

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, April 17, 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 17TH DAY OF APRIL 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 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, April 17, 2025
1:30 – 3:00 p.m.

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

AGENDA

1. Call to Order and Roll Call (*Chair Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Board Chair Report (*Chair Haley*)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
 - A. Employee Recognition Awards-1Q 2025 (*Nancy Williams*)
 - B. Years of Service Recognition-1Q 2025 (*Nancy Williams*)
 - C. Kevin Milnes, Associate Building Maintenance Specialist - Retirement (*Brandon Rapez-Betty*)
 - D. Cindy Foster, Customer Service Representative – Retirement (*Brandon Rapez-Betty*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of March 20, 2025, STA Board Meeting– Corrections/Approval
 - B. Minutes of March 20, 2025, STA Board Workshop– Corrections/Approval
 - C. Approval of the March 2025 Vouchers (*Tammy Johnston*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. 2022 Service Change Bus Stops Phase 2: Final Acceptance (*Karl Otterstrom*)
9. Board Action – Committee Recommendation: *10 minutes*
Planning & Development Committee
 - A. Connect 2035 Initiative Sequencing Approval (Resolution) (*Karl Otterstrom*)
10. Board Report – Other: *5 minutes*
 - A. 2025 Community Engagement Events (*Carly Cortright*)
11. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
12. Planning & Development Committee: *30 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. 2026-2031 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions (*Karl Otterstrom*)
 - ii. Division Street Bus Rapid Transit: Implementation Strategy Update (*Karl Otterstrom*)
 - iii. Facilities Master Plan Phase 1 Update (*Brandon Rapez-Betty*)
13. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. Preventable Accident Reduction Strategy (*Brandon Rapez-Betty*)

14. CEO Report: 15 minutes
15. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. February 2025 Financial Results Summary (*Tammy Johnston*)
 - D. February 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2024 Year End Performance Measures (*Brandon Rapez-Betty*)
 - F. 2025-2026 Workforce Development Plan (*Nancy Williams*)
 - G. May 2025 Service Change (*Karl Otterstrom*)
 - H. 2026-2031 Transit Development Plan: Tactical Framework (*Karl Otterstrom*)
16. Executive Session (*Etter, McMahon*): 20 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, and
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
17. New Business
18. Board Member Expressions
19. Adjourn (*Chair*)

Optional Virtual link:	Click here to join virtually	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2482 557 7415

Cable 5 Broadcast Dates and Times of April 17, 2025, Board Meeting:

Saturday, April 19, 2025	4:00 p.m.
Monday, April 21, 2025	10:00 a.m.
Tuesday, April 22, 2025	8:00 p.m.

May Committee Meetings, Wednesday:

Planning & Development	April 30, 2025, 10:00 a.m. <i>(one week early)</i>
Performance Monitoring & External Relations	April 30, 2025, 10:00 a.m. <i>(one week early)</i>
Board Operations	May 7, 2025, 1:30 p.m. <i>(one week early)</i>

May Board Meeting:

Thursday, May 15, 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

April 17, 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

April 17, 2025

AGENDA ITEM 7A: EMPLOYEE RECOGNITION AWARDS – 1st QUARTER 2025 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

RECOMMENDATION TO BOARD: Receive report.



2025 EMPLOYEE RECOGNITION WINNERS

January-February	1 st	Austin Reed	Senior Business Intelligence Analyst
January-February	2 nd	Justin Marshall	Fixed Route Supervisor
January-February	3 rd	Justin Van Houten	Associate Building Maintenance Specialist
March	1 st	Jeff A. Smith	Senior Human Resource Specialist
March	2 nd	Kelli Stephens	Administrative Assistant Community Development
March	3 rd	Lena Ballard	Servicer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 7B : YEARS OF SERVICE AWARDS 1Q 2025 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

<u>35 Years</u> <u>Fixed Route Coach Operator</u> Michael Hogue	<u>10 Years</u> <u>Director of Facility Maintenance</u> Darin Hoffman	<u>5 Years</u> <u>Associate Transit Planner</u> Madeline Arredondo
<u>30 Years</u> <u>Fixed Route Coach Operator</u> Stacey Smith	<u>Records Management Specialist</u> Charmaine Dauterman	<u>Fixed Route Supervisor</u> Christian Coronado
<u>Preventative Maintenance Tech.</u> Henry Hanke	<u>Fixed Route Supervisor</u> Michael Jones	Rachel Lambert
<u>20 Years</u> <u>Lead Transit Officer</u> Bryon Adams	<u>Fixed Route Coach Operator</u> Michael Mathis	Hayden Marte
<u>15 Years</u> <u>Fixed Route Coach Operator</u> Tamara Hanke	Nickolas Rice	<u>Fixed Route Coach Operator</u> Scott Brett
Brenda Mills	Thomas Stokes	Ronette Richardson
Aaron Rick	Matthew Tarr	<u>Associate Building Maintenance Specialist</u> Juston Vanhouten
Peter Starr	<u>Journeyman Vehicle Technician</u> Lucas Carnagey	<u>Journeyman Vehicle Technician</u> Cecil Barnes
	Robert Reynolds	Jerame Clark
	<u>Paratransit Van Operator</u> Douglas Huffman	<u>Preventative Maintenance Tech.</u> Robert Mixon
	Andrew Torres	<u>Facilities Laborer</u> Cassandra Bond
	<u>Paratransit Reservationist</u> Tammy Rittgarn	

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 7C : KEVIN MILNES, ASSOCIATE BUILDING MAINTENANCE SPECIALIST –
RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Darin Hoffman, Director of Facility Maintenance

SUMMARY: After 33 years of dedicated service, Kevin Milnes retired from Spokane Transit Authority on March 10, 2025. Kevin began his career with STA on October 9, 1991, as a custodial laborer and was promoted to Associate Building Maintenance Specialist on January 5, 1996.

A highly skilled welder, Kevin played a vital role in numerous projects that continue to benefit STA today. His craftsmanship was instrumental in creating the bus mock-up for the Mobility Center at the Plaza, as well as the long-standing communications piece known as the Connectagon. His work and expertise can still be seen in many projects throughout the agency.

Kevin was a valued team member, ensuring that preventive maintenance was completed on time and that essential agency functions operated smoothly. His dedication was recognized throughout his career, earning him eight Employee Recognition Awards, including two group awards for the Facilities and Grounds team in 1996 and 2020. In 2024, he also received his 25-year safety award—an impressive testament to his commitment to safety and excellence.

Beyond his contributions to STA, Kevin’s sense of humor and steadfast work ethic made a lasting impact on his colleagues. He will be greatly missed, and we wish him all the best in his well-earned retirement.

RECOMMENDATION TO BOARD: Recognize Kevin for his 33 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 7D : CINDY FOSTER, CUSTOMER SERVICE REPRESENTATIVE – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer
Dainon Setzer, Business Development Manager

SUMMARY: Cindy Foster began her career as a Customer Service Representative on June 16, 1997, and after nearly 28 years of dedicated service, she retired on April 7th, still holding that same title. Her commitment and loyalty are reflected in the stability of her career: throughout nearly three decades, she worked with just five managers and remained a constant presence at the STA Plaza.

While Cindy stayed steadfast in her role, the world around her changed. When she first started, there was only one computer for the entire department—used just once a day to check email. Google Maps didn’t exist (it launched in 2005), and the STA Connect app was still years away, as the app store itself wouldn’t debut until 2010. Back then, every customer needing trip planning assistance called 328-RIDE, and there’s a good chance they spoke with Cindy. Armed with paper maps and route books, she carefully crafted the best routes to help riders navigate the city.

Though technology has transformed how we serve our customers, one thing has remained the same—the exceptional service and care provided by employees like Cindy. Her dedication has left a lasting impact, and while she may be retiring, the outstanding customer experience she helped shape will endure for years to come.

In retirement, Cindy first plans to travel to the west side of the state to visit her brother. After that, she’s just going to practice sleeping in and not answering her personal calls with “Thank you for calling Spokane Transit.” We wish Cindy the best and hope she enjoys all the extra rest. We thank her for a dedicated career helping our riders.

RECOMMENDATION TO BOARD: Recognize Cindy for her 27 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 8A : MINUTES OF THE MARCH 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: Minutes of the March 20, 2025, STA Board meeting are attached for 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 March 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*)
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
Zack Zappone, City of Spokane
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

Al French, Spokane County

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 – The Chair announced that Mr. Zappone had requested an excused absence for the February 20, 2025, meeting. **Mr. Speirs moved to approve. Mr. Cathcart seconded, and the motion passed unanimously.**
 4. Approve Board Agenda
Mr. Hattenburg moved to approve the agenda. Ms. Klitzke seconded, and the motion passed unanimously.
 5. Board Chair Report – Chair Haley had no report at this time.
 6. Public Expressions – Mr. Erik Lowe and Mr. Terry Hill offered public expressions. Chair Haley asked if anyone attending virtually had comments. There were none.
 7. Board Action - Consent Agenda –
Mr. Hattenburg moved to approve Consent Agenda Items 8A through 8F as presented. Ms. Klitzke seconded, and the motion passed unanimously.
 - A. Minutes of February 20, 2025, STA Board Meeting– Corrections/Approval

- B. Approval of the February 2025 Vouchers as presented.
- C. Public Works Contracts under \$35,000: Final acceptance of the listed contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. Whitworth Comfort Station: Award of Contract and Project Budget Adjustment - Approved the award of contract for the Whitworth Comfort Station project to WM Welch Corp. for \$286,069, and authorized the Interim Co-CEOs to apply contingency funds, as necessary, up to an adjusted project budget of \$565,000.
- E. Sprague Line Right of Way Acquisition - Approved, 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 authorized the CEO to execute closing documents on behalf of Spokane Transit.
- F. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance: Resolution 835-25 (Majority vote of five required for 7F) - Approved, by Resolution 835-25, an amendment adding \$3.82M to the 2025 Operating Budget to address battery electric bus vehicle maintenance.

8. Board Action – Committee Recommendation

- A. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment – Mr. Rapez-Betty advised this item had been recommended by the Performance Monitoring & External Relations Committee by a three to one vote, following a robust discussion on the item. Based on feedback received during and after the meeting, staff brought this item to the full Board for a decision. He provided background on the condition of the roof and additional information on the Plaza generator.

Mr. Rapez-Betty introduced Ms. Jessica Kelch to review the thermal imaging taken from the roof. Ms. Kelch provided data and imaging of the roof and noted the condition and the recommendation to replace the roof due to 80% of it showing moisture underneath the membrane, with an additional 30% of the roof having moisture that goes deeper into the next layer of insulation. Following the thermal imaging, roof cores were taken to show the existing composition of the roof. She described the condition of the sections and advised this was additional verification there is moisture in the roof.

Mr. Rapez-Betty summarized STA's Transit Asset Management Plan (TAM), submitted to the FTA every four years and to WSDOT annually, supports sustainable capital budget planning. The TAM rating scale (1-5) identifies assets rated 3 as requiring inclusion in the Capital Improvement Program (CIP). The Plaza roof, rated 3 in the TAM, had increasing maintenance issues despite an expiring warranty. In 2023, the Board approved a \$661,000 capital request for a roof overlay project, which was included in the Transit Development Plan (TDP) and the Capital Improvement Program (CIP). In fall 2024, engineering inspections revealed an existing overlay, making a full roof replacement necessary per code. A December 2024 quote estimated the full replacement at \$1.7 million, significantly higher than the planned overlay. The project will include removing the existing roof, installing new insulation (R-38) and a PVC membrane, raising mechanical units, and adding fall protection anchors. The estimate excludes taxes, design, permitting, and contingencies.

Mr. Rapez-Betty also updated the Board on the Plaza Generator & Energy Compliance. The generator replacement project is estimated at \$383,000 (excluding tax, design, and permitting) and includes installing a new 480V, 100kW generator with a smaller diesel tank, upgrading the transfer switch, modifying wiring, and adding priority equipment to standby power. The current generator lacks capacity for critical backup functions. He advised the

Washington Clean Buildings Act requires buildings over 50,000 sq. ft. to reduce emissions by June 2028. STA's Plaza building currently exceeds the target. In anticipation, the Board previously approved \$1.7 million in the 2024-2029 Capital Improvement Program for future energy-saving projects.

After reviewing compliance options, staff rejected a metered path (estimated at \$16 million) in favor of the investment criteria path, which aligns with planned state-of-good-repair projects like the roof and generator replacements and avoids a \$150,000 annual fine.

The Plaza roof and generator projects are partially funded, with \$2.36 million available. An additional \$681,000 is needed to fully fund the projects, bringing the total request to \$3 million (including contingency and taxes). Without the projects, STA risks increased repair costs, potential emergency replacements, and non-compliance penalties.

The Board members were advised that staff saw four options for this issue:

- 1) Do nothing – risks higher costs and fines
- 2) Proceed with generator replacement only – ensures critical backup power
- 3) Proceed with roof replacement only – prevents structural issues and meets compliance targets
- 4) Proceed with both projects (staff recommendation) – maximizes efficiency and compliance while leveraging existing capital funds.

If approved, a Notice to Proceed will be issued in April 2025, engineering will occur in the summer 2025 and substantial completion by April 2026. Downtown events and road closures may impact construction timelines.

Mr. Rapez-Betty reminded the Board that the PMER committee recommended moving forward with the combined project.

Discussion ensued.

Ms. Klitzke moved to approve the award of contract for the Plaza Generator and Roof Upgrades project to McKinstry Essention, via TIPS, for \$2,637,726, and authorized the Interim Co-CEOs to apply contingency, as necessary, up to an adjusted project budget of \$3,000,000. Mr. Speirs seconded. Mr. Kerns, Mr. Hattenburg, Ms. Navarrete, Mr. Zappone, Ms. Klitzke, Mr. Speirs, and Ms. Haley voted yes. Mr. Cathcart voted no. The motion passed 7-1.

9. Board Operations Committee

- A. Chair Report – Chair Haley reported on the Board Operations meeting.

10. Planning & Development Committee (P&D)

- A. Chair Report – Mr. Hattenburg shared items discussed at the P&D meeting and advised that the Interim Co-CEOs will present two reports to provide detail to the Board.

- i. Facilities Master Plan Phase 1 Update - Mr. Rapez-Betty noted that periodic updates on this project have been provided over the past six months. As Phase 1 nears completion, the Board will be asked to formally accept the Phase 1 plan in the coming months.

The project is guided by principles such as mission support, effectiveness, adaptability, efficiency, collaboration, and fiscal stewardship. Key needs include a Clean Energy Campus for expanding the zero-emission fleet, a new Training Center to replace the outdated facility, Boone South Garage upgrades for maintenance and electric bus charging, a Public Meeting Space for Board and public engagement (with the Plaza as the ideal location), and additional Parking & Warehouse Space for materials and inventory storage.

Site analysis involved evaluating multiple potential locations based on feasibility, operational efficiency, community integration, employee benefits, and future growth. The site selection process ensures flexibility for either single-site or multi-site development.

The timeline includes near-term (2030) priorities focused on the training facility and clean energy campus, contingent on renewing the 0.2% sales tax, and long-term (2045) goals for a fully zero-emission fleet, with phased development aligned to fleet expansion.

The fleet transition will involve a phased shift to battery-electric and hydrogen fuel cell buses, with the goal of full transition between 2040-2045, depending on infrastructure readiness and funding.

Next steps include applying the criteria to narrow the property list, with a final evaluation to determine the preferred site(s). Staff will provide an update and seek Board acceptance of the FMP, which will present flexible scenarios. In Phase 2, the preferred property will be procured, followed by design and construction, with Board approval and renewal of the 0.2% sales tax.

- ii. Division Street Bus Rapid Transit: Design and Public Outreach Update - Mr. Otterstrom provided an update on the Division Street Bus Rapid Transit (BRT) project, a 10-mile corridor with 43 new stations, a transit center, and a charging layover at the north end. The project will include business access and transit lanes, and multimodal improvements along Ruby Street. STA is leading the effort, collaborating with Spokane City, Spokane County, WSDOT, and SRTC.

Currently in the development phase, the project is on track to reach 30% design completion this spring. Stations 7–28 and downtown stations 39–43 have met this milestone. Ongoing technical studies include geotechnical borings, traffic analysis, and intersection evaluations. STA is also preparing a ratings package for the FTA’s Capital Investment Grant program, focusing on ridership modeling.

Environmental documentation, including cultural resource, noise, and air quality studies, is progressing. The project is expected to receive a “Documented Categorical Exclusion” (DCE) under NEPA. Extensive community outreach has been conducted, including business engagement and design feedback.

The project targets a revenue service launch in the second half of 2030, with phased design and FTA reviews. Construction is expected to begin in early 2027, contingent on funding, environmental clearance, and design approvals.

Key risks include implementation of Washington State’s Complete Streets Policy related to active transportation, uncertainties around the North Spokane Corridor’s timeline, and the design of bicycle facilities on Ruby Street. Discussions with WSDOT are ongoing, particularly concerning Ruby Street’s road design and traffic flow impacts. STA is exploring phased implementation to provide early benefits while maintaining the full project vision.

STA plans to present phased options for board and community feedback soon, with funding opportunities, including the Climate Commitment Act, to support the project’s implementation.

Brief discussion ensued.

11. Performance Monitoring & External Relations Committee

- A. Chair Report – Mr. Speirs reported on the items reviewed at PMER this month and advised Ms. Johnston would provide a report to the full Board.
- i. 2024 Unaudited Year-End Financial Report – In the interest of time, Ms. Johnston offered to forego the report and answer any questions. The Chair asked if anyone objected to reading the report in the packet and directing questions to Ms. Johnston. Mr. Kerns asked if there were any red flags and Ms. Johnston said no. Everyone agreed to forego this verbal unaudited report that was already presented to the PMER committee and to direct questions to Ms. Johnston based on the information contained in the packet.

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

Transit Employee Appreciation Day was a great success, with Interim Co-CEOs Mr. Otterstrom and Mr. Rapez-Betty kicking off the celebration by distributing cake and cupcakes to employees. They visited various STA locations, acknowledging employees across maintenance, paratransit, customer service, security, and the Plaza. The event was well received, and special recognition was given to the Communications team for their thoughtful planning and execution.

Ridership experienced a slight month-over-month decline of 0.6%, though it remains 6.4% higher year-over-year. Fixed Route on-time performance stood at 92.3%, while Paratransit saw a 6.5% year-over-year increase, reaching 94% on-time performance. Rideshare declined 11% month-over-month and 9.3% year-over-year, partly due to February having one fewer day and the closure of five Rideshare groups.

Sales tax revenue for February, based on December sales, increased by 3.9%, though year-to-date figures remain flat at 1% above 2024 actuals and in line with budget expectations. Fare revenue declined by 3.1% in February compared to the previous year but is up 6.3% year-to-date, with actuals surpassing the budget by 8.3%.

Commissioner French attended the CIG Fly-In organized by Cardinal Infrastructure, where transit leaders and industry representatives met with federal officials to discuss cost-cutting measures, regulatory streamlining, and innovative financing strategies. The group emphasized the economic impact of transit infrastructure investments. Commissioner French also met with the region's federal delegation and their staff.

