

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, January 19, 2023, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. There will be a Webex video conference option available.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 19th day of January 2023.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 2 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lori Kinnear, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions provided.

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer // Legal Counsel //

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

BOARD MEETING

Thursday, January 19, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA

Optional Virtual Link: [Click Here to Join Virtually](#)

Password: Board Members: 2023 Guests: 0123
Call in Number:: 1-408-418-9388 Event #: 2492 454 8286

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Steve Williams, Retirement (*Brandon Ropez-Betty*)
 - B. 4th Quarter Years of Service Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the December 15, 2022, Board Meeting – Corrections/Approval
 - B. Approval of the December 2022 Vouchers (*Monique Liard*)
 - C. Approval of Travel for Board Members to attend 2023 APTA Conferences (*E. Susan Meyer*)
 - D. Award of Contract for Drug and Alcohol Testing and Department of Transportation (DOT) Physicals (*Nancy Williams*)
 - E. State Buses and Bus Facilities Grant - Updated Application Ratification (*Karl Otterstrom*)
6. Board Action – Committee Recommendations: *10 minutes*

Board Operations

 - A. Confirmation of Board Chair’s Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2023 (*Lori Kinnear*)
 - B. Confirmation of Board Members Appointed to Board Operations Committee for 2023 (*Lori Kinnear*)
7. Board Action – Other: *none*
8. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)

9. Board Operations Committee: *15 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. July 2023 Service Revisions: Draft Recommendation (*Karl Otterstrom*)
10. Planning & Development Committee: *No January meeting*
11. Performance Monitoring & External Relations Committee: *No January meeting*
12. CEO Report: *15 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. December 2022 Sales Tax Revenue (*Monique Liard*)
 - C. November 2022 Financial Results Summary (*Monique Liard*)
14. New Business: *5 minutes*
15. Board Members' Expressions: *5 minutes*
16. Executive Session (*Etter McMahon*): (*none*)
17. Adjourn

Cable 5 Broadcast Dates and Times of January 20, 2023, Board Meeting:

Saturday, January 21, 2023	4:00 p.m.
Monday, January 23, 2023	10:00 a.m.
Tuesday, January 24, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

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

Next Board Meeting :

Thursday, February 17, 2023, 1:30 p.m. STA Boardroom, 1229 West Boone Avenue, Spokane, Washington
(a virtual joining option will be available)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

3.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone wishing to comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be read at the meeting. Comments must be received by 9:00 a.m. the day of the meeting. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

To provide **Oral Public Expressions** via telephone or computer, please complete this [form](#) and email it to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.

To provide **Written Public Expressions** to be read at the meeting, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 4A : STEVE WILLIAMS – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Josh Stoddard, Senior Vehicle Maintenance Manager

SUMMARY: Steve began his career with STA in October 1987, as a servicer. Since then, he has worked his way up through the ranks to his current position as Journeyman Vehicle Technician.

During his time with STA, Steve was a Training Coordinator and the Electrical department permanent lead. He was nominated for multiple Employee Recognition Awards during his time in these positions.

Steve chose to postpone his retirement one year to better help STA prepare for the City Line launch and is now retiring from STA after 35 years of dedicated service.

Throughout his long career, Steve has always been a very important member of our team. We thank him for his years of service to STA and the community.

Steve's easy-going personality and sense of humor will be greatly missed by his coworkers. We wish him all the best in his well-earned retirement.

RECOMMENDATION TO BOARD: Recognize Steve for his 35 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer BSM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 4B : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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:

35 Years

Journeyman Vehicle Technician

Steve Williams

25 Years

Fixed Route Coach Operator

Scott Leinen

15 Years

Fixed Route Coach Operator

Dennis Gerstenkorn
William Gillam
Prudent Lizardo
Susan Pine

5 Years

Fixed Route Coach Operator

Robert Gisselberg
Hal Heidenreich
Adam Peterson
Nancy Wallace

Paratransit Van Operator

Stephen Gannaway

Journeyman Vehicle Technician

Bradley Sevey

Customer Service Representative

Jennifer Lingenfelter

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 5A : MINUTES OF THE DECEMBER 15, 2022, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the December 15, 2022, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head DI Chief Executive Officer DSM Legal Counsel MC

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the December 15, 2022, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

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

MEMBERS ABSENT

Veronica Messing, Small Cities Representative (Cheney)
Ex Officio
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Dan Dunne, Small Cities Representative (Liberty Lake)
Ex Officio

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Carly Cortright, Chief Communications & Customer Service Officer
Nancy Williams, Chief Human Resources Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

PROVIDING LEGAL COUNSEL

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

1. Call To Order and Roll Call

Chair Grover called the meeting to order at 1:30 p.m. and introductions were made.

2. Approve Board Agenda

The updated Agenda was reviewed and the addition of items 8A. Amendment of 2022 Operating & Capital Budgets and 15A. Periodic Review of Board Composition Exception were called to the attention of the Board.

Mr. French moved to approve the November Updated Board Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.

3. Public Expressions

Virtual attendees were unmuted to offer any public expressions. The chair called three times for public expressions. There were none.

4. Recognitions and Presentations

A. Employee Recognition Awards

Ms. Williams reminded that employees are nominated to the Employee Recognition Committee for embodying and displaying STA’s core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. She reviewed the employees nominated and receiving awards for the term that included August, September, October, and November. She read the names of the employees and congratulated them on the nomination by their peers and award of the Employee Recognition award.

5. Board Action – Consent Agenda

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

- A. Approval Minutes of the November 17, 2022, Board Meeting
- B. Approval of the following November 2022 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 619589 – 619934	\$ 8,440,524.58
Worker’s Comp Vouchers (November)	ACH – 2286	\$ 147,965.27
Payroll 11/04/2022	ACH – 11/04/2022	\$ 2,117,950.09
Payroll 11/18/2022	ACH – 11/18/2022	\$ 1,533,960.61
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,011.69
NOVEMBER TOTAL		\$ 12,246,412.24

- C. Approval of the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2022 FTA 5310 Call for Projects”, including a 20% local match contribution of \$62,928 for the STA award of \$251,711 for contracted human services transportation, and authorize staff to make administrative modifications to the final grant awards as necessary to address minor revisions to project costs and schedule.
- D. Approval of the submittal of a grant application to the State Buses and Bus Facilities grant program for the West Plains Transit Center Operations Capacity and Enhancements Project for an amount of up to \$4 million, with matching funds of up to \$1 million.
- E. Approval of the 2023 Performance Measures.
- F. Acceptance of the contract with Continental Contractors, Inc., for the 2020 Bus Stop Improvements as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Acceptance of the contract with McClintock & Turk, Inc. for the Cooling Tower and Boiler Replacement contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- H. Acceptance of the contract with Able Clean-Up Technologies, Inc. for the Tank Cleaning project at the Valley (Fleck) Service Center and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- I. Approval of the 2023 STA Board and Committee Meeting calendar.

6. Board Action – Committee Recommendation

Planning & Development Committee

A. Establishment of Designated Real Estate Acquisition Reserve – Resolution.

Ms. Liard advised that staff have been working on several key High Performance Transit projects, currently at various stages, which will require real estate acquisitions to deliver the

proposed capital elements and eventual expansions of service, specifically the I-90/Valley Corridor and Division Line. To dedicate funding to these real property activities and allow STA to be responsive in competitive real estate situations, staff recommended the establishment of a \$25 million designated reserve for real estate acquisitions and other required or associated costs. She provided background and details, as well as a copy of Resolution 804-22.

Mr. French moved to adopt, by Resolution 804-22, the establishment of a \$25 million designated real estate acquisition reserve. Mr. Hattenburg seconded, and the motion passed unanimously. *(The unanimous vote represented for than the five affirmative votes required to pass).*

Performance Monitoring & External Relations Committee

B. Draft 2023 State Legislative Priorities

Ms. Cartright advised that the Board of Directors adopts Legislative Priorities each year to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. Due to the uncertainty of timing of legislation that may affect STA's operations and/or service, the CEO requested authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

Mr. French moved to approve the 2023 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Ms. Kinnear seconded, and the motion passed unanimously.

7. Executive Session

After resolving a couple technical difficulties, at 2:10 pm, the Board adjourned to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. It was noted that the STA Board of Directors will reconvene in open session at approximately 2:20 p.m. They advised, 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.

At 2:20, the Board reconvened in open session and the Chair read two motions which were approved, as follows:

- 1. Ms. Kinnear moved to approve a one-year contract extension with ATU 1015 through March 31, 2024, with an increase in wages and other economic terms effective January 1, 2023; and approve a signing bonus to be paid on December 23, 2022, in exchange for ratification of the one-year extension prior to the December 15, 2022, Board meeting. Ms. Wilkerson seconded, and the motion passed unanimously.**
- 2. Ms. Kinnear moved to approve the increase in wages for AFSCME 3939 and ATU 1598 as part of wage re-openers, and a signing bonus to be paid to ATU 1598 supervisors on December 16, 2022, and to AFSCME 3939 employees on December 23, 2022, in exchange for ratification prior to the December 15, 2022, Board meeting. Mr. Hattenburg seconded, and the motion passed unanimously.**

8. Board Action

A. Amendment of 2022 Operating & Capital Budgets

Ms. Liard presented the proposed amended 2022 operating and capital budgets and asked the Board to adopt by Resolution 805-22, the amended 2022 Operating and Capital Budgets.

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

B. Adoption of 2023 Operating & Capital Budgets

Ms. Liard presented the final proposed 2023 Operating and Capital Budgets. She advised the background of meetings that the budget had been presented and noted a few changes that were incorporated due to the ratification of the one-year renewal contract with ATU 1015 and wage re-openers with ATU 1598 and AFSCME 3939 and the financial impact of this authorization.

Ms. Wilkerson moved to adopt, by Resolution 802-22, the Final Proposed 2023 Operating and Capital Budgets. Mr. Hattenburg seconded, and the motion passed unanimously.

