

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, May 15, 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 15TH DAY OF MAY 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 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, May 15, 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. Glen Schultheis, Coach Operator - Retirement (*Brandon Rapez-Betty*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of April 17, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the April 2025 Vouchers (*Tammy Johnston*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Plaza Property Management & Leasing Agent Services: Final Acceptance (*Brandon Rapez-Betty*)
 - E. HID Reader Replacement: Final Acceptance (*Kade Peterson*)
 - F. Third Party Workers Compensation Claims Administration-Award of Contract (*Nancy Williams*)
 - G. Project Management Software – Award of Contract (*Karl Otterstrom*)
 - H. Uniforms and Accessories (*Karl Otterstrom*)
 - I. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority (*Karl Otterstrom*)
 - J. Bus Stop Site Improvements Property Acquisition – Resolution 837-25 (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
10. Planning & Development Committee: *35 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. Technology Master Plan: Introduction and Initial Scoping (*Kade Peterson*)
 - ii. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach (*Karl Otterstrom*)
 - iii. 2026-2031 Transit Development Plan Update (*Karl Otterstrom/Tammy Johnston*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. Connect 2035 Strategic Plan Update: Initial Report (*Karl Otterstrom*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. March 2025 Financial Results Summary (*Tammy Johnston*)
 - D. March 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 1ST Quarter 2025 Service Planning Input Report (*Karl Otterstrom*)
 - F. 2024 Fixed Route System Performance Report (*Karl Otterstrom*)
 - G. 2025 Community Perception Survey Results Summary (*Carly Cortright*)
 - H. Transit Oriented Development (TOD) Pilot Project Update (*Karl Otterstrom*)
 - I. 2026-2029 Title VI Program Update (*Karl Otterstrom*)
14. Executive Session (*none*)
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Optional Virtual link: [Click here to join virtually](#)

Password: **Members:** 2025

Guests: *Guest*

Call-in Number: 1-408-418-9388

Event #: 2487 581 9894

Cable 5 Broadcast Dates and Times of May 15, 2025, Board Meeting:

Saturday, May 17, 2025	4:00 p.m.
Monday, May 19, 2025	10:00 a.m.
Tuesday, May 20, 2025	8:00 p.m.

June Committee Meetings, Wednesday:

Planning & Development	June 4, 2025, 10:00 a.m.
Performance Monitoring & External Relations	June 4, 2025, 10:00 a.m.
Board Operations	June 11, 2025, 1:30 p.m.

June Board Meeting:

Thursday, June 26, 2025, *(one week late)* 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.

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

May 15, 2025

AGENDA ITEM: 07A: GLENN SCHULTHEIS – RETIREMENT RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Mike Hill, Director of Fixed Route Transportation

SUMMARY: Glenn Schultheis retired from Spokane Transit after 30 years of dedicated service.

He began his journey as a Coach Operator on July 14, 1994, committing to safe and reliable public transportation. Over the years, he has been a steadfast presence, ensuring that countless passengers reached their destinations safely and on time.

Glenn’s professionalism, skill, and commitment to customer service earned him multiple commendations, safety awards, and recognitions for excellence. Whether assisting passengers with lost belongings or receiving praise for his driving, he has consistently embodied STA’s organizational values.

His dedication to safety is reflected in numerous Safe Driving Awards, along with years of perfect attendance, underscoring his dependability.

Beyond his technical skills, Glenn built lasting relationships with colleagues and passengers. His positive attitude, patience, and ability to handle challenges with grace set a high standard.

As Glenn embarks on retirement, we extend our deepest gratitude for his service. His contributions have left a lasting impact, and we wish him joy, relaxation, and fulfillment in this new chapter.

Please join me in thanking Glenn for his dedication over three decades—he will be greatly missed, but his legacy lives on.

RECOMMENDATION TO BOARD: Recognize Glenn for her 30 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

May 15, 2025

AGENDA ITEM 8A : MINUTES OF THE APRIL 17, 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 April 17, 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

Minutes of April 17, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Lance Speirs, Small Cities Medical Lake
Lili Navarrete, City of Spokane (*Virtual*)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Chris Grover, Small Cities Cheney *ExOfficio*
Dan Dunne, Small Cities Liberty Lake *ExOfficio*
(*Virtual*)
Dan Sander, Small Cities Millwood *ExOfficio*
Hank Bynaker, Small Cities Airway Heights
ExOfficio (Virtual)
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,
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 - Chair Haley requested excused absences for the March Board Workshop and Board Meeting for Mr. French and the April Board Operations Committee meeting for Ms. Klitzke.
Mr. Speirs moved to approve as presented. Mr. Hattenburg seconded, and the motion passed unanimously.
 4. Approve Board Agenda
Mr. Hattenburg moved to approve the agenda. Mr. French 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 Ms. Sarah Rose provided public expressions. Chair Haley called for additional requests to provide expressions from those attending in person and virtually. There were none.
 7. Recognitions and Presentations
 - A. Ms. Williams announced the employee recognition awards nominations and winners for the first quarter of 2025.
 - B. Ms. Williams recognized employees who celebrated milestone anniversary years of service during the first quarter of 2025.

- C. Mr. Rapez-Betty recognized and congratulated Mr. Kevin Milnes, Associate Building Maintenance Specialist, on his retirement after 33 years of employment with STA.
- D. Mr. Rapez-Betty recognized and congratulated Ms. Cindy Foster on her retirement after nearly 28 years of service to STA as a Customer Service Representative.

8. Board Action - Consent Agenda

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

- A. Minutes of March 20, 2025, STA Board Meeting: Approved as presented
- B. Minutes of March 20, 2025, STA Board Workshop: Approved as presented
- C. Approval of the March 2025 Vouchers: Approved as presented
- D. Public Works Contracts under \$35,000: Final Acceptance: Approved acceptance of the listed contracts as complete and authorize released retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- E. 2022 Service Change Bus Stops Phase 2: Final Acceptance: Approved acceptance of the contract with Cameron-Reilly, LLC for the 2022 Service Change Bus Stops Phase 2 contract as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.

9. Board Action – Planning & Development Committee Recommendation

A. Connect 2035 Initiative Sequencing Approval (Resolution)

Mr. Otterstrom presented the March 20, 2025, Board Workshop highlights of the initiative sequencing. He reviewed a conceptual Connect 2035 spending curve that reflected cash balance, capital improvement program + connect 2035 initiatives, and board mandated reserves. He reviewed board feedback on ballot measure timing and the initiative sequencing considerations. He reminded Board members of the Connect 2035 Goals and then discussed the outcomes the Board found most compelling for the region during the workshop. Mr. Otterstrom shared and reviewed the proposed revisions and updates to the Appendix.

Mr. Hattenburg moved to approve, by Resolution 836-25, the identification of implementation years for the core investments and initiatives of the Connect 2035 Strategic Plan, by amending the Appendix of the plan as presented. Ms. Klitzke seconded, and the motion passed unanimously.

10. Board Report – Other

A. 2025 Community Engagement Events

Ms. Cortright presented a schedule of community events and outreach that staff have planned for the 2025 calendar year. She mentioned the Connect 2035 goal to Lead and Collaborate with community partners and advised STA is being more strategic and intentional in conducting outreach activities. She highlighted a few upcoming events, explained the different legends on the page, and advised the Community Events Calendar will be emailed to Board members. Ms. Cortright welcomed suggestions from Board members of events that may be upcoming in their jurisdictions.

11. Board Operations Committee

- A. Chair Report – Chair Haley reported it was a short meeting with no action items presented in April.

12. Planning & Development Committee (P&D)

A. Chair Report – Mr. Hattenburg advised staff would be presenting reports on items received at the P&D meeting in order to provide details to the full Board.

i. 2026-2031 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions

Ms. Johnston reported on the revenue and expenditure forecast assumptions. Following her presentation, she shared a summary of assumptions and noted the Transit Development Plan (TDP) timeline.

Brief discussion ensued concerning the basis for the growth rate assumption and its annual review.

ii. Division Street Bus Rapid Transit: Implementation Strategy

Mr. Otterstrom provided an update and discussed the project schedule risks, mitigation strategy elements, *DivisionConnects*, and the locally preferred alternative elements and descriptions.

He shared Phase 1 – Minimum Operable Segment (MOS) details and provided information on Future Work (Phase 2+). Mr. Otterstrom offered to answer questions prior to discussing the next steps.

Discussion ensued clarifying understanding of the BAT lanes, their use by other motorists, the location and type of construction, the proposed completion date, as well as alignment with North Spokane Corridor.

Mr. Otterstrom advised the next steps include providing a mitigation strategy and communication to the public and refining the Ruby Street cross-section in April. In the May-June timeline, staff will receive community and partner input on MOS. In July, staff will revise the Locally Preferred Alternative (LPA) and formally establish MOS definition by Board action and seek Board approval for FTA Small Starts grant application for Phase I (MOS). In August, a ratings package for FTA Small Starts grant application for Phase I (MOS) will be submitted.

He mentioned a potential briefing by Sherry Little of Cardinal Infrastructure at the June Board meeting on the current administration's appetite for a project like Division BRT.

Discussion ensued.

iii. Facilities Master Plan Phase 1 Update –

Mr. Rapez-Betty shared that staff are finalizing the Phase 1 report that includes four draft development scenarios, finalizing initial evaluation and due diligence, cost estimating, and refining near-term needs. He discussed the site evaluation, draft development scenarios, and the next steps. In June, it is anticipated the Board will accept the Facilities Master Plan Phase 1 and near-term actions. In addition, the Board will approve the exploration and procurement of property that allows for adaptability as staff identify more about properties and funding. Mr. Rapez-Betty advised Phase 2 will incorporate any approvals from the Board and staff will continue to refine the feasible scenarios within the Facilities Master Plan, addressing needs through 2050.

Brief discussion ensued.

13. Performance Monitoring & External Relations Committee

A. Chair Report – Mr. Speirs advised that Mr. Rapez-Betty will present a report on STA's preventable accident reduction strategy.

i. Preventable Accident Reduction Strategy

Mr. Rapez-Betty discussed the preventable events since 2019 and shared a comparison of STA with other agencies in the American Bus Benchmarking Group (ABBG). He noted key factors contributing to the upward trend. He shared Fixed Route and Paratransit data on preventable versus non-preventable events and noted operational and financial consequences before sharing initial interventions taken in 2024. The interventions included a structured post-event review, one- and five-month ride checks, and a data-driven approach to training and coaching. Recommendations moving forward include launching a Telematics Program. Mr. Rapez-Betty advised the Telematics program is on the State Contract and staff are looking into vendor options. Additional steps forward were shared as well as information on the Telematics program. Mr. Rapez-Betty summarized by stating that data-driven insights are guiding STA's strategy, 2024 trends suggest improvement, and he expressed confidence that continued investment in operator coaching and overall safety and training will yield positive results.

14. CEO Report - Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, provided updates on the following items:

Ridership for Fixed Route increased 3.2% month over month in March and 5.3% year-to-date. Paratransit ridership realized a 2.5% increase in March and increased 5.1% year-to-date. Rideshare noted a decrease in ridership of 5.2% in March and is down 8.0% year-to-date. Zero Fare Youth ridership increased 6.3% in March and 6.4% year-to-date.

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

Sales Tax for March 2025 voter-approved sales tax revenue (January 2025 Sales) was \$107,577 above budget and 0.4% year-to-date above budget.

A State Transportation Budget update observed the Senate and House have passed different versions of budget bill SB 5161. Other legislation reported included an update on HB 1418 and HB 1491.

STA's 2025 Safety Awards Banquet was held Sunday, March 30, at Northern Quest Resort. The Interim Co-CEOs thanked the Board for their contributions throughout the year and to those who were able to attend.

A reminder of Bloomsday on May 4th included information on passes and fares, along with location and schedules for shuttles. Regular service will also be provided on Sunday, but the Plaza will be closed until after the race. The STA Alerts website page has detour information.

Congratulations were offered to STA's Marketing and Communications Team that recently won a 2025 Addy Award from the American Advertising Federation Spokane (AAF-Spokane). Their "Onboard Etiquette and Safety Campaign" earned a silver award in the Public Service out of Home Campaign category.

Earth Day is April 22 – There will be an EWU Double Decker Event that day from 12pm to 3pm outside of the EWU PUB and a dignitary tour from 3pm to 4pm with Mayor Grover, two Cheney City Council Members, EWU President McMahan, her Chief of Staff and others from EWU and the City of Cheney.

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

15. Board Information

- A. Committee Minutes
- B. March 2025 Sales Tax Revenue
- C. February 2025 Financial Results Summary
- D. February 2025 Operating Indicators
- E. 2024 Year End Performance Measures
- F. 2025-2026 Workforce Development Plan
- G. May 2025 Service Change
- H. 2026-2031 Transit Development Plan: Tactical Framework

16. Executive Session

Ms. Clark advised there would be two Executive Sessions held; the first under RCW 42.30.110(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 approximately 10 minutes. The second under RCW 42.30.140(4)(a), *for the purpose of discussing, planning or adopting the strategy or position to be taken during the course of ongoing collective bargaining*. She advised there was no decision anticipated from the sessions but expected it to be 15 minutes.

She reiterated the Board would be in Executive Session for ten minutes on the first session and 15 minutes on the second. The Clerk would advise if additional time were requested.

- At 3:06, the Board adjourned to Executive Session in the Northside Conference room for the two Executive Sessions at 10 and 15 minutes, respectively.
- At 3:31, the Clerk announced the Board requested 5 additional minutes and would return at 3:36.
- At 3:36, the Clerk announced the Board requested an additional two minutes and would return at 3:38.
- At 3:39, the Board returned, Chair Haley called the meeting back into open session, and advised no decision resulted from either of the Executive Sessions.

17. New Business – There was no new business.

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

19. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:39 pm.

. Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8B : APRIL 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 April 1 through 30, 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 (April)	Nos. 631958 – 632370	\$ 8,496,939.76
Worker's Comp Vouchers (April)	ACH – 2286	\$ 198,884.40
Payroll 04/04/2025	ACH – 04/04/2025	\$ 2,905,964.92
Payroll 04/18/2025	ACH – 04/18/2025	\$ 2,218,176.10
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,233.23
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,603.35
APRIL TOTAL		\$ 13,828,801.76

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 - April 2025

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/22/2025	631218-VOID	VOITH US INC	2460	(2,411.18)
04/04/2025	631958	INLAND WELDING SUPPLY INC	1032	4,641.68
04/04/2025	631959	ABB E-Mobility Inc.	2844	200,789.00
04/04/2025	631960	ASH & ROWAN HARDWARE LLC	2278	2.68
04/04/2025	631961	FRANCIS AVENUE HARDWARE	2279	280.50
04/04/2025	631962	ADT COMMERCIAL LLC	2462	587.23
04/04/2025	631963	IRIS GROUP HOLDINGS	2462	1,133.90
04/04/2025	631964	AFSCME	1328	696.76
04/04/2025	631965	AFSCME	1328	112.00
04/04/2025	631966	ALCOBRA METALS INC	2140	807.97
04/04/2025	631967	AMAZON CAPITAL SERVICES INC	2098	4,641.80
04/04/2025	631968	ATS INLAND NW LLC	1916	19,009.60
04/04/2025	631969	AMALG TRANSIT UNION #1015	1055	27,153.32
04/04/2025	631970	AMALG TRANSIT UNION #1598	1056	1,142.52
04/04/2025	631971	AUTODESK, INC	2980	5,052.16
04/04/2025	631972	AVISTA CORPORATION	1081	4,153.56
04/04/2025	631973	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
04/04/2025	631974	LITHIA MOTORS SUPPORT SERVICES	1024	75.30
04/04/2025	631975	CANON FINANCIAL SERVICES INC	1154	209.01
04/04/2025	631976	CDW-GOVERNMENT	1132	637.96
04/04/2025	631977	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	493.63
04/04/2025	631978	QWEST CORPORATION	1148	153.54
04/04/2025	631979	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
04/04/2025	631980	CITY OF CHENEY - UTILITY	1158	306.47
04/04/2025	631981	CITY OF SPOKANE	1601	699.22
04/04/2025	631982	CIVICPLUS LLC	2999	4,797.56
04/04/2025	631983	CLEAN CONCEPTS GROUP INC	1471	316.97
04/04/2025	631984	COFFMAN ENGINEERS INC	1162	16,182.25
04/04/2025	631985	COLEMAN OIL COMPANY LLC.	2683	94,395.04
04/04/2025	631986	COMMERCIAL TIRE INC	2451	1,820.81
04/04/2025	631987	COMPUNET INC	1166	1,396.86
04/04/2025	631988	CONTINENTAL DOOR COMPANY	1986	2,575.49
04/04/2025	631989	CUMMINS INC	1027	435.13
04/04/2025	631990	DEBORA L. BROWN MUNGUIA	2960	10,000.00
04/04/2025	631991	EMPLOYEE ADVISORY COUNCIL	1236	763.50
04/04/2025	631992	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
04/04/2025	631993	FASTENAL COMPANY	1249	5,170.37
04/04/2025	631994	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	15,000.00
04/04/2025	631995	BUSINESS INTERIORS OF IDAHO	2715	58,472.68
04/04/2025	631996	FEDERAL EXPRESS CORPORATION	1808	2,045.33
04/04/2025	631997	FEDEX	1808	191.10
04/04/2025	631998	GORDON TRUCK CENTERS INC	1018	19,146.17
04/04/2025	631999	PERFORMANCE SYSTEMS INTEGRATION LLC	2728	541.18
04/04/2025	632000	THE GENERAL STORE	1956	1,538.63
04/04/2025	632001	GILLIG LLC	1279	22,013.73
04/04/2025	632002	W.W. GRAINGER INC	1285	1,421.28
04/04/2025	632003	GRIMCO INC	2696	1,654.57
04/04/2025	632004	IL DCS AND FAMILY SERVICES	2768	276.53
04/04/2025	632005	INIT INNOVATIONS IN TRANSPORTATION INC	2392	1,920.76
04/04/2025	632006	MOUNTAIN BROADCASTING LLC	2761	2,250.00
04/04/2025	632007	LITHOGRAPHIC REPRODUCTIONS INC	1403	241.98
04/04/2025	632008	LONG BUSINESS FORMS	2301	1,509.66
04/04/2025	632009	LOWE'S COMPANIES, INC	2913	250.69
04/04/2025	632010	MAINTENANCE SOLUTIONS	1418	649.64
04/04/2025	632011	Q49 SOLUTIONS LLC	2594	50.14
04/04/2025	632012	MODERN ELECTRIC WATER CO INC	1439	42.12
04/04/2025	632013	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,993.97
04/04/2025	632014	MOTION AUTO SUPPLY INC	1012	305.07
04/04/2025	632015	NAPA AUTO PARTS INC	1014	5,116.37
04/04/2025	632016	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	452.36
04/04/2025	632017	NORLIFT INC	1470	3,253.00
04/04/2025	632018	OFFICE DEPOT INC	1483	528.87
04/04/2025	632019	PHOENIX MOTOR INC	2885	279.90
04/04/2025	632020	PROVISIONAL SERVICES INC.	2697	160.22
04/04/2025	632021	REBECCA VAN KEULEN	2735	55,058.05
04/04/2025	632022	WILPAT ENTERPRISES INC	1550	1,049.51
04/04/2025	632023	S T A - WELL	1557	592.50
04/04/2025	632024	SAFETY-KLEEN SYSTEMS INC	1564	5,676.72
04/04/2025	632025	SAGEVIEW ADVISORY GROUP LLC	1955	9,250.00