On the federal level, Congress passed a full-year resolution for FY 2025, allocating \$20.9 billion to public transit, including \$3.8 billion for the CIG program and \$1.1 billion for low- and no-emission bus grants. Discretionary grant awards are under review to ensure alignment with federal priorities, but STA remains optimistic that its projects will not face significant challenges.

State legislative priorities include monitoring HB 1418, which proposes adding two transit user voting members to the STA Board, and HB 1491, which supports transit-oriented development, particularly along Spokane's BRT corridors. The state's transportation budget faces challenges due to declining fuel tax revenues and increasing project costs, potentially impacting public transportation grants.

STA is preparing for a busy March with major events, including the Pacific Northwest Volleyball Qualifier and NCAA Women's Division I Basketball Tournament. To encourage transit use, STA partnered with the Downtown Spokane Partnership to promote Route 11, distribute day passes through hotels and businesses, and enhance wayfinding.

Upcoming travel includes the APTA CEO Seminar in San Antonio and the APTA Legislative Conference in Washington, D.C. Several board members will attend the Legislative conference. Later in the summer, the Transit Board Member and Administrator Seminar in Kansas City will provide networking opportunities for board members.

STA recently celebrated its 44th anniversary, marking the passage of the 1981 sales tax measure that funded regional transit. A newsletter article written by Mr. Otterstrom highlighted key figures in that effort, including former STA General Manager Bob Harder and community advocates from various political backgrounds, was distributed.

The annual STA Safety Awards Banquet at Northern Quest Casino will honor operators and employees for their commitment to safety and service. Board members and their guests are invited to attend and celebrate alongside frontline employees.

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

13. Board Information

- A. Committee Minutes
- B. January Financial Results Summary
- C. February 2025 Sales Tax Revenue
- D. January 2025 Operating Indicators
- E. Charge Management System Implementation
- F. Final 2025 Service Revisions Plan
- G. 2024 State Audit Timeline
- H. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach

14. Executive Session

At 2:55, Ms. Clark advised at this time, pursuant to RCW 42.30.110(b), the STA Board of Directors will adjourn to an executive session for the purpose of:

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

The Board would be in session for approximately 10 minutes and would return at 3:06. As there would be no action taken because of discussions in the Executive Session, Chair Haley asked for New Business or Board Member Expressions prior to convening the Executive Session. There were none.

Chair Haley advised the Board meeting would be adjourned at the close of the Executive Session.

15. New Business – There was no new business.

16. Board Member Expressions – There were no Board Member Expressions

17. 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

April 17, 2025

AGENDA ITEM 7B : MINUTES OF MARCH 20, 2025, STA BOARD WORKSHOP - CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: Minutes of the March 20, 2025, STA Board Workshop are attached for 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, WA 99201-2686
(509) 325-6000

BOARD OF DIRECTORS

Draft Minutes of March 20, 2025

STA Board Workshop

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Speirs, Small Cities (Medical Lake) *(Virtual)*
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
Zack Zappone, City of Spokane
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*

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, Van
Wert and Oreskovich, P.C.

MEMBERS ABSENT

Al French, Spokane County

1. Call To Order and Roll Call

Chair Haley called the Workshop to order at 11:45 pm and the Clerk conducted roll call.

2. Connect 2035 Strategic Plan Initiative Sequencing

A. Welcome & Introductions - Mr. Rapez-Betty welcomed everyone and provided introductions to the Executive Management Committee team members.

B. Objectives & Background - Mr. Rapez-Betty provided the following objectives for the meeting as well as background information of Connect 2035 for members who were new this year: 1) Review Connect 2035 goals and initiatives and STA's financial position that enables implementation of Connect 2035; 2) Understanding of the underlying assumptions for the proposed sequencing; 3) Feedback and discussion on the underlying assumptions and the proposed sequencing in advance of the April Board meeting.

C. Implementation: Funding and Investments –

Funding: Mr. Otterstrom discussed STA's sustainable financial path to maintain 0.8% sales tax rate, including maintaining service hours at a sustainable level to create opportunity for impactful one-time investments in Connect 2035; Forecast \$95-\$130M available for strategic investments; align investment opportunities with principles and policies of STA's *Connect Spokane* (comprehensive plan); and the renewal of sales tax as critical for the sustainable financial path. He mentioned the Board Resolution 818-24 adopted March 21, 2024, and

shared the Initiative and Investment Framework that displayed existing resources of 0.8% and how those existing resources are utilized in the following investment categories: Baseline, Core Investments, and Enhancements. He discussed what each included and why it was important.

To demonstrate a probable scenario, Mr. Otterstrom shared a conceptual Connect 2035 spending curve that depicted the agency's overall cash balance over time as Connect 2035 initiatives and the Capital Improvement Program are invested in, and the cash balance approaches the board-designated reserves. The current state of uncertainty was discussed as it related to State and Federal funding and policies, the potential for prolonged economic downturn, such as a period of stagflation. He mentioned sales tax (voter approved) year-over-year growth and noted that year-over-year sales tax growth has grown less than 2% per year in three of the past five years. He advised that a recession or excessive inflation warrants continued care in ensuring operations remain financially sustainable. Recessions effectively reset growth trends, resulting in a foregoing of revenues over a prolonged period, as demonstrated by STA's experience between 2007 and 2014, where each year's sales tax revenue did not surpass the amount collected in 2007 for six consecutive years. Despite the risks on the horizon, STA is well positioned to be responsive and resilient.

Investments – Mr. Rapez-Betty shared core investments identified in Connect 2035, which included a Clean Energy Campus, Division Street BRT, and Zero Emission Vehicles. The proposed allocation of available funding for enhancements was discussed. He stated a forecast of \$85M available for strategic investments (along with outside grants) contingent on renewal of 0.8% sales tax rate; dedication of \$55M from available resources to the clean energy campus, and \$30M available for enhancements. Core investments already programmed include Division Street BRT and the Zero-Emission Vehicles. He said new Connect 2035 investments using the available \$85M in funding included the Clean Energy Campus and Enhancements.

Mr. Otterstrom reviewed the Goal 1, 2, and 3 initiatives.

- D. Sequencing Assumptions – Mr. Otterstrom discussed the accountability that sets public facing expectations and commitment to a schedule. He remarked that sequencing provides internal agreement on prioritization and enables sustainable and actionable timelines. It also ensures adequate staffing and addresses community priorities. He reviewed the initiative attributes and outcomes and how they aligned with the goals of Connect 2035. Mr. Otterstrom shared the Connect 2035 Timeline and Eras and re-introduced the conceptual spending curve showing the sequencing eras overlaid on the graph.
- E. Draft Initiative Sequencing Mr. Otterstrom began the discussion of immediate steps during 2025 through 2027. He provided a list of sample projects to be completed, ongoing implementation projects, and preparation for capacity building eras.

Mr. Rapez-Betty discussed the core investments of Division BRT, Facilities Master Plan, and the transition to Zero-Emission Vehicles. This included operating frequent, easy-to-use, reliable service, while creating a welcoming and secure environment for all customers as part of the outstanding door-to-door experience. Discussed were online scheduling for Paratransit Trips (2025), Fixed Route Network Optimization (2025-2028), more accurate real-time information to customers (2025-2026), Mobility-on-Demand pilots (2027-2032), Shelter and Lighting program (2026-2029), and pilot a safety ambassador program (2025-2028).

He talked about connected communities and equitable impact along with a thriving economy and healthy environment and a resilient organization.

A handout was provided demonstrating the draft sequencing.

- F. Next Steps – Mr. Otterstrom said next steps included proposed Committee recommendation for Board action to revise Connect 2035 appendix to include sequencing timeline on April 2 and Board action to approve Connect 2035 appendix revision on April 17.

Throughout the presentation, Board members were engaged in discussion and utilized Mentimeter polls to gauge alignment with the items staff were presenting and to gather feedback on the initiatives.

3. Adjourn

With no further business to come before the Board, Chair Haley adjourned the meeting at 1:23 pm.

Respectfully submitted,

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

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 8C : MARCH 2025 VOUCHERS

REFERRAL COMMITTEE: N/A

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

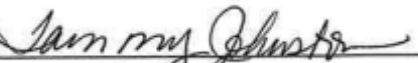
SUMMARY: The following warrants and ACH transfers for the period of March 1 through 31, 2025, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 631542 – 631957	\$ 7,935,757.76
Worker's Comp Vouchers (March)	ACH – 2286	\$ 110,545.96
Payroll 03/07/2025	ACH – 03/07/2025	\$ 2,857,964.87
Payroll 03/21/2025	ACH – 03/21/2025	\$ 2,174,277.54
WA State – DOR (Excise Tax)	ACH – 1767	\$ 10,908.52
MARCH TOTAL		\$ 13,089,454.65

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 Interim Co-Chief Executive Officer KO / BRB Legal Counsel MC

Spokane Transit Authority
Vouchers - March 2025

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/12/2025	631220-VOID	THE GENERAL STORE	1956	(905.70)
03/07/2025	631542	INLAND WELDING SUPPLY INC	1032	1,096.12
03/07/2025	631543	ASH & ROWAN HARDWARE LLC	2278	120.43
03/07/2025	631544	AFSCME	1328	696.76
03/07/2025	631545	AFSCME	1328	114.00
03/07/2025	631546	ALCOBRA METALS INC	2140	873.69
03/07/2025	631547	ALCOBRA METALS INC	2140	827.23
03/07/2025	631548	ALL-STAR AUTO GLASS LLC	2983	334.21
03/07/2025	631549	UNIVERSAL PROTECTION SERVICE LP	2338	108,126.58
03/07/2025	631550	AMAZON CAPITAL SERVICES INC	2098	2,373.71
03/07/2025	631551	ARNETT INDUSTRIES LLC	2331	214.16
03/07/2025	631552	AMALG TRANSIT UNION #1015	1055	27,293.65
03/07/2025	631553	AMALG TRANSIT UNION #1598	1056	1,142.52
03/07/2025	631554	AUTO B CLEAN INC	1077	536.68
03/07/2025	631555	AVISTA CORPORATION	1081	22,038.53
03/07/2025	631556	CONTINENTAL BATTERY COMPANY	2915	49.83
03/07/2025	631557	THE BRAUN CORPORATION	1117	75.66
03/07/2025	631558	BDI	1022	19.53
03/07/2025	631559	BUDINGER & ASSOCIATES INC	2149	305.88
03/07/2025	631560	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,493.88
03/07/2025	631561	CANON FINANCIAL SERVICES INC	1154	512.49
03/07/2025	631562	CDW-GOVERNMENT	1132	3,787.73
03/07/2025	631563	QWEST CORPORATION	1148	153.54
03/07/2025	631564	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
03/07/2025	631565	CITY GLASS SPOKANE INC	2599	1,490.58
03/07/2025	631566	CITY OF SPOKANE	1601	2,961.01
03/07/2025	631567	CITY OF SPOKANE	1601	1,486.79
03/07/2025	631568	KELLY S SMITH JOHNSTON	2946	750.00
03/07/2025	631569	SPOKANE REGIONAL CLEAN AIR AGENCY	1602	1,120.00
03/07/2025	631570	CLEAN CONCEPTS GROUP INC	1471	348.61
03/07/2025	631571	COAST TRANSPORTATION	2040	4,745.67
03/07/2025	631572	COFFMAN ENGINEERS INC	1162	1,215.60
03/07/2025	631573	COLE'S PLUMBING LLC	2985	2,180.00
03/07/2025	631574	COLEMAN OIL COMPANY LLC.	2683	4,437.65
03/07/2025	631575	COMCAST	1170	1,770.06
03/07/2025	631576	COMPLETE OFFICE LLC	2202	2,048.76
03/07/2025	631577	COMPUNET INC	1166	2,055.24
03/07/2025	631578	CONSEAL CONTAINERS LLC	1176	397.78
03/07/2025	631579	CONSOLIDATED SUPPLY CO	2956	676.93
03/07/2025	631580	CUMMINS INC	1027	10,654.23
03/07/2025	631581	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	58.00
03/07/2025	631582	EMPLOYEE ADVISORY COUNCIL	1236	767.50
03/07/2025	631583	EL JAY OIL CO INC	1003	5,428.40
03/07/2025	631584	ELECTRICAL SERVICE PRODUCTS INC	1230	228.90
03/07/2025	631585	FASTENAL COMPANY	1249	834.23
03/07/2025	631586	FERGUSON ENTERPRISES INC	1252	20.28
03/07/2025	631587	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	6,500.00
03/07/2025	631588	FLEET EFORCE INC	2970	2,084.08
03/07/2025	631589	FRANCOTYP-POSTALIA INC	1878	158.92
03/07/2025	631590	FEDEX	1808	193.65
03/07/2025	631591	GORDON TRUCK CENTERS INC	1018	2,756.31
03/07/2025	631592	GALLS LLC	1271	107.26
03/07/2025	631593	THE GENERAL STORE	1956	269.89
03/07/2025	631594	GENFARE LLC	1268	1,219.13
03/07/2025	631595	GILLIG LLC	1279	14,906.00
03/07/2025	631596	GMCO CORPORATION	2623	7,740.66
03/07/2025	631597	W W GRAINGER INC	1285	89.99
03/07/2025	631598	W.W. GRAINGER INC	1285	1,577.90
03/07/2025	631599	GREAT FLOORS LLC	1288	5,082.69
03/07/2025	631600	HOGAN MFG INC	1008	90.02
03/07/2025	631601	IDENTISYS INC	2159	1,609.61
03/07/2025	631602	IL DCS AND FAMILY SERVICES	2768	276.53
03/07/2025	631603	INTERNET ARCHIVE	1354	4,000.00
03/07/2025	631604	JACOBS ENGINEERING GROUP INC	2285	3,705.04
03/07/2025	631605	KERSHAW'S INC	1374	460.54
03/07/2025	631606	KIRK'S AUTOMOTIVE INC	1007	387.22
03/07/2025	631607	KL2 CONNECTS LLC	2962	16,250.00
03/07/2025	631608	LONG BUSINESS FORMS	2301	790.26
03/07/2025	631609	LOOMIS ARMORED US LLC	1408	1,212.40

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/07/2025	631610	LOWE'S COMPANIES, INC	2913	468.57
03/07/2025	631611	M & L SUPPLY CO INC	1413	851.53
03/07/2025	631612	MAINTENANCE SOLUTIONS	1418	521.02
03/07/2025	631613	MCGUIRE BEARING COMPANY	1010	156.09
03/07/2025	631614	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	537.64
03/07/2025	631615	CREATIVE BUS SALES INC	1233	483.71
03/07/2025	631616	MODERN ELECTRIC WATER CO INC	1439	2,018.35
03/07/2025	631617	MOHAWK MANUFACTURING & SUPPLY CO	1011	809.45
03/07/2025	631618	MOTION AUTO SUPPLY INC	1012	65.18
03/07/2025	631619	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,997.38
03/07/2025	631620	BLACK REALTY MANAGEMENT INC	1658	17,384.28
03/07/2025	631621	NAPA AUTO PARTS INC	1014	3,423.31
03/07/2025	631622	NATIONAL COLOR GRAPHICS INC	1455	440.36
03/07/2025	631623	THE AFTERMARKET PARTS COMPANY LLC	1015	177,984.98
03/07/2025	631624	OFFICE DEPOT INC	1483	294.68
03/07/2025	631625	JOEL GILBERTSON	901	96.00
03/07/2025	631626	KATIE SMITH	901	55.00
03/07/2025	631627	THE ARC OF SPOKANE REP PAYEE	901	30.00
03/07/2025	631628	PHOENIX MOTOR INC	2885	742.18
03/07/2025	631629	PHOENIX MOTOR INC	2885	29.19
03/07/2025	631630	PLATT ELECTRIC SUPPLY	1517	227.10
03/07/2025	631631	NEWS RADIO 920	2318	2,500.00
03/07/2025	631632	RILEY ENGINEERING INC	2928	4,611.87
03/07/2025	631633	ROMAINE ELECTRIC CORPORATION	1548	1,830.43
03/07/2025	631634	S T A - WELL	1557	597.50
03/07/2025	631635	SBA TOWERS II LLC	1569	2,636.43
03/07/2025	631636	SIX ROBBLEES INC	1017	315.02
03/07/2025	631637	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	6,064.59
03/07/2025	631638	SPECIAL MOBILITY SERVICES	2122	29,830.44
03/07/2025	631639	SPOKANE HOUSE OF HOSE INC	1605	710.05
03/07/2025	631640	SPOKANE POWER TOOL	1608	592.83
03/07/2025	631641	STONEWAY ELECTRIC SUPPLY CO	1633	23.41
03/07/2025	631642	SUMMIT LAW GROUP PLLC	1637	2,137.00
03/07/2025	631643	THERMO KING NORTHWEST	1650	234.96
03/07/2025	631644	TRANSPORTATION CHOICES COALITION	1668	8,000.00
03/07/2025	631645	TRAPEZE SOFTWARE GROUP	1669	236,158.34
03/07/2025	631646	TRAPEZE SOFTWARE GROUP	1669	272,486.92
03/07/2025	631647	U S POSTAL SERVICE	1680	350.00
03/07/2025	631648	ULINE INC	2401	1,345.95
03/07/2025	631649	UNIFIRST CORPORATION	2868	4,619.55
03/07/2025	631650	UNITED PARCEL SERVICE INC	1683	67.89
03/07/2025	631651	UNITED WAY OF SPOKANE COUNTY	1684	105.00
03/07/2025	631652	US DEPT OF THE TREASURY	2950	95.25
03/07/2025	631653	USABLE	2988	27,512.22
03/07/2025	631654	USSC ACQUISITION CORP	1676	248.31
03/07/2025	631655	JEFFREY OIEN	2155	61.09
03/07/2025	631656	CARACAL ENTERPRISES LLC	2419	20.20
03/07/2025	631657	VERICOM LLC	1865	2,950.00
03/07/2025	631658	VOITH US INC	2460	2,418.14
03/07/2025	631659	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,736.93
03/07/2025	631660	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	5,456.74
03/07/2025	631661	WALTER E NELSON CO	1721	416.06
03/07/2025	631662	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.14
03/07/2025	631663	WENDLE MOTORS INCORPORATED	1021	796.16
03/07/2025	631664	WESTERN STATES EQUIPMENT	1740	49.53
03/07/2025	631665	THE W.W. WILLIAMS COMPANY	2870	1,145.62
03/10/2025	631666	THE SOCIETY FOR THE FRIENDLY SONS OF	2992	125.00
03/11/2025	631667	CITY OF SPOKANE	1601	729.30
03/14/2025	631668	4IMPRINT INC	1263	9,776.18
03/14/2025	631669	INLAND WELDING SUPPLY INC	1032	164.61
03/14/2025	631670	ASH & ROWAN HARDWARE LLC	2278	16.90
03/14/2025	631671	JANT GROUP II	2263	19.58
03/14/2025	631672	AMAZON CAPITAL SERVICES INC	2098	1,346.42
03/14/2025	631673	STEVEN W NILES JR	2276	39.17
03/14/2025	631674	NORTHWEST INDUSTRIAL SERVICES LLC	1058	446.96
03/14/2025	631675	ARCTIC LIGHTING & ELECTRIC LLC	2100	16,873.00
03/14/2025	631676	NORTHWEST CENTER SERVICES	2271	7,853.69
03/14/2025	631677	ATS INLAND NW LLC	1916	19,151.86
03/14/2025	631678	AVISTA CORPORATION	1081	113,586.08
03/14/2025	631679	BECKWITH & KUFFEL, INC	2919	451.26
03/14/2025	631680	BDI	1022	284.37
03/14/2025	631681	CANON FINANCIAL SERVICES INC	1154	503.56