C. Connect 2035 Strategic Plan Phase 1 Adoption

Ms. Liard offered summary and background information on the plan. She noted the contents of the Strategic Foundation document, and the Technical Report were developed and reviewed by the Board and have been incorporated as part of the Resolution.

She noted staff recommended the Board adopt, by Resolution 803-22, the *Connect 2035* Phase 1 Strategic Foundation document, and the Phase 1 Technical Report.

Mr. Hattenburg moved to adopt Resolution 803-22, the *Connect 2035* Phase 1 Strategic Foundation document, as presented. Mr. Zappone seconded, and the motion passed unanimously.

9. Board Report

A. City Line Implementation Update

Each month leading up to the City Line launch in July 2023, staff presents an update on implementation progress. Each monthly update includes a deeper dive into a select implementation element.

Mr. Otterstrom provided a review of the City Line and the schedule, noting the project is currently 90% complete. He included a financial update, advising of changes since last month. He informed that the 11th bus has now been added into the forecast. As the Board was aware, staff have held that bus off to the side until the positive affirmation from FTA was received that staff were able to revise it into the project budget. He noted the recently completed and currently underway items. Upcoming items included testing, budget reallocation to formally incorporate the 11th bus into the budget, procurement of shelters, and GTFIS-RT test service completion to be used during the testing phase.

Mr. Otterstrom reviewed Transit Signal Priority (TSP) and how it works. He discussed the parameters negotiated with the City of Spokane and how they will be memorialized in an agreement for Mission & Cinnati, Mission & Hamilton, Mission & Napa, and Mission & Sycamore. He explained annual meetings and follow up are required to review priority requests and any impacts to signal operations. He also explained the TSP strategies

beneficial to bus rapid transit, along with how the technology integrates. He noted testing will begin in early 2023 to ensure full communication between buses and the city signals and full scale simulated operating conditions testing will begin in April 2023.

Mr. Otterstrom noted 212 days until launch and offered to answer any questions. Brief discussion ensued regarding scheduling the launch and getting on people's calendars now.

10. Board Operations Committee

A. Chair Report

Chair Grover noted the items discussed at the Board Operations meeting had been reviewed and/or approved here today.

11. Planning & Development Committee

A. Chair Report:

Mr. French asked Mr. Otterstrom to provide an overview of the Planning & Development Committee meeting items discussed and approved. Mr. Otterstrom reported on the P&D Committee meeting, noting items were approved under the Board Consent agenda.

12. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley noted she was not able to attend PMER and noted Mr. Rapez-Betty's absence. She asked Mr. Otterstrom to review. Mr. Otterstrom said the items reviewed at PMER were also approved on the Board Consent agenda.

13. CEO Report

Due to time constraints, Ms. Meyer truncated her report and provided updates on ridership, fare revenue by service type, and voter approved sales tax revenue.

She provided an update on the retention and recruitment incentive plan and was happy to report that 567 employees received a check on 12/9/2022 which represented the second retention payment under the plan. She thanked all employees who stayed. She said she would report on hiring, coach operating, retention in January.

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

14. Board Information

- A. Committee Minutes
- B. October 2022 Financial Results Summary
- C. November 2022 Sales Tax Revenue
- D. October 2022 Operating Indicators
- E. 2023 Planning and Development Committee Work Program
- F. January 2023 Service Changes
- G. STA Outreach Update
- H. STA's Holiday Services & Office Hours

15. New Business

A. Periodic Review of Board Composition Exception

Ms. Megan Clark summarized the need for the Periodic Review of Board Composition and staff's request that the Board approve the exception to delay the periodic review of the Board Composition meeting from December 2022 to January, 2023.

Ms. Kinnear moved to approve as presented. Ms. Wilkerson seconded, and the motion passed unanimously.

B. Election of the 2023 Board Chair and Presentation of Gavel

Chair Grover said in accordance with the STA Bylaws, the Board Chair is elected annually by a simple majority vote of the voting members of the Board and serves a one-year term from January 1 through December 31 of each year. The office of the Chair rotates each year among the jurisdictions that are located within the boundaries of the Public Transportation Benefit Area and comprise the nine-voting member STA Board. The rotation designates the City of Spokane as the next jurisdiction to serve as Board Chair.

Chair Grover nominated City of Spokane, Council Member Lori Kinner as the 2023 STA Board Chair. Ms. Wilkerson moved to approve the nomination of Ms. Kinnear as 2023 STA Board Chair. Mr. French seconded, and the motion passed unanimously.

Mr. Grover presented the gavel to the new chair, Ms. Kinnear.

16. Board Member Expressions

A. Presentation of Commendation to Chris Grover, Outgoing Board Chair

Newly elected Chair Lori Kinnear noted that Cheney Mayor Chris Grover, STA Board Chair in 2022, served on the STA Board of Directors from January 2018 to present, in a voting position in 2021 and 2022 as appointed by the City of Airway Heights. In addition to chairing the Board, he also chaired the Board Operations Committee in 2022. He chaired the Planning & Development Committee in 2019 and 2020, and the Performance Monitoring & External Relations Committee in 2021. Mayor Grover's knowledge and expertise is greatly appreciated.

Ms. Kinnear presented Mayor Chris Grover a commendation recognizing him for his leadership, service and dedication to Spokane Transit and public transportation. She thanked him for his level-headed, calm influence throughout his term as STA Board Chair leading up to the launch of the City Line.

Mayor Grover thanked his wife, Jamie, who was in attendance. He noted he couldn't do this without her support. He thanked the Board members, staff, and all the employees of STA, noting they are Spokane Transit Authority.

Chair Kinnear expressed interest in appointing board members for the 2023 term. Mr. French advised we wait until we know the appointments from the jurisdictions. Currently, the County has appointed Mr. French and Mr. Kerns for 2023. She said she would like to entertain a motion for the vice chair for next year since Spokane County was in the rotation.

Mr. Kerns nominated Commissioner French for Chair Pro-tempore (vice-chair) for 2023 and made a motion to approve the nomination. Ms. Haley seconded, and the motion passed unanimously.

Mr. French thanked everyone for the nomination and commented on Mayor Grover's leadership. He noted through Covid and the City Line and all the other things that have come before this board, Mayor Grover's leadership style and demeanor has been extraordinary. He said it's been an honor and privilege to serve with him and noted he looks forward to continuing to work with him in the future.

Chair Kinnear said she and Mayor Grover had worked on the committee assignments. She noted they will be done in the new year. She thanked everyone for their contributions throughout the past year and advised she looks forward to 2023.

17. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 3:03 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

January 19, 2023

AGENDA ITEM **5B** : DECEMBER 2022 VOUCHERS

REFERRAL COMMITTEE: n/a

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


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

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (December)	Nos. 619726 – 620428	\$ 5,169,326.70
Worker's Comp Vouchers (December)	ACH – 2286	\$ 139,489.82
Payroll 12/02/2022	ACH – 12/02/2022	\$ 2,257,573.91
Retention 12/09/2022	ACH – 12/09/2022	\$ 1,200,102.94
Payroll 12/16/2022	ACH – 12/16/2022	\$ 1,616,100.79
CBA Signing Bonus 12/16/2022 & 12/23/2022		\$ 1,466,672.59
Payroll 12/30/2022	ACH – 12/30/2022	\$ 1,674,096.46
WA State – DOR (Excise Tax)	ACH – 1767	\$ 8,577.00
DECEMBER TOTAL		\$ 13,531,940.21

Certified:


Tammy Johnston
Senior Financial Services Manager

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


Monique Liard
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BSM Legal Counsel MC