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04/04/2025	632026	SECURITAS TECHNOLOGY CORP	2967	567.27
04/04/2025	632027	SIX ROBBLEES INC	1017	115.27
04/04/2025	632028	SPOKANE HOUSE OF HOSE INC	1605	16.05
04/04/2025	632029	THE SPOKESMAN REVIEW	1616	701.91
04/04/2025	632030	SPORTWORKS GLOBAL LLC	1617	216.26
04/04/2025	632031	STONEWAY ELECTRIC SUPPLY CO	1633	16.40
04/04/2025	632032	SUMMIT LAW GROUP PLLC	1637	4,351.50
04/04/2025	632033	TRANSMACHINE MTT INC	2899	94.00
04/04/2025	632034	UNIFIRST CORPORATION	2868	4,015.12
04/04/2025	632035	UNITED WAY OF SPOKANE COUNTY	1684	105.00
04/04/2025	632036	US BANK	1678	53,245.58
04/04/2025	632037	US DEPT OF THE TREASURY	2950	356.44
04/04/2025	632038	USERWAY INC	2978	5,644.30
04/04/2025	632039	VECTOR NORTH AMERICA INC.	2750	4,293.52
04/04/2025	632040	CARACAL ENTERPRISES LLC	2419	1,744.46
04/04/2025	632041	VERIZON WIRELESS LLC	1686	5,752.97
04/04/2025	632042	VOITH US INC	2460	21,500.25
04/04/2025	632043	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,690.15
04/04/2025	632044	WALTER E NELSON CO	1721	8,044.36
04/04/2025	632045	WENDLE MOTORS INCORPORATED	1021	92.58
04/04/2025	632046	WESCO GROUP LLC	2368	2,267.54
04/04/2025	632047	WESCO GROUP LLC	2368	563.12
04/04/2025	632048	ZOHO CORPORATION	2961	432.73
04/11/2025	632049	INLAND WELDING SUPPLY INC	1032	9,783.96
04/11/2025	632050	ASH & ROWAN HARDWARE LLC	2278	19.85
04/11/2025	632051	FRANCIS AVENUE HARDWARE	2279	35.27
04/11/2025	632052	CBS REPORTING INC	1035	131.50
04/11/2025	632053	ALEXANDER DENNIS INC.	2759	1,009,647.58
04/11/2025	632054	ALCOBRA METALS INC	2140	0.00
04/11/2025	632055	AMAZON CAPITAL SERVICES INC	2098	2,452.72
04/11/2025	632056	NORTHWEST INDUSTRIAL SERVICES LLC	1058	297.96
04/11/2025	632057	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,635.00
04/11/2025	632058	AVISTA CORPORATION	1081	4,534.42
04/11/2025	632059	BUDINGER & ASSOCIATES INC	2149	3,368.29
04/11/2025	632060	BULLDOG ROOTER INC	1126	2,138.13
04/11/2025	632061	LITHIA MOTORS SUPPORT SERVICES	1024	225.00
04/11/2025	632062	CANON FINANCIAL SERVICES INC	1154	125.05
04/11/2025	632063	QWEST CORPORATION	1148	82.76
04/11/2025	632064	CITY GLASS SPOKANE INC	2599	5,199.30
04/11/2025	632065	CITY OF CHENEY - UTILITY	1158	1,114.24
04/11/2025	632066	CITY OF SPOKANE	1601	3,020.40
04/11/2025	632067	CITY OF SPOKANE	1601	3,128.59
04/11/2025	632068	CLEAN CONCEPTS GROUP INC	1471	118.46
04/11/2025	632069	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	8,965.44
04/11/2025	632070	COFFMAN ENGINEERS INC	1162	889.94
04/11/2025	632071	COLEMAN OIL COMPANY LLC.	2683	108,913.79
04/11/2025	632072	COMMERCIAL TIRE INC	2451	5,908.74
04/11/2025	632073	COMPUNET INC	1166	2,887.35
04/11/2025	632074	COSTAR REALTY INFORMATION INC.	2851	489.79
04/11/2025	632075	CORPORATE TRANSLATION SERVICES INC	2158	30.81
04/11/2025	632076	CUMMINS INC	1027	6,738.18
04/11/2025	632077	CYBERNET MANUFACTURING, INC.	2990	1,866.00
04/11/2025	632078	D'AMATO CONVERSANO INC. P.C.	2718	7,837.50
04/11/2025	632079	DOW JONES & COMPANY	2698	187.48
04/11/2025	632080	EL JAY OIL CO INC	1003	8,887.63
04/11/2025	632081	ELITE ENTRY SYSTEMS LLC	2632	3,660.67
04/11/2025	632082	EMERALD SERVICES INC	1234	275.00
04/11/2025	632083	FASTENAL COMPANY	1249	2,922.94
04/11/2025	632084	FLEET EFORCE INC	2970	47,248.84
04/11/2025	632085	FEDEX	1808	344.68
04/11/2025	632086	GORDON TRUCK CENTERS INC	1018	9,281.68
04/11/2025	632087	GALLS LLC	1271	719.11
04/11/2025	632088	THE GENERAL STORE	1956	37.62
04/11/2025	632089	GILLIG LLC	1279	12,393.03
04/11/2025	632090	GLOBAL EQUIPMENT COMPANY INC	1280	84.97
04/11/2025	632091	GOODSON MANUFACTURING COMPANY	1284	361.71
04/11/2025	632092	W.W. GRAINGER INC	1285	2,233.52
04/11/2025	632093	H & H BUSINESS SYSTEMS	1298	1,147.52
04/11/2025	632094	HARRINGTON INDUSTRIAL PLASTICS LLC	2629	513.31
04/11/2025	632095	THE HILLER COMPANIES LLC	2888	2,803.50
04/11/2025	632096	HOGAN MFG INC	1008	1,338.87
04/11/2025	632097	HUMANIX CORP	1329	558.75

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/11/2025	632098	ARCADIS A CALIFORNIA PARTNERSHIP	1336	15,250.60
04/11/2025	632099	IMPERIAL COLLEGE PROJECTS LIMITED	1339	29,900.00
04/11/2025	632100	JANEK CORPORATION	1358	291.00
04/11/2025	632101	KARRAS CONSULTING	2991	11,633.33
04/11/2025	632102	MOUNTAIN BROADCASTING LLC	2761	250.00
04/11/2025	632103	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,413.40
04/11/2025	632104	LONG BUSINESS FORMS	2301	354.26
04/11/2025	632105	LOOMIS ARMORED US LLC	1408	5,272.76
04/11/2025	632106	LOWE'S COMPANIES, INC	2913	392.74
04/11/2025	632107	M & L SUPPLY CO INC	1413	331.26
04/11/2025	632108	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	429.48
04/11/2025	632109	NEALTON INC	2896	1,334.34
04/11/2025	632110	MODERN ELECTRIC WATER CO INC	1439	1,821.10
04/11/2025	632111	MOHAWK LIFTS LLC	2620	34,560.51
04/11/2025	632112	MOHAWK MANUFACTURING & SUPPLY CO	1011	171.16
04/11/2025	632113	MOTION AUTO SUPPLY INC	1012	67.30
04/11/2025	632114	MOTOROLA SOLUTIONS INC	1448	1,034.63
04/11/2025	632115	MUNCIE RECLAMATION AND SUPPLY CO	1013	979.30
04/11/2025	632116	BLACK REALTY MANAGEMENT INC	1658	850.00
04/11/2025	632117	NAPA AUTO PARTS INC	1014	4,491.51
04/11/2025	632118	NATIONAL COLOR GRAPHICS INC	1455	600.59
04/11/2025	632119	THE AFTERMARKET PARTS COMPANY LLC	1015	54,334.08
04/11/2025	632120	CSWW INC	1102	183.76
04/11/2025	632121	CSWW INC	1102	421.56
04/11/2025	632122	TAMMY LYNNE GLIDEWELL	1282	2,835.00
04/11/2025	632123	NORTHWEST INTERPRETERS INC.	2712	1,278.60
04/11/2025	632124	PACIFIC OFFICE SOLUTIONS	2288	1,353.47
04/11/2025	632125	PARAMETRIX INC	2062	536,944.98
04/11/2025	632126	PHOENIX MOTOR INC	2885	603.86
04/11/2025	632127	PROVISIONAL SERVICES INC.	2697	246.50
04/11/2025	632128	PURE FILTRATION PRODUCTS INC	1531	896.85
04/11/2025	632129	REHN & ASSOCIATES	2395	474.00
04/11/2025	632130	ROMAINE ELECTRIC CORPORATION	1548	183.56
04/11/2025	632131	WILPAT ENTERPRISES INC	1550	4,081.28
04/11/2025	632132	SAFETY-KLEEN SYSTEMS INC	1564	2,190.44
04/11/2025	632133	SBA TOWERS II LLC	1569	2,636.43
04/11/2025	632134	JEFFREY S SEARS	1573	909.06
04/11/2025	632135	SENSKE LAWN & TREE CARE INC	2194	107.91
04/11/2025	632136	SIX ROBBLEES INC	1017	2,260.12
04/11/2025	632137	SPALDINGS INC	1771	32.70
04/11/2025	632138	SPOKANE HOUSE OF HOSE INC	1605	3,086.13
04/11/2025	632139	SPOKANE POWER TOOL	1608	295.36
04/11/2025	632140	DGT ENTERPRISES LLC	2670	9,033.20
04/11/2025	632141	STONCOR GROUP INC	2993	9,196.35
04/11/2025	632142	SUN SUPPLY INC.	2710	3,953.10
04/11/2025	632143	TERMINAL SUPPLY INC	1648	1,697.23
04/11/2025	632144	THERMO KING NORTHWEST	1650	119.04
04/11/2025	632145	TRAPEZE SOFTWARE GROUP	1669	27,852.34
04/11/2025	632146	TYLER TECHNOLOGIES INC	1675	207,313.64
04/11/2025	632147	ULINE INC	2401	108.35
04/11/2025	632148	UNIFIRST CORPORATION	2868	2,876.26
04/11/2025	632149	UNITED PARCEL SERVICE INC	1683	241.22
04/11/2025	632150	VERITECH INC	2049	1,016.00
04/11/2025	632151	WALTER E NELSON CO	1721	2,989.28
04/11/2025	632152	WESCO GROUP LLC	2368	11,339.16
04/11/2025	632153	WHITES BOOTS INC	1744	408.75
04/11/2025	632154	WASHINGTON STATE TRANSIT ASSOC	1715	2,650.00
04/11/2025	632155	XPRESSMYSELF LLC	2974	1,064.49
04/11/2025	632156	ZAYO GROUP LLC	2321	41,049.78
04/18/2025	632157	4IMPRINT INC	1263	8,754.57
04/18/2025	632158	INLAND WELDING SUPPLY INC	1032	5,967.40
04/18/2025	632159	ASH & ROWAN HARDWARE LLC	2278	100.49
04/18/2025	632160	FRANCIS AVENUE HARDWARE	2279	2,287.46
04/18/2025	632161	ALEXANDER DENNIS INC.	2759	353,376.66
04/18/2025	632162	IRIS GROUP HOLDINGS	2462	226.18
04/18/2025	632163	AFSCME	1328	696.76
04/18/2025	632164	AFSCME	1328	110.00
04/18/2025	632165	ALCOBRA METALS INC	2140	282.53
04/18/2025	632166	AMAZON CAPITAL SERVICES INC	2098	1,268.29
04/18/2025	632167	NORTHWEST INDUSTRIAL SERVICES LLC	1058	297.96
04/18/2025	632168	THE ARC OF SPOKANE	2361	13,738.99
04/18/2025	632169	ARCHITECTURAL HARDWARE	1989	2,540.79

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04/18/2025	632170	NORTHWEST CENTER SERVICES	2271	5,588.76
04/18/2025	632171	ATLAS BOILER & EQUIPMENT CO.	2420	3,660.49
04/18/2025	632172	AMALG TRANSIT UNION #1015	1055	26,772.81
04/18/2025	632173	AMALG TRANSIT UNION #1598	1056	1,142.52
04/18/2025	632174	AMALGAMATED TRANSIT UNION	1057	196.86
04/18/2025	632175	AVI-SPL LLC	2998	11,099.84
04/18/2025	632176	AVIDEX INDUSTRIES LLC	2244	4,497.23
04/18/2025	632177	AVISTA CORPORATION	1081	50,016.73
04/18/2025	632178	AVISTA CORPORATION	1081	76,243.58
04/18/2025	632179	BIG ASS HOLDING LLC	2591	60,634.80
04/18/2025	632180	BUDINGER & ASSOCIATES INC	2149	3,102.29
04/18/2025	632181	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
04/18/2025	632182	CALVARY SPOKANE	1136	6,049.43
04/18/2025	632183	CAMERON-REILLY LLC	1137	528,217.61
04/18/2025	632184	LITHIA MOTORS SUPPORT SERVICES	1024	12.03
04/18/2025	632185	CANON FINANCIAL SERVICES INC	1154	245.67
04/18/2025	632186	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
04/18/2025	632187	CITY GLASS SPOKANE INC	2599	76.37
04/18/2025	632188	COAST TRANSPORTATION	2040	9,827.14
04/18/2025	632189	COLEMAN OIL COMPANY LLC.	2683	78,525.04
04/18/2025	632190	CONTINENTAL DOOR COMPANY	1986	804.06
04/18/2025	632191	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	154.00
04/18/2025	632192	EMPLOYEE ADVISORY COUNCIL	1236	754.50
04/18/2025	632193	EL JAY OIL CO INC	1003	6,436.97
04/18/2025	632194	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	13,173.00
04/18/2025	632195	THE FIG TREE	2465	120.00
04/18/2025	632196	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,384.71
04/18/2025	632197	V02 COLLECTION INC.	2860	2,162.74
04/18/2025	632198	FEDEX	1808	134.39
04/18/2025	632199	GORDON TRUCK CENTERS INC	1018	3,039.05
04/18/2025	632200	GALLS LLC	1271	5,263.56
04/18/2025	632201	THE GENERAL STORE	1956	112.80
04/18/2025	632202	GENFARE LLC	1268	3,484.99
04/18/2025	632203	GILLIG LLC	1279	2,297.65
04/18/2025	632204	W.W. GRAINGER INC	1285	545.04
04/18/2025	632205	H & H BUSINESS SYSTEMS	1298	1,792.73
04/18/2025	632206	HUMANIX CORP	1329	186.25
04/18/2025	632207	IHEART MEDIA ENTERTAINMENT INC	2639	3,000.00
04/18/2025	632208	IL DCS AND FAMILY SERVICES	2768	276.53
04/18/2025	632209	INLAND FIRST AID AND SAFETY	2895	728.07
04/18/2025	632210	JOHNSON CONTROLS FIRE PROTECTION LP	1584	927.50
04/18/2025	632211	KERSHAW'S INC	1374	243.39
04/18/2025	632212	KIRK'S AUTOMOTIVE INC	1007	290.00
04/18/2025	632213	KL2 CONNECTS LLC	2962	16,250.00
04/18/2025	632214	L&E PARK LLC	2391	4,347.28
04/18/2025	632215	M & L SUPPLY CO INC	1413	153.69
04/18/2025	632216	MCCARTY'S SACRO EASE	2406	6,626.56
04/18/2025	632217	Q49 SOLUTIONS LLC	2594	77.39
04/18/2025	632218	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,321.72
04/18/2025	632219	MOTION AUTO SUPPLY INC	1012	154.67
04/18/2025	632220	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,912.98
04/18/2025	632221	NAPA AUTO PARTS INC	1014	794.07
04/18/2025	632222	THE AFTERMARKET PARTS COMPANY LLC	1015	19,599.00
04/18/2025	632223	NEW FLYER OF AMERICA INC	2528	707,728.88
04/18/2025	632224	CSWW INC	1102	286.44
04/18/2025	632225	NORTHWEST LIFT & EQUIPMENT LLC	1952	942.39
04/18/2025	632226	YOKE'S FOODS, INC	901	4,879.00
04/18/2025	632227	REBECCA VAN KEULEN	2735	28,633.71
04/18/2025	632228	RILEY ENGINEERING INC	2928	2,943.76
04/18/2025	632229	RODDA PAINT CO.	2966	533.46
04/18/2025	632230	S T A - WELL	1557	586.50
04/18/2025	632231	SAFETY-KLEEN SYSTEMS INC	1564	32.70
04/18/2025	632232	SECURITAS TECHNOLOGY CORP	2967	756.70
04/18/2025	632233	SIX ROBBLEES INC	1017	461.29
04/18/2025	632234	SPECIAL MOBILITY SERVICES	2122	10,683.00
04/18/2025	632235	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,078.00
04/18/2025	632236	SPOKANE VALLEY SCREEN PRINTING INC	2609	213.44
04/18/2025	632237	THE SPOKESMAN REVIEW	1616	399.03
04/18/2025	632238	STA OPERATIONS	1556	79.43
04/18/2025	632239	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	2,362.50
04/18/2025	632240	SWIFTLY INC	2480	195,023.92
04/18/2025	632241	TERMINAL SUPPLY COMPANY	1648	301.66

