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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 20, 2024, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 20th DAY OF JUNE 2024.

Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 4 APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

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

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

BOARD MEETING

Thursday, June 20, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

AGENDA

1. Call to Order and Roll Call *(Chair French)*
2. Pledge of Allegiance
3. Excuse Absences
4. Approve Board Agenda *(Chair French)*
5. Public Expressions *(Public Expressions Sign Up Link)*
6. Recognitions and Presentations: *5 minutes*
   A. Tim Dompier, Coach Operator, Retirement *(Brandon Rapez-Betty)*
   B. Vern Mullett, Fixed Route Supervisor, Retirement *(Brandon Rapez-Betty)*
7. Public Hearing: *10 minutes*
   A. 2025-2030 Transit Development Plan: Complete Draft *(Karl Otterstrom)*
   (Action at the July 25, 2024, Board Meeting)
8. Executive Session *(EMLVO)*: *10 minutes*
   For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
9. Board Action - Consent Agenda: *5 minutes*
   A. Minutes of the May 16, 2024, Board Meeting – Corrections/Approval
   B. Minutes of the May 3, 2024, STA Board Workshop – Corrections/Approval
   C. Approval of the May 2024 Vouchers *(E. Susan Meyer)*
   D. Public Works Contracts Under $35,000: Final Acceptance *(E. Susan Meyer)*
   E. Wellesley High Performance Transit: Regional Mobility Grant Application Approval *(Karl Otterstrom)*
   F. STA Moving Forward: 2024 Amendment (Resolution) *(Karl Otterstrom)*
   G. 2024 Equal Employment Opportunity Program *(Nancy Williams)*
   H. Zero-Emission Bus Fleet Transition Plan Approval *(Brandon Rapez-Betty)*
   I. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement *(Karl Otterstrom)*
   J. Legal Services Contract Extension Approval *(E. Susan Meyer)*
10. Board Action – Other: *10 minutes*
    A. Bus Stop Site Improvements Property Acquisition: Resolution *(Karl Otterstrom)*
11. Board Report: *10 minutes*
    A. Connect 2035 Phase 2 Update *(Karl Otterstrom)*
12. Board Operations Committee: *5 minutes*
    B. Chair Report *(Al French)*

13. Planning & Development Committee: *5 minutes*
    A. Chair Report *(Pam Haley)*
        i. Connect Spokane Comprehensive Plan Update: Review Draft Policy Language
14. Performance Monitoring & External Relations Committee: *5 minutes*
    A. Chair Report *(Josh Kerns)*
15. CEO Report: *15 minutes*
16. Board Information – *no action or discussion*
    A. Committee Minutes
    B. May 2024 Sales Tax Revenue *(Monique Liard)*
    C. April 2024 Financial Results Summary *(Monique Liard)*
    D. April 2024 Operating Indicators *(Brandon Rapez-Betty)*
    E. 2024 First Quarter Year-to-Date Performance Measures (*Brandon Rapez-Betty)*
    F. Connect Spokane Comprehensive Plan: Draft Elements Review *(Karl Otterstrom)*
    G. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Karl Otterstrom)*
    H. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report *(Karl Otterstrom)*
    I. 2023 Fixed Route System Performance Report *(Karl Otterstrom)*
    J. 2023 Fixed Route Ridership Adjustments *(Karl Otterstrom)*
17. New Business: *5 minutes*
18. Board Members' Expressions: *5 minutes*
19. Adjourn

Cable 5 Broadcast Dates and Times of June 20, 2024, Board Meeting:

Saturday, June 22, 2024	4:00 p.m.
Monday, 24, 2024	10:00 a.m.
Tuesday, 25, 2024	8:00 p.m.

Next Committee Meetings, Wednesday: *(July meetings are a week later due to the holiday)*

Planning & Development *(2nd Wednesday)*	July 10, 2024, 10:00 a.m.
Performance Monitoring & External Relations *(2nd Wednesday)*	July 10, 2024, 1:30 p.m.
Board Operations *(3rd Wednesday)*	July 17, 2024, 1:30 p.m.

Next Board Meeting *(4th Thursday)*

Thursday, July 25, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

(A virtual joining option will be available for all meetings)

Optional Virtual Link:	CLICK HERE TO JOIN		
Password:	**Members**: 2024	|	**Guests**: Guest
Call-in Number:	1-408-418-9388	|	Event #: 2507 471 7169

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.

5.

PUBLIC EXPRESSIONS

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

In Person Attendance
Anyone attending the meeting in person wishing to comment should sign in on the sheet provided at the meeting and indicate the subject of interest. Comments are limited to three minutes per person.

Virtual Attendance
Anyone attending the meeting virtually wishing to comment should sign up for Oral Public Expressions. To sign up to provide **Oral Public Expressions** in person, via telephone or computer, please complete this *form*.

Written Public Expressions
All written public expressions to be distributed by the Clerk at any meeting must be submitted to the Clerk no later than the day preceding the meeting. Do not distribute materials or written expressions directly to the Board.

To provide **Written Public Expressions** to be distributed by the Clerk at the meeting, please complete this *form*. You may also email your **Written Public Expression** to *clerk@spokanetransit.com*. You may email a Public Expressions form using this link: *Written Public Expressions Form submit by email*. No form is required for emailing comments.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 6A : TIMOTHY DOMPIER – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: After an impressive 35-year journey of service to Spokane Transit and the communities it serves, Tim Dompier has set sail into a well-earned retirement, commencing on June 7th.

Tim's career with Spokane Transit began in 1988 in the position of a Coach Operator, where his commitment to safety earned him annual safe driving awards for an astonishing 35 years without a single preventable accident. Along the way, Tim collected numerous Quality Counts honors, received countless commendations from satisfied passengers, and was consistently recognized by his peers and superiors.

Beyond his role as a driver, Tim was an advocate for his fellow employees, dedicating nearly 25 years to various union positions, including a notable tenure as Union President.

As Tim begins this exciting new chapter of retirement, we send him our sincerest well-wishes for a journey filled with happiness, fulfillment, and endless relaxation.

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

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 6B : VERN MULLETT – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: After 31 years of dedicated service to Spokane Transit and the communities we serve, Vern Mullett embarked on his well-deserved retirement on June 6th.

Vern's journey with Spokane Transit began in 1993 as a Paratransit Van Operator, later transitioning to a Fixed Route Coach Operator. Twenty-seven years ago, he was promoted to Fixed Route Supervisor, a position he held with utmost dedication, achieving the highest seniority.

Throughout his tenure, Vern's commitment to excellence shone brightly, earning him multiple awards for exceptional service, perfect attendance accolades, numerous customer compliments, and Employee Recognition Awards. Vern's contributions extended beyond his roles, serving as a PM Dispatcher, pioneering the use of CAD/AVL technology in 2014, and as a Road Supervisor, skillfully handling vehicle incidents and passenger disruptions with finesse.

Known for his ever-present smile and positive demeanor, Vern leaves behind a legacy of warmth and professionalism. His absence will be keenly felt by the countless customers who frequented the Plaza and the many colleagues he befriended over the years.

As Vern embarks on this new chapter of retirement, we extend our heartfelt wishes to him and his wife for a joyous and fulfilling journey ahead.

RECOMMENDATION TO BOARD: Recognize and thank Vern for his 31 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 7A : PUBLIC HEARING:

A. 2025-2030 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

REFERRAL COMMITTEE: N/A

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

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

1. Open the public hearing.
2. Call upon staff for a presentation. *(Karl Otterstrom)*
3. Ask the board for questions or comments
4. Open for comments from the public (ask 3 times for comments)
5. Close the hearing

RECOMMENDATION TO COMMITTEE: Conduct public hearing.
(Action at July 25 2024, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report – 7A - 2025-2030 Transit Development Plan: Complete Draft

Presented: STA Board Meeting – June 20, 2024

SUBJECT: 2025-2030 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. A public hearing is a statutorily required step toward finalizing the plan.

BACKGROUND: Over the past several months, the Planning & Development (P&D) Committee has been involved in providing input and reviewing content for the 2025-2030 TDP. The draft plan is available online on the following web page:

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

State law stipulates transit agencies must prepare a transit development plan, hold a public hearing prior to adoption, and submit the plan to the Washington State Department of Transportation (WSDOT), no later than September 1 of each year. The 2025-2030 Transit Development Plan is in draft form. Subject to Board direction, staff anticipate preparing a final draft of the plan for Board approval on July 25, 2024.

The table below outlines the major sections of the plan and notes the method for preparing each section, including committee guidance and participation.

TDP Update Summary	
TDP Sections	**P&D Committee Actions/Notes**
1. Introduction and Overview	Background, Agency Leadership, Board of Directors, Service Characteristics, and Service Area updated from last year and included in the draft TDP.
2. 2023 in Review	Ridership, Fleet Additions, Capital Projects, Communications, Business and Program Development, and Planning Efforts updated and included in the draft TDP.
3. Mid-Range Tactical Framework, State Policy Goals	Reviewed and discussed by the Planning & Development Committee in March and April 2024. Updates are included in the draft TDP.
4. Service Improvement Program	A review of major service improvements and opportunities was presented to the Planning & Development Committee in May 2024. Updates are included in the draft TDP.
5. Capital Improvement Program	Updates will be provided in the draft TDP and reviewed during the June 5, 2024, Planning & Development Committee meeting.

TDP Update Summary	
TDP Sections	**P&D Committee Actions/Notes**
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the May 1, 2024, Planning & Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans. Updates will be provided in the draft TDP.
Appendix A: 2023 Action Plan	The STA Board of Directors adopted the 2024 Budget that includes the Annual Action Plan in December 2023. Included in the draft TDP.
Appendices B-F	Appendices include: 2024 Performance Measures, System Ridership, Miles, and Hours Statistics, 2023 Fuel Consumption, 2023 Reportable Collisions, Injuries, and Fatalities, Bus Fleet Contingency Plan. Included in the draft TDP.
Appendix G: Transit Asset Management (TAM) Plan	The plan was drafted in February 2024 and is incorporated in the draft TDP by reference. The full plan can be viewed here: https://www.spokanetransit.com/projects/transit-asset-management-plan/

STA developed an expanded stakeholder outreach approach beyond the required public hearing to promote more involvement in the development of the plan and was presented to the Planning & Development Committee in March 2024. The expanded outreach includes presentations to STA's Citizen Advisory Committee (CAC), SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT) Eastern Region, as well as in-person and virtual public meetings. Below is a summary of the remaining public outreach schedule to present the draft TDP and provide notice of the upcoming public hearing:

Remaining Public Outreach Schedule	
Date	**Stakeholders**
June 4, 2024	Washington State Department of Transportation (WSDOT) Eastern Region
June 6, 2024	Virtual public meeting
June 10, 2024	In-person public meeting
June 12, 2024	Citizen Advisory Committee (CAC)
June 13, 2024	SRTC Board of Director's meeting

8.

EXECUTIVE SESSION

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

1. *Discussion with legal counsel representing STA for discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The STA Board of Directors will reconvene in open session approximately 10 minutes after adjourning to Executive Session. 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

A separate Zoom link will be provided for Board members attending virtually.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9A : MINUTES OF THE MAY 16, 2024, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

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SUMMARY: The minutes of the May 16, 2024, 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 // Chief Executive Officer  Legal Counsel *mc*

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the May 16, 2024

STA Board Meeting
1230 W Boone Ave., Spokane
w/Virtual Joining Option

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

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1. Call To Order and Roll Call

   Chair French called the meeting to order at 1:30 pm and the Clerk conducted Roll call.

2. Pledge of Allegiance

3. Excused Absences - none

4. Approve Board Agenda

   Chair French noted that item 8A for Legal Counsel Contract Extension would be removed from the Agenda on the advice of legal counsel. The Chair noted staff will be issuing a Request for Proposals (RFP) for legal counsel services. He said staff will schedule a Special Board Operations Committee meeting next week to approve a Scope of Work. In addition, he advised there was no need for Executive Sessions A or B, but there would be a ten minute Executive Session for item 17C on the Agenda.

   Mr. Hattenburg moved to approve the Agenda as amended. Mr. Dunne seconded, and the motion passed unanimously.

5. Public Expressions

   Mr. Terry Hill, Mr. Albert Merkel, and Dream provided public expressions in person on topics of interest. Mr. Erik Lowe provided public expressions in writing which were distributed to the Board.

6. Public Hearing

A. STA Moving Forward Project Delivery Draft Amendment

Mr. Otterstrom gave a presentation on the STA Moving Forward project delivery draft amendment. He shared information on proposed changes, completing delivery, Connect 2035 network assessment action pathways, and proposed plan amendments in the form of a New Appendix D. He considerations and proposed adjustments for the I-90/Valley HPT corridor development plan, service between Logan to Lincoln Heights, Liberty Lake to Spokane peak hour service. He concluded his presentation with Next Steps that included a draft resolution at Planning & Development Committee meeting June 5, 2024, adoption of the resolution at the STA Board of Directors meeting June 20, 2024, as well as updated STA Moving Forward materials and quarterly performance tracking.

Chair French asked if any board members had questions. Discussion ensued. Chair French opened the public hearing for testimony at 1:52. He called three times for comments. There were none. Chair French closed the public hearing at 1:53.

7. Board Action - Consent Agenda

Ms. Haley moved to approve Consent Agenda Items 7A through 7K. Mr. Hattenburg seconded, and the motion passed unanimously.

A. Minutes of the April 18, 2024, Board Meeting – Corrections/Approval

B. Approval of the April 2024 Vouchers listed below:

A. DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 626857 – 627260	$ 5,479,952.85
Worker's Comp Vouchers (April)	ACH – 2286	$ 143,849.25
Payroll 04/05/2024	ACH – 04/05/2024	$ 2,679,809.53
Payroll 04/19/2024	ACH – 04/19/2024	$ 2,004,693.66
WA State – DOR (Excise Tax)	ACH – 1767	$ 14,827.56
WA State – DOR (Leasehold Tax)	ACH – 1767	$ 2,849.91
APRIL TOTAL		**$ 10,325,982.76**

C. Public Works Contracts Under $35,000: Final Acceptance

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20240521	Install Blinds in Security Office	Zeal Endeavors, LLC	$5,443.02	3/28/2024
20240510	Plaza Elevator Window Film Replacement	Spokane Sunscreen, LLC	$1,922.76	4/2/2024
20240789	Plaza Main Level Restroom Exhaust Fan Repair	Arctic Lighting & Electric	$2,750.00	4/21/2024
20240857	Air Duct Cleaning – System #8 & #10	CleanCo Carpet, Window & Air Duct Cleaning, LLC	$9,978.95	4/26/2024
20240200	Generator Testing & Repairs	Western States Equipment	$7,301.02	4/30/2024

D. Authorize the CEO to negotiate a five-year contract with Black Realty Management, Inc. for Plaza Facilities Engineering Services for an estimated total value of $2,804,641.

E. Approve the CEO to execute the Master Design and Construction Agreement with the City of Spokane Valley, along with Project Orders #1 and #2 for specific improvements to the pedestrian crossing and bus stop on Sprague Avenue as incorporated into the City's Sprague Avenue Stormwater project.

F. Approve the award of contract for Mirabeau Transit Center Improvements to Cameron-Reilly, LLC for $4,190,500, and allow the CEO to apply 15% contingency funds, as necessary.
G. 2024 Board & Committee Meeting Calendar Update - Approve, by Resolution 820-24, the Updated 2024 Board and Committee Meeting calendar.

8. Board Action – Other

A. Legal Counsel Contract Extension – Mr. French advised the Legal Counsel Contract extension received a vote of three to one at the previous Board Operations Committee in favor of extending the contract. However, Ms. Clark expressed to him she did not want the contract extended and requested STA complete a full RFP process. Mr. French provided background on legal counsel services to date. He advised staff will complete the RFP process and due to timing, there will be an agenda item at next month's Board Operations Committee meeting to extend the current contract until September in order to have enough time to complete the process. Historically, Board Operations and staff review applications and interview potential candidates. Mr. French talked about availability of local firms with expertise in transit, the added expense of travel and the potential to need to increase the budget line item. Discussion ensued. The question was raised about the timeline and the ability to extend the current contract and Ms. Clark indicated a willingness to extend. Discussion ensued regarding the scope of work and it being within the CEO's authority. It was determined to hold a special Board Operations Committee meeting to approve the Scope of Work and then begin the RFP process. Brief additional discussion ensued.

9. Board Report

A. Connect 2035 Strategic Plan Update

Mr. Otterstrom shared the Connect 2035 goals and initiatives. He discussed the initiative and investment framework and noted ongoing initiative gathering with public input, STA Board of Directors, STA employee outreach, and technical analysis. Mr. Otterstrom advised of the June Board Workshop objectives and noted anticipated next steps. He shared a graph of the project schedule and offered to answer questions. There were none.

B. 2025-2030 Transit Development Plan: Review Financial Forecast

Ms. Liard said the Board affirmed expense forecast assumptions for the Transit Development Plan financial forecast in April. To recap the financial forecast assumption, she noted sales tax revenue is projected to grow by 3.5% annually from 2025 to 2030. Despite the sales tax sunset at the end of 2028, it is assumed to renew for 2029 and 2030. Fare revenue increases are expected through a 5% annual ridership growth, with no fare changes assumed. Other revenues include consistent federal funding with a 1% annual growth and state operating grants with a 1% increase, including additional funds from the Move Ahead Washington package. Interest income is assumed at 1% per year on average invested cash balance. No future federal stimulus funding is assumed in the forecast.

She said expenditure assumptions in the 2024 annual budget serve as the baseline for the expense forecast. Additional service hours are priced at the current cost per service hour, with a 3% annual inflationary factor through 2030. The capital improvement program is assumed to be fully funded through the financial forecast.

Ms. Liard noted the Capital Improvement Program includes a $301.3M investment for Connect 2035 and Division Street BRT, among other initiatives. Other investments cover high-performance transit, technology, passenger and operational facilities, maintenance, administration, and fleet replacement. The total investment for 2025-2030 is $453.3M, peaking in 2028 with a $118.7M investment, primarily for Division Street BRT construction.

The financial forecast summary included all sources of revenue, operating expenses, and capital project expenditures. The agency is expected to end with a cash balance after reserves of $33.9M,

including the fleet replacement fund. The forecast assumes the renewal of the two-tenths sales tax; without it, there would be a significant revenue loss in 2029 and 2030. Initiative 2117 could result in an $8.2M annual revenue loss and affect state funding for Division Street BRT. She noted the full draft of the transit development plan will be presented in the June cycle for further context and integration into the broader plan. Discussion ensued.

10. Board Operations Committee

    A. Chair Report - Chair French provided an overview of the committee meeting.

11. Planning & Development Committee (P&D)

    A. Chair Report – Ms. Haley reviewed the items covered at the P&D meeting.

12. Performance Monitoring & External Relations (PMER)

    A. Chair Report – Mr. Kerns discussed the items presented to PMER at the May meeting.

13. CEO Report

Ms. Meyer thanked Chair French. She advised that we have given all Board members a copy of the book called Human Transit by the author Jarett Walker. She commented on Mr. Walkers' experience and expertise.

Bloomsday Express Shuttles ran from 6:20 am to 8:30 am and return trips from downtown began at 10:30 am and ran through 2:00 pm. Ridership for Bloomsday increased 10.71% over 2023, providing 9,844 rides this year.

She discussed Ridership for Fixed Route, Paratransit and Rideshare. Fixed Route had a 25.3% increase over April 2023 and is running ahead by 17.4% year-to-date. Zero Fare Youth saw 51% increase in April and has increased 37% year-to-date. Paratransit continues to increase with 14.4% in April and 9.2% year-to-date. Rideshare was up 17.0% in April and 12.2% year-to-date.

Monthly fare revenue by service type was reviewed and it was noted that the budget for fares is an important element of offering, maintaining, and growing the service.

Ms. Meyer reviewed the financial results summary of revenues and expenses and noted they are included in the packet each month under the Information category.

Voter approved April 2024 Sales Tax revenue collected on February 2024 sales was $8,280,274 compared to a budget of $7,893,772 which was $386,502, or 4.9% above budget. Year-to-date, sales tax is 2.3% above budget.

Ms. Meyer shared visuals of the Expo '74 Anniversary promotions in the forms of banners, posters, and graphics, handouts, and novelty vintage bus tickets, as well as social media graphics and videos running on social media. She shared images of the Expo bus and commemorative connect card.

A ridership comparison with STA and Washington large urban peers was shared. It showed that STA has recovered ridership at a higher rate than comparable agencies in Washington.

A review of the free fare system-wide on weekends May 4 through July 4th in honor of the Expo 50th Anniversary was shared. STA has steadily improved weekend service as part of STA Moving Forward and 2024 saw the best weekend ridership on record for April. May was on track for a new average high, even before the free fares. She showed Saturday and Sunday comparison of ridership.

Security on coaches discussed, including the number of additional transit officers and overtime during the free fare weekends. A review of year-over-year was suggested to include all the festivals (Bloomsday, Jr. Lilac Parade, Lilac Parade).

At the request of a Board Member, CEO external meetings attended April/May to-date was also provided.

Ms. Meyer wished Monique Liard the best as this is her last Board meeting. She accepted a position closer to family on the west side of the state.

She offered to answer questions. None were forthcoming.

14. Board Information
    A. Committee Minutes
    B. April 2024 Sales Tax Revenue
    C. March 2024 Financial Results Summary
    D. March 2024 Operating Indicators
    E. Connect Spokane Comprehensive Plan Update: Draft Elements
    F. 2023 Fixed Route Rider Survey Results
    G. Community Access Pass Program Survey Results
    H. Connect 2035 Strategic Plan: Initiative Development and Evaluation Process
    I. 1st Quarter 2024 Service Planning Input Report
    J. 2025-2030 Transit Development Plan: Proposed 2025-2027 Service Improvements

15. New Business - none

16. Board Members' Expressions
    All Board Members expressed their appreciation to Monique and wished her well. Ms. Wilkerson advised she heard from the Association of Black Librarians that Spokane has an amazing bus service. Mr. Grover mentioned attending the APTA conference in Portland and a good meeting with the FTA.

17. Executive Session
    ~~A. *For the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; RCW 42.30.110(1)(b)*~~
    ~~B. *To evaluate the performance of a public employee; RCW 42.30.110(1)(g)*~~
    C. Chair French advised the Board would begin Executive Session for the purpose of: *"discussing with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency RCW 42.30.110(1)(i)"*

    He said there would be no action as a result of the Executive Session and the meeting would be adjourned upon the completion of the Executive Session. The Board entered Executive Session at 3:14 for a ten minute timeframe. At 3:24 an additional five minutes was requested. At 3:29, the Executive Session ended and the Board meeting was adjourned.

18. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:29p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9B : MINUTES OF THE MAY 3, 2024, BOARD WORKSHOP - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

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SUMMARY: The minutes of the May 3, 2024, Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

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

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the May 3, 2024

STA BOARD WORKSHOP

CenterPlace, Room 212
2426 N. Discovery Place
Spokane Valley, WA 99216
w/Virtual Joining Option

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, Acting Chair
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Kitty Klitzke, City of Spokane *(Virtual)*
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Paul Dillon, City of Spokane *(Virtual)*

MEMBERS ABSENT

Al French, Spokane County, *Chair (virtual)*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities (Liberty Lake)
Dan Sander, Small Cities (Millwood) *Ex Officio*
Josh Kerns, Spokane County
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Rhonda Bowers, Labor Representative, Non-Voting

STAFF ABSENT

Nancy Williams, Chief Human Resources Officer

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STA GUESTS

Delana Combs, Ombudsman & Accessibility Officer
Christian Bigger, Zero Emission Fleet Transition Manager
Jessica Kelch, Senior Project Manager/Facilities Master Planning & Implementation

CONSULTANTS

Jaimie Levin, Director of West Coast Operations, CTE
Kylie McCord – Senior Engineering Consultant, CTE

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1. Call To Order and Roll Call

   Acting Chair Haley called the workshop to order at 7:46 am and the Clerk conducted Roll call.

2. Introductions and Workshop Objectives

   STA CEO, E. Susan Meyer introduced STA subject matter experts, Christian Bigger and Jessica Kelch. She also introduced Jaimie Levin, Director of West Coast Operations and Kylie McCord, Senior Engineering Consultant from Center for Transportation and the Environment (CTE). Background on CTE was provided. Ms. Meyer reviewed the objectives of the meeting and offered to answer questions. None were forthcoming.

3. Background

Brandon Rapez-Betty kicked off the workshop with Washington State's zero emission Legislation and policy review were outlined and discussed, along with potential future legislation, CARB-Advanced Clean Fleets (ACF) and Innovative Clean Transit (ICT). STA's regulatory compliance was summarized to say STA is compliant with zero-emission and carbon reduction legislation 'As Practicable' which means:

- The lifecycle cost of clean diesel buses warrants continued purchase as planned through 2029
- STA is exploring renewable diesel fuel as it has become practicable
- STA reports fleet and fuel type to Department of Commerce annually (has not been required every year)
- STA has opted in to the Clean Fuel Standard carbon reduction program
- Additional mandates will require additional resources

Mr. McCord discussed the State of the Zero-Emission Industry and the difference between fuel cell electric and battery electric vehicles was shared. He described what a fuel cell is and the benefits and challenges of both battery electric and fuel cell buses. Market conditions were reviewed, along with zero emission cutaways, vans, and non-revenue vehicles. Mr. McCord discussed the zero emission infrastructure and costs and types of hydrogen – brown/grey, blue, and green. He noted hydrogen station considerations, heavy duty hydrogen fueling, federal and state funding support and the projected Washington state hydrogen supply. He concluded this section sharing ARCHES (CA) – 1000 bus initiative with 13 agencies. The Zero-Emission grant funding was also shared.

4. Transition Update

Mr. Rapez-Betty reviewed STA's journey through Electrification. A review of zero emission service and a projection update was shared, as was City Line initial charging projections, extreme weather challenges pre-deployment and proposed mitigation approach taken on Route 4. Block feasibility of 40 and 60' buses was shared. Additionally, a charging analysis of the Boone Northwest Garage and the grid power demand as well as Phase 2 of Boone NW Garage was reviewed.

The key performance metrics were reviewed, showing the use of electricity and cost per mile-maintenance with fuel combined diesel vs. battery electric.

A Clean fuels program update was offered and other challenges the industry has faced were reviewed. Battery electric bus safety research was shared and a chart was provided of progress made on FTA recommendations –with categories of implemented, in-progress, and not implemented. There were comments for each.

STA Accomplishments and Workforce development were shared.

5. Ongoing and Next Steps

STA ridership growth was shown to have had a higher recovery rate than the American Bus Benchmark (ABBG) average since mid-2022.

Renewable diesel as an alternative fuel was discussed and benefits were mentioned.

Opportunities for fleet electrification include exploring non-revenue and rideshare electrification.

The 2024 Low-No application was reviewed.

STA Facility Master Plan update was provided with background, plan consideration, program schedule for Phase 1, and Phase 2 objectives.

It was mentioned that Division Street Bus Rapid Transit (BRT) is the next "big" step in fleet transition – 16 60', 5 door, battery electric of Fuel Cell electric buses.

As part of the Zero Emission Fleet Transition plan update, staff reviewed objectives, fleet transition methodology, service assessment objectives, service/block feasibility, fleet assessment objectives, fleet assessment assumptions, transition study scenarios, Fleet composition, cumulative fleet cost comparison, maintenance assessment objectives, cost assumptions, cumulative cost comparison, fuel assessment objectives, hydrogen supply and fuel cost projections, cumulative fuel cost comparison, infrastructure assessment – battery electric, hydrogen station considerations, hydrogen design concepts, facility requirements to support FCEB maintenance. A preliminary infrastructure cost comparison was shared. Also discussed were portable hydrogen fueler as a pilot, total cost of ownership from 2024-2045, emissions evaluation, assumptions, and annual estimated CO_2e emissions.

The zero Emissions Transition Plan takeaways included:

- STA has already transitioned 25% of fleet
- Further fleet transition requirements:
    - New facility
    - Propulsion infrastructure
    - Funding beyond local resources
- Ongoing emission reduction efforts
    - Ridership growth
    - Alternative fuels (R99)
    - Explore non-rev vehicle evaluation/electrification
- Continue to transition 'as practicable'
- Staff will seek Board approval of the Zero-Emission Transition Strategy in June

Consultants and staff discussed and clarified points of interest, and answered Board Member questions.

6. Adjourn

With no further business to come before the Board, Acting Chair Haley adjourned the meeting at 2:19 pm.

Respectfully submitted,

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9C : MAY 2024 VOUCHERS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: The following warrants and ACH transfers for the period of May 1 through 31, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 627261 – 627749	$ 6,909,808.12
Worker's Comp Vouchers (May)	ACH – 2286	$ 136,044.00
Payroll 05/03/2024	ACH – 05/03/2024	$ 2,700,955.82
Payroll 05/17/2024	ACH – 05/17/2024	$ 2,072,955.26
Payroll 05/31/2024	ACH – 05/31/2024	$ 2,084,983.94
WA State – DOR (Excise Tax)	ACH – 1767	$ 9,786.73
MAY TOTAL		**$ 13,914,533.87**

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
E. Susan Meyer
Chief Executive Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - May 2024

Check Date	Check #	Payee	Reference	Amount
05/01/2024	627261	NORTHWEST CENTER SERVICES	2271	54,460.70
05/03/2024	627262	INLAND WELDING SUPPLY INC	1032	208.76
05/03/2024	627263	ASH & ROWAN HARDWARE LLC	2278	55.13
05/03/2024	627264	FRANCIS AVENUE HARDWARE	2279	56.76
05/03/2024	627265	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,469.24
05/03/2024	627266	AFSCME	1328	689.26
05/03/2024	627267	AFSCME	1328	120.00
05/03/2024	627268	ALCOBRA METALS INC	2140	665.39
05/03/2024	627269	ALLIANT INSURANCE SERVICES INC	1914	19,144.00
05/03/2024	627270	AMAZON CAPITAL SERVICES INC	2098	3,989.21
05/03/2024	627271	ARCTIC LIGHTING & ELECTRIC LLC	2100	2,337.50
05/03/2024	627272	AMALG TRANSIT UNION #1015	1055	25,388.50
05/03/2024	627273	AMALG TRANSIT UNION #1598	1056	1,024.28
05/03/2024	627274	AVISTA CORPORATION	1081	2,494.56
05/03/2024	627275	BATTERY SYSTEMS INC	1089	234.93
05/03/2024	627276	BATTERY SYSTEMS INC	1089	308.69
05/03/2024	627277	BLANCHARD ELECTRIC & FLEET SUPPLY	2589	104.77
05/03/2024	627278	BAY INSULATION INCORPORATED	2906	1,023.97
05/03/2024	627279	ROBERT J BERG	1099	283.40
05/03/2024	627280	THE BRAUN CORPORATION	1117	87.68
05/03/2024	627281	BUDINGER & ASSOCIATES INC	2149	8,279.39
05/03/2024	627282	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICI	1130	162.46
05/03/2024	627283	CANON FINANCIAL SERVICES INC	1154	927.03
05/03/2024	627284	COMMUNTY COLLEGES OF SPOKANE	1174	16,655.60
05/03/2024	627285	CDW-GOVERNMENT	1132	62,151.80
05/03/2024	627286	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	3,681.36
05/03/2024	627287	NCH CORPORATION	2853	1,794.59
05/03/2024	627288	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/03/2024	627289	CITY GLASS SPOKANE INC	2599	288.85
05/03/2024	627290	CITY OF SPOKANE	1601	304.01
05/03/2024	627291	COFFMAN ENGINEERS INC	1162	27,442.01
05/03/2024	627292	COLEMAN OIL COMPANY LLC.	2683	103,705.55
05/03/2024	627293	COMCAST	1170	1,116.76
05/03/2024	627294	COMMERCIAL TIRE INC	2451	10,111.26
05/03/2024	627295	COMPUNET INC	1166	6,102.05
05/03/2024	627296	CUMMINS INC	1027	2,992.02
05/03/2024	627297	DELTA DENTAL OF WASHINGTON	1726	68,229.33
05/03/2024	627298	EMPLOYEE ADVISORY COUNCIL	1236	721.50
05/03/2024	627299	EL JAY OIL CO INC	1003	11,393.88
05/03/2024	627300	ELECTRICAL SERVICE PRODUCTS INC	1230	1,333.68
05/03/2024	627301	ELITE ENTRY SYSTEMS LLC	2632	547.00
05/03/2024	627302	FASTENAL COMPANY	1249	2,292.93
05/03/2024	627303	FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,462.91
05/03/2024	627304	ASCENT MECHANICAL AND PLUMBING INC	2494	460.00
05/03/2024	627305	FLYNN BEC LP	2479	937.18
05/03/2024	627306	GORDON TRUCK CENTERS INC	1018	19,185.43
05/03/2024	627307	GALLS PARENT HOLDINGS LLC	1271	10,179.51
05/03/2024	627308	GARD COMMUNICATIONS INC	1272	686.25
05/03/2024	627309	GILLIG LLC	1279	11,196.94
05/03/2024	627310	H & H BUSINESS SYSTEMS	1298	1,415.56
05/03/2024	627311	HORIZON DISTRIBUTORS INC	1321	265.59
05/03/2024	627312	IL DCS AND FAMILY SERVICES	2768	276.53
05/03/2024	627313	INLAND FIRST AID AND SAFETY	2895	1,670.64
05/03/2024	627314	INLAND PUBLICATIONS INC	2638	1,323.00
05/03/2024	627315	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	410,846.27
05/03/2024	627316	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	87,414.53
05/03/2024	627317	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	7,652.84
05/03/2024	627318	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	43,527.24
05/03/2024	627319	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,432.50
05/03/2024	627320	KPFF INC	2510	48,489.20
05/03/2024	627321	LITHOGRAPHIC REPRODUCTIONS INC	1403	410.93
05/03/2024	627322	LPM SUPPLY INC	1382	565.86
05/03/2024	627323	LUMINATOR HOLDING LP	1009	4,033.00
05/03/2024	627324	MAGALDI & MAGALDI INC	1416	170.68
05/03/2024	627325	MAINTENANCE SOLUTIONS	1418	718.31
05/03/2024	627326	MILLER PAINT COMPANY	2657	324.49
05/03/2024	627327	MODERN ELECTRIC WATER CO INC	1439	1,061.20
05/03/2024	627328	MOHAWK MANUFACTURING & SUPPLY CO	1011	2,243.75
05/03/2024	627329	MUNCIE RECLAMATION AND SUPPLY CO	1013	928.19

Check Date	Check #	Payee	Reference	Amount
05/03/2024	627330	BLACK REALTY MANAGEMENT INC	1658	29,988.89
05/03/2024	627331	NAPA AUTO PARTS INC	1014	7,905.25
05/03/2024	627332	NATIONAL COLOR GRAPHICS INC	1455	669.26
05/03/2024	627333	NATIONWIDE	2592	943.28
05/03/2024	627334	SCADU	2887	212.07
05/03/2024	627335	THE AFTERMARKET PARTS COMPANY LLC	1015	13,111.46
05/03/2024	627336	NEW PIG CORPORATION	1462	1,482.40
05/03/2024	627337	KALISPEL TRIBAL ECONOMIC AUTHORITY	1468	19,465.53
05/03/2024	627338	OFFICE DEPOT INC	1483	125.03
05/03/2024	627339	Tara Limon	903	232.84
05/03/2024	627340	OTTER LOANS	2898	830.00
05/03/2024	627341	PREMERA BLUE CROSS	1521	378,592.57
05/03/2024	627342	PROFESSIONAL SERVICE BUREAU INC	2883	175.00
05/03/2024	627343	ROMAINE ELECTRIC CORPORATION	1548	1,061.05
05/03/2024	627344	S T A - WELL	1557	550.50
05/03/2024	627345	SAFETY-KLEEN SYSTEMS INC	1564	1,355.35
05/03/2024	627346	TENNANT SALES & SERVICE COMPANY	1647	210.92
05/03/2024	627347	THE ENGRAVER INC	1242	33.25
05/03/2024	627348	THERMO KING NORTHWEST	1650	463.03
05/03/2024	627349	TOLAR MANUFACTURING COMPANY INC.	2065	9,996.00
05/03/2024	627350	TRISTAR RISK MANAGEMENT	2124	14,671.57
05/03/2024	627351	UNITED WAY OF SPOKANE COUNTY	1684	239.81
05/03/2024	627352	US BANK	1678	49,066.47
05/03/2024	627353	USSC ACQUISITION CORP	1676	125.64
05/03/2024	627354	CARACAL ENTERPRISES LLC	2419	18.70
05/03/2024	627355	VERITECH INC	2049	766.00
05/03/2024	627356	VOITH US INC	2460	1,143.37
05/03/2024	627357	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,712.90
05/03/2024	627358	WASHINGTON STATE	1710	26,999.31
05/03/2024	627359	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	153,098.62
05/03/2024	627360	WALKER CONSTRUCTION INC	1913	30,568.62
05/03/2024	627361	WALTER E NELSON CO	1721	1,151.04
05/03/2024	627362	WASTE MANAGEMENT RECYCLE AMERICA	1702	488.94
05/03/2024	627363	THE W.W. WILLIAMS COMPANY	2870	207.20
05/03/2024	627364	VERIZON	2142	4,091.09
05/10/2024	627365	4IMPRINT INC	1263	13,303.99
05/10/2024	627366	AMAZON CAPITAL SERVICES INC	2098	1,810.06
05/10/2024	627367	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION	1060	5,000.00
05/10/2024	627368	ATS INLAND NW LLC	1916	5,517.60
05/10/2024	627369	APPLEWAY CHEVROLET INC	1068	1,135.32
05/10/2024	627370	AVISTA CORPORATION	1081	75,466.02
05/10/2024	627371	BOSTON CONSULTING INC	2607	7,474.68
05/10/2024	627372	BUDINGER & ASSOCIATES INC	2149	1,651.96
05/10/2024	627373	CALVARY SPOKANE	1136	4,804.64
05/10/2024	627374	CANON FINANCIAL SERVICES INC	1154	1,079.29
05/10/2024	627375	COMMUNTY COLLEGES OF SPOKANE	1174	26,481.00
05/10/2024	627376	CDW-GOVERNMENT	1132	54,550.35
05/10/2024	627377	QWEST CORPORATION	1148	147.56
05/10/2024	627378	CITY OF CHENEY - UTILITY	1158	482.85
05/10/2024	627379	CITY OF SPOKANE	1601	9,107.43
05/10/2024	627380	CITY OF SPOKANE VALLEY	1614	902.00
05/10/2024	627381	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	879.50
05/10/2024	627382	COLEMAN OIL COMPANY LLC.	2683	191,752.59
05/10/2024	627383	COMCAST	1170	334.82
05/10/2024	627384	CONSOLIDATED IRRIGATION	1177	22.00
05/10/2024	627385	CONTINENTAL DOOR COMPANY	1986	1,301.90
05/10/2024	627386	COSTAR REALTY INFORMATION INC.	2851	468.70
05/10/2024	627387	CUMMINS INC	1027	6,987.26
05/10/2024	627388	DIAMOND MANUFACTURING	2897	19,874.00
05/10/2024	627389	DOW JONES & COMPANY	2698	176.58
05/10/2024	627390	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
05/10/2024	627391	EMPLOYMENT SECURITY DEPARTMENT	1237	92,456.16
05/10/2024	627392	EMPLOYMENT SECURITY DEPARTMENT	1237	65,877.48
05/10/2024	627393	EV IQ LLC	2784	2,310.00
05/10/2024	627394	V02 COLLECTION INC.	2860	1,117.20
05/10/2024	627395	FP MAILING SOLUTIONS	1878	2,000.00
05/10/2024	627396	FEDEX	1808	600.53
05/10/2024	627397	GORDON TRUCK CENTERS INC	1018	2,885.68
05/10/2024	627398	GALLS PARENT HOLDINGS LLC	1271	4,264.49
05/10/2024	627399	THE GENERAL STORE	1956	98.09
05/10/2024	627400	GENFARE LLC	1268	5,215.09
05/10/2024	627401	GILLIG LLC	1279	8,552.63