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/14/2025	631682	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	9,122.62
03/14/2025	631683	CHK AMERICA INC	1155	3,750.00
03/14/2025	631684	CITY OF CHENEY - UTILITY	1158	1,045.08
03/14/2025	631685	CITY OF SPOKANE	1601	504.04
03/14/2025	631686	COFFMAN ENGINEERS INC	1162	4,425.38
03/14/2025	631687	COLEMAN OIL COMPANY LLC.	2683	142,602.49
03/14/2025	631688	COMCAST	1170	685.08
03/14/2025	631689	COSTAR REALTY INFORMATION INC.	2851	979.58
03/14/2025	631690	CORPORATE TRANSLATION SERVICES INC	2158	18.72
03/14/2025	631691	CUMMINS INC	1027	11,532.36
03/14/2025	631692	D'AMATO CONVERSANO INC. P.C.	2718	16,450.00
03/14/2025	631693	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	150.00
03/14/2025	631694	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	13,680.00
03/14/2025	631695	FASTENAL COMPANY	1249	4,383.21
03/14/2025	631696	FP MAILING SOLUTIONS	1878	2,000.00
03/14/2025	631697	FEDEX	1808	405.64
03/14/2025	631698	GORDON TRUCK CENTERS INC	1018	12,965.32
03/14/2025	631699	GALLS LLC	1271	1,451.84
03/14/2025	631700	GENFARE LLC	1268	2,781.90
03/14/2025	631701	GILLIG LLC	1279	2,188.12
03/14/2025	631702	W.W. GRAINGER INC	1285	194.91
03/14/2025	631703	H & H BUSINESS SYSTEMS	1298	2,345.25
03/14/2025	631704	HORIZON DISTRIBUTORS INC	1321	810.34
03/14/2025	631705	INLAND FIRST AID AND SAFETY	2895	718.58
03/14/2025	631706	INSTITUTE FOR TRANSIT OPERATIONS PLANNING	1954	1,100.00
03/14/2025	631707	INSTITUTE FOR TRANSIT OPERATIONS PLANNING	1954	1,100.00
03/14/2025	631708	WILLIAM CORP	1363	888.88
03/14/2025	631709	KIRK'S AUTOMOTIVE INC	1007	96.87
03/14/2025	631710	KREM	2559	1,890.00
03/14/2025	631711	KSKN TELEVISION INC	2577	610.00
03/14/2025	631712	L&M TRUCK SALES INC	2400	390.10
03/14/2025	631713	LOOMIS ARMORED US LLC	1408	3,849.39
03/14/2025	631714	M & L SUPPLY CO INC	1413	37.93
03/14/2025	631715	MENTIONLYTICS LTD	2987	4,199.00
03/14/2025	631716	Q49 SOLUTIONS LLC	2594	27.25
03/14/2025	631717	MOHAWK MANUFACTURING & SUPPLY CO	1011	527.99
03/14/2025	631718	MOTOROLA SOLUTIONS INC	1448	23,508.10
03/14/2025	631719	NAPA AUTO PARTS INC	1014	2,058.61
03/14/2025	631720	NEW FLYER OF AMERICA	1015	9,868.50
03/14/2025	631721	THE AFTERMARKET PARTS COMPANY LLC	1015	12,770.79
03/14/2025	631722	NEW FLYER OF AMERICA INC	2528	707,728.88
03/14/2025	631723	NORLIFT INC	1470	115.46
03/14/2025	631724	NORTH 40 OUTFITTERS	1102	375.67
03/14/2025	631725	TAMMY LYNNE GLIDEWELL	1282	3,108.00
03/14/2025	631726	ONEBRIDGE FSA	2880	240.00
03/14/2025	631727	PHOENIX MOTOR INC	2885	4,526.30
03/14/2025	631728	PHOENIX MOTOR INC	2885	96.15
03/14/2025	631729	ROMAINE ELECTRIC CORPORATION	1548	383.03
03/14/2025	631730	BECKI B COACHING, LLC	2982	7,240.45
03/14/2025	631731	SAM SCHWARTZ CONSULTING LLC	2369	4,495.08
03/14/2025	631732	SAMSARA INC	2872	9,484.50
03/14/2025	631733	THE SHERWIN-WILLIAMS CO	1580	368.19
03/14/2025	631734	SIX ROBBLEES INC	1017	315.02
03/14/2025	631735	SPECIALIZED SERVICES NORTHWEST INC	2226	305.20
03/14/2025	631736	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,050.00
03/14/2025	631737	SPOKANE COUNTY GOOD ROADS ASSOCIATION	1598	350.00
03/14/2025	631738	SPOKANE POWER TOOL	1608	216.92
03/14/2025	631739	SPOKANE VALLEY POWER TOOL	1615	109.75
03/14/2025	631740	THE SPOKESMAN REVIEW	1616	456.74
03/14/2025	631741	SPRAY CENTER ELECTRONICS INC	1619	1,724.38
03/14/2025	631742	STONEWAY ELECTRIC SUPPLY CO	1633	986.32
03/14/2025	631743	TACOMA SCREW PRODUCTS INC.	2708	46.15
03/14/2025	631744	THERMO KING NORTHWEST	1650	446.99
03/14/2025	631745	TRAPEZE SOFTWARE GROUP	1669	85,167.16
03/14/2025	631746	ULINE INC	2401	1,191.74
03/14/2025	631747	UNIFIRST CORPORATION	2868	16,601.04
03/14/2025	631748	VERIZON WIRELESS LLC	1686	16,568.52
03/14/2025	631749	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	905.70
03/14/2025	631750	WALTER E NELSON CO	1721	3,366.25
03/14/2025	631751	WENDLE MOTORS INCORPORATED	1021	1,008.61
03/14/2025	631752	WESCO GROUP LLC	2368	2,647.90
03/14/2025	631753	WESTMATIC CORPORATION	1742	41,414.15

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/14/2025	631754	WEX BANK	2642	15,560.62
03/14/2025	631755	THE W.W. WILLIAMS COMPANY	2870	3,075.78
03/14/2025	631756	WASHINGTON STATE TRANSIT ASSOC	1715	175.00
03/14/2025	631757	ZAYO GROUP LLC	2321	40,994.17
03/14/2025	631758	ZIPLINE COMMUNICATIONS INC	2492	3,735.00
03/14/2025	631715-VOID	MENTIONLYTICS LTD	2987	(4,199.00)
03/21/2025	631759	ACCESS INFORMATION HOLDINGS	2340	658.85
03/21/2025	631760	ASH & ROWAN HARDWARE LLC	2278	29.06
03/21/2025	631761	CBS REPORTING INC	1035	884.50
03/21/2025	631762	IRIS GROUP HOLDINGS	2462	38,144.45
03/21/2025	631763	AFSCME	1328	696.76
03/21/2025	631764	AFSCME	1328	114.00
03/21/2025	631765	UNIVERSAL PROTECTION SERVICE LP	2338	92,157.44
03/21/2025	631766	AMAZON CAPITAL SERVICES INC	2098	3,270.39
03/21/2025	631767	APS INC	1841	758.13
03/21/2025	631768	ARCTIC LIGHTING & ELECTRIC LLC	2100	7,488.00
03/21/2025	631769	NORTHWEST CENTER SERVICES	2271	61,631.16
03/21/2025	631770	AMALG TRANSIT UNION #1015	1055	26,925.66
03/21/2025	631771	AMALG TRANSIT UNION #1598	1056	1,142.52
03/21/2025	631772	AMALGAMATED TRANSIT UNION	1057	199.36
03/21/2025	631773	AVISTA CORPORATION	1081	3,683.33
03/21/2025	631774	BATTERY SYSTEMS INC	1089	373.09
03/21/2025	631775	THE BRAUN CORPORATION	1117	95.70
03/21/2025	631776	BUDINGER & ASSOCIATES INC	2149	7,376.70
03/21/2025	631777	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,492.85
03/21/2025	631778	CAMERON-REILLY LLC	1137	377,669.22
03/21/2025	631779	LITHIA MOTORS SUPPORT SERVICES	1024	610.54
03/21/2025	631780	CANON FINANCIAL SERVICES INC	1154	1,315.94
03/21/2025	631781	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
03/21/2025	631782	CDW-GOVERNMENT	1132	1,707.39
03/21/2025	631783	QWEST CORPORATION	1148	236.88
03/21/2025	631784	NCH CORPORATION	2853	1,827.29
03/21/2025	631785	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
03/21/2025	631786	CITY OF SPOKANE	1601	858.16
03/21/2025	631787	CITY OF SPOKANE	1601	3,130.78
03/21/2025	631788	COLEMAN OIL COMPANY LLC.	2683	73,402.51
03/21/2025	631789	COMPENSATION CONNECTIONS LLC	2724	240.00
03/21/2025	631790	COMPUNET INC	1166	2,293.91
03/21/2025	631791	DOW JONES & COMPANY	2698	187.48
03/21/2025	631792	EMPLOYEE ADVISORY COUNCIL	1236	766.50
03/21/2025	631793	EARTHWORKS RECYCLING INC.	2816	222.50
03/21/2025	631794	EL JAY OIL CO INC	1003	1,658.22
03/21/2025	631795	FASTENAL COMPANY	1249	270.21
03/21/2025	631796	FERGUSON ENTERPRISES INC	1252	1,179.03
03/21/2025	631797	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,206.81
03/21/2025	631798	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,397.70
03/21/2025	631799	FIRST TRANSIT INC	2430	588,176.97
03/21/2025	631800	V02 COLLECTION INC.	2860	174.40
03/21/2025	631801	FEDEX	1808	385.23
03/21/2025	631802	AL FRENCH	1266	1,729.45
03/21/2025	631803	GALLS LLC	1271	6,879.67
03/21/2025	631804	GILLIG LLC	1279	13,522.55
03/21/2025	631805	GLOBAL EQUIPMENT COMPANY INC	1280	421.39
03/21/2025	631806	W W GRAINGER INC	1285	12.08
03/21/2025	631807	W.W. GRAINGER INC	1285	531.18
03/21/2025	631808	H & H BUSINESS SYSTEMS	1298	902.31
03/21/2025	631809	ARCADIS A CALIFORNIA PARTNERSHIP	1336	32,706.45
03/21/2025	631810	IHEART MEDIA ENTERTAINMENT INC	2639	3,000.00
03/21/2025	631811	IL DCS AND FAMILY SERVICES	2768	276.53
03/21/2025	631812	INLAND EMPIRE UTILITY COORDINATING COUNCIL INC	2595	69.00
03/21/2025	631813	WILLIAM CORP	1363	167.50
03/21/2025	631814	KERSHAW'S INC	1374	458.47
03/21/2025	631815	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,440.14
03/21/2025	631816	KHQ - SPOKANE	2575	2,505.00
03/21/2025	631817	L&E PARK LLC	2391	4,347.28
03/21/2025	631818	LITHOGRAPHIC REPRODUCTIONS INC	1403	5,213.47
03/21/2025	631819	LOWE'S COMPANIES, INC	2913	485.52
03/21/2025	631820	MACON SUPPLY INC	2573	463.26
03/21/2025	631821	MAGALDI & MAGALDI INC	1416	877.62
03/21/2025	631822	Q49 SOLUTIONS LLC	2594	75.21
03/21/2025	631823	MOHAWK MANUFACTURING & SUPPLY CO	1011	661.10
03/21/2025	631824	MOTION AUTO SUPPLY INC	1012	996.70

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
03/21/2025	631825	MUNCIE RECLAMATION AND SUPPLY CO	1013	5,169.31
03/21/2025	631826	BLACK REALTY MANAGEMENT INC	1658	52,666.08
03/21/2025	631827	NAPA AUTO PARTS INC	1014	8,703.46
03/21/2025	631828	NATIONAL COLOR GRAPHICS INC	1455	422.92
03/21/2025	631829	THE AFTERMARKET PARTS COMPANY LLC	1015	5,067.32
03/21/2025	631830	NEW PIG CORPORATION	1462	1,876.34
03/21/2025	631831	NORTH 40 OUTFITTERS	1102	95.00
03/21/2025	631832	PACIFIC OFFICE SOLUTIONS	2288	774.34
03/21/2025	631833	PARAMETRIX INC	2062	357,294.12
03/21/2025	631834	PROVISIONAL SERVICES INC.	2697	1,269.48
03/21/2025	631835	PURE FILTRATION PRODUCTS INC	1531	1,234.04
03/21/2025	631836	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	519.68
03/21/2025	631837	REHN & ASSOCIATES	2395	261.00
03/21/2025	631838	ROMAINE ELECTRIC CORPORATION	1548	546.70
03/21/2025	631839	S T A - WELL	1557	594.50
03/21/2025	631840	SAFETY-KLEEN SYSTEMS INC	1564	486.14
03/21/2025	631841	BECKI B COACHING, LLC	2982	6,451.56
03/21/2025	631842	SENSKE LAWN & TREE CARE INC	2194	107.91
03/21/2025	631843	SPECIAL MOBILITY SERVICES	2122	22,841.57
03/21/2025	631844	SPOKANE COUNTY TREASURER	1603	21,452.56
03/21/2025	631845	DGT ENTERPRISES LLC	2670	13,433.20
03/21/2025	631846	SPOKANE VALLEY POWER TOOL	1615	161.13
03/21/2025	631847	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	90.00
03/21/2025	631848	SUN SUPPLY INC.	2710	3,461.10
03/21/2025	631849	TERMINAL SUPPLY INC	1648	226.97
03/21/2025	631850	TITAN TRUCK EQUIPMENT INC	1655	217.80
03/21/2025	631851	TRAPEZE SOFTWARE GROUP	1669	50,258.82
03/21/2025	631852	TWILIO INC	2994	693.98
03/21/2025	631853	UNIFIRST CORPORATION	2868	5,914.19
03/21/2025	631854	UNITED WAY OF SPOKANE COUNTY	1684	100.00
03/21/2025	631855	US DEPT OF THE TREASURY	2950	114.25
03/21/2025	631856	USABLE	2988	27,582.25
03/21/2025	631857	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,698.19
03/21/2025	631858	WALTER E NELSON CO	1721	5,963.78
03/21/2025	631859	WASHINGTON ASSOC OF PUBLIC RECORDS OFFICERS	1725	50.00
03/21/2025	631860	WASHINGTON STATE DEPARTMENT OF TRANSPORTATI	1709	533.18
03/21/2025	631861	WESCO GROUP LLC	2368	1,957.39
03/21/2025	631862	THE W.W. WILLIAMS COMPANY	2870	250.06
03/21/2025	631863	WASHINGTON STATE TRANSIT ASSOC	1715	700.00
03/28/2025	631864	ALCOBRA METALS INC	2140	1,086.47
03/28/2025	631865	ALLIANT INSURANCE SERVICES INC	1914	166,383.00
03/28/2025	631866	AMAZON CAPITAL SERVICES INC	2098	3,177.23
03/28/2025	631867	STEVEN W NILES JR	2276	22.63
03/28/2025	631868	NORTHWEST INDUSTRIAL SERVICES LLC	1058	542.70
03/28/2025	631869	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,920.00
03/28/2025	631870	AVISTA CORPORATION	1081	855.50
03/28/2025	631871	B & H FOTO & ELECTRONICS CORP	1082	1,815.40
03/28/2025	631872	CONTINENTAL BATTERY COMPANY	2915	110.84
03/28/2025	631873	BATTERY SYSTEMS INC	1089	344.44
03/28/2025	631874	BIXBY MACHINE TOOL SUPPLY INC	1106	57.10
03/28/2025	631875	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
03/28/2025	631876	THE BRAUN CORPORATION	1117	315.04
03/28/2025	631877	BDI	1022	651.58
03/28/2025	631878	BULLDOG ROOTER INC	1126	167.86
03/28/2025	631879	LITHIA MOTORS SUPPORT SERVICES	1024	1,947.34
03/28/2025	631880	CANON FINANCIAL SERVICES INC	1154	2,343.58
03/28/2025	631881	CDW-GOVERNMENT	1132	3,605.12
03/28/2025	631882	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	12,824.35
03/28/2025	631883	KELLY S SMITH JOHNSTON	2946	750.00
03/28/2025	631884	COFFMAN ENGINEERS INC	1162	45,501.19
03/28/2025	631885	COLEMAN OIL COMPANY LLC.	2683	173,278.19
03/28/2025	631886	COMPUNET INC	1166	16,823.90
03/28/2025	631887	CROWN CASTLE INTERNATIONAL CORP.	2733	2,366.83
03/28/2025	631888	CUMMINS INC	1027	9,204.00
03/28/2025	631889	THE WHALLEY GLASS CO	1028	3,900.00
03/28/2025	631890	D'AMATO CONVERSANO INC. P.C.	2718	15,375.00
03/28/2025	631891	EL JAY OIL CO INC	1003	35,448.00
03/28/2025	631892	ENERGY CONTROL TECHNOLOGIES	2959	844.70
03/28/2025	631893	FASTENAL COMPANY	1249	1,438.91
03/28/2025	631894	V02 COLLECTION INC.	2860	2,816.87
03/28/2025	631895	FRANCOTYP-POSTALIA INC	1878	340.08
03/28/2025	631896	BUSINESS INTERIORS OF IDAHO	2715	1,387.41

