

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, July 25, 2024, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 25th DAY OF JULY 2024.



Dana Infalt
Executive Assistant to the CEO
Clerk of the Authority

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM **2** APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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 99201-2686
(509) 325-6000

BOARD MEETING OF

Thursday, July 25, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

Optional Virtual Link:	Click Here		
Password:	Members: 2024		Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388		Event #: 2495 523 8251

AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences
4. Approve Board Agenda (*Chair French*)
5. Public Expressions
6. Recognitions and Presentations: *10 minutes*
 - A. Jim Norfolk, Retirement (*Brandon Rapez-Betty*)
 - B. Employee Recognition Award – 2Q 2024 (*Nancy Williams*)
 - C. Years of Service Recognition – 2Q 2024 (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the June 5, 2024, Board Workshop – Corrections/Approval
 - B. Minutes of the June 20, 2024, Board Meeting – Corrections/Approval
 - C. Approval of the June 2024 Vouchers (*E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000-Final Acceptance (*E. Susan Meyer*)
 - E. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval (*Karl Otterstrom*)
 - F. Designation & Appointment of STA Auditing Officer-Resolution (*E. Susan Meyer*)
 - G. 2025-2030 Transit Development Plan: Finalize and Approve – Resolution (*Karl Otterstrom*)
8. Board Action – Committee Recommendation: *20 minutes*
 - A. CEO Search Task Force (*AI French*)
9. Board Report: *10 minutes*
 - A. Connect 2035 Strategic Plan Phase 2 Update (*Karl Otterstrom*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*AI French*)
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Josh Kerns*)
13. CEO Report: *20 minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. May 2024 Financial Results Summary (*Tammy Johnston*)
 - D. May 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Connect Spokane Comprehensive Plan: Review Draft Elements (*Karl Otterstrom*)
 - F. Transit-Oriented Development: Pilot Project Framework (*Karl Otterstrom*)
 - G. 2023 Paratransit Survey Results (*Carly Cortright*)
 - H. Marketing & Communications Update (*Carly Cortright*)
 - I. 2023 State Audit Report (*Tammy Johnston*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session: *10 minutes*
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
18. Adjourn

Cable 5 Broadcast Dates and Times of July 25, 2024, Board Meeting:

Saturday, July 27, 2024	4:00 pm
Monday, July 29, 2024	10:00 am
Tuesday, July 30, 2024	8:00 pm

Next Committee Meetings, Wednesday:

Planning & Development	September 4, 2024, 10:00 am
Performance Monitoring & External Relations	September 4, 2024, 1:30 pm
Board Operations	September 11, 2024, 1:30 pm

Next Board Workshop, Wednesday September 4, 2024, 11:15 am

Next Board Meeting, Thursday September 19, 2024, 1:30 pm

There are no Committee or Board meetings in August.

(All Committee and Board meetings are held in person, with a virtual joining option)

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.

In Person Attendance

Anyone attending the meeting in person wishing to comment should sign in on the sheet provided at the meeting and indicate the subject of interest. Comments are limited to three minutes per person.

Virtual Attendance

Anyone attending the meeting virtually wishing to comment should sign up for Oral Public Expressions. To sign up to provide **Oral Public Expressions** in person, via telephone or computer, please complete this [form](#).

Written Public Expressions

All written public expressions to be distributed by the Clerk at any meeting must be submitted to the Clerk no later than the day preceding the meeting. Do not distribute materials or written expressions directly to the Board.

To provide **Written Public Expressions** to be distributed by the Clerk at the meeting, please complete this [form](#). You may also email your **Written Public Expression** to clerk@spokanetransit.com. You may email a Public Expressions form using this link: [Written Public Expressions Form submit by email](#). No form is required for emailing comments.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 6A : JAMES NORFOLK– RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Jim Norfolk has retired after 28 years of faithful service to Spokane’s Transit’s Facilities and Grounds Department. Jim has said that he is incredibly grateful for the opportunities STA provided him and has a sense of accomplishment in being a vital contributor to the growth of the agency over the years. Jim started as a Custodian and worked his way up to the position of Maintenance Specialist.

Jim always had a great attitude and took immense pride in his work; was always willing to help others and provide a positive outlook to anyone willing to listen. Jim was the man behind the curtain making things work well and function for others. In 2023, Jim received his 25 year milestone safety award.

It will not be easy, as he will be greatly missed, but we send Jim off to enjoy, with his wife and family, his well-deserved retirement. Jim’s last day was July 17, 2024.

Enjoy your lake time, Jim! No one deserves it more!

RECOMMENDATION TO BOARD: Recognize Jim for his 28 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer ESM

Legal Counsel ML

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 6B : EMPLOYEE RECOGNITION AWARDS – 2nd QUARTER 2024 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW Chief Executive Officer ESM Legal Counsel ML



2024 EMPLOYEE RECOGNITION WINNERS

April & May 2024	1st	Marc Walker	Coach Operator
April & May 2024	2 nd	Mike Hogue	Coach Operator
April & May 2024	3 rd	Wendy Woodard	Coach Operator

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 06C : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

<u>25 Years</u>	<u>15 Years</u>	<u>5 Years</u>
<u>Reservationist</u> Tami Spangle	<u>Rideshare Manager</u> Gregory Garrett	<u>I.S. Support Specialist</u> Michael Campbell
<u>Next Day Scheduler</u> Amy Weber	<u>Journeyman Vehicle Technician</u> Tim Clinger	<u>Admin. Assistant – Customer Service</u> Yolanda Montes
		<u>Fixed Route Coach Operator</u> Robie Brown Justin Gottlob Joan Schilling Melody Trost
		<u>PM Vehicle Technician</u> Leon Johnson

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer ESM

Legal Counsel ML

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7A : MINUTES OF THE JUNE 5, 2024, BOARD WORKSHOP - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the June 5, 2024, Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

Spokane Transit Authority
1230 West Boone Avenue
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BOARD OF DIRECTORS

DRAFT Minutes of the June 5, 2024

STA BOARD CONNECT 2035 STRATEGIC PLAN WORKSHOP

Spokane Transit Boardroom
1230 W Boone Avenue, Spokane, Washington
In Person with optional Webex Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Dan Dunne, Small Cities (Liberty Lake)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane (*Virtual*)
Lili Navarette, (*alt. for B. Wilkerson*), City of Spokane
(*Virtual*)
Pamela Haley, City of Spokane Valley, Acting Chair
Paul Dillon, City of Spokane (*Virtual*)
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane (*Virtual*)
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

None

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Karl Otterstrom, Chief Planning & Development
Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

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

CONSULTANTS

Kevin Desmond, Project Director, San Schwartz
Alex Hanson, Project Manager, Sam Schwartz
Jessica Wade, Community Engagement Lead, DH

1. Call To Order and Roll Call

Chair French called the workshop to order at 11:45 am and the Clerk conducted Roll call.

2. Connect 2035 Strategic Plan Phase 2

- A. Ms. Meyer welcomed Board members and provided introductions to staff and consultants. She reviewed the workshop objectives which included a recap of past efforts on Connect 2035, an update on community engagement efforts, a review of candidate initiatives, gathering Board feedback, and identification of any gaps in initiatives, along with building understanding of next steps in initiative evaluation, refinement, and packaging process.
- B. Mr. Otterstrom provided a recap of Connect 2035 to-date, reminding Board members of the Phase 1 Strategic Foundation document adopted in December 2022. He reviewed the goals of Connect 2035 and the elements of Phase 2. Mr. Otterstrom discussed the regional trends from Phase 1 and opportunities to improve mobility. He talked about the Connect 2035 funding and investment principles from the November 1, 2023, Workshop and mentioned the Board Resolution Key Section to plan for renewal of the 2/10 sales and use tax rate, leverage STA's current financial position, and explore opportunities to expand service.

- C. Mr. Otterstrom summarized the community engagement results encompassing online surveys, rider forums, community based organization listening sessions, business outreach and focus groups, and Plaza activation. He noted the qualitative input received from the each, as well as themes and findings uncovered.
- D. Mr. Kevin Desmond and Mr. Alex Hanson provided a preliminary initiative review. They discussed initiative and investment framework to include the “what”, “why”, and “process” of the baseline, core investments, enhancements, as well as the category of enhancements plus (+) which require additional funding. During the discussion, consultants asked for and received Board consensus. Mr. Hanson reviewed the initiative development and framework, sourcing candidate initiatives, preliminary initiatives, and structure.

The preliminary initiative screening was also reviewed and discussion topics presented to spark conversation: Do the preliminary initiatives align with the plan’s goals and the Board’s vision? Do the preliminary initiatives respond to key trends and customer desires? Are there gaps in the preliminary initiatives? Are there other initiatives you view as critical to STA’s future? How do the initiative ideas impact the Board’s vision on STA’s future funding? Board discussion followed.

Customer Experience was reviewed and multiple example initiatives were presented and identified as core, enhancement, or enhancement + options. Following the presentation, the discussion questions were reiterated and discussion ensued.

- E. Initiative Evaluation and Packing Preview – due to time constraints, Mr. Hansen briefly touched on the evaluation and packaging section. Mr. Otterstrom advised he could review the initiative evaluation and packaging at the next Board meeting.
- F. Mr. Hansen said next steps include conducting outcome evaluation of preliminary initiatives and reporting results at the July Board meeting. There will be discussion to review results and answer questions in late July or early August. Developing alternative packages for input and feedback will be reviewed at the September Board workshop, along with an additional round of community engagement of the Connect 2035 Strategic Plan. The December 19, 2024, Board meeting is the goal for adoption of Phase 2.

3. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 1:17 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7B : MINUTES OF THE JUNE 20, 2024, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the June 20, 2024, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the June 20, 2024

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

MEMBERS PRESENT

Al French, Spokane County, *Chair (virtual)*
Dan Dunne, Small Cities (Liberty Lake)
Jonathan Bingle, *(alt. for Betsy Wilkerson)*, City of
Spokane
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane
Zack Zappone, City of Spokane
Dan Sander, Small Cities (Millwood) *Ex Officio*
Chris Grover, Small Cities (Cheney) *Ex Officio*
(Virtual)
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Tim Hattenburg, City of Spokane Valley

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Karl Otterstrom, Chief Planning & Development
Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

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

1. Call To Order and Roll Call

Chair French called the meeting to order at 1:31 pm and the Clerk conducted roll call.

2. Pledge of Allegiance

3. Excused Absences

Chair French noted requests for excused absences for Betsy Wilkerson, Lance Speirs, and Tim Hattenburg who were attending an AWC conference.

Ms. Haley moved to approve the excused absences. Mr. Dunne seconded and the motion passed unanimously.

4. Approve Board Agenda

Chair French asked if anyone had changes to the agenda. There were none.

Ms. Haley moved to approve the Agenda as presented. Mr. Dunne seconded, and the motion passed unanimously.

5. Public Expressions

Erik Lowe provided public expressions via telephone.

6. Recognitions and Presentations

Mr. Rapez-Betty recognized Mr. Tim Dompier for his 35 years of service to STA as a coach operator and congratulated him on his retirement.

Mr. Rapez-Betty recognized Mr. Vern Mullett for his 31 years as an STA employee, with 27 years in the role of Fixed Route Supervisor. He congratulated him on his retirement.

The Board thanked Mr. Dompier and Mr. Mullett for their service and wished them both the best in their retirements.

Chair French advised there was one additional person to comment.

Ms. Meyer thanked the Chair and stated that after 19 years as CEO, today she was announcing her intention to retire at the end of 2024. She stated it had been an incredible journey and expressed her pride of the work STA has accomplished. Chair French thanked Ms. Meyer for her service and congratulated her on her retirement. Ms. Haley echoed his thoughts. Chair French advised we would have six months to share accolades of Ms. Meyer's service to the agency. The search for the next CEO will begin soon.

7. Public Hearing

A. 2025-2030 Transit Development Plan: Complete Draft

Mr. Otterstrom noted that he would be brief due to time constraints and his desire to hear from the public. He provided an overview of the Transit Development Plan (TDP) plan background and the hierarchy of plans. He said the TDP is grounded in STA'S Comprehensive Plan, which has the long term policies; the Strategic Plan, which lays out actions for the next ten years and then the programming that occurs within the Transit Development Plan. He presented the sections of the plan followed by the three goals of Connect 2035 that have been incorporated into the Transit Development Plan. Mr. Otterstrom advised we articulate now how the plan advances these three goals and presents an understanding of the service improvement program, a section of the plan that lays out service changes and concepts for the next three years. He presented those by year thematically, noting it's not a comprehensive list. He shared a system map that conveyed the information followed by an overview of the capital improvement program. He reiterated that this is a six year program and is comparable to the capital facilities planning plans that are developed in jurisdictions.

He presented funding for the program saying the largest share is for Connect 2035. He noted a few slides that lay out the assumptions that the Board developed earlier this spring and called out the various revenue sources. He said one thing to note, as part of this public hearing, we are collecting feedback on the program of projects for federal formula grants, and that includes the 5307 Urban Formula Funds. Those are used each year for preventive maintenance, and so that is part of this public hearing and these elements go through 2030.

He briefly discussed the forecast assumptions going through that whole timeline, activities in terms of outreach conducted which included a public open house at to Plaza, a virtual open house, and also engagement with the planning office with WSDOT Eastern Region.

Following today's public hearing, any changes will be incorporated into a final draft that goes before the Planning & Development Committee on July 10, 2024, with the recommendation to the full Board

on July 25, 2024, for action. STA will submit this to Spokane Regional Transportation Council soon thereafter. By state law, STA is expected to submit it to WSDOT in September.

Chair French asked for questions from Board members. There were none.

Chair French opened the public hearing for testimony at 1:52.

Ms. Sara Rose spoke in favor of the Transit Development Plan. She discussed Park and Ride lots, the need to extend hours of service for events, and lighting safety at all locations.

Chair French noted the Board received written testimony from Mr. Will Robinson regarding the necessity of Valley bus service.

Mr. Erik Lowe spoke via the telephone in favor of the Transit Development Plan and his interest in routes and upgrades to service and stop improvements.

Mr. Barney Roca spoke in favor of protected walking and biking lanes.

An unidentified individual spoke in person in favor of building shelters and additional accommodations at stops.

Chair French called three times for additional comments. There were none. Chair French closed the public hearing at 2:03.

8. Executive Session (EMLVO)

At 2:05 pm, the Chair advised the Board will adjourn to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

After a few minutes of technical difficulties connecting the members virtually, the clerk returned to advise the Board began the Executive Session and would return at 2:20 pm.

At 2:20 pm, the board returned. No action was taken.

Chair French left the meeting at 2:20 pm and Chair Pro-Tempore Haley assumed duties of Chair.

9. Board Action - Consent Agenda

Mr. Bingle moved to approve Consent Agenda Items as presented. Mr. Dillon seconded, and the motion passed unanimously.

- A. Minutes of the April 18, 2024, Board Meeting – Corrections/Approval
- B. Minutes of the May 3, 2024, STA Board Workshop – Corrections/Approval
- C. Approval of the April 2024 Vouchers listed below:

D. DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 627261 – 627749	\$ 6,909,808.12
Worker’s Comp Vouchers (May)	ACH – 2286	\$ 136,044.00
Payroll 05/03/2024	ACH – 05/03/2024	\$ 2,700,955.82
Payroll 05/17/2024	ACH – 05/17/2024	\$ 2,072,955.26
Payroll 05/31/2024	ACH – 05/31/2024	\$ 2,084,983.94
WA State – DOR (Excise Tax)	ACH – 1767	\$ 9,786.73
MAY TOTAL		\$ 13,914,533.87

- D. Public Works Contracts Under \$35,000: Final Acceptance - Approve 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.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20231872	Mold Remediation – Boone S. Restroom	Gardiner Carpital, LLC	\$10,482.41	12/22/2023
20240434	Plaza Electrical & Network Cabling	Arctic Lighting & Electric	\$9,264.00	2/27/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$1,005.84	3/8/2024
20232872	Plaza Door Access & CCTV Monitor	ADT Security Corp.	\$10,630.91	4/11/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$749.09	5/6/2024
2023-10899	Alignment Pit Modifications	Walker Construction	\$33,965.13	5/16/2024
20231274	Water Line Leak Excavation	Aaron Zeuschel	\$7,412.00	5/17/2024
20241127	Plaza Water Boiler Maintenance	Atlas Boiler & Equipment	\$5,384.60	5/20/2024
20241128	Plaza Leaking Pipe Repair	Atlas Boiler & Equipment	\$4,229.20	5/20/2024
20240794	Install Plaza Elevator Flooring	Great Floors, LLC	\$4,229.65	5/22/2024
20241167	Boone Airduct Cleaning: HC A Unit A & HC 13	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$9,973.50	5/30/2024

- E. Wellesley High Performance Transit: Regional Mobility Grant Application Approval - Approved submittal of a Washington State Regional Mobility Grant application for approximately \$7.46 million for the Wellesley High Performance Transit project.
- F. STA Moving Forward: 2024 Amendment (Resolution) – Adopted, by Resolution 822-24, the STA Moving Forward: 2024 Amendment.
- G. 2024 Equal Employment Opportunity Program - Approved, by motion, the adoption of the 2024 Equal Employment Opportunity Program.
- H. Zero-Emission Bus Fleet Transition Plan Approval – Approved, by motion, STA’s Zero-Emission Bus Fleet Transition Plan.
- I. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement - Approved, by motion, to authorize the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of \$350,000.
- J. Legal Services Contract Extension Approval - Approved, by motion, the extension of EMLVO Legal Services contract through September 30, 2024, with an increase in maximum compensation of \$35,000.

10. Board Action – Other

A. Bus Stop Site Improvements Property Acquisition: Resolution

Mr. Otterstrom noted the information in the packet and had been recommended by the Board Operations Committee to delegate authority to the CEO to acquire property for bus stop improvements up to an amount, not to exceed \$25000 per parcel. In the interest of time, he offered to answer questions. None were forthcoming.

Mr. Dunne moved to approve Resolution 821-24 providing for 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. Mr. Kerns seconded, and the motion passed unanimously.

11. Board Report

A. Connect 2035 Phase 2 Update

Mr. Otterstrom advised the purpose of this update was a continuation of the Board Workshop from June 5th. He noted time constraints at the Workshop did not allow for the review of all slides, so as part of the regular monthly update to Connect 2035 he planned to quickly review those slides.

Mr. Otterstrom recapped the workshop and noted the key takeaways. He said the workshop covered the screening & sorting of initiative development and evaluation but did not review the evaluation and packaging of initiatives. He reviewed the outcome-based evaluation and the slides for the unranked initiative list, screening and sorting, outcome scoring and ranked project list. Mr. Otterstrom then discussed the initiative packaging and the Phase 2 project schedule. Next steps were reviewed and he offered to answer questions. None were forthcoming.

12. Board Operations Committee

A. Chair Report – In the absence of Chair French, Chair Haley advised there was no report.

13. Planning & Development Committee (P&D)

A. Chair Report – Chair Haley reviewed the items covered at the P&D meeting.

i. Connect Spokane Comprehensive Plan Update: Review Draft Policy Language

Mr. Otterstrom presented the proposed new policies and elements of the comprehensive plan. Specifically, he brought the Board's attention to two areas to get feedback before finalizing the first draft of all changes.

He reviewed Revenues and Fares Policy 2.2 and Transit Equity and Inclusion.

He discussed the 20% farebox recovery objective and explained the contributing factors to the decrease in the recovery rate. He noted the decrease is a direct result of multiple affordability actions taken by the Board: the 50% discounted Community Access Pass (106,400 passes sold to 51 community partners), Fare-capping (2023 customer savings ~ \$748,500), Zero-Fare for Youth (expanded zero fare program to all 18 and under, dramatic youth ridership increase without commensurate increase in fare revenue), reduced fare expansion (Honored Rider age lowered to 60 from 65, and the new Stars and Stripes fare category).

He shared options for a revised farebox recovery policy

- Rename Policy 2.2: "Rider Contribution to Cost of Service" to better reflect policy purpose of measuring rider contribution.
- Consider retaining or revising policy:
 - Option 1: Maintain 20% farebox recovery goal
 - Option 2: Revise Recovery Rate – use a different farebox recovery goal (< or > than 20%)
 - Option 3: Update Paradigm – Rider Contribution to Cost of Service: update the policy with a clearer understanding of a pro-ridership philosophy rooted in the fundamental linkages between revenue, service, and ridership.

Mr. Otterstrom provided proposed content for Transit Equity and Inclusion element that included moving Title VI policies into the main body of the Comprehensive Plan, reflect STA's commitment to serving all residents (especially those from historically marginalized communities), and

recognition of the Healthy Environment for All (HEAL) act. He shared the proposed goal, principles, and next steps. He noted there was no action to take on this item today. Discussion ensued.

Mr. Otterstrom said staff intend to bring draft language to the Board in July and will seek feedback from the community during the summer. A revised draft will be provided in September for public hearings, and the final draft in October with the goal of Board action.

14. Performance Monitoring & External Relations (PMER)

A. Chair Report – Mr. Kerns discussed the items presented to PMER at the May meeting.

15. CEO Report

Ms. Meyer spoke to the May Monthly Ridership report, noting she provides data for Fixed Route bus and then, as a subset of that, Zero Fare for Youth, Paratransit, and the Rideshare program. Fixed Route bus had a 16.9% increase May 2024 over 2023, and 17.2 % year to date. On time performance was 89.6 % for the month mainly due to construction projects. She noted about 51% of all trips were taken using Connect cards. Zero Fare for Youth saw a 21.5% increase in May and 33.5% year to date increase. Of the 935,000 rides provided by Fixed Route, 189,558 were from Zero Fare Youth 18 and under. Paratransit had an 8.3 % increase in May 2024 vs. 2023, bringing the year to date increase to 9%. Rideshare saw 5.5% increase in May and 10.8% year to date.

Fare Revenue by service type (Fixed Route Bus, Paratransit, and Rideshare) on a 13 month rolling period was shown, reflecting revenue for May year to date in 2024, from all sources at \$3M, or about \$500,000 above last year. May fare revenue was \$581,000.

Included in the Board packet is the Financial Results Summary for Expenses and Revenue and it was added to the CEO presentation each month at the request of a Board member.

Ms. Meyer spoke about May 2024 voter-approved sales tax, for the month May of 2024. She noted we are very close to budget. \$9.67M. The year to date above budget is just under \$1.8M.

Expo '74 Anniversary Celebration weekend free fare between the end of May and the end of June was discussed.

Ms. Meyer noted STA is one year ahead of schedule and within budget able to add weekend service to Route 74 between Spokane and Liberty Lake. She said STA is extending service from 9:00 to 10:00 pm on weekdays and adding new Saturday service beginning in September.

Ms. Meyer provided an update on the retention and recruitment incentive plan and finalized her CEO report with an update on meetings she has attended this month.

Board Information

- A. Committee Minutes
- B. May 2024 Sales Tax Revenue
- C. April 2024 Financial Results Summary
- D. April 2024 Operating Indicators
- E. 2024 First Quarter Year-to-Date Performance Measures
- F. Connect Spokane Comprehensive Plan: Draft Elements
- G. Division Street Bus Rapid Transit: Design and Public Outreach Update
- H. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report
- I. 2023 Fixed Route System Performance Report
- J. 2023 Fixed Route Ridership Adjustments

16. New Business - none

17. Board Members' Expressions


Mr. Zappone noted his comments were new business and board member expressions rolled into one. He thanked Ms. Meyer for her service to the agency and region and said at the AWC conference he had the opportunity to ride C-Tran and talk to them with Deputy Mayor Hattenburg. He said he wanted to bring this idea for a future discussion - bringing community celebrations on our bus wraps. They have a Rosa Parks, a Pride, and bus wraps for each jurisdiction. There was also a keynote speaker who spoke about the importance of “joy” and art and creating a space to create a community. Ms. Klitzke was attending virtually with Mr. Zappone and commented that the speaker’s point was love where you live and that making places memorable and charismatic makes people want to visit them again and is also just a good economic bonus to your efforts in things like infrastructure and placemaking. Mr. Zappone said a lot of that was like painted crosswalks, sculptures, or involvement of community in lots of different ways. He commented that he thought that was interesting because it was things we could do here in Spokane – in the region – the PTBA - to create more community in our region.

