

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, June 26, 2025, *(1 week later than usual)* in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed on the Agenda.

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 26th DAY OF JUNE 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 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, June 26, 2025 *(1 week late)*
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. Public Expressions
6. Recognitions and Presentations: *none*
7. Public Hearing: *20 minutes*
 - A. 2026-2031 Transit Development Plan: Complete Draft *(Karl Otterstrom)*
 - B. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment *(Karl Otterstrom)*
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of May 15, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the May 2025 Vouchers *(Tammy Johnston)*
 - C. Public Works Contracts under \$35,000: Final Acceptance *(Jordan Hayes-Horton)*
 - D. Division Street Bus Rapid Transit: Parametrix, Inc. Work Order #6 Approval *(Karl Otterstrom)*
 - E. Customer Care Auditing Service: Award of Contract *(Carly Cortright)*
 - F. Data Feed/Customer Information Improvements: Award of Contract *(Carly Cortright)*
 - G. Training Facility Grant Submittal Approval *(Karl Otterstrom)*
 - H. Cheney Transit Improvements Interlocal Agreement *(Karl Otterstrom)*
9. Board Action – Other: *10 minutes*
 - A. Facilities Master Plan Phase 1 Report Acceptance (Resolution) *(Brandon Rapez-Betty)*
10. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Chair Haley)*
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Tim Hattenburg)*
12. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair Report *(Lance Speirs)*
 - i. 2025 1st Quarter Year-to-Date Performance Measures *(Brandon Rapez-Betty)*
 - ii. Enhanced Transit Security Strategy Update *(Brandon Rapez-Betty)*
13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. April 2025 Financial Results Summary (*Tammy Johnston*)
 - D. April 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027, & 2028 (*Karl Otterstrom*)
15. Executive Session: *20 minutes*
 - A. *RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*
 - B. *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee. (RCW 42.30.110(g))*
16. New Business
17. Board Member Expressions
18. Adjourn (*Chair*)

Optional Virtual link:	Click Here to Join Virtually	
Password:	Board Members: 2025	Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388	Event #: 2489 582 8592

Cable 5 Broadcast Dates and Times of June 26, 2025, Board Meeting:

Saturday, June 28, 2025	4:00 p.m.
Monday, June 30, 2025	10:00 a.m.
Tuesday, July 1, 2025	8:00 p.m.

July Committee Meetings, Wednesday: *(July Committee Meetings - all one week late)*

Planning & Development	July 9, 2025, 10:00 a.m.
Performance Monitoring & External Relations	July 9, 2025, 10:00 a.m.
Board Operations	July 16, 2025, 1:30 p.m.

July Board Meeting: *(one week late)*

Thursday, July 24, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all Committee and Board meetings)

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

5.

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

June 26, 2025

AGENDA ITEM 7A :

PUBLIC HEARING:

A. 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

REFERRAL COMMITTEE:

Planning & Development Committee (*Hattenburg*)

SUBMITTED BY:

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

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

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

RECOMMENDATION TO BOARD: Conduct public hearing.

(Action at July 24, 2025, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report: 7A – Public Hearing: 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Presented: STA Board Meeting – June 26, 2025

SUBJECT: 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation services and related capital and operating projects over a six-year period. At the June 4, 2025, Planning & Development Committee meeting, staff provided an overview of the draft 2026-2031 TDP in anticipation of public input during the month of June with the intent to seek Board approval of the final TDP in July 2025.

BACKGROUND: Over the past several months, the Planning & Development (P&D) Committee has been involved in providing input and reviewing content for the 2026-2031 TDP. The draft plan is available online on the following web page:

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

State law stipulates that transit agencies must prepare a transit development plan, hold a public hearing prior to adoption, and submit the plan to the Washington State Department of Transportation (WSDOT), no later than September 1 of each year. The 2026-2031 Transit Development Plan is in draft form. A public hearing will be held at the Board of Director's meeting on June 26, 2025. Subject to Board direction, staff anticipate preparing a final draft of the plan for Board approval on July 24, 2025.

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

TDP Update Summary

TDP Sections	P&D Committee Actions/Notes
1. Introduction and Overview	Background, Agency Leadership, Board of Directors, Service Characteristics, and Service Area updated from last year and included in the draft TDP.
2. 2024 in Review	Ridership, Fleet Additions, Capital Projects, Communications, Business and Program Development, and Planning Efforts updated and included in the draft TDP.
3. Mid-Range Tactical Framework, State Policy Goals	Reviewed and discussed by the Planning & Development Committee in March and April 2025. Updates are included in the draft TDP.
4. Service Improvement Program	A review of major service improvements and opportunities was presented during the April 30, 2025, Planning & Development Committee meeting and the May 15, 2025, Board of Director's meeting. Updates are included in the draft TDP.

TDP Sections	P&D Committee Actions/Notes
5. Capital Improvement Program	Updates will be provided in the draft TDP and were reviewed during the April 30, 2025, Planning & Development Committee meeting and the May 15, 2025, Board of Director's meeting.
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the April 2, 2025, Planning & Development Committee meeting. Preliminary financial forecasts were reviewed at the April 30, 2025, Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans. Updates will be provided in the draft TDP.
Appendix A: 2025 Action Plan	The STA Board of Directors adopted the 2025 Budget that includes the Annual Action Plan in December 2024. Included in the draft TDP.
Appendices B-F	Appendices include: 2025 Performance Measures, System Ridership, Miles, and Hours Statistics, 2024 Fuel Consumption, 2024 Reportable Collisions, Injuries, and Fatalities, Bus Fleet Contingency Plan. Included in the draft TDP.
Appendix G: Transit Asset Management (TAM) Plan	The plan was drafted in February 2025 and is incorporated into the draft TDP by reference. The full plan can be viewed here: https://www.spokanetransit.com/projects/transit-asset-management-plan/

STA has implemented an expanded stakeholder outreach approach beyond the required public hearing to promote more involvement in the development of the plan and was presented to the Planning & Development Committee in March 2025. The expanded outreach includes presentations to STA's Citizen Advisory Committee (CAC), City of Spokane's Transportation Commission and Pedestrian Transportation and Traffic Committee (PETT), SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT) Eastern Region, as well as in-person and virtual public open houses. Below is a summary of the remaining public outreach schedule to present the draft TDP and provide notice of the upcoming public hearing:

Remaining Public Outreach Schedule

Date	Stakeholders
June 5, 2025	Virtual open house
June 9, 2025	In-person open house
June 11, 2025	Citizen Advisory Committee (CAC) meeting presentation
June 12, 2024	SRTC Board of Director's meeting presentation

Date	Stakeholders
June 25, 2025	Washington State Department of Transportation (WSDOT) Eastern Region
June 26, 2025	STA Board of Director's public hearing

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 7B :

PUBLIC HEARING:

A. DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED
ALTERNATIVE AMENDMENT

REFERRAL COMMITTEE:

Planning & Development Committee (*Hattenburg*)

SUBMITTED BY:

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

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

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

RECOMMENDATION TO BOARD: Conduct public hearing.

(Action at July 24, 2025, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report **7B Public Hearing: Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment**

Presented: STA Board Meeting – June 26, 2025

SUBJECT: DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT

SUMMARY: As part of the mitigation strategy to maintain project schedule for the Division Street Bus Rapid Transit (BRT) project, staff are seeking input on proposed revisions to the project's Locally Preferred Alternative (LPA) and its Minimum Operable Segment (MOS) revisions.

BACKGROUND: In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service could look like on Division Street as well as other factors that support transit service. In 2021, a key milestone of the *DivisionConnects* study was the adoption by the STA Board of Directors of a resolution (Resolution No. 785-21) approving a Locally Preferred Alternative (LPA) identifying BRT service between downtown Spokane and the Mead area and other operating characteristics.

In Spring 2022, STA began the preliminary engineering and environmental scoping phase for the Division Street BRT project. Among other early phase work, the project team sought to refine the alignment definition for Division Street BRT for the northern and southern termini, as well as refined station locations. This effort engaged key project stakeholders and partners throughout the process. In Spring 2023, the STA Board adopted a refined LPA (Resolution No. 809-23) elements of which are detailed below.

In Summer 2023, STA submitted a written request to enter Project Development as required by FTA's Capital Investment Grant (CIG) Small Starts program, to seek funding for the project. In Fall 2023, FTA approved STA's request to enter Project Development and preliminary design began shortly thereafter.

Mitigation Strategy

As design has progressed into 2025, several major risks have been identified that are impacting the project schedule. In recent months, staff have informed the Committee and Board of these risks and the need to mitigate those risks to complete the project in 2030. Staff have proposed a mitigation strategy, reviewed by the Committee and Board, that includes a phased approach with the goal of maintaining the overall vision of *DivisionConnects*. This mitigation strategy includes four key elements:

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

Minimum Operable Segment

In response to the strategy element to "explore feasibility of completing the project in phases," staff have identified a Minimum Operable Segment (MOS) that can be completed independent of the completion of the North Spokane Corridor (NSC). In developing the MOS, staff identified elements and segments that a) deliver the most benefit to existing ridership and b) can reasonably be implemented without the completion of the NSC. Based on this evaluation, the proposed MOS has the following attributes:

- Construct stations from downtown Spokane to Hawthorne Road
- Use the existing Hastings Park and Ride as an interim northern terminus
- Implement BAT lanes through the couplet only (Cataldo to Foothills/Cleveland) where the greatest vehicular capacity exists
- Pursue a “Corridor-Based BRT” CIG grant
- Revenue service date remains 2030

Revised Locally Preferred Alternative

In defining the MOS above, it was apparent that the full build-out of Ruby Street with the BAT lane on the right side of the street was infeasible without reconsidering the geometric profile of the street. In particular, the *DivisionConnects* plan and the LPA both envision the two-way cycle track to run immediately adjacent to the BAT Lane on Ruby Street, displacing the current outside lane. In the staff’s professional opinion, stations and the bicycle facility will need to be situated in such a way to be constructed independently, both by way of design and schedule.

The proposed solution to address the design and schedule issues on Ruby Street is a revision to the LPA that places BRT stations on the left side of Ruby Street between North River Drive and Jackson Avenue, allowing the bicycle facility to be implemented subsequent to the NSC without major disruption to BRT operations. This configuration would then allow a BAT lane for most of Ruby Street, from Cataldo Avenue on the south and Cleveland Avenue to the north.

To advance the MOS and a revised LPA, staff have directed the consulting engineers to validate the feasibility of BAT lanes on the Division/Ruby couplet prior to completion of the NSC, ensuring that levels of service remain within an acceptable level of service. Additionally, the consultants have developed conceptual placements for left-sided stations that would be compatible with the revised LPA.

In addition to the revision described above, preliminary design and parcel-by-parcel outreach have revealed the need to make some minor modifications to the list of station locations that were approved as part of the LPA. This includes removing the provisional pair of stations at Queen Avenue. Further evaluation didn’t produce any strong justification for pursuing these stations. Additionally, a challenge for the inbound station was identified in the LPA at Division Street and Bridgeport Avenue. Based on an evaluation of options and in consultation with adjacent property owners, STA is now proposing the station be located near the intersection of Division Street and Glass Avenue. This revision is based on progressive design work and unrelated to the mitigation strategy.

Future Phases

Future phases will focus on other aspects of the LPA and the overall *DivisionConnects* vision that will not be included in the MOS. (See Figure 2). These items include:

- Construct a dedicated bike/ped facility on Ruby Street
- Install BAT lanes on Division mainline (Foothills/Cleveland to ‘Wye’)
- Construct the remaining stations north of Hawthorne Road
- Construct Mead Transit Center
- Increase service frequency
- Construct active transportation improvements not included in Division BRT
- Transit oriented development zoning implementation

Some of these improvements will be completed in coordination with WSDOT, SRTC, Spokane County, and the City of Spokane. STA will be seeking approval at the July Board meeting of a Memorandum of Agreement (MOA), signed by all parties, which identifies roles, responsibilities, funding and a schedule for completing the future work.

As the first step in this process, staff are presenting an amended LPA for recommendation to the STA Board of Directors for consideration and adoption by resolution in July. Specifically, the amended LPA includes a change to the BAT lanes and station locations on Ruby Street through the couplet.

Summary of Proposed Changes to the LPA

Element	Current LPA (Res. No.	Revised LPA (Proposed)
Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway	A new transit center in the vicinity of Farwell Road and Newport Highway
Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
Alignment	As depicted in Exhibit A, Page 2	As depicted in Exhibit A, Page 2
Station Locations	As set forth in Exhibit A, Page 3	As set forth in Exhibit A, Page 3 (updated in the attached table)
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division "Y" (Coupnet and Mainline segments)	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division "Wye" (Coupnet and Mainline segments), <u>Division Street (right-side) and Ruby Street (left-side) through the couplet, generally between Cataldo Avenue and Cleveland Avenue</u>

Element	Current LPA (Res. No.	Revised LPA (Proposed)
Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8A : MINUTES OF MAY 15, 2025, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: Minutes of May 15, 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 May 15, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake (*Chair*)
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
Paul Dillon, alternate for Zack Zappone, City of Spokane (*Virtual*)
Chris Grover, Small Cities Cheney-ex-officio (*Virtual*)
Dan Sander, Small Cities Millwood-ex-officio
Hank Bynaker, Small Cities Airway Heights-ex-officio (*Virtual*)
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pam Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Dan Dunne, Small Cities Liberty Lake ex-officio

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

-
1. Call to Order and Roll Call – In Chair Haley’s absence, Chair pro tempore Speirs called the meeting to order at 1:30 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance - Board Members, staff, and guests stood for the Pledge of Allegiance.
 3. Excused Absences - Chair Speirs requested excused absences for the April Board Operations Committee meeting and May Board Meeting for Mr. French and the May Board meeting for Ms. Haley.

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

4. Approve Board Agenda

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

5. Board Chair Report – Chair Speirs had no report at this time.
6. Public Expressions – Mr. Erik Lowe and Ms. Sarah Rose provided public expressions. Chair Speirs called three times for additional requests to provide expressions from those attending in person and virtually. There were none.
7. Recognitions and Presentations
 - A. Mr. Rapez-Betty recognized and congratulated Mr. Glenn Schultheis, Coach Operator, on his retirement after 30 years of employment with STA.

8. Board Action - Consent Agenda

Ms. Bowers indicated she wanted to comment regarding Consent Agenda item 8I. Chair Speirs asked for a motion on the other Consent Agenda items and indicated we would address her comment and the approval of Agenda Item 8I afterwards items 8A through 8H & JH.

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

- A. Minutes of April 17, 2025, STA Board Meeting– Corrections/Approval
- B. Approval of the April 2025 Vouchers
- C. Public Works Contracts under \$35,000: Final Acceptance - Approved acceptance of the contracts as complete and authorized release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. Plaza Property Management & Leasing Agent Services: Final Acceptance – Approved acceptance of the contract with Black Realty Management, Inc, for Plaza Property Management & Leasing Services as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. HID Reader Replacement: Final Acceptance - Approved acceptance of the contract with The ADT Security Corporation, for the HID Card Reader Replacement Project as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Third Party Workers Compensation Claims Administration-Award of Contract - Approved the award of contract for Worker’s Compensation Claims Administration and authorized the CEO to execute a five-year contract with Pensar North America, Inc. for a total estimated cost of \$425,546.
- G. Project Management Software – Award of Contract - Authorized 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.
- H. Uniforms and Accessories – Award of Contract - Approved the award of contract for Uniforms and Accessories and authorized the CEO to execute a five-year contract with Galls, LLC using DES Contract 01417 for a total estimated cost of \$604,412.
- J. Bus Stop Site Improvements Property Acquisition – Resolution 837-25 – Approved, 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.
- I. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority - Approved 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.

Chair Speirs called on Ms. Bowers for her comments and discussion regarding Consent Agenda Item 8I – West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority. Ms. Bowers expressed her concern regarding hearing about local residents and semi-trucks using the bus access only lane and driving through the parking lot at the WPTC instead of going around. She also noted concerns about a lack of crosswalks and lighting.

Mr. Rapez-Betty clarified that the agenda item authorized the interim Co-CEOs to award a construction contract for Phase 1 of the project and was approved by the PMER Committee. Mr. Otterstrom added this phase focuses on modifying the area to better accommodate double-decker buses by reducing the angle of entry and exit, addressing tail swing issues, and improving pedestrian safety with a new bus bay, lighting, and a crosswalk on the east side.

Mr. Otterstrom acknowledged the need and plan for future improvements, including expanded operator facilities. He also addressed concerns about unauthorized use of the lot, noting that STA can enforce its use and will coordinate with security and law enforcement for targeted patrols, especially in the transit-only lane.

Chair Speirs asked for a motion to approve Agenda Item 8I as presented.

Ms. Klitzke moved to approve Consent Agenda Item 8I as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

9. Board Operations Committee

A. Chair Report – In Chair Haley’s absence, there was no report.

10. Planning & Development Committee (P&D)

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

- i. Technology Master Plan: Introduction and Initial Scoping – Mr. Peterson discussed the development of a master plan for technology, estimated timeline and milestones for creation for the plan. He detailed an assessment of STA’s current technology landscape, the determination of divisional strategic goals, and an examination of the ability to support divisional goals from all layers. He reviewed the technological innovation and trends that have been examined and the technology roadmap, as well as budget and resources. He offered to answer questions. None were forthcoming.
- ii. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach – Mr. Otterstrom provided updates on the planning, design, and engineering as well as environmental, outreach, and coordination of the project. He shared a proposed implementation strategy for Phase 1 and Phase 2+ (future work) and then discussed the business access and transit (BAT) lanes. To conclude, he outlined the next steps for continued analysis and design; public and stakeholder outreach; multi-jurisdictional agreement(s); Board reviews and action; and FTA coordination and Small Starts rating package submittal. Mr. Otterstrom offered to answer questions. Discussion ensued regarding the modeling and analysis of traffic impacts prior to voting. Mr. Cathcart said he would like the information as soon as possible in advance of voting. Mr. Otterstrom said he understood and noted that it would be presented through the Planning & Development Committee as a planning project prior to coming to the Board for a vote.
- iii. 2026-2031 Transit Development Plan (TDP) Update – Mr. Otterstrom reviewed the TDP project timeline and key components. He discussed the 2026-2028 Service Improvement Program and the Capital Improvement Program.
Ms. Johnston reviewed the financial aspects of the CIP by category, program name, year, and funding source. She provided revenue and expenditures assumptions and resulting financial forecast for the 2026-2031 TDP. Next steps were discussed, and brief discussion ensued.

11. Performance Monitoring & External Relations Committee

A. Chair Report – Mr. Speirs introduced Mr. Otterstrom to present.

- i. Connect 2035 Strategic Plan Update: Initial Report – Mr. Otterstrom reviewed the planned tracking and reporting of the proposed Connect 2035 plan. He noted the headline measures and initiatives, and 2025 actions assigned to each of the three goals. He spotlighted eligibility based low-income fare program, the best practices for eligibility and verification as well as discount and technology, and staffing and costs. He noted the reduced fare program criteria and examined the next steps for the low-income fare pilot program. Mr. Otterstrom offered to answer questions. Brief discussion ensued regarding staffing requirements.

