

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, March 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 MARCH 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 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, March 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. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of February 20, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the February 2025 Vouchers (*Tammy Johnston*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Whitworth Comfort Station: Award of Contract and Project Budget Adjustment (*Karl Otterstrom*)
 - E. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
 - F. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance: Resolution 835-25 (*Brandon Rapez-Betty*) (**Majority vote of five required for 7F**)
8. Board Action – Committee Recommendation: *20 minutes*
 - A. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment (*Brandon Rapez-Betty*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
10. Planning & Development Committee: *25 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. Facilities Master Plan Phase 1 Update (*Brandon Rapez-Betty*)
 - ii. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. 2024 Unaudited Year-End Financial Report (*Tammy Johnston*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January Financial Results Summary (*Tammy Johnston*)
 - C. February 2025 Sales Tax Revenue (*Tammy Johnston*)
 - D. January 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Charge Management System Implementation (*Brandon Rapez-Betty*)
 - F. Final 2025 Service Revisions Plan (*Karl Otterstrom*)
 - G. 2024 State Audit Timeline (*Tammy Johnston*)
 - H. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach (*Karl Otterstrom*)
14. Executive Session (*Etter, McMahon*): 5 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.
15. New Business
16. Board Member Expressions: 5 minutes
17. Adjourn (*Chair*)

Optional Virtual link:	Click this link to join the meeting virtually	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2495 671 6664

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

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

Next Committee Meetings, Wednesday:

Planning & Development	April 2, 2025, 10:00 a.m.
Performance Monitoring & External Relations	April 2, 2025, 1:30 p.m.
Board Operations	April 9, 2025, 1:30 p.m.

Next Board Meeting:

Thursday, April 17, 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

March 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

March 20, 2025

AGENDA ITEM 7A : MINUTES OF THE FEBRUARY 20, 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 20, 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 mc

Attachment

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

STA BOARD MEETING

Draft Minutes of the February 20, 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
Paul Dillon, *alternate for Lili Navarrete*, City of Spokane
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane (*Virtual*)
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
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

Zack Zappone, City of Spokane

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 1:31 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. French moved to approve the Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.
 5. Board Chair Report – Chair Haley had no report at this time.
 6. Public Expressions – There were no public expressions presented.
 7. Recognitions and Presentations
 - A. Mr. Rapez-Betty recognized Mitch Bright, Fixed Route Supervisor, on his retirement after 21 years of service.
 - B. Ms. Williams reviewed the employee recognition awards for the 4th quarter of 2024. She noted the employees who had been nominated by their peers and received awards. The September/October award winners were Adam Reed, Fixed Route Supervisor; Bobby Nolan, Paratransit Van Operator; and Victor Rapez-Betty, Communications Specialist. The

November/December award winners were Justin Marshall, Fixed Route Supervisor; Alyssa Bashor, Customer Support and Outreach Coordinator; and Brian Conley, Vehicle Maintenance Analyst.

- C. Mr. Otterstrom recognized Cancer Can't as a subrecipient of the Section 5310 Special Needs Transportation Grant Program. This program provides funding to assist organizations in meeting the transportation needs of older adults and individuals with disabilities who may not have suitable access to public transit. The STA Board of Directors has contributed local funding to reduce the non-federal match required of subrecipients.

Cancer Can't launched its transportation program in 2018 to help cancer patients access medical appointments. Since 2021, they have received Section 5310 funding to support transportation services tailored to patients' care plans, which often require daily appointments. Due to treatment side effects and exposure risks, many patients cannot use public transit or drive themselves. Existing services like paratransit require advance scheduling, which can be a barrier to timely care.

With the most recent grant awarded by the Board, Cancer Can't plans to serve 90 cancer patients annually, providing at least 2,200 rides while maintaining and expanding their volunteer driver pool of approximately 80 volunteers.

Co-founder and President Becky Van Keulen was introduced and noted that Cancer Can't was founded after her husband battled cancer over ten years ago. They recognized a major barrier for adult oncology patients is access to transportation for treatment. In Spokane, over 99% of oncology patients are adults, and many struggle to find transportation. Ms. Van Keulen expressed deep appreciation for the funding that has made the growth of their organization possible.

8. Board Action - Consent Agenda –

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

- 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 as listed.
- D. Public Works Contracts under \$35,000: Final Acceptance – Approve acceptance of the contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- E. Krueger Sheet Metal: Final Acceptance – Approve 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.
- F. D-McP Construction, LLC Contract 2022-10762: Final Acceptance – Approve acceptance of 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.
- G. Fleck Bus Washer Replacement: Final Acceptance - Approve 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.
- H. Plaza 1st Floor Restrooms Contract 2023-10851: Final Acceptance – Approve 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.

- I. Board Member Travel to Washington DC – Approve travel for up to two Board members to attend the Fly-In on March 5, 2025.
- J. Sprague Line Right of Way Acquisition – Approve 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.
- K. Swiftly Software Term Extension - Approve 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.

9. Board Report

A. Legislative Update

Mr. Rapez-Betty provided an in-depth report on the current legislative session in Washington.

10. Board Operations Committee

A. Chair Report

Chair Haley reviewed the items reviewed by the Board Operations Committee members.

11. Planning & Development Committee

A. Chair Report

Mr. Hattenburg reviewed the topics discussed and presented at the Planning & Development Committee meeting.

12. Performance Monitoring & External Relations Committee

A. Chair Report

Mr. Speirs reviewed the items discussed at the Performance Monitoring & External Relations committee and introduced Mr. Rapez-Betty to provide more in-depth information on two topics of discussion.

i. Enhanced Transit System Security Strategy

Mr. Rapez-Betty provided an overview of the presentation given to the PMER committee. He noted STA's current strategy investments, and planned investments in Safety & Security enhancement, the Safety Ambassador Program to be implemented in the summer of 2025, a new customer reporting app, and changes coming to the STA Plaza which include relocating the Safety & Security Office to the first floor, as well as the alteration of the smoking area to increase visibility. Mr. Rapez-Betty also discussed the community collaboration with law enforcement, DSP, SPS, and the desire to expand public health partnerships.

ii. STA Bus Fleet State of Good Repair

Mr. Rapez-Betty provided a summary of the PMER Presentation addressing new requirements related to battery electric bus technology. He spoke about the Fleet Review, Transit Asset Management (TAM) Plan overview, maintenance issues and impacts of the vehicle fleet age, fleet maintenance parts requirements and cabling deterioration. He noted proposed solutions will include a 2025 Operating Budget amendment to purchase parts for Proterra buses, replace City Line charging cabling, and retrofit the City Line buses with batteries. The budget amendment will come to the Board in March.

13. CEO Report

Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, provided an update to the Board on the following items:

Ridership – January 2024 over January 2025 month over month (and year to date) ridership saw a 13.7% increase in Fixed Route, 10.1% increase in Paratransit, and a 7.7% decrease in Rideshare ridership. Zero Fare Youth passes increased 15.4%

Monthly Fare Revenue by Service Type saw a one-time spike in December 2024 due to recognition of pass revenue initially deferred during 2024. The change in recognition of pass revenue from time of use to time of sale is standard in the transit industry and was done prior to implementation of Connect system in October 2022.

Sales Tax for January 2025 (collected on November 2024 sales) was \$9,232,330 actual compared to budget of \$9,637,082, or \$404,752 below January 2025 budget. This represents a -4.2% difference. When compared to January 2024, sales tax was 3.2% below actual, or -\$0.3M.

A Federal Transit Update was shared, noting approximately 85 FTA probationary staff were let go last weekend out of a workforce of approximately 600. The March 5th Capital Investment Grant (CIG) Washington DC Fly-in organized by Cardinal Infrastructure was moving forward. In addition, the House Transportation & Infrastructure Committee Chair Sam Graves is aiming to have the Surface Transportation Bill ready for markup this year (current Bill expires September 30, 2026).

The 2025 WTS Annual Awards Gala tonight will honor former CEO, E. Susan Meyer, as Woman of the Year, along with Executive Assistant to the CFO, Amie Blain, as WTS Member of the Year. WTS is an international organization dedicated to building the future of transportation through the advancement of women.

STA's Annual Safety Awards Banquet will be held March 30, 2025, at the Northern Quest Resort. This annual banquet recognizes STA employees in the areas of safety, years of service, and recipients of Employee Recognition Awards. All Board members and their guest are invited to attend. RSVP to Dana Infalt by March 17, 2025.

Board members were reminded that they are eligible for a free STA bus pass and that Connect Card accounts can be set up on their behalf. Those interested in obtaining a Connect Card should contact Dana Infalt.

Mr. Rapez-Betty and Mr. Otterstrom offered to answer board member questions. None were forthcoming.

14. Board Information – no discussion

- A. Committee Minutes
- B. January 2025 Sales Tax Revenue
- C. December 2024 Operating Indicators
- D. 2025 Planning & Development Committee Work Program: Review
- E. Transit Development Plan 2026-2031: Overview
- F. 2024 Fixed Route Rider Survey Results
- G. Connect 2035 Strategic Plan: Initiative Sequencing
- H. Route 11 North Bank/Downtown Shuttle Update
- I. 4th Quarter 2024 Service Planning Input Report

15. 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.

She advised 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 approximately 2:38, Board members entered Executive Session in a separate room. Virtual Board Members joined remotely with a Zoom link.

At 2:53, the Clerk announced the Board requested an additional five minutes

At 2:58 the Clerk announced the Board requested an additional five minutes

At 3:03, the Board rejoined the Board Meeting in open session and Chair Haley declared the meeting back in public session.

Mr. Hattenburg moved to approve, by Resolution 834-25 to authorize the Interim Co-CEOs to take such actions and execute all documents necessary to acquire parcels number 45211-601; 45211-0518, 45211-0511 and 45211-0510 situated at 118 South Union Road in the City of Spokane Valley for \$2,910,000. Mr. French seconded and the motion passed unanimously.

16. New Business – There was no new business.

17. Board Member Expressions

Mr. Dillion shared his experience at the launch of Together Spokane, a new partnership between the Parks and Spokane Public Schools. He mentioned a highlight of the event was STA Youth Ride Free and particularly for field trips. He said to see it highlighted in front of a large audience was wonderful.

Board members were reminded that on March 20, 2025, there would be a Board Workshop starting at 11:30 am and the Board meeting following at 1:30 pm.

18. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:06 pm.

. Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 7B : FEBRUARY 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 February 1 through 28, 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 (February)	Nos. 631128 – 631541	\$ 8,174,174.48
Worker's Comp Vouchers (February)	ACH – 2286	\$ 158,046.49
Payroll 02/07/2025	ACH – 02/07/2025	\$ 2,920,288.62
Payroll 02/21/2025	ACH – 02/21/2025	\$ 2,140,722.14
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,986.48
FEBRUARY TOTAL		\$ 13,398,218.21

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 TJ Chief Executive Officer BRB/KO Legal Counsel MC

Spokane Transit Authority
Vouchers - February 2025

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/07/2025	631128	ASH & ROWAN HARDWARE LLC	2278	231.23
02/07/2025	631129	FRANCIS AVENUE HARDWARE	2279	223.37
02/07/2025	631130	IRIS GROUP HOLDINGS	2462	1,290.80
02/07/2025	631131	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,022.13
02/07/2025	631132	AFSCME	1328	655.92
02/07/2025	631133	AFSCME	1328	120.00
02/07/2025	631134	ALCOBRA METALS INC	2140	477.51
02/07/2025	631135	ALCOBRA METALS INC	2140	175.53
02/07/2025	631136	AMAZON CAPITAL SERVICES INC	2098	620.73
02/07/2025	631137	STEVEN W NILES JR	2276	110.98
02/07/2025	631138	THE ARC OF SPOKANE	2361	7,355.58
02/07/2025	631139	AMALG TRANSIT UNION #1015	1055	27,195.38
02/07/2025	631140	AMALG TRANSIT UNION #1598	1056	1,066.87
02/07/2025	631141	APPLEWAY CHEVROLET INC	1068	165.96
02/07/2025	631142	AVISTA CORPORATION	1081	22,427.15
02/07/2025	631143	CONTINENTAL BATTERY COMPANY	2915	290.44
02/07/2025	631144	BDI	1022	270.43
02/07/2025	631145	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
02/07/2025	631146	CANON FINANCIAL SERVICES INC	1154	28.89
02/07/2025	631147	CDW-GOVERNMENT	1132	72,075.51
02/07/2025	631148	QWEST CORPORATION	1148	153.54
02/07/2025	631149	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
02/07/2025	631150	CITY GLASS SPOKANE INC	2599	599.50
02/07/2025	631151	CITY OF SPOKANE	1601	11,709.48
02/07/2025	631152	CITY OF SPOKANE	1601	3,630.75
02/07/2025	631153	COLEMAN OIL COMPANY LLC.	2683	76,375.59
02/07/2025	631154	COMCAST	1170	691.13
02/07/2025	631155	COMMERCIAL TIRE INC	2451	2,460.73
02/07/2025	631156	COMPUNET INC	1166	41,870.66
02/07/2025	631157	CONSEAL CONTAINERS LLC	1176	397.78
02/07/2025	631158	CONSOLIDATED SUPPLY CO	2956	511.02
02/07/2025	631159	CUMMINS INC	1027	19,936.77
02/07/2025	631160	DEBORA L. BROWN MUNGUIA	2960	5,000.00
02/07/2025	631161	DELTA DENTAL OF WASHINGTON	1726	70,493.35
02/07/2025	631162	EMPLOYEE ADVISORY COUNCIL	1236	736.50
02/07/2025	631163	EL JAY OIL CO INC	1003	4,287.38
02/07/2025	631164	ETC INSTITUTE	2792	16,980.00
02/07/2025	631165	FASTENAL COMPANY	1249	3,189.47
02/07/2025	631166	FERGUSON ENTERPRISES INC	1252	559.07
02/07/2025	631167	FRANCOTYP-POSTALIA INC	1878	340.08
02/07/2025	631168	BUSINESS INTERIORS OF IDAHO	2715	2,705.91
02/07/2025	631169	FEDEX	1808	121.67
02/07/2025	631170	GORDON TRUCK CENTERS INC	1018	7,750.48
02/07/2025	631171	GALLS LLC	1271	3,851.38
02/07/2025	631172	GILLIG LLC	1279	39,604.13
02/07/2025	631173	GLOBAL EQUIPMENT COMPANY INC	1280	1,328.76
02/07/2025	631174	HUMANIX CORP	1329	745.00
02/07/2025	631175	IDAHO STATE TAX COMMISSION	2504	6,267.99
02/07/2025	631176	IL DCS AND FAMILY SERVICES	2768	276.53
02/07/2025	631177	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,453.12
02/07/2025	631178	JM GLOBAL TRADING AND CONSULTING SERVICES LLC	2972	2,449.98
02/07/2025	631179	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	441,685.31
02/07/2025	631180	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	97,645.95
02/07/2025	631181	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	6,271.40
02/07/2025	631182	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	47,625.06
02/07/2025	631183	KIRK'S AUTOMOTIVE INC	1007	950.00
02/07/2025	631184	LOWE'S COMPANIES, INC	2913	277.49
02/07/2025	631185	M & L SUPPLY CO INC	1413	1,065.82
02/07/2025	631186	MAGALDI & MAGALDI INC	1416	337.12
02/07/2025	631187	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,421.78
02/07/2025	631188	MOTION AUTO SUPPLY INC	1012	39.15
02/07/2025	631189	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,814.65
02/07/2025	631190	BLACK REALTY MANAGEMENT INC	1658	16,133.61
02/07/2025	631191	NAPA AUTO PARTS INC	1014	7,377.90
02/07/2025	631192	DVM INSURANCE AGENCY	2592	1,365.65
02/07/2025	631193	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	60.01
02/07/2025	631194	THE AFTERMARKET PARTS COMPANY LLC	1015	16,757.05
02/07/2025	631195	WORKSPACE DEVELOPMENT LLC	2013	86.12
02/07/2025	631196	PHOENIX MOTOR INC	2885	99.99