There were no further comments for New Business or Board Member Expressions.

Adjourn

With no further business to come before the Board, Chair Haley adjourned the meeting at 3:29pm.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

July 25, 2024

AGENDA ITEM **7C** : JUNE 2024 VOUCHERS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

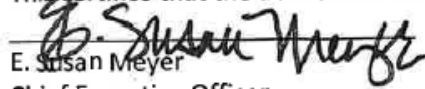
SUMMARY: The following warrants and ACH transfers for the period of June 1 through 30, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 627750 – 628148	\$ 4,059,262.22
Worker’s Comp Vouchers (June)	ACH – 2286	\$ 105,756.42
Retention Bonus 06/07/2024	ACH – 06/07/2024	\$ 1,342,231.53
Payroll 06/14/2024	ACH – 06/14/2024	\$ 3,195,093.54
Payroll 06/28/2024	ACH – 06/28/2024	\$ 2,193,611.28
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,205.76
JUNE TOTAL		\$ 10,901,160.75

Certified:


Tammy Johnston
Senior Financial Services Manager

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


E. Susan Meyer
Chief Executive Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head NWTJ Chief Executive Officer ESM Legal Counsel ML

Spokane Transit Authority
Vouchers - June 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/07/2024	627750	INLAND WELDING SUPPLY INC	1032	428.23
06/07/2024	627751	LYNDA CLARK	2481	115.43
06/07/2024	627752	ASH & ROWAN HARDWARE LLC	2278	57.93
06/07/2024	627753	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,482.58
06/07/2024	627754	AMAZON CAPITAL SERVICES INC	2098	535.20
06/07/2024	627755	STEVEN W NILES JR	2276	335.57
06/07/2024	627756	APPLIED INDUSTRIAL SYSTEMS LLC	2884	667.50
06/07/2024	627757	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION	1060	48,500.00
06/07/2024	627758	ARNETT INDUSTRIES LLC	2331	121.63
06/07/2024	627759	ATLAS BOILER & EQUIPMENT CO.	2420	14,526.52
06/07/2024	627760	ATS INLAND NW LLC	1916	36,907.40
06/07/2024	627761	APPLEWAY CHEVROLET INC	1068	590.74
06/07/2024	627762	AVISTA CORPORATION	1081	45,210.01
06/07/2024	627763	AVISTA UTILITIES CONTRACT	1081	12,266.37
06/07/2024	627764	BOSTON CONSULTING INC	2607	1,193.01
06/07/2024	627765	THE BRAUN CORPORATION	1117	228.76
06/07/2024	627766	CAMERON-REILLY LLC	1137	18,592.85
06/07/2024	627767	LITHIA MOTORS SUPPORT SERVICES	1024	119.52
06/07/2024	627768	CANON FINANCIAL SERVICES INC	1154	713.43
06/07/2024	627769	QWEST CORPORATION	1148	188.80
06/07/2024	627770	CITY OF CHENEY - UTILITY	1158	622.49
06/07/2024	627771	CITY OF SPOKANE	1601	16,211.11
06/07/2024	627772	CITY OF SPOKANE VALLEY FINANCE DEPARTMENT	1614	1,451.90
06/07/2024	627773	CLEAN CONCEPTS GROUP INC	1471	311.65
06/07/2024	627774	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	915.50
06/07/2024	627775	COFFMAN ENGINEERS INC	1162	701.52
06/07/2024	627776	COLEMAN OIL COMPANY LLC.	2683	176,659.99
06/07/2024	627777	COMCAST	1170	334.82
06/07/2024	627778	COMMERCIAL TIRE INC	2451	7,088.73
06/07/2024	627779	COMPUNET INC	1166	6,372.58
06/07/2024	627780	CONSOLIDATED IRRIGATION	1177	156.80
06/07/2024	627781	CUMMINS INC	1027	6,338.72
06/07/2024	627782	DAKTRONICS INC.	2675	57,172.50
06/07/2024	627783	EL JAY OIL CO INC	1003	1,105.48
06/07/2024	627784	ELITE ENTRY SYSTEMS LLC	2632	867.00
06/07/2024	627785	EV IQ LLC	2784	7,547.42
06/07/2024	627786	FASTENAL COMPANY	1249	609.27
06/07/2024	627787	FOSTER GARVEY PC	2881	120.00
06/07/2024	627788	FEDEX	1808	642.22
06/07/2024	627789	GORDON TRUCK CENTERS INC	1018	37,158.24
06/07/2024	627790	GILLIG LLC	1279	6,749.46
06/07/2024	627791	W W GRAINGER INC	1285	977.08
06/07/2024	627792	HOTSY OF SPOKANE LLC	2370	2,019.60
06/07/2024	627793	ARCADIS A CALIFORNIA PARTNERSHIP	1336	8,892.72
06/07/2024	627794	IDAHO STATE TAX COMMISSION	2504	9,924.71
06/07/2024	627795	INLAND FIRST AID AND SAFETY	2895	735.42
06/07/2024	627796	INLAND PUBLICATIONS INC	2638	1,323.00
06/07/2024	627797	JACOBS ENGINEERING GROUP INC	2285	3,300.83
06/07/2024	627798	WILLIAM CORP	1363	62.33
06/07/2024	627799	KERSHAW'S INC	1374	440.84
06/07/2024	627800	LOOMIS ARMORED US LLC	1408	5,071.97
06/07/2024	627801	M & L SUPPLY CO INC	1413	954.36
06/07/2024	627802	MAGALDI & MAGALDI INC	1416	501.60
06/07/2024	627803	MAINTENANCE SOLUTIONS	1418	940.89
06/07/2024	627804	MASCOTT EQUIPMENT COMPANY	2650	321.67
06/07/2024	627805	CREATIVE BUS SALES INC	1233	90,109.84
06/07/2024	627806	MODERN ELECTRIC WATER CO INC	1439	1,355.72
06/07/2024	627807	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,229.39
06/07/2024	627808	MOUSER ELECTRONICS INC	1449	117.22
06/07/2024	627809	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,501.41
06/07/2024	627810	NAPA AUTO PARTS INC	1014	14,759.44
06/07/2024	627811	LEGEND INVESTMENTS INC	1454	911.51
06/07/2024	627812	NATIONAL COLOR GRAPHICS INC	1455	1,774.52
06/07/2024	627813	NATIONWIDE	2592	912.06
06/07/2024	627814	THE AFTERMARKET PARTS COMPANY LLC	1015	14,869.58
06/07/2024	627815	CSWW INC	1102	168.63
06/07/2024	627816	NORTH 40 OUTFITTERS	1102	277.67
06/07/2024	627817	NORTH 40 OUTFITTERS	1102	121.89
06/07/2024	627818	NORTHWEST LIFT & EQUIPMENT LLC	1952	267.06

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/07/2024	627819	NORTHWEST INTERPRETERS INC.	2712	1,275.14
06/07/2024	627820	OFFICE DEPOT INC	1483	888.14
06/07/2024	627821	West Valley School District	901	3,500.00
06/07/2024	627822	PARAMETRIX INC	2062	73,647.93
06/07/2024	627823	PROVISIONAL SERVICES INC.	2697	6,075.20
06/07/2024	627824	ROMAINE ELECTRIC CORPORATION	1548	1,193.96
06/07/2024	627825	SAM SCHWARTZ CONSULTING LLC	2369	64,285.14
06/07/2024	627826	SBA TOWERS II LLC	1569	2,569.62
06/07/2024	627827	SCHINDLER ELEVATOR CORPORATION	1930	8,399.97
06/07/2024	627828	SECURITAS SECURITY SERVICES USA INC	1574	29,696.46
06/07/2024	627829	SHERWIN-WILLIAMS	1580	401.02
06/07/2024	627830	SNAP-ON INCORPORATED	1592	981.00
06/07/2024	627831	SPOKANE HOUSE OF HOSE INC	1605	2,283.78
06/07/2024	627832	SPOKANE POWER TOOL	1608	485.60
06/07/2024	627833	STA OPERATIONS	1556	88.86
06/07/2024	627834	SUMMIT LAW GROUP PLLC	1637	18,753.08
06/07/2024	627835	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	160.00
06/07/2024	627836	SUN SUPPLY INC.	2710	6,457.04
06/07/2024	627837	THE ENGRAVER INC	1242	466.52
06/07/2024	627838	THERMO KING NORTHWEST	1650	106.89
06/07/2024	627839	TRANSIT LABOR EXCHANGE	2094	900.00
06/07/2024	627840	TYLER TECHNOLOGIES INC	1675	595.70
06/07/2024	627841	ULINE INC	2401	2,098.46
06/07/2024	627842	CARACAL ENTERPRISES LLC	2419	18.00
06/07/2024	627843	VERITECH INC	2049	495.00
06/07/2024	627844	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	1,015.36
06/07/2024	627845	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	456.40
06/07/2024	627846	WESCO GROUP LLC	2368	3,880.78
06/07/2024	627847	WESTMATIC CORPORATION	1742	78,120.70
06/07/2024	627848	WEX BANK	2642	18,962.14
06/07/2024	627849	THE W.W. WILLIAMS COMPANY	2870	459.52
06/07/2024	627850	ZAYO GROUP LLC	2321	35,945.65
06/07/2024	627851	ZEUTSCHEL EXCAVATING	1959	3,270.00
06/14/2024	627852	ACCESS INFORMATION HOLDINGS	2340	865.94
06/14/2024	627853	CBS REPORTING INC	1035	1,258.50
06/14/2024	627854	ADT COMMERCIAL LLC	2462	247.98
06/14/2024	627855	ADT COMMERCIAL LLC	2462	2,834.71
06/14/2024	627856	AFSCME	1328	615.32
06/14/2024	627857	AFSCME	1328	118.00
06/14/2024	627858	AMAZON CAPITAL SERVICES INC	2098	460.51
06/14/2024	627859	NORTHWEST INDUSTRIAL SERVICES LLC	1058	2,350.38
06/14/2024	627860	AMERIGAS 1790	1064	6.37
06/14/2024	627861	NORTHWEST CENTER SERVICES	2271	54,460.70
06/14/2024	627862	ASAP TRANSLATION SERVICES LLC	2918	1,117.16
06/14/2024	627863	AMALG TRANSIT UNION #1015	1055	25,371.38
06/14/2024	627864	AMALG TRANSIT UNION #1598	1056	1,056.93
06/14/2024	627865	AVISTA CORPORATION	1081	30,095.40
06/14/2024	627866	CONTINENTAL BATTERY COMPANY	2915	4,943.30
06/14/2024	627867	THE BRAUN CORPORATION	1117	228.76
06/14/2024	627868	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
06/14/2024	627869	CAMERON-REILLY LLC	1137	159,154.30
06/14/2024	627870	LITHIA MOTORS SUPPORT SERVICES	1024	2,213.21
06/14/2024	627871	CANON FINANCIAL SERVICES INC	1154	483.60
06/14/2024	627872	CDW-GOVERNMENT	1132	28,262.61
06/14/2024	627873	QWEST CORPORATION	1148	268.84
06/14/2024	627874	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
06/14/2024	627875	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	9,058.50
06/14/2024	627876	ANDREW CLINE	2903	7,051.00
06/14/2024	627877	COACHING SYSTEMS LLC	1160	2,240.00
06/14/2024	627878	COLEMAN OIL COMPANY LLC.	2683	78,251.80
06/14/2024	627879	COMMERCIAL TIRE INC	2451	331.07
06/14/2024	627880	COSTAR REALTY INFORMATION INC.	2851	468.70
06/14/2024	627881	CUMMINS INC	1027	1,213.34
06/14/2024	627882	DOW JONES & COMPANY	2698	176.58
06/14/2024	627883	EMPLOYEE ADVISORY COUNCIL	1236	709.50
06/14/2024	627884	EARTHWORKS RECYCLING INC.	2816	242.50
06/14/2024	627885	EL JAY OIL CO INC	1003	1,754.47
06/14/2024	627886	ESCO INSTITUTE LTD	1881	80.00
06/14/2024	627887	FASTENAL COMPANY	1249	1,118.70
06/14/2024	627888	THE FIG TREE	2465	170.00
06/14/2024	627889	FLYNN BEC LP	2479	1,458.88
06/14/2024	627890	BUSINESS INTERIORS OF IDAHO	2715	12,999.91

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/14/2024	627891	GORDON TRUCK CENTERS INC	1018	5,656.30
06/14/2024	627892	GALLS PARENT HOLDINGS LLC	1271	334.71
06/14/2024	627893	GENERAL PARTS DISTRIBUTION LLC	2690	192.51
06/14/2024	627894	THE GENERAL STORE	1956	98.09
06/14/2024	627895	GILLIG LLC	1279	16,128.90
06/14/2024	627896	W.W. GRAINGER INC	1285	3,798.94
06/14/2024	627897	H & H BUSINESS SYSTEMS	1298	2,033.35
06/14/2024	627898	ARCADIS A CALIFORNIA PARTNERSHIP	1336	52,941.62
06/14/2024	627899	IL DCS AND FAMILY SERVICES	2768	276.53
06/14/2024	627900	INLAND FIRST AID AND SAFETY	2895	1,531.29
06/14/2024	627901	NORTHWEST BUSINESS PRESS INC	1366	1,060.00
06/14/2024	627902	KIRK'S AUTOMOTIVE INC	1007	565.00
06/14/2024	627903	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	295.81
06/14/2024	627904	NEALTON INC	2896	288.69
06/14/2024	627905	MOHAWK MANUFACTURING & SUPPLY CO	1011	619.74
06/14/2024	627906	MOUNTAIN DOG SIGN COMPANY INC	2663	156.42
06/14/2024	627907	BLACK REALTY MANAGEMENT INC	1658	9,357.88
06/14/2024	627908	NAPA AUTO PARTS INC	1014	4,647.16
06/14/2024	627909	NATIONAL COLOR GRAPHICS INC	1455	15,466.12
06/14/2024	627910	SCADU	2887	343.61
06/14/2024	627911	THE AFTERMARKET PARTS COMPANY LLC	1015	8,386.26
06/14/2024	627912	NEW FLYER OF AMERICA INC	2528	8,787.46
06/14/2024	627913	NICK'S CUSTOM BOOTS LLC	1464	248.00
06/14/2024	627914	CSWW INC	1102	156.73
06/14/2024	627915	NORTH 40 OUTFITTERS	1102	95.00
06/14/2024	627916	NORTH 40 OUTFITTERS	1102	328.58
06/14/2024	627917	NOVATION INC	2394	650.00
06/14/2024	627918	OFFICE DEPOT INC	1483	14.40
06/14/2024	627919	ONEBRIDGE FSA	2880	171.00
06/14/2024	627920	WORKSPACE DEVELOPMENT LLC	2013	781.07
06/14/2024	627921	DEBRA EVANS	901	56.00
06/14/2024	627922	MICHAELL CULIANAN	901	58.00
06/14/2024	627923	OXARC INC	1002	29.69
06/14/2024	627924	PACIFIC OFFICE SOLUTIONS	2288	113.09
06/14/2024	627925	PARAMETRIX INC	2062	173,581.22
06/14/2024	627926	PARR LUMBER	2299	69.32
06/14/2024	627927	PHOENIX MOTOR INC	2885	119,991.31
06/14/2024	627928	PROVISIONAL SERVICES INC.	2697	3,912.10
06/14/2024	627929	PURE FILTRATION PRODUCTS INC	1531	979.42
06/14/2024	627930	NEWS RADIO 920	2318	2,558.50
06/14/2024	627931	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	249.92
06/14/2024	627932	REDSKY TECHNOLOGIES INC	2389	1,367.45
06/14/2024	627933	ROMAINE ELECTRIC CORPORATION	1548	899.48
06/14/2024	627934	WILPAT ENTERPRISES INC	1550	50.19
06/14/2024	627935	S T A - WELL	1557	539.50
06/14/2024	627936	SAFETY-KLEEN SYSTEMS INC	1564	14,410.07
06/14/2024	627937	JEFFREY S SEARS	1573	370.60
06/14/2024	627938	JOHN LATTI ASSOCIATES INC	1936	64.40
06/14/2024	627939	SIX ROBBLEES INC	1017	1,678.31
06/14/2024	627940	SPALDINGS INC	1771	883.99
06/14/2024	627941	SPECIALIZED SERVICES NORTHWEST INC	2226	43.60
06/14/2024	627942	SPOKANE COUNTY SOLID WASTE	1603	128.19
06/14/2024	627943	SPOKANE HOUSE OF HOSE INC	1605	307.79
06/14/2024	627944	DGT ENTERPRISES LLC	2670	12,770.00
06/14/2024	627945	SPOKANE VALLEY POWER TOOL	1615	209.22
06/14/2024	627946	SPORTWORKS GLOBAL LLC	1617	174.40
06/14/2024	627947	SPRAY CENTER ELECTRONICS INC	1619	12.74
06/14/2024	627948	STAR RENTALS & SALES	1629	103.26
06/14/2024	627949	STONEWAY ELECTRIC SUPPLY CO	1633	1,642.61
06/14/2024	627950	SUN SUPPLY INC.	2710	1,486.06
06/14/2024	627951	SYMETRA LIFE INSURANCE COMPANY	1562	22,899.37
06/14/2024	627952	TERMINAL SUPPLY INC	1648	66.40
06/14/2024	627953	THE ENGRAVER INC	1242	101.37
06/14/2024	627954	THERMO KING NORTHWEST	1650	1,667.35
06/14/2024	627955	WESTERN EQUIPMENT DIST INC.	2799	244.24
06/14/2024	627956	TYLER TECHNOLOGIES INC	1675	350.00
06/14/2024	627957	ULINE INC	2401	881.03
06/14/2024	627958	UNITED WAY OF SPOKANE COUNTY	1684	238.31
06/14/2024	627959	VERITECH INC	2049	529.00
06/14/2024	627960	VERIZON WIRELESS LLC	1686	21,944.33
06/14/2024	627961	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,706.91
06/14/2024	627962	WALT'S MAILING SERVICE	1976	178.54

