

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, February 20, 2025, 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 FEBRUARY 2025.



Dana Infalt
Sr. Executive Assistant to the CEO
Manager Board & Executive Support
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 4: APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, 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
509-325-6000

BOARD MEETING

Thursday, February 20, 2025
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link on Page 2

AGENDA

1. Call to Order and Roll Call (*Chair Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Board Chair Report (*Chair Haley*)
6. Public Expressions
7. Recognitions and Presentations: 10 *minutes*
 - A. Mitch Bright, Fixed Route Supervisor-Retirement (*Brandon Rapez-Betty*)
 - B. Employee Recognition Awards-4Q 2024-Recognition (*Nancy Williams*)
 - C. Federal Transit Administration Section 5310-Subrecipient Recognition (*Karl Otterstrom*)
8. Board Action - Consent Agenda: 5 *minutes*
 - A. Minutes of January 16, 2025, STA Board Meeting– Corrections/Approval
 - B. Minutes of February 7, 2025, Special STA Board Meeting– Corrections/Approval
 - C. Approval of the January 2025 Vouchers (*Tammy Johnston*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. Krueger Sheet Metal: Final Acceptance (*Karl Otterstrom*)
 - F. D-McP Construction, LLC Contract 2022-10762: Final Acceptance (*Karl Otterstrom*)
 - G. Fleck Bus Washer Replacement: Final Acceptance (*Karl Otterstrom*)
 - H. Plaza 1st Floor Restrooms Contract 2023-10851: Final Acceptance (*Karl Otterstrom*)
 - I. Board Member Travel to Washington DC: Approval (*Karl Otterstrom/Brandon Rapez-Betty*)
 - J. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
 - K. Swiftly Software Term Extension (*Karl Otterstrom*)
9. Board Report: 10 *minutes*
 - A. Legislative Update (*Karl Otterstrom/Brandon Rapez-Betty*)
10. Board Operations Committee: 10 *minutes*
 - A. Chair Report (*Chair Haley*)
11. Planning & Development Committee: 5 *minutes*
 - A. Chair Report (*Tim Hattenburg*)
12. Performance Monitoring & External Relations Committee: 25 *minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. Enhanced Transit System Security Strategy (*Brandon Rapez-Betty*)
 - ii. STA Bus Fleet State of Good Repair (*Brandon Rapez-Betty*)
13. CEO Report: 15 *minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. December 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - D. 2025 Planning & Development Committee Work Program: Review (*Karl Otterstrom*)
 - E. Transit Development Plan 2026-2031: Overview (*Karl Otterstrom*)
 - F. 2024 Fixed Route Rider Survey Results (*Carly Cortright*)
 - G. Connect 2035 Strategic Plan: Initiative Sequencing (*Karl Otterstrom*)
 - H. Route 11 North Bank/Downtown Shuttle Update (*Karl Otterstrom*)
 - I. 4th Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
15. Executive Session (*Etter, McMahon*): 10 minutes
RCW 42.30.110(1)(b) To consider 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.
16. New Business
17. Board Member Expressions: 5 minutes
18. Adjourn (*Chair*)

Optional Virtual link:	Click this link to join meeting on Webex	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2492 291 6972

Cable 5 Broadcast Dates and Times of February 20, 2025, Board Meeting:

Saturday, February 22, 2025	4:00 p.m.
Monday, February 25, 2025	10:00 a.m.
Tuesday, February 26, 2025	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	March 5, 2025, 10:00 a.m.
Performance Monitoring & External Relations	March 5, 2025, 1:30 p.m.
Board Operations	March 12, 2025, 1:30 p.m.

Next Board Meeting:

Thursday, March 20, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all Committee and Board meetings)

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 5 : BOARD CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Board Chair

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

RECOMMENDATION TO BOARD: Receive Report.

6.

PUBLIC EXPRESSIONS

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

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

Anyone attending virtually and wishing to comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be distributed to the board. Any written public expressions to be distributed must be submitted to the Clerk no later than the day preceding the meeting. If requested, answers will be provided by staff at a later date.

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 7A : MITCH BRIGHT, FIXED ROUTE SUPERVISOR – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Mike Hill, Senior Transportation Manager

SUMMARY: After 21 years of outstanding service to Spokane Transit, Mitch Bright retired on January 15, 2025, leaving behind a legacy of dedication, expertise, and humor that will not be forgotten.

Mitch began his career with Spokane Transit in 2003 as a Fixed Route Coach Operator, serving in that role for three years before advancing to Fixed Route Supervisor—a position in which he excelled for the past 18 years.

Mitch was known for his remarkable ability to assess open work, evaluate available extra board operators, and instinctively determine the exact number of overtime shifts needed to ensure smooth operations—an intuitive skill that few have mastered. He was the undisputed Master of Next Day Scheduling, a crucial role in keeping service running, especially through the challenges of COVID-19. His quick thinking and adaptability were instrumental in managing service fluctuations.

Beyond his scheduling expertise, Mitch’s sense of humor brought light to the workplace. His desk was filled with clever memes, clipart creations, and photoshopped images that kept his colleagues entertained. Mitch’s excellence was formally recognized with 14 awards, including multiple Employee Recognition Awards and for 6 years of perfect attendance.

Mitch’s absence is felt by his colleagues and as he steps into this new chapter of retirement, we extend our deepest gratitude for his service and our warmest wishes for a future filled with joy and relaxation.

RECOMMENDATION TO BOARD: Recognize Mitch for his 21 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

February 20, 2025

AGENDA ITEM 7B: EMPLOYEE RECOGNITION AWARDS – 4th QUARTER 2024 – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: Employees are nominated to the Employee Recognition Committee for embodying and displaying STA's core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. Nominations include a description of why that employee is being proposed for the recognition and whether they display the additional attributes of communication, leadership, safety, effort, problem solving skills, creativity, and helpfulness. Employees are nominated by their peers. A list of award winners is attached.

RECOMMENDATION TO BOARD: Receive report.



2024 EMPLOYEE RECOGNITION WINNERS

September-October	1 st	Adam Reid	Fixed Route Supervisor
September-October	2 nd	Bobbie Nolen	Paratransit Van Operator
September-October	3 rd	Victor Rapez-Betty	Communications Specialist
November-December	1 st	Justin Marshall	Fixed Route Supervisor
November-December	2 nd	Alyssa Bashor	Customer Support & Outreach Coordinator
November-December	3 rd	Brian Conley	Vehicle Maintenance Analyst

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 7C : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: SUBRECIPIENT RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Emilio Bustos, Associate Transit Planner

SUMMARY: Staff will recognize one or more subrecipients of the Federal Transit Administration (FTA) Section 5310 grant program during the February 20, 2025, Board meeting. Section 5310 funding awarded by the STA Board of Directors on February 15, 2024, supplemented by \$190,000 in STA local match, empowers these organizations to serve the seniors and individuals with disabilities within the Spokane community, and provide a unique service not offered otherwise.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8A : MINUTES OF THE JANUARY 16, 2025, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The minutes of the January 16, 2025, 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 KO/BRB Legal Counsel //

Attachment

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

STA BOARD MEETING

Draft Minutes of the January 16, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Brandon Rapez-Betty, Interim Co-CEO,
Chief Operations Officer
Karl Otterstrom, Interim Co-CEO,
Chief Planning & Development Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
VanWert and Oreskovich, P.C.

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1. Call to Order and Roll Call - Chair Haley called the meeting to order at 1:32 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance –Board Members, Staff and guests stood to recite the Pledge of Allegiance.
 3. Excused Absences – There were no excused absences requested.
 4. Approve Board Agenda

Mr. Hattenburg moved to approve the Agenda. Ms. Klitzke seconded, and the motion passed unanimously.

5. Board Chair Report – Chair Haley had no report at this time.
6. Public Expressions

Public expressions were received from Mr. Eric Lowe and Ms. Sarah Rose who were in attendance to speak. Written expressions from Mr. Lowe were distributed to Board members.

7. Recognitions and Presentations

- A. Mr. Rapez-Betty recognized Mr. Carl Hansen, Paratransit Data Clerk on the occasion of his retirement from STA. Mr. Hansen was a paratransit van operator prior to taking over the role of data clerk. He provided service to STA and the community for 31 years
- B. Mr. Rapez-Betty recognized Ms. Betty Stansbury on the occasion of her retirement from STA, having been with STA for 33 years in the Maintenance Department.
- C. Years of Service – Ms. Nancy Williams acknowledged and read the names of STA employees that reached milestone years of service of 5, 10, 15, 20 and 30 years of service from the Fixed Route, Paratransit, Facilities and Grounds and Maintenance departments.

The Board congratulated and recognized the service of Mr. Hansen, Ms. Stansbury, and all the employees who were included in the 4th Quarter 2024 Years of Service awards.

8. Board Action - Consent Agenda –

Mr. Hattenburg moved to approve Consent Agenda Items 8A through 8F, as presented. Ms. Klitzke seconded, and the motion passed unanimously.

- A. Minutes of December 19, 2024, STA Board Meeting– Corrections/Approval
- B. Approval of the claims listed on the December 2024 Vouchers
- C. Public Works Contracts under \$35,000: Final Acceptance - Acceptance of the contracts listed as complete and authorized release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. Plaza AHU 3-4 Area Service: Final Acceptance - Acceptance of the contract with CleanCo Carpet Window & Air Duct Cleaning, LLC for the Plaza AHUs 3-4 Service as complete and authorized release of retainage security subject to the receipt of such certificates and releases as required by law.
- E. Jefferson Park & Ride Camera Update: Final Acceptance - Acceptance of the contract with ADT/EverOn, for the Jefferson Park & Ride Camera/NVR Replacement Project as complete and authorized release of retainage security subject to the receipt of such certificates and releases as required by law.
- F. Board Member Travel to APTA 2025: Approval - Approved travel for Board members to attend APTA conferences in 2025.

9. Board Action – Other

- A. Election of 2025 Chair Pro Tempore – *Note: Item 9A requires a majority vote of 5*

Mr. Hattenburg made a motion to nominate and approve Mr. Lance Speirs, Medical Lake, as the 2025 Chair Pro Tempore. Ms. Klitzke seconded, and the motion passed unanimously.

Mr. Speirs thanked the Board for the nomination and approval.

10. Board Action – Committee Recommendation

Board Operations Committee

- A. Confirmation of Appointment of Board Members and Chairs to the Planning & Development and Performance Monitoring & External Relations Committees for 2025

The Chair reviewed the proposed appointment of board members and chairs to the committees. Mr. Zappone requested that he be placed on the Performance Monitoring & External Relations Committee and Ms. Navarrete be on the Planning & Development Committee – noting he had discussed with Ms. Navarrete and she had agreed.

Mr. Zappone made a motion to amend the Chair's appointments to Planning & Development Committees to include Ms. Lili Navarrete and to place Mr. Zappone on the Performance Monitoring & External Relations committee. Ms. Klitzke seconded. Mr. Kerns, Mr. Hattenburg, Ms. Navarrete, Mr. Zappone, Ms. Klitzke, Ms. Cathcart, Ms. Haley, and Mr. Speirs voted yes. Mr. French voted no. The motion passed.

Mr. Kerns moved to confirm the amended Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025. Ms. Klitzke seconded, and the motion passed unanimously.

B. Confirmation of Appointment of Board Members to Board Operations Committee

Chair Haley noted the automatic composition of the Board Operations Committee include the STA Board Chair (also the Chair of Board Operations), Chairs of the P&D and PMER committees, the Chair Pro Tem, and the CEO (in an ex-officio capacity).

She reminded Board members that the updated Board Operations Committee Functions state that in any calendar year in which the composition does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments as are needed to provide for such representations. Since Mr. Hattenburg would be chairing the Planning & Development Committee, he would be a non-voting member of the Board Operations Committee, and Mr. Al French would be appointed as a voting member representing the jurisdiction of the County.

Mr. French moved to confirm the appointments made by the Board Chair to the Board Operations Committee, as presented. Ms. Klitzke seconded, and the motion passed unanimously.

11. Board Operations Committee

A. Chair Report

Chair Haley mentioned travel for 2025 and asked everyone to return their availability / interest in attending the APTA Legislative, APTA Board Member, and APTA Expo conferences to the Clerk as soon as possible.

12. Planning & Development Committee

A. Chair Report – There was no meeting scheduled in January

13. Performance Monitoring & External Relations Committee -

A. Chair Report – There was no meeting scheduled in January

14. CEO Report

Mr. Otterstrom introduced the Interim Co-CEO model update that includes aligned priorities, weekly planning meetings, weekly executive team priority meetings, joint community presentations, joint Co-CEO email distribution list, joint high-level approval process, shared online

workspace, frequent informal check-ins and updates, and ample internal communication for stability during the transition.

Mr. Otterstrom discussed core priorities that include advancing the 2025 Action Plan along with Connect 2035 sequencing and early implementation steps. He provided detail of some of the underlying priorities, noting the individual programs, projects, and priorities that fall under the Action Plan.

Mr. Rapez-Betty noted the memorial of King County Metro Coach Operator Shawn Yim. He advised that STA joined the procession in Seattle honoring Mr. Yim's service, along with approximately 100 other buses from transit agencies throughout the northwest. He said it was a very moving experience for him and the STA employees that attended.

Mr. Rapez-Betty also reviewed preliminary transit security performance measures that listed the measure and the 2024 results before discussing the 2025 targets (listed as TBD).

Ridership for December 2024 versus December 2023 and year to date was reviewed. All modes of ridership increased in December 2024 over December 2023 and year-to-date. Fixed Route increased 7.3% and 13.6%, respectively. Zero-Fare Youth was up 3.8% in December and 19.9% year-to-date. Paratransit realized an 8.9% increase in December, which was similar to the year-to-date increase of 8.3%. Rideshare had a 15.5% increase in December and was up 8.0% year-to-date. He noted the Rideshare fleet had 89 assigned groups.

Mr. Otterstrom discussed monthly fare revenue by service type and provided a sales tax update. He noted the December 2024 voter-approved sales tax revenue on October 2024 sales was \$9.8M compared to a budget of 8.3M, for a \$1.4M difference. Year-to-date, the sales tax received was 6.0% above budget and 2.1% above December 2023 actual. Year-to-date, sales tax is at 0.8% above 2023 actual.

Mr. Otterstrom provided a Legislative/Olympia update. He advised that he and Mr. Rapez-Betty would be traveling to Olympia January 22-24 to meet with legislators, facilitated by STA's state government affairs representative, Debora Munguia.

Division Street BRT Grant update was provided by Mr. Otterstrom and Mr. Rapez-Betty discussed the new Double Decker Coaches and shared a few pictures of them arriving in Spokane.

Mr. Rapez-Betty gave a Zero Fare Youth update on promotion, outreach, and total expenses for 2024.

The January 19, 2025, Service Change was reviewed by Mr. Otterstrom, along with the Martin Luther King day service. He noted STA will be using the new Saturday holiday service hours and schedules.

Mr. Otterstrom introduced Ms. Sherry Little, managing partner and longtime legislative consultant to STA, from Cardinal Infrastructure, LLC. Ms. Little joined virtually from Washington DC to provide a Federal relations update. She began by acknowledging the transitions from the Obama administration to Trump, then to Biden, and now back to Trump. She delivered her remarks from USDOT headquarters, where a farewell event for Biden appointees was taking place, with meetings planned the following day with the incoming Trump team.

With the Trump administration set to take over on Monday, Ms. Little noted that while changes in focus are expected, STA is well-positioned due to the City Line's success. This project, unique in meeting budgetary goals during COVID-related challenges, has attracted significant attention within the federal Capital Investment Grant (CIG) program. The City Line's achievements strengthen STA's case for obtaining funding for the Division BRT project.

Sean Duffy, President Trump's nominee for USDOT Secretary, had a smooth confirmation hearing, and STA contributed to the process by providing input through Senator Cantwell's office. Federal formula funds, which are statutorily determined by Congress, are expected to remain stable under the Trump administration. The next major federal reauthorization process is scheduled for 2026, during which STA plans to advocate for continued support, leveraging its successful track record.

Under the previous Trump administration, the FTA approved 32 full funding grant agreements, including one for the City Line. Ms. Little emphasized that STA's focus on rubber-tired transit, appropriately scaled to Spokane's needs, aligns well with FTA priorities.