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

Ridership for Fixed Route increased 4.0% month over month in April and 4.9% year-to-date.

Paratransit ridership realized a 5.9% increase in April and has increased 6.2% year-to-date. Rideshare noted an increase in ridership of 9.8% in April but decreased 3.6% year-to-date. Zero Fare Youth ridership increased 5.9% in April and 6.2% year-to-date.

Monthly Fare Revenue by Fare Type showed total fare revenue for April 2025 of \$696,868. (Fixed Route \$614,198, Paratransit \$56,062, and Rideshare \$26,607)

Sales Tax for April 2025 voter-approved sales tax revenue (February 2025 Sales) was \$257,802 below budget (-3.1%) and 0.4% year-to-date below budget (\$-0.2M).

2025 Legislative session key takeaways were shared including Operating Budget: \$77.9B budget, reliant on almost \$9B in new revenue & over \$5B in cuts over four years and includes \$3.1B in funding cuts 2025-27; Transportation Budget: \$15.5B budget, including \$1.3B in funding cuts and some delays in projects. Gas tax increase (6¢ + 2% yearly inflator) and new fees generating \$3B over six years. Transit highlights included Funding for Division Street BRT and other existing projects sustained; Secured funding for new projects: On-route BEB charging infrastructure, electric operations support vehicles; FIFA World Cup - \$9 million for transit agencies by formula distribution to provide enhanced service and incentives during the event (STA share estimated at \$540k); New transit governance: SHB 1418 allows two transit riders to vote on PTBA Governing Boards; Green Transportation & Rideshare funding reduced for new projects

Bloomsday Service on May 4th – STA had 4,492 advance purchases for the race pass, and 1,515 passes sold at the tradeshow. While paratransit saw a slight decline in ridership, all other service realized increased ridership for Bloomsday.

Mirabeau Transit Center ribbon cutting was held Wednesday, May 14. Featured speakers included Spokane Valley Mayor and STA Board Chair Pam Haley, WSDOT Eastern Region Administrator Char Kay, and Interim Co-CEO Karl Otterstrom. The ribbon cutting was followed by cake and a tour by Ryan Brodwater.

Safety Ambassador Pilot Program job for transit ambassador(s) have been posted. Purpose and key attributes were shared. Chief Human Resources Officer, Ms. Williams, will provide a full Board update in June.

APTA Legislative Conference travel scheduled to Washington DC on May 17 through May 21. In addition to the conference sessions, meetings scheduled include briefing breakfast with Cardinal Infrastructure; FTA meeting to discuss Division Street BRT; Capitol Hill visit: offices of Senator Murray, Senator Cantwell, and Congressman Baumgartner. Mayor Haley, Commissioner French, Council Members Speirs and Zappone are attending with Interim Co-CEOs.

Board Members were again invited to attend the STA 2025 Rodeo on May 31st at the STA training range at the fairgrounds, 404 N. Havana between 8am and 2pm.

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

13. Board Information
 - A. Committee Minutes
 - B. April 2025 Sales Tax Revenue
 - C. March 2025 Financial Results Summary
 - D. March 2025 Operating Indicators
 - E. 1st Quarter 2025 Service Planning Input Report
 - F. 2024 Fixed Route System Performance Report
 - G. 2025 Community Perception Survey Results Summary
 - H. Transit Oriented Development (TOD) Pilot Project Update
 - I. 2026-2029 Title VI Program Update
14. Executive Session – none
15. New Business – There was no new business presented.
16. Board Member Expressions – There were brief Board Member Expressions.
17. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 2:54 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8B : MAY 2025 VOUCHERS

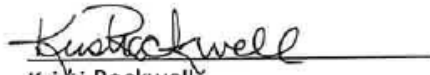
REFERRAL COMMITTEE: n/a

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


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

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 632371 – 632916	\$ 9,140,038.12
Worker's Comp Vouchers (May)	ACH – 2286	\$ 206,099.31
Payroll 05/02/2025	ACH – 05/02/2025	\$ 2,920,230.67
Payroll 05/16/2025	ACH – 05/16/2025	\$ 2,243,179.50
Payroll 05/30/2025	ACH – 05/30/2025	\$ 2,263,197.89
WFG National Title Company of Eastern WA	ACH – 2467	\$ 2,763,858.78
WA State – DOR (Excise Tax)	ACH – 1767	\$ 11,887.56
MAY TOTAL		\$ 19,548,491.83

Certified:


Kristi Rockwell
Accounting Manager

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


Tammy Johnston
Interim Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

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

Spokane Transit Authority
Vouchers - May 2025

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
05/06/2025	632050-VOID	LANGUAGE LINK	2158	(38.59)
05/06/2025	632051-VOID	ASH & ROWEN HARDWARE LLC	2278	(19.85)
05/06/2025	631240-VOID	FRANCIS AVENUE HARDWARE	2279	(35.27)
05/02/2025	632371	INLAND WELDING SUPPLY INC	1032	5,692.27
05/02/2025	632372	ASH & ROWAN HARDWARE LLC	2278	188.13
05/02/2025	632373	FRANCIS AVENUE HARDWARE	2279	1.72
05/02/2025	632374	AFSCME	1328	696.76
05/02/2025	632375	AFSCME	1328	112.00
05/02/2025	632376	ALCOBRA METALS INC	2140	1,978.76
05/02/2025	632377	ALL-STAR AUTO GLASS LLC	2983	597.66
05/02/2025	632378	AMAZON CAPITAL SERVICES INC	2098	4,695.43
05/02/2025	632379	STEVEN W NILES JR	2276	32.73
05/02/2025	632380	ANDREW LILJENBERG	2977	100.00
05/02/2025	632381	NORTHWEST CENTER SERVICES	2271	55,412.20
05/02/2025	632382	AMALG TRANSIT UNION #1015	1055	27,611.93
05/02/2025	632383	AMALG TRANSIT UNION #1598	1056	1,142.52
05/02/2025	632384	AVISTA CORPORATION	1081	3,366.99
05/02/2025	632385	CONTINENTAL BATTERY COMPANY	2915	192.58
05/02/2025	632386	THE BRAUN CORPORATION	1117	75.66
05/02/2025	632387	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22
05/02/2025	632388	CANON FINANCIAL SERVICES INC	1154	2,510.85
05/02/2025	632389	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	4,012.42
05/02/2025	632390	QWEST CORPORATION	1148	153.74
05/02/2025	632391	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/02/2025	632392	CITY OF SPOKANE	1601	853.35
05/02/2025	632393	KELLY S SMITH JOHNSTON	2946	750.00
05/02/2025	632394	COFFMAN ENGINEERS INC	1162	71,396.66
05/02/2025	632395	COLEMAN OIL COMPANY LLC.	2683	117,722.25
05/02/2025	632396	COMCAST	1170	1,558.39
05/02/2025	632397	COMPUNET INC	1166	14,090.80
05/02/2025	632398	CONSOLIDATED SUPPLY CO	2956	352.29
05/02/2025	632399	CUMMINS INC	1027	5,288.40
05/02/2025	632400	DELTA DENTAL OF WASHINGTON	1726	69,978.80
05/02/2025	632401	EMPLOYEE ADVISORY COUNCIL	1236	745.50
05/02/2025	632402	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
05/02/2025	632403	EL JAY OIL CO INC	1003	4,147.02
05/02/2025	632404	EMPLOYMENT SECURITY DEPARTMENT	1237	125,888.20
05/02/2025	632405	EMPLOYMENT SECURITY DEPARTMENT	1237	71,889.15
05/02/2025	632406	FASTENAL COMPANY	1249	6.05
05/02/2025	632407	FEDEX	1808	452.45
05/02/2025	632408	GORDON TRUCK CENTERS INC	1018	23,908.57
05/02/2025	632409	GALLS LLC	1271	515.33
05/02/2025	632410	LIBERTY LAKE ACE	1956	12.74
05/02/2025	632411	GENFARE LLC	1268	626.35
05/02/2025	632412	GILLIG LLC	1279	14,609.83
05/02/2025	632413	GOODSON MANUFACTURING COMPANY	1284	852.78
05/02/2025	632414	W.W. GRAINGER INC	1285	19,951.12
05/02/2025	632415	GRAYBAR ELECTRIC CO INC	1287	87.88
05/02/2025	632416	GREAT FLOORS LLC	1288	9,167.46
05/02/2025	632417	SPOKANE AREA CHAMBER OF COMMERCE	1291	100.00
05/02/2025	632418	GRIMCO INC	2696	135.55
05/02/2025	632419	GUARDIAN SECURITY SYSTEMS INC	2199	1,088.79
05/02/2025	632420	HAGERTY CONSULTING INC	2957	26,975.13
05/02/2025	632421	HOGAN MFG INC	1008	101.44
05/02/2025	632422	HORIZON DISTRIBUTORS INC	1321	723.49
05/02/2025	632423	IL DCS AND FAMILY SERVICES	2768	276.53
05/02/2025	632424	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,711.76
05/02/2025	632425	IR SPECIALTY FOAM LLC	1345	683.84
05/02/2025	632426	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	437,287.01
05/02/2025	632427	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	91,993.07
05/02/2025	632428	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	50,472.28
05/02/2025	632429	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	6,898.54
05/02/2025	632430	KIRK'S AUTOMOTIVE INC	1007	387.22
05/02/2025	632431	KPFF INC	2510	46,459.16
05/02/2025	632432	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	373.04
05/02/2025	632433	LITHIA MOTORS SUPPORT SERVICES	1088	102.91
05/02/2025	632434	LOWE'S COMPANIES, INC	2913	167.12
05/02/2025	632435	LPM SUPPLY INC	1382	415.29
05/02/2025	632436	M & L SUPPLY CO INC	1413	763.13
05/02/2025	632437	MAGALDI & MAGALDI INC	1416	446.42
05/02/2025	632438	MAINTENANCE SOLUTIONS	1418	816.50
05/02/2025	632439	MCGUIRE BEARING COMPANY	1010	104.36
05/02/2025	632440	Q49 SOLUTIONS LLC	2594	25.07
05/02/2025	632441	MODERN ELECTRIC WATER CO INC	1439	1,843.26

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
05/02/2025	632442	MOHAWK MANUFACTURING & SUPPLY CO	1011	794.43
05/02/2025	632443	MOTION AUTO SUPPLY INC	1012	203.25
05/02/2025	632444	NAPA AUTO PARTS INC	1014	7,437.74
05/02/2025	632445	NATIONAL COLOR GRAPHICS INC	1455	5,604.55
05/02/2025	632446	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	452.36
05/02/2025	632447	THE AFTERMARKET PARTS COMPANY LLC	1015	35,893.82
05/02/2025	632448	CSWW INC	1102	346.14
05/02/2025	632449	NOVATION INC	2394	1,618.65
05/02/2025	632450	NORTHWEST BUSINESS STAMP INC	1472	391.00
05/02/2025	632451	OFFICE DEPOT INC	1483	428.57
05/02/2025	632452	OXARC INC	1002	69.26
05/02/2025	632453	PHOENIX MOTOR INC	2885	3,117.55
05/02/2025	632454	PREMERA BLUE CROSS	1521	435,097.95
05/02/2025	632455	PROVISIONAL SERVICES INC.	2697	1,379.17
05/02/2025	632456	ROMAINE ELECTRIC CORPORATION	1548	729.05
05/02/2025	632457	S T A - WELL	1557	577.50
05/02/2025	632458	SIX ROBBLEES INC	1017	115.27
05/02/2025	632459	SPECIAL MOBILITY SERVICES	2122	11,432.54
05/02/2025	632460	SPECIALIZED SERVICES NORTHWEST INC	2226	708.06
05/02/2025	632461	SPOKANE HOUSE OF HOSE INC	1605	387.00
05/02/2025	632462	SPOKANE POWER TOOL	1608	47.21
05/02/2025	632463	SPOKANE RESTAURANT EQUIPMENT	2031	200.02
05/02/2025	632464	SPOKANE VALLEY POWER TOOL	1615	2,106.84
05/02/2025	632465	THE SPOKESMAN REVIEW	1616	411.66
05/02/2025	632466	SPORTWORKS GLOBAL LLC	1617	3,543.71
05/02/2025	632467	SPRAY CENTER ELECTRONICS INC	1619	247.71
05/02/2025	632468	THERMAL SUPPLY CO INC	1651	51.03
05/02/2025	632469	THERMO KING NORTHWEST	1650	3,567.55
05/02/2025	632470	ULINE INC	2401	434.49
05/02/2025	632471	UNIFIRST CORPORATION	2868	7,843.20
05/02/2025	632472	UNITED WAY OF SPOKANE COUNTY	1684	105.00
05/02/2025	632473	URM STORES INC	1677	412.73
05/02/2025	632474	US BANK	1678	4,199.00
05/02/2025	632475	US BANK	1678	42,177.03
05/02/2025	632476	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,696.61
05/02/2025	632477	WASHINGTON STATE	1209	3,870.24
05/02/2025	632478	WASHINGTON STATE	1710	45,062.46
05/02/2025	632479	WALTER E NELSON CO	1721	959.20
05/02/2025	632480	WESCO GROUP LLC	2368	431.60
05/02/2025	632481	WESCO GROUP LLC	2368	1,759.10
05/02/2025	632482	THE W.W. WILLIAMS COMPANY	2870	9,385.17
05/09/2025	632483	INLAND WELDING SUPPLY INC	1032	383.85
05/09/2025	632484	ABB E-Mobility Inc.	2844	5,958.00
05/09/2025	632485	ASH & ROWAN HARDWARE LLC	2278	19.85
05/09/2025	632486	FRANCIS AVENUE HARDWARE	2279	35.27
05/09/2025	632487	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,046.52
05/09/2025	632488	ALCOBRA METALS INC	2140	1,734.90
05/09/2025	632489	ALLIANT INSURANCE SERVICES INC	1914	3,928.00
05/09/2025	632490	AMAZON CAPITAL SERVICES INC	2098	855.19
05/09/2025	632491	STEVEN W NILES JR	2276	19.61
05/09/2025	632492	APS INC	1841	659.45
05/09/2025	632493	AUTO B CLEAN INC	1077	536.68
05/09/2025	632494	NAF FAIRCHILD AFB	1466	244.25
05/09/2025	632495	AVISTA CORPORATION	1081	46,321.47
05/09/2025	632496	BOSTON CONSULTING INC	2607	7,805.76
05/09/2025	632497	CANON FINANCIAL SERVICES INC	1154	238.11
05/09/2025	632498	MST FINANCIAL SOLUTIONS LLC	1153	0.00
05/09/2025	632499	CITY OF CHENEY	1158	653.90
05/09/2025	632500	CITY OF SPOKANE	1601	7,010.27
05/09/2025	632501	CITY OF SPOKANE	1601	299.25
05/09/2025	632502	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	905.60
05/09/2025	632503	COLEMAN OIL COMPANY LLC.	2683	171,973.27
05/09/2025	632504	CONSEAL CONTAINERS LLC	1176	398.07
05/09/2025	632505	CONSOLIDATED SUPPLY CO	2956	63.34
05/09/2025	632506	CORPORATE TRANSLATION SERVICES INC	2158	38.59
05/09/2025	632507	CUMMINS INC	1027	8,341.71
05/09/2025	632508	DEBORA L. BROWN MUNGUIA	2960	5,000.00
05/09/2025	632509	DORSE & COMPANY INC	2501	1,962.00
05/09/2025	632510	EV IQ LLC	2784	525.00
05/09/2025	632511	FASTENAL COMPANY	1249	2,598.93
05/09/2025	632512	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	11,250.00
05/09/2025	632513	V02 COLLECTION INC.	2860	294.29
05/09/2025	632514	BUSINESS INTERIORS OF IDAHO	2715	1,982.73
05/09/2025	632515	FEDEX	1808	113.16
05/09/2025	632516	GORDON TRUCK CENTERS INC	1018	5,761.05
05/09/2025	632517	GALLS LLC	1271	404.72
05/09/2025	632518	THE GENERAL STORE	1956	132.42
05/09/2025	632519	GENFARE LLC	1268	371.56

