600368	Schetky Northwest Sales Inc	1570	260.38
09/27/18	600369	Six Robbles Inc	1017	372.61
09/27/18	600370	Spokane Public Facilities District	1941	7,744.00
09/27/18	600371	STA Operations	1556	122.84
09/27/18	600372	Standard Digital Print Co Inc	1623	293.76
09/27/18	600373	Staples Business Credit	1627	386.56
09/27/18	600374	Summit Rehabilitation Associates PLLC	1638	362.50
09/27/18	600375	Terminal Supply Inc	1648	3,434.34
09/27/18	600376	Thermo King Northwest	1650	744.10
09/27/18	600377	Bobcat of Spokane	1650	6,248.39
09/27/18	600378	RKT Inc	1817	2,407.19
09/27/18	600379	Trans Machine Corporation	1019	230.00
09/27/18	600380	Trapeze Software Group	1669	8,195.15
09/27/18	600381	TRISTAR Risk Management	2124	12,972.50
09/27/18	600382	United Way of Spokane County	1684	210.60
09/27/18	600383	USSC Acquisition Corp	1676	201.73
09/27/18	600384	Verizon Wireless LLC	1686	1,527.20
09/27/18	600385	American Federation of State County 2 WA Council	1705	1,753.74
09/27/18	600386	WCP Solutions	1737	125.77
09/27/18	600387	Wells Fargo Financial Leasing Inc	1735	1,798.52
09/27/18	600388	Wendle Motors Incorporated	1021	1,967.83
09/27/18	600389	Western States Equipment	1740	2,194.62
09/27/18	600390	Whitley Fuel LLC	2016	76,034.64
09/27/18	600391	Washington State Transit Assoc	1715	2,335.00
09/27/18	600392	Washington State Transit Insurance Pool	1703	50.00
TOTAL SEPTEMBER ACCOUNTS PAYABLE				4,172,451.14
9/1/18 - 9/30/18	222541-222667	WORKER'S COMPENSATION WARRANTS	VARIES	74,582.95
TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS				74,582.95
9/14/18	725124-725161	PAYROLL AND TAXES PR 19,18	VARIES	1,959,171.96
9/28/18	725162-725202	PAYROLL AND TAXES PR 20,18	VARIES	1,190,498.69
TOTAL SEPTEMBER PAYROLL AND TAXES				3,149,670.65
9/19/18	ACH	WA STATE - DOR (USE TAX)	1767	6,589.91
TOTAL SEPTEMBER EXCISE TAX DISBURSEMENT				6,589.91
TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				7,403,294.65
TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				7,403,294.65

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 6.C. : 2019 SPECIAL COMMUNITY EVENTS FARE STRUCTURE

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

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications and Customer Service

SUMMARY: STA presents the following proposed special events fare structure for approval:

Proposed Special Events Fare Structure:

Bloomsday – May 5, 2019

Fare: \$2.00 – Pre-purchased stickers are good for service all day on all routes.

Method of fare payment: Fare is paid by attendees through pre-registration, purchased from STA or Bloomsday Trade Show. Regular STA fare media is also accepted as payment.

Fare Media: Bloomsday sticker or STA fare media.

Special Service Concept: Service from four Park & Ride locations to Downtown Spokane and back. Service is direct with designated stops at origin and destination and open to the public.

Hoopfest – June 29-30, 2019

Fare: \$2.00 – A standard Day Pass discounted from \$4.00 to \$2.00

Method of fare payment: Fare is paid by attendees through purchase from STA or cash upon boarding.

Fare Media: STA fare media or cash. Regular STA fare media is also accepted as payment.

Special Service Concept: Shuttle service from two satellite parking facilities to serve Hoopfest activities in Downtown Spokane. Service is open to the public and serves pre-designated stops.

Valleyfest – September 2019 (date TBD)

Fare: Recommend shuttle service be provided at no cost to users.

Rationale: Fare collection and FTA Charter Service Exception Requirements outweigh potential accrued revenue; open door shuttle service provides congestion relief in the area, reduces single occupancy vehicle use, and improves public safety.

Fare Media: No charge to Valleyfest Shuttle passengers.

Special Service Concept: Valleyfest: Shuttle service between Spokane Valley Mall, CenterPlace, and Mirabeau Meadows Park. Service is open to the public and serves pre-designated stops.

RECOMMENDATIONS TO COMMITTEE: Review and recommend the Board approve the 2019 Special Events Fare Structure for Bloomsday, Hoopfest, and Valleyfest.

COMMITTEE ACTION: Reviewed and recommend the Board approve the 2019 Special Events Fare Structure for Bloomsday, Hoopfest, and Valleyfest.

RECOMMENDATION TO BOARD: Recommend the Board approve the 2019 Special Events Fare Structure for Bloomsday, Hoopfest, and Valleyfest.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 6.D. 2019 DRAFT ANNUAL STRATEGIC PLAN

REFERRAL COMMITTEE: Planning & Development (*French*)

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

A critical review of the organization's fundamental direction is important to meet new opportunities and challenges. The Annual Strategic Plan provides guidance to help shape Spokane Transit's activities for the upcoming year.

The Planning & Development Committee has reviewed and recommended approval of the 2019 Strategic Plan.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors approve the draft 2019 Annual Strategic Plan as presented.

COMMITTEE ACTION: Recommended approval and forwarded to the Board consent agenda.

RECOMMENDATION TO BOARD: By motion, approve the recommended 2019 Annual Strategic Plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head KG

Chief Executive Officer ESM

Legal Counsel LM

2019 Strategic Plan

INTRODUCTION

The 2019 strategic plan is the road map for the third year of wise investments in expanded service, along with the infrastructure and amenities to support them, consistent with the commitments in the *STA Moving Forward* plan and voter approval of its funding. Our efforts are focused on making transit a convenient, easy to use and affordable transportation option for travelers, which will support economic growth and address growing traffic challenges.

2019 GOAL & STRATEGY OVERVIEW

Goal: Increase Ridership

Strategies

1. Add more and better bus service
2. Design and deliver core infrastructure
3. Advance and implement High Performance Transit (HPT)
4. Improve outreach and communication

PLAN BASIS

The 2019 Strategic Plan provides a focused view of the specific activities Spokane Transit will take in the coming year. The strategy elements represent the agency's highest priorities, and are guided by its vision and mission statements, as well as publicly vetted and Board-approved plans including: STA's comprehensive plan, *Connect Spokane*, the six-year *Transportation Development Plan* (TDP), and the 10-year implementation plan, *STA Moving Forward*.

PLAN CONTEXT

While this plan focuses specifically on the priority strategies for 2019, it is important to acknowledge they are enabled by the foundational work performed by STA and our partners in the region to address transportation challenges, as well as population and employment growth estimates.

VISION

Spokane Transit aspires to be a source of pride for the region.

MISSION

We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, business and activity centers.

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

PLAN FUNDING

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grant support, and local, voter-approved sales tax. A rate increase approved by voters of 0.1% will occur on April 1, 2019, bringing the dedicated sales tax rate for transit to 0.8%.

NATIONAL & REGIONAL CHALLENGES

As noted above, the strategies in the 2019 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area. Those plans provide conceptual and specific solutions that aim to address challenges at the local and national levels:

- ☞ Traffic congestion and shifting employment centers create challenges for transit usage throughout the country.
- ☞ Transportation Network Companies (TNCs) like Uber and Lyft provide a transportation alternative, but add to traffic challenges and are not affordable to many low-income travelers.
- ☞ Significant growth in Spokane County has and will continue to strain the region's transportation infrastructure.
- ☞ Congestion mitigation efforts must include a multi-modal approach to maximize transportation investments.

GOAL & STRATEGIES

Goal: Increased Ridership

- ☞ **Fixed-Route Bus** – STA's goal is to increase fixed-route bus ridership by 2% above 2018 levels. While significant new and improved services were added in 2017 and 2018, it can take 18 to 36 months for higher ridership to develop.
- ☞ **Paratransit** – STA projects a 1.5% increase in Paratransit ridership over 2018. Mobility Training efforts will continue to encourage and enable fixed-route bus ridership, reserving Paratransit service for those whose disabilities prevent them from regular bus service.
- ☞ **Vanpool** – In light of worksite challenges and economic variables like gas prices, STA's modest goal is to increase Vanpool ridership by 1%.

PRIORITIES

Ensure Safety

Earn and Retain
the Community's Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

Strategy 1: Add More and Better Bus Service

- ☞ **Additional West Plains Service** – Ahead of the *STA Moving Forward* project schedule, STA will introduce a new route with service between the West Plains Transit Center and Airway Heights via the Spokane International Airport, ensuring service to the new Amazon Fulfillment Center and other job centers.
- ☞ **South Commuter Express** – To better serve commuters in south Spokane, STA will introduce a new, limited-stop express route with service between the to-be-built Moran Station Park & Ride (near 57th Avenue and Palouse Highway) and downtown Spokane.
- ☞ **Other Service Improvements** – New HPT service and capital projects will enable other improvements throughout the transit network. These improvements are outlined in the September 2019 Service Revisions Preliminary Proposal.

Strategy 2: Design and Deliver Core Infrastructure

- ☞ **Boone Northwest Garage** – Necessary for additional fleet storage, including electric buses, this 65,000 square foot building is scheduled to be complete in June 2019.
- ☞ **Fare Collection System** – A significant overhaul of the 2006 fare collection system will improve ease of use and convenience for customers. The project is scheduled to be under contract in 2019, and completion is expected by 2021.
- ☞ **Plaza Operations** – In pursuit of STA's commitment to contain bus-boarding activity to the curb space around The Plaza, initial recommendations from the 2018 operational study are expected to be implemented in 2019.
- ☞ **Facilities Master Plan** – This plan will update the previous version and address future system-wide requirements for maintenance, operations, and administration.
- ☞ **Upriver Transit Center** – In partnership with Community Colleges of Spokane (CCS), construction of this project will increase transit capacity at Spokane Community College (SCC), improve regional connectivity, and serve as the Central City Line's eastern endpoint.
- ☞ **Spokane Falls Transit Station** – Also in partnership with CCS, the construction of this project will improve passenger and pedestrian safety near Spokane Falls Community College (SFCC).

Strategy 3: Advance and Implement High Performance Transit (HPT)

- ☞ **Central City Line** – Dependent on federal approval, STA anticipates executing a \$54 million Small Starts Grant agreement with the Federal Transit Administration (FTA) for the new 5.8-mile corridor-based Bus Rapid Transit route. The local match and operating funding for this transformational project is secured. Construction could begin in 2019.
- ☞ **Cheney Line** – Still in the early phase of the overall project, the Four Lakes Station will be constructed to improve access and safety in that location on State Route 904.
- ☞ **Division Line** – In addition to ongoing bus stop and sidewalk improvements along Spokane's longest commercial corridor, STA, in a multi-agency partnership, will launch an in-depth Bus Rapid Transit (BRT) study to define future elements of the Division Line.

Strategy 3: Advance and Implement High Performance Transit (HPT) (continued...)

- ☞ **Monroe-Regal Line** – Construction will begin on the Monroe-Regal Line and the Moran Station Park & Ride next year for opening in fall 2019. Consideration of electric vehicles along the 11-mile route will also occur in 2019.
- ☞ **Sprague Line** – Ahead of the *STA Moving Forward* project schedule, the City of Spokane is advancing work along Sprague between Division Street and the Hamilton Street Bridge that will include HPT stations.
- ☞ **I-90/Valley Line** – In preparation for future implementation, design work on stations and park and ride improvements along I-90 will begin in the second half of 2019.