Check Date	Check #	Payee	Reference	Amount
05/10/2024	627402	H & H BUSINESS SYSTEMS	1298	2,818.60
05/10/2024	627403	HALME BUILDERS INC	2780	77,229.30
05/10/2024	627404	IR SPECIALTY FOAM LLC	1345	363.62
05/10/2024	627405	JOHN A DASH & ASSOCIATES INC	1199	360.00
05/10/2024	627406	KENWORTH SALES CO INC	1373	440.61
05/10/2024	627407	KERSHAW'S INC	1374	93.68
05/10/2024	627408	KPFF INC	2510	594.59
05/10/2024	627409	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,837.74
05/10/2024	627410	LOOMIS ARMORED US LLC	1408	5,454.86
05/10/2024	627411	MARKIT BRANDS	2909	904.61
05/10/2024	627412	MICHELIN NORTH AMERICA INC	2325	106,838.28
05/10/2024	627413	MOHAWK LIFTS LLC	2620	106,220.98
05/10/2024	627414	MOHAWK MANUFACTURING & SUPPLY CO	1011	651.10
05/10/2024	627415	NAPA AUTO PARTS INC	1014	3,877.42
05/10/2024	627416	THE AFTERMARKET PARTS COMPANY LLC	1015	14,828.75
05/10/2024	627417	NOREGON SYSTEMS INC	2099	1,286.20
05/10/2024	627418	OFFICE DEPOT INC	1483	158.65
05/10/2024	627419	Alisa Tenney	901	12.00
05/10/2024	627420	Amber Wagenblast	901	12.00
05/10/2024	627421	Edilsa Mendoza	901	12.00
05/10/2024	627422	ERIC KATZER	901	12.00
05/10/2024	627423	Mukogawa US Campus	901	78.00
05/10/2024	627424	Shayla Myrick	901	14.00
05/10/2024	627425	Zane Schwendiman	901	12.00
05/10/2024	627426	PARAMETRIX INC	2062	88,416.59
05/10/2024	627427	PROVISIONAL SERVICES INC.	2697	417.28
05/10/2024	627428	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	111.17
05/10/2024	627429	ROMAINE ELECTRIC CORPORATION	1548	1,499.56
05/10/2024	627430	WILPAT ENTERPRISES INC	1550	8,157.02
05/10/2024	627431	SAFELITE FULFILLMENT INC	2889	345.34
05/10/2024	627432	SAFETY-KLEEN SYSTEMS INC	1564	787.99
05/10/2024	627433	SBA TOWERS II LLC	1569	2,569.62
05/10/2024	627434	SECURITAS SECURITY SERVICES USA INC	1574	27,850.85
05/10/2024	627435	VANESSA BOGENSBERGER	1582	1,677.63
05/10/2024	627436	SIX ROBBLEES INC	1017	691.93
05/10/2024	627437	DGT ENTERPRISES LLC	2670	10,235.00
05/10/2024	627438	THE SPOKESMAN REVIEW	1616	411.66
05/10/2024	627439	EMERALD CITY STATEWIDE FENCE RENTAL	2886	6,572.92
05/10/2024	627440	SUMMIT LAW GROUP PLLC	1637	25,450.75
05/10/2024	627441	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	1,120.00
05/10/2024	627442	UTILITIES PLUS	2606	358.00
05/10/2024	627443	PETERSON ENTERPRISE INC	1688	1,317.15
05/10/2024	627444	WA STATE DEPT OF ECOLOGY	1706	144.00
05/10/2024	627445	WASTE MANAGEMENT SPOKANE	1702	420.74
05/10/2024	627446	WENDLE MOTORS INCORPORATED	1021	6,268.75
05/10/2024	627447	WESCO GROUP LLC	2368	15,870.06
05/10/2024	627448	WESTERN STATES EQUIPMENT	1740	3,820.41
05/10/2024	627449	WEX BANK	2642	20,139.21
05/10/2024	627450	WHITWORTH WATER DISTRICT	1746	34.84
05/10/2024	627451	THE W.W. WILLIAMS COMPANY	2870	22,051.13
05/17/2024	627452	INLAND WELDING SUPPLY INC	1032	414.42
05/17/2024	627453	ACCESS INFORMATION HOLDINGS	2340	878.96
05/17/2024	627454	JANT GROUP II	2263	258.49
05/17/2024	627455	CBS REPORTING INC	1035	369.50
05/17/2024	627456	ADT COMMERCIAL LLC	2462	9,167.94
05/17/2024	627457	AFSCME	1328	615.32
05/17/2024	627458	AFSCME	1328	120.00
05/17/2024	627459	ALCOBRA METALS INC	2140	654.86
05/17/2024	627460	AMAZON CAPITAL SERVICES INC	2098	3,794.52
05/17/2024	627461	STEVEN W NILES JR	2276	468.62
05/17/2024	627462	AMERIGAS 1790	1064	6.37
05/17/2024	627463	THE ARC OF SPOKANE	2361	7,092.33
05/17/2024	627464	NORTHWEST CENTER SERVICES	2271	5,002.87
05/17/2024	627465	ARNETT INDUSTRIES LLC	2331	133.06
05/17/2024	627466	AMALG TRANSIT UNION #1015	1055	25,486.00
05/17/2024	627467	AMALG TRANSIT UNION #1598	1056	1,024.28
05/17/2024	627468	AMALGAMATED TRANSIT UNION	1057	184.27
05/17/2024	627469	AUTO B CLEAN INC	1077	9,245.47
05/17/2024	627470	APPLEWAY CHEVROLET INC	1068	288.03
05/17/2024	627471	AVISTA CORPORATION	1081	1,560.84
05/17/2024	627472	BATTERY SYSTEMS INC	1089	162.41
05/17/2024	627473	BATTERY SYSTEMS INC	1089	49.10

Check Date	Check #	Payee	Reference	Amount
05/17/2024	627474	BAY INSULATION INCORPORATED	2906	1,255.90
05/17/2024	627475	BIXBY MACHINE TOOL SUPPLY INC	1106	123.87
05/17/2024	627476	BDI	1022	516.66
05/17/2024	627477	BULLDOG ROOTER INC	1126	646.01
05/17/2024	627478	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICI	1130	162.46
05/17/2024	627479	CAMERON-REILLY LLC	1137	146,536.62
05/17/2024	627480	LITHIA MOTORS SUPPORT SERVICES	1024	407.25
05/17/2024	627481	CANON FINANCIAL SERVICES INC	1154	301.66
05/17/2024	627482	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/17/2024	627483	CITY OF MEDICAL LAKE	1424	97.29
05/17/2024	627484	CITY OF SPOKANE	1601	23,445.95
05/17/2024	627485	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	18,977.00
05/17/2024	627486	ANDREW CLINE	2903	7,488.00
05/17/2024	627487	COAST TRANSPORTATION	2040	2,535.06
05/17/2024	627488	COLEMAN OIL COMPANY LLC.	2683	83,426.12
05/17/2024	627489	KATHLEEN M COLLINS	1163	5,000.00
05/17/2024	627490	COMCAST	1170	190.09
05/17/2024	627491	COMMERCIAL TIRE INC	2451	1,744.58
05/17/2024	627492	COMPUNET INC	1166	160,507.20
05/17/2024	627493	CONSEAL CONTAINERS LLC	1176	397.78
05/17/2024	627494	WASHINGTON STATE DEPT OF CORRECTIONS	1708	46,099.15
05/17/2024	627495	CUMMINS INC	1027	18,313.84
05/17/2024	627496	D'AMATO CONVERSANO INC. P.C.	2718	5,025.00
05/17/2024	627497	DAKTRONICS INC.	2675	73,575.00
05/17/2024	627498	D2G GROUP LLC	2757	1,201.87
05/17/2024	627499	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	986.00
05/17/2024	627500	EMPLOYEE ADVISORY COUNCIL	1236	712.50
05/17/2024	627501	EARTHWORKS RECYCLING INC.	2816	157.50
05/17/2024	627502	EL JAY OIL CO INC	1003	32,217.08
05/17/2024	627503	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	19,123.50
05/17/2024	627504	EV IQ LLC	2784	2,625.00
05/17/2024	627505	FASTENAL COMPANY	1249	3,122.01
05/17/2024	627506	FERGUSON ENTERPRISES INC	1252	122.37
05/17/2024	627507	THE FIG TREE	2465	170.00
05/17/2024	627508	FIRST TRANSIT INC	2430	575,922.48
05/17/2024	627509	FP MAILING SOLUTIONS	1878	2,000.00
05/17/2024	627510	BUSINESS INTERIORS OF IDAHO	2715	1,837.22
05/17/2024	627511	FEDEX	1808	158.00
05/17/2024	627512	GORDON TRUCK CENTERS INC	1018	8,557.45
05/17/2024	627513	GALLS PARENT HOLDINGS LLC	1271	3,588.61
05/17/2024	627514	GARD COMMUNICATIONS INC	1272	1,677.50
05/17/2024	627515	THE GENERAL STORE	1956	73.58
05/17/2024	627516	GENFARE LLC	1268	753.64
05/17/2024	627517	GIBSON'S NURSERY & LANDSCAPE SUPPLY INC	1278	613.17
05/17/2024	627518	GILLIG LLC	1279	18,659.43
05/17/2024	627519	W.W. GRAINGER INC	1285	1,963.04
05/17/2024	627520	GRANITE PETROLEUM INC	2635	224,630.67
05/17/2024	627521	GRAYBAR ELECTRIC CO INC	1287	2,201.36
05/17/2024	627522	SPOKANE AREA CHAMBER OF COMMERCE	1291	100.00
05/17/2024	627523	CHRIS GROVER	2442	156.61
05/17/2024	627524	H & H BUSINESS SYSTEMS	1298	940.59
05/17/2024	627525	HOGAN MFG INC	1008	19.56
05/17/2024	627526	HORIZON DISTRIBUTORS INC	1321	369.28
05/17/2024	627527	IL DCS AND FAMILY SERVICES	2768	276.53
05/17/2024	627528	INLAND PUBLICATIONS INC	2638	0.00
05/17/2024	627529	JOHNSON CONTROLS FIRE PROTECTION LP	1584	3,391.64
05/17/2024	627530	WILLIAM CORP	1363	360.46
05/17/2024	627531	KERSHAW'S INC	1374	123.82
05/17/2024	627532	KIRK'S AUTOMOTIVE INC	1007	71.00
05/17/2024	627533	KNOWBE4 INC	2357	860.65
05/17/2024	627534	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,475.86
05/17/2024	627535	MAINTENANCE SOLUTIONS	1418	466.52
05/17/2024	627536	NEALTON INC	2896	439.99
05/17/2024	627537	MOHAWK MANUFACTURING & SUPPLY CO	1011	329.31
05/17/2024	627538	MUNCIE RECLAMATION AND SUPPLY CO	1013	948.46
05/17/2024	627539	BLACK REALTY MANAGEMENT INC	1658	23,478.71
05/17/2024	627540	NANONATION INC	2554	2,354.40
05/17/2024	627541	NAPA AUTO PARTS INC	1014	1,449.68
05/17/2024	627542	LEGEND INVESTMENTS INC	1454	163.35
05/17/2024	627543	NATIONAL COLOR GRAPHICS INC	1455	866.55
05/17/2024	627544	SCADU	2887	212.07
05/17/2024	627545	THE AFTERMARKET PARTS COMPANY LLC	1015	6,754.97

Check Date	Check #	Payee	Reference	Amount
05/17/2024	627546	CSWW INC	1102	234.33
05/17/2024	627547	OFFICE DEPOT INC	1483	130.73
05/17/2024	627548	ONEBRIDGE FSA	2880	144.00
05/17/2024	627549	OXARC INC	1002	28.78
05/17/2024	627550	PARAMETRIX INC	2062	102,269.27
05/17/2024	627551	PHOENIX MOTOR INC	2885	4,521.78
05/17/2024	627552	PROVISIONAL SERVICES INC.	2697	2,768.77
05/17/2024	627553	NEWS RADIO 920	2318	221.00
05/17/2024	627554	REBECCA VAN KEULEN	2735	6,244.46
05/17/2024	627555	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	409.54
05/17/2024	627556	REHN & ASSOCIATES	2395	202.00
05/17/2024	627557	S T A - WELL	1557	539.50
05/17/2024	627558	SAFELITE FULFILLMENT INC	2889	476.26
05/17/2024	627559	SAFETY-KLEEN SYSTEMS INC	1564	110.00
05/17/2024	627560	KRIS KREUTZER	2907	642.06
05/17/2024	627561	LOUIS SARDO UPHOLSTERY INC.	2825	7,350.08
05/17/2024	627562	SITEONE LANDSCAPE SUPPLY LLC	2557	13.57
05/17/2024	627563	SPALDINGS INC	1771	69.70
05/17/2024	627564	SPECIAL MOBILITY SERVICES	2122	7,583.99
05/17/2024	627565	LANCE SPEIRS	2911	152.08
05/17/2024	627566	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,652.00
05/17/2024	627567	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	348.48
05/17/2024	627568	SPOKANE HOUSE OF HOSE INC	1605	5.26
05/17/2024	627569	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	160.00
05/17/2024	627570	SUN SUPPLY INC.	2710	239.61
05/17/2024	627571	SYMETRA LIFE INSURANCE COMPANY	1562	22,937.52
05/17/2024	627572	THERMO KING NORTHWEST INC	1650	941.77
05/17/2024	627573	THERMO KING NORTHWEST	1650	2,284.95
05/17/2024	627574	TRANSPORTATION CHOICES COALITION	1668	5,000.00
05/17/2024	627575	ULINE INC	2401	163.81
05/17/2024	627576	UNIFIRST CORPORATION	2868	9,568.36
05/17/2024	627577	UNITED WAY OF SPOKANE COUNTY	1684	239.81
05/17/2024	627578	USSC ACQUISITION CORP	1676	433.29
05/17/2024	627579	VERIZON WIRELESS LLC	1686	19,005.32
05/17/2024	627580	VOITH US INC	2460	20,028.75
05/17/2024	627581	WASHINGTON STATE	1704	11,684.40
05/17/2024	627582	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,738.74
05/17/2024	627583	WA STATE DEPT OF ECOLOGY	1706	233.58
05/17/2024	627584	WASHINGTON STATE	1209	16,892.59
05/17/2024	627585	WALTER E NELSON CO	1721	11,827.74
05/17/2024	627586	WESCO GROUP LLC	2368	724.15
05/17/2024	627587	WHITES BOOTS INC	1744	122.61
05/17/2024	627588	WILBUR-ELLIS COMPANY	1747	6,315.76
05/17/2024	627589	THE W.W. WILLIAMS COMPANY	2870	132.58
05/17/2024	627590	WASHINGTON STATE TRANSIT ASSOC	1715	750.00
05/17/2024	627591	ZIPLINE COMMUNICATIONS INC	2492	5,229.00
05/24/2024	627592	INLAND WELDING SUPPLY INC	1032	2,019.81
05/24/2024	627593	ABCORP NA INC	2814	35,708.40
05/24/2024	627594	ASH & ROWAN HARDWARE LLC	2278	73.35
05/24/2024	627595	FRANCIS AVENUE HARDWARE	2279	2.89
05/24/2024	627596	JANT GROUP II	2263	8.71
05/24/2024	627597	ALCOBRA METALS INC	2140	724.68
05/24/2024	627598	AMAZON CAPITAL SERVICES INC	2098	2,076.99
05/24/2024	627599	APS INC	1841	156.96
05/24/2024	627600	NORTHWEST CENTER SERVICES	2271	49,457.83
05/24/2024	627601	AVISTA CORPORATION	1081	1,077.35
05/24/2024	627602	BLUEBEAM INC	2905	2,289.00
05/24/2024	627603	BDI	1022	430.55
05/24/2024	627604	ZEAL ENDEAVORS LLC	2788	749.04
05/24/2024	627605	BUDINGER & ASSOCIATES INC	2149	9,119.44
05/24/2024	627606	BULLDOG ROOTER INC	1126	3,284.36
05/24/2024	627607	LITHIA MOTORS SUPPORT SERVICES	1024	327.09
05/24/2024	627608	CANON FINANCIAL SERVICES INC	1154	2,210.67
05/24/2024	627609	CARDINAL INFRASTRUCTURE LLC	2059	26,500.00
05/24/2024	627610	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	23,201.24
05/24/2024	627611	QWEST CORPORATION	1148	227.60
05/24/2024	627612	CITY OF SPOKANE	1601	310.00
05/24/2024	627613	CITY OF SPOKANE	1601	351.71
05/24/2024	627614	CLEAN CONCEPTS GROUP INC	1471	60.30
05/24/2024	627615	COFFMAN ENGINEERS INC	1162	70,170.87
05/24/2024	627616	COLEMAN OIL COMPANY LLC.	2683	44,249.30
05/24/2024	627617	COMMERCIAL TIRE INC	2451	1,384.64

Check Date	Check #	Payee	Reference	Amount
05/24/2024	627618	COMPUNET INC	1166	1,775.53
05/24/2024	627619	CONTINENTAL DOOR COMPANY	1986	888.30
05/24/2024	627620	COPIERS NORTHWEST INC	2429	444.27
05/24/2024	627621	CUMMINS INC	1027	5,138.94
05/24/2024	627622	DAKTRONICS INC.	2675	5,313.76
05/24/2024	627623	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	525.00
05/24/2024	627624	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
05/24/2024	627625	FASTENAL COMPANY	1249	2,301.69
05/24/2024	627626	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,287.35
05/24/2024	627627	FEDEX	1808	95.98
05/24/2024	627628	GORDON TRUCK CENTERS INC	1018	9,600.03
05/24/2024	627629	GALLS PARENT HOLDINGS LLC	1271	846.73
05/24/2024	627630	THE GENERAL STORE	1956	95.00
05/24/2024	627631	GENFARE LLC	1268	494.61
05/24/2024	627632	GILLIG LLC	1279	32,063.92
05/24/2024	627633	W.W. GRAINGER INC	1285	1,276.58
05/24/2024	627634	GRAYBAR ELECTRIC CO INC	1287	2,201.36
05/24/2024	627635	H & H BUSINESS SYSTEMS	1298	379.73
05/24/2024	627636	H W LOCHNER INC	1405	4,131.44
05/24/2024	627637	HOGAN MFG INC	1008	18.74
05/24/2024	627638	HORIZON DISTRIBUTORS INC	1321	429.05
05/24/2024	627639	IDAHO STATE TAX COMMISSION	2504	5,687.13
05/24/2024	627640	WILLIAM CORP	1363	434.47
05/24/2024	627641	KERSHAW'S INC	1374	75.11
05/24/2024	627642	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,426.77
05/24/2024	627643	KPFF INC	2510	7,577.87
05/24/2024	627644	L&E PARK LLC	2391	4,220.66
05/24/2024	627645	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	161.93
05/24/2024	627646	NEALTON INC	2896	1,037.89
05/24/2024	627647	Q49 SOLUTIONS LLC	2594	75.21
05/24/2024	627648	MOHAWK MANUFACTURING & SUPPLY CO	1011	647.02
05/24/2024	627649	MOTOROLA SOLUTIONS INC	1448	724.85
05/24/2024	627650	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,182.50
05/24/2024	627651	BLACK REALTY MANAGEMENT INC	1658	10,248.84
05/24/2024	627652	NAPA AUTO PARTS INC	1014	501.54
05/24/2024	627653	THE AFTERMARKET PARTS COMPANY LLC	1015	2,071.75
05/24/2024	627654	WORKSPACE DEVELOPMENT LLC	2013	1,993.50
05/24/2024	627655	PROFESSIONAL SERVICE BUREAU INC	2883	50.00
05/24/2024	627656	PROVISIONAL SERVICES INC.	2697	880.28
05/24/2024	627657	REBECCA VAN KEULEN	2735	5,537.43
05/24/2024	627658	ROMAINE ELECTRIC CORPORATION	1548	1,477.39
05/24/2024	627659	JEFFREY S SEARS	1573	957.67
05/24/2024	627660	SENSKE LAWN & TREE CARE INC	2194	107.91
05/24/2024	627661	SIX ROBBLEES INC	1017	619.12
05/24/2024	627662	SPECIAL MOBILITY SERVICES	2122	22,585.73
05/24/2024	627663	SPOKANE SUNSCREEN LLC	1926	264.60
05/24/2024	627664	SPRAY CENTER ELECTRONICS INC	1619	1,245.81
05/24/2024	627665	SOLID WASTE SYSTEMS LLC	2514	654.15
05/24/2024	627666	THERMO KING NORTHWEST	1650	77.65
05/24/2024	627667	TITAN TRUCK EQUIPMENT INC	1655	20,248.03
05/24/2024	627668	TRI-STATE ADJUSTING, LLC	2912	585.60
05/24/2024	627669	VECTOR NORTH AMERICA INC.	2750	9,366.40
05/24/2024	627670	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	790.40
05/24/2024	627671	WALKER CONSTRUCTION INC	1913	3,396.51
05/24/2024	627672	WALTER E NELSON CO	1721	240.43
05/24/2024	627673	WASTE MANAGEMENT RECYCLE AMERICA	1702	488.90
05/24/2024	627674	WASHINGTON STATE TRANSIT ASSOC	1715	1,575.00
05/24/2024	627675	VERIZON	2142	4,091.09
05/24/2024	627676	ZAYO GROUP LLC	2321	37,420.99
05/31/2024	627677	A TO Z RENTALS	1033	365.90
05/31/2024	627678	INLAND WELDING SUPPLY INC	1032	936.96
05/31/2024	627679	AMAZON CAPITAL SERVICES INC	2098	318.03
05/31/2024	627680	AMALG TRANSIT UNION #1015	1055	25,482.36
05/31/2024	627681	BL BEST	1083	49.64
05/31/2024	627682	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
05/31/2024	627683	BUDINGER & ASSOCIATES INC	2149	378.25
05/31/2024	627684	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICI	1130	162.46
05/31/2024	627685	CANON FINANCIAL SERVICES INC	1154	209.01
05/31/2024	627686	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	40.38
05/31/2024	627687	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
05/31/2024	627688	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/31/2024	627689	CITY OF SPOKANE	1601	114.85

Check Date	Check #	Payee	Reference	Amount
05/31/2024	627690	COFFMAN ENGINEERS INC	1162	37,106.42
05/31/2024	627691	COLEMAN OIL COMPANY LLC.	2683	131,536.59
05/31/2024	627692	COMCAST	1170	1,116.64
05/31/2024	627693	COMPUNET INC	1166	24,758.84
05/31/2024	627694	COPIERS NORTHWEST INC	2429	54.64
05/31/2024	627695	CROWN CASTLE INTERNATIONAL CORP.	2733	2,074.50
05/31/2024	627696	CUMMINS INC	1027	4,729.31
05/31/2024	627697	DELTA DENTAL OF WASHINGTON	1726	69,464.25
05/31/2024	627698	DUNN & BYBEE TOOL CO	2207	3,345.00
05/31/2024	627699	EMPLOYEE ADVISORY COUNCIL	1236	712.50
05/31/2024	627700	EL JAY OIL CO INC	1003	5,841.21
05/31/2024	627701	WIRELESS INVESTORS LLC	2517	522.93
05/31/2024	627702	FASTENAL COMPANY	1249	233.67
05/31/2024	627703	FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,085.06
05/31/2024	627704	FEDEX	1808	585.30
05/31/2024	627705	GORDON TRUCK CENTERS INC	1018	9,822.52
05/31/2024	627706	GALLS LLC	1271	228.00
05/31/2024	627707	GENERAL PARTS DISTRIBUTION LLC	2690	110.49
05/31/2024	627708	GIBSON'S NURSERY & LANDSCAPE SUPPLY INC	1278	6,785.30
05/31/2024	627709	GILLIG LLC	1279	25,056.78
05/31/2024	627710	W.W. GRAINGER INC	1285	229.44
05/31/2024	627711	GREAT FLOORS LLC	1288	3,595.20
05/31/2024	627712	HORIZON DISTRIBUTORS INC	1321	267.19
05/31/2024	627713	HUMANIX CORP	1329	242.13
05/31/2024	627714	IL DCS AND FAMILY SERVICES	2768	276.53
05/31/2024	627715	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,115.76
05/31/2024	627716	WILLIAM CORP	1363	725.45
05/31/2024	627717	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	411,679.74
05/31/2024	627718	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	87,553.24
05/31/2024	627719	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	6,475.48
05/31/2024	627720	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	45,611.18
05/31/2024	627721	KENWORTH SALES CO INC	1373	2,761.32
05/31/2024	627722	KHQ - SPOKANE	2575	1,200.00
05/31/2024	627723	MAGALDI & MAGALDI INC	1416	588.11
05/31/2024	627724	Q49 SOLUTIONS LLC	2594	25.07
05/31/2024	627725	BLACK REALTY MANAGEMENT INC	1658	10,059.27
05/31/2024	627726	NAPA AUTO PARTS INC	1014	1,825.45
05/31/2024	627727	NATIONAL COLOR GRAPHICS INC	1455	463.25
05/31/2024	627728	SCADU	2887	212.07
05/31/2024	627729	THE AFTERMARKET PARTS COMPANY LLC	1015	6,980.62
05/31/2024	627730	KALISPEL TRIBAL ECONOMIC AUTHORITY	1468	500.00
05/31/2024	627731	PREMERA BLUE CROSS	1521	390,416.50
05/31/2024	627732	PURE FILTRATION PRODUCTS INC	1531	8,419.08
05/31/2024	627733	ROMAINE ELECTRIC CORPORATION	1548	192.58
05/31/2024	627734	S T A - WELL	1557	542.50
05/31/2024	627735	SAFETY-KLEEN SYSTEMS INC	1564	10,638.95
05/31/2024	627736	JEFFREY S SEARS	1573	5,098.37
05/31/2024	627737	SECURITAS SECURITY SERVICES USA INC	1574	34,780.79
05/31/2024	627738	THE SHERWIN-WILLIAMS CO	1580	1,172.60
05/31/2024	627739	SIX ROBBLEES INC	1017	770.08
05/31/2024	627740	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	9,873.43
05/31/2024	627741	THERMO KING NORTHWEST	1650	233.87
05/31/2024	627742	ULINE INC	2401	515.01
05/31/2024	627743	UNITED WAY OF SPOKANE COUNTY	1684	238.31
05/31/2024	627744	US BANK	1678	2,659.00
05/31/2024	627745	US BANK	1678	50,257.83
05/31/2024	627746	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,740.38
05/31/2024	627747	WALTER E NELSON CO	1721	970.00
05/31/2024	627748	WENDLE MOTORS INCORPORATED	1021	74.69
05/31/2024	627749	WILBUR-ELLIS COMPANY	1747	662.55
		TOTAL MAY ACCOUNTS PAYABLE		6,909,808.12
5/1/2024-5/31/2024	ACH	WORKER'S COMPENSATION	2286	136,044.00
		TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS		136,044.00
05/03/2024	730459-730486	PAYROLL AND TAXES PR 9, 2023	VARIES	2,700,955.82
05/17/2024	730487-730506	PAYROLL AND TAXES PR 10, 2023	VARIES	2,072,955.26
05/31/2024	730507-730535	PAYROLL AND TAXES PR 11, 2023	VARIES	2,084,983.94
		TOTAL MAY PAYROLL AND TAXES		6,858,895.02

Check Date	Check #	Payee	Reference	Amount
05/10/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	9,786.73
		TOTAL MAY EXCISE AND LEASEHOLD TAX DISBURSEMENT		**9,786.73**
		TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS		**13,914,533.87**
		TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		**0.00**
		TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS		**13,914,533.87**

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9D : PUBLIC WORKS CONTRACTS UNDER $35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: Per RCW 39.08.030, all Public Works contracts require acceptance for completion by the STA Board of Directors and an approved affidavit of wages paid from the Washington State Department of Labor & Industries.

The table summarizes projects below $35,000 ready for acceptance by the Board:

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20231872	Mold Remediation – Boone S. Restroom	Gardiner Carpital, LLC	$10,482.41	12/22/2023
20240434	Plaza Electrical & Network Cabling	Arctic Lighting & Electric	$9,264.00	2/27/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	$1,005.84	3/8/2024
20232872	Plaza Door Access & CCTV Monitor	ADT Security Corp.	$10,630.91	4/11/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	$749.09	5/6/2024
2023-10899	Alignment Pit Modifications	Walker Construction	$33,965.13	5/16/2024
20231274	Water Line Leak Excavation	Aaron Zeutschel	$7,412.00	5/17/2024
20241127	Plaza Water Boiler Maintenance	Atlas Boiler & Equipment	$5,384.60	5/20/2024
20241128	Plaza Leaking Pipe Repair	Atlas Boiler & Equipment	$4,229.20	5/20/2024
20240794	Install Plaza Elevator Flooring	Great Floors, LLC	$4,229.65	5/22/2024
20241167	Boone Airduct Cleaning: HC A Unit A & HC 13	CleanCo Carpet, Window & Air Duct Cleaning, LLC	$9,973.50	5/30/2024

Public Works contracts with a value of $35,000 or more (before tax) also require release of retainage authorization from the Washington State Employment Security Department, Department of Revenue, & Department of Labor & Industries. These contracts are presented individually to the Board for approval as part of the consent agenda when needed.

RECOMMENDATION TO BOARD: Recommend the Board approve acceptance of the above contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9E : WELLESLEY HIGH PERFORMANCE TRANSIT: REGIONAL MOBILITY GRANT APPLICATION APPROVAL

REFERRAL COMMITTEE: Planning & Development *(Haley)*

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Staff are seeking Board approval to submit a grant application to the State Regional Mobility Grant program for the Wellesley High Performance Transit (HPT) line in the amount of approximately $7.46 million.

BACKGROUND: The Washington State Regional Mobility Grant (RMG) program supports local efforts to improve regional connectivity through public transportation. STA has successfully implemented a number of projects with funding through the RMG program, including City Line, Route 4 Monroe-Regal HPT, Moran Station Park and Ride, and West Plains Transit Center. Current projects funded through the competitive grant program include Sprague HPT, I-90/Valley HPT Infrastructure, Argonne Station Park and Ride, and Cheney HPT Infrastructure.

The Washington State Department of Transportation (WSDOT) announced the timeline for RMG applications for funding beginning with the 2025-2027 biennial budget. This includes a pre-application process to ensure eligibility and coordination, followed by a complete application, due June 25, 2024. A minimum of 20% local match is required for each grant application. Following the review of an independent evaluation panel, WSDOT plans to forward a prioritized list of projects to the Legislature and the governor in November 2024 for consideration in the 2025 legislative session.

Route 33 Wellesley is one of STA's busiest routes, traveling between Spokane Community College (SCC) and Spokane Falls Community College (SFCC), primarily along Wellesley Avenue, with significant segments on Market Street, Driscoll Boulevard, and Whistalks Way. In addition to the community colleges, Route 33 serves Shadle Shopping Center, Northtown Mall, Shadle Park High School and Rogers High School. It also intersects all north-south bus routes in north Spokane, including Route 25 Division, which is currently slated to be replaced with the Division Street Bus Rapid Transit (BRT) project in 2030. There are approximately 44,500 residents and 13,300 jobs within a half mile of the Wellesley corridor.

Route 33 operates on a schedule comparable to Route 4 Monroe-Regal, with trips every 15 minutes for most times on weekdays, and generally every 30 minutes at all other times. Night and weekend service was improved as part of *STA Moving Forward.* Route 33 served over a half-million passengers in 2023. Since 2010, the corridor has been included in the High Performance Transit Network element of *Connect Spokane*, even though it was not committed for full implementation in *STA Moving Forward*.

With service levels now comparable to other HPT routes, the proposed project's purpose is to improve passenger amenities to attract even higher ridership, improve reliability, and provide enhanced

connectivity to the area. In addition to being identified in STA's comprehensive plan *Connect Spokane* (see High Performance Transit, pg. 25), the corridor is identified in the region's metropolitan transportation plan, Horizon 2045 (see Upcoming Public Transit Initiatives, pg. 69). In keeping with other HPT corridors, plans have reserved the route number "3" when physical improvements signal the transformation of the corridor to HPT.

The project is an excellent candidate initiative for *Connect 2035*. While the grant application precedes the evaluation process planned for in the *Connect 2035* strategic planning effort, staff believe it is timely to advance the request to ensure improvements can be in place to support connectivity with the future Division Street BRT project. Submission of the application would not preclude the Board from completing a review within *Connect 2035,* since the expected adoption date in December of the Board's new ten-year strategic plan precedes a funding decision by the Legislature in early 2025.

Project costs are preliminary estimates and may be revised as details are fully defined. Similarly, the RMG request may be adjusted in the final application. Like other HPT corridors, the project is anticipated to extend over two biennia, to include planning, design and construction, with substantial completion projected in late 2028. The implementation of HPT along this route will include reliability treatments such as stop location adjustments and near-level boarding at busy stops. The project as proposed will also include passenger improvements such as ADA accessible boarding and alighting pads, shelters, benches, trash and recycling bins, lighting, STA branded amenities, and real-time information at major stops. The corridor is envisioned to enhance regional mobility, supporting neighborhoods and destinations not directly served by BRT corridors such as City Line and Division Street.

Below is the current cost estimate for the project, which is included in the draft 2025-2030 Transit Development Plan. **Project**	**RMG Request *(subject to revision)***	**Local Match (Proposed)**	**Total Estimated Cost**
Wellesley HPT	$7,460,000	$1,865,000	$9,325,000

The draft 2025-2030 Capital Improvement Program identifies $1,865,000 matching funds for the project from projected local funding. Because Wellesley HPT was not included in the Board-approved 2024-2029 Capital Improvement Program, Board authorization is required to submit the grant application.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for approximately $7.46 million for the Wellesley High Performance Transit project.

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

RECOMMENDATION TO BOARD: Approve submittal of a Washington State Regional Mobility Grant application for approximately $7.46 million for the Wellesley High Performance Transit project.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9F : STA MOVING FORWARD: 2024 AMENDMENT (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development *(Haley)*

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

SUMMARY: Staff have prepared a proposed amendment for Board consideration to the *STA Moving Forward* ten-year strategic plan to adjust several projects within that plan as it relates to their general scope description and/or timeline. The purpose of today's action is to adopt by resolution an amendment to the *STA Moving Forward* plan to support implementation of the projects and completion of all projects in the plan.

BACKROUND: Over the past two years, this Committee and the STA Board of Directors have been engaged in preparing STA's next ten-year strategic plan, *Connect 2035*. Earlier in Phase 2 of that effort, STA's consultants conducted a fixed route network assessment that reviewed the performance of existing service and identified opportunities for improvement. In reviewing the findings of that work with the Board on March 6, 2024, the project team identified two paths for the agency to pursue to address emerging needs and deliver a transit system that connects everyone to opportunity. Action Pathway #1 was to complete delivery of *STA Moving Forward* and 2021 board-identified Near Term Investments, with some warranted adjustments as embodied in the proposed amendment.

On April 10, 2024, staff introduced the scope of a proposed amendment that would adjust three projects within the plan. On May 1, 2024, staff reviewed the draft amendment with the Committee which was then the subject of a duly noticed public hearing before the Board of Directors on May 16, 2024.

The attached draft resolution includes the recommended "Appendix D" to *STA Moving Forward* and together represent the proposed *STA Moving Forward* 2024 amendment. Two projects have revised scope descriptions, while the third recognizes the 2017 service improvements as the consummation of the project commitment.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2024 Plan amendment.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 822-24, the STA Moving Forward Plan 2024 Amendment.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. 822-24

A RESOLUTION FOR THE PURPOSE OF AMENDING STA MOVING FORWARD: A PLAN FOR MORE AND BETTER TRANSIT SERVICES

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, the STA Board of Directors adopted by resolution no. 727-14 a plan entitled *STA Moving Forward: A Plan for More and Better Transit Services* ("the Plan"); and,

WHEREAS, the Plan sets forth objectives for maintaining and expanding the transit system, including fixed-route bus, paratransit and vanpool service in order to connect the community to public services, improve travel flow by connecting jobs and workers and partner in advancing regional economic development; and

WHEREAS, the Plan was amended by Resolution 744-16 on June 16, 2016 to reflect changed assumptions related to the timing and sequence of projects in the Plan; and,

WHEREAS, the primary funding source of the Plan, in the form of an additional 2/10 of 1% sales tax, was approved by area voters on November 8, 2016 through ballot proposition submitted by the STA Board of Directors in resolution no. 742-16; and

WHEREAS, since the approval of the additional sales tax, STA has implemented many projects contained within the Plan; and

WHEREAS, due to the changed conditions, including the COVID-19 pandemic and unknown regional economic consequences, the Plan was amended by Resolution 781-20 on November 19, 2020; and

WHEREAS, due to the analysis of the fixed route network completed in 2024, and due to the latest ridership demands and opportunities, the general scope description or timeline for three projects identified int the plan should be updated; and

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on May 16, 2024, concerning a proposed amendment to the Plan, reflecting adjustments and other revisions to more accurately reflect the implementation of improvements identified in the Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. Exhibit A to this resolution is hereby amended into the *STA Moving Forward* plan as Appendix D.

Section 2. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 20th day of June 2024.

Attest:

Dana Infalt
Clerk of the Authority

All French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

EXHIBIT A

Appendix D – 2024 Amendment to *STA Moving Forward*

The table below amends the scope and/or timeline of identified projects. The left-most column represents the project descriptions found in Appendix C of *STA Moving Forward*. The "Revised Project Descriptions" column details the revisions to each project description.

***STA Moving Forward* Appendix C Project Description**	**Revised Project Description**	**Appendix C Targeted Year for Project Completion**	**Revised Targeted Year for Project Completion**
Direct service between Logan and Lincoln Heights neighborhoods	**Provide improved evening and/or weekend service on Route 45 Perry District in order to increase mobility and access on the South Hill**	2025	2025
Expand commuter parking capacity east of Sullivan Road (Barker to Stateline) *(I-90/Valley HPT Infrastructure)*	**Acquire property for Appleway Station Park & Ride for expansion of commuter parking capacity east of Sullivan Road (Barker to Stateline)**	2025	2025
Direct, non-stop peak hour service between Liberty Lake and Spokane (*I-90/Valley HPT service element)*	*(No changes to project description)*	2025	**2017**

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9G : 2024 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: The Federal Transit Administration (FTA) requires entities with 100 or more transit-related employees who receive capital or operating assistance in excess of $1 million, or, requests or receives planning assistance in excess of $250,000, in the previous federal fiscal year implement all of the Equal Employment Opportunity (EEO) Program elements and submit an EEO Program to the FTA every four years.

The EEO Program requirements include the following program elements: Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting.

Staff will present the 2024 EEO Program.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board adopt the 2024 Equal Employment Opportunity Program.

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

RECOMMENDATION TO BOARD: Approve, by motion, the adoption of the 2024 Equal Employment Opportunity Program.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9H : ZERO-EMISSION BUS FLEET TRANSITION PLAN APPROVAL

REFERRAL COMMITTEE: Planning & Development *(Haley)*

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Christian Bigger, Zero-Emission Fleet Transition Manager

SUMMARY: Staff are seeking the Board's approval of the Zero-Emission Bus Fleet Transition Plan. The Board's consideration of the plan is preceded by a recommendation to approve from the Planning & Development Committee on June 5, 2024, and the Zero-Emission Fleet Transition Board Workshop held on May 3, 2024. Further background on the Board's engagement in the plan and key findings found in the plan are presented below.

BACKGROUND: The Spokane Transit (STA) Board of Directors held a Zero-Emission Transition Plan Workshop at CenterPlace Regional Event Center in Spokane Valley on May 3, 2024. Staff and STA consultants from the Center for Transportation and the Environment (CTE) presented information about the agency's planning, implementation, and projections for its transition to zero-emission propulsion systems, with particular focus on transition of the Fixed Route bus fleet.

Workshop objectives included:

- Review STA's zero-emission transition history
- Understand the legislative requirements and guidance for zero-emission transition
- Examine battery-electric bus (BEB) performance compared to original projections
- Identify zero-emission opportunities and challenges
- Outline STA's framework for near and long-term decision making
- Schedule the approval of STA's Zero-Emission Bus Fleet Transition Plan (June Board cycle)

Staff presented the following findings:

- STA's fleet transition strategy is guided by Washington State RCWs/WACs, STA Board decisions, and CEO staff directives.
- With 40 BEB's, or ~25% of the fleet, STA's Boone Northwest Garage is at capacity for storage space and electrical power availability.
- Further fleet expansion will require a combination of new facility space, propulsion infrastructure, and funding beyond local resources.
- Considering the documented limitations, STA's Fixed Route Fleet Replacement Plan presented in the draft 2025-2030 Transit Development Plan outlines diesel purchases through 2029 in anticipation of additional zero-emission facility space and infrastructure to be in place after 2029.

- The Fixed Route Fleet Replacement Plan and projections going beyond 2030 assume all zero-emission bus purchases beginning in 2030 and full fleet conversion by 2045.
- STA is committed to low-emissions transition and further exploration of carbon reduction practices while purchasing diesel buses through 2029.

The full draft Zero-Emission Bus Fleet Transition Plan is attached. The draft plan represents an update on analysis that was completed in 2020 and informed the introduction of the first 40 battery electric buses into STA's fleet. The plan was not formally approved at the time, but its findings and recommendations were integrated into various board decisions including vehicle procurements and multiple editions of the TDP. Note that several updates to fleet count and composition will be made prior to Board approval to ensure alignment with the draft 2025-2030 Transit Development Plan. The minor revisions will not alter the strategies or conclusions outlined in the draft.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve STA's Zero-Emission Bus Fleet Transition Plan.