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/14/2024	627963	WALTER E NELSON CO	1721	8,697.55
06/14/2024	627964	WASTE MANAGEMENT SPOKANE	1702	420.74
06/14/2024	627965	WENDLE MOTORS INCORPORATED	1021	1,679.82
06/14/2024	627966	WESCO GROUP LLC	2368	1,390.09
06/14/2024	627967	WESCO GROUP LLC	2368	396.83
06/14/2024	627968	WESTMATIC CORPORATION	1742	687.17
06/14/2024	627969	WHITWORTH WATER DISTRICT	1746	199.26
06/14/2024	627970	WILBUR-ELLIS COMPANY	1747	554.99
06/14/2024	627971	WASHINGTON STATE RIDESHARING ORG	1714	225.00
06/21/2024	627972	A TO Z RENTALS	1033	708.02
06/21/2024	627973	INLAND WELDING SUPPLY INC	1032	690.86
06/21/2024	627974	LYNDA CLARK	2481	449.19
06/21/2024	627975	ASH & ROWAN HARDWARE LLC	2278	1,018.10
06/21/2024	627976	FRANCIS AVENUE HARDWARE	2279	27.93
06/21/2024	627977	JANT GROUP II	2263	35.26
06/21/2024	627978	ALCOBRA METALS INC	2140	1,009.70
06/21/2024	627979	AMAZON CAPITAL SERVICES INC	2098	1,466.96
06/21/2024	627980	THE ARC OF SPOKANE	2361	7,390.71
06/21/2024	627981	AUTOMATED ACCOUNTS INC	1079	2,329.79
06/21/2024	627982	AVISTA CORPORATION	1081	395.50
06/21/2024	627983	CONTINENTAL BATTERY COMPANY	2915	162.41
06/21/2024	627984	BUDINGER & ASSOCIATES INC	2149	3,207.07
06/21/2024	627985	LITHIA MOTORS SUPPORT SERVICES	1024	1,117.44
06/21/2024	627986	CANON FINANCIAL SERVICES INC	1154	1,029.78
06/21/2024	627987	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
06/21/2024	627988	CHK AMERICA INC	1155	500.00
06/21/2024	627989	CITY OF MEDICAL LAKE	1424	131.05
06/21/2024	627990	CITY OF SPOKANE	1601	1,290.00
06/21/2024	627991	COFFMAN ENGINEERS INC	1162	13,163.72
06/21/2024	627992	KATHLEEN M COLLINS	1163	5,000.00
06/21/2024	627993	COMCAST	1170	190.09
06/21/2024	627994	COMMERCIAL TIRE INC	2451	1,513.07
06/21/2024	627995	COMPLETE OFFICE LLC	2202	2,005.16
06/21/2024	627996	COMPUNET INC	1166	3,355.02
06/21/2024	627997	CONSEAL CONTAINERS LLC	1176	397.78
06/21/2024	627998	COPIERS NORTHWEST INC	2429	613.78
06/21/2024	627999	CROWN CASTLE INTERNATIONAL CORP.	2733	2,074.50
06/21/2024	628000	CUMMINS INC	1027	1,669.55
06/21/2024	628001	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	17.50
06/21/2024	628002	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	230.00
06/21/2024	628003	EL JAY OIL CO INC	1003	5,391.14
06/21/2024	628004	ESCO INSTITUTE LTD	1881	80.00
06/21/2024	628005	FASTENAL COMPANY	1249	553.39
06/21/2024	628006	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	11,900.00
06/21/2024	628007	FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,388.38
06/21/2024	628008	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,307.01
06/21/2024	628009	FIRST TRANSIT INC	2430	571,573.88
06/21/2024	628010	FRANCOTYP-POSTALIA INC	1878	147.15
06/21/2024	628011	FEDEX	1808	448.99
06/21/2024	628012	GORDON TRUCK CENTERS INC	1018	13,781.45
06/21/2024	628013	GALLS PARENT HOLDINGS LLC	1271	533.45
06/21/2024	628014	GARD COMMUNICATIONS INC	1272	991.25
06/21/2024	628015	THE GENERAL STORE	1956	65.40
06/21/2024	628016	GILLIG LLC	1279	4,182.41
06/21/2024	628017	W.W. GRAINGER INC	1285	343.93
06/21/2024	628018	H & H BUSINESS SYSTEMS	1298	602.08
06/21/2024	628019	HALME CONSTRUCTION INC	2090	915.60
06/21/2024	628020	HORIZON DISTRIBUTORS INC	1321	197.81
06/21/2024	628021	INIT INNOVATIONS IN TRANSPORTATION INC	2392	59,153.46
06/21/2024	628022	WILLIAM CORP	1363	105.04
06/21/2024	628023	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,436.32
06/21/2024	628024	MOHAWK MANUFACTURING & SUPPLY CO	1011	157.87
06/21/2024	628025	MOUSER ELECTRONICS INC	1449	1,614.34
06/21/2024	628026	MUNCIE RECLAMATION AND SUPPLY CO	1013	558.52
06/21/2024	628027	BLACK REALTY MANAGEMENT INC	1658	18,428.64
06/21/2024	628028	NAPA AUTO PARTS INC	1014	5,708.35
06/21/2024	628029	THE AFTERMARKET PARTS COMPANY LLC	1015	5,188.15
06/21/2024	628030	NEWARK ELEMENT14	1463	62.23
06/21/2024	628031	CSWW INC	1102	239.78
06/21/2024	628032	TAMMY LYNNE GLIDEWELL	1282	1,960.00
06/21/2024	628033	OFFICE DEPOT INC	1483	208.82
06/21/2024	628034	PROFESSIONAL SERVICE BUREAU INC	2883	50.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/21/2024	628035	PROVISIONAL SERVICES INC.	2697	3,842.00
06/21/2024	628036	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	95.00
06/21/2024	628037	ROMAINE ELECTRIC CORPORATION	1548	1,835.38
06/21/2024	628038	SCHINDLER ELEVATOR CORPORATION	1930	1,895.45
06/21/2024	628039	JOHN LATTA ASSOCIATES INC	1936	174.60
06/21/2024	628040	SECURITAS SECURITY SERVICES USA INC	1574	4,420.02
06/21/2024	628041	THE SHERWIN-WILLIAMS CO	1580	838.50
06/21/2024	628042	SIX ROBBLEES INC	1017	1,007.72
06/21/2024	628043	SPECIAL MOBILITY SERVICES	2122	27,649.28
06/21/2024	628044	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,610.00
06/21/2024	628045	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	310.39
06/21/2024	628046	SPOKANE HOUSE OF HOSE INC	1605	187.38
06/21/2024	628047	SPORTWORKS GLOBAL LLC	1617	985.36
06/21/2024	628048	STA OPERATIONS	1556	97.62
06/21/2024	628049	STONEWAY ELECTRIC SUPPLY CO	1633	761.33
06/21/2024	628050	TERMINAL SUPPLY INC	1648	1,110.96
06/21/2024	628051	THERMO KING NORTHWEST	1650	1,109.06
06/21/2024	628052	TRAPEZE SOFTWARE GROUP	1669	16,327.12
06/21/2024	628053	UNIFIRST CORPORATION	2868	8,547.73
06/21/2024	628054	UTILITIES PLUS	2606	103.00
06/21/2024	628055	JEFFREY OIEN	2155	718.71
06/21/2024	628056	WASHINGTON STATE	1704	24,133.85
06/21/2024	628057	WALTER E NELSON CO	1721	729.31
06/21/2024	628058	WASTE MANAGEMENT RECYCLE AMERICA	1702	244.43
06/21/2024	628059	WENDLE MOTORS INCORPORATED	1021	295.25
06/21/2024	628060	WESTMATIC CORPORATION	1742	1,203.30
06/21/2024	628061	WILBUR-ELLIS COMPANY	1747	166.29
06/21/2024	628062	VERIZON	2142	4,091.09
06/28/2024	628063	INLAND WELDING SUPPLY INC	1032	635.07
06/28/2024	628064	FRANCIS AVENUE HARDWARE	2279	108.67
06/28/2024	628065	AFSCME	1328	667.10
06/28/2024	628066	AFSCME	1328	120.00
06/28/2024	628067	ALCOBRA METALS INC	2140	1,074.22
06/28/2024	628068	AMAZON CAPITAL SERVICES INC	2098	1,307.57
06/28/2024	628069	NORTHWEST INDUSTRIAL SERVICES LLC	1058	460.66
06/28/2024	628070	ATLAS BOILER & EQUIPMENT CO.	2420	1,323.00
06/28/2024	628071	AMALG TRANSIT UNION #1015	1055	25,481.01
06/28/2024	628072	AMALG TRANSIT UNION #1598	1056	1,024.28
06/28/2024	628073	AMALGAMATED TRANSIT UNION	1057	160.77
06/28/2024	628074	AVISTA CORPORATION	1081	893.46
06/28/2024	628075	ASSOCIATION OF WASHINGTON CITIES	1076	595.00
06/28/2024	628076	BOSTON CONSULTING INC	2607	3,697.59
06/28/2024	628077	CHERYL BECKETT	1092	500.00
06/28/2024	628078	ROBERT J BERG	1099	147.15
06/28/2024	628079	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
06/28/2024	628080	THE BRAUN CORPORATION	1117	87.68
06/28/2024	628081	BDI	1022	36.14
06/28/2024	628082	BUDINGER & ASSOCIATES INC	2149	384.17
06/28/2024	628083	BULLDOG ROOTER INC	1126	138.42
06/28/2024	628084	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
06/28/2024	628085	CANON FINANCIAL SERVICES INC	1154	1,041.47
06/28/2024	628086	WASHINGTON STATE COMMUNITY COLLEGE	1174	146.76
06/28/2024	628087	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	627.30
06/28/2024	628088	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
06/28/2024	628089	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
06/28/2024	628090	CITY GLASS SPOKANE INC	2599	76.30
06/28/2024	628091	CITY OF SPOKANE	1601	800.39
06/28/2024	628092	COFFMAN ENGINEERS INC	1162	68,734.53
06/28/2024	628093	COLEMAN OIL COMPANY LLC.	2683	119,940.82
06/28/2024	628094	COMCAST	1170	1,116.64
06/28/2024	628095	COMMERCIAL TIRE INC	2451	1,707.04
06/28/2024	628096	COMPUNET INC	1166	5,286.50
06/28/2024	628097	CUMMINS INC	1027	3,891.15
06/28/2024	628098	EMPLOYEE ADVISORY COUNCIL	1236	709.50
06/28/2024	628099	ELITE ENTRY SYSTEMS LLC	2632	2,476.48
06/28/2024	628100	FASTENAL COMPANY	1249	1,392.73
06/28/2024	628101	FIRST TRANSIT INC	2430	586,627.71
06/28/2024	628102	V02 COLLECTION INC.	2860	1,310.97
06/28/2024	628103	FEDEX	1808	196.22
06/28/2024	628104	GORDON TRUCK CENTERS INC	1018	6,579.09
06/28/2024	628105	GALLS PARENT HOLDINGS LLC	1271	593.26
06/28/2024	628106	THE GENERAL STORE	1956	235.43

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/28/2024	628107	GILLIG LLC	1279	27,813.63
06/28/2024	628108	W.W. GRAINGER INC	1285	4,729.36
06/28/2024	628109	H & H BUSINESS SYSTEMS	1298	1,095.68
06/28/2024	628110	H W LOCHNER INC	1405	1,294.96
06/28/2024	628111	HOGAN MFG INC	1008	177.53
06/28/2024	628112	HORIZON DISTRIBUTORS INC	1321	823.38
06/28/2024	628113	IL DCS AND FAMILY SERVICES	2768	276.53
06/28/2024	628114	INIT INNOVATIONS IN TRANSPORTATION INC	2392	1,950.92
06/28/2024	628115	JACOBS ENGINEERING GROUP INC	2285	2,769.37
06/28/2024	628116	KERSHAW'S INC	1374	199.50
06/28/2024	628117	KIRK'S AUTOMOTIVE INC	1007	96.87
06/28/2024	628118	KPFF INC	2510	91,759.29
06/28/2024	628119	L&E PARK LLC	2391	4,220.66
06/28/2024	628120	LONG BUSINESS FORMS	2301	681.26
06/28/2024	628121	M & L SUPPLY CO INC	1413	311.93
06/28/2024	628122	MICHELIN NORTH AMERICA INC	2325	55,098.82
06/28/2024	628123	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	910.50
06/28/2024	628124	NEALTON INC	2896	169.53
06/28/2024	628125	MOON SHADOW ETCHERS INC.	2770	3,469.75
06/28/2024	628126	MOTION AUTO SUPPLY INC	1012	184.57
06/28/2024	628127	MOUSER ELECTRONICS INC	1449	87.13
06/28/2024	628128	NAPA AUTO PARTS INC	1014	7,164.40
06/28/2024	628129	SCADU	2887	343.61
06/28/2024	628130	THE AFTERMARKET PARTS COMPANY LLC	1015	11,826.92
06/28/2024	628131	CSWW INC	1102	221.59
06/28/2024	628132	CSWW INC	1102	81.74
06/28/2024	628133	OFFICE DEPOT INC	1483	923.12
06/28/2024	628134	REHN & ASSOCIATES	2395	162.00
06/28/2024	628135	ROMAINE ELECTRIC CORPORATION	1548	1,435.54
06/28/2024	628136	S T A - WELL	1557	538.50
06/28/2024	628137	SAM SCHWARTZ CONSULTING LLC	2369	41,174.77
06/28/2024	628138	SEATTLE TIMES	1937	888.00
06/28/2024	628139	SECURITAS SECURITY SERVICES USA INC	1574	22,987.62
06/28/2024	628140	SIMPLIFILE LC	2375	99.00
06/28/2024	628141	STA OPERATIONS	1556	119.77
06/28/2024	628142	STRIPE RITE INC	2212	5,256.35
06/28/2024	628143	STEPHEN HIRANO	1665	125.00
06/28/2024	628144	UNITED WAY OF SPOKANE COUNTY	1684	233.31
06/28/2024	628145	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,749.82
06/28/2024	628146	WA State Employ Sec Dept	2921	1,800.00
06/28/2024	628147	WESTERN STATES EQUIPMENT	1740	1,012.05
06/28/2024	628148	WASHINGTON STATE TRANSIT ASSOC	1715	400.00
TOTAL JUNE ACCOUNTS PAYABLE				4,059,262.22
6/1/2024-6/30/2024	ACH	WORKER'S COMPENSATION	2286	105,756.42
TOTAL JUNE WORKER'S COMPENSATION DISBURSEMENTS				105,756.42
06/07/2024	730536-730556	RETENTION BONUS	VARIES	1,342,231.53
06/14/2024	730557-730576	PAYROLL AND TAXES PR 12, 2023	VARIES	3,195,093.54
06/28/2024	730577-730601	PAYROLL AND TAXES PR 13, 2023	VARIES	2,193,611.28
TOTAL JUNE PAYROLL AND TAXES				6,730,936.35
06/20/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,205.76
TOTAL JUNE EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,205.76
TOTAL JUNE DISBURSEMENTS FROM TO1 ACCOUNTS				10,901,160.75
TOTAL JUNE DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JUNE DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,901,160.75

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7D : PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jordan Hayes-Horton, Senior Procurement Manager

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

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

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20240517	Plaza Roof Repairs	Flynn BEC LP	\$1,691.68	2/21/2024
20240445	Plaza Window Calcium Residue Removal	ABM Industry Groups, LLC	\$3,515.00	4/25/2024
20241054	Plaza Sewer Lift Station & Oil Water Separator Tank Pumping	Big Sky Industrial Services	\$6,623.00	5/31/2024
20240315	Plaza Concrete Re-Striping	Stripe Rite, Inc	\$6,183.95	6/13/2024
20241302	Concrete Cutting – Boone North Irrigation Repair	Concrete Cutters, Inc	\$1,208.00	6/18/2024
20240889	Plaza Boiler Relief Valve Repair	Atlas Boiler & Equipment	\$9,641.05	6/26/2024
20241207	Plaza Boiler Victaulic Pipe Repair	Atlas Boiler & Equipment	\$9,570.20	6/26/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$444.31	7/1/2024
20241372	Boone North – Generator Fuel Vent Piping Extension	Western States Equipment	\$3,480.00	7/2/2024

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: Recommend the Board approve acceptance of the above contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

FINAL REVIEW FOR BOARD BY:

Division Head JHH Chief Executive Officer ESM Legal Counsel ML

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7E : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Staff are seeking the Board’s approval to allocate \$236,000 in STA local funding to support the subrecipients required local match amount for the 2024 Section 5310 Call for Projects. Subject to evaluation, ranking, and Planning & Development Committee recommendation, up to \$909,340 in combined federal 5310 funding (\$673,340) and STA local funding (\$236,000) is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane urbanized area.

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportioned formula grant funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve or enhance mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate in meeting these needs. Spokane Transit is responsible for administering, contracting, and providing oversight of projects undertaken by non-profit organizations and governments selected through the annual Section 5310 Call for Projects. For the 2024 Section 5310 Call for Projects, \$673,340 is available in federal funding, with the additional local match provided as described below.

A minimum of 55%, or \$370,337, of the federal Section 5310 annual apportionment must be spent on “Traditional” capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by Washington State to provide human services transportation. Traditional capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complementary Paratransit services. These Traditional projects need to meet the special needs of seniors and individuals with disabilities. Traditional projects include a 20% local match requirement.

Depending on the types of projects proposed, and application scoring outcomes, it is conceivable that Traditional projects recommended for funding do not reach the 55% minimum threshold. In such an event, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible Traditional project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

Up to 45%, or \$303,003, of the annual apportionment may be awarded to projects categorized as “Other” and are operating projects which provide alternatives to public transportation, improve access to Fixed Route services, or exceed the requirements of Paratransit services. Eligible ‘Other’ projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. Other projects include a 50% local match requirement.

There is currently \$673,340 in FY24 Section 5310 annual apportionment funding available. Furthermore, staff are proposing an additional \$236,000 in local STA funds be allocated for the 2024 Section 5310 Call for Projects. The STA local funding request would continue the practice from the near term-investment funding that allows STA to use local funds to help subrecipients meet the required federal local match amounts. In the last two calls for projects (FY 2022, FY 2023), the STA Board of Directors approved awarding \$190,000 in local funds to reduce the local match requirement for projects awarded funding, for the 2022 5310 and 2023 5310 Call for Projects that were approved by the STA Board of Directors on December 16, 2021, and October 19, 2023, respectively. For the 2024 Call for Projects and based on the federal apportionment, staff recommend STA contribute 5% to “Traditional” projects local match and 35% towards the “Other” projects local match for a total of \$236,000 in STA local funds provided. The net effect is that all projects would be expected to provide up to 15% minimum local match or a total of \$160,339, across both project types (Other and Traditional projects).

Funding Source	Amount Available
FY2024 Apportionment (Federal Section 5310 Funding)	\$673,340
STA Local Match Contribution (pending Board approval)	\$236,000
Total Funding Available	\$909,340

The table below outlines the anticipated timeline for this call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

Date	Activity
July 10, 2024	Planning and Development Committee recommendation on allocation of local STA matching funds
July 25, 2024	Board action on allocation of local STA matching funds
August 5, 2024	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
August 12, 2024	Informational meeting for interested applicants
August 26, 2024	Preliminary proposals due
September 4, 2024	Update Planning and Development Committee on preliminary proposals

Date	Activity
September 23, 2024	Final project applications due
September – October 2024	Evaluation and ranking of projects
November 6, 2024	Planning and Development Committee recommends project awards
November 21, 2024	STA Board action on recommended project applications
December 2024	Submission of Program of Projects to FTA
2025	FTA approval and funds obligated
2025	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the allocation of \$236,000 in STA local funds to partially offset local match requirements for subrecipients in the 2024 Section 5310 Call for Projects.

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

RECOMMENDATION TO BOARD: Approve the allocation of \$236,000 in STA local funds to partially offset local match requirements for subrecipients in the 2024 Section 5310 Call for Projects.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer *ESM* Legal Counsel *ML*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7F : DESIGNATION & APPOINTMENT OF STA AUDITING OFFICER –
RESOLUTION

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Pursuant to Chapter 42.24 of the Revised Code of Washington (RCW) all local governments are required to designate a specified auditing officer. All claims presented against any county, city, district or other municipal corporation or political subdivision by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation. Such claims shall be prepared for audit and payment on a form and in the manner prescribed by the state auditor.

The attached resolution updates STA's existing resolution appointing an auditing officer and an alternate auditing officer, who shall provide for the authentication and certification of all claims against STA. The person holding the office of Chief Financial Officer shall be appointed as Auditing Officer. In addition, STA hereby appoints as an alternate Auditing Officer the Chief Executive Officer or their designee, who shall exercise and perform such duties and responsibilities as described. Such officer(s) shall be authorized to provide for the authentication and certification for payment all such claims against STA.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by Resolution, the appointment of an Auditing Officer and alternate Auditing Officer for Spokane Transit Authority.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 823-24, the appointment of an Auditing Officer and alternate Auditing Officer for Spokane Transit Authority

FINAL REVIEW FOR BOARD BY:

Division Head ESM Chief Executive Officer ESM Legal Counsel ML

RESOLUTION NO. 823-24

A RESOLUTION FOR THE PURPOSE OF AUTHORIZING AND APPOINTING AN AUDITING OFFICER AND AN ALTERNATE AUDITING OFFICER WHO SHALL PROVIDE FOR THE AUTHENTICATION AND CERTIFICATION OF ALL CLAIMS AGAINST SPOKANE TRANSIT AUTHORITY AND OTHER MATTERS PROPERLY RELATING THERETO

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

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

WHEREAS, Chapter 42.24 RCW requires all claims presented against any municipal corporation by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer elected or appointed pursuant to statute, or in the absence of statute, an appropriate charter provision, ordinance, or resolution of the municipal corporation.

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

Section 1. Auditing Officer. STA hereby appoints as the STA Auditing Officer such person who shall hold the office of Chief Financial Officer. Such officer shall be authorized to provide for the authentication and certification for payment all such claims against STA.

Section 2. Auditing. All such claims against STA shall be prepared for audit and payment on a form and manner prescribed by the State Auditor. Such form shall provide for the authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation of STA. No claim shall be paid without such authentication and certification.

Section 3. Claims of Officers and Employees. Provided, that the certificates as to claims of officers and employees of STA shall be made by the person charged with the duty of preparing and submitting vouchers for the payment of such official or personal services and such person shall certify that the claim is just, true and unpaid, and such certificates shall be part of the voucher.

Section 4. Alternate Auditing Officer. STA hereby appoints as the alternate Auditing Officer the Chief Executive Officer or their designee, who shall exercise and perform such duties and responsibilities as herein described, in the absence of such auditing officer.

Section 5. Applicable Laws. Such auditing officer shall perform all duties in accordance with all applicable local, state, and federal laws and requirements; and nothing contained herein shall be interpreted to authorize any powers or authority except what is prescribed by such laws.

Section 6. Revocation. STA Resolution No. 59-81 is hereby revoked in its entirety.

Section 7. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 8. Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 25th day of July 2024.

Attest:

Dana Infalt
Clerk of the Authority

All French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 7G : 2025-2030 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Following months of development and community engagement, the final draft plan is ready for Board adoption.

BACKGROUND: The Transit Development Plan (TDP) is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane*, STA's comprehensive plan for public transportation. It provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements, formula grant outlays, as well as STA's financial forecast for the six-year period.

The Planning & Development Committee has been engaged in developing the various elements of the draft 2025-2030 TDP since February of 2024. During the review of the final draft plan with the Washington State Department of Transportation (WSDOT) on June 4, 2024, staff received feedback regarding the mid-range tactical framework, specifically Goal 2: Lead and collaborate with community partners to enhance the quality of life in our region. As a result of this feedback, a deliverable has been added under this goal to state:

“Partner in developing and implementing plans to connect to and address multimodal transportation needs and opportunities in the region.”

One comment was received from the Spokane Tribe of Indians Tribal Historic Preservation Office on June 5, 2024, regarding the SEPA Determination of Non-Significance (DNS) notice with a recommendation to implement an Inadvertent Discovery Plan (IDP) into the scope of work. STA provided a response to state that IDPs are for construction projects and may be considered for inclusion in scopes of work for specific construction projects, a determination outside the scope of the TDP. During the public open house event June 10, 2024, there were comments related to capital projects and service changes that were not specific to the Transit Development Plan.

A public hearing was held on June 20, 2024. Public comments were provided by five individuals in connection with the hearing, including one who provided comments in writing. The list below is a general summary of feedback received:

- General support for continued investments in transit as called for in the draft TDP.
- The desire to see more investments at bus stops throughout the system, including ADA, pedestrian access, shelters, seating and lighting.

- The desire to see more service provided in the future, including late nights, and to new areas such as Latah Valley.
- Interest in better addressing last mile solutions, including accommodation of bicycles at park and ride locations, safer pedestrian paths to bus stops, and collaboration with local public safety agencies for enforcement of traffic laws.
- The request for STA to introduce more shelters and benches in the system that may not be warranted by current ridership but may be beneficial to attract more ridership or address equity.

Staff have reviewed the feedback and concluded that many of the points tie to candidate initiatives in *Connect 2035*, STA's current strategic planning effort, or are matters of policy in *Connect Spokane*, STA's comprehensive plan, which is currently under review. As both planning efforts have additional public outreach through the end of the year, there will be opportunities to consider the feedback above in light of candidate initiatives (in the case of *Connect 2035*), or the review of policy changes, in the case of *Connect Spokane*.

The final draft 2025-2030 TDP is available at:

https://www.spokanetransit.com/wp-content/uploads/2024/06/2025_2030-TDP-Final-Draft.pdf

Additional information on the plan development and community engagement can be found on the plan web page:

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

A draft of the Board resolution to adopt the plan is included in the packet.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors adopt, by resolution, the 2025-2030 Transit Development Plan.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution, the 2025-2030 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ESM Legal Counsel ML

RESOLUTION NO. 824-24

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2025-2030 TRANSIT DEVELOPMENT PLAN 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 RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the 2025-2030 Transit Development Plan, which includes the previously approved 2024 Annual Plan, the 2025-2027 Service Improvement Program, the 2025-2030 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 20, 2024; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 30, 2024; and,

WHEREAS, the 2025-2030 Transit Development Plan is generally consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation; and,

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

- Section 1. The STA Board of Directors hereby adopts the 2025-2030 Transit Development Plan as presented at this web page:
https://www.spokanetransit.com/wp-content/uploads/2024/05/2025_2030-TDP-Complete-Draft.pdf

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2025-2030 Transit Development Plan.

Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 25th day of July 2024.

Attest:

Dana Infalt
Clerk of the Authority

All French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 8A : CHIEF EXECUTIVE OFFICER SEARCH

REFERRAL COMMITTEE: Board Operations (*French*)

SUBMITTED BY: Al French, Chair

SUMMARY: At the June 25, 2024, STA Board Meeting, CEO, E. Susan Meyer, communicated her intent to retire at the end of 2024.

At the July 17, 2024, Board Operations Committee, the committee discussed potential search firms, Task Force members, the search process and criteria, as well as dates of importance for the STA CEO search.

RECOMMENDATION TO COMMITTEE: For discussion and recommendation to the Board.

COMMITTEE ACTION: Discussed and recommended the Board appoint a CEO Search Task Force composed of the four voting Board Operations Committee members. (STA staff support to be provided by CEO, Chief HR Officer, Clerk of the Board, Legal Counsel). Delegate CEO Search Task Force to approve the job description, review applications, conduct first interviews and narrow the search to the final two to three for full Board interview and selection. Endorse the engagement of an executive recruiting firm for a national search for the STA Chief Executive Officer.

RECOMMENDATION TO BOARD: Appoint a CEO Search Task Force composed of the four voting Board Operations Committee members. (STA staff support to be provided by CEO, Chief HR Officer, Clerk of the Board, Legal Counsel). Delegate CEO Search Task Force to approve the job description, review applications, conduct first interviews and narrow the search to the final two to three for full Board interview and selection. Endorse the engagement of an executive recruiting firm for a national search for the STA Chief Executive Officer.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel ML

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 9A : Connect 2035 Strategic Plan Update

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Staff will provide an overview of next steps in advance of the scheduled Board Workshop in September 2024.

BACKGROUND: Spokane Transit’s *Connect 2035 Strategic Plan* is envisioned to be the agency’s strategic roadmap for bus, Paratransit, and Rideshare and will guide priorities, investments and activities through 2035. Information about the plan is posted on the plan website:

<https://staconnect2035.com/>

In late July 2024, staff will provide links to a video series and associated material on the initiative evaluation process for review in late July and August. The goal of this evaluation step is to take the list of candidate initiatives reviewed at the June 5th workshop and assess impacts and costs across a range of key outcomes. The result is a list of initiatives scored across outcome categories and plotted based on impact/cost.