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04/18/2025	632242	TRAPEZE SOFTWARE GROUP	1669	12,889.26
04/18/2025	632243	TRUNCATED DOMES DEPOT	2989	7,680.90
04/18/2025	632244	TWILIO INC	2994	1,100.87
04/18/2025	632245	UNITED WAY OF SPOKANE COUNTY	1684	100.00
04/18/2025	632246	US DEPT OF THE TREASURY	2950	201.95
04/18/2025	632247	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,682.99
04/18/2025	632248	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	1,555.20
04/18/2025	632249	WALTER E NELSON CO	1721	856.14
04/18/2025	632250	WESCO GROUP LLC	2368	4,519.10
04/18/2025	632251	WEX BANK	2642	17,315.52
04/18/2025	632252	WHITES BOOTS INC	1744	535.50
04/18/2025	632253	WHITWORTH WATER DISTRICT	1746	61.92
04/25/2025	632254	4AP HOLDINGS INC	3002	1,651.63
04/25/2025	632255	INLAND WELDING SUPPLY INC	1032	1,334.07
04/25/2025	632256	ACCESS INFORMATION HOLDINGS	2340	1,340.33
04/25/2025	632257	ASH & ROWAN HARDWARE LLC	2278	167.82
04/25/2025	632258	FRANCIS AVENUE HARDWARE	2279	494.19
04/25/2025	632259	ALEXANDER DENNIS INC.	2759	353,376.66
04/25/2025	632260	ALCOBRA METALS INC	2140	915.64
04/25/2025	632261	ALL-STAR AUTO GLASS LLC	2983	811.86
04/25/2025	632262	UNIVERSAL PROTECTION SERVICE LP	2338	105,007.21
04/25/2025	632263	AMAZON CAPITAL SERVICES INC	2098	6,977.71
04/25/2025	632264	STEVEN W NILES JR	2276	106.81
04/25/2025	632265	NORTHWEST INDUSTRIAL SERVICES LLC	1058	257.86
04/25/2025	632266	AMPD ENTERTAINMENT LLC	2463	194.23
04/25/2025	632267	ARCTIC LIGHTING & ELECTRIC LLC	2100	12,263.60
04/25/2025	632268	AVISTA CORPORATION	1081	47,085.61
04/25/2025	632269	CONTINENTAL BATTERY COMPANY	2915	119.98
04/25/2025	632270	BECKWITH & KUFFEL, INC	2919	1,383.39
04/25/2025	632271	BL BEST	1083	261.71
04/25/2025	632272	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
04/25/2025	632273	BDI	1022	760.87
04/25/2025	632274	BUDINGER & ASSOCIATES INC	2149	120.69
04/25/2025	632275	BULLDOG ROOTER INC	1126	1,503.11
04/25/2025	632276	CAMP AUTOMOTIVE INC	1024	273.34
04/25/2025	632277	LITHIA MOTORS SUPPORT SERVICES	1024	380.81
04/25/2025	632278	CANON FINANCIAL SERVICES INC	1154	1,771.07
04/25/2025	632279	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
04/25/2025	632280	CDW-GOVERNMENT	1132	3,575.87
04/25/2025	632281	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	272.50
04/25/2025	632282	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	13,200.49
04/25/2025	632283	QWEST CORPORATION	1148	237.20
04/25/2025	632284	MST FINANCIAL SOLUTIONS LLC	1153	1,745.21
04/25/2025	632285	CHK AMERICA INC	1155	375.00
04/25/2025	632286	CITY GLASS SPOKANE INC	2599	1,300.37
04/25/2025	632287	CITY OF MEDICAL LAKE	1424	303.00
04/25/2025	632288	CITY OF SPOKANE	1601	13,449.46
04/25/2025	632289	COFFMAN ENGINEERS INC	1162	15,944.15
04/25/2025	632290	COLEMAN OIL COMPANY LLC.	2683	42,796.85
04/25/2025	632291	COMCAST	1170	1,075.93
04/25/2025	632292	COMPUNET INC	1166	3,206.90
04/25/2025	632293	CROWN CASTLE INTERNATIONAL CORP.	2733	2,277.99
04/25/2025	632294	CROWN CASTLE USA INC	2733	2,000.00
04/25/2025	632295	CUMMINS INC	1027	775.17
04/25/2025	632296	CUMMINS INC	1027	3,071.65
04/25/2025	632297	EARTHWORKS RECYCLING INC.	2816	200.00
04/25/2025	632298	EL JAY OIL CO INC	1003	6,649.54
04/25/2025	632299	FASTENAL COMPANY	1249	3,162.10
04/25/2025	632300	FISERV-FIRST DATA MERCHANT SERVICES CORPORATI	1257	9,967.41
04/25/2025	632301	FIRST TRANSIT INC	2430	653,877.44
04/25/2025	632302	V02 COLLECTION INC.	2860	179.85
04/25/2025	632303	FREEDMAN SEATING COMPANY	1827	5,606.94
04/25/2025	632304	BUSINESS INTERIORS OF IDAHO	2715	1,749.83
04/25/2025	632305	GORDON TRUCK CENTERS INC	1018	5,657.54
04/25/2025	632306	GALLS LLC	1271	2,025.88
04/25/2025	632307	GENFARE LLC	1268	371.56
04/25/2025	632308	GILLIG LLC	1279	4,787.98
04/25/2025	632309	W.W. GRAINGER INC	1285	787.15
04/25/2025	632310	GRANICUS LLC	2769	901.89
04/25/2025	632311	GREAT FLOORS LLC	1288	21,897.28
04/25/2025	632312	GTS INTERIOR SUPPLY	1994	1,067.76
04/25/2025	632313	H & H BUSINESS SYSTEMS	1298	731.69

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
04/25/2025	632314	THE HILLER COMPANIES LLC	2888	287.00
04/25/2025	632315	JANEK CORPORATION	1358	789.50
04/25/2025	632316	JOHNSON CONTROLS FIRE PROTECTION LP	1584	37.78
04/25/2025	632317	WILLIAM CORP	1363	6,398.19
04/25/2025	632318	KIRK'S AUTOMOTIVE INC	1007	96.87
04/25/2025	632319	KPFF INC	2510	41,110.62
04/25/2025	632320	LAIRD PLASTICS	1383	337.00
04/25/2025	632321	LITHOGRAPHIC REPRODUCTIONS INC	1403	813.89
04/25/2025	632322	LOWE'S COMPANIES, INC	2913	35.04
04/25/2025	632323	M & L SUPPLY CO INC	1413	889.14
04/25/2025	632324	MAGALDI & MAGALDI INC	1416	431.16
04/25/2025	632325	MAINTENANCE SOLUTIONS	1418	967.56
04/25/2025	632326	MCGUIRE BEARING COMPANY	1010	436.72
04/25/2025	632327	MICHELIN NORTH AMERICA INC	2325	65,575.69
04/25/2025	632328	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,465.43
04/25/2025	632329	MOON SHADOW ETCHERS INC.	2770	3,033.52
04/25/2025	632330	NAPA AUTO PARTS INC	1014	13,043.25
04/25/2025	632331	LEGEND INVESTMENTS INC	1454	1,736.96
04/25/2025	632332	THE AFTERMARKET PARTS COMPANY LLC	1015	1,168.07
04/25/2025	632333	NEW FLYER OF AMERICA INC	2528	1,415,457.76
04/25/2025	632334	NORLIFT INC	1470	509.10
04/25/2025	632335	NORTH 40 OUTFITTERS	1102	121.89
04/25/2025	632336	ONEBRIDGE BENEFITS INC	2880	213.00
04/25/2025	632337	PARR LUMBER	2299	132.50
04/25/2025	632338	PHOENIX MOTOR INC	2885	343.23
04/25/2025	632339	PRO MECHANICAL SERVICES INC	1897	1,346.08
04/25/2025	632340	PROVISIONAL SERVICES INC.	2697	357.42
04/25/2025	632341	ROMAINE ELECTRIC CORPORATION	1548	984.90
04/25/2025	632342	SAFELITE FULFILLMENT INC	2889	653.47
04/25/2025	632343	BECKI B COACHING, LLC	2982	6,090.45
04/25/2025	632344	SCHINDLER ELEVATOR CORPORATION	1930	162.97
04/25/2025	632345	THE SHERWIN-WILLIAMS CO	1580	149.60
04/25/2025	632346	SHERWIN-WILLIAMS	1580	542.13
04/25/2025	632347	SIX ROBBLEES INC	1017	536.36
04/25/2025	632348	SPOKANE COUNTY SOLID WASTE	1603	579.51
04/25/2025	632349	SPOKANE HOUSE OF HOSE INC	1605	145.80
04/25/2025	632350	SPORTWORKS GLOBAL LLC	1617	102.60
04/25/2025	632351	STONEWAY ELECTRIC SUPPLY CO	1633	920.81
04/25/2025	632352	SUMMIT LAW GROUP PLLC	1637	5,771.00
04/25/2025	632353	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	350.00
04/25/2025	632354	TERMINAL SUPPLY INC	1648	257.50
04/25/2025	632355	THERMO KING NORTHWEST	1650	4,615.08
04/25/2025	632356	BOBCAT OF SPOKANE	1650	321.85
04/25/2025	632357	TITAN TRUCK EQUIPMENT INC	1655	285.58
04/25/2025	632358	TRAPEZE SOFTWARE GROUP	1669	63,705.87
04/25/2025	632359	UNIFIRST CORPORATION	2868	281.46
04/25/2025	632360	UNITED LABORATORIES	1681	1,736.99
04/25/2025	632361	VERIZON WIRELESS LLC	1686	4,190.02
04/25/2025	632362	VOITH US INC	2460	2,411.18
04/25/2025	632363	WASHINGTON STATE	1704	9,319.70
04/25/2025	632364	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.50
04/25/2025	632365	WENDLE MOTORS INCORPORATED	1021	59.15
04/25/2025	632366	WHITES BOOTS INC	1744	314.20
04/25/2025	632367	WHITWORTH WATER DISTRICT	1746	34.06
04/25/2025	632368	WILBUR-ELLIS COMPANY	1747	4,617.04
04/25/2025	632369	VERIZON	2142	3,936.30
04/25/2025	632370	ZIPLINE COMMUNICATIONS INC	2492	3,569.00
TOTAL APRIL ACCOUNTS PAYABLE				8,496,939.76
4/1/2025-4/30/2025	ACH	WORKER'S COMPENSATION	2286	198,884.40
TOTAL APRIL WORKER'S COMPENSATION DISBURSEMENTS				198,884.40
04/04/2025	731065-731080	PAYROLL AND TAXES PR 07, 2025	VARIES	2,905,964.92
04/18/2025	731081-731106	PAYROLL AND TAXES PR 08, 2025	VARIES	2,218,176.10
TOTAL APRIL PAYROLL AND TAXES				5,124,141.02
04/17/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	6,233.23
04/17/2025	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	2,603.35
TOTAL APRIL EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,836.58

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
TOTAL APRIL DISBURSEMENTS FROM TO1 ACCOUNTS				13,828,801.76
TOTAL APRIL DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL APRIL DISBURSEMENTS TO1 & TO5 ACCOUNTS				13,828,801.76

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jordan Hayes-Horton, Director of Procurement

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
20250755	Tree Trimming on Route for Double Decker Coaches	The FA Bartlett Tree Expert Company	\$5,400.00	4/3/2025
20250876	Fleck Door 7 Emergency Repair	Continental Door Company	\$885.36	4/4/2025
20250679	Plaza AHU3 Pipe Repair	Atlas Boiler & Equipment, Co	\$4,243.99	4/8/2025

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

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

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8D: PLAZA PROPERTY MANAGEMENT & LEASING AGENT SERVICES: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO/Chief Operations Officer
Jenni Knoll, Plaza Operations Manager

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

Public Works Contract for:	Plaza Property Management & Leasing Agent Services
Purchase Order Number:	2017-10050
Contractor:	Black Realty Management, Inc
Project Start:	July 1, 2023
Substantial Completion:	July 31, 2024
Final Completion:	November 14, 2024
Scope of Work:	Provide administrative and operational management and building engineering services as necessary to maintain the good working order of the Plaza. Commercial real estate property management services and coordination with Plaza tenants to maintain adherence to the provisions of tenant leases.

Contract Authority, Including Contingency	\$574,673.72
Awarded Contract	\$574,673.72
Additive Change Orders (Applied Contingency)	\$0
Deductive Amount (Rebates)	(\$0)
Total Final Contract Value	\$574,673.72
Unspent	\$0

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with Black Realty Management, Inc, for Plaza Property Management & Leasing Services 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 brb

Chief Executive Officer KO/BRB

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8E : HID READER REPLACEMENT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kade Peterson, Chief Information Officer
Krissy Ellis, Technology Project Manager

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

Public Works Contract for:	HID Reader Replacement
Purchase Order Number:	20231061
Contractor:	The ADT Security Corporation
Project Start:	May 8, 2023
Substantial Completion:	November 14, 2024
Final Completion:	March 1, 2025
Scope of Work:	ADT upgraded 192 card readers to Signo Card readers with Mifare. Labor services included Project Management, removal of existing readers, installation of new readers on the same mounting conditions, programming, testing and commissioning.

Contract Authority, Including Contingency	\$98,219.29
Awarded Contract	\$98,219.29
Additive Change Orders (Applied Contingency)	\$0
Deductive Amount (Rebates)	(\$0)
Total Final Contract Value	\$98,219.29
Unspent	\$0

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with The ADT Security Corporation, for the HID Card Reader Replacement Project 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 kp Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8F : THIRD-PARTY WORKERS COMPENSATION CLAIMS ADMINISTRATION –
AWARD OF CONTRACT

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a five (5) year contract for Worker’s Compensation Claims Administration.

The current contract (2020-10476) with Tristar Risk Management for Third Party Worker’s Compensation Claims Administration expires on July 31, 2025.

On February 13, 2025, Request for Proposals (RFP) 2024-11002 Worker’s Compensation Claims Administration was advertised on the STA website, APEX website, and sent to contractors listed on the Labor and Industries website that provide these services. A pre-proposal meeting was held on February 26, 2025, and proposals were due March 13, 2025. Two (2) responsive proposals were received from responsible contractors Penser North America, Inc. and ICB Innovative Claim Solutions.

The evaluation committee met on April 2, 2025, and was comprised of voting members Nancy Williams, Stephanie Crawford, Tammy Johnston, Jordan Hayes-Horton, Chariti Gagne, Haley Wilson and non-voting member Tammy Santana. The proposals were evaluated based on the following criteria: 1) Project Plan & Approach; 2) Qualifications & Firm Experience; 3) Price Proposal; and 4) References.

Final evaluation scores were as follows:

Proposer	Evaluation Score (Max 4)
Penser North America, Inc.	3.83
ICB Innovative Claim Solutions	3.00

The evaluation committee determined Penser North America, Inc. received the highest evaluation score and is a qualified and cost-effective firm to provide Worker’s Compensation Claims Administration Services.

The total estimated cost of the contract over the five-year period is \$425,546. Expenses will be allocated to operating budget 00000-206010 STAPropriety: Reserve-WorkerComp.

