

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, September 19, 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 19th DAY OF SEPTEMBER 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

September 19, 2024

AGENDA ITEM 4 : 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, September 19, 2024
1:30 – 3:00 p.m.

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

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: *5 minutes*
 - A. Washington State Department of Transportation Wall of Fame Honorees (*Nancy Williams*)
7. Public Hearing: *10 minutes*
 - A. Connect Spokane Comprehensive Plan: Revised Draft (*Karl Otterstrom*)
(*Action at the October 17, 2024, Board Meeting*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the July 25, 2024, Board Meeting – Corrections/Approval
 - B. Minutes of the August 28, 2024, Special Board Meeting – Corrections/Approval
 - C. Approval of the July 2024 and August 2024 Vouchers (*E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. 2022 Bus Stop Improvements-Phase 3: Wesslen Construction, Inc.: 2023-10827 Final Acceptance (*Karl Otterstrom*)
 - F. 2020-10449 High Performance Transit Amenities Installations: Final Acceptance (*Karl Otterstrom*)
 - G. Disadvantaged Business Enterprise (DBE) Program Approval (*Karl Otterstrom*)
 - H. Sprague Line Right Of Way Acquisition (*Karl Otterstrom*)
 - I. Spokane Public Facilities District Easements for Transit Operations (*Karl Otterstrom*)
 - J. Whitworth University Easement for Transit Operations (*Karl Otterstrom*)
 - K. City Line Bus Procurement (*Brandon Rapez-Betty*)
 - L. General Counsel Legal Services Award of Contract (*E. Susan Meyer*)
9. Board Report: *15 minutes*
 - A. Connect 2035 Phase 2 Update (*Karl Otterstrom*)
 - B. CEO Search Task Force Update (*Chair French*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al 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: *15 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. August 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. June 2024 Semi-Annual Financial Reports (*Tammy Johnston*)
 - D. July 2024 Financial Results Summary (*Tammy Johnston*)
 - E. 2024 Reconnecting Communities Grant Application Opportunity (*Karl Otterstrom*)
 - F. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
 - G. Facilities Master Plan Update (*Brandon Ropez-Betty*)
 - H. Federal Transit Administration Section 5310: Call for Projects Preliminary Proposal Update (*Karl Otterstrom*)
 - I. Second Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
 - J. 2024 Second Quarter Year-to-Date Performance Measures (*Brandon Ropez-Betty*)
 - K. July 2024 Operating Indicators (*Brandon Ropez-Betty*)
 - L. September 2024 Service Change Report (*Karl Otterstrom*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *none*
18. Adjourn

Optional Virtual link:	Click Here		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2501 648 7060

Cable 5 Broadcast Dates and Times of September 19, 2024, Board Meeting:

Saturday, September 21, 2024	4:00 p.m.
Monday, September 23, 2024	10:00 a.m.
Tuesday, September 24, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Board Operations	October 9, 2024, 1:30 p.m.
Planning & Development	October 2, 2024, 10:00 a.m.
Performance Monitoring & External Relations	October 2, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, October 17, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all meetings)

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

5.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

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

September 19, 2024

AGENDA ITEM 6A : WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME HONOREES – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

SUMMARY: The Washington State Department of Transportation, through their “Wall of Fame” program, recognizes exemplary employees for their dedication, innovation, customer service, and professionalism. Each public transportation agency is eligible to select two individuals and one team for recognition.

The 2023 Wall of Fame Honorees were recognized at the Wall of Fame Banquet on August 14, 2024, as part of the Washington State Public Transportation Conference.

Please see the attached Staff Report to read about this year’s Wall of Fame honorees.

RECOMMENDATION TO BOARD: Recognize the 2023 Wall of Fame Honorees for their dedication, innovation, customer service, and professionalism.

FINAL REVIEW FOR BOARD BY:

Division Head nw

Chief Executive Office BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY
Staff Report from CEO

SUBJECT: 2023 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME WINNERS

Thanks to those of you who nominated your co-workers for the 2023 Washington State Department of Transportation Wall of Fame award. It is exciting to see the high regard and appreciation you have for one another. We received nine individual nominations and eight team nominations. The nominees were outstanding, and I understand the selection was difficult. The selection team included the 2022 Wall of Fame recipients: Michelle Trotchie, Jake Goss, Jenni Knoll, and Krissy Ellis. I thank them for their work on such an important task.

According to the guidelines provided by the state, an individual must have exhibited excellence in public service, provided exemplary customer service, ensured a positive work environment, retained safe driving records, resolved an extremely difficult task, consistently performed above expectations, promoted teamwork, and/or have been an outstanding ambassador for the agency. A team must have accomplished a difficult operational, financial, organizational, or public service objective, transforming the work environment, inspiring others, increasing efficiencies, and providing exemplary customer service. In order to be meaningful to STA, our core values of team player, respect, accountable, neighbors, service, innovative, and trained were also taken into consideration.

The following nominees were chosen as the 2023 Wall of Fame recipients and these are excerpts from the nominators' comments:

Nathan Mauger, Senior Communications & Marketing Manager

Nathan consistently performs above expectations and is an outstanding ambassador for our agency in his accomplished and award-winning videography. Since joining STA, the Marketing and Communications team have won multiple first place AdWheel awards from ATPA almost every year under Nathan's leadership. They won the Grand Award twice, in 2021 and 2023. The team is also up for two Grand Prize awards in 2024. These campaigns have included the hilarious "How to Ride STA" video, the "That's Bussin'" series which targets the youth audience, and City Line launch commercials. All of these have required filming, editing, and production, sometimes under tight time constraints. The end result is electric thanks to Nathan's keen eye in filming and meticulous editing skills. Nathan is a visionary in making all the pieces come together.

What makes Nathan's leadership and videography so important for STA is the tremendous cost-savings to the Agency. The City Line commercials alone if we had hired an outside agency to produce would have cost close to, if not, six figures. Possessing this type of talent in house and being able to train others for the future to continually showcase Spokane Transit to the community is paramount.

If that wasn't enough, also in 2023, Nathan went above and beyond in planning the City Line launch events. He was instrumental in leading the team in developing run-downs for both the opening day block parties and the official ribbon cutting ceremony. His nuance for detail helped make sure everything went smoothly at both events, and Nathan's leadership of the team ensured we worked like a fine oiled machine those two days, to the delight of thousands, and showcased Spokane Transit to our community and other dignitaries such as the FTA and the Governor.

Jessica Kelch, Senior Project Manager

Jessica has exemplified every aspect of TRANSIT for over 10 years at STA.

Team Player: Even before attaining a Senior level position, Jessica prided herself on being an approachable, knowledgeable professional who makes every STA employee feel appreciated and valuable. Outside of STA, she has forged strong relationships and respect from contractors, vendors, and suppliers with her attention to detail and clear expectations.

Respect: While she would never demand respect, Jessica earns it on a daily basis through thoughtful collaboration with internal staff and contractors. In our department, she is considered the go-to expert in regard to technical issues and jurisdictional public works requirements.

Accountable: Jessica is often the first one in the office and the last one to leave - even during days off and weekends to keep projects on track. During COVID, many employees worked from home while she remained in the office to ensure accessibility and support for ongoing facility projects.

Neighbors: Jessica is the person that will help out with anything anybody asks with no expectation of recognition.

Service: Jessica has continuously proven to be a technically competent professional who delivers projects within budget at the highest quality possible.

Innovative: As a proficient problem solver, Jessica is often the first person staff can call when confronted with a new or difficult situation.

Trained: Jessica always puts safety first, with an emphasis on coworkers and jobsite laborers. She meticulously ensures jobsites are following relevant safety protocols and isn't afraid to point out hazards.

In addition to core values, Jessica is a compassionate and empathetic personality who listens intently and understands the professional, technical, and emotional needs of coworkers. She is passionate about providing and maintaining a safe and supportive work environment for STA and its customers.

Zero Emission Bus (ZEB) Maintenance Team

Tony Jones, Chris Camarata, Michael Ketterer, Christian Bigger

Tony and Chris make up the team that services STA's battery electric bus (BEB) fleet. Their work is vital to the success of the City Line, Route 4 electrification, and overall BEB utilization. This team maintains a City Line coach availability average of 93% (10/11 coaches). The monthly average availability of STA's entire fleet is about 82%. With such a small City Line fleet, maintaining this high of a coach availability is especially impressive.

The team utilized some creative improvisation to complete a Proterra recall in less than four months. While this recall has been a challenge for other agencies, the team's work increased STA's BEB fleet by 11. High fleet availability has enabled STA's highest ridership route, Route 4, to be completely performed by BEBs.

Consistently, STA has over 35 BEBs in service out of a service requirement of 131, which is over 25%. The ZEB team is just two individuals out of the 60 fixed route maintenance staff, or 3%. This small team has been self-disciplined and motivated and is responsible for making a large percentage of STA's BEB service possible.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 7A : PUBLIC HEARING:

A. CONNECT SPOKANE COMPREHENSIVE PLAN: REVISED DRAFT

REFERRAL COMMITTEE: n/a

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


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

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

RECOMMENDATION TO COMMITTEE: Conduct public hearing.
(Action at October 17, 2024, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer 

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

Staff Report - Public Hearing: Connect Spokane Comprehensive Plan: Revised Draft

Presented: STA Board Meeting – September 19, 2024

SUBJECT: CONNECT SPOKANE COMPREHENSIVE PLAN: REVISED DRAFT

SUMMARY: Staff presented proposed revisions to the Connect Spokane update that was distributed at the September 4, 2024, Planning & Development Committee meeting. The revisions are informed by input gathered over the last two months through a community survey, and community partner listening sessions, and will be the subject of this public hearing.

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, content related to the plan update, and the revised draft plan elements will be available in advance of the meeting (no later than close of business September 3) at this web link:

<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 elements of Connect Spokane that were addressed in this update are:

- High Performance Transit (HPT)
- Fixed Route
- Paratransit
- Flexible Services
- Communications and Public Input
- Revenues and Fares
- Regional Transportation and Land Use
- Sustainability
- Transit Equity and Inclusion

Since the July P&D Committee meeting, staff delivered a survey to community-based organizations and business partners, as well as to the community at large, to gather broad feedback on the proposed policy language. The survey closes on August 30.

In reviewing all the comments and feedback provided (from survey and meetings), staff have included an errata table that includes submitted comments and the action taken. Action taken includes (a) inclusion into draft, (b) exclusion from current draft, and reasoning (e.g. already addressed elsewhere, not appropriate document, not consistent with best practices, etc.) or (c) not recommended/requires additional discussion at Board-level. Staff have developed a matrix to be posted at the link above, itemizing the feedback from all sources received and how the feedback was considered in the policy refinement.

Future actions include the following:

Date	Action / Activity	Audience
September 4, 2024	Revised Draft for review	Planning & Development Committee
September 19, 2024	Public Hearing	Board of Directors and general community
October 2, 2024	Final Draft and recommendation to Board for adoption	Planning & Development Committee
October 17, 2024	Adoption	Board of Directors

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8A : MINUTES OF THE JULY 25, 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 July 25, 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

Minutes of the July 25, 2024

STA Board Meeting

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Betsy Wilkerson, City of Spokane
Dan Dunne, Small Cities (Liberty Lake)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

Dan Sander, Small Cities (Millwood) *Ex Officio*
Chris Grover, Small Cities (Cheney) *Ex Officio*

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, McMahan, 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 - None

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. Hattenburg seconded, and the motion passed unanimously.

5. Public Expressions

Erik Lowe, Aaron Crandall, Sarah Rose, Dream, and Kenneth Malone provided public expressions at the meeting. Written public expressions received in advance of the Board meeting were distributed to Board members.

6. Recognitions and Presentations

Mr. Rapez-Betty recognized Mr. James Norfolk for his 28 years of service to STA in the Facility and Grounds department as a Building Maintenance Specialist. Mr. Rapez-Betty and the Board congratulated Jim and wished him the best in his retirement.

Ms. Williams presented the Employee Recognition awards and noted employees are nominated by their peers. Second quarter award winners included Mark Walker, Coach Operator, Mike Hogue, Coach Operator, and Wendy Woodard, Coach Operator.

Ms. Williams noted the celebration of service milestones for second quarter 2024 and read the names of employees who have reached milestones of 5, 15, and 25 years of service.

The Board applauded the employee recognition award winners and the service milestone celebrations.

7. Board Action - Consent Agenda

Mr. Dunne moved to approve Consent Agenda Items 7A through 7G, as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

- 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 listed below:

D. 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

- D. Public Works Contracts Under \$35,000: Final Acceptance - Approve acceptance of the listed contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

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

- E. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval – Approval of 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.

- F. Designation & Appointment of STA Auditing Officer-Resolution- Approved, by Resolution 823-24, the appointment of the person holding the CFO position as Auditing Officer and E. Susan Meyer, CEO, as alternate Auditing Officer for Spokane Transit Authority.
- G. 2025-2030 Transit Development Plan: Finalize and Approve – Resolution - Adopt, by Resolution, the 2025-2030 Transit Development Plan.

8. Board Action – Other

A. CEO Search Task Force

Chair French noted the Task Force members recommended by Board Operations included Mr. Zappone, Mr. Dunne, Ms. Haley, and Mr. French. Noting the request for input from the public and business community, he introduced a proposed list of individuals or organizations to include in the capacity of CEO Search Advisory Committee. Mr. French provided historical background on the prior CEO searches.

Ms. Klitzke made a motion to establish a search process where the Board instructs the search firm to create a transparent, inclusive, public process and that the search process includes meetings about potential candidates that are open to the public. The Board can then hold an executive session to discuss individual candidates' qualifications and the Board could include employee representation and representation from the community on the search committee.

She acknowledged Mr. French's proposal and stated a national search firm can provide a recommendation to the Board on this process, and the Board can then include representatives from riders, businesses, non-profits, and community-based organizations. Ms. Klitzke stated she was fine with Mr. French's list but noted perhaps the search firm could provide further input because the Board had heard from other groups requesting to give feedback.

Discussion ensued.

Legal counsel clarified that the motion from Ms. Klitzke was separate from the Board Operations Committee recommendation, saying this is just the first motion and would be a motion only related to process. Ms. Klitzke stated the Board can include this suggestion and let the recruiting firm expand on that or round it out however they see fit.

Mr. Dunne restated Ms. Klitzke's motion to confirm his understanding: **To get a search firm to create a transparent, public and inclusive process and have meetings that are open to the public and then review candidates in executive session with the Board.**

Ms. Clark stated that the recommendation from the Board Operations Committee is in the Board packet and on the screen which is the recommendation being brought forward. She noted, from a structural standpoint, the Board should take an action on the recommendation and then consider the other motion .

She also advised the engagement of the search firm is within the CEO's designated authority provided under STA's procurement policy. She advised that the Board needs to amend the recommendation regarding the job description approval and review of the application, because we can have a search firm design the process. The Board may separate it into different motions but doesn't need to approve the CEO hiring a search firm as it's already delegated.

Ms. Clark also advised what the search firm does and its scope is also under that CEO authority but if the Board wants to provide direction to the CEO on that search process by way of a motion, it would be best to do that first. She advised Ms. Klitzke that she understood it was her motion but wanted to make sure we were all thinking along the same lines. Ms. Klitzke agreed that her motion would be to ask the search firm to do these things and have those three things written

down. Discussion ensued about approving the job description. Ms. Clark clarified the approval of the job description was delegated to the four person search Task Force as recommended by the Board Operations Committee. Discussion ensued regarding holding a virtual special Board meeting in August since there is no scheduled Board meeting that month.

Mr. Dillon indicated he was going to second the motion but wanted to express his observations from being on the mayor's police chief search committee. Discussion followed.

Ms. Klitzke withdrew her motion.

Chair French indicated he was open to a motion for just the first three lines of the recommendation from the Board Operations Committee, saying the Board could come back and discuss how to provide instruction to the consultant after that vote.

It was asked if the motion agreeing to the first three lines precluded a CEO Advisory Committee being part of the process. Chair French indicated he did not think it would and that his suggested list of advisory committee entities was a starting point, to be added to or subtracted from by the Board. Discussion ensued about the advisory committee reporting to the Task Force or Board. It was clarified that the advisory committee would report to the Task Force and the Task Force would report to the Board. It was stated the Advisory Committee members could be established at a later meeting. Dialogue ensued regarding the role, duties, and composition of the advisory committee.

Conversation continued about the process the City of Spokane used for the Chief of Police search and the roles different groups played in the search and interview process and how STA should proceed to have an open, transparent process as well.

Ms. Klitzke indicated she would like to restate her motion. She was advised there was no motion on the floor. She agreed and Chair French indicated she should proceed.

Ms. Klitzke made a motion that the Task Force would create a draft job description; get it out for public input; set up a timeline to do that; and get our next one-issue meeting scheduled for that. The Board would adopt that with having had a chance to look at hopefully the day before, at least the public input; ask the search firm to create a transparent and inclusive process and we're going for full Board approval of the job description; (which is the step that we're going to timeline); and then we would ask the consultant to create an advisory committee to advise the Task Force, have meetings that are open to the public, and executive sessions as needed. We would include employee representation and representation from the community in that advisory committee, (riders from buses, nonprofits, community based organizations), and they would create that committee trying to balance it out however they think is most advantageous to STA, and then ask the search firm to create a process for the search firm and the Board to narrow down CEO candidates. Once the Task Force has narrowed it down to three to five candidates, then we would have another opportunity for public input with the advisory committee that would get created and or a town hall.

Legal counsel clarified that the consultant can't create a committee on behalf of this Board, but they can make recommendations.

Chair French asked for a second to the motion on the floor.

Legal counsel advised the Task Force hadn't been created.

Chair French noted he keeps coming back to needing a motion to have the Task Force created by the Board.

Mr. Dunne indicated he's recommending the first three sentences on the slide, saying Ms. Klitzke never got a second, so he thought he could make a motion. This was confirmed by the Chair.

Mr. Dunne moved to approve the first two sentences of the slide we're all looking at depicted in the first three lines, concluding with "and legal counsel". The search Task Force, in collaboration with the recruiting consultant, will produce:

- 1. The job description used for the search**
- 2. Recommend the composition of the CEO advisory committee**
- 3. The hiring process to be executed for the replacement of the CEO**

These three deliverables for consideration and approval of the Board at an August Special meeting.

Mr. Dunne asked for Ms. Klitzke's confirmation that he captured her motion succinctly. Ms. Klitzke said we want to make sure to include citizen input on the job description and citizen input on the finalist candidates. Mr. Dunne responded to say the citizen input would begin with a special meeting and the introduction of that job description that has been collaboratively arranged with the recruiting consultant. Ms. Klitzke indicated as long as the draft was distributed with the agenda in advance, that would be okay.

Chair French noted there's a motion and asked for a second.

Ms. Haley seconded.

Chair French said we've got a motion and a second and opened the floor for discussion.

Mr. Zappone indicated his support and offered a possible amendment to the motion. He thought the search Task Force would bring a draft of the job description to the August meeting but ask the consultant to say how we get public input on that job description? He noted the amendment would say **"A draft of a job description to have a recommendation on community input."**

Chair French noted we've got an amended motion and asked for a second.

Ms. Wilkerson seconded.

Chair French noted the 2nd on the amendment.

Mr. Dunne said he wanted to be concise in the amendment. He said specifically, the amendment addresses the product number one, job description, to include the word "draft".

Mr. Zappone reiterated, draft job description to then be used for community input with a recommendation from the consultant but noted that's a kind of a given by the previous sentence.

Ms. Klitzke said we're already going to ask the consultant, but the idea was to get a recommendation on the draft from the consultant as well. She expressed her opinion that it would be an easy addition but we're going to just have to remember to say all these things to the consultant. She said we don't necessarily need to codify it, which is probably what Mr. Dunne is trying to do here is, to make it simple.

Mr. Zappone clarified his language was a "draft job description to then receive community input." Mr. Dunne said community input would be distilled in the third product, "the hiring process". Mr. Zappone said his intent behind that is he didn't think that at an August Special meeting, as a Board, we should approve the final job description without the community input which the consultant would be recommending. So perhaps they just bring that draft and then they use the hiring process and maybe they'll say, here's how to include that in the hiring process.

Ms. Clark said that was okay but just to make sure because she didn't misunderstand what that meant, she clarified that the August meeting would be a review of the job description, with no action.

Mr. Zappone said the consultant would deliver a draft job description, a recommended advisory committee composition, and a recommendation on a hiring process and that the process could include how to get feedback on the job description and things like that.

Ms. Clark said she wanted to make sure that's doable. Chair French agreed. Mr. Dunne asked to confirm the amendment clearly and put the word "Draft" in front of the phrase "job description in the first deliverable, not intended for approval."

Mr. Zappone moved to amend it to say draft job description not intended for approval. He suggested Mr. Dunne could email the final version since he had typed it.

Chair French said we are now voting on the amendment to the amendment.

Ms. Wilkerson asked if it could be read back.

Ms. Clark asked Council Member Dunne as he had been typing. Mr. Dunne said he would read the amendment specifically that is being considered. **The first product to be delivered by the search task force is a draft job description not intended for approval.**

With no additional questions, Chair French called for the vote. **The amendment passed unanimously.**

Chair French said now we're going to vote on the other amendment to the original motion.

Mr. Dunne said he thought he was forming a motion here, which was amended by Council Member Zappone. He clarified that what he was reading now was a motion.

Chair French asked if anyone had questions. None were forthcoming. He said there was a motion and a second and asked Mr. Dunne to proceed.

Mr. Dunne said he was going to read this now as a full citation (including the sentences referenced from the Board Operations Committee recommendation on the agenda item).

Appoint a CEO search Task Force composed of four voting Board Operations Committee members. (STA staff support to be provided by CEO, Chief HR Officer, Clerk of the Board, and legal counsel). The search task force in collaboration with the recruiting consultant will produce:

- 1. Draft job description, not intended for approval**
- 2. Recommend CEO advisory committee composition**
- 3. The hiring process to be used in the CEO replacement**

The last sentence being for consideration by the Board at an August special meeting.

Chair French said there is a motion and a second and asked if there was any discussion. Hearing none, he called for the vote. **The motion passed unanimously.**

9. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided his report as an update on Connect 2035 and a follow up to the Board workshop where he recalled there were 80+ Initiatives reviewed as a part of developing the potential strategies and initiatives for Connect 2035 and plans to implement the vision and mission of STA through 2035. He noted this is the current process right now and the staff and consultant evaluation will be followed by the packaging, which will be the subject of the September Board Workshop.

He reiterated that there were 87 individual initiatives, including the enhancements representing things we can do with the current 0.08 sales tax rate. The “Enhancements plus” would represent things that require ongoing operating funding beyond current tax rates and are in addition to core investments in Division Street BRT, Facilities Master Plan, and Zero Emission Fleet transition. Rather than holding a Board Workshop today, Mr. Otterstrom advised staff are developing a series of videos for members to watch that explain the evaluation process, the results, and how the packaging will work in anticipation of the Board Workshop in September. The videos will be available to the general public at www.STAConnect2035.com and links to the videos will be sent directly to Board members. Along with the video will be a link to a dataset in Tableau which is a nice visualization tool for looking at data, those 87 different initiatives, and understanding them in greater detail. He said that’s a high level update instead of a 2-hour Workshop.

We have continued to engage with the public, gathering input through various means. Over 2,500 individuals have been reached via letters, community-based organizations, and surveys, with efforts continuing into the next month. Staff are scheduling listening sessions and following up with community organizations, City Councils, and Plan Commissions to share evaluation results of the candidate initiatives. On September 12th, staff will meet with Greater Spokane Incorporated for a policy discussion following the Board Workshop, where we will present on the packaging, pending the Board’s approval.

Additionally, staff are compiling data on sales tax and service, which has not been previously provided to the Board. This includes information on jurisdictional boundaries and ridership, emphasizing that service and ridership demands extend beyond individual jurisdictions, such as routes connecting East Central neighborhood, Spokane Valley, and Millwood.

Mr. Otterstrom explained the methodology used and the data it produced. He noted the first chart shows sales tax and the end of the slide deck shows the actual values used to arrive at this data. Mr. Otterstrom advised this is viewing service levels as of September 2023 until the middle of January 2024.

Mr. Otterstrom reviewed the percentages of service provided by jurisdiction as compared to the percentage of sales tax collected for transit in specific jurisdictions and explained that the second chart compared Paratransit ridership where there's slightly more consistency between sales tax and service.

He noted the third chart showed service distribution relative to ridership which is pure ridership by boarding location, the geographic location of any boarding on the system of the fixed route system. He said this speaks to some of that density of demand.

He shared a graph of Paratransit origin and destinations and explained the results.

Mr. Otterstrom offered to answer questions.

Mr. French asked if there were questions for Mr. Otterstrom.

Mr. Zappone asked him to restate the methodology for including service. Mr. Otterstrom explained the methodology used as outlined on the slide 25.

Discussion ensued regarding the GIS data sets and availability to the public and the analysis of the data presented, future ballot measures, and jurisdictional cooperation. Ms. Haley noted the gap between how much sales tax revenue is collected in Spokane Valley and the amount of bus service provided to Spokane Valley.

10. Board Operations Committee

A. Chair Report (*Al French*)

No report at this time.

11. Planning & Development Committee

A. Chair Report (*Pam Haley*)

No report at this time.

12. Performance Monitoring & External Relations Committee

A. Chair Report (*Josh Kerns*)

Reviewed the agenda items covered at the PMER meeting.

13. CEO Report

In the interest of time, the CEO deferred her report with two comments.

Ms. Meyer said that the public had submitted letters to the Board and noted Ms. Bowers wasn't included in at least ten of the communications. She advised the Clerk would email to Ms. Bowers.

She noted that when she came to STA 19 years ago, one of the reasons she was able to step into the organization so quickly was because of all the amazingly talented people here when she arrived. Ms. Meyer acknowledged that has been the constant in the organization and she encouraged the Board Members, as they talk about what has been accomplished in the past, to think about the system we have now and the hundreds of more jobs, more frequency and extended reach of STA's service and how it has been presented for the Board's approval and rolled out for the community with a lot of public input and by the people who work here at STA.

14. Board Information – no action or discussion

A. Committee Minutes

B. June 2024 Sales Tax Revenue

C. May 2024 Financial Results Summary

D. May 2024 Operating Indicators

E. Connect Spokane Comprehensive Plan: Review Draft Elements

F. Transit-Oriented Development: Pilot Project Framework

G. 2023 Paratransit Survey Results

H. Marketing & Communications Update

I. 2023 State Audit Report

15. New Business

Mr. Zappone advised he wanted to have Performance Monitoring & External Relations Committee review a new community celebration Bus Wrap program. He provided examples of federally

recognized heritage months used as a basis he recommends, along with jurisdiction and the community-submitting designs.

Mr. Zappone made a motion to have the Performance Monitoring & External Relations Committee review a community celebration Bus Wrap program. Mr. Dillon seconded.

Mr. French discussed a lawsuit pertaining to previous advertising on buses. He said because of that, he would be opposed to this program. Mr. Zappone said he wasn't here but as he understands it, he said that lawsuit was around specific advertising and he didn't think this was advertising. Also, other jurisdictions are doing it and we have a flag, Expo, and Zero Fare for Youth buses.

Discussion ensued.

Chair French called for the vote. Ms. Wilkerson, Mr. Dillon, Mr. Zappone, Ms. Klitzke, and Mr. Dunne voted yes. Mr. Kerns, Mr. French, Ms. Haley, and Mr. Hattenburg voted no. The motion passed 5 to 4.

16. Board Members' Expressions

Ms. Wilkerson said thank you for a robust board meeting. She said she appreciated the civility of Mr. French and how everyone conducted themselves.

Mr. Dillon said thank you to Mr. French for getting us done by 3:30 and to everyone for coming today to broaden the discussion.

Mr. Hattenburg expressed his concern over comments made that this is a dysfunctional board. He said of all the boards and committees that he's served on, it's one of the most positive things he's ever done. STA helps all the communities. He said he loves the system and rides transit a lot. There are a lot of positive things at STA and it's upsetting when we come out of a meeting with the impression that it's dysfunctional and we don't get along. We certainly all have our opinions but there's a lot of positive things going on that should be recognized.

Ms. Klitzke thanked Chair French for running a good process.

Mr. Bynaker said he wants to make sure the CEO candidates' confidentiality is preserved until a decision is made because if not, STA could lose a good candidate. As the Board goes through all this process, it is critical to preserve confidentiality.

Mr. Zappone commented on the great dialog and conversation and said he appreciates everyone and the community members for being here.

Mr. Dunne said Mr. Hattenburg's comments resonate with him. This is an excellent organization and we deliver an excellent service to the community. He appreciated Mr. Otterstrom's data provided today and said it provided for a very important discussion and he looks forward to being able to work with and consider more about that data.

Mr. Speirs thanked the Board for lively discussion and the community for coming and offering their voice.

Mr. Kerns gave a shoutout to staff and a thank-you to legal counsel, who had the most difficult job keeping track of everything said.

Ms. Haley agreed with Mr. Kerns and thanked staff.

Mr. French echoed comments from Ms. Wilkerson. He appreciated the conversation and decorum, saying that is how we try to get good work done for the community. He responded to a couple of earlier comments that he's not a bus rider. He said he was a bus rider for years until he moved and

doesn't have bus access even though he pays the tax. When he lived in the City, he rode the bus to work every day which is one of the reasons he's a great proponent of this service and is anxious to have service in his neighborhood in Eagle Ridge.

17. Executive Session

Chair French advised that the Board would go into Executive Session for the purpose of discussing, planning, or adopting a strategy or position to be taken during the course of ongoing collective bargaining.

He advised there would be no action as a result of the Executive Session and the Board will return in 10 minutes. If it is determined the Board needs additional time, a member will advise the Clerk and she will inform the public.

Chair French said as there will be no action, the Board meeting would be adjourned as soon as the Executive Session ended. The Executive session began at 3:23.

Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:33.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8B : MINUTES OF THE AUGUST 28, 2024, SPECIAL 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 August 28, 2024, Special 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 _____

Attachment

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

BOARD OF DIRECTORS

DRAFT Minutes of the August 28, 2024

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

MEMBERS PRESENT

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

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, McMahan, Lamberson, Van Wert and Oreskovich, P.C.

MEMBERS ABSENT

1. Call To Order and Roll Call

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

Approve Board Agenda

Chair French asked for a motion to approve the agenda. He advised that for the STA CEO Search Task Force update, we are updating Board members on the status. We're not seeking approval on any items because the meeting agenda was posted without Board Action noted. We're doing an update on the status from the Task Force, and that completes the items on our agenda for today. So can I have a motion to approve the agenda.

Ms. Haley moved to approve the Agenda as presented. Mr. Hattenburg seconded.

Mr. Zappone said he thought the plan was to get approval for next steps. The Chair advised that was the original goal, but because the notice did not include that and the Board cannot take any action today. He advised that the only thing the Board can do today based upon the way the notice was structured is to just give an update. He said decisions will be made at the next Board meeting. Discussion ensued about the process.

Chair French called for the vote and the motion to approve the agenda passed unanimously.

Public Expressions

Chair French asked if anyone from the public wanted to offer expressions. He called three times for public expressions. There were none.

2. Executive Session

Chair French read the notice stating 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. The STA Board will reconvene in open session in approximately fifteen minutes. If it becomes necessary to extend the Executive Session, a member of 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 meeting once the Board returns.

Following technical difficulties, the Board went into Executive Session at 11:13 am. After 15 minutes, they came out of executive session and the following motions were made.

Ms. Haley moved to approve a one-year contract extension through June 30, 2025 with AFSCME 3939 representing Paratransit employees with an increase in wages effective September 1, 2024. Mr. Hattenburg seconded, and the motion passed unanimously.

Ms. Haley moved to approve a three-year contract from April 1, 2024, to March 31, 2027, with ATU 1015 representing coach operators, vehicle and facilities maintenance personnel, customer service and clerical employees with increases in wages and certain other considerations effective September 1, 2024, and for those employed on the date of Board approval of a signing bonus. Mr. Dunne seconded and the motion passed unanimously.

3. CEO Task Force Update

Chair French advised this session would be a report back to the Board on the progress of the CEO Search Task Force. He advised this would be an update, with no action today, but action can be taken at the next Board meeting. He advised the Task Force members met yesterday and he would provide a summary from his point of view, and then invite other Task Force members to weigh in with their comments.

Chair French reported that the Task Force met with search consultants from Harris, Rand, Lusk to outline a participation process for the Board. The consultants recommended visiting Spokane to interview various community groups for input on the draft job description and to develop a job description for Board approval. The Task Force met and identified organizations for engagement. Once the job description is approved by the Board, the consultants will search for candidates, narrowing them down to most qualified individuals for the Board to interview and ultimately choose one as the new CEO.

There was a discussion about including community members and concerns were raised about confidentiality and the potential impact on applicants' current jobs, which might reduce the number of qualified candidates. The Task Force was divided on whether to include anyone other than Board Members on the Task Force.

The focus was on ensuring the best quality applicants without jeopardizing their current employment. A list of organizations was generated for an Advisory Committee, but it is not final. The categories were initially created by consultants, and the Task Force added to it based on their community knowledge. Any exclusions were not deliberate. If there are suggestions for additional organizations or individuals, they can be added to the list.

The expectation is that groups will be interviewed collectively rather than individually. This approach applies to various categories, including community organizations, non-profits, and representatives of healthcare. A new category, criminal justice, was added, suggesting organizations like the community court. The list remains open for further suggestions.

Chair French opened conversation for discussion.