Ms. Little also highlighted the active participation of STA Board members in federal advocacy efforts, including trips to Washington, D.C., which have been pivotal in advancing STA's goals. This engagement has been recognized by leaders across both political parties as a significant factor in STA's competitive success.

Lastly, the continuity in STA's leadership, despite the recent retirement of Ms. Meyer, has reassured FTA and regional stakeholders. Ms. Little encouraged the Board to maintain its strong presence in D.C. and remain focused on key federal developments to sustain STA's progress. She concluded with an invitation for questions.

Commissioner French expressed his deep appreciation for Ms. Little, highlighting her unparalleled knowledge, expertise, and the immense respect she commands in Washington, D.C. He emphasized that the agency's progress is largely due to her guidance, input, and relationships. For the benefit of new board members, he encouraged them to rely on her invaluable advice, which he described as priceless.

Mr. Otterstrom and Mr. Rapez-Betty thanked Ms. Little for her report and advised that concluded the CEO report. There were no questions.

15. Board Information – no discussion

- A. Committee Minutes
- B. December 2024 Sales Tax Revenue
- C. November 2024 Financial Results Summary

16. Executive Session

Ms. Clark advised at this time, pursuant to RCW 42.30.110(b), the STA Board of Directors will adjourn to an executive session for the purpose of:

To consider 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.

The STA Board of Directors will reconvene in open session in 15 minutes. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

At 2:44, the Board members entered Executive Session in a separate room.

At 2:58, the Board rejoined the Board Meeting in open session and Chair Haley declared the meeting back in public session. There was no action taken as a result of the Executive Session

17. New Business - none

18. Board Member Expressions

Ms. Klitzke mentioned the public safety aspect of the CEO Report and of the transit ambassadors programs, noting she was able to experience a similar program in Tacoma and it made her feel safe.

19. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:00 pm.

. Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8B : MINUTES OF THE FEBRUARY 7, 2025, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The minutes of the February 7, 2025, 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 KO/BRB Legal Counsel //

Attachment

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

SPECIAL STA BOARD MEETING

Minutes of the February 7, 2025, Meeting
Virtual via Teams with Public Joining Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane (*in person*)
Michael Cathcart, City of Spokane
Zack Zappone, City of Spokane (*in person*)
Dan Dunne, Small Cities (Liberty Lake) *Ex Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley
Lili Navarrete, City of Spokane
Lance Speirs, Small Cities (Medical Lake) (*Virtual*)
Chris Grover, Small Cities (Cheney) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*

STAFF PRESENT

Brandon Rapez-Betty, Interim Co-CEO,
Chief Operations Officer
Karl Otterstrom, Interim Co-CEO,
Chief Planning & Development Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
VanWert and Oreskovich, P.C.

GUESTS

Celia Kupersmith, KL2 *Connects*

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1. Call to Order and Roll Call - Chair Haley called the meeting to order at 12:01 pm and the Clerk conducted roll call.

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

2. A. Preferred Candidate Profile

Ms. Kupersmith provided a background of the internal staff and board members interviewed during their visit to STA. In addition, KL2 Connects interviewed the union president and labor representative. They received over 230 responses to the survey that was sent out. In response to the interviews and survey responses, the preferred candidate profile was created.

Ms. Klitzke moved to approve the Preferred Candidate Profile as presented. Mr. Zappone seconded, and the motion passed unanimously.

B. Job Description

Ms. Kupersmith discussed the CEO job description. She noted this had been developed by Nancy Williams and Susan Meyer and that it was edited to include items from the interviews and survey responses. This job description, along with the Preferred Candidate Profile will be utilized in the brochure advertising the position. Ms. Kupersmith offered to answer questions. None were forthcoming.

Ms. Klitzke moved to approve the job description to be utilized in the brochure as presented. Mr. Zappone seconded and the motion passed unanimously.

C. Salary Range

The salary range was discussed. Ms. Kupersmith said they rely on the market value for a transit the size of STA and that the salary recommendation of \$250,000 - \$300,000 was similar to other comparable agencies.

Mr. Cathcart noted he felt it was too high and would not be supporting this level for a position like this STA CEO position.

Mr. Zappone said he felt it was middle of the road compared to AWC of \$300,000 and the Superintendent of Schools salary of \$250,000. He noted having the salary range too low would be a concern and he believed the airport CEO position would be higher.

Mr. French noted that he supported the salary range, saying if the Board plans to recruit from all over the country, the salary for an entry level of \$250,000 would encourage people to apply and if an exceptional individual were presented requiring a higher salary, it would be available to negotiate at this range.

Ms. Haley said she agreed with Mr. French.

Mr. Dunne supported the recommendation based on his participation in conferences and conversations he has heard during discussions.

Mr. French moved to approve a salary range of \$250,000 to \$300,000 as presented. Ms. Klitzke seconded. Mr. Kerns, Mr. Zappone, Ms. Klitzke, Mr. French, Mr. Dunne, and Ms. Haley voted yes. Mr. Cathcart voted no. The motion passed 6 to 1.

D. Selection Process

i. Role of CEO Search Task Force in Selection Process

Ms. Clark noted the Task Force was recommending continued participation in the selection of candidates. She said the Task Force agreed that KL2 Connects would narrow down the list and interview the initial candidates, recommending 4-6 candidates to move forward. The Task Force would review and conduct initial interviews with those

individuals and further narrow the field to 1-3 finalists. The final candidates would engage with stakeholder groups. If a candidate indicated they were uncomfortable with the public process, it would not be a deal breaker and the final 1-3 people would be interviewed by the full Board.

Mr. French moved to approve the role of the CEO Search Task Force in the selection process as presented. Mr. Zappone seconded and the motion passed unanimously.

Adjourn

With there being no further business to come before the Board, the Chair thanked everyone for making time in their schedules today and adjourned the meeting at 12:25pm.

. Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8C : JANUARY 2025 VOUCHERS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer
Kristi Rockwell, Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of January 1 through 31, 2025, 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 (January)	Nos. 630076 – 631127	\$ 16,745,348.07
Worker's Comp Vouchers (January)	ACH – 2286	\$ 181,490.73
Payroll 01/10/2025	ACH – 01/10/2025	\$ 3,047,433.31
Payroll 01/24/2025	ACH – 01/24/2025	\$ 2,121,520.60
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,600.39
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 3,037.94
JANUARY TOTAL		\$ 22,103,431.04

Certified:



Kristi Rockwell
Accounting Manager

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



Tammy Johnston
Interim Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

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

Spokane Transit Authority
Vouchers - January 2025

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/03/2025	630076	DOW JONES & COMPANY	2698	(187.48)
01/03/2025	630657	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,438.18
01/03/2025	630658	AMAZON CAPITAL SERVICES INC	2098	1,191.60
01/03/2025	630659	STEVEN W NILES JR	2276	13.05
01/03/2025	630660	ARCTIC LIGHTING & ELECTRIC LLC	2100	6,862.00
01/03/2025	630661	ASAP TRANSLATION SERVICES LLC	2918	1,750.00
01/03/2025	630662	APPLEWAY CHEVROLET INC	1068	98.52
01/03/2025	630663	AVISTA UTILITIES CONTRACT	1081	561.49
01/03/2025	630664	BDI	1022	317.33
01/03/2025	630665	CANON FINANCIAL SERVICES INC	1154	641.33
01/03/2025	630666	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
01/03/2025	630667	CDW-GOVERNMENT	1132	3,517.51
01/03/2025	630668	CITY OF SPOKANE	1601	93,800.58
01/03/2025	630669	COFFMAN ENGINEERS INC	1162	11,889.11
01/03/2025	630670	COLEMAN OIL COMPANY LLC.	2683	66,748.29
01/03/2025	630671	COMPUNET INC	1166	2,446.18
01/03/2025	630672	CROWN CASTLE INTERNATIONAL CORP.	2733	2,115.99
01/03/2025	630673	CUMMINS INC	1027	54,517.04
01/03/2025	630674	DELL MARKETING LP	1204	809.22
01/03/2025	630675	DELTA DENTAL OF WASHINGTON	1726	69,875.89
01/03/2025	630676	DOW JONES & COMPANY	2698	0.00
01/03/2025	630677	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	19,056.37
01/03/2025	630678	FRANCOTYP-POSTALIA INC	1878	170.04
01/03/2025	630679	FEDEX	1808	266.68
01/03/2025	630680	GORDON TRUCK CENTERS INC	1018	32,543.88
01/03/2025	630681	GALLS LLC	1271	325.97
01/03/2025	630682	GILLIG LLC	1279	43,160.14
01/03/2025	630683	GMCO CORPORATION	2623	7,407.55
01/03/2025	630684	ARCADIS A CALIFORNIA PARTNERSHIP	1336	3,035.56
01/03/2025	630685	IDAHO STATE TAX COMMISSION	2504	6,508.45
01/03/2025	630686	JEFF MCLAGEN	2963	175.00
01/03/2025	630687	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	101,068.62
01/03/2025	630688	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	443,669.69
01/03/2025	630689	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	48,802.42
01/03/2025	630690	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	7,525.68
01/03/2025	630691	KPFF INC	2510	11,659.10
01/03/2025	630692	MOHAWK MANUFACTURING & SUPPLY CO	1011	632.63
01/03/2025	630693	MUNCIE RECLAMATION AND SUPPLY CO	1013	525.00
01/03/2025	630694	BLACK REALTY MANAGEMENT INC	1658	282,494.81
01/03/2025	630695	NAPA AUTO PARTS INC	1014	14,033.79
01/03/2025	630696	NATIONAL COLOR GRAPHICS INC	1455	2,321.70
01/03/2025	630697	DVM INSURANCE AGENCY	2592	1,386.92
01/03/2025	630698	THE AFTERMARKET PARTS COMPANY LLC	1015	23,042.13
01/03/2025	630699	DEBORAH HALE	901	29.00
01/03/2025	630700	JASMIN HAGGERTY	901	88.00
01/03/2025	630701	PATRIOT FIRE PROTECTION INC	2436	368.70
01/03/2025	630702	PREMERA BLUE CROSS	1521	420,366.25
01/03/2025	630703	PROFESSIONAL SERVICE BUREAU INC	2883	50.00
01/03/2025	630704	RILEY ENGINEERING INC	2928	13,835.62
01/03/2025	630705	ROMAINE ELECTRIC CORPORATION	1548	443.85
01/03/2025	630706	SIX ROBBLEES INC	1017	315.02
01/03/2025	630707	DGT ENTERPRISES LLC	2670	7,825.00
01/03/2025	630708	SUMMIT LAW GROUP PLLC	1637	1,134.00
01/03/2025	630709	SOLID WASTE SYSTEMS LLC	2514	399.51
01/03/2025	630710	SYMETRA LIFE INSURANCE COMPANY	1562	24,485.40
01/03/2025	630711	TRANSMACHINE MTT INC	2899	116.00
01/03/2025	630712	TRAPEZE SOFTWARE GROUP	1669	5,728.00
01/03/2025	630713	US BANK	1678	59,368.86
01/03/2025	630714	WALTER E NELSON CO	1721	727.51
01/03/2025	630715	WENDLE MOTORS INCORPORATED	1021	479.32
01/03/2025	630716	THE W.W. WILLIAMS COMPANY	2870	1,964.50
01/03/2025	630717	VERIZON	2142	16,061.14
01/10/2025	630718	CITY OF AIRWAY HEIGHTS	2772	566,329.55
01/10/2025	630719	ALEXANDER DENNIS INC.	2759	1,009,647.58
01/10/2025	630720	AFSCME	1328	669.62
01/10/2025	630721	AFSCME	1328	120.00
01/10/2025	630722	UNIVERSAL PROTECTION SERVICE LP	2338	100,519.51
01/10/2025	630723	AMAZON CAPITAL SERVICES INC	2098	2,354.06
01/10/2025	630724	STEVEN W NILES JR	2276	150.09

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/10/2025	630725	THE ARC OF SPOKANE	2361	13,122.49
01/10/2025	630726	NORTHWEST CENTER SERVICES	2271	395.67
01/10/2025	630727	AMALG TRANSIT UNION #1015	1055	27,352.13
01/10/2025	630728	AMALG TRANSIT UNION #1598	1056	1,176.17
01/10/2025	630729	AVISTA CORPORATION	1081	20,445.64
01/10/2025	630730	BUDINGER & ASSOCIATES INC	2149	3,286.76
01/10/2025	630731	BULLDOG ROOTER INC	1126	1,881.88
01/10/2025	630732	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
01/10/2025	630733	CAMERON-REILLY LLC	1137	1,110,691.24
01/10/2025	630734	CANON FINANCIAL SERVICES INC	1154	1,042.83
01/10/2025	630735	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
01/10/2025	630736	QWEST CORPORATION	1148	153.38
01/10/2025	630737	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
01/10/2025	630738	CITY OF CHENEY - UTILITY	1158	598.03
01/10/2025	630739	CITY OF SPOKANE	1601	1,634.41
01/10/2025	630740	CITY OF SPOKANE	1601	2,844.03
01/10/2025	630741	CITY OF SPOKANE	1601	206.78
01/10/2025	630742	COLEMAN OIL COMPANY LLC.	2683	87,422.92
01/10/2025	630743	COMCAST	1170	1,416.53
01/10/2025	630744	COMPUNET INC	1166	12,644.17
01/10/2025	630745	WASHINGTON STATE DEPT OF CORRECTIONS	1708	1,035.50
01/10/2025	630746	CORPORATE TRANSLATION SERVICES INC	2158	61.55
01/10/2025	630747	D'AMATO CONVERSANO INC. P.C.	2718	19,125.00
01/10/2025	630748	DEBORA L. BROWN MUNGUIA	2960	5,661.58
01/10/2025	630749	DIGI-KEY CORPORATION	1213	146.27
01/10/2025	630750	EMPLOYEE ADVISORY COUNCIL	1236	918.50
01/10/2025	630751	FIRST AMERICAN TITLE INSURANCE CO OF WA	1256	817.50
01/10/2025	630752	V02 COLLECTION INC.	2860	163.35
01/10/2025	630753	FP MAILING SOLUTIONS	1878	3,000.00
01/10/2025	630754	FEDEX	1808	465.05
01/10/2025	630755	GORDON TRUCK CENTERS INC	1018	10,760.44
01/10/2025	630756	GALLS LLC	1271	5,019.70
01/10/2025	630757	GILLIG LLC	1279	14,140.71
01/10/2025	630758	IL DCS AND FAMILY SERVICES	2768	276.53
01/10/2025	630759	JACOBS ENGINEERING GROUP INC	2285	5,827.33
01/10/2025	630760	NORTHWEST BUSINESS PRESS INC	1366	1,495.00
01/10/2025	630761	KPFF INC	2510	54,727.92
01/10/2025	630762	LOOMIS ARMORED US LLC	1408	5,502.64
01/10/2025	630763	MILLER PAINT COMPANY	2657	352.77
01/10/2025	630764	MODERN ELECTRIC WATER CO INC	1439	1,934.04
01/10/2025	630765	MUNCIE RECLAMATION AND SUPPLY CO	1013	131.53
01/10/2025	630766	BLACK REALTY MANAGEMENT INC	1658	59,016.76
01/10/2025	630767	NAPA AUTO PARTS INC	1014	2,894.75
01/10/2025	630768	THE AFTERMARKET PARTS COMPANY LLC	1015	1,044.91
01/10/2025	630769	NEW FLYER OF AMERICA INC	2528	2,123,186.64
01/10/2025	630770	CSWW INC	1102	270.24
01/10/2025	630771	PARAMETRIX INC	2062	96,502.33
01/10/2025	630772	PROVISIONAL SERVICES INC.	2697	1,164.71
01/10/2025	630773	ROMAINE ELECTRIC CORPORATION	1548	388.94
01/10/2025	630774	S & A SYSTEMS INC	2223	53,676.90
01/10/2025	630775	S T A - WELL	1557	711.50
01/10/2025	630776	SAGEVIEW ADVISORY GROUP LLC	1955	9,000.00
01/10/2025	630777	SAM SCHWARTZ CONSULTING LLC	2369	9,428.99
01/10/2025	630778	SBA TOWERS II LLC	1569	2,636.43
01/10/2025	630779	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	13,888.65
01/10/2025	630780	SPECIAL MOBILITY SERVICES	2122	9,496.17
01/10/2025	630781	SPOKANE BIKE SWAP & EXPO	2458	2,000.00
01/10/2025	630782	DGT ENTERPRISES LLC	2670	9,812.50
01/10/2025	630783	SPORTWORKS GLOBAL LLC	1617	365.40
01/10/2025	630784	TENNESSEE CHILD SUPPORT	2944	39.22
01/10/2025	630785	TRAPEZE SOFTWARE GROUP	1669	90,520.09
01/10/2025	630786	TYLER BUSINESS FORMS	1788	314.48
01/10/2025	630787	UNITED WAY OF SPOKANE COUNTY	1684	215.00
01/10/2025	630788	US DEPT OF THE TREASURY	2950	329.84
01/10/2025	630789	VEHICLE MAINTENANCE PROGRAM	2867	1,664.56
01/10/2025	630790	CARACAL ENTERPRISES LLC	2419	19.50
01/10/2025	630791	VERITECH INC	2049	733.00
01/10/2025	630792	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,803.83
01/10/2025	630793	WALKER CONSTRUCTION INC	1913	2,822.83
01/10/2025	630794	WALTER E NELSON CO	1721	446.59
01/10/2025	630795	WEX BANK	2642	15,314.69
01/10/2025	630796	THE W.W. WILLIAMS COMPANY	2870	9,236.07