Spokane Transit Authority
Vouchers - December 2022

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
11/11/2022	619726	Spokesman Review	1616	(966.12)
10/21/2022	619430	Eric Hamann	903	(56.34)
12/02/2022	619935	Inland Welding Supply Inc	1032	336.36
12/02/2022	619936	AFSCME	1328	798.35
12/02/2022	619937	AFSCME	1328	124.00
12/02/2022	619938	Amazon Capital Services Inc	2098	3,776.25
12/02/2022	619939	APS Inc	1841	372.78
12/02/2022	619940	Arnett Industries LLC	2331	310.38
12/02/2022	619941	Amalg Transit Union #1015	1055	22,518.11
12/02/2022	619942	Amalg Transit Union #1598	1056	948.96
12/02/2022	619943	Automated Accounts Inc	1079	2,430.52
12/02/2022	619944	Appleway Chevrolet Inc	1068	405.86
12/02/2022	619945	Battery Systems Inc	1089	475.81
12/02/2022	619946	The Braun Corporation	1117	134.50
12/02/2022	619947	BDI	1022	774.83
12/02/2022	619948	Daniel H Brunner Trustee	1124	2,458.63
12/02/2022	619949	California Department of Child Support Services	1130	485.07
12/02/2022	619950	Cameron-Reilly LLC	1137	18,085.88
12/02/2022	619951	Camira Group Inc	1316	3,975.73
12/02/2022	619952	Consolidated Electrical Distributors	1133	266.18
12/02/2022	619953	QWEST Corporation	1148	627.54
12/02/2022	619954	QWEST Corporation	1148	137.08
12/02/2022	619955	ChargePoint Inc	2717	8,475.84
12/02/2022	619956	Child Support Enforcement Agency	1825	392.30
12/02/2022	619957	COAST Transportation	2040	3,811.13
12/02/2022	619958	Coffman Engineers Inc	1162	132,495.76
12/02/2022	619959	Coleman Oil Company LLC.	2683	51,301.65
12/02/2022	619960	Comcast	1170	1,013.14
12/02/2022	619961	Comcast	1170	113.65
12/02/2022	619962	Copiers Northwest Inc	2429	518.97
12/02/2022	619963	Cummins Inc	1027	7,955.37
12/02/2022	619964	Employee Advisory Council	1236	544.50
12/02/2022	619965	Fastenal Company	1249	360.53
12/02/2022	619966	FedEx	1808	262.91
12/02/2022	619967	FP Mailing Solutions	1878	1,000.00
12/02/2022	619968	FP Mailing Solutions	1878	3,000.00
12/02/2022	619969	Gordon Truck Centers Inc	1018	11,803.87
12/02/2022	619970	Galls LLC	1271	112.77
12/02/2022	619971	Galls Parent Holdings LLC	1271	874.88
12/02/2022	619972	General Parts Distribution, LLC	2690	1,057.52
12/02/2022	619973	Gillig LLC	1279	8,059.56
12/02/2022	619974	Glass Doctor	1308	4,084.23
12/02/2022	619975	W.W. Grainger Inc	1285	769.37
12/02/2022	619976	H & H Business Systems	1298	327.68
12/02/2022	619977	Hogan Mfg Inc	1008	1,563.73
12/02/2022	619978	Humanix Corp	1329	2,659.34
12/02/2022	619979	Jacobs Engineering Group Inc	2285	19,263.02
12/02/2022	619980	Q49 Solutions LLC	2594	25.07
12/02/2022	619981	Motion Auto Supply Inc	1012	91.91
12/02/2022	619982	Mouser Electronics Inc	1449	248.50
12/02/2022	619983	Muncie Reclamation and Supply Co	1013	63.14
12/02/2022	619984	Black Realty Management Inc	1658	7,882.47
12/02/2022	619985	NAPA Auto Parts Inc	1014	7,240.20
12/02/2022	619986	Argosy Credit Partners Holdings LP	2006	137.18
12/02/2022	619987	The Aftermarket Parts Company LLC	1015	6,488.88
12/02/2022	619988	Office Depot Inc	1483	164.49
12/02/2022	619989	Steve Sample	900	68.52
12/02/2022	619990	Pacific Office Solutions	2288	157.63
12/02/2022	619991	Pacific Power Group LLC	1496	671.48
12/02/2022	619992	Parametrix Inc	2062	75,826.05
12/02/2022	619993	Bag A Nickels INC	2673	701.60
12/02/2022	619994	Power Machine Service Inc	1519	2,583.30
12/02/2022	619995	Proterra Inc	2519	6,434.03
12/02/2022	619996	Provisional Services, Inc.	2697	2,542.43
12/02/2022	619997	Romaine Electric Corporation	1548	3,746.62
12/02/2022	619998	Wilpat Enterprises Inc	1550	115.54
12/02/2022	619999	S T A - Well	1557	411.50
12/02/2022	620000	SBA Towers II LLC	1569	2,309.96
12/02/2022	620001	Six Robbles Inc	1017	236.26

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12/02/2022	620002	Solarwinds Inc	1812	1,019.15
12/02/2022	620003	Spaldings Inc	1771	130.80
12/02/2022	620004	Spokane County Treasurer	1603	30.60
12/02/2022	620005	Spokane House of Hose Inc	1605	3,482.43
12/02/2022	620006	Sportworks Global LLC	1617	4,053.03
12/02/2022	620007	Team Torque Inc	1644	548.00
12/02/2022	620008	Terminal Supply Inc	1648	405.49
12/02/2022	620009	United Way of Spokane County	1684	146.15
12/02/2022	620010	Jeffrey Oien	2155	1,433.30
12/02/2022	620011	American Federation of State County 2 WA Council	1705	1,675.77
12/02/2022	620012	Walt's Mailing Service	1976	2,860.61
12/02/2022	620013	Wendle Motors Incorporated	1021	4,092.00
12/02/2022	620014	Wesco Group LLC	2368	1,042.39
12/02/2022	620015	Verizon	2142	3,329.84
12/06/2022	620016	City of Spokane	1601	1,226.45
12/06/2022	620017	US Bank	1678	30,158.25
12/09/2022	620018	A to Z Rentals	1033	26.54
12/09/2022	620019	Inland Welding Supply Inc	1032	475.01
12/09/2022	620020	Ash & Rowan Hardware LLC	2278	170.48
12/09/2022	620021	South Hill Ace Hardware	2263	6.46
12/09/2022	620022	Continental American Insurance Company	2682	1,713.71
12/09/2022	620023	Air Reps LLC	1045	342.64
12/09/2022	620024	Alcobra Metals Inc	2140	188.52
12/09/2022	620025	Amazon Capital Services Inc	2098	2,644.19
12/09/2022	620026	Steven W Niles Jr	2276	246.79
12/09/2022	620027	Northwest Industrial Services LLC	1058	215.73
12/09/2022	620028	Amerigas 1790	1064	6.37
12/09/2022	620029	The Arc of Spokane	2361	3,568.85
12/09/2022	620030	Arrow Construction Supply Inc	2336	36.97
12/09/2022	620031	Avista Corporation	1081	75,022.44
12/09/2022	620032	Battery Systems Inc	1089	2,183.99
12/09/2022	620033	BL Best	1083	70.85
12/09/2022	620034	The Braun Corporation	1117	81.23
12/09/2022	620035	Stanley James Burke Jr	2305	926.50
12/09/2022	620036	Carl Heidle	2732	680.00
12/09/2022	620037	Carlson Sheet Metal Works Inc	1139	34.88
12/09/2022	620038	The Coeur D'Alenes Company	2441	1,626.42
12/09/2022	620039	Consolidated Electrical Distributors	1133	46.73
12/09/2022	620040	QWEST Corporation	1148	132.21
12/09/2022	620041	Cintas Corporation No 2	2383	266.74
12/09/2022	620042	City Glass Spokane Inc	2599	812.05
12/09/2022	620043	City of Cheney - Utility	1158	473.67
12/09/2022	620044	City of Spokane	1601	0.00
12/09/2022	620045	City of Spokane	1601	10,464.94
12/09/2022	620046	Comcast	1170	199.65
12/09/2022	620047	Comcast	1170	159.96
12/09/2022	620048	Commercial Tire Inc	2451	6,642.92
12/09/2022	620049	Occupational Health Centers of Washington PS	2313	1,080.00
12/09/2022	620050	Conseal Containers LLC	1176	397.78
12/09/2022	620051	Consolidated Irrigation	1177	22.00
12/09/2022	620052	Washington State Dept of Corrections	1708	2,551.12
12/09/2022	620053	Cummins Inc	1027	775.37
12/09/2022	620054	Delta Dental of Washington	1726	58,658.64
12/09/2022	620055	Dow Jones \$ Company,	2698	166.77
12/09/2022	620056	Edge Construction Supply Inc	1224	8.85
12/09/2022	620057	El Jay Oil Co Inc	1003	147.15
12/09/2022	620058	Electrical Service Products Inc	1230	311.74
12/09/2022	620059	Elite Entry Systems LLC	2632	2,511.00
12/09/2022	620060	Fastenal Company	1249	1,954.54
12/09/2022	620061	FedEx	1808	34.11
12/09/2022	620062	Ferguson Enterprises Inc	1252	1,193.44
12/09/2022	620063	FP Mailing Solutions	1878	1,147.15
12/09/2022	620064	Freedman Seating Company	1827	8,726.34
12/09/2022	620065	Gordon Truck Centers Inc	1018	11,933.30
12/09/2022	620066	Galls LLC	1271	573.77
12/09/2022	620067	Galls Parent Holdings LLC	1271	3,771.14
12/09/2022	620068	The General Store	1956	995.21
12/09/2022	620069	Gensco Inc	2540	131.09
12/09/2022	620070	Gillig LLC	1279	15,970.39
12/09/2022	620071	GMCO Corporation	2623	5,934.73
12/09/2022	620072	W.W. Grainger Inc	1285	3,088.79
12/09/2022	620073	Grimco,Inc	2696	618.04