Mayor Haley thanked Mr. French for his summary and clarified that the search consultants said, in their experience, it is rare for the public to be involved in deciding who to hire for a transit CEO position. Mayor Haley emphasized that she does not want applicants to risk their current positions to apply for the job, as it might deter high-quality candidates from applying.

Mr. Dunne agreed with Mayor Haley's concerns, sharing an example where a candidate, after being publicly interviewed and not selected, lost their previous job. He emphasized the importance of attracting and retaining an excellent candidate to lead the agency. While he supports broad public engagement in defining the job description, he believes the Task Force and Board should handle the detailed evaluation of candidates' capabilities. He stressed that their role is to ensure the best candidate is chosen for the position.

Mr. Zappone expressed a different perspective from the rest of the Task Force, raising concerns about the process and the information presented. He noted that while the consultant is qualified and has deep connections, their expertise does not lie in community engagement. He pointed out that other transit and public agencies commonly involve community engagement at the finalist stage, which was not considered in this process. Mr. Zappone also said he contacted Board members from various agencies who confirmed the practice of community engagement. He emphasized that while the Task Force agreed on the job description and initial community outreach, they did not explore community engagement at the end of the process. He believes that excluding community feedback on final candidates goes against the Board's adopted goals and vision, which emphasize collaboration with community partners to enhance the quality of life in the region.

Ms. Haley responded to Council Member Zappone's comments, noting that she had not yet had time to verify with all the transit agencies he mentioned since the Task Force just met yesterday. However, she stated that most of the agencies she had discussed it with did not involve the public in the final decision-making or interviewing stages. They did use public input for developing job descriptions and identifying desired characteristics, similar to the process being proposed by Council Member Zappone. She offered to contact all the agencies before the next Board meeting to gather more input, mentioning that the three agencies she spoke with did not use public involvement in the final stages, and two even found the idea amusing.

Ms. Klitzke clarified that the intention was not to make the community part of the hiring decision but to allow finalists to engage with the community in a public forum. The idea is for finalists to answer vetted questions from the public, which would help assess how they interact with and handle community questions. This process would provide community feedback without giving the public a deciding vote in the hiring decision.

Mr. Dillon echoed the importance of community feedback and noted the progress made towards a more public process. He acknowledged community expectations for transparency and public involvement. Mr. Dillon questioned whether it was really a common outcome for a candidate to lose their job. While he understands concerns about applicants jeopardizing their current positions, he believes there are ways to mitigate this risk. He mentioned receiving feedback from various sources emphasizing the community's desire for a transparent process. He stressed the importance of consultants engaging effectively with the community.

Chair French proposed that since no decision is being made today, the Board should arrange for the consultant to attend the next Board meeting. This would allow the consultant to share their concerns with the group, ensuring everyone is informed. He suggested this as a way to help the Board reach a well-informed decision.

Ms. Wilkerson thanked Commissioner French for suggesting that the consultants attend the next Board meeting to share their reasoning and experience. She emphasized the importance of community engagement, noting that STA's leader will play a critical role in the community. While the final decision rests with the Board, she proposed involving a small group of community leaders from key industries that use transit to weigh in with the Task Force on the finalists' qualifications. This approach could help maintain confidentiality while allowing the Board to see how candidates interact with community leaders.

Chair French discussed the challenge of maintaining confidentiality if community members are involved in the interview process. He mentioned consulting with legal counsel to explore ways to ensure confidentiality. Unlike Board members, who are bound by an oath, community members lack an enforcement mechanism if they violate a confidentiality agreement. He suggested looking into possible structures or mechanisms to address this issue.

Ms. Wilkerson suggested involving a small group of industry leaders who are already CEOs and understand the process, believing they would maintain confidentiality. She asked the Board to consider this approach.

Ms. Klitzke reiterated that she does not share the confidentiality concerns, viewing the firing of an employee for seeking another job as retaliatory and unprofessional. She believes this should not be considered the norm and that the appropriate response from a current employer would be to incentivize the employee to stay. She emphasized that this concern should not undermine the public process and that finalists should be able to interact with the community.

Mr. Hattenburg agreed with the idea of a public "meet and greet" rather than a formal interview process. He shared that a similar approach was used with the Spokane Valley Library Board, where informal gatherings with light refreshments allowed the public to interact with candidates and provide feedback. This setup also gave Board members a chance to observe how candidates interacted with the public they would serve. He emphasized that it doesn't need to be a formal interview process.

Mr. Zappone raised the issue of whether Task Force meetings, excluding executive sessions and candidate reviews, should be open to the public. He mentioned that the community expects these meetings to be open, similar to other committee meetings, without public comment. He emphasized the need for direction from the full Board on this matter.

Chair French asked legal counsel to address that issue. Ms. Clark advised we couldn't take any action on that today. Because it wasn't part of the original delegation of authority to the Task Force by way of the motion that was passed, it would be a subsequent action by the Board that would be needed to do at a separate meeting. Chair French agreed that was his intention as mentioned at the Task Force meeting, that we would carry this conversation to the full Board and have the Board weigh in on how they wanted the Task Force to perform, to try and finish up the work here.

Mr. Dillon suggested that the discussion about the rules around public meetings and how the Open Public Meetings Act (OPMA) applies to committee and task force meetings could be followed up at the next Board meeting. He expressed interest in chatting further with legal counsel to better understand these rules. Ms. Clark offered to have anyone contact her with individual questions about the OPMA.

Mr. Bynaker emphasized the critical importance of guaranteeing confidentiality to attract the best candidates. He reiterated that major organizations often dismiss employees who apply for other positions and are not successful. He stressed that involving the public in the process could deter

top candidates, as they would not risk their current positions. He strongly believes that without ensuring confidentiality, STA will not get the best candidate.

Mayor Grover agreed with the need for caution in the process, emphasizing the Board's responsibility to represent their constituents. He supported gathering information from constituents and stressed the importance of being very careful throughout the process, echoing the concerns raised by Council Member Dunne, Mayor Haley, and Council Member Bynaker.

Ms. Bowers highlighted the various challenges the organization is facing. She emphasized that the organization's greatest assets are its employees and expressed her interest in how a new leader will address these issues. She mentioned that collective bargaining leaders and team leaders dealing with scheduling and safety are eager to be involved in the process. She stressed the importance of addressing these thoughtfully and ensuring that no one faces undue hardships.

Chair French thanked everyone for their contributions and stated there is a lot to think about before the next Board meeting on September 19th. He asked Board members to take a look at the list and be prepared to provide any perspective not discussed today and approve at the Board meeting.

4. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 12:01 pm.

Respectfully submitted,

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

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 19, 2024

AGENDA ITEM **8C** : JULY & AUGUST 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 July 1 through 31, 2024, and August 1 through 31, 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 (July)	Nos. 628149 – 628561	\$ 4,263,224.60
Worker’s Comp Vouchers (July)	ACH – 2286	\$ 124,915.16
Payroll 07/12/2024	ACH – 07/12/2024	\$ 3,016,920.76
Payroll 07/26/2024	ACH – 07/26/2024	\$ 2,006,737.00
WA State – DOR (Excise Tax)	ACH – 1767	\$ 3,188.55
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 4,843.27
JULY TOTAL		\$ 9,419,829.34

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (August)	Nos. 628562 – 629042	\$ 9,373,537.59
Worker’s Comp Vouchers (August)	ACH – 2286	\$ 147,353.60
Payroll 08/09/2024	ACH – 08/09/2024	\$ 2,686,947.96
Payroll 08/23/2024	ACH – 08/23/2024	\$ 1,983,552.79
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,182.41
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 705.64
AUGUST TOTAL		\$ 14,198,279.99

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 _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - July 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/03/2024	628149	INLAND WELDING SUPPLY INC	1032	1,212.55
07/03/2024	628150	ABM INDUSTRY GROUPS LLC	1066	8,017.16
07/03/2024	628151	FRANCIS AVENUE HARDWARE	2279	49.68
07/03/2024	628152	JANT GROUP II	2263	15.81
07/03/2024	628153	ADT COMMERCIAL LLC	2462	422.76
07/03/2024	628154	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,392.56
07/03/2024	628155	ALCOBRA METALS INC	2140	649.81
07/03/2024	628156	ALCOBRA METALS INC	2140	531.46
07/03/2024	628157	AMAZON CAPITAL SERVICES INC	2098	1,905.45
07/03/2024	628158	NORTHWEST INDUSTRIAL SERVICES LLC	1058	111.35
07/03/2024	628159	APS INC	1841	388.04
07/03/2024	628160	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,050.00
07/03/2024	628161	ATLAS BOILER & EQUIPMENT CO.	2420	10,331.77
07/03/2024	628162	AVISTA CORPORATION	1081	1,625.22
07/03/2024	628163	BONDED ADJUSTMENT	1112	1,149.17
07/03/2024	628164	BROWN'S ADDITION STEERING COMMITTEE	2748	600.00
07/03/2024	628165	BULLDOG ROOTER INC	1126	103.09
07/03/2024	628166	CANON FINANCIAL SERVICES INC	1154	1,105.39
07/03/2024	628167	CDW-GOVERNMENT	1132	1,062.75
07/03/2024	628168	QWEST CORPORATION	1148	147.56
07/03/2024	628169	CHK AMERICA INC	1155	4,500.00
07/03/2024	628170	CITY GLASS SPOKANE INC	2599	591.87
07/03/2024	628171	CITY OF CHENEY - UTILITY	1158	539.13
07/03/2024	628172	COAST TRANSPORTATION	2040	5,091.12
07/03/2024	628173	COFFMAN ENGINEERS INC	1162	37,250.94
07/03/2024	628174	COGGINS PROMOTIONAL ADVERTISING INC.	2795	5,000.00
07/03/2024	628175	COLEMAN OIL COMPANY LLC.	2683	75,578.10
07/03/2024	628176	COLVICO INC	1168	72,238.00
07/03/2024	628177	COMPUNET INC	1166	13,800.49
07/03/2024	628178	CUMMINS INC	1027	9,473.42
07/03/2024	628179	DELTA DENTAL OF WASHINGTON	1726	69,155.52
07/03/2024	628180	EDEN ADVANCED PEST TECHNOLOGIES	2428	218.00
07/03/2024	628181	EV IQ LLC	2784	1,120.00
07/03/2024	628182	FASTENAL COMPANY	1249	693.65
07/03/2024	628183	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	8,500.00
07/03/2024	628184	FIRE PROTECTION SPECIALISTS LLC	1255	310.65
07/03/2024	628185	BUSINESS INTERIORS OF IDAHO	2715	1,138.96
07/03/2024	628186	GORDON TRUCK CENTERS INC	1018	7,333.73
07/03/2024	628187	GALLS PARENT HOLDINGS LLC	1271	173.14
07/03/2024	628188	GENERAL PARTS DISTRIBUTION LLC	2690	202.72
07/03/2024	628189	GILLIG LLC	1279	9,955.34
07/03/2024	628190	GOVERNMENTJOBS.COM INC	2473	3,247.89
07/03/2024	628191	GRANITE PETROLEUM INC	2635	314,523.91
07/03/2024	628192	HALME BUILDERS INC	2780	13,963.10
07/03/2024	628193	HUMANIX CORP	1329	968.50
07/03/2024	628194	IDAHO STATE TAX COMMISSION	2504	9,156.83
07/03/2024	628195	INIT INNOVATIONS IN TRANSPORTATION INC	2392	3,113.34
07/03/2024	628196	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	413,186.82
07/03/2024	628197	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	89,362.42
07/03/2024	628198	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	6,475.48
07/03/2024	628199	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	39,223.96
07/03/2024	628200	LITHOGRAPHIC REPRODUCTIONS INC	1403	680.16
07/03/2024	628201	LONG BUSINESS FORMS	2301	3,058.54
07/03/2024	628202	MASCOTT EQUIPMENT COMPANY	2650	2,677.04
07/03/2024	628203	NEALTON INC	2896	39.89
07/03/2024	628204	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,099.37
07/03/2024	628205	MUNCIE RECLAMATION AND SUPPLY CO	1013	221.27
07/03/2024	628206	BLACK REALTY MANAGEMENT INC	1658	21,521.64
07/03/2024	628207	NANONATION INC	2554	5,232.60
07/03/2024	628208	LEGEND INVESTMENTS INC	1454	1,524.60
07/03/2024	628209	NATIONWIDE	2592	895.56
07/03/2024	628210	THE AFTERMARKET PARTS COMPANY LLC	1015	7,655.26
07/03/2024	628211	PARAMETRIX INC	2062	156,623.21
07/03/2024	628212	PHOENIX MOTOR INC	2885	3,145.16
07/03/2024	628213	PREMERA BLUE CROSS	1521	388,644.12
07/03/2024	628214	PURE FILTRATION PRODUCTS INC	1531	2,554.47
07/03/2024	628215	SAGEVIEW ADVISORY GROUP LLC	1955	9,000.00
07/03/2024	628216	SECURITAS SECURITY SERVICES USA INC	1574	24,790.66
07/03/2024	628217	SENSKE LAWN & TREE CARE INC	2194	358.61

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07/03/2024	628218	SIGN LANGUAGE SIGNS & AWNINGS INC	2855	645.00
07/03/2024	628219	SIX ROBBLEES INC	1017	1,744.77
07/03/2024	628220	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	10,136.93
07/03/2024	628221	SPECIAL MOBILITY SERVICES	2122	32,102.59
07/03/2024	628222	SPOKANE COUNTY GOOD ROADS ASSOCIATION	1598	350.00
07/03/2024	628223	THE SPOKESMAN REVIEW	1616	667.04
07/03/2024	628224	SPORTWORKS GLOBAL LLC	1617	3,320.14
07/03/2024	628225	SUMMIT LAW GROUP PLLC	1637	9,584.20
07/03/2024	628226	THERMO KING NORTHWEST	1650	708.67
07/03/2024	628227	US BANK	1678	56,669.64
07/03/2024	628228	JEFFREY OIEN	2155	1,035.50
07/03/2024	628229	CARACAL ENTERPRISES LLC	2419	13.50
07/03/2024	628230	VERITECH INC	2049	495.00
07/03/2024	628231	WALTER E NELSON CO	1721	1,614.42
07/03/2024	628232	WESCO GROUP LLC	2368	3,599.48
07/03/2024	628233	WEX BANK	2642	16,219.27
07/03/2024	628234	ZIPLINE COMMUNICATIONS INC	2492	6,474.00
07/10/2024	627593	VOID-ABCORP NA INC	2814	(35,708.40)
07/12/2024	628235	INLAND WELDING SUPPLY INC	1032	323.28
07/12/2024	628236	ABCORP NA INC	2814	35,708.40
07/12/2024	628237	CBS REPORTING INC	1035	419.50
07/12/2024	628238	AFSCME	1328	667.10
07/12/2024	628239	AFSCME	1328	120.00
07/12/2024	628240	AMAZON CAPITAL SERVICES INC	2098	2,078.43
07/12/2024	628241	NORTHWEST INDUSTRIAL SERVICES LLC	1058	384.05
07/12/2024	628242	AMERIGAS 1790	1064	6.37
07/12/2024	628243	ARNETT INDUSTRIES LLC	2331	133.00
07/12/2024	628244	AMALG TRANSIT UNION #1015	1055	25,625.28
07/12/2024	628245	AMALG TRANSIT UNION #1598	1056	1,051.28
07/12/2024	628246	AVISTA CORPORATION	1081	68,910.26
07/12/2024	628247	BECKWITH & KUFFEL, INC	2919	429.46
07/12/2024	628248	BROADWAY INDUSTRIAL SUPPLY CO LLC	1120	32.57
07/12/2024	628249	BDI	1022	688.88
07/12/2024	628250	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
07/12/2024	628251	CAMERON-REILLY LLC	1137	49,277.05
07/12/2024	628252	CANON FINANCIAL SERVICES INC	1154	709.87
07/12/2024	628253	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
07/12/2024	628254	CDW-GOVERNMENT	1132	3,048.05
07/12/2024	628255	QWEST CORPORATION	1148	41.38
07/12/2024	628256	CHARGEPOINT INC	2717	7,946.16
07/12/2024	628257	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
07/12/2024	628258	CITY OF SPOKANE	1601	12,936.28
07/12/2024	628259	COLEMAN OIL COMPANY LLC.	2683	86,509.41
07/12/2024	628260	COMCAST	1170	334.82
07/12/2024	628261	COMPUNET INC	1166	169,375.44
07/12/2024	628262	CONCRETE CUTTERS INC	2914	1,087.20
07/12/2024	628263	CONSOLIDATED IRRIGATION	1177	125.96
07/12/2024	628264	CUMMINS INC	1027	11,672.35
07/12/2024	628265	D'AMATO CONVERSANO INC. P.C.	2718	3,849.00
07/12/2024	628266	D-MCP CONSTRUCTION LLC	2536	111,296.00
07/12/2024	628267	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	620.00
07/12/2024	628268	EMPLOYEE ADVISORY COUNCIL	1236	706.50
07/12/2024	628269	EATON CORPORATION	1221	8,516.30
07/12/2024	628270	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	16,872.00
07/12/2024	628271	EV IQ LLC	2784	8,507.44
07/12/2024	628272	FASTENAL COMPANY	1249	1,411.32
07/12/2024	628273	FP MAILING SOLUTIONS	1878	307.38
07/12/2024	628274	FREE PRESS PUBLISHING INC	1985	1,080.00
07/12/2024	628275	GORDON TRUCK CENTERS INC	1018	45,354.40
07/12/2024	628276	GALLS LLC	1271	4,319.13
07/12/2024	628277	GALLS PARENT HOLDINGS LLC	1271	1,974.08
07/12/2024	628278	GILLIG LLC	1279	11,385.38
07/12/2024	628279	GRAYBAR ELECTRIC CO INC	1287	658.75
07/12/2024	628280	H & H BUSINESS SYSTEMS	1298	1,371.58
07/12/2024	628281	HUMANIX CORP	1329	443.36
07/12/2024	628282	IL DCS AND FAMILY SERVICES	2768	276.53
07/12/2024	628283	INLAND FIRST AID AND SAFETY	2895	828.56
07/12/2024	628284	IR SPECIALTY FOAM LLC	1345	319.59
07/12/2024	628285	KPFF INC	2510	5,562.64
07/12/2024	628286	LOOMIS ARMORED US LLC	1408	4,854.45
07/12/2024	628287	Q49 SOLUTIONS LLC	2594	150.42
07/12/2024	628288	MODERN ELECTRIC WATER CO INC	1439	1,943.71

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07/12/2024	628289	MOHAWK MANUFACTURING & SUPPLY CO	1011	167.80
07/12/2024	628290	NAPA AUTO PARTS INC	1014	5,487.31
07/12/2024	628291	NORTHEAST YOUTH AND FAMILY SERVICES	2922	500.00
07/12/2024	628292	SCADU	2887	343.61
07/12/2024	628293	THE AFTERMARKET PARTS COMPANY LLC	1015	7,981.04
07/12/2024	628294	NORTHWEST LIFT & EQUIPMENT LLC	1952	7,030.50
07/12/2024	628295	NORTHWEST INTERPRETERS INC.	2712	983.28
07/12/2024	628296	PHOENIX MOTOR INC	2885	466.73
07/12/2024	628297	PROVISIONAL SERVICES INC.	2697	7,232.60
07/12/2024	628298	NEWS RADIO 920	2318	2,229.00
07/12/2024	628299	ROMAINE ELECTRIC CORPORATION	1548	1,639.20
07/12/2024	628300	S T A - WELL	1557	536.50
07/12/2024	628301	SAFELITE FULFILLMENT INC	2889	1,124.33
07/12/2024	628302	SAFETY-KLEEN SYSTEMS INC	1564	14,214.15
07/12/2024	628303	SBA TOWERS II LLC	1569	2,569.62
07/12/2024	628304	SCHINDLER ELEVATOR CORPORATION	1930	949.31
07/12/2024	628305	JEFFREY S SEARS	1573	914.51
07/12/2024	628306	SPOKANE COUNTY SOLID WASTE	1603	24.32
07/12/2024	628307	SPOKANE RESTAURANT EQUIPMENT	2031	399.68
07/12/2024	628308	THE SPOKESMAN REVIEW	1616	2,212.74
07/12/2024	628309	ARCUS CORPORATION	1856	1,952.65
07/12/2024	628310	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	1,120.00
07/12/2024	628311	THE ENGRAVER INC	1242	21.80
07/12/2024	628312	THERMO KING NORTHWEST	1650	425.18
07/12/2024	628313	UNIFIRST CORPORATION	2868	15,142.67
07/12/2024	628314	UNITED WAY OF SPOKANE COUNTY	1684	233.31
07/12/2024	628315	URM STORES INC	1677	203.14
07/12/2024	628316	UTILITIES PLUS	2606	176.00
07/12/2024	628317	VERIZON WIRELESS LLC	1686	11,859.08
07/12/2024	628318	VOITH US INC	2460	1,131.06
07/12/2024	628319	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,724.14
07/12/2024	628320	WALTER E NELSON CO	1721	9,217.87
07/12/2024	628321	WASTE MANAGEMENT SPOKANE	1702	420.74
07/12/2024	628322	WESCO GROUP LLC	2368	3,126.28
07/12/2024	628323	WFG NATIONAL TITLE INSURANCE COMPANY	2467	545.00
07/12/2024	628324	WHITWORTH WATER DISTRICT	1746	323.24
07/12/2024	628325	WASHINGTON SELF-INSURERS ASSOCIATION	1728	700.00
07/12/2024	628326	VERIZON	2142	4,097.83
07/12/2024	628327	ZAYO GROUP LLC	2321	36,189.76
07/19/2024	628328	INLAND WELDING SUPPLY INC	1032	854.04
07/19/2024	628329	BRETT R SARGENT	2790	3,803.07
07/19/2024	628330	ACCESS INFORMATION HOLDINGS	2340	897.03
07/19/2024	628331	ASH & ROWAN HARDWARE LLC	2278	30.62
07/19/2024	628332	FRANCIS AVENUE HARDWARE	2279	20.70
07/19/2024	628333	ACE HARDWARE	2279	15.26
07/19/2024	628334	SOUTH HILL ACE HARDWARE	2263	6.46
07/19/2024	628335	AMAZON CAPITAL SERVICES INC	2098	3,300.46
07/19/2024	628336	STEVEN W NILES JR	2276	63.15
07/19/2024	628337	NORTHWEST CENTER SERVICES	2271	5,002.87
07/19/2024	628338	ATS INLAND NW LLC	1916	18,453.70
07/19/2024	628339	AUTONATION	1068	862.99
07/19/2024	628340	AVISTA CORPORATION	1081	212.52
07/19/2024	628341	B & H FOTO & ELECTRONICS CORP	1082	913.70
07/19/2024	628342	CONTINENTAL BATTERY COMPANY	2915	243.63
07/19/2024	628343	BAY INSULATION INCORPORATED	2906	997.97
07/19/2024	628344	BUDINGER & ASSOCIATES INC	2149	1,019.95
07/19/2024	628345	LITHIA MOTORS SUPPORT SERVICES	1024	1,078.65
07/19/2024	628346	CANON FINANCIAL SERVICES INC	1154	185.30
07/19/2024	628347	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	1,361.46
07/19/2024	628348	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	11,318.38
07/19/2024	628349	CITY GLASS SPOKANE INC	2599	288.85
07/19/2024	628350	CITY OF MEDICAL LAKE	1424	155.18
07/19/2024	628351	COLEMAN OIL COMPANY LLC.	2683	113,303.14
07/19/2024	628352	COMCAST	1170	188.46
07/19/2024	628353	COMMERCIAL TIRE INC	2451	2,510.68
07/19/2024	628354	COMPUNET INC	1166	250.00
07/19/2024	628355	CONSEAL CONTAINERS LLC	1176	397.78
07/19/2024	628356	COPIERS NORTHWEST INC	2429	453.04
07/19/2024	628357	CUMMINS INC	1027	9,848.86
07/19/2024	628358	DOW JONES & COMPANY	2698	176.58
07/19/2024	628359	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	232.00
07/19/2024	628360	EARTHWORKS RECYCLING INC.	2816	142.50

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07/19/2024	628361	EL JAY OIL CO INC	1003	11,140.46
07/19/2024	628362	ELECTRICAL SERVICE PRODUCTS INC	1230	40.60
07/19/2024	628363	FASTENAL COMPANY	1249	1,534.48
07/19/2024	628364	FIRE PROTECTION SPECIALISTS LLC	1255	5,773.91
07/19/2024	628365	BUSINESS INTERIORS OF IDAHO	2715	2,778.55
07/19/2024	628366	FEDEX	1808	1,156.58
07/19/2024	628367	GORDON TRUCK CENTERS INC	1018	633.17
07/19/2024	628368	GALLS LLC	1271	768.98
07/19/2024	628369	GALLS PARENT HOLDINGS LLC	1271	1,224.47
07/19/2024	628370	GENERAL PARTS DISTRIBUTION LLC	2690	196.19
07/19/2024	628371	GENERAL PARTS DISTRIBUTION LLC	2690	48.78
07/19/2024	628372	GENFARE LLC	1268	3,589.63
07/19/2024	628373	GIBSON'S NURSERY & LANDSCAPE SUPPLY INC	1278	70.79
07/19/2024	628374	GILLIG LLC	1279	8,652.96
07/19/2024	628375	W.W. GRAINGER INC	1285	17,183.43
07/19/2024	628376	GRIMCO INC	2696	1,243.69
07/19/2024	628377	GRUBER TECHNICAL INC	2127	4,019.92
07/19/2024	628378	H & H BUSINESS SYSTEMS	1298	1,853.22
07/19/2024	628379	HORIZON DISTRIBUTORS INC	1321	151.52
07/19/2024	628380	HUMANIX CORP	1329	1,378.25
07/19/2024	628381	ARCADIS A CALIFORNIA PARTNERSHIP	1336	4,707.09
07/19/2024	628382	INDUSTRIAL SAFTEY LLC	2916	3,745.00
07/19/2024	628383	JACOBS ENGINEERING GROUP INC	2285	1,094.06
07/19/2024	628384	JARMS HARDWARE INC	2548	27.27
07/19/2024	628385	JOHNSON CONTROLS FIRE PROTECTION LP	1584	8,806.00
07/19/2024	628386	WILLIAM CORP	1363	923.87
07/19/2024	628387	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,421.04
07/19/2024	628388	KPFF INC	2510	64,647.27
07/19/2024	628389	L&E PARK LLC	2391	4,347.28
07/19/2024	628390	LGS GROUP	1844	3,119.06
07/19/2024	628391	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	493.41
07/19/2024	628392	M & L SUPPLY CO INC	1413	53.77
07/19/2024	628393	MAINTENANCE SOLUTIONS	1418	770.17
07/19/2024	628394	MICHELIN NORTH AMERICA INC	2325	52,565.37
07/19/2024	628395	Q49 SOLUTIONS LLC	2594	38.15
07/19/2024	628396	MOHAWK MANUFACTURING & SUPPLY CO	1011	356.20
07/19/2024	628397	NORTH IDAHO METAL WORKS INC	2601	208.51
07/19/2024	628398	BLACK REALTY MANAGEMENT INC	1658	2,600.00
07/19/2024	628399	NANONATION INC	2554	1,231.20
07/19/2024	628400	NAPA AUTO PARTS INC	1014	1,162.68
07/19/2024	628401	LEGEND INVESTMENTS INC	1454	901.69
07/19/2024	628402	NATIONAL COLOR GRAPHICS INC	1455	3,034.25
07/19/2024	628403	THE AFTERMARKET PARTS COMPANY LLC	1015	9,481.38
07/19/2024	628404	NOREGON SYSTEMS INC	2099	2,572.40
07/19/2024	628405	TAMMY LYNNE GLIDEWELL	1282	2,380.00
07/19/2024	628406	OFFICE DEPOT INC	1483	624.73
07/19/2024	628407	ONEBRIDGE FSA	2880	168.00
07/19/2024	628408	ROSAUERS SUPERMARKETS	901	7,439.00
07/19/2024	628409	OXARC INC	1002	65.30
07/19/2024	628410	PARAMETRIX INC	2062	9,460.55
07/19/2024	628411	PARR LUMBER	2299	56.51
07/19/2024	628412	PROFESSIONAL SERVICE BUREAU INC	2883	50.00
07/19/2024	628413	PROVISIONAL SERVICES INC.	2697	661.20
07/19/2024	628414	PURE FILTRATION PRODUCTS INC	1531	467.59
07/19/2024	628415	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	152.86
07/19/2024	628416	SAFELITE FULFILLMENT INC	2889	429.11
07/19/2024	628417	SAFETY-KLEEN SYSTEMS INC	1564	5,797.41
07/19/2024	628418	SCHINDLER ELEVATOR CORPORATION	1930	8,399.97
07/19/2024	628419	SECURITAS SECURITY SERVICES USA INC	1574	29,052.06
07/19/2024	628420	SENSKE LAWN & TREE CARE INC	2194	107.91
07/19/2024	628421	THE SHERWIN-WILLIAMS CO	1580	785.99
07/19/2024	628422	SIMPLIFILE LC	2375	629.90
07/19/2024	628423	SITEONE LANDSCAPE SUPPLY LLC	2557	50.09
07/19/2024	628424	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,624.00
07/19/2024	628425	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	316.13
07/19/2024	628426	SPOKANE HARDWARE SUPPLY	1604	69.76
07/19/2024	628427	SPOKANE HOUSE OF HOSE INC	1605	231.39
07/19/2024	628428	THE SPOKESMAN REVIEW	1616	655.84
07/19/2024	628429	SPORTWORKS GLOBAL LLC	1617	4,117.09
07/19/2024	628430	STAR RENTALS & SALES	1629	1,220.48
07/19/2024	628431	STONEWAY ELECTRIC SUPPLY CO	1633	703.15
07/19/2024	628432	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	520.00

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07/19/2024	628433	SUN SUPPLY INC.	2710	7,569.44
07/19/2024	628434	SYMETRA LIFE INSURANCE COMPANY	1562	23,416.06
07/19/2024	628435	ULINE INC	2401	221.53
07/19/2024	628436	UNITED PARCEL SERVICE INC	1683	168.21
07/19/2024	628437	URM STORES INC	1677	1,314.02
07/19/2024	628438	WASHINGTON STATE	1704	19,543.55
07/19/2024	628439	WA STATE DEPT OF ECOLOGY	1706	96.22
07/19/2024	628440	WALTER E NELSON CO	1721	2,942.17
07/19/2024	628441	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.76
07/19/2024	628442	WENDLE MOTORS INCORPORATED	1021	941.15
07/19/2024	628443	WESCO DISTRIBUTION	1998	10,571.91
07/19/2024	628444	WESCO GROUP LLC	2368	839.64
07/19/2024	628445	WASHINGTON STATE RIDESHARING ORG	1714	175.00
07/19/2024	628446	WASHINGTON STATE TRANSIT ASSOC	1715	575.00
07/19/2024	628447	VERIZON	2142	2,915.02
07/19/2024	628448	ZIPLINE COMMUNICATIONS INC	2492	4,274.50
07/24/2024	628449	ANDREW CLINE	2903	3,036.21
07/26/2024	628450	ASH & ROWAN HARDWARE LLC	2278	186.37
07/26/2024	628451	JANT GROUP II	2263	149.89
07/26/2024	628452	AFSCME	1328	667.10
07/26/2024	628453	AFSCME	1328	122.00
07/26/2024	628454	ALCOBRA METALS INC	2140	2,481.71
07/26/2024	628455	AMAZON CAPITAL SERVICES INC	2098	3,699.36
07/26/2024	628456	THE ARC OF SPOKANE	2361	7,644.76
07/26/2024	628457	ARCTIC LIGHTING & ELECTRIC LLC	2100	412.50
07/26/2024	628458	NORTHWEST CENTER SERVICES	2271	49,457.83
07/26/2024	628459	AMALG TRANSIT UNION #1015	1055	25,182.67
07/26/2024	628460	AMALG TRANSIT UNION #1598	1056	1,017.63
07/26/2024	628461	AMALGAMATED TRANSIT UNION	1057	160.77
07/26/2024	628462	AVISTA CORPORATION	1081	688.61
07/26/2024	628463	AMBRO INC	2052	135.80
07/26/2024	628464	BATTERIES PLUS BULBS #248	2052	199.87
07/26/2024	628465	CHERYL BECKETT	1092	1,000.00
07/26/2024	628466	ROBERT J BERG	1099	277.95
07/26/2024	628467	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
07/26/2024	628468	BUDINGER & ASSOCIATES INC	2149	11,792.74
07/26/2024	628469	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
07/26/2024	628470	LITHIA MOTORS SUPPORT SERVICES	1024	602.31
07/26/2024	628471	CANON FINANCIAL SERVICES INC	1154	1,580.34
07/26/2024	628472	CDW-GOVERNMENT	1132	3,866.23
07/26/2024	628473	QWEST CORPORATION	1148	231.85
07/26/2024	628474	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
07/26/2024	628475	CITY OF SPOKANE	1601	20.00
07/26/2024	628476	CITY OF SPOKANE	1601	759.80
07/26/2024	628477	CITY OF SPOKANE VALLEY	1614	16,234.15
07/26/2024	628478	COAST TRANSPORTATION	2040	4,952.21
07/26/2024	628479	COFFMAN ENGINEERS INC	1162	61,356.00
07/26/2024	628480	COLEMAN OIL COMPANY LLC.	2683	218,299.65
07/26/2024	628481	KATHLEEN M COLLINS	1163	5,000.00
07/26/2024	628482	COMCAST	1170	1,162.02
07/26/2024	628483	COMPUNET INC	1166	2,207.90
07/26/2024	628484	COSTAR REALTY INFORMATION INC.	2851	468.70
07/26/2024	628485	CROWN CASTLE INTERNATIONAL CORP.	2733	2,074.50
07/26/2024	628486	CUMMINS INC	1027	3,737.83
07/26/2024	628487	DELTA KITS INC.	2771	1,158.00
07/26/2024	628488	EMPLOYEE ADVISORY COUNCIL	1236	734.50
07/26/2024	628489	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
07/26/2024	628490	EL JAY OIL CO INC	1003	5,353.32
07/26/2024	628491	ELITE ENTRY SYSTEMS LLC	2632	1,682.15
07/26/2024	628492	EMBROIDERED SPORTSWEAR INC	1232	59.87
07/26/2024	628493	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	13,879.50
07/26/2024	628494	EV IQ LLC	2784	840.00
07/26/2024	628495	FASTENAL COMPANY	1249	2,118.79
07/26/2024	628496	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,294.06
07/26/2024	628497	V02 COLLECTION INC.	2860	978.40
07/26/2024	628498	FP MAILING SOLUTIONS	1878	2,000.00
07/26/2024	628499	GORDON TRUCK CENTERS INC	1018	24,266.10
07/26/2024	628500	GALLS PARENT HOLDINGS LLC	1271	11,017.94
07/26/2024	628501	GARD COMMUNICATIONS INC	1272	1,954.50
07/26/2024	628502	THE GENERAL STORE	1956	98.09
07/26/2024	628503	GENFARE LLC	1268	1,531.06
07/26/2024	628504	GILLIG LLC	1279	41,939.50

