

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, October 17, 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 17th DAY OF OCTOBER 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

October 17, 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, October 17, 2024

1:30 – 3:00 p.m.

STA Boardroom

1230 West Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link on Page 2

AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences
4. Approve Board Agenda (*Chair French*)
5. Chair Report (*Chair French*)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
 - A. Robert Pogue, Senior Vehicle Technician, Retirement Recognition (*Brandon Rapez-Betty*)
 - B. Employee Recognition Award – 3rd Quarter 2024 (*Nancy Williams*)
 - C. Years of Service Recognition – 3rd Quarter 2024 (*Nancy Williams*)
 - ~~D. Federal Transit Administration Section 5310 Subrecipient Recognition (*Karl Otterstrom*)~~
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of September 4, 2024, STA Board Workshop – *Corrections/Approval*
 - B. Minutes of the September 19, 2024, Board Meeting – *Corrections/Approval*
 - C. Approval of the September 2024 Vouchers (*E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. Boone Northwest Garage Battery Electric Bus Charging Infrastructure: Final Acceptance (*Brandon Rapez-Betty*)
9. Board Action - Committee Recommendation: *10 minutes*
 - A. Connect Spokane Comprehensive Plan: Final Adoption of Plan Update: Resolution (*Karl Otterstrom*)
10. Board Action – Other: *10 minutes*
 - A. Connect 2035 Strategic Plan: Community Input Review & Packaging Guidance (*Karl Otterstrom*)
11. Board Report: *20 minutes*
 - A. Draft 2025 Budget (*E. Susan Meyer/Karl Otterstrom*)
 - B. CEO Search Task Force Update (*Chair French*)
12. Board Operations Committee: *10 minutes*
 - A. Chair Report (*AI French*)
 - i. Succession Planning Update (*Chair French*)
13. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)

14. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Josh Kerns*)
 - i. Potential Bus Wrap Policy and Operational Considerations (*Brandon Rapez-Betty/Carly Cortright*)
15. CEO Report: *10 minutes*
16. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. August 2024 Financial Results Summary (*Tammy Johnston*)
 - D. August 2024 Operating Indicators (*Brandon Rapez-Betty*)
17. New Business: *5 minutes*
18. Board Members' Expressions: *5 minutes*
19. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *none*
20. Adjourn

Optional Virtual link:	Click Here for Virtual Option	
Password:	Members: 2024	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2499 112 4290

Cable 5 Broadcast Dates and Times of October 17, 2024, Board Meeting:

Saturday, October 19, 2024	4:00 p.m.
Monday, October 21, 2024	10:00 a.m.
Tuesday, October 22, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	November 6, 2024, 10:00 a.m.
Performance Monitoring & External Relations	November 6, 2024, 1:30 p.m.
Board Operations	November 13, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, November 21, 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 5 : BOARD CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Board Chair

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

RECOMMENDATION TO BOARD: Receive Report.

6.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions. Comments are limited to three minutes per person.

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.

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

October 17, 2024

AGENDA ITEM 7A: ROBERT POGUE – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Josh Stoddard, Senior Vehicle Maintenance Manager

SUMMARY: We would like to acknowledge Robert Pogue upon his retirement from Spokane Transit October 10, 2024. This marks exactly 30 years since he began his career with us on October 10, 1994. Starting as a Cleaner, Bob worked his way up through several roles, including Servicer, Preventative Maintenance Technician, and General Repair Vehicle Technician. He is now retiring as a highly respected Journeyman Vehicle Technician.

Bob's dedication and steady work over the years have been a valuable part of keeping our fleet in top condition. His commitment to the job has been appreciated by both his coworkers and the organization.

Throughout his time with Spokane Transit, Bob received multiple employee recognition nominations for his hard work and dedication. He also earned certifications in specialized repair procedures specific to transit coaches, making him a key part of our maintenance team.

For the past 30 years, Bob has been an important member of our team and he will be greatly missed. As he transitions into retirement, we want to thank him for his many contributions and wish him all the best. Congratulations, Bob.

RECOMMENDATION TO BOARD: Recognize Bob for his 30 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer BSM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 7B : EMPLOYEE RECOGNITION AWARDS – 3rd QUARTER 2024 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer BSM

Legal Counsel MC



2024 EMPLOYEE RECOGNITION WINNERS

June-August 2024	1 st	Todd Balles	Transit Officer
June-August 2024	2 nd	Kyle Montano	Coach Operator
June-August 2024	3 rd	Raul Zaragoza	Coach Operator

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

October 17, 2024

AGENDA ITEM 7C : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

<p><u>30 Years</u></p> <p><u>Fixed Route Coach Operator</u> Glenn Schultheis</p> <p><u>25 Years</u></p> <p><u>Sr. Finance Manager</u> Tamara Johnston</p> <p><u>Vehicle Maintenance Analyst</u> Brian Conley</p> <p><u>Fixed Route Coach Operator</u> Patrick Davis Steven Welp</p> <p><u>Journeyman Vehicle Technician</u> Michael Howard</p> <p><u>General Repair Technician</u> Jose Campos</p> <p><u>20 Years</u></p> <p><u>Fixed Route Supervisor</u> Mark Fischer</p>	<p><u>15 Years</u></p> <p><u>Fixed Route Coach Operator</u> Travis Hall Gary Hanson Joe Medina</p> <p><u>10 Years</u></p> <p><u>Fixed Route Supervisor</u> Thomas Brown Robert Steen</p> <p><u>Fixed Route Coach Operator</u> Todd Collins David Todd Jay Edwards Theodore Propst Christopher Hoeck Cassidy Laughary Jeremy McGrath Ronald Meserve</p>	<p><u>5 Years</u></p> <p><u>Sr. Communications & Marketing Mgr.</u> Nathan Mauger</p> <p><u>Database Administrator</u> Jeffrey Dieterle</p> <p><u>Foreperson Vehicle Maintenance</u> Kaleb Simmons</p> <p><u>Fixed Route Supervisor</u> Joshua Martindale Sarah Cazee-Widhalm</p> <p><u>Fixed Route Operator</u> Victoria Cirimele-Jim Daniel Nickerson Julie Pestana Nancy Ridgley Brock Roberts Gina Stephens</p> <p><u>Paratransit Van Operator</u> Karl Larson Roy Norman Shawn Walker</p> <p><u>General Repair Technician</u> Jesse Williamson</p>
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RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head NW

Chief Executive Officer BSM

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 8A : MINUTES OF THE SEPTEMBER 4, 2024, BOARD WORKSHOP -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the September 4, 2024, STA Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

Approved Minutes of the September 4, 2024

STA Board Workshop

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
Paul Dillon, City of Spokane
Rod Higgins, *alternate for Pam Haley*, City of
Spokane Valley
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities (Millwood) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

Pam Haley, City of Spokane Valley (*alternate attended*)
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.

GUESTS

Kevin Desmond, Project Director, Sam Schwartz
Alex Hanson, Project Manager, Sam Schwartz

1. Call To Order and Roll Call

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

2. Connect 2035 Strategic Plan Phase 2

A. Welcome, Introductions and Workshop Objectives

Ms. Meyer welcomed everyone and provided introductions to the internal STA Project Management Team and STA Executive Management Committee members, as well as the Consultant team of Kevin Desmond and Alex Hanson.