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/07/2025	631197	PREMERA BLUE CROSS	1521	423,092.35
02/07/2025	631198	PROVISIONAL SERVICES INC.	2697	345.10
02/07/2025	631199	ROMAINE ELECTRIC CORPORATION	1548	803.86
02/07/2025	631200	S T A - WELL	1557	568.50
02/07/2025	631201	SIX ROBBLEES INC	1017	461.29
02/07/2025	631202	SOLARWINDS INC	1812	368.42
02/07/2025	631203	SPECIAL MOBILITY SERVICES	2122	24,966.28
02/07/2025	631204	SPOKANE HOUSE OF HOSE INC	1605	204.21
02/07/2025	631205	THE SPOKESMAN REVIEW	1616	403.24
02/07/2025	631206	SPORTWORKS GLOBAL LLC	1617	5,146.44
02/07/2025	631207	STAR RENTALS & SALES	1629	512.53
02/07/2025	631208	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	350.00
02/07/2025	631209	THERMO KING NORTHWEST	1650	238.54
02/07/2025	631210	TRANSMACHINE MTT INC	2899	269.00
02/07/2025	631211	TRISTAR RISK MANAGEMENT	2124	15,287.00
02/07/2025	631212	ULINE INC	2401	10,099.18
02/07/2025	631213	UNIFIRST CORPORATION	2868	2,533.11
02/07/2025	631214	UNITED WAY OF SPOKANE COUNTY	1684	105.00
02/07/2025	631215	US BANK	1678	41,819.25
02/07/2025	631216	US DEPT OF THE TREASURY	2950	283.15
02/07/2025	631217	CARACAL ENTERPRISES LLC	2419	28,727.55
02/07/2025	631218	VOITH US INC	2460	2,411.18
02/07/2025	631219	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,814.78
02/07/2025	631220	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	905.70
02/07/2025	631221	WALTER E NELSON CO	1721	7,837.05
02/07/2025	631222	WENDLE MOTORS INCORPORATED	1021	217.15
02/07/2025	631223	WESCO GROUP LLC	2368	4,582.80
02/07/2025	631224	THE W.W. WILLIAMS COMPANY	2870	831.86
02/07/2025	631225	WASHINGTON STATE TRANSIT ASSOC	1715	42,000.00
02/07/2025	631226	ZIPLINE COMMUNICATIONS INC	2492	200.00
02/14/2025	631227	CBS REPORTING INC	1035	552.00
02/14/2025	631228	ADT COMMERCIAL LLC	2462	1,716.81
02/14/2025	631229	IRIS GROUP HOLDINGS	2462	19,931.40
02/14/2025	631230	AMAZON CAPITAL SERVICES INC	2098	2,402.64
02/14/2025	631231	AMPD ENTERTAINMENT LLC	2463	3,784.28
02/14/2025	631232	ANDREW LILJENBERG	2977	75.00
02/14/2025	631233	APS INC	1841	156.96
02/14/2025	631234	CONTINENTAL BATTERY COMPANY	2915	167.30
02/14/2025	631235	BDI	1022	221.68
02/14/2025	631236	CALVARY SPOKANE	1136	539.06
02/14/2025	631237	CAMERON-REILLY LLC	1137	20,000.00
02/14/2025	631238	CITY OF SPOKANE	1601	7,134.15
02/14/2025	631239	COLEMAN OIL COMPANY LLC.	2683	114,583.98
02/14/2025	631240	CORPORATE TRANSLATION SERVICES INC	2158	38.59
02/14/2025	631241	CUMMINS INC	1027	3,687.64
02/14/2025	631242	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	138.00
02/14/2025	631243	EL JAY OIL CO INC	1003	32,340.36
02/14/2025	631244	EVERON, LLC	2951	8,903.45
02/14/2025	631245	FASTENAL COMPANY	1249	1,410.67
02/14/2025	631246	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,306.69
02/14/2025	631247	V02 COLLECTION INC.	2860	179.69
02/14/2025	631248	FLYNN BEC LP	2479	5,444.55
02/14/2025	631249	FREEDMAN SEATING COMPANY	1827	9,730.23
02/14/2025	631250	FEDEX	1808	1,196.59
02/14/2025	631251	GORDON TRUCK CENTERS INC	1018	8,735.55
02/14/2025	631252	GALLS LLC	1271	625.84
02/14/2025	631253	GILLIG LLC	1279	2,584.66
02/14/2025	631254	W.W. GRAINGER INC	1285	5,787.40
02/14/2025	631255	H & H BUSINESS SYSTEMS	1298	1,587.68
02/14/2025	631256	INIT INNOVATIONS IN TRANSPORTATION INC	2392	43,630.00
02/14/2025	631257	KENWORTH SALES CO INC	1373	2,952.10
02/14/2025	631258	KERSHAW'S INC	1374	85.74
02/14/2025	631259	LOOMIS ARMORED US LLC	1408	5,399.45
02/14/2025	631260	LOWE'S COMPANIES, INC	2913	1,078.18
02/14/2025	631261	MARLIN WINDOWS INC	2924	450.00
02/14/2025	631262	Q49 SOLUTIONS LLC	2594	109.00
02/14/2025	631263	MOHAWK MANUFACTURING & SUPPLY CO	1011	170.61
02/14/2025	631264	MOUSER ELECTRONICS INC	1449	1,231.01
02/14/2025	631265	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,697.46
02/14/2025	631266	BLACK REALTY MANAGEMENT INC	1658	16,664.74
02/14/2025	631267	NANONATION INC	2554	3,078.00
02/14/2025	631268	GENUINE PARTS COMPANY	1014	577.16

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/14/2025	631269	NAPA AUTO PARTS INC	1014	1,640.37
02/14/2025	631270	THE AFTERMARKET PARTS COMPANY LLC	1015	9,733.94
02/14/2025	631271	TAMMY LYNNE GLIDEWELL	1282	3,055.50
02/14/2025	631272	NORTHWEST BUSINESS STAMP INC	1472	54.50
02/14/2025	631273	OFFICE DEPOT INC	1483	640.96
02/14/2025	631274	ONEBRIDGE BENEFITS INC	2880	240.00
02/14/2025	631275	Andrew Thatcher	900	15.26
02/14/2025	631276	PROFESSIONAL SERVICE BUREAU INC	2883	75.00
02/14/2025	631277	REHN & ASSOCIATES	2395	357.00
02/14/2025	631278	ROMAINE ELECTRIC CORPORATION	1548	1,020.34
02/14/2025	631279	SAFETY-KLEEN SYSTEMS INC	1564	561.35
02/14/2025	631280	SENSKE LAWN & TREE CARE INC	2194	107.91
02/14/2025	631281	SIX ROBBLEES INC	1017	461.29
02/14/2025	631282	SPOKANE PUBLIC FACILITIES DISTRICT	1941	966.00
02/14/2025	631283	SPOKANE HOUSE OF HOSE INC	1605	36.40
02/14/2025	631284	DGT ENTERPRISES LLC	2670	13,401.84
02/14/2025	631285	SPORTWORKS GLOBAL LLC	1617	705.64
02/14/2025	631286	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	630.00
02/14/2025	631287	ULINE INC	2401	2,114.82
02/14/2025	631288	UNIFIRST CORPORATION	2868	350.00
02/14/2025	631289	UNITED PARCEL SERVICE INC	1683	52.43
02/14/2025	631290	VERIZON WIRELESS LLC	1686	10,360.65
02/14/2025	631291	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	90.57
02/14/2025	631292	WALTER E NELSON CO	1721	814.34
02/14/2025	631293	WEX BANK	2642	17,604.46
02/14/2025	631294	WHITWORTH WATER DISTRICT NO 2	1746	29.49
02/14/2025	631295	THE W.W. WILLIAMS COMPANY	2870	10,262.72
02/14/2025	631296	THE W.W. WILLIAMS COMPANY	2870	3,933.87
02/14/2025	631297	WASHINGTON STATE RIDESHARING ORG	1714	225.00
02/14/2025	631298	ZAYO GROUP LLC	2321	40,994.17
02/14/2025	631299	ZIPLINE COMMUNICATIONS INC	2492	6,806.00
02/17/2025	631300	ALL WESTERN INDUSTRIAL SUPPLY	2802	33.81
02/17/2025	631301	AMAZON CAPITAL SERVICES INC	2098	1,439.57
02/17/2025	631302	AVISTA CORPORATION	1081	66,981.84
02/17/2025	631303	CONTINENTAL BATTERY COMPANY	2915	498.71
02/17/2025	631304	CHERYL BECKETT	1092	750.00
02/17/2025	631305	BIXBY MACHINE TOOL SUPPLY INC	1106	896.75
02/17/2025	631306	CAMERON-REILLY LLC	1137	7,887.30
02/17/2025	631307	CANON FINANCIAL SERVICES INC	1154	1,268.92
02/17/2025	631308	QWEST CORPORATION	1148	82.76
02/17/2025	631309	CITY OF SPOKANE	1601	2,719.96
02/17/2025	631310	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	500.00
02/17/2025	631311	LESLIE ENTERPRISES INC	1891	228.90
02/17/2025	631312	EDGE CONSTRUCTION SUPPLY INC	1224	549.33
02/17/2025	631313	FASTENAL COMPANY	1249	280.63
02/17/2025	631314	THE FIG TREE	2465	170.00
02/17/2025	631315	V02 COLLECTION INC.	2860	533.75
02/17/2025	631316	AMGB INC	2011	363.36
02/17/2025	631317	GALLS LLC	1271	5,795.74
02/17/2025	631318	THE GENERAL STORE	1956	1,317.59
02/17/2025	631319	GOODSON MANUFACTURING COMPANY	1284	483.80
02/17/2025	631320	W.W. GRAINGER INC	1285	20.24
02/17/2025	631321	H & H BUSINESS SYSTEMS	1298	1,649.37
02/17/2025	631322	IHEART MEDIA ENTERTAINMENT INC	2639	2,000.04
02/17/2025	631323	INLAND FIRST AID AND SAFETY	2895	768.61
02/17/2025	631324	JEFF MCLAGEN	2963	350.00
02/17/2025	631325	KERSHAW'S INC	1374	103.65
02/17/2025	631326	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,436.32
02/17/2025	631327	L&E PARK LLC	2391	8,694.56
02/17/2025	631328	M & L SUPPLY CO INC	1413	391.81
02/17/2025	631329	MODERN ELECTRIC WATER CO INC	1439	1,947.88
02/17/2025	631330	MUNCIE RECLAMATION AND SUPPLY CO	1013	973.38
02/17/2025	631331	NAPA AUTO PARTS INC	1014	910.16
02/17/2025	631332	NATIONAL COLOR GRAPHICS INC	1455	422.92
02/17/2025	631333	NEW FLYER OF AMERICA INC	2528	707,728.88
02/17/2025	631334	NORLIFT INC	1470	1,569.75
02/17/2025	631335	NORTH 40 OUTFITTERS	1102	157.89
02/17/2025	631336	NORTHWEST BUSINESS STAMP INC	1472	33.50
02/17/2025	631337	PROVISIONAL SERVICES INC.	2697	955.18
02/17/2025	631338	PURE FILTRATION PRODUCTS INC	1531	468.92
02/17/2025	631339	SITEONE LANDSCAPE SUPPLY LLC	2557	93.93
02/17/2025	631340	SPOKANE COUNTY SOLID WASTE	1603	167.72

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/17/2025	631341	SPRAY CENTER ELECTRONICS INC	1619	512.40
02/17/2025	631342	STONEWAY ELECTRIC SUPPLY CO	1633	755.76
02/17/2025	631343	TENNANT SALES & SERVICE COMPANY	1647	370.16
02/17/2025	631344	TERMINAL SUPPLY INC	1648	151.35
02/17/2025	631345	TITAN TRUCK EQUIPMENT INC	1655	108.90
02/17/2025	631346	VERIZON WIRELESS LLC	1686	6,347.63
02/17/2025	631347	WALTER E NELSON CO	1721	130.49
02/17/2025	631348	WENDLE MOTORS INCORPORATED	1021	1,238.40
02/17/2025	631349	WILBUR-ELLIS COMPANY	1747	771.34
02/17/2025	631350	THE W.W. WILLIAMS COMPANY	2870	753.19
02/21/2025	631351	K9 PEST DETECTIVES LLC	2551	1,689.50
02/21/2025	631352	ABSOLUTE SOFTWARE INC	2878	1,560.00
02/21/2025	631353	AFSCME	1328	718.86
02/21/2025	631354	AFSCME	1328	120.00
02/21/2025	631355	AMAZON CAPITAL SERVICES INC	2098	757.84
02/21/2025	631356	ANDREA PARRISH	2687	100.00
02/21/2025	631357	APS INC	1841	334.63
02/21/2025	631358	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,615.00
02/21/2025	631359	NORTHWEST CENTER SERVICES	2271	611.49
02/21/2025	631360	AMALG TRANSIT UNION #1015	1055	27,148.06
02/21/2025	631361	AMALG TRANSIT UNION #1598	1056	1,066.87
02/21/2025	631362	AMALGAMATED TRANSIT UNION	1057	199.36
02/21/2025	631363	AVISTA CORPORATION	1081	53,931.12
02/21/2025	631364	BECKWITH & KUFFEL, INC	2919	225.63
02/21/2025	631365	THE BRAUN CORPORATION	1117	37.98
02/21/2025	631366	BULLDOG ROOTER INC	1126	11,151.41
02/21/2025	631367	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,493.88
02/21/2025	631368	CAMERON-REILLY LLC	1137	294,421.82
02/21/2025	631369	LITHIA MOTORS SUPPORT SERVICES	1024	840.18
02/21/2025	631370	CANON FINANCIAL SERVICES INC	1154	674.27
02/21/2025	631371	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
02/21/2025	631372	QWEST CORPORATION	1148	236.88
02/21/2025	631373	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
02/21/2025	631374	CHK AMERICA INC	1155	13,500.00
02/21/2025	631375	COLEMAN OIL COMPANY LLC.	2683	97,628.58
02/21/2025	631376	COMMERCIAL TIRE INC	2451	366.24
02/21/2025	631377	COMPUNET INC	1166	14,803.51
02/21/2025	631378	CONTINENTAL DOOR COMPANY	1986	963.50
02/21/2025	631379	CUMMINS INC	1027	23,039.34
02/21/2025	631380	D-MCP CONSTRUCTION LLC	2536	55,575.00
02/21/2025	631381	DAY WIRELESS SYSTEMS	1202	1,073.65
02/21/2025	631382	DOW JONES & COMPANY	2698	187.48
02/21/2025	631383	EMPLOYEE ADVISORY COUNCIL	1236	742.50
02/21/2025	631384	EL JAY OIL CO INC	1003	7,012.52
02/21/2025	631385	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	21,000.00
02/21/2025	631386	EV IQ LLC	2784	1,050.00
02/21/2025	631387	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,580.94
02/21/2025	631388	FIRST TRANSIT INC	2430	680,323.75
02/21/2025	631389	FEDEX	1808	99.92
02/21/2025	631390	GORDON TRUCK CENTERS INC	1018	9,943.34
02/21/2025	631391	GALLS LLC	1271	1,846.54
02/21/2025	631392	THE GENERAL STORE	1956	602.97
02/21/2025	631393	GENFARE LLC	1268	2,328.13
02/21/2025	631394	GILLIG LLC	1279	43,117.33
02/21/2025	631395	GLOBAL EQUIPMENT COMPANY INC	1280	210.70
02/21/2025	631396	GMCO CORPORATION	2623	9,432.13
02/21/2025	631397	W.W. GRAINGER INC	1285	323.58
02/21/2025	631398	GRANICUS LLC	2769	13,902.85
02/21/2025	631399	GRAYBAR ELECTRIC CO INC	1287	225.49
02/21/2025	631400	H & H BUSINESS SYSTEMS	1298	15.78
02/21/2025	631401	IL DCS AND FAMILY SERVICES	2768	276.53
02/21/2025	631402	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,573.96
02/21/2025	631403	IR SPECIALTY FOAM LLC	1345	359.54
02/21/2025	631404	JOTFORM INC	2614	16,224.00
02/21/2025	631405	KIRK'S AUTOMOTIVE INC	1007	143.06
02/21/2025	631406	LEARNUPON LIMITED	2976	38,050.00
02/21/2025	631407	LEWIS & ELLIS INC.	2689	2,000.00
02/21/2025	631408	LONG BUSINESS FORMS	2301	3,054.74
02/21/2025	631409	M & L SUPPLY CO INC	1413	6,748.09
02/21/2025	631410	MICHELIN NORTH AMERICA INC	2325	170,457.06
02/21/2025	631411	MODERN NETWORKS LLC	2940	309.13
02/21/2025	631412	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,881.11