Strategy 4: Improve Outreach and Communication

- ☞ **Explore Mobility Management** – STA will explore how the agency can efficiently meet customers' evolving needs through a wide range of transportation options and services.
- ☞ **Focus Marketing and Communication Efforts** – Customers value transit in different ways. Marketing and communication efforts will highlight specific transit improvements and how they create practical value to various audiences.
- ☞ **Expand Pass Sales Outreach** – STA will resource an effort to increase participation in the Employer Sponsored Bus Pass program, the to-be-rebranded City Ticket pass program for downtown workers, and to increase group pass sales throughout the region.

Additional information about ridership goals and each project are available in other supporting plans and documents.

CONCLUSION

Two thousand nineteen will see the next phase of growth in mobility in the greater Spokane region. We re-dedicate ourselves to being a strong collaborative partner with the cities and Spokane County, whose residents we are privileged to serve. The strategies outlined in this document reflect our commitment to bringing the *STA Moving Forward* vision to life.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 9.A.

BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Board Operations (*Freeman*)

SUBMITTED BY:

Kevin Freeman, Committee & Board Chair

SUMMARY:

A verbal report will be given at the Board meeting including:

- i. Quadrennial Review – Implementation & Discussion (*Laura McAloon*)

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer KSAM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 9.A.i: QUADRENNIAL REVIEW – IMPLEMENTATION / STA BYLAWS

REFERRAL COMMITTEE: Board Operations Committee (Freeman)

SUBMITTED BY: Laura McAloon, McAloon Law, PLLC

SUMMARY: As a result of the action at the September 20, 2018 Quadrennial Review meeting to change the composition of the STA Board, the STA Board must amend its Bylaws as required by statute RCW 36.57A. Effective August 1, 2018, the Legislature amended RCW 36.57A.055 to mandate proportional representation on PTBA boards based on the population of the cities and unincorporated County within the PTBA, provided the total number of voting board seats is no more than nine and no single entity has a majority of the voting seats on the board.

Based on the most recent population estimates available from the State Office of Financial Management, the Quadrennial Review committee unanimously voted to amend the composition of the STA Board as follows:

Jurisdiction	Population	Percentage of PTBA	STA Board Seats
Spokane	220,100	51%	4
Spokane Valley	95,810	22%	2
County	75,357	18%	2
Small Cities (combined)	38,365	8%	1
Airway Heights	9,085	2%	0.2
Cheney	12,200	3%	0.2
Liberty Lake	10,390	2%	0.2
Medical Lake	4,900	1%	0.2
Millwood	1,790	0%	0.2

Legal Counsel prepared a draft to amend the STA Bylaws to adopt the Board composition and necessary changes to the Small Cities rotation. The Board Operations Committee reviewed the attached proposed amendments at its October 10, 2018 meeting. Should the STA Board decide to accept the proposed amendments, the draft amended STA Bylaws must be circulated with at least two weeks' notice to all member jurisdictions prior to taking action. It is anticipated that the Board will take action to approve the Bylaws at their meeting on November 15, 2018.

RECOMMENDATION TO COMMITTEE: For discussion.

COMMITTEE ACTION: Reviewed proposed amendments to the STA Bylaws and forwarded to the Board for discussion and approval.

RECOMMENDATION TO BOARD: Approve amendments to the Bylaws as proposed and authorize the Clerk to circulate them to the member jurisdictions for review.

FINAL REVIEW FOR BOARD BY:

Division Head

Chief Executive Officer

Legal Counsel

**BY-LAWS
OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA**

ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at West 1230 Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These By-laws are not intended to limit the powers granted to a public transportation benefit area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION

Sec. 2.1 -Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the

component cities located within the corporation and Spokane County and one non-voting member selected by labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit ("Directors").

There shall be one (1) non-voting member, as required by state law, selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.

Pursuant to RCW 36.57A.055, theThe voting membership of the Board shall be proportional to the population of the component cities and the unincorporated County located within the boundaries of the Authority. Accordingly, the voting membership of the Board shall consist of the following:

(a) ~~Three One (131)~~ elected ~~official~~officials selected by and serving at the pleasure of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for ~~two three (23)~~ consecutive years according to the order stated below and effective January 1, 2019.

~~City of Liberty Lake City of Medical Lake City of Millwood City of Cheney~~

~~City of Airway Heights~~

~~City of Cheney~~

~~City of Airway Heights~~

~~City of Liberty Lake~~

~~City of Medical Lake~~

~~City of Millwood~~

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than ~~three one~~ elected ~~official~~officials as a voting ~~member~~members of the Board ~~at any time unless the proportionate population of the component cities and unincorporated area of the County within the boundaries of the Corporation require a change. To effect the addition of a third designee from these cities, rotations of voting members will start with those cities currently serving as voting members, preserving their terms as of the date of the adoption of these Bylaws, and the next city in the rotation shall designate its voting member of the Board.~~

(b) ~~Four Two (24)~~ elected officials selected by and serving at the pleasure of the City of Spokane.

(c) Two (2) elected officials selected by and serving at the pleasure of the City of

Spokane Valley.

(d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

2.2 Alternates. (a) The cities of Spokane and Spokane Valley, the Board of County

Commissioners of Spokane County, and the labor organizations may appoint alternate members

by

~~resolution~~ whose name(s) shall be forwarded to and kept on file with STA. For cities whose members are selected pursuant to Section 2.1(a), alternate members ~~may shall~~ be appointed by ~~the~~ each city which is a voting member of the Board, whose ~~name~~ names shall be forwarded to and kept on file with STA. ~~For cities whose members are selected pursuant to Section 2.1(a), These cities may appoint~~ alternates ~~shall only be appointed~~ from ~~the elected officials representing one of the other~~ cities listed under Section 2.1(a).

2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate in all Board meetings and discussions but are prohibited from voting by state law.

2.4 Term. Each voting and non-voting Director shall be appointed for a term of one year in

January of each year; ~~provided, the voting Director appointed pursuant to Section 2.1(a) shall be appointed for a term of two years.~~

2.5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a

new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

2.6 Succession. Each member of the Board shall hold office until their successor has been

selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

2.7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such departments, offices or advisory boards as it finds necessary or advisable and may determine the powers and duties of each department or office.

The Corporation acting through the Board shall have the power to:

~~(a) (1)~~ Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

~~(2)(b)~~ Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems

and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public transportation benefit area authority or to contract for their joint use on such terms as may be fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city.

The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

~~(3)~~(c) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

~~(4)~~(d) Employ legal counsel; and

~~(5)~~(e) Prepare and adopt a budget; and

~~(6)~~(f) Audit the Corporation's administrative affairs; and

~~(7)~~(g) Approve travel requests of members; and

~~(8)~~(h) Authorize committees to act on their behalf; and

~~(9)~~(i) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and

~~(10)~~(j) Levy taxes as authorized by law; and

~~(11)~~(k) To participate in and support research, demonstration, testing, and development of public transportation systems; and

~~(12)~~(l) Issue revenue bonds; and

~~(13)~~(m) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 -Meetings and Meeting Notice.

(a) Regular Meetings. The time and place of regular meetings of the Board shall be

established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.

(b) Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the whole Board.

~~(b)(c) The notification Notice of such all Board meetings shall be must be delivered to each board member and others requiring notification undershall be in conformance with the OpenOpen Public Meetings law (Chapter 42.30 RCW) at least twenty-four (24) hours before the time of such meeting, unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080, now and as thereafter amended, shall be adhered to regarding such meetings.~~

(e)(d) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via an amplified telephone connection and such Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated -actions shall take an affirmative vote of a majority of the total voting membership of the Board;

(a) Adoption, alteration or modification of the budget; and

(b) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and

(c) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and

~~(d)~~—Establishment of routes and classes of service; and

~~(e)(d) Appointment or dismissal of a Director; and~~

~~(f)(e) Revision or amendment of the By-laws; and~~

~~(g)(f) Selection of Chairperson and Chairperson Pro Tempore; and~~

~~(h)(g) Appointment of qualified electors to committees.; and~~

~~(i)(h)~~ Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these By-laws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Sec. 3.6 Records of Board Meetings.

(a) Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all ~~DirectorsBoard~~ members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate ~~DirectorsBoard~~ members to serve on committees.

(a) Committees created by resolution of the Board may be composed of ~~DirectorsBoard~~ members, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.

(b) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries. Nominations shall be by the Chairperson and approved by the Board, and the Chief Executive Officer shall be an ex-officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member.

(c) ~~DirectorsBoard~~ members and elected representatives of cities not directly sitting on the Board, shall be appointed annually after the election of the Chairperson to all committees. The Director sitting on the Board pursuant to Section 2.1(a) shall occupy a seat on the Board Operations Committee, or its successor committee, at all times. Electors shall be appointed to all committees by the

Chairperson to serve two-year terms. Terms of electors shall be staggered in such a manner so that at least one -elector is appointed each year.

(d) Committee members will continue to serve until a successor is appointed.

(e) All meetings of the Committees shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; (3) County of Spokane; and (4) City of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any ~~Director~~Board member the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the

Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

ARTICLE V. - CHIEF EXECUTIVE OFFICER

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board ~~and~~ shall perform such ~~administrative~~ duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

(a) To have general supervision over the administrative and operational affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to ~~act~~ as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.

(b) To appoint and remove at any time any employee of the Corporation;

(c) To attend all meetings of the Board at which his/her attendance may be required by that body;

(d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;

(e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;

(f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;

(g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;

(h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

(i) To approve all travel requests of employees of the Corporation and travel related expenses for job candidates, subject to the approved budget ~~and the submission of quarterly travel reports to the Board;~~

~~(j) To receive service of process in any claim for any kind of relief brought against the STA in any court;~~

(j) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages;

(k) To manage and approve the leasing or short- term rental of real property owned by the Corporation to third parties;

(l) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ and designate such assistants, ~~approved by the Board,~~ or ~~designate~~ others to assist in carrying out these duties.

ARTICLE VI. - SEVERABILITY

If any provision of these By-laws, or its application to any person or circumstance is held invalid, the remainder of these By-laws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VII. - SERVICE OF PROCESS

The Chief Executive Officer, or his/her designated representative in writing, shall receive, on behalf of the STA, all pleadings commencing an action against the STA. Service upon the Chief Executive Officer shall constitute service on the STA.

ARTICLE VIII. - INDEMNIFICATION

Sec. 8.1 General. The Corporation, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed director, officer,

(including committee members), or employee of the Corporation, and is threatened to be or has been made a party to an action, claim, or other proceeding by a third party.

Sec. 8.2 Scope of Indemnification. The Corporation shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct referred to in paragraph 8.3 herein, and for which notice has been given pursuant to state law and these By-laws: The Board shall be the sole judge of the reasonable and necessary expenses to be borne by the Corporation.

Indemnification shall not extend to any claim, action, or other proceeding against the Corporation, either for indemnification or for other cause.

Sec. 8.3 Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed ~~Director~~director, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Corporation.

Sec. 8.4 -Determination of Conduct.

(a) Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:

(1) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.

(2) With respect to any other determination of conduct, a majority vote of all the -voting ~~Directors~~directors not interested in or a party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of Directors, then the alternate or alternates of those disqualified shall be permitted to vote.

(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.

(c) Every ~~Director~~director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

Sec. 8.5 Expenses Prior to Determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim, or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the By-laws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law.

The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

ARTICLE IX. - AMENDMENTS

These By-laws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two weeks prior to that meeting.

~~The foregoing~~These By-laws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the ~~21st~~ ___ day of ~~May, 2015~~ _____, ~~20~~ .

Chair, Spokane Transit Authority

ATTEST:

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 10.A.

PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Planning & Development (*French*)

SUBMITTED BY:

Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head / Chief Executive Officer ASM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 11.A.

PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE:

Performance Monitoring & External Relations (*Haley*)

SUBMITTED BY:

Pam Haley, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting including:

- i. Communications Update (*Brandon Rapez-Betty*)

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer *ESM* Legal Counsel *LM*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.A. :

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

Jan Watson, Executive Assistant to CEO & Clerk of the Authority

SUMMARY:

Minutes of the September 5, 2018 meetings of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached. Minutes of the September 12, 2018 Board Operations Committee meeting are also attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head JW

Chief Executive Officer JSAM

Legal Counsel LM

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the September 5, 2018
Meeting, 10:00 a.m. Spokane Transit
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Kate Burke, City of Spokane
(alternate for Candace Mumm)
Veronica Messing, City of Airway Heights
Sam Wood, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Chris Grover, City of Cheney

*Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Brandon Rapez-Betty, Interim Director of Communications &
Nancy Williams, Director of Human Resources &
Customer Service
Emily Arneson, Ombudsman & Accessibility Officer
Kathleen Roberson, Executive Assistant to the
Director of Finance & Information Services
Dan Wells, Deputy Director of Capital Development
Mike Tresidder, Associate Transit Planner

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 10:00 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Chair French is looking forward to the West Plains Transit Center Ribbon Cutting Ceremony on Tuesday, September 18 at 9:30 a.m. He is also looking forward to the APTA Conference in Nashville, Tennessee.

4. COMMITTEE ACTION

A. MINUTES OF THE JULY 11, 2018 COMMITTEE MEETING

Mr. Wood moved to recommend approval of the July 11, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Ms. Burke and passed unanimously.

5. COMMITTEE ACTION

A. BOARD DISCUSSION AGENDA – COMMITTEE RECOMMENDATION AGENDA

(No items being presented this month.)

6. REPORTS TO COMMITTEE

A. DRAFT 2019 ANNUAL STRATEGIC PLAN

Ms. Meyer reviewed the draft 2019 Annual Strategic Plan, the annual guidance document which priorities the projects, services and supporting infrastructure that STA will accomplish within the year. The year 2019 is the third year of the *STA Moving Forward* (STAMF) plan and a lot has taken place since the first installment of the STAMF in May, 2017. The primary goal of the strategic plan is to increase ridership via four strategies:

- Add more and better bus service
- Design and deliver core infrastructure to support the service
- Advance and implement High Performance Transit (HPT)
- Improve outreach and communication

These strategies are enabled by the foundational work performed by STA and the regional partners to address transportation challenges, as well as population and employment growth estimates.

Ms. Messing asked which ridership demographics will be targeted. Ms. Meyer responded that STA will specifically target university and college students and riders new to riding the bus (with ideas on how to incorporate occasional bus rides into their lives if doable). The overall message of “affordable, easy to access transit services going where you want to go” will be for all demographics. Mr. Ropez-Betty added that STA is also looking at targeting small business for participation in STA’s employer sponsored bus pass program which would extend a discount to small business employees.

This annual strategic plan is operationalized by the annual operating and capital budgets. Funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grant support and local, voter-approved sales tax. A rate increase approved by voters of 0.1% will occur on April 1, 2019, bringing the dedicated sales tax rate for transit to 0.8%.

The 2019 plan strategies originate from several documents approved by STA’s Board of Directors that provide conceptual and specific solutions designed to address local and national challenges: traffic congestion, shifting employment centers, Transportation Network Companies (TNCs) such as Lyft and Uber, significant growth in Spokane County, and congestion mitigation efforts. Ms. Meyer stated that congestion mitigation efforts must include a balanced approach with multiple modes of transportation in order to arrive at a solution. Spokane is and will continue to be a car dominated society and that is STA’s expectation, but STA will give them a robust option whether it be daily or occasionally. The strategies outlined in this plan reflect STA’s commitment to bringing the *STA Moving Forward* vision to life.

Ms. Messing asked if STA provides a specific program for seniors needing to learn to ride the bus. Ms. Meyer and Mr. Watkins responded that STA offers the Mobility Mentors program.

B. DRAFT 2019 OPERATING & CAPITAL BUDGETS (PUBLIC HEARING AT THE OCTOBER 18, 2018 BOARD MEETING)

Ms. Warren presented the draft 2019 Operating & Capital Budgets. She also reviewed the 2019 budget guidance that the Committee affirmed at the Board Workshop in July in order to:

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership

- Proactively Partner in the Community
- Advance and Adapt the System Growth
- Continue with a Sustainable Plan that Avoids Debt

The overall 2019 Operating Expense Budget is close to \$80M which is an 8.8% increase from 2018 at \$73M. This is largely due to the planned increase in service compared to 2018. The majority of the estimated changes in expenses are due to the increase in labor and benefits. Increases are also estimated to occur in services, contracted transportation, materials, and insurance /utilities/other. Fuel alone is estimated to increase by \$1.2M.

Ms. Messing asked how fuel expenses would be impacted by electric buses. Mr. Watkins responded that eventually as the cost of battery technology decreases, there will be a favorable savings. The capital cost of purchasing electric buses will be more expensive than diesel buses, but in the long run it will be more economical.

Ms. Warren continued to review the operating budget assumptions in the areas of personnel, compensation, benefits, and fuel. The Washington Paid Medical Leave is a new statutory requirement that will cost STA an estimated \$50,000 in 2019.

In previous years, the sales tax revenue assumption was based on a 3.0% growth based upon 2014 actual sales tax revenue plus one-time adjustments to reflect current economic conditions. Economic conditions the last three years have moved farther away from this trend. For 2019, staff is recommending sales tax revenue be budgeted flat with the current projection for 2018 sales tax revenue plus the implementation of the 0.1% rate change in April 2019.

The overall 2019 Operating Revenue Budget is close to \$100M which is an 18.2% increase from 2018 at \$84.5M. Revenue changes are due to increases in sales tax, fares and other transit avenue, federal and state grants, and miscellaneous revenue. Revenues in excess of operating expenses is applied to capital budget and outyears of the capital improvement program.

Next steps: The draft 2019 Operating & Capital Budgets will be presented to the Board on Oct. 20th. Outreach takes place in November via the narrated presentation that people can view on the web and the Planning & Development Committee will hear on October 3rd.

Mr. Wood asked why a 1/10th of 1% increase in sales tax was requested. Ms. Meyer replied that all sales tax revenue that STA receives is voter approved. STA does not have any debt which means that the organization saves in advance in order to spend. Chair French added that STA pre-funds all of their capital requisitions. In addition, there has been a greater push at the federal level to have local communities pay for a greater percentage of those projects.

C. CENTRAL CITY LINE: INTERMEDIATE DESIGN UPDATE

Mr. Otterstrom presented the Central City Line intermediate design submittal which was received by STA on July 31, 2018. Construction for this project is scheduled to begin next year. There are two major sections to this presentation: roadway and pedestrian improvements, and station amenities and the High Performance Transit (HPT) "Kit of Parts." Both sections are included in the design submittal and are being reviewed by consultants, City and STA staff. Public outreach for these improvements is scheduled to begin in September and will culminate with an open house in the fall.

Ongoing coordination with the City of Spokane, Avista Utilities, Gonzaga University and the Community Colleges of Spokane is progressing and adds further clarity and direction to the design. A formal agreement will be developed soon to define each organization's financial responsibilities for this project since some construction projects overlap. For example, the City of Spokane's Riverside Avenue Project has several Central City Line bus stops on that avenue.

Mr. Otterstrom reviewed the HPT Kit of Parts design renderings. Along with other roadway and civil design elements, station design is progressing toward 60%. The design is interchangeable for maintenance purposes and

initial delivery purpose to have a cost effective design for the vendor. The design is consistent for easy identification throughout the Central City Line. STA presented at the City of Spokane Design Review Board meeting on May 23rd, and received recommendations to further develop a sub-kit of parts that will incorporate neighborhood character and disposition.

D. DIVISION HPT ALIGNMENT AND STATION LOCATIONS STUDY – DRAFT SCOPE OF WORK

Mr. Otterstrom reviewed the Division HPT Alignment and Station Locations Study Draft Scope of Work. STA's comprehensive plan, *Connect Spokane*, identifies Division Street as a High Performance Transit (HPT) corridor and a priority for implementation. In 2014, Spokane Transit was awarded \$400,000 in federal Surface Transportation Program (STP) funds by SRTC to study Division High Performance Transit. The STP funds, in addition to \$100,000 in matching local funds, will be used to study the operation and alignment of HPT on Division Street extending north into unincorporated Spokane County.

Division Street is STA's busiest corridor, providing over one million rides last year and in previous years, and is in *STA Moving Forward* as an investment for sidewalk and shelter improvements. STA obtained funding for this study in 2014. Beginning late last year, SRTC expressed an interest in expanding the scope beyond the transit elements. A draft of the Division HPT Alignment and Station Locations Study Scope of Work is included in the packet.

In order to ensure the appropriate deliverables for each organization involved, STA would manage the HPT study process and other consultant tasks would be managed by SRTC and vetted through project management team consisting of STA, City of Spokane, WSDOT, and Spokane County staff. The detailed schedule is under development, but it is expected that a consultant team will be under contract in early 2019. The study structure and management responsibilities would be established in a project charter and executed through an interlocal agreement that is acceptable to all involved parties.

Ms. Meyer thanked Chair French for his assistance in negotiating an agreement for these organizations to work together, to find away, that allowed all of the objectives to be met.

7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

Updated FTA Application -- STA will submit an updated application package to the Federal Transit Administration (FTA) tomorrow to be included in the Annual Report for FY2020. STA's understanding is that this is a requirement to not rate the project a second time but to amplify and update the information STA provided the first time in April of 2017. This has been a near herculean effort in the Planning & Development, Finance and Operations departments. There were roughly 1,700 pages in the original submission. STA is meeting with the FTA Acting Administrator, K.J. Williams, at the APTA Conference later this month.

Riverside Redevelopment Plan – STA has been participating, consulting and working with the City in their efforts to invigorate the avenue. One aspect the City will change is the number of lanes from four to three.

Lincoln & Spokane Falls Blvd – STA will stay on Main Avenue to access Monroe Street.

Boone Northwest Garage – Mr. Watkins gave a brief update on the Boone Northwest Garage. Substantial completion is scheduled for June 2, 2019. Building construction is well underway, roofing began late last month, and slab pours began earlier this month. The last bit of public utilities and work on Cedar Street will wrap up this month. October 2, 2018 marks the halfway point of the project.

West Plains Transit Center – Mr. Watkins gave a brief update on the West Plains Transit Center. This project is substantially complete: landscaping, irrigation and fencing are installed, as well as, shelters and cameras. Parking lot

lighting/stripping is completed and the building is complete. Minor punch list work is being completed and the facility will be open to the public with a ribbon cutting ceremony on Tuesday, September 18, 2018.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW SEPTEMBER 5, 2018 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month.)

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

12. ADJOURN

Chair French adjourned the meeting at 11:28 a.m.

13. NEXT COMMITTEE MEETING: SEPTEMBER 5, 2018 (NO AUGUST MEETING) at 10:00 a.m.
(STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki 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 September 5, 2018, Meeting
Southside Conference Room

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley *
Josh Kerns, Spokane County
Lori Kinnear, City of Spokane
E. Susan Meyer, CEO (Ex-Officio)
Mike Kennedy, City of Liberty Lake
(Ex-Officio)

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Lynda Warren, Director of Finance and Information Services
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Interim Director of Communications and
Customer Service

MEMBERS ABSENT

Shirley Maiké, City of Medical Lake
Rhonda Bowers, Labor Representative

GUESTS

Kathleen Weinand, Principal Transit Planner
Janet Stowe, Manager Paratransit and Vanpool
Allison Mitchell, Contract Manager
Todd Griffith, Vehicle Maintenance Manager
Jacque Tjards, Purchasing Manager

* Chair

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

Chair Haley called the meeting to order at 1:32 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **Minutes of September 3, 2018, Committee Meeting**

Mr. Kerns moved to recommend approval of the September 5, 2018, Committee meeting minutes. Ms. Kinnear seconded the motion and it passed unanimously.