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/10/2025	630797	WASHINGTON STATE TRANSIT ASSOC	1715	150.00
01/10/2025	630798	WASHINGTON STATE TRANSIT INSURANCE POOL	1703	3,267,117.00
01/10/2025	630799	ZAYO GROUP LLC	2321	40,994.17
01/17/2025	630800	ABB E-Mobility Inc.	2844	3,248.00
01/17/2025	630801	ACCESS INFORMATION HOLDINGS	2340	520.50
01/17/2025	630802	CBS REPORTING INC	1035	1,447.00
01/17/2025	630803	AMAZON CAPITAL SERVICES INC	2098	358.09
01/17/2025	630804	STEVEN W NILES JR	2276	38.15
01/17/2025	630805	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,245.00
01/17/2025	630806	NORTHWEST CENTER SERVICES	2271	55,412.20
01/17/2025	630807	APPLEWAY CHEVROLET INC	1068	63.49
01/17/2025	630808	AVISTA CORPORATION	1081	119,277.50
01/17/2025	630809	BIXBY MACHINE TOOL SUPPLY INC	1106	429.70
01/17/2025	630810	BDI	1022	84.52
01/17/2025	630811	BUDINGER & ASSOCIATES INC	2149	6,118.92
01/17/2025	630812	CANON FINANCIAL SERVICES INC	1154	625.05
01/17/2025	630813	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	10,000.00
01/17/2025	630814	NCH CORPORATION	2853	1,827.29
01/17/2025	630815	CHK AMERICA INC	1155	2,343.75
01/17/2025	630816	CITY OF CHENEY - UTILITY	1158	227.46
01/17/2025	630817	CITY OF MEDICAL LAKE	1424	88.94
01/17/2025	630818	CITY OF SPOKANE	1601	10,910.09
01/17/2025	630819	CITY OF SPOKANE	1601	2,459.19
01/17/2025	630820	CLEAN CONCEPTS GROUP INC	1471	304.41
01/17/2025	630821	COFFMAN ENGINEERS INC	1162	51,626.42
01/17/2025	630822	COLEMAN OIL COMPANY LLC.	2683	41,066.78
01/17/2025	630823	KATHLEEN M COLLINS	1163	5,000.00
01/17/2025	630824	COMCAST	1170	647.93
01/17/2025	630825	COMMERCIAL TIRE INC	2451	779.99
01/17/2025	630826	COMPUNET INC	1166	1,132.35
01/17/2025	630827	CONSEAL CONTAINERS LLC	1176	316.10
01/17/2025	630828	COSTAR REALTY INFORMATION INC.	2851	489.79
01/17/2025	630829	GEM INC	1005	1,014.83
01/17/2025	630830	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	162.00
01/17/2025	630831	EL JAY OIL CO INC	1003	2,474.08
01/17/2025	630832	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	1246	12,701.24
01/17/2025	630833	FASTENAL COMPANY	1249	626.75
01/17/2025	630834	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,366.54
01/17/2025	630835	FIRST TRANSIT INC	2430	633,055.99
01/17/2025	630836	V02 COLLECTION INC.	2860	190.75
01/17/2025	630837	FEDEX	1808	121.34
01/17/2025	630838	GORDON TRUCK CENTERS INC	1018	5,421.01
01/17/2025	630839	GALLS LLC	1271	413.17
01/17/2025	630840	THE GENERAL STORE	1956	62.76
01/17/2025	630841	GILLIG LLC	1279	607.00
01/17/2025	630842	W.W. GRAINGER INC	1285	667.08
01/17/2025	630843	H & H BUSINESS SYSTEMS	1298	1,809.00
01/17/2025	630844	THE HILLER COMPANIES LLC	2888	885.10
01/17/2025	630845	HUMANIX CORP	1329	707.75
01/17/2025	630846	INIT INNOVATIONS IN TRANSPORTATION INC	2392	861.10
01/17/2025	630847	JACOBS ENGINEERING GROUP INC	2285	8,733.23
01/17/2025	630848	KENWORTH SALES CO INC	1373	143.09
01/17/2025	630849	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,421.04
01/17/2025	630850	KPFF INC	2510	98,583.98
01/17/2025	630851	L&E PARK LLC	2391	4,347.28
01/17/2025	630852	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	161.93
01/17/2025	630853	MCMASTER-CARR SUPPLY CO	1423	136.26
01/17/2025	630854	NEALTON INC	2896	50.13
01/17/2025	630855	MODERN NETWORKS LLC	2940	222.47
01/17/2025	630856	MOTION AUTO SUPPLY INC	1012	130.36
01/17/2025	630857	MOTOROLA SOLUTIONS INC	1448	23,508.10
01/17/2025	630858	MOUSER ELECTRONICS INC	1449	36.18
01/17/2025	630859	MUNCIE RECLAMATION AND SUPPLY CO	1013	778.96
01/17/2025	630860	BLACK REALTY MANAGEMENT INC	1658	850.00
01/17/2025	630861	NANONATION INC	2554	37,692.20
01/17/2025	630862	NAPA AUTO PARTS INC	1014	2,834.72
01/17/2025	630863	THE AFTERMARKET PARTS COMPANY LLC	1015	6,136.72
01/17/2025	630864	NEW PIG CORPORATION	1462	675.80
01/17/2025	630865	TAMMY LYNNE GLIDEWELL	1282	3,486.00
01/17/2025	630866	OFFICE DEPOT INC	1483	324.54
01/17/2025	630867	PACIFIC OFFICE SOLUTIONS	2288	108.63
01/17/2025	630868	PARAMETRIX INC	2062	450,174.92

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/17/2025	630869	REHN & ASSOCIATES	2395	273.00
01/17/2025	630870	ROMAINE ELECTRIC CORPORATION	1548	29.98
01/17/2025	630871	SAFELITE FULFILLMENT INC	2889	2,578.15
01/17/2025	630872	SENSKE LAWN & TREE CARE INC	2194	107.91
01/17/2025	630873	SIX ROBBLEES INC	1017	63.25
01/17/2025	630874	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,134.00
01/17/2025	630875	SPOKANE COUNTY SOLID WASTE	1603	1,590.08
01/17/2025	630876	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	316.13
01/17/2025	630877	SPOKANE HOUSE OF HOSE INC	1605	3,584.19
01/17/2025	630878	DGT ENTERPRISES LLC	2670	11,500.00
01/17/2025	630879	GREATER SPOKANE VALLEY CHAMBER OF COMMERCE	1613	2,750.00
01/17/2025	630880	SPOKANE REGIONAL TRANSPORTATION COUNCIL	1610	58,706.00
01/17/2025	630881	STAR RENTALS & SALES	1629	335.65
01/17/2025	630882	STONEWAY ELECTRIC SUPPLY CO	1633	189.33
01/17/2025	630883	FRONTLINE ROAD SAFETY OPERATIONS LLC	2923	1,477.80
01/17/2025	630884	SUN SUPPLY INC.	2710	82.02
01/17/2025	630885	TEAM TORQUE INC	1644	339.00
01/17/2025	630886	TERMINAL SUPPLY INC	1648	1,170.78
01/17/2025	630887	THE ENGRAVER INC	1242	50.69
01/17/2025	630888	TRAPEZE SOFTWARE GROUP	1669	10,840.06
01/17/2025	630889	ULINE INC	2401	528.95
01/17/2025	630890	UNIFIRST CORPORATION	2868	22,327.40
01/17/2025	630891	UNITED PARCEL SERVICE INC	1683	40.46
01/17/2025	630892	URM STORES INC	1677	64.50
01/17/2025	630893	UTILITIES PLUS	2606	261.00
01/17/2025	630894	JEFFREY OIEN	2155	58.32
01/17/2025	630895	VERIZON WIRELESS LLC	1686	18,586.31
01/17/2025	630896	WALTER E NELSON CO	1721	388.77
01/17/2025	630897	WENDLE MOTORS INCORPORATED	1021	2,084.35
01/17/2025	630898	WESSLEN CONSTRUCTION INC	2651	10,836.02
01/17/2025	630899	THE W.W. WILLIAMS COMPANY	2870	9.55
01/17/2025	630900	ZIPLINE COMMUNICATIONS INC	2492	4,282.00
01/24/2025	630901	A TO Z RENTALS	1033	670.82
01/24/2025	630902	INLAND WELDING SUPPLY INC	1032	310.09
01/24/2025	630903	ABCORP NA INC	2814	12,589.50
01/24/2025	630904	ASH & ROWAN HARDWARE LLC	2278	633.65
01/24/2025	630905	FRANCIS AVENUE HARDWARE	2279	211.14
01/24/2025	630906	ACE HARDWARE	2279	162.60
01/24/2025	630907	SOUTH HILL ACE HARDWARE	2263	7.32
01/24/2025	630908	IRIS GROUP HOLDINGS	2462	3,956.27
01/24/2025	630909	AFSCME	1328	655.92
01/24/2025	630910	AFSCME	1328	120.00
01/24/2025	630911	ALASKA RUBBER GROUP INC	2890	20.01
01/24/2025	630912	ALCOBRA METALS INC	2140	166.36
01/24/2025	630913	ALCOBRA METALS INC	2140	3,867.07
01/24/2025	630914	UNIVERSAL PROTECTION SERVICE LP	2338	103,512.84
01/24/2025	630915	AMAZON CAPITAL SERVICES INC	2098	19.61
01/24/2025	630916	AMAZON CAPITAL SERVICES INC	2098	717.88
01/24/2025	630917	STEVEN W NILES JR	2276	30.44
01/24/2025	630918	NORTHWEST INDUSTRIAL SERVICES LLC	1058	525.38
01/24/2025	630919	ARCTIC LIGHTING & ELECTRIC LLC	2100	897.90
01/24/2025	630920	NORTHWEST CENTER SERVICES	2271	11,177.52
01/24/2025	630921	ARNETT INDUSTRIES LLC	2331	134.17
01/24/2025	630922	ATS INLAND NW LLC	1916	10,162.34
01/24/2025	630923	AMALG TRANSIT UNION #1015	1055	27,120.64
01/24/2025	630924	AMALG TRANSIT UNION #1598	1056	1,066.87
01/24/2025	630925	AMALGAMATED TRANSIT UNION	1057	185.61
01/24/2025	630926	AUTO B CLEAN INC	1077	536.68
01/24/2025	630927	AUTOMATED ACCOUNTS INC	1079	1,858.31
01/24/2025	630928	APPLEWAY CHEVROLET INC	1068	878.87
01/24/2025	630929	AVIDEX INDUSTRIES LLC	2244	21,874.21
01/24/2025	630930	AVISTA CORPORATION	1081	120.96
01/24/2025	630931	AVISTA UTILITIES CONTRACT	1081	54.74
01/24/2025	630932	CONTINENTAL BATTERY COMPANY	2915	167.30
01/24/2025	630933	BETTER BUSINESS BUREAU	1100	2,570.00
01/24/2025	630934	BDI	1022	516.66
01/24/2025	630935	ZEAL ENDEAVORS LLC	2788	3,581.40
01/24/2025	630936	BULLDOG ROOTER INC	1126	1,424.55
01/24/2025	630937	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
01/24/2025	630938	CANON FINANCIAL SERVICES INC	1154	2,180.99
01/24/2025	630939	CDW-GOVERNMENT	1132	74,364.22
01/24/2025	630940	QWEST CORPORATION	1148	236.88

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
01/24/2025	630941	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
01/24/2025	630942	CITY GLASS SPOKANE INC	2599	76.30
01/24/2025	630943	CITY OF CHENEY	1158	227.46
01/24/2025	630944	CITY OF SPOKANE	1601	137.69
01/24/2025	630945	COAST TRANSPORTATION	2040	5,081.39
01/24/2025	630946	COLEMAN OIL COMPANY LLC.	2683	65,368.26
01/24/2025	630947	COMPUNET INC	1166	16,874.31
01/24/2025	630948	CONSEAL CONTAINERS LLC	1176	397.78
01/24/2025	630949	CONSOLIDATED SUPPLY CO	2956	71.76
01/24/2025	630950	CONTINENTAL DOOR COMPANY	1986	757.58
01/24/2025	630951	COWLES REAL ESTATE COMPANY	2765	7,300.00
01/24/2025	630952	CROWN CASTLE INTERNATIONAL CORP.	2733	2,115.99
01/24/2025	630953	CUMMINS INC	1027	2,928.32
01/24/2025	630954	D'AMATO CONVERSANO INC. P.C.	2718	23,850.00
01/24/2025	630955	DOW JONES & COMPANY	2698	374.96
01/24/2025	630956	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	5,775.00
01/24/2025	630957	EMPLOYEE ADVISORY COUNCIL	1236	729.50
01/24/2025	630958	EL JAY OIL CO INC	1003	11,373.62
01/24/2025	630959	EMPLOYMENT SECURITY DEPARTMENT	1237	115,034.15
01/24/2025	630960	EMPLOYMENT SECURITY DEPARTMENT	1237	82,385.13
01/24/2025	630961	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	17,725.50
01/24/2025	630962	EV IQ LLC	2784	3,745.00
01/24/2025	630963	FASTENAL COMPANY	1249	1,899.31
01/24/2025	630964	FERGUSON ENTERPRISES INC	1252	338.91
01/24/2025	630965	THE FIG TREE	2465	170.00
01/24/2025	630966	V02 COLLECTION INC.	2860	185.13
01/24/2025	630967	FP MAILING SOLUTIONS	1878	2,000.00
01/24/2025	630968	FRED'S APPLIANCE	1265	850.19
01/24/2025	630969	FEDEX	1808	97.66
01/24/2025	630970	GORDON TRUCK CENTERS INC	1018	43,197.47
01/24/2025	630971	GALLS LLC	1271	323.80
01/24/2025	630972	GILLIG LLC	1279	32,167.91
01/24/2025	630973	W W GRAINGER INC	1285	216.85
01/24/2025	630974	W.W. GRAINGER INC	1285	1,979.02
01/24/2025	630975	SPOKANE AREA CHAMBER OF COMMERCE	1291	8,650.00
01/24/2025	630976	H & H BUSINESS SYSTEMS	1298	286.71
01/24/2025	630977	H & H BUSINESS SYSTEMS	1298	738.18
01/24/2025	630978	IL DCS AND FAMILY SERVICES	2768	276.53
01/24/2025	630979	INIT INNOVATIONS IN TRANSPORTATION INC	2392	861.10
01/24/2025	630980	INLAND FIRST AID AND SAFETY	2895	694.44
01/24/2025	630981	WILLIAM CORP	1363	930.62
01/24/2025	630982	KENWORTH SALES CO INC	1373	5,875.70
01/24/2025	630983	KIRK'S AUTOMOTIVE INC	1007	123.18
01/24/2025	630984	KIRK'S AUTOMOTIVE INC	1007	96.87
01/24/2025	630985	KRUEGER SHEET METAL CO	2407	2,558.00
01/24/2025	630986	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	1393	396.40
01/24/2025	630987	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,304.73
01/24/2025	630988	M & L SUPPLY CO INC	1413	1,713.45
01/24/2025	630989	MAINTENANCE SOLUTIONS	1418	2,690.98
01/24/2025	630990	NEALTON INC	2896	295.02
01/24/2025	630991	Q49 SOLUTIONS LLC	2594	50.14
01/24/2025	630992	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,127.23
01/24/2025	630993	MUNCIE RECLAMATION AND SUPPLY CO	1013	2,112.53
01/24/2025	630994	BLACK REALTY MANAGEMENT INC	1658	13,824.27
01/24/2025	630995	NAPA AUTO PARTS INC	1014	3,545.74
01/24/2025	630996	NATIONAL COLOR GRAPHICS INC	1455	17,138.89
01/24/2025	630997	THE AFTERMARKET PARTS COMPANY LLC	1015	22,290.41
01/24/2025	630998	NEW FLYER OF AMERICA INC	2528	1,415,457.76
01/24/2025	630999	NORLIFT INC	1470	1,539.56
01/24/2025	631000	NOVATION INC	2394	1,436.12
01/24/2025	631001	ONEBRIDGE BENEFITS INC	2880	237.00
01/24/2025	631002	OXARC INC	1002	737.24
01/24/2025	631003	PARAMETRIX INC	2062	275,865.88
01/24/2025	631004	PARR LUMBER	2299	86.85
01/24/2025	631005	PROVISIONAL SERVICES INC.	2697	862.75
01/24/2025	631006	ROMAINE ELECTRIC CORPORATION	1548	1,683.13
01/24/2025	631007	S T A - WELL	1557	555.50
01/24/2025	631008	SAFELITE FULFILLMENT INC	2889	411.18
01/24/2025	631009	SAFETY-KLEEN SYSTEMS INC	1564	11,017.18
01/24/2025	631010	SAM SCHWARTZ CONSULTING LLC	2369	1,280.97
01/24/2025	631011	SCHINDLER ELEVATOR CORPORATION	1930	142.82
01/24/2025	631012	SECURITAS TECHNOLOGY CORP	2967	1,041.33