RECOMMENDATION TO THE COMMITTEE: Recommend the Board approve, by motion, the award of contract for Worker's Compensation Claims Administration and authorize the CEO to execute a five-year contract with Penser North America, Inc. for a total estimated cost of \$425,546.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Worker's Compensation Claims Administration and authorize the CEO to execute a five-year contract with Penser North America, Inc. for a total estimated cost of \$425,546.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8G : PROJECT MANAGEMENT SOFTWARE – AWARD OF CONTRACT

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Speirs)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Jordan Hayes-Horton, Director of Procurement
Tom Norton, Infrastructure Development Manager

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a three-year contract for Procore project management software to Carahsoft Technology Corporation.

BACKGROUND: STA project managers have been managing projects using disparate tools (Microsoft Excel, Microsoft Project, etc.) and manual processes. While STA is able to accomplish its goals, these disparate tools are inefficient, make sharing information difficult (both internally and externally), and do not allow project managers to efficiently organize data for meaningful reporting, and don’t provide efficient document flows for approvals.

To remove these inefficiencies and improve project management capability and capacity, staff intend to purchase project management software. Staff matched vendor software capabilities with STA requirements and chose three software vendors to conduct software demonstrations to STA staff across various departments (Finance, Information Services, Capital Development & Purchasing). The vendors were evaluated and Procore was selected as the software that best meets STA’s needs. Procore’s many benefits include automatic Gantt charts, easy report generation, dashboards of project status available throughout the organization, and project metrics for time, budget, and manpower.

Procore is available for purchase from Carahsoft Technology Corporation via the Washington State Department of Enterprise Services (DES) Master Contract 05116. Utilizing the DES contract satisfies all STA procurement requirements. Staff recommend executing a three-year agreement that is anticipated to go into effect June 1, 2025.

The cost of the three-year agreement totals \$607,584.59 and is comprised of the following elements:

- The initial purchase and implementation costs of \$243,999.79 which will be funded through CIP# 763, previously approved by the Board as part of the 2025 Capital budget, with a project budget in the amount of \$306,000.
- An annual subscription service charge in the amount of \$181,792.40 annually that will apply for the second and third year of the service agreement. These costs will be incorporated into future operating budgets.

The table below summarizes these charges:

Contract Cost Summary	
Implementation Costs & Year 1 (from CIP# 763)	\$243,999.79
Year 2 Subscription Costs (from future Operating Budget)	\$181,792.40
Year 3 Subscription Costs (from future Operating Budget)	\$181,792.40
TOTAL Costs	\$607,584.59

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize, by motion, the CEO to execute a three-year contract with Carahsoft Technology Corporation for Procore project management software for a total value of \$607,584.59.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to execute a three-year contract with Carahsoft Technology Corporation for Procore project management software for a total value of \$607,584.59.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8H : UNIFORMS AND ACCESSORIES – AWARD OF CONTRACT

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO\Chief Operations Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a five-year contract for Uniforms and Accessories.

The current contract (2020-10453) with Galls, LLC for Uniforms and Accessories expires on July 2, 2025.

The Washington State Department of Enterprise Services (DES) has a master contract (01417) available for non-custom uniforms and accessories which staff intend to utilize via STA’s Intergovernmental Cooperative Purchasing Agreement with DES. Utilizing the DES contract satisfies all of STA’s procurement requirements.

Galls, LLC is the local provider for these services, their prior partnership with STA has met the agency’s needs, and staff recommend executing a new five-year agreement commencing July 3, 2025, and expiring July 2, 2030.

The total estimated cost of the contract over the five-year period is \$604,411.86. Expenses will be allocated proportionately to department operating budgets for Fixed Route Operators, Fixed Route Supervisors, Fixed Route Dispatchers, Paratransit Operators, Customer Service, Security, and Training.

RECOMMENDATION TO THE COMMITTEE: Recommend the Board approve, by motion, the award of contract for Uniforms and Accessories and authorize the CEO to execute a five-year contract with Galls, LLC using DES Contract 01417 for a total estimated cost of \$604,411.86.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Uniforms and Accessories and authorize the CEO to execute a five-year contract with Galls, LLC using DES Contract 01417 for a total estimated cost of \$604,411.86.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 81 : WEST PLAINS TRANSIT CENTER OPERATIONAL EXPANSION AND
ENHANCEMENTS: DELEGATION OF AWARD OF CONTRACT AUTHORITY

REFERRAL COMMITTEE: Board Operations Committee (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Daniel Wells, Director of Capital Development

SUMMARY: The purpose of this agenda item is to request the Board delegate authority to the CEO (or Co-CEOs) to award a contract to the lowest responsive and responsible bidder for the West Plains Transit Center Operational Expansion Project within the project budget. This request is being made to maximize the available time for construction activities to complete construction by September 21, 2025. Should the lowest responsive and responsible bidder's bid be higher than the authorized project budget, staff will once again address the PMER Committee.

BACKGROUND: Board Resolution No. 702-13 establishes STA's procurement policies and practices, addressing federal and state requirements, while also providing authority to the CEO to carry out the policy. Among other delegations of the authority, the resolution delegates the authority to the CEO to procure and award contracts up to one million dollars for projects included in the Board-approved Capital Improvement Program (CIP), subject to applicable competition provisions (Subsection 4f).

On April 30, 2025, the Performance Monitoring & External Relations Committee approved the scope of work for the West Plains Transit Center Operational Expansion and Enhancements project for invitation for bid. The project will expand the capacity for buses and passenger loading areas and improve bus maneuverability in the facility.

While the engineer's estimate for the construction contract is approximately \$936,000 and the project is within the CIP (CIP #1023), escalating costs and other risks may place the range bids above \$1 million, thus requiring Board authority. Because this project is necessary to begin revenue service of the double-decker buses in September, time is of the essence. Without this delegation of authority, the soonest date for award of contract would coincide with the Board of Directors meeting on June 26, 2025, even though the bid opening date is scheduled for May 28, 2025. This delay would likely jeopardize the ability to timely deliver the project.

To ensure timely delivery of the project, staff are requesting the Board delegate authority to the CEO (Interim Co-CEOs) to award the contract within the project budget. The approved budget for this project is \$7 million, with the preponderance of the project budget shifting to future phases. The estimate for this portion of the project is \$1.4 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors delegate authority to the CEO (Co-CEOs) to execute a contract with the lowest responsive and responsible bidder, in accordance with the procedures set forth in STA's approved Procurement Resolution, and in an amount consistent with the project budget.

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

RECOMMENDATION TO BOARD: Approve, by motion, the delegation of authority to the CEO (Co-CEOs) to execute a contract with the lowest responsive and responsible bidder, in accordance with the procedures set forth in STA's approved Procurement Resolution, and in an amount consistent with the project budget.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 8J : BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

REFERRAL COMMITTEE: Board Operations Committee (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Daniel Wells, Director of Capital Development
Brian Jennings, Director of Community Development

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

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

On July 25, 2024, the Board approved Resolution 821-24 and directed the CEO to negotiate in good faith for the acquisition of property interests necessary for site improvements not to exceed \$25,000.00 per parcel. The execution of this resolution provided staff with clear direction and afforded an efficient process for the execution of property acquisitions as needed for successful improvements to bus stops.

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

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
764	Cheney Corridor Improvements	Projects identified in the Board approved Corridor Development Plan
824	Transit Shelter Replacement 2022-2026	Upgrades to existing or replacement of end-of-life shelters

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
887	Bus Stop Accessibility Improvements	Accessibility improvements to existing bus stops
952	West Broadway Improvements	Bus stop improvements along route 21
1020	I-90/Valley HPT Route 7	Projects identified in the Board approved Corridor Development Plan
1056	Annual Service Change 2025	Bus stop improvements to support 2025 service changes

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

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

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

RECOMMENDATION TO BOARD: Approve, by Resolution 837-25, the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel.

FINAL REVIEW FOR BOARD BY:

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

RESOLUTION NO. 837-25

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

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

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

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

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

WHEREAS, STA’s planned projects addressing site improvements of former, current and future bus stops at various locations, are included within the programs of the 2025-2030 Capital Improvement Program, a component of the 2025-2030 Transit Development Plan, adopted by STA’s Board of Directors in Resolution No. 830-24; and,

WHEREAS, said projects are funded with the approved 2025 Capital Budget, Resolution No. 824-24; and,

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

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

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

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

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

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
764	Cheney Corridor Improvements	Projects identified in the Board approved Corridor Development Plan
824	Transit Shelter Replacement 2022-2026	Upgrades to existing or replacement of end-of-life shelters
887	Bus Stop Accessibility Improvements	Accessibility improvements to existing bus stops
952	West Broadway Improvements	Bus stop improvements along route 21
1020	I-90/Valley HPT Route 7	Projects identified in the Board approved Corridor Development Plan
1056	Annual Service Change 2025	Bus stop improvements to support 2025 service changes

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

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

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

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

ADOPTED by STA at a regular meeting thereof held on the 15th day of May 2025.

Attest:

Dana Infalt
Clerk of the Authority

Mayor Pam Haley
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 10A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 10Ai: TECHNOLOGY MASTER PLAN: INTRODUCTION AND INITIAL SCOPING

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

SUBMITTED BY: Kade Peterson, Chief Information Officer

SUMMARY: At the April 30, 2025, Planning & Development Committee meeting, Staff provided an overview of efforts to develop a Technology Master Plan for STA.

BACKGROUND: STA will be developing a Technology Master Plan to guide the agency's technology investments into the foreseeable future. This plan will provide a strategic framework for aligning technology goals with the agency's strategic plans, including *Connect 2035*. By creating short-, medium-, and long-term visions, it ensures that technology investments are well-planned, cost-effective, and scalable. The plan will help prioritize resources, streamline operations, and eliminate redundancy by identifying areas for improvement and integration. It will also support better decision-making by providing a roadmap for adopting new technologies, managing risks, and adapting to emerging trends. Ultimately, the Technology Master Plan will foster innovation, improve efficiency, and support sustainable growth, ensuring that technology is a key lever in achieving STA's strategic goals. It is also expected to inform future updates to the region's Intelligent Transportation Systems Architecture Plan, last updated in 2019.

RECOMMENDATION TO BOARD: Receive report

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 10Aii: DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY
REFINEMENT AND OUTREACH

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

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

SUMMARY: At the April 2, 2025, Planning & Development Committee meeting, staff provided an update on the proposed mitigation strategy to address identified schedule risks. This mitigation strategy included exploring the feasibility of completing the project in phases, identifying a Minimum Operable Segment (MOS), developing a schedule and funding strategy for completion of all phases and updating the Locally Preferred Alternative (LPA).

Staff will provide an update on the project and efforts completed to date to further identify the MOS and a revised project schedule and funding strategy, and next steps.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 10Aiii: 2026-2031 TRANSIT DEVELOPMENT PLAN UPDATE

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

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

SUMMARY: As part of the continuing development of the 2026-2031 Transit Development Plan (TDP), on April 30, 2025, the Planning & Development Committee meeting received reports on the following components: 2026-2028 Service Improvements, 2026-2031 Capital Improvement Program (CIP), and 2026-2031 financial forecast review.

BACKGROUND:

Service Improvement. The 2026-2028 Service Improvement Program (SIP) is updated annually and developed in close coordination with the agency's financial projections. The SIP outlines the planned fixed route service changes set to take place in 2026, 2027 and 2028.

Additionally, the Connect 2035 strategic plan, adopted by the STA Board of Directors in December 2024, implements several initiatives advancing the strategic goals of this new plan by 2028, including network optimizations in north Spokane and multiple mobility on demand pilots and infrastructure improvements at bus stops across the fixed route network. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2025.

Capital Improvement Program. The 2026-2031 Capital Improvement Program (CIP) is updated annually and is a six-year mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories:

- Vehicles
- Facilities – Maintenance & Administration
- Facilities – Passenger & Operational
- Technology
- High Performance Transit Implementation

In addition to the five categories of capital programs, the draft CIP, to be incorporated into the draft TDP, will identify:

- FTA Section 5307 Program of Projects
- FTA Section 5310 Apportionment Program
- FTA Section 5339 Bus and Bus Facilities Formula Program
- Fleet Replacement Plan

A full draft of the CIP will be included in the draft TDP presented to the committee in June 2025.

TDP Financial Forecast. The financial forecast review is a major element of the Transit Development Plan. The proposed financial forecast and assumptions to be included in the draft 2026-2031 Transit Development Plan (TDP) were reviewed and discussed at the April 2, 2025, Planning & Development Committee and the April 17, 2025, Board of Directors meeting. The Board of Directors provided general support of these assumptions and staff compiled a draft financial forecast incorporating these assumptions.

The SIP, CIP, and financial forecasts connect the long-range vision, goals and policies of STA's comprehensive and strategic plans, to the tactics and actions called for each year in the budget and annual action plan. The draft SIP and CIP will be incorporated into the draft 2026-2031 TDP for review and comment at the Public Hearing scheduled for June 26, 2025.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

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

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

May 15, 2025

AGENDA ITEM 11Ai: CONNECT 2035 STRATEGIC PLAN UPDATE: INITIAL REPORT

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

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

SUMMARY: With approval of the implementation timelines for *Connect 2035* initiatives at the April STA Board Meeting, staff will begin providing a regular report on the progress towards those efforts. Today's report will focus on the immediate steps for those projects identified to begin in 2025.

BACKGROUND: The *Connect 2035* sequencing timeline was adopted at the April 17, 2025, STA Board meeting, completing the last step in finalizing *Connect 2035*. As part of *Connect 2035*, STA committed to tracking and reporting on the progress of initiative implementation and how these relate to the three overarching goals and their headline measures. This is the first initiative tracking report.

Along with the three core initiatives – Division Street Bus Rapid Transit (BRT), the Facilities Master Plan, and the Zero-Emission Transition Plan - the initiatives slated for 2025 are identified in the table below. A 2025 Initiative is one that (a) will be delivered in 2025, (b) is a multi-year project with incremental improvements starting in 2025, (c) an ongoing project, including 2025, or (d) a pilot project with a fixed timeframe that is starting in 2025.

2025 Initiatives		
Goal 1	Goal 2	Goal 3
Pilot a safety ambassador program	Pilot an eligibility-based reduced fare program for riders experiencing low incomes	Provide more real-time information to customers
Implement online scheduling for paratransit trips	Establish a CBO network to support and strengthen STA's community engagement efforts	Implement telematics in all STA fleet vehicles
Implement the fixed route network optimization		Invest in our operators by upgrading break rooms and amenities
		Begin developing user-friendly, public-facing dashboards
		Make targeted investments in staffing
		Enhance internal employee engagement and communications

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 12 : CEO REPORT

REFERRAL COMMITTEE: N/A

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

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13A:

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

SUMMARY: The minutes of the April 2, 2025, Planning & Development Committee and Performance Monitoring & External Relations Committee meetings were approved at the April 30, 2025, (May) meetings and are attached. The minutes of the April 9, 2025, Board Operations Committee meeting were approved at the May 7, 2025, meeting and are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 9, 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*
Tim Hattenburg, City of Spokane Valley
Non-Voting
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio

MEMBERS ABSENT

Kitty Klitzke, City of Spokane
Al French, Spokane County

STAFF PRESENT

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

STAFF ABSENT

Tammy Johnston, Interim Chief Financial Officer

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**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. March 12, 2025, Committee Meeting Minutes

Chair Haley moved to approve the March 12, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on April 2, 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 April 2, 2025.

6. BOARD OF DIRECTORS AGENDA APRIL 17, 2025

Item 16. *Executive Session* will include an additional item related to bargaining.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 7, 2025

Mr. Otterstrom advised a resolution may be added to the agenda.

8. CEO REPORT

The Co-CEOs shared the March 2025 voter-approved sales tax revenues representing January 2025 sales. Actual was \$8.5M, compared to the budget of \$8.4M, for a 1.3% difference, or \$0.1M. Year-to-date results are 0.4% above budget.

The Co-CEOs presented the following items:

- State Transportation Budget
 - Senate and House have passed different versions of budget bill SB 5161
 - Senate and House on how to pay for the budget (revenue bill)
 - Transportation Bills – Key Comparisons
 - Salient New Revenues
 - Grant Program Highlights
 - Direct STA Impacts
- Funding Priorities for 2025-2027 Biennium
 - Mr. Otterstrom indicated that proposed legislation would impose vehicle registration fees on vehicles owned by transit agencies, including STA; His team can research to try to provide a clearer picture of total potential cost

- Revenue and non-revenue vehicles are currently subject to licensing, but no registration fees are currently imposed on any fleets owned by local governments, to include transit agencies
- 2025 Safety Awards Banquet
- Bloomsday 2025
 - Pass and Fares
 - Getting There
 - Regular Bus Service

9. NEW BUSINESS

None

10. EXECUTIVE SESSION

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

The Committee entered Executive Session at 1:50 p.m., with a 10-minute projected timeframe. At 2:00 p.m., the Committee requested 2 additional minutes. At 2:02 p.m., the Executive Session ended and the meeting was called back into open session.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:02 p.m.