The video series will consist of four videos, detailed in the table below.

Video Topic	Overview of Contents
#1: Process	Will provide an overview of how the initiatives are being scored. Will review the outcome-based evaluation, using the following: <ul style="list-style-type: none">• Outstanding door-to-door experience• Thriving economy• Healthy Environment• Connected Communities• Equitable Impact• Resilient Organization
#2: Evaluation Results	Will show how each initiative scored across the outcomes. Will include a link to the tabulated results that are sortable by Goal, Outcome score, or Cost.

Video Topic	Overview of Contents
#3: Cost / Benefit	Will illustrate how the evaluation leads to an overall outcome score that can be plotted against cost graphically. This identifies four quadrants of projects (high impact/low cost, high impact/high cost, low impact/low cost, low impact/high cost) that can be filtered by goal.
#4: Workshop Preview – Initiative Packaging	Will preview how the evaluated initiatives will be packaged into a minimum of three unique packages for consideration and discussion by the Board at the September workshop.

Staff will provide opportunities in August to meet with Board members to review results and answer questions if desired.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 10A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, 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

July 25, 2024

AGENDA ITEM 11A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

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

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 12A : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Josh Kerns, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

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, Executive Assistant to CEO & Clerk of the Authority

SUMMARY: The approved minutes of the June 5, 2024, Planning & Development and Performance Monitoring & External Relations Committee meetings, as well as the June 12, 2024, Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the June 12, 2024, Meeting

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley,
Chair Pro Tem, Planning & Development
Committee Chair
Josh Kerns, Spokane County,
Performance Monitoring & External
Relations Committee Chair, Non-Voting
Dan Dunne, Small Cities Representative
(Liberty Lake)
Zack Zappone, City of Spokane
E. Susan Meyer, Chief Executive Officer,
Ex Officio

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Karl Otterstrom, Chief Planning &
Development Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority & Executive
Assistant to the Chief Executive Officer
Amie Blain, Executive Assistant to the Chief
Financial Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Ms. Haley moved to approve the agenda, Mr. Zappone seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

None

4. COMMITTEE ACTION

A. May 8, 2024, Committee Minutes

Ms. Haley moved to approve the May 8, 2024, committee meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.

B. May 22, 2024, Committee Minutes

Ms. Haley moved to approve the May 22, 2024, committee special meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Legal Counsel Services Contract Extension: Approval

Mr. Zappone moved to recommend the Board approve the extension of Legal Services contract with Etter, McMahon, Lamberson, VanWert & Oreskovich (EMLVO) from August 11, 2024, through September 30, 2024, with an increase in maximum compensation of \$35,000. Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Ms. Haley shared the items presented at the Planning and Development Committee meeting on June 5, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on June 5, 2024.

7. BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

Mr. Otterstrom presented the Bus Stop Site Improvements Property Acquisition to the Committee.

Ms. Haley moved to recommend the Board authorize, by resolution, the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel. Mr. Zappone seconded, and the motion passed unanimously.

8. REVIEW CEO PERFORMANCE OBJECTIVES

Ms. Meyer shared the priorities and measurable CEO objectives from 2021, and the Committee discussed.

9. BOARD OF DIRECTORS AGENDA JUNE 20, 2024

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 17, 2024

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared the May 2024 voter-approved sales tax revenues representing March 2024 sales.

12. NEW BUSINESS

Mr. Zappone opened a discussion about the Open Public Meetings Act (OPMA) and how STA Board member roles are impacted by the OPMA. Ms. Clark explained the application of the OPMA can vary depending upon the situation, and she will speak with the attorney for the City of Spokane to discuss Council Member concerns further.

Chair French commented that the Committee should consider having a discussion with the Board regarding whether the agency should be split if varying priorities within the communities served by STA continue to be in conflict. He made it clear he was not in favor of a split but believed it was important to consider options.

13. ADJOURN

Chair French adjourned the meeting at 2:33 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 5, 2024

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley – *Chair*
Kitty Klitzke, City of Spokane
Zack Zappone, City of Spokane
Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*
Dan Dunne, Small Cities Representative
(Liberty Lake)
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Rhonda Bowers, Labor Representative
(*Non-voting*)
E. Susan Meyer, Chief Executive Officer
Ex -Officio

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair Pam Haley called the meeting to order at 10:10 a.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair Haley had nothing to report at this time.

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 1, 2024, COMMITTEE MEETING

Mr. Dan Dunne moved to approve the May 1, 2024, Planning & Development Committee meeting minutes. Mr. Zack Zappone seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. WELLESLEY HIGH PERFORMANCE TRAQSIT: REGIONAL MOBILITY GRANT APPLICATION APPROVAL

Mr. Karl Otterstrom presented. This is a grant request requiring board approval, as it was not part of the previously approved Capital Improvement Program (CIP). The Regional Mobility Grant (RMG) is a state program which supports local efforts to improve regional connectivity through public transportation investments. This has supported several regional mobility projects over the years, including the City Line and Moran Station Park and Ride. The Washington State Department of Transportation (WSDOT) is receiving applications for projects, with a final application deadline of June 25, 2024, for considering projects for

funding in the 2025-2027 biennium. There is a minimum 20% local match requirement for each grant application and WSDOT plans to forward a prioritized list of projects to the Legislature and governor in November 2024 for consideration in the 2025 legislative session.

Route 33 Wellesley is a very successful route and an excellent candidate initiative for investment in High Performance Transit (HPT) in Connect 2035. Since Connect 2035 is not yet finalized, Mr. Otterstrom noted that this is a bit out of sequence due to the timing of the grant opportunity. Looking at funds in mid-2025, this grant is due June 2024. Staff believe it is timely to advance the request to ensure improvements can be in place to support connectivity with the future Division Street Bus Rapid Transit (BRT) project.

STA will work with the community to develop the Wellesley HPT Corridor Development Plan to specify areas of focused investment, especially in concert in city/neighborhood planning priorities. The HPT stops will include HPT markers with real-time information displays, as well as area lighting and a passenger shelter. The project will also be a good opportunity to look at land use in the area with the City of Spokane, and to explore how to support redevelopment or in-fill development in the area. The project costs and requests may be revised as details are fully defined.

The draft 2025-2027 Capital Improvement Program identifies an RMG request of \$7,460,000, \$1,865,000 proposed matching funds, for a total estimated cost of \$9,325,000. The project includes planning, design, and construction.

Mr. Dunne inquired into the difference between BRT and HPT investments. Mr. Otterstrom replied that for the purposes of station upgrades, locations with the highest ridership will see improvements; in the case of Wellesley HPT there are about seven HPT stops anticipated based on high ridership, integration with the City of Spokane's comprehensive plan, and placement at other key nodes. While these stops are not as costly as a BRT station, they are, however, more costly than a regular stop improvement. Ms. Bowers understands that stops chosen are based on ridership and with the free fare for young people, a lot of these stops are vastly impacted by students. With schools being out for the summer there will be stops that will not implement the school focus. Ms. Bowers asked whether this would impact the dynamics of the ridership. Mr. Otterstrom replied that annual ridership is studied to determine which stops would benefit from the improvements. Looking at shelters that average 25 weekday boardings or more. Mr. Zappone asked if there were other projects that are being skipped over in favor of Wellesley HPT for this grant. Mr. Otterstrom replied that all projects currently under the CIP have funding in one form or another. There are currently no RMG-type projects within the CIP that do not already have grant funding secured.

Mr. Dan Dunne moved to recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for approximately \$7.46 million for the Wellesley High Performance Transit project. Mr. Zack Zappone seconded. The motion passed unanimously.

2. STA MOVING FORWARD: 2024 AMENDMENT (RESOLUTION)

Mr. Karl Otterstrom presented. Staff have prepared a proposed amendment for Committee consideration to the *STA Moving Forward ten-year strategic plan* to adjust several projects within that plan as it relates to their general scope description and/or timeline. This plan was adopted December 18, 2014, amended twice, once June 16, 2016, to add a timeline, and again November 19, 2020, to include a timeline for twelve projects. Mr. Otterstrom reviewed the timeline and the proposed new description language for two projects. The date of completion was revised on the third project included in the amendment.

Mr. Zack Zappone moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward Plan 2024 Amendment. Chair Pam Haley seconded. The motion passed unanimously.

3. ZERO-EMISSION BUS FLEET TRANSITION PLAN APPROVAL

Mr. Brandon Rapez-Betty presented. Staff are seeking the Committee's recommendation to the Board to approve the Zero-Emission Bus Fleet Transition Plan. Mr. Rapez-Betty presented a summary of the content and key findings of the Zero-Emission Bus Fleet Transition Board Workshop held on May 3, 2024. At the workshop, staff and consultants from the Center for Transportation and the Environment (CTE) presented information about the legislative and governmental guidance; the agency's planning, implementation, and projections for its transition to zero-emission propulsion systems, with particular focus on transition of the Fixed Route bus fleet. STA is compliant with zero-emission and carbon reduction legislation and is exploring alternative fuels such as hydrogen fuel cells. Many factors have changed the state of the bus manufacturing industry to such an extent that the Federal Transit Administration (FTA) is working with the manufacturers to see what can be done to help support this market.

Mr. Rapez-Betty provided the timeline of STA's journey through electrification beginning in 2005 through to the present-day. STA's grants team was extremely successful in acquiring funding in support of the zero-emission transition. Between 2016 and 2022 a total of \$31M in grants provided support to the electrification of the fleet.

Mr. Rapez-Betty reviewed projected block feasibility for battery electric buses, grid power demand, cost per mile-maintenance/fuel, a total fleet cost comparison, FTA safety recommendations based on August 2023 industry best practices, and next steps. STA's draft Workforce Development plan has been modeled according to FTA's guidance. A full draft Zero-Emission Bus Fleet Transition Plan was included in the packet. Mr. Zappone expressed an interest in having more time to review the plan. Others expressed confidence in the current timeline.

Mr. Dan Dunne moved to recommend the Board approve STA's Zero-Emission Bus Fleet Transition Plan. Ms. Kitty Klitzke seconded. The motion passed.

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: DRAFT ELEMENTS REVIEW

Mr. Otterstrom reviewed the last few months of progress that Connect Spokane Update Phase 2 has undergone, highlighting the Board's engagement in discussions regarding fare box recovery and the equity and inclusion goals. Mr. Otterstrom presented minor updates to the following elements: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability. Mr. Otterstrom presented the proposed updates for regional transportation, land use, and economic development, and the proposed outreach approach and schedule leading to plan adoption in Fall 2024.

B. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

In the interest of time Mr. Otterstrom proposed skipping over this item.

C. 2025-2030 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom provided an overview of the draft 2025-2030 Transit Development Plan (TDP) in anticipation of public input during the month of June with the intent to seek Board approval of the

final plan in July 2024. Mr. Otterstrom reviewed the TDP Update Summary table outlining major sections of the plan and their corresponding method of preparing, including committee guidance and participation. Mr. Otterstrom reviewed highlights of the Service Improvement Program (SIP) and the Capital Improvement Program (CIP), and the next steps including a virtual public open house, a presentation at SRTC, the public hearing at the Board of Director's meeting and adoption at the July 25, 2024, Board meeting.

Due to time constraints, Chair Haley adjourned the meeting at 11:30 a.m., after the conclusion of Report 5C.

D. I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

Not presented.

E. TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT

Not presented.

6. CEO REPORT

Not presented but provided here for the record.

Sales Tax Update: March 2024 Voter-Approved Sales Tax Revenue (January 2024 Sales). Actual (\$8,274,027) compared to budget (\$8,241,832) for a 0.4% difference of \$32,195. Sales tax revenue is 1.6% YTD above budget (\$0.4M), 0.4% above March 2023 actual (\$0.03M) and 1.6% YTD above 2023 actual (\$0.4M).

7. COMMITTEE INFORMATION – none

8. REVIEW JULY 10, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS - none

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, July 10, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the June 5, 2024, Meeting
STA Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Betsy Wilkerson, City of Spokane

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning and Development Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications and Customer Service Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

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

STAFF MEMBERS ABSENT

**Committee Chairman*

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Kerns called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Kerns had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the May 1, 2024, Committee Meeting**
Mr. Hattenburg moved to approve the May 1, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 1. **2024 Equal Employment Opportunity Plan**
Ms. Williams provided a high-level overview and background on the Equal Employment Opportunity (EEO) Plan, which STA submits to the Federal Transit Administration (FTA) every four years. She reported on the program elements, annual updates, and results of the workforce analysis. Ms. Williams explained 2024 job categories of focus, and next steps.

Mr. Hattenburg moved to recommend the Board adopt the 2024 Equal Employment Opportunity Program. Mr. Kerns seconded, and the motion passed unanimously.

2. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement
Mr. Otterstrom provided background on the partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP) to provide the Shuttle Park monthly shuttle and parking program. He explained that due to the new ONE Spokane Stadium, Shuttle Park and parking have been displaced. Mr. Otterstrom clarified that the replacement of the bus stops and parking lot would be the responsibility of Spokane Public School (SPS) to construct. STA has been partnering with SPS and PFD on the replacement site design and construction. An interlocal agreement between SPS and STA is required for reimbursement for transit related infrastructure costs in support of the Route 11 Downtown/North Bank Shuttle. Reimbursement to SPS will be funded by the capital projects budget.

Mr. Hattenburg moved to recommend the Board authorize the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of \$350,000. Mr. Kerns seconded, and the motion passed unanimously.

- B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

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

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

B. 2023 Fixed Route System Performance Report

Mr. Otterstrom provided background on the 2023 Fixed Route System Performance Report and explained the data is focused on bus service and related passenger facilities. He shared results which included various ridership categories, bus stops and service availability, transit shelters, passenger facility improvements, bus stops without shelters, and park and ride locations. Mr. Otterstrom stated route profile sheets will be added to the final report.

C. 2023 Fixed Route Ridership Adjustments

Mr. Otterstrom provided background on ridership reporting and how it has changed since July 2023 with the launch of STA's first bus rapid transit (BRT) line. STA introduced all door boardings which prompted a new ridership reporting methodology using statistical methods that rely on data from Automated Passenger Counters (APCs). Mr. Otterstrom shared examples of issues that have impacted data and explained staff have corrected the 2023 ridership data, which has reflected an increase in reported ridership. The adjustments were finalized and reviewed by the Office of the State Auditor prior to submission to the National Transit Database, a program of the Federal Transit Administration (FTA).

6. CEO REPORT

- Ms. Meyer reported the May 2024 voter-approved sales tax revenue collected on March 2024 sales against a budget of \$9,682,305. The actual receipts were \$9,674,060 which is 0.1% under budget with a variance totaling \$8,245. Year-to-date is 1.8% above budget and totals approximately \$0.8M.
- Ms. Meyer introduced Tammy Johnston, Sr. Financial Services Manager, who will be attending committee meetings and other important meetings until a new Chief Financial Officer is hired. Ms. Johnston has worked at STA for twenty-four years and is very knowledgeable about the budget. The search for a new Chief Financial Officer has begun and many applications have been received.

7. JULY 10, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Bynaker thanked staff for their hard work, which helps with the governance of STA. Mr. Speirs stated he appreciates the thorough explanations, which helps him gain a better understanding since he is new and less experienced.

10. ADJOURN

With no further business to come before the committee, Chair Kerns adjourned the meeting at 3:02 p.m.

The next committee meeting will be held on Wednesday, July 10, 2024, 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

July 25, 2024

AGENDA ITEM 14B : JUNE 2024 SALES TAX REVENUE

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached is the June 2024 voter-approved sales tax revenue information. June sales tax revenue, which represents sales for April 2024, was:

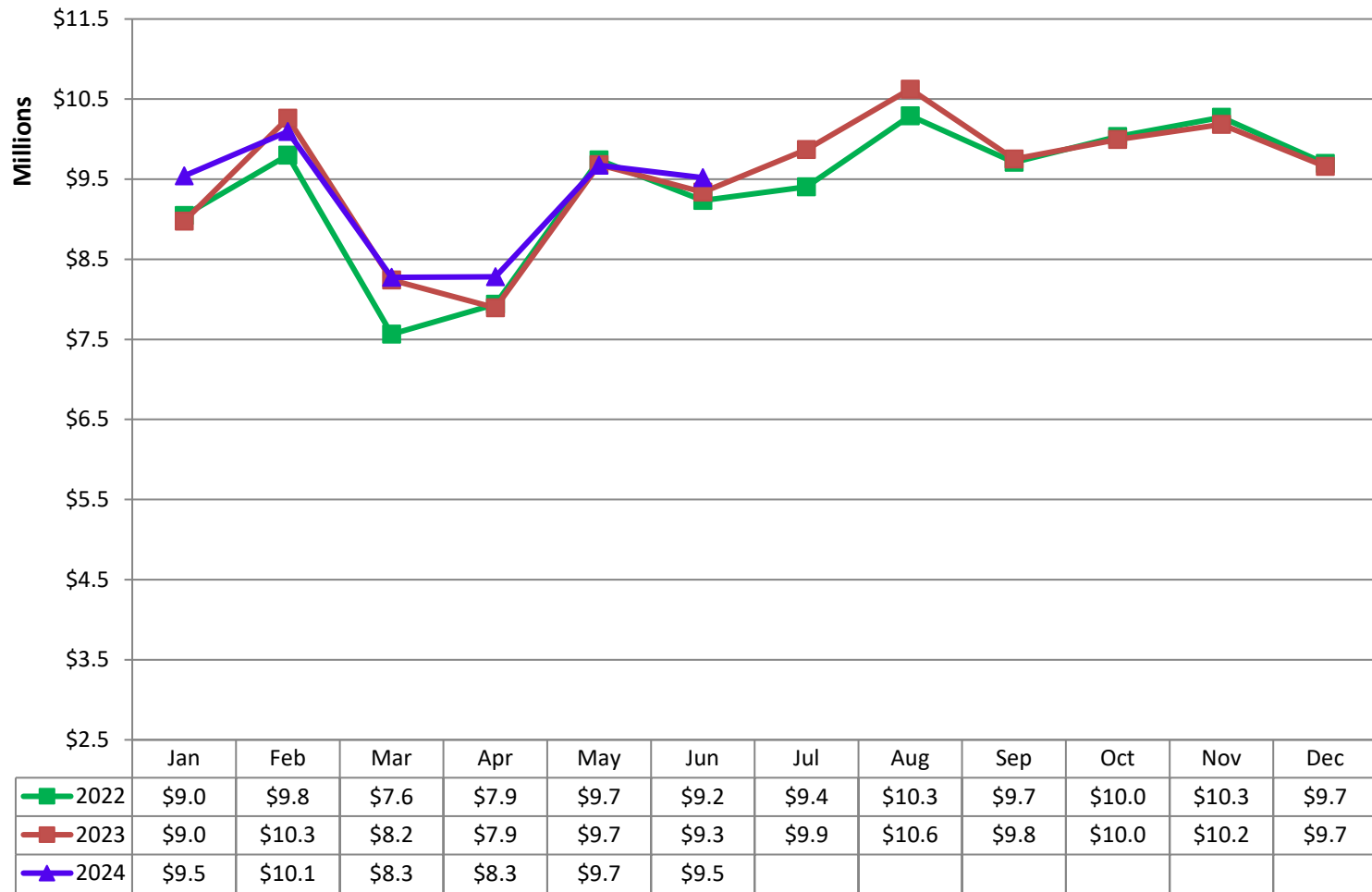
- 1.9% above 2024 budget
- 1.8% above YTD 2024 budget
- 1.9% above 2023 actual
- 1.8% above YTD 2023 actual

Total taxable sales for April were *up* 1.7% from April 2023. 2024 YTD sales are *up* 1.5% from April 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 0.6% (\$-3.1M) in April 2024 vs April 2023 and is *down* by 2.4% (\$-50.0M) April 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 4.3% or \$14.0M April 2024 YTD over April 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 10.3% or \$7.6M April 2024 YTD over April 2023 YTD
 - Grocery and Convenience Retailers *increased* 4.8% or \$5.4M April 2024 YTD over April 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 8.5% or (\$7.0M) April 2024 YTD over April 2023 YTD
 - Health and Personal Care Retailers *decreased* 12.6% or (\$12.4M) April 2024 YTD over April 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 23.3% or (\$16.3M) April 2024 YTD over April 2023 YTD
 - Automobile Dealers *decreased* 4.3% or (\$17.0M) April 2024 YTD over April 2023 YTD
 - Building Material and Supplies Dealers *decreased* 9.1% or (\$18.7M) April 2024 YTD over April 2023 YTD
- Construction *increased* by 6.4% (\$10.7M) in April 2024 vs April 2023 and is *up* by 1.5% \$9.4M April 2024 YTD vs 2023 YTD
- Accommodation and Food Services *increased* by 1.4% (\$1.6M) in April 2024 vs April 2023 and is *up* by 2.0% (\$9.2M) April 2024 YTD vs 2023 YTD

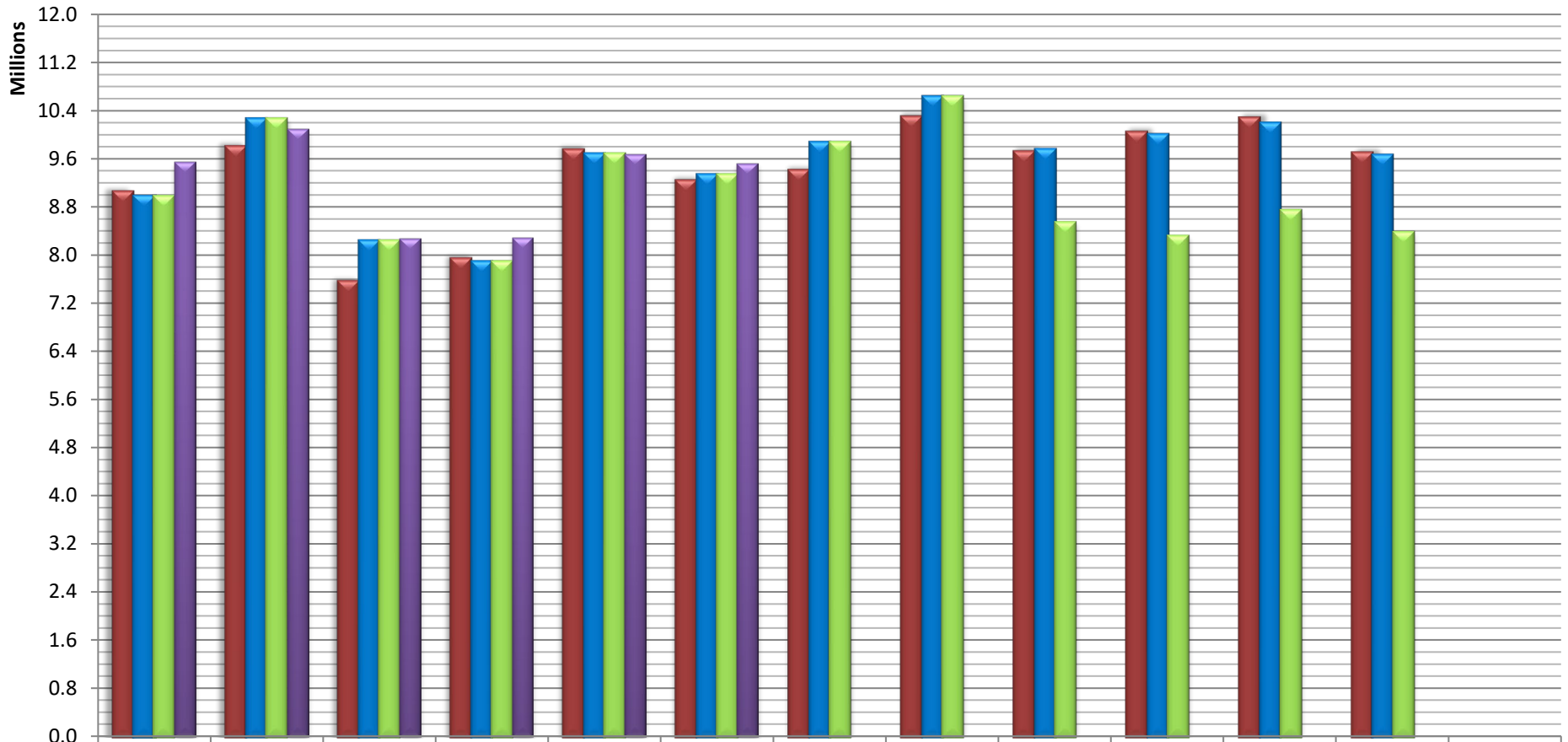
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-June 2024⁽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.