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/24/2025	631013	SITEONE LANDSCAPE SUPPLY LLC	2557	34.03
01/24/2025	631014	SIX ROBBLEES INC	1017	1,080.41
01/24/2025	631015	SPECIAL MOBILITY SERVICES	2122	16,474.64
01/24/2025	631016	SPOKANE HARDWARE SUPPLY	1604	47.96
01/24/2025	631017	SPOKANE HOUSE OF HOSE INC	1605	8,160.91
01/24/2025	631018	SPOKANE POWER TOOL	1608	1,915.05
01/24/2025	631019	SPRAY CENTER ELECTRONICS INC	1619	11.02
01/24/2025	631020	STONEWAY ELECTRIC SUPPLY CO	1633	343.16
01/24/2025	631021	STONEWAY ELECTRIC SUPPLY CO	1633	963.56
01/24/2025	631022	STONEWAY ELECTRIC SUPPLY CO	1633	908.39
01/24/2025	631023	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	169.90
01/24/2025	631024	SUN SUPPLY INC.	2710	382.80
01/24/2025	631025	TENNANT SALES & SERVICE COMPANY	1647	3,452.25
01/24/2025	631026	TENNESSEE CHILD SUPPORT	2944	39.22
01/24/2025	631027	TERMINAL SUPPLY COMPANY	1648	277.45
01/24/2025	631028	TERMINAL SUPPLY INC	1648	116.64
01/24/2025	631029	TITAN TRUCK EQUIPMENT INC	1655	1,100.40
01/24/2025	631030	TRANSIT SOLUTIONS LLC	2440	33,790.00
01/24/2025	631031	TYLER TECHNOLOGIES INC	1675	8,111.25
01/24/2025	631032	UNITED WAY OF SPOKANE COUNTY	1684	150.00
01/24/2025	631033	US DEPT OF THE TREASURY	2950	244.14
01/24/2025	631034	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,823.29
01/24/2025	631035	WA STATE DEPT OF ECOLOGY	1706	158.22
01/24/2025	631036	WASHINGTON STATE	1710	26,358.93
01/24/2025	631037	WALTER E NELSON CO	1721	7,133.98
01/24/2025	631038	WENDLE MOTORS INCORPORATED	1021	6,441.70
01/24/2025	631039	WESTERN STATES EQUIPMENT	1740	348.00
01/24/2025	631040	THE W.W. WILLIAMS COMPANY	2870	363.20
01/24/2025	631041	VERIZON	2142	3,925.39
01/31/2025	631042	4IMPRINT INC	1263	5,675.38
01/31/2025	631043	ASH & ROWAN HARDWARE LLC	2278	17.34
01/31/2025	631044	SOUTH HILL ACE HARDWARE	2263	17.63
01/31/2025	631045	AMAZON CAPITAL SERVICES INC	2098	2,669.40
01/31/2025	631046	ARCTIC LIGHTING & ELECTRIC LLC	2100	8,460.00
01/31/2025	631047	AVISTA CORPORATION	1081	4,446.65
01/31/2025	631048	BATTERY SYSTEMS INC	1089	68.89
01/31/2025	631049	CHERYL BECKETT	1092	1,000.00
01/31/2025	631050	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
01/31/2025	631051	THE BRAUN CORPORATION	1117	37.98
01/31/2025	631052	LITHIA MOTORS SUPPORT SERVICES	1024	2,260.98
01/31/2025	631053	CANON FINANCIAL SERVICES INC	1154	1,672.62
01/31/2025	631054	COMMUNITY COLLEGES OF SPOKANE	1174	16,655.60
01/31/2025	631055	CDW-GOVERNMENT	1132	2,321.70
01/31/2025	631056	CITY OF SPOKANE	1601	2,000.00
01/31/2025	631057	CITY OF SPOKANE	1601	2,231.81
01/31/2025	631058	COLEMAN OIL COMPANY LLC.	2683	186,900.57
01/31/2025	631059	COMCAST	1170	1,228.05
01/31/2025	631060	COMMERCIAL TIRE INC	2451	6,692.16
01/31/2025	631061	COMPUNET INC	1166	152,621.28
01/31/2025	631062	CUMMINS INC	1027	18,176.19
01/31/2025	631063	DAY MANAGEMENT CORPORATION	1202	408.36
01/31/2025	631064	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
01/31/2025	631065	EL JAY OIL CO INC	1003	3,506.26
01/31/2025	631066	ETC INSTITUTE	2792	15,780.00
01/31/2025	631067	FASTENAL COMPANY	1249	1,859.74
01/31/2025	631068	FERRIS HIGH SCHOOL PTG	2973	775.00
01/31/2025	631069	FISERV-FIRST DATA MERCHANT SERVICES CORPORATIO	1257	9,158.33
01/31/2025	631070	FIRST TRANSIT INC	2430	619,091.45
01/31/2025	631071	V02 COLLECTION INC.	2860	1,013.06
01/31/2025	631072	FEDEX	1808	290.14
01/31/2025	631073	GORDON TRUCK CENTERS INC	1018	163.30
01/31/2025	631074	GALLS LLC	1271	2,027.02
01/31/2025	631075	GENFARE LLC	1268	697.80
01/31/2025	631076	GILLIG LLC	1279	32,051.82
01/31/2025	631077	GMCO CORPORATION	2623	7,391.69
01/31/2025	631078	W W GRAINGER INC	1285	134.08
01/31/2025	631079	GUARDIAN SECURITY SYSTEMS INC	2199	1,046.19
01/31/2025	631080	H & H BUSINESS SYSTEMS	1298	436.56
01/31/2025	631081	HUMANIX CORP	1329	279.38
01/31/2025	631082	IR SPECIALTY FOAM LLC	1345	319.59
01/31/2025	631083	WILLIAM CORP	1363	1,661.46
01/31/2025	631084	KENWORTH SALES CO INC	1373	200.45

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/31/2025	631085	KERSHAW'S INC	1374	377.79
01/31/2025	631086	KONECRANES INC	1367	1,299.03
01/31/2025	631087	LITHOGRAPHIC REPRODUCTIONS INC	1403	364.06
01/31/2025	631088	LONG BUSINESS FORMS	2301	852.49
01/31/2025	631089	LOWE'S COMPANIES, INC	2913	345.24
01/31/2025	631090	MAGALDI & MAGALDI INC	1416	642.03
01/31/2025	631091	NEALTON INC	2896	515.31
01/31/2025	631092	Q49 SOLUTIONS LLC	2594	50.14
01/31/2025	631093	MOHAWK MANUFACTURING & SUPPLY CO	1011	436.04
01/31/2025	631094	BLACK REALTY MANAGEMENT INC	1658	30,759.42
01/31/2025	631095	NANONATION INC	2554	307.80
01/31/2025	631096	NAPA AUTO PARTS INC	1014	276.73
01/31/2025	631097	NATIONAL COLOR GRAPHICS INC	1455	2,608.53
01/31/2025	631098	THE AFTERMARKET PARTS COMPANY LLC	1015	8,208.65
01/31/2025	631099	NEW PIG CORPORATION	1462	1,876.93
01/31/2025	631100	NORLIFT INC	1470	6,602.35
01/31/2025	631101	CSWW INC	1102	196.19
01/31/2025	631102	OFFICE DEPOT INC	1483	493.14
01/31/2025	631103	ESTATE OF: LEMUEL PERAL SHINES	901	28.00
01/31/2025	631104	Jacob Buffum	900	72.35
01/31/2025	631105	PACIFIC OFFICE SOLUTIONS	2288	1,438.76
01/31/2025	631106	PHOENIX MOTOR INC	2885	5,537.39
01/31/2025	631107	VIA TRANSPORTATION INC	2762	59,732.00
01/31/2025	631108	ROMAINE ELECTRIC CORPORATION	1548	199.36
01/31/2025	631109	WILPAT ENTERPRISES INC	1550	1,209.90
01/31/2025	631110	SCHINDLER ELEVATOR CORPORATION	1930	8,618.48
01/31/2025	631111	SPOKANE COUNTY TREASURER	1603	872.24
01/31/2025	631112	STA OPERATIONS	1556	45.15
01/31/2025	631113	SUMMIT LAW GROUP PLLC	1637	9,167.00
01/31/2025	631114	TERMINAL SUPPLY INC	1648	5,764.36
01/31/2025	631115	THERMO KING NORTHWEST	1650	3,816.67
01/31/2025	631116	TRAPEZE SOFTWARE GROUP	1669	2,250.00
01/31/2025	631117	TRISTAR RISK MANAGEMENT	2124	3,060.00
01/31/2025	631118	UNIFIRST CORPORATION	2868	832.88
01/31/2025	631119	VERITECH INC	2049	734.00
01/31/2025	631120	VOITH US INC	2460	1,565.29
01/31/2025	631121	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	129,637.51
01/31/2025	631122	WALTER E NELSON CO	1721	1,380.92
01/31/2025	631123	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION	2262	875.00
01/31/2025	631124	WENDLE MOTORS INCORPORATED	1021	78.92
01/31/2025	631125	WESCO GROUP LLC	2368	13,092.29
01/31/2025	631126	WHITES BOOTS INC	1744	757.77
01/31/2025	631127	THE W.W. WILLIAMS COMPANY	2870	284.38
TOTAL JANUARY ACCOUNTS PAYABLE				16,745,348.07
01/01/2025-01/31/2025	ACH	WORKER'S COMPENSATION	2286	181,490.73
TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS				181,490.73
01/10/2025	730930-730947	PAYROLL AND TAXES PR 01, 2025	VARIES	3,047,433.31
01/24/2025	730948-730961	PAYROLL AND TAXES PR 02, 2025	VARIES	2,121,520.60
TOTAL JANUARY PAYROLL AND TAXES				5,168,953.91
01/17/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,600.39
01/17/2025	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	3,037.94
TOTAL JANUARY EXCISE AND LEASEHOLD TAX DISBURSEMENT				7,638.33
TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS				22,103,431.04
TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JANUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS				22,103,431.04

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8D : PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: 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
20242769	2025 Plaza Backflow Certification	Bulldog Rooter, Inc	\$2,182.18	12/31/2024
20240085	2024 ADT	The ADT Security Corp	\$16,300.00	12/31/2024
20240511	Plaza Garage Door Repairs	Continental Door Company	\$1,509.65	12/31/2024
20240150	Plaza Trash Compactor Preventative Maintenance	Solid Waste Systems, LLC	\$1,898.54	12/31/2024
20242605	Body Shop Hoist Brake Repair	Konecranes, Inc	\$3,450.02	1/15/2024
20250101	Plaza Fan Insall – RM P222A	Arctic Lighting & Electric, LLC	\$9,810.00	1/16/2025

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: Approve, by motion, 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 TJ Chief Executive Officer KO/BRB Legal Counsel //

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8E : KRUEGER SHEET METAL: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

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

Public Works Contract for:	Bus Stop Railings
Capital Project Number:	347, 479, 743
Contractor:	Krueger Sheet Metal Co.
Construction Start:	4/15/2024
Substantial Completion:	9/5/2024
Final Completion:	9/5/2024
Scope of Work:	Fabrication and installation of pedestrian railing at four (4) existing bus stops.

Contract Authority, Including Contingency	\$110,104.30
Awarded Construction Contract	\$95,742.87
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$95,742.87
Unspent	\$14,361.43

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with Krueger Sheet Metal Co. for the Bus Stop Railings as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8F: D-McP CONSTRUCTION, LLC CONTRACT 2022-10762: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

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

Public Works Contract for:	Cheney Line HPT Corridor Improvements & WPTC Bay 4 Contract #2022-10762
Capital Project Number:	764
Contractor:	D-McP Construction, LLC.
Construction Start:	May 15, 2023
Substantial Completion:	March 19, 2024
Final Completion:	June 10, 2024
Scope of Work:	Construction included HPT amenity installation (incorporating Four Lakes Station, Eagle Station, and the station at Riverside & Bernard), along with civil, road, and ADA accessibility improvements at six (6) stations, two (2) enhanced stops, and twelve (12) standard bus stops throughout the Cheney Line corridor. Construction also included HPT amenities and a fourth passenger loading bay at the West Plains Transit Center.

Contract Authority, Including Contingency	\$1,597,730.22
Awarded Construction Contract	\$1,389,330.62
Additive Change Orders (Applied Contingency)	\$110,162.43
Deductive Change Orders	\$25,995.00
Total Final Contract Value	\$1,473,498.05
Unspent	\$124,232.17

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with D-McP Construction, LLC. for the Cheney Line HPT Corridor Improvements & WPTC Bay 4 contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8G : FLECK BUS WASHER REPLACEMENT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Alyssa Peterson, Capital Projects Manager

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

Public Works Contract for:	Fleck Bus Washer Replacement Contract #2024-10944
Capital Project Number:	862
Contractor:	Walker Construction, Inc.
Construction Start:	October 7, 2024
Substantial Completion:	November 21, 2024
Final Completion:	November 27, 2024
Scope of Work:	Selective demolition of existing bus washer and installation of new washer system at the Fleck Service Center

Contract Authority, Including Contingency		\$375,000.00
Awarded Construction Contract		\$312,500
Additive Change Orders (Applied Contingency)		\$26,258.42
Deductive Change Orders		\$2,000.00
Total Final Contract Value		\$336,758.42
Unspent		\$38,241.58

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with Walker Construction, Inc. for the Fleck Bus Washer Replacement contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8H : PLAZA 1ST FLOOR RESTROOMS CONTRACT 2023-10851: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

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

Public Works Contract for:	Plaza Restroom Door Additions & Plumbing Modifications
Capital Project Number:	845
Contractor:	Halme Builders, Inc.
Construction Start:	1/26/2024
Substantial Completion:	6/5/2024
Final Completion:	6/5/2024
Scope of Work:	Demolition and construction for installation of secure access doors at each restroom entrance for the first-floor restroom. Installation of two (2) new in-line sewer line grinders and associated plumbing modifications.

Contract Authority, Including Contingency	\$240,000.00
Awarded Construction Contract	\$200,000.00
Additive Change Orders (Applied Contingency)	\$6,278.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$206,278.00
Unspent	\$33,722.00

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with Halme Builders, Inc. for the Plaza Restroom Door Additions & Plumbing Modifications as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 81 : BOARD MEMBER TRAVEL TO WASHINGTON DC

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer

SUMMARY: To build support for the CIG program within the Federal Transit Administration (FTA), Cardinal Infrastructure has invited up to two Board members to participate in the Red State Transit Project Fly-In on March 5, 2025. According to STA's bylaws, Board member travel requires approval from the Board of Directors.