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/09/2025	632520	GILLIG LLC	1279	27,444.60
05/09/2025	632521	W.W. GRAINGER INC	1285	2,532.85
05/09/2025	632522	GTS INTERIOR SUPPLY	1994	1,850.44
05/09/2025	632523	H & H BUSINESS SYSTEMS	1298	926.56
05/09/2025	632524	HOTSY OF SPOKANE LLC	2370	2,700.23
05/09/2025	632525	IDAHO STATE TAX COMMISSION	2504	6,946.79
05/09/2025	632526	INLAND FIRST AID AND SAFETY	2895	735.55
05/09/2025	632527	G-A-P SUPPLY CORP	1363	603.70
05/09/2025	632528	LITHOGRAPHIC REPRODUCTIONS INC	1403	2,375.11
05/09/2025	632529	LOOMIS ARMORED US LLC	1408	6,200.65
05/09/2025	632530	M & L SUPPLY CO INC	1413	3,802.50
05/09/2025	632531	MAINTENANCE SOLUTIONS	1418	543.32
05/09/2025	632532	MCGUIRE BEARING COMPANY	1010	486.69
05/09/2025	632533	MODINE MANUFACTURING CO	1939	1,211.27
05/09/2025	632534	NAPA AUTO PARTS INC	1014	1,067.83
05/09/2025	632535	LEGEND INVESTMENTS INC	1454	1,736.96
05/09/2025	632536	NATIONWIDE	2592	1,561.24
05/09/2025	632537	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	904.70
05/09/2025	632538	THE AFTERMARKET PARTS COMPANY LLC	1015	4,839.42
05/09/2025	632539	CSWW INC	1102	185.12
05/09/2025	632540	NORTHWEST LIFT & EQUIPMENT LLC	1952	12,436.44
05/09/2025	632541	NOVATION INC	2394	390.00
05/09/2025	632542	OFFICE DEPOT INC	1483	244.77
05/09/2025	632543	ONEBRIDGE FSA	2880	213.00
05/09/2025	632544	PROVISIONAL SERVICES INC.	2697	440.80
05/09/2025	632545	ROMAINE ELECTRIC CORPORATION	1548	853.61
05/09/2025	632546	BECKI B COACHING, LLC	2982	13,861.57
05/09/2025	632547	LOUIS SARDO UPHOLSTERY INC.	2825	7,438.51
05/09/2025	632548	SBA TOWERS II LLC	1569	2,636.43
05/09/2025	632549	JEFFREY S SEARS	1573	485.05
05/09/2025	632550	SIMPLIFILE LC	2375	325.96
05/09/2025	632551	SIX ROBBLEES INC	1017	1,102.56
05/09/2025	632552	SPECIALIZED SERVICES NORTHWEST INC	2226	288.85
05/09/2025	632553	SPOKANE HARDWARE SUPPLY	1604	9,356.19
05/09/2025	632554	SPOKANE HOUSE OF HOSE INC	1605	464.82
05/09/2025	632555	SPOKANE OPTICAL COMPANY LLC	1607	241.00
05/09/2025	632556	STONEWAY ELECTRIC SUPPLY CO	1633	94.86
05/09/2025	632557	MUVZ, INC	2891	12,243.64
05/09/2025	632558	TRAPEZE SOFTWARE GROUP	1669	8,985.96
05/09/2025	632559	TRISTAR RISK MANAGEMENT	2124	14,000.00
05/09/2025	632560	UNIFIRST CORPORATION	2868	17,657.43
05/09/2025	632561	USABLE	2988	27,614.47
05/09/2025	632562	CARACAL ENTERPRISES LLC	2419	15.30
05/09/2025	632563	VERITECH INC	2049	1,344.00
05/09/2025	632564	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	128,452.09
05/09/2025	632565	WESCO GROUP LLC	2368	4,162.81
05/09/2025	632566	WEX BANK	2642	18,862.73
05/09/2025	632567	WHITWORTH WATER DISTRICT	1746	30.96
05/09/2025	632568	THE W.W. WILLIAMS COMPANY	2870	16,449.44
05/09/2025	632569	WASHINGTON STATE RIDESHARING ORG	1714	700.00
05/09/2025	632570	ZAYO GROUP LLC	2321	41,049.78
05/16/2025	632571	INLAND WELDING SUPPLY INC	1032	2,025.26
05/16/2025	632572	ACCESS INFORMATION HOLDINGS	2340	1,103.79
05/16/2025	632573	ASH & ROWAN HARDWARE LLC	2278	60.80
05/16/2025	632574	FRANCIS AVENUE HARDWARE	2279	209.23
05/16/2025	632575	CBS REPORTING INC	1035	751.50
05/16/2025	632576	ALEXANDER DENNIS INC.	2759	504,823.79
05/16/2025	632577	IRIS GROUP HOLDINGS	2462	4,005.46
05/16/2025	632578	AFSCME	1328	696.76
05/16/2025	632579	AFSCME	1328	112.00
05/16/2025	632580	ALCOBRA METALS INC	2140	819.56
05/16/2025	632581	AMAZON CAPITAL SERVICES INC	2098	5,188.23
05/16/2025	632582	NORTHWEST INDUSTRIAL SERVICES LLC	1058	679.04
05/16/2025	632583	ANDREA PARRISH	2687	150.00
05/16/2025	632584	THE ARC OF SPOKANE	2361	6,113.57
05/16/2025	632585	AMALG TRANSIT UNION #1015	1055	27,634.57
05/16/2025	632586	AMALG TRANSIT UNION #1598	1056	1,176.17
05/16/2025	632587	AMALGAMATED TRANSIT UNION	1057	202.86
05/16/2025	632588	APPLEWAY CHEVROLET INC	1068	878.87
05/16/2025	632589	AVISTA CORPORATION	1081	34,594.39
05/16/2025	632590	THE FA BARTLETT TREE EXPERT COMPANY	2269	4,590.00
05/16/2025	632591	CONTINENTAL BATTERY COMPANY	2915	119.98
05/16/2025	632592	BATTERY SYSTEMS INC	1089	1,469.88
05/16/2025	632593	BROADWAY INDUSTRIAL SUPPLY CO LLC	1120	166.20
05/16/2025	632594	BDI	1022	1,413.05
05/16/2025	632595	BUDINGER & ASSOCIATES INC	2149	20,977.80
05/16/2025	632596	BULLDOG ROOTER INC	1126	3,763.06
05/16/2025	632597	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/16/2025	632598	CAMERON-REILLY LLC	1137	21,375.00
05/16/2025	632599	CANON FINANCIAL SERVICES INC	1154	745.70
05/16/2025	632600	CDW-GOVERNMENT	1132	15,233.52
05/16/2025	632601	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	602.18
05/16/2025	632602	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/16/2025	632603	CITY OF MEDICAL LAKE	1424	93.00
05/16/2025	632604	CITY OF SPOKANE	1601	3,205.22
05/16/2025	632605	KELLY S SMITH JOHNSTON	2946	250.00
05/16/2025	632606	COAST TRANSPORTATION	2040	3,121.71
05/16/2025	632607	COFFMAN ENGINEERS INC	1162	10,869.53
05/16/2025	632608	COLEMAN OIL COMPANY LLC.	2683	106,932.40
05/16/2025	632609	COMMERCIAL TIRE INC	2451	2,705.57
05/16/2025	632610	COMPUNET INC	1166	21,008.68
05/16/2025	632611	CONSEAL CONTAINERS LLC	1176	397.78
05/16/2025	632612	COSTAR REALTY INFORMATION INC.	2851	489.79
05/16/2025	632613	CUMMINS INC	1027	23,047.95
05/16/2025	632614	DIGI-KEY CORPORATION	1213	386.50
05/16/2025	632615	DOW JONES & COMPANY	2698	187.65
05/16/2025	632616	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	916.00
05/16/2025	632617	EMPLOYEE ADVISORY COUNCIL	1236	749.50
05/16/2025	632618	EDGE CONSTRUCTION SUPPLY INC	1224	794.42
05/16/2025	632619	EL JAY OIL CO INC	1003	15,754.50
05/16/2025	632620	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOVICH P.C.	2737	14,140.00
05/16/2025	632621	FASTENAL COMPANY	1249	2,727.41
05/16/2025	632622	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,476.24
05/16/2025	632623	FRANCOTYP-POSTALIA INC	1878	3,000.00
05/16/2025	632624	FEDEX	1808	770.65
05/16/2025	632625	GORDON TRUCK CENTERS INC	1018	30,977.64
05/16/2025	632626	THE GENERAL STORE	1956	95.14
05/16/2025	632627	GILLIG LLC	1279	38,823.17
05/16/2025	632628	W.W. GRAINGER INC	1285	1,509.29
05/16/2025	632629	GRIMCO INC	2696	797.73
05/16/2025	632630	GTS INTERIOR SUPPLY	1994	107.53
05/16/2025	632631	H & H BUSINESS SYSTEMS	1298	2,592.25
05/16/2025	632632	HOGAN MFG INC	1008	99.85
05/16/2025	632633	HORIZON DISTRIBUTORS INC	1321	418.37
05/16/2025	632634	ARCADIS A CALIFORNIA PARTNERSHIP	1336	25,507.38
05/16/2025	632635	IL DCS AND FAMILY SERVICES	2768	276.53
05/16/2025	632636	NW SOLAR PROTECTION	2981	1,006.88
05/16/2025	632637	JACOBS ENGINEERING GROUP INC	2285	2,266.33
05/16/2025	632638	JARMS HARDWARE INC	2548	73.99
05/16/2025	632639	JOHN A DASH & ASSOCIATES INC	1199	360.00
05/16/2025	632640	KARRAS CONSULTING	2991	11,633.33
05/16/2025	632641	KENWORTH SALES CO INC	1373	833.27
05/16/2025	632642	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,415.31
05/16/2025	632643	KIRK'S AUTOMOTIVE INC	1007	1,553.72
05/16/2025	632644	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	207.75
05/16/2025	632645	LITHIA MOTORS SUPPORT SERVICES	1088	51.92
05/16/2025	632646	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,005.90
05/16/2025	632647	LOWE'S COMPANIES, INC	2913	1,435.92
05/16/2025	632648	M & L SUPPLY CO INC	1413	4.31
05/16/2025	632649	MCGUIRE BEARING COMPANY	1010	2,963.05
05/16/2025	632650	NEALTON INC	2896	149.99
05/16/2025	632651	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,583.84
05/16/2025	632652	MOTION AUTO SUPPLY INC	1012	183.45
05/16/2025	632653	MOUNTAIN DOG SIGN COMPANY INC	2663	6,814.59
05/16/2025	632654	NORTH IDAHO METAL WORKS INC	2601	835.75
05/16/2025	632655	NAPA AUTO PARTS INC	1014	6,698.55
05/16/2025	632656	LEGEND INVESTMENTS INC	1454	861.40
05/16/2025	632657	THE AFTERMARKET PARTS COMPANY LLC	1015	16,900.81
05/16/2025	632658	NEW FLYER OF AMERICA INC	2528	707,728.88
05/16/2025	632659	CSWW INC	1102	243.21
05/16/2025	632660	NORTHWEST BUS SALES INC	2272	128,864.00
05/16/2025	632661	NORTHWEST FENCE COMPANY INC	1473	5,063.78
05/16/2025	632662	NORTHWEST LIFT & EQUIPMENT LLC	1952	97,293.20
05/16/2025	632663	TAMMY LYNNE GLIDEWELL	1282	1,963.50
05/16/2025	632664	NORTHWEST INTERPRETERS INC.	2712	270.00
05/16/2025	632665	OFFICE DEPOT INC	1483	305.99
05/16/2025	632666	PARAMETRIX INC	2062	11,768.72
05/16/2025	632667	PHOENIX MOTOR INC	2885	137.13
05/16/2025	632668	POWER MACHINE SERVICE INC	1519	2,672.95
05/16/2025	632669	PROVISIONAL SERVICES INC.	2697	727.18
05/16/2025	632670	REHN & ASSOCIATES	2395	248.00
05/16/2025	632671	ROMAINE ELECTRIC CORPORATION	1548	789.71
05/16/2025	632672	S T A - WELL	1557	581.50
05/16/2025	632673	SAFETY-KLEEN SYSTEMS INC	1564	282.73
05/16/2025	632674	BECKI B COACHING, LLC	2982	6,079.09
05/16/2025	632675	SAM SCHWARTZ CONSULTING LLC	2369	10,089.79

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/16/2025	632676	JOHN LATTA ASSOCIATES INC	1936	13.90
05/16/2025	632677	SIX ROBBLEES INC	1017	732.27
05/16/2025	632678	SPECIAL MOBILITY SERVICES	2122	11,479.76
05/16/2025	632679	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,162.00
05/16/2025	632680	SPOKANE COUNTY SOLID WASTE	1603	108.41
05/16/2025	632681	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	853.21
05/16/2025	632682	SPOKANE HOUSE OF HOSE INC	1605	3,481.20
05/16/2025	632683	SPOKANE PUMP INC	1609	698.24
05/16/2025	632684	THE SPOKESMAN REVIEW	1616	428.50
05/16/2025	632685	SPORTWORKS GLOBAL LLC	1617	4,665.87
05/16/2025	632686	SPRAY CENTER ELECTRONICS INC	1619	38.62
05/16/2025	632687	SUMMIT LAW GROUP PLLC	1637	1,913.50
05/16/2025	632688	SUN SUPPLY INC.	2710	473.49
05/16/2025	632689	TERMINAL SUPPLY INC	1648	17.46
05/16/2025	632690	THERMO KING NORTHWEST	1650	531.64
05/16/2025	632691	BOBCAT OF SPOKANE	1650	894.79
05/16/2025	632692	TRANSMACHINE MTT INC	2899	419.00
05/16/2025	632693	ULINE INC	2401	381.13
05/16/2025	632694	UNIFIRST CORPORATION	2868	4,071.12
05/16/2025	632695	UNITED PARCEL SERVICE INC	1683	25.00
05/16/2025	632696	UNITED WAY OF SPOKANE COUNTY	1684	100.00
05/16/2025	632697	USSC ACQUISITION CORP	1676	1,066.91
05/16/2025	632698	VERIZON WIRELESS LLC	1686	13,416.66
05/16/2025	632699	VOITH US INC	2460	1,696.20
05/16/2025	632700	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,702.04
05/16/2025	632701	WALTER E NELSON CO	1721	10,745.49
05/16/2025	632702	WASTE MANAGEMENT SPOKANE	1702	2,167.22
05/16/2025	632703	WENDLE MOTORS INCORPORATED	1021	1,941.55
05/16/2025	632704	WESCO GROUP LLC	2368	39.49
05/16/2025	632705	WHITWORTH WATER DISTRICT	1746	4,364.50
05/16/2025	632706	THE W.W. WILLIAMS COMPANY	2870	20,120.64
05/23/2025	632707	INLAND WELDING SUPPLY INC	1032	1,248.73
05/23/2025	632708	ASH & ROWAN HARDWARE LLC	2278	43.59
05/23/2025	632709	FRANCIS AVENUE HARDWARE	2279	785.47
05/23/2025	632710	JANT GROUP II	2263	8.70
05/23/2025	632711	ALEXANDER DENNIS INC.	2759	504,823.79
05/23/2025	632712	ALCOBRA METALS INC	2140	1,055.37
05/23/2025	632713	AG PARTNERS LLC	1051	6,747.94
05/23/2025	632714	AMAZON CAPITAL SERVICES INC	2098	4,617.39
05/23/2025	632715	APS INC	1841	268.38
05/23/2025	632716	NORTHWEST CENTER SERVICES	2271	61,000.96
05/23/2025	632717	ATLAS BOILER & EQUIPMENT CO.	2420	583.50
05/23/2025	632718	AVISTA CORPORATION	1081	476.02
05/23/2025	632719	BADGER DAYLIGHTING CORP	2954	17.21
05/23/2025	632720	BECKWITH & KUFFEL, INC	2919	917.53
05/23/2025	632721	BUDINGER & ASSOCIATES INC	2149	867.90
05/23/2025	632722	CAMERON-REILLY LLC	1137	315,835.32
05/23/2025	632723	CANON FINANCIAL SERVICES INC	1154	1,041.39
05/23/2025	632724	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
05/23/2025	632725	CITY OF SPOKANE	1601	3,020.00
05/23/2025	632726	CITY OF SPOKANE	1601	445.25
05/23/2025	632727	CITY OF SPOKANE	1601	78.33
05/23/2025	632728	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	19,449.00
05/23/2025	632729	COFFMAN ENGINEERS INC	1162	130,589.55
05/23/2025	632730	COLEMAN OIL COMPANY LLC.	2683	91,539.71
05/23/2025	632731	CRAVENS INC	2705	162.00
05/23/2025	632732	CRITICAL DATA STRATEGIES LLC	2003	23,600.00
05/23/2025	632733	CROWN CASTLE USA INC	2733	1,500.00
05/23/2025	632734	CORPORATE TRANSLATION SERVICES INC	2158	32.08
05/23/2025	632735	CUMMINS INC	1027	1,490.86
05/23/2025	632736	DECADE AWARDS LLC	3005	576.57
05/23/2025	632737	EDGE CONSTRUCTION SUPPLY INC	1224	86.88
05/23/2025	632738	EDGE CONSTRUCTION SUPPLY INC	1224	161.62
05/23/2025	632739	EL JAY OIL CO INC	1003	5,957.84
05/23/2025	632740	FASTENAL COMPANY	1249	2,045.58
05/23/2025	632741	FERGUSON ENTERPRISES INC	1252	60.67
05/23/2025	632742	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	10,084.65
05/23/2025	632743	V02 COLLECTION INC.	2860	676.42
05/23/2025	632744	BUSINESS INTERIORS OF IDAHO	2715	28,130.38
05/23/2025	632745	FEDEX	1808	824.74
05/23/2025	632746	GORDON TRUCK CENTERS INC	1018	11,363.60
05/23/2025	632747	GALLS LLC	1271	2,312.04
05/23/2025	632748	THE GENERAL STORE	1956	4.90
05/23/2025	632749	W.W. GRAINGER INC	1285	5,340.93
05/23/2025	632750	H & H BUSINESS SYSTEMS	1298	326.59
05/23/2025	632751	THE HILLER COMPANIES LLC	2888	311.50
05/23/2025	632752	HORIZON DISTRIBUTORS INC	1321	456.59
05/23/2025	632753	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,761.84