Ms. Meyer noted the objectives of today's workshop were to recap past board efforts on Connect 2035, gather directions on alternative packages and key initiatives to be included in a refined package and to clearly lay out next steps.

B. Recap Connect 2035 To-Date

Mr. Otterstrom provided a review of STA's next 10-year strategic plan, Connect 2035. He said the Phase 1 strategic foundation was adopted in December 2022 and was informed by community input. He noted it updated the agency mission and vision, developed goals,

strategies and headline performance measures and was anchored on principles from STA's Comprehensive Plan.

He discussed the three overarching goals 1) Elevate the customer experience; 2) Lead and collaborate with community partners to enhance the quality of life in our region; 3) strengthen our capacity to anticipate and respond to the demands of the region. He noted Connect 2035 Phase 2 included an inclusive, transparent, collaborative engagement process that generated input and connections with diverse audiences. Phase 2 has a compelling list of projects and initiatives that deliver on Phase 1 goals.

Mr. Otterstrom discussed regional trends in population and employment growth, housing affordability and supply, regional travel patterns, demographic shifts, and homelessness. He talked about the Community engagement and shared a summary of contacts to date, by type.

Regarding themes for investments, he said riders have consistently ranked frequency as the most important potential improvement. Other themes included more high performance transit; more and later service on weekends, locations for potential new/increased service, materials in language and other accessible formats, recognition of STA's efforts around safety and security, as well as desire for expanded visibility and efforts. Riders value real-time information and see opportunities for continued improvement and consider STA affordable, though some also expressed need for lower fares.

Mr. Otterstrom discussed funding and investment principles, a sustainable financial path to maintaining 0.8% sales tax rate, and the Connect 2035 funding and investment principles adopted at the April 18, 2024, STA Board meeting.

Regarding Initiative development and evaluation, he said staff presented 80+ candidate initiatives at the June 5, 2024, STA Board workshop. There was an evaluation during June and July and on August 2nd, the Board of Directors was updated via a published video series by email outlining evaluation and packaging steps. There was also a published interactive dashboard with initiative evaluation results and staff offered Board briefings upon request – the video and initiatives can be found at this link: <https://staconnect2035.com/initiatives/>

C. Connect 2035 Investment Packages

Mr. Hanson discussed the initiative evaluation, providing background and a diagram depicting the sourcing of candidate initiatives. He then discussed the initiative development and evaluation that indicated the goal, process, and result of screening & sorting, evaluation, and packaging. Mr. Hanson discussed the why, how, and results of the initiative evaluation before sharing the Connect 2035 investment packages which include a baseline, core investments, and enhancements, topped off by "Enhancements+"

- Baseline investments are included in STA's operating & capital budget to maintain current levels of service made possible for STA Moving Forward and are not on the initiative list nor evaluated.
- Core Investments include Division Bus Rapid Transit (BRT), Zero Emission Vehicle (ZEV) Transition, Facilities Master Plan (FMP) to deliver major commitments and enable future growth. They are included in the initiative list but are not yet evaluated. Cost estimates and scopes are to be refined.

- Enhancements are one-time initiatives and optimization to support strategic goals by leveraging existing resources. They are included in the initiative list and have been evaluated and prioritized.
- Enhancements+ represent initiatives requiring ongoing funding, support strategic goals with new funding approved by voters, and are included in the initiative list – evaluated and prioritized.

He provided details of the core investments and enhancements prior to seeking feedback from the board members. Menti polls were utilized to gather feedback from all board members. Discussion ensued following each question and Mr. Hanson and Mr. Desmond provided feedback and asked questions to better understand board members' thoughts and ideas.

Mr. Hanson discussed Enhancements+, which include longer-term needs for service improvements as the region continues to grow. These projects require a sustainable source of new ongoing funding. Staff are gathering public feedback to help inform priorities around these initiatives.

D. Next Steps

Mr. Otterstrom advised Next Steps include Community survey to gather input (9/9 – 9/30); a GSI event to update on Connect 2035 and alternative packages (9/12); STA Townhall to provide overview of alternative packages and gather input from community members (9/17); STA Open House at the STA Plaza (9/25); and the Connect 2035 Employee Workshop (9/24).

Board engagement and workshops include Board briefings upon request between September 9th and October 10th; presentation of results of community engagement and refined package and organization of draft plan at the Board meeting October 17th; overview of draft plan, implementation steps, and performance tracking at the Board Workshop October 30th; public hearing on draft plan at the November 21st Board meeting; and presentation of the final plan to Planning & Development Committee December 4th; and Board adoption of final plan at the December 18th STA Board meeting..

3. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 1:19 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 8B : MINUTES OF THE SEPTEMBER 19, 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 September 19, 2024, STA 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

Approved Minutes of the September 19, 2024

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Paul Dillon, City of Spokane

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. Call To Order and Roll Call

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

2. Pledge of Allegiance

3. Excused Absences

Chair French noted Ms. Wilkerson and Mr. Dillon's absences and requested a motion to excuse. **Ms. Klitzke moved to excuse the absences as presented. Mr. Dunne seconded, and the motion passed unanimously.**

4. Approve Board Agenda

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

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

5. Public Expressions

Erik Lowe 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 Facilities 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. Public Hearing

A. Connect Spokane Comprehensive Plan: Revised Draft

Mr. Otterstrom presented the comprehensive plan background, STA planning hierarchy, the Connect Spokane elements included in the Phase 2 update, the Board and Committee review timeline, as well as recent community engagement. He reported on the notable proposed plan updates and reviewed next steps.

At 1:52 pm, the Chair opened the public hearing for testimony. Mr. Erik Lowe and Dream signed up and offered comments on the proposed Connect Spokane Comprehensive Plan. Chair French called three times for additional public testimony. There was none. At 1:59 pm, Chair French closed the Public Hearing.

8. Board Action - Consent Agenda

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

- 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 2024 Vouchers listed below:

D. 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

- 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
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

- E. 2022 Bus Stop Improvements-Phase 3: Wesslen Constrution, Inc.: 2023-10827 Final Acceptance
- F. 2020-10449 High Performance Transit Amenities Installations: Final Acceptance
- G. Disadvantaged Business Enterprise (DBE) Program for Approval
- H. Sprague Line Right of Way Acquisition
- I. Spokane Public Facilities District Easements for Transit Operations
- J. Whitworth University Easement for Transit Operations
- K. City Line Bus Procurement
- L. General Counsel Legal Services Award of Contract

9. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided a summary of the September 4, 2024, Workshop, highlighting the review of previous Board efforts on Connect 2035 and the guidance gathered on alternative packages and key initiatives to incorporate into a refined package. The Board also established the next steps in the process to work toward a preferred package and finalize the plan for Board action in December.

He outlined the goals of the project, described proposed enhancements, presented a summary of community engagement efforts, and introduced the packaging survey, which is open for input until September 30th. Additionally, Mr. Otterstrom outlined the forthcoming steps for both community and Board engagement in the planning process.