Respectfully submitted,

Amie Blain

Amie Blain

Executive Assistant to the Chief Financial Officer and Chief Information Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the April 2, 2025, Meeting

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

MEMBERS PRESENT

Tim Hattenburg, City of Spokane Valley – *Chair*
Kitty Klitzke, City of Spokane
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)
Lili Navarrete, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Senior Financial
Services Manager
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

GUESTS PRESENT

Jessica Kelch, Senior Project Manager

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 MARCH 5, 2025, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the March 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**

1. **CONNECT 2035: INITIATIVE SEQUENCING APPROVAL (RESOLUTION)**

Mr. Karl Otterstrom presented. 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 begun with the sequencing of the plan's initiatives. Mr. Otterstrom presented 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*. According to the Conceptual Connect 2035 Spending Curve diagram, STA's reserves funds will be drawn down during the implementation of *Connect 2035*. While there is a downward trend in the chart, this represents a positive scenario, as funding is deployed for implementation of *Connect 2035*. The workshop provided good feedback regarding scenario planning, educating and involved the public, continuing partnerships with community leaders, and remaining good fiscal stewards. The board discussed the possible timing for the sales tax ballot measure. Staff presented to the board considerations for how STA is proposing to initiate the sequence initiatives. Mr. Otterstrom provided a list of all the initiatives and the outcomes they will support; this list will be presented to the full board later this month. Mr. Otterstrom presented 2025-2026 initiatives organized by *Connect 2035* goals. He highlighted the initiative to expand the number of shelters, including to stops with 25 or more daily boardings. Ms. Bowers asked if youths ridership was taken into account. Mr. Otterstrom noted that ridership numbers will include the entire year's ridership, reflecting fluctuations by time of year, to come up with a year-round average. Shelters may also be warranted due to other factors, including adjacent ridership generators with a high proportion of riders with limited mobility, as well as key transfer points between routes. Mr. Otterstrom provided the proposed updates and revisions to the timeline. Ms. Klitzke shared that several students presented to the City requests for trees and shade at the shelters. Mr. Otterstrom confirmed that these students have reached out to STA as well. Bus stops are often located in areas with limited sidewalk widths. STA does not have current capacity or capabilities for watering and maintaining street trees located in public right of way. Additionally, street trees can also interfere with the line of sight for bus operators as they approach bus stops if not carefully placed. As such, STA has no current plans to pursue a new initiative adding street trees on public right of way near bus stops.

Ms. Kitty Klitzke moved to 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 the Appendix of the plan as presented. Chair Hattenburg seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. FACILITIES MASTER PLAN PHASE 1 UPDATE

Mr. Brandon Rapez-Betty introduced the update on Phase 1 of the Facilities Master Plan (FMP), laying out the foundation for future discussion on the FMP so that the board has time to review and ask questions. The planning effort establishes the need for additional property to siting maintenance, operating and administration facilities, while ensuring flexibility to explore and/or invest in more than one prospective site. Ms. Jessica Kelch, the Senior Project Manager of the Facilities Master Plan, presented the report. Identified near-term needs are as follows: clean energy campus, training center, public meeting space, administrative space and warehouse storage space. Ms. Kelch reviewed a site evaluation map, which includes locations in the Public Transportation Benefit Area (PBTA) that staff have identified as candidate locations for new facilities. Next steps include staff asking for board acceptance of the FMP in June. Chair Hattenburg asked if there was any availability at any of the other facilities prior to expanding to other sites. Ms. Kelch responded that current facilities are generally maxed out. Additionally, the shift to zero emission buses is the big driver for getting the clean energy base underway. Battery

electric buses need more space between them and require larger maintenance bays. Mr. Rapez-Betty added that there is also a need to get indoor parking for the paratransit fleet, particularly during the winter months. Parking these vehicles indoors will save a lot of time and reduce safety risks during the winter months.

B. DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY UPDATE

At the March 5, 2025, Planning & Development Committee meeting, staff identified potential risks to the implementation schedule for Division Street Bus Rapid Transit (BRT) and indicated a mitigation strategy would be developed. Mr. Karl Otterstrom provided the background for *DivisionConnects*, which is a multi-agency, multi-phased transportation land use study focused on the opportunities and challenges along Division Street. Division Street Bus Rapid Transit (BRT) is the Locally Preferred Alternative (LPA), expected to be completed in 2030. To achieve this timeline with uncertainty on the North Spokane Corridor (NSC), the project will need to be divided into phases. A first phase would be considered the Minimum Operable Segment (MOS) for the project. Conceptually, the MOS for Division Street BRT is envisioned with four components: design/construct all BRT stations from downtown to Hastings Park & Ride, reconfigure Ruby Street alignment, implement BAT lanes along the Division/Ruby couplet, and implement the MOS investment as a “Corridor-based BRT” project to maintain Federal Small Starts eligibility. Mr. Otterstrom identified other Division Street BRT and *DivisionConnects* work as “Phase 2+” and outlined that that could entail. Next steps include: receiving community and partner input in May-June, 2025; seeking board action in July 2025 to formally establish the MOS and any changes to the Locally Preferred Alternative; and, submitting the ratings package for FTA Small Starts grant application for Phase 1 (MOS) in August 2025. Chair Hattenburg shared his support for the phased approach. Ms. Bowers voiced concerns about the tariffs in relation to operations. Mr. Rapez-Betty replied that New Flyer has held up STA’s quote for more buses in anticipation of the tariffs, as a result STA may need to reduce the order due to uncertainty of the end points for the tariffs.

C. 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Johnston reviewed the preliminary revenue and expenditure forecast assumptions and timeline which will help draft the 2026-2031 Transit Development Plan (TDP). The largest revenue source is voter approved sales tax. Ms. Johnston presented a historic view at this primary source of funding which is used to inform the staff’s decisions regarding recommendations made to the committee noting that the assumed 3.5% growth rate is consistent with the 8/10 of a cent sales tax (the last three years of this TDP are dependent on the renewal of the 2/10 of a cent sales tax). Ms. Johnston reviewed the TDP Revenue Forecast Assumptions which includes fixed route ridership – growth, ridership tied to service productivity, Paratransit and Rideshare ridership – growth, and fare revenue (includes FTA 5307 grants, state operating grants, and interest income earning rate).

The annual budget provides the baseline for operating expenses. Operating expenses are expected to grow at 4.5% in 2026, accounting for inflation and added costs from *Connect 2035* Initiatives, and grow 3.5% annually for 2027 through 2031. The TDP also fully funds the Capital Improvement Program (CIP) through the 2026-2031 time period. Ms. Johnston provided a summary of the 2026-2031 TDP assumptions and concluded her report with the TDP timeline.

D. 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

As a step in the annual preparation of the STA’s Transit Development Plan (TDP), the Committee prepares and recommends the Board of Directors guidance statements that help frame priorities

to be included in the plan. Mr. Otterstrom reviewed the STA Hierarchy of Plans, and the Sections of the TDP. The previous tactical framework for 2024-2029 set forth in 2023 reflects the goals established in *Connect 2035*. Today's conversation focuses on the changes since last month's review. The feedback from the committee is that staff should be explicit in communicating the requirement for the renewal of the 2/10 of a cent sales tax prior to 2028. STA should reiterate the successful implementation of *STA Moving Forward* and convey how the community has benefited from current investments. Mr. Otterstrom provided a timeline for proposed outreach efforts which reflect Committee feedback.

6. CEO REPORT

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

State Budget Update: Senate's bills passed out of chamber on March 29, 2025: ESSB 5161 (Budget bill), 5801 (Transportation Resources Bill), and SB 5800 (Transportation Bond Bill). House's bills are progressing more slowly: HB 1227 (Budget Bill, approved by Transportation Committee) and HB 2043 (Transportation Resources Bill, still in Committee). Mr. Otterstrom reviewed the key comparisons of the Transportation Bills. Division Street BRT is still fully funded through the Move Ahead Washington Act.

STA Annual Safety Awards Banquet: This event was celebrated last Sunday, March 30, 2025. The event was well attended and celebrated: the priority of safety and recognized groups throughout the agency. Mr. Rapez-Betty acknowledged the efforts of the communications team and the awards committee who helped plan the event.

Downtown Spokane Partnership Board: Mr. Rapez-Betty provided the Downtown Spokane Partnership (DSP) Board with an update on STA key priorities. The one that gained a lot of support was the relocation of a portion of STA administrative employees to the Plaza. Tenants and building owners in the area appreciate the increased presence of STA staff at the Plaza. Another point that was well received was the notion of a public meeting space.

7. COMMITTEE INFORMATION - none

8. REVIEW APRIL 30, 2025, COMMITTEE MEETING AGENDA (*May Meeting*)

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Klitzke shared a rooftop playground idea that she had learned about. Chair Hattenburg met with the governor briefly last weekend and he emphasized a willingness to work together during difficult financial situation ahead. According to Chair Hattenburg, the governor expressed the belief that STA is well-equipped to navigate these uncertain times.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:14 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of April 2, 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
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Dan Sander, City of Millwood (*Ex-Officio*)
Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

COMMITTEE MEMBERS ABSENT

Zack Zappone, City of Spokane

**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

Stephanie Crawford, Director of Safety
Kate Kelly, Manager of Training and Workforce Development

-
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 March 5, 2025, Committee Meeting**
Mr. Kerns moved to approve the March 5, 2025, committee meeting minutes. Mr. Speirs seconded, and the motion passed unanimously.
 - B. **Purchased Transportation – Scope of Work Approval**
Mr. Rapez-Betty provided an overview of Paratransit services and background on the current Transdev contract agreement which is currently in negotiations for a second one-year extension. If the one-year extension is not agreed upon, a Scope of Work approval will be necessary. Mr. Rapez-Betty presented the proposed contract terms, the estimated five-year contract value of \$41, 969,993, and the process timeline with a new contract commencing on January 1, 2026.
Mr. Cathcart moved to approve the Purchased Transportation – Scope of Work Approval. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

- A. Board Consent Agenda
- B. Board Discussion Agenda

5. REPORTS TO COMMITTEE

A. 2024 Year-End Performance Measures

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

B. Preventable Accident Reduction Strategy

Mr. Rapez-Betty introduced Stephanie Crawford, Director of Safety, to present the Preventable Accident Reduction Strategy. Ms. Crawford provided background on the trend of preventable events which rose in 2022 to 2023 and declined in 2024. This same trend was seen nationwide. Ms. Crawford discussed key factors, operational and financial consequences, and intervention strategies. She shared a recommendation for moving forward which includes launching a Telematics Program.

C. 2025-2026 Workforce Development Plan

Mr. Rapez-Betty introduced Kate Kelly, Manager of Training and Workforce Development, to present the 2025-2026 Workforce Development Plan. Ms. Kelly shared details of the Workforce Development Plan and discussed the benefits of having a Learning Management System (LMS) which would bring training and professional development in one place benefiting both employees and managers.

Mr. Rapez-Betty explained the *Connect 2035* plan includes a goal of increasing organizational capacity and the 2025-2026 Workforce Development Plan is the framework which will deliver on that goal and allow STA to invest in our team.

D. Citizen Advisory Committee Update

Dr. Cortright introduced, Dan Brown, Citizen Advisory Committee (CAC) Chairman, to present a committee update. Mr. Brown stated three members joined the CAC this year, bringing the member total to fifteen. He acknowledged the committee members are all highly qualified and diverse. Mr. Brown shared his involvement with neighborhood council groups where he educates community members on the STA system, Connect Cards, and how to ride the bus. He organizes field trips to the Plaza. Committee members are also speaking with their communities to address questions and concerns.

6. CEO REPORT

- Mr. Otterstrom provided an update on the State Transportation Budget and shared that today the House passed a version of Senate Bill 5801 which shows the Senate version of the Transportation Budget is moving forward. The House has not determined the revenue part of the bill. Passing of this bill was a bipartisan effort and representatives from District 3, 4, and 6 all voted in support of this budget, although there were some reservations about the revenue part of the bill and concerns about the gas tax.
- Mr. Otterstrom presented the key comparisons of the Transportation Bills in the Senate and House. For new revenues, there is a fuel tax in both the Senate and House and vehicle registration fees for transit fleets in the Senate. Grant program highlights include fully funded Green Transportation (Senate), Underfunded Green Transportation (House),

Transit Safety Grant program (Senate) and fully funded the Buses and Bus Facilities Program (Senate and House). Mr. Otterstrom discussed the direct impacts to STA.

- Mr. Rapez-Betty discussed the STA Annual Safety Awards Banquet, held on Sunday, March 30, 2025, at Northern Quest Casino. Board members in attendance were Council Member Speirs, Mayor Haley, Deputy Mayor Hattenburg, Council Member Dunn, Mayor Chris Grover, and Labor Representative Rhonda Bowers. Staff were also recognized for years of service milestones and for being recipients of the Employee Recognition Award.
- Mr. Rapez-Betty shared he recently attended his first Downtown Spokane Partnership (DSP) Board meeting in which he discussed the Facilities Master Plan and the need to relocate staff to the Plaza. He also discussed the conceptual plan for the second-floor public meeting space which will be more accessible to the public and will be upgraded with more modern technology. The DSP board members agreed it will be a positive move, and they welcome more professionals working in the Plaza and the downtown area.

7. APRIL 30, 2025 (MAY MEETING) – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

There was appreciation for staff presentations and for addressing areas which need improvement while coming up with a plan.

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:39p.m.

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

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13B : APRIL 2025 SALES TAX REVENUE

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

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

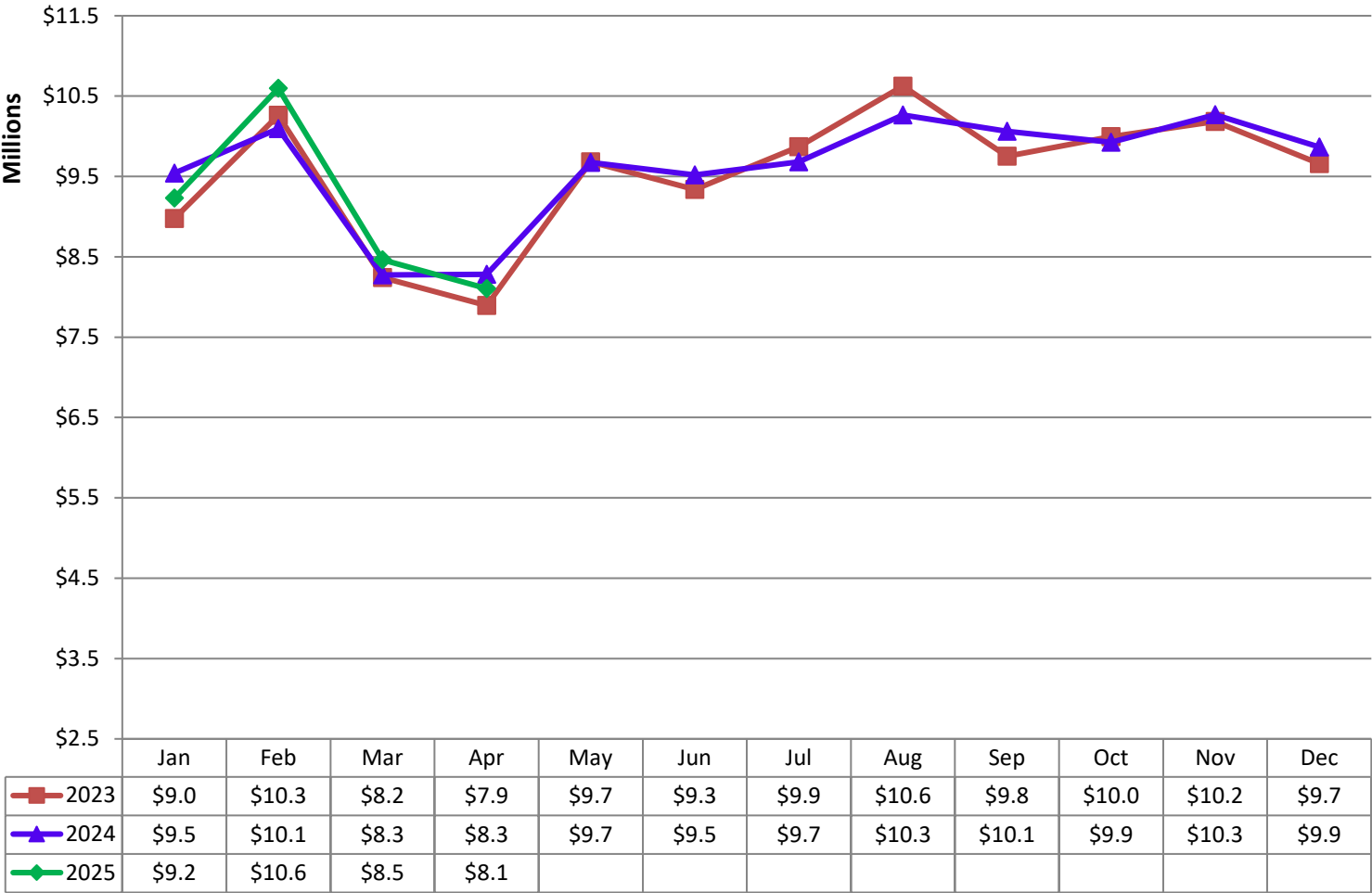
- 3.1% below 2025 budget
- 0.4% below YTD 2025 budget
- 2.1% below 2024 actual
- 0.6% above YTD 2024 actual