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12/09/2022	620074	Halme Construction Inc	2090	515,381.55
12/09/2022	620075	Hotsy of Spokane LLC	2370	658.85
12/09/2022	620076	HRA Veba Trust	1415	24,088.23
12/09/2022	620077	Humanix Corp	1329	20,905.40
12/09/2022	620078	IBI Group	1336	36,490.22
12/09/2022	620079	Idaho State Tax Commission	2504	4,937.10
12/09/2022	620080	William Corp	1363	532.07
12/09/2022	620081	Northwest Business Press Inc	1366	2,250.00
12/09/2022	620082	Kaiser Foundation Health Plan of Washington	1296	344,725.35
12/09/2022	620083	Kaiser Foundation Health Plan of Washington	1296	47,665.75
12/09/2022	620084	Kaiser Foundation Health Plan of WA Options Inc	1295	33,439.84
12/09/2022	620085	Kaiser Foundation Health Plan of WA Options Inc	1295	562.96
12/09/2022	620086	Kelvion, Inc.	2694	3,518.00
12/09/2022	620087	Kershaw's Inc	1374	63.83
12/09/2022	620088	L&M Truck Sales Inc	2400	2,143.75
12/09/2022	620089	M & L Supply Co Inc	1413	225.56
12/09/2022	620090	Maintenance Solutions	1418	454.53
12/09/2022	620091	McGuire Bearing Company	1010	1,057.55
12/09/2022	620092	Q49 Solutions LLC	2594	52.32
12/09/2022	620093	Modern Electric Water Co Inc	1439	1,198.53
12/09/2022	620094	Mohawk Manufacturing & Supply Co	1011	107.28
12/09/2022	620095	Motion Auto Supply Inc	1012	365.68
12/09/2022	620096	Mouser Electronics Inc	1449	216.25
12/09/2022	620097	Black Realty Management Inc	1658	12,891.63
12/09/2022	620098	NAPA Auto Parts Inc	1014	3,588.32
12/09/2022	620099	National Color Graphics Inc	1455	236.53
12/09/2022	620100	NATIONWIDE	2592	566.44
12/09/2022	620101	Argosy Credit Partners Holdings LP	2006	2,290.15
12/09/2022	620102	The Aftermarket Parts Company LLC	1015	3,185.52
12/09/2022	620103	Norco Inc	1467	70.24
12/09/2022	620104	CSWW Inc	1102	605.31
12/09/2022	620105	North 40 Outfitters	1102	713.26
12/09/2022	620106	North 40 Outfitters	1102	146.00
12/09/2022	620107	North Coast Electric Company	1469	572.90
12/09/2022	620108	Dylan Nusbaum	903	200.38
12/09/2022	620109	Oxarc Inc	1002	2,752.92
12/09/2022	620110	Pacific Office Solutions	2288	4,531.18
12/09/2022	620111	Perfection Tire #5 Inc	1504	2,186.03
12/09/2022	620112	Premera Blue Cross	1521	308,254.83
12/09/2022	620113	Protterra Inc	2519	997.67
12/09/2022	620114	Provisional Services, Inc.	2697	2,454.56
12/09/2022	620115	Rehn & Associates	2395	304.00
12/09/2022	620116	Romaine Electric Corporation	1548	678.75
12/09/2022	620117	Safety-Kleen Systems Inc	1564	904.62
12/09/2022	620118	Schindler Elevator Corporation	1930	185.55
12/09/2022	620119	Schindler Elevator Corporation	1930	450.62
12/09/2022	620120	Securitas Security Services USA Inc	1574	26,519.32
12/09/2022	620121	SiteOne Landscape Supply LLC	2557	181.75
12/09/2022	620122	Six Robbles Inc	1017	1,083.31
12/09/2022	620123	Spokane County Environmental Services	1603	338.94
12/09/2022	620124	Spokane Hardware Supply	1604	23.57
12/09/2022	620125	Spokane House of Hose Inc	1605	1,533.69
12/09/2022	620126	Spokane Optical Company LLC	1607	250.00
12/09/2022	620127	Spokane Power Tool	1608	2,202.42
12/09/2022	620128	Spokesman Review	1616	966.12
12/09/2022	620129	Sportworks Global LLC	1617	4,051.14
12/09/2022	620130	Spray Center Electronics Inc	1619	846.59
12/09/2022	620131	Star Rentals & Sales	1629	280.89
12/09/2022	620132	Stoneway Electric Supply Co	1633	6,268.93
12/09/2022	620133	Summit Law Group PLLC	1637	7,000.00
12/09/2022	620134	Sun Supply Inc.	2710	6,080.01
12/09/2022	620135	Symetra Life Insurance Company	1562	17,735.37
12/09/2022	620136	Tennant Sales & Service Company	1647	289.68
12/09/2022	620137	Titan Truck Equipment Inc	1655	129.97
12/09/2022	620138	Trans Machine Corporation	1019	307.00
12/09/2022	620139	Uline Inc	2401	1,712.68
12/09/2022	620140	Utilities Plus	2606	12.00
12/09/2022	620141	Walter E Nelson Co	1721	1,298.68
12/09/2022	620142	Mike Walters	1722	260.26
12/09/2022	620143	Washington State	1709	2,008.29
12/09/2022	620144	Waste Management Spokane	1702	373.55
12/09/2022	620145	Waste Management Recycle America	1702	494.62

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12/09/2022	620146	Wendle Motors Incorporated	1021	2,423.94
12/09/2022	620147	Wesco Group LLC	2368	4,922.86
12/09/2022	620148	West Plains Chamber of Commerce	1739	1,000.00
12/09/2022	620149	Wex Bank	2642	18,776.02
12/09/2022	620150	Wheeler Industries Inc	1743	462.83
12/09/2022	620151	Whites Boots Inc	1744	446.33
12/09/2022	620152	Wm. Winkler Company	1752	76,934.97
12/09/2022	620153	Washington State Transit Assoc	1715	60.00
12/16/2022	620154	ABM Industry Groups LLC	1066	4,965.83
12/16/2022	620155	Access Information Holdings	2340	484.42
12/16/2022	620156	Ash & Rowan Hardware LLC	2278	14.88
12/16/2022	620157	Francis Avenue Hardware	2279	234.57
12/16/2022	620158	CBS Reporting Inc	1035	854.50
12/16/2022	620159	AFSCME	1328	798.35
12/16/2022	620160	AFSCME	1328	124.00
12/16/2022	620161	Amazon Capital Services Inc	2098	1,681.00
12/16/2022	620162	Steven W Niles Jr	2276	13.04
12/16/2022	620163	Northwest Industrial Services LLC	1058	130.10
12/16/2022	620164	Amerigas 1790	1064	6.37
12/16/2022	620165	APS Inc	1841	173.31
12/16/2022	620166	Amalg Transit Union #1015	1055	22,170.50
12/16/2022	620167	Amalg Transit Union #1598	1056	948.96
12/16/2022	620168	Amalgamated Transit Union	1057	175.02
12/16/2022	620169	Appleway Chevrolet Inc	1068	506.96
12/16/2022	620170	Avista Corporation	1081	11,841.76
12/16/2022	620171	Battery Systems Inc	1089	6,876.46
12/16/2022	620172	Blanchard Electric & Fleet Supply	2589	70.24
12/16/2022	620173	BDI	1022	344.44
12/16/2022	620174	Daniel H Brunner Trustee	1124	2,458.63
12/16/2022	620175	California Department of Child Support Services	1130	485.07
12/16/2022	620176	Canon Financial Services Inc	1154	1,736.70
12/16/2022	620177	The Coeur D'Alenes Company	2441	742.60
12/16/2022	620178	CDW-Government	1132	3,288.77
12/16/2022	620179	Cementex Products Inc	2203	738.67
12/16/2022	620180	Center for Transportation and the Environment	2335	10,000.00
12/16/2022	620181	QWEST Corporation	1148	1,228.23
12/16/2022	620182	Child Support Enforcement Agency	1825	392.30
12/16/2022	620183	Cintas Corporation No 2	2383	303.28
12/16/2022	620184	City Glass Spokane Inc	2599	636.56
12/16/2022	620185	City of Medical Lake	1424	75.61
12/16/2022	620186	Coaching Systems LLC	1160	2,205.00
12/16/2022	620187	Comcast	1170	169.96
12/16/2022	620188	Conseal Containers LLC	1176	397.78
12/16/2022	620189	Continental Door Company	1986	1,428.16
12/16/2022	620190	Copiers Northwest Inc	2429	293.39
12/16/2022	620191	Concrete Enterprises Inc	1960	2,670.50
12/16/2022	620192	Corporate Translation Services Inc	2158	140.56
12/16/2022	620193	Cummins Inc	1027	484.28
12/16/2022	620194	Cummins Inc	1027	2,841.38
12/16/2022	620195	Daktronics Inc.	2675	138,975.00
12/16/2022	620196	DeVries Business Records Management Inc	1766	360.00
12/16/2022	620197	Employee Advisory Council	1236	532.50
12/16/2022	620198	El Jay Oil Co Inc	1003	13.07
12/16/2022	620199	Electrical Service Products Inc	1230	959.15
12/16/2022	620200	Wireless Investors LLC	2517	229.34
12/16/2022	620201	Fastenal Company	1249	333.44
12/16/2022	620202	FedEx	1808	14.06
12/16/2022	620203	First Transit Inc	2430	475,730.94
12/16/2022	620204	Gordon Truck Centers Inc	1018	4,953.69
12/16/2022	620205	Galls Parent Holdings LLC	1271	166.13
12/16/2022	620206	General Parts Distribution, LLC	2690	20.59
12/16/2022	620207	General Parts Distribution, LLC	2690	1,116.27
12/16/2022	620208	Genfare LLC	1268	2,159.72
12/16/2022	620209	Gillig LLC	1279	18,602.16
12/16/2022	620210	W.W. Grainger Inc	1285	1,057.02
12/16/2022	620211	Granite Petroleum Inc	2635	45,972.79
12/16/2022	620212	Grimco,Inc	2696	828.40
12/16/2022	620213	H & H Business Systems	1298	648.54
12/16/2022	620214	Hogan Mfg Inc	1008	1,314.59
12/16/2022	620215	Humanix Corp	1329	476.80
12/16/2022	620216	Johnson Controls Fire Protection LP	1584	10,842.88
12/16/2022	620217	Mountain Broadcasting LLC	2761	3,415.00