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/21/2025	631413	MOTION AUTO SUPPLY INC	1012	93.48
02/21/2025	631414	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,160.63
02/21/2025	631415	NAPA AUTO PARTS INC	1014	3,195.63
02/21/2025	631416	THE AFTERMARKET PARTS COMPANY LLC	1015	61,687.56
02/21/2025	631417	OFFICE DEPOT INC	1483	206.25
02/21/2025	631418	RAE-COR DISTRIBUTING LLC	1533	1,231.35
02/21/2025	631419	ROMAINE ELECTRIC CORPORATION	1548	373.65
02/21/2025	631420	S T A - WELL	1557	573.50
02/21/2025	631421	SAFETY-KLEEN SYSTEMS INC	1564	32,173.71
02/21/2025	631422	LOUIS SARDO UPHOLSTERY INC.	2825	7,384.10
02/21/2025	631423	SBA TOWERS II LLC	1569	2,636.43
02/21/2025	631424	SIX ROBBLEES INC	1017	315.02
02/21/2025	631425	SPOKANE HOUSE OF HOSE INC	1605	234.52
02/21/2025	631426	STA OPERATIONS	1556	86.77
02/21/2025	631427	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	481.25
02/21/2025	631428	SUN SUPPLY INC.	2710	7,557.10
02/21/2025	631429	TACOMA SCREW PRODUCTS INC.	2708	35.03
02/21/2025	631430	THE ENGRAVER INC	1242	65.40
02/21/2025	631431	THERMO KING NORTHWEST	1650	207.84
02/21/2025	631432	TRANSIT SOLUTIONS LLC	2440	10,323.50
02/21/2025	631433	UNITED WAY OF SPOKANE COUNTY	1684	100.00
02/21/2025	631434	US DEPT OF THE TREASURY	2950	302.70
02/21/2025	631435	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,801.46
02/21/2025	631436	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	63.60
02/21/2025	631437	WENDLE MOTORS INCORPORATED	1021	181.83
02/21/2025	631438	WESCO GROUP LLC	2368	6,567.31
02/21/2025	631439	WESTERN STATES EQUIPMENT	1740	152.99
02/21/2025	631440	VERIZON	2142	3,925.39
02/28/2025	631441	K9 PEST DETECTIVES LLC	2551	45,121.35
02/28/2025	631442	A TO Z RENTALS	1033	17.00
02/28/2025	631443	INLAND WELDING SUPPLY INC	1032	224.10
02/28/2025	631444	ACCESS INFORMATION HOLDINGS	2340	1,017.14
02/28/2025	631445	ASH & ROWAN HARDWARE LLC	2278	72.47
02/28/2025	631446	FRANCIS AVENUE HARDWARE	2279	56.64
02/28/2025	631447	ALEXANDER DENNIS INC.	2759	706,753.32
02/28/2025	631448	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,168.50
02/28/2025	631449	ALCOBRA METALS INC	2140	1,077.31
02/28/2025	631450	ALL WESTERN INDUSTRIAL SUPPLY	2802	307.37
02/28/2025	631451	AMAZON CAPITAL SERVICES INC	2098	1,500.23
02/28/2025	631452	NORTHWEST INDUSTRIAL SERVICES LLC	1058	530.52
02/28/2025	631453	AMPD ENTERTAINMENT LLC	2463	1,030.19
02/28/2025	631454	NORTHWEST CENTER SERVICES	2271	61,745.41
02/28/2025	631455	ATS INLAND NW LLC	1916	16,764.20
02/28/2025	631456	AUTONATION	1068	878.87
02/28/2025	631457	AVISTA CORPORATION	1081	307.66
02/28/2025	631458	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
02/28/2025	631459	BDI	1022	672.17
02/28/2025	631460	BUDINGER & ASSOCIATES INC	2149	6,211.26
02/28/2025	631461	BULLDOG ROOTER INC	1126	2,547.82
02/28/2025	631462	CANON FINANCIAL SERVICES INC	1154	651.48
02/28/2025	631463	CDW-GOVERNMENT	1132	113.36
02/28/2025	631464	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	869.29
02/28/2025	631465	CHEM-RITE INC	2984	1,253.50
02/28/2025	631466	CITY GLASS SPOKANE INC	2599	76.30
02/28/2025	631467	CITY OF SPOKANE	1601	144.44
02/28/2025	631468	COFFMAN ENGINEERS INC	1162	92,288.30
02/28/2025	631469	COLEMAN OIL COMPANY LLC.	2683	86,285.46
02/28/2025	631470	COMMERCIAL TIRE INC	2451	978.49
02/28/2025	631471	CONTINENTAL DOOR COMPANY	1986	207.75
02/28/2025	631472	CROWN CASTLE INTERNATIONAL CORP.	2733	2,115.99
02/28/2025	631473	CUMMINS INC	1027	11,661.21
02/28/2025	631474	DELTA DENTAL OF WASHINGTON	1726	69,567.16
02/28/2025	631475	EARTHWORKS RECYCLING INC.	2816	437.50
02/28/2025	631476	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
02/28/2025	631477	EL JAY OIL CO INC	1003	10,023.72
02/28/2025	631478	FASTENAL COMPANY	1249	2,849.74
02/28/2025	631479	FIRST AMERICAN TITLE INSURANCE CO OF WA	1256	817.50
02/28/2025	631480	GORDON TRUCK CENTERS INC	1018	3,297.47
02/28/2025	631481	GALLS LLC	1271	178.50
02/28/2025	631482	THE GENERAL STORE	1956	245.24
02/28/2025	631483	GILLIG LLC	1279	11,626.55
02/28/2025	631484	GMCO CORPORATION	2623	4,783.55

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/28/2025	631485	W W GRAINGER INC	1285	351.07
02/28/2025	631486	W.W. GRAINGER INC	1285	7,560.83
02/28/2025	631487	GRIMCO INC	2696	490.34
02/28/2025	631488	H & H BUSINESS SYSTEMS	1298	421.96
02/28/2025	631489	HALME BUILDERS INC	2780	10,313.90
02/28/2025	631490	HDR ENGINEERING, INC.	2953	11,149.18
02/28/2025	631491	HUMANIX CORP	1329	651.88
02/28/2025	631492	IDAHO STATE TAX COMMISSION	2504	6,709.13
02/28/2025	631493	IHEART MEDIA ENTERTAINMENT INC	2639	2,000.03
02/28/2025	631494	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	96,853.13
02/28/2025	631495	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	432,615.95
02/28/2025	631496	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	47,625.06
02/28/2025	631497	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	6,271.40
02/28/2025	631498	KPFF INC	2510	74,098.99
02/28/2025	631499	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	168.90
02/28/2025	631500	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,072.56
02/28/2025	631501	LONG BUSINESS FORMS	2301	452.36
02/28/2025	631502	LOWE'S COMPANIES, INC	2913	159.66
02/28/2025	631503	MAINTENANCE SOLUTIONS	1418	470.88
02/28/2025	631504	MILLER PAINT COMPANY	2657	434.70
02/28/2025	631505	MOHAWK MANUFACTURING & SUPPLY CO	1011	531.05
02/28/2025	631506	MOTOROLA SOLUTIONS INC	1448	69.76
02/28/2025	631507	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,336.17
02/28/2025	631508	BLACK REALTY MANAGEMENT INC	1658	16,177.86
02/28/2025	631509	NAPA AUTO PARTS INC	1014	10,600.82
02/28/2025	631510	NATIONAL COLOR GRAPHICS INC	1455	4,352.06
02/28/2025	631511	NATIONWIDE	2592	1,376.08
02/28/2025	631512	THE AFTERMARKET PARTS COMPANY LLC	1015	33,872.85
02/28/2025	631513	NEW FLYER OF AMERICA INC	2528	707,728.88
02/28/2025	631514	NORTH 40 OUTFITTERS	1102	147.00
02/28/2025	631515	CSWW INC	1102	250.69
02/28/2025	631516	JENNI KNOLL	901	235.75
02/28/2025	631517	PARR LUMBER	2299	88.15
02/28/2025	631518	PREMERA BLUE CROSS	1521	419,670.75
02/28/2025	631519	PROVISIONAL SERVICES INC.	2697	345.10
02/28/2025	631520	ROMAINE ELECTRIC CORPORATION	1548	474.67
02/28/2025	631521	SAFETY-KLEEN SYSTEMS INC	1564	13,104.48
02/28/2025	631522	SCHINDLER ELEVATOR CORPORATION	1930	684.45
02/28/2025	631523	JEFFREY S SEARS	1573	768.45
02/28/2025	631524	SIX ROBBLEES INC	1017	733.25
02/28/2025	631525	SPOKANE COUNTY DISTRICT COURT	1603	148.43
02/28/2025	631526	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	285.99
02/28/2025	631527	SPOKANE COUNTY AUDITOR	1603	303.50
02/28/2025	631528	SPOKANE HARDWARE SUPPLY	1604	458.23
02/28/2025	631529	SPOKANE HOUSE OF HOSE INC	1605	830.14
02/28/2025	631530	SOLID WASTE SYSTEMS LLC	2514	249.28
02/28/2025	631531	TERMINAL SUPPLY INC	1648	193.13
02/28/2025	631532	TITAN TRUCK EQUIPMENT INC	1655	193.06
02/28/2025	631533	TRANSMACHINE MTT INC	2899	269.00
02/28/2025	631534	UNIFIRST CORPORATION	2868	12,840.15
02/28/2025	631535	US BANK	1678	0.00
02/28/2025	631536	USABLE	2988	27,383.98
02/28/2025	631537	WALTER E NELSON CO	1721	313.29
02/28/2025	631538	WENDLE MOTORS INCORPORATED	1021	517.69
02/28/2025	631539	ZIP'S AW DIRECT	2485	130.80
02/27/2025	631540	UNIFIRST CORPORATION	2868	58.11
02/27/2025	631541	US BANK	1678	82,554.31
02/26/2025	WIRE	WFG NATIONAL TITLE COMPANY OF EASTERN WA	2467	150,000.00
TOTAL FEBRUARY ACCOUNTS PAYABLE				8,174,174.48
2/1/2025-2/28/2025	ACH	WORKER'S COMPENSATION	2286	158,046.49
TOTAL FEBRUARY WORKER'S COMPENSATION DISBURSEMENTS				158,046.49
02/07/2025	730962-730999	PAYROLL AND TAXES PR 03, 2025	VARIES	2,920,288.62
02/21/2025	731000-731019	PAYROLL AND TAXES PR 04, 2025	VARIES	2,140,722.14
TOTAL FEBRUARY PAYROLL AND TAXES				5,061,010.76
02/18/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,986.48

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
		TOTAL FEBRUARY EXCISE AND LEASEHOLD TAX DISBURSEMENT		4,986.48
		TOTAL FEBRUARY DISBURSEMENTS FROM TO1 ACCOUNTS		13,398,218.21
		TOTAL FEBRUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL FEBRUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS		13,398,218.21

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 7C : 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
20250297	Plaza P222A New Sink Drain Line, Hot Water Heater & Faucet	Bulldog Rooter, Inc	\$2,606.17	1/30/2025
20242780	Plaza Electrical Repair	Arctic Lighting & Electric, LLC	\$316.10	2/3/2025
20250212	Plaza Backflow Preventer Repair	Bulldog Rooter, Inc	\$12,930.89	2/13/2025
20242768	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$167.86	2/13/2025
20250343	Plaza Exit Light Installation	Arctic Lighting & Electric, LLC	\$1,900.00	2/17/2025
20241854	Plaza Air Test/Balancing Service	Riley Engineering, Inc	\$21,391.25	2/26/2025
20250133	New Electrical Plaza P222A	Arctic Lighting & Electric, LLC	\$9,592.00	3/3/2025
20250134	New Electrical Plaza Conference Room and Call Center	Arctic Lighting & Electric, LLC	\$9,973.50	3/3/2025

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 JHH Chief Executive Officer BRB/KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 7D: WHITWORTH COMFORT STATION: AWARD OF CONTRACT AND PROJECT BUDGET ADJUSTMENT

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a public works construction contract and a budgetary adjustment to accommodate the expected funding required to deliver the Whitworth Comfort Station project. This project delivers progress on an Initiative identified under Goal 3 of STA’s Strategic Plan *Connect 2035* to “Invest in our operators by...expanding access to high-quality restrooms along routes...”

BACKGROUND: The Whitworth Comfort Station project consists of the replacement of an aging shelter originally built in the 1980’s and the addition of a new operator comfort station at Whitworth University to accommodate operators at the layover for Route 28 Nevada. This locally funded project has a current Board-approved budget of \$354,257. The purpose of this project is to address a historical need for an operator restroom for this location.

The project includes the following elements:

- New building with one bathroom for operator use, a maintenance room for mechanical, electrical and IT components
- Demolition of existing shelter that is beyond its useful life
- Installation of new standard STA shelter and associated footing
- Power, sewer and water utility connections
- New sidewalk to improve passenger boarding/alighting area and provide ADA accessibility

The Invitation for Bid (IFB) was advertised in the Spokesman Review and on STA’s website on January 12, 2025, and an in-person pre-bid meeting was held on January 22, 2025. One addendum was issued on January 30, 2025, and four (4) qualifying bids were received on February 6, 2025.

The responsive bids from responsible contractors are as follows:

Name of Firm	Total Bid Amount
WM Welch Corp.	\$286,069.00
Spilker Contracting	\$294,695.00
D-McP Construction LLC	\$297,847.16
Halme Builders, Inc.	\$310,000.00
<i>Engineer’s Estimate</i>	<i>\$263,337.00</i>

WM Welch Corp. was determined to be the lowest responsive and responsible bidder. As such, staff recommend an Award of Contract to WM Welch Corp. for the Total Bid Amount of \$286,069. Staff recommend retention of a construction contingency equal to twenty percent of the construction contract value given the perceived level of risk associated with the work.

With the award of this construction contract and allocation of contingency, project expenses will exceed the approved CIP budget by over 10%, requiring the Board of Directors to approve a budget increase. Expenses exceeded the project budget for the following reasons.

- Design costs are much higher than originally estimated due to site characteristics including the location of utilities which require extensive trenching, the complicated site topography which necessitated detailed civil engineering design and extents of new sidewalk, and the location of mature trees that need to be avoided and protected.
- Construction costs are higher than anticipated due to site complications mentioned above and rising material and labor costs.

Following receipt of bids, staff performed an analysis of the costs associated with extending this route to Hastings Park & Ride, which provides the closest existing STA restroom facility. Using data from November 2024, it was determined that an additional bus in operations would be needed to provide the target recovery time at the layover adding 4,077 revenue hours annually with an added annual operating expense of approximately \$782,000. This additional bus would necessitate the expansion of the current fleet by one (1) coach at a minimum cost of approximately \$700,000.

The current temporary solution, a portable restroom owned and operated by a third party, is not viable long term. It is not proactively maintained and there are recurring issues with the unit not being serviced to a standard required of a facility used by our employees. These service issues require extensive staff time to resolve. In the past, staff had explored a solution with Whitworth University, but their facilities are not open during all service hours. Therefore, the construction of the comfort station is the best and most cost-effective solution.

Additionally, this project will deliver progress on an Initiative identified under Goal 3 of STA's Strategic Plan Connect 2035 by "...expanding access to high-quality restrooms along routes...". This project is one of the significant investments planned to hire and retain more bus operators through improving their daily work experience. This investment will help to ensure STA has a team that is well equipped and focused on our mission, which is critical for providing reliable service and delivering on the goals of Connect 2035.

Staff recommend increasing the project budget by \$210,140 for an adjusted project budget of \$565,000 as outlined below. The project budget adjustment is anticipated to be absorbed within the Board-adopted 2025 capital budget without necessitating a budget amendment.

Original CIP Budget	\$	354,257
Expenses (includes encumbered and forecast)	\$	195,654
Available Budget	\$	158,603
Construction Contract	\$	286,069
20% Construction Contingency	\$	57,214
Estimated WSST @ 8.9%	\$	25,460
Remaining Budget	\$	(210,140)

Requested Budget Increase	\$	210,743
Requested Adjusted CIP Budget	\$	565,000

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for the Whitworth Comfort Station project to WM Welch Corp. for \$286,069, and authorize the Interim Co-CEOs to apply contingency funds, as necessary, up to an adjusted project budget of \$565,000.

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

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, the award of contract for the Whitworth Comfort Station project to WM Welch Corp. for \$286,069, and authorize the Interim Co-CEOs to apply contingency funds, as necessary, up to an adjusted project budget of \$565,000.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 7E : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/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 enhanced stop on Sprague Avenue just west of the Costco entrance. The adjacent parcel # 35144.0114 is owned by Costco Wholesale Corporation and the current use is vacant. The acquisition area is currently sidewalk and landscape area immediately adjacent to the city street. To construct the stop, acquisition of real property and a temporary construction easement are necessary. Fair market compensation is required for STA to have a property interest to enable HPT improvements. 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	952.01 SF	\$15,232.16 @ \$16.00/SF	\$19,040.20 @ \$20.00/SF	\$3,808.04 @ \$4.00/SF
Temporary Construction Easement ¹	1,151.11 SF	\$3,683.55 @ \$16.00/SF	\$4,604.44 @ \$20.00/SF	\$920.89 @ \$4.00/SF
Site Improvements	Lump Sum	\$5,750.00	\$7,500.00	\$1,750.00
Attorney Fees ²	Lump Sum	-	\$7,025.00	\$7,025.00
Totals	-	\$24,665.71	\$38,170.00³	\$13,504.93

Footnotes:

1. Easements are factored by their scope (duration/impact) to derive a fractional value from the full appraised value.
2. Negotiated payment of Costco attorney fees for document review and negotiation
3. Rounded

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 temporary construction easement between Costco Wholesale Corporation and Spokane Transit for a portion of Spokane County Parcel #35144.0114 for a total \$38,170.00 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 temporary construction easement between Costco Wholesale Corporation and Spokane Transit for a portion of Spokane County Parcel #35144.0114 for a total \$38,170.00 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 7F: 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (Resolution)

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

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

SUMMARY: Staff will present Battery Electric Bus fleet successes, challenges, as well as a justification for the request to amend the 2025 Operating Budget to resource the identified maintenance solutions.

STA's zero-emission fleet of 40 Battery Electric Buses is a critical asset, ensuring reliable, efficient and comfortable service for the community, as well as striving for sustainable and environmentally beneficial goals. However, as a developing technology, Battery Electric Buses can present new, unplanned challenges, often without identified solutions. Ensuring service reliability amidst these challenges creates significant strain on resources, primarily labor and parts, both factors still recovering in the post-pandemic era.

The presentation will explain three distinct maintenance challenges and the estimated costs to resolve each issue.