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03/28/2025	631897	FEDEX	1808	390.76
03/28/2025	631898	GORDON TRUCK CENTERS INC	1018	10,896.56
03/28/2025	631899	GALLS LLC	1271	6,051.81
03/28/2025	631900	GENFARE LLC	1268	2,004.14
03/28/2025	631901	GILLIG LLC	1279	38,990.45
03/28/2025	631902	H & H BUSINESS SYSTEMS	1298	417.57
03/28/2025	631903	KIRK'S AUTOMOTIVE INC	1007	1,085.63
03/28/2025	631904	KPFF INC	2510	82,135.27
03/28/2025	631905	LITHOGRAPHIC REPRODUCTIONS INC	1403	506.85
03/28/2025	631906	LOWE'S COMPANIES, INC	2913	104.17
03/28/2025	631907	MAGALDI & MAGALDI INC	1416	2,730.55
03/28/2025	631908	MICHELIN NORTH AMERICA INC	2325	53,113.37
03/28/2025	631909	MOHAWK MANUFACTURING & SUPPLY CO	1011	3,604.14
03/28/2025	631910	MOTION AUTO SUPPLY INC	1012	190.23
03/28/2025	631911	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,667.78
03/28/2025	631912	NAPA AUTO PARTS INC	1014	15,576.95
03/28/2025	631913	NATIONAL COLOR GRAPHICS INC	1455	11,974.27
03/28/2025	631914	THE AFTERMARKET PARTS COMPANY LLC	1015	16,531.10
03/28/2025	631915	NEW FLYER OF AMERICA INC	2528	1,415,457.76
03/28/2025	631916	CSWW INC	1102	1,532.96
03/28/2025	631917	NORTH 40 OUTFITTERS	1102	431.48
03/28/2025	631918	NORTH 40 OUTFITTERS	1102	169.59
03/28/2025	631919	CSWW INC	1102	267.02
03/28/2025	631920	OFFICE DEPOT INC	1483	112.32
03/28/2025	631921	Mike Jones	903	10.35
03/28/2025	631922	AMERIDIAN INDUSTRIES LLC	2997	1,002.95
03/28/2025	631923	PHOENIX MOTOR INC	2885	2,395.54
03/28/2025	631924	PROVISIONAL SERVICES INC.	2697	443.70
03/28/2025	631925	RAE-COR DISTRIBUTING LLC	1533	2,273.20
03/28/2025	631926	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	949.35
03/28/2025	631927	ROMAINE ELECTRIC CORPORATION	1548	431.39
03/28/2025	631928	S & A SYSTEMS INC	2223	17,370.24
03/28/2025	631929	BECKI B COACHING, LLC	2982	23,500.00
03/28/2025	631930	SAM SCHWARTZ CONSULTING LLC	2369	2,545.62
03/28/2025	631931	SIX ROBBLEES INC	1017	776.31
03/28/2025	631932	SPOKANE POWER TOOL	1608	820.97
03/28/2025	631933	SPOKESMAN REVIEW	1616	624.00
03/28/2025	631934	ARCUS CORPORATION	1856	1,234.00
03/28/2025	631935	SUMMIT LAW GROUP PLLC	1637	1,780.00
03/28/2025	631936	UNIFIRST CORPORATION	2868	140.60
03/28/2025	631937	VERITECH INC	2049	734.00
03/28/2025	631938	VOITH US INC	2460	2,321.29
03/28/2025	631939	WALTER E NELSON CO	1721	2,822.62
03/28/2025	631940	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.40
03/28/2025	631941	WENDLE MOTORS INCORPORATED	1021	92.58
03/28/2025	631942	WESCO GROUP LLC	2368	2,091.35
03/28/2025	631943	WHITES BOOTS INC	1744	558.07
03/28/2025	631944	THE W.W. WILLIAMS COMPANY	2870	25,265.47
03/28/2025	631945	VERIZON	2142	3,925.39
03/27/2025	631946	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,091.33
03/27/2025	631947	DELTA DENTAL OF WASHINGTON	1726	69,670.07
03/27/2025	631948	IDAHO STATE TAX COMMISSION	2504	6,741.43
03/27/2025	631949	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	436,742.48
03/27/2025	631950	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	92,637.64
03/27/2025	631951	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	46,370.78
03/27/2025	631952	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	6,271.40
03/27/2025	631953	NATIONAL COLOR GRAPHICS INC	1455	4,792.42
03/27/2025	631954	DVM INSURANCE AGENCY	2592	1,350.54
03/27/2025	631955	PREMERA BLUE CROSS	1521	426,973.83
03/27/2025	631956	PROFESSIONAL SERVICE BUREAU INC	2883	75.00
03/27/2025	631957	VALLEY EMPIRE COLLECTION	1688	324.48
TOTAL MARCH ACCOUNTS PAYABLE				7,935,757.76
3/1/2025-3/31/2025	ACH	WORKER'S COMPENSATION	2286	110,545.96
TOTAL MARCH WORKER'S COMPENSATION DISBURSEMENTS				110,545.96
03/07/2025	731020-731042	PAYROLL AND TAXES PR 05, 2025	VARIES	2,857,964.87
03/21/2025	731043-731063	PAYROLL AND TAXES PR 06, 2025	VARIES	2,174,277.54
TOTAL MARCH PAYROLL AND TAXES				5,032,242.41

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03/20/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	10,908.52
TOTAL MARCH EXCISE AND LEASEHOLD TAX DISBURSEMENT				10,908.52
TOTAL MARCH DISBURSEMENTS FROM TO1 ACCOUNTS				13,089,454.65
TOTAL MARCH DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MARCH DISBURSEMENTS TO1 & TO5 ACCOUNTS				13,089,454.65

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jordan Hayes-Horton, Senior Procurement Manager

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

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

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20241748	Fire System Repair	Johnson Controls Fire Protection	\$345.17	8/22/2024
20241972	Generator Troubleshooting & Repair	Western States Equipment	\$7,371.11	1/3/2025
25000059	Main Drain Hydro-Jetting	Clean Harbors	\$20,502.36	1/26/2025
20250514	Plaza Rm P222C Data & Electrical	Arctic Lighting & Electric, LLC	\$7,848.00	3/11/2025
20242768	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$1,503.11	3/11/2025
20250117	Plaza Rm P222A New Carpet	Great Floors, LLC	\$22,097.28	3/14/2025
20250132	Plaza Rm P222A Data Ports	Arctic Lighting & Electric, LLC	\$8,175.00	3/27/2025
20250681	Air Duct Cleaning – Parts Room	CleanCo Carpet & Air Duct Cleaning	\$9,871.04	3/31/2025

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 // Chief Executive Officer KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 8E : 2022 SERVICE CHANGE BUS STOPS PHASE 2: FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

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

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

Public Works Contract for:	2022 Service Change Bus Stops Phase 2 Contract #2023-10804
Capital Project Number:	743
Contractor:	Cameron-Reilly, LLC.
Construction Start:	May 3, 2023
Substantial Completion:	April 16, 2024
Final Completion:	April 16, 2024
Scope of Work:	Construction included improvements to twenty-one (21) new and existing bus stops to support the 2022 Service Change which included traffic control, demolition, grading, earthwork, concrete placement, asphalt paving, landscape restoration, and signage installation.

Contract Authority, Including Contingency		\$758,400.00
Awarded Construction Contract		\$632,000.00
Additive Change Orders (Applied Contingency)		\$10,314.39
Deductive Change Orders		\$99,802.35
Total Final Contract Value		\$542,512.04
Unspent		\$215,887.96

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Cameron-Reilly, LLC for the 2022 Service Change Bus Stops Phase 2 contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 9A : CONNECT 2035 STRATEGIC PLAN: INITIATIVE SEQUENCING APPROVAL
(RESOLUTION)

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Spokane Transit's Connect 2035 Strategic Plan is the roadmap for investments to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started with the sequencing of the plan's initiatives. Staff will provide a review of the March 20, 2025, Board Workshop, the redlined version of the Appendix with implementation dates included, and a draft Board resolution to approve the proposed sequencing for Connect 2035.

BACKGROUND: The Planning & Development Committee has been at the forefront of the Board's development of STA's new ten-year strategic plan, Connect 2035. While it was adopted at the December 19, 2024, STA Board meeting, and it does identify general timeframes for delivery of each initiative, strategic plans like this need a more detailed implementation sequence to set internal and community expectations.

March 20, 2025 - Board Workshop

Staff conducted a review of the sequencing considerations, how the sequencing achieves the stated outcomes, and the proposed eras that staff see for the plan over the next ten years.

Several poll questions for Board members were provided to help clarify where Board members sit regarding certain key issues at this moment in time. Board members generally believed that STA was well prepared to manage financial risks and uncertainties but wanted to see STA communicate thoughtfully about a future ballot measure while preparing for a scenario where a ballot measure didn't pass. On the timing of a future ballot measure, the board was generally split between 2026 and 2027.

The Board was comfortable with the eras that staff identified for the plan over the next ten years and were most excited by more shelters, lighting and Division Street BRT. As for the top two outcomes that Board members found the most compelling for the region, Outstanding Door-to-Door Experience and Resilient Organization were the top two outcomes identified, followed closely by Thriving Economy.

Staff will review the workshop outcomes, the draft resolution and its accompanying exhibit A (redlined Appendix A to the Connect 2035 plan). Additionally, attached information includes the Connect 2035 Initiatives Outcomes and 2025 Shelter Installations that were provided to the Planning and Development Committee following requests at the workshop.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the identification of implementation years for the core investments and initiatives of the Connect 2035 Strategic Plan, by amending Appendix of the plan as presented.

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

RECOMMENDATION TO BOARD: Approve, by Resolution #836-25, the identification of implementation years for the core investments and initiatives of the Connect 2035 Strategic Plan, by amending Appendix of the plan as presented.

FINAL REVIEW FOR BOARD BY:

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

RESOLUTION NO. 836-25

A RESOLUTION FOR THE PURPOSE OF AMENDING THE APPENDIX TO THE CONNECT 2035 STRATEGIC PLAN

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors adopted Resolution 831-24 on December 19, 2024, a plan entitled *Connect 2035* ("The Plan"); and,

WHEREAS, STA engaged the STA Board of Directors, community stakeholders, employers, customers, and the public to identify community public transportation needs and priorities for the next decade;

WHEREAS, the STA Board of Directors identified three core investments - Division Street Bus Rapid Transit, Zero Emission Vehicle Transition Plan, and the Facilities Master Plan – to be incorporated in the plan;

WHEREAS, the STA Board of Directors identified projects, initiatives, and investments to maintain and improve public transit in the Spokane region;

WHEREAS, the STA Board of Directors recognizes the need to update the Plan's Appendix with the delivery years for each identified Initiative to set public accountability, provide internal direction and agreement on prioritization, and to enable a realistic and actionable timeline; and,

WHEREAS, the Connect 2035 Strategic Plan is consistent with the policies of Connect Spokane, STA's comprehensive plan for public transportation.

WHEREAS, Exhibit A attached and incorporated herein represents the relevant sequencing and timeline of core investments and initiatives of the Connect 2035 Strategic Plan.

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

Section 1. The STA Board of Directors hereby adopts the changes set forth in Exhibit A to be incorporated into the appendix of the Connect 2035 Strategic Plan.

Section 2. The STA Board of Directors hereby authorizes and directs the Chief Executive Officer to carry out the Connect 2035 Strategic Plan and take all action necessary and proper to effectuate the foregoing.

Section 3. Upon the approval of the Board of Directors, the Chief Executive Officer with assistance of legal counsel is authorized to make necessary corrections to this Resolution or its Exhibit(s), including but not limited to the correction of scrivener's/clerical errors, references, resolution number, section/subsection numbers, and any references thereto

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 17th day of April 2025.

Attest:

Dana Infalt
Clerk of the Authority

Pam Haley
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

Goal: Deliver the Core Investments

Initiative	Partner Agencies	Cost Category	Project Delivery Timeframe- Duration	Implementation Year Delivery
Implement the Division Street Bus Rapid Transit project	WSDOT City of Spokane SRTC	\$\$\$\$	5+ Years	2030
Implement the Zero-Emission Vehicle Transition Plan (ZEVTP)	Avista New Flyer Proterra Spokane Regional Clean Air Agency	\$\$\$\$	5+ Years	2027-2035
<i>ZEVTP 1. Additional charging infrastructure</i>				2027-2028
<i>ZEVTP2. Resume purchase of Fixed-Route ZEV</i>				2029-2035
Implement the Facilities Master Plan (FMP) to create a Clean Energy Campus	Avista Other utility providers Spokane Regional Clean Air Agency	\$\$\$\$	5+ Years	2032
<i>FMP 1. Build out Plaza public space</i>				2027
<i>FMP 2. Open Training Facility</i>				2029
<i>FMP 3. Clean Energy Campus #1</i>				2032

DRAFT CONNECT 2035 APPENDIX

Goal 1: Elevate the Customer Experience

Initiative	Partner Agencies	Cost Category	Project-Delevery-Timeframe-Duration	Implementation-Year-Delivery
Implement the fixed route network optimization (additional night/weekend service on high-performing routes, updating service in Spokane Valley, reaching new job centers)	Spokane Valley Major regional employers	\$	2-3 Years	2025-2028 ^m
Pilot a safety ambassador program with trained personnel on buses and at facilities	DSP	\$\$\$	Up to 2 Years	2025-2028 ^p
Implement online scheduling for paratransit trips		\$	Up to 2 Years	2025
Install lighting at all sheltered stops		\$\$	2-3 Years	2026-2031 ^o
Install shelters at all stops with more than 25 daily boardings		\$\$\$	2-3 Years	2026-2031 ^o
Upgrade Route 33 - Wellesley to High Performance Transit (infrastructure)	City of Spokane	\$\$\$	3-5 Years	2026-2030 ^m
Implement a Mobility-on-Demand pilot in North Spokane Valley	Spokane Valley	\$\$	Up to 2 Years	2027-2029 ^p
Implement a Mobility-on-Demand pilot in Latah Valley	City of Spokane	\$\$	Up to 2 Years	2027-2029 ^p
Implement a Mobility-on-Demand pilot in Liberty Lake	Liberty Lake	\$\$	Up to 2 Years	2028-2030 ^p
Implement a Mobility-on-Demand pilot in unincorporated portions of the West Plains	Spokane County	\$\$	Up to 2 Years	2029-2031 ^p
Implement a Mobility-on-Demand pilot in Northeast Spokane	Spokane County	\$\$	Up to 2 Years	2030-2032 ^p
Develop a mobility on demand program for targeted geographic locations and trip types not well-served by the fixed-route network	HSPs CBOs	\$\$	Up to 2 Years	2028-2030 ^p
Conduct planning and design for future HPT corridors: Route 61 - Highway 2/Fairchild	Fairchild Airforce Base Airway Heights Spokane Airport	\$\$	3-5 Years	2031 ^d
Conduct planning and design for future HPT corridors: extend Route 90 - Sprague to the Appleway Park-n-Ride	Liberty Lake Spokane Valley	\$\$	3-5 Years	2032 ^d
Conduct planning and design for future HPT corridors: extend Division St. BRT to a potential new transit center in Mead	Mead	\$\$	3-5 Years	2035 ^d
Evaluate opportunities for high-capacity transit, appropriate service modes, and the greatest corridors of opportunity		\$\$	Up to 2 Years	2034 ^d

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

DRAFT CONNECT 2035 APPENDIX

Goal 2: Lead and collaborate with community partners to enhance the quality of life in our region.

Initiative	Partner Agencies	Cost Category	Delivery- Timeframe- Duration	Implementation- Year Delivery
Fund station area TOD planning efforts in partnership with municipalities	Municipal partners in PTBA	\$	Up to 2 Years	2027-2032 ^o
Pilot an eligibility-based reduced fare program for riders experiencing low incomes	CBOs HSPs Social Service Agencies	\$	Up to 2 Years	2025-2028 ^p
Increase programs teaching new riders to use the bus, including partnerships with CBOs	CBOs	\$	Up to 2 Years	2026-2027 ^o
Establish a CBO network to support and strengthen STA's community engagement efforts focused on underrepresented communities	CBOs	\$	Up to 2 Years	2025-2027 ^o
Expand outreach to employers to educate about the benefit of transit and STA's service options	Major regional employers Chambers of Commerce/Econ. Dev Commute Smart Northwest	\$	Up to 2 Years	2027-2028 ^o
Increase educational efforts to raise awareness of service information in languages other than English and ability to request translations	CBOs	\$	Up to 2 Years	2027-2028 ^o
Identify locations for installation of signage (and other rider resources) in languages other than English	CBOs	\$	2-3 Years	2027-2029 ^m
Work with event organizers to integrate transit fare into event tickets	DSP GSI PFD Visit Spokane Event Venues	\$	Up to 2 Years	2027-2029 ^m
Work with Visit Spokane, hotels, and event organizers to develop partnerships and enhance information for visitors	Visit Spokane DSP PFD	\$	Up to 2 Years	2028-2029 ^m
Work with partners to expand access to public electric vehicle charging at STA facilities	SRTC Avista	\$\$\$	2-3 Years	2029-2031 ^m

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

DRAFT CONNECT 2035 APPENDIX

Goal 3: Strengthen our capacity to anticipate and respond to the demands of the region

Initiative	Partner Agencies	Cost Category	Delivery- Timeframe- Duration	Implementation- Year Delivery
Make targeted investments in staffing to expand competencies in support of strategic internal and external initiatives		\$\$\$	2-3 Years	2026-2029 ^o
Upgrade our Computer-Aided Dispatch / Automatic Vehicle Location systems to enable more accurate real-time information		\$\$	Up to 2 Years	2025-2026 ^m
Implement telematics in all STA fleet vehicles to increase safety, efficiency, and opportunities for expanded operator training		\$\$\$	3-5 Years	2025-2027 ^m
Purchase a customer relationship management system to streamline customer interactions and improve service delivery		\$\$	Up to 2 Years	2027 ^d
Establish an organizational development program		\$\$	Up to 2 Years	2028 ^d
Enhance internal employee engagement and communications efforts to retain STA talent		\$	Up to 2 Years	2025-2027 ^m
Invest in our operators by upgrading break rooms and amenities, expanding access to high-quality restrooms along routes, and developing new operator support systems		\$\$	2-3 Years	2026-2028 ^m
Increase transparency by developing user-friendly, public-facing dashboards for key performance indicators and making it easier to access and use publicly available data		\$	Up to 2 Years	2026 ^d

d = year of deliverable

m = multi-year project with incremental improvements

o = ongoing project with key timeframe identified

p = pilot project with a fixed timeframe identified

Connect 2035 Initiatives Matrix

DRAFT

Initiatives	Outcomes					
	Outstanding Door-to-Door Experience	Connected Communities	Equitable Impact	Thriving Economy	Healthy Environment	Resilient Organization
Implement the Zero-Emission Vehicle Transition Plan						
Implement the Facilities Master Plan to create a Clean Energy Campus						
Implement the Division Street Bus Rapid Transit project						
Pilot a safety ambassador program with trained personnel on buses and at facilities	●		●		●	●
Pilot an eligibility-based reduced fare program for riders experiencing low incomes	●		●		●	●
Upgrade our Computer-Aided Dispatch / Automatic Vehicle Location systems to enable more accurate real-time information	●			●	●	●
Implement online scheduling for paratransit trips	●		●			●
Implement telematics in all STA fleet vehicles to increase safety, efficiency, and opportunities for expanded operator training	●		●		●	●
Establish an organizational development plan	●	●	●			●
Invest in our operators by upgrading break rooms and amenities, expanding access to high-quality restrooms along routes, and developing new operator support systems	●		●		●	●
Establish a CBO network to support and strengthen STA's community engagement efforts focused on underrepresented communities	●		●	●	●	●
Increase transparency by developing user-friendly, public-facing dashboards for key performance indicators and making it easier to access and use publicly available data	●		●			●
Make targeted investments in staffing to expand competencies in support of strategic internal and external initiatives	●	●	●	●	●	●
Enhance internal employee engagement and communications efforts to retain STA talent	●	●	●			●
Implement a Mobility-on-Demand pilot in North Spokane Valley	●	●		●	●	
Implement a Mobility-on-Demand pilot in Latah Valley	●	●		●	●	
Implement the fixed route network optimization (additional night/weekend service on high-performing routes, updating service in Spokane Valley, reaching new job centers)	●	●	●	●	●	
Upgrade Route 33 - Wellesley to High Performance Transit (infrastructure)	●		●		●	●
Increase programs teaching new riders to use the bus, including partnerships with CBOs	●		●	●	●	●
Purchase a customer relationship management system to streamline customer interactions and improve service delivery	●		●	●		●
Install lighting at all sheltered stops	●		●		●	●
Install shelters at all stops with more than 25 daily boardings	●		●		●	●
Identify locations for installation of signage (and other rider resources) in languages other than English	●		●			●
Expand outreach to employers to educate about the benefit of transit and STA's service options	●		●	●		●
Increase educational efforts to raise awareness of service information in languages other than English and ability to request translations	●		●	●	●	●
Fund station area TOD planning efforts in partnership with municipalities	●	●	●	●	●	●
Develop a mobility on demand program for targeted geographic locations and trip types not well-served by the fixed-route network	●		●			●
Work with Visit Spokane, hotels, and event organizers to develop partnerships and enhance information for visitors	●			●	●	●
Implement a Mobility-on-Demand pilot in Liberty Lake	●	●		●	●	
Work with event organizers to integrate transit fare into event tickets	●			●	●	●
Implement a Mobility-on-Demand pilot in unincorporated portions of the West Plains	●	●		●	●	
Work with partners to expand access to public electric vehicle charging at STA facilities	●		●		●	●
Conduct planning and design for future HPT corridors: Route 61 - Highway 2/Fairchild	●	●	●	●	●	
Conduct planning and design for future HPT corridors: extend Route 90 - Sprague to the Appleway Park-n-Ride	●	●	●	●	●	
Implement a Mobility-on-Demand pilot in Northeast Spokane	●	●		●	●	
Conduct planning and design for future HPT corridors: extend Division St. BRT to a potential new transit center in Mead	●	●	●	●	●	
Evaluate opportunities for high-capacity transit, appropriate service modes, and the greatest corridors of opportunity	●	●	●			●

Goal 1
Goal 2
Goal 3

2025 Planned Shelter Installations

Subject to permits and ROW requirements. Subject to change.