2022 - 2024 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	10,033,352	10,273,246	9,695,636	112,732,567
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	9,752,433	9,996,776	10,185,375	9,659,670	114,481,306
2024 Budget	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	8,541,727	8,317,585	8,743,306	8,380,001	108,869,671
2024 Actual	9,541,665	10,094,347	8,274,027	8,280,274	9,674,060	9,518,036	-	-	-	-	-	-	55,382,409
\$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	181,276	-	-	-	-	-	-	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	565,161	398,439	430,634	817,136	808,891	990,167	-	-	-	-	-	-	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

⁽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

July 25, 2024

AGENDA ITEM 14C : MAY 2024 FINANCIAL RESULTS SUMMARY

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

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the May 2024 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, May year-to-date revenue is 6.4% (\$3.8M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 0.7% lower than budget
- Sales Tax Revenue is 1.8% higher than budget
- Federal & State Grant Revenue is 22.4% higher than budget
- Miscellaneous Revenue is 43.7% higher than budget

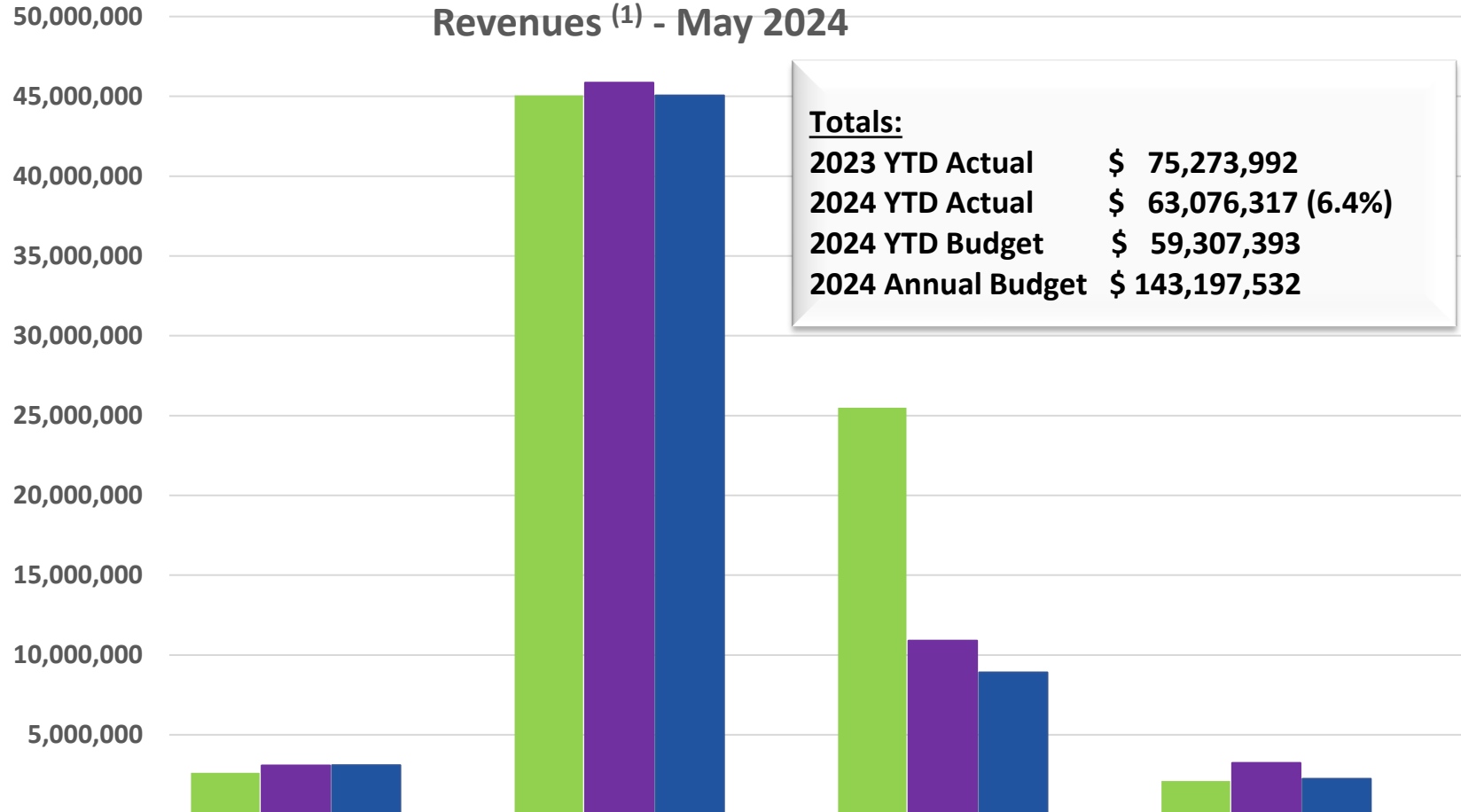
Operating Expenses

Overall, May year-to-date operating expenses are 6.1% (\$3.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 3.7% lower than budget
- Paratransit is 8.9% lower than budget
- Rideshare is 14.7% lower than budget
- Plaza is 3.1% lower than budget
- Administration is 13.3% lower than budget

RECOMMENDATION TO BOARD: Information only.

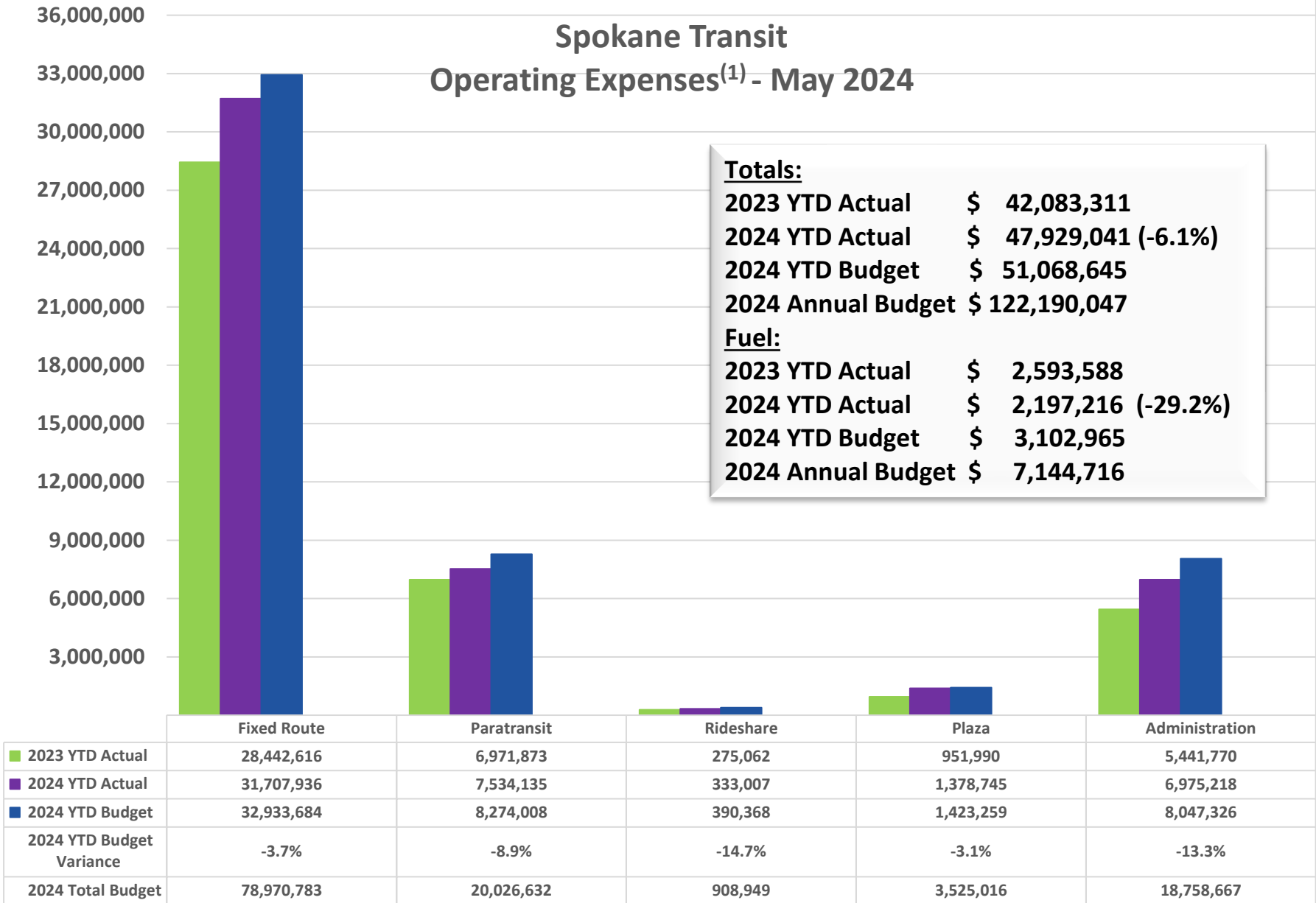
Spokane Transit Revenues ⁽¹⁾ - May 2024



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	2,620,621	45,055,482	25,499,203	2,098,686
■ 2024 YTD Actual	3,072,630	45,864,373	10,906,472	3,232,842
■ 2024 YTD Budget	3,093,996	45,055,482	8,908,355	2,249,560
2024 YTD Budget Variance	-0.7%	1.8%	22.4%	43.7%
2024 Budget	7,548,864	108,869,671	21,380,052	5,398,945

(1) Above amounts exclude grants used for capital projects. Year-to-date May state capital grant reimbursements total \$837,281 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - May 2024



(1) Operating expenses exclude capital expenditures of \$3,970,658 and Street/Road cooperative projects of \$0 for year-to-date May 2024.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 14D : MAY 2024 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Kerns)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were the same number of weekdays (22 vs. 22) in May 2024 compared to May 2023.

FIXED ROUTE

Total monthly ridership increased 16.9% (935,801 vs. 800,527) in May 2024 compared to May 2023 and was up 17.2% (4,266,736 vs. 3,641,348) YTD.

Average weekday ridership increased 14.5% (35,654 vs. 31,139) in May 2024 compared to May 2023 and was up 14.3% (33,585 vs. 29,380) YTD.

Adult Ridership decreased 10.1% (328,424 vs. 365,372) in May 2024 compared to May 2023 and was up 1.4% (1,779,949 vs. 1,754,722) YTD.

Zero-fare for youth ridership increased 21.5% (189,558 vs. 156,039) in May 2024 compared to May 2023 and was up 33.3% (864,168 vs. 648,308) YTD.

Reduced Fare / Paratransit Ridership decreased 5.8% (98,369 vs. 104,446) in May 2024 compared to May 2023 and was up 8.0% (292,890 vs. 271,139) YTD.

CCS Pass Ridership increased 24.0% (34,594 vs. 27,893) in May 2024 compared to May 2023 and was up 38.0% (171,319 vs. 124,120) YTD.

Eagle Pass Ridership decreased 12.4% (30,797 vs. 35,167) in May 2024 compared to May 2023 and was down 6.0% (159,748 vs. 169,931) YTD.

51.4% of all passengers used Connect Passes.

PARATRANSIT

Total monthly ridership increased 8.3% (34,378 vs. 31,748) May 2024 compared to May 2023 and was up 9.0% (163,102 vs. 149,682) YTD.

Detailed breakdown:

Directly operated service increased 9.9% (19,704 vs. 17,355) in May 2024 compared to May 2023 and was up 11.4% (88,552 vs. 79,474) YTD.

- Contracted service increased 6.3% (15,304 vs. 14,393) in May 2024 compared to May 2023 and was up 6.2% (74,550 vs. 70,278) YTD.
- Special Use Van ridership decreased 23.8% (1,145 vs. 1,503) in May 2024 compared to May 2023 and was down 14.1% (5,157 vs. 6,000) YTD.

RIDESHARE

Total ridership increased 5.5% (8,861 vs. 8,399) in May 2024 compared to May 2023 and was up 10.8% (44,795 vs. 40,422) YTD.

Active Rideshare groups increased 12.2% (83 vs.74) in May 2024 compared to May 2023.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 10.4% (\$249,785 vs. \$226,303) in May 2024 compared to May 2023. YTD total Value Added increased 24.0% (\$1,296,118 vs. \$1,045,047).

- Autoload increased 20.4% (\$14,528 vs. \$12,064) in May 2024 compared to May 2023. YTD Autoload increased 33.8% (\$69,891 vs. \$52,248).
- Call Centers increased 37.6% (\$6,674 vs. \$4,849) in May 2024 compared to May 2023. YTD Call Centers increased 58.5% (\$35,982 vs. \$22,696).
- Customer Service Terminal increased 1.4% (\$64,004 vs. \$63,144) in May 2024 compared to May 2023. YTD Customer Service Terminal increased 2.7% (\$316,192 vs. \$308,002).
- Customer Website decreased 16.4% (\$20,521 vs. \$24,545) in May 2024 compared to May 2023. YTD Customer Website decreased by 4.5% (\$108,263 vs. \$113,400).
- Mobile Ticketing increased 2.0% (\$104,482 vs. \$102,412) in May 2024 compared to May 2023. YTD Mobile Ticketing increased 18.7% (\$561,751 vs. \$473,082).
- Institutional Website increased 22.5% (\$20,600 vs. \$16,819) in May 2024 compared to May 2023. YTD Institutional Website increased 72.0% (\$107,449 vs. \$62,467).
- Open Payments increased 100% (\$15,832 vs. \$0) in May 2024 (open payments started in July 2023)
- Retail Network increased 27.3% (\$3,144 vs. \$2,470) in May 2024 compared to May 2023. YTD Retail Network increased 41.6% (\$18,623 vs. \$13,152).

Total Pass Sales:

Total Pass Sales increased 54.6% (32,783 passes vs. 21,206 passes) in May 2024 compared to May 2023. YTD Total Pass Sales increased 33.1% (108,113 passes vs. 81,228 passes).

- 1-Ride Pass increased 51.7% (13,420 passes vs. 8,845 passes) in May 2024 compared to May 2023. YTD 1-Ride Pass increased 33.0% (39,695 passes vs. 29,841 passes).
- 7-Day Rolling Pass decreased 20.3% (240 passes vs. 301 passes) in May 2024 compared to May 2023. YTD 7-Day Rolling Pass increased 53.1% (1,784 passes vs. 1,165 passes).
- Day Pass increased 65.3% (17,807 passes vs. 10,773 passes) in May 2024 compared to May 2023. YTD Day Pass increased 35.5% (60,075 passes vs. 44,652 passes).
- Honored Rider 31-Day Rolling Pass decreased 22.7% (51 passes vs. 66 passes) in May 2024 compared to May 2023. YTD Honored Rider 31- Day Pass decreased 6.1% (247 passes vs. 263 passes).
- Paratransit Monthly Pass decreased 10.8% (33 passes vs. 37 passes) in May 2024 compared to May 2023. YTD Paratransit Monthly Pass increased 12.9% (192 passes vs. 170 passes).
- Shuttle Park Pass decreased 39.8% (115 passes vs. 191 passes) in May 2024 compared to May 2023. YTD Shuttle Park Pass decreased 33.1% (617 passes vs. 922 passes).
- Standard 31-Day Rolling Pass increased 12.4% (1,116 passes vs. 993 passes) in May 2024 compared to May 2023. YTD Standard 31-Day Pass increased 30.6% (5,501 passes vs. 4,212 passes).

Total Discounted Passes (Included in Pass Sales above):

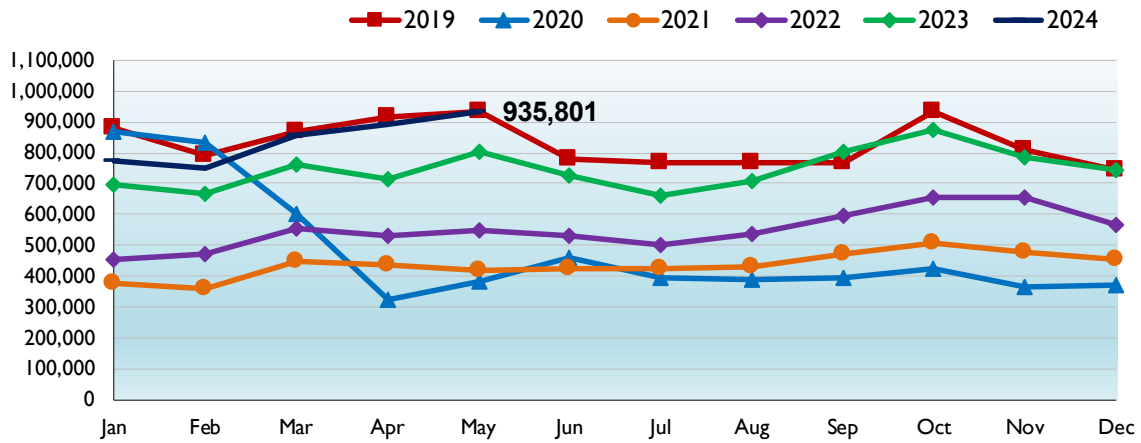
- 1-Ride CAP passes increased 40.3% (9,190 passes vs. 5,001 passes) in May 2024 compared to May 2023. YTD 1-Ride CAP passes increased 13.7% (20,897 passes vs. 18,384 passes).
- Day CAP Passes increased 20.7% (12,107 passes vs. 10,032 passes) in May 2024 compared to May 2023. YTD Day CAP Passes increased 29.4% (34,097 passes vs. 26,341 passes).
- Employer-Sponsored Bus Pass Program decreased 2.6% (453 passes vs. 465 passes) in May 2024 compared to May 2023. YTD Employer-Sponsored Passes increased 14.6% (2,247 passes vs. 1,961 passes).

Specialty Pass Programs:

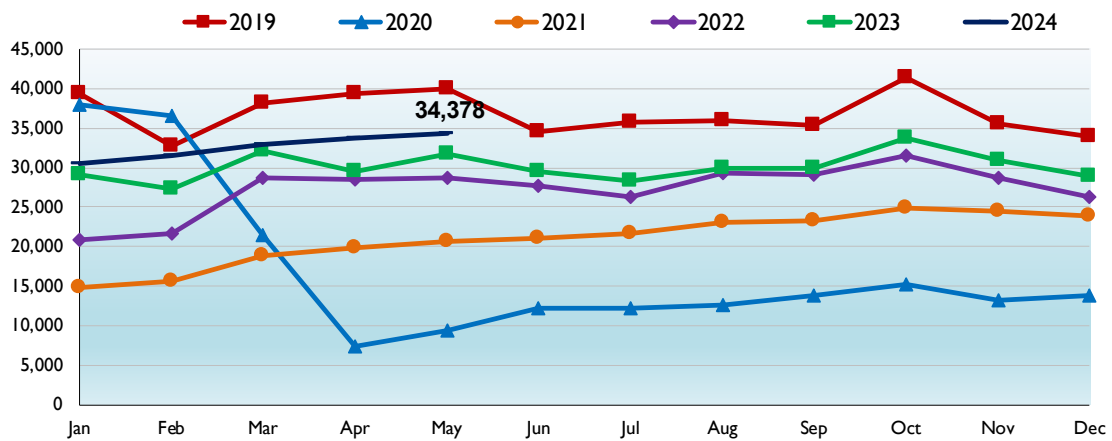
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased -39.8% (115 vs. 191 in 2023)	YTD Shuttle Park sales Decreased -33.1% (617 vs. 922 in 2023)
ESBP monthly sales Decreased -2.6% (453 vs. 465 in 2023)	YTD ESBP sales Increased 14.6% (2,247 vs. 1,961 in 2023)
UTAP monthly rides Increased 5.7% (87,756 vs. 83,045 in 2023)	YTD UTAP rides Increased 20.0% (462,415 vs. 385,955 in 2023)
Community Access Program Increased 41.7% (21,297 vs 15,033 in 2023)	YTD CAP Sales Increased 23.0% (54,994 vs 44,725 in 2023)

RECOMMENDATION TO BOARD: Information only.