2025 Operating Budget Amendment Proposal	
Maintenance Issue	Maintenance Cost
Proterra Parts	\$450,000
City Line High Voltage Cabling	\$170,000
City Line Battery Retrofit	\$3,200,000
Total Cost	\$3,820,000

The additional funding requested will enable STA to maintain its commitment to reliable and efficient service that meets the needs of customers, employees, and the broader community.

2025 Operating Budget Amendment Proposal	
Approved 2025 Operating Budget	\$215,472,379
BEB Vehicle Maintenance Cost	\$3,820,000
Proposed Revised Total	\$219,292,379

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by Resolution, an amendment adding \$3.82M to the 2025 Operating Budget to address battery electric bus vehicle maintenance.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 835-25, an amendment adding \$3.82M to the 2025 Operating Budget to address battery electric bus vehicle maintenance.

FINAL REVIEW FOR BOARD BY:

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

RESOLUTION NO. 835-25

A RESOLUTION FOR THE PURPOSE OF AMENDING THE STA 2025 BUDGET AND
OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, by Resolution No. 830-24, adopted December 19, 2024, the STA Board of Directors approved and adopted the 2025 budget, and the final budget is on file with the Clerk of the Authority (the "2025 Budget");

WHEREAS, unbudgeted and unanticipated expenditures arose after the 2025 Budget was adopted by the Board of Directors, specifically expenditures necessary to: (1) obtain required parts for Proterra-manufactured buses post company bankruptcy, (2) repair and maintain City Line high-voltage cabling, and (3) replace unsupported battery model and ensure service reliability.

WHEREAS, the interim co-Chief Executive Officers are recommending the Board approve amending the 2025 Budget to appropriate and reflect the previously unbudgeted expenditures, as set forth herein.

WHEREAS, the Board recognizes it is in the best interests of the agency to amend Resolution No. 830-24 and the 2025 Budget as set forth herein.

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

Section 1. The STA Board of Directors finds it necessary, proper, and in the best interest of the Agency to amend the 2025 budget and hereby amends Resolution No. 830-24 and the 2025 Budget by an increase of \$3,820,000 to the 2025 Operating Expenses budget for the expenditures set forth herein, resulting in the following amended 2025 Budget:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 155,724,280	Operating Expenses *	\$ 135,259,729
Capital Grants	\$ 14,833,870	Capital Projects	\$ 67,553,927
From Cash Balance *	\$ 48,734,229	Fleet Replacement Allocation	\$ 16,478,723

Total Source of Funds	\$ 219,292,379	Total Use of Funds	\$ 219,292,379
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**italicized amounts above denote impact of budgetary amendment*

BOARD DESIGNATED CASH RESERVES	
<i>Operating Reserve (15% of Operating Expenses) *</i>	<i>\$ 20,288,959</i>
Risk Reserve	\$ 5,500,000
Right-of-Way Acquisition Reserve	\$ 4,950,000
Real Estate Acquisition Reserve	\$ 25,000,000
Total Board Designated Cash Reserves	\$ 55,738,959

**italicized amounts above denote impact of budgetary amendment*

Section 2. The STA Board of Directors hereby authorizes and instructs the interim co-Chief Executive Officers to take all action necessary and proper to carry out the purposes intended by the amendments to the 2025 Budget and to administer the provisions and appropriations as amended.

Section 3. This resolution is effective immediately upon adoption and Resolution No. 830-24 is hereby amended to reflect the actions taken herein.

Section 4. Any actions of the interim co-Chief Executive Officers, Board of Directors, or staff of STA prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Adopted by STA at a regular meeting thereof held on the 20th day of March 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Pam Haley
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 8A : PLAZA GENERATOR AND ROOFING UPGRADES: AWARD OF CONTRACT AND PROJECT BUDGET ADJUSTMENT

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Jessica Kelch, Senior Project Manager

SUMMARY: In accordance with Spokane Transit's procurement policy, staff seek Board approval to award a construction contract and request a budgetary increase to ensure adequate funding for project completion.

On Wednesday, March 5, staff presented project details to the Performance Monitoring & External Relations (PMER) Committee. Based on Board member feedback, additional information will be provided, including project background, the Plaza's state of good repair, prior Board approvals, and potential alternatives to the PMER-approved recommendation. This recommendation seeks to award the contract for the Plaza Generator and Roof Upgrades Project to McKinstry Essention through a cooperative purchase agreement (TIPS) for \$2,637,726 and authorize the Interim Co-CEOs to apply contingency as necessary, up to an adjusted project budget of \$3,000,000.

The PMER Committee approved the motion by a 3 to 1 vote, advancing it to the full Board for discussion.

BACKGROUND:

Plaza Roof Replacement

The Plaza's roof, installed in 1995, is approaching 30 years old and nearing the end of its warranty, which expires in 2026. In alignment with the Transit Asset Management (TAM) Plan, STA prioritizes maintaining assets in a state of good repair.

In early 2023, staff submitted a \$661,000 capital request (CIP#1052) for a roof overlay, extending coverage with a new 20-year warranty. This request was approved through both the 2024-2029 and 2025-2030 Transit Development Plans (TDPs).

However, during engineering inspections, core drilling revealed an existing overlay, preventing a second application under building codes. Staff then initiated plans for a full roof replacement, providing a 30-year warranty with extension options. A December 2024 estimate placed the replacement cost at \$1,700,000 (plus applicable tax, design, administrative, permitting, and contingency).

Plaza Roof Replacement - General Scope of Work

- Remove existing TPO membrane roof, R-18 insulation layers, and backer board
- Raise curbs, mechanical units, natural gas lines, and other piping at the roof surface
- Install new R-38 insulation and PVC roofing membrane system with a 30-year warranty
- Seal and caulk parapets, flashings, and other roof elements
- Install permanent fall protection anchors and lead lines

Plaza Generator Replacement

Like the Plaza's roof, the existing generator is 30 years old and has reached the end of its useful life. Staff obtained a \$383,000 (plus applicable tax, design, administrative, permitting, and contingency) replacement estimate, but this has not yet been included in the Capital Improvement Program.

Plaza Generator Replacement - General Scope of Work

- Remove existing 480V / 50kW generator and diesel fuel tank
- Install new 480V / 100kW generator with smaller diesel fuel tank
- Replace existing 60-amp transfer switch with a 150-amp switch
- Install inverter for emergency lighting
- Modify wiring to separate life safety systems from standby systems
- Add other priority equipment to standby power, as feasible

To accommodate necessary costs, staff request an adjusted project budget of \$3M. The increase can be absorbed within the Board-adopted 2025 capital budget without requiring a budget amendment.

Project Relationship to the Clean Buildings Standards Act

In May 2022, STA received a compliance notice from the Washington State Department of Commerce regarding energy-saving requirements under the Clean Buildings Standards Act. This legislation mandates buildings 50,000 square feet or larger establish energy efficiency benchmarks and reduction targets. As the STA Plaza meets this threshold, it is subject to these regulations.

To prepare for future compliance projects, the STA Board approved an approximately \$1,700,000 capital project request (CIP#1026) in the 2024-2029 TDP for undefined capital energy-saving initiatives. This funding was reaffirmed in the 2025-2030 TDP.

Aligning State of Good Repair with Legislative Requirements

The Plaza roof replacement and generator replacement were initiated as state of good repair projects. However, both align with legislative energy efficiency objectives, making them eligible for funding consideration under energy savings initiatives.

The full roof replacement cost exceeds the \$661,000 approved under CIP#1052, and the generator replacement is not identified discretely as an approved capital project. At the March 5, 2025, PMER Committee meeting, staff proposed combining funds from the already-approved state of good repair and energy savings project budgets (CIP #1026, CIP #1052) for a consolidated existing budget of \$2,318,398.

Despite this consolidation, the funding remains insufficient. Accordingly, the motion approved by the PMER Committee recommended to the Board an adjusted project budget of \$3,000,000, representing a \$681,602 increase. This adjustment will not require an amendment to the adopted 2025 capital budget.

This recommendation ensures that Spokane Transit maintains the Plaza in a state of good repair, makes progress toward energy efficiency mandates, and secures a long-term investment in the facility's reliability and sustainability.

The funding request is outlined in the tables below.

Original CIP Budget (CIP#1026 and #1052)	\$2,318,398
Expenses (includes encumbered and forecast)	\$130,800
Available Budget	\$1,956,124
Design, Engineering, and Construction Contract (McKinstry Essention, LLC , TIPS Fee @ 1%, Contingency @ 5%)	\$2,637,726
Estimated Sales Tax @ 9.1%	\$231,474
Remaining Budget	(\$681,602)

Requested Budget Increase	\$681,602
Adjusted Budget as Requested	\$3,000,000

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for the Plaza Generator and Roof Upgrades project to McKinstry Essention, via TIPS, for \$2,637,726, and authorize the Interim Co-CEOs to apply contingency, as necessary, up to an adjusted project budget of \$3,000,000.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for the Plaza Generator and Roof Upgrades project to McKinstry Essention, via TIPS, for \$2,637,726, and authorize the Interim Co-CEOs to apply contingency, as necessary, up to an adjusted project budget of \$3,000,000.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 9A : 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

March 20, 2025

AGENDA ITEM 10A : 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 10Ai: FACILITIES MASTER PLAN: PHASE 1 UPDATE

REFERRAL COMMITTEE: Planning & Development Committee (*Hattenburg*)

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Jessica Kelch, Senior Project Manager

SUMMARY: Staff provided an update on Phase I of the Facilities Master Plan, to the Planning & Development Committee on September 4, 2024, and March 5, 2025. That report has identified the following needs:

- Clean Energy Campus – Future zero-emission fleet facility – dual propulsion infrastructure.
- Training Center – Modernized agency training course with on-site vehicle course and maintenance training infrastructure
- Boone South Garage Maintenance Bays Renovation
- Public meeting space – dedicated space for Board and public participation
- Administrative space – additional space for current and future administrative positions
- Warehouse storage space – on-site storage for materials, equipment, and Facilities & Grounds operations

BACKGROUND: STA's Facilities Master Plan (FMP) is a key document for planning and programming the long-term support infrastructure for the region's public transportation system. The FMP Update project is a planning process to determine a location or locations for needed facilities and future growth over time.

The project team continues to work through the programming, site analysis, and site due diligence elements of this master plan update. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, has identified new property needs, property redevelopment, as well as strategic timing and phasing for this project. Various illustrations and scenarios are being drafted for these considerations.

New and existing properties, comprised of 5-10 acres or more, are being analyzed for specific program and facility needs. New sites of 20 acres or more are being analyzed for a Clean Energy Base (CEB) or, if large enough, a combination of program areas and a CEB. Larger properties will provide STA with some much-needed flexibility for phasing additional growth, limiting duplication of staff and functions, and may be less disruptive to routing and scheduling efforts.

Principal Criteria for property evaluations are:

- Feasibility/ease of development
- Operational efficiency
- Community integration
- Maximization of employee benefit
- Accommodation of growth scenarios & future zero emissions needs

The team will continue to work through the remaining elements of the analysis and are developing the final Phase 1 report. Further board direction will be sought in the coming months which will include review of the Phase 1 report and Board consent to move forward on to Phase II.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 10Aii: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: Planning & Development Committee (*Hattenburg*)

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

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report will be to highlight current activities for this important regional project, identify notable schedule risks, and introduce a tentative timeline for resolution.

BACKGROUND: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative support as a complementary investment to the North Spokane Corridor (NSC). The project is currently scheduled to begin revenue service when the North Spokane Corridor fully connects to I-90, heretofore understood to be in 2030.

The following presents a general update on the public outreach and project design. During the Board meeting, staff will provide more detail of known schedule risks and offer a starting point for a timeline to mitigate and resolve schedule risks, with the aim of delivering the project in 2030 as currently envisioned.

Public Outreach Update

Since the last Committee and Board update in December, the project team has continued public outreach. Project notification letters have been sent to landowners, business owners and taxpayers adjacent to the downtown stations, completed a 30-day online survey seeking feedback on specific station design elements, developed station cutsheets for the downtown stations and provided a project update to the Logan/Bemis/Whitman/Hillyard combined neighborhood council meeting.

Project Design Update

Project design activities continue to move forward. To date, the project team has completed 30% design plans for 25 of the 43 stations and received city reviews of all plans. Geotechnical borings have been completed at all locations, Cultural Resources/Section 106 review is ongoing, the National Environmental Policy Act (NEPA) documentation review is in process and the Small Starts Grant ratings application package and ridership modeling is well underway. Traffic operations and intersection analysis are currently in process with agency reviews occurring in the coming months.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 11A : 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

March 20, 2025

AGENDA ITEM 11Ai: 2024 UNAUDITED YEAR-END FINANCIAL REPORT

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

SUMMARY: The 2024 unaudited year-end financial report will be provided at the meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 12 : 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

March 20, 2025

AGENDA ITEM 13A:

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 February 5, 2025, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings were approved at the March 5, 2025, meetings and are attached. The Minutes of the February 12, 2025, Board Operations Committee meeting were approved at the March 12, 2025, meeting 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 February 12, 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 Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, 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, Sr. Executive Assistant to the Chief
Executive Officer
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

MEMBERS ABSENT

Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting

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 1:32 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. **COMMITTEE ACTION**

A. **January 8, 2025, Committee Meeting Minutes**

Ms. Klitzke noted that although she is making the motion to approve the minutes, she was not in attendance at the Board Operations Committee meeting on January 8, 2025. The Board Chair submitted her selections for Committee Members during the January meeting.

Ms. Klitzke moved to approve the January 8, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

i. Board Member Travel to Washington DC

Mr. Rapez-Betty presented this item to the Committee. Ms. Haley and Mr. French were requested to attend the Transit Project Fly-In on March 5, 2025, to build support for the Capital Investment Grant (CIG) program with the Federal Transit Administration (FTA). The estimated cost is \$2,400 per person. Ms. Haley will be unable to attend. Since no alternates were suggested for Ms. Haley and Mr. French, no other Board Members will attend in her place.

Mr. Speirs moved to recommend the Board approve, by motion, travel for up to two Board members to attend the Transit Project Fly-In that will be held on March 5, 2025. Ms. Klitzke seconded, and the motion passed unanimously.

ii. Sprague Line Right of Way Acquisition

Mr. Otterstrom presented this item to the Committee. He clarified that site improvements being removed from the utility easement include sprinkler systems and landscaping. Mr. Otterstrom also confirmed that STA provides snow removal for any stop at which we install a shelter.

Ms. Klitzke moved to recommend the 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. Mr. Speirs seconded, and the motion passed unanimously.

iii. Swiftly Software Term Extension

Mr. Otterstrom presented this sole-source contract extension to the Committee. Mr. Rapez-Betty provided a real-world example of how this software has improved the customer experience by reducing touch points and time involved in complaint resolutions. Mr. Otterstrom confirmed that Trapeze software is utilized for STA's infrastructure and buses, while the Swiftly software solution would provide enhanced data organization capabilities resulting in greater benefits to STA and its customers. He also confirmed Swiftly is the most robust software solution available on the market.

Ms. Klitzke moved to 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. Mr. Speirs seconded, and the motion passed unanimously.

6. 2025 DRAFT BOARD OPERATIONS COMMITTEE WORK PROGRAM

Ms. Clark presented this item to the Committee. The Work Program was a new program developed in 2024. Ms. Clark explained the various elements for the new Committee Members. Ms. Infalt confirmed attendance is a standing agenda item brought to the Committee twice each year.

Ms. Clark explained that although the Bylaws are not required to be reviewed every four years, it makes sense to review them when completing the review of the jurisdictions. After discussion, the Committee agreed to a quarterly review process. Ms. Clark will provide a list of items and their previous review dates for the Committee at the Board Operations Committee meeting on March 12, 2025.

7. REAFFIRM 2025 BOARD & COMMITTEE MEETING CALENDAR

Ms. Infalt explained the challenges with moving the Board Operations Committee meeting date in April 2025, as it affects other STA Board and Committee meetings and can cause potential conflicts with meetings in other jurisdictions. Each Committee Member has the option of selecting an alternate that will maintain the primary Member's voting status (i.e. An alternate for a voting Committee Member will have the right to vote in the meeting). Mr. Rapez-Betty noted that Mr. French, although not present at the current meeting, shared his thoughts on this matter the last time it was discussed, preferring to maintain the schedule. Mr. Hattenburg was not on the Board Operations Committee previously.

Ms. Klitzke moved to reaffirm the 2025 STA Board & Committee meeting calendar as presented and approved in December 2024. Mr. Speirs seconded, and the motion passed unanimously.

8. COMMITTEE CHAIR REPORTS

A. Tim Hattenburg, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning & Development Committee meeting on February 5, 2025.

B. Lance Speirs, Chair, Performance Monitoring & External Relations

Mr. Speirs and Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations meeting on February 5, 2025.

9. BOARD OF DIRECTORS AMENDED AGENDA FEBRUARY 20, 2025

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 12, 2025

The policy review cycle item will be added to the agenda.

11. CEO REPORT

The Co-CEOs shared the January 2025 voter-approved sales tax revenues representing November 2024 sales. Actual was \$9.2M, compared to the budget of \$9.6M, for a -4.2% difference, or \$-0.4M. Year-to-date results are 3.2% below budget.