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/26/2024	628505	W.W. GRAINGER INC	1285	1,197.17
07/26/2024	628506	SPOKANE AREA CHAMBER OF COMMERCE	1291	1,000.00
07/26/2024	628507	H & H BUSINESS SYSTEMS	1298	350.83
07/26/2024	628508	HUMANIX CORP	1329	1,434.40
07/26/2024	628509	ARCADIS A CALIFORNIA PARTNERSHIP	1336	9,147.22
07/26/2024	628510	IL DCS AND FAMILY SERVICES	2768	276.53
07/26/2024	628511	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,180.00
07/26/2024	628512	NORTHWEST BUSINESS PRESS INC	1366	1,060.00
07/26/2024	628513	KERSHAW'S INC	1374	334.58
07/26/2024	628514	KONECRANES INC	1367	2,834.00
07/26/2024	628515	LOWE'S COMPANIES, INC	2913	535.32
07/26/2024	628516	LUMINATOR HOLDING LP	1009	626.76
07/26/2024	628517	MAGALDI & MAGALDI INC	1416	327.45
07/26/2024	628518	NEALTON INC	2896	2,140.87
07/26/2024	628519	MOHAWK MANUFACTURING & SUPPLY CO	1011	387.28
07/26/2024	628520	MUNCIE RECLAMATION AND SUPPLY CO	1013	643.86
07/26/2024	628521	BLACK REALTY MANAGEMENT INC	1658	0.25
07/26/2024	628522	NAPA AUTO PARTS INC	1014	8,922.77
07/26/2024	628523	SCADU	2887	343.61
07/26/2024	628524	THE AFTERMARKET PARTS COMPANY LLC	1015	17,279.69
07/26/2024	628525	NEW PIG CORPORATION	1462	2,237.90
07/26/2024	628526	OFFICE DEPOT INC	1483	149.84
07/26/2024	628527	OMNIGO SOFTWARE LLC	2917	7,753.70
07/26/2024	628528	THE PAPE GROUP INC	1860	1,710.66
07/26/2024	628529	PHOENIX MOTOR INC	2885	1,737.97
07/26/2024	628530	PURE FILTRATION PRODUCTS INC	1531	2,777.23
07/26/2024	628531	REHN & ASSOCIATES	2395	301.00
07/26/2024	628532	ROMAINE ELECTRIC CORPORATION	1548	1,611.18
07/26/2024	628533	S T A - WELL	1557	552.50
07/26/2024	628534	SAFELITE FULFILLMENT INC	2889	401.62
07/26/2024	628535	SAM SCHWARTZ CONSULTING LLC	2369	116,003.42
07/26/2024	628536	SENSOURCE INC	2739	1,059.00
07/26/2024	628537	VANESSA BOGENSBERGER	1582	1,357.54
07/26/2024	628538	SIX ROBBLEES INC	1017	619.12
07/26/2024	628539	SPECIAL MOBILITY SERVICES	2122	23,871.56
07/26/2024	628540	SPOKANE HOUSE OF HOSE INC	1605	76.30
07/26/2024	628541	DGT ENTERPRISES LLC	2670	11,562.00
07/26/2024	628542	SPORTWORKS GLOBAL LLC	1617	189.22
07/26/2024	628543	STONEWAY ELECTRIC SUPPLY CO	1633	1,086.86
07/26/2024	628544	GARDINER CAPITAL LLC	2738	11,740.20
07/26/2024	628545	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	360.00
07/26/2024	628546	SUN SUPPLY INC.	2710	1,735.82
07/26/2024	628547	TEAM TORQUE INC	1644	224.00
07/26/2024	628548	TERMINAL SUPPLY INC	1648	453.55
07/26/2024	628549	THERMO KING NORTHWEST	1650	1,884.18
07/26/2024	628550	ULINE INC	2401	1,651.93
07/26/2024	628551	UNIFIRST CORPORATION	2868	14,673.62
07/26/2024	628552	UNITED WAY OF SPOKANE COUNTY	1684	233.31
07/26/2024	628553	URM STORES INC	1677	1,031.07
07/26/2024	628554	USSC ACQUISITION CORP	1676	252.13
07/26/2024	628555	VERITECH INC	2049	495.00
07/26/2024	628556	VERIZON WIRELESS LLC	1686	10,035.30
07/26/2024	628557	VOITH US INC	2460	48.83
07/26/2024	628558	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,735.26
07/26/2024	628559	WALTER E NELSON CO	1721	1,930.09
07/26/2024	628560	WENDLE MOTORS INCORPORATED	1021	465.73
07/26/2024	628561	WASHINGTON STATE RIDESHARING ORG	1714	425.00
07/25/2024	WIRE	BRANDER GROUP INC	2925	14,302.72
TOTAL JULY ACCOUNTS PAYABLE				4,263,224.60
7/1/2024-7/31/2024	ACH	WORKER'S COMPENSATION	2286	124,915.16
TOTAL JULY WORKER'S COMPENSATION DISBURSEMENTS				124,915.16
07/12/2024	730602-730627	PAYROLL AND TAXES PR 14, 2023	VARIES	3,016,920.76
07/26/2024	730628-730656	PAYROLL AND TAXES PR 15, 2023	VARIES	2,006,737.00
TOTAL JULY PAYROLL AND TAXES				5,023,657.76

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
07/15/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	3,188.55
07/15/2024	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	4,843.27
TOTAL JULY EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,031.82
TOTAL JULY DISBURSEMENTS FROM TO1 ACCOUNTS				9,419,829.34
TOTAL JULY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JULY DISBURSEMENTS TO1 & TO5 ACCOUNTS				9,419,829.34

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<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
08/02/2024	628562	INLAND WELDING SUPPLY INC	1032	848.49
08/02/2024	628563	ABM INDUSTRY GROUPS LLC	1066	161.25
08/02/2024	628564	JANT GROUP II	2263	33.31
08/02/2024	628565	ADT COMMERCIAL LLC	2462	7,501.23
08/02/2024	628566	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,650.23
08/02/2024	628567	AMAZON CAPITAL SERVICES INC	2098	7,396.23
08/02/2024	628568	NORTHWEST INDUSTRIAL SERVICES LLC	1058	427.44
08/02/2024	628569	ATLAS BOILER & EQUIPMENT CO.	2420	2,643.75
08/02/2024	628570	AVISTA CORPORATION	1081	15,048.11
08/02/2024	628571	B & H FOTO & ELECTRONICS CORP	1082	141.42
08/02/2024	628572	ROCHELL CONSTRUCTION SERVICES INC	2876	6,623.93
08/02/2024	628573	THE BRAUN CORPORATION	1117	228.76
08/02/2024	628574	BULLDOG ROOTER INC	1126	444.72
08/02/2024	628575	LITHIA MOTORS SUPPORT SERVICES	1024	1,032.34
08/02/2024	628576	CANON FINANCIAL SERVICES INC	1154	776.15
08/02/2024	628577	CBT NUGGETS LLC	2725	3,786.66
08/02/2024	628578	COMMUNTY COLLEGES OF SPOKANE	1174	16,655.60
08/02/2024	628579	CITY OF SPOKANE	1601	15,740.64
08/02/2024	628580	CITY OF SPOKANE	1601	17,296.94
08/02/2024	628581	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	915.00
08/02/2024	628582	CLEVERBRIDGE INC	2365	0.00
08/02/2024	628583	ANDREW CLINE	2903	13,257.43
08/02/2024	628584	COLEMAN OIL COMPANY LLC.	2683	92,861.22
08/02/2024	628585	COLVICO INC	1168	226,319.55
08/02/2024	628586	COMPUNET INC	1166	73,167.46
08/02/2024	628587	DELTA DENTAL OF WASHINGTON	1726	69,155.52
08/02/2024	628588	EL JAY OIL CO INC	1003	19,983.12
08/02/2024	628589	EMPLOYMENT SECURITY DEPARTMENT	1237	118,788.62
08/02/2024	628590	EMPLOYMENT SECURITY DEPARTMENT	1237	85,992.70
08/02/2024	628591	FASTENAL COMPANY	1249	459.70
08/02/2024	628592	FERGUSON ENTERPRISES INC	1252	58.46
08/02/2024	628593	FIRST DATA MERCHANT SERVICES CORPORATION	1257	8,997.14
08/02/2024	628594	FLYNN BEC LP	2479	232.80
08/02/2024	628595	BUSINESS INTERIORS OF IDAHO	2715	2,000.00
08/02/2024	628596	FEDEX	1808	903.87
08/02/2024	628597	GORDON TRUCK CENTERS INC	1018	47,026.21
08/02/2024	628598	GALLS PARENT HOLDINGS LLC	1271	156.96
08/02/2024	628599	GILLIG LLC	1279	3,996.26
08/02/2024	628600	W.W. GRAINGER INC	1285	1,810.56
08/02/2024	628601	H & H BUSINESS SYSTEMS	1298	225.53
08/02/2024	628602	HORIZON DISTRIBUTORS INC	1321	105.36
08/02/2024	628603	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	2852	125.00
08/02/2024	628604	INIT INNOVATIONS IN TRANSPORTATION INC	2392	1,832.84
08/02/2024	628605	INLAND FIRST AID AND SAFETY	2895	780.22
08/02/2024	628606	JOHNSON CONTROLS FIRE PROTECTION LP	1584	4,690.27
08/02/2024	628607	WILLIAM CORP	1363	1,473.39
08/02/2024	628608	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	82,125.64
08/02/2024	628609	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	411,517.11
08/02/2024	628610	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	47,241.82
08/02/2024	628611	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	5,886.80
08/02/2024	628612	KENWORTH SALES CO INC	1373	3,477.07
08/02/2024	628613	LOWE'S COMPANIES, INC	2913	452.59
08/02/2024	628614	M & L SUPPLY CO INC	1413	100.90
08/02/2024	628615	MAINTENANCE SOLUTIONS	1418	470.88
08/02/2024	628616	MODERN ELECTRIC WATER CO INC	1439	1,857.81
08/02/2024	628617	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,984.26
08/02/2024	628618	MOUSER ELECTRONICS INC	1449	194.62
08/02/2024	628619	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,243.08
08/02/2024	628620	BLACK REALTY MANAGEMENT INC	1658	508.87
08/02/2024	628621	NAPA AUTO PARTS INC	1014	2,923.16
08/02/2024	628622	NATIONWIDE	2592	972.86
08/02/2024	628623	THE AFTERMARKET PARTS COMPANY LLC	1015	3,133.89
08/02/2024	628624	NORCO INC	1467	288.59
08/02/2024	628625	CSWW INC	1102	362.11
08/02/2024	628626	NORTH 40 OUTFITTERS	1102	130.67
08/02/2024	628627	CSWW INC	1102	247.59
08/02/2024	628628	NOVATION INC	2394	584.32
08/02/2024	628629	NORTHWEST INTERPRETERS INC.	2712	837.86
08/02/2024	628630	PARAMETRIX INC	2062	382,678.89

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08/02/2024	628631	PREMERA BLUE CROSS	1521	387,836.11
08/02/2024	628632	PROVISIONAL SERVICES INC.	2697	2,204.00
08/02/2024	628633	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	203.63
08/02/2024	628634	ROMAINE ELECTRIC CORPORATION	1548	1,264.05
08/02/2024	628635	WILPAT ENTERPRISES INC	1550	168.95
08/02/2024	628636	SAFELITE FULFILLMENT INC	2889	1,543.44
08/02/2024	628637	SAFETY MATTERS INC	2731	4,815.00
08/02/2024	628638	LOUIS SARDO UPHOLSTERY INC.	2825	7,177.43
08/02/2024	628639	SBA TOWERS II LLC	1569	2,569.62
08/02/2024	628640	SCHETKY NORTHWEST SALES INC	1570	614.87
08/02/2024	628641	THE SHERWIN-WILLIAMS CO	1580	358.03
08/02/2024	628642	SIX ROBBLEES INC	1017	2,221.51
08/02/2024	628643	SPOKANE HOUSE OF HOSE INC	1605	1,860.61
08/02/2024	628644	THE SPOKESMAN REVIEW	1616	1,435.94
08/02/2024	628645	STAR RENTALS & SALES	1629	16,231.22
08/02/2024	628646	STONEWAY ELECTRIC SUPPLY CO	1633	86.92
08/02/2024	628647	SUMMIT LAW GROUP PLLC	1637	1,413.00
08/02/2024	628648	SURVEYMONKEY INC	2402	4,136.56
08/02/2024	628649	TEAM TORQUE INC	1644	172.33
08/02/2024	628650	THE ENGRAVER INC	1242	50.69
08/02/2024	628651	THERMO KING NORTHWEST INC	1650	787.88
08/02/2024	628652	THERMO KING NORTHWEST	1650	743.21
08/02/2024	628653	TRAPEZE SOFTWARE GROUP	1669	234,634.57
08/02/2024	628654	ULINE INC	2401	318.01
08/02/2024	628655	UNIFIRST CORPORATION	2868	3,239.36
08/02/2024	628656	URBAN TRANSPORTATION ASSOCIATES INC	2812	7,980.00
08/02/2024	628657	US BANK	1678	59,538.43
08/02/2024	628658	WASHINGTON STATE	1710	26,924.96
08/02/2024	628659	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	132,418.34
08/02/2024	628660	WASHINGTON STATE	1208	1,580.00
08/02/2024	628661	WALTER E NELSON CO	1721	1,160.08
08/02/2024	628662	WENDLE MOTORS INCORPORATED	1021	1,909.32
08/02/2024	628663	WESCO GROUP LLC	2368	3,160.54
08/02/2024	628664	WHITES BOOTS INC	1744	374.96
08/02/2024	628665	THE W.W. WILLIAMS COMPANY	2870	841.77
08/02/2024	628666	WASHINGTON STATE TRANSIT INSURANCE POOL	1703	4,145.00
08/08/2024	627796	VOID-INLAND PUBLICATIONS INC	2638	(1,323.00)
08/09/2024	628667	AFSCME	1328	667.10
08/09/2024	628668	AFSCME	1328	122.00
08/09/2024	628669	AMAZON CAPITAL SERVICES INC	2098	420.32
08/09/2024	628670	NORTHWEST INDUSTRIAL SERVICES LLC	1058	187.83
08/09/2024	628671	ANDREA PARRISH	2687	400.00
08/09/2024	628672	THE ARC OF SPOKANE	2361	6,762.73
08/09/2024	628673	AMALG TRANSIT UNION #1015	1055	24,963.38
08/09/2024	628674	AMALG TRANSIT UNION #1598	1056	1,152.23
08/09/2024	628675	AVISTA CORPORATION	1081	61,682.19
08/09/2024	628676	THE BRAUN CORPORATION	1117	37.98
08/09/2024	628677	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
08/09/2024	628678	CANON FINANCIAL SERVICES INC	1154	911.79
08/09/2024	628679	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
08/09/2024	628680	CITY OF CHENEY - UTILITY	1158	691.09
08/09/2024	628681	CITY OF SPOKANE	1601	1,470.00
08/09/2024	628682	CITY OF SPOKANE	1601	1,745.67
08/09/2024	628683	CITY OF SPOKANE	1601	134,111.49
08/09/2024	628684	CLEVERBRIDGE INC	2365	3,270.00
08/09/2024	628685	COAST TRANSPORTATION	2040	4,049.72
08/09/2024	628686	COFFMAN ENGINEERS INC	1162	3,630.58
08/09/2024	628687	COLEMAN OIL COMPANY LLC.	2683	14,193.76
08/09/2024	628688	CONCRETE CUTTERS INC	2914	120.80
08/09/2024	628689	CONSOLIDATED IRRIGATION	1177	0.00
08/09/2024	628690	CUMMINS INC	1027	15,394.88
08/09/2024	628691	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	52.50
08/09/2024	628692	DOW JONES & COMPANY	2698	187.48
08/09/2024	628693	EMPLOYEE ADVISORY COUNCIL	1236	726.50
08/09/2024	628694	EARTHWORKS RECYCLING INC.	2816	165.00
08/09/2024	628695	EL JAY OIL CO INC	1003	11,752.87
08/09/2024	628696	FASTENAL COMPANY	1249	5,965.59
08/09/2024	628697	V02 COLLECTION INC.	2860	174.24
08/09/2024	628698	BUSINESS INTERIORS OF IDAHO	2715	2,387.03
08/09/2024	628699	FEDEX	1808	375.75
08/09/2024	628700	GORDON TRUCK CENTERS INC	1018	13,302.57
08/09/2024	628701	GALLS LLC	1271	88.28

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08/09/2024	628702	GALLS PARENT HOLDINGS LLC	1271	1,195.05
08/09/2024	628703	GENFARE LLC	1268	1,782.78
08/09/2024	628704	GILLIG LLC	1279	40,756.38
08/09/2024	628705	GUARDIAN SECURITY SYSTEMS INC	2199	1,046.19
08/09/2024	628706	H W LOCHNER INC	1405	2,360.49
08/09/2024	628707	HP INC	1312	2,326.06
08/09/2024	628708	HUMANIX CORP	1329	1,303.80
08/09/2024	628709	IDAHO STATE TAX COMMISSION	2504	5,871.00
08/09/2024	628710	IL DCS AND FAMILY SERVICES	2768	276.53
08/09/2024	628711	KIRK'S AUTOMOTIVE INC	1007	96.87
08/09/2024	628712	LOOMIS ARMORED US LLC	1408	4,492.53
08/09/2024	628713	NEALTON INC	2896	67.32
08/09/2024	628714	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,265.86
08/09/2024	628715	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,105.75
08/09/2024	628716	BLACK REALTY MANAGEMENT INC	1658	49,679.61
08/09/2024	628717	NAPA AUTO PARTS INC	1014	2,448.30
08/09/2024	628718	THE AFTERMARKET PARTS COMPANY LLC	1015	11,043.63
08/09/2024	628719	CSWW INC	1102	151.33
08/09/2024	628720	NORTHWEST INTERPRETERS INC.	2712	480.00
08/09/2024	628721	ONEBRIDGE FSA	2880	168.00
08/09/2024	628722	MELISSA MARTIN	901	25.00
08/09/2024	628723	PHOENIX MOTOR INC	2885	67.94
08/09/2024	628724	PROVISIONAL SERVICES INC.	2697	2,865.20
08/09/2024	628725	ROMAINE ELECTRIC CORPORATION	1548	280.29
08/09/2024	628726	ROTARY CLUB OF SPOKANE	1549	480.00
08/09/2024	628727	S T A - WELL	1557	547.50
08/09/2024	628728	SAFETY-KLEEN SYSTEMS INC	1564	668.17
08/09/2024	628729	SAM SCHWARTZ CONSULTING LLC	2369	36,254.27
08/09/2024	628730	SIX ROBBLEES INC	1017	625.33
08/09/2024	628731	SPECIAL MOBILITY SERVICES	2122	8,660.79
08/09/2024	628732	SPOKANE COUNTY TREASURER	1603	73.82
08/09/2024	628733	DGT ENTERPRISES LLC	2670	8,696.00
08/09/2024	628734	SPORTWORKS GLOBAL LLC	1617	364.59
08/09/2024	628735	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	2,950.00
08/09/2024	628736	SOLID WASTE SYSTEMS LLC	2514	406.70
08/09/2024	628737	THERMO KING NORTHWEST	1650	195.37
08/09/2024	628738	ULINE INC	2401	322.41
08/09/2024	628739	UNIFIRST CORPORATION	2868	28.67
08/09/2024	628740	UNITED WAY OF SPOKANE COUNTY	1684	178.31
08/09/2024	628741	UTILITIES PLUS	2606	170.00
08/09/2024	628742	CARACAL ENTERPRISES LLC	2419	23.20
08/09/2024	628743	VERITECH INC	2049	1,520.00
08/09/2024	628744	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,703.03
08/09/2024	628745	WASHINGTON STATE	1209	2,829.00
08/09/2024	628746	WALTER E NELSON CO	1721	6,302.05
08/09/2024	628747	WESCO GROUP LLC	2368	7,644.87
08/09/2024	628748	WEX BANK	2642	17,242.91
08/09/2024	628749	WHITWORTH WATER DISTRICT	1746	447.20
08/08/2024	628750	CONSOLIDATED IRRIGATION	1177	18,000.00
08/10/2024	628751	AVISTA	1081	40,488.40
08/10/2024	628752	CONSOLIDATED IRRIGATION	1177	221.69
08/12/2024	628421	VOID-THE SHERWIN WILLIAMS CO	1580	(785.99)
08/14/2024	628443	VOID-WESCO DISTRIBUTION	1998	(10,571.91)
08/14/2024	628444	VOID-WESCO GROUP LLC	2368	(839.64)
08/16/2024	628753	INLAND WELDING SUPPLY INC	1032	1,042.51
08/16/2024	628754	ASH & ROWAN HARDWARE LLC	2278	20.70
08/16/2024	628755	FRANCIS AVENUE HARDWARE	2279	82.29
08/16/2024	628756	ADT COMMERCIAL LLC	2462	1,462.97
08/16/2024	628757	ALCOBRA METALS INC	2140	4,071.78
08/16/2024	628758	AMAZON CAPITAL SERVICES INC	2098	414.19
08/16/2024	628759	AMAZON CAPITAL SERVICES INC	2098	3,206.78
08/16/2024	628760	AMERIGAS 1790	1064	6.37
08/16/2024	628761	NORTHWEST CENTER SERVICES	2271	54,460.70
08/16/2024	628762	AVISTA CORPORATION	1081	1,360.04
08/16/2024	628763	BDI	1022	163.13
08/16/2024	628764	LITHIA MOTORS SUPPORT SERVICES	1024	283.42
08/16/2024	628765	CANON FINANCIAL SERVICES INC	1154	323.34
08/16/2024	628766	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
08/16/2024	628767	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	349.16
08/16/2024	628768	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	10,000.00
08/16/2024	628769	QWEST CORPORATION	1148	150.24
08/16/2024	628770	CITY GLASS SPOKANE INC	2599	577.70

<u>Check Date</u>	<u>Check #</u>	<u>Pavce</u>	<u>Reference</u>	<u>Amount</u>
08/16/2024	628771	CITY OF MEDICAL LAKE	1424	132.91
08/16/2024	628772	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	8,860.50
08/16/2024	628773	COFFMAN ENGINEERS INC	1162	33,509.93
08/16/2024	628774	COLEMAN OIL COMPANY LLC.	2683	109,630.38
08/16/2024	628775	COMCAST	1170	523.28
08/16/2024	628776	COMPUNET INC	1166	16,493.62
08/16/2024	628777	CONSEAL CONTAINERS LLC	1176	397.78
08/16/2024	628778	COPIERS NORTHWEST INC	2429	128.37
08/16/2024	628779	CUMMINS INC	1027	3,715.85
08/16/2024	628780	DELTA KITS INC.	2771	20.45
08/16/2024	628781	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	18,359.53
08/16/2024	628782	FASTENAL COMPANY	1249	701.26
08/16/2024	628783	THE FIG TREE	2465	975.00
08/16/2024	628784	V02 COLLECTION INC.	2860	97.41
08/16/2024	628785	GORDON TRUCK CENTERS INC	1018	49.05
08/16/2024	628786	GALLS PARENT HOLDINGS LLC	1271	6,440.55
08/16/2024	628787	GARD COMMUNICATIONS INC	1272	1,954.50
08/16/2024	628788	GILLIG LLC	1279	2,224.12
08/16/2024	628789	GRIMCO INC	2696	1,581.26
08/16/2024	628790	H & H BUSINESS SYSTEMS	1298	743.90
08/16/2024	628791	HORIZON DISTRIBUTORS INC	1321	266.57
08/16/2024	628792	WILLIAM CORP	1363	113.96
08/16/2024	628793	KERSHAW'S INC	1374	181.34
08/16/2024	628794	L&E PARK LLC	2391	4,347.28
08/16/2024	628795	LAIRD PLASTICS	1383	7,070.54
08/16/2024	628796	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	371.00
08/16/2024	628797	LITHIA MOTORS SUPPORT SERVICES	1088	137.70
08/16/2024	628798	LOWE'S COMPANIES, INC	2913	1,761.46
08/16/2024	628799	M & L SUPPLY CO INC	1413	294.59
08/16/2024	628800	MAINTENANCE SOLUTIONS	1418	470.88
08/16/2024	628801	NEALTON INC	2896	276.79
08/16/2024	628802	MOHAWK MANUFACTURING & SUPPLY CO	1011	275.80
08/16/2024	628803	MOON SHADOW ETCHERS INC.	2770	5,569.00
08/16/2024	628804	MOTOROLA SOLUTIONS INC	1448	724.85
08/16/2024	628805	MUNCIE RECLAMATION AND SUPPLY CO	1013	735.21
08/16/2024	628806	NAPA AUTO PARTS INC	1014	2,858.06
08/16/2024	628807	NORTH 40 OUTFITTERS	1102	185.12
08/16/2024	628808	CSWW INC	1102	152.59
08/16/2024	628809	NORTHWEST BUS SALES INC	2272	1,005,712.00
08/16/2024	628810	TAMMY LYNNE GLIDEWELL	1282	1,470.00
08/16/2024	628811	Charles Meyersberg	903	101.58
08/16/2024	628812	PHOENIX MOTOR INC	2885	411.12
08/16/2024	628813	PROVISIONAL SERVICES INC.	2697	1,102.00
08/16/2024	628814	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	313.62
08/16/2024	628815	ROMAINE ELECTRIC CORPORATION	1548	102.91
08/16/2024	628816	SENSKE LAWN & TREE CARE INC	2194	107.91
08/16/2024	628817	THE SHERWIN-WILLIAMS CO	1580	1,157.35
08/16/2024	628818	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	20,617.07
08/16/2024	628819	SPOKANE COUNTY SOLID WASTE	1603	50.87
08/16/2024	628820	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	316.13
08/16/2024	628821	THE SPOKESMAN REVIEW	1616	382.19
08/16/2024	628822	STONEWAY ELECTRIC SUPPLY CO	1633	403.28
08/16/2024	628823	SUN SUPPLY INC.	2710	6,485.22
08/16/2024	628824	SYMETRA LIFE INSURANCE COMPANY	1562	23,263.91
08/16/2024	628825	TEAM TORQUE INC	1644	232.00
08/16/2024	628826	TERMINAL SUPPLY INC	1648	363.40
08/16/2024	628827	THERMO KING NORTHWEST	1650	17,746.25
08/16/2024	628828	TRAPEZE SOFTWARE GROUP	1669	19,882.70
08/16/2024	628829	ULINE INC	2401	1,073.93
08/16/2024	628830	URM STORES INC	1677	609.85
08/16/2024	628831	JEFFREY OIEN	2155	1,929.86
08/16/2024	628832	WA STATE DEPT OF ECOLOGY	1706	274.00
08/16/2024	628833	STATE OF WASHINGTON DEPARTMENT OF ECOLOGY	1706	65.00
08/16/2024	628834	WALTER E NELSON CO	1721	689.02
08/16/2024	628835	WASTE MANAGEMENT SPOKANE	1702	420.74
08/16/2024	628836	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION	2262	875.00
08/16/2024	628837	WESCO DISTRIBUTION	1998	10,571.91
08/16/2024	628838	WESCO GROUP LLC	2368	2,172.90
08/16/2024	628839	WILBUR-ELLIS COMPANY	1747	1,994.01
08/16/2024	628840	ZAYO GROUP LLC	2321	36,208.26
08/16/2024	628841	ZIPLINE COMMUNICATIONS INC	2492	4,025.50
08/23/2024	628842	INLAND WELDING SUPPLY INC	1032	1,404.24

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08/23/2024	628843	ACCESS INFORMATION HOLDINGS	2340	643.03
08/23/2024	628844	CBS REPORTING INC	1035	299.00
08/23/2024	628845	AFSCME	1328	667.10
08/23/2024	628846	AFSCME	1328	122.00
08/23/2024	628847	ALCOBRA METALS INC	2140	1,863.01
08/23/2024	628848	AMAZON CAPITAL SERVICES INC	2098	2,119.95
08/23/2024	628849	AMALG TRANSIT UNION #1015	1055	24,848.68
08/23/2024	628850	AMALG TRANSIT UNION #1598	1056	1,152.23
08/23/2024	628851	AMALGAMATED TRANSIT UNION	1057	160.77
08/23/2024	628852	AUTOMATED ACCOUNTS INC	1079	2,373.48
08/23/2024	628853	AVISTA CORPORATION	1081	692.34
08/23/2024	628854	B & H FOTO & ELECTRONICS CORP	1082	7,908.99
08/23/2024	628855	BDI	1022	173.90
08/23/2024	628856	BUDINGER & ASSOCIATES INC	2149	310.41
08/23/2024	628857	BULLDOG ROOTER INC	1126	1,231.40
08/23/2024	628858	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
08/23/2024	628859	LITHIA MOTORS SUPPORT SERVICES	1024	37.67
08/23/2024	628860	CARAHSOFT TECHNOLOGY CORPORATION	2187	5,016.61
08/23/2024	628861	CDW-GOVERNMENT	1132	3,030.55
08/23/2024	628862	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	12,129.56
08/23/2024	628863	QWEST CORPORATION	1148	231.85
08/23/2024	628864	MST FINANCIAL SOLUTIONS LLC	1153	1,570.61
08/23/2024	628865	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
08/23/2024	628866	CITY OF SPOKANE	1601	2,520.00
08/23/2024	628867	CITY OF SPOKANE	1601	999.38
08/23/2024	628868	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	9,009.00
08/23/2024	628869	COFFMAN ENGINEERS INC	1162	42,687.62
08/23/2024	628870	COLEMAN OIL COMPANY LLC.	2683	108,500.31
08/23/2024	628871	COMPUNET INC	1166	2,267.86
08/23/2024	628872	CUMMINS INC	1027	711.03
08/23/2024	628873	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	212.00
08/23/2024	628874	EMPLOYEE ADVISORY COUNCIL	1236	725.50
08/23/2024	628875	EL JAY OIL CO INC	1003	1,802.04
08/23/2024	628876	WIRELESS INVESTORS LLC	2517	236.97
08/23/2024	628877	FASTENAL COMPANY	1249	876.28
08/23/2024	628878	FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,088.00
08/23/2024	628879	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,320.98
08/23/2024	628880	FIRST TRANSIT INC	2430	579,951.33
08/23/2024	628881	FRANCOTYP-POSTALIA INC	1878	307.38
08/23/2024	628882	FRED'S APPLIANCE	1265	870.91
08/23/2024	628883	BUSINESS INTERIORS OF IDAHO	2715	1,616.91
08/23/2024	628884	FEDEX	1808	51.76
08/23/2024	628885	GORDON TRUCK CENTERS INC	1018	9,139.85
08/23/2024	628886	GALLS PARENT HOLDINGS LLC	1271	1,177.52
08/23/2024	628887	GENERAL PARTS DISTRIBUTION LLC	2690	196.19
08/23/2024	628888	GILLIG LLC	1279	24,672.62
08/23/2024	628889	W.W. GRAINGER INC	1285	2,218.88
08/23/2024	628890	GREAT FLOORS LLC	1288	634.45
08/23/2024	628891	GUARDIAN SECURITY SYSTEMS INC	2199	1,020.01
08/23/2024	628892	H & H BUSINESS SYSTEMS	1298	1,598.80
08/23/2024	628893	HOGAN MFG INC	1008	655.68
08/23/2024	628894	HUMANIX CORP	1329	2,533.20
08/23/2024	628895	IL DCS AND FAMILY SERVICES	2768	276.53
08/23/2024	628896	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,181.04
08/23/2024	628897	INLAND FIRST AID AND SAFETY	2895	3,236.97
08/23/2024	628898	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,411.49
08/23/2024	628899	KIRK'S AUTOMOTIVE INC	1007	490.00
08/23/2024	628900	KPFF INC	2510	13,533.15
08/23/2024	628901	LOOMIS ARMORED US LLC	1408	1,590.56
08/23/2024	628902	LOWE'S COMPANIES, INC	2913	76.86
08/23/2024	628903	MCMaster-CARR SUPPLY CO	1423	80.15
08/23/2024	628904	MICHELIN NORTH AMERICA INC	2325	53,378.04
08/23/2024	628905	MOHAWK MANUFACTURING & SUPPLY CO	1011	674.16
08/23/2024	628906	MOUSER ELECTRONICS INC	1449	2,349.02
08/23/2024	628907	BLACK REALTY MANAGEMENT INC	1658	20,263.38
08/23/2024	628908	NAPA AUTO PARTS INC	1014	8,794.53
08/23/2024	628909	THE AFTERMARKET PARTS COMPANY LLC	1015	6,783.79
08/23/2024	628910	NOVATION INC	2394	373.10
08/23/2024	628911	OFFICE DEPOT INC	1483	1,349.43
08/23/2024	628912	THE ARC OF SPOKANE	901	47.00
08/23/2024	628913	PROVISIONAL SERVICES INC.	2697	1,102.00
08/23/2024	628914	REHN & ASSOCIATES	2395	366.00