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

RECOMMENDATION TO BOARD: Approve STA's Zero-Emission Bus Fleet Transition Plan.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Zero-Emission Bus

Transition Plan

Prepared: June 2024

Prepared by:

Table of Contents

List of Figures

List of Tables

Executive Summary

The Spokane Transit Authority (STA) contracted the Center for Transportation and the Environment (CTE) to revise the previously prepared *Analysis of Alternatives for Fleet Conversion to Zero-Emission Technologies* to evaluate transitioning STA's fixed-route service to zero-emission technology. The original study was completed to understand the transition lifecycle costs required to achieve a zero-emission fleet, including evaluation of the total cost of ownership as well as help STA understand the challenge and manage the constraints associated with a full-fleet transition to zero-emission buses (ZEBs). The analysis considered both operational and financial impacts of ZEB technologies that were considered commercially available during the time period of the study (through 2040). In late 2022, STA contracted CTE to revise the ZEB study assumptions that may have changed over the last three years based on improvements in technology, changes to costs, changes to STA service, etc. and update the analysis. Results from this revised analysis are included in this *Zero Emission Bus Transition Plan*. In addition, the plan includes elements required by the FTA to be eligible to apply for federal funding.

Zero-emission technologies considered include both battery electric buses (BEBs) and hydrogen fuel cell-electric buses (FCEBs). BEBs and FCEBs have similar electric drive systems that feature a traction motor powered by a battery. The primary difference between BEBs and FCEBs, however, is the amount of battery storage and how the batteries are recharged. The energy supply in a BEB comes from electricity provided by an external source, typically the local utility grid, which is used to recharge the batteries. The energy supply for an FCEB is completely on-board, where hydrogen is converted to electricity using a fuel cell. The electricity from the fuel cell is used to recharge the batteries.

CTE worked closely with STA staff throughout the analyses to develop the approach, define the assumptions, and confirm the results. The approach for this plan is based on the creation and analysis of four transition scenarios. The baseline utilizes STA's updated procurement plan (May 2024) while the goal of the other fleet transition scenarios was to approach a 100% zero-emission bus fleet by 2045.

- Baseline: Current Technology – Utilizes existing planned procurements of ZEBs (40 by the end of 2023). All other replacements moving forward assumed to be diesel for comparison except for planned BEB Bus Rapid Transit (BRT) service (2030).
- Scenario 1: Depot Charged BEBs Only – Mixed fleet of BEBs and Internal Combustion Engine (ICE) based on block feasibility.
- Scenario 2: Depot Charged BEBs and FCEBs – Mixed fleet of BEBs and FCEBs based on block feasibility.
- Scenario 3: FCEBs Replacements Only (Original BEBs) – All BEBs in original Baseline will remain BEB; all others replaced with FCEBs.

The Baseline scenario assumes that no change is made from currently planned technologies and procurements. The Baseline scenario is used to compare the incremental costs of deploying ZEBs in the other scenarios. Each scenario uses a set of assumptions for improvements in battery storage capacity and efficiency, ultimately yielding improvements in bus range. In addition, the scenarios incorporate the current fleet procurement schedule as of May 2024, the planned phasing-out of diesel-hybrid vehicles, and BEB deployments for Central City Line (CCL) and Monroe Regal Line (MRL) regardless of other vehicle technologies employed.

The underlying basis for the assessment is CTE's ZEB Transition Planning Methodology, including route, charge and rate modeling. This methodology allows CTE to assess energy efficiency and energy consumption. This information can then be used to project the range of given vehicle technologies. CTE previously collected data from seventeen (17) STA routes, including the proposed CCL and MRL alignments and used bus specifications for vehicles that STA was considering purchasing to estimate range and energy consumption for all of STA's routes and blocks. Nominal and strenuous range at beginning-of-life and end-of-life batteries were developed. In 2023, CTE utilized the existing modeling results from 2020 and data collected during initial BEB deployments to update the analyses.

Once estimates for vehicle efficiency, range, and energy consumption were established, CTE completed the following assessments to develop cost estimates for each transition scenario.

1. Service Assessment
2. Fleet Assessment
3. Maintenance Assessment
4. Charging Analysis
5. Fuel Assessment
6. Facilities Assessment
7. Emissions Assessment

These assessment results yield a total cost of ownership for each transition scenario over the transition period (2024 – 2045). The total cost of ownership for all scenarios is summarized in the table and figure below.

Table E1: Total Cost of Ownership for ZEB Transition (2024-2045)

Category	Baseline	BEB Depot Only	Depot BEB and FCEB	FCEB Replacements Only
Fleet	$239.9M	$430.8M	$437.3M	$482.2M
Maintenance	$256.5M	$254.9M	$254.6M	$197.8M
Fuel	$100.9M	$74.9M	$75.1M	$162M
Infrastructure	$4.9M	$24.7M	$32.7M	$17.9M
Total	**$602.2M**	**$785.3M**	**$799.7M**	**$859.9M**
Compared to Baseline	-	$183.1M	$197.5M	$257.7M
% ZEB Fleet	33%	97%	100%	100%

Section 1 - Introduction

Founded in 1980, the Spokane Transit Authority (STA) provides transit services to the city of Spokane, Washington and surrounding urban areas, serving a population of approximately 499,000 across 248 square miles. The agency provides services across multiple transportation formats, including fixed-route bus service, paratransit, and vanpool. The fixed-route bus service currently consists of approximately 52 routes served by a fleet of 160 buses of various lengths and configurations (not including contingency vehicles).

In 2019, STA contracted the Center for Transportation and the Environment (CTE) to conduct a study to evaluate transitioning STA's fixed-route service to zero-emission technology. The study also included a detailed evaluation of two specific planned service expansions/modification, the Central City Line (CCL) and Monroe-Regal Line (MRL). The CCL was being developed as a 6-mile, all-electric, Bus Rapid Transit (BRT) service that will operate from Browne's Addition and Spokane Community College (SCC) through Downtown Spokane and the University District. The project was awarded $53.4 million in Small Starts Grant funding from the U.S. Department of Transportation Federal Transit Administration (FTA). The service was originally scheduled to begin in May 2022 but actually began service on July 15, 2023 under the name "City Line" due to construction delays. The detailed CCL analysis is included in the *Central City Line Zero-Emission Bus Deployment Implementation Plan* (CTE, May 2019) with updates to the charging analysis included in this report.

The MRL is an 11.4-mile service that operates from STA's Five Mile Park & Ride to the Moran Station, a new facility constructed as part of the project. Service started in late 2019 and is currently operating with up to four BEBs with plans to extend service to BEB only. Detailed MRL analysis is included in the *Monroe-Regal Line Zero-Emission Bus Deployment Implementation Plan* (CTE, July 2019) with updates to the charging analysis included in this report.

The initial transition study was completed to understand the transition lifecycle costs required to achieve a zero-emission fleet, including evaluation of the total cost of ownership as well as help STA understand the challenge and manage the constraints associated with a full-fleet transition to zero-emission buses (ZEBs). The analysis considered both operational and financial impacts of ZEB technologies that were considered commercially available during the time period of the study. In late 2022, STA contracted CTE to update the ZEB study assumptions that may have changed over the last three years based on improvements in technology, changes to costs, changes to STA service and plans, etc. and revise the analysis. In addition, STA requested that the revised analysis incorporate the 2024 vehicle replacement schedule. Results from this revised analysis are included in this *Zero Emission Bus Transition Plan*. In addition, the plan includes elements for a ZEB transition study required by the FTA to be eligible for federal funding programs.

Zero-emission technologies considered in this evaluation included both BEBs and hydrogen fuel cell-electric buses (FCEBs). BEBs and FCEBs have similar electric drive systems that feature a traction motor powered by a battery. The primary difference between BEBs and FCEBs, however, is the amount of battery storage and how the batteries are recharged. The energy supply in a BEB comes from electricity provided by an external source, typically the local utility

grid, which is used to recharge the batteries. The energy supply for an FCEB is completely on-board, where hydrogen is converted to electricity using a fuel cell. The electricity from the fuel cell is used to recharge the batteries. Illustrated below is the electric drive components and energy source for a BEB and FCEB.

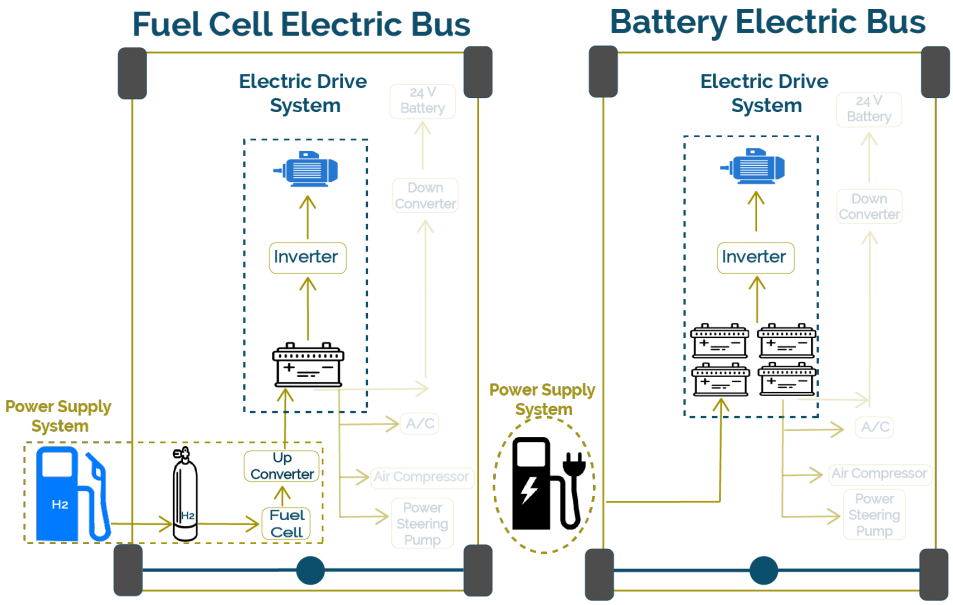


Figure 1: Schematic of ZEB Technologies

There are considerations and limitations associated with each technology. One of the primary limitations of BEBs is overall energy storage capacity. Although BEBs are approximately four times more efficient than diesel vehicles, the total amount of energy that can be stored on board without adding excessive weight is still considerably less than diesel. That means that using current technology, the overall BEB range on one charge is less than the range of a diesel vehicle on one tank of fuel. Range limitations can be mitigated by the use of the appropriate charging technologies and strategies, and this is a very important element in the planning for any BEB deployment, especially when considering a full fleet transition.

Furthermore, battery and charging technologies are changing at a rapid pace, hence the need to update the initial transition analysis. The trends toward higher battery energy densities and increasingly sophisticated software-based charge management methodologies are expected to improve the range of BEBs to levels more comparable with traditional diesel vehicles over time. New charging vendors continue to enter the marketplace, offering various charger configurations and charge rates that help agencies customize a charging strategy and reduce operational risk associated with BEB deployments. Regardless of which battery technology or chemistry is utilized, all high voltage vehicle batteries in the market today degrade over time. Therefore, the impact on performance over time and associated battery warranties should be reviewed to optimize operations and further reduce risk.

Finally, lifecycle costs of electricity and overall infrastructure represent significant investments. Charging an entire fleet of buses can require a substantial real estate footprint and associated upfront cost to purchase and install the required equipment, not to mention the appropriate training and ongoing operational requirements.

There are similar considerations in FCEB deployment in that the infrastructure footprint can be substantial and since battery technology is also utilized there are similar concerns with degradation and end-of-life performance. Current FCEBs do have a range that is longer than BEBs and more similar to traditional diesel or CNG buses, so theoretically there will be less operational risk due to fueling strategies when incorporating FCEBs into a fleet. However, both the upfront cost of FCEB vehicles and the cost of fuel are currently higher than with their BEB counterparts (hydrogen vs. electricity). Finally, there are still a limited number of demonstrations of FCEBs to learn from partly because BEB charging technology is easier to scale and deploy to small fleets (which has been a large part of BEB deployment activity to date).

The *Zero-Emission Bus Transition Plan* is arranged in the following sections:

- Section 1 – Introduction
- Section 2 – Policy Assessment
- Section 3 – Transition Planning Methodology
- Section 4 – Transition Scenarios and Assumptions
- Section 5 – Baseline Data
- Section 6 – Service Assessment
- Section 7 – Fleet Assessment
- Section 8 – Maintenance Assessment
- Section 9 – Charging Analysis
- Section 10 – Fuel Assessment
- Section 11 – Facilities Assessment
- Section 12 – Emissions Assessment
- Section 13 – Total Cost of Ownership
- Section 14 – Funding Needs Assessment
- Section 15 – Partnership Assessment
- Section 16 – Workforce Analysis
- Section 17 – Conclusions and Recommendations
- Section 18 – References

As discussed previously, the original ZEB analysis was initiated in 2019 and completed in 2020 and reflected the state of technology at the time that it was prepared. The analysis was updated to reflect the state of technology as of 2024 with the understanding that the transition to a full ZEB fleet is expected to take over 20 years to complete. As with the previous evaluation, CTE recommends that the plan be reviewed and updated periodically to reflect the latest state of technology development, costs, regulatory environment, service requirements, and supply chain to ensure that STA continues to meet their mission in the most effective and efficient way possible.

Section 2 - Policy Assessment

Policy Assessment Overview

Policies and regulations supporting the transition to zero-emission are proliferating as the efforts to decarbonize the transportation sector expand. STA is monitoring the implementation of relevant policies and legislation. While relevant funding programs are considered, policies and regulations that direct aspects of zero-emission transit deployments beyond funding are considered in this section. STA will thoroughly assess all relevant policies and legislation throughout the fleet transition.

Alignment with Federal Priorities and Policies

With the passage of the *Bipartisan Infrastructure Law* and *Executive Order 14008: Tackling the Climate Crisis at Home and Abroad*, the federal government has set a renewed focus on zero-emission transit. STA's goal to transition to 100% zero-emission supports the federal administration priorities of safety, modernization, climate, and equity for public transportation.

Washington Policies & Goals

In 2021, the Washington State legislature enacted two statutes intended to reduce greenhouse gas emissions by 95% by 2050. The Climate Commitment Act (CCA) caps and reduces greenhouse gas emissions from Washington's largest emitting sources and industries, allowing businesses to find the most efficient pat to lower carbon emissions. The CCA puts environmental justice and equity at the center of climate policy and will use funds from the auction of emission allowances for investment in climate-resilient infrastructure including clean transportation. The Clean Fuel Standards, approved by the legislature in 2021, and adopted in November 2022 (effective January 1, 2023) reduces annual transportation emissions statewide by 20% over the next 12 years. This equates to approximately 4.3 million metric tons of carbon dioxide removed, or permanently removing 900,000 cars from the road. The fate of the CCA is currently in question, as Initiative 2117 is an effort to repeal the CCA on the November 2024 ballot.

Finally, under the Zero-Emission Vehicle Standard (WAC 173-423-07, December 2022), the state of Washington adopted additional vehicle emission standards to increase the sale of new zero-emission vehicles including passenger cars, light-duty trucks, and medium-duty vehicles to 100% starting in 2035. This ruling requires the state of Washington to meet California vehicle emission standards for on-road vehicles over 8,500 GVWR.

Support for Local Policy Goals

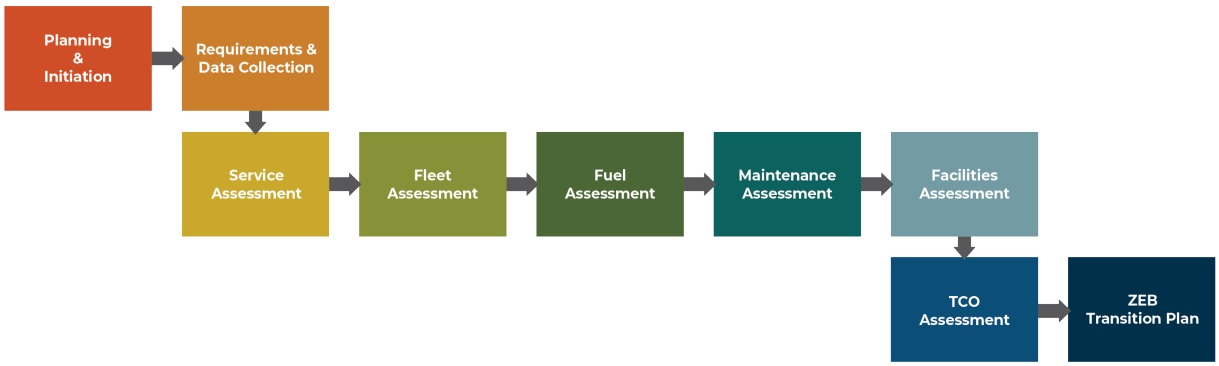
The City of Spokane approved a Sustainability Action Plan in October 2021. The Plan has three goals: 1) reduce GHG emissions by 95% (from 2016 levels) by 2050; build a community and economy that are resilient to climate change; and prioritize people who are most at risk of health and financial impacts. Previously in 2018, the City adopted a goal of 100% renewable electricity by 2030. This goal has been superseded by the State of Washington's passage of the Clean Energy Transformation Act in 2019 that now requires 100% clean energy by 2045.

Section 3 - Transition Planning Methodology

The initial evaluation completed in 2020 as well as these revision used CTE's Transition Planning Methodology, which is a complete set of analyses used to inform agencies in converting their fleets to zero-emission. The methodology consists of data collection, analysis and assessment stages; these stages are sequential and build upon findings in previous steps. Steps specific to this study are outlined below:

1. Planning and Initiation
2. Service Assessment
3. Fleet Assessment
4. Fuel Assessment
5. Maintenance Assessment
6. Facilities Assessment
7. Total Cost of Ownership Assessment

Figure 2: ZEB Transition Study Methodology



The **Planning and Initiation** phase builds the administrative framework for the transition study. During this phase, the project team drafted the scope, approach, tasks, assignments and timeline for the project. CTE worked with STA staff to plan the overall project scope and all deliverables throughout the full life of the study. During the kickoff meeting CTE met with stakeholders and collected updated route, block, fleet, operational, maintenance, and facilities information from STA staff to form the baseline scenario.

The **Service Assessment** phase initiated the data collection and technical analysis of the study. CTE met with STA to update the assumptions and requirements used throughout the study and to collect operational data (Requirements & Data Collection). CTE utilized results from the previously completed route modeling work as well as results from current BEB operations on STA blocks to update the service assessment. The results from the Service Assessment were used to guide ZEB procurements in the Fleet Assessment and determine energy requirements (Depot Charging, On-Route Charging and/or Hydrogen) in the Fuel Assessment. In the revised assessment, the outputs of the modeling were updated based on changes to battery capacity

assumptions. A 5% improvement in battery capacity every two years, a usable capacity of 90% of the nameplate capacity, an End of Life (Warranty) capacity at 80% of usable capacity, and the 2020 route modeling efficiency results were used in the Service Assessment.

The **Fleet Assessment** analyzed the capabilities of the current ZEB technologies to meet STA's service requirements. The analysis projected the timeline for replacement of diesel and diesel-hybrid buses with BEBs and FCEBs consistent with STA's fleet replacement plan (updated as of May 2024). The Fleet Assessment also includes an assessment of projected fleet procurement costs over the transition lifetime. The assumed STA's fleet size would increase to a total of 170 vehicles (not including contingency vehicles) by 2030 and remain consistent at that level throughout the remainder of the transition period. The analysis assumed a 15 year vehicle life.

The **Fuel Assessment** analyzed annual fueling requirements and developed cost estimates based on the electrical rate structures (Schedule 23 EV Rate) provided by Avista, the local electrical utility, as well as estimates for hydrogen fuel costs. These costs were compared to the expected costs to refuel diesel (and diesel-hybrid) vehicles based on current and projected fuel costs.

The **Maintenance Assessment** analyzed labor and materials costs for maintenance over the transition period as well as major component replacements for each technology type.

The **Facilities Assessment** defined the requirements for charging and hydrogen fueling infrastructure including operational impact and utility service requirements. CTE developed estimates for equipment and infrastructure, design, construction, and installation costs, space and sitting requirements. CTE evaluated the requirements for upgrading STA's facilities to be compatible with hydrogen and determine the requirements for any hydrogen refueling stations needed to support the fleet. STA has reached maximum capacity of 40 BEBs at the Northwest Boone Garage based on electricity capacity constraints. As such, a new storage and maintenance facility for additional BEB charging or hydrogen fueling was assumed in the analysis (to be constructed by 2030).

The **Emissions Assessment** was prepared based on the transition analysis. The analysis was completed to estimate the emissions associated with the fleet assessment scenarios in terms of number of diesel gallons reduced, and carbon production, reduction, and net savings.

The **Total Cost of Ownership Assessment** summarizes the costs of annual bus procurements, operation and maintenance costs, and infrastructure and facility upgrades over the transition period.

Section 4 - Transition Scenarios and Assumptions

Transition Scenarios

The following scenarios were assumed for the updated transition assessment:

- Baseline: Current Technology – Utilizes existing planned procurements of ZEBs (40 by the end of 2023). All other replacements moving forward assumed to be diesel for comparison except for planned BEB BRT service (2030).
- Scenario 1: Depot Charged BEBs Only – Mixed fleet of BEBs and ICE based on block feasibility.
- Scenario 2: Depot Charged BEBs and FCEBs – Mixed fleet of BEBs and FCEBs based on block feasibility.
- Scenario 3: FCEBs Replacements Only (Original BEBs) – All BEBs in original Baseline will remain BEB; all others replaced with FCEBs.

Assumptions

Due to the inherent nature of varying conditions over the period of a long-term fleet transition, it is necessary to establish a number of simplifying assumptions in a study such as this. These assumptions were developed based on discussions between CTE and STA during the **Planning & Initiation** stage of this project and include the following:

- Transition to a 100% ZEB fleet by 2045, if possible
- STA will increase fleet size to 170 vehicles during the transition period; this is inclusive of new vehicles that will be purchased to support further service expansion but does not include contingency vehicles.
- Current fleet composition (as of the time of this study) used for the baseline scenario
- Currently planned procurement schedule (as of May 2024)
- 15-year bus lifespan assumed for future vehicles purchased
- Costs are expressed in terms of 2023 dollars with 3% escalation and ICE and ZEB bus costs are based on Washington State Procurement Contract (2023 updated costs)
- 5% improvement in battery technology every two years
- Usable capacity estimated at 90% of nameplate capacity. End of Life (warranty) estimated at 80% of usable capacity.
- Estimated maximum range of 350 miles for FCEBs

Other operational assumptions associated with the current fleet replacement schedule and vehicle technology include the following:

- STA will not purchase any additional diesel-hybrid vehicles
- Current battery sizes for BEBs and fuel tank sizes for FCEBs are based on existing specification for vehicles that have completed Altoona Testing
- A 5% improvement in battery (for BEB) and fuel tank (for FCEB) capacity every two years
- A battery replacement will occur at the mid-life (7.5 years) of each BEB

Current BEB technologies have range limitations relative to diesel vehicles, and as a result, it is not always possible to replace an agency's current fleet one to one using BEBs. Improvements are expected to be made over time, but there are significant challenges to overcome, and the timeline to achieve the goal is uncertain. In addition to the uncertainty of technology improvements, there are other risks to consider. Although current BEB range limitations may be remedied over time as a result of advancements in battery energy density and more efficient components, battery degradation may re-introduce range limitations as a risk to an all-BEB fleet over time. In emergency scenarios that require use of BEBs, agencies may face challenges supporting long-range evacuations and providing temporary shelters in support of fire and police operations. Furthermore, fleetwide energy service requirements and power redundancy and resiliency may be difficult to achieve at any given depot in an all-BEB scenario. Higher capital equipment costs and availability of hydrogen may constrain FCEB solutions.

Section 5 - Baseline Data

It is essential to understand the key elements of STA's service to evaluate the costs associated with a full-ZEB transition. Key data elements of the existing STA service was provided by STA staff and include the following:

- Fleet composition
- Routes and blocks
- Mileage and fuel consumption
- Maintenance costs

Fleet

At the time of the updated evaluation, STA's bus fleet consists of 160 vehicles of various lengths and fuel types that provide service for 40 fixed-routes, with tracked data for 25 additional trip destinations. The number of vehicles is based on the vehicles that will be in the fleet at the end of 2024. The following table provides a breakdown of the existing fleet vehicles by length and fuel type.

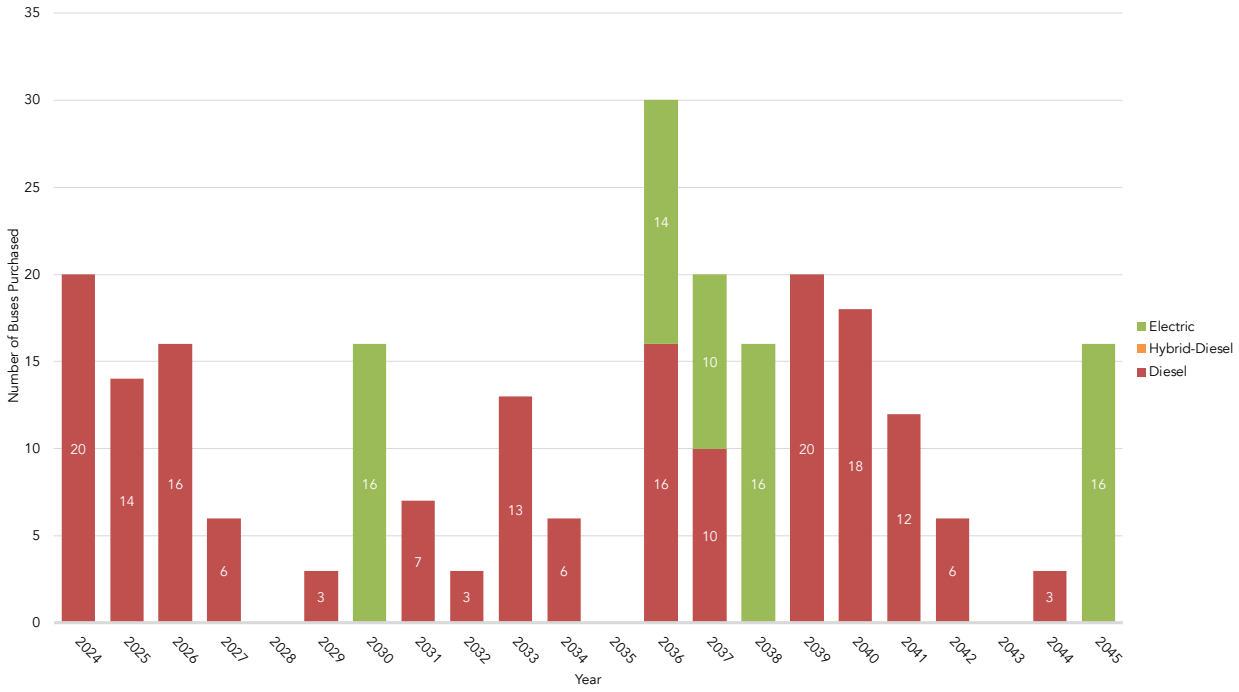
Table 1: Bus Quantity by Length and Fuel Type – 2024

Vehicle Length	Diesel	Diesel Hybrid	Battery Electric	Fleet Total
30'	—	3	—	3
35'	—	—	3	3
40'	82	21	23	126
60'	14	—	14	28
TOTAL	***96***	***24***	***40***	***160***

All service operates out of the Main Garage, located at 1229 West Boone Avenue, or the newly constructed Northwest Boone Garage, located immediately across West Boone Avenue from the Main Garage. Although they are separate buildings, due to their proximity they are considered the same destination for route modeling and energy evaluation purposes.

STA's goal is to maintain buses for 15 years before retirement. **Figure 3** depicts the annual bus replacement schedule (as of May 2024) throughout the transition period, regardless of scenario or technology type.

***Figure 3*: Bus Replacement Schedule**



Routes and Blocks

STA's fixed-route bus service in the summer consists of approximately 52 routes run on 171 blocks served by a fleet of 160 buses of various lengths and configurations. During the school year there are additional blocks that operate service (school trippers); however, these additional blocks are typically short.

Fuel

STA's current fuel use was collected and used to estimate energy costs throughout the study life. Cost escalation was not assumed throughout the study. When vehicles are added to the fleet, all vehicles of the same length that are acquired in that year to replace retiring vehicles are assumed to operate the average annual mileage of that vehicle size and, for diesels, are assumed to consume the same amount of fuel as other vehicles of the same length and fuel type. According to STA, the average heavy-duty bus operates between 50,000 and 55,000 miles per year. Historical fuel economy information for the fleet are included in **Table 2**.

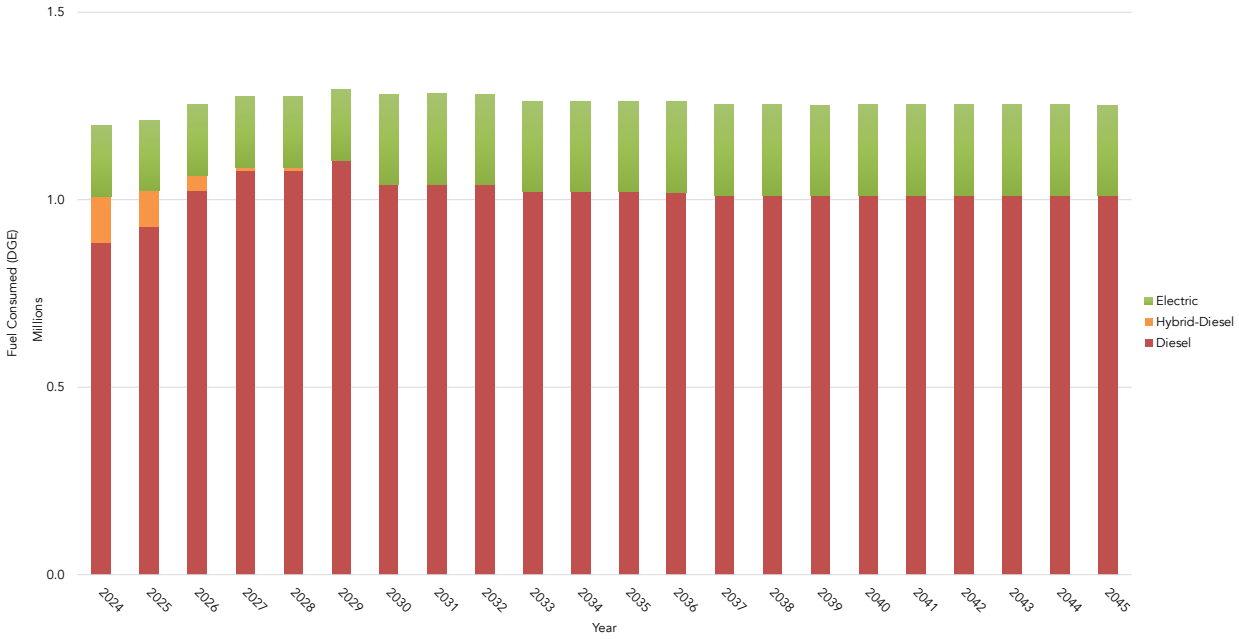
Table 2: Fuel Economy by Bus Length and Fuel Type

Vehicle Length	Diesel (mpg)	Diesel-Hybrid (mpg)	BEB (kwh/mi)
40'	5.7	6.3	—
60'	3.3	—	—

mpg = miles per gallon
mpgdge = miles per gallon diesel gallon
kWh/mi = kilowatt-hour per mile

Annual fuel use by fuel type was calculated to form the baseline scenario. **Figure 4** below shows the estimated annual fuel use by fuel type across the transition period, based on STA's currently planned procurement schedule.

Figure 4: Annual Fuel Use by Fuel Type (DGE)



Maintenance

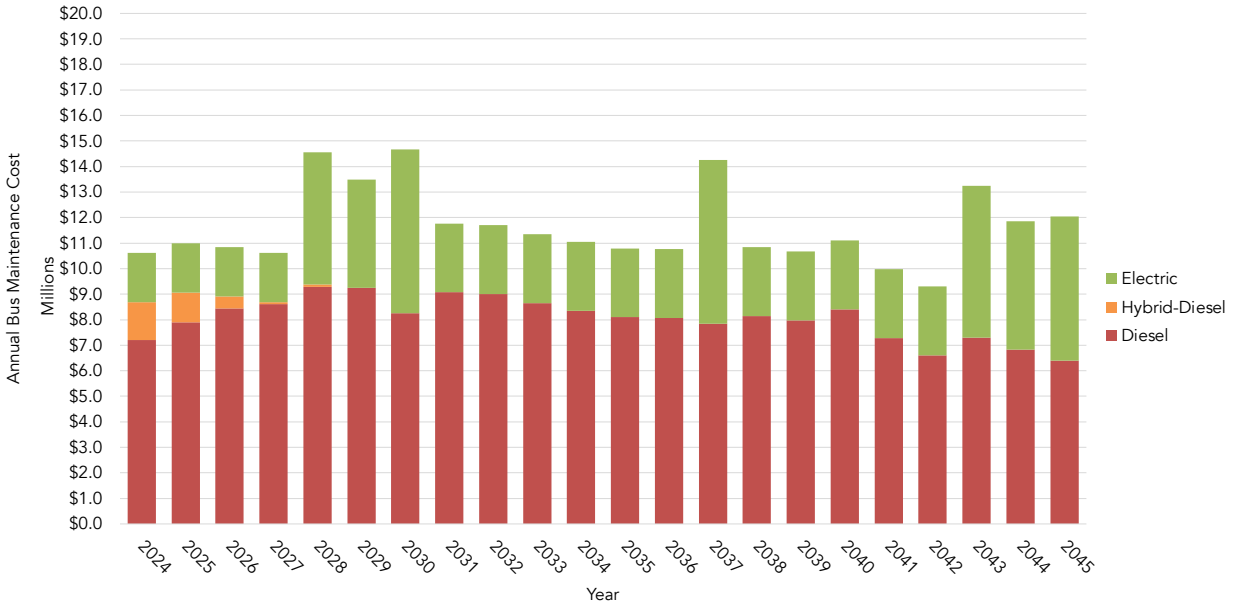
Historical maintenance costs are used to project future maintenance costs for all legacy fuel types. The average maintenance cost per mile for the fleet of $1.43/mile was provided by STA. It should be noted that the average maintenance costs per mile are affected by the age of the vehicle or fleet, as older fleets typically experience higher maintenance costs per mile. The average midlife overhaul cost for the current diesel vehicles was determined to be approximately $43,000 ($29,000 for an engine rebuild and $14,000 for a transmission rebuild).

Total fleet maintenance cost throughout the transition period were estimated at $257 million with an average annual cost of approximately $12 million. **Table 3** below shows the annual fleet maintenance cost by fuel type and **Figure 5** shows the baseline fleet maintenance cost across the transition period.

Table 3: Annual Fleet Maintenance Cost (Baseline)

Fuel Type	2024-2045 Total	Average Annual
Diesel	$177M	$8.4M
Hybrid-Diesel	$3M	$156K
Battery Electric	$76M	$3.6M

Figure 5: Baseline Fleet Maintenance Cost



Section 6 - Service Assessment

Bus efficiency and range are primarily driven by vehicle specifications; however, it can be impacted by a number of variables including the route profile (i.e., distance, dwell time, acceleration, sustained top speed over distance, average speed, traffic conditions, etc.), topography (i.e., grades), climate (i.e., temperature), driver behavior, and operational conditions such as passenger loads and auxiliary loads. As such, BEB efficiency and range can vary dramatically from one agency to another. Therefore, it is critical to determine efficiency and range estimates that are based on an accurate representation of the operating conditions associated with STA's system to complete the assessment.

The first task in the Service Assessment was to develop route and bus models to run operating simulations for representative STA routes. CTE uses Autonomie, a powertrain simulation software program developed by Argonne National Labs for the heavy-duty trucking and automotive industry. CTE has modified software parameters specifically for electric buses to assess energy efficiencies, energy consumption, and range projections. CTE collected GPS data from seventeen (17) STA routes, including the proposed CCL and MRL routes. GPS data includes time, distance, vehicle speed, vehicle acceleration, GPS coordinates, and roadway grade that is used to develop the route model. CTE used component level specifications and the collected route data to develop a baseline performance model by simulating the operation of an electric bus on each route. The route modeling included analysis of several scenarios, varying passenger load, accessory load, and battery degradation, to estimate real-world vehicle performance, fuel efficiency, and range.

Ideally it would be best to collect data and model every route in STA's network; however, this is impractical due to the amount of time and labor this approach would require. Instead, a sampling approach is used where sample routes are identified with respect to topography and operating profile (e.g. average speeds, etc.). The modeling results of the sample routes are then applied to the routes and blocks that share the same characteristics.

The data from the routes, as well as the specifications for each of the bus types selected, was used to simulate operation of each type of bus on each type of route. The models were run with varying loads to represent "nominal" and "strenuous" loading conditions. Nominal loading conditions assume average passenger loads and moderate temperature over the course of the day, which places marginal demands on the motor and heating, ventilation, and air conditions (HVAC) system. Strenuous loading conditions assume high or maximum passenger loading and either very low or very high temperature (based on agency's latitude) that requires near maximum output of the HVAC system. This Nominal/Strenuous approach offers a range of operating efficiencies to use in estimating average annual energy use (Nominal) or planning minimum service demands (Strenuous). Details for the modeled operating scenarios are included in **Table 4** below.

Table 4: Modeling Operating Scenarios

Vehicle Length	Condition	Occupants	Average HVAC Load	Average Other Accessory Load	Total Average Accessory Load
35’	Nominal	17 + Operator	3.8 kW	2 kW	5.8 kW
35’	Strenuous	28 + Operator	10.45 kW	2 kW	12.45 kW
35’ Low Occupancy	Nominal	9 + Operator	3.8 kW	2 kW	5.8 kW
35’ Low Occupancy	Strenuous	16 + Operator	10.45 kW	2 kW	12.45 kW
40’	Nominal	18 + Operator	4 kW	2 kW	6 kW
40’	Strenuous	30 + Operator	11 kW	2 kW	13 kW
40’ Low Occupancy	Nominal	9 + Operator	4 kW	2 kW	6 kW
40’ Low Occupancy	Strenuous	18 + Operator	11 kW	2 kW	13 kW
60’	Nominal	19 + Operator	7.2 kW	3 kW	10.2 kW
60’	Strenuous	34 + Operator	19.8 kW	3 kW	22.8 kW

Estimated efficiencies developed based on modeling are provided in **Table 5**, **6**, and **7**.

Table 5*: *Modeling Results Summary for 35-foot BEBs

Route	Profile	Length (mi)	Duration (h:mm)	Efficiency (kWh/mi)	
				Nominal	Strenuous
21	Flat, Slow	5.8	0:36	1.7	2.5
24	Hills, Slow	9.5	0:58	2.4	3.2
39	Flat, Slow	10.5	0:57	2.0	2.7
64	Hills, Fast	39.4	1:56	2.0	2.4
90	Flat, Slow	15.5	1:16	1.8	2.4
97	Hills, Slow	19.2	2:01	1.8	2.2
98	Flat, Slow	19.3	1:14	1.8	2.3
			Average	***1.9***	***2.5***

Table 6**: **Modeling Results Summary for 40-foot BEBs

Route	Profile	Length (mi)	Duration (h:mm)	Efficiency (kWh/mi)	
				Nominal	Strenuous
20	Hills, Slow	8.0	0:24	1.6	2.1
21	Flat, Slow	5.8	0:36	1.7	2.5
24	Hills, Slow	9.5	0:58	2.3	3.2
25	Hills, Slow	17.9	1:31	2.2	2.9
33	Hills, Slow	16.9	0:54	1.8	2.6
34	Hills, Slow	11.9	0:57	2.0	2.7
39	Flat, Slow	10.5	0:57	2.0	2.8
44	Hills, Slow	8.3	0:37	1.9	2.6
45	Hills, Slow	13.9	1:11	2.1	2.8
64	Hills, Fast	39.4	1:56	2.1	2.5
66	Hills, Fast	33.0	1:04	2.1	2.4
74	Flat, Fast	35.4	1:19	2.2	2.6
90	Flat, Slow	15.5	1:16	1.8	2.5
97	Hills, Slow	19.2	2:01	1.8	2.2
98	Flat, Slow	19.3	1:14	1.8	2.3
			Average	***2.0***	***2.6***

Table 7: Modeling Results Summary for 60-foot BEBs

Route	Profile	Length (mi)	Duration (h:mm)	Efficiency (kWh/mi)	
				Nominal	Strenuous
25	Hills, Slow	17.9	1:31	3.4	4.6
64	Hills, Fast	39.4	1:56	3.1	3.8
66	Hills, Fast	33.0	1:04	3.0	3.5
74	Flat, Fast	35.4	1:19	3.1	3.6
			Average	***3.1***	***3.9***

Using vehicle performance predicted from route modeling and simulation completed in 2020 as well as recent data collected during BEB operations in STA service, CTE analyzed the expected performance and range needed on every block in STA's network (Summer 2023). The block analysis was completed based on the weekday blocks. The analysis focuses on bus endurance and range limitations to determine if the ZEBs could meet the service requirements of the blocks throughout the transition period. The energy needed to complete a block is compared to the available energy for the respective bus type that is planned for the block to determine if a BEB or FCEB can successfully operate on that block. Data from the limited current BEB operations was also compared to the results to validate these route modeling projections.