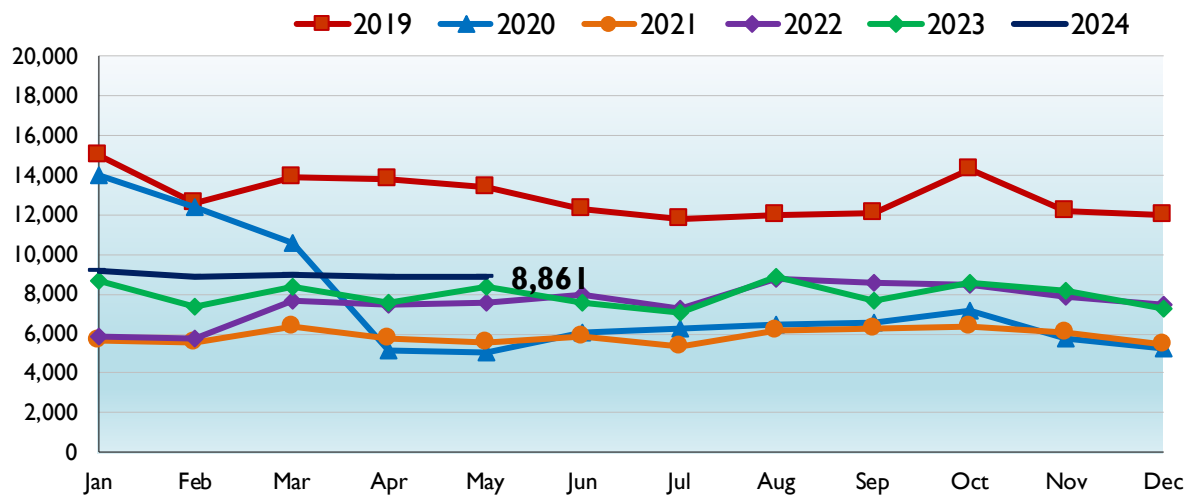
FIXED ROUTE RIDERSHIP



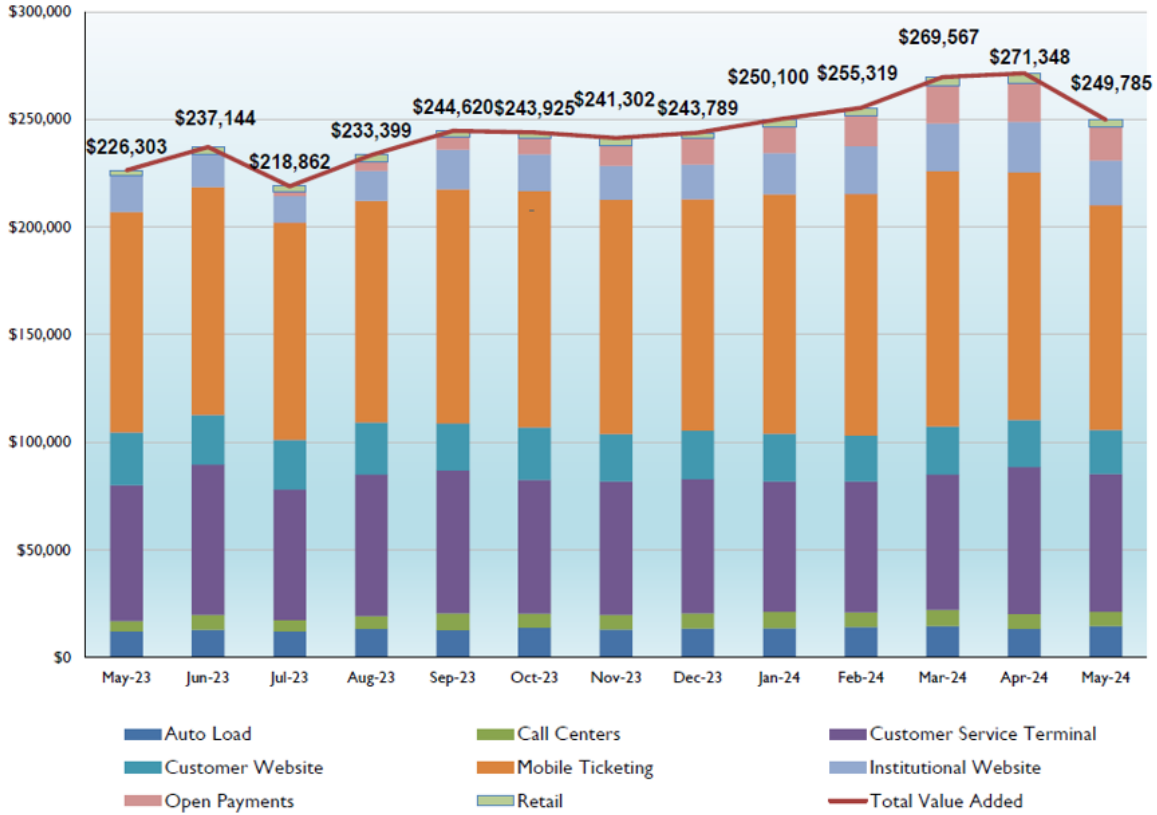
PARATRANSIT RIDERSHIP



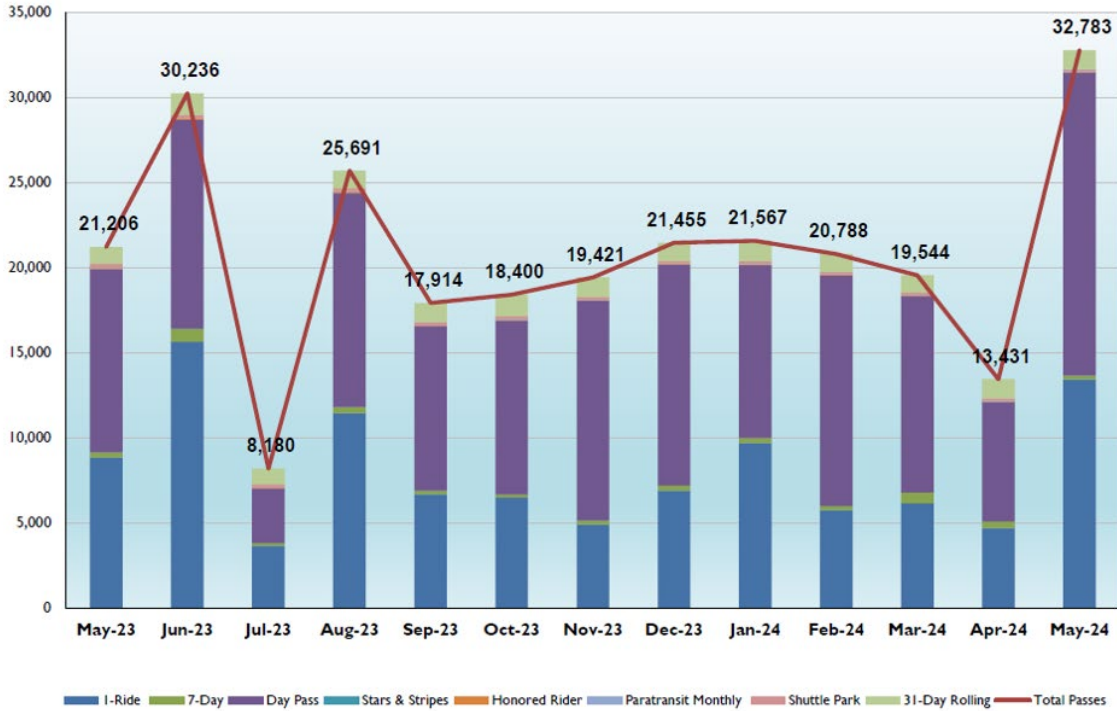
RIDESHARE RIDERSHIP



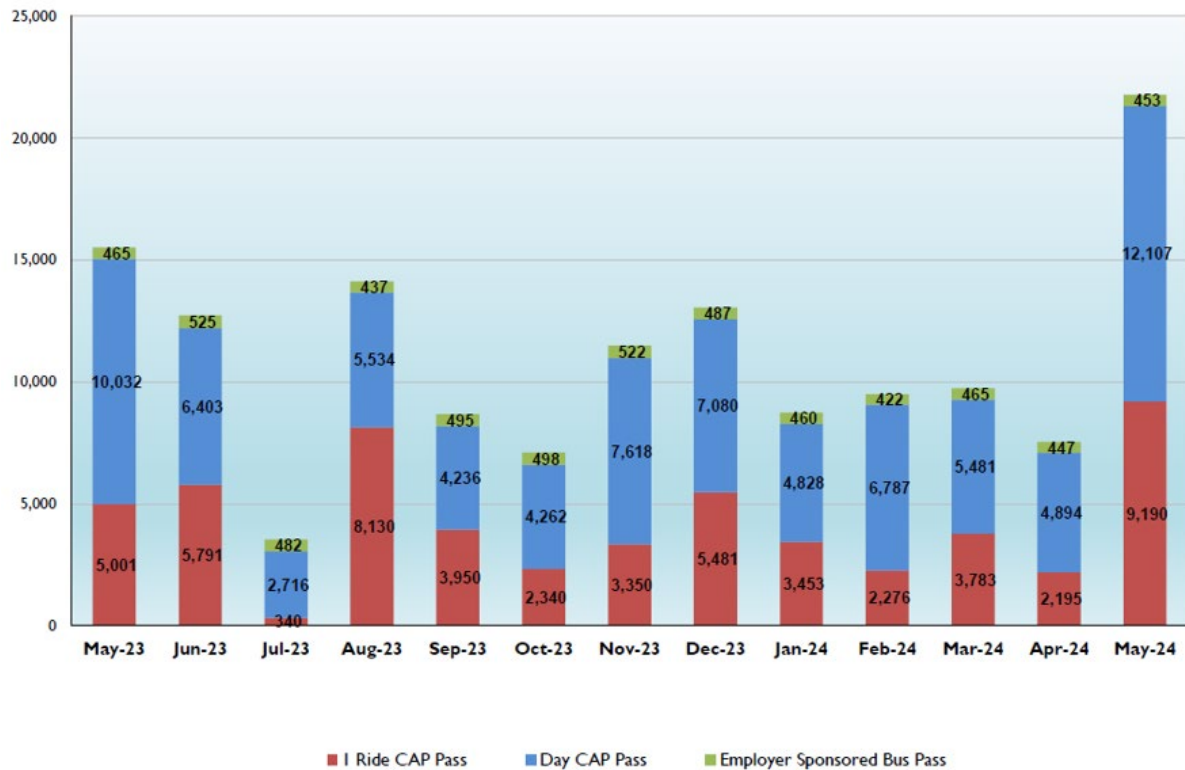
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 14E : CONNECT SPOKANE COMPREHENSIVE PLAN: REVIEW DRAFT ELEMENTS

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Staff introduced draft redlines of the proposed updates to elements of Connect Spokane, STA’s comprehensive plan at the July 10, 2024, Planning & Development Committee meeting. The draft redlines were disseminated prior to the Committee meeting and represented Committee input gathered over the course of multiple meetings beginning in October 2023.

BACKGROUND: Connect Spokane is STA’s comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The existing plan as well as the draft redlines for Board and public review can be viewed here:

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

The Connect Spokane Phase 2 Update was initiated in July 2023, consistent with the Planning & Development Committee’s 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023, and identified several elements requiring a more substantial review and possible update. The table below highlights the update process to date.

Date	Phase 2 Activity
September 6, 2023	Presented proposed project timeline and scope of work for discussion of elements to be updated
October 4, 2023	Presented an overview of proposed updates to Communications and Public Input element. Began introductory discussion on proposed new Title VI/Equity and Inclusion element
November 1, 2023	Reviewed proposed outline for new Equity and Inclusion element
December 6, 2023	Reviewed initial redline draft of Communications and Public Input. Noted need to update public input categories table
January 31, 2024	Reviewed draft content for new Equity and Inclusion element, introduced Revenues and Fares element
March 6, 2024	Further review of new Equity and Inclusion element, proposed new policies for Revenues and Fares element

Date	Phase 2 Activity
March 27, 2024	Additional fare research, discussion on new policies Revenues and Fares element
May 1, 2024	Continued work on Revenues and Fares, draft text for Equity and Inclusion element
June 5, 2024	Reviewed proposed minor updates for the following elements: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability, as described in the table below
June 20, 2024 (Board meeting)	Obtained Board input on options to changes to existing Revenues and Fares policy 2.2, with a preference for language which reframes farebox recovery for purposes of setting fares to evaluate the standard fare relative to the average cost per passenger

Future actions and activities include the following:

Date (Range)	Action / Activity	Audience
July – September	Community Partner Outreach	Community Based Organizations UTAP partners Major Employers
August	Online Community Survey	STA Riders and general community
September 4, 2024	Revised Draft for review	Planning & Development Committee
September 19, 2024	Public Hearing	Board of Directors
October 2, 2024	Final Draft and recommendation to Board for adoption	Planning & Development Committee
October 17, 2024	Adoption	Board of Directors

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 14F : TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT PLAN

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: At the July 10, 2024, Planning & Development Committee meeting, staff presented a proposed framework for advancing Transit-Oriented Development (TOD) within STA's Public Transportation Benefit Area (PTBA), implementing Near-Term Investment Project D-04: Launch Transit-Oriented Development Partnership.

BACKGROUND: In December 2021, the STA Board adopted resolution 790-21, identifying potential Near-Term Investment Project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project. In response to the resolution, staff have developed a framework for promoting and incentivizing TOD development in jurisdictions within the PTBA. As presented below, we propose to consider a more strategic approach to TOD investments that can provide regional access to STA's TOD resources to jurisdictions across the PTBA, including the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and unincorporated areas of Spokane County within Spokane Transit's PTBA.

PTBA Jurisdictions - \$1 Million Allocated

The proposed framework has three components:

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

STA Properties - \$1 Million Allocated

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

Initial analysis and development by staff will begin in 2024 with the initial study identified in the proposed framework. Review of the findings, public outreach, and gathering local input on the priority list of locations would follow in the winter. After further refinement based on public input, a final list of identified locations would be brought forward to the Board for official adoption as TOD areas of emphasis within the PTBA, leading to RFPs as described earlier in this report.

Proposed Project Schedule Date	Activity
Jul 2024	P&D Committee presentation
Jul 2024	Begin Initial Study
Aug-Oct 2024	Review Initial Findings/Feedback/List
Oct-Nov 2024	Obtain local input on draft TOD Emphasis Areas List
Nov-Dec 2024	Refine findings
Q1 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Q1 2025	Board resolution adopting TOD Emphasis Areas
Q2 2025	Draft and release initial RFPs for small scale technical assistance grants
Q2 2025	Draft and release RFP for station-area planning grant
Q3 2025	Evaluated and score projects for recommendation
Q3 2025	P&D Committee presentation of projects
Q4 2025	Board Resolution selecting projects

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 14G : 2024 PARATRANSIT SURVEY RESULTS

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

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

SUMMARY: In January 2024, ETC Institute initiated a customer satisfaction survey for Paratransit customers. Using a list of Paratransit customers provided by STA, ETC Institute randomly selected customers to mail the survey with a goal of completing a sample of 400. Respondents were provided a postage-paid envelope to return the survey, or there was a link to an online option also provided. There were 412 responses to the survey.

The last paratransit customer satisfaction survey was conducted in 2021 by a different vendor and was completed via telephone. A summary of the results were presented at the meeting and are attached.

RECOMMENDATION TO BOARD: Information only.

2024 Paratransit Survey Results

Purpose:

For Information

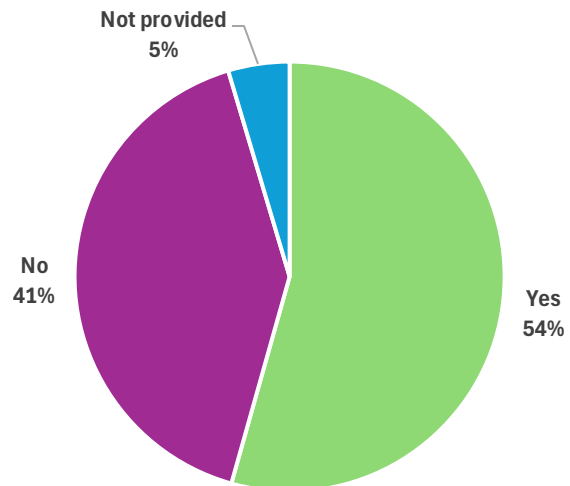
2024 Paratransit Survey Results

- The 2024 Paratransit Survey was conducted in January and February 2024 by ETC Institute
 - The survey was conducted by mail
 - A postage-paid envelope was included
 - A link to complete the survey virtually was also included
 - Previous surveys were conducted by a different vendor and were by telephone
- STA provided a list of paratransit customers, who ETC randomly selected to mail the survey
 - 412 surveys were returned
- The survey aimed to identify the transportation habits and opinions of STA Paratransit riders

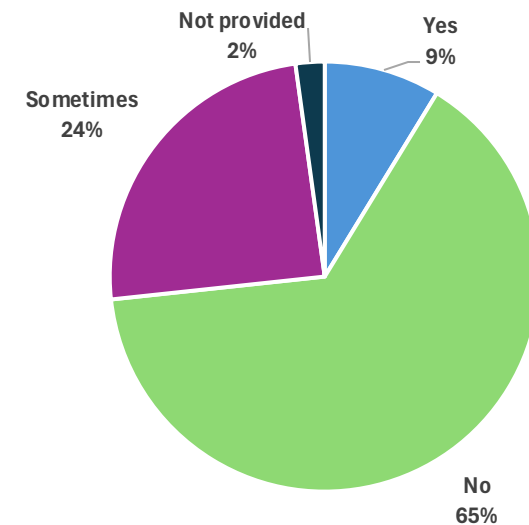
2024 Paratransit Survey Results

- 65% of Paratransit Riders do not require a Personal Care Assistant to travel with them
- 54% use some type of mobility device

Do you have a wheelchair, scooter, or other mobility device?

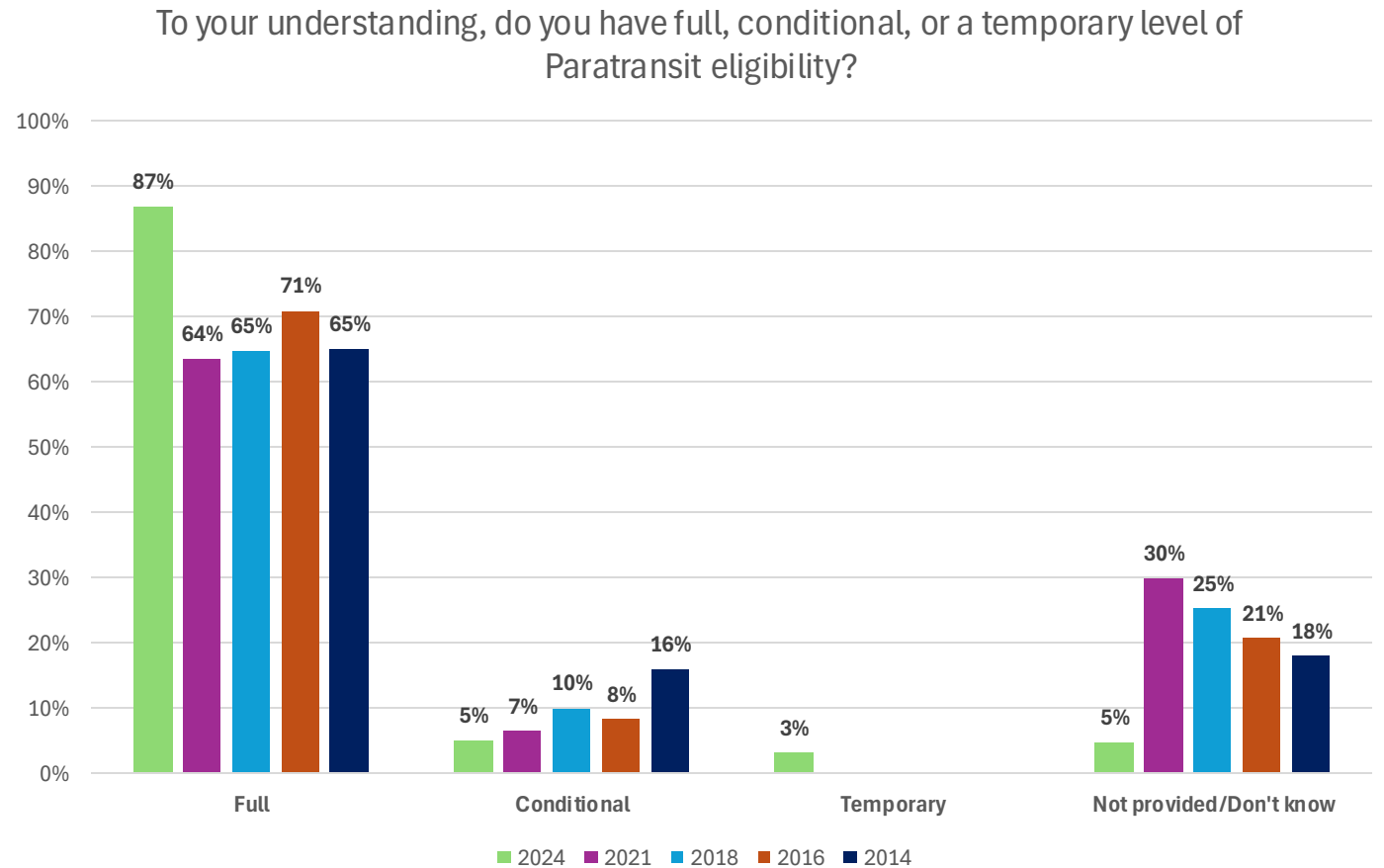


Do you require a Personal Care Assistant (PCA) to travel with you?



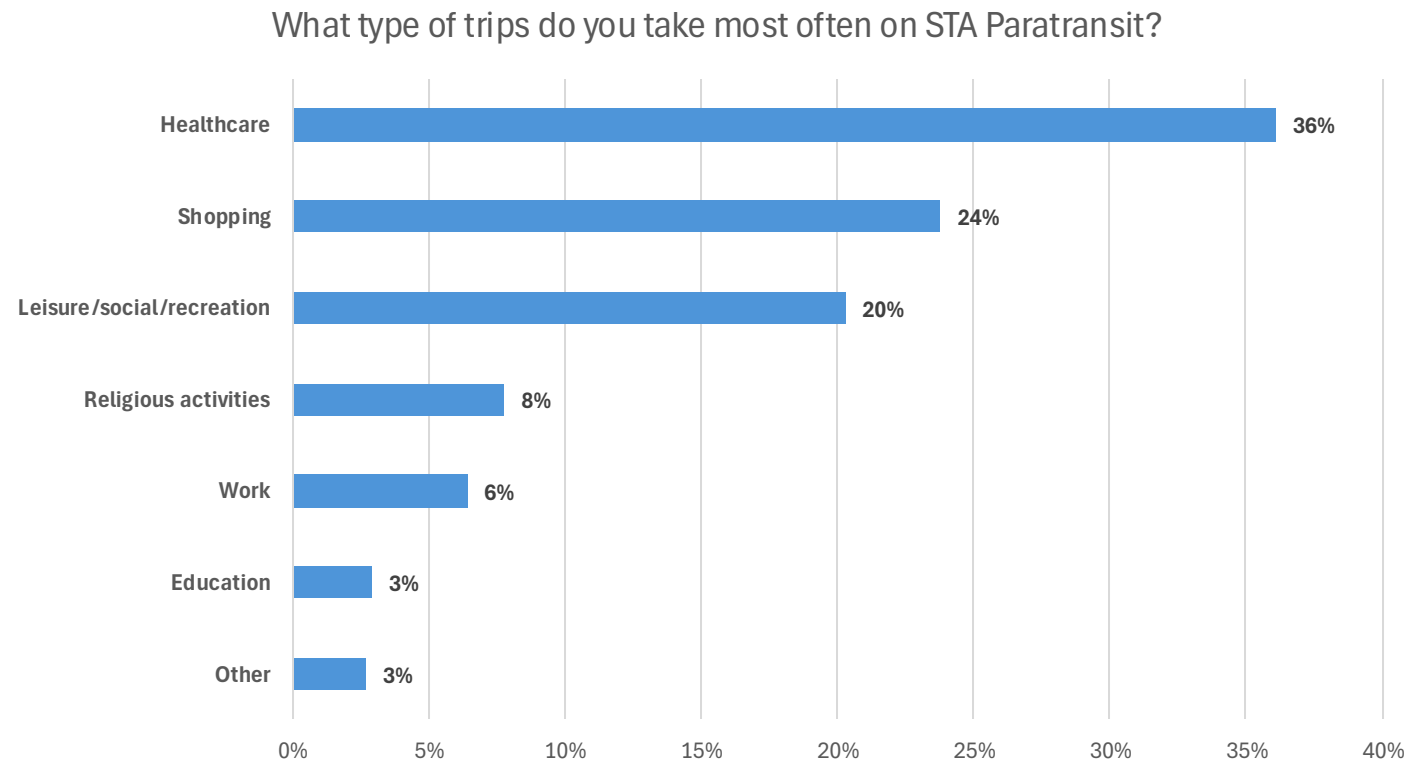
2024 Paratransit Survey Results

- 87% had Full eligibility, which is higher than in past years
- However, previously a higher proportion of respondents did not know their eligibility status