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Award of Contract for Tire Mileage Leasing and Services**

Mr. Watkins advised that STA currently contracts tire mileage leasing and service through Bridgestone Americas Tire Operations, LLC. The contract will expire on November 30, 2018. He informed that STA prefers a leasing arrangement and paying for actual usage over owning the tires.

In June 2018, the CEO approved the Scope of Work (SOW) and authorized Staff to release a Request for Proposals (RFP). Staff advertised the RFP July 9, 2018, and it was subsequently issued to three potential contractors. Responsive proposals were received from Michelin and Bridgestone Americas.

An evaluation committee reviewed the proposals and determined Michelin to be the highest ranking based on the criteria evaluated of billing rates, tire mileage contractual experience, qualifications and references, technical approach and capacity to perform, and RFP compliance.

Mr. Watkins stated that staff is recommending the committee review and recommend the Board of Directors approve the Award of Contract for lease of tire vehicle mileage and services to Michelin North America, Inc. for five years beginning December 1, 2018, for an estimated five-year amount of \$2,096,406.55, based on current levels of service.

Mr. Watkins asked for questions or comments. There were no questions or comments.

Ms. Kinnear moved to recommend the Board of Directors approve the Award of Contract for lease of tire vehicle mileage and services to Michelin North America, Inc. for five years beginning December 1, 2018, for an estimated five-year amount of \$2,096,406.55, based on current levels of service. Mr. Kerns seconded the motion and it passed unanimously.

B. Board Discussion Agenda

(No items presented this month)

6. REPORTS TO COMMITTEE

A. 2nd Quarter 2018 Performance Measures

Mr. Watkins briefed members on the 2nd Quarter 2018 Performance Measures, noting that fixed route ridership is slightly below the goal of 1.5% increase over 2017. He noted that STA results are mirroring the national trends and with the uptick in fuel prices, there may be an increase in ridership in the future.

Paratransit ridership was 0.5% higher than this time in 2017. Paratransit ridership is exceeding the goal of managing growth to no more than 1.5% increase over 2017 ridership. He noted the 0.5% increase includes a 9.3% increase in Special Use Van ridership, which is a program designed to reduce demand on the more expensive ADA Paratransit trips.

Mr. Watkins advised that Vanpool ridership decreased by 14.1% over 2017. Staff's goal for Vanpool was to realize a 2.5% increase in ridership over 2017. He noted that the number of current riders that are retiring continues to reduce overall Vanpool ridership numbers. Staff are increasing marketing outreach and have noted additional opportunities for growth with the new West Plains Transit Center opening and the introduction of first/last mile (Vanshare) solution.

Other Performance measures reported on included Passengers Per Revenue Hour, 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.

He mentioned these abbreviated items include performance measures the committee has specifically asked to see but that a complete set of all Performance Measure slides was included at the end of the committee packet.

Brief discussion ensued.

B. Purchase of 40 Paratransit Replacement Vans

Mr. Watkins advised that the upcoming purchase of Paratransit vans is in accordance with STA's Capital Improvement Program, Vehicle Replacement Plan, and the 2019 Capital Budget. He noted staff identified a vehicle from the Washington State Department of Enterprise Services Contract that satisfies STA's requirements. Staff are moving forward with the purchase of the Starcraft Starlite E250 built on a Ford chassis.

Mr. Watkins stated that these vehicles have the capacity to transport 10 ambulatory customers, 3 customers traveling in wheelchairs or a combination of the two, while the current cutaway fleet has the capacity to transport 14 ambulatory customers, 4 customers traveling in wheelchairs or a combination of the two. He also noted that staff completed a thorough analysis of ridership and found the five busiest days in paratransit and, with the reallocation of seats they would not have lost any customers. Mr. Kennedy asked if it would have required additional vans of this size to meet the need and Mr. Watkins said it would not have required additional vans.

Staff anticipates the Ford Transit Starlite will provide \$1,722 per year in fuel savings per vehicle, per year, for a total of \$68,881 in fuel savings for a fleet of 40 vehicles. This item comes to this Committee as information only because STA's Procurement Policy authorizes the CEO to award a contract for replacement of equipment in the Board-approved Capital Improvement Program and Budget.

A brief discussion ensued concerning availability or use of compressed natural gas (CNG) fuel and Battery Electric Vans, neither being viable options at this time.

C. Draft Master Design and Construction Agreement between City of Spokane and Spokane Transit Authority

Mr. Otterstrom advised this information item is being provided to bring awareness and that there will be something coming for decision next month. He provided review of the intention of the Master Design and Construction Agreement between the City of Spokane (City) and Spokane Transit Authority (STA). He advised it is an interlocal agreement that provides for cooperation between the City and STA to make improvements that directly benefit transit.

He noted the Master Design and Construction Agreement sets the foundation for future, specifically written, Project Orders that will include project specific details including scopes of work, budget, compensation, schedule, project contacts and incorporation of the master agreement. Project orders may require additional Board authority depending on total value. Mr. Otterstrom noted that STA and the City have a history of partnering on improvement projects, specifying the signals installed at Ermina & Green and at 37th and Grand Avenue. He provided a few examples of projects that STA has cooperated on in the past and future projects that could be included in this agreement.

Mr. Otterstrom informed members that he expects the draft agreement to be completed during the next several weeks and brought before the committee and board for action in October. No questions or additional discussion ensued.

D. Plaza Operations Study Update: Preliminary Evaluation Results

Mr. Otterstrom reported that STA has engaged a consulting team led by Nelson\Nygaard to assist in defining the technical details of STA's transit operations at the Plaza over the next five years in order to deliver *STA Moving Forward* improvements and reduce the passenger-loading impacts on adjoining buildings and businesses, specifically the Peyton and SRBC buildings.

As discussed at the April Performance Monitoring and External Relations (PMER) Committee meeting, the committee reviewed potential operational strategies for achieving these objectives and evaluation criteria.

The consultant team completed the initial evaluation and STA has been reviewing the results with various stakeholders and gathering feedback. The project team is preparing a Draft Plan throughout September that will incorporate major findings from the evaluation to propose a preferred alternative to implement in phases over the coming three to five years.

Mr. Otterstrom advised the ultimate result might well be a hybrid of the three strategies provided which each received both positive and negative feedback. He highlighted the overall results of each strategy and informed that the evaluation criteria used a "Multiple Account Evaluation" method that included the Regional Community, Downtown Community, Environment, and Transit Efficiency. Beyond the evaluation, staff will participate in a Rider Roundtable, an Operator Roundtable, the Downtown Spokane Partnership, and the Citizen Advisory Committee for feedback.

He noted staff are not recommending anything today but will be coming forward with a recommendation in the future. He said the next steps are to come back with outreach on the evaluation and development of a preferred option and to review a preferred concept with the Board.

Discussion ensued. Ms. Kinnear asked about the timeline and Mr. Otterstrom advised the end of the year – November for approval. Ms. Kinnear also "strongly encouraged staff to include DSP and some businesses already affected at the Plaza and seek them out so this doesn't get blown up". Mr. Kennedy asked about the time it takes for loading and unloading passengers. Mr. Otterstrom stated staff has a good understanding on how long it takes to load a wheelchair passenger. He said staff is looking at a "board and go" option and a complimentary strategy is to allow for all door boarding, which routes go to the board and go, the ideal scenario, worst case scenario, and said that even today, under current circumstances, buses run into issues.

Mr. Kennedy asked if STA has ever tried having an STA employee to assist loading and unloading passengers. Ms. Meyer responded that he had hit on a favorite subject of how to get people to get on the bus quickly and efficiently. She noted the sign says, "Have your fare ready" and there is a video on the website, too. She noted STA does have Supervisors at the Plaza that help, but she thought staff should revisit having some folks from Planning to help people get ready to get on the bus. She thought that it was an excellent idea and thanked Mr. Kennedy for asking.

Chair Haley noted that there have been negative responses from people close to the Plaza, but that she and her staff and customers enjoy the safety and security it offers. Ms. Meyer agreed it is a safe place with security, cameras, and people.

Ms. Kinnear added one last thing regarding cameras – considering the ordinance with Downtown Spokane Partnership (DSP) for additional cameras downtown, she would like STA to try to coordinate when the time comes.

7. CEO REPORT

- Staff are submitting an update to the FTA to an application packet submitted in April 2017. That submission resulted in STA being rated for funding. Once in the pipeline, STA has to submit an update every year. Creating updated application package will be submitted tomorrow. She noted staff are not expecting to be re-rated. It is simply providing further support of and expanding detail of the original submission. Staff checked with FTA to make sure it was not an opportunity to re-rate STA.
- Ms. Meyer will meet with K.J. Williams at the APTA conference next month. She is traveling with committee members and Mr. Watkins to Nashville.
- Spokane is planning a redevelopment project to Riverside to include one lane each direction and a turn lane. Transit has two options – pull out or stop in the lane. Staff are proposing consolidating the three eastbound stops being affected going from the Plaza to Division proposing to one or two. She noted options have been shared with the City and DSP and both have STA pulling out of traffic. Some misperception that Riverside bus stop shows full in front of or split block on Bernard that it will create a Plaza-like environment. These are two very different things. Someone who owns property on Riverside heard it would be an imposition on business. Staff are trying to indicate STA is open to suggestions. Staff can talk to them if any committee members know of anyone with concerns.
- The City is working with STA on the Spokane Falls Blvd route which included STA's departure from the Plaza, traveling north on Lincoln, to a well-used stop between the Library and Nordstrom, before turning right on Monroe. The new CSO tank is changing that configuration. It appears buses will continue what they are doing now, turning left on Main and right on Monroe. Ms. Meyer said it is a reasonable solution for STA.
- New Pass program – will tell you about it later. She then handed off to Mr. Watkins to update concerning construction projects.
 - Mr. Watkins discussed the progress at Boone NW Garage. He said if members have not seen the site recently to stop by today when they leave. He provided pictured slides to show the progress, noting the roof panels are almost complete and construction will continue inside throughout the winter.
 - West Plains Transit Center Ribbon Cutting ceremony will be September 18 at 9:00 am. He extended an invitation to everyone to attend. He noted everything is substantially complete, with just a few minor things to be completed. The new service revision starts on 9/16 and ribbon cutting will be 9/18.

8. COMMITTEE INFORMATION

- A. June 2018 Financial Results Summary – *as presented*
- B. July 2018 Financial Results Summary – *as presented*
- C. August 2018 Sales Tax Revenue Information – *as presented*
- D. July 2018 Operating Indicators – *as presented*
- E. Second Quarter 2018 Service Planning Input Report – *as presented*
- F. Second Quarter 2018 Safety and Loss Summary – *as presented*

9. OCTOBER 5, 2018 - COMMITTEE PACKET DRAFT AGENDA REVIEW

No changes at this time.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

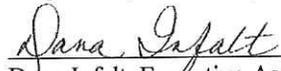
None.

12. ADJOURN

Chair Haley adjourned the meeting at 2:36 p.m.

13. NEXT MEETING – WEDNESDAY, OCTOBER 5, 2018, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Dana Infalt, Executive Assistant

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the September 12, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Al French, Spokane County, *Planning & Development
Committee Chair*
Pamela Haley, City of Spokane Valley, *Performance
Monitoring & External Relations Committee Chair*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

Candace Mumm, City of Spokane, *Chair Pro Tempore*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Brandon Rapez-Betty, *Interim Director of Communications
& Customer Service*
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Freeman reminded the committee about the Ribbon-Cutting Ceremony for the West Plains Transit Center on September 18, 2018. He also noted that the Quadrennial Review will be held on September 20 after the Board meeting.