Research suggests that battery density for electric vehicles has improved by an average of 5% each year.[1] For the purposes of this study, considering the extended period of a complete fleet transition (e.g., through 2045), CTE assumes a more conservative 5% improvement every two years. If the trend continues, it is expected that buses may continue to improve their ability to carry more energy without a weight penalty or reduction in passenger capacity. Over time, BEBs are expected to approach the capability to replace all of an agency's fossil-fuel buses one-for-one. For FCEBs, improvements in hydrogen compression and storage technologies are expected to occur over the course of the transition period; however, based on recent advancements an achievable distance of 350 miles was used for feasibility evaluation.

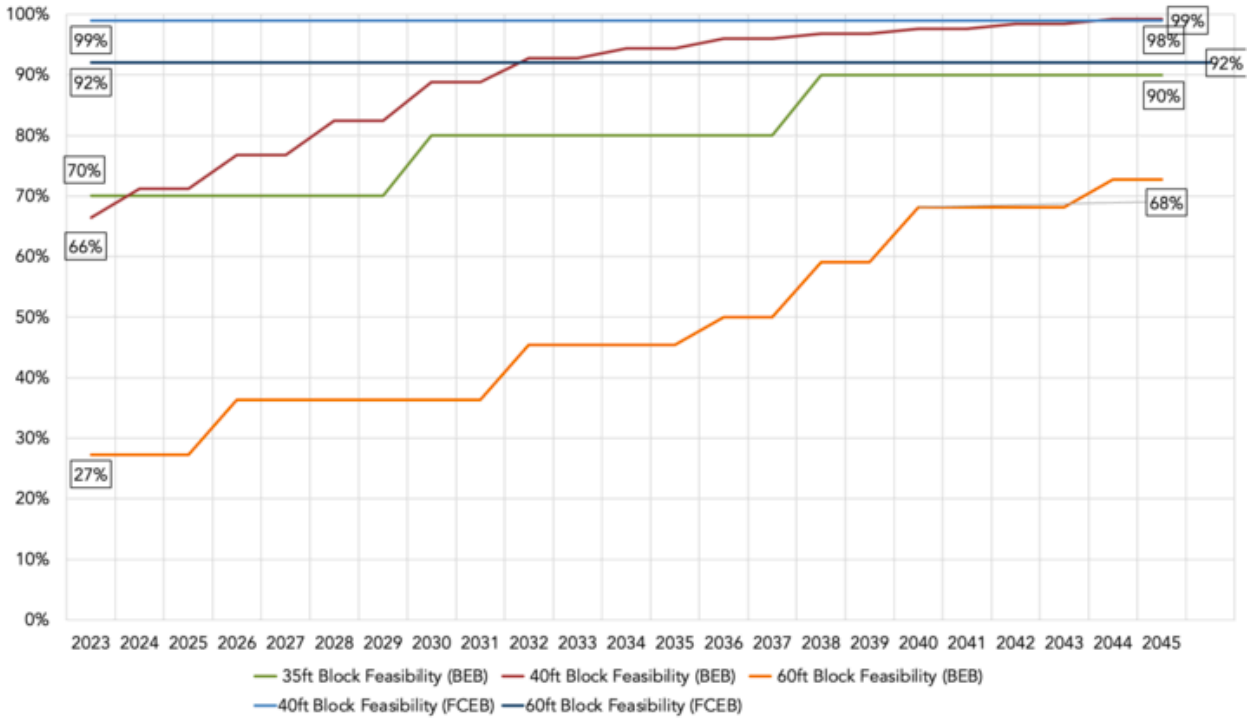
The block analysis, with the assumption of 5% improvement in battery capacity every other year, is used to determine the timeline for when routes and blocks become achievable for BEBs to replace diesel buses 1:1. For FCEBs, block feasibility is compared to the current estimated range. This information is used to then inform ZEB procurements in the Fleet Assessment.

The results from the block analysis are used to determine when/if a full transition to BEBs or FCEBs may be feasible. Results from this analysis are also used to determine the specific energy requirements and develop the estimated costs to operate the ZEBs in the Fuel Assessment.

[1] U.S. Department of Energy; LONG-RANGE, LOW-COST ELECTRIC VEHICLES ENABLED BY ROBUST ENERGY STORAGE, MRS Energy & Sustainability, Volume 2, Wednesday, September 9, 2015; https://arpa-e.energy.gov/?q=publications/long-range-low-cost-electric-vehicles-enabled-robust-energy-storage

Results from the updated block analysis that indicate the yearly block achievability by bus length throughout the transition period for BEBs and FCEBs are included on **Figure 6**.

Figure 6**: **Overall BEB and FCEB Block Achievability by Bus Length



As detailed in **Figure 6**, the block evaluation indicates estimated feasibility as follows:

Table 8: Estimated Block Feasibility for BEBs

Vehicle Length	2023	2045
35’	70%	90%
40’	66%	98%
60’	27%	68%

The vast majority of blocks operated by 35’ and 40’ buses are expected to be feasible to operate with a BEB under all conditions by 2045; however, approximately 32% of the 60’ blocks still remain infeasible. Note that as these are projections, there may be limitations to the actual battery capacity available on BEBs in the future due to weight restrictions, particularly on the 60’ BEBs. The block achievability evaluation includes CCL and MRL blocks that include on-route charging and are determined to be feasible. These CCL and MRL routes are achievable upon deployment based on the modeling completed as part of the detailed evaluations of each route and included in the previously mentioned Implementation Plans.

While routes and block schedules are unlikely to remain the same over the course of the transition period, this projection assumes the blocks will retain a similar structure to what is in place today. Despite changes over time, this analysis assumes blocks will maintain a similar

distribution of distance, relative speeds, and elevation changes by covering similar locations within the city and using similar roads to get to these destinations. This core assumption affects energy use estimates as well as block achievability in each year.

As part of the updated Service Assessment, CTE reviewed the battery capacity of the BEBs that STA already has in their fleet or has contracted to have in their fleet by the end of 2023 to assess feasibility for the service as it exists today. **Table 9** below shows the results based on the characteristics (battery capacity and bus size) of the current STA fleet (2024).

Table 9: Block Feasibility for Current STA Fleet Vehicles

Bus Size (ft)	Number of Vehicles	Nameplate Battery Capacity (kWh)	Usable Battery Capacity (kWh)	Strenuous Blocks Achievable BOL Battery (%)	Strenuous Blocks Achievable EOL Battery (%)
35	3	440	396	70%	60%
40	2	320	288	On-Route Charge	On-Route Charge
40	8	440	396	54%	37%
40	3	520	468	66%	38%
40	10	675	608	87%	62%
60	10	320	288	On-Route Charge	On-Route Charge
60	4	520	468	27%	0%

Please note that 29-foot and 35-foot buses are not included in the block achievability chart for FCEBs because there are currently no commercially available FCEBs of that size vehicle on the market today and it is unclear if one will ever be built. A review of the data indicates that 99% of the blocks operated by 40’ buses and 92% of the blocks operated by 60’ buses are feasible with a FCEB today and in the future.

Section 7 - Fleet Assessment

The goal of the Fleet Assessment is to determine the type and quantity of ZEBs, as well as the schedule and cost to transition a transit fleet to zero emission. Results from the Service Assessment are integrated with the STA's current fleet replacement plan and purchase schedule (May 2024) to produce the projected bus replacement timeline and the associated total capital cost.

Cost Assumptions

CTE and STA created cost assumptions for this analysis for each bus length and technology type (e.g., diesel, BEB, FCEB). Key assumptions for the bus cost estimate are as follows:

- All procurements based on 15-year service life
- Total fleet size is based on STA's May 2024 procurement schedule
- 5% improvement in battery technology every two years
- Usable capacity estimated at 90% of nameplate capacity. End of Life (warranty) estimated at 80% of usable capacity
- ICE and ZEB bus costs are based on Washington State Procurement Contract (2023 updated costs)
- 3% annual inflation

Conventional wisdom dictates that the costs of BEBs will decrease over time due to higher production volume and competition from new vendors entering the market. While initially this was true, costs appear to have leveled out in recent years. However, it should be also noted that vendors have added more battery storage over the same time period without increasing base costs. FCEB prices are expected to decrease over time as vehicle orders increase; however, CTE does not currently have an adequate basis to reduce the costs over time for the purchase of FCEBs.

Table 10 provides cost estimates for new vehicle purchases used in the analysis. All bus purchase prices are inclusive of tax and configurable options and are based on the current Washington State Purchasing Contract. The configurable options cost added to all base bus is $60,000.

***Table 10*: Cost Estimates Used in Fleet Assessment (2023)**

Length	BEB Base Price Average	FCEB Base Price Average	Diesel Base Price Average	Hybrid Base Price Average
35'	$1,064,072	-	$540,000	-
40'	$1,074,432	$1,306,165	$546,000	-
60'	$1,574,688	$1,928,192	$861,000	$682,000
Double Decker	$1,484,097	-	$1,043,097	-

ZEB Fleet Transition Schedule and Composition

Given the block analysis and STA's fleet replacement schedule and currently planned procurements, a transition timeline depicts the annual baseline fleet composition through the transition period. The baseline scenario utilizes existing planned procurements of ZEBs (40 ZEBs by the end of 2023). All other replacements moving forward assumed to be diesel for comparison except for planned BEB BRT service in 2030. According to STA's current procurement plan, STA's fleet is expected to grow to 170 vehicles. The baseline scenario is used for comparison to the other scenarios in the evaluation. The annual fleet composition is depicted in **Figure 7**.

Figure 7: Baseline - Annual Fleet Composition

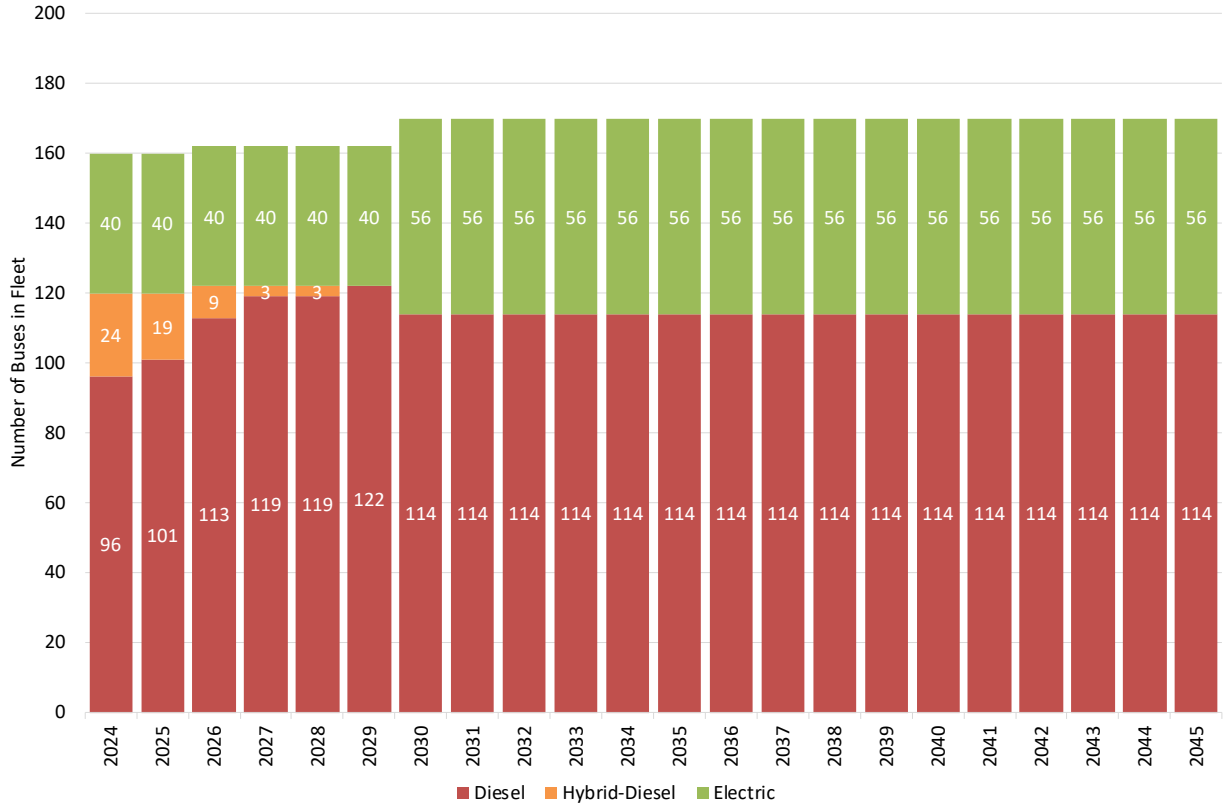
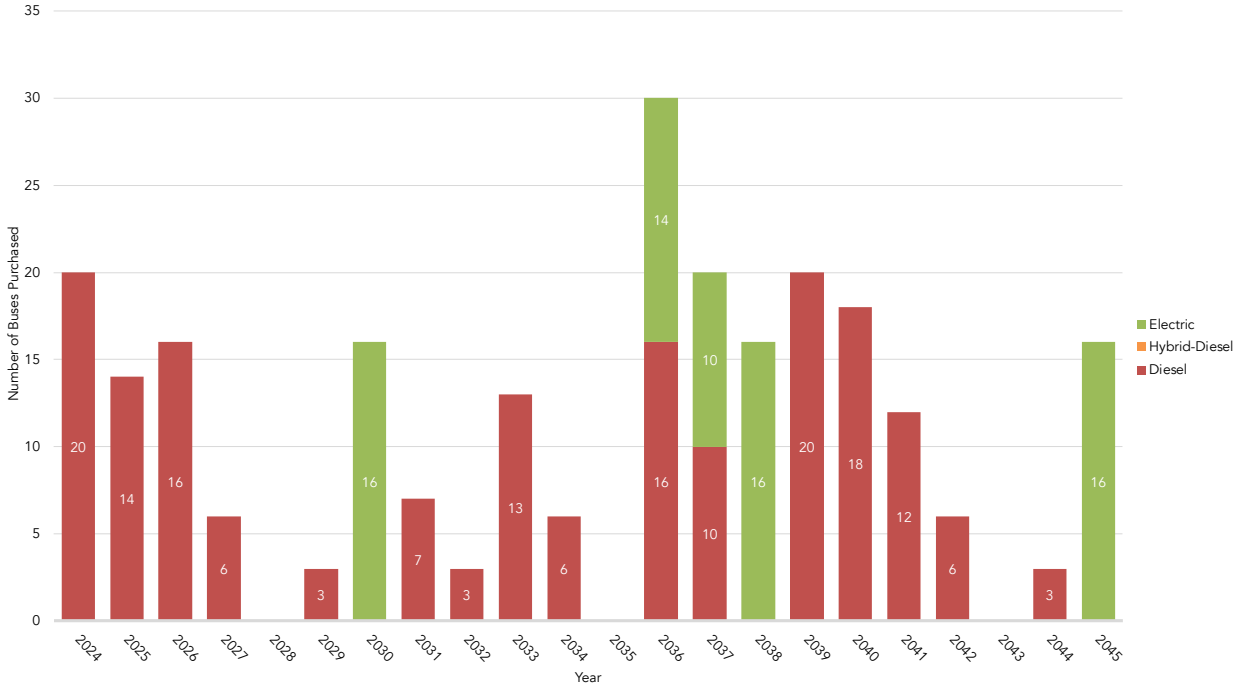


Figure 8 depicts annual fleet purchases by fuel type. The current plan provides for a conversion to 33% ZEB by the end of the transition period. This plan is estimated to cost $240 million in expenditures between 2024 and 2045 with an average annual expense of $11 million.

Figure 8: Baseline - Annual Fleet Purchases



Despite recent increases in energy storage, BEBs are still subject to range limitations and cannot be placed into service on every block on a 1:1 replacement basis for diesel. As discussed in the Service Assessment section, BEBs can currently be operated on between 27% and 70% of STA's blocks depending on vehicle size, improving to between 68% and 98% by the end of the transition period. It should be noted that this analysis includes use of on-route charging for the planned CCL, MRL, and future BRT blocks. If STA desires to place BEBs on routes where the estimated vehicle range is less than the block distance, they must (1) modify the block distance and duration; (2) use multiple BEBs to replace a single diesel vehicle; or (3) utilize on-route charging. As there is no regulatory driver for full-scale BEB replacement, CTE assumes that STA would replace the vehicles that could be replaced with BEBs on a 1:1 basis, including those supporting the CCL and MRL where on-route charging is anticipated.

A mixed fleet scenario of both BEBs and ICE vehicles (based on block feasibility) is depicted in **Figure 9**. In this scenario, BEBs are charged at the depot only without use of on-route charging (except for the current on-route service as well as the 2030 planned BRT). Of the 170 vehicles, 165 would be BEB and five remaining diesel by the end of the transition period in 2045 (a 97% ZEB fleet).

***Figure 9*: BEB Depot Only - Fleet Composition Projection (Scenario 1)**

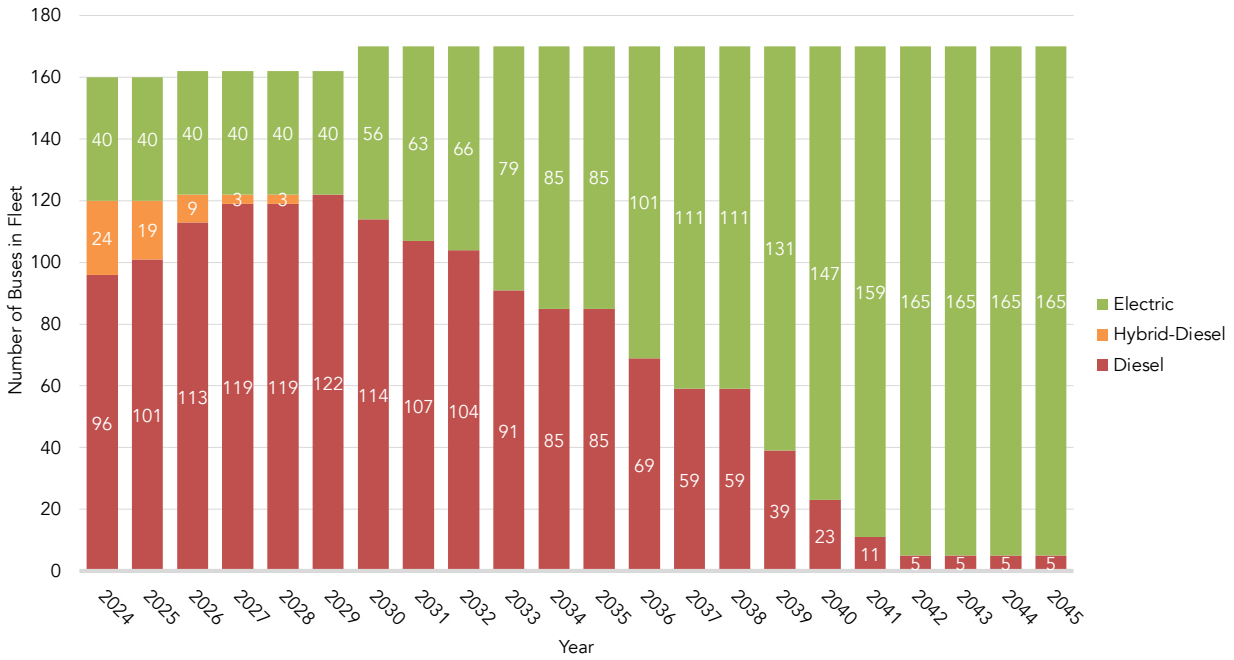
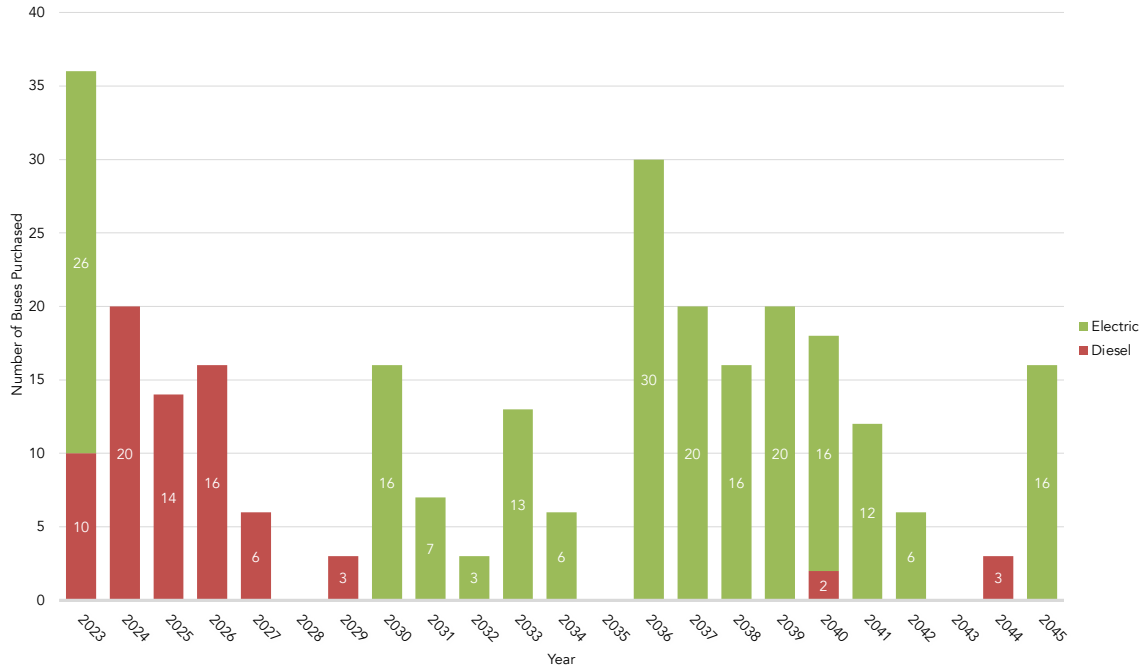


Figure 10 shows the annual fleet purchases by fuel type under Scenario 1. Under this scenario costs are expected to reach $431 million total with an average annual expense of $20 million.

Figure 10: BEB Depot Only – Annual Fleet Purchases (Scenario 1)



The second fleet transition scenario, depicted below in **Figure 11**, is a mixed fleet of BEBs and FCEBs where BEBs are charged at the depot. In this scenario, STA's fleet is composed of 165 BEBs and 5 FCEBs (97% FCEB), reaching 100% ZEB fleet by 2044.

Figure 11: BEB Depot and FCEB – Fleet Composition Projection (Scenario 2)

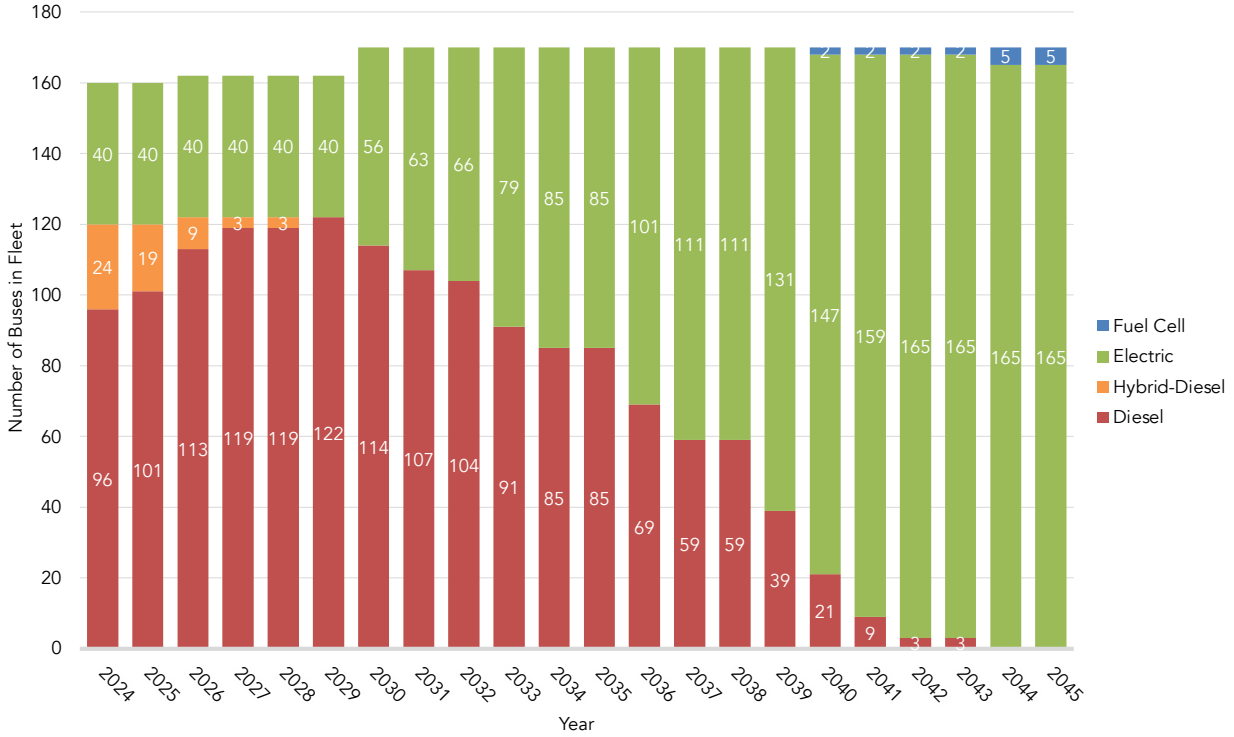
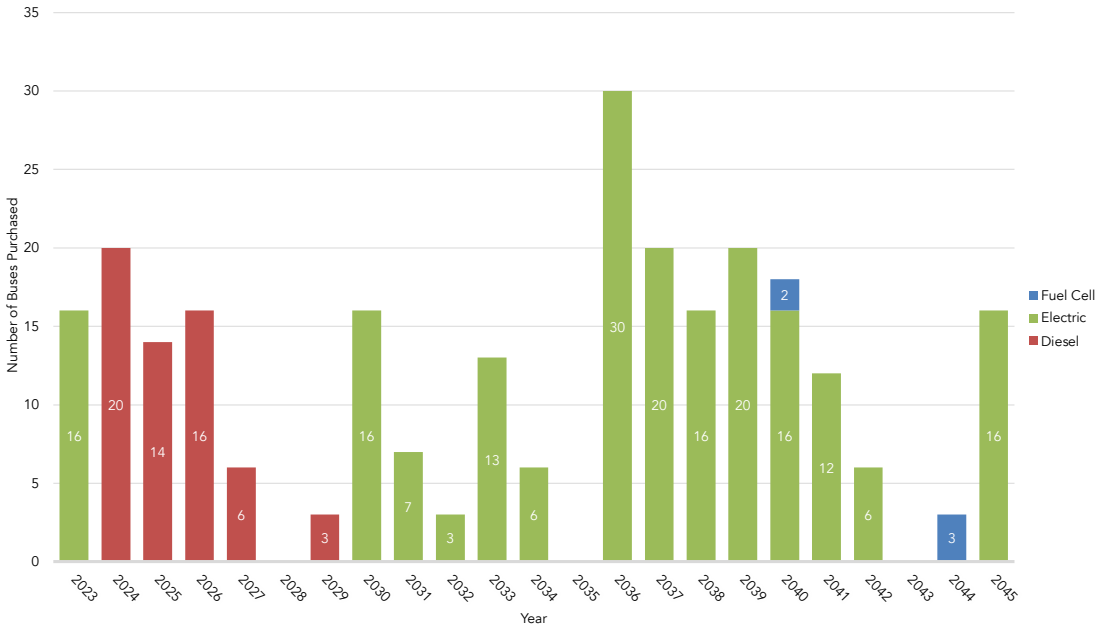


Figure 12 depicts the annual fleet purchases by fuel type in this scenario. Expenditures for this scenario were estimated to be $437 million with an average annual expense of $21 million.

Figure 12: BEB Depot and FCEB – Annual Fleet Purchases (Scenario 2)



The third fleet transition scenario, depicted in **Figure 13**, is one in which all BEBs in the original Baseline scenario will remain BEB with all others replaced with FCEBs. In this scenario, STA reaches 100% ZEB by 2044 with 114 FCEBs and 56 BEBs (67% FCEB/33% BEB).

Figure 13: FCEB Replacements Only – Fleet Composition Projection (Scenario 3)

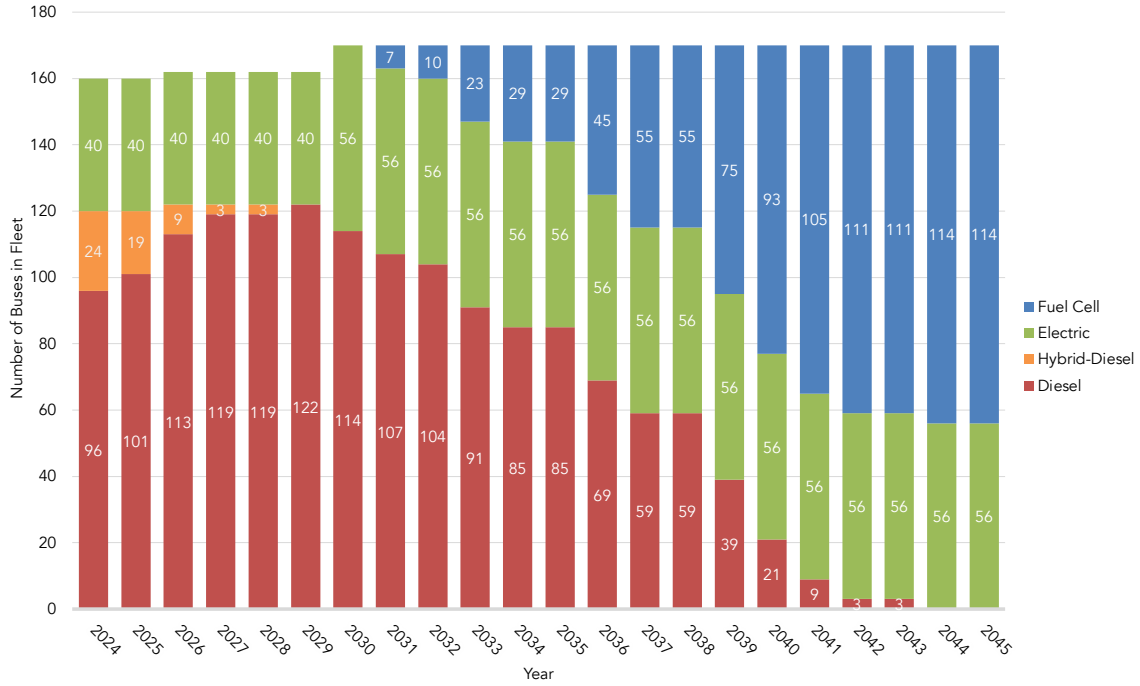
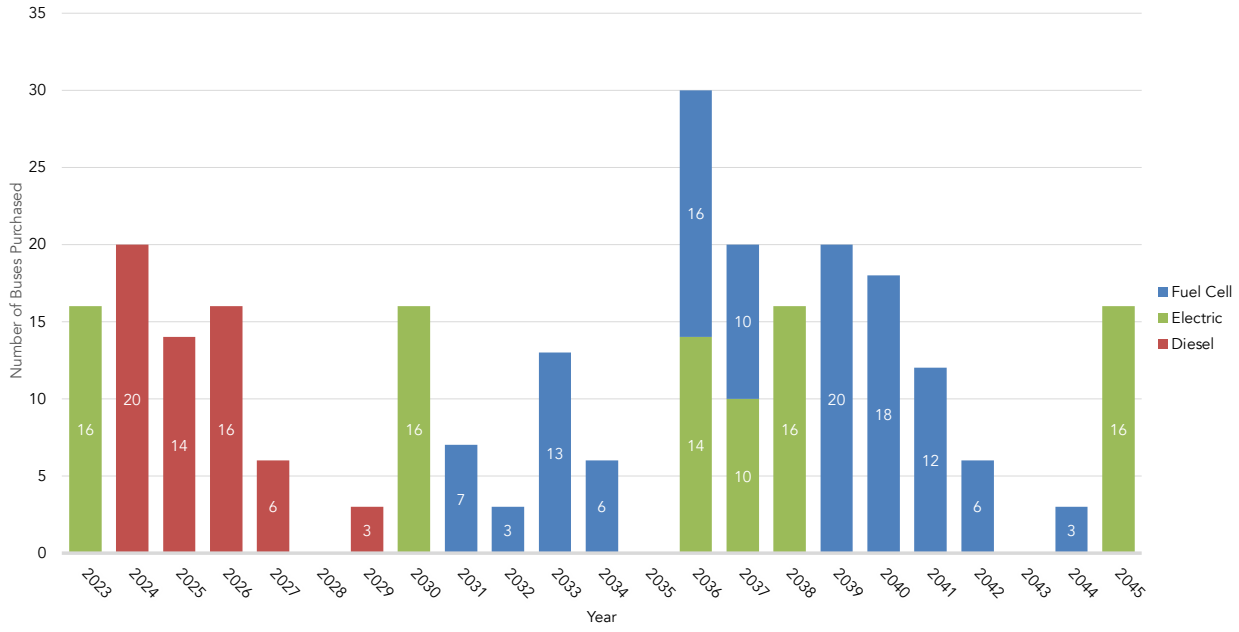


Figure 14 shows the annual fleet purchases by fuel type under Scenario 3. Total expenditures under this scenario are expected to be approximately $482 million with an average annual expense of approximately $23 million.

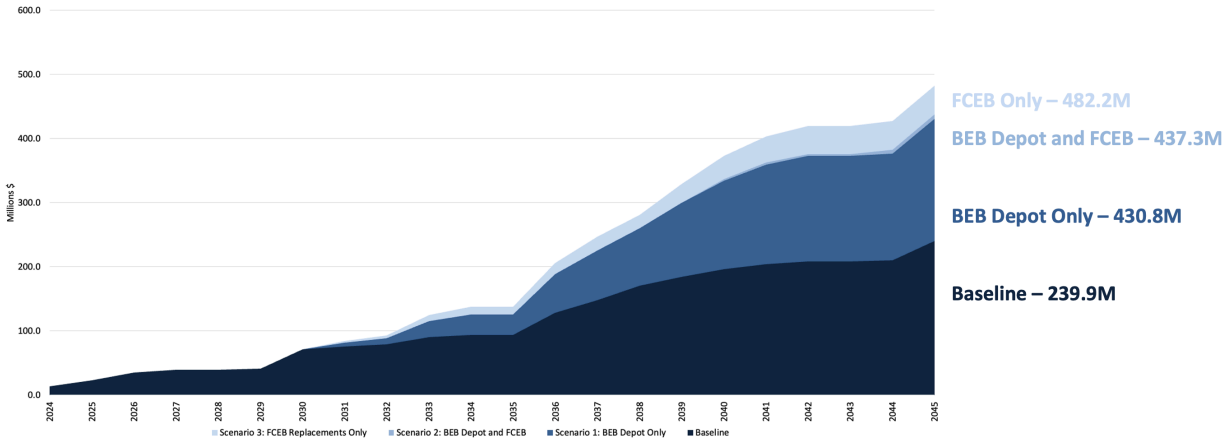
Figure 14: FCEB Replacements Only – Annual Fleet Purchases (Scenario 3)



BEB Fleet Transition Costs

The transition and fleet composition schedules were used to develop the total capital cost for vehicle purchases throughout the transition period. Results are provided in **Figure 15** below. Note that the costs are provided in 2023 dollars, assuming 3% annual inflation of the cost of vehicles during the transition period. The cumulative costs depicted in the figure include all buses that are projected to be purchased during the scenario timeline (2024-2045).

Figure 15*: *Cumulative Vehicle Purchase Costs



By the end of the transition period, the cumulative vehicle costs vary substantially according to the technology selected, as does the percentage of the fleet that can be transitioned to zero emission by 2045. Due to ICE-vehicle purchases in STA's purchase plan from 2026 through 2029, none of the scenarios can achieve 100% ZEB by 2040. However, Scenarios 2 and 3 can be expected to achieve 100% ZEB by 2045, while Scenario 1 achieves 97% ZEB by 2045.

Table 11: Capital Cost Summary for Vehicle Purchases (2024 – 2045)

	Baseline	BEB Depot Only (Scenario 1)	Mixed Fleet BEB & FCEB (Scenario 2)	FCEB Replacements Only (Scenario 3)
Cost	$239.9 M	$430.8 M	$437.3 M	$482.2 M
Incremental Cost Over Baseline	-	$190.9 M	$197.4 M	$242.3 M
Incremental Cost (%)	-	79%	82%	101%
% ZEB by 2045	33%	97%	100%	100%

Section 8 - Maintenance Assessment

The objective of the updated Maintenance Assessment is to estimate maintenance costs associated with each fleet transition scenario.

One of the expected benefits of moving to a BEB or FCEB fleet is a reduction in maintenance costs. Conventional wisdom estimates that a transit agency may attain maintenance savings up to 30% by operating BEBs. This is due to the fact that there are fewer fluids to replace (no engine oil or transmission fluid), fewer brake changes due to regenerative braking, and far fewer moving parts than on a diesel bus. However, the savings in traditional maintenance costs may be offset by the cost of battery or fuel-cell replacements over the life of the vehicle. For this analysis, a battery warranty included with the vehicle purchase cost was assumed to mitigate the mid-life battery replacement.

There is limited data available on early deployments and many early deployments are from new manufacturers where production quality issues manifest as maintenance issues. Thus, assumptions used for calculating cost for labor and materials is based on current STA maintenance costs. BEB and FCEB labor and material costs are based on a percentage of costs associated with maintaining diesel buses or comparative analysis to maintenance of compressed natural gas (CNG) buses.

Percentages were derived from an analysis performed by the U.S. Department of Energy National Renewable Energy Laboratory (U.S. DOE NREL). There is limited information available regarding maintenance costs for FCEBs due to the limited number of vehicles in operation in the United States. Comparative data for FCEB operations was obtained from recent operations of 40’ FCEBs at Orange County Transit Authority (OCTA). In addition to labor and materials, the cost impact of mid-life overhauls for major components for each type of bus is also estimated. Maintenance cost assumptions are provided in **Tables 12** and **13**. Note that the cost per mile basis for the 2023 analysis is substantially higher than the cost per mile used for diesel and diesel hybrid operations in the 2020 analysis as a result of better visibility for STA on the operational costs.

Table 12: Maintenance Cost Assumptions

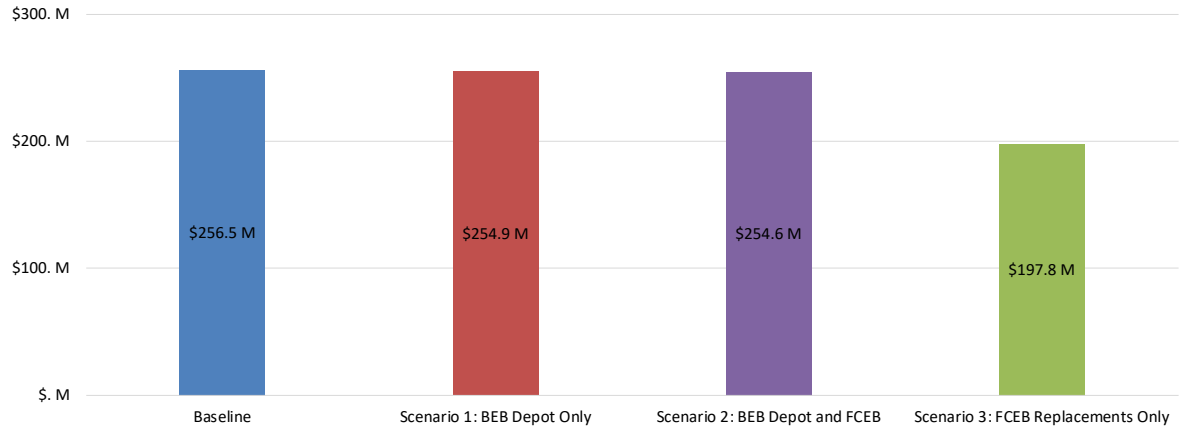
Type	Labor & Materials Estimate	Source
Diesel	$1.43/mile (35’, 40’, 60’)	STA Data
Diesel Hybrid	$1.43/mile (35’, 40’)	STA Data
BEB	$1.00/mile (30’, 35’, 40’, 60’)	Based on 30% reduction of diesel maintenance cost
FCEB	$1.07/mile (30’, 35’, 40’ , 60’)	Based on 25% reduction of diesel maintenance cost based on OCTA data

Table 13: Mid Life Overhaul Cost Estimates

Type	Overhaul Scope	Estimate	Source
Diesel	Engine & transmission overhaul	$29,0000 Engine, $14,000 Transmission = $43,000	STA Estimate
Diesel Hybrid	Hybrid system rebuild	$70,000 hybrid system rebuild	STA Estimate
BEB	Battery replacement [Can be mitigated with purchase of battery warranty during procurement for ~$35 – 100K]	$232,500 Battery Replacement	OEM Estimate
FCEB	Fuel cell overhaul	$40k per bus	OEM Estimate

The cumulative estimated costs of maintenance for each scenario over the transition period are provided in **Figure 16.**

Figure 16: Maintenance Evaluation Cost Summary



Section 9 – Charging Analysis

A charging analysis was completed to determine the feasibility of charging all of the BEBs that STA has planned for deployment by the end of 2023 at the Boone Northwest Garage with the available charging infrastructure. The charging evaluation was also used to support the development of the costs for the Fuel Assessment in the following section.