BACKGROUND: The incoming Republican majority in Washington, D.C., has prioritized improving government efficiency and reducing federal spending. While numerous proposals aim to achieve these goals, Cardinal Infrastructure seeks to highlight how transit construction projects can drive economic growth, create high-tech American jobs, boost housing development, and improve workforce mobility. The Capital Investment Grant (CIG) program is a vital investment in America's economic future.

Increasingly, new transit projects funded by the CIG program are being proposed and developed in fast-growing, low-tax, and traditionally rural states. These projects not only support local economies but also strengthen the manufacturing base in rural America, where high school graduates find opportunities in advanced manufacturing without leaving their communities. Examples include Pembina, ND; Anniston, AL; Crookston, MN; Brookville, PA; Shepherdsville, KY; and Salt Lake City, UT.

Although historically perceived as benefiting only urban areas, the CIG program now plays a critical role in supporting rural and suburban economies. As part of the Transit Project Fly-in on March 5, 2025, Cardinal Infrastructure aims to dispel outdated assumptions about the program and protect its funding. Additionally, they advocate for aligning the program with conservative principles by encouraging private investment, implementing regulatory relief, and reducing project costs in response to inflationary pressures. Travel to Washington DC also offers an opportunity to schedule other meetings with congress members and staff, as well as Trump Administration staff, to advance the interests of STA.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, travel for up to two Board members to attend the Fly-In on March 5, 2025.

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

RECOMMENDATION TO BOARD: Approve, by motion, travel for up to two Board members to attend the Fly-In on March 5, 2025.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel //

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8J : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: The Sprague Line project requires acquisition of property interests for the implementation of planned transit platforms. Staff are seeking approval for property acquisition, to include temporary construction easements, at a single location, as described below. Additional acquisitions are expected in the coming months.

BACKGROUND: The *STA Moving Forward* plan calls for investing in High Performance Transit (HPT) between Spokane and Spokane Valley, principally along Sprague Avenue. To support this effort, STA is renumbering Route 90 Sprague to Route 9 this September and opening stops with HPT station amenities at multiple locations as part of Phase 1 Sprague Line improvements. Sprague Line Phase 2 improvements include improvements to stop locations that feature more challenging retrofits to the built environment, including acquisition of private property to make way for accessibility and passenger improvements. Resolution 808-23, adopted by the STA Board on May 18, 2023, provides the CEO authority to enter into agreement and execute documents for these property interests up to a maximum of \$5,000 per parcel. Any negotiated agreement over \$5,000 per parcel requires Board approval.

The current acquisition proposed for action will enable construction of a proposed westbound HPT station stop on Sprague Avenue just west of Freya St. The adjacent parcel # 35153.0012 is owned by Gunryn Squared, LLC and the current use is retail. The acquisition area is currently a landscape area immediately adjacent to the city sidewalk. To construct the station, acquisition of real property, a temporary construction easement, and a permanent utility easement is necessary. In addition, compensation needs to be provided for removal of existing site improvements such as paving, curbing, and/or landscaping. The initial proposal value for these actions was provided by a licensed appraiser and negotiated to settlement as follows:

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	840.00 SF	\$14,700.00 @ \$17.50/SF	\$18,244.80 @ \$21.72/SF	\$3,544.80 @ \$4.22/SF
Temporary Construction Easement*	140.00 SF	\$490.00 @ \$17.50/SF	\$608.16 @ \$21.72/SF	\$118.16 @ \$4.22/SF
Permanent Utility Easement*	784.33 SF	\$6,862.89 @ \$17.50/SF	\$8,517.82 @ \$21.72/SF	\$1,654.93 @ \$4.22/SF
Site Improvements	-	\$6,636.40	\$6,636.40	\$0.00
Totals	-	\$28,689.29	\$34,007.18	\$5,317.89

**Easements are factored by their scope (duration/impact) to derive a fractional value from the full appraised value.*

Staff and STA's right-of-way consultant have determined this settlement value to be reasonable and supported by comparable property values.

RECOMMENDATION TO COMMITTEE: Recommend Board approve, by motion, the real property acquisition and associated easements between Gunryn Squared, LLC and Spokane Transit for a portion of Spokane County Parcel #35153.0012 for a total \$34,007.18 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

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

RECOMMENDATION TO BOARD: Approve, by motion, the real property acquisition and associated easements between Gunryn Squared, LLC and Spokane Transit for a portion of Spokane County Parcel #35153.0012 for a total \$34,007.18 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel //

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 8K : SWIFTLY SOFTWARE TERM EXTENSION

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Emily Poole, Principal Transit Planner / Department Manager

SUMMARY: According to STA Procurement Resolution 702-13, contracts that exceed \$200,000 will be approved by the STA Board of Directors. The proposed extension of contract 2020-10457 with Swiftly Inc., for an additional three-year term, exceeds this threshold requiring Board approval.

BACKGROUND: Swiftly Inc. software displays and analyzes transit vehicle location data to assist with customer service and fixed route scheduling and is a valuable tool which STA has established as a standard, that meets STA's needs, and that staff wish to continue to utilize to the benefit of the agency and customers. STA entered into the initial contract with Swiftly Inc. in February 2020 with three modules: Speed Map, Run Times, and Live Operations. The first renewal was approved by the Board on February 18, 2021, extending the term of the contract for two years to 2023. On March 17, 2022, the Board approved the addition of two more software modules: On-Time Performance and GPS Speed Map; and extended the term of the contract for three years. The proposed third amendment exercises a renewal option and extends the contract for three additional years to February 18, 2028.

The cost of the third amendment is \$564,048.94 over the three-year term. In exploring the renewal options, a one-year option was considered in addition to a three-year option. The three-year option was determined to be preferable, as the vendor was willing to reduce the annual rate increase from 10% to 5%. The adopted 2025 budget assumed continuation of the software subscription for the entire year. Out-year expenses will be incorporated into future budget proposals.

These subscriptions have been procured through a sole-source procurement under STA's procurement resolution given that Swiftly Inc. is the sole provider of a cloud-based platform that provides in-depth fixed route schedule analysis and intuitive access to vehicle location data with unlimited logins. These tools and unconstrained access by STA staff continue to enhance STA's commitment to riders and provide greater responsiveness in addressing schedule based and on-time performance issues across multiple departments.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the Interim Co-CEOs to execute the third amendment to Software Agreement 2020-10457 with Swiftly Inc., for a total value of \$564,048.94.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Interim Co-CEOs to execute the third amendment to Software Agreement 2020-10457 with Swiftly Inc., for a total value of \$564,048.94.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 10A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, 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

February 20, 2025

AGENDA ITEM 11A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 12A : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lance Speirs, Committee Chair

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

RECOMMENDATION TO BOARD: Receive Report

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM: **12Ai:** ENHANCED TRANSIT SYSTEM SECURITY STRATEGY

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO /Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

SUMMARY: Staff will present Spokane Transit’s Enhanced Transit System Security Strategy, designed to support employees and customers, deter unwanted behavior, and strengthen reporting to improve incident response and track strategy performance.

Public transit remains a safe, convenient, and reliable mobility option, as demonstrated by STA’s ridership surpassing 10 million rides in 2024—a testament to the community’s trust in the service. However, shifting social dynamics and a rise in disruptive behavior have presented new security challenges that require a thoughtful, proactive response. The Enhanced Transit System Security Strategy builds on STA’s existing strong foundation by adding targeted resources and fostering a holistic approach that engages employees, customers, and the broader community.

This strategy is designed not only to address immediate concerns but also to reinforce a culture of safety, ensuring a safe, welcoming, and comfortable environment for all who rely on our system. It aligns with the three goals outlined in STA’s 10-year strategic plan, Connect 2035:

1. Elevate the customer experience
2. Lead and collaborate with community partners to enhance regional quality of life
3. Strengthen the capacity to anticipate and respond to regional demands

Initial investments in the strategy include the Safety Ambassador Program, a customer reporting app, clear guidance to employees to reduce the risk of physical assaults, and the development of performance metrics to better allocate security resources and enhance customer education about STA’s services and Rules of Conduct.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 12Aii: STA BUS FLEET STATE OF GOOD REPAIR

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer

SUMMARY: Staff will present Spokane Transit’s Bus Fleet State of Good Repair strategy, outlining how the agency manages its fleet through the Transit Asset Management (TAM) Plan. This plan establishes criteria based on useful life benchmarks (ULB) to assess the condition of transit assets and guide replacement decisions.

STA’s fleet is a critical asset, ensuring reliable and efficient service for the community. However, a growing number of buses have exceeded the 15-year ULB, creating operational challenges that impact reliability, customer experience, and employee efficiency. The presentation will highlight the factors contributing to these extended service lives and the resulting negative impacts.

To address this issue, STA is shifting from a single-year purchase approach to a strategic multi-year bus procurement plan based on the Board’s 2024 approval of the Transit Development Plan, which outlines funding for fleet replacement. This new strategy accelerates fleet renewal and ensures STA achieves full TAM Plan compliance by the end of 2026 or early 2027—a timeline that would otherwise extend into 2028 without proactive intervention.

Additionally, the presentation will address challenges with STA’s zero-emission battery-electric bus fleet. The maintenance team has explored and implemented multiple strategies to improve vehicle reliability, but additional 2025 funding will be required to enhance maintenance capacity and ensure these buses provide dependable service. This unplanned investment will enable a shift from reactive to preventative maintenance, ultimately improving service reliability and customer experience. A funding proposal to support this effort will be presented to the PMER Committee and Board for action in March.

This strategy reflects STA’s commitment to maintaining a modern, reliable, and sustainable fleet that meets the needs of customers, employees, and the broader community.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 13 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer

SUMMARY: At this time, the Interim Co-CEOs will provide the Board with a report on items of interest.

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14A:

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Minutes of the January 8, 2025, Board Operations Committee meeting were approved at the February 11, 2025, meeting and are attached.

The Planning & Development Committee and the Performance Monitoring & External Relations Committee held no meetings in January. The minutes of the December 4, 2024, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings were approved at the February 5, 2025 meetings and are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Approved Minutes of the January 8, 2025, Meeting

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Spiers, Small Cities Representative
(Medical Lake)
Zack Zappone, City of Spokane
Josh Kerns, Spokane County
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio
Karl Otterstrom, Interim Co-CEO,
Ex Officio

STAFF PRESENT

Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial
Officer
Dana Infalt, Clerk of the Authority & Executive
Assistant to the Chief Executive Officer
Amie Blain, Finance Executive Assistant

PROVIDING LEGAL COUNSEL

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

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

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

2. **APPROVE COMMITTEE AGENDA**

Mr. Kerns moved to approve the agenda as presented. Mr. Speirs seconded, and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

None

4. **COMMITTEE ACTION**

A. **December 11, 2024, Committee Minutes**

Mr. Zappone moved to approve the December 11, 2024, committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

Chair Haley presented the proposed appointments to the Committee. Mr. Zappone discussed potential scheduling conflicts with the Committee. The members from the City of Spokane will discuss and bring potential change requests to the Board.

Mr. Kerns moved to recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025. Mr. Speirs seconded, and the motion passed unanimously.

6. APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

Chair Haley presented the proposed appointments to the Committee.

Mr. Zappone moved to recommend the Board confirm the appointments made by the Board Chair to the Board Operations Committee, as presented. Mr. Speirs seconded, and the motion passed unanimously.

7. BOARD MEMBER TRAVEL TO 2025 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

Mr. Rapez-Betty presented this item to the Committee, and he explained all Board Members have the opportunity to attend.

Mr. Speirs moved to recommend the Board approve, by motion, travel for Board members to attend APTA conferences in 2025. Mr. Zappone seconded, and the motion passed unanimously.

8. BOARD OF DIRECTORS AGENDA JANUARY 16, 2025

Mr. Zappone moved to approve the Board of Directors agenda. Mr. Speirs seconded, and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 12, 2025

In reviewing the future agenda item related to the Board meeting schedule, Mr. Zappone advised that Kitty Klitzke, the incoming Board Operations Committee Member from the City of Spokane, will be unavailable for the Board Operations meeting in April 2025.

10. CEO REPORT

The Co-CEOs welcomed Mr. Peterson as STA's new Chief Information Officer, and Ms. Johnston, STA's Interim Chief Financial Officer. They shared the December 2024 voter-approved sales tax revenues representing October 2024 sales. Actual was \$9.9M, compared to the budget of \$8.4M, for a 17.7% difference, or \$1.5M. Year-to-date results are 6.0% above budget.

The Co-CEOs presented the Division Street BRT Grant Update, Preliminary Year-End Ridership Results, and their Core Priorities with the Committee.

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Chair Haley 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.”*

The Committee entered Executive Session at 1:57 p.m., with a 15-minute projected timeframe. At 2:07 p.m., the Executive Session ended and the meeting was called back into open session.

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:07 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 December 4, 2024, Meeting

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*
Rhonda Bowers, Labor Representative
(*Non-voting*)
E. Susan Meyer, Chief Executive Officer
Ex -Officio

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake)

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

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

Chair 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 no updates for the Planning & Development Committee.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE NOVEMBER 6, 2024, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the November 6, 2024, Planning & Development Committee meeting minutes. Chair Pam Haley seconded, and the motion passed unanimously.

Council Member Zack Zappone joined the meeting at 10:24 a.m.

B. **2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: FINALIZE AND APPROVE**

Mr. Karl Otterstrom presented the draft Planning & Development Committee work program for the upcoming year, which outlines key activities such as preparation of the 2026-2031 Transit Development Plan and the 2026 Action Plan and Operating and Capital Budgets, continuing design and engineering of Division Street BRT, progress on the Facilities Master Plan, and other planning

initiatives like the Five Mile Mobility Hub Study and TOD Pilot Program. Mr. Sander asked about projects not in the work program, specifically Appleway Station, to which Mr. Otterstrom clarified that approved plans move to the implementation phase under the Performance & External Relations (PMER) Committee. Council Member Klitzke inquired about opportunities to explore for repurposing space at Five Mile Park and Ride, and Mr. Otterstrom noted STA is exploring repurposing options, such as adding charging stations and integrating other mobility services, while maintaining its current rider functionality until further changes are necessary.

Mr. Zack Zappone moved to approve, by motion, the 2025 Planning & Development Work Program and forward to the Board for information. Ms. Kitty Klitzke seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

- A. BOARD CONSENT AGENDA - none
- B. BOARD DISCUSSION AGENDA

1. CONNECT SPOKANE COMPREHENSIVE PLAN: FINAL ADOPTION OF PLAN UPDATE (RESOLUTION)

Mr. Otterstrom presented the Connect 2035 Strategic Plan, STA's next 10-year roadmap for advancing transit, guided by the principles of *Connect Spokane*. The plan, developed through extensive community engagement (over 13,000 interactions via surveys, open houses, and workshops), includes a new vision statement: *Connecting everyone to opportunity*. It outlines 39 initiatives focused on riders, the community, and STA employees, supported by updated goals and funding strategies. Public Hearing feedback on November 21, 2024, highlighted concerns about Mobility on Demand pilots, bus stop improvements, and rail investment priorities.

Mr. Otterstrom addressed these: 1) Mobility on Demand pilots will extend access to underserved areas and provide key data for connecting riders to transit centers; 2) bus stop initiatives include adding lighting to all sheltered stops and shelters to stops with 25+ daily boardings; 3) rail feasibility will be evaluated as part of a High-Capacity Transit study. He compared City Line and Dallas' Oak Cliff Streetcar, noting that while the streetcar uses less energy, City Line serves more riders at lower costs, making it more environmentally efficient.

Board members' comments included Ms. Klitzke's emphasis on balancing rail interest with practicality, and Ms. Bowers' questions about public safety, which will be addressed in the plan, and past route comparisons in the Latah area, where a Mobility on Demand pilot could inform future fixed-route service. Mr. Zappone inquired about amending the plan if projects come in under budget; Mr. Otterstrom confirmed this would require Board approval.

Mr. Zack Zappone moved to recommend the STA Board of Directors approve, by resolution, the Connect 2035 Strategic Plan as presented. Ms. Kitty Klitzke seconded, and the motion passed unanimously.