Brief discussion ensued.

10. CEO Search Task Force Update

Chair French updated the Board on the Task force progress and suggested the Task Force have meeting before they try to come back with a recommendation to the Board.

There have been a number of comments regarding public participation and how it should happen. In an attempt to reconcile that information, the attorney has reached out to other agencies whose names have been offered to find out how they conducted their process. Instead of using conjecture, we are gathering an actual summary of how those processes occurred. Ms. Clark has reached out to multiple agencies and Mr. French suggested she continue that work so the Task Force has reliable information to work with in terms of bringing a recommendation to this Board. Everyone received a copy of the letter from the search firm that was opting out of

conducting the search. At the last task force meeting, Mr. Dunne presented a reasonable approach to secure input but could not get consensus on it so that led us to ask what the other agencies did – instead of Task Force members being tasked with that duty, the attorney has done a good job of outreach. Mr. French suggested the Task Force review the information about other agencies to bring a recommendation back to the Board.

He noted the searches mentioned include Sound Transit, Pierce Transit, Community Transit, Boise, and Richmond in order to bring clarity of what community and external involvement the searches involved.

Mr. Dunne supported the work of the Task Force and the process and asked Chair French to offer a timeline for next steps. Chair French said the Task Force will meet before the next Board meeting to review the results.

Ms. Clark said at the last meeting of the Task Force, this was discussed as relevant information to gather to be able to determine what may work best for STA. She reported looking primarily at public information. The Task Force wanted to know the search firm, role, task force/committee composition, community input and involvement and where and when that occurred, the outcome, how long the process took – all in one place to hopefully facilitate a better conversation.

Mr. Zappone wondered if we should explore what other agencies have done or if multiple search firms should present different options. He also questioned why Ms. Clark was managing the task of information gathering. He mentioned that at an AWC meeting, he received a firm recommendation and shared it with Susan, thinking the firm could show examples from other agencies' searches.

Ms. Klitzke asked if we were speaking to people or just relying on the documents on the internet. Ms. Clark confirmed that she wanted the information to be not filtered through her interpretation but to be factual. Ms. Klitzke expressed her concern that we might not get the full information. Ms. Clark said it is primarily from official minutes of meetings.

Mr. Zappone asked why staff was not able to do the work and why don't we have consultants come and present to the Board to see what they offer.

Mr. French deferred to Ms. Meyer to answer the question. She noted we have worked on this together with the attorney. She began the compilation and we have spoken with people at Community Transit and Pierce Transit by phone and email. She acknowledged the value of the information available online. She also noted these searches were conducted in the last two years at Community, Snohomish, Pierce, and Sound Transit.

Mr. French responded to the question of having consultants come in and tell how they would perform the search. He said a number of assertions had been made regarding how other agencies handled outreach and that information had not been supported by the research. He said the Task Force is seeking reliable information as we move forward and is confident the Board can decide based on the research conducted.

Ms. Bowers suggested we ask the public what they want so we have done the groundwork to know what participation they want in the search.

Chair French said there will be additional information next month.

11. Board Operations Committee

A. Chair Report (*Al French*)

Chair French noted the items on the consent agenda were reviewed and recommended by the Board Operations Committee.

12. Planning & Development Committee

A. Chair Report (*Pam Haley*)

Ms. Haley requested that Mr. Dunne provide the update as he chaired the meeting in her absence. Mr. Dunne provided an update of items reviewed at the committee meeting.

13. Performance Monitoring & External Relations Committee

A. Chair Report (*Josh Kerns*)

Mr. Kerns reported on the items covered during the committee meeting, noting most of the items have appeared on this Board agenda for approval, report, or information.

14. CEO Report

Ms. Meyer provided an update on ridership for August, noting a 12.1% increase in bus ridership, with a year-to-date rise of 16.1%. On-time performance was reported at 90.5%, below the 93% target, with ongoing construction posing challenges. Zero Fare Youth ridership saw a 25.1% increase compared to the previous year, representing 15% of total riders for August and 18% year-to-date. Paratransit ridership rose by 8% in August and year-to-date increased 8.7%, achieving on-time performance of 95%. Rideshare experienced a 10.4% decrease in August but maintained a 7.5% year-to-date increase. Approximately 60% of passengers used a Connect card in August.

Postponed from July Board meeting, the Youth Zero-Fare Promotion update was provided, as well as details on outreach to local schools and organizations.

Monthly fare revenue by Service Type was reviewed, showing a rolling 13 months.

Sales Tax update for August showed -3.4% difference from budget, or -\$359,191, and is approximately 0.5% above budget year-to-date. She mentioned speaking with economist Dr. Grant Forsyth about how we should look at sales tax revenue for 2025. She said there will be more to come in Planning & Development in Committee October.

Financial Results Summary for Revenue and Expenses were shared. Ms. Meyer reminded a board member requested this report each month, but that it is included in the Information section of the packet. She reviewed the results for August.

Also postponed from July was the Expo 50th Anniversary Celebration summary of free weekend service for the nine weekends during the celebration. It included system-wide fare free for nine weekends between May 4th and July 4th; Special 50-cent fare on Downtown North Bank Shuttle (Rt 11) weekdays May 3rd – July 5th; Extensive marketing of Zero Fare Expo promotion; added Security presence 817 Transit Officer Overtime hours; and added Paratransit Operators and Supervisors 353 Overtime hours - \$21,142

Top line results showed Fixed Route ridership increased an average of 9.3% on Saturday and 7% on Sunday over the nine weekends; estimated \$211,000 in foregone revenue associated with baseline conditions; Paratransit Ridership increased an average of 7.8% on Saturdays and 1.7% on Sundays over the nine weekends; estimated \$11,136 in foregone revenue associated with baseline conditions; Route 11 ridership was 6,160 over 46 weekdays of 50-cent fare promotion compared to prior year (11.9% increase over same period prior year); estimated \$2,000 - \$3,000 in foregone revenue (primarily in regular riders receiving discount for Shuttle Park passes); and there was overall positive reception from the community and stakeholders.

Ms. Meyer shared graphs indicating ridership on Fixed Route and Paratransit by weekend and noted additional costs involved in providing the service.

A Reddit Review about Bloomsday refunds was shared that showed a customer's letter and \$2.00 bills refunded as part of the Bloomsday/Expo refunds. The title was "Thought this was super classy of STA".

Ms. Meyer concluded her report with a Fairground Shuttle update. Route 342 ran during the Spokane County Fair between SCC Transit Center and the Spokane County Fair and Expo Center; with a \$2 day pass sold as a special event fare. There was free parking available at Spokane Community College and staff observed heavy use by workers at the fairgrounds. This year ridership reached its highest number in four years at ~3,140 for the September 6 – 15th Fair (not including the final day), compared with 2023 of 1,911, 2022 of 1,178, and 2021 of 675.