The Northwest Boone Garage is currently has five (5) 150 kW ABB chargers, each equipped with two plug-in dispensers for sequential charging, as well as two (2) 450 kW ABB high capacity overhead chargers with drop down pantographs. STA currently has plans to install five (5) additional 150 kW ABB plug in chargers equipped with two (2) dispensers each in the garage as well. The Spokane Community College (SCC) Transit Center (City Line) and Moran Station Park and Ride (Monroe-Regal) are each equipped with two (2) 450 kW ABB high capacity overhead chargers with drop down pantographs for on-route charging of BEBs.

City Line Service

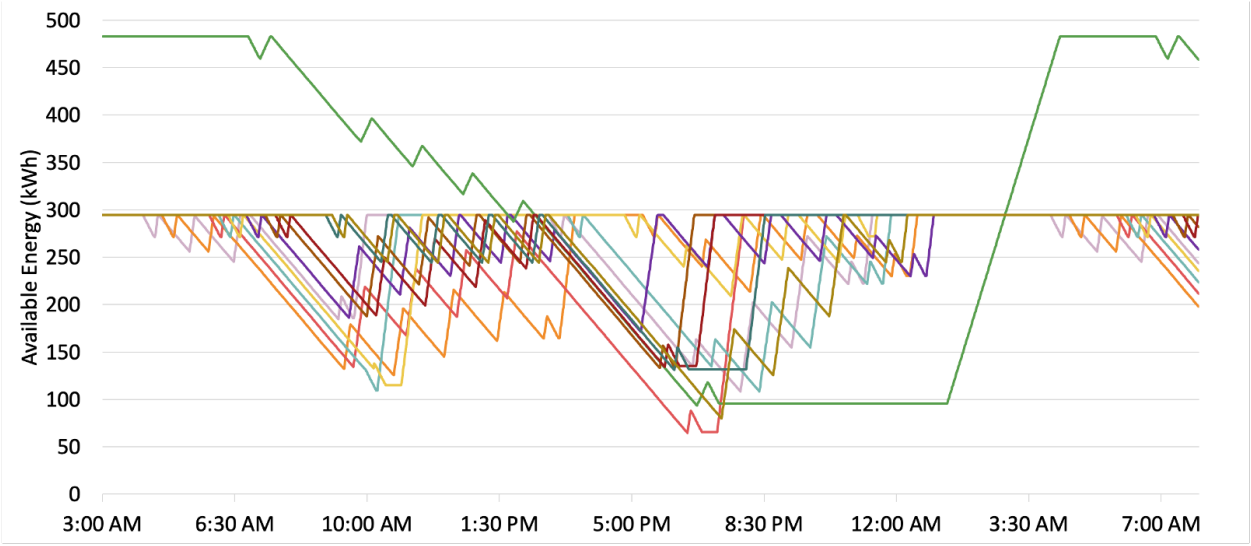
The City Line BRT began service in July 2023 utilizing ten (10) 60' New Flyer BEBs equipped with fast charge 320 kWh batteries and one (1) 60' New Flyer BEB equipped with a 520 kWh long-range battery. Vehicles are stored at the Northwest Boone Garage and charge on-route at the SCC Transit Center. Overnight or top off charging may occur at the Northwest Boone Garage either before deployment or after the vehicle returns from performing service. For this analysis, it was assumed at the charging at the depot only utilizes the high capacity charger. The service will follow the requirements established in **Table 14** in 2024 following a ramp up period in 2023.

Table 14: City Line Service Requirements

	Early Morning 4:30A-6:00A	Morning 6:00A-7:00A	AM Peak 7:00A-9:00A	Midday 9:00A-3:00P	PM Peak 3:00P-6:00P	Evening 6:00P-11:00P	Late Night 11:00P-Close
Cycle Time	60	90	67.5	80	67.5	90	60
Headway	30	15	7.5	10	7.5	15	30
Bus Requirement	2	6	9	8	9	6	2

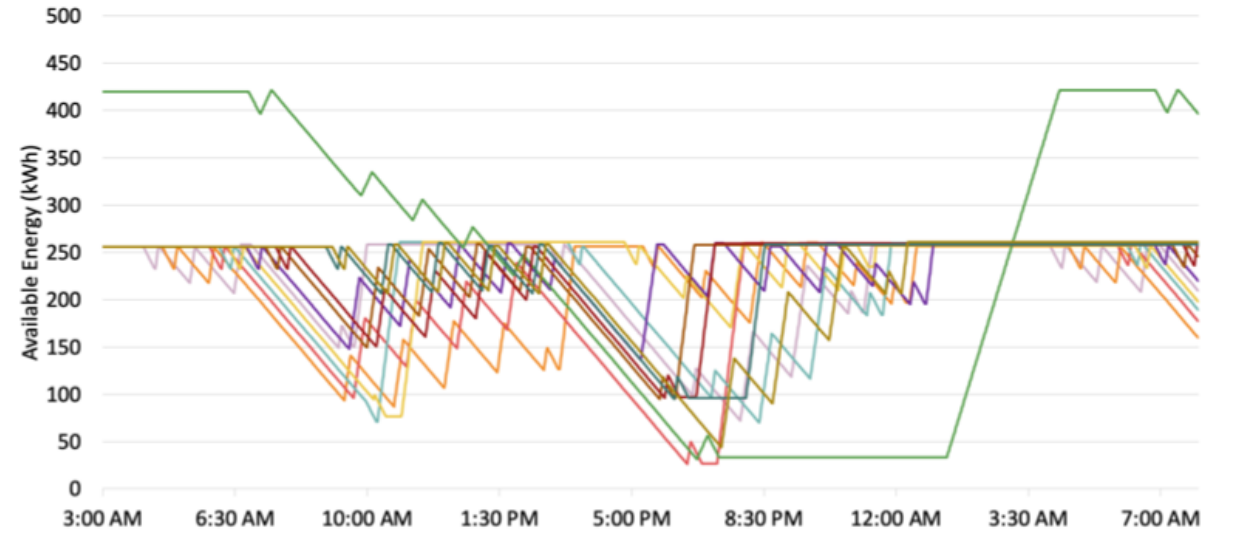
Example blocks were developed to fit the schedule requirements for analysis. Multiple scenarios were evaluated to determine feasibility of completing the service under strenuous conditions. In the first scenario, shown in **Figure 17**, BEBs initially leave the garage with a full battery and charge each time through the SCC Transit Center for the maximum available layover (minus docking time) up to a total of 25 minutes.

Figure 17: City Line Charging – Scenario 1



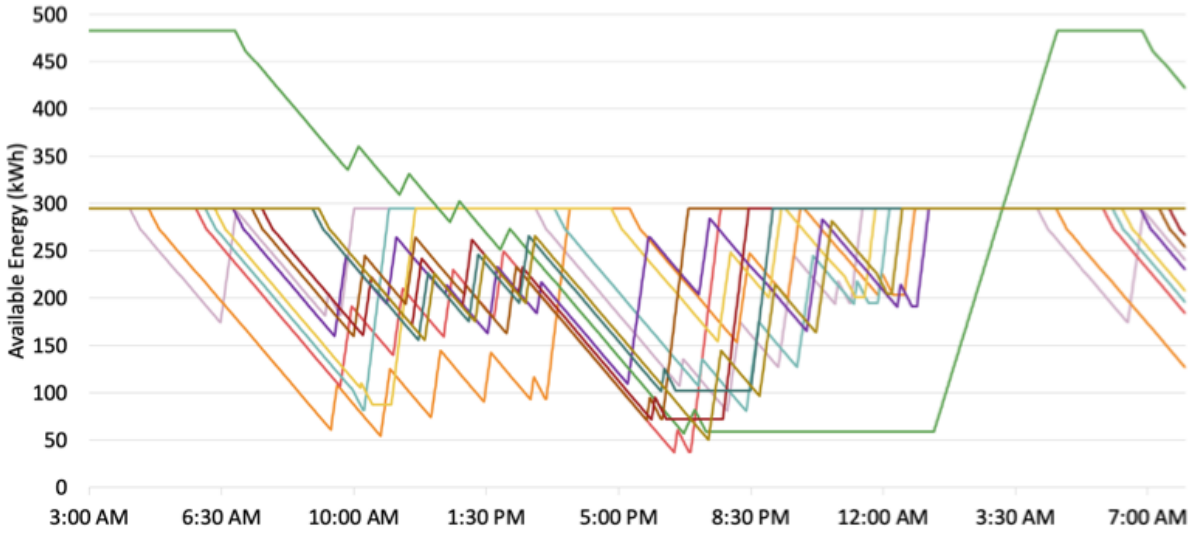
In the second scenario, shown in **Figure 18**, BEBs initially leave the garage at 80% state of charge (SOC) and charge each time through the SCC Transit Center for the maximum available layover (minus docking time) up to a total of 25 minutes.

Figure 18: **City Line Charging – Scenario 2**



In the final scenario, shown in **Figure 19**, BEBs initially leave the garage with a full charge but only charge at the SCC Transit Center when they are below a 70% SOC for the maximum available layover (minus docking time) up to a total of 25 minutes.

Figure 19: **City Line Charging – Scenario 3**



Results from each of the scenarios indicates that it is feasible to operate the City Line service as detailed in **Table 14** with the eleven (11) vehicles under strenuous conditions by charging at the Northwest Boone Garage using the high capacity charger and on-route at the SCC Transit Center although several buses drop below 50 kWh of remaining energy.

Further block analysis was completed to evaluate extreme weather conditions (e.g. sustained cold temperatures from -10 degrees F to 1 degree F) and service changes, indicated energy use up to 6.5 kWh/mi. Under these challenging conditions, 6 of 9 blocks are unable to complete the daily service with on-route charging. As a result, STA is evaluating service changes during these very infrequent challenging conditions.

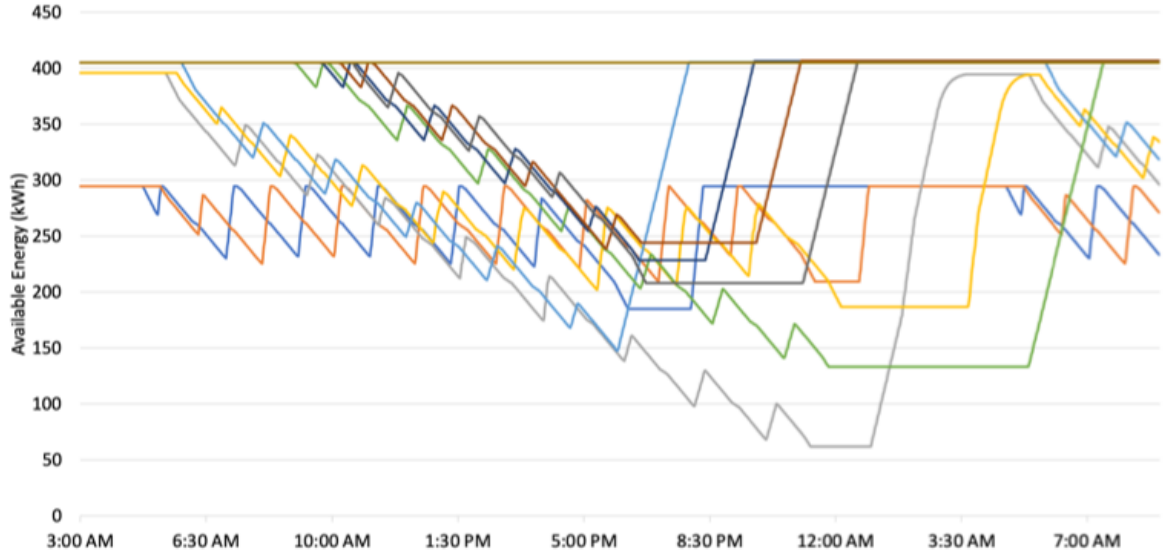
Monroe-Regal Line

The Monroe-Regal Line is proposed to operate fully electric using ten (10) BEBs that include:

- Two (2) 40’ Proterra – 440 kWh long-range battery
- Two (2) 40’ New Flyer – 320 kWh high-power battery
- Six (6) 40’ New Flyer – 440 kWh long-range battery

Results from the evaluation are included in **Figure 20** below.

Figure 20: **Monroe-Regal Line Charging**



As with the City Line, BEBs may charge at the Northwest Boone Garage either using plug-in or high capacity chargers and charge on-route at the Moran Station Park and Ride using two (2) 450 kW high capacity chargers. For this analysis, it was assumed that the depot charging is only completed using a high capacity charger. Results indicate that the BEBs are able to complete all of the blocks using the available chargers under strenuous conditions; however, results indicate that the New Flyer fast charging buses should be scheduled to operate the most challenging blocks (45, 47, and 48).

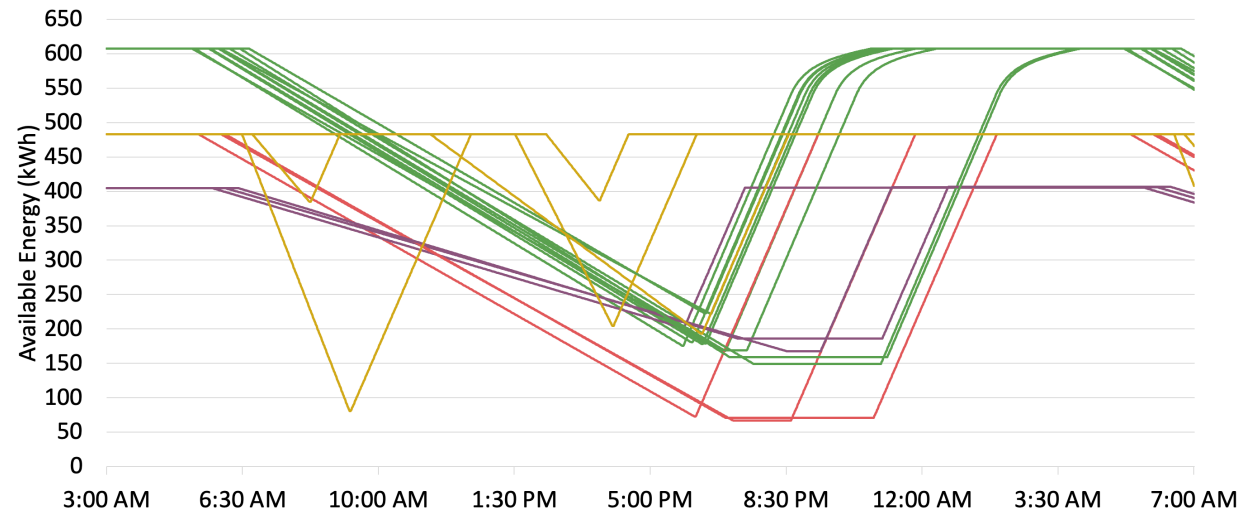
Northwest Boone Garage Plug-In Charging

Analysis of the planned BEBs that are not scheduled to be charged on-route was completed to determine if the remaining 19 buses could effectively be charged with the ten (10) planned plug-in chargers. Details of the BEBs that are not planned for on-route charging are as follows:

- Three (3) 35’ New Flyer – 440 kWh long-range battery
- Three (3) 40’ New Flyer – 520 kWh long-range battery
- Ten (10) 40’ Proterra – 675 kWh long-range battery
- Three (3) 60’ New Flyer – 520 kWh long-range battery

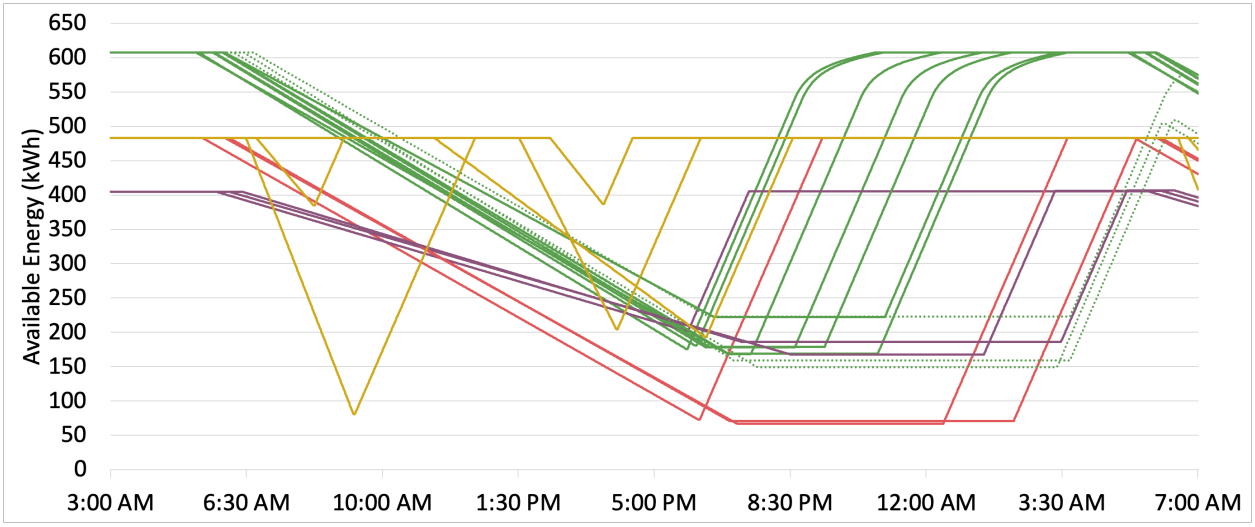
Results from the analysis are included in **Figure 21** below. Results indicate that all BEBs can be charged in the allotted time at the Northwest Boone Garage using the ten (10) available chargers.

Figure 21: **Northwest Boone Garage Charging (10 Chargers)**



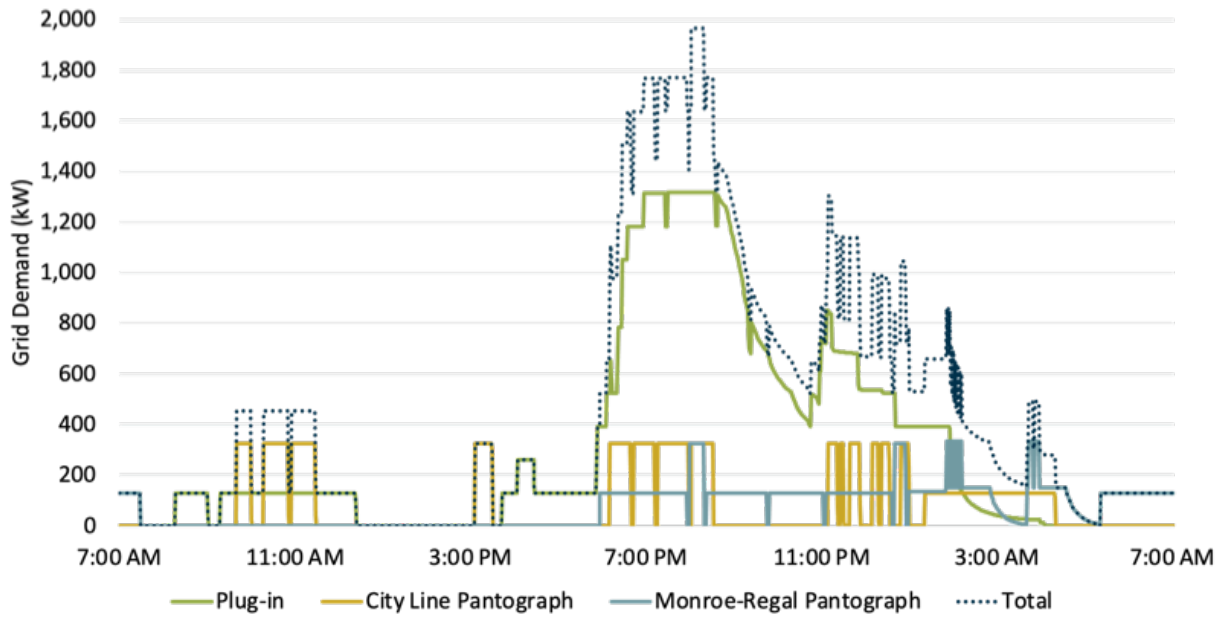
Further evaluation was complete to determine if all of the buses could be charged with only the five (5) existing chargers; however, results provided in **Figure 22** indicate that some buses do not fully charge prior to going back into service the following day.

Figure 22: **Northwest Boone Garage Charging (5 Chargers)**



Grid demand was estimated for the Northwest Boone Garage assuming all forty (40) of the BEBs are in operation. Results are depicted in **Figure 23**.

Figure 23: **Grid Demand at Northwest Boone Garage**



Demand analysis indicates that an estimated grid demand of 2 MW is expected at the Northwest Boone Garage with all chargers and BEBs in operation. It should be noted that this is the expected demand, not the total connected load of all of the chargers (estimated at 2.4 MW).

Section 10 – Fuel Assessment

The objective of the updated Fuel Assessment is to estimate fuel use and costs associated with each of the transition scenarios. CTE updated assumptions used to complete this assessment and performed a sensitivity analysis associated with the cost of hydrogen.

The terms "fuel" and "energy" are used interchangeably in this analysis, as ZEB technologies do not always require traditional liquid fuel. For clarity, in the case of BEBs, "fuel" is electricity, and costs include energy, demand and other utility charges. The primary source of energy for a BEB comes from the local electrical grid. Utility companies charge separate rates for total electrical energy used and the maximum electrical demand on a monthly basis. As more buses, and chargers, are added to a system, both the energy used and the demand increase. Rates also vary throughout the year and throughout the day (also called time of day rates); this makes costs highly variable. Costs not only depend on seasonal differences like temperature or local school schedules, but also the time of day that buses are charged.

FCEBs are more similar to diesel vehicles as they are fueled by a gaseous or liquid hydrogen fuel. In addition to the cost of the fuel itself, however, there are additional operational costs associated with the hydrogen fueling station that must be considered. Operation and maintenance costs to maintain fueling infrastructure are built into the Fuel Assessment.

Fuel Assessment Assumptions

The primary source of energy for a BEB comes from the local electrical grid (Avista). Utility companies charge separate rates for total electrical energy used and the maximum electrical demand on a monthly basis.

Fuel cost estimates are based on the assumptions listed in **Table 15**. **Table 16** is a summary of the current Schedule 23 EV Rate Structure from the utility provider Avista.

Table 15: Fuel Assessment Assumptions

Fuel	Cost	Reference
Diesel	$3.99/gallon	STA 2023 costs
Hydrogen (delivered liquid)	$9.00/kilogram (kg)	Current CA costs

Table 16: Avista Schedule 23 EV Rate Structure

Charge Type	Amount
Basic Charge	$600/meter
On-Peak Energy Charge	$0.16531/kWh
Off-Peak Energy Charge	$0.0675/kWh
Demand Charge	None

Hydrogen Fuel Cost Projections

There are several recent developments that may significantly impact hydrogen fuel costs including the Department of Energy's Regional Hydrogen Hub Program, which involves a substantial investment of $8 billion. Potential projects in the region associated with this program include the Pacific Northwest Regional Hydrogen Hub (PNWH2 Hub)[2], Obsidian Renewables[3], Douglas County PUD's Renewable Hydrogen Production Facility[4], and the establishment of a Hydrogen Valley[5].

To assess the sensitivity of these costs, an evaluation was conducted considering an annual per kilogram hydrogen cost reduction of 3% annually starting in 2025. This analysis aims to capture the potential impact of future advancements and efficiencies in hydrogen production and distribution technologies as well as growth in hydrogen production and distribution in the region. By incorporating this sensitivity evaluation, this Fuel Assessment can account for potential fluctuations in hydrogen fuel costs.

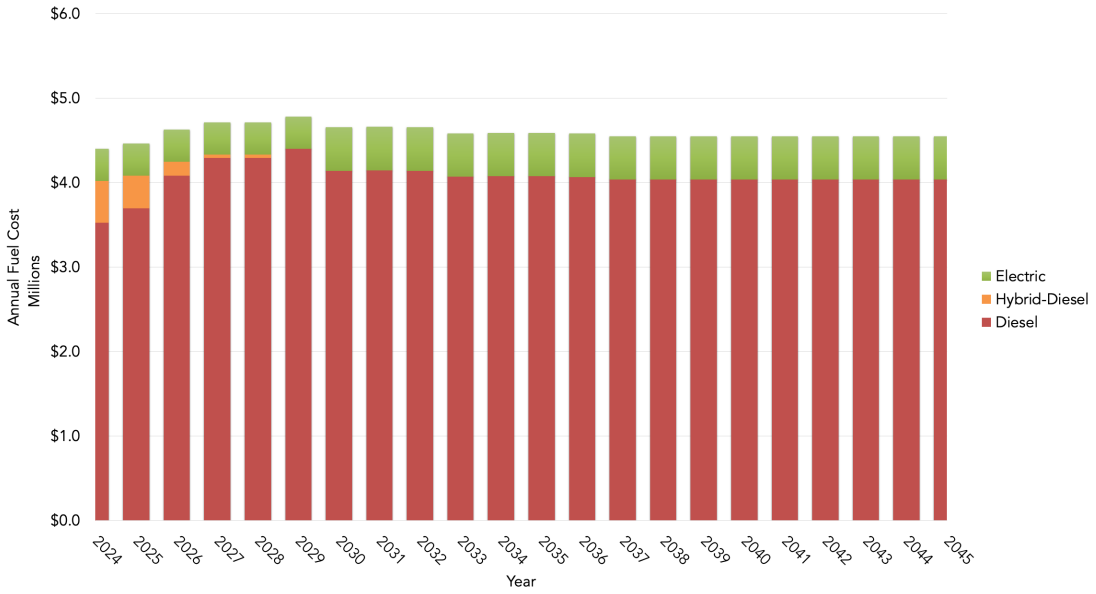
Cumulative Fuel Costs

Inputs from the fleet transition schedule/composition, fuel cost assumptions, and energy rate plans available from Avista were used to calculate the costs for each fuel type (diesel, electricity, and hydrogen) throughout the transition period.

As depicted in **Figure 24**, The baseline scenario results in a total fuel cost of approximately $100.9 million, or an average of $4.8 million annually.

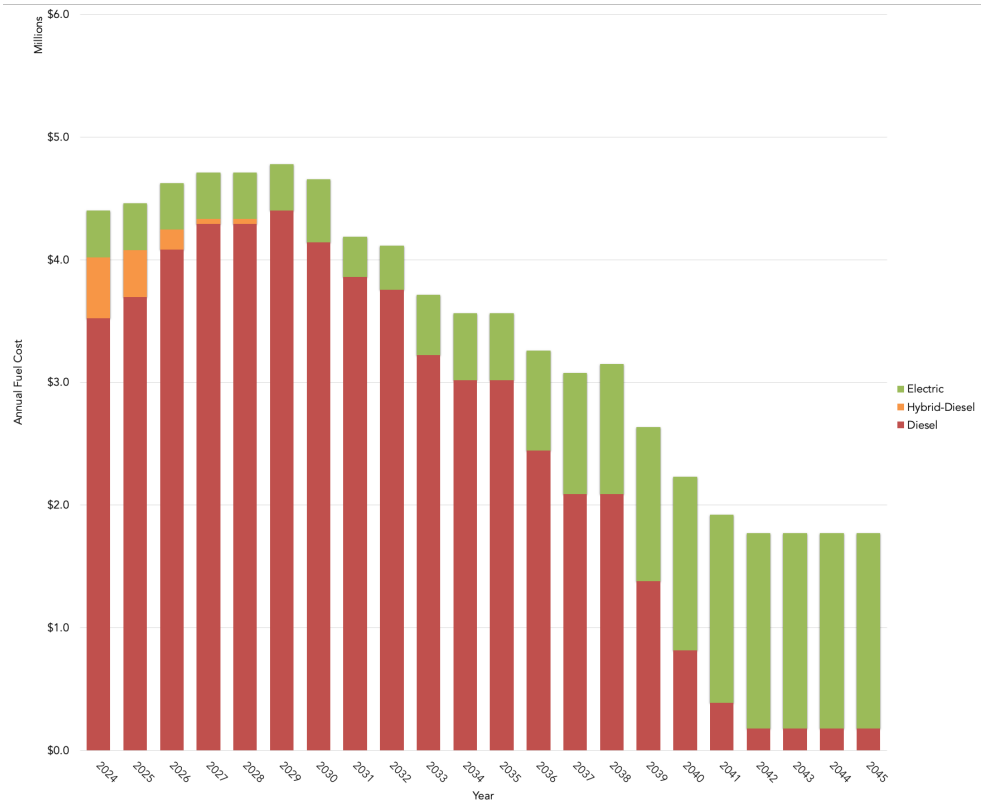
[2] https://pnwh2.com
[3] https://www.obsidianrenewables.com/projects.html
[4] https://douglaspud.org/about-us/hydrogen-facility/
[5] *https://www.opb.org/article/2022/05/14/hydrogen-valley-vision-for-southwest-washington-gets-boost-from-aussies-proposed-plant/*

Figure 24: Baseline Fuel Costs



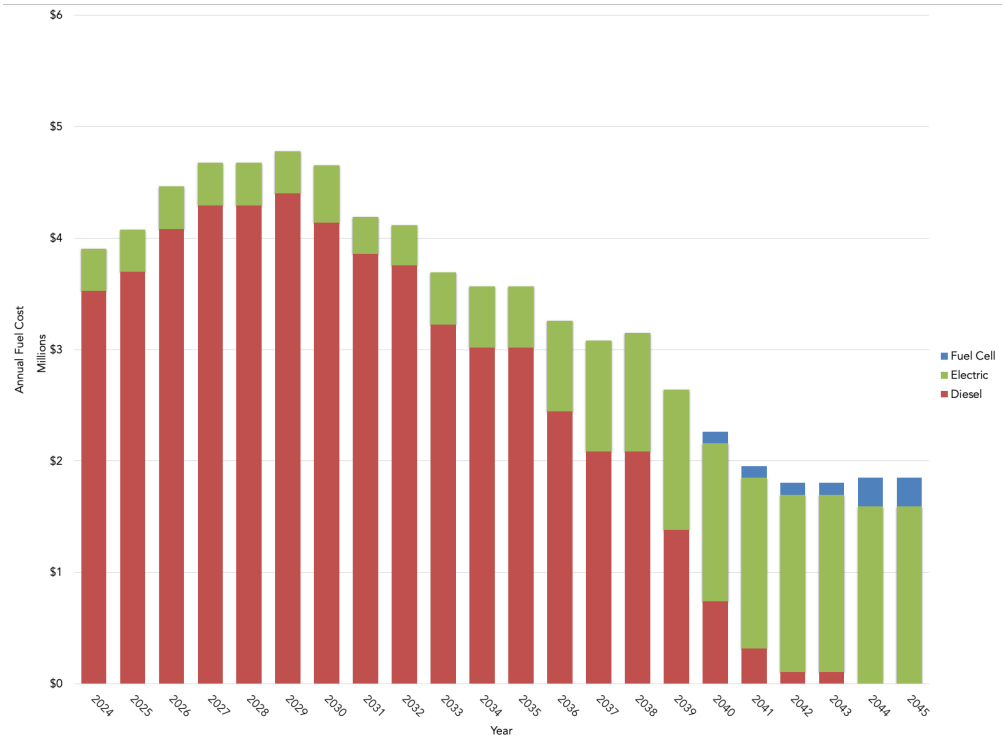
The BEB Depot Only scenario (Scenario 1), depicted in **Figure 25**, yields the lowest anticipated total fuel costs of approximately $74.9 million, or $3.6 million annually.

Figure 25: BEB Depot Only (Scenario 1) Fuel Costs



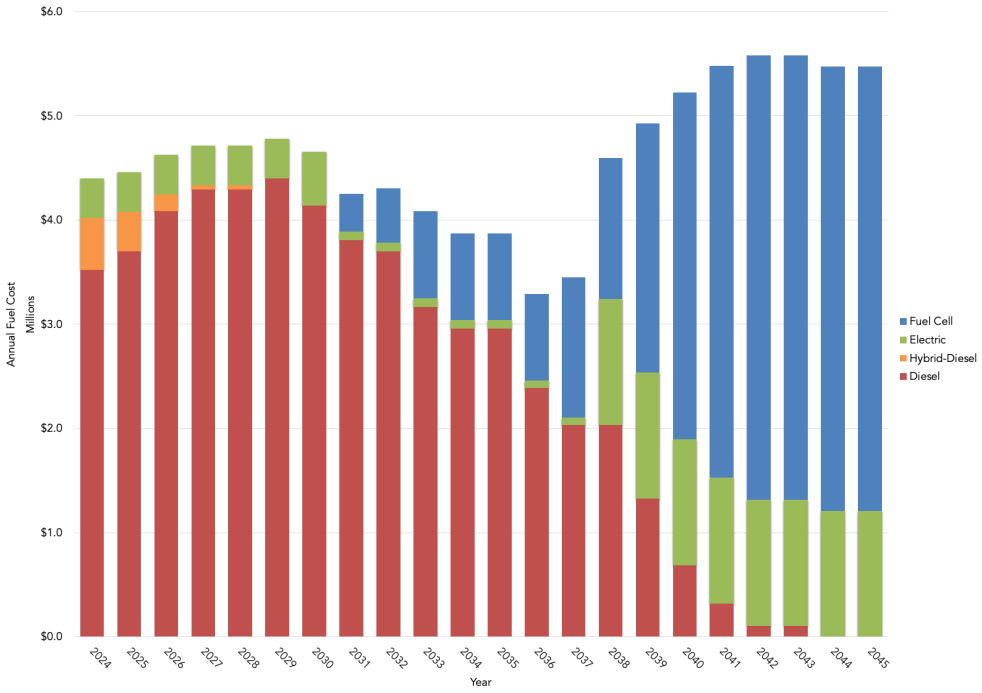
The total fuel costs projected for the BEB Depot and FCEB (Scenario 2) is estimated at approximately $75.1 million, or $3.6 million annually, as depicted in **Figure 26**.

Figure 26: BEB Depot and FCEB (Scenario 2) Fuel Costs



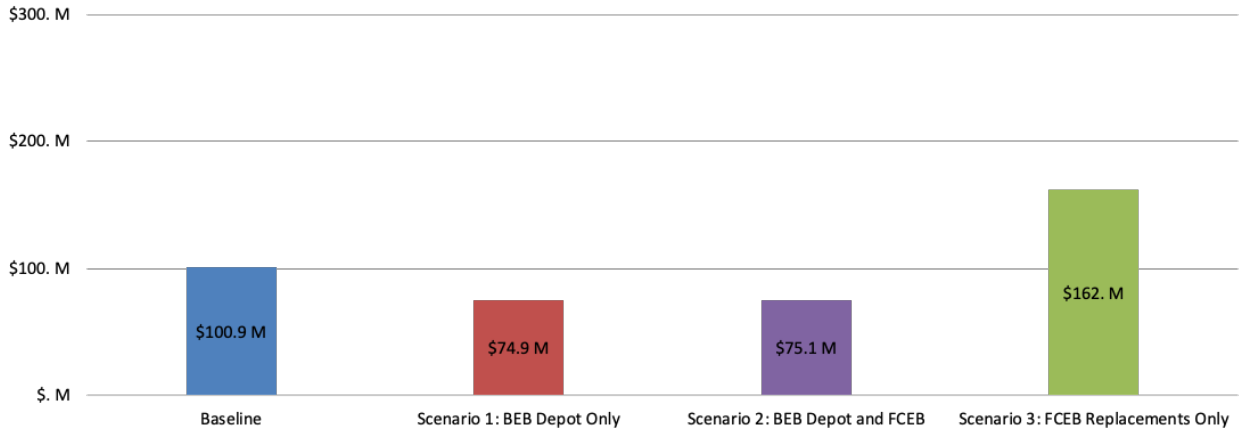
The FCEB Replacements Only scenario (Scenario 3) represents the highest total fuel cost, reaching approximately $162 million by the end of the transition period, or an average annual cost of approximately $7.7 million as depicted in **Figure 27**.

Figure 27: FCEB Replacements Only (Scenario 3) Fuel Costs



Results for all of the scenarios are included in **Figure 28**.

Figure 28: Cumulative Fuel Cost Summary



A sensitivity analysis was completed for the cost of hydrogen that include both the BEB Depot and FCEB and the FCEB Replacements Only scenarios. **Figure 29** below shows the anticipated cost of hydrogen across the transition period, as more hydrogen fuel cell vehicles are added to STA's fleet for the BEB Depot and FCEB scenario. The green line represents the cost of hydrogen across the transition period assuming an anticipated 3% annual decrease. The blue line assumes a constant cost of $9.00 per kilogram throughout the transition period. The sensitivity analysis results in estimated cost difference of approximately $100,000 throughout the period. The total cost is minimal as only 5 FCEBs are operating; however, this equates to an approximately $20,000 cost reduction per vehicle.

Figure 29: BEB Depot and FCEB – Hydrogen Cost Sensitivity Evaluation (Scenario 2)

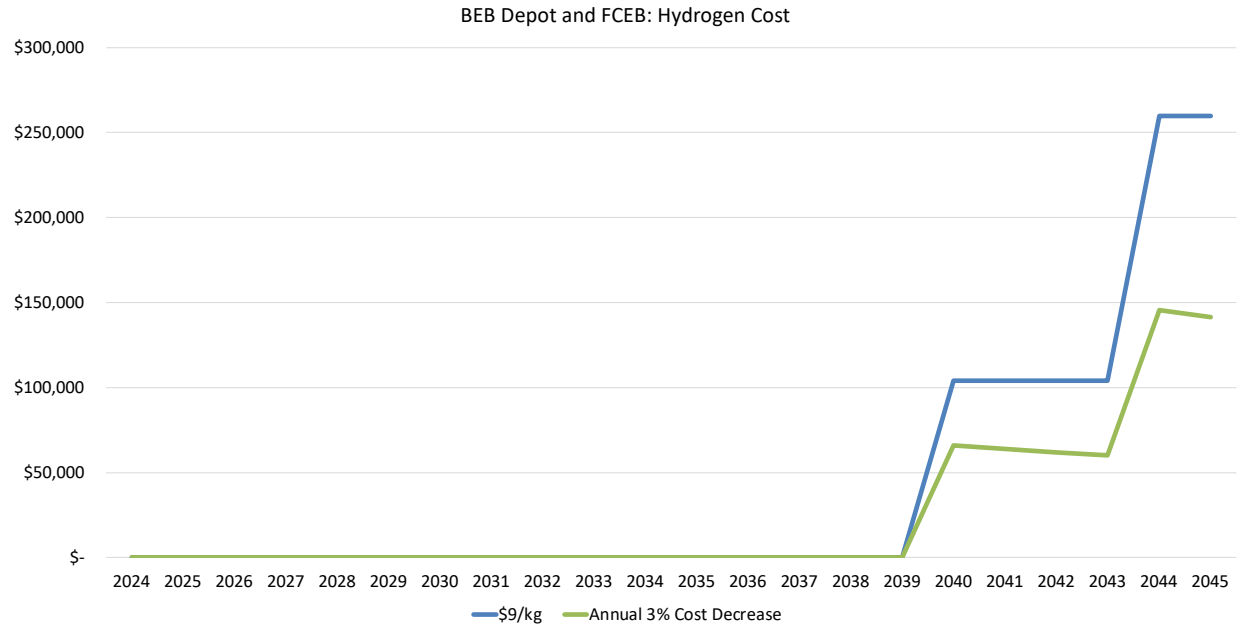
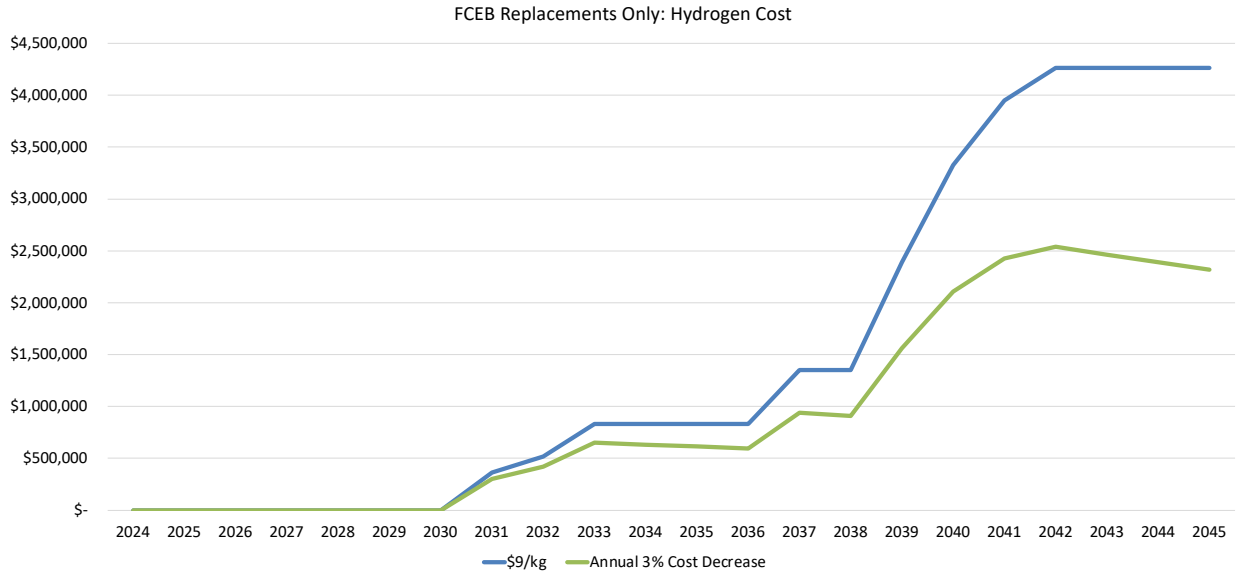


Figure 30 shows the anticipated cost of hydrogen across the transition period as more FCEBs are added to STA's fleet for the FCEB Replacements Only scenario. By the end of the transition period, the sensitivity analysis results in an almost $2M per year hydrogen fuel cost reduction.