2024 Paratransit Survey Results

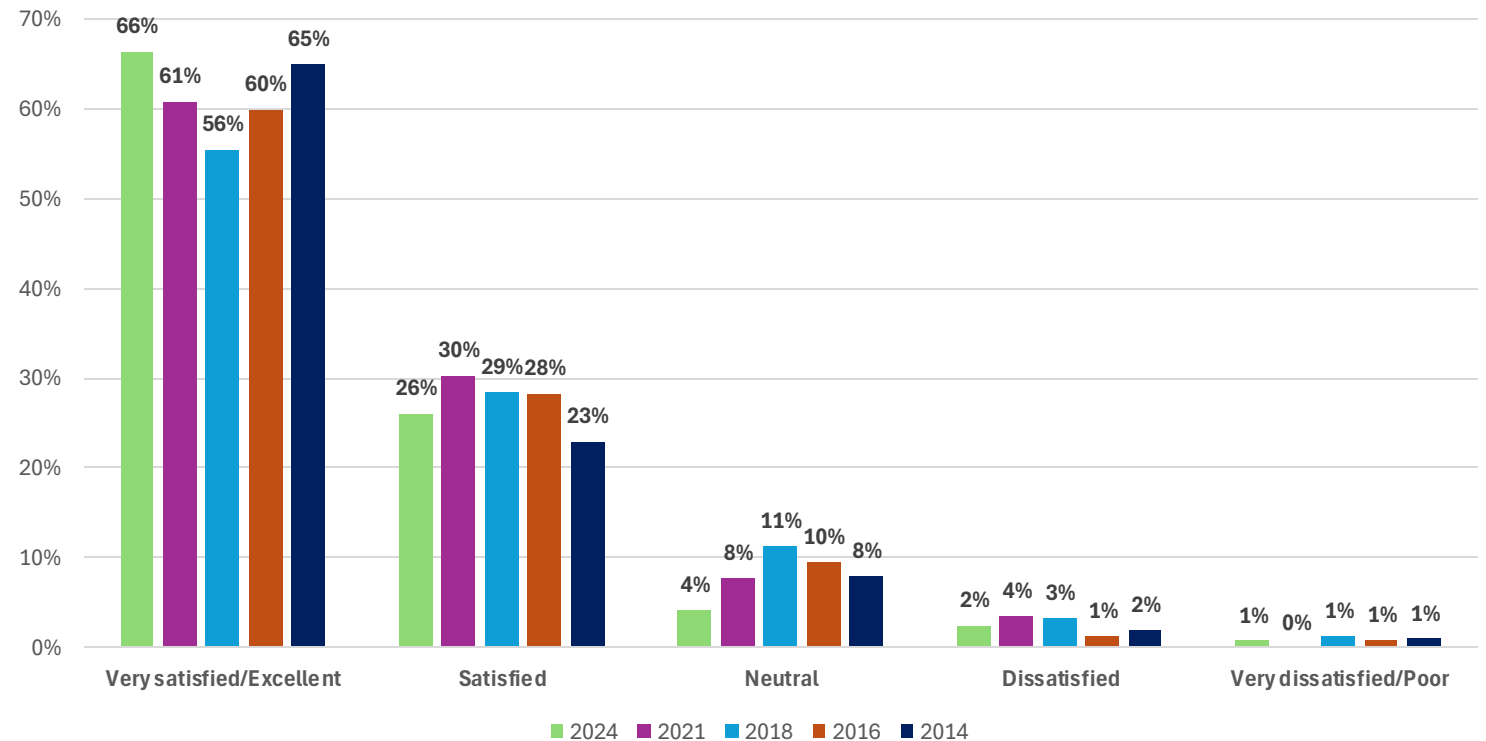
- Riders reported that healthcare was the main reason for their trips on paratransit, followed by shopping and leisure/social/recreation



2024 Paratransit Survey Results

- Overall, 92% of Paratransit riders reported being Satisfied or Very Satisfied with the quality of paratransit service
- In prior surveys, riders were asked the same question but to rate on a scale of 1-5 with 1 being Poor and 5 being Excellent

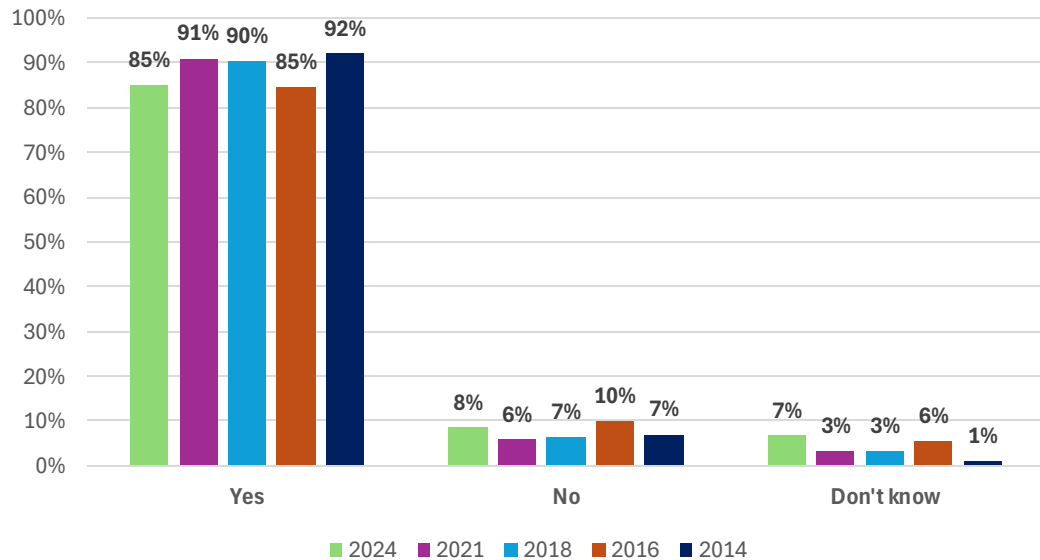
All things considered, how satisfied are you with the overall quality of the STA Paratransit service?



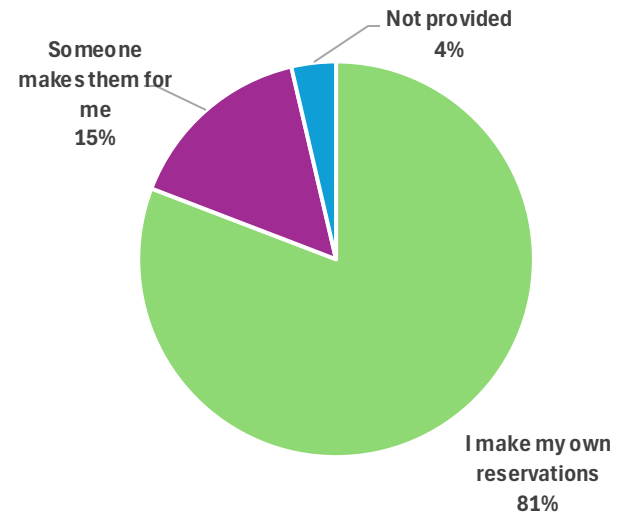
2024 Paratransit Survey Results

- When it comes to making reservations, 81% make their own reservation
- 85% report the negotiation process for scheduling a pick-up time works well for them

Scheduling a trip often includes a bit of negotiation of pickup times with the reservationists. Overall, does that work for you or not?



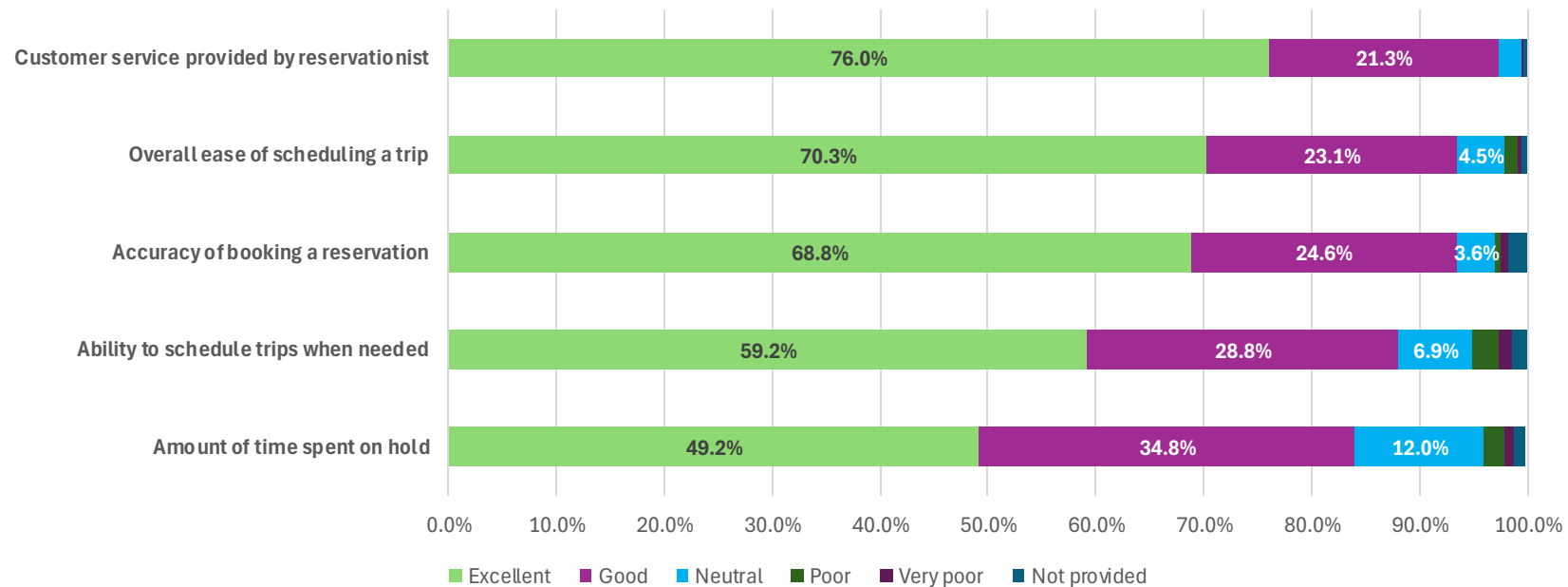
Do you make reservations yourself, or does someone make them for you?



2024 Paratransit Survey Results

- Over 97% reported Excellent or Good customer service by the reservationist and over 93% reported the accuracy of the booking to be Excellent or Good
- Over 93% reported the overall ease of scheduling a trip to be Excellent or Good
- 84% reported the amount of time spent on hold to be Excellent or Good

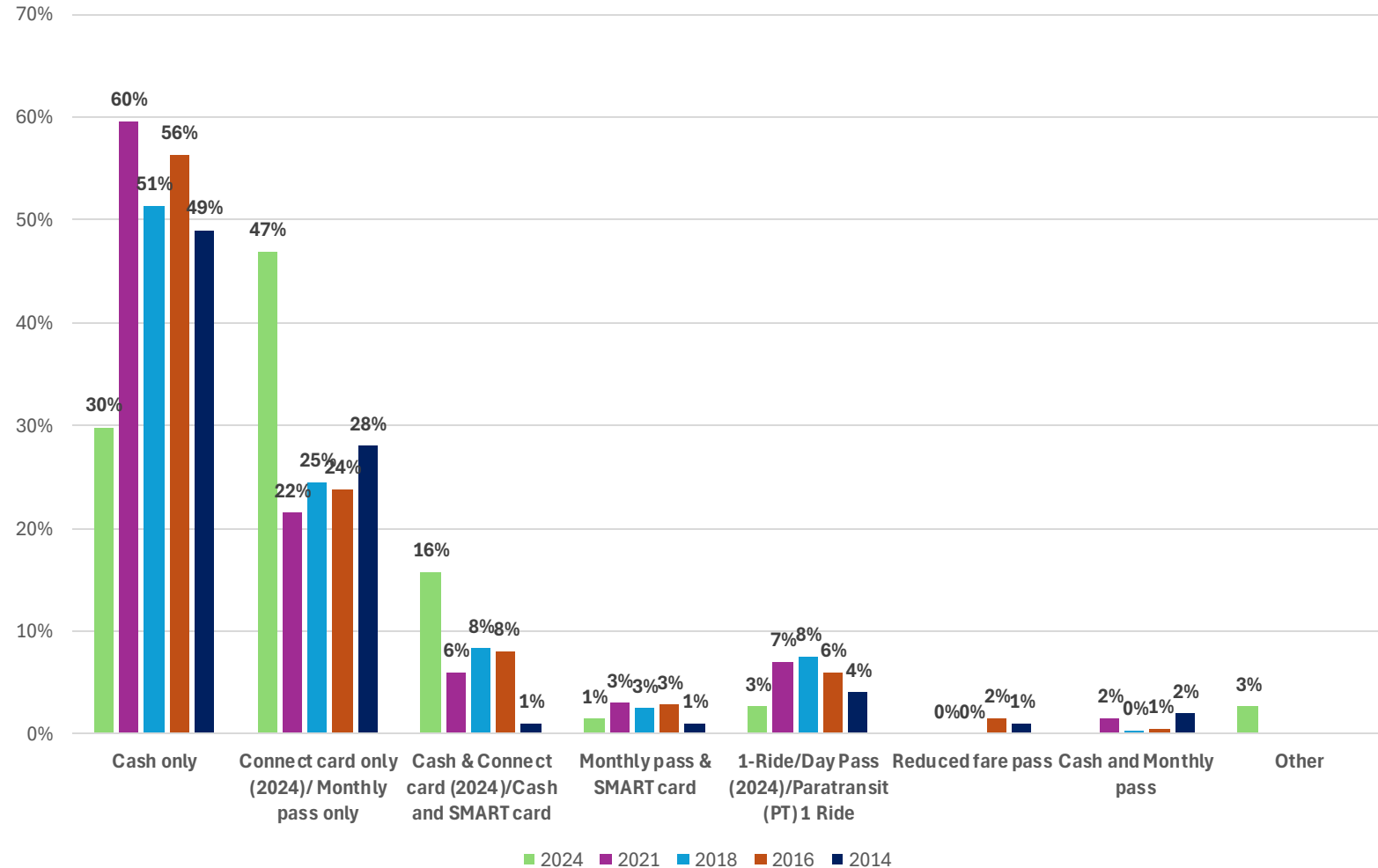
Please rate your OVERALL experience in your history of making trip reservations, not a specific encounter, for the following items



2024 Paratransit Survey Results

- With the introduction of the Connect card, 47% of paratransit riders use it as primary method to pay, with another 16% using both Connect and cash.
- 30% still use cash only
- In prior surveys, cash was preferred payment method, even over monthly passes or SMART cards

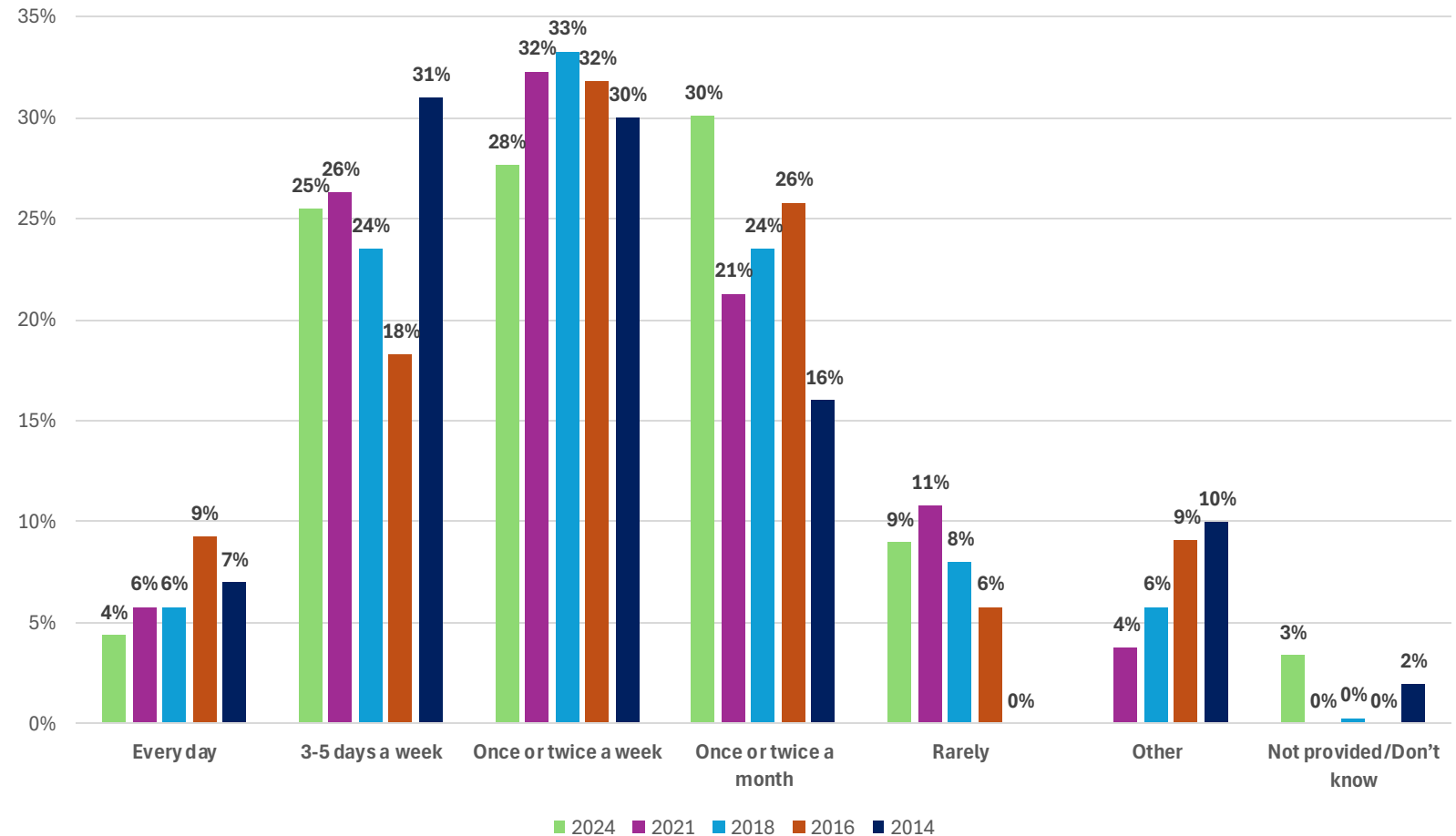
What do you use to pay for your Paratransit trips?



2024 Paratransit Survey Results

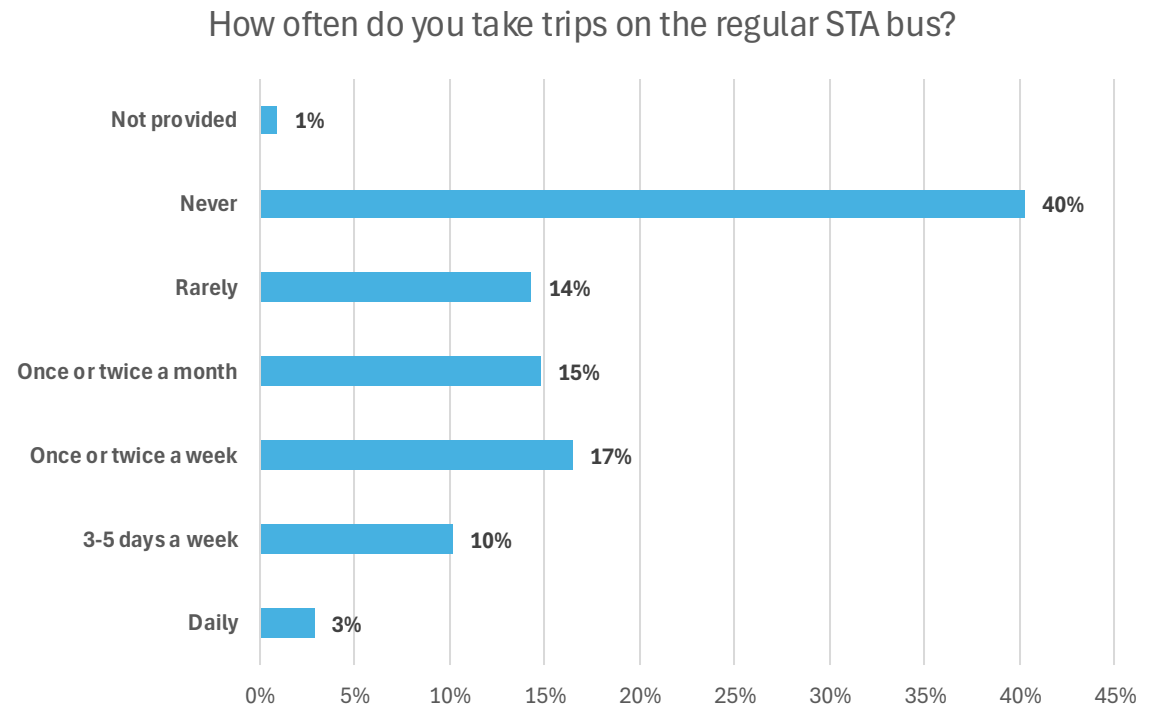
- For ridership patterns, 30% ride paratransit only once or twice a month, while 28% ride once or twice a week
- 25% ride 3-5 times a week

Which of the following describes how often you ride Paratransit?



2024 Paratransit Survey Results

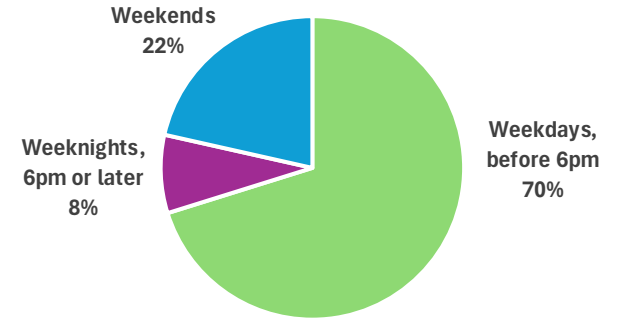
- While 40% of Paratransit riders never use Fixed Route services, 30% (17%?) use at least once a week
- Reasons for using Fixed Route are predominately To Get To a Destination or Easier/Quicker
- Reasons why paratransit riders do not use Fixed Route are primarily because of a disability



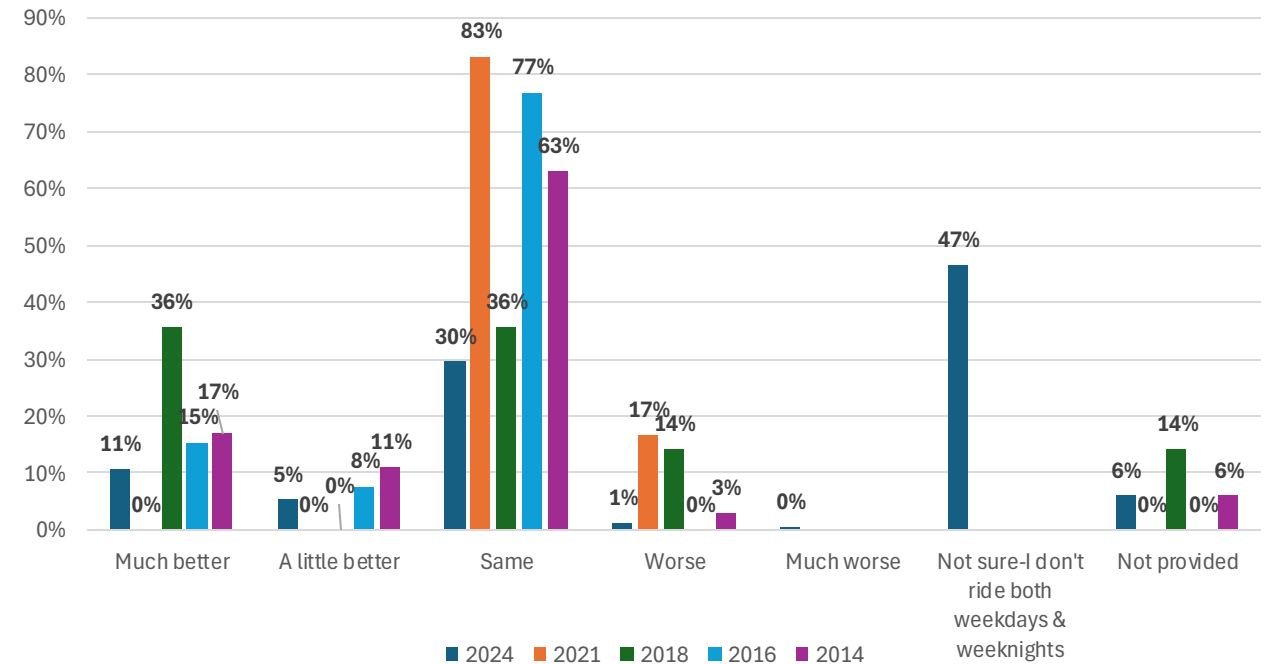
2024 Paratransit Survey Results

- Regarding when riders request services, 70% use paratransit on weekdays before 6 PM
What percentage of rides are provided by STA and by contractor before 6p on weekdays?
- Historically, riders have reported the service is the same between weekdays and weeknights
- This year, 47% reported **Not Sure** as they don't ride both times, which is reflected in the lower percentage reporting **Same**

At which of the following times of the week do you (or your rider) use Paratransit services?