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08/23/2024	628915	ROMAINE ELECTRIC CORPORATION	1548	1,269.79
08/23/2024	628916	S T A - WELL	1557	549.50
08/23/2024	628917	SAFELITE FULFILLMENT INC	2889	1,595.46
08/23/2024	628918	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,484.00
08/23/2024	628919	SPOKANE HOUSE OF HOSE INC	1605	1,415.76
08/23/2024	628920	SPORTWORKS GLOBAL LLC	1617	5,205.79
08/23/2024	628921	STA OPERATIONS	1556	103.34
08/23/2024	628922	STONEWAY ELECTRIC SUPPLY CO	1633	75.02
08/23/2024	628923	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	120.00
08/23/2024	628924	SUN SUPPLY INC.	2710	44.91
08/23/2024	628925	TERMINAL SUPPLY INC	1648	556.49
08/23/2024	628926	THE ENGRAVER INC	1242	239.80
08/23/2024	628927	THERMO KING NORTHWEST INC	1650	438.40
08/23/2024	628928	TRAPEZE SOFTWARE GROUP	1669	28,184.14
08/23/2024	628929	ULINE INC	2401	590.37
08/23/2024	628930	UNITED WAY OF SPOKANE COUNTY	1684	163.31
08/23/2024	628931	VERITECH INC	2049	495.00
08/23/2024	628932	VERIZON WIRELESS LLC	1686	7,680.19
08/23/2024	628933	WASHINGTON STATE	1704	1,808.30
08/23/2024	628934	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,741.19
08/23/2024	628935	WASTE MANAGEMENT RECYCLE AMERICA	1702	240.28
08/23/2024	628936	WENDLE MOTORS INCORPORATED	1021	60.41
08/23/2024	628937	WESCO GROUP LLC	2368	2,129.24
08/23/2024	628938	THE W.W. WILLIAMS COMPANY	2870	355.94
08/23/2024	628939	WM. WINKLER COMPANY	1752	2,799.67
08/23/2024	628940	VERIZON	2142	7,930.73
08/30/2024	628941	K9 PEST DETECTIVES LLC	2551	6,758.00
08/30/2024	628942	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,670.26
08/30/2024	628943	ALLIED UNIVERSAL SECURITY SERVICES	2338	113,085.54
08/30/2024	628944	AMAZON CAPITAL SERVICES INC	2098	2,680.21
08/30/2024	628945	NORTHWEST INDUSTRIAL SERVICES LLC	1058	364.04
08/30/2024	628946	ANDREA PARRISH	2687	400.00
08/30/2024	628947	ARCTIC LIGHTING & ELECTRIC LLC	2100	11,375.50
08/30/2024	628948	ATS INLAND NW LLC	1916	2,145.12
08/30/2024	628949	AVISTA CORPORATION	1081	1,092.05
08/30/2024	628950	BIXBY MACHINE TOOL SUPPLY INC	1106	1,651.31
08/30/2024	628951	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
08/30/2024	628952	THE BRAUN CORPORATION	1117	124.44
08/30/2024	628953	BRIJWAY, LLC	2901	2,236.11
08/30/2024	628954	ZEAL ENDEAVORS LLC	2788	6,919.15
08/30/2024	628955	BUDINGER & ASSOCIATES INC	2149	1,482.17
08/30/2024	628956	LITHIA MOTORS SUPPORT SERVICES	1024	508.95
08/30/2024	628957	CANON FINANCIAL SERVICES INC	1154	2,516.81
08/30/2024	628958	CDW-GOVERNMENT	1132	6,013.70
08/30/2024	628959	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	1,254.04
08/30/2024	628960	CITY OF SPOKANE	1601	210.00
08/30/2024	628961	CITY OF SPOKANE	1601	119.82
08/30/2024	628962	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	22,914.55
08/30/2024	628963	COFFMAN ENGINEERS INC	1162	52,678.18
08/30/2024	628964	COLEMAN OIL COMPANY LLC.	2683	148,478.76
08/30/2024	628965	COMCAST	1170	1,191.83
08/30/2024	628966	COMMERCIAL TIRE INC	2451	1,559.05
08/30/2024	628967	COMPUNET INC	1166	198,991.28
08/30/2024	628968	CONTINENTAL DOOR COMPANY	1986	5,311.82
08/30/2024	628969	COPIERS NORTHWEST INC	2429	354.50
08/30/2024	628970	CROWN CASTLE INTERNATIONAL CORP.	2733	2,074.50
08/30/2024	628971	CUMMINS INC	1027	13,630.08
08/30/2024	628972	DELTA DENTAL OF WASHINGTON	1726	70,184.62
08/30/2024	628973	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
08/30/2024	628974	EL JAY OIL CO INC	1003	4,858.84
08/30/2024	628975	WIRELESS INVESTORS LLC	2517	596.40
08/30/2024	628976	FASTENAL COMPANY	1249	306.25
08/30/2024	628977	V02 COLLECTION INC.	2860	359.54
08/30/2024	628978	FRANCOTYP-POSTALIA INC	1878	3,000.00
08/30/2024	628979	FEDEX	1808	210.67
08/30/2024	628980	GORDON TRUCK CENTERS INC	1018	1,837.02
08/30/2024	628981	GALLS LLC	1271	1,164.92
08/30/2024	628982	GALLS PARENT HOLDINGS LLC	1271	1,528.68
08/30/2024	628983	GENFARE LLC	1268	34,128.96
08/30/2024	628984	GILLIG LLC	1279	22,716.73
08/30/2024	628985	W.W. GRAINGER INC	1285	54.88
08/30/2024	628986	GRAYBAR ELECTRIC CO INC	1287	144.97

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08/30/2024	628987	H & H BUSINESS SYSTEMS	1298	528.72
08/30/2024	628988	HOGAN MFG INC	1008	1,096.83
08/30/2024	628989	IDAHO STATE TAX COMMISSION	2504	5,425.25
08/30/2024	628990	INIT INNOVATIONS IN TRANSPORTATION INC	2392	142,004.00
08/30/2024	628991	INLAND FIRST AID AND SAFETY	2895	727.30
08/30/2024	628992	WILLIAM CORP	1363	3,267.65
08/30/2024	628993	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	411,553.39
08/30/2024	628994	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	92,100.31
08/30/2024	628995	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	46,064.46
08/30/2024	628996	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	5,886.80
08/30/2024	628997	KERSHAW'S INC	1374	339.02
08/30/2024	628998	KPFF INC	2510	20,830.91
08/30/2024	628999	MAINTENANCE SOLUTIONS	1418	303.42
08/30/2024	629000	NEALTON INC	2896	149.99
08/30/2024	629001	MODERN ELECTRIC WATER CO INC	1439	1,896.22
08/30/2024	629002	MOHAWK MANUFACTURING & SUPPLY CO	1011	791.16
08/30/2024	629003	MOTOROLA SOLUTIONS INC	1448	422,005.49
08/30/2024	629004	MUNCIE RECLAMATION AND SUPPLY CO	1013	332.43
08/30/2024	629005	BLACK REALTY MANAGEMENT INC	1658	281.66
08/30/2024	629006	NAPA AUTO PARTS INC	1014	1,212.13
08/30/2024	629007	LEGEND INVESTMENTS INC	1454	1,318.79
08/30/2024	629008	DVM INSURANCE AGENCY	2592	989.12
08/30/2024	629009	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	212.56
08/30/2024	629010	THE AFTERMARKET PARTS COMPANY LLC	1015	34,817.37
08/30/2024	629011	NORLIFT INC	1470	125.24
08/30/2024	629012	CSWW INC	1102	440.66
08/30/2024	629013	CSWW INC	1102	127.50
08/30/2024	629014	NORTHWEST BUS SALES INC	2272	754,284.00
08/30/2024	629015	OFFICE DEPOT INC	1483	519.10
08/30/2024	629016	PREMERA BLUE CROSS	1521	385,794.36
08/30/2024	629017	PROFESSIONAL SERVICE BUREAU INC	2883	75.00
08/30/2024	629018	CAMBER OPERATING COMPANY, INC	2519	308,276.16
08/30/2024	629019	PROVISIONAL SERVICES INC.	2697	1,102.00
08/30/2024	629020	PURE FILTRATION PRODUCTS INC	1531	1,325.92
08/30/2024	629021	ROMAINE ELECTRIC CORPORATION	1548	2,998.53
08/30/2024	629022	SAFETY-KLEEN SYSTEMS INC	1564	1,219.02
08/30/2024	629023	VANESSA BOGENSBERGER	1582	842.31
08/30/2024	629024	SIX ROBBLEES INC	1017	548.28
08/30/2024	629025	SPOKANE HOUSE OF HOSE INC	1605	1,743.37
08/30/2024	629026	SPOKANE VALLEY SCREEN PRINTING INC	2609	136.13
08/30/2024	629027	STONEWAY ELECTRIC SUPPLY CO	1633	344.15
08/30/2024	629028	STRIPE RITE INC	2212	927.60
08/30/2024	629029	SYMETRA LIFE INSURANCE COMPANY	1562	23,088.49
08/30/2024	629030	THE ENGRAVER INC	1242	21.80
08/30/2024	629031	THERMO KING NORTHWEST	1650	1,517.76
08/30/2024	629032	ULINE INC	2401	7.27
08/30/2024	629033	UNIFIRST CORPORATION	2868	15,699.85
08/30/2024	629034	US BANK	1678	33,223.69
08/30/2024	629035	STATE OF WASHINGTON	1707	210.37
08/30/2024	629036	WENDLE MOTORS INCORPORATED	1021	582.28
08/30/2024	629037	WESCO GROUP LLC	2368	2,064.67
08/30/2024	629038	WESCO GROUP LLC	2368	409.84
08/30/2024	629039	WESTMATIC CORPORATION	1742	1,640.54
08/30/2024	629040	WHITES BOOTS INC	1744	253.75
08/30/2024	629041	THE W.W. WILLIAMS COMPANY	2870	5,260.45
08/30/2024	629042	WASHINGTON STATE TRANSIT ASSOC	1715	1,250.00
TOTAL AUGUST ACCOUNTS PAYABLE				9,373,537.59
8/1/2024-8/31/2024	ACH	WORKER'S COMPENSATION	2286	147,353.60
TOTAL AUGUST WORKER'S COMPENSATION DISBURSEMENTS				147,353.60
08/09/2024	730657-730678	PAYROLL AND TAXES PR 16, 2023	VARIES	2,686,947.96
08/23/2024	730679-730696	PAYROLL AND TAXES PR 17, 2023	VARIES	1,983,552.79
TOTAL AUGUST PAYROLL AND TAXES				4,670,500.75
08/15/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,715.10
08/05/2024	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	705.64
08/05/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	467.31

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
		TOTAL AUGUST EXCISE AND LEASEHOLD TAX DISBURSEMENT		6,888.05
		TOTAL AUGUST DISBURSEMENTS FROM TO1 ACCOUNTS		14,198,279.99
		TOTAL AUGUST DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL AUGUST DISBURSEMENTS TO1 & TO5 ACCOUNTS		14,198,279.99

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: Per RCW 39.08.030, all Public Works contracts require acceptance for completion by the STA Board of Directors and an approved affidavit of wages paid from the Washington State Department of Labor & Industries. The table summarizes projects below \$35,000 ready for acceptance by the Board:

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20240441	Plaza Window Cleaning	ABM Industry Groups, LLC	\$5,214.12	4/30/2024
20241066	Plaza Trash Compactor Repair	Solid Waste Systems, LLC	\$4,639.88	6/27/2024
20241439	Boone South Airduct Cleaning: H & C1	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$9,755.50	6/28/2024
20241500	Boone Concrete Driveway Patch	WM Winkler, Co	\$3,110.75	7/15/2024
20241154	Eagle Station Catch Basin Clean-Out & Disposal	Able Clean-Up Technologies, Inc	\$1,216.41	7/19/2024
20240132	First Floor Plaza Restroom Door Access Installation	ADT Commercial, LLC	\$7,980.03	7/24/2024
20241567	Boone South Air Duct Cleaning: HV-6 & Exhaust System 70	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$9,919.00	7/25/2024
20241552	New Plaza Window Shades & Installation	Zeal Endeavors dba Budget Blinds of North Spokane	\$8,023.7	8/20/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$892.71	8/26/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$167.71	9/5/2024

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

FINAL REVIEW FOR BOARD BY:

Division Head jhh

Chief Executive Office BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8E : 2022 BUS STOP IMPROVEMENTS – PHASE 3 - WESSLEN CONSTRUCTION, INC.: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director for Capital Development

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

Public Works Contract for:	2022 Bus Stop Improvements – Phase 3
Contract Number:	2023-10827
Capital Project Number:	743
Contractor:	Wesslen Construction, Inc.
Notice to Proceed:	November 13, 2023
Substantial Completion:	March 24, 2024
Final Completion:	April 4, 2024
Scope of Work:	The 2022 Bus Stop Improvements – Phase 3 contract consisted of the following: <ul style="list-style-type: none">• Construction of six (6) new ADA compliant bus stop pads along E 17th Avenue in Spokane, including sidewalk and curb• Installation of new street signage• Landscape restoration

Contract Authority, Including Contingency	\$84,000.00
Awarded Construction Contract	\$70,000.00
Additive Change Orders (Applied Contingency)	\$2,240.16
Deductive Change Orders	\$0.00
Total Final Contract Value	\$72,240.16
Unspent	\$11,759.84

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the contract with Wesslen Construction, Inc. for the 2022 Bus Stop Improvements – Phase 3 as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8F : 2020-10449 HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION:
FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Dan Wells, Deputy Director for Capital Development

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

Public Works Contract for:	HPT Amenities Installation
Contract Number:	2020-10449
Capital Project Number:	347, 470, 479, 542
Contractor:	Wesslen Construction, Inc.
Notice to Proceed:	September 9, 2021
Substantial Completion:	August 29, 2023
Final Completion:	October 12, 2023
Scope of Work:	<p>The HPT Amenities Installation contract provided for the installation of transit amenities for the City Line, Plaza, Monroe Regal and Moran Station at 54 total stations, stops and transit center bays. Work specifically included:</p> <ul style="list-style-type: none"> • Erection of custom shelters, HPT markers, seating, and site furnishings • Lighting, electrical and communications systems installation and integration • Minor demolition and replacement of sidewalk

Contract Authority, Including Contingency	\$8,652,351.60
Awarded Construction Contract	\$6,460,293
Additive Change Orders (Applied Contingency)	\$2,054,206.23
Deductive Change Orders	\$57,083.10
Total Final Contract Value	\$8,457,416.13
Unspent	\$194,935.47

RECOMMENDATION TO BOARD: Recommend the Board approve, by motion, to accept the contract with Wesslen Construction, Inc. for HPT Amenities Installation as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer 

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8G : DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM APPROVAL

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Jordan Hayes-Horton, Senior Procurement Manager & DBE Liaison

SUMMARY: STA recently completed its Federal Transit Administration (FTA) FY2024 Triennial Review. At the completion of the review, the FTA recommended that STA revise the format of its Disadvantaged Business Enterprise (DBE) Program. Staff have revised the format and are requesting approval of the updated DBE Program.

BACKGROUND: The Triennial Review is the FTA's assessment of STA's compliance with Federal requirements as determined by examining a sample of award management and program implementation practices. The review focuses on STA's compliance in twenty-three separate areas over the last triennium. STA's Disadvantaged Business Enterprise Program, Goal, and Reporting was one area examined as part of the review process.

STA's DBE Program format has not been updated for over fifteen years. The FTA recommended that STA's DBE Program format be revised to align with a sample format that has been approved by the FTA and is becoming commonly used amongst other transit agencies. The new format clearly identifies each subsection of Title 49 of the U.S. Code of Federal Regulations (CFR) Part 26, in numerical order, that STA must comply with and details how STA will meet each requirement. The updated format also includes a table of contents for ease of navigation and STA's DBE Goal as an attachment vs. being incorporated in the body of the DBE Program.

The functional elements of STA's DBE Program, as well as STA's DBE Goal for FFY 2023, 2024 & 2025 remain unchanged.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approves, by resolution, the Disadvantaged Business Enterprise Program as presented.

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

RECOMMENDATION TO BOARD: Approve, by resolution 825-24, the adoption of the Disadvantaged Business Enterprise Program as presented.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer  Legal Counsel mc

RESOLUTION NO. 825-24

A RESOLUTION FOR THE PURPOSE OF ADOPTING AN UPDATED SPOKANE TRANSIT AUTHORITY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FORMAT.

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, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area;

WHEREAS, as a recipient of federal financial assistance, the STA Board of Directors regularly establishes a Disadvantaged Business Enterprise (DBE) Program and DBE goal in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26; and,

WHEREAS, on July 21, 2022, the STA Board of Directors adopted Resolution No. 798-22 thereby approving STA's DBE Program and STA's DBE goal for federal fiscal years (FFY) 2023, 2024, and 2025; and,

WHEREAS, at the recommendation of the Federal Transit Administration (FTA), STA staff have revised the DBE Program format to align with an FTA sample format becoming commonly used amongst other transit agencies; and,

WHEREAS, the functional elements of STA's DBE Program and STA's DBE goal remain unchanged.

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

Section 1. The STA Board of Directors hereby adopts and authorizes the execution of the Disadvantaged Business Enterprise Program as prepared by staff, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference.

Section 2. This resolution shall take effect and be in force immediately upon passage.

Section 3. STA's DBE goal for FFY 2023, 2024, and 2025 of 0.753% shall remain unchanged.

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 19th day of September 2024.

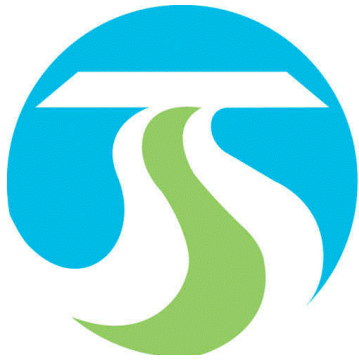
Attest:

Dana Infalt
Clerk of the Authority

Al French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel



Spokane Transit

SPOKANE TRANSIT AUTHORITY

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

AND GOAL

FEDERAL FISCAL YEARS (FFYs) 2023, 2024 and 2025

Upon request, alternative formats of this document will be produced for people with disabilities. Please call 325-6094 or TTY Relay 711 or email ombudsman@spokanetransit.com.

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OBJECTIVES AND POLICY STATEMENT

The Spokane Transit Authority (Spokane Transit) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 Code of Federal Regulations (CFR) Part 26, as amended. Spokane Transit has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Spokane Transit has signed an assurance that it will comply with 49 CFR Part 26.

Spokane Transit shall take all necessary steps in accordance with 49 CFR Part 26, as amended, to ensure DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. It is Spokane Transit's policy to:

1. Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBEs in DOT-assisted contracts; and
6. Assist in the development of firms that can compete successfully in the marketplace outside of the DBE Program.
7. Support small businesses to ensure free and open access to DOT-assisted contracting opportunities.

The Senior Procurement Manager serves as the Disadvantaged Business Enterprise Liaison Officer (DBELO) reporting to the Chief Executive Officer with regards to the DBE Program. In that capacity, the Senior Procurement Manager is responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by Spokane Transit in its financial assistance agreements with the U.S. Department of Transportation.

Spokane Transit has disseminated this policy statement to the Spokane Transit Board of Directors and all of the components of our organization. Spokane Transit has made this statement available to DBE and non-DBE business communities that perform work for Spokane Transit on DOT-assisted contracts through business and minority outreach forums and through posting on the Spokane Transit company website.

E. Susan Meyer
Chief Executive Officer

Date

A. GENERAL REQUIREMENTS

1. Objectives – Section 26.1

Spokane Transit's DBE Program objective is to ensure a level playing field and foster equal opportunity for all firms, including DBEs participating in DOT-assisted procurements and contracts. The objectives are found in the policy statement on the first page of this program.

2. Applicability – Section 26.3

Spokane Transit is the recipient of Federal Transit funds authorized by Federal Transit laws in Title 49, U.S. Code, and the Moving Ahead for Progress in the 21st Century Act (MAP-21, Public Law 112-141, 2012).

3. Definitions – Section 26.5

Spokane Transit adopts and incorporates by reference the definitions contained in 49 CFR Section 26.5 for this Program. A complete list of definitions may be found on the DOT website at <https://www.ecfr.gov/current/title-49/subtitle-A/part-26/subpart-A/section-26.5>.

4. Non-Discrimination Requirements – Section 26.7

Spokane Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, Spokane Transit will not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex or national origin.

5. Record Keeping Requirements – Section 26.11

Reporting to DOT: 26.11(a) and (b)

Spokane Transit will report DBE participation on a semi-annual basis using the Uniform Report of DBE Awards of Commitments and Payments as provided by the Federal Transit Administration (FTA) in TrAMS.

Bidders List: 26.11©

Spokane Transit will create a bidders list, consisting of information about all DBE and non-DBE firms that may bid or quote on DOT-assisted contracts. This bidders list will be used to calculate and help set overall goals. The bidders list will include the firm name, address, DBE/non-DBE status, age of the firm, NAICS codes relating to the work the firm is certified to perform, and annual gross receipts. Information will be collected in the following ways: a

contract clause requiring all prime contractors to report names, addresses, and DBE certification status of all firms used as subcontractors, notice in all solicitations requesting responding firms report DBE participation.

6. Federal Financial Assistance Agreement – Section 26.13

Spokane Transit agrees to the following assurances, applicable to all DOT-assisted contracts and procurements and their administration:

Assurance: 26.13(a)

The language below will appear in financial assistance agreements with sub-recipients should that sub-recipients be associated with federal financial assistance the agency receives.

Spokane Transit shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. Spokane Transit shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Spokane Transit's DBE Program, as required by 40 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this Program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Spokane Transit of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance: 26.13(b)

Spokane Transit will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

B. ADMINISTRATIVE REQUIREMENTS

1. DBE Program Updates – Section 26.21

Since Spokane Transit has received grants of \$250,000 or more in FTA planning, capital, and or operating assistance in a federal fiscal year, Spokane transit will continue to carry out this DBE Program until all funds from DOT financial assistance have been expended. Spokane Transit will provide updates to DOT representing significant changes in the DBE Program.

2. Policy Statement – Section 26.23

The Policy Statement is elaborated on the first page of this Program.

3. DBE Liaison Officer (DBELO)

Spokane Transit has designated the following individual as the DBE Liaison Officer:

Jordan Hayes-Horton, Senior Procurement Manager
1230 West Boone Avenue
Spokane, WA 99201
509-325-6032
jhorton@spokanetransit.com

The DBELO is responsible for implementing all aspects of the DBE Program and ensuring that Spokane Transit complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the Chief Executive Officer concerning DBE Program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment A to this Program.

The DBELO is responsible for developing, implementing, and monitoring the DBE Program, in coordination with other appropriate officials. The DBELO has access to all management staff responsible for conducting procurements and contract administration thereby assisting in the administration of the DBE Program.

The duties and responsibilities of the DBELO include:

- a. Gathers and reports statistical data and other information as required by DOT;
- b. Reviews third-party contracts and purchase requisitions for compliance with the DBE Program;
- c. Works with Spokane Transit departments in formulating overall agency wide, race-neutral DBE goals;
- d. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner;
- e. Encourages compliance by attending applicable pre-bid meetings and/or receives a copy of minutes and a list of attendees from Procurement staff;
- f. Participates in bid and proposal review panels;
- g. Provides outreach to DBEs and community organizations to alert them of potential business opportunities with Spokane Transit;
- h. Provides assistance to contractors in identifying DBE firms;

- i. Advises the Chief Executive Officer on DBE matters, including progress on DBE goal achievement;
- j. Refers interested DBEs to the Washington Procurement Technical Assistance Center (PTAC) and to the Office of Minority and Women's Business Enterprises (OMWBE) for information and assistance in preparing bids and obtaining bonding and insurance;
- k. Attends and participates in DBE related training seminars as appropriate and available.

4. DBE Financial Institutions – Section 26.27

Currently, Spokane Transit's banking services are provided by the Spokane County Treasurer, pursuant to the revise code of Washington. It is the policy of Spokane Transit to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. Spokane Transit has investigated local financial institutions and searched the OMWBE directory in an effort to identify available institutions and, at the present time, there are no banks or financial institutions in Spokane County or Washington State that are certified DBEs. The DBELO will continue to re-evaluate availability on an annual basis.

5. Prompt Payment Mechanisms – Section 26.29

Spokane Transit will include the following clause in each DOT-assisted prime contract:

The Contractor is required to make payment to subcontractors within thirty (30) days from the receipt of each payment the Contractor receives from Spokane Transit for satisfactorily completed subcontractor work, whether such payment is a progress or final payment. The Contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. If payment disputes arise between the Contractor and its subcontractors, such disputes shall be resolved promptly through mediation or arbitration in order to prevent injury to small business subcontractors. The Contractor shall specify in its subcontract agreement what dispute resolution method will be used. In addition, the Contractor will not be paid for subcontractors' work unless the Contractor can show that a prompt payment method for its subcontractors is in place. The Contractor shall be required to provide copies of its subcontracts to Spokane Transit showing inclusion of these provisions. Spokane Transit may withhold the applicable sum due a subcontractor for non-compliance with this section.

6. Directory – Section 26.31

Spokane Transit utilizes the OMWBE directory which identifies all firms eligible to participate as DBEs. This directory satisfies all requirements of 49 CFR Part 26.31 and is the approved Unified Certification Program (UCP) for DBE Certification under 49 CFR Part 26.81. The directory lists the owner's name, business name, contact information, certification status (including certification number), and the type of work the business has been certified to perform as a DBE, and the North American Industry Classification System code(s) (NAICS) of said work. The OMWBE directory is updated regularly and can be found on the OMWBE website at <https://omwbe.wa.gov/> or it may be requested by contacting the OMWBE at:

Office of Minority and Women's Business Enterprises
PO Box 41160
Olympia, WA 98504-1160
PH: (360) 664-9750
Toll Free: (866) 208-1064
Fax: (360) 586-7079

7. Overconcentration – Section 26.33

Spokane Transit has not identified that overconcentration exists in the types of work that DBEs perform.

8. Business Development Program – Section 26.35

Spokane Transit has not established a business development program but does regularly encourage small businesses to utilize the resources of OMWBE and Washington Apex Accelerator (formerly Washington PTAC).

9. Monitoring and Enforcement Mechanisms – Section 26.37

Spokane Transit will employ the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

- a. Spokane Transit will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the Program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
- b. Spokane Transit will consider similar action under its own legal authorities, including responsibility determinations in future contracts. Attachment B lists the regulations, provisions, and contract remedies available to Spokane Transit in the event of non-compliance with the DBE regulation by a participant in our procurement activities.
- c. Spokane Transit will provide monitoring and enforcement mechanisms to verify that work committed to DBEs at contract award is actually performed by DBEs. This will occur for each contract on which a DBE is participating and will be accomplished by

- review of contracting records and monitoring of work sites (if applicable) on which DBEs are performing work.
- d. Spokane Transit will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

10. Small Business Participation – Section 26.39

Spokane Transit has incorporated the following non-discriminatory small business element to its DBE Program, in order to facilitate competition on DOT-assisted public works projects by (DBE and non-DBE) small business concerns:

- a. Structure contracting requirements to facilitate and encourage competition and participation among small businesses and DBEs.
- b. Remove unnecessary and unjustified bundling of contract requirements.
- c. Require prime contractors to provide subcontracting opportunities of the type and size that small businesses, including DBEs, can reasonably compete for and perform where possible.
- d. Identify alternative strategies and structuring of purchases to allow consortia or joint ventures to compete for and perform prime contracts.
- e. Review available DBE and non-DBE small businesses, per OMWBE, in Spokane Transit's market area for DOT-funded projects and procurements.

C. GOALS, GOOD FAITH EFFORTS, AND COUNTING

1. Set-asides or Quotas – Section 26.43

Spokane Transit does not use set-asides or quotas in any way in the administration of its race-neutral DBE Program.

2. Overall Goals – Section 26.45

A description of the methodology used to calculate the overall goal, and the goal calculations can be found in Attachment C of this Program. This section of the Program will be reviewed annually and will be updated every three (3) years.

In accordance with Section 26.45(f), Spokane Transit will submit its overall goal to DOT by August 1st of each triennium. Before establishing the overall goal, Spokane Transit evaluates anticipated DOT-funded project activity and consults with community organizations, DBE and non-DBE contractor associations, technical assistance agencies, and other officials or organizations as appropriate to obtain information concerning the availability of disadvantaged and non-disadvantaged small businesses, the effects of discrimination on opportunities for DBEs, and Spokane Transit's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, Spokane Transit will publish a notice on its website www.spokanetransit.com of the proposed overall goal, informing the public that the proposed goal and its rationale are available online for review and comment for a minimum of thirty (30) days following the date of notice. The notice will include contact information to which comments may be sent and comments will be accepted for forty-five (45) days following the date of notice. Normally, Spokane Transit will publish the proposed goal by June 1st of each triennium.

Spokane Transit's goal submission to DOT will include a summary of information, comments received during this public outreach process, and Spokane Transit's responses to the comments.

Spokane Transit will begin using the overall goal on October 1st at the start of each triennium unless DOT has provided instructions otherwise. If Spokane Transit establishes a project goal for a DOT-assisted project, the goal will be utilized at the time of the first solicitation for the project.

3. Shortfall Analysis – Section 26.47

If awards and commitments shown on Spokane Transit's Uniform Report of Awards of Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, Spokane Transit will conduct a short-fall analysis which will:

- a. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
- b. Establish specific steps and milestones to correct the obstacles identified in the analysis;
- c. Maintain the information and corrective action efforts regarding the shortfall-analysis.
 - If Spokane Transit is a top fifty Transit Authority, as determined annually by the FTA, Spokane Transit will submit its short-fall analysis to the FTA Regional Civil Rights Officer.

4. Transit Vehicle Manufacturers Goals – Section 26.49

Spokane Transit will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of 49 CFR Section 26.49 and will include such an obligation in any contract.

5. Meeting Overall Goals/Contract Goals – Section 26.51

Spokane Transit will meet the maximum feasible portion of its overall goal using race-neutral means by facilitating DBE participation as outlined below:

- a. Arrange solicitations, times for presentation of bids, quantities, specifications, and delivery schedules in ways that enable DBE and other small business participation.
- b. Offer assistance in overcoming limitations in the ability to obtain bonding and/or financing.
- c. Provide technical assistance and other similar services to DBEs and other small businesses.
- d. Provide information and communication programs on contracting and business procedures and specific contracting opportunities.
- e. Implement, as appropriate, a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial accounting capabilities for DBEs and other small businesses.
- f. Provide services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in varying types of work, handle projects of increased magnitude, and eventually achieve self-sufficiency.
- g. Assist new DBE and small business, startup firms with participation particularly in areas with historically low past participation.
- h. Unbundling of larger contracts, where feasible, to increase accessibility for DBE and small business participation
- i. Refer DBEs and other small businesses to programs that offer assistance in developing their capacity to utilize emerging technology and conduct business through electronic media.
- j. Conduct internal trainings to facilitate a better understanding of the objectives of the DBE Program.

6. Good Faith Efforts Procedures – Section 26.53

Spokane Transit does not utilize race conscious goals or contract goals; therefore, no demonstration of good faith efforts is required.

7. Counting DBE Participation – Section 26.55

When a DBE participates in a DOT-assisted contract, only the work performed by the DBE will be counted towards Spokane Transit’s goals as provided in 49 CFR 26.55. DBE participation credit will not be counted toward Spokane Transit’s goal until the DBE has received payment.

D. CERTIFICATION STANDARDS

1. Certification Process – Section 26.61 – 26.73

Spokane Transit will rely on the certification process of DBEs as conducted and maintained by the OMWBE. The OMWBE has the legislative authority to perform all minority, women, and disadvantaged business enterprise certifications for all public agencies in the state of

Washington and they are required to utilize certification procedures that meet all federal requirements as defined in 49 CFR Part 26 to ensure eligibility of certified firms for participation in DOT-assisted projects.

For information about the certification process, to apply for certification, or to obtain certification application forms or documents, firms may visit the OMWBE website www.omwbe.wa.gov or by contacting OMWBE:

Office of Minority and Women's Business Enterprises
PO Box 41160
Olympia, WA 98504-1160
PH: (360) 664-9750
Toll Free: (866) 208-1064
Fax: (360) 586-7079

E. CERTIFICATION PROCEDURES

1. Unified Certification Programs – Section 26.81

Spokane Transit is a member of the Unified Certification Program (UCP) administered by the OMWBE. The OMWB is the sole and exclusive certifying entity in the state of Washington. The UPC will meet all requirements of this section. OMWBE maintains the DBE directory which can be found online at <https://omwbe.wa.gov/directory-certified-businesses>.