Figure 30: FCEB Replacements Only Sensitivity Evaluation (Scenario 3)



The results of this sensitivity evaluation demonstrate the impact of the price per kilogram of hydrogen throughout the transition period on the total fuel cost. These projections are more conservative than those associated with the Regional Hydrogen Hub Program of less than $1 per kilogram production cost (not retail) in the next decade.

Section 11 - Facilities Assessment

Once bus and fueling requirements are understood for the ZEB transition, the requirements for supporting infrastructure were determined including the charging equipment for BEBs and/or hydrogen fueling equipment for FCEBs. The Facilities Assessment determines the scale of charging and/or hydrogen infrastructure necessary to meet the demands of the projected fleet and energy use estimated in the Fleet and Fuel Assessments, as well as all associated costs with installation of this infrastructure.

Current BEB Charging Infrastructure

With pilot BEB deployments, charging requirements are met relatively easily with a handful of plug-in pedestal chargers and minimal infrastructure investment. Scaling to a fleetwide BEB deployment requires a substantially different approach to charging and infrastructure upgrades. Plug-in charging may no longer be practical as charger dispensers installed in the parking area may create a hazard. Instead, an alternative approach is to use overhead pantograph or reel dispensers attached to gantries or to existing overhead roof structures like at the Northwest Boone Garage. As discussed in the Charging Analysis section, the Northwest Boone Garage currently has five (5) 150 kW ABB chargers, each equipped with two plug-in dispensers for sequential charging, as well as two (2) 450 kW ABB high capacity overhead chargers with drop down pantographs. STA currently has plans to install five (5) additional 150 kW ABB plug in chargers equipped with two (2) dispensers each in the garage as well. The SCC Transit Center (City Line) and Moran Station Park and Ride (Monroe-Regal) are each equipped with two (2) 450 kW ABB high capacity overhead chargers with drop down pantographs for on-route charging of BEBs. Based on discussions with STA, with the addition of the five (5) additional 150 kW plug-in chargers, electrical capacity provided by Avista has been reached with no ability to install additional chargers at the facility.

BEB Charging Infrastructure Assumptions

The BEB infrastructure cost estimates were developed assuming that all new charging will occur at a new facility location that is expected to be constructed by 2030. Cost estimates assume that charging will be installed at the time of construction of the new facility. Chargers are assumed to be 150 kW with two (2) dispensers each mounted with drop down pull cables or reals similar to the current infrastructure at the Northwest Boone Garage. Two (2) additional high capacity chargers (450 kW with drop down pantograph) are assumed to support the proposed future BRT service at a future transit center. The cost estimates include the costs for switchgear, charging infrastructure, and construction and commissioning, but do not include the costs for service expansion that could be required from Avista (or other utility supplier depending on the location of the facility). As the location of the future transit center is still being evaluated, the available electrical capacity is unknown at this time.

Rough-order-magnitude (ROM) cost estimates developed to build out charging options were based on work completed previously for the Northwest Boone Garage as well as recent costs developed for build outs at other locations across the country (San Diego Metropolitan Transit System, Broward County Transit, ABQ RIDE). All cost estimates for BEB infrastructure should be considered a Class IV estimated with an accuracy range of -30% to +50%.

A ROM estimate was developed for the Baseline to build out charging capacity at a future depot for overnight charging of BRT buses that are planned in the Baseline. In addition to the estimated $3.4M for depot buildout as shown in **Table 17**, approximately $1.5M is estimated for installation of two (2) on route chargers at a future transit center to support on-route charging of the BRT. As a result, the total ROM estimate for the Baseline is approximately $4.9M. The costs for the Baseline charging infrastructure are the same as those for the FCEB Replacements Only scenario, as both scenarios are only addressing BEB charging that is already planned.

Table 17: ROM Estimate for Depot Charger Construction - Baseline

Item	Units (EA)	Unit Cost ($)	Total Cost ($)	Source
Depot Charger Purchase – includes charger and 2 dispenser boxes	10	150,000	1,500,000	ABB
Electrical and Charger Install- includes switchgear, 3-phase feeders and breakers, low voltage conduit, communications	10	85,000	850,000	Unit Cost based on similar project
Indirect Costs (General Contractor) – mobilization/demob, overhead, profit, bonding, insurance	1	289,000	289,000	34% of installation
Service Feed Installation	1	100,000	100,000	Engineer's Estimate
Design	1	136,950	136,950	5% of project total not including contingency
Contingency	1	547,800	547,800	20% of construction costs
TOTAL			**3,423,750**	

The ROM estimate developed for the BEB Depot Only scenario assumed a total of 70 x 150 kW plug-in chargers each equipped with two (2) dispensers to support charging of up to 140 vehicles, including overnight charging of the future planned BRT vehicles. In addition to the estimated $23.2M for depot buildout of charging infrastructure, approximately $1.5M is estimated for installation of two (2) on route chargers at a future transit center to support on-route charging of the BRT. As a result, the total ROM estimate for the charging infrastructure for the BEB Depot Only scenario is approximately $24.7M. Details for the cost estimate for the depot installation are included in **Table 18**. As noted previously, these costs do not include potential costs associated with development of additional capacity that the utility may charge.

Table 18: ROM Estimate for Depot Charger Construction – BEB Depot Only

Item	Units (EA)	Unit Cost ($)	Total Cost ($)	Source
Depot Charger Purchase – includes charger and 2 dispenser boxes	70	150,000	10,500,000	ABB
Electrical and Charger Install- includes switchgear, 3-phase feeders and breakers, low voltage conduit, communications	70	85,000	5,950,000	Unit Cost based on similar project

Indirect Costs (General Contractor) – mobilization/demob, overhead, profit, bonding, insurance	1	2,023,000	2,023,000	34% of installation
Service Feed Installation	1	100,000	100,000	Engineer's Estimate
Design	1	928,650	928,650	5% of project total not including contingency
Contingency	1	3,714,600	3,714,600	20% of construction costs
TOTAL			**23,216,250**	

The ROM estimate developed for the BEB Depot and FCEB scenario assumes a similar costs to the BEB Depot Only scenario due similar number of BEBs to be charged. In addition, an estimated $4M is required for the purchase of a mobile hydrogen fueling system (see details later in this section) and the associated construction to complete the installation. As a result, the total ROM estimate for charger buildout for the BEB Depot and FCEB scenario is approximately $28.7M. As noted previously, these costs do not include potential costs associated with development of additional capacity that the utility may charge.

FCEB Infrastructure

A primary advantage of FCEBs is that fueling operations with hydrogen are similar to diesel or CNG fueling operations. As with electric, rather than building out the infrastructure all at once, projects are sized and scheduled to meet the near-term fueling requirements. There are three primary ways that hydrogen can be delivered as depicted in **Figure 31**.

Figure 31: Hydrogen Delivery

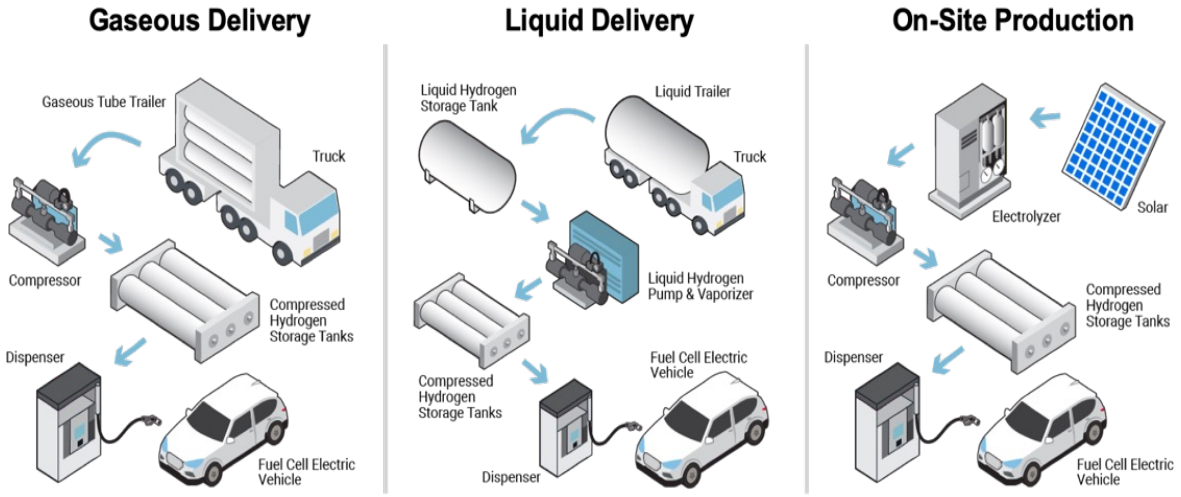


Figure 5. Summary of hydrogen fueling station delivery options (Image source: California Fuel Cell Partnership)

Hydrogen can be delivered either as a gas or as a liquid. Although gaseous hydrogen is more readily available today, it is not generally available in quantities that would support a large scale

deployment of buses. In addition, liquid hydrogen is much more energy dense, therefore more energy can be stored on-site to support operations. Photos provided in **Figure 32** depict liquid hydrogen storage and fueling infrastructure at the Orange County Transportation Authority (top) and AC Transit (bottom).

Figure 32: Hydrogen Storage and Dispensing Examples

A third option is the on-site production of hydrogen through steam methane reformation (SMR) or electrolysis. SMR, utilizing methane, water, and heat, is the cheapest and most common method for hydrogen production in the United States today; however, significant quantities of carbon dioxide are produced as a bioproduct. Electrolysis utilizes water and energy to produce hydrogen with the only biproduct being oxygen. This is the preferred alternative for hydrogen production, particularly if it is produced using renewable energy sources. This is often referred to as green hydrogen and is 100% zero-emission. The United States government has made significant investment in building out hydrogen production infrastructure with $8 billion in funding for the Regional Hydrogen Hub program as well as providing tax incentives for producers/suppliers of green hydrogen.

Hydrogen fueling operations for STA assume trucking of liquid hydrogen to the depot, on-site storage at the depot, and the associated fueling equipment. Infrastructure costs were based on similar projects either completed to date or currently scoped. Upgrades to maintenance facilities including ventilation, electrical, lighting, and hydrogen detection equipment were not included in these estimates as it is assumed that the new facility would be designed to accommodate these safety design needs.

A mobile fueler, provided by a third-party hydrogen supplier, could be used to support the deployment of the first approximately ten (10) FCEBs. A mobile fueler consists of the equipment to store, compress, chill, and dispense hydrogen fuel to the buses. The fuelers are typically zero emission and do not require utility hook ups. Liquid hydrogen can be delivered by truck to the fueler. A pilot project utilizing a mobile fueler may be considered as it would give STA insight into long-term operations of hydrogen fueling in STA service. A photo of mobile fueling equipment provided by Air Products is included in **Figure 33**. Under the next phase of work, a scope and estimated costs for a mobile fueling project will be developed for STA consideration.

Figure 33: Mobile Hydrogen Fueling Trailer

In order to support a growing FCEB fleet beyond ten (10) vehicles, Phase I of permanent hydrogen fueling infrastructure would include installing a 25,000-gallon liquid hydrogen tank, two vaporizers, two pumps, and one assembly of high-pressure gaseous hydrogen storage vessels. These assumptions were based on an assumed fueling time of 12 to 18 minutes per bus, depending on the hydrogen storage capacity of the bus, and approximately two to three

days of hydrogen storage. The footprint for this equipment is estimated to be approximately 30' x 90'. Two (2) dispensers would initially be installed with the ability to add additional dispensers as the fleet grows. To improve resilience, the hydrogen design would include a backup generator to operate the fueling equipment. Phase II of the installation of the hydrogen fueling infrastructure would involve adding additional liquid hydrogen storage, as necessary, and accompanying vaporization, pumping, and dispensing equipment. The equipment compound size would approximately double. A maximum of six (6) dispensers are expected to be required to support a full fleet of 114 FCEBs (and 56 BEBs). Detailed performance evaluation and design would be required to support the build out of hydrogen fueling infrastructure at a new facility. ROM costs for Phase I installation, which supports the BEB Depot and FCEB scenario is estimated at approximately $7M. Phase II of the installation, that would support the FCEB Replacements Only scenario is estimated at $13M.

Total infrastructure upgrade costs including both BEB charging and hydrogen fueling needs for the Baseline, BEB Depot Only, BEB Depot and FCEB, and FCEB Replacements Only scenarios are provided in **Table 19**. Please note that the charging infrastructure costs include redundant chargers but do not include backup generation in the event of power loss. Further evaluation and discussion will be required with Avista to determine options for resilience for a full build out. The hydrogen fueling options include backup power to allow hydrogen dispensing during power loss.

Table 19: Estimated Infrastructure Costs (ROM Estimates, -30% to +50% Range)

Scenario	Electrical Infrastructure ($)	Hydrogen Infrastructure ($)	Total Infrastructure ($)	% ZEB Fleet
Baseline	$4.9M	-	$4.9M	33%
BEB Depot Only	$24.7M	-	$24.7M	97%
BEB Depot and FCEB	$28.7M	$4M	$32.7M	100%
FCEB Replacement Only	$4.9M	$13M	$17.9M	100%

Section 12 – Emissions Assessment

The goal of the Emissions Assessment is to estimate the emissions associated with each of the scenarios by quantifying the diesel gallons reduced and the carbon dioxide production, reductions, and net savings.

A primary benefit of transitioning an entire fleet from fossil-fuel vehicles to zero-emission is the reduction of greenhouse gas (GHG) emissions. GHG emissions consist primarily of carbon dioxide (CO_2) but also include small amounts of methane (CH_4) and Nitrous Oxide (N_2O). In the transportation sector the vast majority of GHG emissions is from CO_2. For completeness, total GHG emissions are also calculated but the primary focus is on reduction of CO_2.

The primary sources of data to support this analysis are listed below:

- Calculation data from Alternative Fuel Life-Cycle Environmental and Economic Transportation (AFLEET) Tool
- Hydrogen emissions from natural gas SMR and electrolysis
- Avista Grid Mix – power sources utilized to generate electricity

Net Carbon Emissions Reductions

There are three types of emissions generally referred to in the context of zero emission vehicle transportation: well-to-wheel emissions, tailpipe emissions and upstream emissions.

Well-to-wheel emissions (WTW) include all emissions generated by the vehicle during operation *and* emissions generated by the powerplant or refinery to produce the energy used by the vehicle. WTW emissions are present for the generation of nearly all different fuels, be it diesel, gasoline, CNG or electricity, as these fuels require a combination of petroleum, natural gas and coal for their production (except in the case of electricity produced by 100% renewable energy).

Tailpipe emissions include all emissions generated by the vehicle during operation. It is assumed that ZEBs do not produce any tailpipe emissions.

Upstream emissions are generated by the fuel refinery or powerplant during extraction, processing and transportation of the fuel. In this analysis, upstream emissions are calculated by the difference between WTW and tailpipe emissions.

These emissions are calculated using Argonne National Labs' AFLEET tool. Emissions for electricity production uses specific inputs from Avista Utilities (STA's local utility) and estimated local upstream and vehicle emissions from the EPA to better estimate STA's impact. Avista Utilities' energy mix is as follows: Hydroelectric (48%), Natural Gas (33%), Coal (8%), Wind (9%), Biomass (2%).

Emissions Assessment Results

The figure below shows the annual CO_2 emissions for the baseline scenario and each of the three fleet transition scenarios discussed in this report. These results reflect delivered hydrogen produced using electrolysis as is projected for future production in the state of Washington.

Figure 34: Annual CO_2 Emissions by Scenario

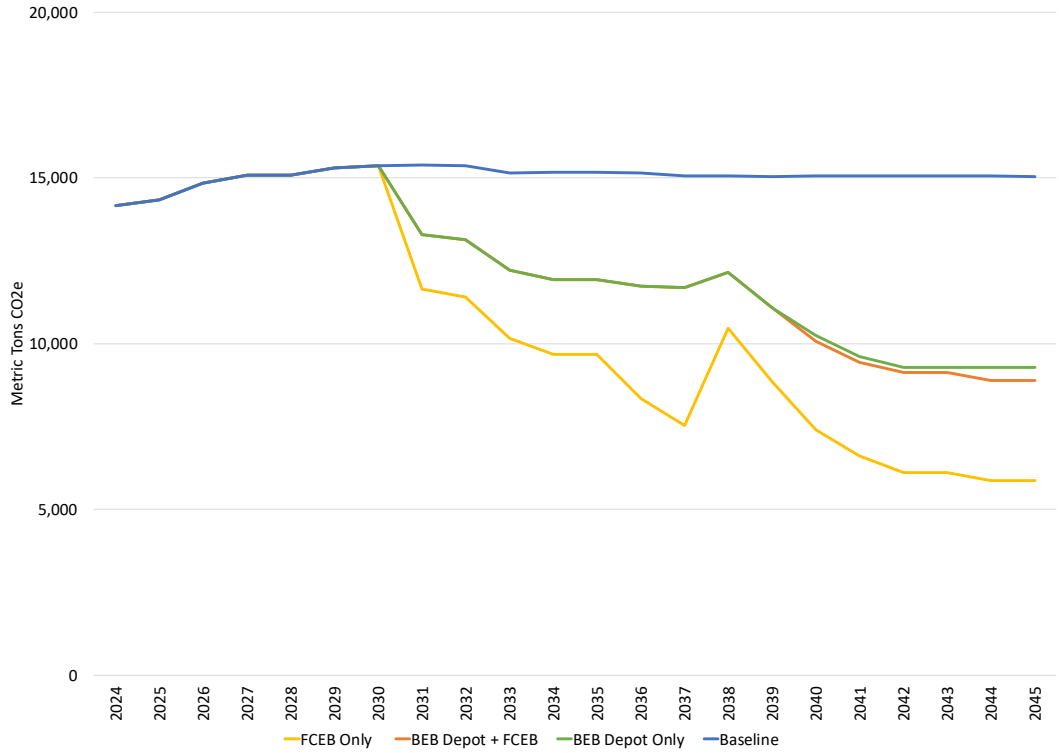


Table 20: Annual CO_2 Emissions Reductions by Scenario

Scenario	Estimated Total (tons CO2)	Reduction from Baseline (tons CO2)	% Reduction
Baseline	331,053	-	-
BEB Depot Only (Scenario 1)	270,386	60,667	18%
BEB Depot and FCEB (Scenario 2)	268,938	62,114	19%
FCEB Replacements Only (Scenario 3)	230,019	101,034	31%

Social Cost of Carbon

Externality costs of emissions can be quantified by their effect on agriculture, human health, property damage and other related factors. This estimate is widely known as the Social Cost of Carbon, or SCC. Using guidance developed by the Washington State Department of Commerce in *The Social Cost of Carbon: Washington State Energy Office Recommendation for Standardizing the Social Cost of Carbon When Used for Public Decision-Making Processes* prepared in 2014, the SCC for each scenario was calculated and provided in **Table 21** below. The costs shown are calculated using the projected emissions savings, based on a 2.5% discount

rate as recommended in the guidance and converted to 2023 dollars based on inflation. This equates to a cost per metric ton of $97.42 in 2023 dollars.

Table 21: Estimated Social Cost of Carbon Savings

Scenario	Estimated Emissions (tons CO_2)	Net Emissions Reduction (tons CO_2)	SCC Savings Estimate (2023$)
Baseline	331,053	-	-
BEB Depot Only	270,386	60,667	$5.9M
BEB Depot and FCEB	268,938	62,114	$6.0M
FCEB Replacements Only	230,019	101,034	$9.8M

Section 13 - Total Cost of Ownership

The Total Cost of Ownership compiles the results from the Service, Fleet, Fuel, Maintenance, and Facilities assessments to provide estimated costs throughout the transition period. It includes selected capital and operating costs of each transition scenario over the transition timeline. There may be other costs incurred (i.e., incremental operator and maintenance training); however, these four assessment categories are the key cost drivers in ZEB transition decision-making.

It is important to note that cost escalation is only assumed for the capital vehicle purchase costs as STA has included a 3% inflation rate in their internal fleet procurement schedule and plan. All other cost categories do not include inflation in the analysis. In addition, cost reductions are not considered for economies of scale related to ZEB technology growth because there is no historical context with which to estimate. Future changes to STA's service level, depot locations, route alignments, block scheduling, etc. are unknown. The provided costs are an estimate, informed by detailed analysis using assumptions explained throughout this study. Also, this Total Cost of Ownership does not consider hydrogen fuel cost sensitivity scenario (3% reduction year over year beginning in 2025). The estimated Total Cost of Ownership for STA's ZEB transition as detailed in this analysis are provided in **Table 22** and **Figure 40**.

Table 22: Total Cost of Ownership for ZEB Transition (2024-2045)

Category	Baseline	BEB Depot Only	Depot BEB and FCEB	FCEB Replacements Only
Fleet	$239.9M	$430.8M	$437.3M	$482.2M
Maintenance	$256.5M	$254.9M	$254.6M	$197.8M
Fuel	$100.9M	$74.9M	$75.1M	$162M
Infrastructure	$4.9M	$24.7M	$32.7M	$17.9M
Total	**$602.2M**	**$785.3M**	**$799.7M**	**$859.9M**
Compared to Baseline	-	$183.1M	$197.5M	$257.7M
% ZEB Fleet	33%	97%	100%	100%

Results from the total cost of ownership analysis indicates that additional costs, expected to be between $183M to $257M more than Baseline, will be required to support a transition to ZEBs, whether BEBs, FCEBs, or a combination of technologies are selected.

Section 14 - Funding Needs Assessment

Funding Assessment Overview

STA allocates funds based on an established procurement timeline determined by the useful life of its buses. Transitioning to a zero-emission bus fleet increases overall fleet costs because of the incremental cost of ZEBs, the installation of new infrastructure, and required modifications to maintenance facilities. The current base market cost of 40' zero-emission transit buses is between $750,000 and $1,200,000, which is approximately $250,000 to $700,000 more expensive than diesel buses. Additionally, the necessary infrastructure to support these ZEBs adds to the financial burden of transitioning to a zero-emission fleet.

STA Funding Needs

Over the course of the transition period, STA plans to install charging infrastructure at a new maintenance facility and at an on-route transit center to support BRT service. STA may also consider deployment of hydrogen FCEBs and hydrogen fueling infrastructure in the future depending on availability of low-cost green hydrogen. To achieve these goals and move towards a successful deployment of zero-emission buses, STA projects will require between $456M and $500M in capital funding to cover the procurement of vehicles and infrastructure during the transition time period. This cost estimate includes the necessary costs for the transition, as determined via the cost analyses completed for the Fleet and Facilities Assessments.

Available Funding Resources & Resulting Funding Shortfalls

Based on the funding needs identified above and an assessment of STA's current projections, STA must identify resources that can cover this funding gap. Traditional formula funding will provide support for the transition to a zero-emission fleet (e.g., using formula funds to cover the base price of a zero-emission bus and applying for Low-No funds for the incremental cost difference), but it is likely STA will require additional funding to offset the higher costs associated with zero-emission technology.

STA is prepared to pursue funding opportunities at the federal, state, and local level, as necessary and as available.

Federal Funding sources STA is considering include:

- United States Department of Transportation (USDOT)
    - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants
- Federal Transportation Administration (FTA)
    - Bus and Bus Facilities Discretionary Grant
    - Low-or No-Emission Vehicle Grant
    - Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning

  - Urbanized Area Formula Grants
  - State of Good Repair Grants
  - Flexible Funding Program – Surface Transportation Block Grant Program
- Federal Highway Administration (FHWA)
  - Congestion Mitigation and Air Quality Improvement Program
- Environmental Protection Agency (EPA)
  - Environmental Justice Collaborative Program-Solving Cooperative Agreement Program
- Volkswagen Environmental Mitigation Trust Funds
- Washington DOT Public Transportation Grants
- Washington State Climate Commitment Act Funding

Other potential future options include:

- Revenue bonds
- Tax increases
- Public-Private Partnerships

Section 15 - Partnership Assessment

Establishing and maintaining a partnership with the local electric utility is critical to successfully deploying zero-emission vehicles and maintaining operations. With the addition of BEBs to a fleet, a transit agency may become a utility's largest customer with added implications for grid-side infrastructure and agency operational costs. Early coordination and discussions can avoid costly delays and misaligned operational strategies while also revealing opportunities for lower operational costs and smart investments. Fortunately, electric utilities are beginning to develop electric vehicle rates and streamlined processes for charging infrastructure interconnections that can support successful zero-emission fleet deployments.

STA has a working relationship with the Avista's Manager of Electric Transportation, Rendall Farley. Avista has provided the necessary utility service for the Northwest Boone Garage and is currently working with STA to evaluate potential future locations for a new storage and maintenance depot. Avista has also established an electrical vehicle charging utility rate that STA is currently utilizing at the Northwest Boone Garage, SCC Transit Center, and Moran Station Park and Ride, for BEB charging. STA recognizes Avista as a critical partner in electrification and will continue to partner with Avista after the planning stages to coordinate fleet expansion efforts effectively.

In addition, STA partnered with New Flyer and Proterra for the deployment of their first BEBs. In addition, Proterra provided the charging infrastructure and design and installation services for the charging equipment at Northwest Boone Garage, SCC Transit Center, and Moran Station Park and Ride as part of a competitive procurement through the Small Starts Grant that supported the City Line BRT service project. STA may continue to partner with qualified OEMs and providers in the future if FCEBs and hydrogen fueling infrastructure is pursued or as part of a hydrogen fueling initial or pilot deployment.

Section 16 - Workforce Analysis

STA is committed to transition to a 100% zero-emission fleet. In order to support ZEB operations at this scale, STA has identified opportunities to ensure the current and future workforce is prepared to manage its full fleet of ZEBs. This Workforce Development Analysis focuses on ZEB operations and maintenance.

In alignment with FTA's requirements under the Workforce Development for the Low No and Buses and Bus Facilities Programs, STA is currently working to build a ZEB workforce program in consultation with labor representatives, and may look to build out an internship and apprenticeship program to address STA's future operational and maintenance needs.

Workforce Analysis Overview

Developing and training the workforce required to operate and maintain ZEBs requires significant investment and planning. STA is experienced in recruiting, hiring, training, and integrating new staff to ensure that employees are qualified to provide quality services. STA recognizes that a trained ZEB workforce is not readily available and the transit industry must address the shortage of technicians and mechanics together.

STA plans to develop and maintain a qualified ZEB staff by hiring qualified new staff and retraining existing staff who have previously worked with ICE systems. Meaningful investment is required to upskill maintenance staff and bus operators that were originally trained in diesel vehicle maintenance and fossil fuel fueling infrastructure. Transitioning to zero-emission vehicles is a paradigm shift for all aspects of transit operations including but not limited to scheduling, maintenance, and yard operations. STA's workforce development activities will address the identified skills and tools needed for each relevant team.

STA is collaborating with labor representatives in developing training needs and a training program for the transition to zero-emission buses.

Completed Trainings

STA's drivers and maintenance technicians have received training through Proterra, New Flyer, and ABB as part of the initial ZEB deployments from 2020 through 2023.

Identified Training Needs

Several training needs have been identified by STA staff in order to support the transition to a 100% ZEB fleet. STA is committed to ensuring new training and technologies do not displace current workers and has placed a priority on training existing staff as well as developing an apprenticeship program. The identified training needs are anticipated to evolve as STA's fleet expands. As such, the following training plans are intended to provide a framework.

1) *Internship and Apprenticeship Programs*
   STA has begun conversation with our human resources department and training department in order to begin preparing a workforce transition plan. We are currently evaluating internships and training programs related to individuals currently in school and at apprenticeship programs for graduates.

2) *Expand the Train-the-trainer approach*
Many procurement contracts include train-the-trainer courses through which small numbers of agency staff are trained and subsequently train agency colleagues. This method provides a cost-efficient opportunity to minimize the need for external training while maintaining institutional knowledge and providing widespread agency training on new equipment and technologies. STA currently utilizes a Train-the-Trainer approach and will expand the system to support ZEB training. Third party resources will continue to be used as needed.

3) *Vendor training from New Flyer, Proterra, and Charger Suppliers*
STA plans to take advantage of trainings from the bus manufacturers and infrastructure suppliers, including maintenance and operations training, maintenance and safety, first responder training, and other trainings that may be offered by the providers. OEM trainings provide critical information on operations and maintenance aspects specific to the equipment model procured. STA training staff will work closely with the OEMs providing vehicles to ensure all mechanics, service employees, and bus operators complete necessary training prior to deploying ZEB technology. STA staff will also be able to bring up any issues or questions they may have about their training with their trainers. Additionally, trainers will observe classes periodically to determine if any staff would benefit from further training.

4) *ZEB tools*
The following tools have been identified as top needs to bring in-house as more of the maintenance and management falls to internal staff with an expanded ZEB fleet.
   - Battery lift table
   - Bus Simulator (under consideration)

5) *ZEB Training from other transit agencies*
STA will consider zero-emission training offered by other transit agencies. One such agency is SunLine Transit Agency, which provides service to the Coachella Valley and hosts the West Coast Center of Excellence in Zero Emission Technology (CoEZET). The Center of Excellence supports transit agency adoption, zero-emission commercialization, and investment in workforce training. Similarly, AC Transit offers training courses covering hybrid and zero-emission technologies through their ZEB University program. STA is considering taking advantage of these trainings offered by experienced agencies.

6) *National Transit Institute training*
STA will consider NTI course training if zero-emission specific training courses are offered.

7) *Local Partnerships and Collaborations*

Resources and Strategies to Meet Identified Needs

STA envisions needing resources to address the above identified training programs. As STA continues to develop the Workforce Development Plan, these resources and funding needs will be identified.

Workforce Development Timeline

Demand for skilled and experienced workers will increase rapidly as new clean transportation policies and programs take effect and as numerous agencies begin fleet transitions. Aligning workforce development activities with the fleet transition timeline ensures that a qualified workforce is ready and available to support a successful deployment.

Workforce development is an ongoing process that must continue as fleets scale up and deploy additional zero-emission vehicles. To ensure that the workforce scales efficiently and cost-effectively, STA will employ training strategies that support additional zero-emission vehicle deployments in the future.

Section 17 - Conclusions and Recommendations

ZEB technologies are in a period of rapid development and change. BEBs will require significant investment in facilities and infrastructure and may require changes to service and operations to manage their inherent constraints. On the other hand, FCEBs are believed to provide an approximate operational equivalent to diesel or CNG, however, the current incremental cost of buses, fueling infrastructure, and fuel places this technology at a disadvantage.

STA has committed to a minimum fleet of 40 BEBs by the end of 2023. Charging requirements for these BEBs will utilize all of the existing electrical capacity at the Northwest Boone Garage. As a result, other alternatives including building out a new storage and maintenance facility to allow for further BEB charging or hydrogen fueling were considered as part of this evaluation, though the cost of the land and construction of the facility were not considered in the evaluation. Based on this evaluation, STA may be able to reach a 97% BEB fleet by 2045; however; to reach a 100% ZEB fleet, other alternatives such as on-route charging or the purchase of FCEBs would need to be implemented. In a mixed fleet scenario of depot charged BEBs and FCEBs, FCEB costs are adversely impacted by the currently high FCEB capital costs. The cost of an FCEB is approximately two times that of a comparable diesel vehicle and hydrogen costs are currently estimated at $9/kg. Hydrogen costs would need to be reduced to less than approximately $5/kg to be comparable to current diesel costs. The availability of green hydrogen is expected to increase significantly in the future as a result of federal, state, and private investment in production. As a result, the cost per kilogram may be significantly reduced in the future. These developments would positively impact the viability of incorporating FCEBs into the fleet.

Recommendations for STA are as follows:

1. **Complete evaluation of FCEB Pilot or Initial Deployment:** Evaluate the availability and cost of completing an initial deployment or pilot of FCEBs utilizing mobile hydrogen fueling. The plan, if endorsed by STA, could be used to request federal funding through a competitive grant program (Low No or Buses and Bus Facilities) to fund the deployment.
2. **Complete Facility Master Plan:** STA is currently preparing a facility master plan to determine future facility needs, including evaluation of locations for a second storage and maintenance facility that could be used to support expansion of the ZEB fleet.
3. **Consider design/build/operate agreements with hydrogen suppliers for build out of hydrogen fueling.** If utilization of hydrogen FCEBs is selected in the future, then consider agreements with a qualified firm to design, build, and operate (DBO) the hydrogen supply and fueling infrastructure. This typically requires an agreement to purchase fuel from the supplier at a set rate per kilogram of fuel delivered or dispensed. These agreements ensure consistent operation of the fueling equipment and supply.

The transition to ZEB technologies represents a paradigm shift in bus procurement, operation, maintenance, and infrastructure. The technology requires significant development before it is ready to support fleetwide transitions. However, it is only through a continual process of deployment with specific goals for advancement that the industry can achieve the goal of economically sustainable, zero-emission public transit. Ultimately,

the ZEB technology that is most efficient and sustainable to operate will evolve into either the majority ZEB solution or the only ZEB solution.

Section 18 – References

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SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9I : SPOKANE PUBLIC SCHOOLS TRANSIT INFRASTRUCTURE CONSTRUCTION REIMBURSEMENT AGREEMENT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: Staff presented at the March 21, 2024, STA Board meeting and received preliminary concurrence of planned transit improvements to the PFD-owned parking lot by Spokane Public Schools and authorized the CEO to communicate the Board's intent to reimburse SPS for transit related improvements not to exceed $350,000. Staff are now seeking committee recommendation and board authorization for CEO execution of the interlocal agreement with Spokane Public Schools for reimbursement for transit related infrastructure costs in support of the Route 11 Downtown/North Bank Shuttle.

BACKGROUND: Since the late 1960s, STA and its predecessors have operated a variety of parking shuttles connecting downtown to surface parking lots adjacent to Boone Avenue. In the 1990s a formal bus stop with shelters, a passenger information kiosk and a bus pullout that accommodated multiple buses, was constructed, and put into service on Boone Avenue between Howard and Washington streets. Meanwhile, use of the parking lot was integrated into a monthly parking program to provide a combined monthly parking and shuttle bus pass through a partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP). The routing and branding have evolved over time. Service is provided by Route 11 Downtown/North Bank Shuttle, and the monthly parking and shuttle pass is known as Shuttle Park.

In 2021, plans for a new football stadium for Spokane Public Schools (SPS) were being finalized. The new stadium would be built atop the parking lot, disrupting the existing service and customer parking, and eliminating the bus pullout and stop. In July 2021, STA began coordination efforts with the PFD and SPS. It was recognized early on that the replacement of the bus stops, like the parking lot, would be the responsibility of SPS to construct, while the PFD had already agreed to pursue a replacement site on the north side of Boone Avenue immediately to the west of Howard Street. Since that time, STA has been actively engaged with SPS and PFD on the replacement site design and construction, with the site plan incorporating the replacement of the bus stop on Howard Street.

In late 2021, the STA Board of Directors approved a list of Near-Term Investments through Resolution No. 790-21, which included investing in Route 11's service span as well as infrastructure. Infrastructure investments were to include enhancements to the replacement bus stop on Howard Street as well as an

operator restroom to support layover activities at all-day service operations. SPS expressed a willingness to incorporate these enhancements into their construction project, understanding there would be costs to be reimbursed by STA. Through the Near-Term Investments and subsequent updates to the board-adopted Capital Improvement Program, STA has set aside $1.246 million for new bus stops and layover infrastructure for Route 11 (CIP Project #951). Reimbursement to SPS will be funded by the capital project budget.

On Monday, March 11, 2024, SPS provided the cost estimates for additive work to be carried out by SPS's contractor, Garco Construction, that are specific to STA. These total $238,000 before sales tax. Other reimbursable expenses will include design work for STA-related site improvements. Accounting for these expenses, sales tax and contingency, final reimbursement may range from $300,000 and $350,000.

On Thursday, March 21, the STA Board provided preliminary concurrence of the planned transit improvements and authorized the CEO to communicate the Board's intent to reimburse SPS for transit-related infrastructure costs not to exceed $350,000. This reimbursement agreement will fulfill the board's previous good faith commitment and act as the mechanism for reimbursement to SPS for costs incurred related to construction of the transit improvements.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board authorize, by motion, the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of $350,000.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of $350,000.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE PUBLIC SCHOOLS TRANSIT INFRASTRUCTURE CONSTRUCTION REIMBURSEMENT AGREEMENT

This Collaborative Agreement ("Agreement") is entered into by and between Spokane Public Schools, legally referenced as Spokane School District No. 81 ("SPS") and the Spokane Transit Authority ("STA") a Public Transportation Benefit Area acting pursuant to Chapter 36.57A RCW; each individually a "Party" and jointly referred to as "Parties".

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 RCW authorizes and provides for interlocal cooperation between governmental agencies such as SPS and STA;

WHEREAS, SPS constructed the new ONE Spokane Stadium ("Stadium") in downtown Spokane, which is situated on N. Washington Street and W. Boone Avenue;

WHEREAS, with the addition of the Stadium and other event buildings located near the Stadium, it was determined by SPS and the Spokane Public Facilities District that more parking would be necessary, which required the relocation of STA's existing shuttle lot to Parcel No. 35185.5001, which is owned by the Spokane Public Facilities District;

WHEREAS, the Spokane Public Facilities District (SPFD) purchased property to replace parking as a result of construction of the Stadium on a SPFD parking lot, the construction of which was addressed in the Stadium Development Agreement between SPS and the SPFD dated May, 2021;

WHEREAS, Parcel No. 35185.5001 (hereafter the "Comfort Station Lot") was developed by SPS for the purpose of additional parking for the patrons of the Stadium and other event buildings located near the Stadium; and

WHEREAS, in the development of the Comfort Station Lot, STA has requested changes and additions to the Comfort Station Lot for the purpose of constructing a comfort station and related amenities as set forth in Exhibit A, as well as a 160' bus layover, including all related infrastructure for standard and high performance transit bus stops (collectively hereinafter the "STA Comfort Station").

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE: The purpose of this agreement is to set forth each party's obligations in the construction and development of STA's Comfort Station.

2. ADMINISTRATION: No new or separate legal or administrative entity is created to administer the provisions of this Agreement. This Agreement shall be jointly administered by STA and SPS.

3. SCOPE OF AGREEMENT.

    a. As this is considered part of the Downtown Stadium Project, SPS will use its GC/CM contractor awarded the Downtown Stadium Project to complete the development of the Comfort Station Lot.

b. STA agrees to pay SPS directly for all costs associated with STA's requested changes and additions as provided for on Exhibit A in an amount not to exceed $350,000.00. SPS shall remit payment directly to the GC/CM contractor for all costs associated with the project.

c. SPS will submit invoices for reimbursement to STA for all costs associated with the STA Comfort Station and will provide documentation to STA to support such invoice(s). STA agrees to make payment within 30 days of receipt of such invoice.

d. The Comfort Station shall be owned exclusively by STA.

e. Project Managers: The parties listed below are the designated Project Managers on this project and will communicate as necessary until project completion.