15. Board Information – *no action or discussion*

- A. Committee Minutes – approved minutes of Planning & Development, Performance Monitoring & External Relations, and Board Operations committees.
- B. August 2024 Sales Tax Revenue
- C. June 2024 Semi-Annual Financial Reports
- D. July 2024 Financial Results Summary
- E. 2024 Reconnecting Communities Grant Application Opportunity
- F. Division Street Bus Rapid Transit: Design and Public Outreach Update
- G. Facilities Master Plan Update
- H. Federal Transit Administration Section 5310: Call for Projects Preliminary Proposal Update
- I. Second Quarter 2024 Service Planning Input Report
- J. 2024 Second Quarter Year-to-Date Performance Measures
- K. July 2024 Operating Indicators
- L. September 2024 Service Change Report

16. New Business

Mr. Zappone made a motion to have the CEO Task Force meetings Publicly Noticed and have minutes taken. Ms. Klitzke seconded.

Discussion ensued. Chair French called for the vote.

Ms. Klitzke and Mr. Zappone voted yes. Mr. Dunne, Mr. Hattenburg, Mr. Kerns, Ms. Haley, and Chair French voted no. The motion failed 5 to 2.

17. Board Members' Expressions

Ms. Bowers commented on the Spokane County Fair.

Mr. Dunne noted he attended the GSI Pints & Policies on September 12th and commended Mr. Otterstrom on his presentation.

Mr. Hattenburg thanked staff and expressed how pleased he is to hear about the transit ambassador program.

Mr. Kerns echoed Mr. Dunne's comment regarding the quality of Mr. Otterstrom's presentation at GSI September 12th.

18. Executive Session - None

19. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 2:57 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM **8C** : SEPTEMBER 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 September 1 through 30, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 629043 – 629399	\$ 5,467,887.65
Worker’s Comp Vouchers (September)	ACH – 2286	\$ 122,157.17
Payroll 09/06/2024	ACH – 09/06/2024	\$ 2,640,128.62
Contract Bonus 09/13/2024	ACH – 09/13/2024	\$ 600,415.34
Payroll 09/20/2024	ACH – 09/20/2024	\$ 2,144,266.85
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,793.15
SEPTEMBER TOTAL		\$ 10,979,648.78

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 TJ Chief Executive ESM Legal Counsel MC

Spokane Transit Authority
Vouchers - September 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/06/2024	629043	INLAND WELDING SUPPLY INC	1032	422.56
09/06/2024	629044	ADT COMMERCIAL LLC	2462	306.67
09/06/2024	629045	AFSCME	1328	667.10
09/06/2024	629046	AFSCME	1328	120.00
09/06/2024	629047	AMAZON CAPITAL SERVICES INC	2098	978.08
09/06/2024	629048	AMALG TRANSIT UNION #1015	1055	24,940.24
09/06/2024	629049	AMALG TRANSIT UNION #1598	1056	1,152.23
09/06/2024	629050	AVISTA CORPORATION	1081	68,354.76
09/06/2024	629051	BATTERY SYSTEMS INC	1089	187.16
09/06/2024	629052	CHERYL BECKETT	1092	250.00
09/06/2024	629053	THE BRAUN CORPORATION	1117	228.76
09/06/2024	629054	BDI	1022	825.81
09/06/2024	629055	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	809.99
09/06/2024	629056	LITHIA MOTORS SUPPORT SERVICES	1024	417.87
09/06/2024	629057	CANON FINANCIAL SERVICES INC	1154	675.17
09/06/2024	629058	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
09/06/2024	629059	CITY OF CHENEY - UTILITY	1158	546.22
09/06/2024	629060	CITY OF SPOKANE	1601	17,853.08
09/06/2024	629061	COLEMAN OIL COMPANY LLC.	2683	91,060.10
09/06/2024	629062	KATHLEEN M COLLINS	1163	5,000.00
09/06/2024	629063	COMMERCIAL TIRE INC	2451	1,680.74
09/06/2024	629064	CONSOLIDATED IRRIGATION	1177	136.53
09/06/2024	629065	CUMMINS INC	1027	11,878.33
09/06/2024	629066	DIVINE CORPORATION	2775	3,346.30
09/06/2024	629067	EMPLOYEE ADVISORY COUNCIL	1236	728.50
09/06/2024	629068	EARTHWORKS RECYCLING INC.	2816	202.50
09/06/2024	629069	EL JAY OIL CO INC	1003	14,837.06
09/06/2024	629070	FASTENAL COMPANY	1249	2,033.39
09/06/2024	629071	FERGUSON ENTERPRISES INC	1252	516.83
09/06/2024	629072	V02 COLLECTION INC.	2860	179.85
09/06/2024	629073	FRANCOTYP-POSTALIA INC	1878	147.15
09/06/2024	629074	FEDEX	1808	81.28
09/06/2024	629075	GORDON TRUCK CENTERS INC	1018	14,170.96
09/06/2024	629076	GALLS PARENT HOLDINGS LLC	1271	60.04
09/06/2024	629077	PERFORMANCE SYSTEMS INTEGRATION LLC	2728	721.58
09/06/2024	629078	GENFARE LLC	1268	3,863.99
09/06/2024	629079	GIBSON'S NURSERY & LANDSCAPE SUPPLY INC	1278	3,057.10
09/06/2024	629080	GILLIG LLC	1279	22,941.90
09/06/2024	629081	W.W. GRAINGER INC	1285	647.50
09/06/2024	629082	GRAYBAR ELECTRIC CO INC	1287	855.65
09/06/2024	629083	HOGAN MFG INC	1008	56.12
09/06/2024	629084	HORIZON DISTRIBUTORS INC	1321	163.29
09/06/2024	629085	HUMANIX CORP	1329	968.60
09/06/2024	629086	IL DCS AND FAMILY SERVICES	2768	276.53
09/06/2024	629087	WILLIAM CORP	1363	189.01
09/06/2024	629088	LOWE'S COMPANIES, INC	2913	404.24
09/06/2024	629089	LPM SUPPLY INC	1382	1,042.04
09/06/2024	629090	M & L SUPPLY CO INC	1413	302.39
09/06/2024	629091	NEALTON INC	2896	422.02
09/06/2024	629092	MOHAWK MANUFACTURING & SUPPLY CO	1011	508.80
09/06/2024	629093	MOTION AUTO SUPPLY INC	1012	130.36
09/06/2024	629094	MOUSER ELECTRONICS INC	1449	1,291.48
09/06/2024	629095	MUNCIE RECLAMATION AND SUPPLY CO	1013	605.52
09/06/2024	629096	BLACK REALTY MANAGEMENT INC	1658	35,378.89
09/06/2024	629097	NAPA AUTO PARTS INC	1014	4,164.59
09/06/2024	629098	THE AFTERMARKET PARTS COMPANY LLC	1015	7,285.04
09/06/2024	629099	NORTH 40 OUTFITTERS	1102	95.00
09/06/2024	629100	NORTHWEST BUS SALES INC	2272	754,284.00
09/06/2024	629101	THE PAPE GROUP INC	1860	475.35
09/06/2024	629102	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	250.15
09/06/2024	629103	ROMAINE ELECTRIC CORPORATION	1548	2,929.05
09/06/2024	629104	S T A - WELL	1557	548.50
09/06/2024	629105	SAFELITE FULFILLMENT INC	2889	401.62
09/06/2024	629106	SAM SCHWARTZ CONSULTING LLC	2369	28,007.37
09/06/2024	629107	SIX ROBBLEES INC	1017	706.03
09/06/2024	629108	SPOKANE HOUSE OF HOSE INC	1605	63.05
09/06/2024	629109	TENNANT SALES & SERVICE COMPANY	1647	664.25
09/06/2024	629110	THERMO KING NORTHWEST INC	1650	12.49
09/06/2024	629111	THERMO KING NORTHWEST	1650	2,495.34