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/23/2025	632754	KIRK'S AUTOMOTIVE INC	1007	878.85
05/23/2025	632755	KPFF INC	2510	23,727.17
05/23/2025	632756	L&E PARK LLC	2391	4,347.28
05/23/2025	632757	LHB INC	2821	3,130.35
05/23/2025	632758	LOWE'S COMPANIES, INC	2913	1,669.75
05/23/2025	632759	LUMINATOR HOLDING LP	1009	2,398.00
05/23/2025	632760	M & L SUPPLY CO INC	1413	2,341.16
05/23/2025	632761	MAGALDI & MAGALDI INC	1416	337.25
05/23/2025	632762	MAINTENANCE SOLUTIONS	1418	1,193.06
05/23/2025	632763	MASCOTT EQUIPMENT COMPANY	2650	298.26
05/23/2025	632764	MCGUIRE BEARING COMPANY	1010	212.84
05/23/2025	632765	MJ TAKISAKI INC	3012	1,072.55
05/23/2025	632766	MOHAWK MANUFACTURING & SUPPLY CO	1011	597.14
05/23/2025	632767	MOTION AUTO SUPPLY INC	1012	93.99
05/23/2025	632768	MOUNTAIN DOG SIGN COMPANY INC	2663	1,723.78
05/23/2025	632769	MOUSER ELECTRONICS INC	1449	30.14
05/23/2025	632770	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,549.91
05/23/2025	632771	BLACK REALTY MANAGEMENT INC	1658	165,768.49
05/23/2025	632772	NAPA AUTO PARTS INC	1014	6,795.25
05/23/2025	632773	LEGEND INVESTMENTS INC	1454	901.69
05/23/2025	632774	NATIONAL COLOR GRAPHICS INC	1455	130.92
05/23/2025	632775	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	120.01
05/23/2025	632776	THE AFTERMARKET PARTS COMPANY LLC	1015	13,976.10
05/23/2025	632777	NEW PIG CORPORATION	1462	1,828.15
05/23/2025	632778	NORTHWEST LIFT & EQUIPMENT LLC	1952	1,163.40
05/23/2025	632779	NRG EDGE CONSULTING	2995	1,500.00
05/23/2025	632780	ONE WORKPLACE	2013	4,435.62
05/23/2025	632781	SVETLANA KICHUTKINA	901	46.00
05/23/2025	632782	PACIFIC OFFICE SOLUTIONS	2288	1,973.21
05/23/2025	632783	PARAMETRIX INC	2062	309,279.72
05/23/2025	632784	PLATT ELECTRIC SUPPLY	1517	93.28
05/23/2025	632785	JLS INVESTMENTS LLC	3010	471.98
05/23/2025	632786	PROVISIONAL SERVICES INC.	2697	324.15
05/23/2025	632787	RON WHITES AIR COMPRESSOR SALES INC	2900	970.25
05/23/2025	632788	SAFETY-KLEEN SYSTEMS INC	1564	30,017.62
05/23/2025	632789	SCHINDLER ELEVATOR CORPORATION	1930	8,618.48
05/23/2025	632790	JEFFREY S SEARS	1573	855.27
05/23/2025	632791	SENSKE LAWN & TREE CARE INC	2194	108.01
05/23/2025	632792	THE SHERWIN-WILLIAMS CO	1580	1,123.52
05/23/2025	632793	SIMPLIFILE LC	2375	747.92
05/23/2025	632794	SIX ROBBLEES INC	1017	24.83
05/23/2025	632795	SPOKANE HARDWARE SUPPLY	1604	137.22
05/23/2025	632796	SPOKANE HOUSE OF HOSE INC	1605	962.31
05/23/2025	632797	SPOKANE POWER TOOL	1608	211.57
05/23/2025	632798	DGT ENTERPRISES LLC	2670	11,862.05
05/23/2025	632799	SPOKANE VALLEY POWER TOOL	1615	40.27
05/23/2025	632800	STAR RENTALS & SALES	1629	490.80
05/23/2025	632801	ARCUS CORPORATION	1856	332.82
05/23/2025	632802	TWILIO INC	2994	1,104.25
05/23/2025	632803	UNIFIRST CORPORATION	2868	4,384.36
05/23/2025	632804	UNIVERSAL MANUFACTURING CORP	2979	35,126.69
05/23/2025	632805	URM STORES INC	1677	94.72
05/23/2025	632806	NATIONAL FINANCIAL INSTITUTION SUPPLY INC	2936	391.17
05/23/2025	632807	JEFFREY OIEN	2155	460.85
05/23/2025	632808	WASHINGTON STATE	1704	9,180.60
05/23/2025	632809	WALTER E NELSON CO	1721	4,123.17
05/23/2025	632810	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	260.98
05/23/2025	632811	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.26
05/23/2025	632812	WESCO GROUP LLC	2368	4,709.51
05/23/2025	632813	THE W.W. WILLIAMS COMPANY	2870	23,234.31
05/23/2025	632814	ZILO INTERNATIONAL GROUP LLC	2410	25,000.00
05/23/2025	632815	ZIPLINE COMMUNICATIONS INC	2492	5,644.00
05/30/2025	632816	INLAND WELDING SUPPLY INC	1032	90.91
05/30/2025	632817	ASH & ROWAN HARDWARE LLC	2278	83.41
05/30/2025	632818	ALL-STAR AUTO GLASS LLC	2983	675.02
05/30/2025	632819	UNIVERSAL PROTECTION SERVICE LP	2338	103,488.77
05/30/2025	632820	AMAZON CAPITAL SERVICES INC	2098	2,800.54
05/30/2025	632821	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION	1060	48,500.00
05/30/2025	632822	AMALG TRANSIT UNION #1015	1055	27,355.79
05/30/2025	632823	AMALG TRANSIT UNION #1598	1056	166.67
05/30/2025	632824	AVISTA CORPORATION	1081	1,405.61
05/30/2025	632825	CHERYL BECKETT	1092	1,000.00
05/30/2025	632826	ROBERT J BERG	1099	141.70
05/30/2025	632827	ROCHELL CONSTRUCTION SERVICES INC	2876	5,318.53
05/30/2025	632828	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
05/30/2025	632829	BDI	1022	135.73
05/30/2025	632830	BUDINGER & ASSOCIATES INC	2149	1,883.89
05/30/2025	632831	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/30/2025	632832	CANON FINANCIAL SERVICES INC	1154	1,780.67
05/30/2025	632833	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	602.18
05/30/2025	632834	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	12,839.10
05/30/2025	632835	QWEST CORPORATION	1148	237.20
05/30/2025	632836	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
05/30/2025	632837	CITY OF SPOKANE	1601	123.25
05/30/2025	632838	CLEAN CONCEPTS GROUP INC	1471	821.77
05/30/2025	632839	COFFMAN ENGINEERS INC	1162	820.54
05/30/2025	632840	COLEMAN OIL COMPANY LLC.	2683	85,254.41
05/30/2025	632841	COMCAST	1170	1,994.65
05/30/2025	632842	COMPUNET INC	1166	17,343.87
05/30/2025	632843	CONSEAL CONTAINERS LLC	1176	398.07
05/30/2025	632844	CONSOLIDATED SUPPLY CO	2956	63.56
05/30/2025	632845	CROWN CASTLE INTERNATIONAL CORP.	2733	2,277.99
05/30/2025	632846	CUMMINS INC	1027	3,234.15
05/30/2025	632847	DELTA DENTAL OF WASHINGTON	1726	69,875.89
05/30/2025	632848	DELTA KITS INC.	2771	21.23
05/30/2025	632849	EMPLOYEE ADVISORY COUNCIL	1236	753.50
05/30/2025	632850	EARTHWORKS RECYCLING INC.	2816	230.00
05/30/2025	632851	EDGE CONSTRUCTION SUPPLY INC	1224	264.59
05/30/2025	632852	EMBROIDERED SPORTSWEAR INC	1232	60.96
05/30/2025	632853	ESCO INSTITUTE LTD	1881	160.00
05/30/2025	632854	FASTENAL COMPANY	1249	1,153.14
05/30/2025	632855	FERGUSON ENTERPRISES INC	1252	2.59
05/30/2025	632856	THE FIG TREE	2465	120.00
05/30/2025	632857	FIRST TRANSIT INC	2430	666,702.54
05/30/2025	632858	V02 COLLECTION INC.	2860	3,108.38
05/30/2025	632859	AMGB INC	2011	105.00
05/30/2025	632860	GORDON TRUCK CENTERS INC	1018	37.12
05/30/2025	632861	GALLS LLC	1271	14,663.24
05/30/2025	632862	THE GENERAL STORE	1956	456.29
05/30/2025	632863	GENFARE LLC	1268	1,457.06
05/30/2025	632864	GILLIG LLC	1279	24,093.75
05/30/2025	632865	W.W. GRAINGER INC	1285	1,212.40
05/30/2025	632866	GRIMCO INC	2696	219.94
05/30/2025	632867	H & H BUSINESS SYSTEMS	1298	476.90
05/30/2025	632868	HDR ENGINEERING, INC.	2953	44,270.20
05/30/2025	632869	IL DCS AND FAMILY SERVICES	2768	276.53
05/30/2025	632870	INIT INNOVATIONS IN TRANSPORTATION INC	2392	5,223.80
05/30/2025	632871	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	429,124.25
05/30/2025	632872	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	97,645.95
05/30/2025	632873	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	51,293.84
05/30/2025	632874	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	5,644.26
05/30/2025	632875	KERSHAW'S INC	1374	124.19
05/30/2025	632876	KPFF INC	2510	84,072.28
05/30/2025	632877	M & L SUPPLY CO INC	1413	153.59
05/30/2025	632878	MCGUIRE BEARING COMPANY	1010	34.69
05/30/2025	632879	Q49 SOLUTIONS LLC	2594	25.07
05/30/2025	632880	CREATIVE BUS SALES INC	1233	484.15
05/30/2025	632881	MODERN ELECTRIC WATER CO INC	1439	1,908.95
05/30/2025	632882	NAPA AUTO PARTS INC	1014	580.28
05/30/2025	632883	LEGEND INVESTMENTS INC	1454	163.35
05/30/2025	632884	THE AFTERMARKET PARTS COMPANY LLC	1015	689.68
05/30/2025	632885	NORLIFT INC	1470	718.74
05/30/2025	632886	CSWW INC	1102	486.66
05/30/2025	632887	OFFICE DEPOT INC	1483	120.58
05/30/2025	632888	PACIFIC OFFICE SOLUTIONS	2288	2,569.57
05/30/2025	632889	PREMERA BLUE CROSS	1521	419,770.53
05/30/2025	632890	PURE FILTRATION PRODUCTS INC	1531	3,425.85
05/30/2025	632891	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	504.45
05/30/2025	632892	S T A - WELL	1557	585.50
05/30/2025	632893	BECKI B COACHING, LLC	2982	500.00
05/30/2025	632894	SAM SCHWARTZ CONSULTING LLC	2369	3,912.84
05/30/2025	632895	SHERWIN-WILLIAMS	1580	684.31
05/30/2025	632896	SPOKANE COUNTY TREASURER	1603	211.53
05/30/2025	632897	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	155.83
05/30/2025	632898	SPOKANE HOUSE OF HOSE INC	1605	1,496.93
05/30/2025	632899	SPOKANE VALLEY SCREEN PRINTING INC	2609	101.28
05/30/2025	632900	STA OPERATIONS	1556	73.46
05/30/2025	632901	STAR RENTALS & SALES	1629	90.50
05/30/2025	632902	STONEWAY ELECTRIC SUPPLY CO	1633	110.83
05/30/2025	632903	SUMMIT LAW GROUP PLLC	1637	13,142.00
05/30/2025	632904	SUN SUPPLY INC.	2710	1,197.14
05/30/2025	632905	TOLAR MANUFACTURING COMPANY INC.	2065	65,710.00
05/30/2025	632906	ADVANCED UNDERGROUND UTILITY LOCATING INC	3013	350.00
05/30/2025	632907	UNIFIRST CORPORATION	2868	4,161.67
05/30/2025	632908	UNITED WAY OF SPOKANE COUNTY	1684	100.00
05/30/2025	632909	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,691.22

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
05/30/2025	632910	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	12,240.00
05/30/2025	632911	WALTER E NELSON CO	1721	558.53
05/30/2025	632912	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION	2262	875.00
05/30/2025	632913	WENDLE MOTORS INCORPORATED	1021	225.81
05/30/2025	632914	WESCO GROUP LLC	2368	1,049.19
05/30/2025	632915	WASHINGTON STATE TRANSIT ASSOC	1715	3,225.00
05/30/2025	632916	VERIZON	2142	3,936.30
TOTAL MAY ACCOUNTS PAYABLE				9,140,038.12
5/1/2025-5/31/2025	ACH	WORKER'S COMPENSATION	2286	206,099.31
TOTAL MAY WORKER'S COMPENSATION DISBURSEMENTS				206,099.31
05/02/2025	731107-731124	PAYROLL AND TAXES PR 09, 2025	VARIES	2,920,230.67
05/16/2025	731125-731143	PAYROLL AND TAXES PR 10, 2025	VARIES	2,243,179.50
05/30/2025	731144-731158	PAYROLL AND TAXES PR 11, 2025	VARIES	2,263,197.89
TOTAL MAY PAYROLL AND TAXES				7,426,608.06
05/30/2025	ACH	WFG NATIONAL TITLE COMPANY OF EASTERN WA	2467	2,763,858.78
TOTAL MAY LAND PURCHASE				2,763,858.78
05/20/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	11,887.56
TOTAL MAY EXCISE AND LEASEHOLD TAX DISBURSEMENT				11,887.56
TOTAL MAY DISBURSEMENTS FROM TO1 ACCOUNTS				19,548,491.83
TOTAL MAY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL MAY DISBURSEMENTS TO1 & TO5 ACCOUNTS				19,548,491.83

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 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
20251033	Plaza Rotunda Window Shades & Installation	Zeal Endeavors, LLC <i>dba</i> Budget Blinds of Spokane	\$8,225.05	4/24/2025
20250957	Plaza Sewer Lift Station Pumping	Big Sky Industrial Services	\$6,166.33	4/29/2025
20250765	Chain Link Fence Repairs: Bowdish, Sinto & Boone	Northwest Fence Company, Inc	\$5,574.76	4/30/2025
20250811	Plaza Curb, Loading Zones & Crosswalk Painting	Specialized Pavement Marking, LLC	\$6,183.95	5/24/2025
2025-11047	Fleck Exhaust Fan Installation	Wesslen Construction, Inc.	\$31,624.87	6/4/2025

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

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

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8D : DIVISION STREET BUS RAPID TRANSIT: PARAMETRIX, INC. WORK ORDER #6 APPROVAL

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

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

SUMMARY: The Division Street BRT project is progressing through preliminary design. The ongoing work includes preparing 30% design plans, defining final station locations, developing all required environmental documents and preparing the CIG Small Starts grant package. Staff sought the Committee's recommendation and is now seeking Board approval for a work order for the next phase of the project to advance the engineering, environmental and grant coordination work to the 60% design milestone. Per STA's procurement resolution, work orders and other contract actions for new work above \$1 million require board approval.

BACKGROUND: Division Street BRT is an important regional project to support mobility and economic development in north Spokane and north Spokane County. It has been included in the region's long range transportation plan for over a decade and was the centerpiece of the collaborative multi-agency study known as *DivisionConnects*.

In Summer 2021, the Planning & Development Committee approved the scope of work for architectural and engineering services for the project. At that time, staff informed the Committee that based on conceptual cost estimates and the anticipated distribution of professional services, the total value of contracts for these services was estimated to be between \$16 million and \$20 million. In Fall 2021, the Board awarded a contract to Parametrix, Inc. for planning, architectural and engineering and construction management services, with work to be authorized through subsequent work orders and within the Board-approved capital programs and budgets.

In Spring 2022, STA kicked off the Preliminary Engineering and Environmental Scoping phase of Division Street BRT. This work has been supported by Parametrix, Inc., STA's interdisciplinary consulting team competitively procured to support the project, by way of the first two work orders authorized by the STA Board of Directors under contract #2021-10610.

In March 2022, Work Order No. 1 was executed which began the planning phase for the project. Work included setting up project controls, developing quality management plans, initiating feasibility studies for the alignment, terminus locations, and fleet needs, conceptual design, and public outreach.

In June 2023, Work Order No. 2 was executed which furthered the work from the previous work order. This work included further refinement of station, transit center and area planning, transit planning, agency coordination, ridership forecasting and travel demand modeling, developing FTA CIG Small Starts grant funding strategies, furthering conceptual design of facilities, surveying and base mapping, development of a concept level cost estimate, environmental documentation preparation, and public outreach.

In November 2023, Work Order No. 3 was executed which kicked off the preliminary design phase for the project. This work included developing design plans towards the 30% design milestone, advancing

the environmental and grant preparation work, and public outreach, all necessary requirements for the Project Development phase of the FTA CIG Small Starts program.

In September 2024, Work Order No. 4 was executed for preparation of the cultural resources report, completion of geotechnical borings monitoring, preparation of an Inadvertent Discovery Plan and the facilitation of a value engineering exercise.

In December 2024, Work Order No. 5 was executed authorizing the work necessary to acquire property for the Mead Transit Center and associated environmental documents, and the preparation of the Reconnecting Communities Pilot grant for submission to FTA.

STA is seeking authorization of the next work order, Work Order No. 6, to advance the project towards the 60% design milestone, along with all other necessary Project Development activities necessary to obtain an FTA CIG Small Starts grant. Major tasks to be performed under this Work Order include the following:

- **Task 01: Project Management** and oversight, to generally include project consultant coordination, quality management, scheduling, invoicing, future work order and contract amendment scoping and preparation.
- **Task 02: Planning and Analysis** to update the traffic impact analysis and intersection control evaluations to the Minimum Operable Segment (MOS).
- **Task 03: Design and Engineering** to generally include agency and design team coordination, completion of the survey and base mapping, geotechnical investigations for stormwater improvements, intermediate design and engineering, utility and stormwater design, traffic signal transit signal priority and lighting design, traffic control design, station design, structural design, landscape architecture, power and communications design, cost estimating, schedule preparation, constructability and value engineering review, development of WSDOT required right-of-way plans, preparation of property acquisition exhibits and legal descriptions and continued development of a 3D model and interactive mapping.
- **Task 04: Environmental** includes continued support through the environmental review process with FTA and preparation of any Area of Potential Effects (APE) map revisions.
- **Task 05: Public and stakeholder engagement**, to generally include continued support to facilitate public outreach, surveys, social media coordination, and community and agency engagement.
- **Task 06: Project and FTA support** to include continued support upon submittal of the grant application documents, project controls, risk management, third-party agreement support, facilitating right-of-way acquisitions, and providing support through FTA's Project Management Oversight Consultant (PMOC) review and readiness process.

As a work order within an established architectural and engineering services contract, the value of Work Order No. 6 is predicated on the anticipated hours per task, actual hourly rates, overhead, and negotiated profit, in addition to appropriate travel and miscellaneous expenses. Based on the number of hours estimated for this level of effort, the work order is proposed to have a not-to-exceed value of \$5,952,599. A cost analysis was performed by comparing the level of effort value to an independently prepared cost estimate. Based on the analysis, staff concluded the cost proposal was fair and reasonable. In addition to recommending approval of Work Order No. 6, staff recommend a 10%

contingency of \$595,259 be assigned for unanticipated scope adjustments that may arise during this phase of the project.

The Division Street BRT Project Development project (CIP 895) has an approved budget of \$15 million in STA's Capital Improvement Program derived from local, state, and federal funding. The table below depicts how Work Order No. 6 will be accommodated in the project budget.

Project Element	Total Budget(s)
Division Street BRT – PE and NEPA Scoping (CIP #830)	\$ 3,500,000
Parametrix, Inc. – Work Order No. 1 (Closed)	\$ 1,218,261
Parametrix, Inc. – Work Order No. 2 (Closed)	\$ 1,098,763
Total Approved Contracts	\$ 2,317,024
Total Expenditures	\$ 1,814,212
Balance Unencumbered (Savings)	\$ 1,685,788
Division Street BRT Project Development (CIP #895)	\$15,000,000
Parametrix, Inc - Work Order No. 3	\$ 5,867,454
Parametrix, Inc - Work Order No. 4	\$ 870,504
Parametrix, Inc - Work Order No. 5	\$ 147,812
Miscellaneous Contracts (Coffman, Budinger, COS, etc.)	\$ 168,006
Total Approved Contracts	\$ 7,053,776
Miscellaneous Expenditures to Date	\$ 329,348
Project Balance	\$ 7,616,876
Work Order #6 (NTE Amount)	\$ 5,952,599
Proposed Work Order #6 Contingency (10%)	\$ 595,259
Remaining Unencumbered Balance	\$1,069,018

Work is anticipated to begin in July 2025 and be completed in July 2026. Along with the continued refinement of the project to a phased approach based on the MOS, 60% design will kick off for all stations, which includes all civil and architectural work, surveying and base mapping activities will be completed for the entire project, coordination with FTA will continue with the submittal of the FTA CIG Small Starts grant application and NEPA package, and continued public and stakeholder outreach.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the Interim Co-CEOs to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO (Interim Co-CEOs) to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8E : CUSTOMER CARE AUDITING SERVICES – AWARD OF CONTRACT

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a three-year (3) contract for Customer Care Auditing Services.

This project aims to assess STA’s overall performance against its stated customer service objectives through mystery shopper observations and reporting. The program intends to reinforce excellent customer service provided by employees and to identify organizational strengths and areas of opportunity for improvement.

On February 27, 2025, Request for Proposals (RFP) 2025-11037 Customer Care Auditing Services was advertised on the STA website and APEX website. A pre-proposal meeting was held on March 6, 2025, and proposals were due March 31, 2025. Two (2) responsive proposals were received from responsible contractors A Customers Point of View Inc. and Tandem Motion LLC.

The evaluation committee met on April 17, 2025, and was comprised of voting members Carly Cortright, Michelle Trotchie, Mike Hill, Kate Kelly, Matt Kampster, Haley Wilson, and non-voting member Tammy Santana. The proposals were evaluated based on the following criteria: 1) Qualifications: 2) Experience & Methodology in Data Gathering: 3) Quality & Assurance in Audits: and 4) Proposed Cost.