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12/16/2022	620218	Kershaw's Inc	1374	67.35
12/16/2022	620219	KHQ - Spokane	2575	1,695.00
12/16/2022	620220	Lacey A. Schaich	2716	15,367.25
12/16/2022	620221	Les Schwab Tire Centers of Washington Inc	1393	162.84
12/16/2022	620222	Liberty Lake Sewer and Water District	1396	497.25
12/16/2022	620223	Lithographic Reproductions Inc	1403	8,557.59
12/16/2022	620224	Maintenance Solutions	1418	454.53
12/16/2022	620225	McCarty's Sacro Ease	2406	103.68
12/16/2022	620226	Michelin North America Inc	2325	47,701.01
12/16/2022	620227	Q49 Solutions LLC	2594	27.25
12/16/2022	620228	Mohawk Manufacturing & Supply Co	1011	546.61
12/16/2022	620229	Motion Auto Supply Inc	1012	49.13
12/16/2022	620230	Mouser Electronics Inc	1449	133.26
12/16/2022	620231	MultiCare Health Systems	2453	4,961.00
12/16/2022	620232	Muncie Reclamation and Supply Co	1013	387.56
12/16/2022	620233	Black Realty Management Inc	1658	2,250.01
12/16/2022	620234	NAPA Auto Parts Inc	1014	8,349.36
12/16/2022	620235	Argosy Credit Partners Holdings LP	2006	7.05
12/16/2022	620236	The Aftermarket Parts Company LLC	1015	3,413.67
12/16/2022	620237	New Flyer Of America Inc	2528	568,106.53
12/16/2022	620238	North 40 Outfitters	1102	297.67
12/16/2022	620239	CSWW Inc	1102	250.68
12/16/2022	620240	Tammy Lynne Glidewell	1282	1,767.00
12/16/2022	620241	Office Depot Inc	1483	406.12
12/16/2022	620242	Oxarc Inc	1002	3,502.43
12/16/2022	620243	Pacific Power Group LLC	1496	1,046.10
12/16/2022	620244	Proterra Inc	2519	286.35
12/16/2022	620245	News Radio 920	2318	1,408.00
12/16/2022	620246	Rebecca Van Keulen	2735	3,248.83
12/16/2022	620247	Multi Service Technology Solutions Inc	2146	504.53
12/16/2022	620248	Romaine Electric Corporation	1548	1,168.48
12/16/2022	620249	Andrey Grebenshchikov	2671	350.00
12/16/2022	620250	S T A - Well	1557	404.50
12/16/2022	620251	SHI International Corp	1581	11,846.29
12/16/2022	620252	Six Robbles Inc	1017	1,853.91
12/16/2022	620253	Special Mobility Services	2122	7,257.41
12/16/2022	620254	Spokane County Solid Waste	1603	150.02
12/16/2022	620255	Spokane County Environmental Services	1603	338.94
12/16/2022	620256	Spokane House of Hose Inc	1605	603.81
12/16/2022	620257	Sportworks Global LLC	1617	344.44
12/16/2022	620258	Staples Business Credit	1627	775.84
12/16/2022	620259	Summit Rehabilitation Associates PLLC	1638	228.00
12/16/2022	620260	Tenant Sales & Service Company	1647	209.15
12/16/2022	620261	The Engraver Inc	1242	142.25
12/16/2022	620262	Trapeze Software Group	1669	33,609.06
12/16/2022	620263	Tyler Business Forms	1788	912.21
12/16/2022	620264	Uline Inc	2401	1,010.29
12/16/2022	620265	United Way of Spokane County	1684	146.15
12/16/2022	620266	Verizon Wireless LLC	1686	3,414.73
12/16/2022	620267	American Federation of State County 2 WA Council	1705	1,672.48
12/16/2022	620268	Walter E Nelson Co	1721	738.83
12/16/2022	620269	Washington Assoc of Public Records Officers	1725	25.00
12/16/2022	620270	Wendle Motors Incorporated	1021	109.76
12/16/2022	620271	Whites Boots Inc	1744	417.78
12/16/2022	620272	Whitworth Water District	1746	25.53
12/16/2022	620273	Yunker Bros Inc	1971	369.51
12/16/2022	620274	Zayo Group LLC	2321	33,407.41
12/16/2022	620275	Zipline Communications Inc	2492	2,080.58
12/23/2022	620276	K9 Pest Detectives LLC	2551	4,905.00
12/23/2022	620277	Able Clean-Up Technologies Inc.	2752	15,981.08
12/23/2022	620278	ABM Industry Groups LLC	1066	6,210.00
12/23/2022	620279	Amazon Capital Services Inc	2098	2,330.79
12/23/2022	620280	Northwest Center Services	2271	59,277.08
12/23/2022	620281	Auto B Clean Inc	1077	3,875.39
12/23/2022	620282	NAF Fairchild AFB	1466	283.65
12/23/2022	620283	Association of Washington Cities	1076	500.00
12/23/2022	620284	Battery Systems Inc	1089	1,050.86
12/23/2022	620285	Blanchard Electric & Fleet Supply	2589	52.81
12/23/2022	620286	BDI	1022	88.92
12/23/2022	620287	Budinger & Associates Inc	2149	8,834.88
12/23/2022	620288	Calvary Spokane	1136	1,307.89
12/23/2022	620289	Canon Financial Services Inc	1154	564.50

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12/23/2022	620290	Cardinal Infrastructure LLC	2059	12,500.00
12/23/2022	620291	QWEST Corporation	1148	249.76
12/23/2022	620292	City of Spokane	1601	378.00
12/23/2022	620293	City of Spokane	1601	6,540.80
12/23/2022	620294	Clean Concepts Group Inc	1471	277.72
12/23/2022	620295	Coffman Engineers Inc	1162	120,289.38
12/23/2022	620296	Kathleen M Collins	1163	5,000.00
12/23/2022	620297	Commercial Tire Inc	2451	7,065.82
12/23/2022	620298	Compensation Connections LLC	2724	12,720.00
12/23/2022	620299	Compunet Inc	1166	56.25
12/23/2022	620300	CompuNet Inc	1166	849.45
12/23/2022	620301	Crown Castle International Corp.	2733	2,033.82
12/23/2022	620302	Cummins Inc	1027	7,452.05
12/23/2022	620303	Downtown Spokane Development Association	1217	368.00
12/23/2022	620304	El Jay Oil Co Inc	1003	3,673.79
12/23/2022	620305	Etter McMahan Lamberson Van Wert & oreskovich P.C.	2737	20,417.40
12/23/2022	620306	Fastenal Company	1249	2,723.85
12/23/2022	620307	FedEx	1808	85.12
12/23/2022	620308	First Data Merchant Services Corporation	1257	4,219.45
12/23/2022	620309	Gordon Truck Centers Inc	1018	41,684.05
12/23/2022	620310	Al French	1266	949.68
12/23/2022	620311	General Parts Distribution, LLC	2690	953.60
12/23/2022	620312	Gillig LLC	1279	23,104.93
12/23/2022	620313	Imagine GPS Inc	2568	538.61
12/23/2022	620314	W.W. Grainger Inc	1285	558.89
12/23/2022	620315	Spokane Area Chamber of Commerce	1291	8,400.00
12/23/2022	620316	Chris Grover	2442	1,233.18
12/23/2022	620317	H & H Business Systems	1298	2,431.98
12/23/2022	620318	Pamela Haley	2043	253.00
12/23/2022	620319	Humanix Corp	1329	2,647.09
12/23/2022	620320	IBI Group	1336	38,262.13
12/23/2022	620321	Kenworth Sales Co Inc	1373	1,508.72
12/23/2022	620322	KEPRO	2258	1,151.66
12/23/2022	620323	Loomis Armored US LLC	1408	3,037.75
12/23/2022	620324	McClintock & Turk Inc	2652	20,433.96
12/23/2022	620325	Car Wash Partners Inc	1436	8.72
12/23/2022	620326	Q49 Solutions LLC	2594	25.07
12/23/2022	620327	Mohawk Manufacturing & Supply Co	1011	1,537.18
12/23/2022	620328	Motion Auto Supply Inc	1012	81.31
12/23/2022	620329	Muncie Reclamation and Supply Co	1013	824.81
12/23/2022	620330	Black Realty Management Inc	1658	14,817.97
12/23/2022	620331	NAPA Auto Parts Inc	1014	7,516.12
12/23/2022	620332	The Aftermarket Parts Company LLC	1015	3,533.67
12/23/2022	620333	Office Depot Inc	1483	1,301.25
12/23/2022	620334	Pacific Office Solutions	2288	1,271.89
12/23/2022	620335	Pacific Power Group LLC	1496	836.65
12/23/2022	620336	Patriot Fire Protection Inc	2436	1,662.25
12/23/2022	620337	Proterra Inc	2519	3,589.25
12/23/2022	620338	Provisional Services, Inc.	2697	2,578.46
12/23/2022	620339	Rehn & Associates	2395	238.00
12/23/2022	620340	Romaine Electric Corporation	1548	3,674.70
12/23/2022	620341	Schetky Northwest Sales Inc	1570	109.73
12/23/2022	620342	Securitas Security Services USA Inc	1574	23,627.18
12/23/2022	620343	SiteOne Landscape Supply LLC	2557	114.87
12/23/2022	620344	Six Robbles Inc	1017	885.36
12/23/2022	620345	Sno Valley Process Solutions Inc	2469	15,968.50
12/23/2022	620346	Spokane Public Facilities District	1941	2,576.00
12/23/2022	620347	Spokane House of Hose Inc	1605	169.44
12/23/2022	620348	Sportworks Global LLC	1617	174.40
12/23/2022	620349	Spray Center Electronics Inc	1619	158.87
12/23/2022	620350	Stanley Convergent Security Solutions	1624	552.07
12/23/2022	620351	Gardiner Carpital, LLC	2738	17,908.19
12/23/2022	620352	Sun Supply Inc.	2710	6,209.68
12/23/2022	620353	Terminal Supply Inc	1648	1,368.53
12/23/2022	620354	Thermo King Northwest	1650	94.93
12/23/2022	620355	Tim Hattenburg	2763	229.60
12/23/2022	620356	Trapeze Software Group	1669	64,067.10
12/23/2022	620357	URM Stores Inc	1677	139.51
12/23/2022	620358	Caracal Enterprises LLC	2419	7.80
12/23/2022	620359	Veritech Inc	2049	976.00
12/23/2022	620360	Walter E Nelson Co	1721	6,863.31
12/23/2022	620361	West Central Community Development Association	2262	875.00