2. Procedures for Certification Decisions – Section 26.83

Firms will be directed to contact the OMWBE for information or questions about the DBE certification process.

Any firm or complainant may appeal the OMWBE's decision in a certification matter to the DOT. Such appeals may be sent to:

U.S. Department of Transportation
Departmental Office of Civil Rights
External Policy & Program Development Division
1200 New Jersey Ave, SE – Room W76-101
Washington, DC 20590-0001
PH: (202) 366-4754
TTY: (202) 366-9696
Fax: (202) 366-5575

Spokane Transit will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for DOT-assisted contracting.

F. COMPLIANCE AND ENFORCEMENT

1. Information, Confidentiality and Cooperation – Section 26.109

- a. Spokane Transit will safeguard from disclosure to third parties any information that may reasonably be regarded as confidential business information, consistent with the Federal Freedom of Information and Privacy Acts and Washington State Public Disclosure law. See RCW Chapter 42.56 “Public Records Act” for Washington requirements. Such protection may be in the form of providing the party claiming to have confidential business information an opportunity to obtain an injunction from a court under RCW 42.56.540.

To the extent not contrary to provisions of state or local law, Spokane Transit will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

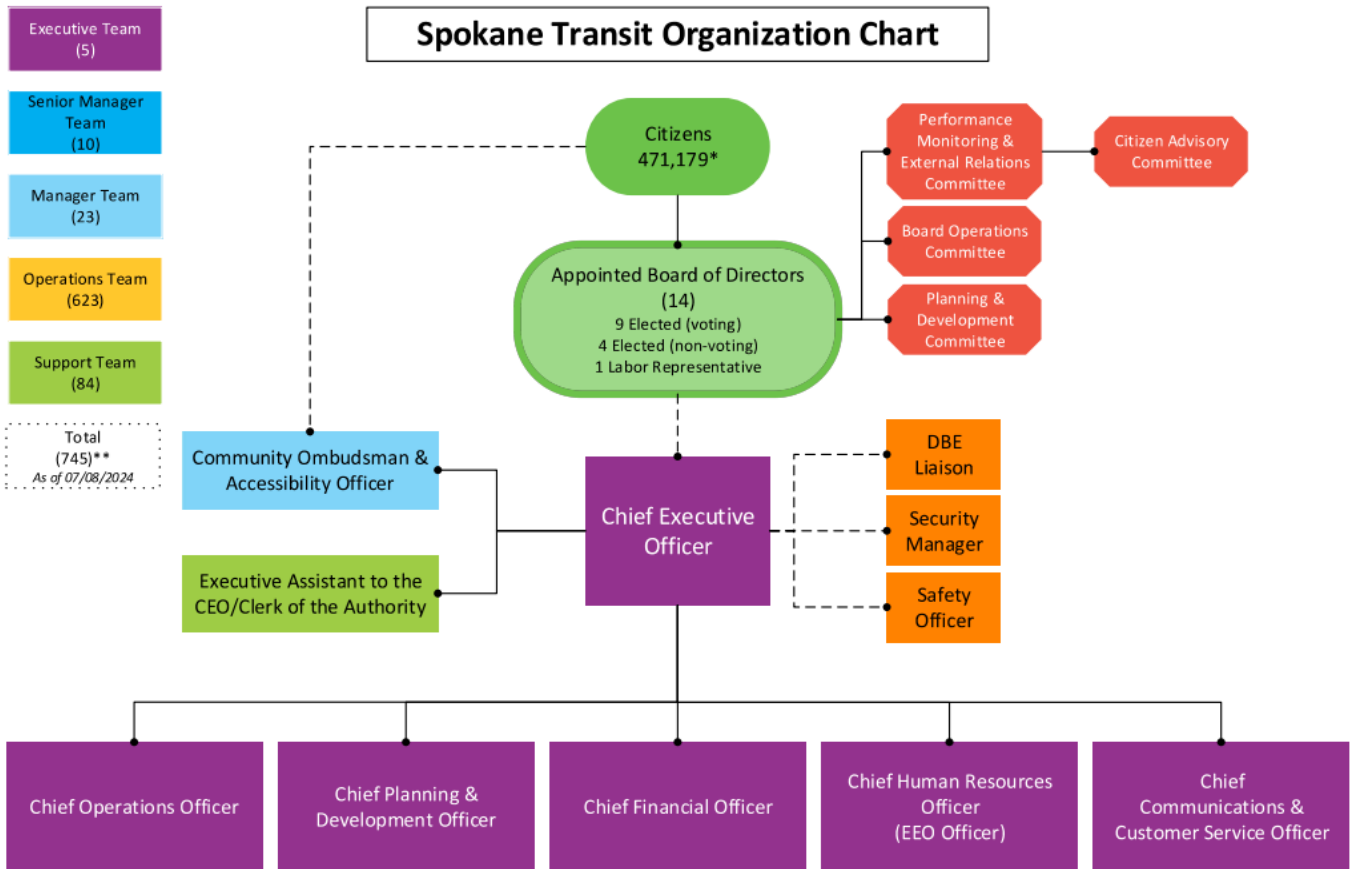
- b. Notwithstanding the provisions of paragraph *a.* of this section, Spokane Transit acknowledges that the identity of complainants shall be kept confidential, at their election. If such confidentiality will hinder the investigation, proceeding or hearing, or result in a denial of appropriate administrative due process to other parties, the complainant must be advised for the purpose of waiving the privilege.
- c. Spokane Transit will cooperate and promptly provide information as required for compliance reviews, investigations, and other requests for information from DOT.
- d. Spokane Transit employees, agents, or contractors will not intimidate, threaten, coerce, or discriminate against any individual or firm who has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing.

2. Monitoring Payments to DBEs

Spokane Transit will require prime contractors to maintain records and documentation of payments to DBEs for three (3) years following the performance of a contract. These records will be made available for inspection upon request by any authorized representative of Spokane Transit or the DOT. The reporting requirement also extends to any certified DBE subcontractor.

Spokane Transit will keep a record of payments to DBE firms for work committed to them at the time of contract award. Spokane Transit will also perform audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENT A



ATTACHMENT B

MONITORING AND ENFORCEMENT MECHANISMS

Spokane Transit has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract.
2. Statutory penalties under RCW [39.19.080](#) and [39.19.090](#) for noncompliance.
3. Other applicable laws, statutes, and regulations.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE Program, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26
2. Enforcement action pursuant to 49 CFR part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT C

OVERALL GOAL CALCULATION – Section 26.45

1. Amount of Goal

Spokane Transit has adopted an overall goal for FFYs 2023, 2024, and 2025 of 0.753% disadvantaged business participation in federally assisted contracting opportunities, exclusive of Federal Transit Administration funds allocated for rolling stock. Spokane Transit expects to award \$27,982,392 of DOT-assisted contracts during FFYs 2023, 2024, and 2025, with an anticipated goal of expending \$210,707 with DBEs.

2. Methodology Used to Calculate Overall Goal

Spokane Transit's DBE program does not utilize set-asides or quotas. An overall program, consistent with both Federal requirements and Washington State Law, has been established for soliciting DBE participation in contracts and procurements involving federal funds. The following, more detailed, categories of anticipated projects are established to better reflect the functional categories of Spokane Transit's upcoming project activity and to facilitate reporting.

Construction
Professional Services
Materials, Supplies & Equipment

The majority of the potential bidders/proposers competing for Spokane Transit contracts are from Spokane County or are within close proximity to Spokane County; therefore, the goal was established by comparing overall business availability for the Spokane area with area DBEs that are certified and capable of performing Spokane Transit contracts.

a. Step One: Determine the base figure for the relative availability of DBEs – Section 26.45

1. As a first step in developing Spokane Transit's base figure, staff from Purchasing, Planning, Maintenance and Finance, together with the DBELO, reviewed all known upcoming federally funded projects to determine the types/classes of work opportunities involved.
2. North American Industry Classification System (NAICS) codes were then selected based upon the type/class of work comprising each contracting opportunity. The United States Census Bureau website was utilized to research the appropriate NAICS codes for each industry and can be found online at [North American Industry Classification System \(NAICS\) U.S. Census Bureau](#)

3. Historically, the substantial majority of bidders/proposers on Spokane Transit’s contracting opportunities have been from Spokane County or within close proximity to Spokane County. For this reason, Spokane Transit refined its local market area to Spokane County.
4. To determine its relative base figure percentage (0.5873%) of ready, willing, and able DBEs in Spokane Transit’s local market area, the total of available DBE firms (30) was divided by the total of all available firms (5108). The following data was used:
 - The number of available contractors in Spokane County for each NAICS code was identified by utilizing the United States Census Bureau website. Information can be found here [Spokane County NAICS – Census Bureau Tables](#)
 - Available certified DBE firms in Spokane County were identified from the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) directory which can be found here [Directory of Certified Businesses | Office of Minority and Women’s Business Enterprises \(wa.gov\)](#)
 - Spokane Transit’s Bidders List of both DBE and Non-DBE contractors was also reviewed.
5. Spokane Transit recognized the need to further refine our base figure of the relative availability of DBEs since opportunity for participation is dependent on the amount of dollars spent in each work/contracting type/category and cannot be assumed to be equal for all available DBEs. Therefore, Spokane Transit performed a weighted calculation by its main types of work projects (Construction, Professional Services, and Materials, Supplies & Equipment) to further ensure its base figure’s accuracy. Spokane Transit’s weighted base figure is 0.7003% as outlined below.

Type of Project	Amount of DOT funds on project:	% of total DOT funds (weight)	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability %	\$	Weighted Base Figure %
Construction	\$ 11,608,524	0.41485	16	3297	0.0048529	\$ 56,335	0.002013
Professional Services	\$ 7,867,364	0.28115	12	1600	0.0075	\$ 59,005	0.002109
Materials, Supplies & Equipment	\$ 8,506,504	0.30399	2	211	0.00947867	\$ 80,630	0.002881
	\$ 27,982,392	1	30	5108	0.00587314	\$ 195,971	0.007003

b. Step Two: Adjustment to the base figure – Section 26.45(d)

1. Spokane Transit examined available evidence in its local market to determine what, if any, further adjustment to the base figure was needed.

- Spokane Transit has not conducted its own disparity study and is unaware of a vetted one specific to its local market; however, the disparity study conducted by Washington State in 2019 echoes many of the concerns encountered during outreach discussions and documents that minorities and women continue to suffer discriminatory barriers to full and fair access to contracts.
 - Although no adjustment to its base figure or race-neutral means was made based on this data, Spokane Transit acknowledges that an ongoing focus to level the playing field must be a vital component of our DBE program.
- Spokane Transit contemplated the capacity of DBEs to perform work as measured by the median past participation of DBEs on its federally funded projects for the last five years from FFY 2017 through FFY 2021 (0.80566%). Spokane Transit’s types of contracting opportunities are very similar year-to-year and therefore past participation is a good reference point for future capacity. Past participation is outlined below.

MEDIAN	
FISCAL YEAR	DBE PARTICIPATION%
2017	0.55074%
2020	0.63924%
2019	0.80566%
2021	0.99147%
2018	1.48786%

2. To further refine and arrive at its overall goal, Spokane Transit averaged the Step One weighted base figure (0.7003%) with our Step Two median past participation (0.80566%).

Weighted Base Figure, 0.7003% + Median Past Participation 0.80566%	= Final Adjusted Goal 0.7530%
2	

Spokane Transit feels this adjusted goal, 0.753%, accurately reflects the DBE participation that can be achieved by race-neutral measures for the type of project work/contracts that are anticipated to be awarded during FFY 2023-2025.

3. Public Participation

- a. Spokane Transit’s proposed goal was advertised on the Spokane Transit website on June 1, 2022, where comments were requested – no comments regarding Spokane Transit’s proposed goal were received.

- In conjunction with its goal, Spokane Transit also advertised on its website and the OMWBE website a virtual meeting to be held on June 24, 2022, where key stakeholders were encouraged to attend and provide feedback – no comments regarding Spokane Transit’s proposed goal were received.
- b. During the month of June, Spokane Transit’s procurement team engaged with the Spokane Office of U.S. Small Business Administration, Greater Spokane, Inc. & Procurement Technical Assistance Center regarding its DBE program, proposed goal, and upcoming opportunities – no comments regarding Spokane Transit’s proposed goal were received.
- c. Spokane Transit’s proposed goal was advertised and included in Spokane Transit’s public Performance, Monitoring and External Relations committee meetings and its public Board of Directors meetings as information and opportunity for public comment during the June & July committee and Board cycles – no comments regarding Spokane Transit’s proposed goal were received.
 - Performance, Monitoring and External Relations committee meeting: June 1, 2022, and July 6, 2022.
 - Board of Directors meeting: June 16, 2022, and July 21, 2022.
- d. Spokane Transit’s DBELO contacted each of the firms on its DBE bidders list during the first two weeks of July 2022, to inform them of its proposed goal for FFY 2023, 2024 & 2025 and to invite feedback and discussion about Spokane Transit’s proposed goal and upcoming opportunities.
 - One question/comment specific to Spokane Transit’s goal was received from Jacqueline Etter of West Star Construction, Inc. – why are the DBE goals on WSDOT jobs 17%-19% vs. Spokane Transit’s 0.753%?
 - A discussion followed in which the DBELO explained further how Spokane Transit’s goal is calculated and how it is dependent on the number of available DBE firms in its local market for the specific type of upcoming work Spokane Transit anticipates. This is a much smaller ratio in comparison to WSDOT’s market and the number of available DBE firms. Once a better understanding was had, Spokane Transit’s proposed goal made more sense.
- e. No changes were made to Spokane Transit’s proposed goal based on its consultation conversations.
 - The ongoing need for more registered DBE firms and how Spokane Transit can continue to help drive and support these efforts was a recurring topic during outreach.

ATTACHMENT D
SUPPLEMENTAL GOAL CALCULATION INFORMATION

Step One					
CONSTRUCTION					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Central City Line Construction	667,834	541380	0	16	0.00%
	1,736,369	238130	0	60	0.00%
	267,134	238210	1	133	0.75%
	5,342,675	561990	2	32	6.25%
Park & Ride Expansion East of Sullivan	23,872	541380	0	16	0.00%
	23,872	541370	0	8	0.00%
	131,296	236220	0	85	0.00%
	71,616	238910	2	113	1.77%
	29,840	237310	0	17	0.00%
	11,936	238990	1	63	1.59%
	29,840	238110	0	67	0.00%
	17,904	327320	0	4	0.00%
	35,808	238210	1	133	0.75%
	23,872	238220	0	154	0.00%
	11,936	238160	0	52	0.00%
	11,936	238130	0	60	0.00%
	11,936	238310	0	45	0.00%
	11,936	238330	0	51	0.00%
	11,936	238320	0	95	0.00%
	23,872	238140	0	27	0.00%
	23,872	238350	0	76	0.00%
	11,936	444190	0	43	0.00%
	5,968	442299	0	18	0.00%
	11,936	561730	0	213	0.00%
	35,808	561990	2	32	6.25%
Division BRT Construction and Implementat	137,186	541380	0	16	0.00%
	503,015	236220	0	85	0.00%
	228,643	238910	2	113	1.77%
	228,643	237310	0	17	0.00%
	91,457	238990	1	63	1.59%
	228,643	238110	0	67	0.00%
	91,457	327320	0	4	0.00%
	228,643	238210	1	133	0.75%
	91,457	238220	0	154	0.00%
	45,729	238160	0	52	0.00%
	91,457	238130	0	60	0.00%
	91,457	238310	0	45	0.00%
	45,729	238330	0	51	0.00%
	45,729	238320	0	95	0.00%
	45,729	238140	0	27	0.00%
	91,457	238350	0	76	0.00%
	45,729	444190	0	43	0.00%
	22,864	442299	0	18	0.00%
	91,457	561730	0	213	0.00%
	91,457	541370	0	8	0.00%
	228,643	561990	2	32	6.25%
Boone NWG Battery Electric Bus (BEB) Ch	15,000	541380	0	16	0.00%
	60,000	236220	0	85	0.00%
	3,000	238110	0	67	0.00%
	1,500	327320	0	4	0.00%
	3,000	532412	0	7	0.00%
	172,500	238210	1	133	0.75%
Total Number of DBE's/Total Firms			16	3,297	0.4853%
Total Construction Contracts to let in 2023-2025	\$11,608,524				
Number of DBE's in NAICS Codes	16				
Number of Total Firms in NAICS Code	3297				
Percentage of Available DBE's to perform Construction Contracts	0.4853%	Total DBE firms (16) divided by total firms In NAICS Code (3,297)			
Total DBE \$	\$56,335	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$11,608,524 * 0.4853%)			

PROFESSIONAL SERVICES					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Central City Line Construction Consulting	5,342,675	541618	0	3	0.00%
E Sullivan P&R Engineering Services	179,040	541330	1	109	0.92%
E Sullivan P&R Consulting Services	119,360	541611	2	85	2.35%
E Sullivan P&R Real Estate Services	59,680	531210	1	263	0.38%
E Sullivan P&R Architectural Services	119,360	541310	0	39	0.00%
E Sullivan P&R Landscape Architectural Services	23,872	541320	0	3	0.00%
E Sullivan P&R Construction Consulting	119,360	541618	0	3	0.00%
I-90 HPT Corridor Facilities Engineering	16,000	541330	1	109	0.92%
I-90 HPT Corridor Consulting Services	16,000	541618	0	3	0.00%
I-90 HPT Corridor Facilities Real Estate	8,000	531210	1	263	0.38%
Division BRT Engineering Services	685,930	541330	1	109	0.92%
Division BRT Architectural Services	320,101	541310	0	39	0.00%
Division BRT Landscape Achitectural Services	91,457	541320	0	3	0.00%
Division BRT Construction Management	685,930	541618	0	3	0.00%
Five Mile Mobility Hub Engineering	21,360	541330	1	109	0.92%
Five Mile Mobility Hub Consulting	7,120	541611	2	85	2.35%
Five Mile Mobility Hub Real Estate Services	7,120	531210	1	263	0.38%
Boone NWG BEB Charging Infrastructure	45,000	541330	1	109	0.92%
Total Number of DBE's/Total Firms			12	1600	0.7500%
Total Professional Contracts to let in 2023-2025	\$7,867,364				
Number of DBE's in NAICS Codes	12				
Number of Total Firms in NAICS Codes	1,600				
Percentage of Available DBE's to perform Professional Svc Contracts	0.7500%	Total DBE firms (12) divided by total firms in NAICS Code (1600)			
Total DBE \$	\$59,005	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$7,867,364 * 0.7500%)			
MATERIALS, SUPPLIES, & EQUIPMENT					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Hose & Fittings Contract	64,893	423840	0	14	0.00%
Hazardous Material Removal Contract	241,307	532490	0	18	0.00%
Laundry/Uniform Linen Contract	293,371	812332	0	6	0.00%
Hardware	65,013	423710	0	14	0.00%
Janitorial Supplies	172,333	453998	1	66	1.52%
Auto Paint Supplies	192,693	452319	0	25	0.00%
Vehicle Parts	4,439,015	423120	0	34	0.00%
Tires	191,015	423130	0	5	0.00%
Paper Products	29,715	424130	0	10	0.00%
Petroleum Products	256,775	424720	1	5	20.00%
Other Supplies	2,560,374	423840	0	14	0.00%
Total Number of DBE's/Total Firms			2	211	0.9479%
Total Material, Supplies & Equipment Contracts to let in 2023-2025	\$8,506,504				
Number of DBE's in NAICS Codes	2				
Number of Total Firms in NAICS Codes	211				
Percentage of Available DBE's to perform Materials, Supplies & Equipment Contracts	0.9479%	Total DBE firms (2) divided by total firms in NAICS Code (211)			
Total DBE \$	\$80,630	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$8,506,504 * 0.9479%)			
Total Contracting Opportunities	\$27,982,392				

Step 1A - Calculate Weighted Percentage of Categories of Contracting Opportunities to Total Contracting Opportunities			
Weighted Percent of Construction Contracts to total Contracting Opportunities	41.485%		Total Construction Contracts divided by Total Contracting Opportunities (\$11,608,524 divided by \$27,982,392) = .41485
Weighted Percent of Professional Services Contracts to total Contracting Opportunities	28.115%		Total Professional Services divided by Total Contracting Opportunities (\$7,867,364 divided by \$27,982,392) = .28115
Weighted Percent of Mats, Supplies & Equip Contracts	30.399%		Total Mat., Supp., & Equip Contracts divided by Total Contracting Opportunities (\$8,506,504 divided by \$27,982,392) = .30399
Total Number of DBE Contractors in NAICS Codes	30		(16) in Construction, (12) in Professional Svcs and (3) in Mats, Supplies and Equip Contractors
Total Number of Contractors in NAICS codes	5,108		(3,297) in Construction (1,600) in Professional Svcs and (211) in Mats, Supplies and Equip
Total DBE percent (of total firms)	0.5873%		Total DBE Contractors (31) divided by Total Number of Contractors (5,108).
Total DBE \$	\$164,345		Total Contracting Opportunities for all Contracting Categories (\$27,982,392) multiplied by Total DBE Percentage of Firms (.006069)
Step 1B Weighted Base Goal in Percentage and Dollars			
Construction DBE %	0.20132%	\$56,335	Percentage of Available DBE's to perform Construction Contracts multiplied by the Weighted Percent of Construction Contracts to total Contracting Opportunities (.004853 multiplied by 41.485) = .20132
			\$27,982,392 * .20132% = \$56,335
Professional Services DBE %	0.21087%	\$59,005	Percentage of Available DBE's to perform Professional Services Contracts multiplied by the Weighted Percent of Professional Services Contracts to total Contracting Opportunities (.0075 multiplied by 28.115) = .21087
			\$27,982,392 * .21087% = \$59,005
Material/Supplies DBE %	0.28815%	\$80,630	Percentage of Available DBE's to perform Material/Supplies/Equip Contracts multiplied by the Weighted Percent of Material/Supplies/Equip to total Contracting Opportunities (.014218 multiplied by 30.399) = .43222
			\$27,982,392 * .43222% = \$120,946
Weight DBE % and \$ amount	0.7003%	\$195,971	Total Contracts \$27,982,392 * .008444
Step 2 Adjustment for Past Participation			
	0.75300%	\$210,707	Weighted DBE % + the median past participation divided by 2 (.8444 + .8057) / 2
			\$27,982,392 * .0082504
2023-2025 DBE Goal	0.75300%	\$210,707	Race Neutral Goal
<p>1.) Research appropriate NAICS code for the project industry (use the 2017 index and search by key words) North American Industry Classification System (NAICS) U.S. Census Bureau</p> <p>2.) Search for certified (DBE) companies within a NAICS county wide https://omwbe.diversitycompliance.com/</p> <p>3.) County Wide NAICS Spokane County NAICS - Census Bureau Tables</p>			

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 19, 2024

AGENDA ITEM 8H : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: Board Operations Committee

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: The Sprague Line project requires acquisition of property interests for the implementation of planned transit platforms. Staff are seeking approval for property acquisition, to include temporary construction easements, at a single location, as described below. Additional acquisitions are expected in the coming months.

BACKGROUND: The *STA Moving Forward* plan calls for investing in High Performance Transit (HPT) between Spokane and Spokane Valley, principally along Sprague Avenue. To support this effort, STA is renumbering Route 90 Sprague to Route 9 this September and opening stops with HPT station amenities at multiple locations as part of Phase 1 Sprague Line improvements. Sprague Line Phase 2 improvements include improvements to stop locations that feature more challenging retrofits to the built environment, including acquisition of private property to make way for accessibility and passenger improvements. Resolution 808-23, adopted by the STA Board on May 18, 2023, provides the CEO authority to enter into agreement and execute documents for these property interests up to a maximum of \$5,000 per parcel. Any negotiated agreement over \$5,000 per parcel requires Board approval.

The current acquisition proposed for action will enable construction of a proposed eastbound HPT station stop on Sprague Avenue just east of Freya St. The adjacent parcel # 35221.0505 is owned by Dave Black Properties, LLP and the current use is a gas station and convenience store. The acquisition area is currently a landscape area immediately adjacent to the city sidewalk. To construct the station, acquisition of real property and a temporary construction easement is necessary. Fair market compensation is required for STA to have a property interest to enable HPT improvements. In addition, compensation needs to be provided for removal of existing site improvements such as paving, curbing, and/or landscaping. The initial proposal value for these actions was provided by a licensed appraiser and negotiated to settlement as follows:

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	529.55 SF	\$7,413.70 @ \$14.00/SF	\$10,866.37 @ \$20.52/SF	\$3,452.67 @ \$6.52/SF
Temporary Construction Easement	1,858.92 SF	\$5,204.98	\$7,633.63	\$2,428.65
Site Improvements	Lump Sum	\$1,500.00	\$1,500.00	\$0.00
Totals	-	\$14,118.68	\$20,000.00	\$5,881.32

Staff and STA's right-of-way consultant have determined this settlement value to be reasonable and supported by comparable property values.

RECOMMENDATION TO COMMITTEE: Recommend Board approve, by motion, the real property acquisition and associated temporary construction easement between Black Properties, LLP and Spokane Transit for a portion of Spokane County Parcel #35221.0505 for a total \$20,000.00 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

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

RECOMMENDATION TO BOARD: Approve, by motion, the real property acquisition and associated temporary construction easement between Black Properties, LLP and Spokane Transit for a portion of Spokane County Parcel #35221.0505 for a total \$20,000.00 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 19, 2024

AGENDA ITEM 81 : SPOKANE PUBLIC FACILITIES DISTRICT EASEMENTS FOR TRANSIT OPERATIONS

REFERRAL COMMITTEE: Board Operations Committee

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

SUMMARY: This action seeks to approve the placement of various easements, beneficial to STA’s operations, on land owned and operated by the Spokane Public Facilities District (PFD), in support of Route 11 Downtown/North Bank Shuttle. This infrastructure and associated easements replace the previous transit infrastructure for Route 11 Downtown/North Bank Shuttle constructed along Boone Avenue in the 1990s, that was removed to make room for ONE Spokane Stadium.

BACKGROUND: In the 1990s a formal bus stop with shelters, a passenger information kiosk and a bus pullout that accommodated multiple buses, was constructed, and put into service on Boone Avenue between Howard and Washington streets. Use of the parking lot was integrated into a monthly parking program to provide a combined monthly parking and shuttle bus pass through a partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP). Mostly recently, service has been provided by Route 11 Downtown/North Bank Shuttle, and the monthly parking and shuttle pass known as Shuttle Park.

In support of Route 11 Downtown/North Bank Shuttle, on June 5, 2024, the Board authorized the CEO to execute an interlocal agreement with Spokane Public Schools for reimbursement for transit-related infrastructure costs on planned transit improvements to the PFD-owned parking lot by Spokane Public Schools on Spokane County Parcel #35185.5001. Improvements included enhancements to the replacement bus stop on Howard Street and an operator restroom to support layover activities at all-day service operations.

Underlying these transit improvements will be the easements necessary to ensure the long-term operation of these facilities. STA worked with the PFD to document the location and size of the easements and is finalizing the agreements necessary to record the easements with Spokane County. The PFD has agreed to convey these easements without remuneration by STA.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to execute and record all documentation necessary to obtain easements from Spokane Public Facilities District associated with the Spokane Transit operations infrastructure and improvements located on parcel #35185.5001.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to execute and record all documentation necessary to obtain easements from Spokane Public Facilities District associated with the Spokane Transit operations infrastructure and improvements located on parcel #35185.5001.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 19, 2024

AGENDA ITEM 8J : WHITWORTH UNIVERSITY EASEMENT FOR TRANSIT OPERATIONS

REFERRAL COMMITTEE: Board Operations Committee (*French*)

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

SUMMARY: This action seeks to approve the placement of an easement, beneficial to STA's operations, on land owned by Whitworth University, in support of operators and passengers on Route 28 Nevada.

BACKGROUND: On June 15, 1992, a formal agreement to install a bus stop with shelter, a passenger information kiosk, and a bus pullout, was constructed by Whitworth College (now Whitworth University), and put into service on Ivanhoe Road immediately south of Hawthorne Road. The sheltered stop has been used over the decades for multiple routes. Since 2005, the shelter location has been serviced by Route 28 Nevada. For the past several years, the stop has also acted as the layover point on the route, and consequently, STA has maintained a portable toilet at the location for use by operators.

In support of operators driving Route 28 Nevada, the adopted 2024-2029 Capital Improvement Program included a project to construct a permanent operator restroom at this location. Design work commenced in February 2024 in active consultation with Whitworth University. The improvements include installation of a new shelter, related sidewalk improvements on Ivanhoe Road, and operator restroom to support layover activities.

Underlying these transit improvements will be the easement necessary to ensure the long-term operation of these facilities. STA worked with Whitworth University to document the location and size of the easement and is finalizing the agreements, subject to Board approval necessary to record the easement with Spokane County on Spokane County Parcel #36184.2430. Whitworth University is willing to provide the necessary easement at no cost to STA.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to execute and record all documentation necessary to obtain an easement from Whitworth University associated with the Spokane transit operations infrastructure and improvements located on parcel #36184.2430.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO to execute and record all documentation necessary to obtain an easement from Whitworth University associated with the Spokane transit operations infrastructure and improvements located on parcel #36184.2430.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 8K : CITY LINE BUS PROCUREMENT

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: The City Line Bus Rapid Transit (BRT) project was completed under budget and will realize project savings. Staff are requesting approval to procure an additional City Line bus using available project funds to enlarge the City Line sub-fleet to maintain reliable service delivery.

BACKGROUND: The City Line opened for service in July 2023 with six vehicles operating at maximum service levels, with 15-minute service for most periods of the day. With peak and mid-day service increased in the first half of 2024, nine vehicles operate during maximum service levels, consistent with planned service levels.

The City Line battery-electric bus (BEB) fleet is highly specific to the corridor, being the only sub-fleet in the Fixed Route fleet that meets City Line corridor's specification for doors on both sides of the coach. With the experience gained in operating, charging, and maintaining this important sub-fleet, STA Maintenance staff have identified future challenges to service reliability unless the sub-fleet is enlarged from 11 to 12 total City Line BEBs. Future challenges could include an increase in service disruption due to vehicle maintenance activities. Additionally, an additional bus provides an opportunity to deploy an extra bus into service when extreme weather results in rapid depletion of stored energy on in-service coaches.

The recommendation to enlarge this sub-fleet would necessitate minor adjustments elsewhere in operations of the Fixed Route to maintain the entire Fixed Route fleet within the 20% spare ratio maximum.

To advance this recommendation, STA has reached out to New Flyer Industries, the manufacturer of City Line BEBs, and obtained a quote of \$2,041,843.31 for the purchase of one additional BEB for City Line. Consistent with STA's standard bus procurement processes, vehicle maintenance staff have calculated an additional cost of \$27,412 for after-market configurable components to ensure consistency across the full sub-fleet. The estimated total purchase price is \$2,069,255.31, subject to Board approval. The existing contract for transit buses between the Washington State Department of Enterprise Services and New Flyer would be utilized for this order, with an expected delivery date in 2026. Notably, this amount is escalated over the unit price from the initial order of City Line BEBs in 2019 by approximately 56%, reflecting vehicle and component price inflation over the intervening five years, as well as a significant mid-year DES state contract adjustment of 11% in 2022 to maintain OEM participation in the Washington state market. The table below outlines the cost comparison between 2019 and 2024.

	2019	2024
Base Bus Price	\$1,261,683.46	\$2,041,843.31
After-Market Configurable Components	\$63,650.00	\$27,412.00
Total Bus Price	\$1,325,333.46	\$2,069,255.31
% Increase	--	~56%

Funding for this proposed BEB purchase would be derived from capital funds committed to the City Line project, including the FTA Small Starts grant award January 2020 and matching local funds committed by STA Resolution No. 19-774. STA has discussed the proposed purchase with FTA Region 10, who have expressed their view that the purchase is consistent with the scope of the City Line project and will provide grant-related support for this procurement. Additionally, as staff reported in July 2023, the City Line BRT project was delivered under budget, with a range of estimated project savings between \$10-14 million. The local share of the savings, in accordance with Board Resolution No. 23-811, will be allocated to Division Street BRT construction. At the final closeout of the Small Starts grant, the federal share of the project savings will be “de-obligated” and no longer associated with City Line or STA, and consequently available for other federal priorities.


While some minor activities continue, nearly all significant contracts for construction, materials and services are complete and closed out. The net effect of these close-out activities is a sharper image of anticipated project savings. Even after accounting for the additional BEB procurement and associated support parts accessories, staff are projecting the savings on the project remain in the range of \$10-14 million total.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the purchase of an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, including after-market configurable components.

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

RECOMMENDATION TO BOARD: Approve, by motion, the purchase of an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, including after-market configurable components.

FINAL REVIEW FOR BOARD BY:

Division Head brb Chief Executive Officer  Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

September 19, 2024

AGENDA ITEM 8L : GENERAL COUNSEL LEGAL SERVICES AWARD OF CONTRACT

REFERRAL COMMITTEE: Board Operations Committee (*French*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: The current contract (2022-10732) with Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C. for Interim General Counsel Legal Services expires on September 30, 2024.