Final evaluation scores were as follows:

Proposer	Evaluation Score (Max 100)
A Customers Point of View	92.83
Tandem Motion, LLC	56.00

The evaluation committee determined A Customers Point of View received the highest evaluation score and is a qualified and cost-effective firm to provide Customer Care Auditing Services.

The total estimated cost of the contract over the three-year (3) period is \$351,280. Expenses will be allocated to operating budget 01162-503033 FRCusSvcOm: Consulting Fees.

RECOMMENDATION TO THE COMMITTEE: Recommend the Board approve, by motion, the award of contract for Customer Care Auditing Services and authorize the CEO to execute a three-year contract with A Customers Point of View for a total estimated cost of \$351,280.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Customer Care Auditing Services and authorize the CEO to execute a three-year contract with A Customers Point of View for a total estimated cost of \$351,280.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8F : DATA FEED & CUSTOMER INFORMATION IMPROVEMENTS – AWARD OF CONTRACT

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service 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 (5) contract for Data Feed & Customer Information Improvements.

This project aims to improve the customer experience via a mobile application that provides enhanced ease of system navigation, notifications regarding route detours and cancellations, and improved trip planning with better bus arrival time prediction accuracy.

On February 3, 2025, Request for Proposals (RFP) 2024-11025 Data Feed & Customer Information Improvements was advertised on the STA website and in Washington’s Electronic Business Solution (WEBS). A pre-proposal meeting was held on February 6, 2025, and proposals were due February 28, 2025. Five (5) responsive proposals were received from responsible contractors: INIT Innovations in Transportation, Inc., Logisoft Technologies, RTS Solutions, Inc., Simplify Transit, LLC, and Swiftly, Inc.

The evaluation committee met on March 20, 2025, and May 20, 2025, and was comprised of voting members Carly Cortright, Emily Poole, Kade Peterson, Chad Johnson, Dainon Setzer, Jeremy Goss, Jennifer Anderson and non-voting member Tammy Santana. The proposals were evaluated based on the following criteria: 1) Project Plan & Approach; 2) Qualifications & Experience of the Firm; 3) Qualifications & Experience of Assigned Personnel; 4) References; and 5) Proposed Cost.

Initial evaluation scores were as follows:

Proposer	Evaluation Score (Max 4)
Swiftly, Inc.	3.29
Simplify Transit, LLC	1.96
RTS Solutions Inc.	2.25
Logisoft Technologies	1.85
INIT Innovations in Transportation, Inc.	2.41

Best and Final Offer evaluation scores were as follows:

Proposer	Evaluation Score (Max 4)
Swiftly, Inc.	3.43
INIT Innovations in Transportation, Inc.	2.62

The evaluation committee determined Swiftly, Inc., received the highest evaluation score and is a qualified and cost-effective firm to provide Data Feed & Customer Information Improvements.

The total estimated cost of the contract over the five-year (5) term is \$1,060,120. Expenses will be allocated to operating budget 01021-504201.

RECOMMENDATION TO THE COMMITTEE: Recommend the Board approve, by motion, the award of contract for Data Feed & Customer Information Improvements and authorize the CEO (Interim Co-CEOs) to execute a five-year contract with Swiftly, Inc., for a total estimated cost of \$1,060,120.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Data Feed & Customer Information Improvements and authorize the CEO (Interim Co-CEOs) to execute a five-year contract with Swiftly, Inc., for a total estimated cost of \$1,060,120.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8G : TRAINING FACILITY GRANT SUBMITTAL APPROVAL

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: The Federal Transit Administration (FTA) announced a notice of funding opportunity on May 14, 2025, for the Low or No (Low-No) Emission grant program and the Bus and Bus Facilities grant program to support the purchase or lease of transit buses as well as acquisition, construction and leasing of required supporting facilities. Staff is seeking Board authorization to submit a grant application to support the Training Facility Project, a component of the Facility Master Plan.

BACKGROUND: FTA's Bus and Bus Facilities grant will provide up to \$1.10 billion in competitive funding available to support Low or No Emission projects and \$398 million in competitive grants under the Bus and Bus and Bus Facilities Program. Any zero-emission project or components of a zero-emission project must use 5 percent of Federal funds for workforce development. Applications are due July 14, 2025. The maximum federal share is 80%.

Staff have a pending capital project request for a new Training Facility Project for \$18 million for inclusion in the 2026-2031 Capital Improvement Program (CIP). Staff recommend requesting as much as 50% of the preliminary cost estimate to ensure the request is competitive. If awarded, such a grant could reduce the local share of the project to \$9 million. Because the Training Facility Project is not yet in the adopted CIP, submitting the grant requires Board approval.

RECOMMENDATION TO COMMITTEE: Recommend to the Board of Directors approve submittal of a grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project.

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

RECOMMENDATION TO BOARD: Approve, by motion, submitting a grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer KO/BRB

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 8H : CHENEY TRANSIT IMPROVEMENTS INTERLOCAL AGREEMENT (ILA)

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

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

SUMMARY: An interlocal agreement with the City of Cheney establishes the framework for collaborative projects that can be executed via specific project orders. Staff are seeking Board authorization for the Interim Co-CEOs to execute an interlocal agreement and one initial project order under the agreement to advance transit infrastructure in conjunction with city street projects.

BACKGROUND: The draft Master Design and Construction Interlocal Agreement between the City of Cheney and Spokane Transit Authority (STA), when executed, provides the legal framework for the implementation of project orders for collaborative public infrastructure improvements within the City of Cheney. Each project order will define project specific details including scope of work, budget, funding source, schedule, project contacts, and incorporation of the elements included in the master agreement. The execution of future project orders will be subject to the authority levels of STA's procurement policies as established by the STA Board of Directors and regulated by the Chief Executive Officer. The agreement provides for a cumulative maximum value of \$3 million in project orders between the two jurisdictions.

One initial project order is recommended to be approved concurrently, as further described below.

Project Order # 1 – “Elm Street Corridor Improvements” provides for a contribution to the City by STA for the design and construction of the following improvements in conjunction with the city street project that is scheduled for implementation this summer:

- Reconfigured bus stop on westbound Elm Street at 9th Avenue (Eagle Station Bay 3) to accommodate a new bike lane between the stop and sidewalk (“island stop”).
- Relocated bus stop on eastbound Elm Street at C Street (Eagle Station Bay 1) which will also serve as a layover location for Route 68 Cheney Loop.

The total compensation for this work is estimated at a not-to-exceed value of \$100,000 and will be funded by CIP #894, “Cooperative Projects”.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, the CEO (interim Co-CEOs) to execute the Master Design and Construction Interlocal Agreement with the City of Cheney, along with Project Order #1, “Elm Street Corridor Improvements.”

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

RECOMMENDATION TO BOARD: Approve, by motion, the CEO (interim Co-CEOs) to execute the Master Design and Construction Interlocal Agreement with the City of Cheney, along with Project Order #1, "Elm Street Corridor Improvements."

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer KO/BRB

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 9A : FACILITIES MASTER PLAN PHASE 1 REPORT: ACCEPTANCE (RESOLUTION)

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

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

SUMMARY: At the June 4, 2025, Planning & Development Committee meeting, staff provided a Phase I update of the Facilities Master Plan, which was last reported on to the Planning & Development Committee on April 2, 2025, and the Board of Directors on April 17, 2025. As noted at that time the final report summarizing the work completed to date was nearing completion. All Board members were provided a copy of the final report on May 28, 2025. Today, staff are seeking approval of the Committee's recommendation.

The purpose of this agenda item is to seek Board acceptance of the Phase I report of the Facilities Master Plan, authorize staff to begin work in key near-term needs, and approve the initiation of Phase II activities.

BACKGROUND: STA's Facilities Master Plan (FMP) is a key document for planning and programming the long-term support infrastructure for the region's public transportation system. The update to the FMP is a planning process to determine a location or locations for new/expanded facilities, near-term needs, and growth over time.

The project team has completed the Phase I report summarizing inventory and programming data, due-diligence efforts for existing and potential new properties, and has analyzed near-term and long-term needs based on various growth and operations scenarios. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and *Connect 2035*, has identified strategic timing, phasing plans and began development of rough order of magnitude cost expectations for near-term projects.

The results of the Phase I effort identified near-term actions to be taken between 2026 and 2029 for the smaller to moderately sized projects that advance the FMP and are in line with STA's strategic plan, *Connect 2035*. As discussed in previous meetings those near-term actions include:

- Property acquisition of opportunity sites to support future facilities and requirements
- Centralized public and executive meeting spaces to improve community engagement and accessibility
- A new, modern, training facility to improve STA's capacity and effectiveness in developing a well-trained workforce
- A facilities & grounds warehouse to house current and future equipment and supplies

Subject to Board approval, long-term actions will be further developed in Phase II, completing this iteration of the Facilities Master Plan with a vision through 2050. This includes advancing the siting, design and construction of a clean energy base, with a targeted opening date of 2031.

Updates to the Capital Improvement Program are incorporated in the 2026-2031 Transit Development Plan (TDP) and were first presented to the Board in May, with anticipation of Board adoption of the TDP in July.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 838-25, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. 838-25

A RESOLUTION ADOPTING PHASE I OF THE FACILITIES MASTER PLAN AND DIRECTING STAFF TO PROCEED WITH PHASE II ACTIVITIES INCLUDING PROPERTY ACQUISITION, SCOPING, AND PRELIMINARY ENGINEERING, AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and 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 transportation benefit area; and

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1, is authorized to provide the policy and legislative direction for STA;

WHEREAS, STA is engaged in long-term strategic planning to guide the agency’s growth and incorporation of evolving propulsion technologies in alignment with regional and statewide environmental objectives;

WHEREAS, the state of Washington, pursuant to Ch. 70A.535 RCW, directs public agencies to transition to a zero-emission fleet, with interim targets including 100% of new transit bus purchases being zero-emission by 2035, and full transition of fleet to zero-emission by 2040 for large agencies where feasible;

WHEREAS, STA adopted a Zero-Emission Fleet Transition Plan in March 2020 and reaffirmed its commitment by approving an updated transition plan in 2024, which sets a target date of 2045 for full zero-emission fleet deployment, with a combination of battery-electric and/or hydrogen fuel cell propulsion systems;

WHEREAS, STA’s ability to meet its zero-emission fleet goals is dependent upon the development of new facilities, including a clean energy base, to accommodate fleet expansion and fueling infrastructure;

WHEREAS, STA has determined that the procurement of multiple properties is necessary to maintain flexibility as it refines its selection of a final location or locations for these critical infrastructure projects;

WHEREAS, the Facilities Master Plan Phase I Report provides an essential planning framework that includes near-term actions and scopes of work needed to address pressing agency

needs, including a modern training facility, centralized public and executive meeting spaces, and expanded warehouse capacity for the Facilities Maintenance Department;

WHEREAS, Phase I of the Facilities Master Plan reflects work completed to date including site due diligence, programming data, and initial cost projections and was informed by the Zero-Emission Transition Plan and Connect 2035 Strategic Plan; and

WHEREAS, the Facilities Master Plan Update project contemplates a second phase of planning activity (Phase II) in which one or more sites are selected for a clean energy base, and a timeline of improvements through 2050 is refined.

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

Section 1. The STA Board of Directors hereby adopts the Phase I report of the Facilities Master Plan as foundational guidance for infrastructure development to support STA's current and future operational, maintenance and administrative requirements.

Section 2. The STA Board of Directors hereby authorizes staff to initiate real property acquisition necessary and consistent with these policies, due diligence, project scoping, and preliminary engineering activities necessary to advance the identified near-term projects, including a modern training facility, centralized public and executive meeting spaces, and expanded capacity for a facilities & grounds warehouse.

Section 3. The STA Board of Directors hereby approves the initiation of Phase II of the Facilities Master Plan to advance a future clean energy base and other long-term objectives of the plan.

Section 4. The Chief Executive Officer is hereby authorized and directed to take all action necessary to properly carry out the purpose of this resolution and to advance the objectives of the Facilities Master Plan in accordance with agency policy and applicable law. Any actions taken by the Chief Executive Officer, Board of Directors, or staff prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 5. This resolution shall take effect immediately upon adoption.

Adopted by STA at a regular meeting thereof held on the 26th day of June, 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Pam Haley
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 10A: BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 11A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 12A: 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

June 26, 2025

AGENDA ITEM 12Ai: 2025 FIRST QUARTER YEAR-TO-DATE PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Michael Ketterer, Business & Performance Data Analyst

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

[2025 First Quarter Year-to-Date Performance Measures](#)

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

Ensure Safety

Preventable Accident Rate

- At 0.17, Fixed Route was higher than STA's goal of 0.11 preventable accidents per 10,000 miles.
- At 0.14, Paratransit exceeded STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route 2025 first quarter year-to-date ridership was up 5.3% compared to ridership in 2024. Fixed Route provided 2,593,782 rides in 2025 vs. 2,464,123 in 2024. The ridership goal for Fixed Route in 2025 is 10.39 million trips; 2.2% higher than 2024.
- Paratransit 2025 first quarter year-to-date ridership was up 5.1% compared to ridership in 2024. Paratransit provided 100,142 rides in 2025 vs. 94,987 in 2024. The ridership goal for Paratransit in 2025 is 404,960 trips; 3.8% higher than 2024.
- Rideshare 2025 first quarter year-to-date ridership was down 8% compared to ridership in 2024. Rideshare provided 24,903 rides in 2025 vs. 27,054 in 2024. The ridership goal for Rideshare in 2025 is 109,000; 4.7% higher than 2024.

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 19.52. The goal was to transport 19.18 or more passengers.
- Paratransit PPRH was 2.48. The goal was to transport 2.42 or more passengers.

Provide Excellent Customer Service

On-Time Performance: Fixed Route

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

- Fixed Route on-time performance was 93.7%, above STA's goal of 93%.

On-Time Performance: Paratransit

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

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

Operator Ride Checks

- There were 151 out of 335 ride checks completed for Fixed Route.
- There were 10 out of 58 ride checks completed for Paratransit.

Exemplify Financial Stewardship

Cost per Passenger

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

- Fixed Route cost per passenger was \$9.39. This was 63% of the urban systems' average.
- Paratransit cost per passenger was \$58.75. This was 86.7% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

- Fixed Route farebox recovery was 25.9%, above the goal of 20%.
- Paratransit farebox recovery was 4.2%, below the goal of 5%.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 12Aii: ENHANCED TRANSIT SYSTEM SECURITY UPDATE

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Kelly Williams, Director of Security

SUMMARY: Staff will present an update on Spokane Transit’s Enhanced System Security Strategy—an integrated approach designed to support employees and customers, deter unwanted behavior, and report activity to improve incident response and guide data-driven decisions. This proactive, forward-thinking strategy emphasizes both immediate safety and long-term cultural change within the organization.

The Enhanced System Security Strategy is a cornerstone of STA’s commitment to providing a secure, welcoming, and comfortable environment for all who use and operate the transit system. It directly supports STA’s long-range strategic vision, *Connect 2035*, and is structured to advance its three core goals:

1. **Elevate the Customer Experience** – By ensuring riders feel safe, respected, and supported throughout their journey.
2. **Lead and Collaborate with Community Partners to Enhance Regional Quality of Life** – By creating safer public spaces and strengthening partnerships built on mutual accountability and shared responsibility.
3. **Strengthen the Capacity to Anticipate and Respond to Regional Demands** – By implementing robust, adaptable security measures that evolve with community needs and operational demands.

This strategy is not only designed to address current challenges but also to reinforce a lasting culture of safety that reflects STA’s vision for a transit system rooted in trust, care, and continuous improvement.

Key Focus – Safety Ambassador Program

A central feature of this update is the introduction of STA’s new Safety Ambassador position. As a key component of the Enhanced System Security Strategy, the Transit Ambassador role exemplifies the Support, Deter, Report approach:

- **Support:** Serve as a consistent, friendly presence on the system, assisting riders and reinforcing a sense of safety for both customers and employees.
- **Deter:** Help discourage disruptive behavior through visibility, approachability, and early engagement.
- **Report:** Ensure accurate, timely documentation of incidents to strengthen response, accountability, and resource allocation.

Transit Ambassadors complement the broader security framework by bridging the gap between enforcement and customer service. Their presence enhances STA’s ability to respond to challenges with empathy, professionalism, and transparency—supporting a system where people feel both protected and respected.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 13 : CEO REPORT

REFERRAL COMMITTEE: N/A

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

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 14A:

COMMITTEE MINUTES – INFORMATION

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

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

SUMMARY: The April 30, 2025 (May meeting) minutes of the Planning & Development and Performance Monitoring & External Relations Committee meetings were approved June 4, 2025, and are attached. The May 7, 2025, Board Operations Committee meeting minutes were approved at the June 11, 2025, meeting and are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Approved Minutes of the May 7, 2025, Meeting

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
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

Al French, Spokane County

STAFF PRESENT

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

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

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

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

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

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

Chair Haley will be out of town during the Board meeting on May 15, 2025. Mr. Speirs, Chair Pro Tempore, will chair the meeting.

4. **COMMITTEE ACTION**

A. **April 9, 2025, Committee Meeting Minutes**

Chair Haley moved to approve the April 9, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

- i. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority

Mr. Otterstrom presented this item to the Committee. Due to time constraints and the cost potentially exceeding \$1M, the Board is being asked to delegate authority to the CEO for the Award of Contract. The contract will need to be awarded at the May Board meeting in order to meet the September 2025 service change.

Ms. Klitzke joined the meeting at 1:37 p.m.

Ms. Klitzke moved to 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 in an amount consistent with the project budget. Mr. Speirs seconded, and the motion passed unanimously.

- ii. Bus Stop Site Improvements Property Acquisition (Resolution)

Mr. Otterstrom presented this item to the Committee. He explained STA will need to acquire parcels of property adjacent to bus stops requiring improvements in amounts not to exceed \$25,000 per parcel. He clarified that although the exact number of properties needed for this project is unknown at this time, additional engineering and design is required. Mr. Otterstrom estimated that at least one-fifth of all bus stops slated for improvements are affected.

Mr. Speirs moved to recommend the Board authorize, by resolution, the Chief Executive Officer (Interim Co-CEOs) 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. Ms. Klitzke seconded, and the motion passed unanimously.

6. 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 30, 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 30, 2025.

7. BOARD OF DIRECTORS AGENDA MAY 15, 2025

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 11, 2025

There were no questions or comments.

9. CEO REPORT

The Co-CEOs shared the March 2025 voter-approved sales tax revenues representing February 2025 sales. Actual was \$8.1M, compared to the budget of \$8.4M, for a 3.1% difference, or \$-0.3M. Year-to-date results are 0.4% below budget.