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/06/2024	629112	UNITED WAY OF SPOKANE COUNTY	1684	208.31
09/06/2024	629113	USSC ACQUISITION CORP	1676	201.98
09/06/2024	629114	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,718.96
09/06/2024	629115	WALTER E NELSON CO	1721	1,927.16
09/06/2024	629116	WENDLE MOTORS INCORPORATED	1021	74.69
09/06/2024	629117	WEX BANK	2642	17,526.98
09/06/2024	629118	THE W.W. WILLIAMS COMPANY	2870	872.76
09/06/2024	629119	WASHINGTON STATE RIDESHARING ORG	1714	375.00
09/13/2024	629120	INLAND WELDING SUPPLY INC	1032	205.32
09/13/2024	629121	ASH & ROWAN HARDWARE LLC	2278	51.75
09/13/2024	629122	ADT COMMERCIAL LLC	2462	1,021.50
09/13/2024	629123	ALCOBRA METALS INC	2140	3,493.23
09/13/2024	629124	AMAZON CAPITAL SERVICES INC	2098	1,095.38
09/13/2024	629125	STEVEN W NILES JR	2276	91.39
09/13/2024	629126	AMERIGAS 1790	1064	6.37
09/13/2024	629127	APS INC	1841	156.96
09/13/2024	629128	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,050.60
09/13/2024	629129	LETTERMEN'S ENERGY , INC	2932	604.78
09/13/2024	629130	AVISTA CORPORATION	1081	9,661.83
09/13/2024	629131	CONTINENTAL BATTERY COMPANY	2915	232.76
09/13/2024	629132	ROBERT J BERG	1099	141.70
09/13/2024	629133	CAMERON-REILLY LLC	1137	19,602.00
09/13/2024	629134	LITHIA MOTORS SUPPORT SERVICES	1024	79.94
09/13/2024	629135	CANON FINANCIAL SERVICES INC	1154	399.64
09/13/2024	629136	COMMUNTY COLLEGES OF SPOKANE	1174	1,046.26
09/13/2024	629137	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	923.89
09/13/2024	629138	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
09/13/2024	629139	QWEST CORPORATION	1148	150.24
09/13/2024	629140	CITY GLASS SPOKANE INC	2599	654.00
09/13/2024	629141	CITY OF SPOKANE	1601	310.00
09/13/2024	629142	COFFMAN ENGINEERS INC	1162	344.64
09/13/2024	629143	COGGINS PROMOTIONAL ADVERTISING INC.	2795	1,500.69
09/13/2024	629144	COLEMAN OIL COMPANY LLC.	2683	137,866.35
09/13/2024	629145	KATHLEEN M COLLINS	1163	5,000.00
09/13/2024	629146	COLVICO INC	1168	123,388.12
09/13/2024	629147	COMCAST	1170	320.37
09/13/2024	629148	COMPLETE OFFICE LLC	2202	2,005.16
09/13/2024	629149	COMPUNET INC	1166	24,016.10
09/13/2024	629150	CONSEAL CONTAINERS LLC	1176	397.78
09/13/2024	629151	WASHINGTON STATE DEPT OF CORRECTIONS	1708	1,090.00
09/13/2024	629152	CUMMINS INC	1027	701.63
09/13/2024	629153	THE WHALLEY GLASS CO	1028	3,900.00
09/13/2024	629154	DOW JONES & COMPANY	2698	187.48
09/13/2024	629155	FASTENAL COMPANY	1249	0.38
09/13/2024	629156	THE FIG TREE	2465	170.00
09/13/2024	629157	V02 COLLECTION INC.	2860	332.45
09/13/2024	629158	ASCENT MECHANICAL AND PLUMBING INC	2494	1,406.10
09/13/2024	629159	FREE PRESS PUBLISHING INC	1985	459.50
09/13/2024	629160	FEDEX	1808	201.33
09/13/2024	629161	GORDON TRUCK CENTERS INC	1018	6,449.15
09/13/2024	629162	GALLS PARENT HOLDINGS LLC	1271	814.35
09/13/2024	629163	THE GENERAL STORE	1956	5.67
09/13/2024	629164	GILLIG LLC	1279	14,597.93
09/13/2024	629165	W.W. GRAINGER INC	1285	1,414.17
09/13/2024	629166	GRANICUS LLC	2769	1,200.00
09/13/2024	629167	CHRIS GROVER	2442	156.61
09/13/2024	629168	H & H BUSINESS SYSTEMS	1298	649.94
09/13/2024	629169	H W LOCHNER INC	1405	11,900.45
09/13/2024	629170	SUMMIT SATETY LLC	2927	787.78
09/13/2024	629171	HORIZON DISTRIBUTORS INC	1321	304.83
09/13/2024	629172	HOTSY OF SPOKANE LLC	2370	1,224.00
09/13/2024	629173	HUMANIX CORP	1329	130.38
09/13/2024	629174	INLAND PUBLICATIONS INC	2638	1,677.00
09/13/2024	629175	KENWORTH SALES CO INC	1373	3,477.07
09/13/2024	629176	LAIRD PLASTICS	1383	928.27
09/13/2024	629177	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,164.12
09/13/2024	629178	LOOMIS ARMORED US LLC	1408	5,523.10
09/13/2024	629179	MAGALDI & MAGALDI INC	1416	454.74
09/13/2024	629180	MAINTENANCE SOLUTIONS	1418	989.96
09/13/2024	629181	Q49 SOLUTIONS LLC	2594	25.07
09/13/2024	629182	MOHAWK MANUFACTURING & SUPPLY CO	1011	941.71
09/13/2024	629183	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,557.44