2. FINAL PROPOSED 2025 BUDGET

Ms. Tammy Johnston presented and reviewed the organizational priorities and core actions aligned with STA's Connect 2035 Strategic Plan goals. Ms. Johnston presented the draft operating and capital budgets.

Operating Budget – The final 2025 operating budget projects \$155.7M in revenues, an 8.7% increase from the 2024 budget, and \$131.4M in expenses, up 7.6%. The revenue forecast is based on actuals from the past 12 months, with a 1% growth assumption. The expense increase reflects expanded service, higher labor/benefits costs, and increased spending on contracted services, materials, and insurance.

Capital Budget – The 2025 capital budget totals \$84M, including \$16.5M for fleet replacement. Funding sources include federal (10.8%), state (16.2%), and local (73%) contributions. The capital budget has been reduced by \$19.8M compared to the initial 2025-2030 CIP forecast due to adjustments in project timing and costs.

Ms. Johnston reviewed operating budget assumptions and 2025 cash reserves, with an estimated 2024 year-end cash balance of \$140.3M, excluding designated reserves and the Fleet Replacement Fund.

The Board will consider adopting the final budget at their December 19, 2025, meeting and is available at the following link: <https://www.spokanetransit.com/financial-information/>

Mr. Zappone proposed adding a Communications Ambassador Program to the budget for educating the community about bus services. It was suggested that the budget be approved as presented, with flexibility for future amendments.

Ms. Kitty Klitzke moved to recommend the Board adopt, by resolution, the Final Proposed 2025 Budget. Mr. Zack Zappone seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Karl Otterstrom presented an overview of the Division Street Bus Rapid Transit (BRT) project which is part of Connect 2035. This large project requires coordination between several agencies. The project is at 30% completion of design specifically at stations 7 through 28, from Holland Avenue to Bridgeport Avenue. Preliminary shelter and design marker options have been completed. FTA had its quarterly update in October, and the Capital Investment Grant (CIG) application preparation is underway. Mr. Otterstrom presented the improved area of environmental impact approved by the FTA and the Washington State Department of Archeological and Historic Preservation. Geotechnical boring will begin in January and the National Environmental Policy Act (NEPA) documents will be submitted in Spring of 2025. Also, the cultural resources study is underway. Outreach for the project continues, updates to social media and the website are being regularly made, and a second batch of letters have been sent to adjacent landowners/business owners and taxpayers for stations 7 through 28. STA has provided another round of project updates to neighborhood councils throughout the corridor. Mr.

Otterstrom reviewed the project schedule, with project completion set for 2030. Ms. Klitzke asked about bike lanes along the corridor. Mr. Otterstrom replied that the Washington State Department of Transportation (WSDOT) and STA are working on identifying a path forward. Mr. Zappone inquired about Division BRT routing in the downtown. Mr. Otterstrom noted the location for a layover, as well as travel times and connections in the area were decision factors.

6. CEO REPORT

Sales Tax Update: November 2024 Voter-Approved Sales Tax Revenue (September 2024 Sales). Actual (\$10,268,086) compared to budget (\$8,743,306) for a 17.4% difference of \$1,524,780. Sales tax revenue is 5.1% YTD above budget (\$5.1M), 0.8% above November 2023 actual (\$0.1M) and 0.7% YTD above 2023 actual (\$0.8M).

7. COMMITTEE INFORMATION - *none*

8. REVIEW FEBRUARY 5, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS- *none*

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:23 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "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 December 4, 2024, Meeting

**Northside Conference Room
1230 W Boone Avenue, Spokane, WA**

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning and Development 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.

**Committee Chairman*

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 November 6, 2024, Committee Meeting**

Mr. Dillon moved to approve the November 6, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Finalize 2025 Performance Monitoring & External Relations Committee Work Program**

Mr. Brandon Rapez-Betty presented the 2025 Performance Monitoring & External Relations (PMER) Committee work program. This second version has been updated since the draft shared at the November PMER Committee meeting. Items and timelines are subject to change, and new items will be added as they arise.

Mr. Dillon moved to recommend the approval of the 2025 Performance Monitoring & External Relations (PMER) Committee work program as presented. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2025 Performance Measures

Mr. Rapez-Betty presented the 2025 Performance Measures Summary and advised the full 2025 Performance Measures List is included in the Committee packet. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

Mr. Rapez-Betty explained and justified changes to the performance measures for Fixed Route preventable accident rate, Board attendance at a transit-related conference, Fixed Route Road calls, and Rideshare farebox return.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the approval of the 2025 Performance Measures as presented. Mr. Kerns seconded, and the motion passed unanimously.

2. Public Transportation Agency Safety Plan – Recommendation

Ms. Williams provided background on the Public Transportation Agency Safety Plan which documents STA's processes to identify and mitigate hazards posed to the public, employees, and property. She explained key safety management components and current plan updates.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the updated STA Public Transportation Agency Safety Plan as presented. Mr. Kerns seconded, and the motion passed unanimously.

3. City of Millwood Bus Stop Infrastructure: Preliminary Concurrence

Mr. Otterstrom provided background on the preliminary concurrence for the City of Millwood bus stop infrastructure. He presented a vicinity map, proposed improvements, and explained the requirement for an interlocal agreement. Mr. Otterstrom stated the current cost estimate for the City of Millwood infrastructure will not exceed \$200,00.00.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the preliminary concurrence of planned transit improvements to the City of Millwood Argonne Road Project and authorize the CEO to communicate the Board's intent to reimburse the City of Millwood for bus stop infrastructure costs not to exceed \$200,000. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. Draft 2025 State Legislative Focus and Priorities

Dr. Cortright provided background on the general focus for legislative priorities which included monitoring and providing information to the Washington State Legislature on proposed legislation that may impact STA or jurisdictions in the Spokane region. She presented specific priorities and funding priorities.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the 2025 Legislative Priorities as presented. Mr. Kerns seconded, and the motion passed unanimously.

2. Potential 2025 Legislative Task Force – Discussion

Ms. Meyer stated Council Member Dillon requested to discuss a potential 2025 Legislative Task Force. There was discussion about the importance of having a task force during the 2025 session. Ms. Meyer provided background on the legislative process which includes working with a Lobbyist and Government Affairs Consultant to communicate with the STA Board of Directors. Discussion ensued about previous scheduling issues with the 2024 Task Force, as well as attendance and quorum requirements. It was decided to not move forward with the 2025 Legislative Task Force.

5. REPORTS TO COMMITTEE

A. 2024 Third Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the 2024 Third Quarter Year-to-Date Performance Measures Summary and advised the full presentation is included in the committee packet. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

6. CEO REPORT

- Ms. Meyer reported the November 2024 voter-approved sales tax revenue collected on September 2024 sales against a budget of \$8,743,306. The actual receipts were \$10,268,086 which is 17.4% above budget with a variance totaling \$1,524,780. Year-to-date is 5.1% above budget and totals approximately \$5.1M.

7. FEBRUARY 5, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Kerns adjourned the meeting at 2:42 p.m.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14B : JANUARY 2025 SALES TAX REVENUE

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

SUMMARY: Attached is the January 2025 voter-approved sales tax revenue information. January sales tax revenue, which represents sales for November 2024, was:

- 4.2% below 2024 budget
- 4.2% below YTD 2024 budget
- 3.2% below 2023 actual
- 3.2% below YTD 2023 actual

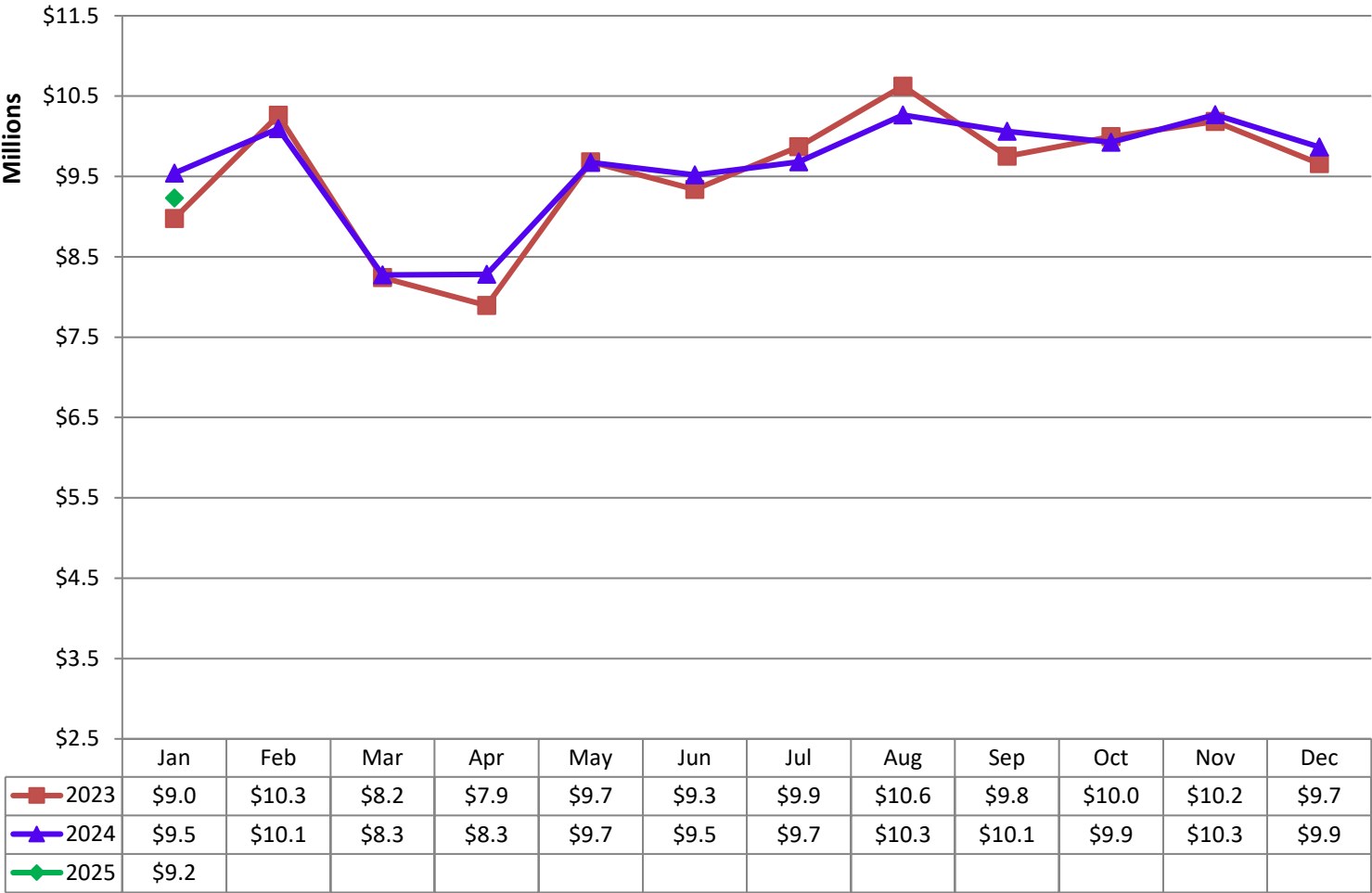
Total taxable sales for November were *down* 2.4% from November 2023. 2024 YTD sales are *up* 0.4% compared with November 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 4.3% (\$25.2M) in November 2024 vs November 2023 and is *down* by 2.1% (\$-130.2M) November 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 4.3% or \$41.6M November 2024 YTD over November 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 10.1% or \$22.7M November 2024 YTD over November 2023 YTD
 - Grocery and Convenience Retailers *increased* 6.4% or \$21.2M November 2024 YTD over November 2023 YTD
 - Electronics and Appliance Retailers *increased* 1.4% or \$5.1M November 2024 YTD over November 2023 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 1.2% or (\$-10.2M) November 2024 YTD over November 2023 YTD
 - Furniture and Home Furnishings Retailers *decreased* 7.6% or (\$-12.9M) November 2024 YTD over November 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 7.3% or (\$-17.1M) November 2024 YTD over November 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 11.9% or (\$-22.2M) November 2024 YTD over November 2023 YTD
 - Health and Personal Care Retailers *decreased* 17.2% or (\$-47.6M) November 2024 YTD over November 2023 YTD
 - Automobile Dealers *decreased* 4.4% or (\$-48.5M) November 2024 YTD over November 2023 YTD

- Building Material and Supplies Dealers *decreased* 8.2% or (\$-51.4M) November 2024 YTD over November 2023 YTD
- Construction *decreased* by 4.2% (\$-8.0M) in November 2024 vs November 2023 and is *up* by 0.1% (\$2.9M) November 2024 YTD vs 2023 YTD
- Accommodation and Food Services *increased* by 8.3% (\$8.3M) in November 2024 vs November 2023 and is *up* by 1.7% (\$21.8M) November 2024 YTD vs 2023 YTD

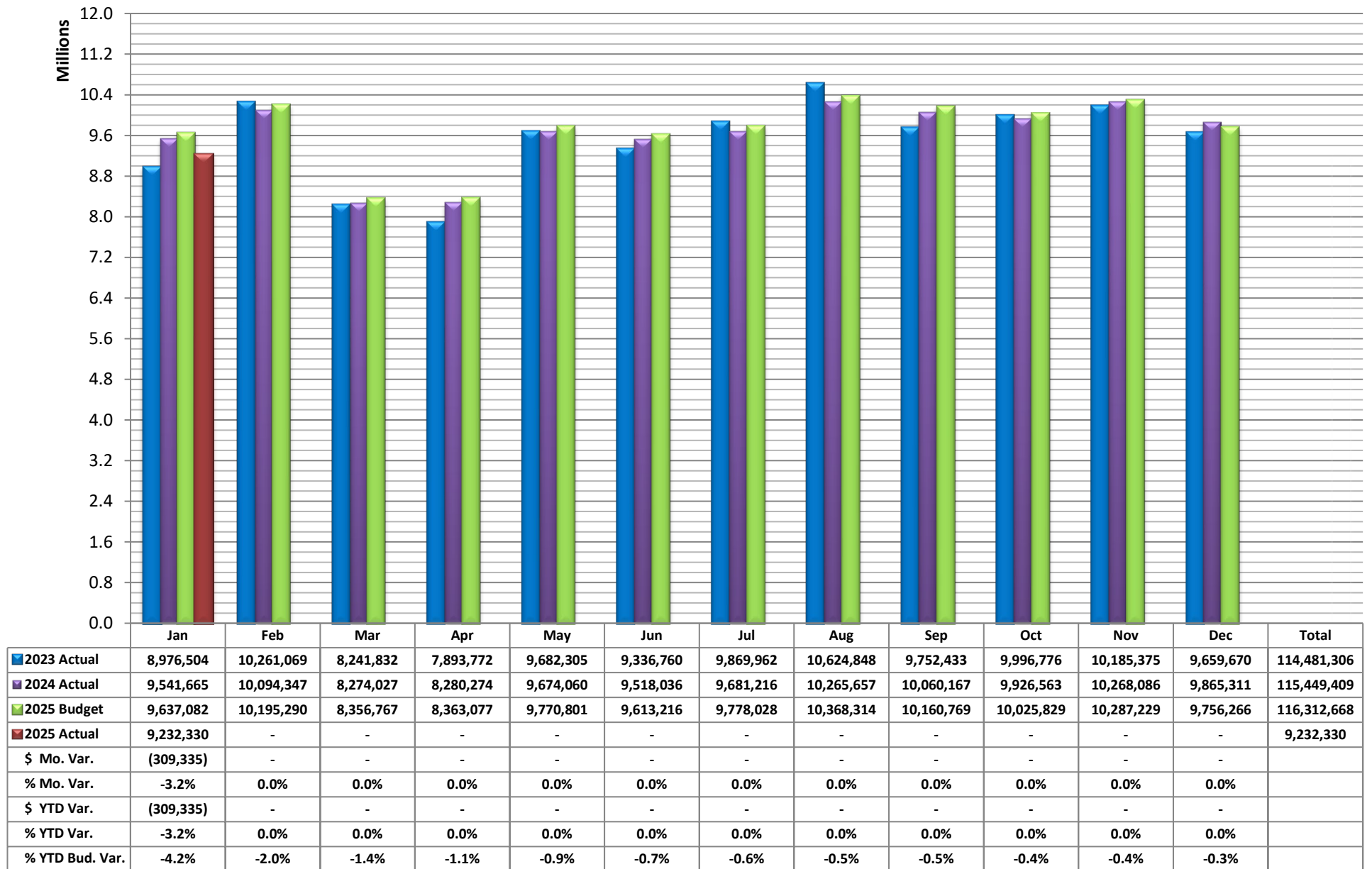
RECOMMENDATION TO BOARD: For information.