The Co-CEOs presented the following items:

- EWU Double Decker Dignitary Tour
- Sunday, May 5, Bloomsday Service
 - Bloomsday 2025
 - 2025 Bloomsday Ridership
- Legislature Adjourns Sine Die
- Mirabeau Transit Center Ribbon Cutting
- APTA Legislative Conference
- 2025 Spokane Transit Rodeo
- Uniting Division: A Roundtable on Developing the Corridor's Next Era

10. NEW BUSINESS

None

11. EXECUTIVE SESSION

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

The Committee entered Executive Session at 2:03 p.m., with a 5-minute projected timeframe. At 2:08 p.m., the Executive Session ended and the meeting was called back into open session.

12. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:08 p.m.

Respectfully submitted,

Amie Blain

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

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the April 30, 2025, Meeting (May 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
Al French, Spokane County
Lili Navarrete, City of Spokane
Rhonda Bowers, Labor Representative
(*Non-voting*)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

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

MEMBERS ABSENT

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

PROVIDING LEGAL COUNSEL

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

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

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

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE APRIL 2, 2025, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the April 2, 2025, Planning & Development Committee meeting minutes. Mr. Al French seconded, and the motion passed unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** - none

B. **BOARD DISCUSSION AGENDA** – none

5. REPORTS TO COMMITTEE

A. 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2028 SERVICE IMPROVEMENTS

The 2026-2028 Service Improvement Program (SIP) is part of the overall Transit Development Plan (TDP) and acts as a roadmap for near-term fixed-route service improvements. Mr. Otterstrom reviewed the ongoing Board-adopted plans which are being implemented over the course of the TDP and provided a high-level overview of each year of the SIP. After plans were noted for extending bus service to Kootenai County on a pilot basis, Mr. Hattenburg encouraged beginning conversations with Post Falls regarding the 2026 pilot service between Spokane County and Kootenai County in Idaho. Mr. Otterstrom reviewed yearly planned improvements, and the 2028 Conceptual Fixed Route Network map, highlighting new areas of service as well as locations where Mobility on Demand (MOD) will provide transit to areas not served by current routes. Ms. Bowers asked if the improvements would reach Plantes Ferry. Mr. Otterstrom commented that the key to getting a stop near Plantes Ferry is to have safe pedestrian access. Mr. Hattenburg added that there was a meeting earlier in the week regarding changes to parking near Trent Avenue, which could potentially help with acquiring a stop in the area at a later date. Mr. Otterstrom reviewed a map showing requests for new service in the Public Transportation Benefit Area (PBTA). Next steps include the incorporation of the draft Service improvement Program into the Draft 2026-2031 TDP for review and comment.

B. 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2031 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a major element for the state required TDP. It provides midterm horizon for prioritizing resources, enhancing the transit system, and replacing and upgrading assets to maintain a state of good repair. Ms. Tammy Johnston provided the financial breakdown for the 2026-2031 CIP by program category and by program name. Ms. Johnston reviewed the CIP funding sources. Of the CIP totals in \$94.4M, STA anticipates that \$23.6M will come from federal funding and \$72.8M will come from state funding. This will leave \$298M to be covered by local funding. The CIP will undergo further refinement over the next month. Ms. Johnston distributed a detailed printout. Next steps include the incorporation of the draft Capital Improvement Program into the draft 2026-2031 TDP for review and comment. Mr. Hattenburg asked for clarification about local funds being granted money or general funds. Ms. Johnston confirmed that local funds are STA funds. Mr. Otterstrom commented that these STA local funds can be used for operations.

C. 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

Ms. Johnston briefly reviewed the forecast assumptions, which were presented to the committee last month. The sales tax revenue assumes a 3.5% annual growth rate from 2027 to 2031, based on 2024 actual sales tax revenue. This is assuming that the voter approved 8/10 of a cent sales tax is renewed. Fare revenue will retain the current fare structure and apply current fare revenue per passenger to projected ridership. This formula will take into consideration forgone revenue from the low-income fare pilot program. Ms. Johnston provided revenue assumptions regarding 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 is expected to 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. Bowers asked a question about deploying the cash balance. Discussion ensued. Ms. Johnston provided a summary of the 2026-2031 TDP assumptions and concluded her report with the TDP timeline. Mr.

Otterstrom emphasized that this TDP timeframe is heavy in delivery of capital over the next 6 years, with the current cash balance going towards *Connect 2035 initiatives, including* Division Bus Rapid Transit (BRT). Mr. Otterstrom noted that the plan is contingent upon a successful sales tax renewal. If not approved, the capital projects will have to be paused to maintain service for long as possible using the cash balance. Mr. Hattenburg noted that a lot of people in the community have trouble grasping the notion of not using the funds on hand. STA operates with zero debt.

D. DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY REFINEMENT AND OUTREACH

Mr. Otterstrom provided overall updates regarding the planning, design and engineering of Division Street Bus Rapid Transit (BRT). Traffic operations analysis are completed, 30% design activities are continuing, and the Capital Investment Grant (CIG) application is underway. Mr. Otterstrom provided high level updates for the environmental, outreach, and coordination efforts for Division BRT. Last month staff introduced proposed strategy for mitigating schedule risk. Mr. Otterstrom shared a map depicting the construction along the corridor, highlighting the main line, Ruby Street, and Division Street. Under Phase 1 the Minimum Operable Segment (MOS) will run from downtown Spokane to the Hastings Park & Ride, and all stations between downtown to Hawthorne Road will be constructed and put into service. The key configuration change is to have the buses operate on the left-hand side of the road on a Business Access and Transit (BAT) lane along Ruby Street. Phase 2, or future work, will include a dedicated bike/pedestrian facility on Ruby Street, the remaining stations north of Hawthorne Road, Construction of the Mead Transit Center, and Transit Oriented Development (TOD) zoning implementation. Much of the work along the corridor is a coordinated effort with regional partner jurisdictions. BAT lanes are proposed for Division Street and Ruby Street through the couplet; this is where there is robust existing vehicular capacity. These lanes will be delineated with signage, striping and markings. Lane enforcement will be conducted via local law enforcement. Mr. Hattenburg commented that Mr. Otterstrom's explanation of the BAT lanes is well done and does a good job of explaining how it is going to work along the corridor. Mr. Otterstrom noted that there will be a review of traffic analysis results prior to coming forward with a recommendation. Next steps include continued analysis and design, public and stakeholder outreach, and multi-jurisdiction agreements.

E. TECHNOLOGY MASTER PLAN: INTRODUCTION AND INITIAL SCOPING

Mr. Kade Peterson reviewed Technology Master Plan (TMP) development timeline. The TMP is much like the Facilities Master Plan (FMP), as it will provide a roadmap for the development of technology functions at Spokane Transit Authority (STA). Viewing the changes to technology in the immediate future will allow STA a foundation to build on as technology evolves. The first step in plan creation is assessing STA's current technology landscape. Looking at how STA's technology is helping to leverage the agency's business processes. There are approximately 100 different application systems that flow into about a dozen key areas which facilitate the business processes. The second step is to understand the strategic goals of the agency's business areas, divisions, and departments. This will help in terms of *Connect 2035* goals, ensuring the agency will be able to facilitate and respond to daily business operations and the future. The TMP is an agency-wide collaboration to ensure and understand the goals of each department and division, and the timelines for major goals and initiatives. Mr. Peterson reviewed the importance of supporting divisional goals from all layers: technical infrastructure, applications, data, information, and business. The fourth step is examining technological innovation and trends, specifically looking at advanced vehicle technologies, big data and analytics, artificial intelligence, cloud/quantum computing, communication networks, and cyber security.

Staff will work with consultants on cost benefits analysis and peer comparisons to ensure an appropriate level solution to advancing technology. Mr. Hattenburg commented that the final

slide in the presentation was important in terms of finding a solution. Ms. Bowers commented on the recent outages of STA's radio systems three times in the last month due to external factors. Mr. Peterson noted there are systems that are brittle and may need to be replaced. Mr. Peterson will present more on this item in June.

6. CEO REPORT

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

Legislature Adjourns Sine Die: The legislature has adjourned. This was a significant session for tax measures to address shortfalls in operating and transportation budgets, and bills relating to transit boards and transit oriented development. Mr. Otterstrom will provide a complete wrap-up review of the session at the May Board meeting.

EWU Double Decker Dignitary Tour: STA participated in an Earth Day celebration hosted by Eastern Washington University (EWU) in Cheney on April 22, 2025. Students were offered an opportunity to tour the inside of a double-decker bus to raise awareness of the transit options between Cheney and Spokane. Cheney leaders and new leadership took a ride to tour key Cheney projects and the West Plains Transit Center. Driver training is underway and is expected to be completed this summer prior to launching service in September.

Bloomsday: May 2-3, 2025. STA plays an important role during the event. Over 65 volunteer STA staff (mechanics, paratransit operators, bus operators) will participate to ensure shuttle service from five locations for the big day.

Mirabeau Transit Center Ribbon Cutting: May 14, 2025. Featured speakers for the event include Spokane Valley Mayor, Pam Haley; WSDOT Eastern Region Administrator, Char Kay; and STA's Interim Co-CEOs

STA Rodeo: May 31, 2025. This year will be bigger and better than ever. Mr. Rapez-Betty invited the Board members to the reimagined STA Rodeo. This event is part of a safety program / competition drivers of Fixed Route buses and Paratransit vans maneuver an obstacle course. It is very challenging and allows operators to showcase their skills. The winner will compete in the state competition, with the opportunity to go on the national level. The event will be held at the Spokane County Fairgrounds to increase participation but also meet the goal of building culture at STA.

7. COMMITTEE INFORMATION

A. TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

B. 2026-2029 TITLE VI PROGRAM UPDATE

8. REVIEW JUNE 4, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Klitzke thanked Chair Hattenburg for being at the committee meeting in person, and thanked Ms. Bowers for the information regarding the radios being out; that context makes it more tangible for outside parties. This information is important when the Board is considering investments in new technology.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:15 a.m.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Approved Minutes of April 30, 2025, Meeting (May 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
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

COMMITTEE MEMBERS ABSENT

Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Dan Sander, City of Millwood (*Ex-Officio*)

**Committee Chairman*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

GUESTS PRESENT

Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

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 April 2, 2025, Committee Meeting**

Mr. Zappone moved to approve the April 2, 2025, committee meeting minutes. Mr. Speirs seconded, and the motion passed unanimously.

B. **West Plains Transit Center Operational Expansion and Enhancements Project: Scope of Work Approval**

Mr. Otterstrom provided background on the improvements made to the West Plains Transit Center since 2018 and discussed a phased approach for future investments for operational expansion and enhancements. He presented the general scope of work and project budget which included a completion incentive of \$2,500 per day, up to a maximum amount of \$50,000, which would be granted to the contractor for achieving substantial completion by September 19, 2025.

Mr. Zappone moved to approve, by motion, the general scope of work and authorize staff to release the Invitation for Bid (IFB) for the West Plains Transit Center Operational Expansion and Enhancements project and include a completion incentive up to a maximum of \$50,000. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Third-Party Workers Compensation Claims Administration - Award of Contract

Ms. Williams provided details of the current contract with Tristar Risk Management which expires July 31, 2025, and the request for proposal that was advertised on February 13, 2025. From the two responsive proposals, the evaluation committee determined Penser North America, Inc., to be the most qualified and cost-effective firm. Ms. Williams discussed the 5-year contract with an estimated cost of \$425,543,32.

Mr. Zappone moved to recommend the Board of Directors authorize, by motion, the CEO (Interim Co-CEOs) to execute a five-year contract with Penser North America, Inc. for Workers' Compensation Claims Administration for a total estimated cost of \$425,546,32. Mr. Cathcart seconded, and the motion passed unanimously.

2. Uniforms and Accessories - Award of Contract

Mr. Rapez-Betty provided background on the current uniforms and accessories contract with Galls, LLC which expires on July 2, 2025, and explained STA is utilizing the Washington State Department of Enterprise Services (DES) master contract to satisfy the procurement requirements to renew the contract. The new five-year contract commences July 3, 2025, and expires July 2, 2030. The total estimated cost of the contract over the five-year period is \$604,411.86.

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

3. Project Management Software - Award of Contract

Mr. Otterstrom provided background on the benefits of using Project Management Software. He discussed that STA project managers have been managing projects using disparate tools and manual processes, which is inefficient and limiting. Mr. Otterstrom explained Procore ranked the highest out of three vendors. STA is utilizing the Washington State Department of Enterprise Services (DES) master contract to satisfy the procurement requirements and to purchase the software from Carahsoft Technology Corporation. The cost of the three-year agreement totals \$607,584.59.

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

B. Board Discussion Agenda

5. REPORTS TO COMMITTEE

A. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027 and 2028

Ms. Johnston introduced Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer. Ms. Hayes-Horton provided background on the Disadvantaged Business Enterprise (DBE) Program and explained STA is required to set a goal every three (3) years and to report progress on a semi-annual basis to the Federal Transit Administration (FTA). She stated STA's

DBE goal for FFYs 2023, 2024, and 2025 is 0.753% and the current utilization through September 30, 2024, is .3%. The final DBE utilization will be calculated and reported to FTA on December 1, 2025. Ms. Hayes-Horton discussed how the goal for 2026, 2027 and 2028 will be established and presented the proposed goal timeline.

B. Connect 2035 Strategic Plan Update: Initial Report

Mr. Otterstrom provided background on the *Connect 2035* sequencing timeline and explained STA committed to tracking and reporting on the progress of initiative implementation. For this first initiative tracking report, Mr. Otterstrom focused on projects identified to begin in 2025. He provided more in-depth information on eligibility based low-income fare programs and discussed eligibility and verification, discount and technology, and staffing and costs. Mr. Otterstrom presented reduced fare program criteria and the next steps timeline.

C. 2024 Fixed Route System Performance Report

Mr. Otterstrom provided background on why STA produces a Fixed Route System Performance Report and explained this type of report is typically produced within larger transit agencies. He reported on what is included in the report and the new analysis which will be added for the 2024 report.

D. 2025 Community Perception Survey Results Summary

Dr. Cortright presented a report on the Community Perception survey conducted in March of 2025 by the ETC Institute, which helps Spokane Transit understand the public's perception, familiarity, and impact of STA's service from residents living within the Public Transportation Benefit Area.

Overall, the community valued the services that STA provides, especially to those with limited mobility or financial resources. They also had favorable impressions of STA employees and the STA brand. There was a high rate of agreement that it is very important to fund public transportation and strong support of STA's transition to zero-emission buses and vehicles.

Council Member Zappone requested the full report be made available online. The survey results are available on the STA website under the Performance Reports section in Engagement Surveys.

E. Citizen Advisory Committee Update

Dr. Cortright provided an update on the Citizen Advisory Committee (CAC). She shared the CAC heard several staff reports at their April meeting, CAC members are requesting promotional materials to assist with outreach activities, and the youth member of the CAC is resigning due to a move out of the region. Dr. Cortright discussed items the CAC will hear from staff at the next meeting.

6. CEO REPORT

- Mr. Otterstrom shared the legislature adjourned and there were significant impacts on tax increases. A complete wrap-up review about bills related to transit boards and transit-oriented development will be presented at the May 15, 2025, Board meeting.
- Mr. Otterstrom shared highlights of the Eastern Washington University Earth Day Event held on April 22, 2025, showcasing STA double decker buses. EWU President Shari McMahan and Cheney Mayor/STA Board Member Chris Grover along with their guests took a tour on a double decker bus to some key Cheney projects and visited the West

Plains Transit Center. The Communications team was onsite to educate students on the double decker bus and on how to ride transit.

- Mr. Otterstrom shared the details of the Mirabeau Transit Center ribbon cutting taking place on Wednesday, May 14, 2025. Featured speakers include Pam Haley, Spokane Valley Mayor and STA Board Chair, and Char Kay, WSDOT Eastern Region Administrator.

Mr. Rapez-Betty shared Bloomsday will be on Sunday, May 4, 2025, and the Tradeshow is May 2 and 3. STA has been working with the City of Spokane, Spokane Police Department, and the Bloomsday organization to be ready to support riders to and from the race. He expressed gratitude to STA employees for volunteering their time to make this event a success.

Mr. Rapez-Betty ended his report citing that STA's Bloomsday 2025 ridership growth outpaced race registrations, which is a testament to the value of the affordable and convenient transit service provided each year.

- Mr. Rapez-Betty invited board members to the Rodeo on May 31, 2025, taking place at the STA training range at the Fairgrounds. Due to employee feedback, STA has moved the event to a new location with a better view of the obstacle course and included food and fun activities for the whole family.