Total taxable sales for February were *down* 1.8% from February 2024. 2025 YTD sales are *up* 0.3% compared with February 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 0.9% or \$4.3M in February 2025 vs February 2024 and is *down* by 0.2% or \$-1.7M February 2025 YTD vs 2024 YTD
 - Other Miscellaneous Retailers *increased* 7.0% or \$11.4M February 2025 YTD over February 2024 YTD
 - Electronics and Appliance Retailers *increased* 15.8% or \$9.9M February 2025 YTD over February 2024 YTD
 - Grocery and Convenience Retailers *increased* 6.6% or \$3.9M February 2025 YTD over February 2024 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 9.1% or \$3.1M February 2025 YTD over February 2024 YTD
 - Gasoline Station Retailers *decreased* 3.6% or \$-1.0M February 2025 YTD over February 2024 YTD
 - Department Stores Retailers *decreased* 20.4% or \$-1.6M February 2025 YTD over February 2024 YTD
 - Health and Personal Care Retailers *decreased* 9.4% or \$-3.9M February 2025 YTD over February 2024 YTD
 - Furniture and Home Furnishings Retailers *decreased* 14.7% or \$-4.2M February 2025 YTD over February 2024 YTD
 - Building Material and Supplies Dealers *decreased* 6.3% or \$-4.9M February 2025 YTD over February 2024 YTD
 - Automobile Dealers *decreased* 2.8% or \$-4.9M February 2025 YTD over February 2024 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 4.0% or \$-5.3M February 2025 YTD over February 2024 YTD

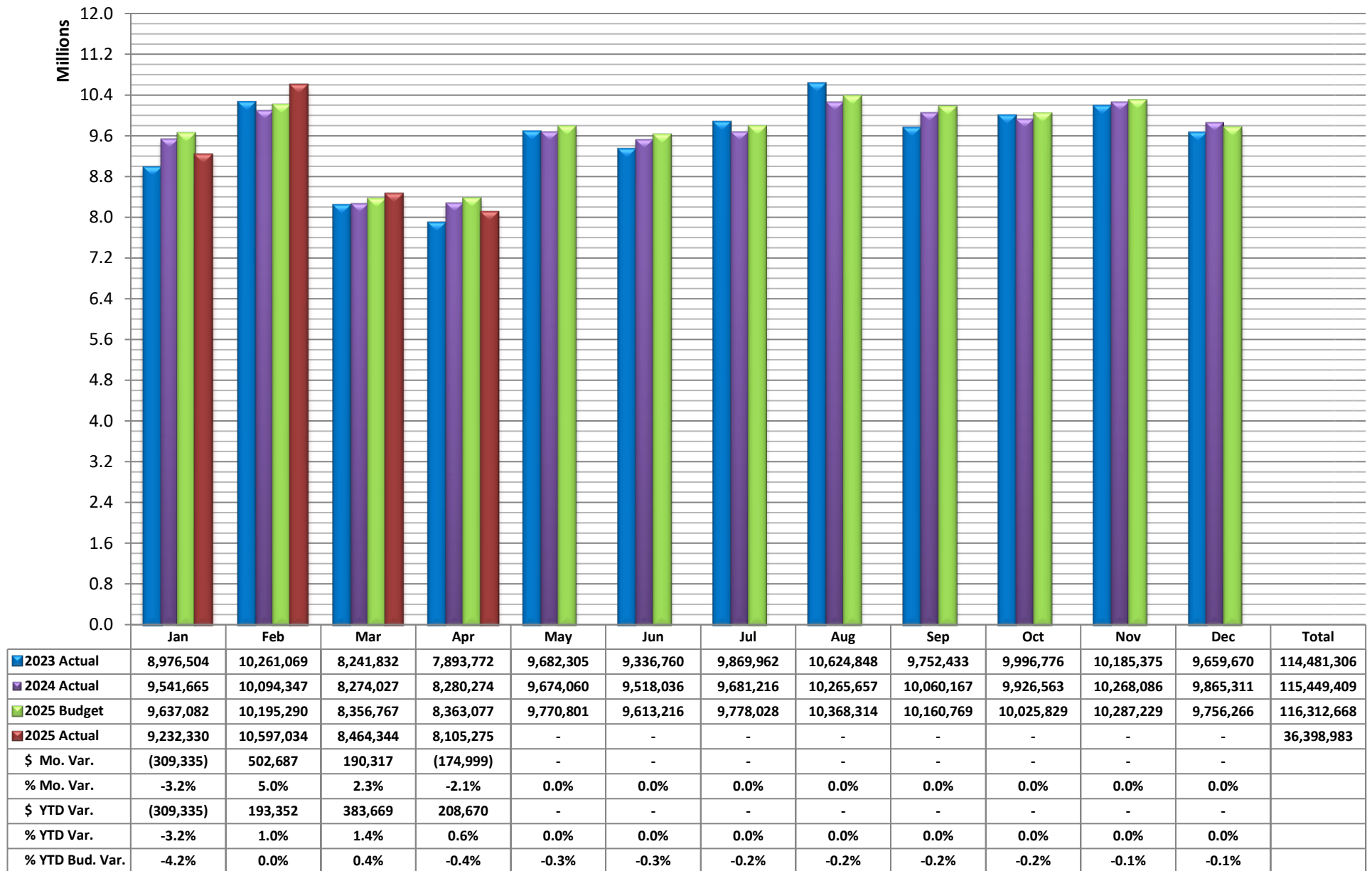
- Construction *decreased* by 11.2% or \$-16.8M in February 2025 vs February 2024 and is *down* by 1.2% or \$-3.6M February 2025 YTD vs 2024 YTD
- Accommodation and Food Services *increased* by 2.9% or \$3.1M in February 2025 vs February 2024 and is *up* by 3.7% or \$7.4M February 2025 YTD vs 2024 YTD

Sales Tax Revenue History-April 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

May 15, 2025

AGENDA ITEM 13C : MARCH 2025 FINANCIAL RESULTS SUMMARY

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

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

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

Revenue

Overall, March year-to-date revenue is 4.5% (\$1.7M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 10.1% higher than budget
- Sales Tax Revenue is 0.4% higher than the budget
- Federal & State Grant Revenue is 24.3% higher than budget
- Miscellaneous Revenue is 0.5% higher than budget

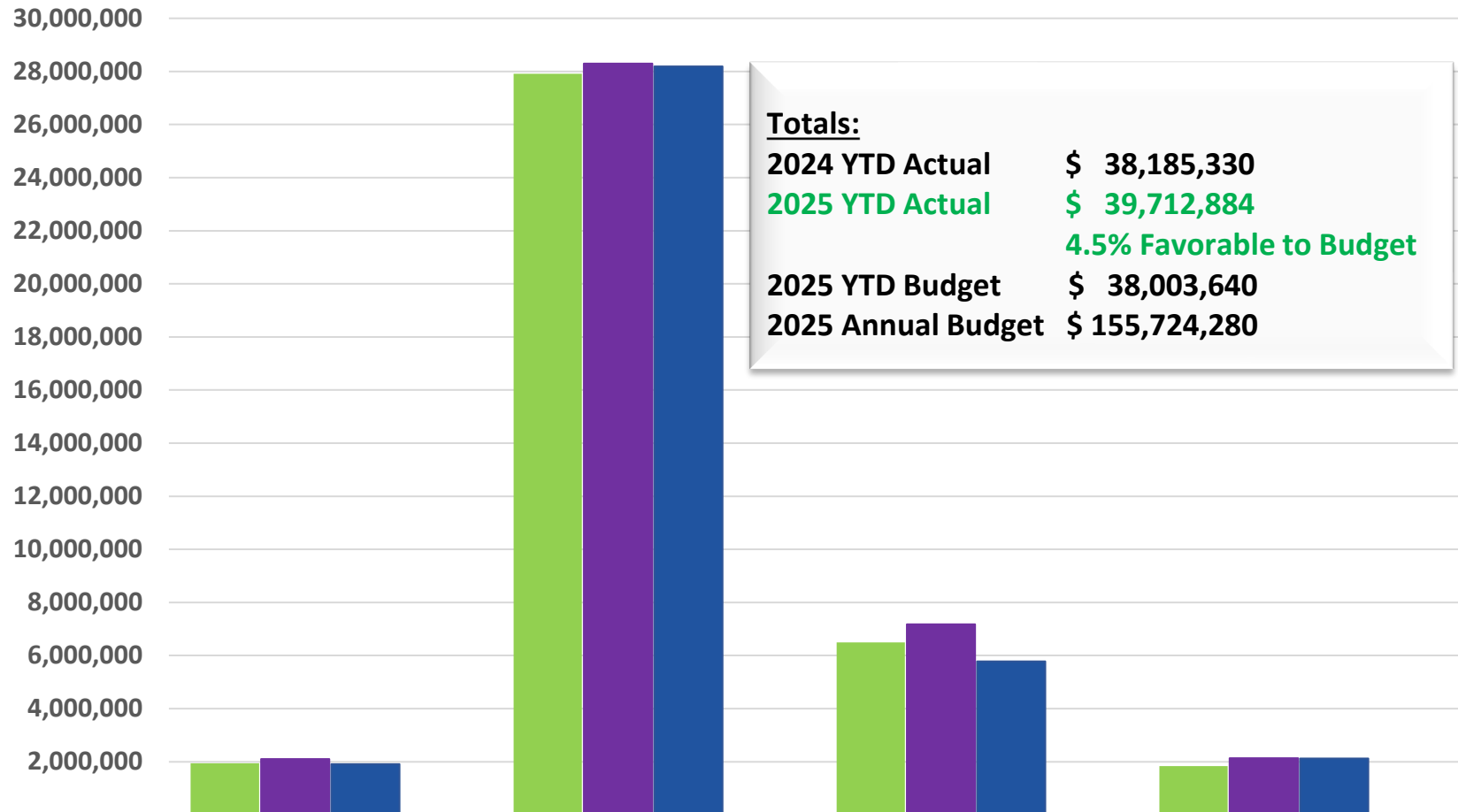
Operating Expenses

Overall, March year-to-date operating expenses are 8.4% (\$2.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.7% lower than budget
- Paratransit is 10.4% lower than budget
- Rideshare is 16.8% lower than budget
- Plaza is 16.3% lower than budget
- Administration is 15.2% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - March YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2024 YTD Actual	1,942,050	27,910,038	6,492,885	1,840,357
2025 YTD Actual	2,106,661	28,293,708	7,180,259	2,132,256
2025 YTD Budget	1,913,612	28,189,139	5,778,388	2,122,501
2025 YTD Budget Variance	10.1%	0.4%	24.3%	0.5%
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 March state capital grant reimbursements total \$1,940,556 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - March YTD 2025

22,000,000

20,000,000

18,000,000

16,000,000

14,000,000

12,000,000

10,000,000

8,000,000

6,000,000

4,000,000

2,000,000

Totals:

2024 YTD Actual \$ 28,675,925

2025 YTD Actual \$ 30,506,099

-8.4% Favorable to Budget

2025 YTD Budget \$ 33,315,018

2025 Annual Budget \$ 135,259,729

Fuel:

2024 YTD Actual \$ 1,328,988

2025 YTD Actual \$ 1,285,206

-20.9% Favorable to Budget

2025 YTD Budget \$ 1,625,690

2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	18,717,777	4,461,892	190,761	914,329	4,391,166
2025 YTD Actual	19,995,989	4,828,656	212,799	869,302	4,599,353
2025 YTD Budget	21,211,253	5,388,437	255,732	1,038,992	5,420,604
2025 YTD Budget Variance	-5.7%	-10.4%	-16.8%	-16.3%	-15.2%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$5,972,618 and Street/Road cooperative projects of \$0 for year-to-date March 2025.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13D: MARCH 2025 OPERATING INDICATORS

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

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

SUMMARY: There was the same number of weekdays in March 2025 compared to March 2024 (21 vs. 21). On-time performance for Fixed Route was 94.4% and Paratransit 94.5%.

FIXED ROUTE

Ridership	March 2025	March 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	894,157	866,521	3.2%	5.3%
Average Daily Ridership	34,763	33,989	2.3%	5.8%
Adult Ridership	351,335	364,356	-3.6%	-1.1%
CCS Pass Ridership	35,189	30,961	13.7%	16.9%
Eagle Pass Ridership	23,178	25,578	-9.4%	-9.2%
Youth Ridership	189,972	178,682	6.3%	6.4%
Reduced Fare / Paratransit Ridership	109,699	106,740	2.8%	6.1%

PARATRANSIT

Ridership	March 2025	March 2024	Month/Month % Change	Year/Year % Change
Combined	33,841	32,985	2.5%	5.1%
Directly Operated	17,977	17,355	3%	7%
Purchased Transportation	15,864	15,630	1%	3%
SUV	1,211	936	29.4%	22.6%

RIDESHARE

Ridership	March 2025	March 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	8,523	8,991	-5.2%	
Year to Date Customer Trips	24,903	27,054		-8.0%
Monthly Active Groups	84	86	1.2%	-2.3%
Unique Riders	397	402	-0.2%	-1.2%
Riders per Vehicle	4.73	4.67	-1.5%	1.3%

Group Formations and Folds

We had 2 groups start and 1 group close for March:

A group from Elk to STA started.

A group from Davenport to Airway Heights

Correction Center Started.

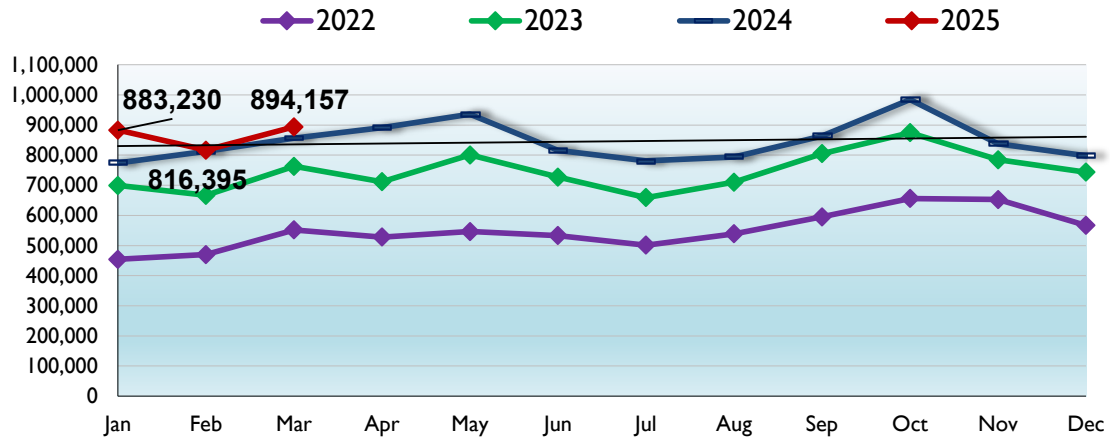
A group to Collins Aerospace closed due to lack of riders.

Key Takeaways

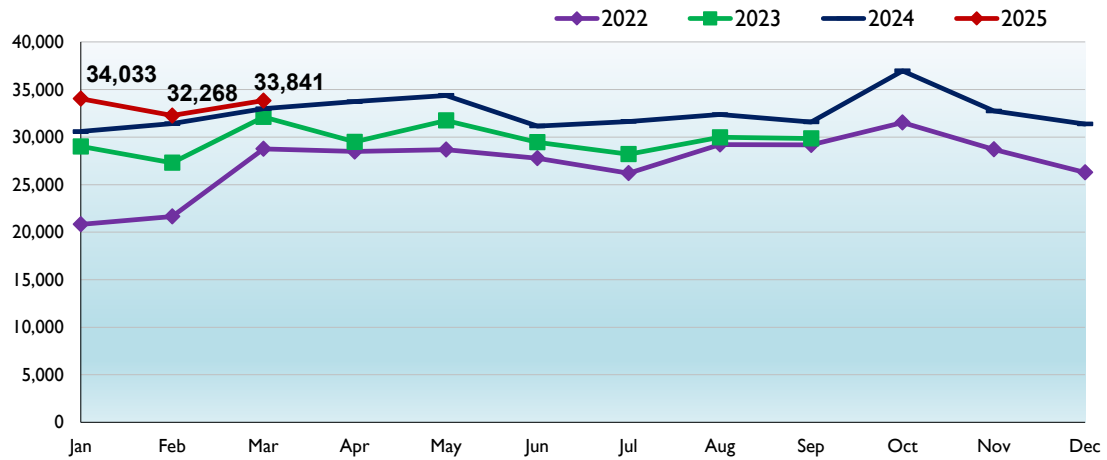
The two new groups that started began operating late into the month. The positive impact they have on trips will be realized in the following months.

RECOMMENDATION TO BOARD: Information only.