On June 7, 2024, Request for Proposals (RFP) 2024-10963 for General Counsel Legal Services was advertised on the STA website, the Transit Talent website, the Washington State Office of Minority and Women’s Business Enterprises website, the Washington State Department of Enterprise Services bidding platform (WEBS), in the Spokesman Review, and in the Seattle Times. The solicitation closed on July 5, 2024, and five (5) proposals from responsible firms: Consilio; Etter, McMahon, Lamberson, Van Wert & Oreskovich; Kutak Rock; Stevens Clay; and Williams Kastner, were deemed responsive and evaluated.

The evaluation committee met on July 25, 2024, and was comprised of voting members Commissioner French, Mayor Haley, Council Member Dunne, Council Member Zappone, E. Susan Meyer, Karl Otterstrom, Brandon Rapez-Betty, Nancy Williams and non-voting members Dana Infalt and Jordan Hayes-Horton. The proposals were evaluated based on the following criteria: 1) Qualifications & Experience of Key Personnel; 2) Qualifications & Experience of Firm; 3) Availability of Key Personnel; 4) References; and 5) Price Proposal.

Initial scores were as follows:

Proposer	Initial Evaluation Score
Consilio	68.23
Etter, McMahon, Lamberson, Van Wert & Oreskovich	93.13
Kutak Rock	80.93
Stevens Clay	73.68
Williams Kastner	71.87

The evaluation committee determined that interviews with the two highest scoring firms would be beneficial. The evaluation committee evaluated the interviews of the two firms based on the same evaluation criteria outlined above.

Final Evaluation scores were as follows:

Proposer	Final Evaluation Score
Etter, McMahon, Lamberson, Van Wert & Oreskovich	93.76
Kutak Rock	68.35

The evaluation committee determined Etter, McMahon, Lamberson, Van Wert & Oreskovich scored the highest points and is a qualified and cost-effective firm to provide General Counsel Legal Services.

The total estimated cost of the contract over the five-year period is \$1,260,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approves the evaluation committee's recommendation to award a five-year contract for General Counsel Legal Services to Etter, McMahon, Lamberson, Van Wert & Oreskovich.

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

RECOMMENDATION TO BOARD: Approve, by motion, the evaluation committee's recommendation to award a five-year contract for General Counsel Legal Services to Etter, McMahon, Lamberson, Van Wert & Oreskovich.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 9A : CONNECT 2035 STRATEGIC PLAN: UPDATE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff will provide an update on current outreach efforts on the *Connect 2035* Strategic Plan. Information about the plan, including current outreach events, is posted on the plan website:

<https://staconnect2035.com/>

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 9B : CEO SEARCH TASK FORCE UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: CEO Search Task Force

SUMMARY: At this time, the Task Force will provide an update on the status of the CEO Search.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 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

September 19, 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

September 19, 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

September 19, 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 July 10, 2024, Planning and Development and Performance Monitoring and External Relations Committee meetings, the July 17, 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

Approved Minutes of the July 17, 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 was detained and Ms. Haley, Chair Pro Tem, called the meeting to order at 1:30 p.m.
Ms. Infalt conducted roll call.

2. APPROVE COMMITTEE AGENDA

The Committee discussed revisions to the agenda regarding the Board Operations Committee Work Plan, specifically the CEO Performance Measures and whether the item should be added to the current agenda. The Committee discussed and agreed to add this discussion item to the agenda for September 11, 2024.

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

3. CHAIR'S COMMENTS

None

4. COMMITTEE ACTION

A. June 12, 2024, Committee Minutes

Mr. Dunne moved to approve the June 12, 2024, committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Designation and Appointment of STA Auditing Officer – Resolution

Chair French joined at 1:38 p.m. and assumed the Chair.

Ms. Meyer presented this resolution to the Committee requesting the appointment of an alternate Auditing Officer.

Mr. Dunne moved to recommend the Board approve the resolution authorizing and appointing an Auditing Officer and appointing STA's CEO or designee as the Alternate Auditing Officer. Mr. Zappone 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 July 10, 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 July 10, 2024.

7. BOARD ATTENDANCE REVIEW

Ms. Meyer shared year-to-date Board Attendance with the Committee.

8. CHIEF EXECUTIVE OFFICER SEARCH

Ms. Meyer presented this item to the Committee. Discussion items included the scope of the search, engaging and evaluating firms, identifying CEO Search Task Force members, and deadlines. Chair French explained the history and processes for hiring CEOs in the past. The Committee discussed whether to include a Labor Representative, and a community member, possibly a member of the Citizen Advisory Committee, on the Task Force. Ms. Meyer shared the list of search firms she considered for the CEO Search.

Mr. Dunne moved to recommend the Board appoint a CEO Search Task Force composed of four, voting Board Operations Committee Members, delegate CEO Search Task Force to approve the job description, review applications, conduct first interviews and narrow the search to the final two or three for full Board interview and selection, and endorse the engagement of an executive recruiting firm for a national search for the STA Chief Executive Officer. Ms. Haley seconded, Chair French, Mr. Dunne, and Ms. Haley voted yes, Mr. Zappone voted no, and the motion passed 3-1.

9. BOARD OF DIRECTORS AGENDA JULY 25, 2024

Item 8B. I-90/Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval will be removed.

Item 8A. 2025-2030 Transit Development Plan: Finalize and Approve – Resolution will be moved up to 7G.

A new item for the CEO Search Task Force will be added as 8A.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 11, 2024

Item 8. Chief Executive Officer Search will be renamed to Chief Executive Officer Search Task Force Report.

An item for a Work Plan update will be added to the agenda.

An item for the Chief Executive Officer Performance Measures will be added to the agenda with a list of performance measures from small and large transit agencies within Washington State.

11. CEO REPORT

Ms. Meyer shared the June 2024 voter-approved sales tax revenues representing April 2024 sales.

12. NEW BUSINESS

None

13. EXECUTIVE SESSION

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

The Committee entered Executive Session at 2:38 p.m., with a 10-minute projected timeframe. At 2:43 p.m., an additional 5 minutes was requested. At 2:53 p.m., the Executive Session ended.

14. ADJOURN

Chair French adjourned the meeting at 2:53 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

Approved Minutes of the July 10, 2024, Meeting

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

STAFF PRESENT

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, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.
Patrick Keefe, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

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

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

Ms. Megan Clark introduced a co-worker, Mr. Patrick Keefe, to the committee. Mr. Keefe will be sitting in on the PMER meeting later today in Megan's place.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had nothing to report at this time.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JUNE 5, 2024, COMMITTEE MEETING**

Mr. Zack Zappone moved to approve the June 5, 2024, Planning & Development Committee meeting minutes. Mr. Lili Navarrete seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

Mr. Otterstrom reviewed the scope and anticipated timeline for the Section 5310 Call for Projects. Staff is requesting Planning & Development Committee recommend Board approval of \$236,000 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and 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.

Section 5310 is a formula grant program apportioned to the Spokane urban area with STA as the designated recipient. Mr. Otterstrom provided an overview of project eligibility, distribution and local match requirements. He also noted that during the pandemic the federal government temporarily provided 100% federal match for the program. The local response to this was positive, with local non-profits starting new programs that had not previously existed, and more interest increased in the program overall. Mr. Otterstrom noted that the STA Board of Directors approved \$190,000 to be made available as part of the call for projects for each of the previous two years (2022 and 2023) to reduce the local match requirement of non-profit organizations. STA is proposing for the 2024 Call for Projects to include \$236,000 in STA local funds with the overall effect of applications being responsible for 15% of the project costs. Mr. Otterstrom reviewed the timeline for the 5310 Call for Projects with the Board action on allocation of funds taking place on July 25, 2024, and Board action on recommended project applications on November 21, 2024.

Mr. Zack Zappone moved to 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. Mr. Dan Dunne seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

1. 2025-2030 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

Mr. Otterstrom presented the 2025-2030 Transit Development plan (TDP), the mid-range tactical planning framework which addresses requirements from SRTC, Connect Spokane, the state, and FTA. It is a six-year plan which serves as the agency's framework for future improvements. It reflects the latest expectations involving revenue and costs, service levels, and regional development. Mr. Otterstrom reviewed the timeline for the TDP. The deadline for submission to the Washington State Department of Transportation (WSDOT) is September 1, 2024.

STA sought out and received agency and jurisdictional comments, including from WSDOT Eastern Region and the Spokane Tribe of Indians. STA also received public comments during the open house on June 10 and at the public hearing held on June 20. Mr. Otterstrom reviewed how input was considered. Ultimately, the only change made to the final draft was to incorporate feedback from WSDOT on the opportunity to collaborate in regional transportation studies.

Discussion ensued on the relationship of the TDP with other plans currently in development or actively being updated.

Mr. Dan Dunne moved to recommend the Board of Directors adopt, by resolution, the 2025-2030 Transit Development plan. Mr. Zack Zappone seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

Mr. Otterstrom reviewed the background for Connect Spokane. State law requires transit authorities to develop a comprehensive plan. The last major update was adopted in 2017. Initiation of the current major update began in 2020, was rescheduled during the pandemic to be a two-phase update process, integrating with Connect 2035 strategic planning. May 2022 Phase 1 updates were adopted, and Phase 2 began in September 2023, focused on a subset of the elements with the plan.

Mr. Otterstrom introduced the proposed policy for establishing a Rider Contribution to Cost of Service as part of the Fare Policy. A pro-ridership philosophy views revenue from fares as instrumental in funding more service, which can service more ridership needs than could otherwise be addressed.

Next steps toward finalizing updates to the plan include an online open house, and community survey in August. The document will be posted on the website with a revised draft in September. Mr. Zappone inquired as to the process of adopting the document. Discussion ensued. It was determined that the outreach timeline is sufficient relative to the proposed edits.

B. TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT FRAMEWORK

Mr. Otterstrom presented a proposed framework for advancing Transit-Oriented Development (TOD) within STA's Public Transportation Benefit Area (PTBA). In December 2021, the STA Board adopted resolution 790-21 which included setting aside \$2M to advance up to two pilot TOD opportunities in connection to existing transit facilities. STA is now proposing creating a framework that is not only STA investing in TOD, but incentivizing STA partners in the cities and county to advance TOD development in the area. This is a more strategic approach and one that if it works successfully, could be enhanced and augmented as part of the Connect 2035 strategic plan through one of the initiatives.

One component of the proposed pilot project framework would utilize \$1M for local jurisdictions within the PTBA. STA would first develop a process to identify and rank locations around transit which have the greatest potential for TOD. Based on this evaluation, jurisdictions could apply for small-scale technical grants. Additionally, jurisdictions could seek station-area planning grants, the development of new sub-area plans for implementing TOD in concert with planned transit investments.

The second component of the framework would be focused on STA owned facilities such as park-and-ride lots that may be integrated into a TOD. Mr. Otterstrom provided an example of taking an existing site and adjoining surrounding properties and bringing TOD as a complement to a park-and-ride. Mr. Otterstrom reviewed the initial schedule for TOD Pilot Project funding. Board action is anticipated at future stages of the process.

C. CONNECT 2035 STRATEGIC PLAN UPDATE: INITIATIVE EVALUATION OVERVIEW

Mr. Otterstrom presented the action items that resulted from the fourth Board workshop for Connect 2035 Phase 2 which was held on June 5, 2024. This workshop created a list of candidate initiatives for future evaluation. The evaluation criteria were based on the outcomes which were introduced at the beginning of March. Each initiative will be evaluated and scored based on how well an initiative satisfies the outcomes associated with the goals of the plan, aggregated into an

overall impact score. Additionally, each initiative will have an estimated cost. This information will be highlighted in a series of videos and online information to be published near the end of the month. It will also inform the packaging effort, which will be brought forth in September based on these evaluations. These packages will be the basis for public outreach in September. Mr. Otterstrom provided the list of the four upcoming videos and gave a brief content description of each, as well as high-level overview of project milestones through the rest of the year.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Sales Tax Update: June 2024 Voter-Approved Sales Tax Revenue (April 2024 Sales). Actual (\$9,518,036) compared to budget (\$9,336,760) for a 1.9% difference of \$181,276. Sales tax revenue is 1.8% YTD above budget (\$1.8M), 1.9% above June 2023 actual (\$0.2M) and 1.8% YTD above 2023 actual (\$1.0M).

2023 State Audit: This year was another clean audit; a significant accomplishment for the entire organization. There were no management letter or findings.

Unusually High Temperatures: Ms. Meyer reminded the committee members that during this time of year when temperatures are unbearably high, STA has empowered its coach operators to make fare exceptions for individuals getting on a bus or making an appointment on paratransit to get to a cooling station when temperatures exceed 95 degrees.

7. COMMITTEE INFORMATION – none

8. REVIEW September 4, 2024, COMMITTEE MEETING AGENDA

It was noted that that there is a Board workshop on September 4, 2024. The Committee reviewed the upcoming September 4, 2024, agenda.

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

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, September 4, 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

Approved Minutes of the July 10, 2024, Meeting
Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

Josh Kerns, Spokane County *
Betsy Wilkerson, City of Spokane
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

Tim Hattenburg, City of Spokane Valley

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

Patrick Keefe, 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 June 5, 2024, Committee Meeting**
Ms. Wilkerson moved to approve the June 5, 2024, committee meeting minutes. Mr. Dillon seconded, and the motion passed unanimously.
 - B. **Citizen Advisory Committee Charter Approval**
Dr. Cortright provided background on the Citizen Advisory Committee (CAC) Charter update due to the change of holding monthly meetings, but staff also recommended additional changes to member terms, vacancies, and expectations, and language clarity. Dr. Cortright presented the changes and stated the CAC reviewed and approved the Charter updates at their June 12, 2024, meeting. Discussion ensued about committee vacancies.
Ms. Wilkerson moved to approve the Charter for the Citizen Advisory Committee (CAC) as presented. Mr. Dillon seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

- A. Board Consent Agenda (none)
- B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. 2023 Paratransit Survey Results

Dr. Cortright provided background on the 2024 Paratransit Survey conducted in January and February by a new vendor, ETC Institute. The purpose of the survey was to identify the transportation habits and opinions of Paratransit riders. Surveys were randomly sent to Paratransit customers by mail, but a virtual option was also available. The goal was to receive 400 surveys which was exceeded by receiving 412. Dr. Cortright presented the survey results, which showed very high, which was consistent with past survey results.

B. Marketing & Communications Update

Dr. Cortright reported the Marketing & Communications department has worked on a variety of campaigns in 2024 including Youth Ride Free, Expo 50 Celebration, and Division Street BRT. In addition, they have supported the work of Connect 2035, Transit Development Plan outreach activities, and employee recruitment. Dr. Cortright presented examples of social media, print and digital materials, video and radio advertising, and web improvements that have been completed in 2024 to promote STA and educate riders.

C. 2023 State Audit Report

Ms. Meyer explained on July 8, 2024, the Washington State Auditor's Office held an Audit Exit Conference with STA staff regarding the 2023 Audit results and reported STA received a clean audit. Walter Green, Audit Lead, briefed the Committee on the 2023 Audit results. The State Auditor's Office determined STA's financial statements were fairly presented as of December 31, 2023.

6. CEO REPORT

- Ms. Meyer reported the June 2024 voter-approved sales tax revenue collected on April 2024 sales against a budget of \$9,336,760. The actual receipts were \$9,518,036 which is 1.9% above budget with a variance totaling \$181,276. Year-to-date is 1.8% above budget and totals approximately \$1.0M.
- Ms. Meyer provided a reminder that during the hot weather, STA has a fare exception policy which allows riders to ride free when temperatures are 95 degrees and above. Operators or Paratransit reservationists may waive the fee if a rider states they need transportation to a cool environment, but they cannot afford the fare.

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 complimented Dr. Cortright on her presentations and hard work. Mr. Speir stated he appreciated the detailed reporting. Ms. Wilkerson inquired about an issue a City of Spokane employee had over the weekend with delayed bus service.

10. ADJOURN

Chair Kerns reminded the committee members there will be no August PMER meeting. He adjourned the meeting at 3:02 p.m.

The next committee meeting will be held on Wednesday, September 4, 2024, at 1:30 p.m. in person with a WebEx option. There is no August meeting.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14B : AUGUST 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 August 2024 voter-approved sales tax revenue information. August sales tax revenue, which represents sales for June 2024, was:

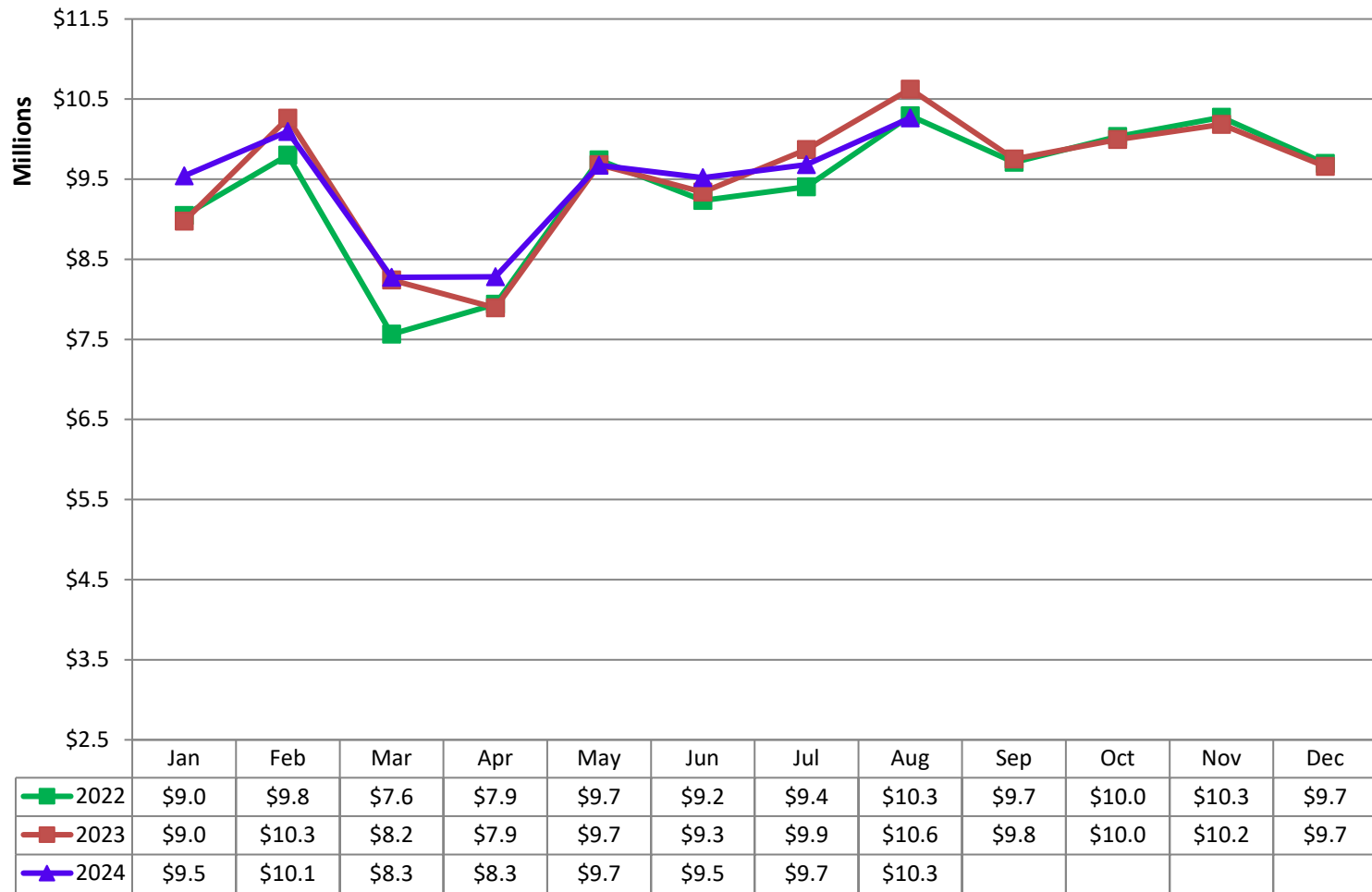
- 3.4% below 2024 budget
- 0.6% above YTD 2024 budget
- 3.4% below 2023 actual
- 0.6% above YTD 2023 actual

Total taxable sales for June were *down* 3.4% from June 2023. 2024 YTD sales are *even* 0.0% compared with June 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 5.4% (\$-32.3M) in June 2024 vs June 2023 and is *down* by 3.2% (\$-104.0M) June 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 4.9% or \$24.6M June 2024 YTD over June 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 8.5% or \$9.9M June 2024 YTD over June 2023 YTD
 - Grocery and Convenience Retailers *increased* 4.2% or \$7.6M June 2024 YTD over June 2023 YTD
 - Lawn and Garden Equipment and Supplies Retailers *decreased* 19.0% or (\$-5.2M) June 2024 YTD over June 2023 YTD
 - Furniture and Home Furnishings Retailers *decreased* 9.5% or (\$-8.7M) June 2024 YTD over June 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 8.0% or (\$-10.2M) June 2024 YTD over June 2023 YTD
 - Health and Personal Care Retailers *decreased* 14.9% or (\$-22.3M) June 2024 YTD over June 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 19.4% or (\$-22.5M) June 2024 YTD over June 2023 YTD
 - Building Material and Supplies Dealers *decreased* 9.6% or (\$-33.0M) June 2024 YTD over June 2023 YTD
 - Automobile Dealers *decreased* 6.4% or (\$-38.9M) June 2024 YTD over June 2023 YTD
- Construction *decreased* by 7.4% (\$-16.2M) in June 2024 vs June 2023 and is *down* by 1.2% (\$-11.8M) June 2024 YTD vs 2023 YTD
- Accommodation and Food Services *decreased* by 4.0% (\$-5.5M) in June 2024 vs June 2023 and is *up* by 0.7% (\$4.8M) June 2024 YTD vs 2023 YTD

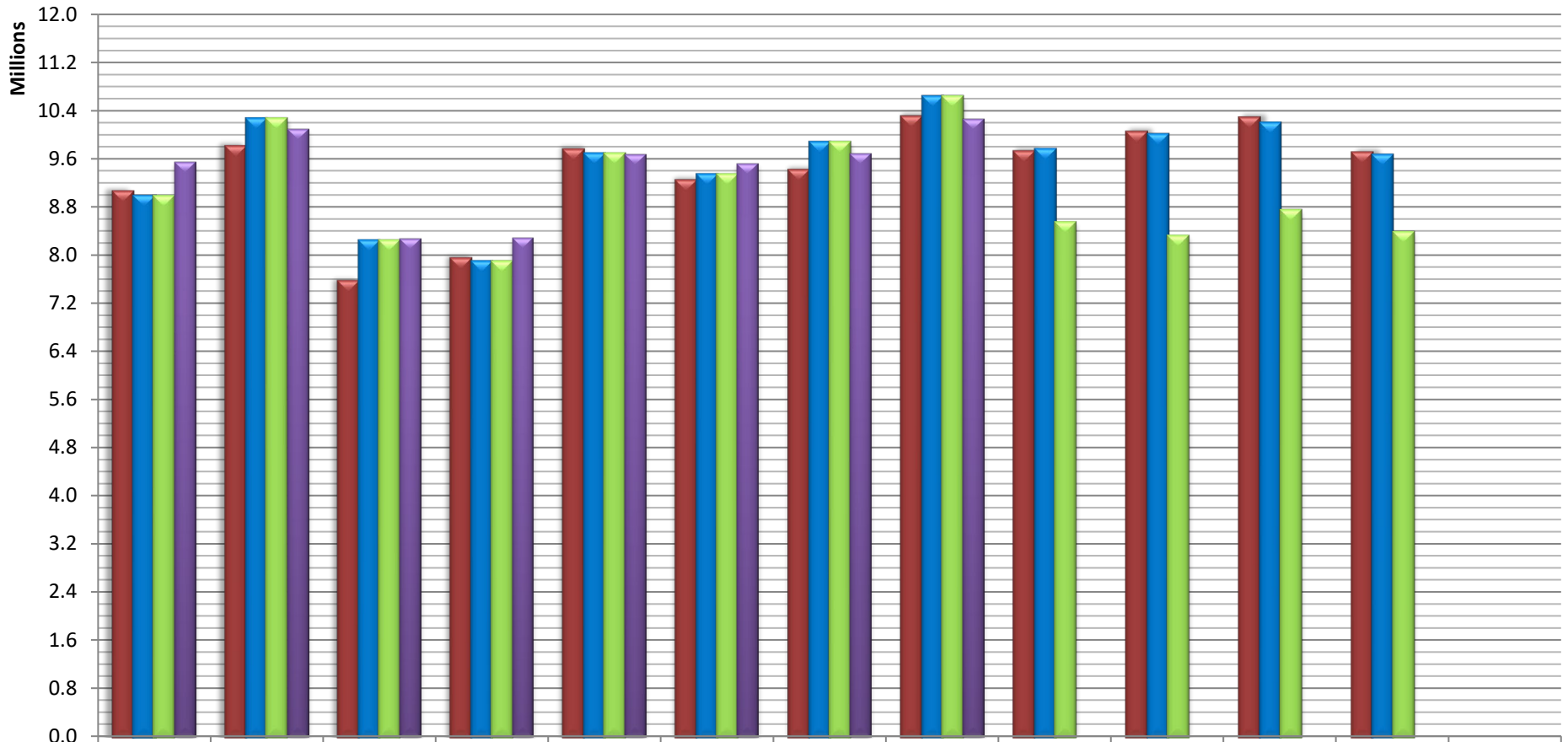
RECOMMENDATION TO BOARD: Information only.

Sales Tax Revenue History-August 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	9,681,216	10,265,657	-	-	-	-	75,329,282
\$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	181,276	(188,746)	(359,191)	-	-	-	-	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	1.9%	-1.9%	-3.4%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	565,161	398,439	430,634	817,136	808,891	990,167	801,421	442,230	-	-	-	-	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	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

September 19, 2024

AGENDA ITEM 14C : JUNE 2024 SEMIANNUAL FINANCIAL REPORTS

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 June 2024 semiannual financial reports.

- Capital Budget
 - 7.2% of the Capital budget has been spent.
 - Due to timing of projects, higher level of expenditures are traditionally made in the latter half of the year.
 - 2024 forecasted capital spend to budget is expected to amount to 85.2% or \$64.1 million.
- Federal Grants
 - Federal capital grants cover multiple years and plans are in place for the expenditure of these grants.
- Cash Balance
 - The cash balance of \$250.4 million includes the fleet replacement fund of \$18.3 million.

RECOMMENDATION TO BOARD: Information only.

**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
Through June 30, 2024**

Capital Projects	Quantity	State Funding	Federal Funding	Local Funding	2023 Budget Total	Expensed to Date	Remaining Balance
Revenue Vehicles							
Fixed Route Coaches- (Replacement)	20		\$966,145	\$13,313,297	\$14,279,442	\$0	\$14,279,442
Paratransit Vans (Replacement)	20			3,063,933	3,063,933	-	3,063,933
Rideshare Vans (Replacement)	16	\$455,611		396,389	852,000	-	852,000
Total Revenue Vehicles	56	\$455,611	\$966,145	\$16,773,619	\$18,195,375	-	\$18,195,375
Facilities - Maintenance and Administration							
Boone - Facility Master Plan Program				\$500,000	\$500,000	\$112,748	\$387,252
Boone - Preservation and Improvements		\$283,000	\$300,000	3,333,200	3,916,200	779,347	3,136,853
Fleck Center - Preservation and Improvements		528,475		2,818,525	3,347,000	723,591	2,623,409
Miscellaneous Equipment and Fixtures				308,933	308,933	61,909	247,024
Total Facilities - Maintenance and Administration		\$811,475	\$300,000	\$6,960,658	\$8,072,133	\$1,677,595	\$6,394,538
Facilities - Passenger and Operational							
Park and Ride Upgrades			\$185,000	\$230,017	\$415,017	\$39,869	\$375,148
Plaza Preservation and Improvements				1,574,216	1,574,216	103,073	1,471,143
Route and Stop Facility Improvements				7,350,558	7,350,558	413,452	6,937,106
Transit Center Upgrades				1,200,000	1,200,000	7,221	1,192,779
Near Term Investments				4,667,652	4,667,652	38,885	4,628,767
Total Facilities - Passenger and Operational		\$0	\$185,000	\$15,022,443	\$15,207,443	\$602,501	\$14,604,942
Technology Projects							
Capital Program Management Software				\$306,000	\$306,000	\$0	\$306,000
Communications Technology Upgrades				175,854	175,854	130,893	44,961
Computer Equipment Preservation and Updates				427,500	427,500	-	427,500
IS Infrastructure and End User Equipment				1,290,000	1,290,000	251,178	1,038,822
Operating and Customer Service Software				417,833	417,833	-	417,833
Security and Access Technology				496,100	496,100	12,828	483,272
Total Technology Projects		-	\$0	\$3,113,287	\$3,113,287	\$394,899	\$2,718,388
High Performance Transit							
Central City Line			\$5,310,237	\$1,368,295	\$6,678,532	(\$32,344)	\$6,710,876
Cheney Line		\$396,780		381,220	778,000	60,661	717,339
I-90/Valley Line		3,318,464	343,200	3,303,625	6,965,289	250,065	6,715,224
Monroe-Regal Line				1,593,290	1,593,290	(51,038)	1,644,328
Sprague Line		2,154,552		3,377,727	5,532,279	1,285,467	4,246,812
West Broadway Line				640,000	640,000	2,619	637,381
Total High Performance Transit	-	\$5,869,796	\$5,653,437	\$10,664,157	\$22,187,390	\$1,515,430	\$20,671,960
Connect 2035							
Connect 2035 Initiatives			\$500,000	\$2,000,000	\$2,500,000	\$0	\$2,500,000
Division Street BRT		\$5,041,302	500,000	464,149	6,005,451	851,629	5,153,822
Connect 2035	-	\$5,041,302	\$1,000,000	\$2,464,149	\$8,505,451	\$851,629	\$7,653,822
GRAND TOTAL	56	\$12,178,184	\$8,104,582	\$54,998,313	\$75,281,079	\$5,042,054	\$70,239,025
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2023 BUT PAYMENTS DELAYED TO 2024):							
Subtotal RECONCILING ITEMS		\$0	\$0	\$0	\$0	\$396,057	(\$396,057)
GRAND TOTAL		\$12,178,184	\$8,104,582	\$54,998,313	\$75,281,079	\$5,438,111	\$69,842,968

**SPOKANE TRANSIT
STATUS OF FEDERAL CAPITAL GRANTS
JUNE 2024**

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-2018-069 I-90 HPT CORRIDOR IMPROVEMENTS	\$751,445	\$686,980	\$64,465	\$8,703	\$55,763
WA-2020-009 CENTRAL CITY LINE BRT	84,886,657	65,882,267	19,004,390	10,530,012	8,474,377
WA-2021-014 METROPOLITAN PLANNING - FIVE MILE HUB STUDY	231,214	18,276	212,938	28,747	184,191
WA-2021-027 EXPANSION DOUBLE DECKER DIESEL BUS (Qty 7)	8,240,000	0	8,240,000	5,289,998	2,950,002
WA-2022-011 REPLACEMENT 40' BEB BUS (Qty 10)	11,815,000	11,272,068	542,932	249,749	293,183
WA-2022-021 EMERGENCY RELIEF OPERATING ASSISTANCE (ARPA)	71,214	25,510	45,704	0	45,704
WA-2022-022 EMERGENCY RELIEF OPERATING ASSISTANCE (CRRSAA)	71,213	71,213	0	0	0
WA-2023-044 MOBILITY MANAGEMENT AND OPERATING ASSISTANCE PROJECTS	419,427	194,934	224,493	0	224,493
Pending 1733-2023-4 ADA VEHICLES, MOBILITY MGMT AND OPERATING ASSIST. PROJECTS	884,107	159,899	724,208	388,228	495,879
FEDERAL GRANTS TOTAL	\$107,370,277	\$78,311,148	\$29,059,129	\$16,495,437	\$12,723,592

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14D : JULY 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 July 2024 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, July year-to-date revenue is 6.1% (\$5.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 4.2% lower than budget
- Sales Tax Revenue is 1.2% higher than budget
- Federal & State Grant Revenue is 24.2% higher than budget
- Miscellaneous Revenue is 47.9% higher than budget