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12/23/2022	620362	Verizon	2142	7,526.47
12/30/2022	620363	4Imprint Inc	1263	4,537.08
12/30/2022	620364	Adorama Inc.	2754	9,803.46
12/30/2022	620365	Amazon Capital Services Inc	2098	2,472.17
12/30/2022	620366	Northwest Center Services	2271	26,883.52
12/30/2022	620367	Amalg Transit Union #1015	1055	22,505.27
12/30/2022	620368	B & H Foto & Electronics Corp	1082	8,825.38
12/30/2022	620369	BDI	1022	404.17
12/30/2022	620370	California Department of Child Support Services	1130	485.07
12/30/2022	620371	Canon Financial Services Inc	1154	807.95
12/30/2022	620372	Communtiy Colleges of Spokane	1174	112.64
12/30/2022	620373	QWEST Corporation	1148	288.53
12/30/2022	620374	Child Support Enforcement Agency	1825	392.30
12/30/2022	620375	COAST Transportation	2040	941.14
12/30/2022	620376	Coffman Engineers Inc	1162	8,418.91
12/30/2022	620377	Coleman Oil Company LLC.	2683	360,866.35
12/30/2022	620378	Occupational Health Centers of Washington PS	2313	210.00
12/30/2022	620379	Michael Hugh Maycumber	1179	2,616.00
12/30/2022	620380	Creative Bus Sales Inc	1233	60.21
12/30/2022	620381	Cummins Inc	1027	757.40
12/30/2022	620382	D2G Group LLC	2757	185.89
12/30/2022	620383	Employee Advisory Council	1236	525.50
12/30/2022	620384	Fastenal Company	1249	460.03
12/30/2022	620385	The Fig Tree	2465	340.00
12/30/2022	620386	First Digital Communications, LLC	2730	1,319.81
12/30/2022	620387	Gordon Truck Centers Inc	1018	2,664.45
12/30/2022	620388	Galls Parent Holdings LLC	1271	564.04
12/30/2022	620389	Gard Communications Inc	1272	1,398.75
12/30/2022	620390	General Parts Distribution, LLC	2690	416.55
12/30/2022	620391	Gillig LLC	1279	16,016.34
12/30/2022	620392	H W Lochner Inc	1405	37,751.16
12/30/2022	620393	Hogan Mfg Inc	1008	947.06
12/30/2022	620394	Humanix Corp	1329	13,600.72
12/30/2022	620395	IBI Group	1336	2,557.73
12/30/2022	620396	KHQ - Spokane	2575	1,565.00
12/30/2022	620397	KREM	2559	1,530.00
12/30/2022	620398	KSKN Television Inc	2577	135.00
12/30/2022	620399	L&E Park LLC	2391	4,097.73
12/30/2022	620400	Michael Boodel	1804	330.00
12/30/2022	620401	Magaldi & Magaldi Inc	1416	307.51
12/30/2022	620402	Maintenance Solutions	1418	1,042.04
12/30/2022	620403	Mohawk Manufacturing & Supply Co	1011	317.45
12/30/2022	620404	Mouser Electronics Inc	1449	129.70
12/30/2022	620405	Muncie Reclamation and Supply Co	1013	20.79
12/30/2022	620406	NAPA Auto Parts Inc	1014	3,803.62
12/30/2022	620407	Argosy Credit Partners Holdings LP	2006	1,272.30
12/30/2022	620408	The Aftermarket Parts Company LLC	1015	6,940.43
12/30/2022	620409	Office Depot Inc	1483	1,509.10
12/30/2022	620410	JULIE SERQUINIA	901	10.00
12/30/2022	620411	Eric Hamann	903	56.34
12/30/2022	620412	Pacific Office Solutions	2288	781.19
12/30/2022	620413	Proterra Inc	2519	784.06
12/30/2022	620414	Provisional Services, Inc.	2697	2,786.61
12/30/2022	620415	Romaine Electric Corporation	1548	55.11
12/30/2022	620416	S T A - Well	1557	399.50
12/30/2022	620417	Six Robblees Inc	1017	1,400.88
12/30/2022	620418	Spokane Arts Fund	2287	3,000.00
12/30/2022	620419	Summit Rehabilitation Associates PLLC	1638	1,482.00
12/30/2022	620420	Thermo King Northwest	1650	1,993.87
12/30/2022	620421	Titan Truck Equipment Inc	1655	33,739.61
12/30/2022	620422	Tyler Business Forms	1788	263.11
12/30/2022	620423	United Way of Spokane County	1684	146.15
12/30/2022	620424	US Bank	1678	26,352.65
12/30/2022	620425	American Federation of State County 2 WA Council	1705	1,616.28
12/30/2022	620426	WA State Dept of Ecology	1706	531.37
12/30/2022	620427	Wesco Group LLC	2368	6,224.68
12/30/2022	620428	Zipline Communications Inc	2492	4,855.50
TOTAL DECEMBER ACCOUNTS PAYABLE				5,169,326.70
12/1/2022-12/31/2022	ACH	WORKER'S COMPENSATION	2286	139,489.82
TOTAL DECEMBER WORKER'S COMPENSATION DISBURSEMENTS				139,489.82

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12/02/2022	729195-729215	PAYROLL AND TAXES PR 24, 2022	VARIES	2,257,573.91
12/09/2022	729216-729234	RETENTION CHECKS	VARIES	1,200,102.94
12/16/2022	729235-729276	PAYROLL AND TAXES PR 25, 2022	VARIES	1,616,100.79
12/16 & 12/23/2022	729277-729331	CBA SIGNING BONUS	VARIES	1,466,672.59
12/30/2022	729332-729357	PAYROLL AND TAXES PR 26, 2022	VARIES	1,674,096.46
TOTAL DECEMBER PAYROLL AND TAXES				8,214,546.69
12/19/2022	ACH	WA STATE - DOR (EXCISE TAX)	1767	8,577.00
TOTAL DECEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,577.00
TOTAL DECEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				13,531,940.21
TOTAL DECEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL DECEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				13,531,940.21

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 5C : BOARD MEMBER TRAVEL TO 2023 AMERICAN PUBLIC
TRANSPORTATION ASSOCIATION CONFERENCES

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The American Public Transportation Association (APTA) has scheduled its 2023 Legislative Conference in Washington, D.C., March 12-14, 2023. In addition to the conference, there will be opportunities for staff and Board members to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board members is the APTA EXPO TRANSform Conference in Orlando, Florida, which is being held October 8-11, 2023.

STA has budgeted for up to eight Board members to attend APTA conferences in the 2023 year at an approximate cost of \$3,000 each.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2023.

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

RECOMMENDATION TO BOARD: Approve, by motion, travel for up to eight Board members to attend APTA conferences in 2023.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 5D : DRUG AND ALCOHOL TESTING AND DOT PHYSICALS – AWARD OF CONTRACT RECOMMENDATION

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Jeff Smith, Senior Human Resources Specialist

SUMMARY: STA's current Drug and Alcohol Testing, DOT Physicals, and Occupational Medicine Services contract with MultiCare expired December 31, 2022, and could not be extended or renewed. The purpose of a new contract is to provide DOT and non-DOT drug and alcohol testing, DOT physical examinations and recertifications, and occupational medicine services necessary to manage and reduce the risk of injury for STA employees. (To cover any drug and alcohol testing and DOT physicals that occur between January 1, 2023, and the execution of this contract, a blanket purchase order was issued.) Drug and alcohol services are required for compliance with 49 CFR Part 40 and STA's Drug and Alcohol Program and Policy.

A Request for Proposals (RFP 2022-10715) was issued October 18, 2022, for Drug and Alcohol Testing, DOT Physicals, and Occupational Medicine Services. One responsive proposal was received from DGT Enterprises LLC, dba Spokane Testing Solutions. However, this firm did not propose on Part 3, Occupational Medicine Services. (No award will be made for Part 3 at this time; however, a second blanket purchase order has been issued to cover costs incurred until a contract is secured.)

On November 17, 2022, the evaluation committee met to review the responsive proposal and evaluated based on the following criteria: (1) Price, (2) Qualifications, Experience, and References, (3) Project Organization, Staffing Plan, and Management Plan, (4) Technical Approach and Workplan, and (5) Compliance with Technical Requirements. Based on these criteria, Spokane Testing Solutions received an average score of 95.6 among the five evaluation committee members.

The total estimated five-year cost of services is projected to be between \$539,982 and \$703,040 (excluding sales tax). The previous five-year contract was issued for an estimated \$171,445 with a final cost spending of \$144,973. This increase in cost is a result of increased prices, employee turnover, and overall company-wide growth.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ASAN

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 5E : STATE BUSES AND BUS FACILITIES GRANT - UPDATED APPLICATION RATIFICATION

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Matt Kenney, Principal Transit Planner

SUMMARY: Staff are seeking ratification of the final grant request and local match commitment for the West Plains Transit Center Operational Enhancements project, as submitted for funding to the State.

BACKGROUND: On December 15, 2022, the STA Board authorized staff to submit a grant application for the Washington State Buses and Bus Facilities Grant program for the West Plains Transit Center Operational Enhancements project, a project identified in late 2022 to improve the effectiveness of the facility for riders and operators. STA staff have identified the need for upgrades at the West Plains Transit Center that could be eligible for funding. These will likely include:

- Retrofits to existing bus bays and adjacent pavement to improve vehicle maneuvering
- Added bus layover and passenger loading capacity above planned requirements for future proofing
- Small storage facility for maintenance equipment used for STA facilities on the West Plains
- Added amenities for passengers
- Expanded restroom and layover facilities for operators

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

At the time of past board review of the funding opportunity, rough order-of-magnitude cost estimates for the proposed project were presented, indicating the project could be approximately \$5 million, with STA seeking \$4 million, or 80%, in grant funding.

STA submitted the grant application on the deadline of January 10, 2023. Part of the preparatory work for the application was developing preliminary cost estimates. Based on the scope, comparisons to similar work, and conservative estimates for contingency, the preliminary cost estimate is \$7 million. This led to STA requesting \$5.6 million, or 80%, of the project's preliminary cost estimate, which in turn will require \$1.4 million in local match.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors ratify, by motion, the submission of a grant application dated January 10, 2023, seeking \$5.6 million for the West Plains Transit Center Operational Enhancements with \$1.4 million in local matching funds.

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

RECOMMENDATION TO BOARD: Approve, by motion, the submission of a grant application dated January 10, 2023, seeking \$5.6 million for the West Plains Transit Center Operational Enhancements with \$1.4 million in local matching funds.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer [Signature]

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 6A : APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2023

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Lori Kinnear, 2023 STA Board Chair

SUMMARY: The STA Board Chair appoints the Board members and Chairs of STA's Planning & Development Committee and the Performance Monitoring & External Relations Committee for the coming year, subject to confirmation by the Board.