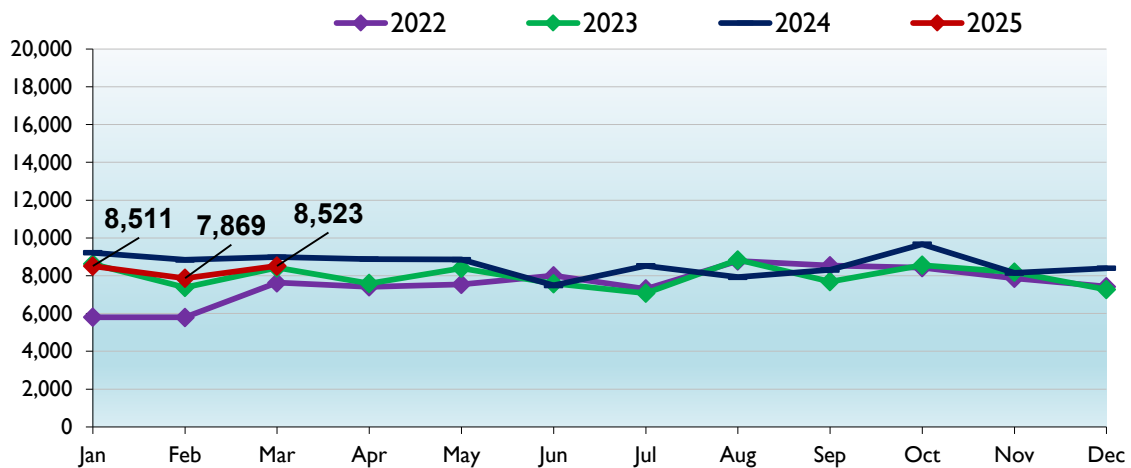
FIXED ROUTE RIDERSHIP



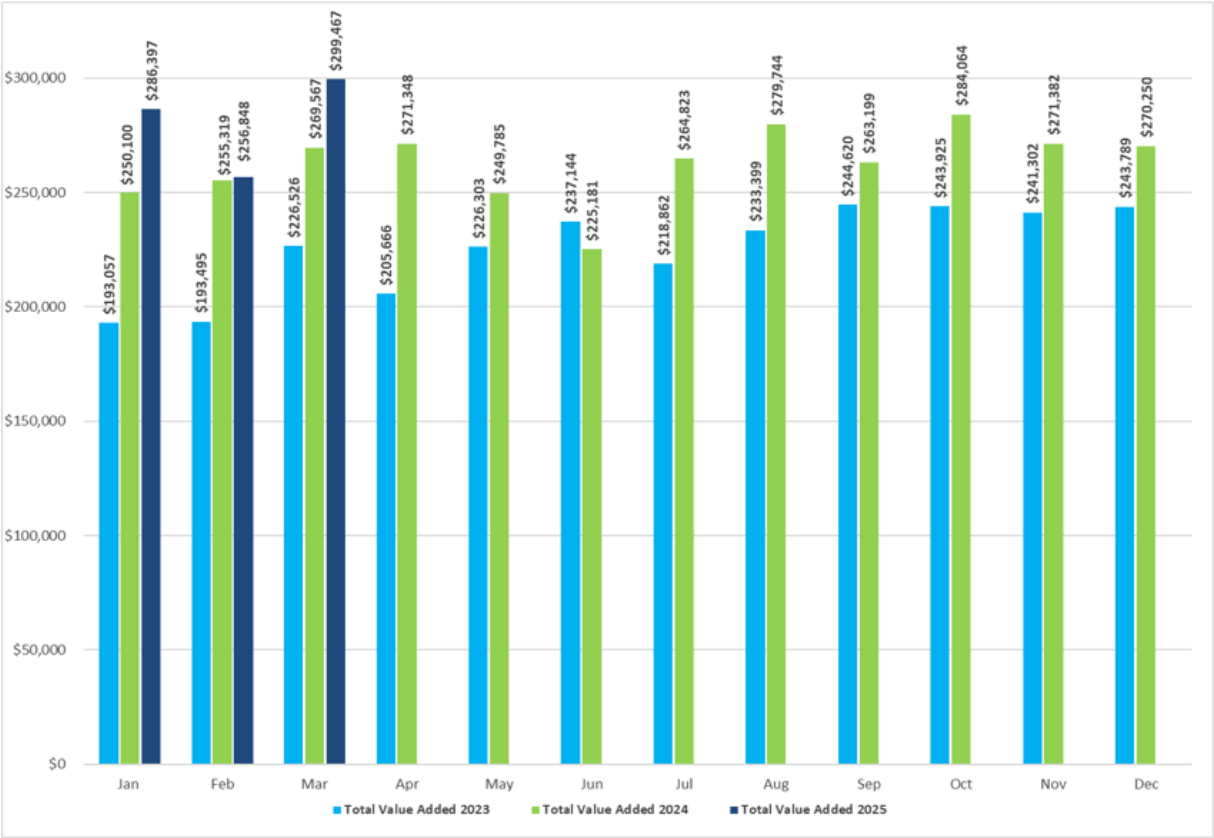
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

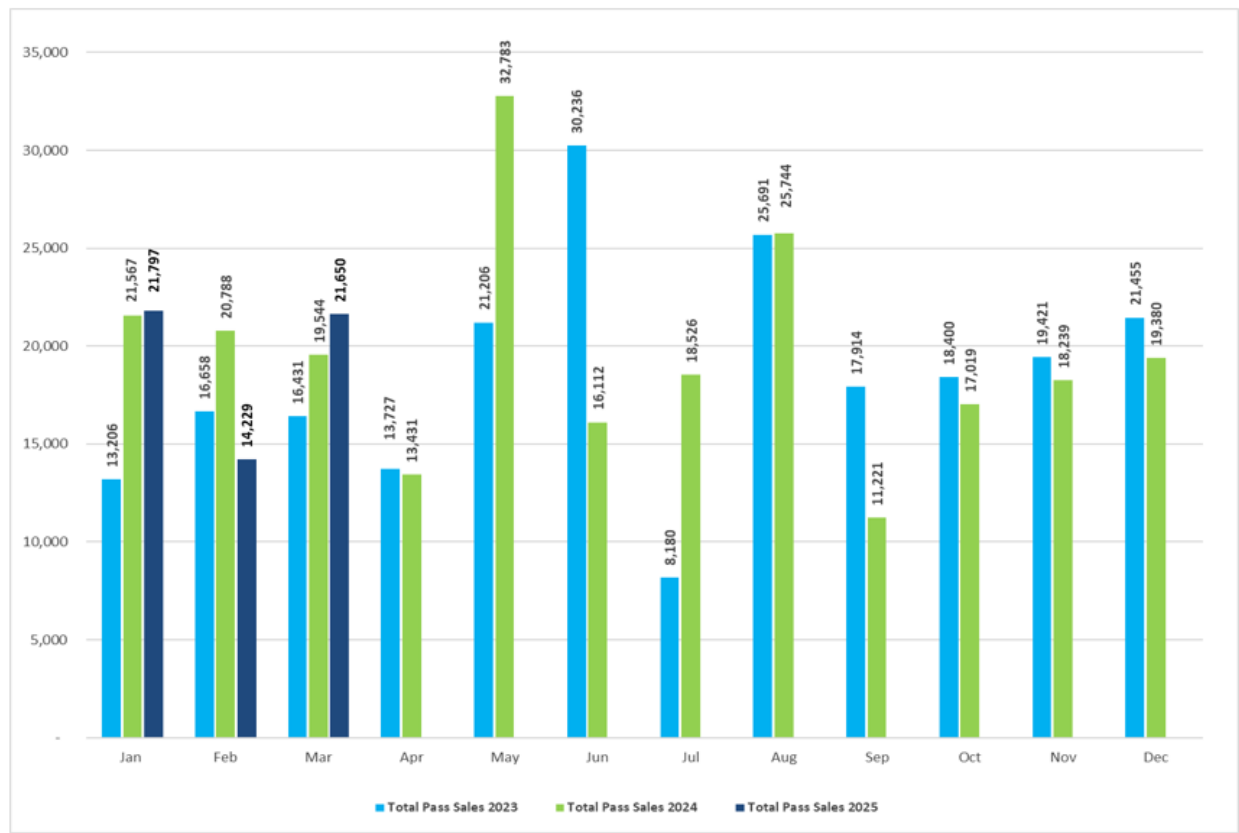


MONTHLY VALUE ADDED TO CONNECT CARDS



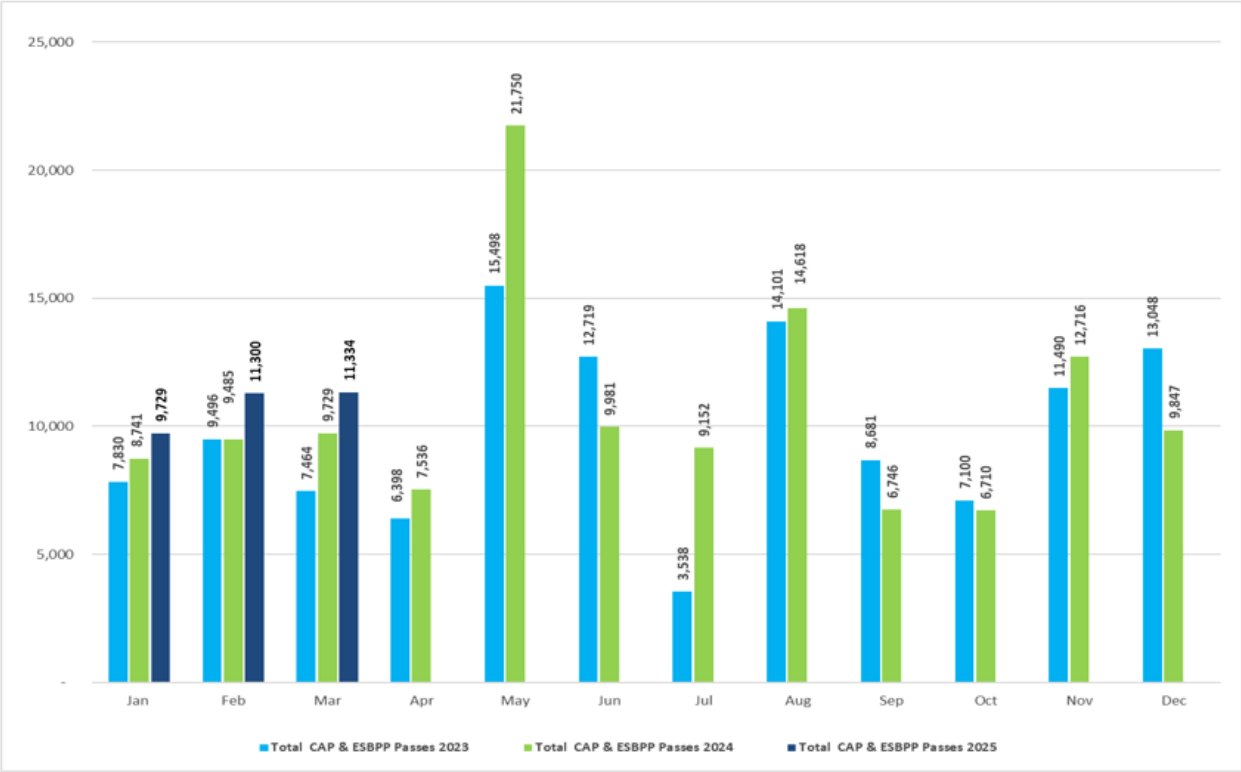
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 28,379	\$ 42,133	\$ 49,953	18.6%
Call Center	\$ 12,890	\$ 22,243	\$ 23,025	3.5%
Customer Service Terminal	\$ 187,600	\$ 184,041	\$ 179,377	-2.5%
Customer Website	\$ 67,569	\$ 65,866	\$ 63,024	-4.3%
Mobile Ticketing	\$ 275,366	\$ 342,154	\$ 339,475	-0.8%
Institutional Website	\$ 32,321	\$ 63,434	\$ 80,026	26.2%
Open Payments	\$ -	\$ 44,010	\$ 97,404	121.3%
Retail	\$ 8,953	\$ 11,105	\$ 10,428	-6.1%
Total	\$ 613,078	\$ 774,986	\$ 842,713	8.7%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



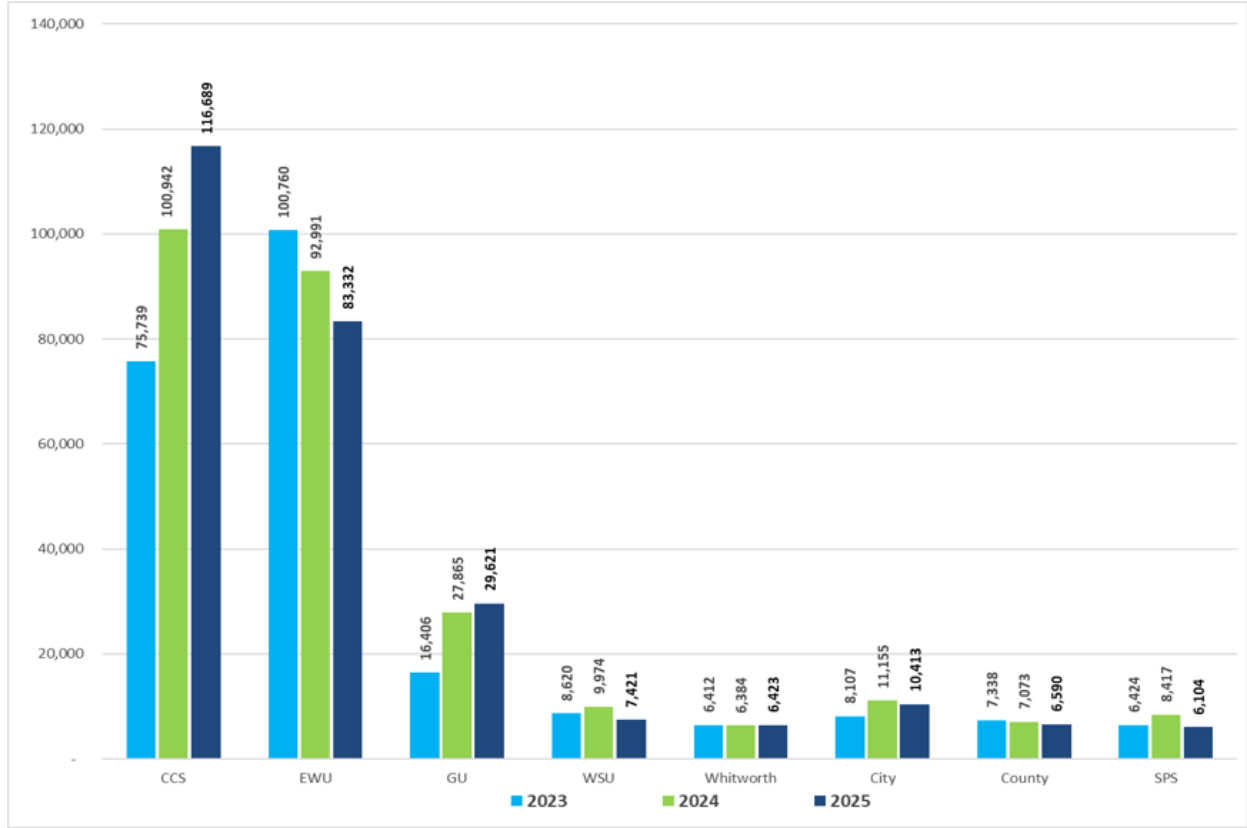
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	17,074	21,586	19,985	-7.4%
7-Day	673	1,165	1,089	-6.5%
Day Pass	25,317	35,241	32,674	-7.3%
Stars & Stripes/ Honored Rider	146	147	155	5.4%
Paratransit Monthly	113	116	123	6.0%
Shuttle Park	549	384	221	-42.4%
31-Day Rolling	2,423	3,260	3,429	5.2%
Total	46,295	61,899	57,676	-6.8%

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



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	10,148	9,512	11,804	24.1%
Day Pass CAP	13,557	17,096	19,194	12.3%
Employer Sponsored Bus Pass	1,085	1,347	1,365	1.3%
Total	24,790	27,955	32,363	15.8%

MARCH YTD UNIVERSAL TRANSIT ACCESS PASS (UTAP) RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	75,739	100,942	116,689	15.6%
EWU	100,760	92,991	83,332	-10.4%
GU	16,406	27,865	29,621	6.3%
WSU	8,620	9,974	7,421	-25.6%
Whitworth	6,412	6,384	6,423	0.6%
City	8,107	11,155	10,413	-6.7%
County	7,338	7,073	6,590	-6.8%
Spokane Public Schools	6,424	8,417	6,104	-27.5%
Total	229,806	264,801	266,593	0.7%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13E : 1ST QUARTER 2025 SERVICE PLANNING INPUT REPORT

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

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

SUMMARY: A total of 53 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the first quarter of 2025. Of the comments received, 18 were requests for new service, 17 were related to existing service, and 18 were related to bus stops. The comments are summarized below.

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

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning & Development Department in the first quarter of 2025. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

ADDITIONAL SERVICE REQUESTS

One request for a fixed route loop on East Bigelow Gulch Road, North Freya Street, East Trent Avenue, and North Argonne Road.

Staff notified the customer that East Bigelow Gulch Road is outside of the Public Transportation Benefit Area (PTBA). Rideshare resources were shared.

One request for more bus stops on West 6th Avenue in Airway Heights, to serve the Basalt Ridge Apartments.

Staff informed the customer that STA is contributing toward the cost of construction of 6th Avenue in Airway Heights, including several new stops near the apartments.

One request for service on Highway 2 at South Spotted Road.

Staff informed the customer of pull-out design standards and pedestrian improvements required to provide service at the requested location, which are currently not planned for. The customer was also informed of Rideshare options.