The Co-CEOs presented the following items:

- Board Member Attendance 2024
 - No issues noted
- Federal Updates

- STA will continue to monitor the federal executive orders and directives with support of industry experts and leveraging Board Members to communicate priorities
- STA's financial position (no debt + cash reserves) enables STA to navigate the uncertainty in a deliberate fashion
- Sales Tax Renewal Discussions
 - STA's sales tax authority is not statutorily limited by or in conflict other sales tax measures or options, including those for public safety
 - As Spokane County's Public Transportation Benefit Area (PTBA), STA has sole responsibility and authority for public transportation, construction, and operations within the PTBA (RCW 36.57A.110 dictates that cities cede jurisdiction for public transportation to the PTBA)
- Sustainable Financial Path
 - If the 0.8% sales tax rate is maintained, even in conjunction with our cash reserves, and service hours are maintained at a sustainable level, funding will provide for impactful one-time investments in Connect 2035
- Board Resolution 818-24, adopted unanimously on March 21, 2024, calls for the renewal of the sales and use tax of up to 2/10 of 1% as authorized by the voters in 2016 on or before September 1, 2028, to maintain the existing transit system as well as service and infrastructure improvements associated with the adopted plans and programs, including STA Moving Forward, as amended
- Ballot Timing Considerations
 - The Board will have an opportunity this spring to consider the timing of asking voters to approval a renewal of the sales tax
- All Employee Meetings held on March 4, 2024
 - Good attendance overall across four meetings held in Boone Northwest Garage
 - Topics included sharing the Co-CEO priority list, discussing communication goals, highlighting plans for a wellness program and workforce development activities, an overview of the enhanced safety and security strategy and other ways to improve the workplace
- Federal Immigration Enforcement Activities
 - The Co-CEOs, with guidance from STA's Legal Counsel, provided instructions to all STA employees including the following statement: "Our employees do not have the authority to assist or interfere with federal immigration law enforcement"
 - Information sent to Board Members on February 10, 2025, was reviewed

12. NEW BUSINESS

None

13. 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 3:00 p.m., with a 10-minute projected timeframe. At 3:10 p.m., the Executive Session ended and the meeting was called back into open session.

14. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:10 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer and Chief Information Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the February 5, 2025, Meeting

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

MEMBERS PRESENT

Tim Hattenburg, City of Spokane Valley – *Chair*
Kitty Klitzke, City of Spokane
Lili Navarrete, City of Spokane
Rhonda Bowers, Labor Representative
(*Non-voting*)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom Interim Co-Chief Executive Officer

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake)
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim 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 Tim Hattenburg called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

Chair Hattenburg had no updates for the Planning & Development Committee.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE DECEMBER 4, 2024, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the December 4, 2024, Planning & Development Committee meeting minutes. Chair Tim Hattenburg seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** – none

B. **BOARD DISCUSSION AGENDA** - none

5. **REPORTS TO COMMITTEE**

A. 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: REVIEW

Mr. Karl Otterstrom presented The Planning & Development Committee to aid members' understanding of the activities that will be undertaken throughout the year. According to STA Board Resolution 767-19, 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.

The work program was approved by Committee on December 4, 2024, and includes the Annual Planning Calendar which: Identifies the four planning documents founded on the principles and policies of *Connect Spokane* (Transit Development Plan, Service Improvement Program, Capital Improvement Program, Annual Action Plan/Budget). Mr. Otterstrom provided highlights of the other planning activities from the Draft Committee Work Program.

Chair Hattenburg asked about the property acquisition as it relates to the new clean energy campus as part of the Facilities Master Plan. Mr. Otterstrom answered that STA is still in the evaluation process. Mr. Rapez-Betty will be reviewing the high-level key objective philosophy and recommendations out of the evaluations, and this will be addressed during the second phase of the Facilities Master Plan.

Ms. Klitzke asked about any concerns regarding infrastructure pertaining to federal grants status. Mr. Otterstrom stated that he and Mr. Rapez-Betty will address this during the CEO report.

Council Member Navarrete joined the meeting.

B. CONNECT 2035 STRATEGIC PLAN: INITIATIVE SEQUENCING

Mr. Karl Otterstrom presented. Spokane Transit's Connect 2035 Strategic Plan is the road map for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started as STA begins sequencing the plan's initiatives. Mr. Otterstrom provided an overview of the sequencing effort, as well as considerations and assumptions that inform this effort. Sequencing will provide a sense of accountability, internal agreement on prioritization, and enables sustainable and actionable timeline. Mr. Otterstrom presented the considerations for the sequencing, which fell into two categories: people and initiatives.

Mr. Hattenburg expressed appreciation for the shelter program being addressed. Taking the bus from Spokane Valley to Downtown Spokane, the enhanced shelter capacity is visible.

Mr. Otterstrom asked the committee what other considerations might be needed for sequencing. Ms. Klitzke mentioned development patterns. Mr. Otterstrom commented that geophysical considerations such as pilot projects for Mobility on Demand (MOD) would benefit from this. Mr. Hattenburg added areas which are currently underserved, Mr. Otterstrom commented this could be recognized under ridership. Mr. Rapez-Betty commented that MOD is another example of increasing access to those who do not have direct access to service. Mr. Otterstrom provided an overview of the Core Initiatives: Division Street Bus Rapid Transit (BRT), the Zero-Emission Vehicle Transition Plan, and the Facilities Master Plan.

Mr. Hattenburg commented that there is a belief among some that zero-emission was originally supposed to be met by 2030. Mr. Rapez-Betty explained that STA's goal has been 2040, this is in effort to be practical due to unknown variables. Mr. Otterstrom presented initiatives that are recognized for early initiative and implementation: the 2025 Safety Ambassador Pilot Program, the 2025 Pilot for an eligibility-based reduced fare program, workforce development, and

establishing a Community Based Organization (CBO) Network to support and strengthen community engagement. There are also other initiatives where planning may begin in 2025, but implementation will take place in a future year. Such is the case with MOD pilot projects. Mr. Otterstrom discussed steps to prepare for the Board workshop to be held in March where a draft sequencing plan will be reviewed.

C. TRANSIT DEVELOPMENT PLAN 2026-2031 OVERVIEW

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

<https://spokanetransit.com/projects-plans/transit-development-plan>.

Mr. Otterstrom provided an overview of how the TDP is organized. The TDP helps facilitate the Board's goal of having a financial plan that fully funds the capital sustained service and the capital program for a six-year period, by including a SIP, CIP, and Operating and Financial Projections.

Mr. Rapez-Betty asked for a description based on the earlier mentioned RCW, that requires agencies to identify how they align with state and local long-range priorities and how this appears in STA's TDP. Mr. Otterstrom commented that the technical framework section identifies the state goals that STA must recognize, the base of the plan is the Growth Management Act. STA can state that it identifies where services can be reasonably provided, while recognizing regional growth.

Mr. Otterstrom reviewed the Board-adopted action plan and the development formula for the TDP, which is work from the current year and the subsequent five years. Mr. Otterstrom reviewed the TDP project timeline, noting that the TDP is due to the state by September 1, 2025. In March, staff will seek committee input on a mid-range tactical framework and the approach to stakeholder outreach.

6. CEO REPORT

Co-CEO's, Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

Federal Updates:

Mr. Otterstrom provided updates. An Executive Order paused federal funding on federal aid related to DEI and the green new deal. The Office of Management (OMB) and Budget later repealed pausing ALL grants and aid. Currently, there is little guidance defining what these actions mean. The new US DOT secretary ordered revisions on discretionary grant evaluations to emphasize cost-benefit analyses, benefits to families and communities and to prioritize communities with high marriage rates and birth rates. STA's financial position enables us to navigate the uncertainty in a deliberate fashion; STA does not face an imminent cash shortfall in the event that federal reimbursements are delayed. Mr. Rapez-Betty commented on the prospects for federal funding for Division Street Bus Rapid Transit, noting that when compared to larger metropolitan areas, the cost of STA's projects might seem smaller, which could be beneficial. STA will continue to monitor the situation with the support of industry experts, and to utilize the board to communicate priorities.

Sales Tax Renewal and Public Transportation Investment Discussions:

Mr. Otterstrom confirmed that staff have received reports of external conversations suggesting the Board forego the renewal of the expiring sales tax. The public transportation benefit area sales tax does

not preclude voters from approving a public safety sales tax. The only similarity between the public transportation tax and the public safety tax, is that they require the legislative authority to submit an authorization proposal for voter approval. Mr. Otterstrom provided statutory information on STA's role as the purveyor of public transportation for the region. STA is the sole authority on public transportation projects, to include construction and operating, among other responsibilities. The City of Spokane ceded its authority and transferred all assets to STA in 1981. Any reversion of authority to the City would have to have the consent of the STA Board.

Mr. Otterstrom addressed the sunset clause associated with the two-tenths of a cent sales tax. Connect 2035 allowed for evaluation of the financial situation through 2035 and recognize the STA has funds in excess of its reserves. There is a forecast of \$95M to \$130M available for strategic investments. The funding that currently exists is only available in a scenario in which the two-tenths of a cent sales tax is retained. Without renewal of the sales tax, the available one-time funds would be depleted simply by maintaining service, which would ultimately need to be reduced in order to maintain operating costs within revenues.

Board Resolution 818-24 and Ballot Time Considerations:

Mr. Rapez-Betty provided background information regarding the board resolution adopted unanimously on March 21, 2024, which established funding and investment principles in connection with Connect 2035 Phase 2. This resolution plans for the renewal of the sales and use tax of up to two-tenths of a percent, seeks to leverage STA's current financial position to deliver the goals consistent with the Connect Spokane Plan, and explores opportunities to expand service. The decision-making foundation with Connect 2035 paves the way for how and when STA moves forward with the two-tenths of a cent sales tax renewal.

Mr. Rapez-Betty presented considerations for ballot timing. STA Moving Forward projects in May of 2026 are dependent on the renewal of the sales tax. Division Street Bus Rapid Transit (BRT) and the Clean Energy Campus construction both take time to plan and construct and it would not be advisable to move forward with these projects until sales tax has been secured. There are outside factors to consider including the timing of sales tax ballot measure by other jurisdictions. It is important to coordinate and collaborate with those jurisdictions to allow for optimal timing for STA to go to voters.

Mr. Hattenburg commented that it is good to go to the public in advance regarding the measure; making the public aware early on so they have the information. Ms. Klitzke added that it is important to be aggressive but also carefully tailor the message about the opportunity funds to counteract messages of opposition to the sales tax. Provide clear messaging that the surplus fund is what makes it possible to move forward with new projects. Discussion ensued. Mr. Rapez-Betty noted that the preparation of the Transit Development Plan will offer an opportunity to identify the preferred timing of a sales tax renewal ballot measure.

All Employee Meetings:

Mr. Rapez-Betty reported on the successful All Employee Meetings on February 4, 2025. These meetings are the best method for garnering feedback from the employees and communicating information to the employees. Co-CEO's covered the priority list of the Interim Co-CEOs and talked about goals from the leadership perspective to improve communication. There was a polling exercise for employees to provide feedback on the level of interest in various forms of communication (provided digitally and on paper). The Co-CEO's reviewed culture and capacity development, the plan is to continue reinforcing the mission, vision, and values, and how we communicate at STA. There are new security systems and strategies coming, as well as new performance metrics. Employee affinity groups

were introduced and encouraged as a part of STA culture to build a sense of belonging in the organization. Overall, very positive feedback was given after the meeting. Mr. Hattenburg asked how often STA plans to hold these meetings. Mr. Rapez-Betty commented that the unofficial goal is three per year.

7. COMMITTEE INFORMATION - *none*

8. REVIEW MARCH 5, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg noted that the Mirabeau Transit Center is nearing completion. Mr. Hattenburg thanked STA on behalf of the City of Spokane Valley for the new sidewalk that extends along Indiana Avenue between the improved transit facility and Pines Road that was built as part of the project. There are a lot of apartments in the area, and the sidewalk will make getting around less challenging.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:12 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Approved Minutes of February 5, 2025, Meeting
Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

Lance Speirs, City of Medical*
Josh Kerns, Spokane County
Michael Cathcart, City of Spokane
Zack Zappone, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Dan Sander, City of Millwood (*Ex-Officio*)
Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

COMMITTEE MEMBERS ABSENT

**Committee Chairman*

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications and Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Chief Financial Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

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

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1. **CALL TO ORDER AND ROLL CALL**
Chair Speirs called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Speirs had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of December 4, 2024, Committee Meeting**
Mr. Kerns moved to approve the December 4, 2024, committee meeting minutes. Mr. Zappone seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 - B. Board Discussion Agenda
 5. **REPORTS TO COMMITTEE**
 - A. **Enhanced Transit System Security Strategy**
Mr. Rapez-Betty presented the Enhanced Transit System Security Strategy. He discussed post-pandemic trends, national transit crime trends, and 2024 STA Security Metrics. Mr. Rapez-Betty shared STA's current, planned, and future strategy investments, and he provided background on community collaboration with various local businesses and agencies.
 - B. **STA Bus Fleet State of Good Repair**
Mr. Rapez-Betty provided background on STA fleet characteristics, and the Transit Asset Management (TAM) plan. He shared fleet priorities and challenges, including Proterra's Bankruptcy and the need for City Line full fleet battery and high voltage cable retrofit. Mr.

Rapez-Betty explained the staff's plan on seeking Board approval for a 2025 operating budget amendment in the amount of \$3,720,000 to retrofit City Line batteries.

C. 2024 Fixed Route Rider Survey Results

Dr. Cortright presented the 2024 Fixed Route Rider Survey results conducted in October 2024 by ETC Institute which gathered feedback from residents living within the Public Transportation Benefit Area (PTBA) regarding their perceptions about services provided by STA. Participants were interviewed on the bus, but a virtual option was also available through a QR code. There were four hundred and seven participants who completed surveys. Dr. Cortright shared the survey demographics and highlighted the results.

D. Citizen Advisory Committee Update

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and shared there will be a CAC update each month at the PMER committee meeting. Among other updates, Dr. Cortright stated Dan Brown was elected to serve another year as the CAC Chair, and he has a goal of attending all twenty-nine neighborhood council meetings to provide updates on STA activities.

E. Route 11 North Bank/Downtown Shuttle Update

Mr. Otterstrom provided background on Route 11 North Bank/Downtown Shuttle which began on May 3, 2024, coinciding with the Expo '74 50th Celebration kick-off. He explained ridership has been lower than ideal and presented a revised route that will take effect on May 18, 2025. Mr. Otterstrom discussed the next steps to further promote route 11.

6. CEO REPORT

- Mr. Otterstrom reported on federal updates which included pausing funding on some federal aid programs as well as all grants and aid. The US Department of Transportation issued an order related to grants prioritizing communities with high marriage and birth rates. STA falls below average in these categories. Mr. Otterstrom emphasized STA is doing well financially, and staff will continue to monitor and communicate updates.
- Mr. Otterstrom discussed the upcoming sales tax renewal and acknowledged the external conversations suggesting the Board forgo renewal of the sales tax because of a misconception it precludes voters approving a public safety tax. He explained there are no legal conflicts and STA's sales tax does not limit other agencies from imposing a sales tax.
- Mr. Otterstrom presented a future cash balance projection which shows the financial impact of using the sales tax to invest in Connect 2035 rather than using funds to maintain service implemented after voters originally approved the funds.
- Mr. Rapez-Betty provided background on Resolution 818-24 which was unanimously adopted on March 21, 2024, which provides funding and investment principles in connection with Connect 2035 Phase 2. He discussed the timing of the sales tax ballot and items to take into consideration.
- Mr. Rapez-Betty discussed the STA All Employee Meetings which took place on March 4, 2025. There were four 90-minute meetings for employees to choose from. Mr. Rapez-Betty presented the agenda items discussed.

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

8. NEW BUSINESS

There was a request to circulate the 2025 PMER Work Plan to the Committee.

9. COMMITTEE MEMBERS' EXPRESSIONS

There was discussion about questions in the community regarding bus signage which Dr. Cortright is addressing. Dan Sander will be out of town for the March PMER meeting and will join virtually if he is able to.

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:05p.m.