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/13/2024	629184	NAPA AUTO PARTS INC	1014	4,038.74
09/13/2024	629185	NATIONAL COLOR GRAPHICS INC	1455	9,207.39
09/13/2024	629186	THE AFTERMARKET PARTS COMPANY LLC	1015	26,527.39
09/13/2024	629187	TAMMY LYNNE GLIDEWELL	1282	2,110.00
09/13/2024	629188	NORTHWEST INTERPRETERS INC.	2712	480.00
09/13/2024	629189	OFFICE DEPOT INC	1483	132.00
09/13/2024	629190	Mike Jones	903	10.35
09/13/2024	629191	PARAMETRIX INC	2062	230,872.97
09/13/2024	629192	PHOENIX MOTOR INC	2885	49,220.75
09/13/2024	629193	ROMAINE ELECTRIC CORPORATION	1548	726.59
09/13/2024	629194	RON WHITES AIR COMPRESSOR SALES INC	2900	788.53
09/13/2024	629195	WILPAT ENTERPRISES INC	1550	8,225.01
09/13/2024	629196	S & A SYSTEMS INC	2223	14,595.22
09/13/2024	629197	SBA TOWERS II LLC	1569	2,569.62
09/13/2024	629198	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	316.13
09/13/2024	629199	SPOKANE HOUSE OF HOSE INC	1605	1,336.89
09/13/2024	629200	THE SPOKESMAN REVIEW	1616	444.90
09/13/2024	629201	SPORTWORKS GLOBAL LLC	1617	3,567.70
09/13/2024	629202	STONEWAY ELECTRIC SUPPLY CO	1633	41.98
09/13/2024	629203	SUN SUPPLY INC.	2710	3,934.02
09/13/2024	629204	TALL TREE OF EASTERN WASHINGTON	1880	3,433.50
09/13/2024	629205	TERMINAL SUPPLY INC	1648	576.88
09/13/2024	629206	TRISTAR RISK MANAGEMENT	2124	15,287.00
09/13/2024	629207	URM STORES INC	1677	110.96
09/13/2024	629208	UTILITIES PLUS	2606	358.00
09/13/2024	629209	JEFFREY OIEN	2155	179.85
09/13/2024	629210	CARACAL ENTERPRISES LLC	2419	23.30
09/13/2024	629211	VERIZON WIRELESS LLC	1686	27,070.76
09/13/2024	629212	EVA VIGOUROUX	2930	890.00
09/13/2024	629213	WALTER E NELSON CO	1721	5,455.45
09/13/2024	629214	WASTE MANAGEMENT SPOKANE	1702	420.74
09/13/2024	629215	WHITWORTH WATER DISTRICT	1746	612.50
09/13/2024	629216	THE W.W. WILLIAMS COMPANY	2870	389.24
09/13/2024	629217	YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE INLAND	2934	500.00
09/13/2024	629218	ZIPLINE COMMUNICATIONS INC	2492	5,104.50
09/20/2024	629219	K9 PEST DETECTIVES LLC	2551	45,121.35
09/20/2024	629220	INLAND WELDING SUPPLY INC	1032	1,407.97
09/20/2024	629221	ACCESS INFORMATION HOLDINGS	2340	941.66
09/20/2024	629222	ASH & ROWAN HARDWARE LLC	2278	50.69
09/20/2024	629223	ALEXANDER DENNIS INC.	2759	883,441.64
09/20/2024	629224	AFSCME	1328	667.10
09/20/2024	629225	AFSCME	1328	118.00
09/20/2024	629226	ALCOBRA METALS INC	2140	218.83
09/20/2024	629227	AMAZON CAPITAL SERVICES INC	2098	1,935.45
09/20/2024	629228	NORTHWEST INDUSTRIAL SERVICES LLC	1058	120.00
09/20/2024	629229	NORTHWEST CENTER SERVICES	2271	5,002.87
09/20/2024	629230	AMALG TRANSIT UNION #1015	1055	26,749.13
09/20/2024	629231	AMALG TRANSIT UNION #1598	1056	1,152.23
09/20/2024	629232	AMALGAMATED TRANSIT UNION	1057	160.77
09/20/2024	629233	AVISTA CORPORATION	1081	326.14
09/20/2024	629234	B & H FOTO & ELECTRONICS CORP	1082	27,613.62
09/20/2024	629235	THE BRAUN CORPORATION	1117	942.81
09/20/2024	629236	BUDINGER & ASSOCIATES INC	2149	634.25
09/20/2024	629237	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	809.99
09/20/2024	629238	CAMERON-REILLY LLC	1137	421,042.90
09/20/2024	629239	LITHIA MOTORS SUPPORT SERVICES	1024	275.32
09/20/2024	629240	CDW-GOVERNMENT	1132	277.88
09/20/2024	629241	QWEST CORPORATION	1148	314.61
09/20/2024	629242	NCH CORPORATION	2853	1,827.29
09/20/2024	629243	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
09/20/2024	629244	CITY OF MEDICAL LAKE	1424	140.33
09/20/2024	629245	CLEAN HARBOR ENVIRONMENTAL SERVICES INC.	2741	80.12
09/20/2024	629246	COFFMAN ENGINEERS INC	1162	74,052.77
09/20/2024	629247	COLEMAN OIL COMPANY LLC.	2683	61,004.53
09/20/2024	629248	COMCAST	1170	222.91
09/20/2024	629249	COMPUNET INC	1166	73,191.14
09/20/2024	629250	COPIERS NORTHWEST INC	2429	433.10
09/20/2024	629251	COSTAR REALTY INFORMATION INC.	2851	979.58
09/20/2024	629252	CUMMINS INC	1027	1,247.82
09/20/2024	629253	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	280.00
09/20/2024	629254	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	204.00
09/20/2024	629255	EMPLOYEE ADVISORY COUNCIL	1236	718.50