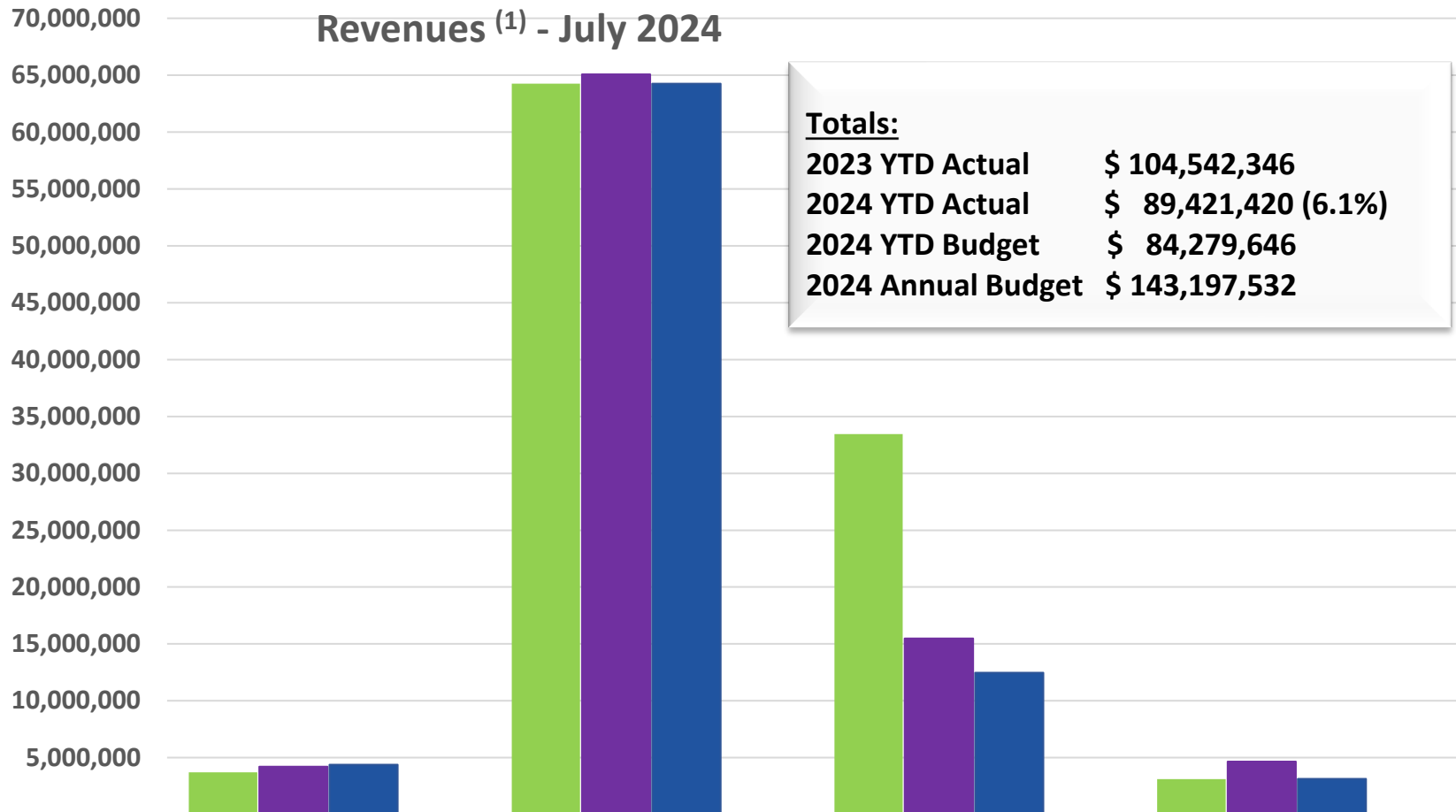
Operating Expenses

Overall, July year-to-date operating expenses are 4.3% (\$3.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 3.7% lower than budget
- Paratransit is 9.2% lower than budget
- Rideshare is 16.7% lower than budget
- Plaza is 9.6% lower than budget
- Administration is 0.2% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - July 2024

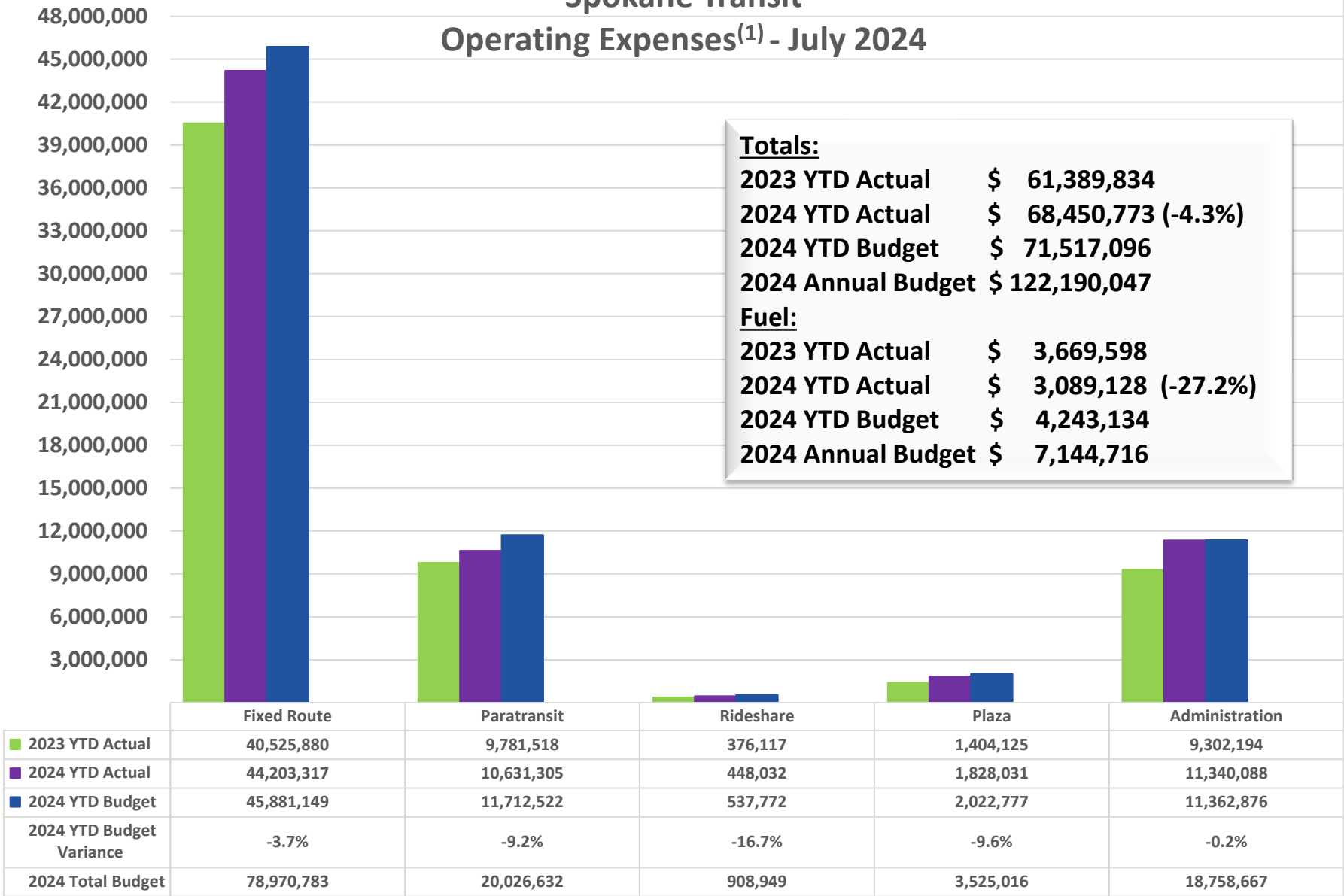


Totals:
2023 YTD Actual \$ 104,542,346
2024 YTD Actual \$ 89,421,420 (6.1%)
2024 YTD Budget \$ 84,279,646
2024 Annual Budget \$ 143,197,532

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	3,725,133	64,262,204	33,440,714	3,114,295
■ 2024 YTD Actual	4,210,101	65,063,624	15,489,780	4,657,915
■ 2024 YTD Budget	4,396,360	64,262,204	12,471,697	3,149,385
2024 YTD Budget Variance	-4.2%	1.2%	24.2%	47.9%
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 July state capital grant reimbursements total \$1,931,282 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - July 2024



(1) Operating expenses exclude capital expenditures of \$6,474,685 and Street/Road cooperative projects of \$0 for year-to-date July 2024.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14E : 2024 RECONNECTING COMMUNITIES GRANT APPLICATION OPPORTUNITY

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: The U.S. Department of Transportation recently released a notice of funding opportunity for the Reconnecting Communities and Neighborhoods (RCN) grant program to fund capital construction, community planning or regional partnership projects. As described below, staff are preparing and submitting a grant application under this program to advance Division Street Bus Rapid Transit (BRT).

BACKGROUND: The U.S. Department of Transportation’s new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$457 million for construction projects to remove, retrofit, mitigate, or to replace an existing eligible facility with a new facility that reconnects communities. The grant aims to improve access to daily needs such as jobs, education, healthcare, food, nature, and recreation, and foster equitable development and restoration. Disadvantaged communities are prioritized for funding under this program, with matching requirements waived for projects that primarily serve disadvantaged communities. The grant application is due September 30, 2024.

Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, STA is pursuing the project to improve accessibility and mobility and to support economic and social vitality of the corridor. This effort is rooted in multiple planning efforts, including a multi-agency planning effort called *DivisionConnects*. Community partners recognize the opportunity that BRT affords to reconnect communities along Division Street, especially in conjunction with the completion of the North Spokane Corridor, which will shift regional freight traffic away from this important urban arterial.

Staff anticipate requesting up to \$50 million in this grant program, approximately one half of the total federal funds sought after to fully fund the project. Since Division Street BRT is already included in the adopted 2025-2030 Capital Improvement Program, no further board action is needed to pursue this grant. Should STA be successful in securing grant funds through this program, a future application for funding from the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program may be reduced in size, thus increasing the likelihood of success.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14F : DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report will be to highlight current activities for this important regional project.

BACKGROUND: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative support as a complementary investment to the North Spokane Corridor.

On September 19, 2023, the Federal Transit Administration (FTA) approved STA's request to enter the Project Development phase of the Capital Investment Grant (CIG) program. On October 19, 2023, the Board approved a work order with Parametrix, Inc., to advance the project to the 30% design milestone, along with other necessary Project Development activities. Staff shared the attached presentation with the Planning & Development Committee on September 4, 2024.

RECOMMENDATION TO BOARD: Information only.

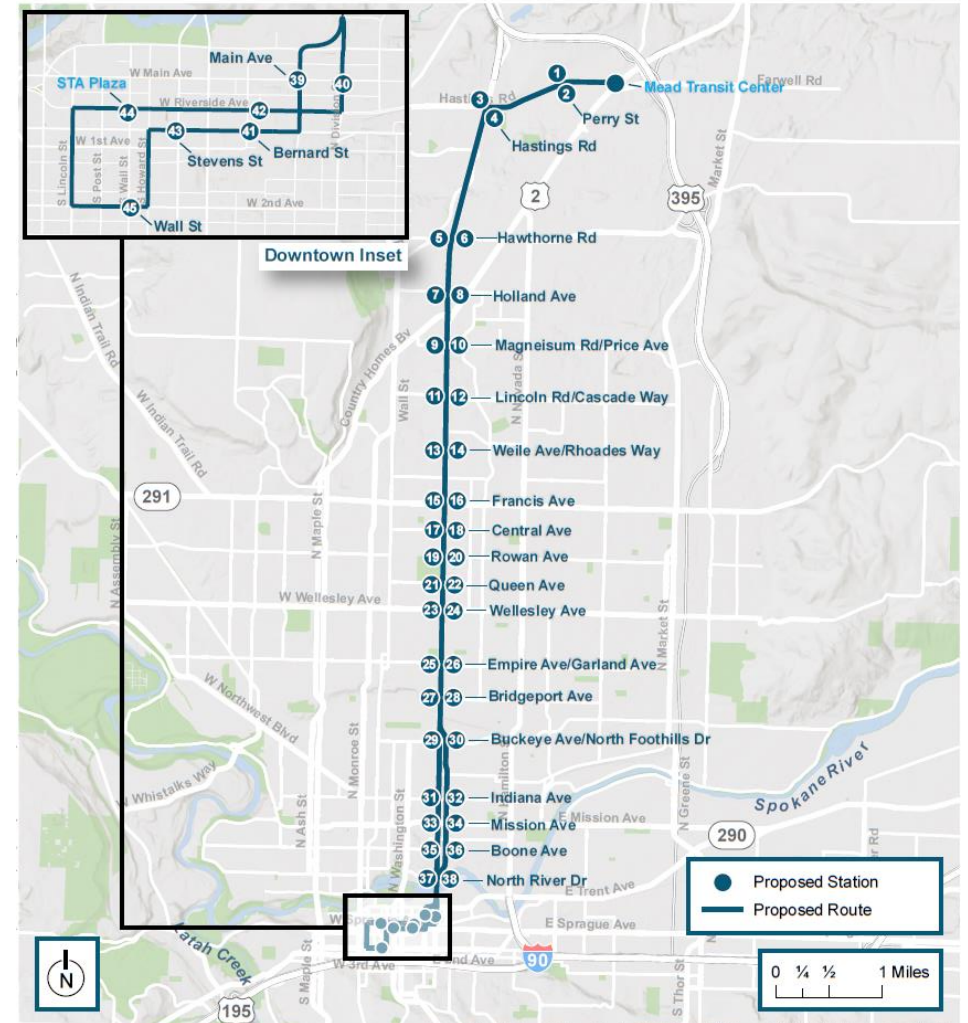
Division Street Bus Rapid Transit: Design and Public Outreach Update

Purpose:

Receive report.

Division Street BRT Overview

- STA's second Bus Rapid Transit project
- 10+ miles, 44 new stations
- Transit center, charging location
- Business Access Transit (BAT) lanes, Ruby Street multimodal improvements
- Currently in the Project Development phase
- Working towards 30% design milestone in March 2025
- Will continue to update committees and the board on a regular basis



Project Management

- Project management and coordination is a large undertaking
- Coordination with agencies is extremely important due to the complexity of this project
- Ongoing coordination and regular meetings with all agency partners
- Ongoing development and updates of project management plans and documents



Spokane Transit

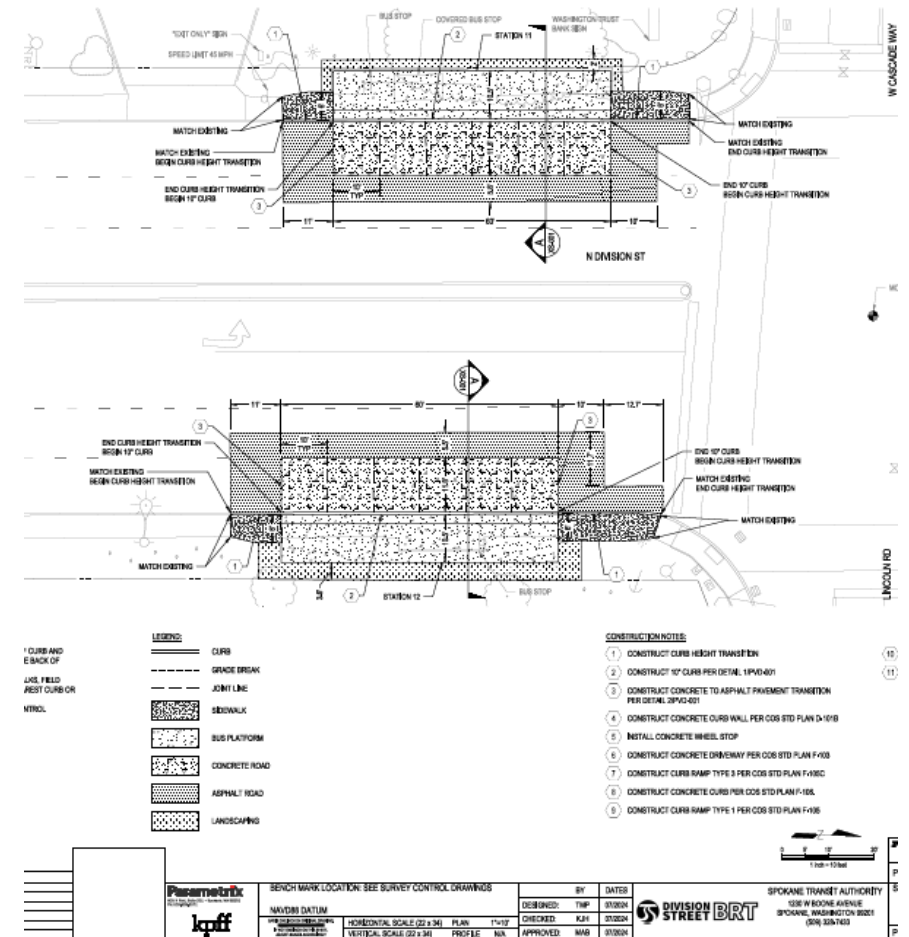


SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL



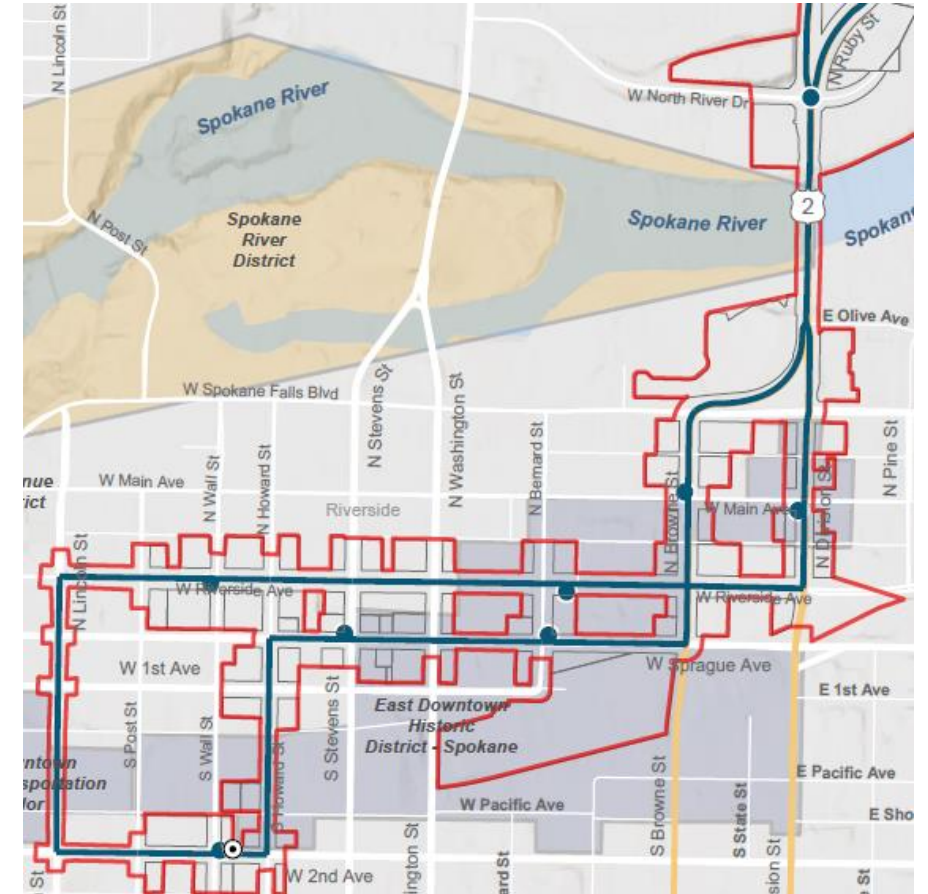
Planning/Design/Engineering

- 30% design complete for stations 7-14 (Holland to Weile Ave/Rhoades Way)
- Utility provider coordination continues
- Avista charging coordination
- Various technical analyses and studies activities
 - Travel demand modeling approach for traffic impact analysis (TIA)
 - Layover site studies
 - Parking study



Environmental

- Area of Potential Effects (APE) map submitted to FTA for concurrence
- Geotechnical boring environmental package submitted to FTA for review and approval
- Initiated historic/cultural resources consultation with FTA and WA Dept. of Archaeology & Historic Preservation (DAHP)



Outreach Activities

- 2nd letter sent to station adjacent landowners/business owners and taxpayers
- Planning for Fall outreach activities
- Continued development of outreach materials (print and digital)

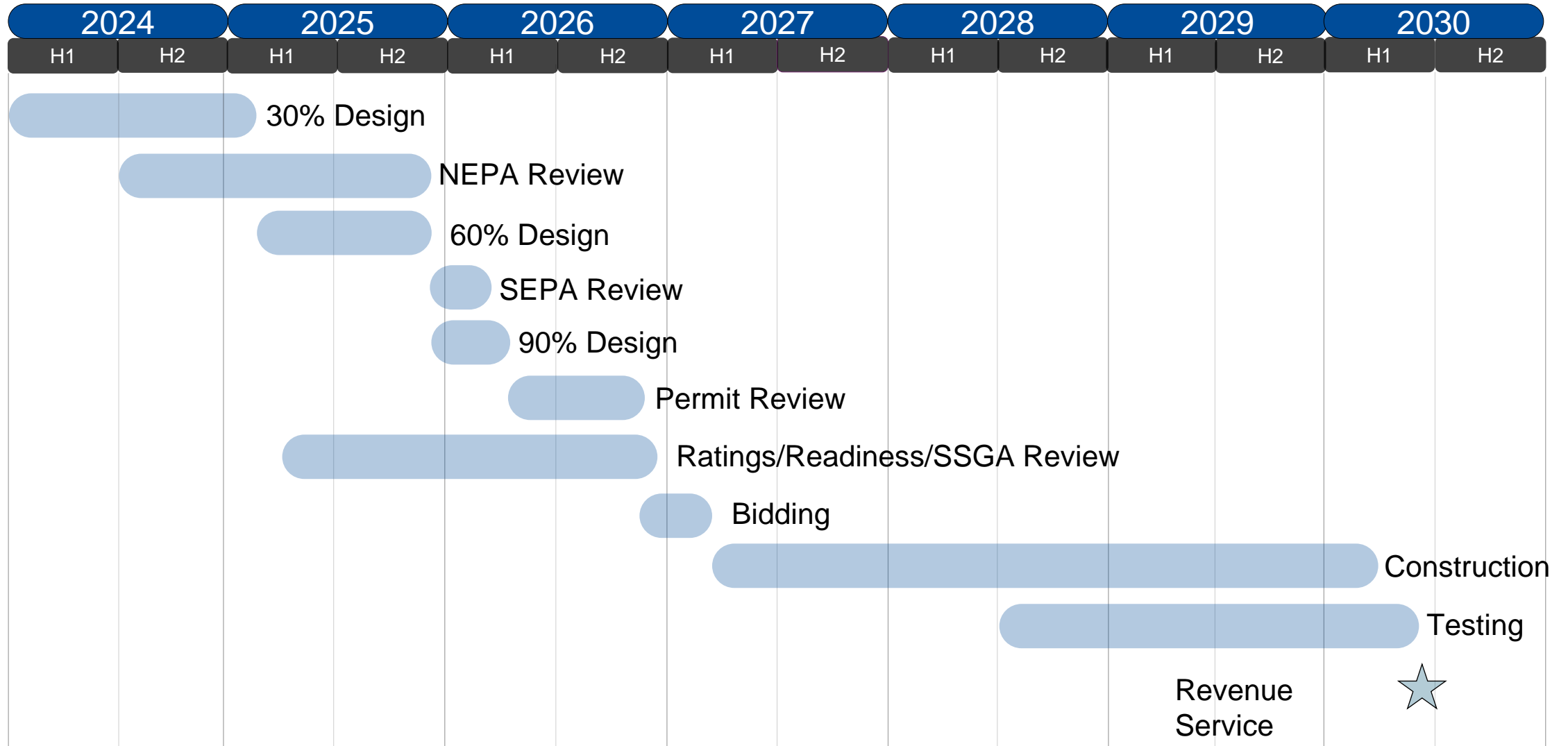


Division Street BRT Fact Series - Video 9

Like Comment Share

114 · 93 comments · 38K Plays

Project Schedule



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14G: FACILITIES MASTER PLAN UPDATE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: At the September 4, 2024, Planning & Development Committee meeting, staff provided an update on Phase I of the Facilities Master Plan Update, which was last reported to the Board of Directors on April 18, 2024.

BACKGROUND: STA's Facilities Master Plan (FMP) is a key document for planning and programming the support infrastructure for the region's public transportation system. The FMP Update project is a planning process to determine a location or locations for needed facilities over time. The plan will outline near-term and future needs through 2050.

Initial conceptual facility needs/considerations include:

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

As part of Phase I of the FMP Update project, STA and its consultant team have been working through the Visioning, Programming, Inventory and Analysis elements of the project over the last several months. Throughout the process, the following guiding principles have been identified:

- ***Support the Mission:*** the master plan will support STA's Mission and Goals established by Connect 2035 for operations and employees.
- ***Effectiveness:*** solutions will prioritize effectiveness to drive efficiency.
- ***Adaptability:*** the master plan must have the ability to flex to accommodate ever-changing technologies, fuel types, operational needs, and various revenue scenarios.
- ***Organizational Synergy:*** new spaces will facilitate opportunities for internal and external collaboration and agency innovation while celebrating STA's past, present and future.
- ***Stewardship:*** the plan will balance the leveraging of existing assets when feasible, while optimizing new development opportunities when it is most beneficial. The plan will prioritize high-performing, sustainable design and have positive impacts on the public and the Spokane County Public Transportation Benefit Area.

The project team continues to work through the Visioning, Programming, Inventory and Analysis elements of this master plan update. The process, informed by the STA Board-approved Zero Emissions Fleet Transition Plan and Connect 2035, have identified initial conceptual needs (owned, leased, procured, or constructed), as well as strategic timing and phasing for this project. Various illustrations and scenarios are being drafted for these considerations.

The team will continue to work through Site Analysis and will enter initial Site Due Diligence in the coming months. The project will continue to take shape as staff works toward plan finalization in early to mid-2025, with further board direction sought throughout the process. Phase II is scheduled to begin upon the finalization of Phase I in Q2 2025 and will include planning, environmental, design and engineering activities for site-specific improvements. Board approval will be sought at that time.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14H: FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: The Federal Transit Administration’s (FTA) Section 5310 program’s goal is to enhance the mobility of seniors and individuals with disabilities. The 2024 Section 5310 Call for Projects is currently underway, with preliminary proposals submitted to STA on August 26, 2024. The following report summarizes the status of the application process.

BACKGROUND: The FTA Section 5310 program provides annual formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, to assist eligible organizations in providing transportation services for seniors and individuals with disabilities who have special transportation needs. STA is responsible for administering, contracting, and providing oversight of projects selected through the annual Section 5310 Call for Projects.

On July 25, 2024, the STA Board of Directors approved a local contribution of \$236,000 for the 2024 Section 5310 Call for Projects to partially offset local match requirements for subrecipients. On August 5, 2024, STA issued a Section 5310 Call for Projects with a total of \$909,340 in federal and STA local funds.

The table below describes the funding available in this Call for Projects.

Section 5310 Funding Summary 2024 Call for Projects	
Funding Source	Amount Available
FY 2024 Apportionment (Federal Match)	\$673,340
STA Local Match Contribution (Board approved 7/25/2024)	\$236,000
Total Funding Available	\$909,240

After the Call for Projects was released, an informational meeting was held by STA staff on August 12, 2024, for interested agencies to receive program information, review application requirements, and to ask questions. Three (3) interested agencies participated in the Microsoft Teams meeting. STA also offered office hours every Wednesday from 9:00 a.m. to 10:30 a.m. to answer questions and provide technical assistance with application materials until the Final Project Application due date September 23, 2024.

On August 26, 2024, STA received five (5) preliminary proposals from four (4) different agencies. The preliminary proposals are currently being reviewed for eligibility by STA Planning and Grants staff for the following criteria: eligibility, risk, and proposed fulfillment of one or more goals/strategies of the Spokane County Coordinated Public Transit – Human Services Transportation Plan.

Evaluation of Final Project Applications will be conducted by an ad hoc committee comprised of STA staff, a Spokane Regional Transportation Council (SRTC) representative, and a Washington State Department of Transportation (WSDOT) representative. Draft funding recommendations will be presented at the November 6, 2024, Planning & Development Committee meeting, followed by Board action on November 21, 2024.

The table below outlines the timeline for this call and selection of projects. The items in bold represent actions that involve providing information to 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
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 award
December 2024	Submission of Program of Projects to FTA
2025	FTA approval and funds obligated
2025	Finalize and execute subrecipient agreements

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 141 : 2ND QUARTER 2024 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emily Poole, Principal Transit Planner, Service Development

SUMMARY: A total of 36 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the Second quarter of 2024. Of the comments received, six were requests for new service, 12 were related to existing service, and 18 were related to bus stops. The comments are summarized below.

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

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning & Development Department in the second quarter of 2024. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

ADDITIONAL SERVICE REQUESTS

One request for new service north of the Fairwood neighborhood (Hastings Road area).
The customer was informed that her request would be logged for future consideration. STA does not currently have service planned for this area.

One request for east-west service on Garland Avenue, specifically servicing West Garland Avenue and North Belt Street.
The customer was informed that initiatives being considered for inclusion in Connect 2035 may be able to address their request depending on Board adoption and public consideration in the future.

One request for bus service to Hayford Road and 21st Avenue in Airway Heights.

ADDITIONAL SERVICE REQUESTS

The customer was informed STA is implementing Route 65 Hayford in September 2024 which will service bus stops at this intersection.

One request for bus service to Cascade Mobile Home Park, a 65 and older community, in Latah Valley. The customer was informed her request would be logged for future consideration and that service to this area is not planned at this time. The customer was also referred to Paratransit Services.

One request for bus service in Airway Heights along West 6th Avenue from South Hayford Road to South Craig Road. The customer also requested service to the Airway Heights Recreation Center on West Deno Road.

The customer was informed service on West 6th Avenue is planned for 2025 and that service to the Airway Heights Recreation Center is not planned at this time.

One request for bus service on East Upriver Drive.

The customer was informed STA is implementing Route 31 Minnehaha/Lidgerwood in September 2024 which will extend through the Minnehaha community utilizing East Upriver Drive and East Frederick Avenue.

EXISTING SERVICE COMMENTS

One concern regarding route confusion with Routes 33 Wellesley and 35 Francis/Market at the intersection of North Market Street and East Garland Avenue southbound. The passenger felt it is easy to accidentally board the wrong route with both routes serving the same stop.

The customer was informed that multiple routes serving one bus stop is a common practice. To help with confusion, the deck sign on the front of the bus and an automatic announcement (when the door opens) visibly and audibly announces the route the bus is servicing.

One request for a better connection between routes 23 Maple/Ash and 35 Francis/Market at West Francis Avenue and North Alberta Street. The customer states he barely misses the connection.

Route 35 has a schedule change planned for September 2024 with an additional trip that will address this connection.

One request to look at Route 61 Highway 2/Fairchild outbound from the STA Plaza at 3:20 pm. The customer feels Route 61 has been late and that the bus is overcrowded.

The customer was advised this route interlines with Route 28 Nevada, which is experiencing detours and delays due to the summer construction on North Washington Street and because of the interline. Route 61 will continue to be affected. The customer was also informed that in September 2024, passengers will have an alternate route to Airway Heights via new Route 65 Hayford which may help overcrowding and that STA is projecting 15-minute frequency on Route 61 at AM and PM Peak starting in September 2025.

One request for Routes 26 Lidgerwood and 27 Crestline to be extended north to the shopping areas of Northpointe Plaza closer to medical facilities and retail options.

EXISTING SERVICE COMMENTS

The customer was informed that her request would be logged for future consideration for Routes 31 Minnehaha/Lidgerwood and 27 Crestline. Route 26 no longer will be in service after September 2024.

One request for a 24/7 span of service for routes 7 days a week. The customer feels citizens need to get to work at all hours and that Sunday has the worst service.

The customer was informed that service is mostly based on demand and funding availability. This comment is noted for future consideration.

One customer had four questions relating to STA service.

1. Route 771 Mirabeau Express to expand its route to the Valley Mall and run in the reverse peak direction.
2. Route 771 Mirabeau Express also to run in reverse peak direction.
3. Route 74 Mirabeau/Liberty Lake to run on the weekends.
4. Have Sunday be free fare day.

The following responses we made to these questions.

1. *Route 771 Mirabeau Express is designed as a freeway commuter route to and from Mirabeau Park & Ride to downtown Spokane during the AM peak and from downtown Spokane to Mirabeau Park & Ride during the PM peak. Route 74 is designed to provide further service rather than to and from Mirabeau Park & Ride.*
2. *Reverse direction patterns to and from Mirabeau Park & Ride should be explored if resources are allowed due to passenger commute pattern changes that have occurred recently.*
3. *Starting in September 2024 the Route 74 Mirabeau/Liberty Lake will run on Saturdays. In September 2025, Route 74 will be superseded by Route 7 and will run on Sundays.*
4. *Feedback noted. The customer was informed that fares go toward STA's operating budget to provide service.*

One request to have Route 74 Mirabeau/Liberty Lake run later trips on the weekdays.

Staff reviewed the schedule, revenue hour budget, and bus availability, and added one additional round trip on weekdays for the September 2024 Service change.

One customer suggested to have one dedicated run of Route 61 Highway 2/Fairchild serve both Casinos using a 60-foot bus based on high passenger loads.

The customer was informed that 60-foot buses are not warranted based on current passenger loads. Additionally, load restrictions on Latah Bridge

Two customers feel Route 61 Highway 2/Fairchild should serve the Goodwill Industries location in Airway Heights (Flight Dr and Deer Heights Rd).

STA is analyzing long-term options that could result in bus stops moving closer to this location.

One request for a public restroom at the West Plains Transit Center.

The customer was informed that STA provides public restroom facilities at select locations, including the STA Plaza and SCC Transit Center. Many STA bus stops and stations are located near restroom facilities available to the public. This comment is documented for future consideration.

BUS STOP COMMENTS

One concerned citizen called to report an unsafe bench (not owned by STA) in front of the stop on North Argonne Road and East Mission Avenue serviced by Route 94 East Central/Millwood inbound. *The owning company, Creative Outdoor Benches, was contacted to have the bench repaired.*

One request from a customer for a bus stop at new locations for MultiCare Airway Heights Clinic being built in front of North 40 in Airway Heights and the new Yoke's grocery store in Airway Heights. *The customer was informed STA has plans to place bus stops near these two facilities pending completion of on-going road construction in 2025.*

One request for a bus stop to be moved from the northeast corner of East Wellesley Avenue and North Perry Street, serviced by Route 33 Wellesley westbound, due to owner's property being vandalized. The owner is requesting this stop be moved to the northwest corner of East Wellesley Avenue and North Perry Street.