The next committee meeting will be held on Wednesday, March 5, 2025, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 13B : JANUARY 2025 FINANCIAL RESULTS SUMMARY

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

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

SUMMARY: Attached are the January 2025 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, January year-to-date revenue is 1.0% (\$0.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 16.9% higher than budget
- Sales Tax Revenue is 4.2% lower than budget
- Federal & State Grant Revenue is 22.6% higher than budget
- Miscellaneous Revenue is 0.7% lower than budget

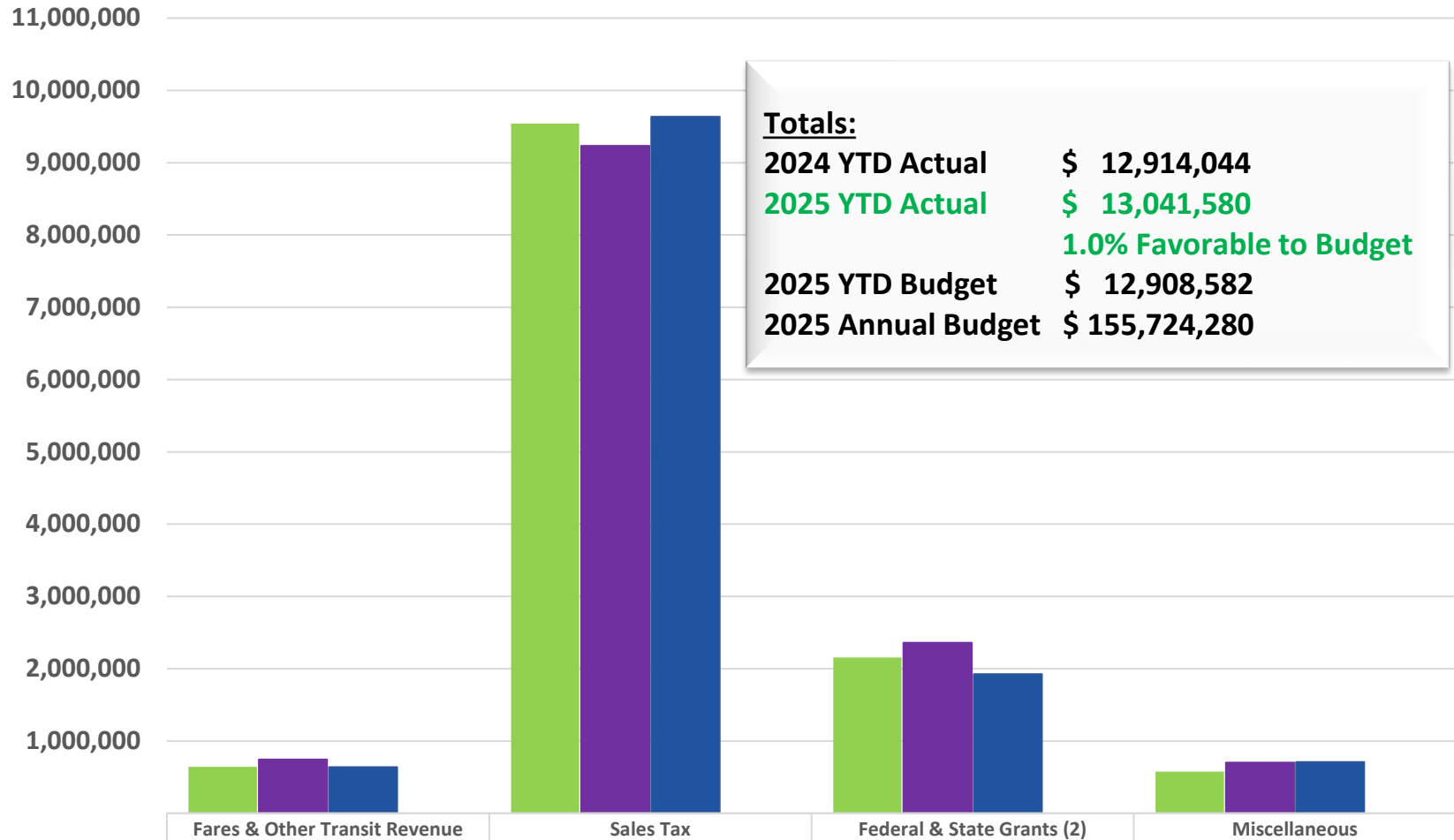
Operating Expenses

Overall, January year-to-date operating expenses are 7.8% (\$0.9M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.2% lower than budget
- Paratransit is 9.6% lower than budget
- Rideshare is 25.6% lower than budget
- Plaza is 22.8% lower than budget
- Administration is 12.6% lower than budget

RECOMMENDATION TO BOARD: For information.

Spokane Transit Revenues ⁽¹⁾ - January YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2024 YTD Actual	643,237	9,541,665	2,153,597	575,545
2025 YTD Actual	745,707	9,232,330	2,360,681	702,862
2025 YTD Budget	637,871	9,637,082	1,926,129	707,500
2025 YTD Budget Variance	16.9%	-4.2%	22.6%	-0.7%
2025 Budget	7,808,056	116,312,668	23,113,552	8,490,004

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

Spokane Transit Operating Expenses⁽¹⁾ - January YTD 2025

8,000,000

7,000,000

6,000,000

5,000,000

4,000,000

3,000,000

2,000,000

1,000,000

Totals:

2024 YTD Actual \$ 9,343,404

2025 YTD Actual \$ 10,587,351

-7.8% Favorable to Budget

2025 YTD Budget \$ 11,479,057

2025 Annual Budget \$ 131,439,729

Fuel:

2024 YTD Actual \$ 472,629

2025 YTD Actual \$ 444,752

-20.1% Favorable to Budget

2025 YTD Budget \$ 556,951

2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	6,311,350	1,512,263	55,045	217,888	1,246,858
2025 YTD Actual	7,009,444	1,659,523	74,641	275,562	1,568,181
2025 YTD Budget	7,390,570	1,836,653	100,296	356,786	1,794,752
2025 YTD Budget Variance	-5.2%	-9.6%	-25.6%	-22.8%	-12.6%
2025 Total Budget	85,959,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$0 and Street/Road cooperative projects of \$0 for year-to-date January 2025.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 13C : FEBRUARY 2025 SALES TAX REVENUE

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

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

- 3.9% above 2025 budget
- 0.02% below YTD 2025 budget
- 5.0% above 2024 actual
- 1.0% above YTD 2024 actual

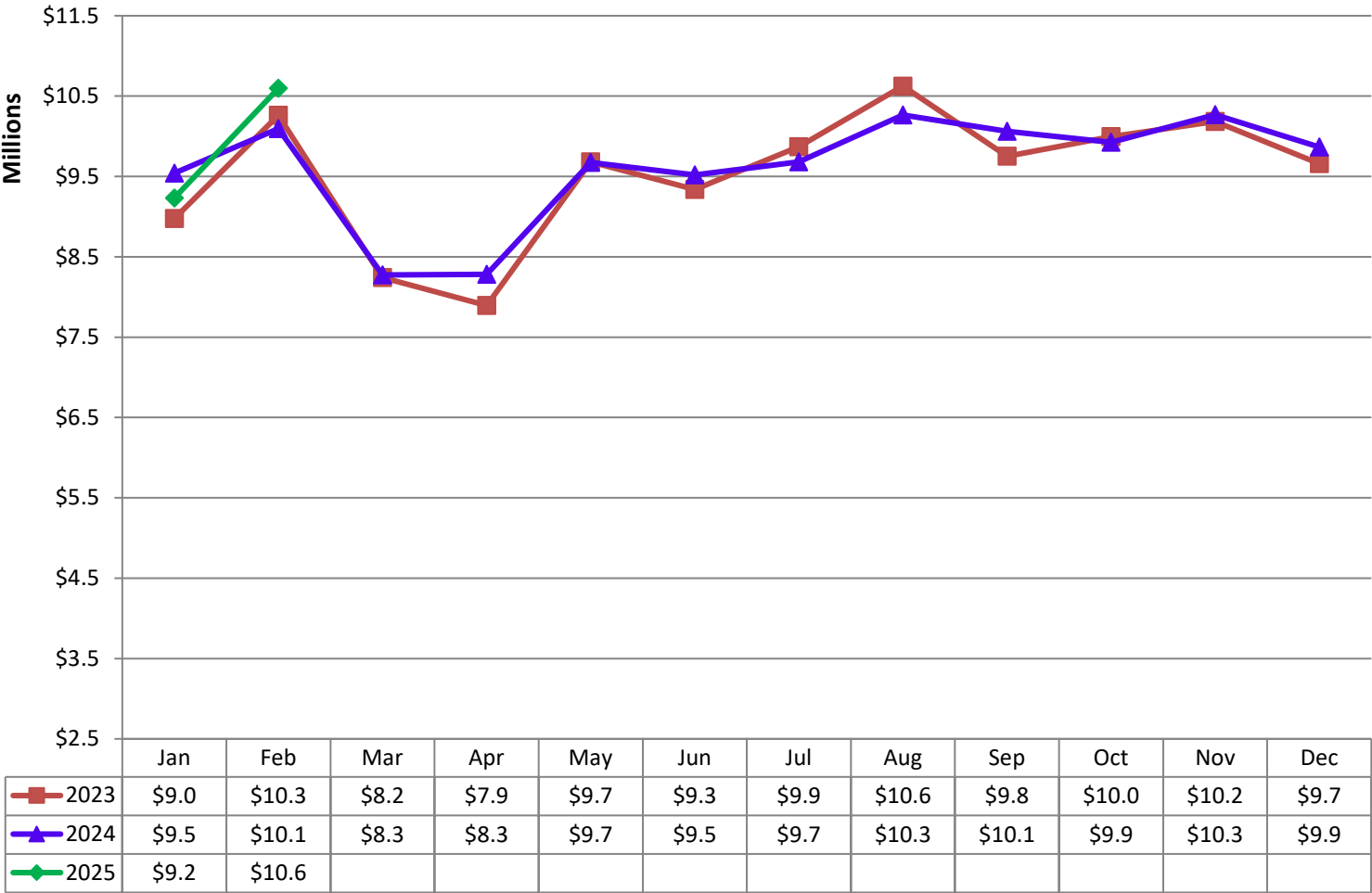
Total taxable sales for December were *up* 4.5% from December 2023. 2024 YTD sales are *up* 0.8% compared with December 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 1.9% (\$11.8M) in December 2024 vs December 2023 and is *down* by 1.8% (\$-118.4M) December 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 5.1% or \$55.3M December 2024 YTD over December 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 11.2% or \$27.6M December 2024 YTD over December 2023 YTD
 - Grocery and Convenience Retailers *increased* 6.3% or \$23.0M December 2024 YTD over December 2023 YTD
 - Electronics and Appliance Retailers *increased* 3.2% or \$12.8M December 2024 YTD over December 2023 YTD
 - Gasoline Station Retailers *increased* 3.1% or \$5.4M December 2024 YTD over December 2023 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 1.1% or (\$-10.7M) December 2024 YTD over December 2023 YTD
 - Furniture and Home Furnishings Retailers *decreased* 7.6% or (\$-14.2M) December 2024 YTD over December 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 6.7% or (\$-17.8M) December 2024 YTD over December 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 12.4% or (\$-24.2M) December 2024 YTD over December 2023 YTD
 - Building Material and Supplies Dealers *decreased* 7.6% or (\$-51.5M) December 2024 YTD over December 2023 YTD
 - Health and Personal Care Retailers *decreased* 17.2% or (\$-53.1M) December 2024 YTD over December 2023 YTD
 - Automobile Dealers *decreased* 4.7% or (\$-56.1M) December 2024 YTD over December 2023 YTD

- Construction *increased* by 17.1% (\$27.4M) in December 2024 vs December 2023 and is *up* by 1.4% (\$30.4M) December 2024 YTD vs 2023 YTD
- Accommodation and Food Services *decreased* by 0.5% (\$-0.6M) in December 2024 vs December 2023 and is *up* by 1.5% (\$21.2M) December 2024 YTD vs 2023 YTD

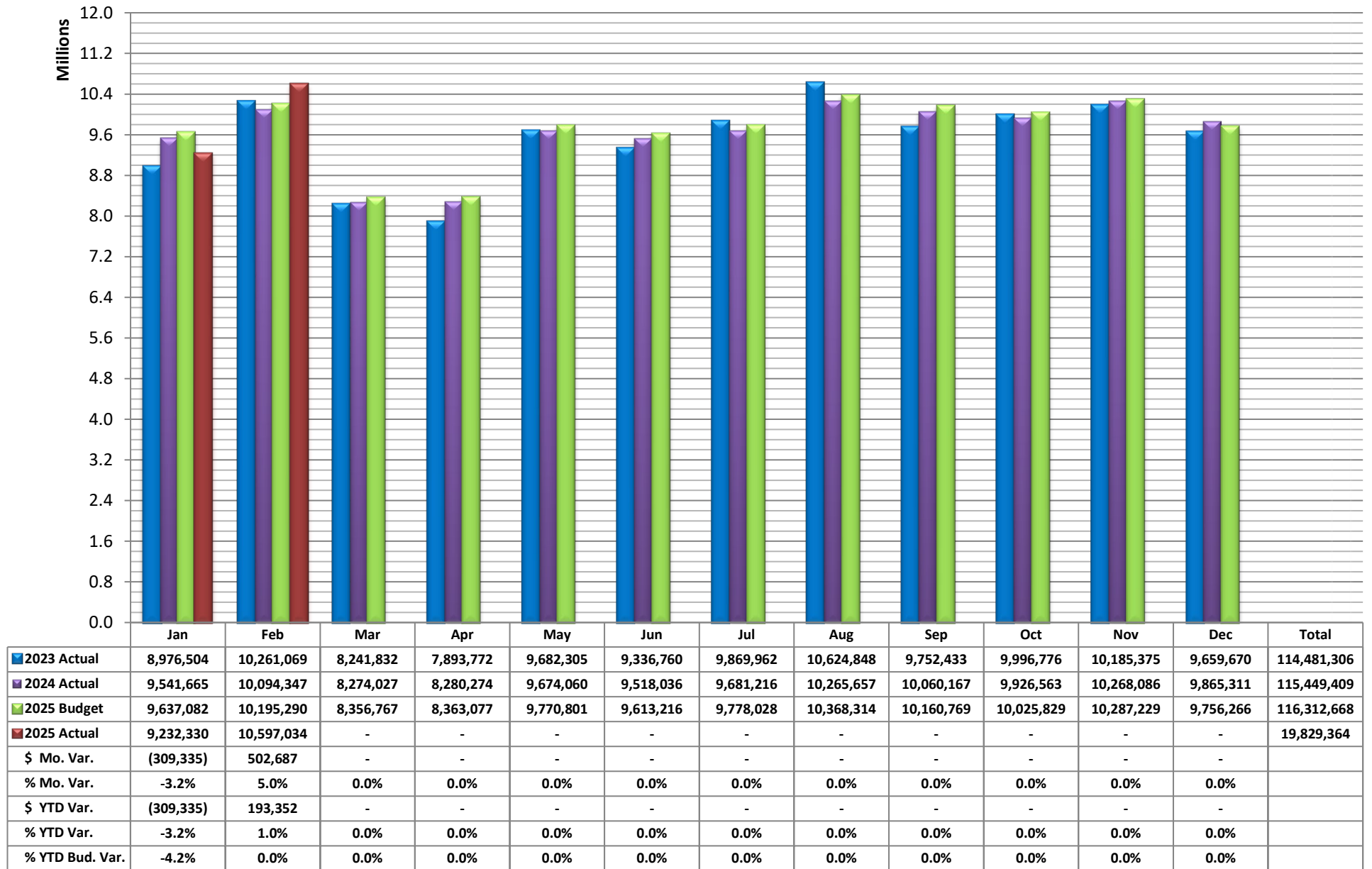
RECOMMENDATION TO BOARD: For information.

Sales Tax Revenue History-February 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

March 20, 2025

AGENDA ITEM 13D: JANUARY 2025 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Speirs)

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

SUMMARY: There were the same number of weekdays in January 2025 compared to January 2024 (21 vs. 21). The on-time performance for Fixed Route was 94.7% and Paratransit 96.2%.

FIXED ROUTE

Ridership	January 2025	January 2024	Month/Month %Change	Year/Year %Change
Monthly	883,230	776,596	13.7%	13.7%
Average Weekday	34,787	31,003	12.2%	12.2%
Adult	366,561	341,777	7.3%	7.3%
Zero-Fare for Youth	173,785	150,632	15.4%	15.4%
Reduced Fare / Paratransit	106,145	90,378	17.4%	17.4%
CCS Pass	40,414	30,963	30.5%	30.5%
Eagle Pass	31,495	32,551	-3.2%	-3.2%

PARATRANSIT

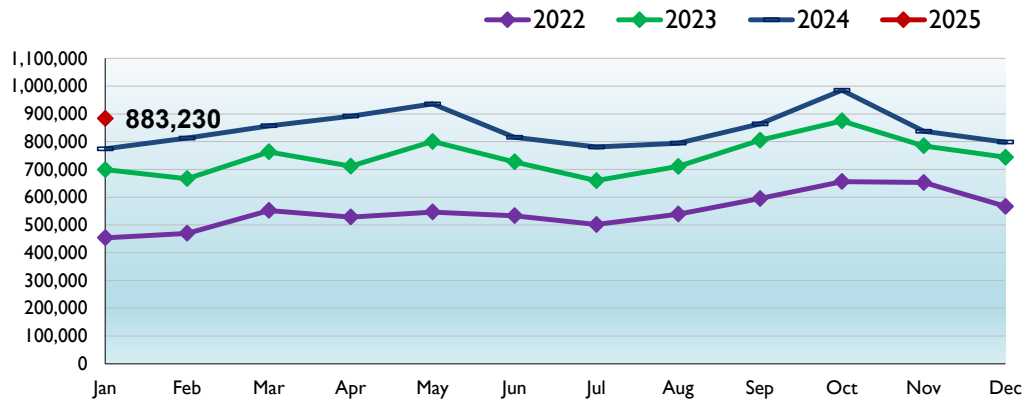
Ridership	January 2025	January 2024	Month/Month %Change	Year/Year %Change
Monthly	34,033	30,587	10.1%	10.1%
Directly operated	18,490	16,921	8%	8%
Contracted	15,543	13,666	12%	12%
Special Use Van	1,346	958	29%	29%

RIDESHARE

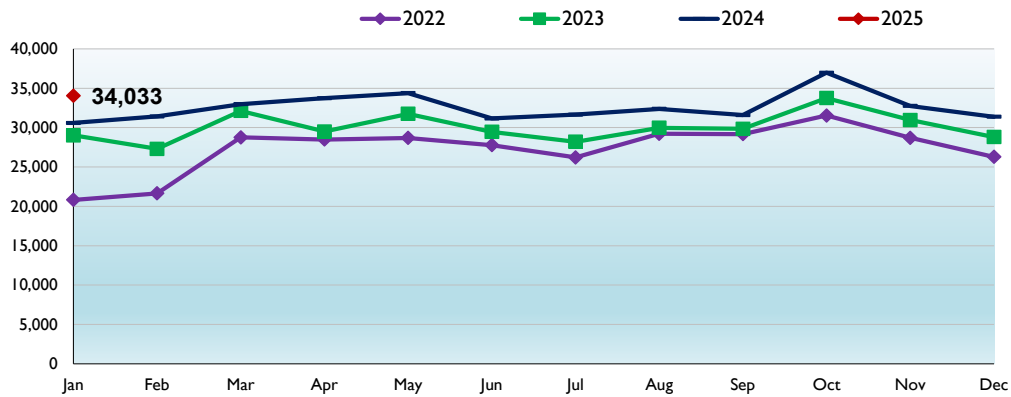
Ridership	January 2025	January 2024	Month/Month %Change	Year/Year %Change
Monthly Customer Trips	8,511	9,219	-7.7%	-7.7%
Year to Date Customer Trips	8,511	9,219	-7.7%	-7.7%
Groups in Operation				
Monthly Active Groups	88	82	6	6

RECOMMENDATION TO BOARD: For information.