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
09/20/2024	629256	EL JAY OIL CO INC	1003	2,870.52
09/20/2024	629257	FASTENAL COMPANY	1249	2,431.43
09/20/2024	629258	FIRST TRANSIT INC	2430	575,596.33
09/20/2024	629259	V02 COLLECTION INC.	2860	479.60
09/20/2024	629260	FEDEX	1808	267.24
09/20/2024	629261	GORDON TRUCK CENTERS INC	1018	6,878.46
09/20/2024	629262	GALLS PARENT HOLDINGS LLC	1271	1,957.54
09/20/2024	629263	GARD COMMUNICATIONS INC	1272	1,497.00
09/20/2024	629264	THE GENERAL STORE	1956	61.78
09/20/2024	629265	GILLIG LLC	1279	16,003.27
09/20/2024	629266	W.W. GRAINGER INC	1285	588.81
09/20/2024	629267	GRANITE PETROLEUM INC	2635	140,441.19
09/20/2024	629268	H & H BUSINESS SYSTEMS	1298	1,554.55
09/20/2024	629269	HUMANIX CORP	1329	204.88
09/20/2024	629270	IL DCS AND FAMILY SERVICES	2768	276.53
09/20/2024	629271	JANEK CORPORATION	1358	349.50
09/20/2024	629272	WILLIAM CORP	1363	228.82
09/20/2024	629273	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,396.21
09/20/2024	629274	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	666.42
09/20/2024	629275	MCGUIRE BEARING COMPANY	1010	21.63
09/20/2024	629276	NEALTON INC	2896	549.88
09/20/2024	629277	Q49 SOLUTIONS LLC	2594	63.22
09/20/2024	629278	MOUSER ELECTRONICS INC	1449	27.64
09/20/2024	629279	MUNCIE RECLAMATION AND SUPPLY CO	1013	667.52
09/20/2024	629280	NAPA AUTO PARTS INC	1014	1,403.66
09/20/2024	629281	LEGEND INVESTMENTS INC	1454	500.94
09/20/2024	629282	THE AFTERMARKET PARTS COMPANY LLC	1015	14,813.16
09/20/2024	629283	NORTH 40 OUTFITTERS	1102	163.34
09/20/2024	629284	CSWW INC	1102	179.84
09/20/2024	629285	OFFICE DEPOT INC	1483	250.86
09/20/2024	629286	ONEBRIDGE FSA	2880	168.00
09/20/2024	629287	PROVISIONAL SERVICES INC.	2697	2,613.62
09/20/2024	629288	REHN & ASSOCIATES	2395	155.00
09/20/2024	629289	ROMAINE ELECTRIC CORPORATION	1548	255.83
09/20/2024	629290	S & A SYSTEMS INC	2223	19,204.07
09/20/2024	629291	S T A - WELL	1557	540.50
09/20/2024	629292	SAFELITE FULFILLMENT INC	2889	528.06
09/20/2024	629293	SIX ROBBLEES INC	1017	619.12
09/20/2024	629294	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,428.00
09/20/2024	629295	SPOKANE COUNTY SOLID WASTE	1603	35.29
09/20/2024	629296	SPOKANE HOUSE OF HOSE INC	1605	450.56
09/20/2024	629297	SPOKANE RESTAURANT EQUIPMENT	2031	58.38
09/20/2024	629298	DGT ENTERPRISES LLC	2670	17,061.00
09/20/2024	629299	SPORTWORKS GLOBAL LLC	1617	5,205.79
09/20/2024	629300	STONEWAY ELECTRIC SUPPLY CO	1633	250.65
09/20/2024	629301	STREICHER'S INC	2893	1,546.02
09/20/2024	629302	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	360.00
09/20/2024	629303	SUN SUPPLY INC.	2710	3,646.59
09/20/2024	629304	TYLER TECHNOLOGIES INC	1675	197,440.42
09/20/2024	629305	UNITED WAY OF SPOKANE COUNTY	1684	208.31
09/20/2024	629306	VALLEY EMPIRE COLLECTION	1688	511.07
09/20/2024	629307	VISIT SPOKANE	1696	2,500.00
09/20/2024	629308	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,707.87
09/20/2024	629309	WA STATE DEPT OF ECOLOGY	1706	1,401.48
09/20/2024	629310	WALTER E NELSON CO	1721	2,634.13
09/20/2024	629311	WENDLE MOTORS INCORPORATED	1021	171.00
09/20/2024	629312	WESCO GROUP LLC	2368	10,258.63
09/20/2024	629313	WESTERN STATES EQUIPMENT	1740	111.40
09/20/2024	629314	THE W.W. WILLIAMS COMPANY	2870	22,404.65
09/20/2024	629315	WOMEN'S TRANSPORTATION SEMINAR CDA CHAPTER	2875	330.00
09/26/2024	629316	INLAND WELDING SUPPLY INC	1032	1,027.64
09/26/2024	629317	BRETT R SARGENT	2790	10,743.86
09/26/2024	629318	ABM INDUSTRY GROUPS LLC	1066	260.71
09/26/2024	629319	FRANCIS AVENUE HARDWARE	2279	191.19
09/26/2024	629320	ALCOBRA METALS INC	2140	3,944.30
09/26/2024	629321	AMAZON CAPITAL SERVICES INC	2098	658.86
09/26/2024	629322	ANDREA PARRISH	2687	100.00
09/26/2024	629323	NORTHWEST CENTER SERVICES	2271	49,457.83
09/26/2024	629324	AVISTA CORPORATION	1081	701.13
09/26/2024	629325	B & H FOTO & ELECTRONICS CORP	1082	1,626.28
09/26/2024	629326	BECKWITH & KUFFEL, INC	2919	816.41
09/26/2024	629327	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55

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09/26/2024	629328	BUD CLARY CHEVROLET	1125	395,295.76
09/26/2024	629329	BULLDOG ROOTER INC	1126	1,060.57
09/26/2024	629330	CANON FINANCIAL SERVICES INC	1154	1,003.99
09/26/2024	629331	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
09/26/2024	629332	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,500.00
09/26/2024	629333	CITY OF SPOKANE	1601	1,144.10
09/26/2024	629334	COMMERCIAL TIRE INC	2451	1,069.75
09/26/2024	629335	WASHINGTON STATE DEPT OF CORRECTIONS	1708	931.95
09/26/2024	629336	CROWN CASTLE INTERNATIONAL CORP.	2733	2,115.99
09/26/2024	629337	CUMMINS INC	1027	13,410.46
09/26/2024	629338	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
09/26/2024	629339	EDM TECHNOLOGY INC.	2667	15,565.20
09/26/2024	629340	EL JAY OIL CO INC	1003	2,190.58
09/26/2024	629341	ELITE ENTRY SYSTEMS LLC	2632	755.65
09/26/2024	629342	FASTENAL COMPANY	1249	831.38
09/26/2024	629343	FISERV-FIRST DATA MERCHANT SERVICES CORPORATIO	1257	10,068.63
09/26/2024	629344	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,322.79
09/26/2024	629345	V02 COLLECTION INC.	2860	538.77
09/26/2024	629346	FP MAILING SOLUTIONS	1878	170.04
09/26/2024	629347	FREE PRESS PUBLISHING INC	1985	459.50
09/26/2024	629348	FEDEX	1808	94.14
09/26/2024	629349	GORDON TRUCK CENTERS INC	1018	27,296.85
09/26/2024	629350	GALLS LLC	1271	9,395.76
09/26/2024	629351	GALLS PARENT HOLDINGS LLC	1271	4,998.56
09/26/2024	629352	GENFARE LLC	1268	4,254.60
09/26/2024	629353	GILLIG LLC	1279	16,350.53
09/26/2024	629354	W.W. GRAINGER INC	1285	4,358.11
09/26/2024	629355	H & H BUSINESS SYSTEMS	1298	419.43
09/26/2024	629356	THE HILLER COMPANIES LLC	2888	2,998.60
09/26/2024	629357	HOGAN MFG INC	1008	1,304.14
09/26/2024	629358	HUMANIX CORP	1329	186.25
09/26/2024	629359	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,324.68
09/26/2024	629360	IR SPECIALTY FOAM LLC	1345	359.08
09/26/2024	629361	JOHNSON CONTROLS FIRE PROTECTION LP	1584	297.67
09/26/2024	629362	WILLIAM CORP	1363	163.71
09/26/2024	629363	KERSHAW'S INC	1374	124.64
09/26/2024	629364	L&E PARK LLC	2391	4,347.28
09/26/2024	629365	LITHOGRAPHIC REPRODUCTIONS INC	1403	323.73
09/26/2024	629366	LOWE'S COMPANIES, INC	2913	33.41
09/26/2024	629367	MAGALDI & MAGALDI INC	1416	345.71
09/26/2024	629368	Q49 SOLUTIONS LLC	2594	75.21
09/26/2024	629369	MOHAWK MANUFACTURING & SUPPLY CO	1011	947.25
09/26/2024	629370	MUNCIE RECLAMATION AND SUPPLY CO	1013	773.23
09/26/2024	629371	NAPA AUTO PARTS INC	1014	21,070.50
09/26/2024	629372	LEGEND INVESTMENTS INC	1454	751.41
09/26/2024	629373	THE AFTERMARKET PARTS COMPANY LLC	1015	10,339.09
09/26/2024	629374	NORTH 40 OUTFITTERS	1102	93.92
09/26/2024	629375	OFFICE DEPOT INC	1483	289.88
09/26/2024	629376	REBECCA SMITH	901	46.00
09/26/2024	629377	PROVISIONAL SERVICES INC.	2697	1,102.00
09/26/2024	629378	PURE FILTRATION PRODUCTS INC	1531	585.98
09/26/2024	629379	ROMAINE ELECTRIC CORPORATION	1548	1,115.19
09/26/2024	629380	S & A SYSTEMS INC	2223	11,712.49
09/26/2024	629381	SAFELITE FULFILLMENT INC	2889	2,220.49
09/26/2024	629382	SENSKE LAWN & TREE CARE INC	2194	107.91
09/26/2024	629383	THE SHERWIN-WILLIAMS CO	1580	343.94
09/26/2024	629384	SPOKANE HOUSE OF HOSE INC	1605	1,293.78
09/26/2024	629385	SPORTWORKS GLOBAL LLC	1617	690.41
09/26/2024	629386	STA OPERATIONS	1556	141.75
09/26/2024	629387	SUMMIT LAW GROUP PLLC	1637	17,793.49
09/26/2024	629388	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	360.00
09/26/2024	629389	SUN SUPPLY INC.	2710	5,325.12
09/26/2024	629390	SOLID WASTE SYSTEMS LLC	2514	2,459.03
09/26/2024	629391	THERMO KING NORTHWEST	1650	705.97
09/26/2024	629392	UNIFIRST CORPORATION	2868	4,172.43
09/26/2024	629393	US BANK	1678	50,000.00
09/26/2024	629394	VERITECH INC	2049	495.00
09/26/2024	629395	WALTER E NELSON CO	1721	4,159.29
09/26/2024	629396	WASTE MANAGEMENT RECYCLE AMERICA	1702	240.37
09/26/2024	629397	WENDLE MOTORS INCORPORATED	1021	651.91
09/26/2024	629398	WESCO GROUP LLC	2368	4,662.23
09/26/2024	629399	VERIZON	2142	9,969.61