Stop ID	Location	Routes	Direction
1184	Pettet @ Augusta	21 / 36	NB
1217	Maple @ Maxwell	23 / 22	NB
1267	Ash @ Montgomery	23 / 22	SB
1272	Ash @ Maxwell	23 / 22	SB
1366	Indian Trail @ Barnes	23 / 223	SB
1381	Francis @ Alberta	23 / 35 / 223	EB
1397	Ash @ Grace	23 / 223	SB
1399	Ash @ Northwest Blvd	23	SB
1653	Nevada @ Empire	28	SB
1664	Hamilton @ Mission	28	SB
2153	Sunset @ Cannon	7 / 61	WB
2342	29th @ Grand	4	EB
2383	Washington @ 6th	4	NB
2400	Regal @ 37th	4	SB
2567	Hayford @ 9th Av	61 / 65	SB
2862	Sprague @ Freya	9	EB
2865	Sprague @ Havana	9	EB
2911	Sullivan @ Broadway	97	NB
2980	Sprague @ Thierman	9	WB
2985	Sprague @ Carnahan	9	WB
2993	Sprague @ Freya	9	WB
3257	5th @ Thor	94	WB
3306	Monroe @ Summit Pkwy	4 / 21 / 22 / 23	NB
3601	Nevada @ Magnesium	38 / 31	SB
3620	Nevada @ Lyons	28	SB
4009	Indiana @ Pines	7 / 771	WB
4119	57th @ Hailee	4	WB
4594	Elm St. @ C St.	67 / 68	EB
4634	Hamilton @ Mission	28	NB
6308	Sprague @ Sherman	9	WB
New	A St @ Mallon	21	SB
New	Boone @ Ash	23 / 22	EB

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 10A : 2025 COMMUNITY ENGAGEMENT EVENTS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Carly Cortright, Chief Communications and Customer Service Officer
Alyssa Bashor, Customer Support and Outreach Coordinator

SUMMARY: One of the *Connect 2035* goals is to Lead and Collaborate with Community Partners with a related initiative being to increase programs teaching new riders to use the bus. The Business Development department in Communications is responsible for community engagement and customer outreach, and they have developed a calendar of events for 2025 in every jurisdiction Spokane Transit serves. The calendar and related outreach activities will be shared in the board meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 11A: 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

April 17, 2025

AGENDA ITEM 12A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 12Ai: 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY
REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

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

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

SUMMARY: As part of the preparation of the 2026-2031 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2026-2031 forecast.

Staff recommends that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2024, as detailed below:

Revenue Assumptions

- Sales Tax growth is assumed to be zero for 2026, then resuming a 3.5% annual growth trend applied to 2026 budgeted levels for 2027-2031.
- The two-tenths of a percent voter-approved sales tax increase sunseting in 2028 will be renewed for 2029 and beyond.
- There are no future planned fare increases during the 2026-2031 TDP period.
- FTA Section 5307 Urbanized Area Formula grant funds are used primarily for preventive maintenance. This is the third largest source of operating revenue and is forecasted to grow at a 1% rate from 2025 budgeted levels through 2027. Years 2028 through 2031 are assumed to stay at 2027 levels.
- State operating funding through the Paratransit/Special Needs formula grant will grow at 1% per year from the 2025 budgeted level. This formula grant was doubled beginning in 2023 through the Move Ahead Washington 16-Year Transportation Package (MAW) supported through the 2021 Washington Climate Commitment Act.

State operating funds also reflect the MAW Transit Support grant at the full annual estimated amount of \$6.5 million through the TDP period, as part of STA's adoption of zero-fare for youth 18 years and under.

- Interest income earned on average invested cash balances is assumed at a rate of 3.0% for 2026 then 1.5% for 2027 through 2031, based on the long-term average.

Expenditure Assumptions

- The 2025 annual budget provides the baseline for operating expenses.
- STA Moving Forward service changes are completed in 2026 and service levels remain relatively stable, while addressing service optimizing efforts within Connect 2035.
- Operating expenses grow at 4.5% in 2026, accounting for inflation and added costs from Connect 2035 Initiatives and reduce to 3% annually beginning in 2027 through 2031.
- The Capital Improvement Program is fully funded through the TDP period.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 12Aii: DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY UPDATE

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: At the March 20, 2025, STA Board meeting, staff identified potential risks to the implementation schedule for Division Street Bus Rapid Transit (BRT), and indicated a mitigation strategy would be developed. As presented in concept, the mitigation strategy would include four key elements:

- Maintain the comprehensive multimodal vision of *DivisionConnects*
- Explore feasibility of completing the project in phases
- Develop a schedule and funding strategy for completion of all phases of the current project
- Update the Locally Preferred Alternative (LPA) as needed

Staff will provide an update on efforts to further define the mitigation strategy, especially concerning project phasing.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 12Aiii: 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 will provide an update on Phase I of the Facilities Master Plan, summarizing the update provided to the Planning & Development Committee on April 2, 2025. That report has identified the following near-term needs through 2035:

- Clean Energy Campus – Future zero-emission fleet facility and support elements – accommodating multiple propulsion fuels
- Training Center – Modernized agency training course with on-site vehicle course, maintenance training infrastructure, and support facilities
- Public meeting space – dedicated space for Board meetings 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 update to the FMP is a planning process to determine a location or locations for needed facilities and future growth over time.

The project team continues to finalize programming, analysis, and due diligence elements of this master plan update. The Phase I report will be packaged with all of the data collected, draft development scenarios, and planning level cost estimates. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, has identified new property needs, property redevelopment, and strategic timing and phasing for this project.

Updates to the Capital Improvement Program that will be proposed to be incorporated in the 2026-2031 Transit Development Plan (TDP) will be presented to the Board in May with the anticipation of adopting the TDP in July. The FMP project team will finalize development of the final Phase 1 report and request further direction in June, ultimately bringing in actions in the TDP and the FMP for the next six years. Board acceptance of the plan will be requested for near-term actions and approval to move forward with Phase II. Phase II will incorporate any approvals from the Board and will continue to refine the feasible scenarios within the Facilities Master Plan, addressing needs through 2050.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 13A : 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

April 17, 2025

AGENDA ITEM: **13Ai** PREVENTABLE ACCIDENT REDUCTION STRATEGY

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO /Chief Operations Officer
Stephanie Crawford, Director of Safety

SUMMARY: Staff will present Spokane Transit’s Preventable Accident Reduction Plan, designed to analyze trends in preventable events, identify contributing factors, and recommend targeted strategies to ensure safety and reduce future events.

Spokane Transit has experienced a notable increase in preventable events in recent years - a trend that shared by transit agencies nationwide, as reported by the American Bus Benchmarking Group. These events have strained operational efficiency, increased financial burdens, and placed employee safety at greater risk. While preventable events peaked in 2023, preliminary data from 2024 shows a slight decline, indicating that recently implemented safety measures are beginning to have a positive impact.

This report examines trends in preventable events, identifies key contributing factors, and outlines steps Spokane Transit has taken to improve safety. Looking ahead, the report highlights future initiatives, particularly the implementation of a telematics program, to proactively monitor and address unsafe driving behaviors before they result in accidents. Additional measures include:

- Expanding Post-Event Reviews
- Operator Ride Checks
- Enhanced Training Initiatives
- Telematics Implementation

The adoption of telematics, a safety technology system that collects data on operator behavior and vehicle movement, will support real-time monitoring and enable data-driven coaching. This will help Spokane Transit identify and address risky driving behaviors early, significantly reducing preventable events. Successful implementation will require dedicated oversight and coordination and staff to manage the program and support ongoing coaching, reporting, and analysis.

In developing this plan, Spokane Transit reviewed the experiences of peer transit agencies, including Pierce Transit and Intercity Transit. Both organizations have successfully reduced preventable events through the strategic use of telematics, structured coaching programs, and early operator engagement. Pierce Transit’s DriveCam Safety Program highlights the importance of executive support with dedicated staffing, structured benchmarking, and a non-punitive approach to coaching, providing a valuable model for Spokane Transit to consider moving forward.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 14 : 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

April 17, 2025

AGENDA ITEM 15A:

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 March 5, 2025, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings were approved at the April 2, 2025, meetings and are attached. The minutes of the March 12, 2025, Board Operations Committee meeting were approved at the April 9, 2025, meeting and are attached.

RECOMMENDATION TO BOARD: For information.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the March 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*
Lili Navarrete, City of Spokane
Kitty Klitzke, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Rhonda Bowers, Labor Representative
(*Non-voting*)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

MEMBERS ABSENT

Al French, Spokane County
Dan Dunne, Small Cities Representative (Liberty Lake)

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.

GUESTS PRESENT

Jessica Kelch, Senior Project Manager
Christian Bigger, Zero-Emission Fleet & Facilities
Manager
Emily Poole, Principal Transit Planner

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 FEBRUARY 5, 2025, COMMITTEE MEETING

Ms. Lili Navarrete moved to approve the February 5, 2025, Planning & Development Committee meeting minutes. Chair 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. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Karl Otterstrom presented an overview of the Division Street Bus Rapid Transit (BRT) project which is part of *Connect 2035*. The project is working toward 30% completion of design. Mr. Otterstrom reviewed other recent activities, including environmental documentation, traffic studies, public outreach, and coordination with partner agencies.

Mr. Otterstrom reviewed the project schedule, with project completion set for 2030, and reviewed some potential risks to the schedule timeline, most notably the completion of the North Spokane Corridor (NSC). Mr. Otterstrom presented a conceptual mitigation strategy; this is intended to be a multi-month discussion to maintain the comprehensive multimodal vision of *DivisionConnects*. Staff would like to explore the feasibility of completing the project in phases, develop a schedule and funding strategy for completion of all phases of the current project, and update the Locally Preferred Alternative (LPA) as needed.

Councilmember Klitzke joined the meeting at 10:13.

Chair Hattenburg drew a parallel with City of Spokane Valley using phasing to allow local projects to continue moving forward during times of uncertainty. Mr. Otterstrom agreed that this was a great example that demonstrates the importance of phasing and of maintaining momentum on a project. Mr. Otterstrom reviewed next steps. Mr. Hattenburg inquired as to how grant money will be affected through all of this. Mr. Otterstrom responded that part of the intention of working to deliver BRT by 2030 is to avoid losing the funds; this topic will be touched on more in a later report.

B. CONNECT 2035 STRATEGIC PLAN: DRAFT INITIATIVE SEQUENCING

The Connect Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for the region through 2035. Mr. Otterstrom reviewed the vision, mission statement, and board-developed goals for *Connect 2035*. Mr. Otterstrom shared the March 20, 2025, Board Workshop Agenda and objectives. Mr. Otterstrom presented the proposed outcomes, and the *Connect 2035* timeline. There are three major eras over the next decade. The current era represents activities undertaken before a ballot measure is presented to voters to renew STA's 2/10 of 1% sales tax approved in 2016. Mr. Otterstrom noted that STA's ability to obligate federal funds for the project relies in part on demonstrating to the Federal Transit Administration (FTA) that Spokane Transit is financially sustainable and able to maintain current service levels. A renewal of the sales tax is key to STA's ability to maintain service. The second era was focused on major capital projects, to include constructing and launching Division Street Bus Rapid Transit (BRT) and the Clean Energy Campus which are complementary to efforts with initiatives that have longer lead times. The final era involves future planning of projects related to high-capacity transit. Success in the first two eras could place STA in a position to pursue further system growth. Next steps include a Board Workshop on March 20, 2025, to review the sequencing timeline in anticipation of finalizing the materials for a Committee recommendation for Board action on April 2, 2025.

C. FACILITIES MASTER PLAN: PHASE I UPDATE

Mr. Brandon Rapez-Betty provided an update on Phase 1 of the Facilities Master Plan (FMP), which was last reported to the Planning & Development Committee on September 4, 2024. Mr. Rapez-Betty reviewed the guiding principles, and a list of identified needs. Ms. Jessica Kelch

provided an update on the FMP. STA continues to use programming and site analysis to identify the need for both a training facility and clean energy base between now and 2030. Due Diligence has revealed potential new properties to analyze, and Due Diligence continues for existing STA properties. Ms. Kelch provided a list of proposed sites, and the principal criteria used in evaluating the sites. Ms. Kelch presented diagrammatic sketches of the different facility elements, helping to understand the size of potential sites and the opportunity for flexibility in building a new facility in phases. Staff created a conceptual view of how the FMP timing and sequencing relates to other STA plans and initiatives.

Mr. Rapez-Betty presented how the FMP relates to the fleet transition. The FMP is meant to progress the Board-approved Zero Emission Bus (ZEB) transition plan. Mr. Rapez-Betty reviewed fleet composition scenarios which gradually phase out the use of diesel buses over the next 20 years. The first scenario transitions from diesel to Battery Electric Buses (BEB), the second and third scenarios consider the potential for hydrogen fuel cells. Building clean energy facilities is deeply tied to the transitioning of buses. It is important to have dual propulsion opportunities, a facility would need enough power for the BEB charging but also include the possible implementation of a hydrogen fuel cell infrastructure.

Ms. Kelch presented the Phase 1 program schedule. Next steps include design and construction (with board approval) which may run concurrently. Mr. Rapez-Betty added that like Division Street BRT, moving forward with the clean energy campus would also rely on the renewal of the 2/10 of a cent tax.

D. 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND STAKEHOLDER OUTREACH

The Committee was offered an opportunity to review existing guidance statements and consider revisions for the 2026-2031 Transit Development Plan (TDP). Mr. Otterstrom presented the planned stakeholder approach. The plan will not be adopted until after the *Connect 2035* sequencing discussion has finished. Mr. Otterstrom explained how the TDP will align with the tactical framework of Washington State's transportation goals, and reviewed the proposed timeline and outreach approach.

Mr. Hattenburg asked about the type of feedback being received on the Kootenai County pilot route. Mr. Otterstrom responded that there is demonstrated interest from some stakeholders in Kootenai County. Employers have asked about connecting to Spokane. However, Kootenai County elected officials do not have any interest in enabling the connection.

Mr. Otterstrom concluded his report by reviewing the final milestones of the preparing the TDP, including a public hearing at the June 26, 2025, STA Board meeting, with adoption taking place at the July 24, 2025, Board meeting.

6. CEO REPORT

Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

UZBEKISTAN DELEGATION VISIT: Mr. Rapez-Betty reported. STA met with Uzbekistan delegates and local representatives on February 24, 2025. Mr. Rapez-Betty and Ms. Carly Cortright shared specifics on the visit which was sponsored by the Congressional Office for International Leadership and hosted by Friendship Force Eastern Washington/North Idaho. STA staff presented on a variety of transportation topics, and provided a tour of the Boone Northwest Garage. This group was very interested in zero-emission technology. Mr. Rapez-Betty noted that staff presentations were well done and well received.

RECENT PRESENTATIONS AND MEETINGS: Mr. Rapez-Betty reported. Recent presentations and meetings attended by STA staff: March 4, 2025 – Good Roads Association Meeting – attended by Mr. Rapez-Betty and Mr. Otterstrom. Presentations garnered positive reception and understanding of STA's financial stewardship and the importance of renewing the two-tenths of a cent sales tax to implement *Connect 2035*. February 24 – 25, 2025 – WSTA Board meeting – attended by Mr. Rapez-Betty and Mr. Otterstrom. Meeting included a discussion with Megan Cotton, the Governor's policy advisor; Julie Meredith, the WSDOT Secretary; Jake Fey, the House Transportation Chair Representative, and Senator Marko Liias, the Senate Transportation Chair. Following the board meeting there were visits with Representatives Mary Dye and Bernbaum.

STATE TRANSPORTATION BUDGET UPDATE: Mr. Otterstrom reported. The House Transportation Committee is drafting different scenarios to understand the impacts and alternatives associated with revenue and budget cuts. There will likely be multiple impacts to Spokane Transit, which could include schedule impacts to the North Spokane Corridor (NSC) which will affect Division Street Bus Rapid Transit (BRT), and possible suspension or contraction of public transportation grants. Mr. Otterstrom shared a slide from the February 27, 2025, Senate Transportation Committee staff presentation, which shows how the state budget has arrived at its current situation.

MARCH 5, 2025, CAPITAL INVESTMENT GRANT FLY-IN: Mr. Otterstrom reported. This conference was organized by Cardinal Infrastructure. Commissioner Al French attended along with board members of transit agencies from across the country. Several representatives from private businesses serving the transit industry were also present. There were meetings with members of Congress, Trump political appointees, and congressional committee staff. Transportation is an important federal investment which can contribute to economic development and provide access to jobs. Board and committee members attending the conference have this in common. Transportation is a community effort that can be positively received by both parties.

7. COMMITTEE INFORMATION - *none*
8. REVIEW APRIL 2, 2025, COMMITTEE MEETING AGENDA
9. NEW BUSINESS – *none*
10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Hattenburg noted that there will be challenges, however, the Board and committee members of STA are experienced, and the agency will get through the upcoming challenges with a lot of hard work.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:22 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Approved Minutes of March 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 Lake*
Josh Kerns, Spokane County
Michael Cathcart, City of Spokane
Zack Zappone, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

COMMITTEE MEMBERS ABSENT

Dan Sander, City of Millwood (*Ex-Officio*)

**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.

GUESTS PRESENT

Jessica Kelch, Senior Project Manager
Christian Bigger, Zero-Emission Fleet & Facilities Transition Manager

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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 February 5, 2025, Committee Meeting**
Mr. Zappone moved to approve the February 5, 2025, committee meeting minutes. Mr. Cathcart seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 1. **Whitworth Comfort Station: Award of Contract and Project Budget Adjustment**
Mr. Otterstrom provided background on the Whitworth Comfort Station and explained this project is providing a high-quality restroom consistent with Goal 3 of the *Connect 2035 plan*. He presented the project budget which was expected to exceed the approved budget by approximately 50% due to the addition of a construction contract and requested contingency expenses. WM Welch Corp. was determined to be the lowest responsive and responsible bidder. Mr. Otterstrom shared the need to increase the project budget by \$210,743 for an adjusted project budget of \$565,000. He presented the cost/benefit analysis and project timeline.