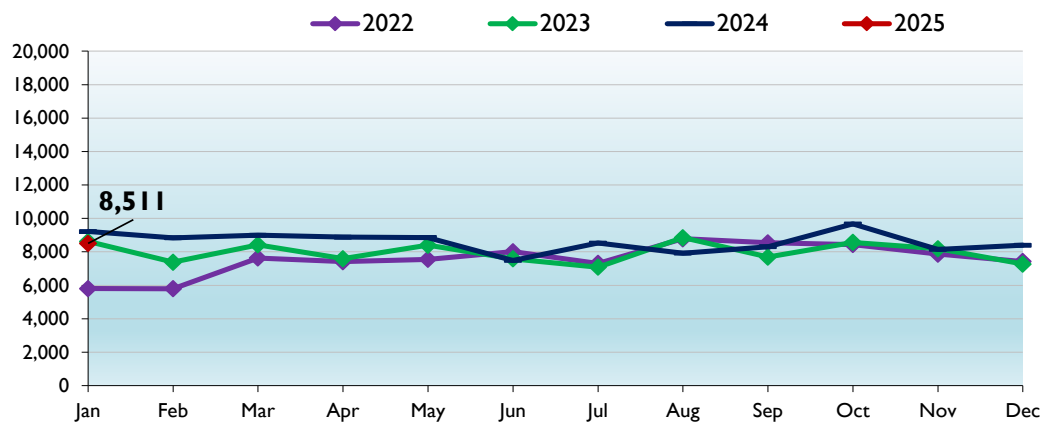
FIXED ROUTE RIDERSHIP



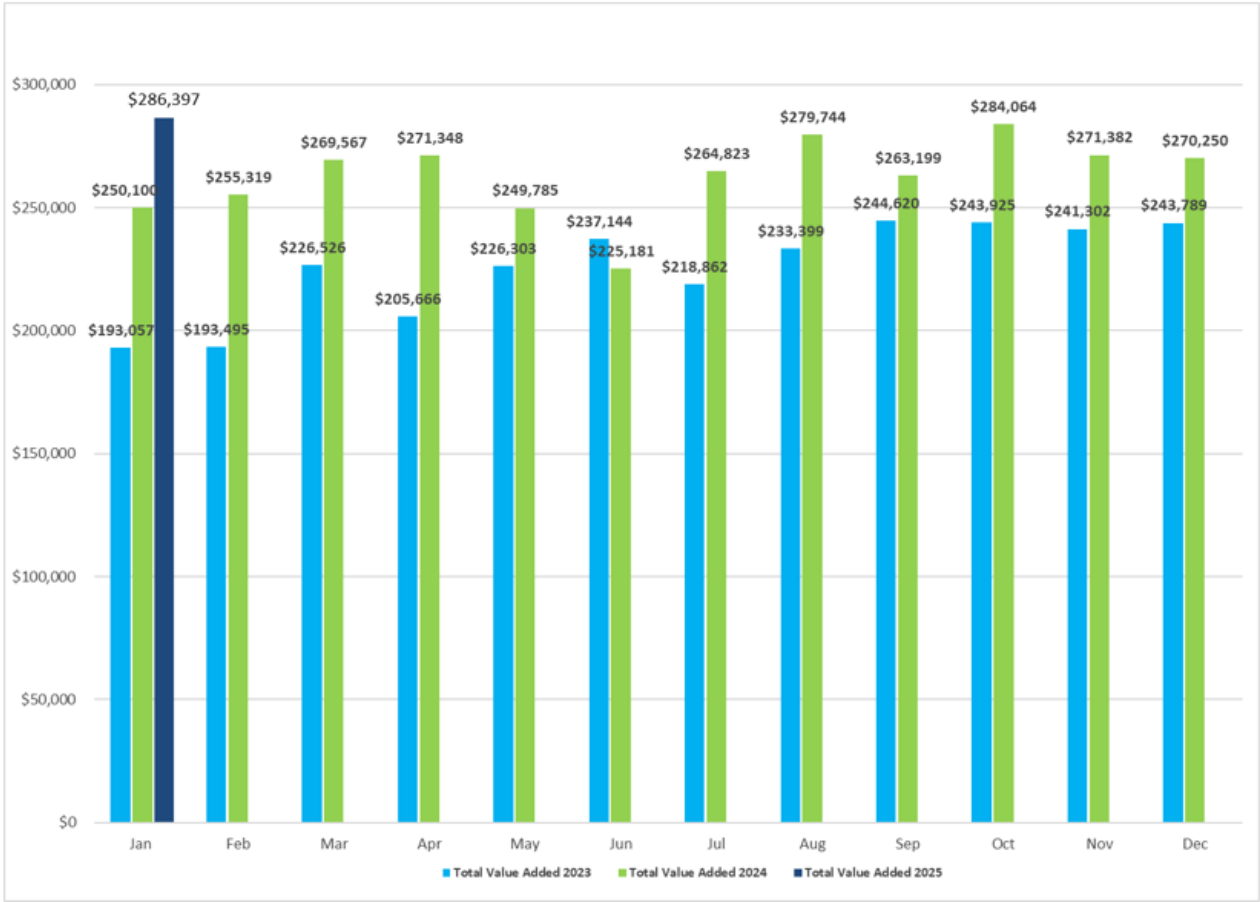
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

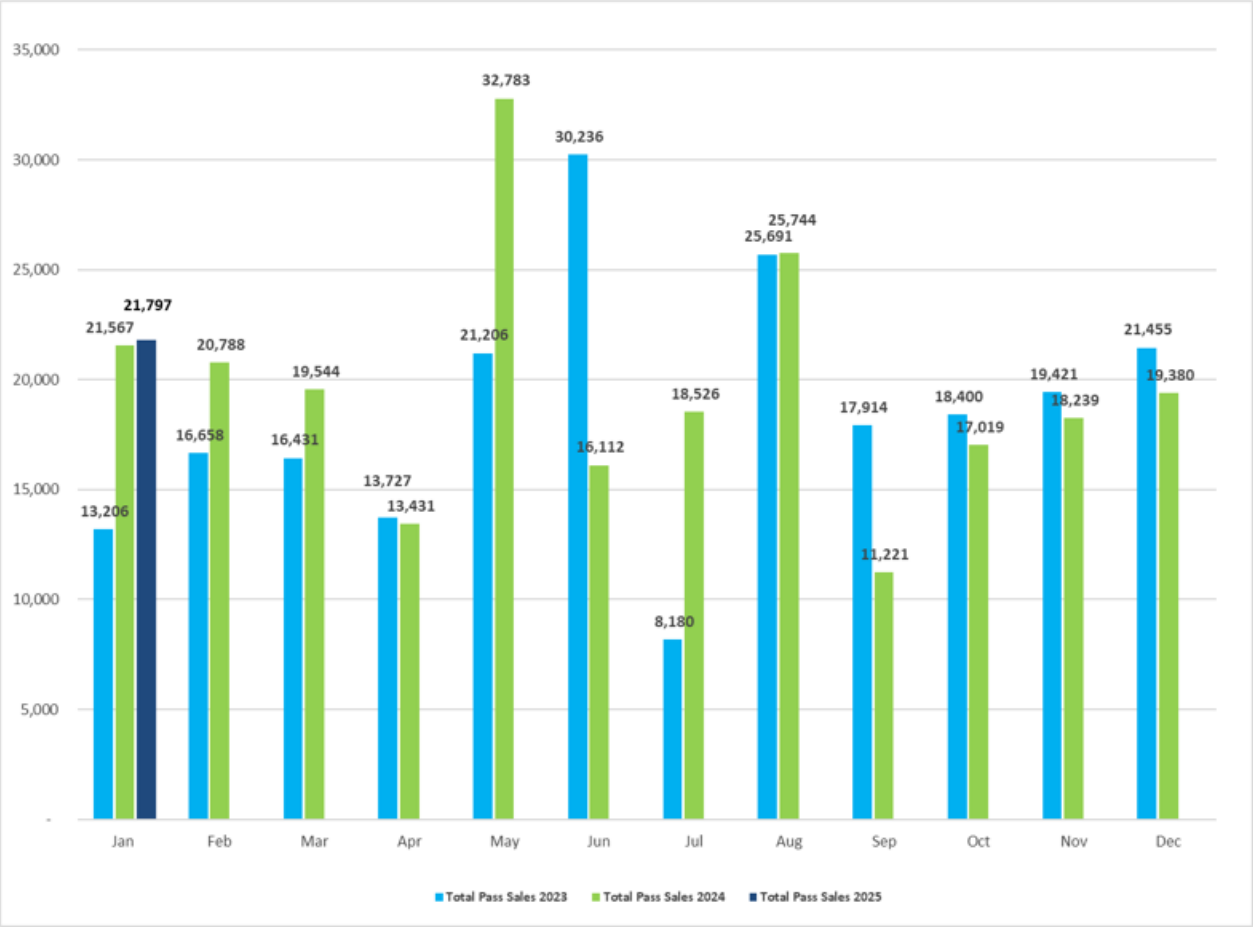


MONTHLY VALUE ADDED TO CONNECT CARDS



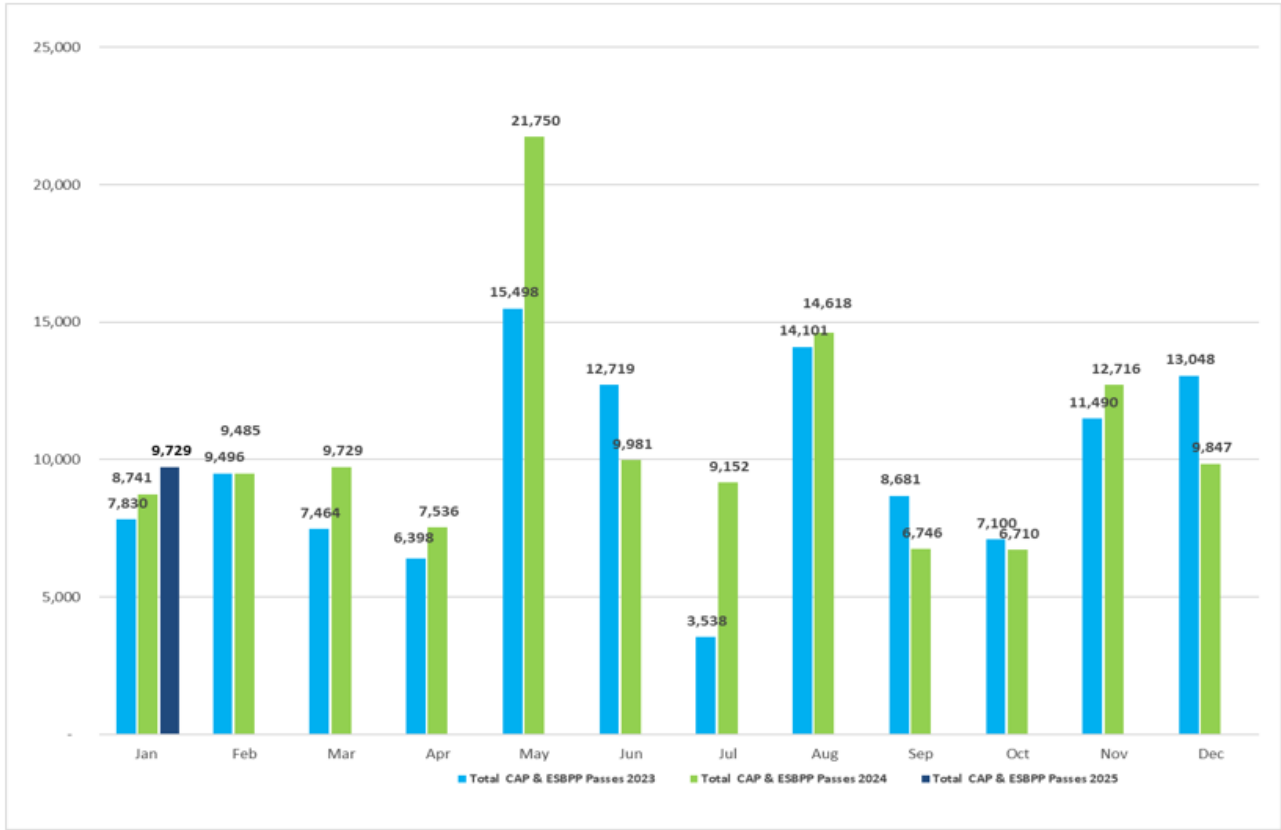
	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
Autoload	\$ 8,493	\$ 13,603	\$ 16,950	24.6%
Call Center	\$ 3,949	\$ 7,638	\$ 8,457	10.7%
Customer Service Terminal	\$ 60,239	\$ 60,471	\$ 62,608	3.5%
Customer Website	\$ 23,741	\$ 22,223	\$ 21,380	-3.8%
Mobile Ticketing	\$ 87,077	\$ 111,298	\$ 115,314	3.6%
Institution al Website	\$ 8,266	\$ 19,089	\$ 26,735	40.1%
Open Payments	\$ -	\$ 12,348	\$ 31,224	152.9%
Retail	\$ 1,292	\$ 3,430	\$ 3,729	8.7%
Total	\$193,057	\$250,100	\$286,397	14.5%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



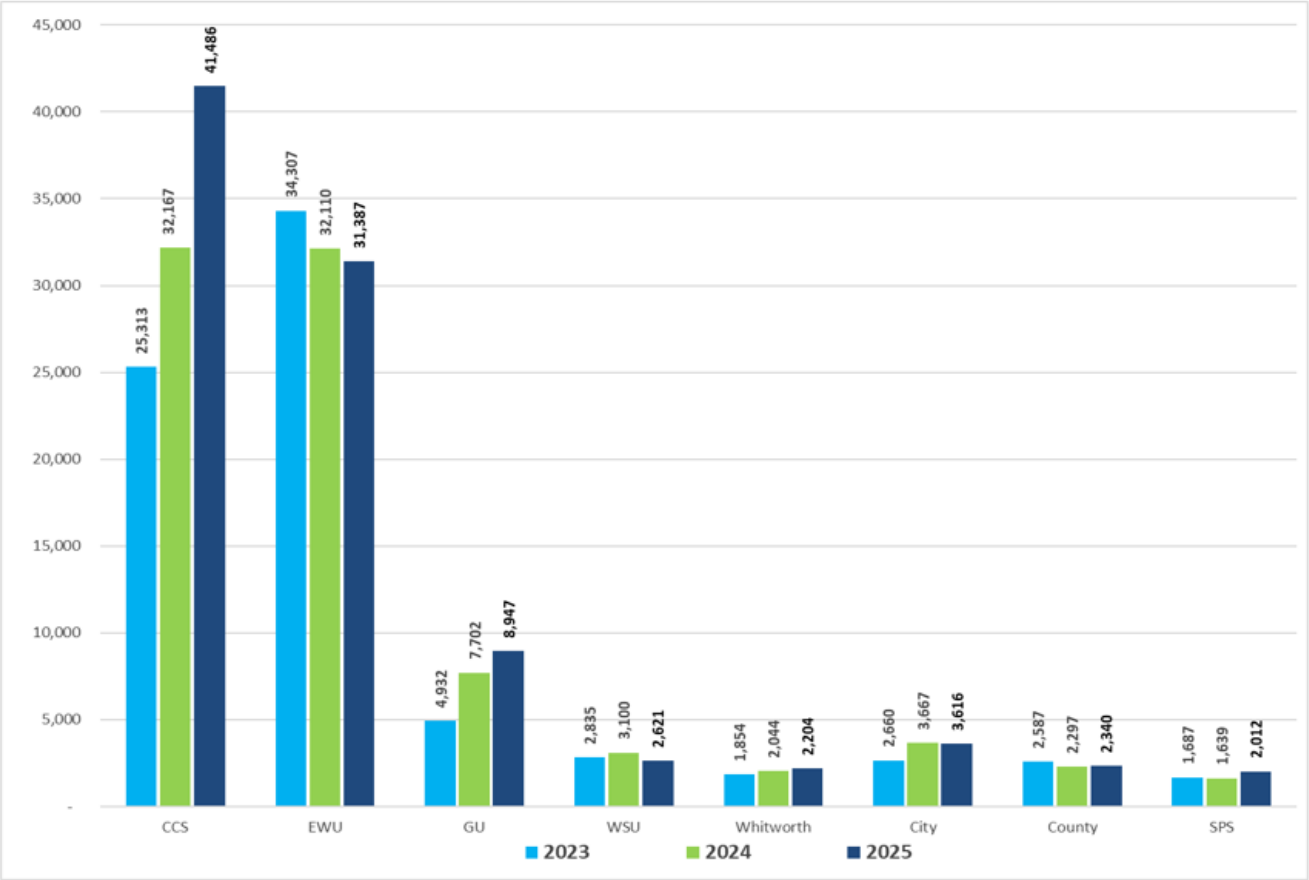
	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
1-Ride	4,677	9,695	6,693	-31.0%
7-Day	211	292	375	28.4%
Day Pass	7,353	10,158	13,201	30.0%
Stars & Stripes/ Honored Rider	45	52	55	5.8%
Paratransit Monthly	33	39	47	20.5%
Shuttle Park	196	136	69	-49.3%
31-Day Rolling	691	1,195	1,357	13.6%
Total	13,206	21,567	21,797	1.1%