7. JUNE 4, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:08p.m.

The next committee meeting will be held on Wednesday, June 4, 2025, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 14B: MAY 2025 SALES TAX REVENUE

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

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

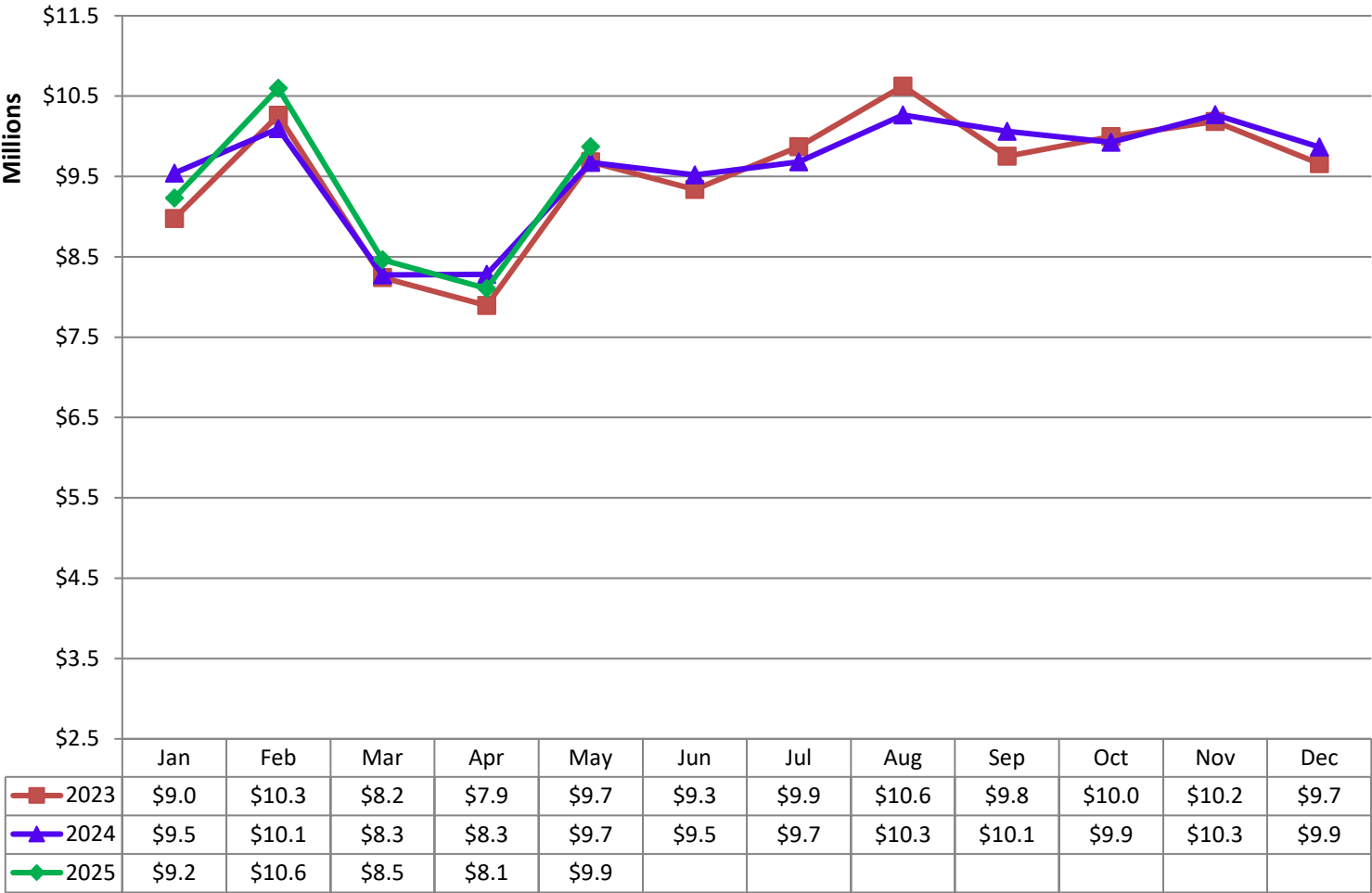
- 1.0% above 2025 budget
- 0.1% below YTD 2025 budget
- 2.0% above 2024 actual
- 0.9% above YTD 2024 actual

Total taxable sales for March were *up* 1.6% from March 2024. 2025 YTD sales are *up* 0.7% compared with March 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 4.6% or \$25.0M in March 2025 vs March 2024 and is *up* by 1.6% or \$23.4M March 2025 YTD vs 2024 YTD
 - Other Miscellaneous Retailers *increased* 7.2% or \$18.3M March 2025 YTD over March 2024 YTD
 - Automobile Dealers *increased* 3.1% or \$8.8M March 2025 YTD over March 2024 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 15.2% or \$8.6M March 2025 YTD over March 2024 YTD
 - Electronics and Appliance Retailers *increased* 6.0% or \$5.8M March 2025 YTD over March 2024 YTD
 - Grocery and Convenience Retailers *increased* 4.7% or \$4.2M March 2025 YTD over March 2024 YTD
 - Other Motor Vehicle Dealers *increased* 5.5% or \$2.1M March 2025 YTD over March 2024 YTD
 - Fuel Dealers *decreased* 32.6% or \$-1.0M March 2025 YTD over March 2024 YTD
 - Department Stores Retailers *decreased* 17.0% or \$-2.2M March 2025 YTD over March 2024 YTD
 - Furniture and Home Furnishings Retailers *decreased* 8.8% or \$-3.7M March 2025 YTD over March 2024 YTD

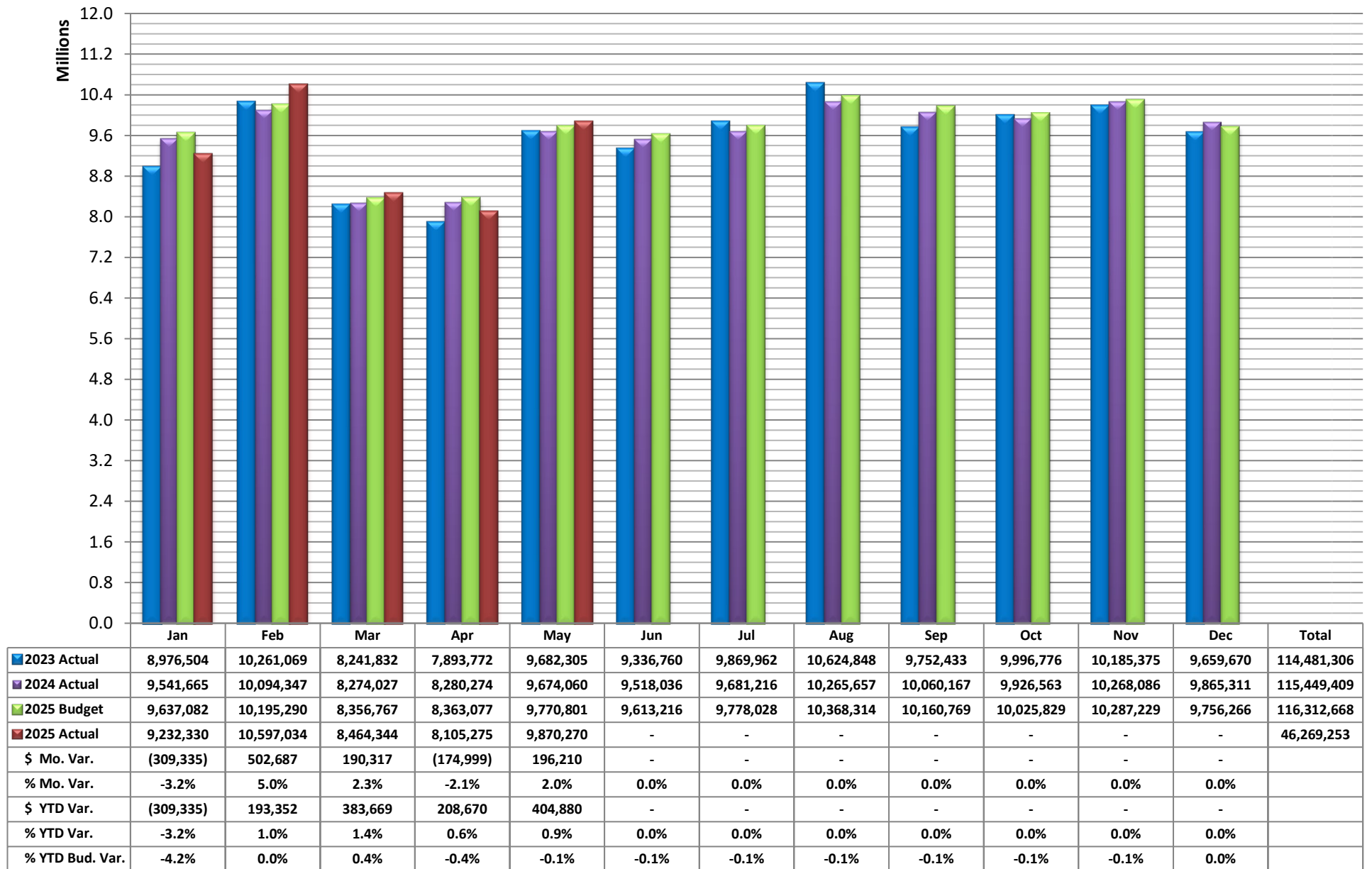
- Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 2.4% or \$-5.0M March 2025 YTD over March 2024 YTD
- Health and Personal Care Retailers *decreased* 9.0% or \$-5.8M March 2025 YTD over March 2024 YTD
- Building Material and Supplies Dealers *decreased* 5.1% or \$-6.5M March 2025 YTD over March 2024 YTD
- Construction *increased* by 4.4% or \$7.2M in March 2025 vs March 2024 and is *up* by 0.8% or \$3.6M March 2025 YTD vs 2024 YTD
- Accommodation and Food Services *decreased* by 2.3% or \$-3.1M in March 2025 vs March 2024 and is *up* by 1.3% or \$4.3M March 2025 YTD vs 2024 YTD

Sales Tax Revenue History-May 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

June 26, 2025

AGENDA ITEM 14C : APRIL 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 April 2025 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, April year-to-date revenue is 4.3% (\$2.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 9.9% higher than budget
- Sales Tax Revenue is 0.4% lower than the budget
- Federal & State Grant Revenue is 24.8% higher than budget
- Miscellaneous Revenue is 3.8% higher than budget

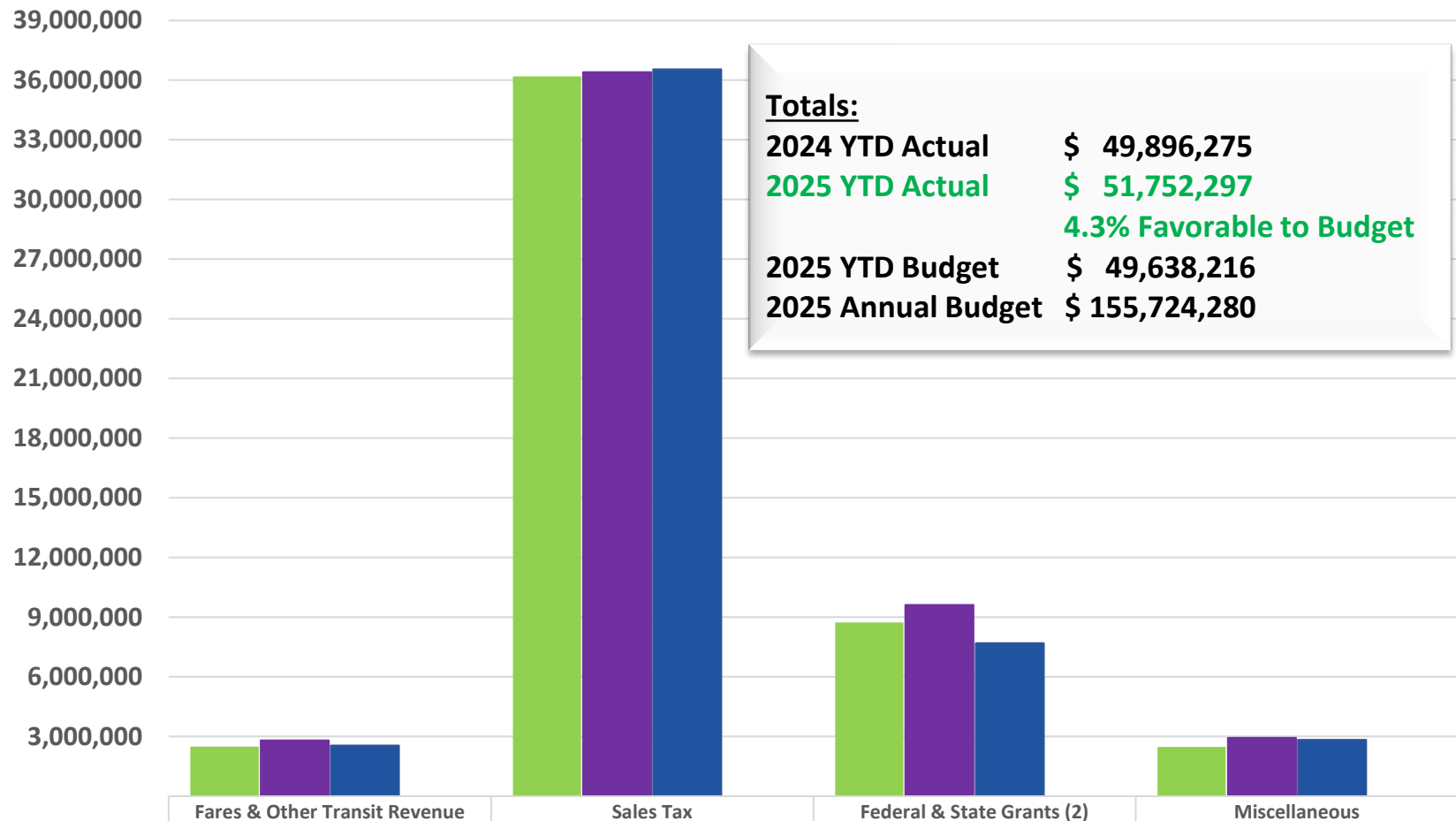
Operating Expenses

Overall, April year-to-date operating expenses are 6.0% (\$2.7M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 2.5% lower than budget
- Paratransit is 8.5% lower than budget
- Rideshare is 9.7% lower than budget
- Plaza is 15.6% lower than budget
- Administration is 15.6% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - April YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2024 YTD Actual	2,491,630	36,190,312	8,734,897	2,479,436
2025 YTD Actual	2,803,529	36,398,983	9,613,410	2,936,375
2025 YTD Budget	2,551,482	36,552,216	7,704,517	2,830,001
2025 YTD Budget Variance	9.9%	-0.4%	24.8%	3.8%
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 April state capital grant reimbursements total \$2,504,578 and federal capital grant reimbursements total \$2,780,105.

Spokane Transit Operating Expenses⁽¹⁾ - April YTD 2025

30,000,000
28,000,000
26,000,000
24,000,000
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 \$ 38,078,996

2025 YTD Actual \$ 41,383,760

-6.0% Favorable to Budget

2025 YTD Budget \$ 44,046,447

2025 Annual Budget \$ 135,259,729

Fuel:

2024 YTD Actual \$ 1,768,587

2025 YTD Actual \$ 1,777,764

-18.2% Favorable to Budget

2025 YTD Budget \$ 2,172,424

2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	25,069,596	5,982,957	267,865	1,145,434	5,613,144
2025 YTD Actual	27,462,809	6,552,997	300,612	1,164,010	5,903,332
2025 YTD Budget	28,176,406	7,160,311	333,060	1,378,555	6,998,115
2025 YTD Budget Variance	-2.5%	-8.5%	-9.7%	-15.6%	-15.6%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$9,662,415 and Street/Road cooperative projects of \$0 for year-to-date April 2025.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 14D : APRIL 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 April 2025 compared to April 2024 (22 vs. 22). On-time performance for Fixed Route was 93.2% and Paratransit 94.1%.

FIXED ROUTE

Ridership	April 2025	April 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	927,558	891,678	4.0%	4.9%
Average Daily Ridership	36,122	34,762	3.9%	5.3%
Adult Ridership	374,748	381,186	-1.7%	-1.3%
CCS Pass Ridership	43,777	39,291	11.4%	15.3%
Eagle Pass Ridership	32,835	35,997	-8.8%	-9.1%
Youth Ridership	190,474	179,829	5.9%	6.2%
Youth Ridership by Percentage	20.5%	20.2%	0.3%	0.1%
Reduced Fare / Paratransit Ridership	115,085	109,199	5.4%	5.9%

PARATRANSIT

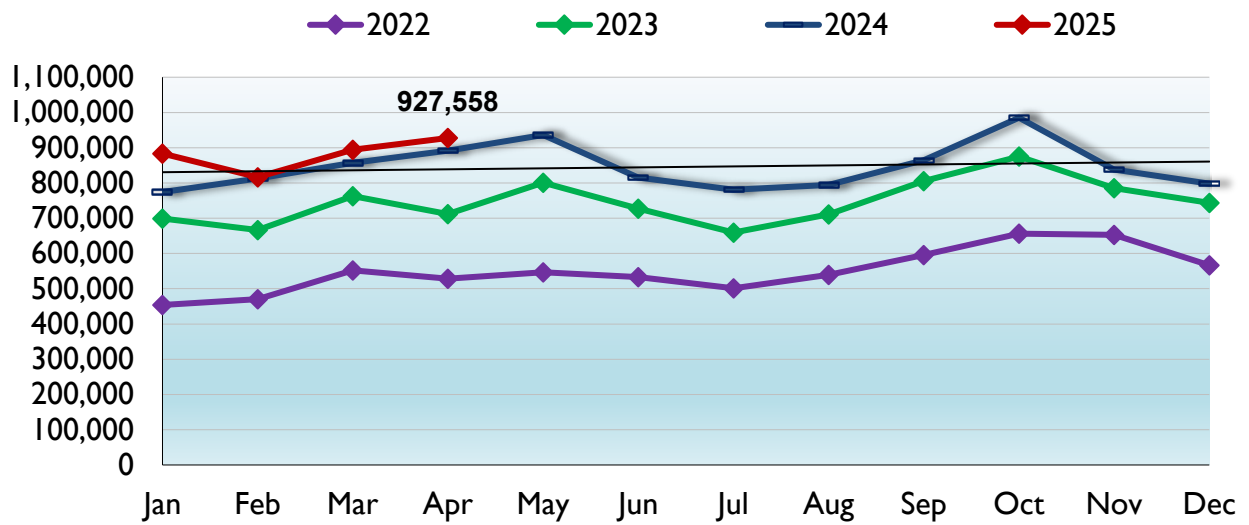
Ridership	April 2024	April 2025	Month/Month Change	Year/Year % Change
Combined	33,738	35,726	5.6%	5.2%
Directly Operated	18,086	19,555	8%	7%
Purchased Transportation	15,652	16,171	3%	3%
SUV	936	1,211	15.6%	22.6%

RIDESHARE

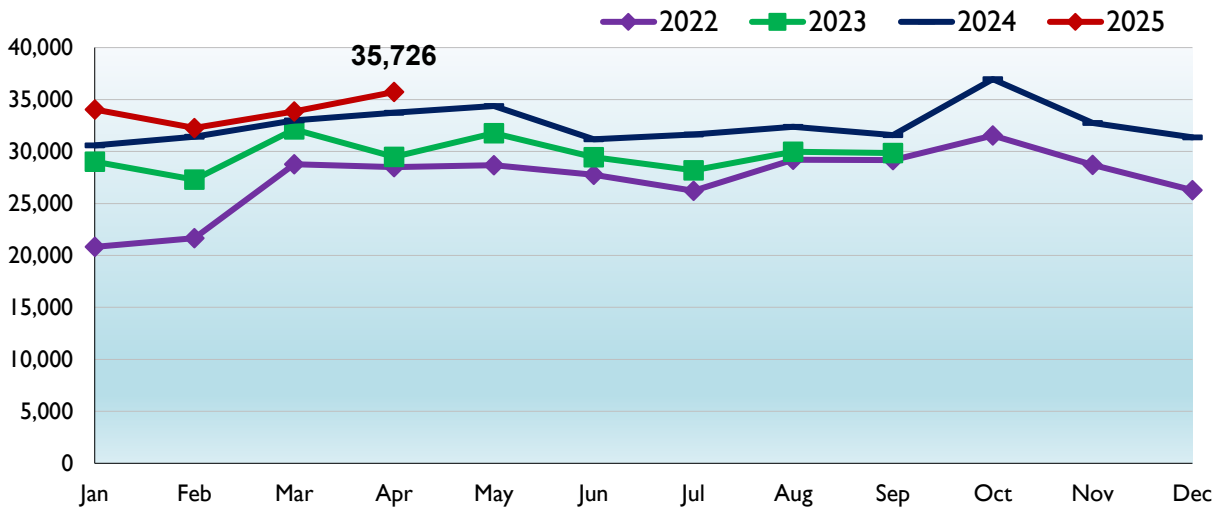
Ridership	April 2025	April 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,747	8,880	9.8%	-3.6%
Monthly Active Groups	85	86	1.2%	-1.2%
Unique Riders	405	405	2.0%	0.0%
Riders per Vehicle	4.76	4.71	0.8%	1.2%

RECOMMENDATION TO BOARD: Information only.