Councilmember Cathcart inquired about alternatives to the increased project budget and Mr. Otterstrom responded with additional rationale supporting the recommendation.

Mr. Zappone moved to 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. Mr. Cathcart seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (Resolution)

Mr. Rapez-Betty provided background on STA battery electric bus successes and operational benefits. He discussed challenges STA has experienced due to the bankruptcy of Proterra resulting in a null warranty and replacement part availability. In addition, the City Line fleet has had issues with high voltage cabling failures and the need for a full fleet battery retrofit. Mr. Rapez-Betty presented a cost breakdown of addressing each challenge and the justification for the for a \$3.8M amendment to the 2025 operating budget. Committee discussion ensued seeking additional clarification and inquiring about potential alternatives.

Mr. Zappone moved to recommend the Board approve, by Resolution, an amendment adding \$3.82M to the 2025 Operating Budget to address battery electric bus vehicle maintenance. Mr. Kerns seconded, and the motion passed unanimously.

2. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment

Mr. Rapez-Betty introduced Ms. Kelch, Senior Project Manager for Facility Master Planning & Implementation. Ms. Kelch provided background on the Plaza Generator and Roofing Upgrades project which meet the criteria for the investment path for energy reduction targets required by the Washington State Clean Building Performance Standard Act. She also presented items at the end of their useful life and due for replacement. STA has a Cooperative Purchasing Contract with McKinstry Essention who will be responsible for the work. Ms. Kelch presented the general scope of work for both the generator and roof upgrades, and the project timeline. She discussed the budget, which includes the requested adjusted budget of \$3,000,000.

Discussion ensued about the need to meet Washington State Clean Building Performance Standards versus performing these upgrades to prevent degradation causing further damage. Commissioner Kerns clarified his vote in favor of the Committee recommendation was intended to move the item to the full Board for discussion.

Mr. Zappone moved to 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-CEO's to apply contingency, as necessary, up to an adjusted project budget of \$3,000,000. Mr. Kerns seconded. Mr. Kerns, Mr. Speirs and Mr. Zappone voted yes. Mr. Cathcart voted no. The motion passed 3-1.

5. REPORTS TO COMMITTEE

A. Charge Management System Implementation

Mr. Rapez-Betty introduced Christian Bigger, Zero-Emission Fleet & Facilities Transition Manager. Mr. Bigger explained what a Charge Management System (CMS) does and the benefits it provides. He discussed the purchasing and implementation process, on and off peak usage, and the system performance to date. Mr. Bigger shared the on-going work taking place including staff training, testing and integration.

B. 2024 State Audit Timeline

Ms. Johnston explained that the Washington State Auditor's Office (SAO) will begin the National Transit Database (NTD) and Financial Audit in March. The SAO Entrance Conference is scheduled for the week of March 24, 2025. The Exit conference with STA administration will be held during the week of May 26, 2025, and the Exit Briefing with the Performance Monitoring & External Relations Committee will be on July 9, 2025.

C. 2024 Unaudited Year-End Financial Report

Ms. Johnston presented the 2024 revenue, expenses, and capital budget as well as the cash and reserve analysis. STA ended 2024 with \$154.6M in overall revenues which was 8% above budget. Ms. Johnston discussed the next-steps timeline.

D. Final 2025 Service Revisions Plan

Mr. Otterstrom introduced Emily Poole, Service Development Manager. Ms. Poole provided background on the final 2025 Service Revisions Report. She shared the 2025 Service Revisions Outreach Timeline showing changes will take effect May 18, 2025, and September 21, 2025. Ms. Poole presented the 2025 outreach results and highlighted the proposed revisions.

E. Citizen Advisory Committee Update

This agenda item was postponed due to time.

6. CEO REPORT

- Mr. Rapez-Betty reported on community outreach and public presentations he and Mr. Otterstrom have attended. At the Good Roads Association meeting, the Interim Co-CEO's presented on multiple topics. They both traveled to Olympia for the Washington State Transit Association First Quarter Board meeting in February and met with legislators, Governor's office staff, and new Transportation Secretary, Julie Meredith.
- Mr. Otterstrom provided an update on the State Transportation Budget. He shared the annual gas tax has been declining since 2018, and the House Transportation Committee is drafting multiple budget books to understand impacts and alternatives. Mr. Otterstrom discussed the possible impacts for Spokane Transit.
- Mr. Rapez-Betty shared that Commissioner Al French attended a Capital Investment Grant Fly-in sponsored by Cardinal Infrastructure. Participants from other transit agencies, as well as transit industry business representatives met with members of congress, Trump political appointees, and committee staff. The purpose was to discuss the importance of

federal transit investments to economic development and providing employment opportunities.

7. APRIL 2, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:28p.m.

The next committee meeting will be held on Wednesday, April 2, 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
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Approved Minutes of the March 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
Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting
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

None

PROVIDING LEGAL COUNSEL

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

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

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

2. **APPROVE COMMITTEE AGENDA**

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. **February 12, 2025, Committee Meeting Minutes**

Ms. Klitzke moved to approve the February 12, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

i. Sprague Line Right of Way Acquisition

Mr. Otterstrom presented this item to the Committee.

Mr. Speirs moved to recommend the Board approve, by motion, the real property acquisition and associated easements between Costco Wholesale Corporation and Spokane Transit for a portion of Spokane County Parcel #35144.0114 for a total of \$38,170.00 and authorize the Interim Co-CEOs to execute closing documents on behalf of Spokane Transit. Ms. Klitzke seconded, and the motion passed unanimously.

6. BOARD OPERATIONS POLICY REVIEW CYCLE

Ms. Clark presented this item to the Committee. Ms. Clark confirmed the Public Transportation Improvement Conference (PTIC) will need to remain on schedule to be reviewed in 2026 due to this requirement being based on population counts from the most recent census data instead of where boundaries are drawn. However, additional review cycles are allowed within each four-year timeframe as desired. Ms. Clark also noted that STA's legal counsel monitors legislation to determine potential statutory changes.

7. COMMITTEE CHAIR REPORTS

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

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

8. BOARD OF DIRECTORS AGENDA MARCH 20, 2025

Item 8A. *2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance: Resolution* will be moved to the consent agenda.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 9, 2025

Mr. Otterstrom addressed Ms. Klitzke's upcoming absence for the Board Operations Committee meeting in April and noted the light agenda.

10. CEO REPORT

The Co-CEOs shared the February 2025 voter-approved sales tax revenues representing December 2024 sales. Actual was \$10.6M, compared to the budget of \$10.2M, for a 3.9% difference, or \$0.4M. Year-to-date results are 0.02% below budget.

The Co-CEOs presented the following items:

- STA's 44th Birthday
- March 5th CIG Fly-In
 - Mr. French attended this event on behalf of STA and briefed the Committee.
- State Transportation Budget Update
- Prospective NSC Funding Coalition
 - GSI is organizing a coalition of business of local government to advocate for protecting funding for the North Spokane Corridor
 - After discussion, the Committee agreed to participate in the coalition
 - If a formal agreement is required, it would be brought to the full STA Board for approval

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

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

The Committee entered Executive Session at 2:07 p.m., with a 10-minute projected timeframe. At 2:14 p.m., the Executive Session ended and the meeting was called back into open session.

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:14 p.m.

Respectfully submitted,

Amie Blain

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 15B : MARCH 2025 SALES TAX REVENUE

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

SUBMITTED BY: Tammy Johnston, Interim CFO / Director of Financial Services

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

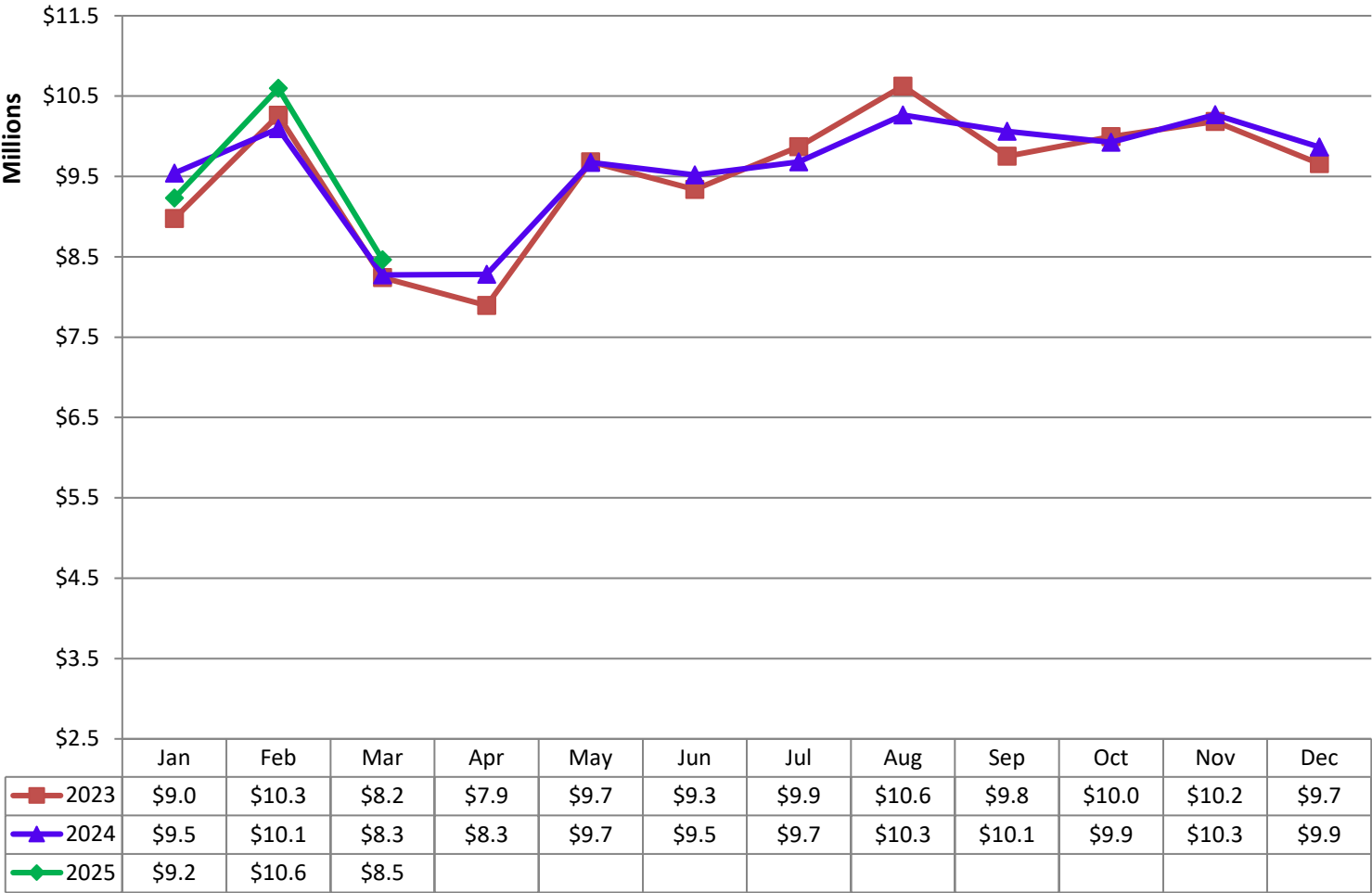
- 1.3% above 2025 budget
- 0.4% above YTD 2025 budget
- 2.3% above 2024 actual
- 1.4% above YTD 2024 actual

Total taxable sales for January were *up* 2.3% from January 2024 and YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 1.3% or \$-6.0M in January 2025 and YTD vs January 2024 and YTD. Retail category variances over \$1M are as follows:
 - Other Miscellaneous Retailers *increased* 7.0% or \$5.9M January 2025 YTD over January 2024 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 17.0% or \$2.9M January 2025 YTD over January 2024 YTD
 - Other Motor Vehicle Dealers *increased* 22.3% or \$2.1M January 2025 YTD over January 2024 YTD
 - Grocery and Convenience Retailers *increased* 6.2% or \$1.8M January 2025 YTD over January 2024 YTD
 - Electronics and Appliance Retailers *increased* 5.3% or \$1.7M January 2025 YTD over January 2024 YTD
 - Gasoline Station Retailers *increased* 10.0% or \$1.3M January 2025 YTD over January 2024 YTD
 - Department Stores Retailers *decreased* 25.9% or \$-1.0M January 2025 YTD over January 2024 YTD
 - Health and Personal Care Retailers *decreased* 6.3% or \$-1.3M January 2025 YTD over January 2024 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 4.2% or \$-2.8M January 2025 YTD over January 2024 YTD
 - Automobile Dealers *decreased* 17.2% or \$-15.7M January 2025 YTD over January 2024 YTD
- Construction *increased* by 9.5% or \$13.2M in January 2025 and YTD vs January 2024 and YTD
- Accommodation and Food Services *increased* by 4.5% or \$4.3M in January 2025 and YTD vs January 2024 and YTD

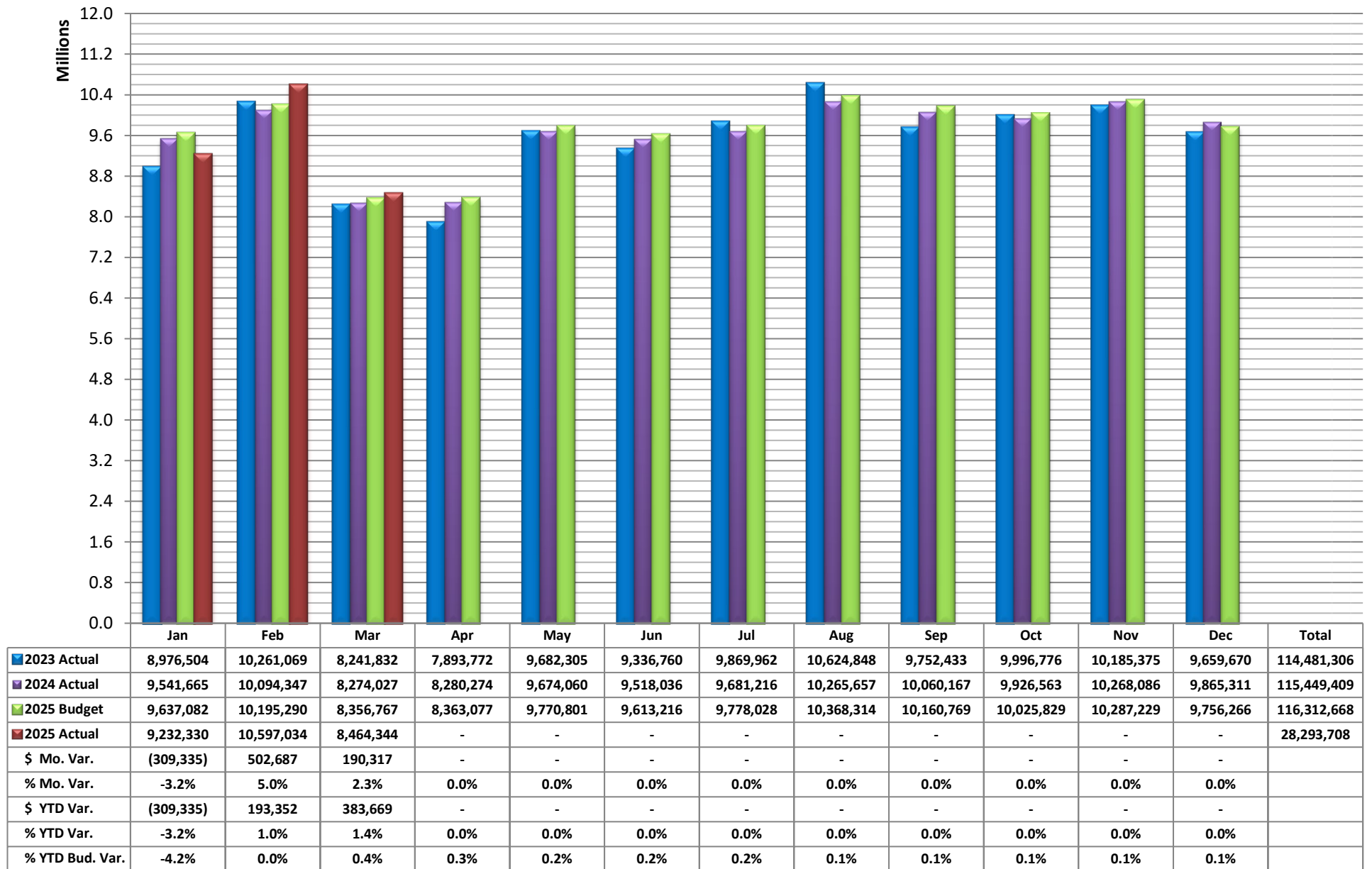
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-March 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

April 17, 2025

AGENDA ITEM 15C : FEBRUARY 2025 FINANCIAL RESULTS SUMMARY

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

SUBMITTED BY: Tammy Johnston, Interim CFO / Director of Financial Services
Kristi Rockwell, Accounting Manager

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

Revenue

Overall, February year-to-date revenue is 3.9% (\$1.0M) higher than budget, impacted by the following:

- Fares & Other Transit Revenue is 8.3% higher than budget
- Sales Tax Revenue is .02% lower than the budget
- Federal & State Grant Revenue is 24.5% higher than budget
- Miscellaneous Revenue is 2.1% lower than budget

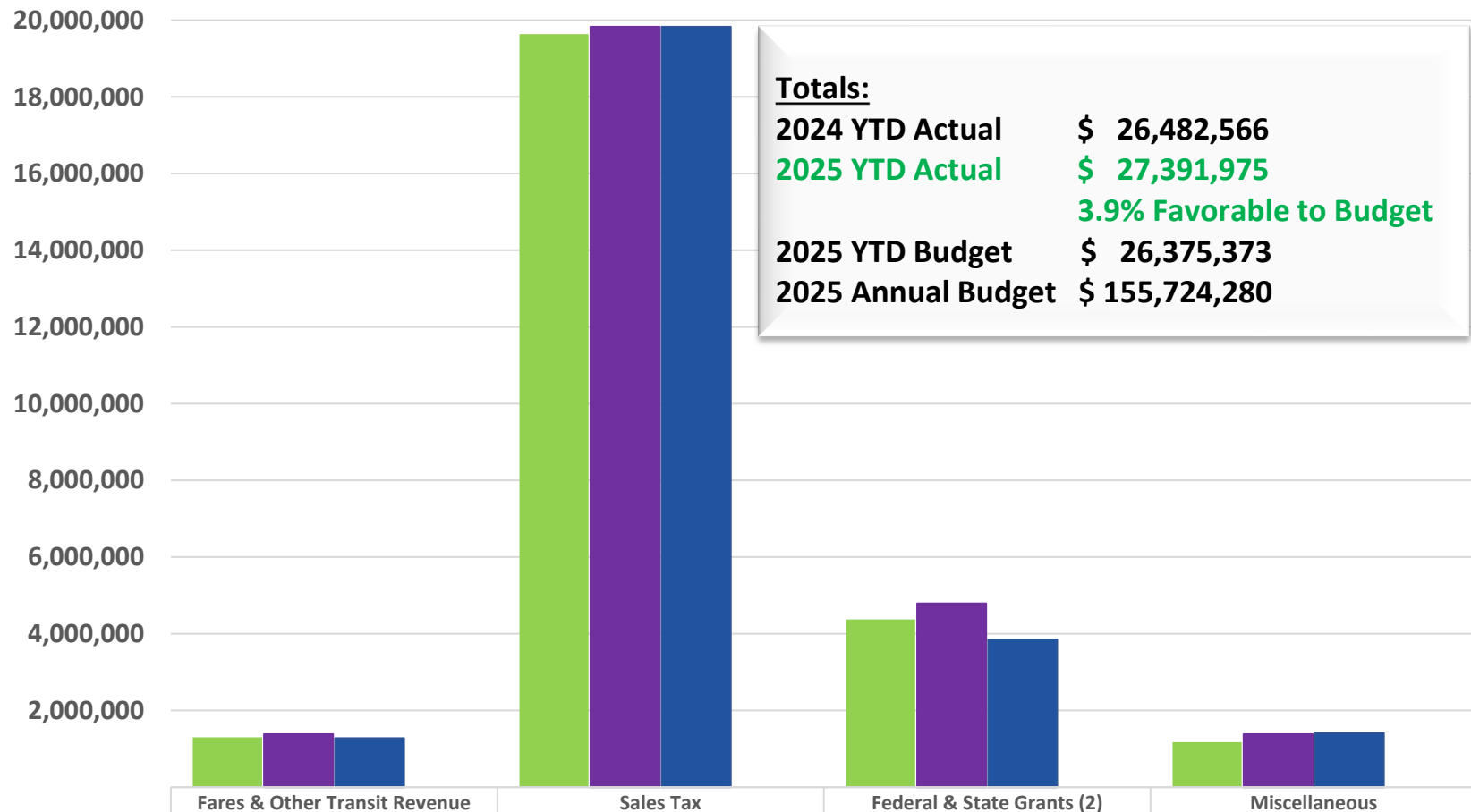
Operating Expenses

Overall, February year-to-date operating expenses are 9.2% (\$2.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.2% lower than budget
- Paratransit is 8.2% lower than budget
- Rideshare is 12.4% lower than budget
- Plaza is 21.4% lower than budget
- Administration is 22.8% lower than budget

RECOMMENDATION TO BOARD: Information only.