The Chief Executive Officer is an ex-officio member of all Board committees.

The proposed list of 2023 committee appointments is included on the following page.

RECOMMENDATION TO COMMITTEE: Recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Al French, Spokane County, as Chair of the Planning & Development Committee and Pam Haley, City of Spokane Valley, as Chair of the Performance Monitoring & External Relations Committee for 2023.

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

RECOMMENDATION TO BOARD: Confirm, by motion, the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Al French, Spokane County, as Chair of the Planning & Development Committee and Pam Haley, City of Spokane Valley, as Chair of the Performance Monitoring & External Relations Committee for 2023.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer *LSM* Legal Counsel *MC*

2023 DRAFT COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D)

Committee meets 1st Wednesday at 10:00 a.m.

1. **Al French, Spokane County, Chair**, (*chair pro-tempore*)
2. Karen Stratton, City of Spokane
3. Tim Hattenburg, City of Spokane Valley
4. Dan Dunne, Small Cities (Liberty Lake) (*Voting*)
5. Dan Sander, Small Cities (Millwood) (*Ex-Officio*)
6. Chris Grover, Small Cities (Cheney) (*Ex-Officio*)
7. E. Susan Meyer, CEO (*Ex-Officio*)

Performance Monitoring & External Relations (PMER)

Committee meets 1st Wednesday of the month at 1:30

1. **Pam Haley, City of Spokane Valley, Chair**
2. Josh Kerns, Spokane County
3. Zack Zappone, City of Spokane
4. Betsy Wilkerson, City of Spokane
5. Veronica Messing, Small Cities (Airway Heights) (*Ex-Officio*)
6. Don Kennedy, Small Cities (Medical Lake) (*Ex-Officio*)
7. Rhonda Bowers, (*non-voting labor representative*)
8. E. Susan Meyer, CEO (*Ex-Officio*)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 6B : APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE FOR 2023

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

SUBMITTED BY: Lori Kinnear, 2023 STA Board Chair

SUMMARY: Pursuant to Resolution No. 767-19, the Board Operations Committee is automatically composed of:

- Chair of STA Board (also chairs Board Operations Committee)
- Chair of Performance Monitoring & External Relations Committee
- Chair of Planning & Development Committee
- Chair Pro Tempore of the Board
- The Chief Executive Officer in an ex-officio capacity

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

Following is the proposed list of 2023 committee appointments:

1. **Lori Kinnear, City of Spokane, (Chair)**
2. Al French, Spokane County, (P&D Chair) (*Chair pro-tempore*)
3. Pam Haley, City of Spokane Valley, (*PMER Chair*)
4. Dan Dunne, Small Cities (*Liberty Lake*)
5. E. Susan Meyer, CEO (Ex-Officio)

RECOMMENDATION TO COMMITTEE: By motion, recommend the Board confirm the appointments made by the Board Chair to the Board Operations Committee.

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

RECOMMENDATION TO BOARD: By motion, confirm the appointments made by the Board Chair to the Board Operations Committee.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 8A : CITY LINE IMPLEMENTATION UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Each month leading up to the City Line launch in July 2023, staff will present an update to the Board on implementation progress. Each monthly update will include a deeper dive into a select implementation element.

For January's update, staff will review transit-oriented development (TOD) and land-use policy related to the City Line.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 9Ai : JULY 2023 SERVICE REVISIONS: DRAFT RECOMMENDATION –
INFORMATION

REFERRAL COMMITTEE: Board Operations (*Kinnear*)

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

SUMMARY: Board-adopted plans anticipate the implementation of the City Line and other service improvements in July 2023. Staff have drafted a set of recommended service revisions in the pursuit of these improvements, but at a more modest growth rate than originally planned.

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

In October 2021 the CEO reported to the board on disruptions to the supply chain for City Line station shelters that resulted in shifting the project launch date to July 2023. Instead of shifting all service improvements to this new date, staff planned for a phased implementation of the approved May 2022 Service Revisions and Near-Term Investments with the first tranche representing an approximate 3.6% growth in service going into effect August 2022. A second and final phase was contemplated for July 2023 and identified in the board-approved 2023-2028 Transit Development Plan.

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

The July 2023 Service Revisions: Draft Recommendation report has been posted online at <https://www.spokanetransit.com/projects/july-2023-service-revisions/>. Staff will review the draft revisions recommended in the report during the January 11 Committee meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 10A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

There is no Planning & Development Committee meeting in January. A verbal report will be given next month.

RECOMMENDATION TO BOARD: n/a

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 11A: PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY:

There is no Performance Monitoring & External Relations Committee meeting in January. A verbal report will be given next month.

RECOMMENDATION TO BOARD: n/a

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 13A : COMMITTEE MINUTES – INFORMATION
- Board Operations Committee
- Planning & Development Committee - N/A
- Performance Monitoring & External Relations Committee - N/A

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the December 13, 2022, Board Operations Committee meeting are attached.

There are no Planning & Development Committee or Performance Monitoring & External Relations Committee meetings in January. Minutes of the December Planning & Development Committee and Performance Monitoring & External Relations Committee meetings will be approved and submitted in February.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 7, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Al French, Spokane County, *Planning &
Development Committee Chair*
Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

None

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Grover stated this is his final Board Operations Committee meeting as Chair. He thanked everyone for serving STA throughout the year and stated he is looking forward to the Board meeting next week.

4. COMMITTEE ACTION

A. November 9, 2022, Committee Minutes

Mr. French moved to approve the November 9, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on November 30, 2022.

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

Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on November 30, 2022.

6. 2023 BOARD AND COMMITTEE MEETING CALENDAR

Ms. Infalt presented the 2023 Board and Committee meeting calendar.

Mr. French moved to recommend the Board authorize, by motion, the 2023 Board and Committee meeting calendar as presented, Ms. Haley seconded, and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA DECEMBER 15, 2022

Ms. Meyer proposed a revision to the agenda to move the Executive Session agenda item ahead of the Election of 2023 Board Chair and Presentation of Gavel agenda item.

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 11, 2023

No actions were taken.

9. CEO REPORT

Ms. Meyer shared details regarding the November voter-approved Sales Tax revenue, the 2022 Board and Committee attendance report, the 2nd Retention Plan payment for STA employees, and the Annual Public Transportation Improvement Conference with the Committee. The agenda item, Public Transportation Improvement Conference (PTIC) Exception, will be added to December's Board meeting and will be presented by STA's Legal Counsel, Megan Clark.

10. NEW BUSINESS

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:58 PM.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 13B : DECEMBER 2022 SALES TAX REVENUE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Attached is the December 2022 voter-approved sales tax revenue information. December sales tax revenue, which represents sales for October 2022, was:

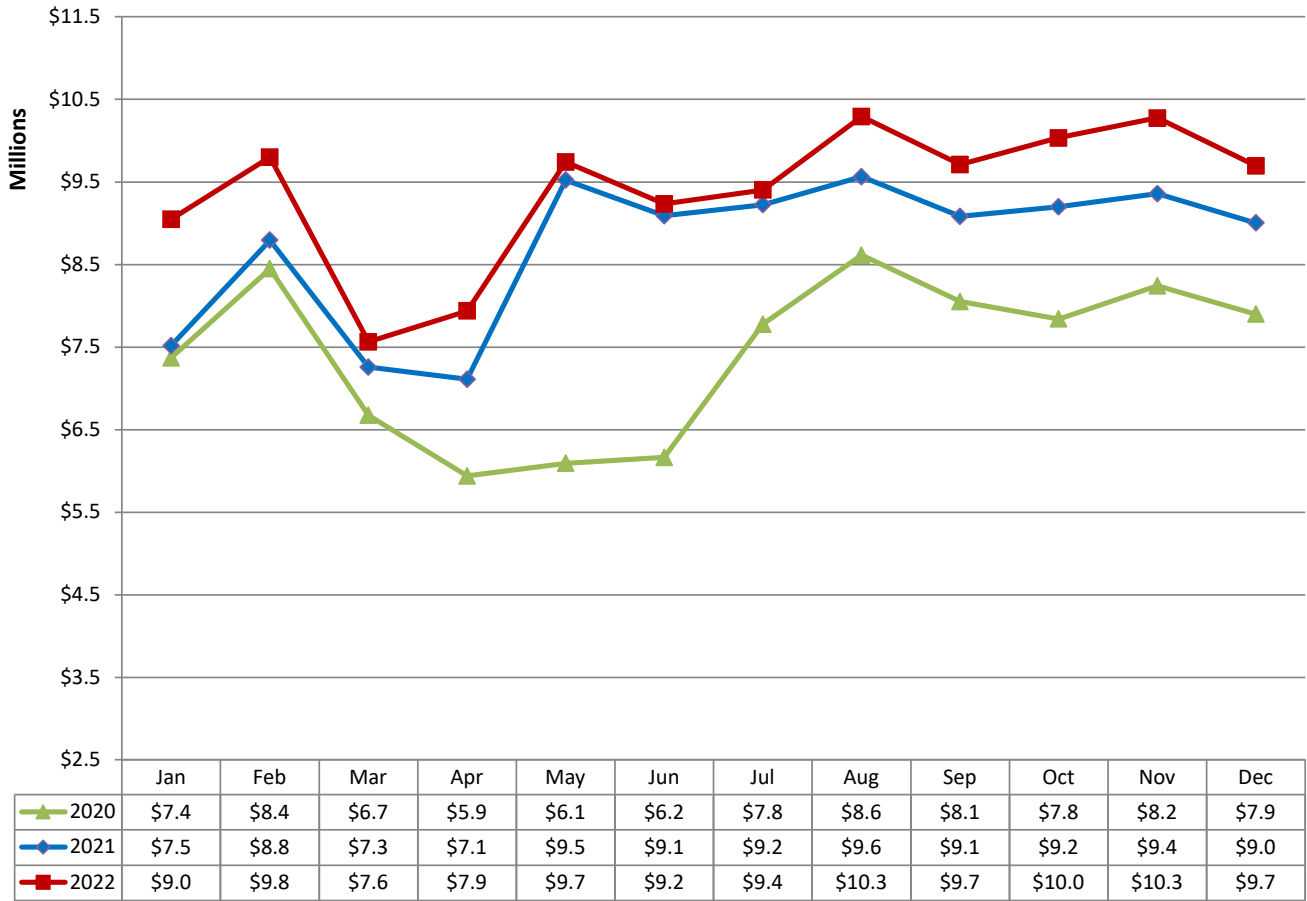
- 15.7% above 2022 budget
- 8.3% above YTD 2022 budget
- 7.7% above 2021 actual
- 7.6% above YTD 2021 actual