SPS: Greg Forsyth	STA: Karl Otterstrom
gregoryf@spokaneschools.org	kotterstrom@spokanetransit.com
509-354-5771	509-325-6089

4. DURATION: This Agreement shall commence as of the date this Agreement is fully executed and shall remain in force until the completion of the Comfort Station and all obligations for payment have been met, unless otherwise terminated.

5. TERMINATION: Neither Party may terminate this Agreement without the written concurrence of the other Party. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

6. LIABILITY. Each party will be responsible for its own negligence. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement. Each party shall hold harmless and indemnify the other from and against any claim, demand, or judgment arising out of their actions under this Agreement.

7. INSURANCE. Each party will maintain, at all times, liability insurance to cover all actions by its employees or agents.

8. DISPUTE RESOLUTION. In the event that a dispute shall arise regarding the terms, conditions, or breach of this Agreement, the Parties shall, as a condition precedent to taking any action, mediate the dispute using the services of a mutually agreed upon independent mediator. Each party will equally share in the expenses of the mediator and the facility for the mediation. Each party will otherwise pay its own fees, costs, or expenses.

9. ASSIGNMENT. Neither party may assign this Agreement without the written consent by the other party.

10. AMENDMENT. Amendment of this Agreement may be made only by written agreement of the parties. Such amendments or modifications shall not be binding unless they are signed by persons authorized to bind each of the Parties.

11. SEVERABILITY. If any provision of this Agreement is determined to be invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Agreement shall remain enforceable.

12. WAIVER OF BREACH/DEFAULT. No waiver of any breach of any term of this Agreement shall be construed, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.

13. INTEGRATION/MODIFICATION. This Agreement constitutes the entire and exclusive agreement between the parties regarding this matter and no deviations from its terms shall be allowed unless a formal, written, mutual agreement occurs between the parties.

14. APPLICABLE LAW: This Agreement shall be construed under the law of the State of Washington. Any legal action or proceeding must be brought in Spokane County Superior Court.

15. NOTICES. All notices or other communications given shall be addressed to the Parties at the address set forth below:

SPS	**STA**
Cindy Coleman Chief Finance and Business Services Officer 200 N. Bernard Street Spokane, WA 99201	E. Susan Meyer Chief Executive Officer 1230 W. Boone Avenue Spokane, WA 99201

Spokane School District No. 81	**Spokane Transit Authority**
By: Cindy Coleman	By: E. Susan Meyer
Title: Chief Finance & Business Services Officer	Title: Chief Executive Officer
Date: _____	Date: _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 9J : LEGAL COUNSEL SERVICES EXTENSION: APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: In a Special Board meeting August 11, 2022, the STA Board approved a contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (EMLVO) to provide interim legal counsel services. The annual contract was effective August 12, 2022, with a one (1) year term and a maximum compensation of $200,000; whichever occurred earlier. On June 15, 2023, the Board approved a one (1) year extension and an increase of $200,000 to the maximum compensation of the contract. The contract is currently due to expire on August 11, 2024, with a maximum compensation of $400,000; whichever occurs earlier.

The Board Operations Committee approved a Scope of Work for procurement of legal counsel services at a special meeting May 22, 2024. The process of issuing an RFP, interviewing, and selecting a firm for legal services will extend beyond the current expiration date of August 11, 2024.

Staff propose an extension to the existing contract through September 30, 2024, with an increase in maximum compensation by $35,000.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the extension of EMLVO Legal Services contract through September 30, 2024, with an increase in maximum compensation of $35,000.

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

RECOMMENDATION TO BOARD: Approve, by motion, the extension of EMLVO Legal Services contract through September 30, 2024, with an increase in maximum compensation of $35,000.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING of

June 20, 2024

AGENDA ITEM 10A : BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director for Capital Development
Brian Jennings, Deputy Director for Community Development

SUMMARY: Improvements and adjustments to bus stops are an essential aspect of improving the customer experience and building accessibility to transit service. Several projects currently in design include improvements and other construction at bus stops that in some instances will require activity outside the public right-of-way. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions up to $25,000 per parcel.

BACKGROUND: Spokane Transit has nearly 1,700 bus stops throughout the Public Transportation Benefit Area (PTBA) to provide access to Fixed Route service. While bus stops are generally placed within public right-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner.

Multiple capital programs are in place to improve bus stop amenities. The following active projects within these programs have stops that will require right of access to adjacent property for one or more bus stops:

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
347	Central City Line	Demolition of vestigial shelter pads and footings (discontinued stops on City Line route)
464	Route & Stop Facility Improvements	Rural Highway Stop Improvements (Rt 62 / SR 902 Improvements)
479	Monroe-Regal Line	Shelter and Stop Enhancements (Phase 3)
898	Route & Stop Facility Improvements	Route Segment Investments Project
899	Route & Stop Facility Improvements	Shelters & Lighting Project
949	Route & Stop Facility Improvements	New Bus Stops & Comfort Station – Spokane Valley (Route 95 Mid-Valley Improvements)

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
1039	Route & Stop Facility Improvements	2024 Service Change Improvements

To allow for the purchase of necessary property rights from property owners, staff are seeking Board authorization by resolution for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests for parcels where the purchase price does not exceed $25,000 per parcel. Purchases above $25,000 will continue to come to the Board for approval. The draft resolution also signals the Board's intent to pursue condemnation proceedings for purchases where a purchase price cannot be agreed upon. In these instances, additional Board authorization will be required prior to any formal condemnation actions.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a resolution providing for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed $25,000 per parcel.

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

RECOMMENDATION TO BOARD: Approve Resolution 821-24 providing for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests l in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed $25,000 per parcel.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. 821-24

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF BUS STOP SITE IMPROVEMENTS, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

WHEREAS, the Spokane Transit Authority ("STA") is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including Chapter 36.57A RCW, Public Transportation Benefit Areas (PTBAs); and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public benefit transportation area; and

WHEREAS, under RCW 36.57A.090(2), STA has the power "[to] acquire by purchase, condemnation, ... gift, or grant, and to... construct, add to, improve, replace, repair, ... the use of transportation facilities within or without the public transportation benefit area, including ... all lands, rights-of-way, property, equipment, and accessories necessary for such systems."; and

WHEREAS, Article I, § 16 of the Washington Constitution, RCW 36.57A.090-.100, and Chapter 8.12 RCW allow a public benefit transportation area to acquire private property for public use upon making just compensation to the owners; and

WHEREAS, STA's planned projects addressing site improvements of former, current and future bus stops at various locations, are included within the programs of the 2024-2029 Capital Improvement Program, a component of the 2024-2029 Transit Development Plan, adopted by STA's Board of Directors in Resolution No. 810-23; and,

WHEREAS, said projects are funded with the approved 2024 Capital Budget, Resolution No. 815-23; and,

WHEREAS, it will be necessary to purchase or acquire certain real property at certain bus stop locations in order to complete the necessary improvements for the Projects referenced in Section 1 ("Project Improvements", defined below); and

WHEREAS, STA's Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the site improvements for said bus stops, but where the parties are unable to agree upon the purchase price, or the owner of the property expresses a desire for STA to acquire the property interest(s) via STA's eminent domain authority, it will be necessary for STA to exercise such authority; and

WHEREAS, if the parties agree as to the purchase price of any such property interest(s) necessary for the Project Improvements, STA's Chief Executive Officer may enter into an agreement to purchase any necessary property interest(s), not to exceed $25,000.00 per parcel, and execute all necessary documents to effectuate such purchases.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. Determination of Public Use and Necessity. Public use and necessity requires the STA to acquire the land and property in order to carry out the site improvements for existing and future bus stops across the PTBA, together with such other permanent or temporary easements as may be deemed necessary by STA staff, for public purposes in order to complete said site improvements, including utilities and related improvements, all as set forth in the Capital Improvement Program and limited to the following capital projects (the "Project Improvements"):

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
347	Central City Line	Demolition of vestigial shelter pads and footings (discontinued stops on City Line route)
464	Route & Stop Facility Improvements	Rural Highway Stop Improvements (Rt 62 / SR 902 Improvements)
479	Monroe-Regal Line	Shelter and Stop Enhancements (Phase 3)
898	Route & Stop Facility Improvements	Route Segment Investments Project
899	Route & Stop Facility Improvements	Shelters & Lighting Project
949	Route & Stop Facility Improvements	New Bus Stops & Comfort Station – Spokane Valley (Route 95 Mid-Valley Improvements)
1039	Route & Stop Facility Improvements	2024 Service Change Improvements

Section 2. Statement of Intent to Exercise Eminent Domain Powers if Necessary. The STA Board of Directors hereby states its intent to exercise its powers of eminent domain, when and if necessary, to acquire all real property interests necessary for the Project improvements.

Section 3. Authorization of the Chief Executive Officer. The STA Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute all necessary documents for the purchase of real property interest(s) for the Project improvements, as may be necessary to complete the projects, where the parties agree as to the purchase price of such property interest(s), in an amount not to exceed $25,000.00 per parcel.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 25th day of July 2024.

Attest:

Dana Infalt
Clerk of the Authority

All French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 11A : CONNECT 2035 PHASE 2 UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will briefly review the evaluation process for Connect 2035 initiatives as a follow-up to the June 5, 2024, Board workshop.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 12A: BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 13A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

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

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 13A*i*: CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT POLICY LANGUAGE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will facilitate a discussion with the Board to gather input concerning the policy language in existing *Connect Spokane* comprehensive plan related to farebox recovery, seeking to validate the Board's direction on whether to maintain or modify the current objective of 20% farebox recovery. Staff will also review draft language from the draft Equity and Inclusion element of the plan.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 14A : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Josh Kerns, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16A : COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

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SUMMARY: The approved minutes of the May 1, 2024, Planning and Development and Performance Monitoring and External Relations Committee meetings, the May 8, 2024, Board Operations Committee meeting and the May 22, 2024, Board Operations Special Meeting are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 8, 2024, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

w/ Virtual Public Viewing Option

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley, *Chair Pro Tem, Planning & Development Committee Chair*
Josh Kerns, Spokane County, *Performance Monitoring & External Relations Committee Chair, Non-Voting*
Dan Dunne, Small Cities Representative (Liberty Lake)
Zack Zappone, City of Spokane
E. Susan Meyer, Chief Executive Officer, *Ex Officio*

STAFF PRESENT

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

MEMBERS ABSENT

None

STAFF ABSENT

Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer

PROVIDING LEGAL COUNSEL

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

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1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Mr. Zappone moved to approve the agenda, Mr. Dunne seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French commented on his and Mr. Kerns' trip to Washington D.C. with Greater Spokane Incorporated.

Ms. Haley joined the meeting at 1:33 p.m.

4. COMMITTEE ACTION

A. April 10, 2024, Committee Minutes

Ms. Haley moved to approve the April 10, 2024, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

B. 2024 Board Operations Committee Work Program Approval

Ms. Clark presented the 2024 Board Operations Committee Work Program. The Committee reviewed and adjusted the program items per the discussion. The Committee will review performance objectives in June.

Ms. Haley moved to approve the 2024 Board Operations Committee Work Program as amended, Mr. Zappone seconded, and the motion passed unanimously.

C. Updated 2024 Board & Committee Calendar

Ms. Infalt presented the Updated 2024 Board & Committee Calendar incorporating the Board Workshops and additional Citizen Advisory Committee meetings.

Ms. Haley moved to recommend the Board approve, by Resolution 820-24, the updated 2024 Board and Committee Meeting calendar, Mr. Dunne seconded, and the motion passed unanimously.

D. Contract for Legal Counsel

Chair French recommended extending the current contract for Legal Counsel. The contract will be included in the Board packet when this item is placed on the Board agenda.

Ms. Haley moved to extend the contract for Legal Counsel through the end of 2025, Mr. Dunne seconded, Chair French, Ms. Haley, and Mr. Dunne voted Yes, Mr. Zappone voted No, and the motion passed.

5. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on May 1, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on May 1, 2024.

6. BOARD OF DIRECTORS AGENDA MAY 16, 2024

Two items were added to the Board of Directors Agenda item "17. Executive Session:" "Pending or Potential Litigation," and "Review the Performance of Public Employee." The Executive Session will be extended to 30 minutes to accommodate. The contract for Legal Counsel will be added to item 8.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 12, 2024

The item "Review CEO Performance Objectives" will be added to the agenda.

8. CEO REPORT

Ms. Meyer shared the April 2024 voter-approved sales tax revenues representing February 2024 sales. The committee discussed trends in sales tax within their jurisdictions. Ms. Meyer presented STA's ridership results for Bloomsday. Ms. Meyer shared with the Committee that Ms. Clark corresponded with STA's Purchasing team and received notice that STA does not typically include copies of contracts in packets as STA's process leaves contracts in draft form until a contract is approved by the Board and then delegated to the CEO for execution. A copy of the contract for Legal Counsel services will be included, since it is an extension and should not include changes.

9. NEW BUSINESS

There was no new business.

10. Executive Session (EMVLO)

Chair French advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *"considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price."*

Chair French also said there would be no action as a result of the Executive Session and the meeting would be adjourned when the Executive Session was complete.

The Committee entered Executive Session at 2:40 p.m., with a 15-minute projected timeframe. At 2:55 p.m., an additional 5 minutes was requested. At 3:05 p.m., the Executive Session ended, and the Committee meeting was adjourned.

11. ADJOURN

Chair French adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

BOARD OPERATIONS COMMITTEE SPECIAL MEETING

Approved Minutes of the May 22, 2024, Meeting

Virtual with Public Viewing Option at

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley, *Chair Pro Tem, Planning & Development Committee Chair*
Josh Kerns, Spokane County, *Performance Monitoring & External Relations Committee Chair, Non-Voting*
Dan Dunne, Small Cities Representative (Liberty Lake)
Kitty Klitzke, City of Spokane *Alternate*
E. Susan Meyer, Chief Executive Officer, *Ex Officio*

STAFF PRESENT

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

MEMBERS ABSENT

Zack Zappone, City of Spokane

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

PROVIDING LEGAL COUNSEL

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

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1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 3:01 p.m. and conducted roll call.

2. LEGAL SERVICES CONTRACT SCOPE OF WORK APPROVAL

Ms. Meyer presented the legal services contract history and current scope of work description to the Committee. The Committee discussed adding the word "legal" to items H. and N. The Committee agreed the addition does not change the scope of work. A virtual option for legal counsel attendance at meetings was discussed, and the Committee determined it would be appropriate to address during the RFP process.

Ms. Haley moved to approve the Legal Services Contract Scope of Work as amended, Mr. Dunne seconded, and the motion passed unanimously.

Ms. Meyer discussed the RFP timeline with the Committee.

3. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 3:23 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the May 1, 2024, Meeting

STA Northside Conference Room
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley – *Chair*
Zack Zappone, City of Spokane
Kitty Klitzke, City of Spokane
Chris Grover, Small Cities Representative (Cheney), *Ex-Officio*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Dan Dunne, Small Cities Representative (Liberty Lake)
Rhonda Bowers, Labor Representative *(Non-voting)*
E. Susan Meyer, Chief Executive Officer *Ex -Officio*

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer Service Officer
Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

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1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

   Chair Haley had nothing to report at this time.

3. COMMITTEE ACTION

   A. MINUTES OF THE MARCH 27, 2024 (APRIL), COMMITTEE MEETING

   Ms. Kitty Klitzke moved to approve the March 27, 2024 (April), Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

   A. BOARD CONSENT AGENDA – *none*

   B. BOARD DISCUSSION AGENDA – *none*

5. REPORTS TO COMMITTEE

   A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUES AND FARES ELEMENT

   Mr. Otterstrom reviewed draft revisions to the Revenues & Fares Element, as well as the draft of the new Transit Equity and Inclusion Element for review and comment. STA's goal is for the fare revenue structure to appropriately balance fares paid by riders with local, voter-approved sales taxes, grants, and other revenue to provide high-quality service. Mr. Otterstrom reviewed

existing policies proposed to be removed, 1.3 Advertising (no longer offered) and 2.5 Low Income Fares. Staff are proposing three new elements: 2.5 Business and Institutional Fare Programs, 2.6 Eligibility-based Fare Programs, and 2.7 Community Access Programs. Mr. Otterstrom reviewed other minor changes. Discussion ensued.

Mr. Otterstrom provided the proposed content for the draft Transit Equity and Inclusion Element, which includes moving Title VI policies to the main body of the comprehensive plan, reflecting STA's commitment to serving all residents, and recognition and acknowledgement of the Washington State Healthy Environment for All (HEAL) Act. Mr. Otterstrom reviewed the proposed introduction to the Transit Equity and Inclusion element. Mr. Otterstrom described the goals and principles for this element. Mr. Otterstrom gave a brief description of the draft policies. Mr. Otterstrom concluded his report by going over the next steps for bringing forward other draft changes. Mr. Zack Zappone inquired about public input on draft changes. Mr. Otterstrom offered to include a report on planned outreach in an upcoming committee meeting.

B. STA MOVING FORWARD: PROJECT DELIVERY AMENDMENT

Mr. Otterstrom provided a brief background on the 10-year strategic plan *STA Moving Forward* and the impetus for the Project Delivery Amendment. Mr. Otterstrom reviewed the adjustments proposed as part of the amendment. This includes changing the completion year to 2017 for the project, "Direct, non-stop peak hour service between Liberty Lake and Spokane" since the project was first implemented in 2017 and additional service is no longer warranted. It also includes adjusting the project descriptions for two other projects: 1) delivering the preliminary design and right-of-way acquisition for Appleway Station Park & Ride, and 2) addition of evening and weekend service on Route 45 Perry District. Mr. Otterstrom reviewed the Draft Appendix D, which is proposed to be added to *STA Moving Forward* through amendment. Next steps include a public hearing at the May Board meeting.

C. CONNECT 2035 STRATEGIC PLAN UPDATE: PROPOSED OUTCOMES

Mr. Otterstrom reviewed the goals of *Connect 2035,* the next 10-year strategic plan, which were identified during Phase 1 of the strategic planning effort. *Connect 2035* initiatives will represent the programs, projects, and supporting investments that are needed to deliver on the strategic goals. Mr. Otterstrom provided the framework for Connect 2035's Initiatives and Investments. It is important to recognize that the current rate of local, voter-approved sales tax of 8/10 of one percent is required to operate and maintain all investments delivered as part of *STA Moving Forward.* Effectively, these investments are assumed to be baseline requirements of *Connect 2035*. The planning effort identifies several upcoming projects as core investments. This includes Division Street Bus Rapid Transit (BRT), zero-emission fleet transition, and implementing a facilities master plan. There are opportunities for enhancements, both one-time and ongoing, that could be identified and included in the final *Connect 2035* plan. Any ongoing enhancements that are beyond current resources would need to be understood as only feasible with additional funding. STA is in an ongoing input gathering process, seeking public input through rider forums and open houses, holding listening sessions with the STA Board of Directors, conducting STA employee outreach, and utilizing technical analysis to evaluate enhancement initiatives. Mr. Otterstrom provided a list of potential initiative categories. After the list of initiatives has been compiled, the evaluation process will begin. Evaluation will ensure that proposed investments chosen and included support the strategic framework. The evaluation will identify the initiatives that deliver the most impact, offer the highest return on investment, and further the strategic goals to the greatest extent. Mr. Otterstrom described the evaluation process and timeline; the full list of initiatives will be brought to the Board at the June 5 workshop.

D. 2025-2030 TRANSIT DEVELOPMENT PLAN: PROPOSED 2025-2027 SERVICE IMPROVEMENTS

Mr. Otterstrom, in the interest of time, provided a high-level overview of the ongoing development of the 2025-2030 Transit Development Plan (TDP). Mr. Otterstrom introduced the Service Improvement Program (SIP), which is a three-year road map for service changes that is included in the TDP. It helps provide a common understanding of upcoming changes to service. Mr. Otterstrom described the three main themes for each year of the SIP, 2025 will focus on the West Plains, and? investments on High Performance Transit (HPT) routes; 2026 will focus on minor adjustments and a potential pilot of expansion into north Idaho; and 2027 will focus on Spokane Valley and Argonne Station Park & Ride implementation. Mr. Otterstrom provided a map of service requests; these were received during 2023 and such feedback informs regular system performance reviews and long-range planning. The next steps are to incorporate the draft SIP into the Draft 2025-2030 TDP for review and comment. Ms. Klitzke inquired about a possibility of expanding the Public Transportation Benefit Area (PTBA). Annexation of other areas into the PTBA is possible, there are multiple steps to this process that the Board would have to take.

E. 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY CAPITAL IMPROVEMENT PROGRAM

In the interest of time, Ms. Liard recommended that this topic be moved to the June meeting and be presented with the full draft of the TDP.

F. 2025-2030 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

In the interest of time, Ms. Liard recommended that this this topic be moved to the June meeting and be presented with the full draft of the TDP.

G. TRANSIT ORIENTED DEVELOPMENT: PILOT PROJECT FUNDING

In the interest of time, Mr. Otterstrom recommended that this item be deferred to next month.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Sales Tax Update: April 2024 Voter-Approved Sales Tax Revenue (February 2024 Sales). Actual ($8,280,274) compared to budget ($7,893,772) for a 4.9% difference of $386,502. Sales tax revenue is 4.9% YTD above budget ($0.8M), 4.9% above April 2023 actual ($0.4M) and 2.3% YTD above 2023 actual ($0.8M).

Bloomsday 2024: Ms. Meyer stated that the organization is prepared to do what it has always done, which is to make Bloomsday bus service a success. She reviewed the schedule for shuttle service. Given the Board's recent approval of fare free on weekends in May and June 2024, no money will be collected and those who have purchased passes in advance will be refunded.

APTA Mobility Conference: Ms. Meyer and Mr. Otterstrom attended the American Public Transportation Association (APTA) Mobility conference in Portland, Oregon, along with Mayor Grover and Council Member Speirs. During the conference, the group from STA met with Ms. Sherry Little and Mr. Mike Piper from Cardinal Infrastructure and the Federal Transit Administration (FTA), including its executive director and Region 10 administrator. FTA leadership is pleased with STA's delivery of City Line and supportive of ongoing efforts in preparing Division Street Bus Rapid Transit (BRT) for a future request for Capital Investment Grant (CIG) funding. Mayor Grover said STA was very well received, that FTA is impressed by how well STA had done in keeping City Line under budget, which sends a very positive message.

Zero-Emission Fleet Transition Plan Workshop: This will take place on Friday and breakfast will be provided. The consultant from Center for Transportation and the Environment (CTE) and Mr. Rapez-

Betty will be leading the presentation and discussion about the evaluations of the battery electric buses and hydrogen fuel buses.

7. COMMITTEE INFORMATION – *none*

8. REVIEW June 5, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - *none*

10. COMMITTEE MEMBERS' EXPRESSIONS

Related to the comprehensive plan, Mayor Grover opined that, while it is good to look at other plans prepared by other agencies, with the expertise of those in the room, we can develop a comprehensive plan that other agencies are going to want to see. Regarding expanding the PTBA, he reminded the Board that we still have underserved areas within the PTBA that should be focused on and Chair Haley added that she agreed. There is a reason STA was one of two agencies she is aware of that completed huge projects under budget, which is impressive.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:31 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, June 5, 2024, at 10:00 a.m. in person at STA Northside Conference Room.

Respectfully submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Approved Minutes of the May 1, 2024, Meeting
STA Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT
Josh Kerns, Spokane County *
Tim Hattenburg, City of Spokane Valley
Paul Dillon, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Lance Speirs, City of Medical Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

COMMITTEE MEMBERS ABSENT
Betsy Wilkerson, City of Spokane

**Committee Chairman*

STAFF PRESENT
Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning and Development Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications and Customer Service Officer
Molly Fricano, Executive Assistant to the COO

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

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1. CALL TO ORDER AND ROLL CALL
   Chair Kerns called the meeting to order at 1:30 p.m. and roll call was conducted.

2. COMMITTEE CHAIR REPORT
   Chair Kerns had no report at this time.

3. COMMITTEE APPROVAL
   A. Minutes of the March 27, 2024, Committee Meeting (April Meeting)
      Mr. Hattenburg moved to approve the March 27, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

   B. Appointment of Members to Citizen Advisory Committee
      Dr. Cortright provided background on the Citizen Advisory Committee (CAC), and the member evaluation process that took place. She advised the CAC requested approval of the nomination of Ms. Julie Corpuz and Mr. Jackson Deese. Dr. Cortright shared the qualifications of both candidates. Mr. Dan Brown, CAC Chair, spoke in support of the candidates.

      Mr. Hattenburg moved to recommend the appointment of Julie Corpuz and Jackson Deese to the Citizen Advisory Committee, for a first term of three years, commencing June 1, 2024. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

   A. Board Consent Agenda

      1. Plaza Facility Engineering Services - Award of Contract
         Mr. Rapez-Betty provided background on the current Plaza Facility Engineering Services contract which expires June 30, 2024. He explained during the evaluation process, one

responsive proposal was received, and Black Realty Management, Inc., was determined to be a qualified and cost-effective firm. The five-year contract has an estimated cost of $2,804,641.

Mr. Hattenburg moved to recommend the Board authorize the CEO to negotiate a five-year contract with Black Realty Management, Inc. for Plaza Facilities Engineering Services for an estimated total value of $2,804,641. Mr. Kerns seconded, and the motion passed unanimously.

2. Mirabeau Transit Center Improvements - Award of Contract
Mr. Otterstrom provided background on the Mirabeau Point Park & Ride project and presented a site overview with proposed improvements and building/platform designs. He discussed the procurement process timeline, contractor bids, project budget summary, and the anticipated construction timeline.

Mr. Hattenburg moved to recommend the Board approve the award of contract for Mirabeau Transit Center Improvements to Cameron-Reilly, LLC for $4,190,500, and allow the CEO to apply 15% contingency funds, as necessary. Mr. Kerns seconded, and the motion passed unanimously.

3. City of Spokane Valley Master Design and Construction Agreement
Mr. Otterstrom provided background on the Master Design and Construction Agreement with the City of Spokane Valley and explained it will set the framework for future project orders. He presented Project Order #1, which is the Sprague Avenue accessible crossing improvement, and Project Order #2 for the Sprague HPT Bus Stop Improvement.

Mr. Hattenburg moved to recommend the Board approve the CEO to execute the Master Design and Construction Agreement with the City of Spokane Valley, along with Project Orders #1 and #2 for specific improvements to the pedestrian crossing and bus stop on Sprague Avenue as incorporated into the City's Sprague Avenue Stormwater project. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. Community Access Pass (CAP) Program Survey Results
Dr. Cortright provided background on the twenty-two question Community Access Pass (CAP) survey emailed to all active CAP program participants on February 21, 2024, and explained twenty out of fifty-one agencies responded which is a response rate of 39%. She presented a general overview of the results, and noted overall feedback was positive about the program and the information corresponded to trends in the data regarding pass utilization.

B. 2023 Fixed Route Rider Survey Results
Dr. Cortright presented the 2023 Fixed Route Rider Survey results which was conducted in October 2023 by ETC Institute. The survey aimed to collect feedback from riders regarding their perceptions of the services provided by STA. Dr. Cortright explained for the first time since the pandemic the survey was conducted in person on the bus. There was also the option of using a QR code to take the survey virtually. Overall, positive results showed 82% of respondents were satisfied or very satisfied with Spokane Transit bus service, and five areas of Customer Service ranked as excellent or good by most respondents, which included Security.

6. CEO REPORT
   - Ms. Meyer reported the April 2024 voter-approved sales tax revenue collected on February 2024 sales against a budget of $7,893,772. The actual receipts were $8,280,274 which is 4.9% over budget with a variance totaling $386,502. Year-to-date is 2.3% above budget and totaling approximately $0.8M.
   - Ms. Meyer discussed the shuttle services STA is providing for Bloomsday and identified the pick-up locations available to participants. This is also the first weekend of the fare promotion for Expo '74, including free fares on all routes weekends between May 4 and July 4, as well as fifty-cent fares on weekdays on Route 11. The STA Communications team created a promotional video to share on all social media platforms. The STA Finance Department will refund Bloomsday registrants who pre-paid for a bus ticket.

     STA has been preparing for Bloomsday and will have a sufficient number of bus drivers, Paratransit van operators, maintenance staff, Facilities & Grounds staff, supervisors, and security to ensure a good experience for all participants.
   - Ms. Meyer stated she attended the APTA Mobility Conference in Portland along with Mayor Grover, Council Member Speirs, Karl Otterstrom, Delana Combs, and Bryan Mulrooney. Attendees met with representatives from the Federal Transit Administration and discussed City Line results and project savings. Also discussed was Division BRT project, which is in the project development phase. STA is in line for funding for this project. Council Member Speirs added FTA was impressed with STA for being good stewards of finances.
   - Ms. Meyer discussed the Zero-Emission Transition Board workshop on Friday, May 3, 2024, at CenterPlace in Spokane Valley. Staff will share analysis that has been conducted and there will be discussion about STA's fleet transition to zero-emission vehicles. Staff will follow up with Board members after the meeting to confirm attendance.

7. JUNE 5, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS
   There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS
   There were no committee members' expressions at this time.

10. ADJOURN
    With no further business to come before the committee, Chair Kerns adjourned the meeting at 2:41 p.m.

The next committee meeting will be held on Wednesday, June 5, 2024, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano
Molly Fricano
Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16B: MAY 2024 SALES TAX REVENUE

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached is the May 2024 voter-approved sales tax revenue information. May sales tax revenue, which represents sales for March 2024, was:

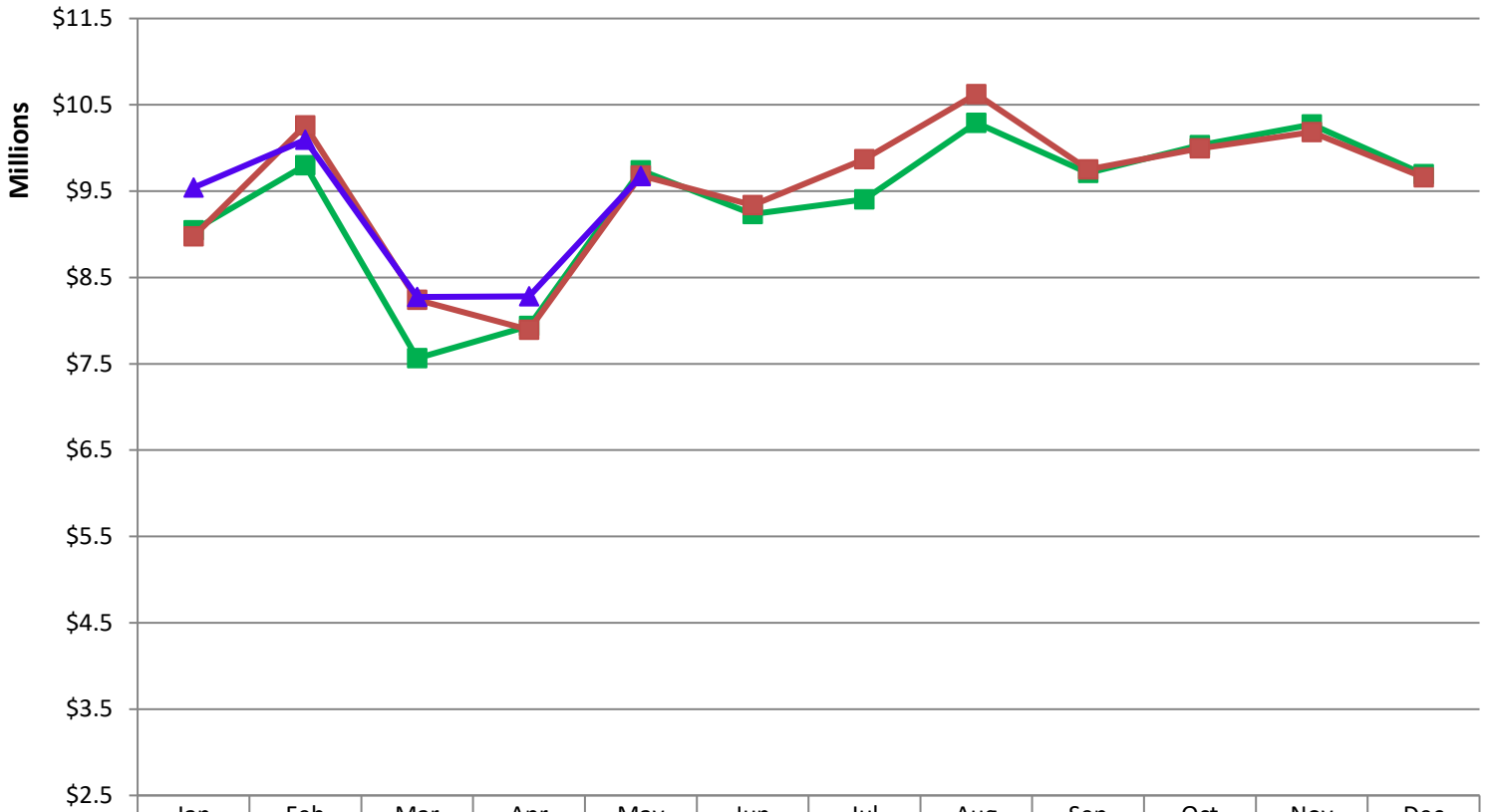
- 0.1% below 2024 budget
- 1.8% above YTD 2024 budget
- 0.1% below 2023 actual
- 1.8% above YTD 2023 actual

Total taxable sales for March were *up* 1.7% from March 2023. 2024 YTD sales are *up* 1.4% from March 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 3.8% ($-21.4M) in March 2024 vs March 2023 and is *down* by 3.0% ($-46.9M) March 2024 YTD vs 2023 YTD
    - Other Miscellaneous Retailers *increased* 3.0% or $7.4M March 2024 YTD over March 2023 YTD
    - Health and Personal Care Retailers *decreased* 12.3% or ($-8.9M) March 2024 YTD over March 2023 YTD
    - Other Motor Vehicle Dealers *decreased* 25.2% or ($-12.8M) March 2024 YTD over March 2023 YTD
    - Automobile Dealers *decreased* 5.2% or ($-15.2M) March 2024 YTD over March 2023 YTD
    - Building Material and Supplies Dealers *decreased* 11.3% or ($-16.0M) March 2024 YTD over March 2023 YTD
- Construction *decreased* by 4.9% ($-8.3M) in March 2024 vs March 2023 and is *down* by 0.3% ($-1.3M) March 2024 YTD vs 2023 YTD
- Accommodation and Food Services *increased* by 5.8% ($7.4M) in March 2024 vs March 2023 and is *up* by 8.9% ($9.9M) March 2024 YTD vs 2023 YTD

RECOMMENDATION TO BOARD: Information only.

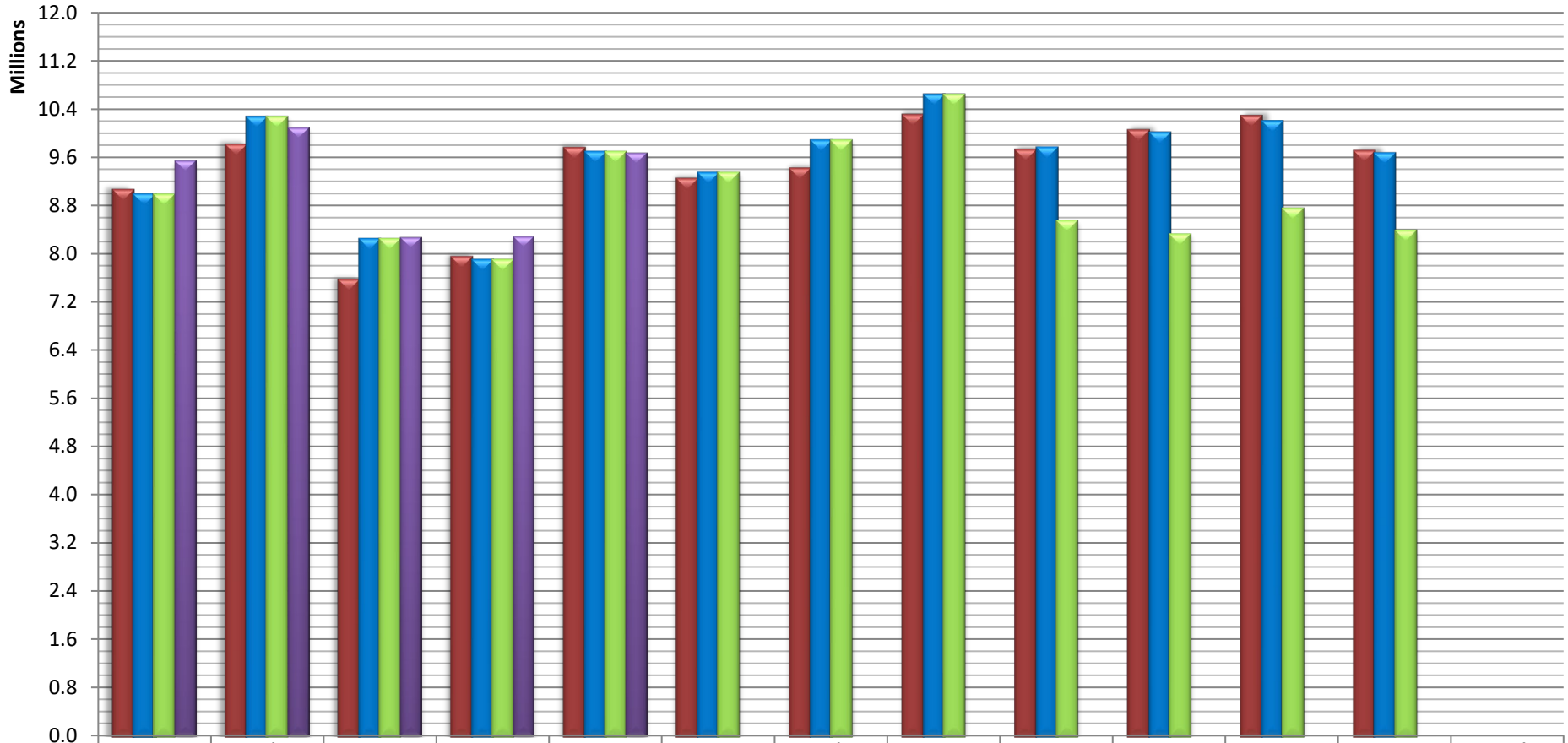
Sales Tax Revenue History-May 2024[(1)]



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	$9.0	$9.8	$7.6	$7.9	$9.7	$9.2	$9.4	$10.3	$9.7	$10.0	$10.3	$9.7
2023	$9.0	$10.3	$8.2	$7.9	$9.7	$9.3	$9.9	$10.6	$9.8	$10.0	$10.2	$9.7
2024	$9.5	$10.1	$8.3	$8.3	$9.7							

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

2022 - 2024 SALES TAX RECEIPTS [1]



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	9,752,433	9,996,776	10,185,375	9,659,670	114,481,306
2024 Budget	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	8,541,727	8,317,585	8,743,306	8,380,001	108,869,671
2024 Actual	9,541,665	10,094,347	8,274,027	8,280,274	9,674,060	-	-	-	-	-	-	-	45,864,373
$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	-	-	-	-	-	-	-	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
$ YTD Var.	565,161	398,439	430,634	817,136	808,891	-	-	-	-	-	-	-	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	6.3%	2.1%	1.6%	2.3%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

[1] Voter-approved sales tax distributions lag two months after collection. For example, collection of January's sales tax revenue is distributed in March.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16C: APRIL 2024 FINANCIAL RESULTS SUMMARY

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the April 2024 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, April year-to-date revenue is 6.6% ($3.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 0.7% higher than budget
- Sales Tax Revenue is 2.3% higher than budget
- Federal & State Grant Revenue is 22.6% higher than budget
- Miscellaneous Revenue is 36.1% higher than budget