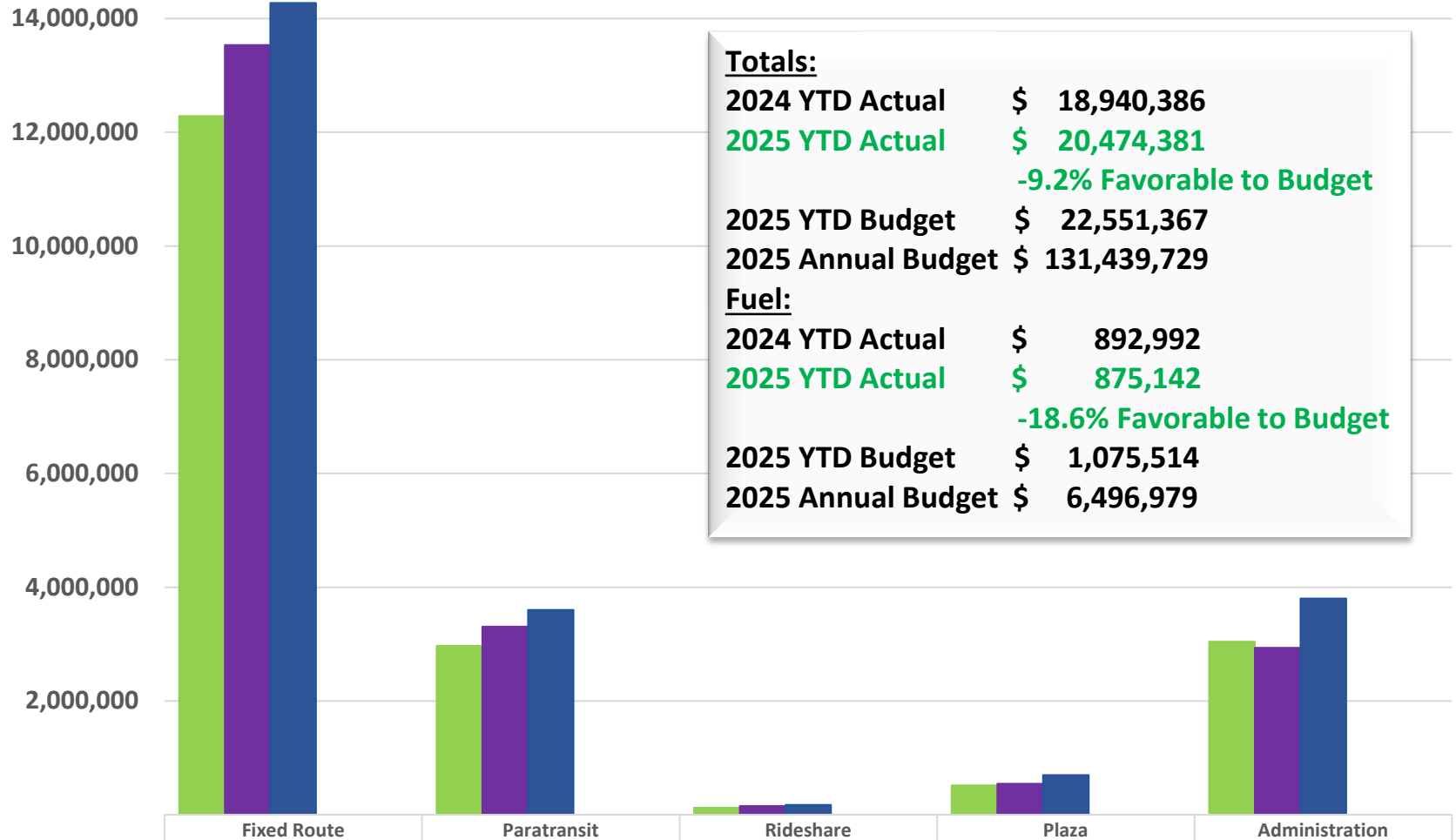
Spokane Transit Revenues ⁽¹⁾ - February YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2024 YTD Actual	1,299,778	19,636,012	4,372,900	1,173,876
2025 YTD Actual	1,382,027	19,829,364	4,794,605	1,385,979
2025 YTD Budget	1,275,741	19,832,372	3,852,259	1,415,001
2025 YTD Budget Variance	8.3%	0.0%	24.5%	-2.1%
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 February state capital grant reimbursements total \$223,333 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - February YTD 2025



Totals:

2024 YTD Actual \$ 18,940,386

2025 YTD Actual \$ 20,474,381

-9.2% Favorable to Budget

2025 YTD Budget \$ 22,551,367

2025 Annual Budget \$ 131,439,729

Fuel:

2024 YTD Actual \$ 892,992

2025 YTD Actual \$ 875,142

-18.6% Favorable to Budget

2025 YTD Budget \$ 1,075,514

2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	12,285,141	2,968,289	125,559	517,849	3,043,548
2025 YTD Actual	13,534,181	3,306,647	151,909	546,520	2,935,124
2025 YTD Budget	14,276,898	3,601,388	173,370	695,356	3,804,355
2025 YTD Budget Variance	-5.2%	-8.2%	-12.4%	-21.4%	-22.8%
2025 Total Budget	85,959,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$1,641,930 and Street/Road cooperative projects of \$0 for year-to-date February

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 15D: FEBRUARY 2025 OPERATING INDICATORS

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

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

SUMMARY: There was one less weekday in February 2025 compared to February 2024 (20 vs. 21). On-time performance for Fixed Route was 92.3% and Paratransit 94%.

FIXED ROUTE

Ridership	February 2025	February 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	816,395	821,006	-0.6%	6.4%
Average Daily Ridership	34,624	33,452	3.5%	10.6%
Adult Ridership	340,423	364,206	-6.5%	0.1%
CCS Pass Ridership	38,270	35,510	7.8%	18.4%
Eagle Pass Ridership	29,770	34,825	-14.5%	-9.1%
Youth Ridership	162,443	165,467	-1.8%	6.4%
Reduced Fare / Paratransit Ridership	94,968	95,772	-0.8%	8.0%

PARATRANSIT

Ridership	February 2025	February 2024	Month/Month % Change	Year/Year % Change
Combined	816,395	821,006	-0.6%	6.4%
Average Daily Ridership	34,624	33,452	3.5%	10.6%
Adult Ridership	340,423	364,206	-6.5%	0.1%
CCS Pass Ridership	38,270	35,510	7.8%	18.4%
Eagle Pass Ridership	29,770	34,825	-14.5%	-9.1%
Youth Ridership	162,443	165,467	-1.8%	6.4%
Reduced Fare / Paratransit Ridership	94,968	95,772	-0.8%	8.0%

RIDESHARE

Ridership	February 2025	February 2024	Month/Month % Change	Year/Year % Change
Monthly Customer Trips	7,869	8,844	-11.0%	
Year to Date Customer Trips	16,380	18,063		-9.3%
Monthly Active Groups	83	83	0	0

Group Formations and Folds

We had five groups close for February:

Airway Heights due to lack of riders

Fairchild AFB due to lack of riders

Travelers insurance due to lack of riders

EWU due to lack of riders

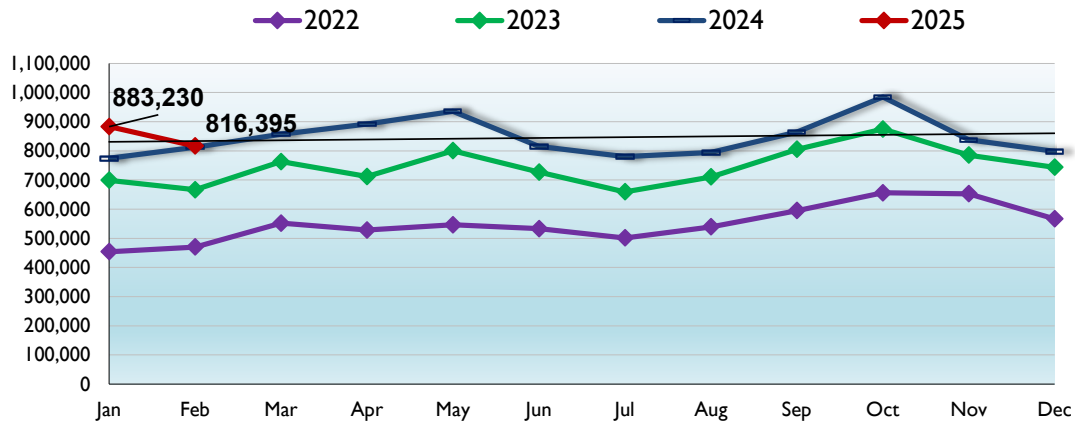
STA due to lack of riders

Key Takeaways

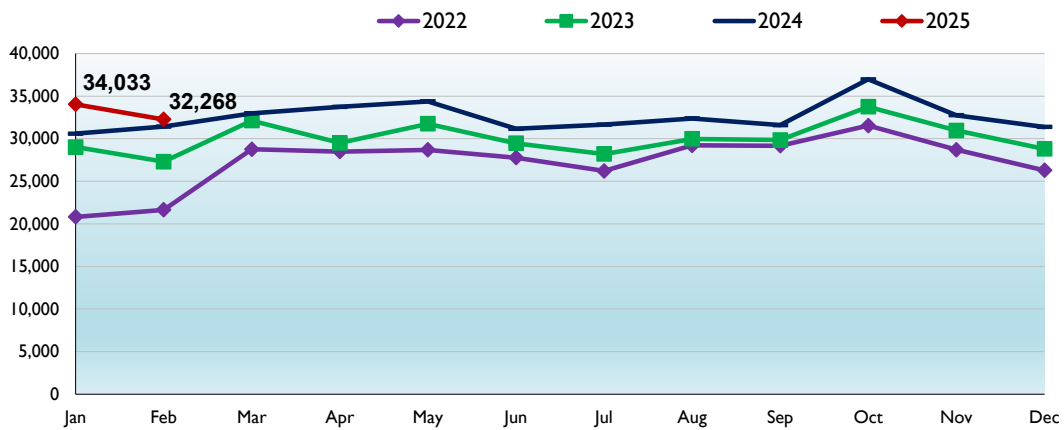
Trips per vehicle and Operating days per vehicle were slightly lower than same month last year. However, the passengers per vehicle rose from January due to the closed groups were all underperforming.

RECOMMENDATION TO BOARD: Information only.

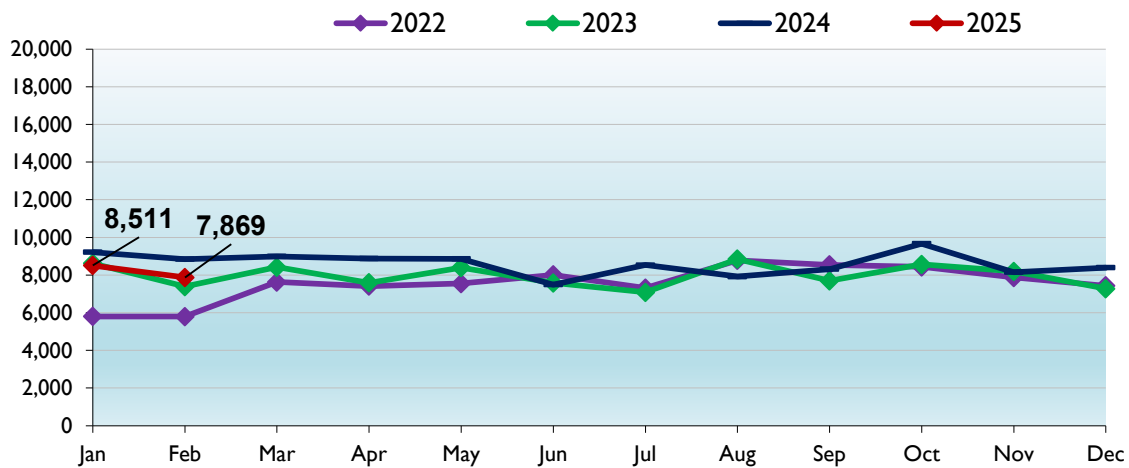
FIXED ROUTE RIDERSHIP



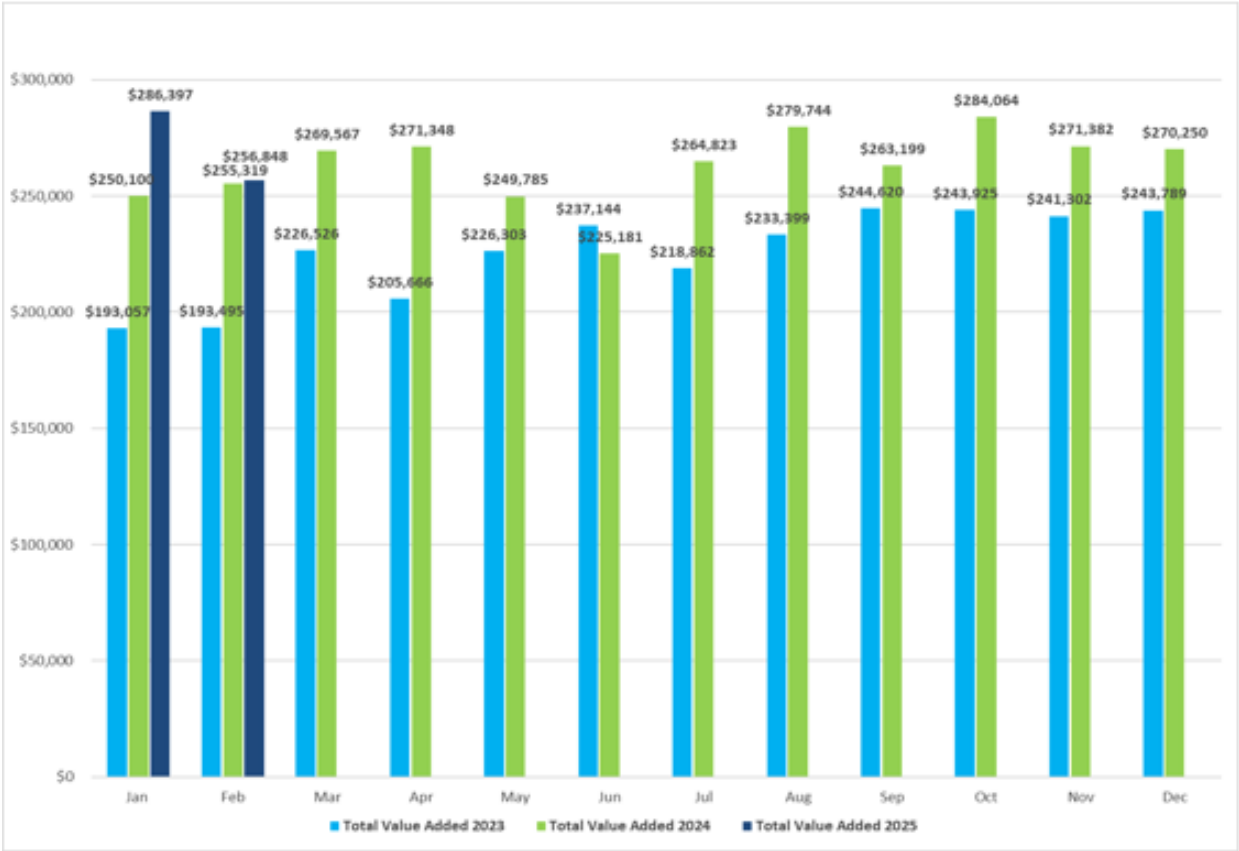
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