Total taxable sales for October were *up* 7.8% from October 2021 while October 2022 YTD sales were *up* 6.2% compared with October 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 4.6% (\$24.8M) in October 2022 vs October 2021 and is *up* by 1.1% (\$63.4M) October 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 8.2% or \$58.5M October 2022 YTD over 2021 YTD
 - Furniture and Home Furnishing Retailers *increased* 22.7% or \$39.9M October 2022 YTD over 2021 YTD
 - Grocery and Convenience Retailers *increased* 11.4% or \$29.0M October 2022 YTD over 2021 YTD
 - Automobile Dealers *increased* 1.9% or \$19.3M October 2022 YTD over 2021 YTD
 - Gasoline Stations *increased* 10.5% or \$13.6M October 2022 YTD over 2021 YTD
 - Electronics & Appliance Retailers *decreased* 19.1% or (\$-82.3M) October 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 7.9% or (\$-18.0M) October 2022 YTD over 2021 YTD
- Construction *increased* by 8.3% (\$15.1M) in October 2022 vs October 2021 and is *up* by 7.4% (\$124.5M) October 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 13.4% (\$14.6M) in October 2022 vs October 2021 and is *up* 19.6% (\$191.8M) October 2022 YTD vs 2021 YTD

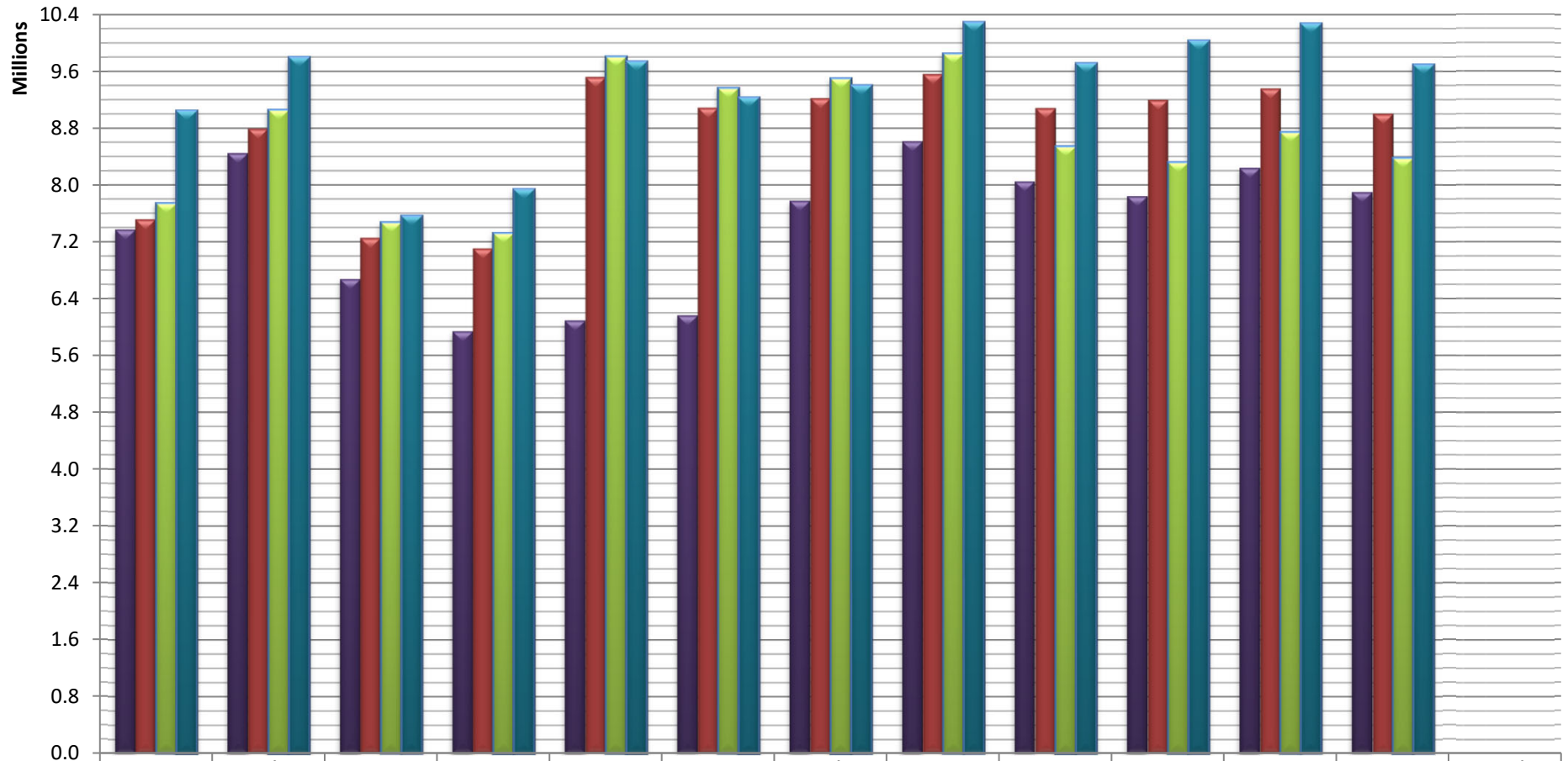
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-December 2022⁽¹⁾



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

2020 - 2022 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020 Actual	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	8,241,404	7,898,954	89,108,597
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
2022 Budget	7,742,654	9,058,507	7,474,772	7,321,892	9,808,971	9,363,081	9,500,425	9,850,096	8,541,727	8,317,585	8,743,306	8,380,001	104,103,017
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	10,033,352	10,273,246	9,695,636	112,732,567
\$ Mo. Var.	1,529,907	1,004,338	307,276	829,693	217,954	143,299	179,761	728,637	628,802	834,095	915,024	691,598	
% Mo. Var.	20.4%	11.4%	4.2%	11.7%	2.3%	1.6%	1.9%	7.6%	6.9%	9.1%	9.8%	7.7%	
\$ YTD Var.	1,529,907	2,534,245	2,841,521	3,671,214	3,889,168	4,032,467	4,212,228	4,940,865	5,569,667	6,403,762	7,318,786	8,010,384	
% YTD Var.	20.4%	15.5%	12.1%	12.0%	9.7%	8.2%	7.2%	7.3%	7.2%	7.4%	7.6%	7.6%	
% YTD Bud. Var.	16.8%	12.2%	8.8%	8.7%	6.5%	5.0%	4.1%	4.1%	5.2%	6.6%	7.6%	8.3%	

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2023

AGENDA ITEM 13C : NOVEMBER 2022 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: n/a

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

SUMMARY: Attached are the November 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, November year-to-date revenue is 8.7% (\$11.6M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 7.9% higher than budget
- Sales Tax Revenue is 5.5% higher than budget
- Federal & State Grant Revenue is 18.3% higher than budget
- Miscellaneous Revenue is 47.6% higher than budget

Operating Expenses

Overall, November year-to-date operating expenses are 2.4% (\$2.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is at budget
- Paratransit is 1.7% lower than budget
- Vanpool is 0.3% lower than budget
- Plaza is 15.7% lower than budget
- Administration is 11.3% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - November 2022

120,000,000
100,000,000
80,000,000
60,000,000
40,000,000
20,000,000

Totals:

2021 YTD Actual **\$ 132,376,834**

2022 YTD Actual **\$ 144,704,725 (8.7%)**

2022 YTD Budget **\$ 133,096,553**

2022 Amended Budget **\$ 145,244,932**

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
■ 2021 YTD Actual	5,873,627	95,718,143	29,158,949	1,626,115
■ 2022 YTD Actual	6,831,388	103,036,931	32,643,095	2,193,311
■ 2022 YTD Budget	6,333,190	97,694,026	27,583,283	1,486,054
2022 YTD Budget Variance	7.9%	5.5%	18.3%	47.6%
2022 Amended Budget	7,458,902	106,074,026	30,090,854	1,621,150

(1) Above amounts exclude grants used for capital projects. Year-to-date November state capital grant reimbursements total \$547,703 and federal capital grant reimbursements total \$10,701,724.

Spokane Transit Operating Expenses⁽¹⁾ - November 2022

60,000,000
55,000,000
50,000,000
45,000,000
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000

Totals:	
2021 YTD Actual	\$ 72,225,234
2022 YTD Actual	\$ 83,006,502 (-2.4%)
2022 YTD Budget	\$ 85,078,535
2022 Amended Budget	\$ 93,987,403
Fuel:	
2021 YTD Actual	\$ 3,125,083
2022 YTD Actual	\$ 5,952,214 (41.5%)
2022 YTD Budget	\$ 4,206,331
2022 Amended Budget	\$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
2021 YTD Actual	49,600,809	11,397,063	469,418	1,637,536	9,120,408
2022 YTD Actual	55,396,349	13,389,269	592,788	1,941,363	11,686,733
2022 YTD Budget	55,388,837	13,619,537	594,657	2,303,638	13,171,866
2022 YTD Budget Variance	0.0%	-1.7%	-0.3%	-15.7%	-11.3%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	15,540,568

(1) Operating expenses exclude capital expenditures of \$35,826,068 and Street/Road cooperative projects of \$78,808 for year-to-date Nov 2022.