4. COMMITTEE ACTION/DISCUSSION

a. July 18, 2018 Committee Minutes

Mr. French moved to approve the July 18, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French reported that Ms. Warren presented the draft 2019 Operating and Capital Budgets. Ms. Meyer presented the draft 2019 Strategic Plan. Both items will be presented to the Board at the September meeting. Mr. Otterstrom gave an update on the Central City Line (CCL). The committee discussed the study on north Division Street that will be done in conjunction with the Spokane Regional Transportation Council (SRTC), the City of Spokane, and the Washington State Department of Transportation (WSDOT). In October, the Committee will discuss an Interlocal Agreement with the City of Spokane and a customized shelter request in Browne's Addition for the CCL. Mr. French asked if the Browne's Addition neighborhood had Community Development Block Grant (CDBG) funds and whether or not use of those funds for the customized shelters had been discussed. Mr. Otterstrom said the neighborhood did have access to the funds and that he would mention it in his meeting with them.

b. **Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)**

Ms. Haley reported the committee approved an Award of Contract for Tire Mileage Leasing that will be on the September Board consent agenda. Reports were given on the 2018 Second Quarter Performance Measures and the purchase of 40 paratransit replacement vans. Mr. Otterstrom presented the draft master design and construction agreement with the City of Spokane and the preliminary evaluation results of the Plaza operations study. Chair Freeman asked the term of the master design and construction agreement. Ms. McAloon said the master agreement is perpetual and designed so that each project order contains its own term.

6. **QUADRENNIAL REVIEW SEPTEMBER 20, 2018 AGENDA**

Ms. McAloon has prepared a presentation for the September 20, 2018 Quadrennial Review to review STA Board composition. Board composition is now legislatively mandated to be proportionate to the population of each member jurisdiction in the Public Transportation Benefit Area (PTBA), with no jurisdiction having more than 50 percent of the votes within the nine-vote maximum identified in statute (Chapter 36.57A RCW). The new STA Board composition will be:

Jurisdiction	STA Board Seats
City of Spokane	4
City of Spokane Valley	2
Spokane County	2
Small Cities*	1

**Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood*

Following the Quadrennial Review, the STA Board of Directors will approve draft revisions to the STA Bylaws reflecting Board composition and small city rotation changes. The revised bylaws will require a two (2) week review period of any changes by all members prior to adoption by the STA Board of Directors.

Mr. French asked if the bylaws included a requirement that a member be on the Board for one year before being eligible to serve as Chair or Vice Chair. Ms. McAloon said no.

7. **BOARD OF DIRECTORS AGENDA SEPTEMBER 20, 2018**

Mr. French requested the Division High Performance Transit Alignment and Station Locations Study be added to the agenda under the Planning and Development Chair's report.

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

8. **CEO REPORT**

Ms. Meyer reported that service changes begin on September 16. The West Plains Transit Center Ribbon-Cutting Ceremony is September 18 at 9:30 a.m. Congresswoman Cathy McMorris Rodgers and Linda Gehrke, Federal Transit Administration (FTA) Region 10 Administrator, will speak at the event.

Ms. Meyer, Mr. Otterstrom, Mr. Watkins, Mr. Rapez-Betty and Board members Commissioner French and Deputy Mayor Pam Haley will attend the American Public Transportation Association (APTA) Annual Meeting in Nashville, Tennessee on September 22 – 26, 2018. Cardinal Infrastructure has scheduled an appointment for STA to meet with Acting FTA Administrator K. Jane Williams.

As required by the FTA, STA submitted an updated Small Starts application package on September 7, 2018 for the Central City Line (CCL). The purpose of the submission is to update information for the Fiscal Year 2020 Annual Report, not to re-rate the CCL project.

The contractor on the CCL project has been CH2M. Mark Brower, the project manager from CH2M, has left and the business sold to Jacobs Engineering. Ms. McAloon is working with Jacob's general counsel to assign the contract from CH2M to Jacobs. At this time, STA is waiting for Jacobs to identify a project manager and additional local resources for the CCL project.

Ms. Meyer and Mr. Watkins attended the 2018 Zero Emissions Bus Conference in Los Angeles. They learned about the infrastructure requirements of battery electric buses and hydrogen fuel cell buses. Battery electric buses are further along in technology.

STA has a new Pass Program that will begin on October 1. The program is with a neighborhood rather than an institution, which is different from our current Pass Programs. Once the agreement is signed, there will be a news release and opportunity for media coverage.

Ms. Meyer and Mr. Otterstrom are meeting with the business owner of the Morgan Building on the 300 block of east Riverside regarding his concerns with the planned bus stop near the building.

Gavin Cooley reported at a City Public Infrastructure, Environment and Sustainability Committee Meeting that he expects to see that sales tax revenue has increased in 2018 over 2016 in the Sprague Phase I area.

The last vacant space at the Plaza was leased to Blue Jay Coffee and is expected to open in December 2018. The space is located next to Pizza Rita.

9. **NEW BUSINESS** – *None.*

10. **EXECUTIVE SESSION**

At 2:30 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purpose of:

Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

The Committee will reconvene in open session at approximately 2:40 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 2:40 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:45 p.m.

At 2:45 p.m., the Committee reconvened and Chair Freeman declared the meeting back in public session. No action was taken.

9. **ADJOURN**

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

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.B. AUGUST 2018 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached are the August 2018 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. August equates to 67% of the year.

Revenue

Overall, revenue is at 72.9% of budget (\$61.7M) which is higher than the expected \$56.6M.

Fares & Other Transit Revenue is slightly higher than the budget at 67.2%.

Sales Tax Revenue is higher than the budget at 73.0%.

Federal & State Grants is higher than the budget at 75.8%.

Miscellaneous Revenue is higher than the expected budget at 119.4% due to increased interest income.

Operating Expenses

Operating expenses at 60.7% of budget (\$44.6M) are 9% below the expected amount of \$49.2M.

Fixed Route 63.4% of budget expended

Paratransit 57.2% of budget expended

Vanpool 52.4% of budget expended

Plaza 48.8% of budget expended

Administration 55.2% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 56.2% (\$2.4M) of the fuel budget has been spent to date and we expect that to change significantly as the year progresses.

RECOMMENDATION TO BOARD: Information only.

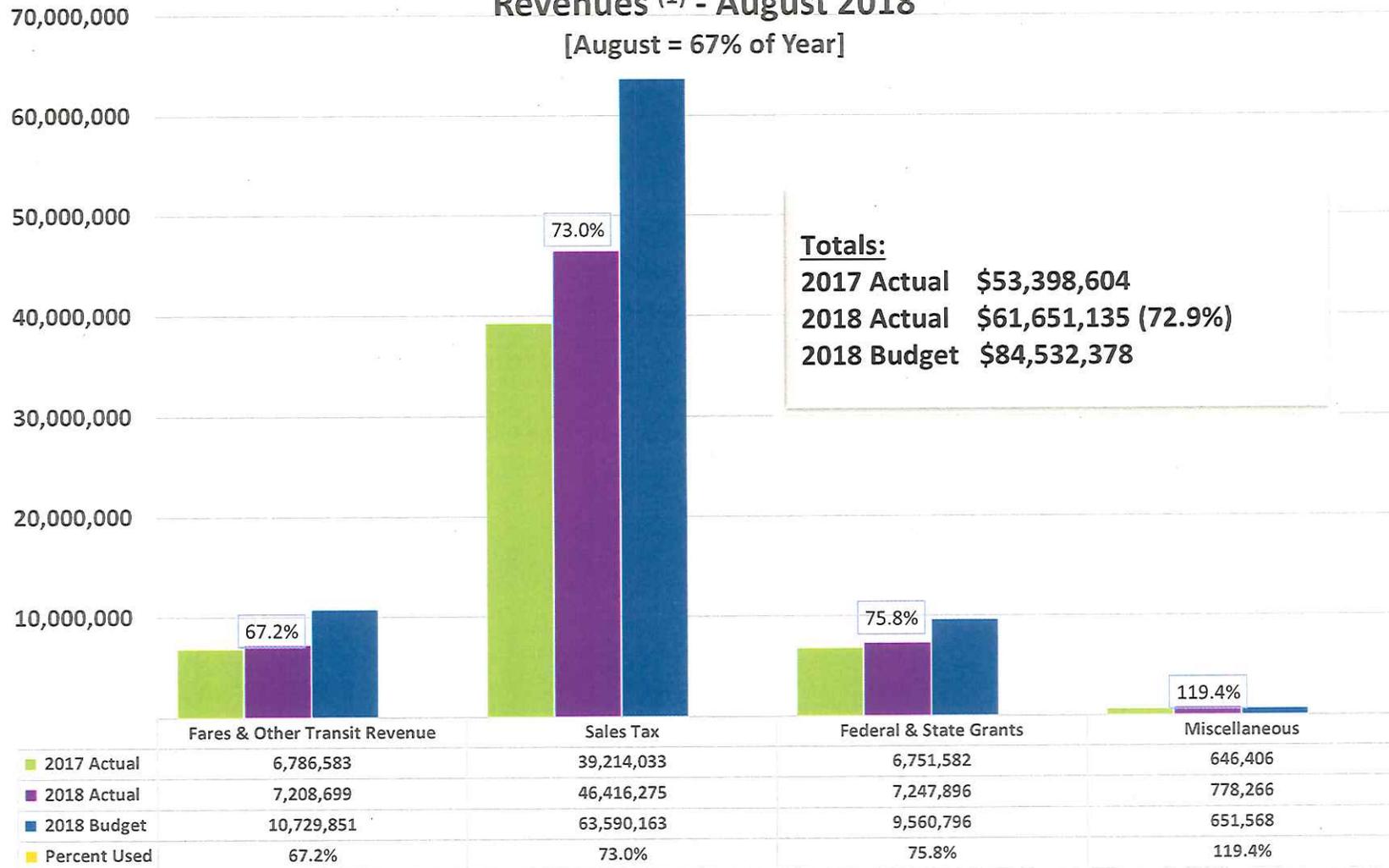
FINAL REVIEW FOR BOARD BY:

Division Head LW

Chief Executive Officer BSM

Legal Counsel LM

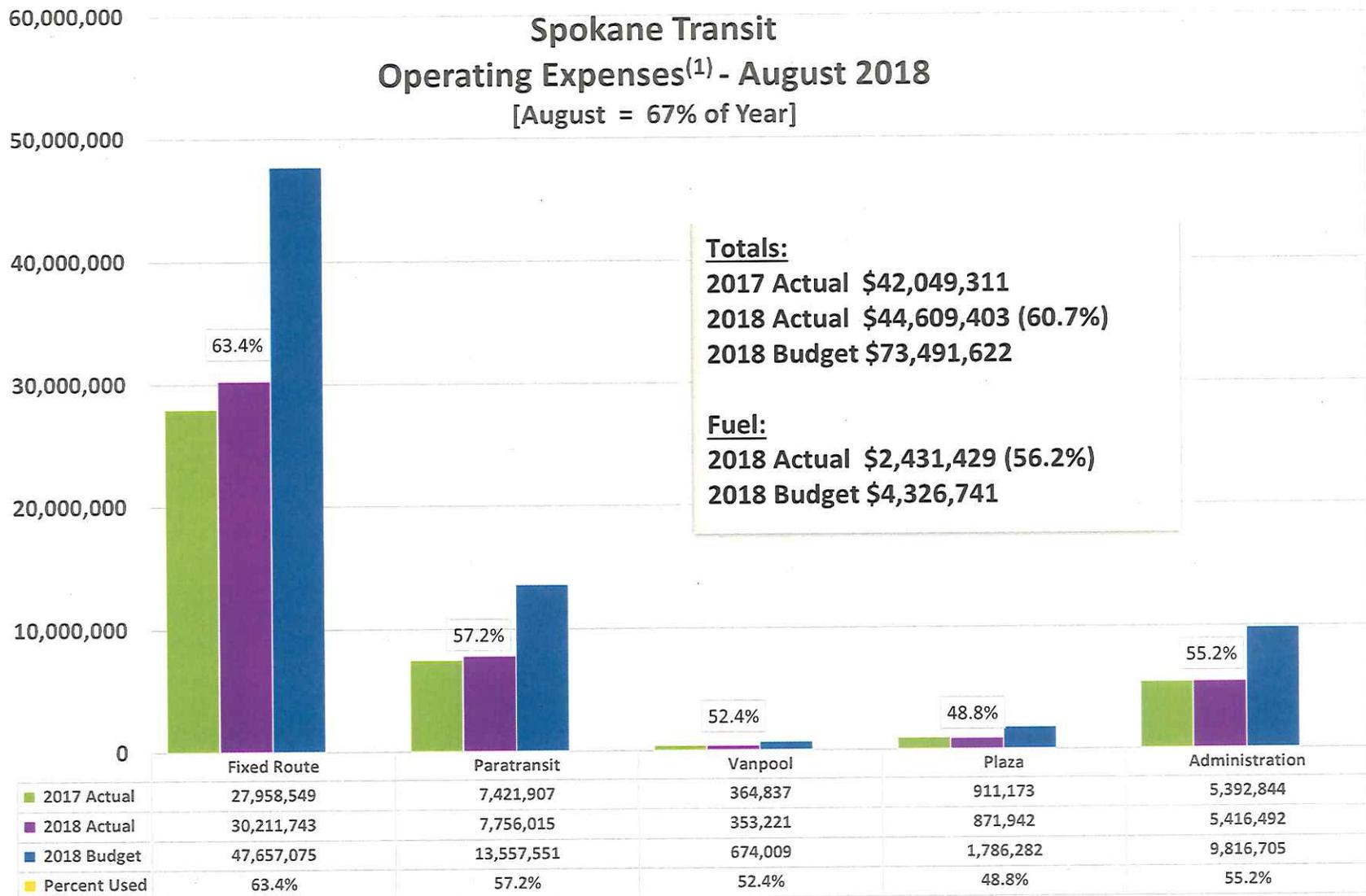
Spokane Transit Revenues ⁽¹⁾ - August 2018 [August = 67% of Year]



Totals:
2017 Actual \$53,398,604
2018 Actual \$61,651,135 (72.9%)
2018 Budget \$84,532,378

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date August state capital grant reimbursements total \$2,972,836 and federal capital grant reimbursements total \$2,006,032.

Spokane Transit Operating Expenses⁽¹⁾ - August 2018 [August = 67% of Year]



⁽¹⁾ Operating expenses exclude capital expenditures of \$16,399,368 and Street/Road cooperative projects of \$256,124 for year-to-date August.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.C. **SEPTEMBER 2018 SALES TAX REVENUE INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
 Lynn Holmes, Financial Services Manager
 Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached is September 2018 sales tax revenue information.

September sales tax revenue, which represents sales for July 2018, was:

+5.1% over September 2017 actual

+16.6% above YTD actual

+13.7% YTD above budget

RECOMMENDATION TO BOARD: Information only.

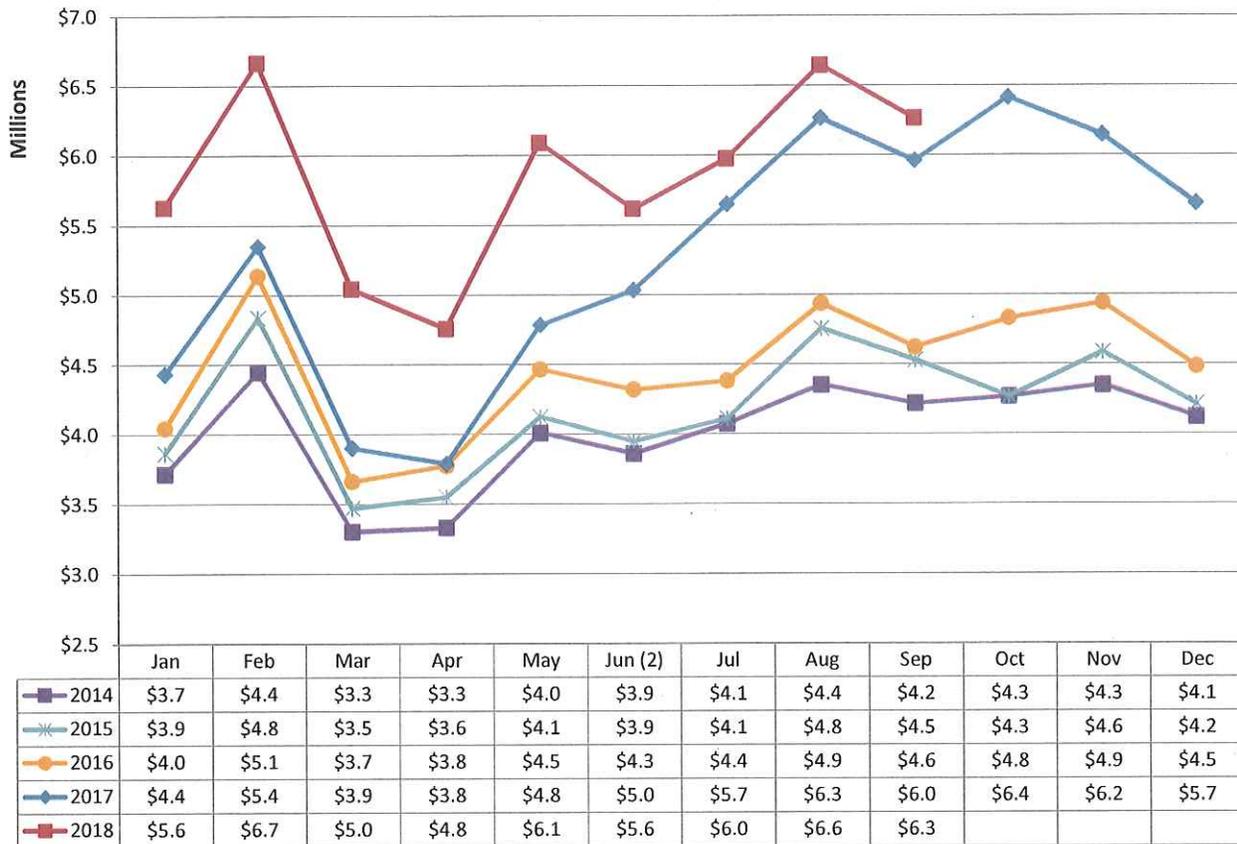
FINAL REVIEW FOR BOARD BY:

Division Head LW

Chief Executive Officer BSM

Legal Counsel LM

Sales Tax Revenue History-September 2018⁽¹⁾

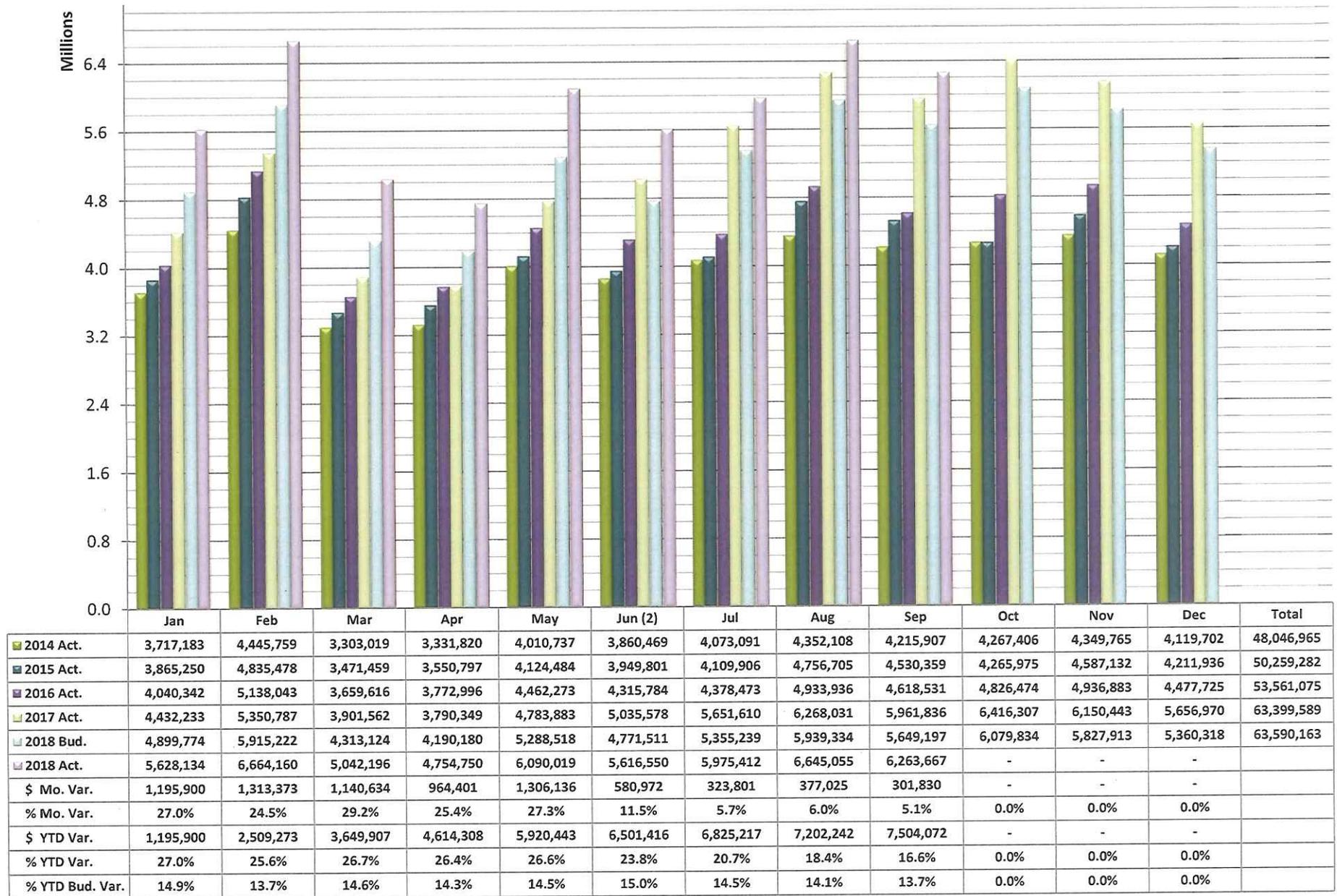


(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

(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.

Sales Tax Summary (with Mitigation for All Jurisdictions)					
Sep-18					
	YTD 2017	YTD 2018	\$ CHANGE	% CHANGE	
STA	\$ 45,175,869	\$ 52,679,941	\$ 7,504,072	16.6%	
SPOKANE COUNTY	19,517,722	21,834,911	2,317,189	11.9%	
PFD	7,436,476	8,107,011	670,536	9.0%	
AIRWAY HEIGHTS	1,464,235	1,590,599	126,365	8.6%	
SPOKANE VALLEY	15,696,573	16,912,218	1,215,645	7.7%	
SPOKANE	33,139,890	35,690,983	2,551,092	7.7%	
MEDICAL LAKE	227,395	238,049	10,654	4.7%	
LIBERTY LAKE	2,525,715	2,625,850	100,135	4.0%	
MILLWOOD	387,195	398,927	11,732	3.0%	
CHENEY	1,105,457	1,109,080	3,623	0.3%	
ALL	\$ 126,676,527	\$ 141,187,569	\$ 14,511,042	11.5%	

2014 - 2018 SALES TAX RECEIPTS ⁽¹⁾



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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.D, AUGUST 2018 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: August 2018 had the same number of weekdays as August 2017.