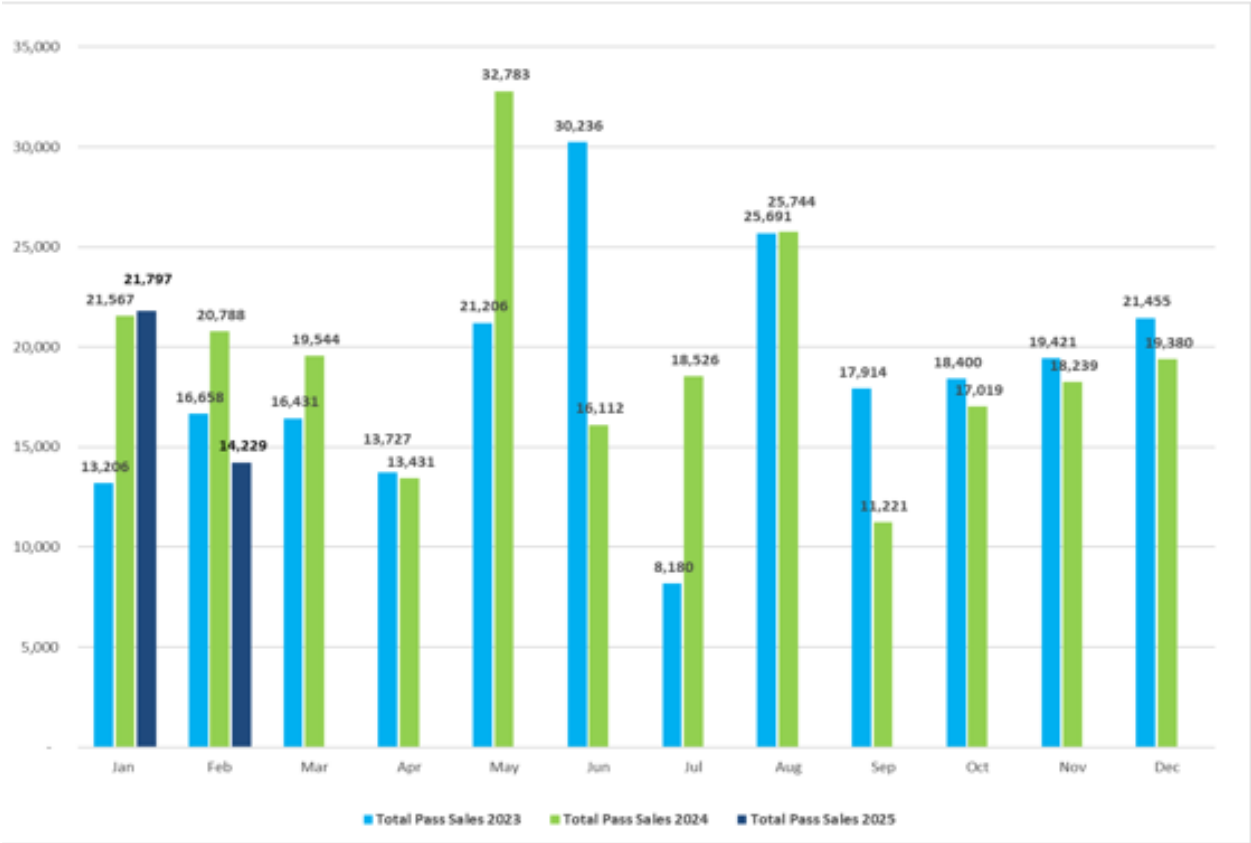


MONTHLY VALUE ADDED TO CONNECT CARDS



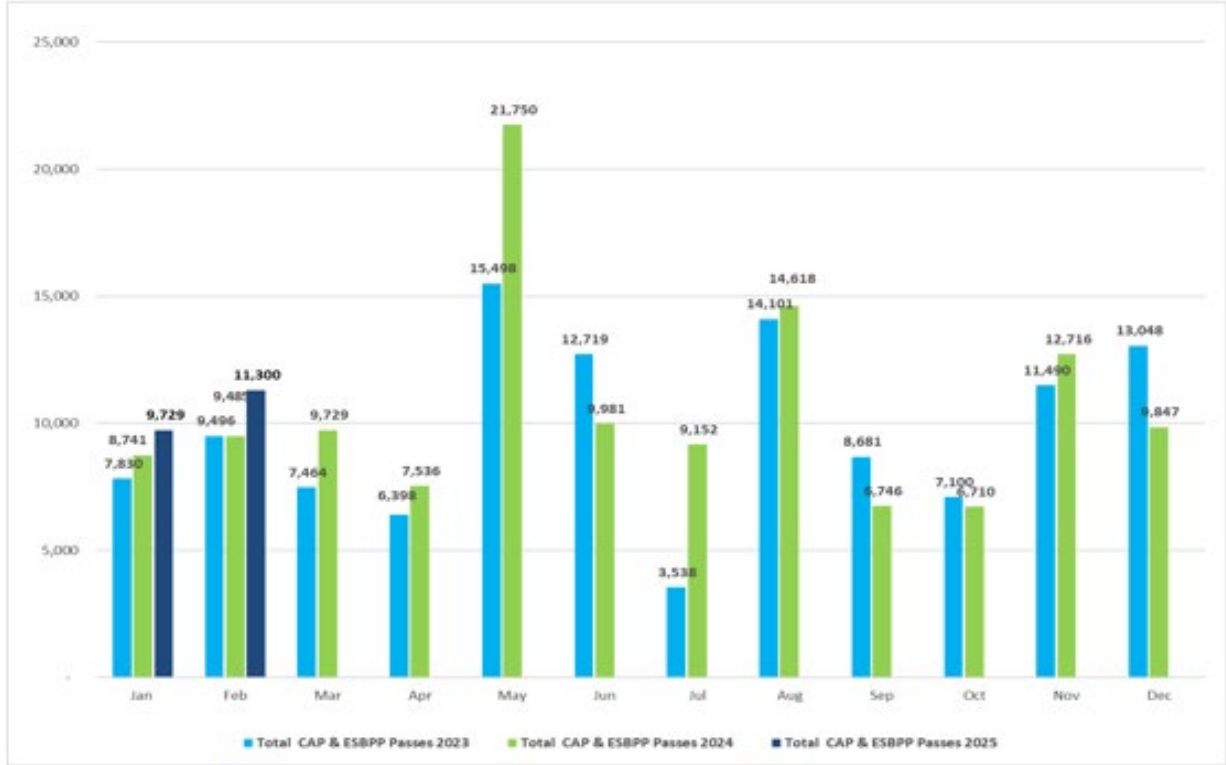
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 17,585	\$ 27,661	\$ 33,047	19.5%
Call Center	\$ 7,889	\$ 14,558	\$ 15,862	9.0%
Customer Service Terminal	\$ 120,274	\$ 121,248	\$ 119,014	-1.8%
Customer Website	\$ 44,737	\$ 43,515	\$ 41,528	-4.6%
Mobile Ticketing	\$ 171,701	\$ 223,525	\$ 224,671	0.5%
Institutional Website	\$ 18,571	\$ 41,328	\$ 39,686	-4.0%
Open Payments	\$ -	\$ 26,696	\$ 62,212	133.0%
Retail	\$ 5,835	\$ 6,888	\$ 7,226	4.9%
Total	\$ 386,552	\$ 505,419	\$ 543,246	7.5%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



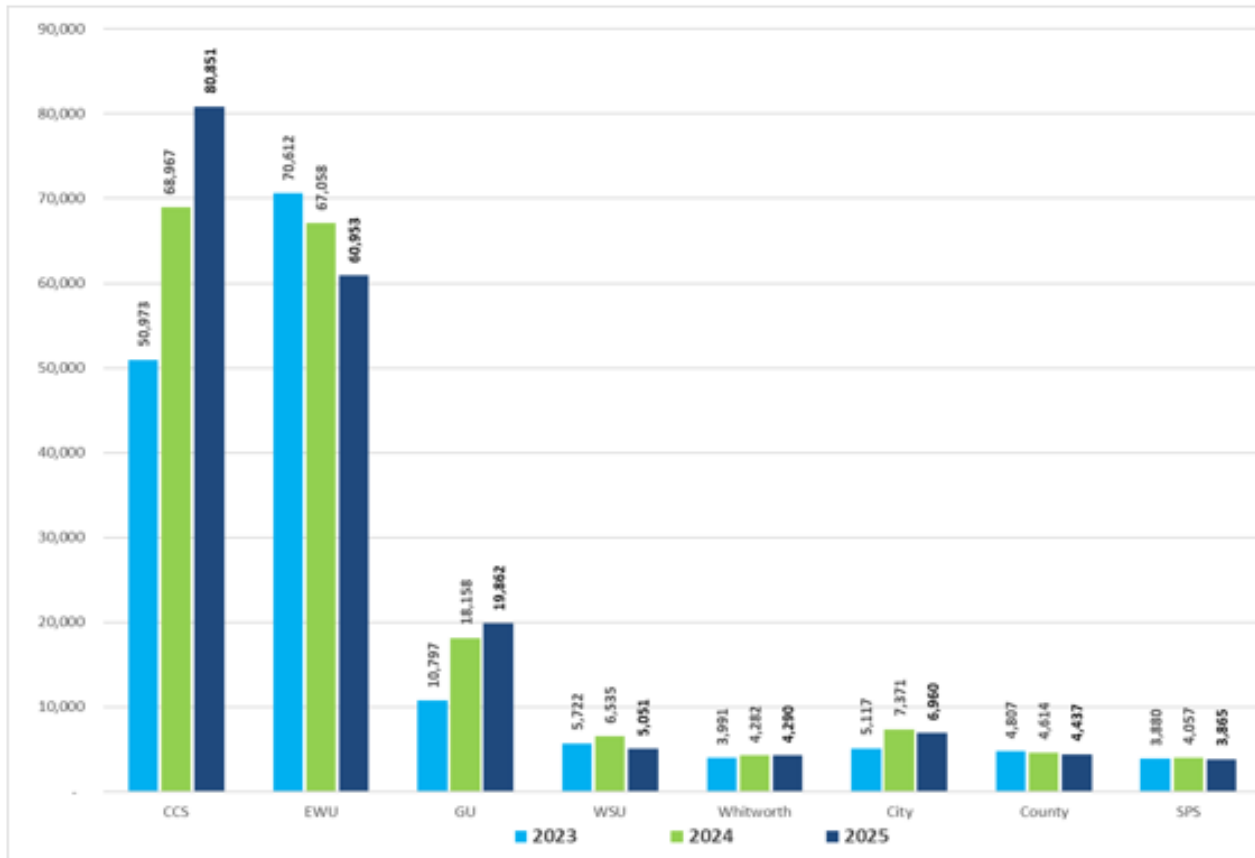
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	12,032	15,439	13,833	-10.4%
7-Day	445	528	648	22.7%
Day Pass	15,475	23,705	18,860	-20.4%
Stars & Stripes/ Honored Rider	87	99	107	8.1%
Paratransit Monthly	62	78	86	10.3%
Shuttle Park	364	271	144	-46.9%
31-Day Rolling	1,399	2,235	2,348	5.1%
Total	29,864	42,355	36,026	-14.9%

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



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	7,777	5,729	8,438	47.3%
Day Pass CAP	8,945	11,615	11,690	0.6%
Employer Sponsored Bus Pass	604	882	901	2.2%
Total	17,326	18,226	21,029	15.4%

FEBRUARY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	50,973	68,967	80,851	17.2%
EWU	70,612	67,058	60,953	-9.1%
GU	10,797	18,158	19,862	9.4%
WSU	5,722	6,535	5,051	-22.7%
Whitworth	3,991	4,282	4,290	0.2%
City	5,117	7,371	6,960	-5.6%
County	4,807	4,614	4,437	-3.8%
Spokane Public Schools	3,880	4,057	3,865	-4.7%
Total	155,899	181,042	186,269	2.9%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 15E : 2024 YEAR- END PERFORMANCE MEASURES

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

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

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

[2024 Year-End Performance Measures](#)

Following is a summary of significant measures of particular interest, or that the PMER committee provided guidance for staff to highlight on a routine basis. These results were presented to the PMER Committee on April 2, 2025.

Ensure Safety

Preventable Accident Rate

- At 0.15, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.10, Paratransit met STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route 2024 year-end ridership was 10,166,876, up 13.6% compared to year-end ridership in 2023 with 8,947,157 trips.
- Paratransit 2024 year-end ridership was 390,956, up 8.3% compared to year-end ridership in 2023 with 360,535 trips.
- Rideshare 2024 year-end ridership was 103,270, up 8% compared to year-end ridership in 2023 with 95,655 trips.

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 19.33. The goal is to transport 15 or more passengers.
- Paratransit PPRH was 2.42. The goal was to transport 2.4 or more passengers.

Provide Excellent Customer Service

On-Time Performance: Fixed Route

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

- Fixed Route year-to-date on-time performance was 91.9%, below STA's goal of 93%.

On-Time Performance: Paratransit

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

- Paratransit year-to-date on-time performance was 93.5%, above STA's goal of 93%.

Operator Ride Checks

- There were 342 out of 342 ride checks completed for Fixed Route.
- There were 63 out of 63 ride checks completed for Paratransit.

Exemplify Financial Stewardship**Cost per Passenger**

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

The previous year's results for 2019-2023 are based on NTD reports. System averages assume performance equal to STA for 2024.

- Fixed Route cost per passenger was \$9.42. This was 62% of the urban systems' average.
- Paratransit cost per passenger was \$58.72. This was 89.9% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

- Fixed Route farebox recovery was 8.0%, below the goal of 20%.
- Paratransit farebox recovery was 2.8%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM: **15F** 2025 – 2026 WORKFORCE DEVELOPMENT PLAN

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Kate Kelly, Manager of Training & Workforce Development

SUMMARY: Staff provided an overview of 2025 – 2026 workforce development objectives at the April 2, 2025, PMER meeting. These efforts are in support of Connect 2035 goal three: Strengthen our capacity to anticipate and respond to the demands of the region.

Work items scheduled for the 2025 – 2026 timeframe include:

- Formal training needs assessment, which includes four components.
 - Business needs assessment: Is training supporting overall business objectives?
 - Performance needs assessment: Are employees able to apply what they learned to their job successfully?
 - Learning needs assessment: Did employees learn what they were supposed to?
 - Learner needs assessment: Was the employee happy with the learning experience?
- Identify data collection and reporting needs to monitor and evaluate program impact
- Implement learning management system (LMS)
- Safety Ambassador training program
- Advanced Training for coach operators and van operators
- Exploring Coach Operator Mentorship program
- Staff participation in committee meetings

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM: 15G

MAY 2025 SERVICE CHANGE

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: The May 2025 Service Change, in effect beginning Sunday, May 18, 2025, is a routing adjustment to Route 11 North Bank/Downtown Shuttle to operate in a counterclockwise loop and service the North Bank along the Monroe Street corridor. Adjustments have also been made to the assigned bus sizes for several routes and trips to better match passenger demand with bus capacity. However, none of these adjustments represented a change to public-facing schedules or customer information.

The overall revenue service hours impact to the STA fixed route system is negligible for the May markup period, compared to schedules currently in place. The STA fixed route network overall revenue service hours are estimated to remain at approximately 537,000 (annualized).

The new schedule for Route 11 will be available in print and online at www.spokanetransit.com in the weeks leading up to the change.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 17, 2025

AGENDA ITEM 15H : 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

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

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

SUMMARY: As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. On March 5, 2025, the 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: 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 STA's Program of Projects for formula grants received from the Federal Transit Administration (FTA). The current adopted 2025-2030 TDP may be viewed on STA's website at:

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

Historically, an early step in updating the TDP is for the Committee to prepare and recommend to the Board of Directors Board guidance statements that help frame priorities to be included in the plan. Beginning in April 2023, the STA Board of Directors chose a tactical framework that connects the TDP more closely with the agency's strategic plan and responds directly to the 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.**

During the Planning & Development Committee meeting on March 5, 2025, staff presented a preliminary draft tactical framework that followed the same general outline as in the 2025-2030 TDP. Committee members suggested the draft tactical framework could better address other kinds of partnerships, including education efforts related to a future ballot measure to maintain voter-approved funding. The updated draft has attempted to incorporate this input under the goal of "Lead and collaborate with community partners to enhance the quality of life in our region." Staff proposed the text on the attached documents to the committee that represents a proposed narrative to tie the Connect 2035 goals to planned milestones during the upcoming six-year period.

During the March meeting, Committee members also had suggestions about adding the Spokane Valley Chamber of Commerce transportation related committees and the City of Spokane's Community assembly committee related to transportation to the proposed outreach schedule. Although the

Spokane Valley Chamber of Commerce transportation related committees are not active, staff will reach out to Spokane Valley to share information about the TDP update and promote open houses and public hearing. STA staff were able to identify an outreach opportunity to the City of Spokane's Community Assembly Pedestrian Transportation and Traffic Committee Meeting and have added this to the planned stakeholder outreach below.

TDP Engagement Milestones			
Date	Engagement Milestone	STA Audiences / Resources	External Audiences / Resources
4/9/2025	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)
5/27/2025	<i>TDP Overview, promotion of Open Houses in June</i>		<i>Pedestrian Transportation and Traffic Committee Meeting</i>
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	

In May, the Committee will review the draft Service Improvement Program (SIP), the draft Capital Improvement Program (CIP), and review forecast scenario. In June, the Committee will review the draft TDP and review forecast updates, working toward Board approval of the plan in July. The table below shows the TDP adoption schedule.

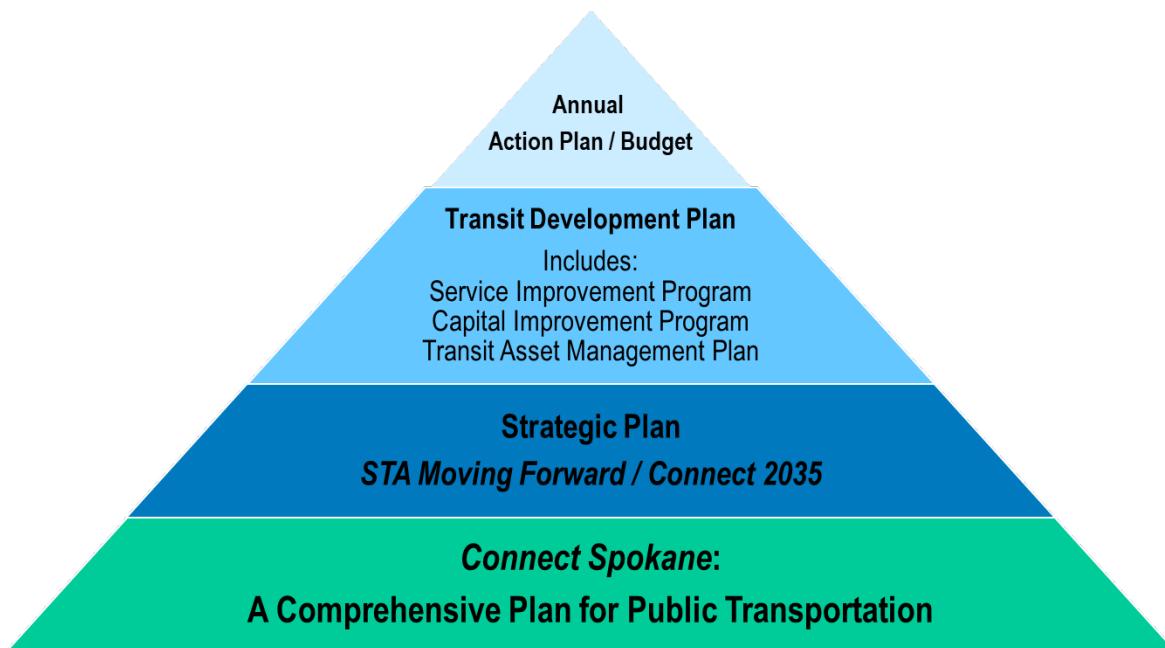
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none">Overview of the TDP process and requirements	<ul style="list-style-type: none">Prepare Mid-range Tactical FrameworkConfirm stakeholder outreach approach	<ul style="list-style-type: none">Final Recommendation on Mid-range Tactical 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: Information only.

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.
 - [Prepare and communicate information about implementation of STA moving Forward projects and status of delivery.](#)
 - [Prepare and communicate information about how investments have benefited residents and communities in our region.](#)
- 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.

16.

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.*
- *For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The STA Board of Directors will reconvene in open session approximately 20 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 – 20 minutes

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