COMMUNITY ACCESS AND EMPLOYER SPONSORED PASS SALES (Included in Total Passes Sold)



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
1-Ride CAP	1,607	3,453	2,468	-28.5%
Day Pass CAP	5,905	4,828	6,771	40.2%
Employer Sponsored Bus Pass	318	460	490	6.5%
Total	7,830	8,741	9,729	11.3%

JANUARY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
CCS	25,313	32,167	41,486	29.0%
EWU	34,307	32,110	31,387	-2.3%
GU	4,932	7,702	8,947	16.2%
WSU	2,835	3,100	2,621	-15.5%
Whitworth	1,854	2,044	2,204	7.8%
City	2,660	3,667	3,616	-1.4%
County	2,587	2,297	2,340	1.9%
Spokane Public Schools	1,687	1,639	2,012	22.8%
Total	76,175	84,726	94,613	11.7%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM: **13E:** CHARGE MANAGEMENT SYSTEM IMPLEMENTATION

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Christian Bigger, Zero-Emission Fleet & Facilities Manager

SUMMARY: Staff provided the Performance Monitoring & External Relations Committee a brief overview of the Charge Management System (CMS) implementation process and the benefits it delivers. The CMS, powered by smart-logic software, enhances garage safety by reducing unnecessary vehicle movement, optimizing bus pull-in/pull-out operations, lowering utility costs, and providing actionable data insights. The system integrates with STA's existing chargers using the Open Charge Point Protocol (OCPP), an open-source communication standard for electric vehicle (EV) charging stations, enabling seamless smart-software functionality.

In essence, the CMS automates vehicle charging by scheduling and controlling energy use based on operational needs, usage patterns, and utility rates (including on/off-peak pricing). This project was initiated to address emerging operational challenges and improve efficiency in STA's battery-electric bus (BEB) operations.

Early phases involved in-depth technical research to identify opportunities for innovation, efficiency gains, and cost savings. STA issued a Request for Proposals (RFP) and evaluated seven bids before selecting a vendor that best met its technical and industry expertise requirements. The Facilities and Grounds team then prepared and installed the necessary hardware, leading to an on-site commissioning and testing phase.

The charge management software went live on January 21, 2025. Current efforts focus on integrating the CMS with existing STA software and refining dynamic charging strategies to maximize efficiency.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 13F : FINAL 2025 SERVICE REVISIONS PLAN

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: Staff presented the Performance Monitoring & External Relations Committee the final 2025 Service Revisions report which identifies the planned adjustments to the fixed route network for service changes occurring later in May and September 2025. Planned adjustments have been refined and informed by public outreach and stakeholder engagement efforts as discussed further below.

BACKGROUND: Spokane Transit continues to invest in more and better bus service as part of implementation of its Board-adopted plans, including the *STA Moving Forward* plan, 2021 Near Term Investments, and as articulated in the 2025-2030 Transit Development Plan (TDP), adopted by the STA Board of Directors on July 25, 2024. The planned 2025 revisions to STA's Fixed Route network will provide 541,500 annualized revenue hours of service, a 0.95% increase compared to existing conditions.

The scale and scope of the programmed service changes meet the definition of "Category I – Minor" according to STA's Communications and Input Policy 1.1 found in *Connect Spokane*, STA's comprehensive plan for public transportation. This policy requires "Category I – Minor" changes to undergo documented customer input and culminates in a staff report submission to the Board prior to changes going into effect.

Staff conducted public outreach from October 28, 2024 to January 28, 2025, receiving input from riders and the community, and holding twelve meetings with jurisdictional and key stakeholders that may have a particular interest in affected routes and stops.

During this period a public survey was conducted from November 13, 2024, to December 15, 2024. The survey was advertised on the STA website, social media accounts, Plaza stanchions, bulkhead signs, and flyers with QR codes were posted on over 300 bus stops. Coordination was also made for the survey link to be distributed through Commute Smart Northwest, and Newsletters or other digital distribution at the City of Airway Heights, the City of Liberty Lake, and Spokane County. In total, 485 respondents completed the survey.

The final 2025 Service Revisions report describes new service and service adjustments that are planned for implementation in September 2025. Highlights of the draft 2025 Service Revisions include the following:

- Introduce high-capacity double-decker coaches on the Cheney High Performance Transit (HPT) corridor.
- Implement Route 7, extending between Liberty Lake and Spokane International Airport, a key element of the I-90/Valley HPT Corridor Development Plan.
- Introduce new Route 93 in Liberty Lake with local service from Liberty Lake Park and Ride.
- Introduce Route 722, an optimization of Route 172 Liberty Lake Express, with new routing in Liberty Lake and the North Bank in Downtown Spokane, coupled with adjustments to Route 724 Liberty Lake Tech Express along East Appleway Avenue.
- Increase frequency on Route 45 Perry District to 30-minute service on weeknights and Saturdays.
- Adjust route and schedules on the West Plains, including route adjustments in Airway Heights, Medical Lake, and Cheney. This includes extending service in new areas of Airway Heights in conjunction with STA's funding partnership with the City of Airway Heights for the 6th Avenue extension and West Plains Connection Project.
- Routing adjustments to Route 11 North Bank/Downtown Shuttle.
- Retain high ridership trips of Route 661 EWU Express.
- Adjust Route 14 South Adams/Napa to service West 14th Avenue and South Lincoln Street.

The final 2025 Service Revisions Report was available online beginning March 5, 2025, at the following link:

<https://www.spokanetransit.com/projects/2025-service-revisions/>

In line with the original timeline published on November 6, 2024, interim public outreach updates were issued to the PMER Committee on December 4, 2024. Final analysis of route adjustments was presented to the STA Executive Team on February 18, 2025.

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 13G : 2024 STATE AUDIT TIMELINE

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

SUMMARY: The Washington State Auditor will begin the National Transit Database (NTD) and Financial Audit in March. Following is the draft audit schedule with dates to be confirmed by the State Auditor's Office (SAO).

Week of March 24 SAO Entrance Conference

Week of May 26 Exit conference with STA Administration

July 9 Exit conference with Performance Monitoring & External Relations
Committee

RECOMMENDATION TO BOARD: For information.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 20, 2025

AGENDA ITEM 13H: 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND
STAKEHOLDER OUTREACH

REFERRAL COMMITTEE: Planning & Development Committee (*Hattenburg*)

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

SUMMARY: A step in the annual preparation of STA's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The March 5, 2025, Planning & Development Committee was offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2026-2031 Transit Development Plan (TDP). STA also presented on the planned stakeholder outreach approach for Committee review.

BACKGROUND: According to STA Board Resolution 767-19, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA's strategic and operational planning. STA's primary mid-range planning document is the Transit Development Plan. The 2026-2031 TDP is expected to be adopted in July 2025 and will include the Capital Improvement Program, the Service Improvement Program, and the Federal Transit Administration (FTA) Program of Projects. The current adopted 2025-2030 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>

One of the first steps in updating the TDP in 2025 is for the Committee to prepare and recommend to the Board of Directors guidance statements that help frame priorities to be included in the plan. In April 2023, the STA Board of Directors chose a tactical framework that responds directly to the Connect 2035 Strategic Plan goals to advance STA's updated vision: "Connecting everyone to opportunity." These goals are as follows:

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

The text on the attached documents represents a proposed narrative to tie the Connect 2035 Strategic Plan goals to planned milestones during the upcoming six-year period. Staff will seek committee input and review of the major milestones identified.

STA is developing a proposed stakeholder outreach approach to include presentations to the STA Citizen Advisory Committee (CAC), SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT), as well as in-person and virtual public meetings. This approach goes beyond the required public hearing held in June and is intended to involve more stakeholders in the development of the plan. Below is an outline of the proposed milestone and outreach schedule:

TDP Engagement Milestones			
Date	Engagement Milestone	STA Audiences / Resources	External Audiences / Resources
4/10/2025	TDP Overview	Citizen Advisory Committee (CAC)	
Late May	TDP Overview, promotion of Open Houses in June	STA Moving Forward Newsletter, STA Website	
5/28/2025	TDP Overview, promotion of Open Houses in June		Spokane Regional Transportation Council (SRTC) – Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC)
5/30/2025	Public Notice	STA Website	Spokesman Review
Early June	Draft TDP, Public Comment Period		Washington State Department of Transportation (WSDOT)
6/5/2025	Virtual Open House		Public Audience
6/9/2025	In-Person Open House		Public Audience
6/12/2025	Draft TDP, Public Comment Period	Citizen Advisory Committee (CAC)	Spokane Regional Transportation Council (SRTC) Board of Directors
6/26/2025	Public Hearing	Board of Directors	
7/9/2025	Recommend TDP adoption	Planning and Development Committee	
7/24/2025	TDP adoption by resolution	Board of Directors	

The TDP project schedule proposes the Planning & Development Committee develop the mid-range tactical framework over the next two meetings. At the April committee meeting, staff will propose revisions to the framework informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range tactical framework with Connect 2035's strategic

goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

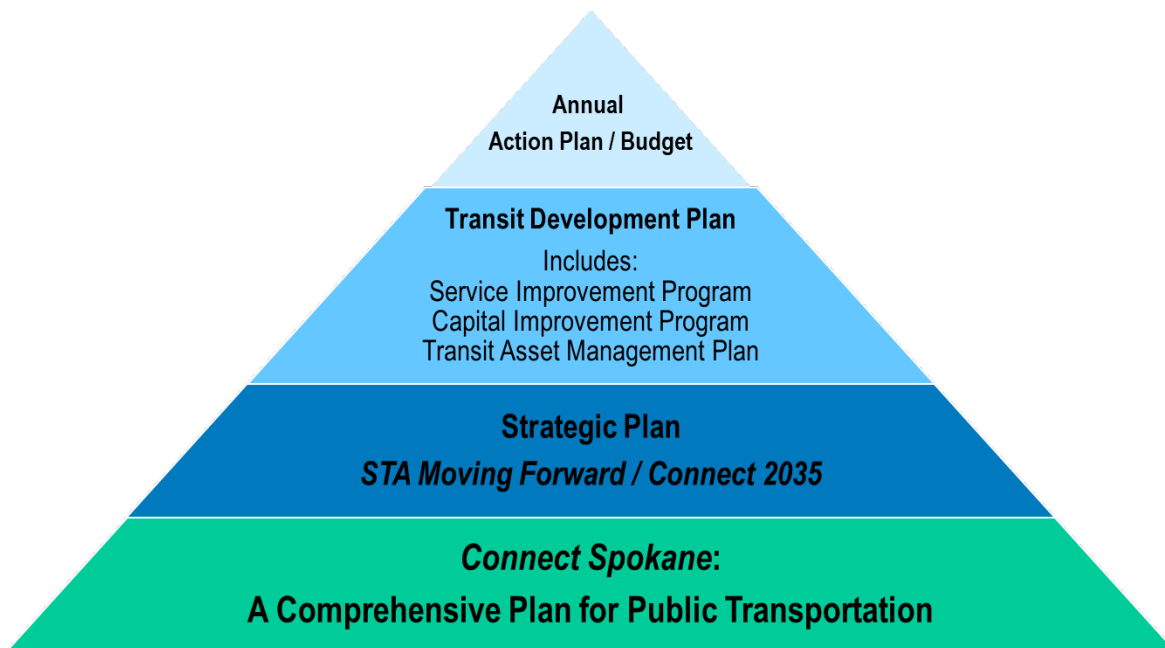
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none">Overview of the TDP process and requirements	<ul style="list-style-type: none">Prepare Mid-range Tactical FrameworkConfirm stakeholder outreach approach	<ul style="list-style-type: none">Final Recommendation on Mid-range Tactical FrameworkRevenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none">Review Proposed Service Improvement ProgramReview Capital Improvement Program	<ul style="list-style-type: none">Present draft TDPRevenue/Expenditure Forecast Update	<ul style="list-style-type: none">P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO BOARD: For information.

DRAFT Mid-Range Tactical Framework (2026-2031)

Background

STA prepares for both the near-term and long-term needs by updating and maintaining a series of planning documents. Working in concert, these documents together make up a hierarchy from broad policy to discrete actions.



Connect Spokane sets out the vision and policy framework to guide decisions made by STA’s Board of Directors, its staff, and partnering agencies that will further Spokane Transit’s mission and vision for at least the next 30 years.

The STA Strategic Plan is a 10-year plan with short- to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within *Connect Spokane*.

The Transit Development Plan translates the policy of *Connect Spokane* and the strategies and objectives of the strategic plan into an implementation plan, identifying the projects and service STA will provide over the next three to six years.

The Annual Action Plan identifies key action over the next year.

STA Moving Forward was initially approved by the STA Board of Directors in December 2014 and revised in 2016 with the passage of voter-approved Proposition 1 that provided additional funding for the plan. Minor revisions were completed in 2020. Since then, STA has fully completed most of the projects in the plan, with the remaining projects largely under development. In December 2024, the STA Board of

Directors adopted the *Connect 2035* Strategic Plan that details STA's future direction, core investments, and initiatives for community engagement and progress tracking.

Tactical Framework for the 2026-2031 TDP

The STA Board of Directors set forth the following six-year planning tactical framework that reflects the goals established in *Connect 2035* as a first step in developing the TDP.

Elevate the customer experience.

- Finish delivery of *STA Moving Forward* to expand ridership and deliver on commitments including key High Performance Transit investments
 - Supporting cross-state service to Idaho on a pilot basis.
- Advance Division Street BRT through Project Development toward a future FTA capital investment grant.
- Upgrade Route 33 Wellesley to High Performance Transit.
- Implement Mobility-On-Demand pilots across the PTBA.
- Pilot a safety ambassador program with trained personnel on buses and at facilities.
- Invest in systems for more accurate real-time information.

Lead and collaborate with community partners to enhance the quality of life in our region.

- Partner in developing and implementing the regional transportation and land use visions.
 - Engage in updates to the Urban Growth Areas (UGA) and Horizon 2050, the Metropolitan Transportation Plan (MTP).
 - Collaborate with Spokane City and Spokane County on the Division Transit Oriented Development (TOD) study.
- Plan and implement a pilot TOD program and partner with regional jurisdictions to further TOD land use planning.
- Expand opportunities for community partners, especially community-based organizations, to collaborate with STA on key efforts such as STA's Title VI Program and the design and implementation of initiatives in *Connect 2035*.
- Engage community partners in educational efforts related to the expiration and planned renewal of the voter-approved 2/10 of a 1% sales tax prior to late 2028.
- Utilize relationships with public and private entities, continuously gathering feedback to evolve business-to-business product offerings and aligning service delivery strategies with community needs.
- Partner in developing and implementing plans to connect to and address multimodal transportation needs and opportunities in the region.
- Pilot an eligibility-based reduced fare program for riders experiencing low incomes.

Strengthen our capacity to anticipate and respond to the demands of the region.

- Begin to implement the initiatives from Connect 2035 that were identified as high priorities by the community and the STA Board.
- Develop and implement the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region.
- Implement STA's fleet replacement plan and prepare for the next steps in transitioning the fleet toward zero emission vehicles in the future.
- Develop user-friendly public-facing dashboards for key performance indicators and ease access and use publicly available data.
- Implement a customer relationship management system to streamline customer interactions and improve service delivery.
- Establish an organizational development program.

14.

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 5 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 – 5 minutes

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