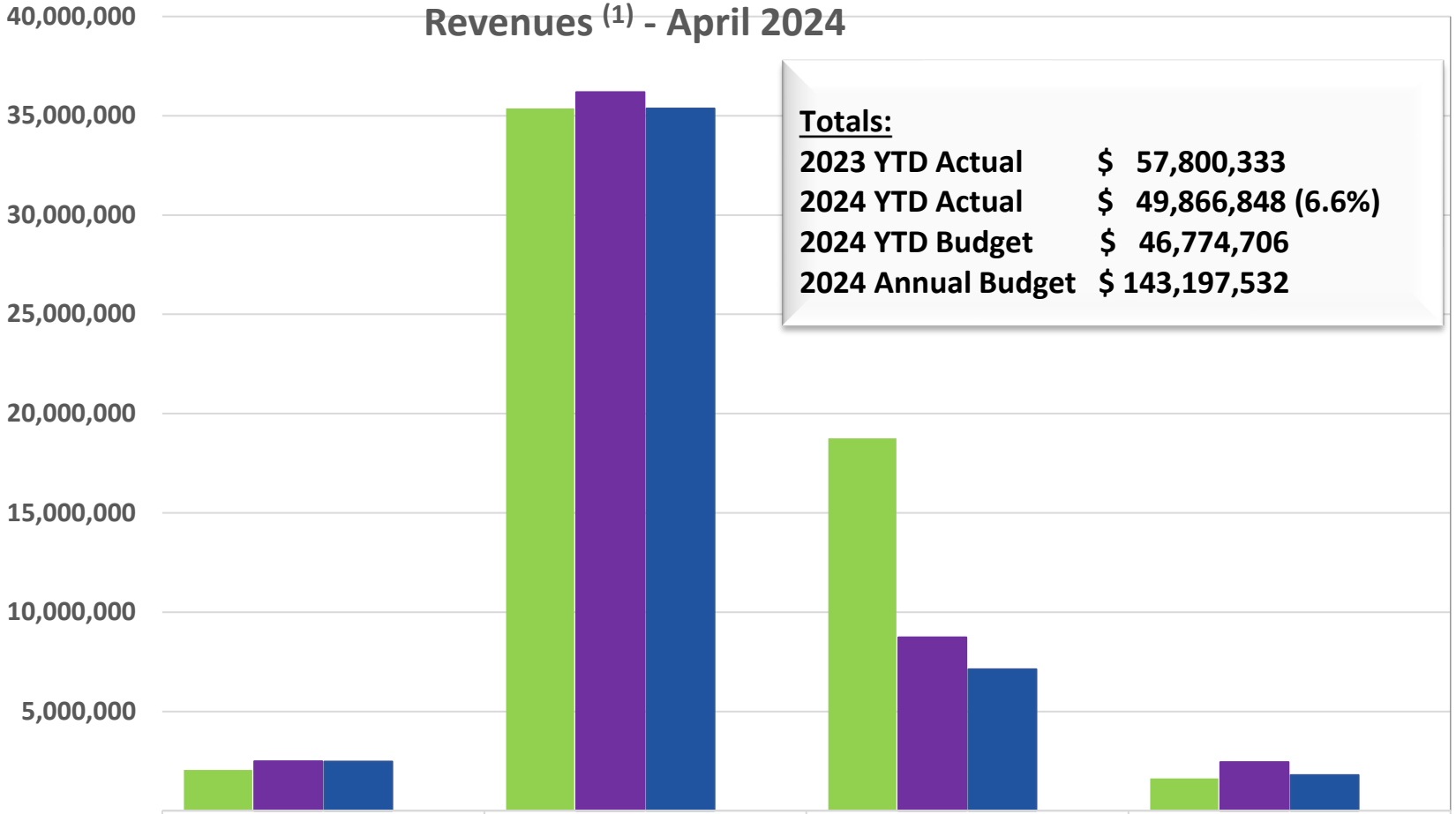
Operating Expenses

Overall, April year-to-date operating expenses are 6.9% ($2.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.7% lower than budget
- Paratransit is 9.7% lower than budget
- Rideshare is 14.0% lower than budget
- Plaza is 0.3% lower than budget
- Administration is 13.9% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit
Revenues (1) - April 2024

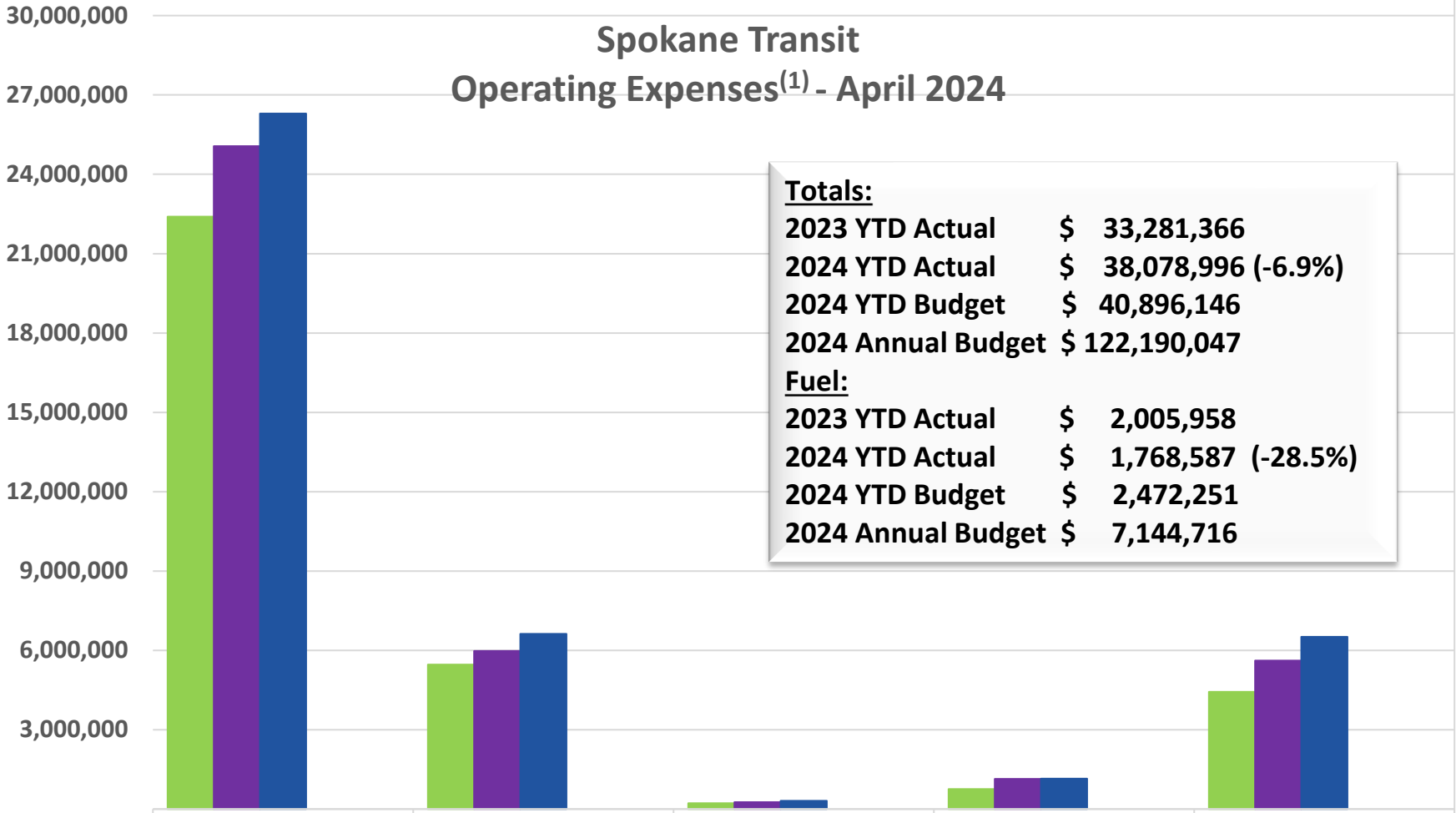


Totals:

2023 YTD Actual	$ 57,800,333
2024 YTD Actual	$ 49,866,848 (6.6%)
2024 YTD Budget	$ 46,774,706
2024 Annual Budget	$ 143,197,532

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2023 YTD Actual	2,053,898	35,373,178	18,747,080	1,626,177
2024 YTD Actual	2,491,630	36,190,312	8,734,897	2,450,009
2024 YTD Budget	2,475,197	35,373,177	7,126,684	1,799,648
2024 YTD Budget Variance	0.7%	2.3%	22.6%	36.1%
2024 Budget	7,548,864	108,869,671	21,380,052	5,398,945

(1) Above amounts exclude grants used for capital projects. Year-to-date April state capital grant reimbursements total $620,301 and federal capital grant reimbursements total $0.



	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2023 YTD Actual	22,402,266	5,463,418	219,241	758,193	4,438,248
2024 YTD Actual	25,069,596	5,982,957	267,865	1,145,434	5,613,144
2024 YTD Budget	26,295,887	6,622,451	311,385	1,149,319	6,517,104
2024 YTD Budget Variance	-4.7%	-9.7%	-14.0%	-0.3%	-13.9%
2024 Total Budget	78,970,783	20,026,632	908,949	3,525,016	18,758,667

(1) Operating expenses exclude capital expenditures of $2,912,889 and Street/Road cooperative projects of $0 for year-to-date April 2024.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16D: APRIL 2024 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were 2 more weekdays (22 vs. 20) in April 2024 compared to April 2023.

FIXED ROUTE

Total monthly ridership increased 25.3% (891,678 vs. 711,745) in April 2024 compared to April 2023 and was up 17.4% (3,335,787 vs. 2,840,821) YTD.

Average weekday ridership increased 19.1% (34,762 vs. 29,194) in April 2024 compared to April 2023 and was up 14.4% (33,107 vs. 28,941) YTD.

Adult Ridership increased 11.1% (381,186 vs. 343,088) in April 2024 compared to April 2023 and was up 4.5% (1,451,525 vs. 1,389,350) YTD.

Zero-Fare Youth Ridership increased 51.0% (179,829 vs. 119,062) in April 2024 compared to April 2023 and was up 37.0% (674,610 vs. 492,269) YTD.

Reduced Fare / Paratransit Ridership increased 17.9% (109,199 vs. 92,596) in April 2024 compared to April 2023 and was up 10.5% (402,089 vs. 363,735) YTD.

CCS Pass Ridership increased 65.7% (39,291 vs. 23,707) in April 2024 compared to April 2023 and was up 42.1% (136,725 vs. 96,227) YTD.

Eagle Pass Ridership increased 6.3% (35,997 vs. 33,852) in April 2024 compared to April 2023 and was down 4.3% (128,951 vs. 134,764) YTD.

55.4% of all passengers used Connect Passes.

PARATRANSIT

Total monthly ridership increased 14.4% (33,737 vs. 29,498) April 2024 compared to April 2023 and was up 9.2% (128,724 vs. 117,934) YTD.

Detailed breakdown:

Directly operated service increased 18.9% (18,085 vs. 15,213) in April 2024 compared to April 2023 and was up 11.8% (69,478 vs. 62,119) YTD.

- Contracted service increased 9.6% (15,652 vs. 14,285) in April 2024 compared to April 2023 and was up 6.1% (59,246 vs. 55,815) YTD.
- Special Use Van ridership decreased 15% (1,048 vs. 1,233) in April 2024 compared to April 2023 and was down 10.8% (4,012 vs. 4,497) YTD.

RIDESHARE

Total ridership increased 17.0% (8,880 vs. 7,592) in April 2024 compared to April 2023 and was up 12.2% (35,934 vs. 32,023) YTD.

Active Rideshare groups increased 19.4% (86 vs.72) in April 2024 compared to April 2023.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 31.9% ($271,348 vs. $205,666) in April 2024 compared to April 2023. YTD total Value Added increased 27.8% ($1,046,334 vs. $818,744).

- Autoload increased 12.1% ($13,230 vs. $11,805) in April 2024 compared to April 2023. YTD Autoload increased 37.8% ($55,363 vs. $40,184).
- Call Centers increased 42.5% ($7,065 vs. $4,958) in April 2024 compared to April 2023. YTD Call Centers increased 64.2% ($29,308 vs. $17,848).
- Customer Service Terminal increased 19.0% ($68,147 vs. $57,257) in April 2024 compared to April 2023. YTD Customer Service Terminal increased 3.0% ($252,188 vs. $244,858).
- Customer Website increased 2.8% ($21,876 vs. $21,286) in April 2024 compared to April 2023. YTD Customer Website decreased by 1.3% ($87,742 vs. $88,855).
- Mobile Ticketing increased 20.8% ($115,115 vs. $95,304) in April 2024 compared to April 2023. YTD Mobile Ticketing increased 23.4% ($457,269 vs. $370,670).
- Institutional Website increased 75.7% ($23,415 vs. $13,327) in April 2024 compared to April 2023. YTD Institutional Website increased 90.3% ($86,848 vs. $45,648).
- Open Payments increased 100% ($18,126 vs. $0) in April 2024 (open payments started in July 2023)
- Retail Network increased 153.0% ($4,374 vs. $1,728) in April 2024 compared to April 2023. YTD Retail Network increased 44.9% ($15,479 vs. $10,681).

Total Pass Sales:

Total Pass Sales decreased 2.2% (13,431 passes vs. 13,727 passes) in April 2024 compared to April 2023. YTD Total Pass Sales increased 25.5% (75,330 passes vs. 60,022 passes).

- 1-Ride Pass increased 19.6% (4,689 passes vs. 3,922 passes) in April 2024 compared to April 2023. YTD 1-Ride Pass increased 25.1% (26,275 passes vs. 20,996 passes).
- 7-Day Rolling Pass increased 98.4% (379 passes vs. 191 passes) in April 2024 compared to April 2023. YTD 7-Day Rolling Pass increased 78.7% (1,544 passes vs. 864 passes).
- Day Pass decreased 17.9% (7,027 passes vs. 8,562 passes) in April 2024 compared to April 2023. YTD Day Pass increased 24.8% (42,268 passes vs. 33,879 passes).
- Honored Rider 31-Day Rolling Pass decreased 7.5% (49 passes vs. 53 passes) in April 2024 compared to April 2023. YTD Honored Rider 31- Day Pass decreased 0.5% (196 passes vs. 197 passes).
- Paratransit Monthly Pass increased 115.0% (43 passes vs. 20 passes) in April 2024 compared to April 2023. YTD Paratransit Monthly Pass increased 19.5% (159 passes vs. 133 passes).
- Shuttle Park Pass decreased 35.2% (118 passes vs. 182 passes) in April 2024 compared to April 2023. YTD Shuttle Park Pass decreased 31.3% (502 passes vs. 731 passes).
- Standard 31-Day Rolling Pass increased 41.3% (1,125 passes vs. 796 passes) in April 2024 compared to April 2023. YTD Standard 31-Day Pass increased 36.2% (4,385 passes vs. 3,219 passes).

Total Discounted Passes (Included in Pass Sales above):

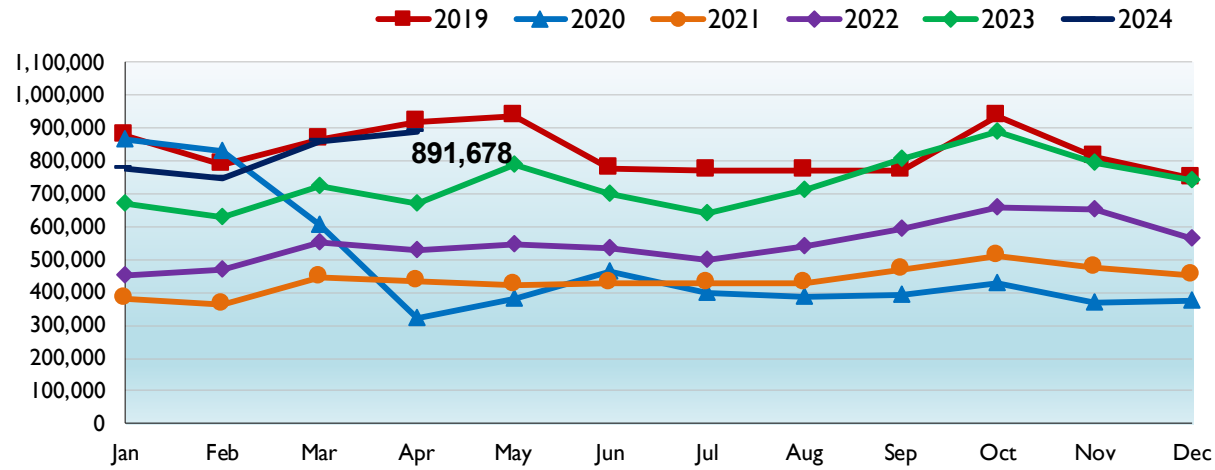
- 1-Ride CAP passes decreased 32.1% (2,195 passes vs. 3,235 passes) in April 2024 compared to April 2023. YTD 1-Ride CAP passes decreased 12.5% (11,707 passes vs. 13,383 passes).
- Day CAP Passes increased 77.8% (4,894 passes vs. 2,752 passes) in April 2024 compared to April 2023. YTD Day CAP Passes increased 34.8% (21,990 passes vs. 16,309 passes).
- Employer-Sponsored Bus Pass Program increased 8.8% (447 passes vs. 411 passes) in April 2024 compared to April 2023. YTD Employer-Sponsored Passes increased 19.9% (1,794 passes vs. 1,496 passes).

Specialty Pass Programs:

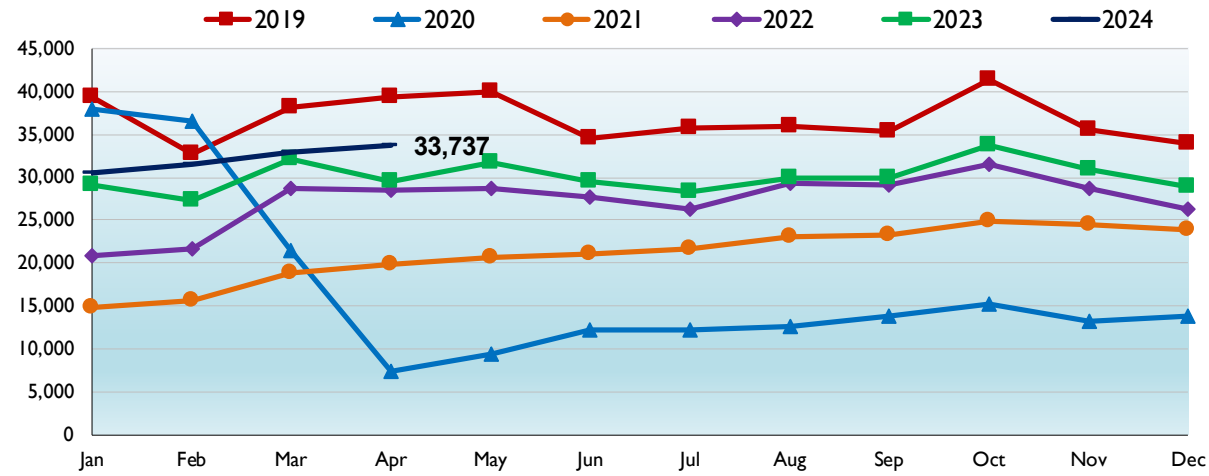
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 35.2% (118 vs. 182 in 2023)	**YTD sales** Decreased 31.3% (502 vs. 731 in 2023)
ESBP monthly sales Increased 8.8% (447 vs. 411 in 2023)	**YTD sales** Increased 19.9% (1,794 vs. 1,496 in 2023)
UTAP monthly rides Increased 36.4% (102,919 vs. 75,441 in 2023)	**YTD rides** Increased 23.4% (374,659 vs. 303,661 in 2023)
Community Access Program Increased 17.8% (7,536 vs 6,398 in 2023)	**YTD CAP Sales** Increased 13.8% (35,491 vs 31,188 in 2023)

RECOMMENDATION TO BOARD: Information only.

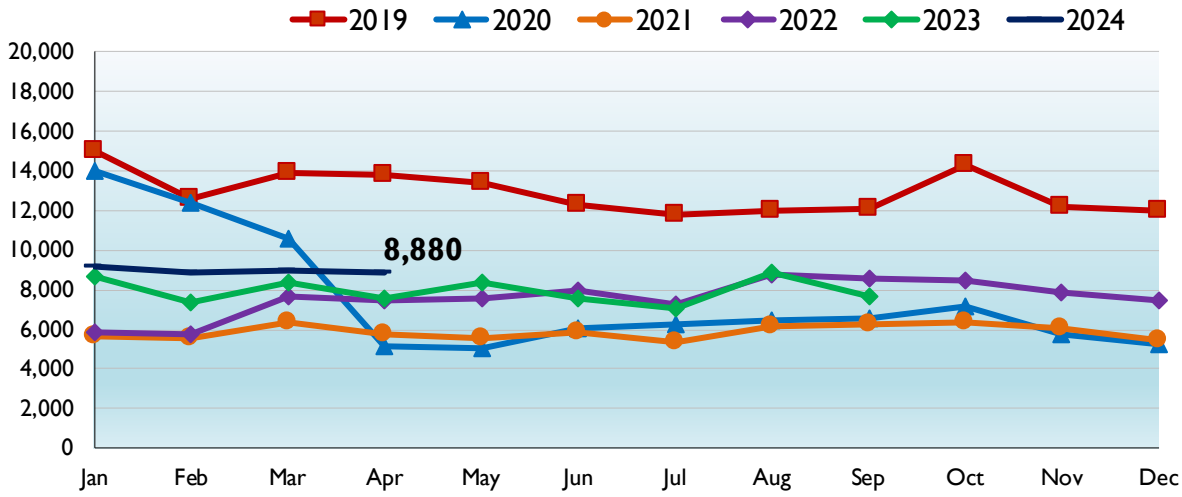
FIXED ROUTE RIDERSHIP



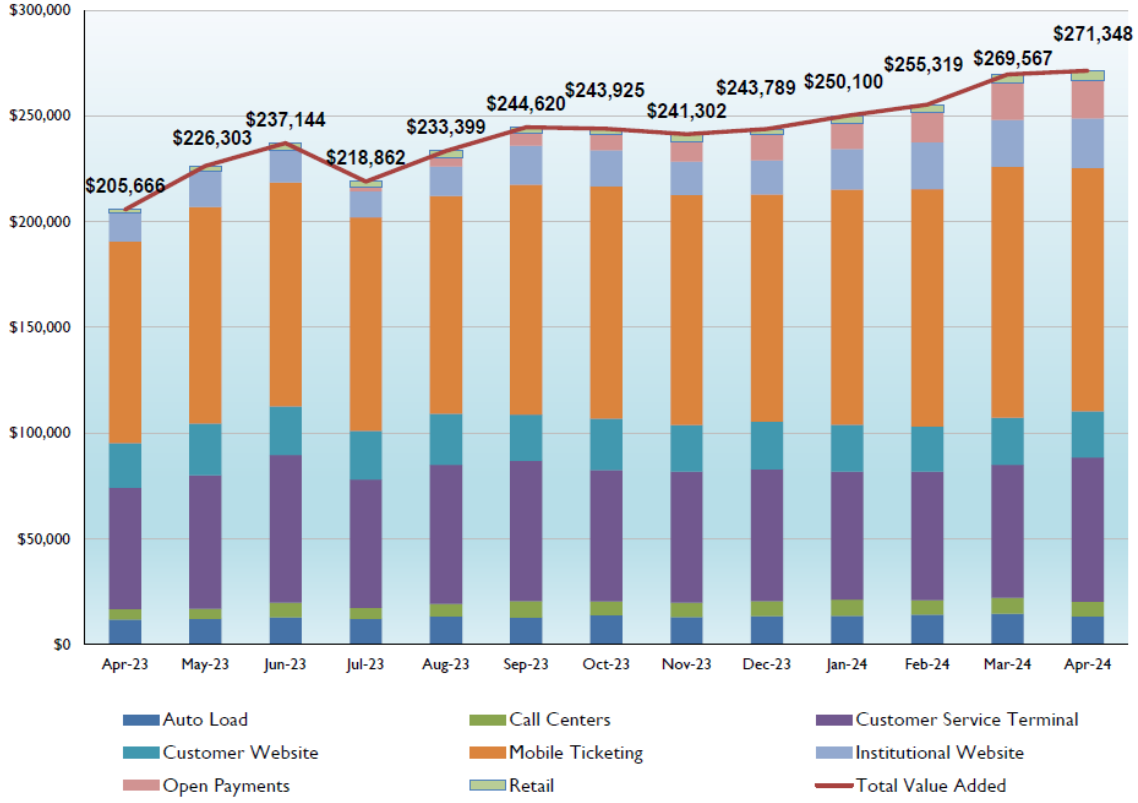
PARATRANSIT RIDERSHIP



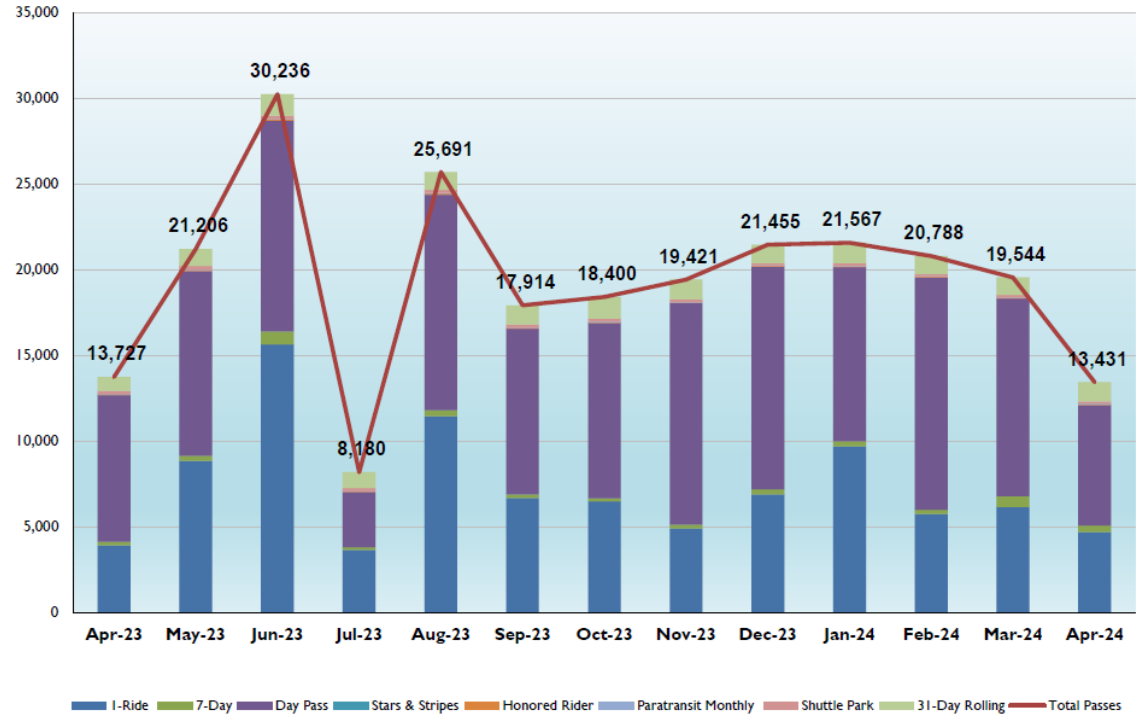
RIDESHARE RIDERSHIP



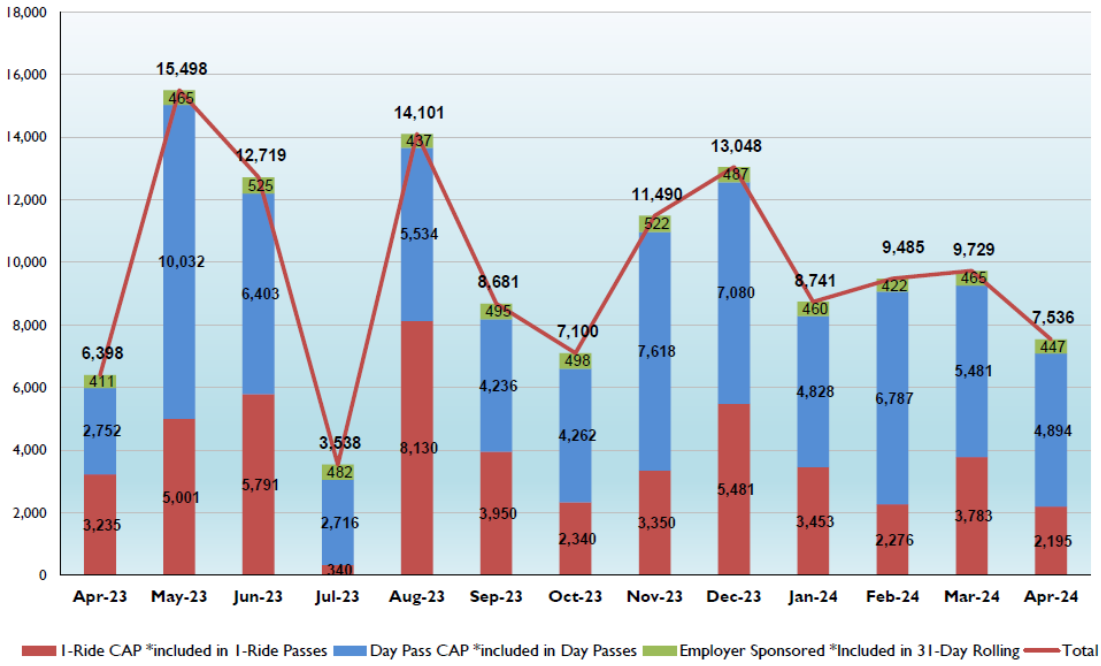
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16E : 2024 FIRST QUARTER YEAR-TO-DATE PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: The complete report has been posted to the STA website:

2024 First Quarter Year-to-Date Performance Measures

The following is a summary of significant measures that are of particular interest, or the committee has provided guidance for staff to highlight on a routine basis.

Ensure Safety

Preventable Accident Rate

- At 0.18, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles. STA performed below goal due to:
  - Higher percentage of new operators
  - Increase of accidents in garages due to a higher vehicle count
  - Regional growth and more traffic
- At 0.06, Paratransit exceeded STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route 2024 first quarter year-to-date ridership was up 14.8% compared to our ridership in 2023. Fixed Route provided 2,444,109 rides in 2024 vs. 2,129,076 in 2023. The ridership goal for Fixed Route in 2024 is 28% higher than 2023 (approximately 9.2M trips).
- Paratransit 2024 first quarter year-to-date ridership was up 7.4% compared to our ridership in 2023. Paratransit provided 94,897 rides in 2024 vs. 88,436 in 2023. The ridership goal for Paratransit in 2023 is 19.9% higher than 2022 (approximately 143,184 trips).
- Rideshare 2024 first quarter year-to-date ridership was up 10.7% compared to our ridership in 2023. Rideshare provided 27,054 rides in 2024 vs. 24,431 in 2023. The ridership goal for Rideshare in 2023 stayed the same as 2022 (approximately 119,792 trips).

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 18.6 The goal was to transport 15 or more passengers.
- Paratransit PPRH was 2.38. The goal was to transport 2.4 or more passengers.

Provide Excellent Customer Service

On-Time Performance: Fixed Route
On-time performance is measured as a bus departing between 0 to 5 minutes after the scheduled departure time.

- Fixed Route on-time performance was 94%, above STA's goal of 93%.

On-Time Performance: Paratransit
On-time performance is measured as a van arriving no more than 30 minutes after the scheduled arrival time.

- Paratransit on-time performance was 95.2%, above STA's goal of 93%.

Operator Ride Checks

- There were 116 out of 341 ride checks completed for Fixed Route.
- There were 6 out of 60 ride checks completed for Paratransit.

Exemplify Financial Stewardship

Cost per Passenger

Fixed Route and Paratransit continue to exceed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State.

- Fixed Route cost per passenger was $15.09. This was 43.4% of the urban systems' average.
- Paratransit cost per passenger was $59.57. This was 62.1% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

- Fixed Route farebox recovery was 8.53%, below the goal of 20%.
- Paratransit farebox recovery was 2.83%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

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SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16F : CONNECT SPOKANE COMPREHENSIVE PLAN : DRAFT ELEMENTS REVIEW

REFERRAL COMMITTEE: Planning & Development *(Haley)*

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

SUMMARY: Staff reviewed drafts of the Revenues and Fares and Transit Equity and Inclusion elements and received feedback from Planning & Development Committee members at the May Planning & Development Committee meeting. Staff presented minor updates to several other elements at the June Planning & Development Committee meeting, along with the proposed outreach approach and schedule leading into Fall 2024.

BACKGROUND: Connect Spokane is STA's comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The existing plan can be viewed here:

https://www.spokanetransit.com/projects/comprehensive-plan/

The Connect Spokane Phase 2 Update was initiated in July 2023 consistent with the Planning & Development Committee's 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023 and identified several elements requiring a more substantial review and possible update. The May 2024 review of the Revenues and Fares Element, as well as the proposed Equity and Inclusion Element, represent the most significant changes under consideration. As was discussed during the committee meeting, several policies will be brought forward to the full Board for input. This is scheduled to take place June 20, 2024.

For the June committee meeting, minor updates to the following elements were brought forward for discussion: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability, as described in the table below.

Element	Overview of Updates
High Performance Transit	Updated table and map of High Performance Transit (HPT) routes. Informed by *Connect 2035* Network evaluation.
Fixed Route	Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network.
Paratransit	Service Area definition (no change to boundary).
Flexible Services	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand. Includes criteria for identification of mobility on demand project.
Communications and Public Input	Recognize public participation spectrum, update outreach tools to reflect current best practices. Consider potential policy related to partner coordination.
Regional Transportation, Land Use, and Economic Development ~~& Land Use~~	Update element title, update Transit-Oriented Development (TOD) and land acquisition policies. Incorporate economic development in element language.
Sustainability	Minor updates to chapter language, minor re-organization.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16G: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: Planning & Development *(Haley)*

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The following report summarizes current activities for this important regional project.

BACKGROUND: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative support as a complementary investment to the North Spokane Corridor.

On September 19, 2023, the Federal Transit Administration (FTA) approved STA's request to enter the Project Development phase of the Capital Investment Grant (CIG) program. On October 19, 2023, the Board approved a work order with Parametrix, Inc. to advance the project to the 30% design milestone, along with other necessary Project Development activities. Below is an update on recent project activities and outreach efforts.

Project Management

- Completed baseline master project schedule
- Updated Executive Management Team on Generation-2 amenities design options
- Quarterly grant report completed to FTA
- Risk register updated
- Regular meetings with the consultant team, internal STA project management and communications teams, Technical Advisory Committee, internal Executive Management Team

Agency Coordination

- Confirmed design and documentation requirements with WSDOT engineering staff
- Obtained concurrence on design plan submittal schedule with technical leads at all partner agencies

Planning and Analysis

- Completed draft parking study
- Draft north transit center and downtown charging/layover location siting evaluation completed
- Station cut sheets (information sheets) completed
- Completed initial service operations and fleet analysis

Design and Engineering

- Technical Advisory Committee removed Guinevere Road and Queen Avenue stations from project, confirmed by station location online survey
- Completed corridor lighting study and geotechnical boring plan
- Second utility coordination letter sent to utility providers
- Received City of Spokane comments on conceptual plans
- Corridor surveying and base mapping completed

Traffic Analysis and Modeling

- Design team attended SRTC traffic demand model training and are reviewing/validating data
- Held workshop with all agencies to confirm the traffic analysis methods and assumptions; as of late May 2024, working with agencies to obtain written concurrence on the model approach

Environmental Review

- Preliminary environmental review documents complete
- Cultural resources/Section 106 scope of work confirmed
- Area of Potential Effects (APE) draft map completed and being readied for FTA confirmation

FTA and Grant Support

- Held second quarterly meeting with FTA team to provide update on the project
- Attended FTA CIG Policy Guidance changes workshop and are developing comments
- Attended FTA CIG Roundtable workshop

Outreach Activities

- Attended STA transportation open houses
- Updated project website
- Social media posts
- Continued development of a 3D model of the Division Street corridor
- Continued development of street profile renderings
- Continued development of the Ruby Street alternatives renderings
- Continued development of the online interactive map

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16H: I-90/VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

REFERRAL COMMITTEE: Planning & Development *(Haley)*

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

SUMMARY: The I-90/Valley High Performance Transit (HPT) Route 7 is planned to supersede Routes 60 and 74 as one singular route that extends from Spokane International Airport to Liberty Lake. At the June Planning & Development Committee meeting, staff presented planning efforts associated with this investment and a draft supplemental plan to the I-90/ Valley HPT Corridor Development Plan (CDP).

BACKGROUND: Spokane Transit is nearing the completion of its efforts to deliver *STA Moving Forward* and the many multifaceted projects that include new services and infrastructure to provide residents with expanded regional mobility choices. In October 2022, the STA Board of Directors approved the I-90/Valley HPT Corridor Development Plan (CDP) as the culmination of a planning effort to further define the investments, both planned and prospective, to support regional mobility along Interstate 90. Investments such as Mirabeau Transit Center and Argonne Station Park & Ride were identified investments in the CDP. The CDP also identified Route 7 as the primary investment in all-day, two-way service as part of delivering *STA Moving Forward.*

Staff have prepared a draft supplemental report to accompany the CDP that addresses the routing and investment plan for future Route 7, which is scheduled to replace Route 60 Airport and 74 Liberty Lake via Mirabeau Park & Ride in September 2025. The draft supplemental report and other corridor documents can be viewed online: https://www.spokanetransit.com/i90

The draft supplemental report includes the following elements:

- Making Spokane International Airport, rather than West Plains Transit Center, the western terminus of Route 7
- Adhere to the routing between downtown Spokane and Spokane International Airport that will be used on Route 60 Airport effective September 2024, including service on Flint Road
- Identifying stop locations that will receive enhanced HPT investments, including HPT markers with digital signage, and shelters, as well as stops to be closed or consolidated
- Plans for future integration with Argonne Station Park & Ride

Public engagement for the supplemental report development has included four open houses held in March and April 2024 in connection with *Connect 2035* and other transportation projects. STA will be disseminating information on the draft report to obtain feedback from customers and partner jurisdictions commensurate with the modest changes the supplemental plans include compared with the original CDP. Staff intend to bring forward the final Route 7 Supplemental Report in July for Committee and Board approval to support design and implementation efforts.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16I : 2023 FIXED ROUTE SYSTEM PERFORMANCE REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emily Poole, Principal Transit Planner

SUMMARY: Staff provided an overview of the 2023 Fixed Route System Performance Report to the Performance Monitoring & External Relations Committee on June 5, 2024. The report is available online at the following link:

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

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

The report includes:

- An overview of 2023 ridership, which saw the greatest year-over-year increase in STA's history
- Individual route performance against three (3) established standards: Ridership, Equivalent Energy Consumption, and Fares
- Performance improvement concepts for routes not meeting standards
- Route indicators (length, capacity, revenue hours, revenue miles, etc.)
- Average daily ridership by stop
- Summary of 2023 passenger facilities and operational improvements
- Park and ride and bike locker utilization
- Universal Transit Access Pass (UTAP) rates
- Route profile sheets

Additionally, STA is providing digital downloads at the link above for geographic layers that depict routes and stops and stop-level ridership data. Making these resources available to the public enhances the usability of the report and the community's understanding of STA's Fixed Route system.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 20, 2024

AGENDA ITEM 16J : 2023 FIXED ROUTE RIDERSHIP ADJUSTMENTS

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: STA utilizes ridership counts for a variety of performance measurements and reports, both internal and external to the operation. Staff will brief the Committee on the recent changes to 2023 ridership data as submitted to the National Transit Database (NTD).

BACKGROUND: Prior to 2023, Spokane Transit counted ridership using farebox data. City Line, STA's first bus rapid transit (BRT) line, began service in July 2023 and introduced all door boardings, meaning not all passengers enter near the farebox at the front of the vehicle, where operators can ensure all passengers are counted. This change prompted a new ridership reporting methodology using statistical methods that rely on data from automated passenger counters (APCs). STA's fixed route vehicles have been equipped with automated passenger counter (APC) hardware since about 2013. APCs count the passengers boarding and alighting at each bus stop using infrared sensors above each doorway. The introduction of APCs for ridership monitoring was presented to PMER at the December 6, 2023 meeting and the Board at the December 21, 2023 meeting.

Spokane Transit continually monitors the APC database to ensure that data is accurately collected. As Spokane Transit monitors the APC database, issues can be identified that impact the results of the data collected. Examples of issues that impact data include service changes, start or end of the line changes on routes, and Holiday service. The table below shows the 2023 data that was originally provided to PMER Committee and the Board, and the data that has been revised in 2024 after correcting data. Spokane Transit began importing and reviewing APC data in July 2023 on an ongoing basis, then the historical data (prior to July 2023) was imported retroactively. Through the process of combing through APC data, staff identified omissions in the original reports, that once corrected, required revisions to monthly reports. Especially for months that predated the daily processing of APC data in June 2023, the effect was an increase in reported ridership, as can be seen in the table below. The adjustments were finalized and reviewed by the Office of the State Auditor prior to submission to the National Transit Database, a program of the Federal Transit Administration (FTA).

Adjusted 2023 Fixed Route Ridership			
Month	**Previously Reported**	**Revised Ridership**	**Variance**
January	659,664	699,259	6.00%
February	629,970	666,715	5.83%
March	730,146	763,102	4.51%
April	675,634	711,745	5.34%
May	772,516	800,527	3.63%
June	727,219	727,219	0.00%
July	655,308	659,412	0.63%
August	710,515	710,516	0.00%
September	806,111	805,048	-0.13%
October	886,787	874,898	-1.34%
November	791,834	785,072	-0.85%
December	743,644	743,644	0.00%
Total	**8,789,348**	**8,947,157**	**1.80%**

RECOMMENDATION TO BOARD: Information only.