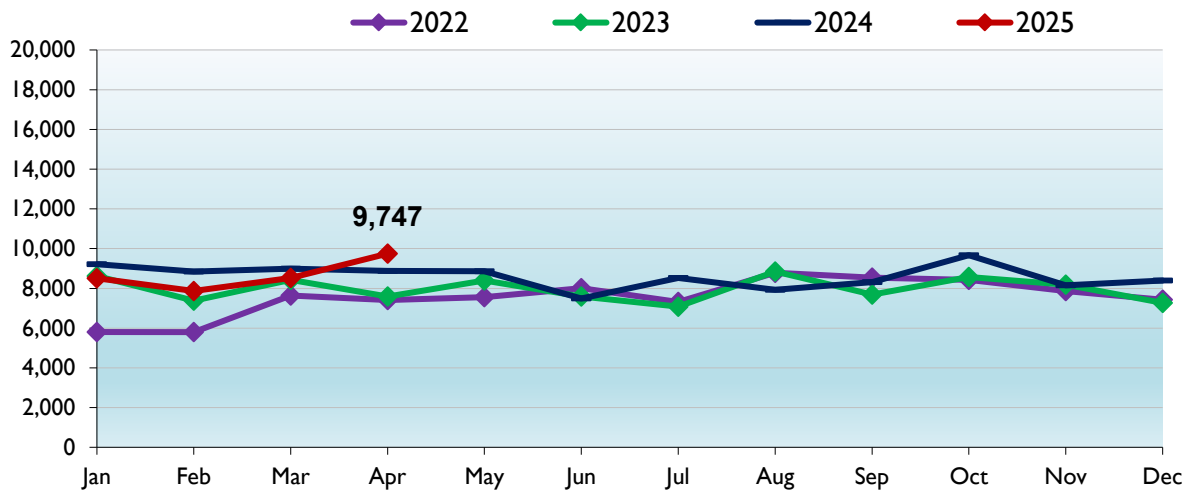
FIXED ROUTE RIDERSHIP



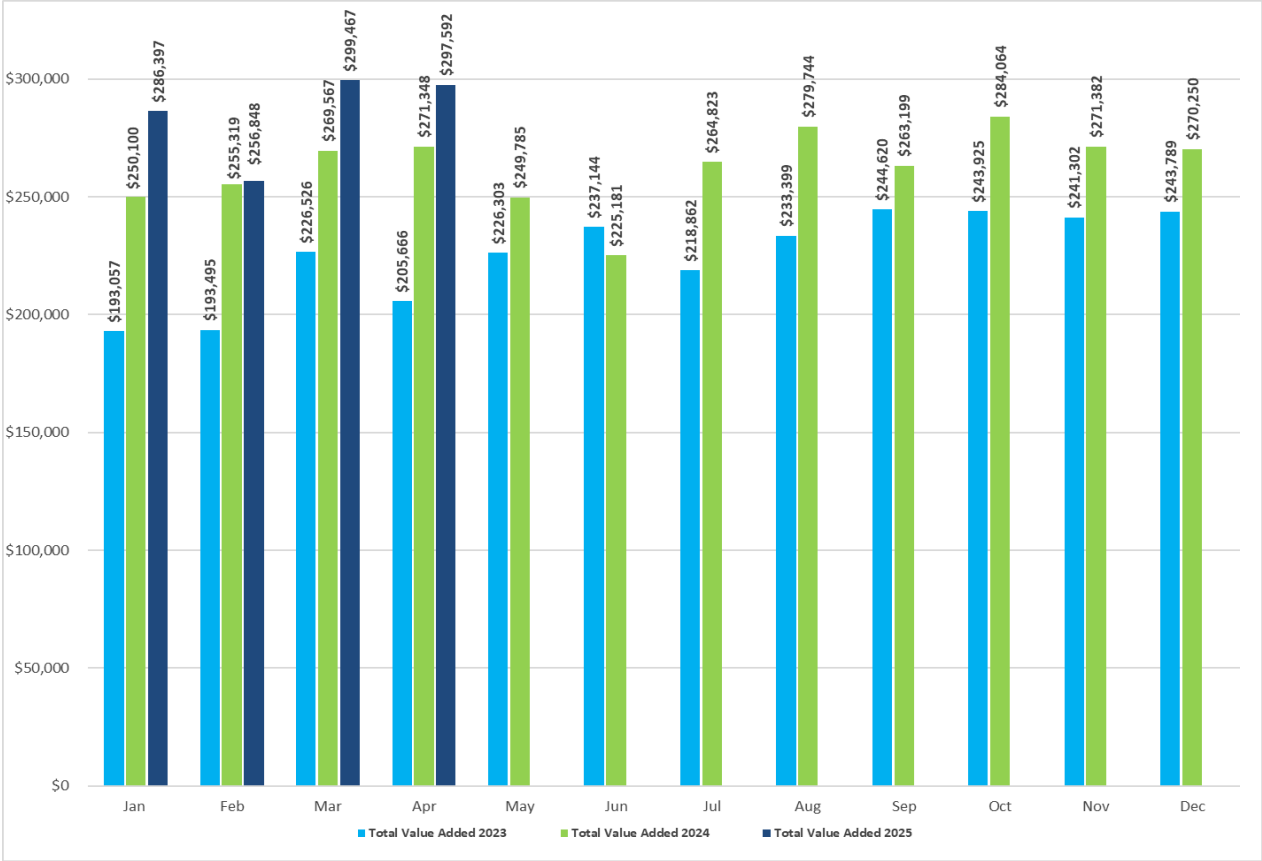
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

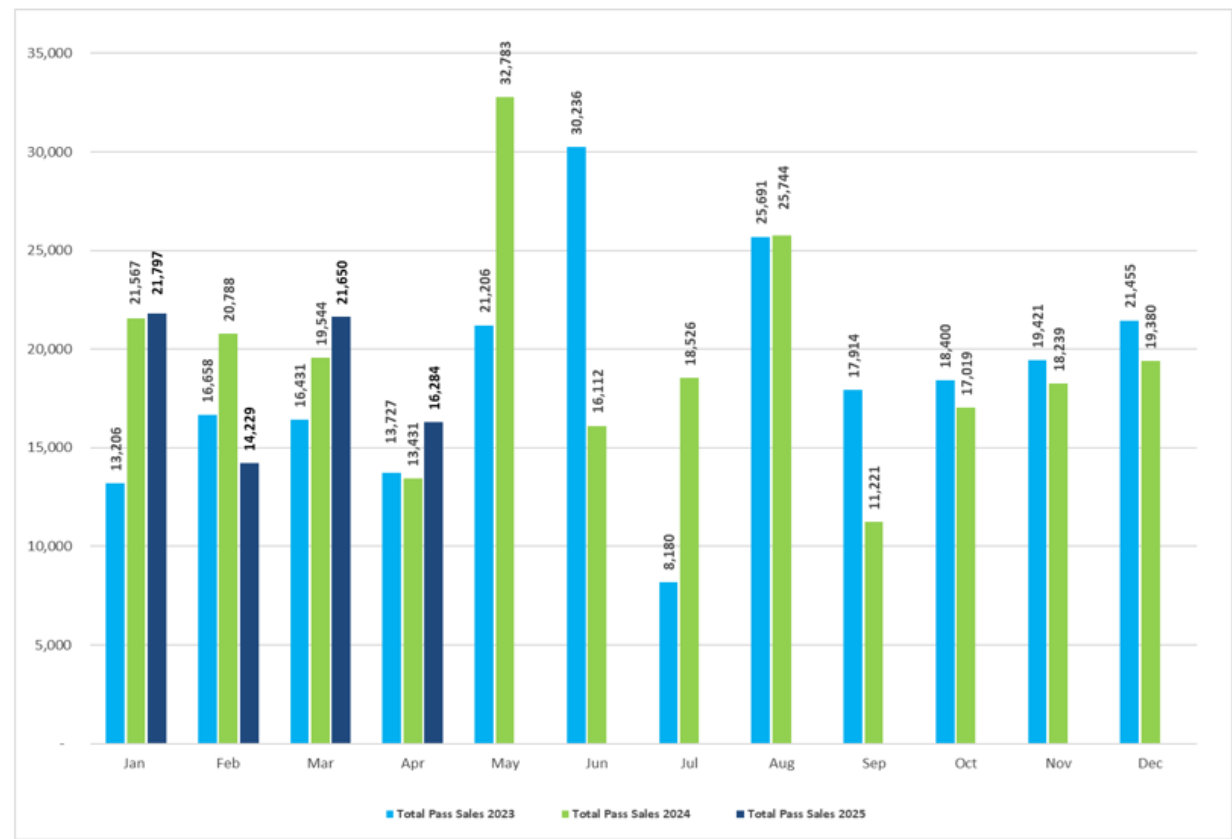


MONTHLY VALUE ADDED TO CONNECT CARDS



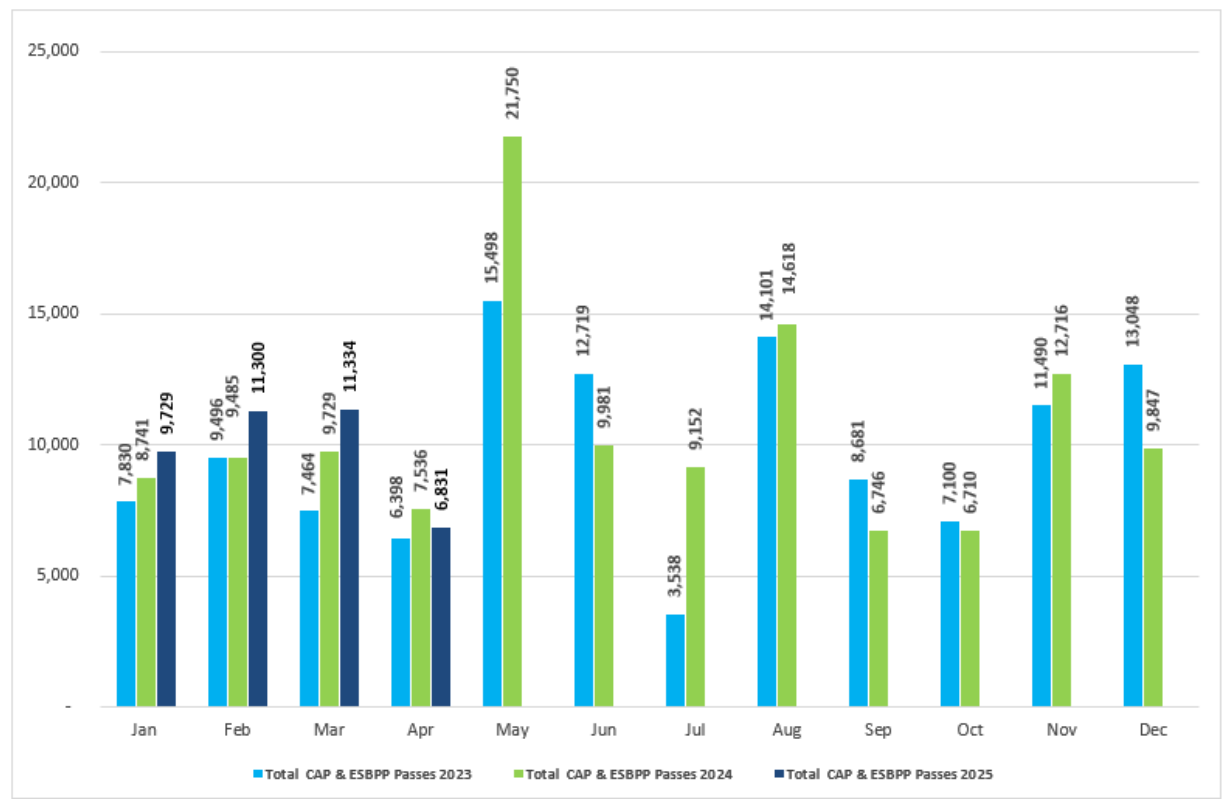
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 28,379	\$ 55,363	\$ 67,171	21.3%
Call Center	\$ 12,890	\$ 29,308	\$ 32,960	12.5%
Customer Service Terminal	\$ 187,600	\$ 252,188	\$ 242,120	-4.0%
Customer Website	\$ 67,569	\$ 87,742	\$ 83,516	-4.8%
Mobile Ticketing	\$ 275,366	\$ 457,269	\$ 457,084	0.0%
Institutional Website	\$ 32,321	\$ 86,848	\$ 108,601	25.0%
Open Payments	\$ -	\$ 62,136	\$ 133,966	115.6%
Retail	\$ 8,953	\$ 15,479	\$ 14,886	-3.8%
Total	\$ 613,078	\$ 1,046,334	\$ 1,140,304	9.0%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



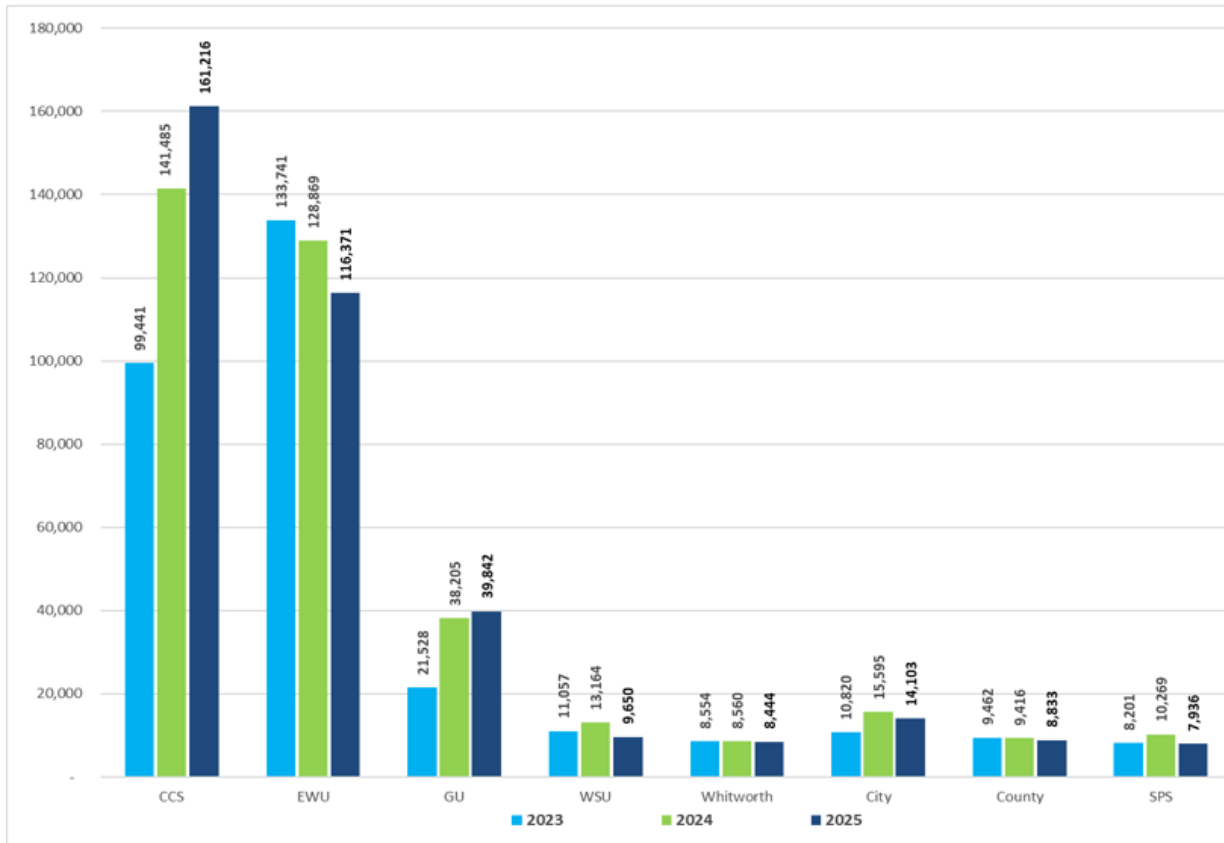
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	20,996	26,275	24,118	-8.2%
7-Day	864	1,544	2,057	33.2%
Day Pass	33,879	42,268	42,610	0.8%
Stars & Stripes/ Honored Rider	200	197	189	-4.1%
Paratransit Monthly	133	159	147	-7.5%
Shuttle Park	731	502	304	-39.4%
31-Day Rolling	3,219	4,385	4,535	3.4%
Total	60,022	75,330	73,960	-1.8%

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



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	13,383	11,707	13,534	15.6%
Day Pass CAP	16,309	21,990	23,902	8.7%
Employer Sponsored Bus Pass	1,496	1,794	1,758	-2.0%
Total	31,188	35,491	39,194	10.4%

APRIL YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	99,441	141,485	161,216	13.9%
EWU	133,741	128,869	116,371	-9.7%
GU	21,528	38,205	39,842	4.3%
WSU	11,057	13,164	9,650	-26.7%
Whitworth	8,554	8,560	8,444	-1.4%
City	10,820	15,595	14,103	-9.6%
County	9,462	9,416	8,833	-6.2%
Spokane Public Schools	8,201	10,269	7,936	-22.7%
Total	302,804	365,563	366,395	0.2%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

June 26, 2025

AGENDA ITEM 14E : DISADVANTAGED BUSINESS ENTERPRISE PROGRAM PROPOSED GOAL FOR FEDERAL FISCAL YEARS 2026, 2027 AND 2028

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Speirs)

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer
Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

SUMMARY: In response to Federal Transit Administration (FTA) requirements and in accordance with the regulations of the Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program, staff has developed a proposed DBE goal for the next three federal fiscal years (FFY). This three-year goal captures as completely and accurately as possible all the federally assisted contracting opportunities that staff reasonably anticipate over the next three federal fiscal years beginning October 1, 2025, through September 30, 2028.

A Disadvantaged Business Enterprise is a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

The process of establishing a goal consists of reviewing STA's anticipated federally funded contracting opportunities for FFY 2026, 2027, & 2028. Staff researched the most recent census information to find firms in Spokane County for the classifications of anticipated work and compared the number of DBE firms to the total number of firms (non-DBE) available. The percentage of DBE firms in each category of work corresponds to the overall percentage goal for DBE utilization. Using the FTA-provided formula, staff have established an overall agency DBE utilization goal for FFY 2026, 2027, & 2028 of .749%.

STA's current goal for FFY 2023, 2024, & 2025, which the Board approved by resolution on July 21, 2022, was established at .753%. STA's actual DBE utilization through March 2025 is .30% as reported to FTA on June 1, 2025. April 1, 2025, through September 30, 2025, will be calculated and reported on December 1, 2025, and will contribute to STA's final 2023, 2024, & 2025 utilization percentage.

Pursuant to FTA policy, notice of the proposed three-year goal was posted on the STA website before June 1, 2025. In addition, staff is seeking public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry, to consult on the proposed goal prior to Board approval and submission to FTA which is due August 1, 2025.

Staff will request adoption of the goal during the July Committee/Board cycle ahead of the required FTA submission date.

RECOMMENDATION TO BOARD: Information only.

15.

EXECUTIVE SESSION

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

- A. *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. (RCW42.30.110(b))*
- B. *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee. (RCW 42.30.110(g))*

The STA Board of Directors will reconvene in open session approximately 20 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time – 20 minutes

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