Staff reviewed moving the stop and is working with Spokane Public Schools, Rogers High School, and STA security to mitigate rider misbehavior.

One request to trim the landscaping around the bus stop at East Indiana Avenue and River View Center (stop ID# 4295), serviced by Route 74 Mirabeau/Liberty Lake inbound. The customer wants to know if improvements could be made to this stop as the bus sign is in a bed of low juniper bushes. *The customer was informed STA does not have authority to cut the landscaping around the stop and the landscaping is the responsibility of the property owner at this location. Staff reached out to the jurisdiction to relay the request. In addition, this stop is identified for closure as part of the Route 7 supplemental to the I-90 Valley Corridor Development Plan.*

One request for a trash receptacle at the southwest corner of East 37th Avenue and South Pittsburgh Street on Route 43 Lincoln/37th Ave outbound.

The bus stop shows 3 average daily boardings. Ridership at this location does not meet the threshold of 10 average daily boardings for a trash receptacle. The customer was notified, and STA will monitor bus stop activity for changes.

One request for a trash receptacle at the bus stop located at East 4th Avenue and South Pittsburgh Street, Route 94 East Central/Millwood inbound.

The bus stop shows 17 average daily boardings. A trash receptacle has been directed to be placed at this stop.

One request from property owner at 18706 East Jackson Road to have staff review the bus stop location proposed for September 2024 at North Barker Road and East Jackson Drive Route 95 Mid-Valley outbound. The property owner stated they have a wastewater pump station at the proposed location and access to the pump station in an emergency is crucial.

Staff reached out to the Wastewater Operations Section Manager at the City of Spokane Valley concerning emergency access to the wastewater pump station and confirmed the proposed stop would be north of the pump station keeping clear access.

BUS STOP COMMENTS

One request for a trash receptacle at North Nevada Street and East Magnesium Avenue serviced by Route 28 Nevada inbound.

The bus stop shows 33 average daily boardings. A trash receptacle has been directed to be placed at this stop.

One request from the Sleep Number Store at 5903 North Division Street to have the trash receptacle at the bus stop at North Division Street and West Central Avenue serviced by Route 25 Division inbound, replaced.

The trash receptacle is from City of Spokane vendor, Creative Outdoor Benches. Staff called vendor to request a replacement.

One request for a permanent stop at East Euclid Avenue and North McKee Street, serviced by Route 95 Mid-Valley.

The customer was informed that current plans do not have a bus stop at this location but nearby at North Barker Road and East Bridgeport Avenue. This new stop is scheduled to be in service in the September 2024 service change.

One request from the director of retail for Goodwill Industries at 130 East 3rd Avenue for a trash can receptacle that was removed at the bus stop at East 3rd Avenue and North Spokane Street.

The trash receptacle is from City of Spokane vendor, Creative Outdoor Benches. Staff called the vendor to request a replacement.

One customer expressed concern about the bus stop being removed at North Stevens Street and West Sprague Avenue.

The customer was informed the bus stop is not being removed. However, the shelter was removed due to a pattern of misuse.

A request from a resident at 2204 W Buckeye Avenue for a trash receptacle at the bus stop located at West Northwest Boulevard and North Hemlock Street served by Route 22 NW Boulevard inbound, to be replaced.

The trash receptacle is from City of Spokane vendor, Creative Outdoor Benches. Staff called the vendor to request a replacement.

One customer expressed concern about the bus stop at East Mission Avenue and North Mullan Street serviced by Route 173 VTC Express reflected in the middle of the street on Google Maps.

Staff reviewed the location of the stop in FX and corrected the stop location. Staff thanked the customer and explained that the data layers within Google maps can take up to a month to show the correct location of the stop after an update.

One request to look at a trash buildup at the bus stop located at West Highway 2 and Flint Road serviced by Routes 61 Highway 2/Fairchild and 63 Airway Heights/West Plains inbound.

The bus stop shows 19 average daily boardings. A trash receptacle has been directed to be placed at this stop.

BUS STOP COMMENTS

One request from a customer for the re-installation of the shelter at West Sunset Highway and Rustle Street serviced by Routes 60 Airport and 61 Highway 2/Fairchild inbound. For personal health reasons the passenger feels shelter is needed.

The customer was informed that his request would be logged for future consideration and that the shelter is only temporarily removed at this time due to a pattern of misuse, with re-installation planned for as early as Fall 2024.

One request from the property owner at 8907 E. Liberty for a trash receptacle for the bus stop located at East Liberty Avenue and North Marguerite Road serviced by Route 94 East Central/Millwood outbound.

The bus stop shows 5 average daily boardings. Ridership at this location does not meet the threshold of 10 average daily boardings for a trash receptacle. The customer was notified, and STA will monitor bus stop activity for changes.

One request from a customer requesting a shelter at the bus stop at South Grand Street and South 12th Avenue serving Route 4 Monroe/Regal northbound.

The bus stop shows 14 average daily boardings. Ridership at this location does not meet the threshold of 25 average daily boardings for a shelter or other criteria outlined in Connect Spokane. The customer was notified, and STA will monitor bus stop activity for changes.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14J : 2024 SECOND QUARTER YEAR-TO-DATE PERFORMANCE MEASURES

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

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

[2024 Second Quarter Performance Measures](#)

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

Ensure Safety

Preventable Accident Rate

- At 0.14, Fixed Route was higher than STA's goal of 0.08 preventable accidents per 10,000 miles.
- At 0.06, Paratransit exceeded STA's goal of 0.10 preventable accidents per 10,000 miles.

Earn and Retain the Community's Trust

Ridership

- Fixed Route 2024 second quarter year-to-date ridership was up 16.5% compared to ridership in 2023. Fixed Route provided 5,087,270 rides in 2024 year-to-date vs. 4,368,567 in 2023 year-to-date. The ridership goal for Fixed Route in 2024 was 9.2M, 2.8% higher than 2023 actual.
- Paratransit 2024 second quarter year-to-date ridership was up 8.3% compared to ridership in 2023. Paratransit provided 194,269 rides in 2024 year-to-date vs. 179,378 in 2023 year-to-date. The ridership goal for Paratransit in 2024 was 413,184, 19.9% higher than 2023 actual.
- Rideshare 2024 second quarter year-to-date ridership was up 8.9% compared to ridership in 2023. Rideshare provided 52,286 rides in 2024 year-to-date vs. 48,006 in 2023 year-to-date. The ridership goal for Rideshare in 2024 stayed the same as 2023.

Passengers per Revenue Hour (PPRH)

- Fixed Route PPRH was 20.21 The goal was to transport 15 or more passengers.
- Paratransit PPRH was 2.43. The goal was to transport 2.4 or more passengers.

Provide Excellent Customer Service

On-Time Performance: Fixed Route

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

- Fixed Route year-to-date on-time performance was 92.6%, above STA's goal of 93%.

On-Time Performance: Paratransit

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

- Paratransit year-to-date on-time performance was 94.3%, above STA's goal of 93%.

Operator Ride Checks

- There were 281 out of 341 ride checks completed for Fixed Route.
- There were 22 out of 60 ride checks completed for Paratransit.

Exemplify Financial Stewardship

Cost per Passenger

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

- Fixed Route cost per passenger was \$9.03. This was 68.9% of the urban systems' average.
- Paratransit cost per passenger was \$55.99. This was 77.4% of the urban systems' average.

Cost Recovery from User Fees (Farebox Recovery)

- Fixed Route farebox recovery was 7.8%, below the goal of 20%.
- Paratransit farebox recovery was 2.7%, below the goal of 5%.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14K : JULY 2024 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were 2 more weekdays in July 2024 compared to July 2023.

FIXED ROUTE

Total Monthly Ridership increased 18.4% (780,753 vs. 659,412) in July 2024 compared to July 2023 and was up 16.7% (5,868,023 vs. 5,027,979) YTD.

Average Weekday Ridership increased 13.6% (29,218 vs. 25,713) in July 2024 compared to July 2023 and was up 14.1% (32,764 vs. 28,707) YTD.

Adult Ridership increased 16.4% (320,619 vs. 275,431) in July 2024 compared to July 2023 and was up 0.5% (2,357,256 vs. 2,345,290) YTD.

Zero-Fare Youth Ridership increased 30.6% (122,545 vs. 93,838) in July 2024 compared to July 2023 and was up 29.3% (1,123,305 vs. 868,764) YTD.

Reduced Fare / Paratransit Ridership increased 14.4% (111,089 vs. 97,098) in July 2024 compared to July 2023 and was up 3.9% (695,699 vs. 669,339) YTD.

CCS Pass Ridership increased 85.7% (19,421 vs. 10,461) in July 2024 compared to July 2023 and was up 37.0% (211,474 vs. 154,412) YTD.

Eagle Pass Ridership increased 1.7% (4,970 vs. 4,885) in July 2024 compared to July 2023 and was down 7.8% (176,392 vs. 191,292) YTD.

59.1% of all passengers used Connect Passes.

PARATRANSIT

Total monthly ridership increased 12.2% (31,641 vs. 28,206) July 2024 compared to July 2023 and was up 8.8% (225,910 vs. 207,584) YTD.

Detailed breakdown:

Directly operated service increased 10.7% (17,056 vs. 15,408) in July 2024 compared to July 2023 and was up 9% (121,742 vs. 111,708) YTD.

- Contracted service increased 14% (14,585 vs. 12,798) in July 2024 compared to July 2023 and was up 8.6% (104,168 vs. 95,876) YTD.
- Special Use Van ridership increased 5% (1,409 vs. 1,342) in July 2024 compared to July 2023 and was down 11.6% (7,589 vs. 8,587) YTD.

RIDESHARE

Total ridership increased 20.4% (8,529 vs. 7,082) in July 2024 compared to July 2023 and was up 10.4% (60,815 vs. 55,088) YTD. Active Rideshare groups increased 7.8% (83 vs. 77) in July 2024 compared to July 2023.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 21.0% (\$264,823 vs. \$218,862) in July 2024 compared to July 2023. YTD total Value Added increased 19.0% (\$1,786,122 vs. \$1,501,053).

- Autoload increased 28.5% (\$15,620 vs. \$12,153) in July 2024 compared to July 2023. YTD Autoload increased 28.6% (\$99,405 vs. \$77,280).
- Call Centers increased 56.5% (\$8,054 vs. \$5,145) in July 2024 compared to July 2023. YTD Call Centers increased 44.2% (\$50,075 vs. \$34,720).
- Customer Service Terminal increased 10.9% (\$67,411 vs. \$60,765) in July 2024 compared to July 2023. YTD Customer Service Terminal decreased 0.2% (\$437,806 vs. \$438,709).
- Customer Website decreased 10.9% (\$20,497 vs. \$23,011) in July 2024 compared to July 2023. YTD Customer Website decreased by 7.3% (\$147,714 vs. \$159,316).
- Mobile Ticketing increased 11.3% (\$112,392 vs. \$101,026) in July 2024 compared to July 2023. YTD Mobile Ticketing increased 12.9% (\$768,118 vs. \$680,056).
- Institutional Website increased 36.3% (\$16,776 vs. \$12,307) in July 2024 compared to July 2023. YTD Institutional Website increased 58.9% (\$143,024 vs. \$90,008).
- Open Payments increased 1001.8% (\$19,876 vs. \$1,804) in July 2024 compared to July 2023 (open payments started in July 2023).
- Retail Network increased 58.3% (\$4,197 vs. \$2,651) in July 2024 compared to July 2023. YTD Retail Network increased 43.7% (\$27,532 vs. \$19,160).

Total Pass Sales:

Total Pass Sales increased 126.5% (18,526 passes vs. 8,180 passes) in July 2024 compared to July 2023. YTD Total Pass Sales increased 19.3% (142,751 passes vs. 119,644 passes).

- 1-Ride Pass increased 39.9% (5,090 passes vs. 3,639 passes) in July 2024 compared to July 2023. YTD 1-Ride Pass increased 0.4% (49,335 passes vs. 49,126 passes).
- 7-Day Rolling Pass increased 87.3% (311 passes vs. 166 passes) in July 2024 compared to July 2023. YTD 7-Day Rolling Pass increased 32.1% (2,740 passes vs. 2,074 passes).
- Day Pass increased 266.1% (11,810 passes vs. 3,226 passes) in July 2024 compared to July 2023. YTD Day Pass increased 35.4% (81,470 passes vs. 60,168 passes).
- Honored Rider 31-Day Rolling Pass increased 11.4% (39 passes vs. 35 passes) in July 2024 compared to July 2023. YTD Honored Rider 31- Day Pass decreased 10.8% (331 passes vs. 371 passes).
- Paratransit Monthly Pass increased 121.1% (42 passes vs. 19 passes) in July 2024 compared to July 2023. YTD Paratransit Monthly Pass increased 19.0% (269 passes vs. 226 passes).
- Shuttle Park Pass decreased 36.9% (106 passes vs. 168 passes) in July 2024 compared to July 2023. YTD Shuttle Park Pass decreased 34.5% (839 passes vs. 1,281 passes).
- Standard 31-Day Rolling Pass increased 21.7% (1,128 passes vs. 927 passes) in July 2024 compared to July 2023. YTD Standard 31-Day Pass increased 21.4% (7,763 passes vs. 6,394 passes).

Total Discounted Passes (Included in Pass Sales above):

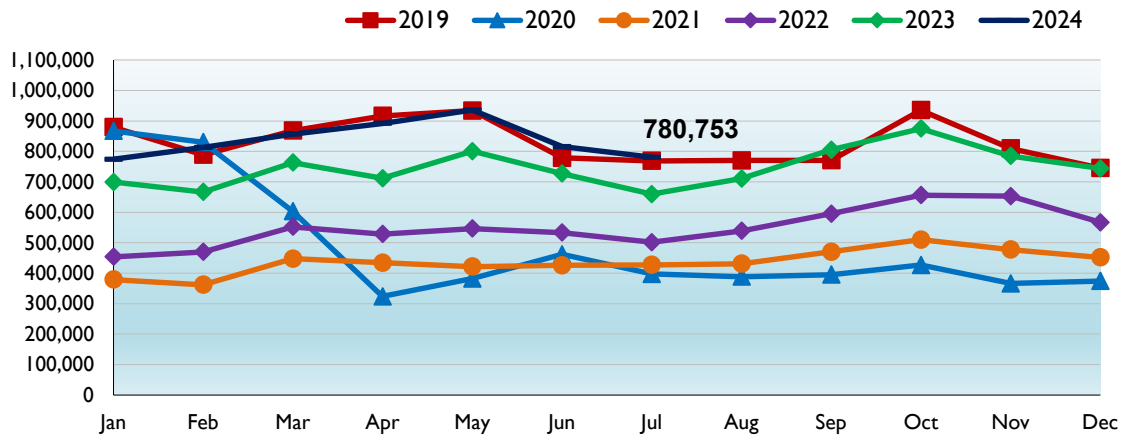
- 1-Ride CAP passes increased 555.9% (2,230 passes vs. 340 passes) in July 2024 compared to July 2023. YTD 1-Ride CAP passes increased 0.4% (24,602 passes vs. 24,515 passes).
- Day CAP Passes increased 141.0% (6,545 passes vs. 2,716 passes) in July 2024 compared to July 2023. YTD Day CAP Passes increased 37.5% (48,743 passes vs. 35,460 passes).
- Employer-Sponsored Bus Pass Program decreased 21.8% (377 passes vs. 482 passes) in July 2024 compared to July 2023. YTD Employer-Sponsored Passes increased 2.1% (3,029 passes vs. 2,968 passes).

Specialty Pass Programs:

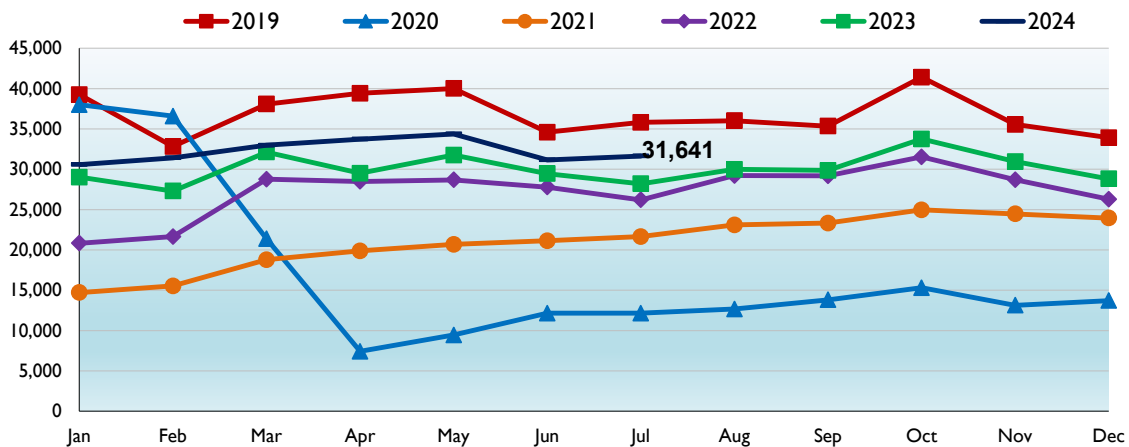
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 36.9% (106 vs. 168 in 2023)	YTD sales Decreased 34.5% (839 vs. 1,281 in 2023)
ESBP monthly sales Decreased 21.8% (377 vs. 482 in 2023)	YTD sales Increased 2.1% (3,029 vs. 2,968 in 2023)
UTAP monthly rides Increased 35.8% (39,899 vs. 29,372 in 2023)	YTD rides Increased 18.0% (549,288 vs. 465,585 in 2023)
Community Access Program Increased 187.1% (8,775 vs 3,056 in 2023)	YTD CAP Sales Increased 22.3% (73,346 vs 59,975 in 2023)

RECOMMENDATION TO BOARD: Information only.

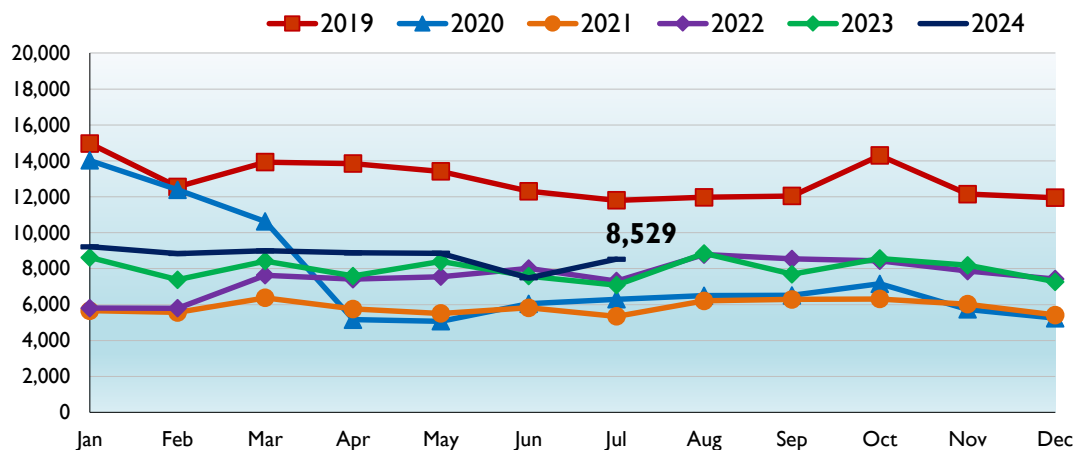
FIXED ROUTE RIDERSHIP



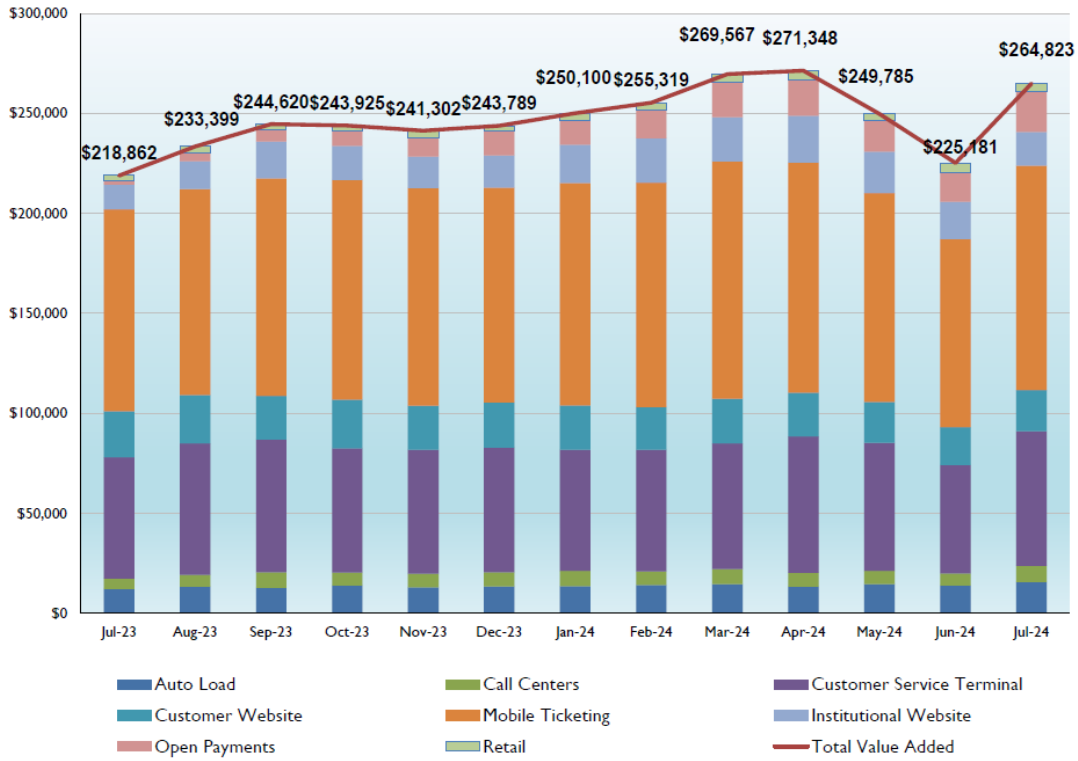
PARATRANSIT RIDERSHIP



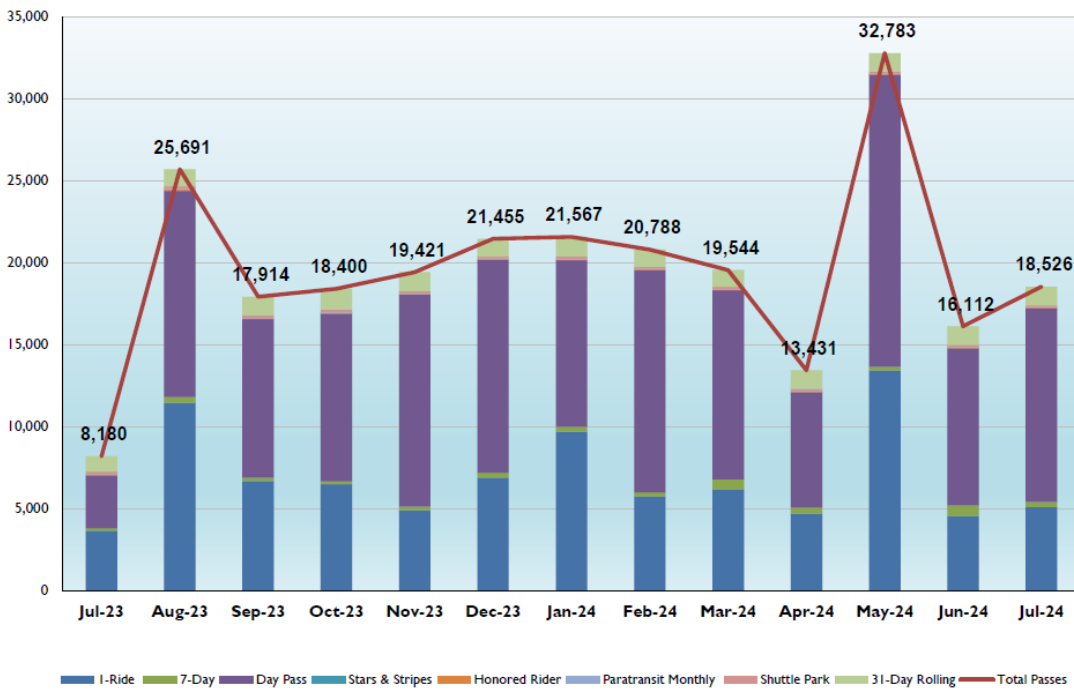
RIDESHARE RIDERSHIP



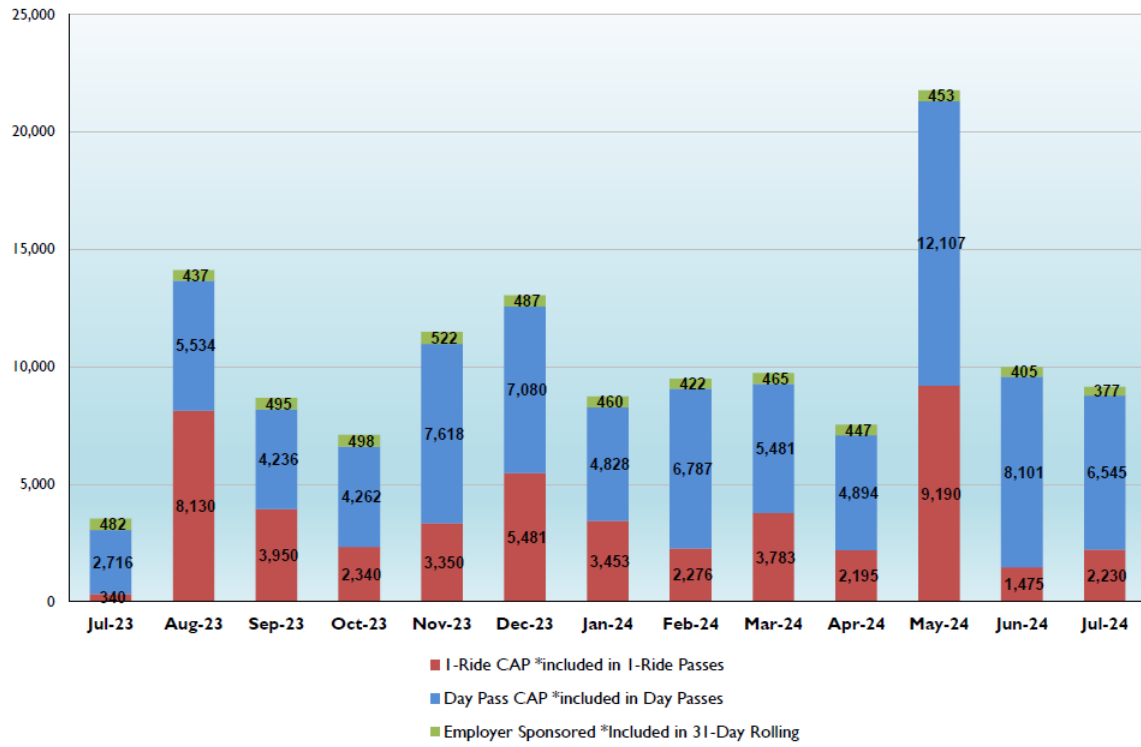
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 19, 2024

AGENDA ITEM 14L : SEPTEMBER 2024 SERVICE CHANGE

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

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emily Poole, Principal Transit Planner, Service Development

SUMMARY: The September 2024 Service Change, in effect beginning Sunday, September 15, 2024, is comprised of a number of service improvements and other route adjustments including: the introduction of two new routes, Route 65 Hayford and Route 31 Minnehaha/Lidgerwood, the re-route of Route 63 Geiger/Airport, the implementation of High Performance Transit (HPT) line Route 9, increased frequency of service on Route 94 East Central/Millwood, Route 27 Crestline, and Route 28 Nevada, and the early implementation of increased service on weekends on Route 74 Mirabeau/Liberty Lake in addition to the discontinuation of Routes 26 Lidgerwood and 39 Minnehaha and other interline adjustments to routes and schedules. The overall revenue service hours impact to the STA fixed route system is an increase of approximately 15,600 revenue service hours (annualized) for the September markup period, compared to schedules currently in place. This increase brings the STA fixed route network overall revenue service hours to approximately 536,000 (annualized).

The following table outlines the planned adjustments to regular service as part of the September 2024 Service Change, as well as associated routes and the rationale for each change. New schedules will be available in print and online at www.spokanetransit.com in the weeks leading up to the change.

September 2024 Service Changes

Route	Planned Adjustment	Details/Rationale
6 Cheney	Schedule adjustment	One previous weekday trip for Route 633 reallocated to Route 6
11 Downtown/North Bank Shuttle	Interline adjustment	No longer interlines with Route 12
12 Southside Medical Shuttle	Interline adjustment	No longer interlines with Route 11
20 SFCC	Interline adjustment	Interline adjustment based on Route 26 discontinuation. Now interlines with Route 28.
21 West Broadway	Interline adjustment	Interline adjustment based on Route 90 conversion to Route 9

Route	Planned Adjustment	Details/Rationale
23 Maple/Ash	Schedule and interline adjustment	Schedule adjustment to one afternoon trip and the removal of the interline with Route 43
26 Lidgerwood	Route discontinued	Route discontinued and superseded by new Route 31 Minnehaha/Lidgerwood
27 Crestline	Service increase	Increase frequency to 30-minutes on weeknights in line with STA Moving Forward
28 Nevada	Increase frequency to 15-minutes all day on weekdays and 30-minutes nights and weekends	As approved in 2024 Service Revisions; support Connect Spokane vision for future HPT
31 Minnehaha / Lidgerwood	Introduce new route	New route supersedes Route 26 Lidgerwood and Route 39 Minnehaha as approved in the 2024 Service Revisions
32 Trent / Montgomery	Interline adjustment	Reduction to the layover time in this interline grouping of new Route 31, Route 32, and Route 97
34 Freya	Interline adjustment	Interline adjustment based on Route 39 discontinuation
35 Francis/Market	One resource added to address passenger wait time and transfer sequencing	Address Salk Middle School concerns for student wait time and schedule adjustment for better afternoon transfers from Routes 23 and 35
36 North Central	Interline adjustment	No longer interlines with Route 223
39 Minnehaha	Route discontinued	Route discontinued and superseded by new Route 31 Minnehaha/Lidgerwood
43 Lincoln/37th Ave	Interline adjustment	Interline adjustment based on Route 39 discontinuation
60 Airport	Adjust interlines and remove layover at SIA	Allows for improved service on Rt 63; improves service quality at SIA
61 Highway 2/Fairchild	Interline adjustment	Interline adjustment based on Route 26 discontinuation now interlines with Route 28

Route	Planned Adjustment	Details/Rationale
62 Medical Lake	Interline and timepoint adjustment	Interlined with new Route 65 Hayford; adjustments to Sunday evening trip
63 Geiger/Airport	Route adjustment and frequency increase	Significant re-route with 30-minute frequency on weekdays and 60-minute frequency nights and weekends
633 Geiger Shuttle	Reduce trips to remove redundant service	Increased service on Route 63 lessens requirement for Route 633
65 Hayford	Introduce new route	Improve connectivity in West Plains and in Airway Heights
68 Cheney Loop	Layover adjustment	Added a short layover at K St station on nights and weekends for operator restroom access
74 Mirabeau / Liberty Lake	Adjust interline and introduce Saturday service	Improve routing efficiency, implement STA Moving Forward planned service
9 Sprague (90 Sprague)	Rename route to Route 9; one resource added to address passenger overload and on-time performance	Implement HPT, improve on-time performance
94 East Central / Millwood	Increase weekday evening and Saturday frequency to 30-minutes	Implement Near Term Investments (2021)
95 Mid-Valley	Interline adjustment	Interlined with a larger group 32, 31, 97, no service additions or reductions
96 Pines/Sullivan	New resource added to address passenger overload and on-time performance	Improve on-time performance on the 9, 96, 98 interline group
97 South Valley	Interline adjustment	Addition of Route 95 with a larger group 32, 31, 97, no service additions or reductions
98 Greenacres/Liberty Lake	New resource added to address passenger overload and on-time performance	Improve on-time performance on the 9, 96, 98 interline group, one AM trip added from the VTC
144 South Express	Reduced one afternoon trip	Reduced one partial afternoon trip (inbound) due to no ridership

Route	Planned Adjustment	Details/Rationale
172 Liberty Lake Express	Schedule adjustment	Adjustment to two morning trips
173 VTC Express	Schedule adjustment	Avoids conflict at Plaza Bay 3 with Route 74 during morning service
190 Valley Express	Schedule adjustment	Adjustments to afternoon trips and one morning trip based on shifts to avoid conflict at Plaza Bay 3 with Route 74
223 Shadle/Indian Trail	Schedule adjustment	Schedule adjustment to one afternoon trip
724 Liberty Lake Tech Express	Schedule and interline adjustment	Adjustment of one afternoon trip to better serve employment shifts in Liberty Lake; other schedule adjustments allow Route 724 to interline with Route 771 and have appropriate service spacing with Route 74
771 Mirabeau Express	Schedule adjustment	Schedule adjustment to keep 15-minute service offset with Route 74 at Mirabeau Park & Ride

RECOMMENDATION TO BOARD: Information only.