FIXED ROUTE

The 2018 ridership goal for Fixed Route is to increase 2017 ridership levels by 1.5%. Average weekday ridership decreased 2.7% (28,635 vs. 29,432) in August 2018 compared to August 2017 and is down 2.4% (34,111 vs. 34,954) year-to-date (YTD). Total monthly ridership decreased 2.2% (758,888 vs. 775,747) in August 2018 compared to August 2017 and is down 1.7% (6,755,897 vs. 6,869,748) YTD.

Detailed breakdown:

- Adult ridership decreased 2.8% (452,979 vs. 465,876) in August 2018 compared to August 2017 and is down 1.4% (4,181,674 vs. 4,242,024) YTD.
 - CCS Pass ridership decreased 22.7% (18,762 vs. 24,281) in August 2018 compared to August 2017 and is down 2.5% (402,870 vs. 413,056) YTD.
 - Eagle Pass ridership increased 3.0% (10,494 vs. 10,190) in August 2018 compared to August 2017, and is down 2.6% (462,278 vs. 474,435) YTD.
 - GU Bulldogs pass ridership increased 16.4% (3,367 vs. 2,892) in August 2018 compared to August 2017 and is up 15.9% (30,048 vs. 25,920) YTD.
- Youth ridership increased 5.5% (36,307 vs. 34,408) in August 2018 compared to August 2017 and is up 2.9% (439,313 vs. 427,000) YTD.
- Reduced Fare / Para ridership decreased 0.8% (123,805 vs. 124,757) in August 2018 compared to August 2017, and is up 1.0% (935,243 vs. 925,919) YTD.

Fixed Route On Time Performance for August was 93% which achieves the goal for 2018 of 93%.

PARATRANSIT

Paratransit's ridership goal for 2018 is to increase 2017 ridership levels by no more than 1.5%. Combined total ridership for August decreased 4.3% (38,495 vs. 40,230) in August and decreased 0.6% (318,213 vs. 320,053) year-to-date.

Detailed breakdown:

- Directly Operated Service increased 10.7% in August (22,711 vs. 20,523) and is up 7.0% (171,545 vs. 160,253) year-to-date.
- MV Contracted Service decreased 20.6% in August (13,186 vs. 16,606) and is down 10.4% (122,217 vs. 136,409) year-to-date.
- Special Use Vans (SUV) decreased 16.2% (2,598 vs. 3,101) in August and has increased 1.6% year-to-date (23,757 vs. 23,381).
- Purchased Transportation (SUV and MV combined) provided 45.9% in August 2018 compared to 48.99% of the service in August 2017.

In 2018, there were the same number of weekdays in August compared to 2017 and the weather in August 2018 was comparable to weather in August of 2017.

- Directly Operated Service On Time Performance (OTP) for August was 94.04%, above the goal of 93%
- MV Contracted Service OTP was 83.86% in August 2018, compared to 92.6% achieved in August 2017.
- Combined, the service ran at 90.38% in August 2018 compared to 93.66% in August 2017.
- Year-to-date, the combined service operated at 91.0% on time compared to 90.99% in 2017.

VANPOOL

Vanpool Ridership goal for 2018 is to increase 2017 numbers by 2.5% and have 88 vans in service.

Detailed Breakdown:

Vanpool passenger trips decreased 12.9% in August (13,409 vs. 15,388) and decreased 13.6% YTD (106,728 vs. 123,510). There were 77 vans in service in August 2018 vs. 83 in August 2017. There were two less vans in service August 2018 vs July 2018 (77 vs 79).

Vanpool had 539 riders that took at least one trip in August 2018 vs 604 in August of 2017.

- Riders added in August 2018 were 24 vs 15 August 2017.
- Riders removed in August 2018 were 24 vs 24 August 2017.
- Days operated per van 20 (out of 23) vs 20 (out of 25) August 2017.
- Average trips per van is 174 vs 188 August 2017.
- Average vanpool round trip is 54.3 vs 51.8 August 2017

A new Vanpool marketing video was released in August.

CUSTOMER SERVICE

Total monthly pass sales decreased 28.3% in August (8,047 vs. 11,222) and decreased 5.2% (75,458 vs. 79,607) year-to-date.

Detailed breakdown:

- Adult Pass/Smartcard sales decreased 49.5% (2,633 vs. 5,212 in 2017). YTD sales decreased 10.2 % (29,375 vs. 32,701 in 2017).
- 7-Day Pass/Smartcard sales decreased 5.5% in August 2018 (842 vs. 891) compared to August 2017.
- ESBP sales decreased 11.9% (832 vs 944) in August and increased 5.4% (7,796 vs 7,396) year-to-date.
- Student Pass sales increased 14.3% in August (8 vs. 7) and year-to-date sales decreased 20.8% (122 vs. 154).
- City Ticket monthly sales decreased 0.6% (484 vs. 487) in August and year-to-date increased 7.4% (3,881 vs. 3,614).

Youth Pass/Smartcard monthly sales decreased 16.6% (1,472 vs. 1,765) in August and decreased 9.4% (11,806 vs. 13,026) year-to-date.

Reduced Fare Pass/Smartcard monthly sales decreased in August by 4.4% (1,616 vs. 1,691). Year-to-date sales decreased 1.4% (13,671 vs. 13,866).

Paratransit Pass/Smartcard sales decreased 9.0% (758 vs. 833) in August. Year-to-date sales decreased 3.3% (6,492 vs. 6,712).

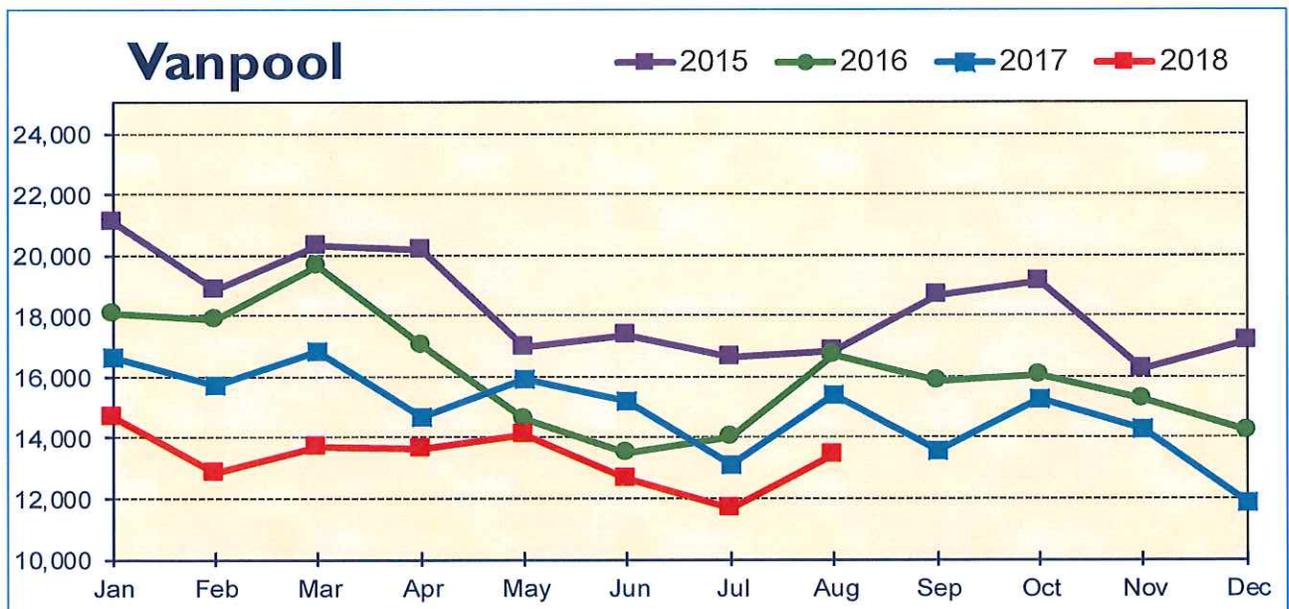
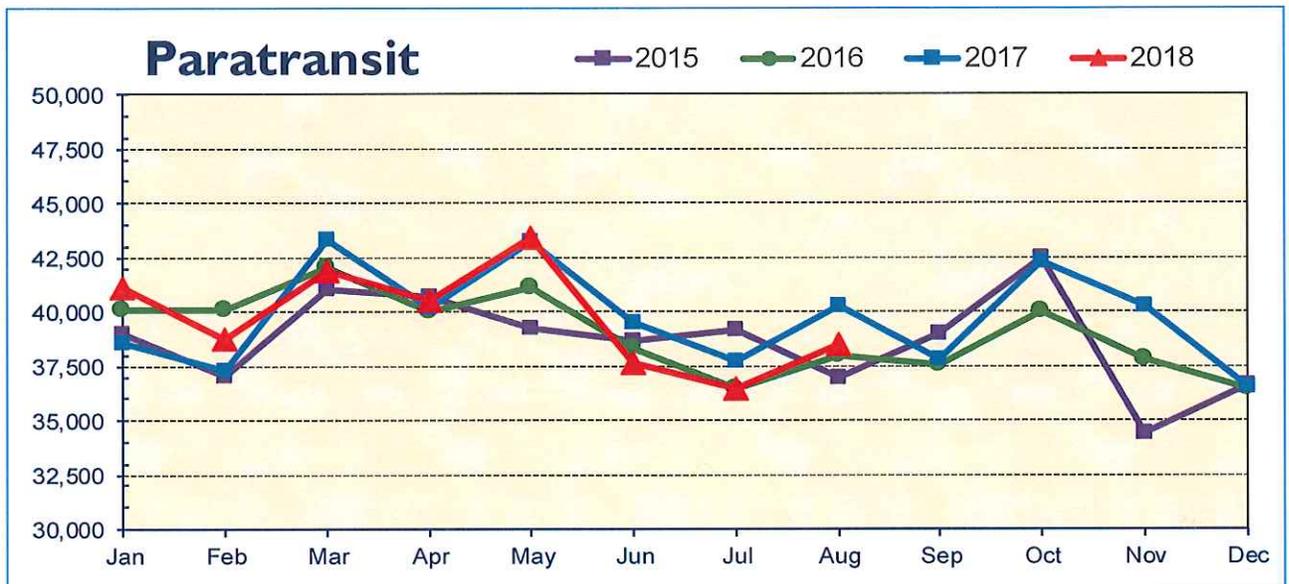
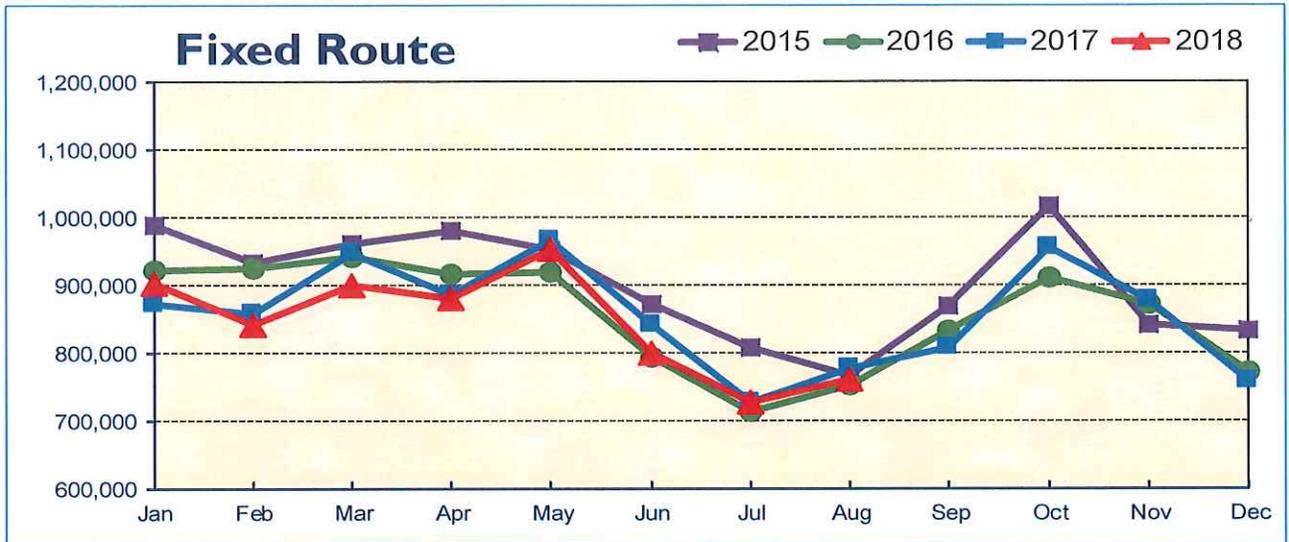
August 2018 ESBP sales were 12% (112 passes) lower than August 2017. YTD ESBP are 5.4% (400 passes) higher than 2017. Contributing to the YTD increase are increase purchases from Davenport (133 more passes YTD than 2017), Goodwill Industries (120 more passes YTD than 2017) and Group Health (99 more passes YTD than 2017) The remainder of the variance is made up of multiple companies with plus or minus 50 passes compared to last July YTD.