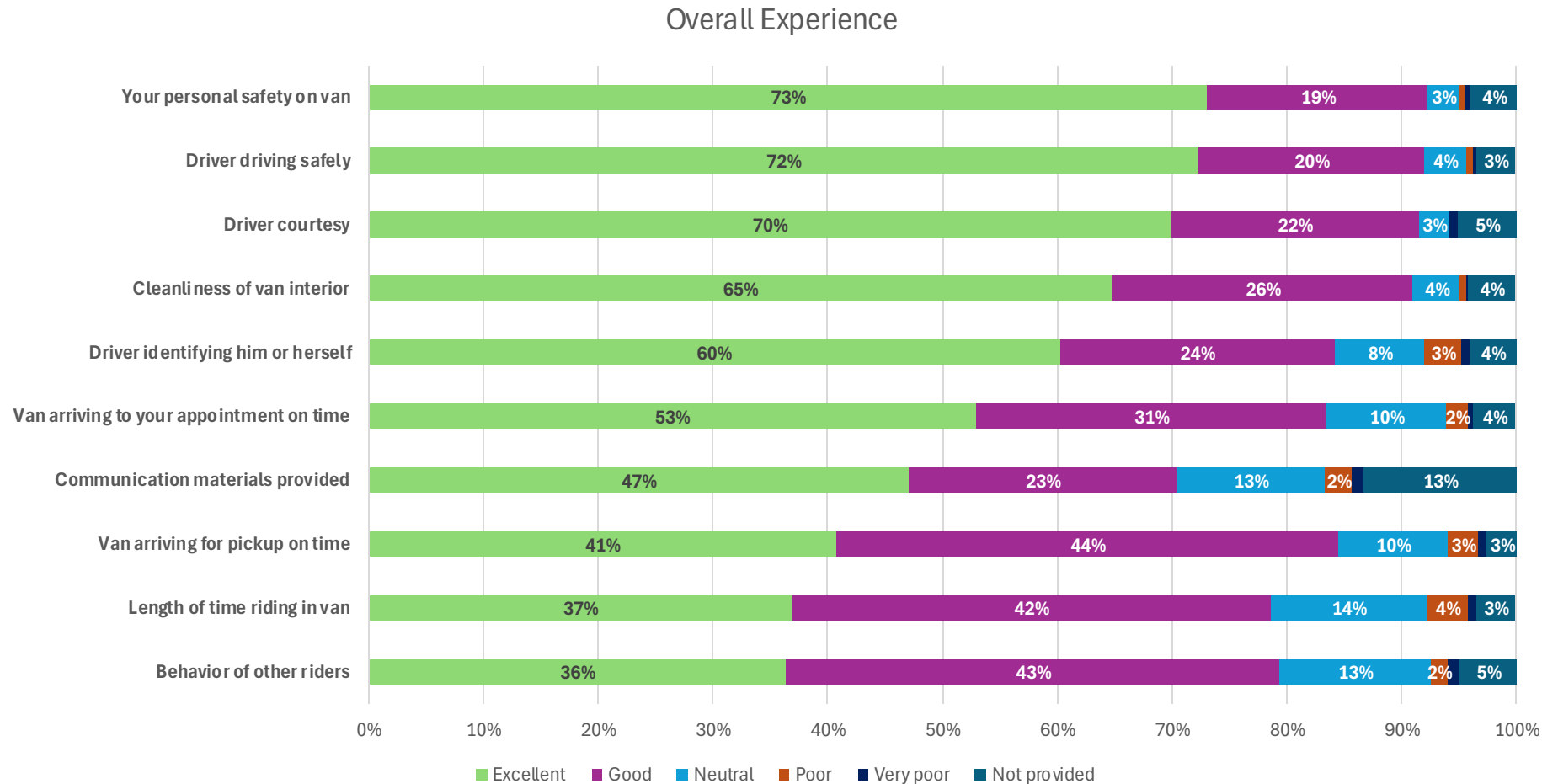


Is the level of service received on weekdays better or worse than the service received on weeknights?



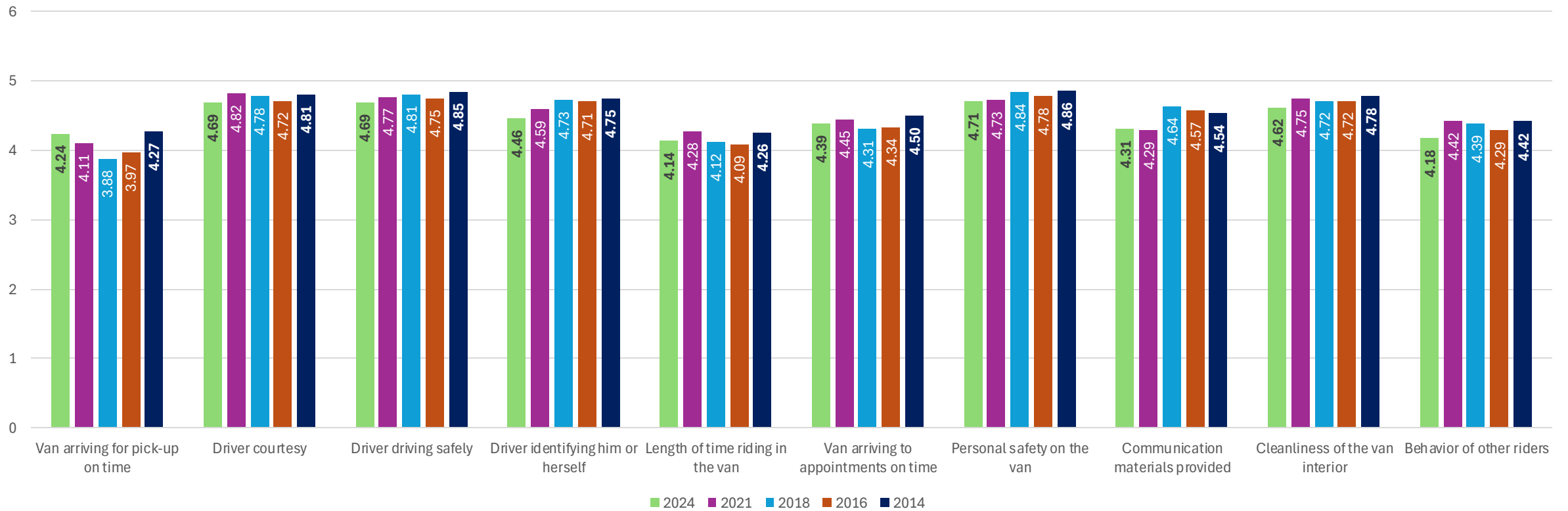
2024 Paratransit Survey Results

- In terms of overall experience, riders were asked to rate their overall experience on a scale of 1 to 5 with 1 meaning Poor and 5 meaning Excellent
- 92% reported Excellent or Good for their Personal Safety on Van, Driver Driving Safely, and Driver Courtesy



2024 Paratransit Survey Results

Using a scale of 1 to 5, where 5 means "Excellent" and 1 means "Very Poor," please rate your OVERALL experience riding the van for the following items.



- In comparing this year's overall experience ratings with past surveys, the results were largely consistent

Questions?

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 14H : MARKETING & COMMUNICATIONS UPDATE

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

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

SUMMARY: The Marketing & Communications department has worked on a variety of campaigns in 2024 including Youth Ride Free, Expo 50 Celebration, and Division Street BRT. This is in addition to supporting the work of the Connect 2035 and Transit Development Plan outreach activities conducted by the Planning & Development department, and employee recruitment conducted by Human Resources.

At the committee meeting a presentation will be shared with examples of the social media, print and digital materials, video and radio advertising, and web improvements that have been completed in 2024 to help promote STA and educate riders.

RECOMMENDATION TO BOARD: Information only.

Marketing & Communications Update

Purpose:

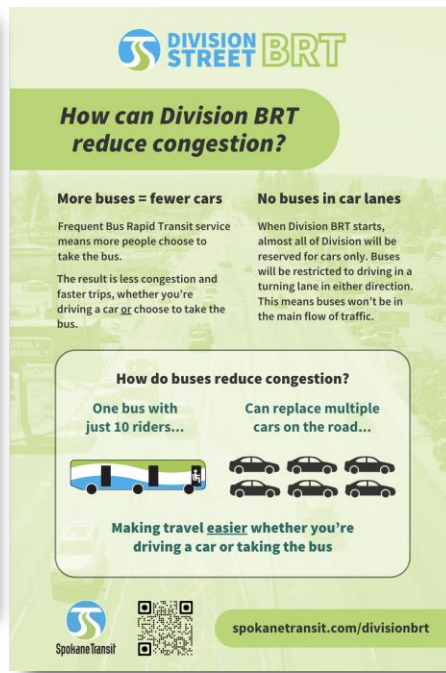
For Information



Communications Projects

*Public-facing campaigns
from 2024*

*(Internal communications
is not covered here)*



Division BRT Education

- 6 x Promotional videos
- Motion graphics content
- 20+ pieces of video content in total
- 3 x Flyers
- Public event displays
- Fact sheets
- New web page
- Newsletter stories



Youth Ride Free

- Bus liveries
- Promotional items
- Permanent and temporary on-bus signage



Youth Ride Free

- Broadcast commercial run (KREM, KHQ, FOX,
- Print ad campaign (English, Spanish, Russian)
- Social media campaign
- 12 x motion graphics videos
- Permanent and temporary on-bus signage
- Videos for SPS and non-SPS elementary, middle and high schools
- 22+ pieces of video content

Spokane Transit
ДО 18 лет ПРОЕЗД С СТА БЕСПЛАТНЫЙ!

Узнайте больше о том, как получить карту Rider's License Connect по адресу: spokanetransit.com/youth

ALL YOUTH 18 & UNDER!
YOUTH RIDE FREE ON STA

Spokane Transit
YOUTH 18 & UNDER RIDE FREE ON STA

Rules of conduct

- No eating on the bus
- Drinks are allowed but must be in covered containers
- Use headphones
- Stay behind the yellow line at the front of the bus
- Don't distract the driver while the bus is in motion.

Read the full Rules of Conduct online at spokanetransit.com/rules.

Bus stop signs

Every bus stop has a sign that lists the routes serving that location and the direction of travel.

Text your stop number to 99689 to find out when the next bus comes.

Replacing your card

If you lose or damage your card, contact Customer Service for a replacement.

How to ride

ALL YOUTH 18 & UNDER!

Planning your trip

Open your preferred map app, enter your starting and ending addresses, and select the transit option to view available routes.

Waiting for the bus

Arrive at your bus stop at least **five minutes early** and make sure the driver can see you clearly as the bus approaches.

Getting on & off

When you board the bus, tap your Rider's License Connect card on the card reader. You'll hear a beep, and the card reader will show a green check mark.

When you want to get off the bus, pull the cord along the window's edge to alert the driver that you'll be getting off at the next stop.

Tap your CARD

When you board the bus, tap your Rider's License Connect card flat against the logo below the screen on the card reader.

YOUTH 18 & UNDER RIDE FREE ON STA
spokanetransit.com/youth

YOUTH 18 & UNDER RIDE FREE ON STA

Spokane Transit
spokanetransit.com/youth

YOUTH 18 & UNDER RIDE FREE ON STA

Spokane Transit
spokanetransit.com/youth

ROUTE 11

Downtown / North Bank Shuttle

*Hop on the shuttle and get downtown fast!
Now with nights and weekend service!*

Easy access to entertainment, hospitality, and shopping districts with bus stops near River Park Square, the Convention Center, the Spokane Arena, and ONE Spokane Stadium.
spokanetransit.com/route11

ROUTE 11 Downtown North Bank Shuttle

With night & weekend service

Route 11 Promotion

- Expo livery
- Post-Expo livery
- Social media
- Print ads
- Posters

Route 11 Downtown North Bank Shuttle

Not just for commuting anymore, Route 11 connects Downtown to the North Bank for all your entertainment needs!
Now with night and weekend service.

spokanetransit.com

Spokane Transit



EXPO 50th Anniversary



- Website
- Radio ads
- 3 x flyers
- Farebox art
- Print ads (Inlander, Spokesman, Lilac Program, La Prensa, Cheney Free Press, Slavic Spokane, West Plains Stream, Spokane Valley Current, Liberty Lake Splash)
- Digital ads & banners
- Bulkheads
- Commemorative Connect card
- Videos
- Social media posts and paid ads
- Google ads
- Partner toolkit

Social Media

- 805K impressions in May led the way for a record-setting 6-month stretch
- Ride Transit Month content
- Content campaigns (Youth Ride Free, Division Street BRT, Fares)
- Event-based service promotion (Bloomsday, Hoopfest, Skyfest, Expo '74 50th Anniversary Fares)
- That's Bussin' (dedicated social media series)





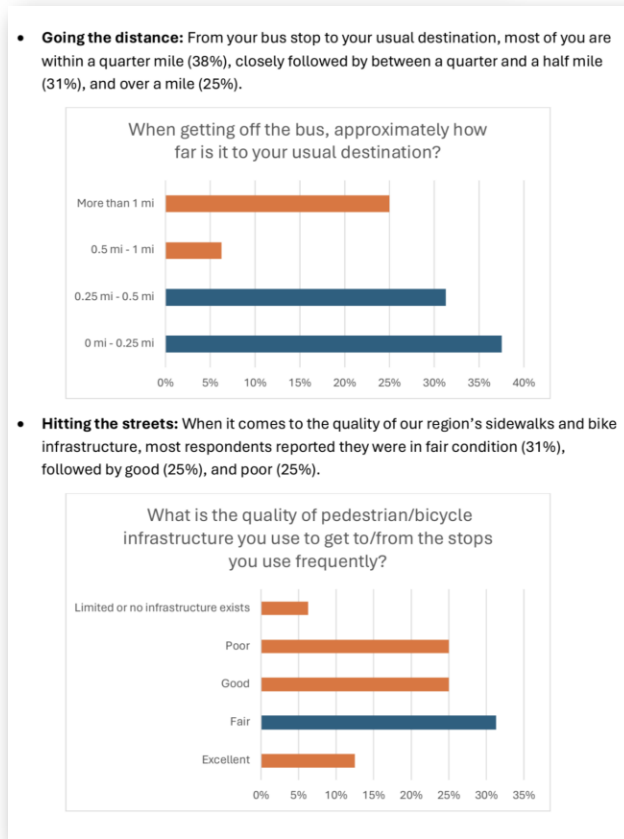
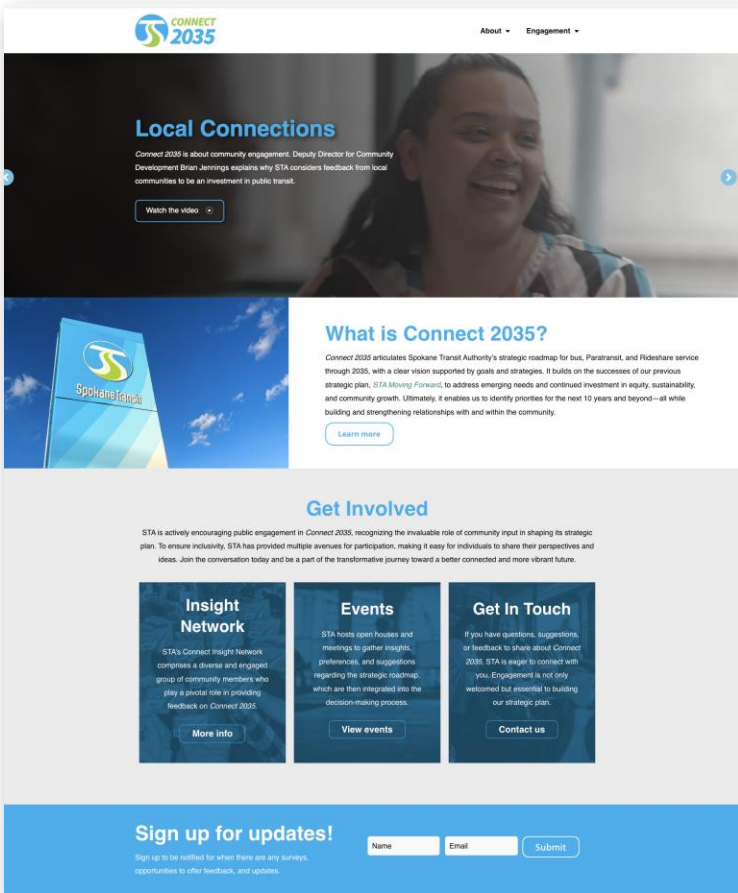
Community Outreach Events

- Amputee Community Day
- Bike Swap
- Bloomsday Tradeshow
- Children of the Sun Trail Ribbon Cutting
- Hillyard Happening
- NEYFS Spring Market
- Self-Care Passages FYSPRT
- SNAP Carnival
- St. Luke's Community Days
- Stroke Community Day
- Summer Parkways

Community Education Events

- Cheney High School Rider's License (3x)
- Community Connections at Snowdown Elementary
- CVSD Special Education Transition Fair
- EWU Basic Needs Resource Fair
- Logan Elementary Community Resource Fair
- Multicultural Event at Rogers High School
- SPS 5th Grade Career Fair
- WVSD Block Party





Connect 2035

- Microsite
- Monthly emails
- 5 x surveys
- 3 x videos
- Print materials

Transit Development Plan

- Open house technical support
- Flyers
- Display boards
- Videos

Spokane Transit
2025-2030 Transit Development Plan

ANNUAL ACTION PLAN / BUDGET

TRANSIT DEVELOPMENT PLAN

STRATEGIC PLAN
STA Moving Forward / Connect 2035

CONNECT SPOKANE:
A Comprehensive Plan for Public Transportation

KEY BENEFITS

The Transit Development Plan is a key part of STA's planning framework and fulfills the planning requirements defined in STA's Comprehensive Plan called Connect Spokane: A Comprehensive Plan for Public Transportation. The TDP also identifies a tactical framework that reflects the goal established in Connect 2035, STA's new strategic plan. The TDP will also demonstrate alignment of the tactical framework to Washington State's Transportation Policy Goals.

Contact: Madeline Arredondo
STA Associate Transit Planner
marredondo@spokanetransit.com

spokanetransit.com/tdp



Spokane Transit
2025-2030 Transit Development Plan FINANCIAL ASSUMPTIONS

STA is required to incorporate financial projections for the 6-year period of the upcoming Transit Development Plan (TDP).

SALES TAX REVENUE

3.5% growth per year for 2025 to 2030 based on 2024 budgeted sales tax revenue.
Assume renewal of 2/10th of a percent voter-approved sales tax rate by 2028 for 2029 and 2030.

FARE REVENUE

Retain current fare structure and assume 5% ridership growth over the forecast period of 2025 through 2030.

OTHER REVENUE

STA receives funds annually from the FTA Section 5307 Urbanized Area formula grant for Preventive Maintenance. Annual growth is assumed to be 1%.

STA also receives State Operating Grants:

- Paratransit/Special Needs formula grant funding is assumed to be 1% per annum growth, inclusive of the additional \$1.7 million provided by Move Ahead Washington
- Move Ahead Washington Transit Support grant funding is assumed to be \$6.5 million annually

Interest Income Earning Rate = 1.0%

No further federal stimulus funding programs related to pandemic.

EXPENDITURES

The baseline for operating expenses is the 2024 annual budget.

STA Moving Forward and near-term investment service changes through 2026, capped at 537,000 annualized revenue hours

Operating expenses are projected to grow at 3% beginning in 2025, along with incremental costs added in support of all planned Service Changes through 2030

Full funding of the 2025-2030 Capital Improvement Program through the 2025-2030 TDP period

Contact: Madeline Arredondo
STA Associate Transit Planner
marredondo@spokanetransit.com

Plan Overview

- The TDP is submitted to the Washington State Department of Transportation (WSDOT)
 - Provides updates on STA's various transit activities
 - Used as a part of WSDOT's annual report to the State Legislature
- The TDP will demonstrate alignment of the tactical framework to Washington State's Transportation Policy Goals

2024 TRANSIT DEVELOPMENT PLAN VIRTUAL OPEN HOUSE

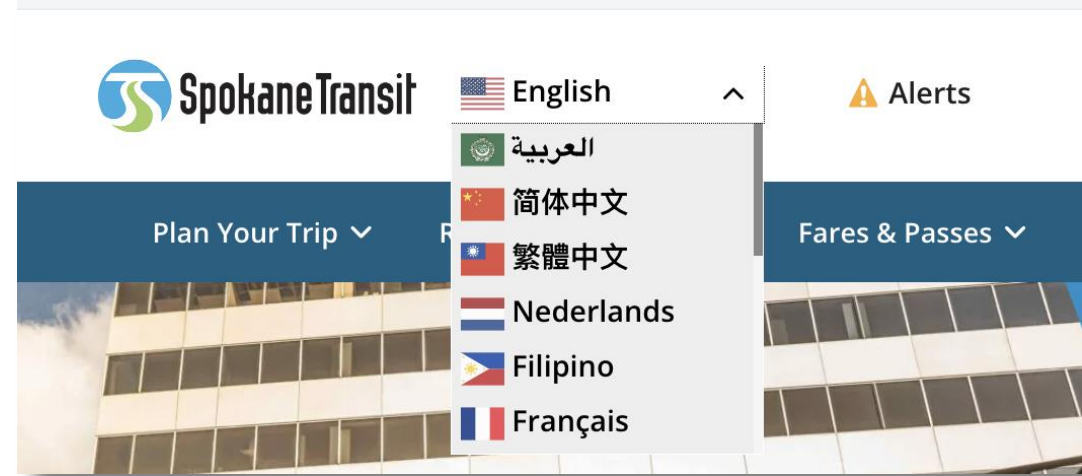
Learn about the long-term strategy to make public transportation in Spokane better for everyone.

Thursday, June 6
5:30 - 6:30 PM via Zoom

spokanetransit.com/tdp

Limited English Proficiency

- Website translation improvements
- Formed project team to enhance LEP customer experience
- How-to-Videos



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 25, 2024

AGENDA ITEM 141 : 2023 STATE AUDIT REPORT

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

SUBMITTED BY: Tammy Johnston, Senior Financial Services Manager
E. Susan Meyer, Chief Executive Officer

SUMMARY: On July 8, 2024, the Washington State Auditor’s Office will hold an Audit Exit Conference with STA staff regarding the 2023 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2023 Audit results which will be posted on the STA website when finalized here:

[Financial Information - Spokane Transit Authority](#)

RECOMMENDATION TO BOARD: Information only.

17.

EXECUTIVE SESSION

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

1. *Discussion with legal counsel representing STA for discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The STA Board of Directors will reconvene in open session approximately 10 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time - 10 minutes

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