ADDITIONAL SERVICE REQUESTS
<p>One request for service to Canyon Bluffs apartments on West Westwood Lane and West Thorpe Road. <i>Staff informed the customer of Mobility on Demand Service Pilot expected to begin in 2027.</i></p>
<p>One request for service near the Painted Hills community in Spokane Valley. <i>No customer contact information was provided. Staff will consider the feedback for future planning efforts.</i></p>
<p>One request for additional stops on Route 190 Valley Express at Park Road and Farr Road. <i>Staff attempted to contact the customer, but the email provided was invalid. Staff will consider the feedback for future planning efforts.</i></p>
<p>One request for service to Rockford. <i>Staff informed the customer that the request was outside of the PTBA and provided information about Rideshare.</i></p>
<p>One suggestion for two new route concepts. One route on East 5th Avenue incorporating South Freya Street, East 12th Avenue, and North Havana Street and another route connecting South Ray Street, South Hill Park and Ride, and Ferris High School. <i>Staff informed the customers that their feedback would be considered in future planning efforts.</i></p>
<p>One request from the East Valley Community Coalition for more service to the East Valley community and Otis Orchards, particularly for at-risk youth and families. <i>Staff met the organization coordinator and discussed Spokane Valley service restructuring plans. Business development contacts were provided for organization bus passes and to connect with the East Valley School District. Information was provided regarding Rideshare, Zero Fare for Youth, and public transportation options beyond the STA service area (since Otis Orchards is outside the PTBA). Communication with the organization will be maintained for future planning efforts.</i></p>
<p>One request for service to Bethany Place assisted living facility on East Upriver Drive and North Argonne Road. <i>Staff informed the customer that the request would be considered in future planning efforts.</i></p>
<p>One request for service on Hawkstone Loop in Liberty Lake. <i>Staff informed the customer that their feedback would be considered for route alignment and stop placement when service expands to the area in September 2025.</i></p>
<p>One request for service to a MultiCare clinic and to Yoke's grocery in Airway Heights. <i>Staff informed the customer that Route 61 Highway 2/Fairchild will have new stops on South Deer Heights Road and West 10th Avenue starting in September 2025, which will provide service to the clinic and grocery store.</i></p>
<p>Two requests for service to Northwest Terrace neighborhood near Westgate Park, south of West 9 Mile Road. <i>Staff informed the customers that their feedback would be considered in future planning efforts.</i></p>
<p>One request for service to the Child Development Center on Fairchild Air Force Base. <i>Staff informed the customer of the nearest stop approximately 900 feet away. Staff will consider the feedback for future planning efforts.</i></p>

ADDITIONAL SERVICE REQUESTS

One request for all day, every day “24/7” service.

Staff informed the customer that current funding does not allow for expanded service unless frequency is significantly reduced, impacting a majority of customers. Information was provided for Rideshare services.

One request for paratransit service to Willow Grove assisted living facility on East Mead Street near North Pittsburg Street.

Staff notified the customer of planned bus stops on East Hastings Road and North Perry Street that will allow paratransit to serve the facility in coming years. Staff referred the customer to Special Mobility Services for immediate transportation needs.

One request for service from Four Lakes along West Melville Road, Southwest Terrace Drive, West January Drive, to the West Plains Transit Center.

Staff informed the customer that the request would be considered in future planning efforts.

EXISTING SERVICE COMMENTS

One comment regarding uncomfortable seats, particularly concerned with double-decker buses.

The customer was informed that the double-decker seats will be similar to seats found on newer battery-electric buses.

One comment requesting weekend schedules to match weekday schedules.

Staff informed the customer that current resources do not allow for expanded service on the weekend at this time.

One comment requesting more off-peak hours for Route 124 North Express to get to Whitworth University.

Staff informed the customer of other routes serving Whitworth University during off-peak hours.

One comment requesting an additional bus on Route 6 Cheney at 4:00 pm for the bus stop on Washington Street and West 7th Street in Cheney.

Staff informed the customer of service changes coming in September 2025 that will increase Route 6 Cheney reliability, helping to address concerns with scheduled service in the afternoon.

Three comments requesting increased Sunday service in Cheney.

- Two requests for early morning Sunday service for Route 67 Swoop Loop and Route 68 Cheney Loop
- One request for more frequent Sunday service on Route 6 Cheney

Staff informed the customers that current funding does not allow for increased Sunday service. Staff informed the customers of additional Sunday service on Route 6 Cheney and Rideshare services that could meet their needs. Staff will consider the feedback for future planning efforts.

EXISTING SERVICE COMMENTS
<p>One comment regarding on-time performance of Route 63 Geiger/Airport.</p> <p><i>Staff requested additional details. Pending response from customer.</i></p>
<p>One comment regarding transfers for Route 32 Trent/Montgomery and Route 74 Mirabeau/Liberty Lake at the Mirabeau Transit Center.</p> <p><i>Staff informed the customer of September 2025 service changes that will optimize transfers at this location.</i></p>
<p>One comment requesting increased frequency of Route 43 Lincoln/37th Ave during non-peak periods.</p> <p><i>Staff informed the customer of peak versus non-peak customer demand. Staff also informed the customer that ridership would be monitored, and their request would be documented for future consideration.</i></p>
<p>One comment regarding increased service on Route 95 Mid-Valley for Amazon shifts ending at 6:00 pm.</p> <p><i>Staff informed the customer that their request would be logged for future consideration.</i></p>
<p>One comment regarding service to the Amazon GEG5 facility opening on South Hayford Road and South Pendell Lane.</p> <p><i>Staff informed the customer of Routes 63, 65, and 633 that provide transit service to or near the facility. Staff also offered trip planning assistance through the Customer Service Department.</i></p>
<p>One comment requesting earlier Sunday service on interlining Route 27 Crestline and Route 61 Highway 2/Fairchild.</p> <p><i>Staff informed the customer that the request would be documented for future consideration.</i></p>
<p>One comment expressing appreciation for 15-minute service on Route 28 Nevada. The customer also expressed a desire for more frequency and service span on Route 124 North Express.</p> <p><i>Staff informed the customer that the feedback would be documented and would assist in shaping future planning efforts.</i></p>
<p>One comment regarding the 14-minute dwell time of Route 74 Mirabeau/Liberty Lake at the Plaza at 8:40 pm.</p> <p><i>Staff informed the customer that the existing dwell time was a result of customer requests to facilitate key route transfers in the evening. Staff will reconsider this dwell time when Route 74 becomes Route 7 with longer operating hours in September 2025.</i></p>
<p>One request for Sunday service on Route 74 Mirabeau/Liberty Lake.</p> <p><i>Staff informed the customer that Sunday service is planned for September 2025 as part of the implementation of Route 7.</i></p>
<p>One request for more frequent service at night on Route 4 Monroe/Regal.</p> <p><i>Staff informed the customer that the request would be considered in future planning efforts.</i></p>

BUS STOP COMMENTS
<p>One adjacent property owner requested limiting street parking on North G Street between West Decatur Avenue and West Francis Avenue and/or relocating bus stops due to safety concerns of limited roadway space, parking violations, and traffic sightlines.</p> <p><i>Staff provided the property owner with a City of Spokane parking revision application and contact information for the relevant department.</i></p>
<p>One adjacent property owner requested a trash can near Shadle High School.</p> <p><i>Staff informed the property owner that the stop averaged 4 weekday boardings, below the typical threshold of 10 boardings to warrant trash can installation and maintenance. Staff requested verification and documentation of littering. Verification was not submitted.</i></p>
<p>One adjacent property owner requested street lighting and a shelter at the southbound stop on North Nevada Street and East Joseph Avenue.</p> <p><i>Staff directed the property owner to City of Spokane resources for street light requests. Staff also informed the property owner that the stop is not eligible for a shelter; the average weekday boardings is 12 at this stop, 25 or more weekday average boardings is required for shelter placement.</i></p>
<p>One citizen reported a damaged pole and bus stop sign on East Indiana Avenue adjacent to Great Floors.</p> <p><i>Staff coordinated pole and sign replacement.</i></p>
<p>One customer requested continuing to use the bus stop on West 14th Avenue and South Adams Street after the stop was temporarily closed due to an overhead obstruction.</p> <p><i>Staff notified the customer that a temporary stop had been placed across the street while the stop is being assessed for safety. Stop improvements are planned for September 2025, relocating the stop farside of the intersection.</i></p>
<p>One citizen requested ridership information for stops on West Sunset Highway (Highway 2) and South Hayford Road.</p> <p><i>Staff provided the requested information.</i></p>
<p>One citizen requested a trash can at the bus stop on Sullivan Road and East 16th Avenue.</p> <p><i>Staff informed the citizen that the stop had an average of 2 weekday boardings, which is below the typical threshold of 10 average weekday boardings to merit the installation and service of a trash can. The citizen was informed that photo verification of consistent littering could be submitted to support trash can installation. Verification was not submitted.</i></p>
<p>One neighbor requested to improve the Route 22 Northwest Blvd bus stop on West Northwest Boulevard and North D Street.</p> <p><i>Staff informed the customer that the stop is not eligible for a shelter; the average weekday boardings is 3 at this stop, 25 or more weekday average boardings is required for shelter placement.</i></p>
<p>One operator noted that when serving the bus stop on North Market Street and East Euclid Avenue the overhead announcement was incorrect.</p> <p><i>Staff corrected the announcement.</i></p>

BUS STOP COMMENTS
<p>One customer inquired about bus stop improvements throughout the entire service area.</p> <p><i>Staff informed the customer about balancing operating costs and the capital costs of improving all bus stops. Staff also requested specific locations preferred for improvements to be reviewed.</i></p>
<p>Two customers requested repair or removal of advertising benches at the following bus stops:</p> <ul style="list-style-type: none">• Sprague Ave and McDonald Road• North Pines Road and Sprague Avenue <p><i>Staff informed the customers that the benches were owned by the advertising company who would be contacted for removal or repair. The benches were removed.</i></p>
<p>One customer requested trash and recycling cans at more bus stops.</p> <p><i>Staff notified the customer of ridership considerations and verification of consistent littering when determining trash can installation at bus stops in order to balance costs of installing and servicing trash and recycling cans.</i></p>
<p>Two customers requested larger parking stalls and a larger parking entrance at the west entrance to Mirabeau Transit Center. One of the customers also expressed concern about the distance from the parking lot to the bus stops and the comfort of the bus stop on East Indiana Avenue.</p> <p><i>Staff informed the customer that the request would be considered for future planning efforts. Staff have modified some of the east lot parking spaces to be to accommodate larger vehicles.</i></p>
<p>One county employee requested coordination of crosswalk, sidewalk, and bus stop improvements at North Wall Street and West Westview Avenue.</p> <p><i>Staff discussed relocation of stops to align with a new crosswalk location. Bus stop design standard plans were distributed with construction pending.</i></p>
<p>One customer requested a solution to bird strikes on the glass shelter panels at Spokane Falls Community College.</p> <p><i>Staff informed the customer that options would be reviewed for consideration.</i></p>
<p>One customer requested improved bus stop conditions at West Sunset Highway and South Lawson Street and West Sunset Highway and South Hayford Road. The customer also requested bus #2909 be retired due to worn upholstery.</p> <p><i>Staff notified the customer of bus stop changes and improvements planned for the September service change. Vehicle maintenance staff were notified of bus conditions.</i></p>

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13F : 2024 FIXED ROUTE SYSTEM PERFORMANCE REPORT

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

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

SUMMARY: Staff will provide an overview of the 2024 Fixed Route System Performance Report which is available online at the following link:

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

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

The report includes:

- An overview of 2024 ridership, which surpassed 2019 ridership levels with over 10 million rides
- NEW bus stop analysis for shelter candidacy
- NEW annualized ridership at Transit Centers and Park and Ride locations
- Individual route performance against three (3) established standards: Ridership, Equivalent Energy Consumption, and Fares
- Performance improvement concepts for routes not meeting standards
- Route indicators (length, capacity, revenue hours, revenue miles, etc.)
- Average daily ridership by stop
- Summary of 2024 passenger facilities and operational improvements
- Park and ride and bike locker utilization
- Universal Transit Access Pass (UTAP) rates
- Route profile sheets

This year's report outlines the transition of performance analysis of the established standards for Ridership and Energy Consumption in new route service classes: High Performance Transit (HPT), Regular, and Targeted service, consistent with the changes adopted in *Connect Spokane* in May 2022. These new route services classes for performance analysis will be carried forward in subsequent reports. Additionally, STA is providing digital downloads at the link above for geographic layers that depict routes and stops and stop-level ridership data. Making these resources available to the public enhances the usability of the report and the community's understanding of STA's Fixed Route system.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13G: 2025 COMMUNITY PERCEPTION SURVEY RESULTS SUMMARY

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

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

SUMMARY: In March 2025, ETC Institute conducted a community perception survey with the intended purpose of Spokane Transit gaining an understanding of the public perception, familiarity, and impact of our system, along with the transit needs of our growing and changing population. The survey was mailed to random households within the Public Transportation Benefit Area, with postage-paid return envelopes included. An online option was also provided. The desired sample size of 400 was reached with 447 surveys completed. The last community perception survey was completed in the fall of 2023. Key results will be shared during the meeting.

See the full report on the STA website here: [STA-Community-Perceptions-Report-Final-4.24.25.pdf](#)

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13H: TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

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

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

SUMMARY: This report provides an update on the Transit Oriented Development (TOD) Pilot Project that implements Near-Term Investment Project D-04: Launch Transit-Oriented Development Partnership.

BACKGROUND: In December 2021, the STA Board adopted resolution 790-21, identifying potential Near-Term Investment Project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project.

In July of 2024 the Board received an update that shared the proposed framework to implement the Near-Term Investment Project. The framework has three components that together provide a more strategic approach to TOD investments while providing access to STA's TOD resources in jurisdictions across the PTBA, including the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and unincorporated areas of Spokane County.

PTBA Jurisdictions - \$1 Million Allocated

As presented last year, the proposed framework has three components:

- 1) **Identify and prioritize** current or future station locations in the PTBA with the greatest potential for TOD and opportunities for physical improvements via capital investment. This initial analysis is being conducted by STA and is nearing conclusion.
- 2) **Small scale technical assistance grants** via a competitive Request for Proposals (RFP) process open to all jurisdictions in the PTBA. The funding will assist with planning, design, or preliminary engineering work that improves pedestrian access to STA facilities closer to implementation.
- 3) **Station-Area planning grants** -Issue RFP for larger station-area planning grants that develop and deliver new land-use and sub-area plans intended for implementing TOD in concert with planned transit investments.

STA Properties - \$1 Million Allocated

- 1) **Identify and prioritize** – STA-owned facilities will also be considered and evaluated as part of this process.
- 2) **STA-owned properties** – Use funds for strategic land acquisitions, preliminary site-planning / programming, or feasibility analysis for redevelopment opportunities.

Analysis and development by staff started in Q4 2024 and is near completion. Review of the findings, jurisdiction outreach to gather their input on the location analysis is expected to begin this month (April 2025). Staff expect to make modifications based on input from jurisdictional Planning teams and identifying a final list of locations by June 2025, which will be brought forward to the Board for official adoption as TOD areas of emphasis within the PTBA, leading to RFPs as described earlier in this report.

Revised Project Schedule	
Date	Activity
Jul 2024	P&D Committee presentation
Oct 2024	Begin Initial Study
Apr 2025	Review Initial Findings/Feedback/List
Apr-May 2025	Obtain local input on draft TOD Emphasis Areas List
Jun 2025	Refine findings
July 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Sep 2025	Board resolution adopting TOD Emphasis Areas
Oct 2025	Draft and release initial RFPs for small scale technical assistance grants
Dec 2025	Applications Due - Evaluate and score projects for recommendation
Feb 2026	P&D Committee presentation of projects
Mar 2026	Board Resolution selecting projects

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 13I : 2026-2029 TITLE VI PROGRAM UPDATE

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

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

SUMMARY: Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, was last adopted by the STA Board of Directors in March 2023. The updated Title VI Program is due to the Federal Transit Administration (FTA) by February 1, 2026, when the current program expires. The foregoing report provides an overview of the program and the proposed timeline for updating STA's program.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 further clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities (i.e. STA is a covered entity) without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government (FTA C 4702.1B, Chap. II-I). The Federal Transit Administration (FTA), from which STA receives Federal funds, is required to fulfill the US Department of Transportation's (USDOT) Title VI regulations (49 CFR part 21). Therefore, to ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program.

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program. Those requirements include:

- A public participation plan that includes an outreach plan to engage minority and limited English proficient populations
- Survey data regarding customer demographic and travel patterns

A vendor was recently selected to conduct a rider census that will provide data needed for customer demographics and travel patterns by surveying a random sample of riders across the Fixed Route system. The 2025 Rider Census will be conducted from April 28, 2025, to May 9, 2025.

Staff will provide a draft engagement plan with specific outreach details at the July 2025 Planning and Development Committee meeting. Additional outreach activities will include STA Website updates, stakeholder/provider survey, public open houses, STA Newsletter, and community meetings.

Below is a table that outlines the committee and board timeline for the 2026-2029 Title VI Program update.

Date	Meeting	Purpose
4/30/2025	P&D Committee Meeting	Introduce Project, Timeline
7/9/2025	P&D Committee Meeting	Upcoming Surveys, Draft Engagement Plan
9/3/2025	P&D Committee Meeting	Engagement, Surveys, Plan Update Activities, Timeline
11/5/2025	P&D Committee Meeting	Survey Results, Upcoming Public Hearing
11/20/2025	Board of Directors Meeting	Public Hearing
12/3/2025	P&D Committee Meeting	Recommend Adoption
12/18/2025	Board of Directors Meeting	Adoption & Resolution

RECOMMENDATION TO BOARD: Information only.