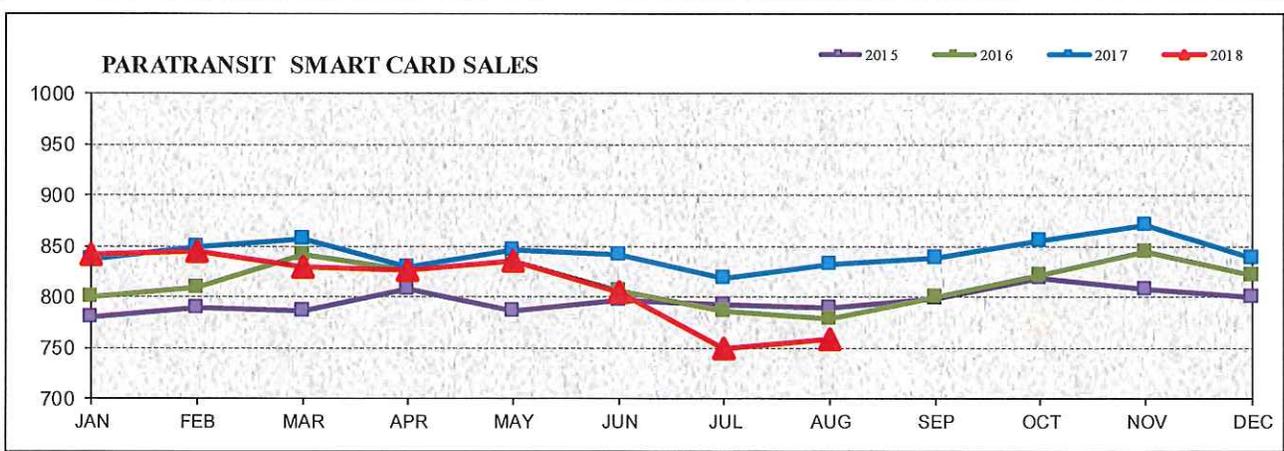
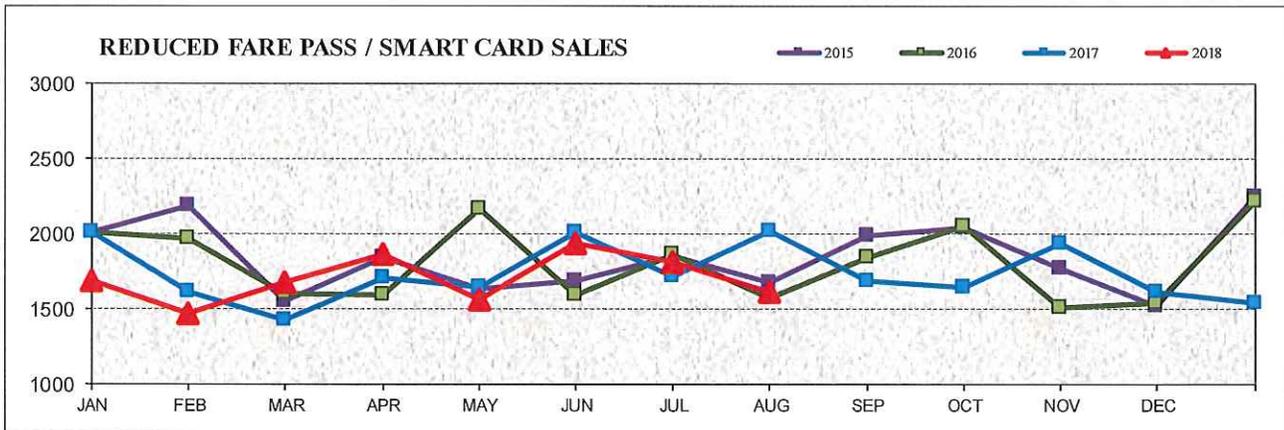
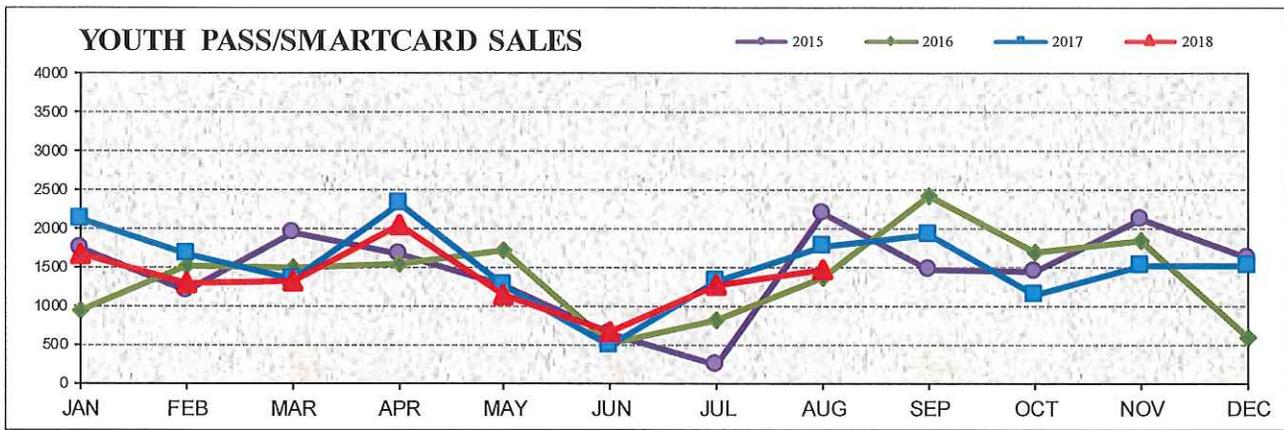
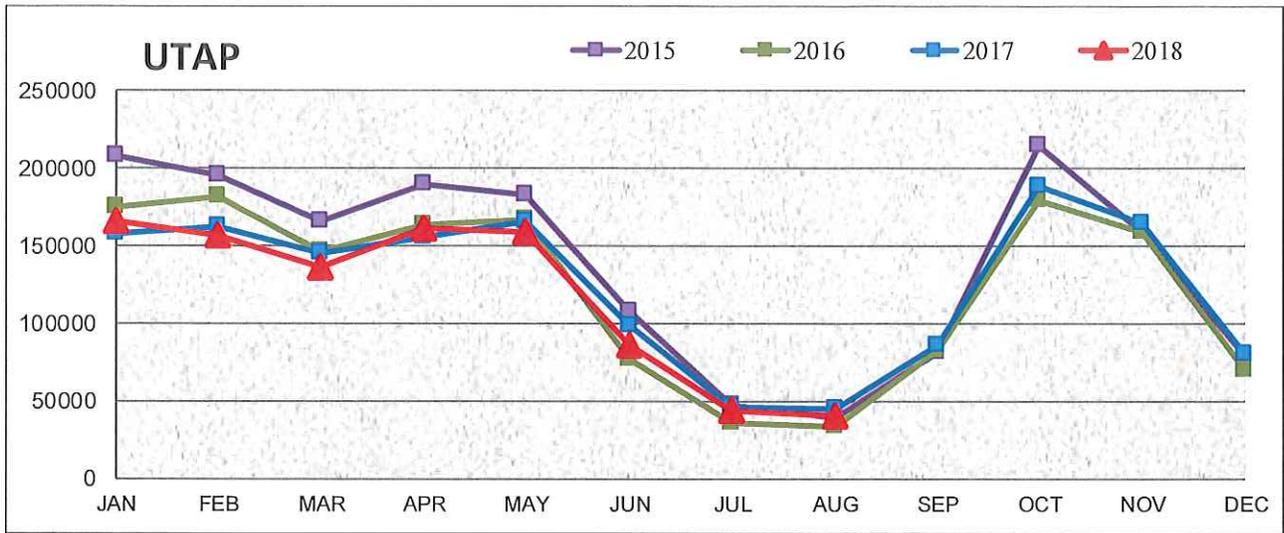
RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head RW Chief Executive Officer JSA Legal Counsel LM

RIDERSHIP





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.E: CENTRAL CITY LINE: OVERVIEW OF PROJECT MANAGEMENT PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

The Project Management Plan is the overarching project implementation plan that spans the entire project timeline and is required by the FTA for Small Starts Grant Funding.

The first draft of the Project Management Plan for the Central City Line was prepared in July 2018. This 'living' document will continue to be updated by STA staff and reviewed by FTA staff as the project progresses and ultimately will outline the process toward substantial completion of the project.

The Project Management Plan includes the following:

- General Central City Line project information
- STA Organization and Staffing
- Environmental Compliance
- Design Management
- Project Control
- Procurement and Construction
- Labor Relations and Policies
- Construction Management
- Start-Up and Revenue Operations
- Quality Control
- Safety & Security
- Right-of-Way Procurement
- Fleet Management

A draft Project Management Plan will be provided at a subsequent meeting.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer BSM

Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 18, 2018

AGENDA ITEM 13.F.

SPOKANE COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICE TRANSPORTATION PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY:

The Spokane County Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) was developed through the cooperative efforts of Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority. The plan outlines a strategy for public transportation service delivery that focuses on the transportation needs of disabled, low income, and elderly populations, as well as veterans, rural populations, and youth.

The Spokane County CPT-HSTP is updated on a four-year cycle, with the previous plan adopted in November 2014. This update will replace the previous plan. The CPT-HSTP is a required element for federal and state funding programs to demonstrate that appropriate coordination has occurred in developing regional programs that enhance transportation access, minimize duplication of services, and implement the most cost-effective transportation services with available resources. The CPT-HSTP identifies human services transportation strategies and projects for funding from various federal, state and local programs. Projects funded through STA's Formula Program for Elderly Individuals and Individuals with Disabilities (Section 5310) are required to be derived from a locally developed, coordinated public transit-human services transportation plan.

A key component of the CPT-HSTP process is coordination with the community and stakeholders. Community outreach included open house activities, presentations to relevant committees, tabling at community events, distribution of informational flyers, and maintenance of a webpage that provided avenues for public comment. A Human Services Transportation Working Group, consisting of public transportation providers and human services organizations, convened and met on a regular basis throughout development of the plan.

The Draft Spokane County CPT-HSTP is available for public review and comment and is posted on SRTC's website, see link on the following page.

The finalized plan is targeted for approval by the SRTC Board on November 8, 2018.

RECOMMENDATION TO BOARD: For information only.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer gsm

Legal Counsel LM

Public Transit-Human Service Transportation Plan

Page Two

www.srtc.org/human-services-transportation-plan/

16.

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 by the STA Board of Directors during the course of ongoing collective bargaining.

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

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

Estimated time - 10 minutes