Sales Tax Revenue History-January 2025⁽¹⁾



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

2023 - 2025 SALES TAX RECEIPTS ⁽¹⁾



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14C : DECEMBER 2024 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer

SUMMARY: There was 1 more weekday in December 2024 compared to December 2023 (21 vs. 20).

FIXED ROUTE

On time performance for December 2024 was 93.1%.

Total Monthly ridership increased 7.3% (798,101 vs. 743,644) in December 2024 compared to December 2023 and was up 13.6% (10,166,876 vs. 8,947,157) YTD.

Average Weekday ridership increased 4.7% (31,358 vs. 29,942) in December 2024 compared to December 2023 and was up 11.9% (33,125 vs. 29,602) YTD.

Adult ridership increased 1.4% (320,128 vs. 315,612) in December 2024 compared to December 2023 and was up 1.8% (4,076,704 vs. 4,005,400) YTD.

Zero-fare for youth ridership increased 3.8% (156,016 vs. 150,364) in December 2024 compared to December 2023 and was up 19.9% (1,970,204 vs. 1,642,534) YTD.

Reduced Fare / Paratransit ridership increased 5.0% (103,426 vs. 98,514) in December 2024 compared to December 2023 and was up 4.9% (1,227,757 vs. 1,169,858) YTD.

CCS Pass ridership increased 25.3% (27,224 vs. 21,733) in December 2024 compared to December 2023 and was up 36.7% (370,070 vs. 270,620) YTD.

Eagle Pass ridership increased 41.8% (15,487 vs. 10,919) in December 2024 compared to December 2023 and was down 7.3% (279,726 vs. 301,679) YTD.

58.9% of all passengers used Connect Passes.

PARATRANSIT

On time Performance for December 2024 was 92.7%.

Total monthly ridership increased 8.9% (31,375 vs. 28,807) in December 2024 compared to December 2023 and was up 8.3% (390,956 vs. 360,925) YTD.

Detailed breakdown:

Directly operated service increased 0.9% (15,479 vs. 15,336) in December 2024 compared to December 2023 and was up 4.3% (204,442 vs. 195,972) YTD.

- Contracted service increased 17.8% (15,869 vs. 13,472) in December 2024 compared to December 2023 and was up 13.1% (186,487 vs. 164,955) YTD.
- Special Use Van ridership decreased 8.3% (1,224 vs. 1,336) in December 2024 compared to December 2023 and was down 4% (15,145 vs. 15,778 YTD).

RIDESHARE

Total monthly ridership increased 15.5% (8,399 vs. 7,273) in December 2024 compared to December 2023 and was up 8.0% (103,270 vs. 95,655) YTD.

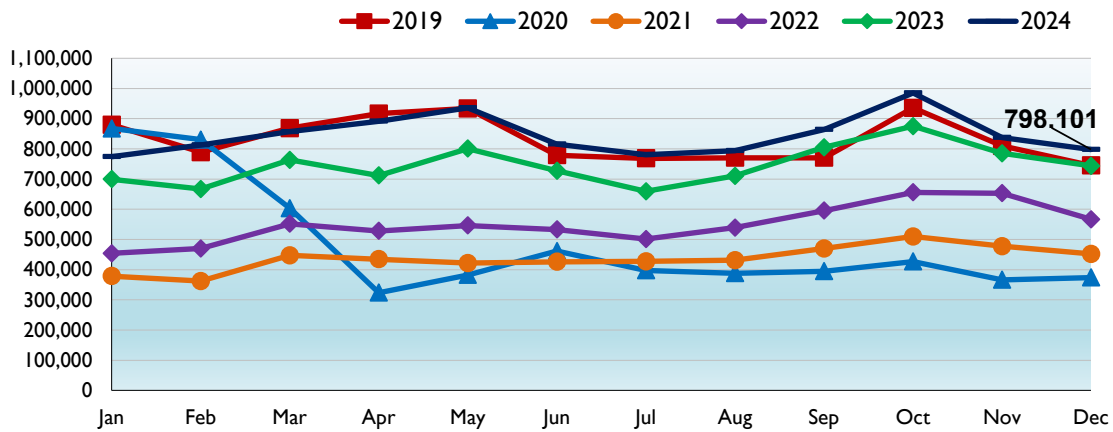
Active Rideshare groups increased 11.3% in December 2024 vs. December 2023 (89 vs 80).

PASS SALES

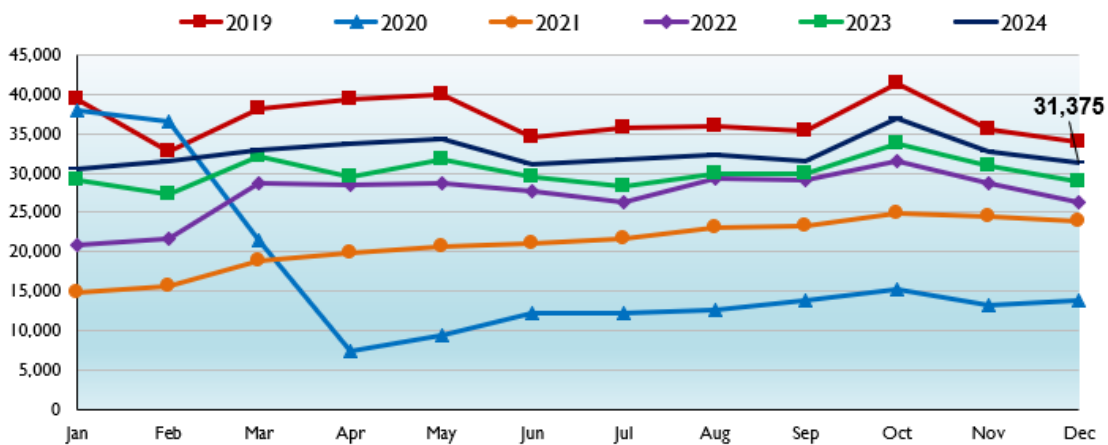
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 36.2% (81 vs. 127 in 2023)	YTD sales Decreased 35.7% (1,308 vs. 2,034 in 2023)
ESBP monthly sales Increased 2.7% (500 vs. 487 in 2023)	YTD sales Decreased 1.7% (5,315 vs. 5,407 in 2023)
UTAP monthly rides Increased 22.3% (63,748 vs. 52,133 in 2023)	YTD rides Increased 17.1% (933,078 vs. 797,061 in 2023)
Community Access Program Decreased 25.6% (9,347 vs 12,561 in 2023)	YTD CAP Sales Increased 1.3% (113,415 vs 111,956 in 2023)

RECOMMENDATION TO BOARD: For information.

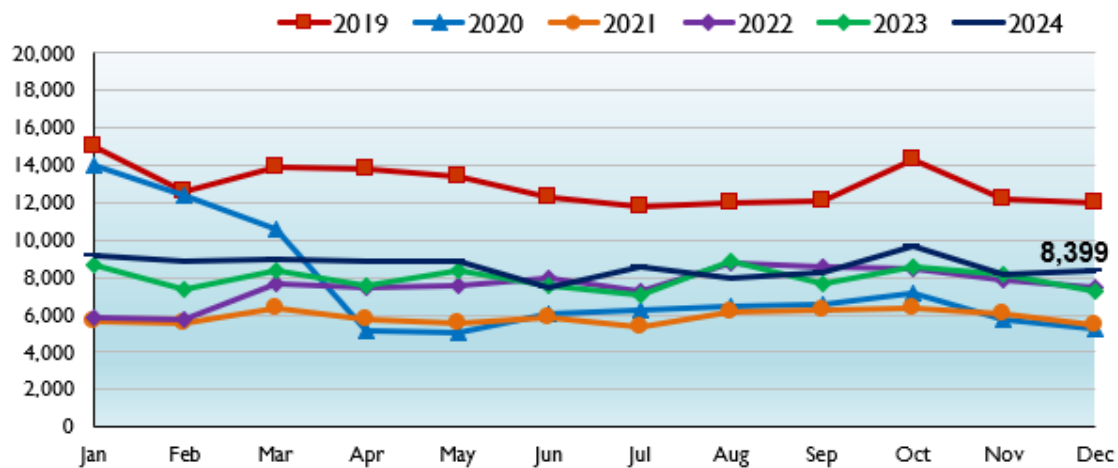
FIXED ROUTE RIDERSHIP



PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP



Monthly Value Added to Connect Cards

	2023 YTD	2024 YTD	
Autoload	\$143,539	\$180,469	25.7%
Call Center	\$68,988	\$93,187	35.1%
Customer Service Terminal	\$757,113	\$749,664	1.0%
Customer Website	\$274,136	\$249,194	-9.1%
Mobile Ticketing	\$1,218,334	\$1,335,483	9.6%
Institutional Website	\$171,122	\$255,542	49.3%
Open Payments	\$40,510	\$245,106	505.1%
Retail	\$34,345	\$46,115	34.3%
Total	\$2,708,087	\$3,154,760	16.5%

Monthly Passes Sold on the Connect System

	2023 YTD	2024 YTD	
1-Ride	85,513	74,198	-13.2%
7-Day	3,370	4,410	30.9%
Day Pass	118,513	140,014	18.1%
Stars & Stripes / Honored Rider	659	609	-7.6%
Paratransit Monthly	22,680	28,860	27.2%
Shuttle Park	2,034	1,308	-35.7%
31-Day Rolling	12,058	13,334	10.6%
Total	222,525	234,354	5.3%

Community Access and Employer Sponsored Pass Sales (Included in Total Passes Sold)

	2023 YTD	2024 YTD	
1- Ride CAP	47,766	36,218	-24.2%
Day Pass CAP	64,190	85,478	33.2%
Employer Sponsored Bus Pass	5,407	5,315	-1.7%
Total	117,363	127,011	8.2%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14D : 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM:
REVIEW

REFERRAL COMMITTEE: Planning & Development (*Hattensburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer

SUMMARY: During the February 5, 2025, Planning & Development Committee meeting, staff reviewed the 2025 Planning & Development Committee Work Program to aid members' understanding of the activities that will be undertaken throughout the year.

BACKGROUND: According to STA Board Resolution 767-19, adopted at the January 17, 2019, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity.

In December 2024, the Planning & Development Committee approved its work program for 2025. As noted at the time, the work program is subject to change. The updated work program is provided as information. Following the timeline is a brief list of non-recurring projects that the Committee may be directly involved in during 2025. Other projects or activities may emerge throughout the calendar year.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA's strategic goals adopted as part of Phase 1 of *Connect 2035*.

The work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress this year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Transit Oriented Development (TOD) Pilot Project.

2025 Planning & Development Committee Work Program

Month	Committee Activities
January 2025	<i>No Committee Meetings in January</i>
February 2025	Review Committee Work Program Transit Development Plan (TDP) 2026-2031: Overview Connect 2035 Strategic Plan: Initiative sequencing discussion
March 2025	TDP 2026-2031: Develop mid-range planning guidance Facilities Master Plan: Approve Phase 1 findings and recommendations Connect 2035 Strategic Plan: Initiative sequencing discussion continued
April 2025	Connect 2035: Incorporate sequencing schedule into plan appendix TDP 2026-2031 <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Division Street BRT: Draft FTA Capital Investment Grant (CIG) request for project ratings
May 2025	Facilities Master Plan: Phase 2 scope of work TDP 2026-2031 <ul style="list-style-type: none"> • Proposed 2026-2028 Service Improvements • Review Preliminary Capital Improvement Program (2026-2031) • Review Financial Forecasts Transit Oriented Development (TOD) Pilot Project: Identify Emphasis Areas
June 2025	Division Street BRT: Design and Public Outreach Update TDP 2026-2031: complete draft plan Public hearing conducted on draft TDP TOD Pilot Project: Request for Proposal
July 2025	TDP 2026-2031: Finalize and recommend approval FTA Section 5310: Notice of Funding Opportunity
August 2025	<i>No Board/Committee Meetings in August</i>
September 2025	TOD Pilot Project: Selection of Studies and Projects

Month	Committee Activities
October 2025	Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update
November 2025	Prepare 2026 Committee Work Program Public hearing on draft proposed 2026 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards
December 2025	Recommend approval of final proposed 2026 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program

In addition to Committee activities that have already been slotted into specific months of 2025, there are other upcoming planning projects that are expected to come before the Planning & Development Committee during the year. They include:

- Five Mile Mobility Hub Study
- Grant application approvals, as necessary

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14E : TRANSIT DEVELOPMENT PLAN 2026-2031: OVERVIEW

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning efforts. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2026-2031 TDP is expected to be adopted in July 2025 and will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The current TDP may be viewed on STA's website at spokanetransit.com/projects-plans/transit-development-plan.

BACKGROUND: Per RCW 35.58.2795, transit agencies are required to submit a six-year TDP and provide consistency with comprehensive plans of the jurisdictions STA serves. The TDP needs to document how STA intends to meet state and local long-range priorities for: public transportation, capital improvements, significant operating changes, and funding for program needs.

The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP). The TIP is a four-year program of regional transportation projects and demonstrates that resources are being used to implement the region's long-range transportation plan. The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) responsible for updating the TIP annually.

This plan will provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. Additionally, the plan is used as a tool for preparing and consulting with the public on a proposed program of projects for the use of federal formula funds that STA receives to advance public transportation in the region.

The TDP is organized as follows:

- Plan Development and Public Consultation Information
- Section 1: Introduction and Agency System Overview
- Section 2: 2024 in Review
- Section 3: Mid-Range Tactical Framework (2026-2031)
- Section 4: Service Improvement Program (2026-2028)
- Section 5: Capital Improvement Program (2026-2031)
- Section 6: Operating and Financial Projections
- Appendices: Including the 2025 Annual Action Plan (Board Approved December 19, 2024) and the Asset Management Plan, among others

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Tactical Framework over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan ultimately working toward Board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Tactical Framework	<ul style="list-style-type: none">• Final Recommendation on Mid-Range Tactical Framework• Revenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none">• Proposed Service Improvement Program• Proposed Capital Improvement Program	<ul style="list-style-type: none">• Present draft TDP• Revenue/Expenditure Forecast Update	P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM: **14F:** 2024 FIXED ROUTE RIDER SURVEY RESULTS

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: In October 2024, ETC Institute conducted an on-board customer satisfaction survey of Fixed Route riders. Survey takers conducted the survey in-person on the bus; a quota sampling approach was utilized to ensure the sample was representative of ridership by route.

A summary of the results will be presented at the meeting.

RECOMMENDATION TO BOARD: For Information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14G : CONNECT 2035 STRATEGIC PLAN: INITIATIVE SEQUENCING

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Spokane Transit’s Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started as we begin sequencing the plan’s initiatives. During the February 5, 2025, Planning & Development Committee meeting, staff provided an overview of the sequencing effort, as well as considerations and assumptions that inform this effort.

BACKGROUND: The Planning & Development Committee has been at the forefront of the Board’s development of STA’s new ten-year strategic plan, Connect 2035. The planning project reached a significant milestone with the plan’s adoption at the December 19, 2024, STA Board meeting. While the final plan contains a project delivery timeframe, it became clear that there was a need to develop an implementation sequence to set internal and external expectations. This need for sequencing was discussed at the October 30, 2024, Board Workshop and the subsequent Planning & Development Committee and STA Board meetings. Included in those discussions was the recognition that the Safety Ambassador program targeted a 2025 implementation through the budget process, as well as verbal commitments by staff, before and after adoption of the plan, to bring forward the pilot for the eligibility-based low-income fare program. As this marks the beginning of implementation for Connect 2035, a draft timeline for the establishment of initiative sequencing is shown in the table below.

Date	Task
February 5, 2025	Initiative sequencing overview for P&D Committee discussion and input
March 5, 2025	DRAFT initiative sequencing timeline for P&D Committee review and input
March 12, 2025	Initiative sequencing overview for Citizen Advisory Committee discussion
March 20, 2025	Board Workshop on Connect 2035 Sequencing Timeline
April 2, 2025	Proposed Committee recommendation for Board action to revise Connect 2035 appendix to include sequencing timeline
April 17, 2025	Board action to approve Connect 2035 appendix revision

RECOMMENDATION TO BOARD: For Information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14H: ROUTE 11 NORTH BANK/DOWNTOWN SHUTTLE UPDATE

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Emily Poole, Principal Planner, Service Development

SUMMARY: The Route 11 North Bank/Downtown Shuttle was implemented as part of the Expo '74 50th Celebration in May 2024. As described in more detail below, a routing change is planned in May 2025 to address ongoing feedback and stakeholder input.

BACKGROUND: As part of the 2024 Service Revisions, then named Route 11 Downtown/Arena Shuttle, was identified for expansion from what was primarily work commuter shuttle, to an all-day shuttle, serving events on the North Bank of Downtown Spokane, targeting venues such as the Spokane Arena, The Podium, Spokane Civic Theater, and the newly opened ONE Spokane Stadium. Between October 2023 and February 2024, staff worked with stakeholders, riders, community groups, and others to craft routing options that met this concept. Four route options were scored and presented to the STA Board on February 15, 2024, with the goal to implement the new Route 11 North Bank/Downtown Shuttle as part of the Expo '74 50th Celebration. The timeline of this route implementation anticipated continued monitoring with the intent to make adjustments to routing or service if necessary.

The 2024 Service Revisions process culminated in the decision to introduce the Route 11 North Bank/Downtown Shuttle with the current routing but expanded service span from 5:30am to midnight on weekdays, 8:00am to midnight on Saturdays, and 2:00pm to 9:30pm on Sundays; all with 20-minute frequency with 10-minute frequency at service peaks. This initial implementation met the goals of the event shuttle concept while meeting the commuter pass holder needs and was able to be implemented ahead of the May 2024 service change timeline on May 3, 2024, to coincide with the Expo '74 50th Celebration in Downtown Spokane.

While the Route 11 North Bank/Downtown Shuttle has been in place, staff have continued to monitor ridership, finding utilization to be lower than ideal. In reviewing the previous route alternatives presented to the STA Board on February 15, 2024, the highest scoring route option, which showed a loop routing, was not chosen based on implementation speed needed to support the Expo '74 celebration activities. To enhance ridership in Route 11 North Bank/Downtown Shuttle, the preferred routing option will be implemented in the May 2025 service change. The route will operate in a counterclockwise direction, crossing the river southbound to Monroe Street to downtown and returning to the North Bank on Washington Street.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 20, 2025

AGENDA ITEM 14I : 4TH QUARTER 2024 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Emily Poole, Principal Transit Planner, Service Development

SUMMARY: A total of 65 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the fourth quarter of 2024. Of the comments received, 27 were requests for new service, 21 were related to existing service, and 17 were related to bus stops. The comments are summarized below.

BACKGROUND: The Planning & Development Department receives comments from external sources and itemizes each comment to follow up and document feedback used for emerging opportunities for future service changes. These comments are obtained from a variety of sources since customer engagement cannot be a one-size-fits-all approach. Department staff obtains feedback from customers at public meetings, forwarded from the Customer Service Department, phone calls, letters, emails, voice messages, emails from STA Questions (STA's website comment portal), and feedback from coach operators and supervisors. In particular, the Service Development Team within the Department responds to every comment received when valid contact information is provided. Comments may also be discussed with the internal Service Improvement Committee.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning & Development Department in the fourth quarter of 2024. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

ADDITIONAL SERVICE REQUESTS

One request for service to Highland Village and South Lawson Street in Airway Heights.

Staff notified the customer of transit improvements on West 6th Avenue and invited them to provide survey feedback on 2025 service revisions.

Three requests for service closer to Huntwood Custom Cabinets in Liberty Lake.

Staff informed the customers that their requests would be considered in future planning efforts.

One request for service to apartments on South Assembly Road and West Deska Drive, indicating unsafe walking conditions without a sidewalk.

Staff informed the customer of an alternate walking route with sidewalks and referred the customer to additional Rideshare and Paratransit options.

ADDITIONAL SERVICE REQUESTS
<p>One request for more bus routes in Airway Heights.</p> <p><i>Staff informed the customer of the new Route 65 Hayford and routing changes planned with the construction of West 6th Avenue and West 10th Avenue.</i></p>
<p>Four requests for additional bus stops on East Upriver Drive including:</p> <ol style="list-style-type: none"> 1. Two requests for an outbound stop at Beau Rivage apartments 2. One request for North Cuba Street stop pair 3. One request for a stop at East Frederick Avenue and an unspecified location <p><i>Staff provided information about design and construction constraints of the Beau Rivage location, including safety concerns regarding the absence of a crosswalk. Customers were informed of alternate alighting locations and that new stops would be considered for potential projects in the future.</i></p>
<p>One request for Sunday service on Route 74 Mirabeau/Liberty Lake.</p> <p><i>No customer contact information was given. Sunday service is planned for 2025.</i></p>
<p>One request for service to the Kalispel Golf and Country Club.</p> <p><i>Staff informed the customer of the nearest bus stop and that fixed-route service was not currently planned for the area. Information was provided about rideshare and paratransit options.</i></p>
<p>Two requests for service to the North Spokane YMCA.</p> <p><i>Staff informed the customers of route expansion in tandem with the construction of the North Spokane Corridor, rideshare, and paratransit options. The customers were also referred to the Connect 2035 survey to provide feedback.</i></p>
<p>Two requests for multiple new stop locations along Route 95 on Barker Road between Interstate 90 and the end-of-line at Garland Avenue</p> <p><i>No customer contact information was given. As of September 2024, there are seven additional stops in operation in the areas requested. ADA improvements at these stops are planned for 2025 construction.</i></p>
<p>One request for service to the Windsor Crossing development on West Hallett Road in the West Plains.</p> <p><i>Staff informed the customer that the request would be considered for future planning efforts.</i></p>
<p>One request to extend Route 65 Hayford to Fairchild Air Force Base.</p> <p><i>Staff informed the customer of more direct service to and from their destination using Route 61 Highway 2/Fairchild.</i></p>
<p>One request for service to an adult care home near North Evergreen Road and East Wellesley Avenue in Spokane Valley.</p> <p><i>Staff informed the customer that their feedback would be considered for route alignment and stop placement when service expands to the area in the future.</i></p>
<p>One request to align Route 31 Minnehaha/Lidgerwood through East Hillyard via North Freya Street, East Wellesley Avenue, and rejoining the current alignment on East Garland Avenue.</p> <p><i>Staff informed the customer that their feedback would be considered in future planning efforts.</i></p>
<p>One request for express service to University High School.</p> <p><i>Staff informed the customer that the Central Valley School District does not have an agreement with STA to provide targeted tripper service. The customer was directed to customer service for route planning assistance.</i></p>
<p>One request for service from Yoke's Fresh Market in Latah Valley to Downtown.</p> <p><i>Staff informed the customer that their feedback would be considered in future planning efforts.</i></p>

ADDITIONAL SERVICE REQUESTS

One request for service from West Plains Transit Center to Spokane Falls Community College.
Staff informed the customer that staff have studied this route though implementation is not currently planned. Staff proposed transfer opportunities and trip planning was offered. The customer was informed that their feedback would be considered in future planning efforts.

One request for the return of Route 26 Lidgerwood to avoid transfers.
No customer contact information was provided. Staff will consider the feedback for future planning efforts.

One request for service to Costco on North Newport Highway.
No customer contact information was provided. Mead Transit Center for Division Bus Rapid Transit (BRT) is currently planned near Costco in North Spokane County.

One request for service on Highway 2 at South Spotted Road.
Staff informed the customer of pull-out design standards and pedestrian improvements required to provide service at the requested location. The customer was also informed of Rideshare options.

One request for service on West 6th Avenue in Airway Heights.
Staff informed the customer of planned transit improvements on West 6th Avenue.

EXISTING SERVICE COMMENTS

One comment regarding timely transfers at the Mirabeau Transit Center from Route 74 Mirabeau/Liberty Lake and at the Valley Transit Center from Route 190 Valley Express to Route 97 South Valley.

The customer was informed that the times would be reviewed for improved transfers and that any adjustments may have an impact on other connections. Staff also informed the customer that the comments would be recorded and reviewed for future consideration.

One comment regarding timely transfers from Route 22 Northwest Blvd to Route 33 Wellesley on West Northwest Boulevard at North Alberta Street.

Staff recommended an alternate transfer location and informed the customer that adjusting schedules impacts other connections and logistics.

One comment regarding stop requests on Route 43 Lincoln/37th Ave. The passenger stated that stop requests were ignored in front of Ferris High School.

Staff informed the customer of the designated Route 43 stop serving Ferris High School.

One comment regarding extending late night trips on Route 31 Minnehaha/Lidgerwood past East Garland Avenue and North Regal Street.

Staff informed the customer the comment would be logged for consideration in future planning efforts.

One comment regarding Route 60 Airport on-time performance serving the stop on West Sunset Boulevard and South Lewis Street.

Staff informed the customer that the reason for the delay is the interlining with Route 74 during peak traffic congestion. Staff advised that January 2025 service changes will add an independent trip on Route 60 during the PM peak to improve on time performance. Staff also informed the customer that comments are recorded and reviewed for future consideration.

EXISTING SERVICE COMMENTS
<p>One comment regarding unspecified transfers in which buses miss each other for timely travel. <i>Staff sought more detailed information on routes and travel times, noting that waiting for passengers affects operators' ability to maintain on-time performance for customers.</i></p>
<p>One comment regarding crowding on Route 662 EWU/North Express at 7:55 a.m. <i>Staff verified overloading and assigned a 60' coach to the trip.</i></p>
<p>One comment regarding improved Route 11 North Bank/Downtown Shuttle signage on detours and service to the STA Plaza. <i>Staff requested additional details. Pending response from customer.</i></p>
<p>One comment regarding on-time performance of Route 63 Geiger/Airport, transfers between Route 63 Geiger/Airport, Route 6 Cheney, and Route 28 Nevada as well as a request for more frequency on Route 63 Geiger/Airport. <i>Staff informed the customer of increased frequency on Route 63, supplemented with Route 633, new Route 65, and interlining with Route 60 to reduce overall commute time. The customer was also informed their requests would be logged for future consideration.</i></p>
<p>Three comments regarding challenging connections on Route 31 Minnehaha/Lidgerwood between Lilac Plaza, Downtown, Moran Prairie, and Spokane Valley. <i>Staff explained the rationale behind Route 31 alignment and noted that comments will be considered for future planning efforts.</i></p>
<p>One comment regarding increased service on Route 95 Mid-Valley for Amazon shifts ending at 6:00 p.m. <i>Staff informed the customer that the Amazon seasonal augmentation will end before service could be adjusted for the January 2025 service change. Rideshare was recommended as an immediate alternative. The customer was also informed their request would be logged for future consideration.</i></p>
<p>Two comments regarding increased span and frequency of Routes 6 Cheney and 63 Geiger/Airport on weekends to reach Amazon on Geiger Boulevard in concurrence with shift starts and stops times. <i>Staff informed the customers of additional options including other routes, rideshare, and increased frequency serving Amazon as of September 2024. Customers were also informed their requests would be logged for future consideration.</i></p>
<p>Two comments regarding crowding on buses serving Amazon Fulfillment Center GEG1 after 6:00 p.m. <i>Staff informed the customers that comments would be reviewed and considered for improvements.</i></p>
<p>One comment regarding earlier service on Sunday for Route 11 North Bank/Downtown Shuttle. <i>Staff attempted customer follow-up several times without success.</i></p>
<p>One comment regarding increased frequency from Downtown to Liberty Lake on Sundays. <i>Staff informed the customer of planned service to Liberty Lake on Sundays in 2025 and referred to customer service for trip planning assistance. The customer was also informed that the request would be reported and reviewed for future consideration.</i></p>

EXISTING SERVICE COMMENTS

One comment regarding crowding on Route 633 Geiger Shuttle on Saturday mornings.

Staff notified the customer that a 60' bus will be assigned starting with the January 2025 service change.

One comment regarding on-time performance of Route 97 South Valley and missed transfers to Route 9 Sprague at the Valley Transit Center.

Staff informed the customer of construction and traffic impacts to Route 97 and that the connections would be reviewed for schedule adjustments.

BUS STOP COMMENTS

One adjacent property owner requested a trash can at the bus stop on North Standard Street at North Dakota Street.

There are 0 average weekday boardings and 2 alightings at the stop. Staff informed the property owner that although ridership did not meet the ridership threshold for a trash can (10 boardings), verification of the problem could be submitted followed by trash can installation. Staff follow-up for verification was unsuccessful.

Two staff members in the Cheney School District requested relocating the bus stop serving Salnave Elementary School on South Presley Drive at Salnave Road, citing turning conflicts with student buses and other vehicles.

Staff consulted with the Cheney School District and the City of Cheney, agreeing to relocate the stop to an area of mutual benefit on Salnave Road, east of South Presley Drive, concurrent with January 2025 service changes.

One citizen raised awareness of trash around a trash can at a bus stop near Rogers High School.

Staff requested maintenance at the stop and informed the citizen of the corrective action.

One citizen reported a damaged pole and bus stop sign on South Wall Street and West 5th Avenue.

Staff coordinated pole and sign replacement.

One parent of Innovation High School students requested a shelter to accommodate waiting periods when buses are full.

Staff notified the parent that the stop would be evaluated for amenities and that school administration is actively being engaged to reduce bus overloading and wait times for students.

One customer requested a bus sign for the newly constructed stop at the Spokane Valley library on Sprague Avenue.

Staff informed the customer that a sign was being installed.

One customer requested a more visible crosswalk on North Government Way at Palisades Christian Academy.

Staff informed the customer that the stops were not currently targeted for STA investments and that opportunities may arise to coordinate improvements with local jurisdictions. Contacts for potential resources were provided. (Note: Spokane County has recently coordinated with staff on a street project at this location which may include crosswalk safety improvements)

One citizen informed staff of damaged trash and recycling cans at the stop on West Main Avenue and North Bernard Street.

Staff coordinated for new amenities to be placed at the stop.

BUS STOP COMMENTS

One customer noted a discrepancy between online directions and a missing stop at East Frederick Avenue and North Sycamore Street.

Staff informed the customer that the online directions were correct, and the missing bus sign would be promptly installed.

One property owner expressed concern about the behavior of middle school students waiting at the stop on North Progress Road and East Wellesley Avenue.

Staff informed the property owner that schedules were reviewed to limit students' waiting times although no adjustments were possible without significant impacts elsewhere. Staff coordinated with the East Valley Middle School principal and the property owner to address ongoing student behavior issues at the bus stop.

Two customers requested lighting at stops for increased visibility:

1. One request for the bus stop on West Geiger Boulevard at South Hayford Road
2. One request for the bus stop on East Mission Avenue and North Mamer Road

Staff responded that lighting options are being explored and that an immediate solution is to wear bright/reflective clothing and to use a light to increase visibility when at the bus stop.

One customer noted a discrepancy between trip planning directions on the STA website and a temporary closure notice at the stop on West 9th Avenue and South McClellan Street.

Staff informed the customer that the stop closure information is under development and directed them to alert notifications and customer service for immediate assistance. The customer was informed that their concern would be reported and reviewed for future consideration.

One customer requested overhead street lighting and trash cans at stops on East Mansfield Avenue and North Wilbur Road.

Staff informed the customer that the lighting request would be relayed to the City of Spokane Valley. The average weekday ridership is 10 boardings westbound and 8 boardings eastbound for these stops, trash cans were installed at these locations.

One citizen notified staff of littering and requested a trash can at the stop on South Adams Street and West 6th Avenue.

The average weekday boardings is 13 at this stop. Staff requested a trash can to be installed at this location.

One citizen requested closing stops serving the former Trent Resource and Assistance Center.

Staff informed the citizen that the stops serve employees working at multiple businesses in the area and that route performance and ridership is evaluated on a regular basis. There are no plans to close the pair of stops. Staff provided information regarding stop placement and closure processes, including posting notices and gathering feedback.

RECOMMENDATION TO BOARD: For information.

15.

EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of (RCW42.30.110(b)):

- *To consider 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.*

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.