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
TOTAL SEPTEMBER ACCOUNTS PAYABLE				5,467,887.65
9/1/2024-9/30/2024	ACH	WORKER'S COMPENSATION	2286	122,157.17
TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS				122,157.17
09/06/2024	730697-730714	PAYROLL AND TAXES PR 18, 2024	VARIES	2,640,128.62
09/13/2024	730715-730732	CONTRACT BONUS	VARIES	600,415.34
09/20/2024	730733-730751	PAYROLL AND TAXES PR 19, 2024	VARIES	2,144,266.85
TOTAL SEPTEMBER PAYROLL AND TAXES				5,384,810.81
09/11/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	4,793.15
TOTAL SEPTEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				4,793.15
TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				10,979,648.78
TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,979,648.78

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 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
20241716	Plaza AHU2 Cleaning	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$19,614.55	8/14/2024
20241718	Plaza Trash Compactor Floor Repair	Solid Waste Systems, LLC	\$2,388.17	8/21/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$293.21	9/13/2024
202401751	Jefferson P&R Camera Install	ADT Commercial, LLC	\$3,110.75	7/15/2024

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

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

FINAL REVIEW FOR BOARD BY:

Division Head JHH Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 8E : BOONE NW GARAGE BATTERY ELECTRIC BUS CHARGING
INFRASTRUCTURE: FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

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

Public Works Contract for:	Boone NW Garage BEB Charging Infrastructure – Contract # 2023-10855
Capital Project Number:	908
Contractor:	Colvico, Inc.
Construction Start:	May 20, 2024
Substantial Completion:	July 18, 2024
Final Completion:	August 7, 2024
Scope of Work:	Charging Infrastructure Additions: <ul style="list-style-type: none">• Construction of housekeeping pads• Installation of five (5) 150kW charge cabinets• Installation of ten (10) ceiling mounted charge dispensers• Installation of ten (10) ceiling mounted cable winches• Installation of all associated emergency stops, controls for the winches, conduit and wiring

Contract Authority, Including Contingency	\$488,340.00
Awarded Construction Contract	\$406,950.00
Additive Change Orders (Applied Contingency)	\$ 13,963.67
Deductive Change Orders	\$ 1,290.00
Total Final Contract Value	\$ 419,623.67
Unspent	\$68,716.33

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Colvico, Inc. for the Boone NW Garage BEB Charging Infrastructure contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer  Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 9A : CONNECT SPOKANE COMPREHENSIVE PLAN: FINAL ADOPTION OF PLAN UPDATE (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: Connect Spokane is STA’s Comprehensive Plan that sets forth a 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. Phase 2 of the multi-year, major update to the plan is anticipated to be completed this month, subject to Board adoption of the final draft document. The final recommended revisions to the plan can be found here:

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

BACKGROUND: 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 to the Board in September 2023 and identified several elements requiring a more substantial review and possible update.

Redlines of the draft changes in the Phase 2 elements were presented during the Committee’s July 2024 meeting, and following stakeholder feedback, a revised redline draft presented at the September 2024 Committee meeting, with a public hearing held at the September 19, 2024, Board meeting. Three oral and written comments were received as part of the public hearing.

One commenter advocated against new policies that enable mobility on demand projects, noting greater overall effectiveness associated with fixed route services. Two commenters advocated for greater consideration of rail-based investments in the plan. In one case, the commenter recommended rail be considered the default mode for all future High Performance Transit (HPT) investments. One commenter expressed support for the new Transit Equity and Inclusion element, as well as a new eligibility-based fare program policy. The commenter also recommended changes to the new element, incorporating the concept of belonging to the element, while moving discussion of environmental justice to a separate section of the plan.

Staff reviewed testimony received and have prepared the following analysis which ultimately resulted in making no changes to the final draft plan:

Mobility on Demand

Spokane Transit’s best performing routes serve higher density areas with plentiful destinations connected by frequent, easy to use transit. High Performance Transit (HPT) maintains its preeminence in generating ridership and supporting walkable communities. That focus, admittedly, does not address areas of low-density development, especially those that feature multiple physical barriers, such as steep slopes, disjointed road networks and water features. Fixed Route service is generally inappropriate for

such areas. Mobility on Demand (MOD) does not deliver greater ridership or more cost-effective service. It does, however, provide access and coverage, expanding the reach of transit for more residents of STA’s public transportation benefit area, by connecting new areas to major transit stations and transit centers. The proposed new policies do not oblige STA to provide the service, but merely enable their inception should the Board wish to advance them in the future.

Rail Investments

The timeline and costs for new rail projects in the United States and in a community with the relative density of Spokane point to rubber-tired transit as being the most practical response to encouraging more transit ridership in a reasonable timeframe. This, however, does not preclude the consideration of rail in corridors and demand patterns that could warrant it in the future.

Transit Equity and Inclusion

STA welcomes the continued discussion of ways to advance equity in connection to its core mission of providing public transportation to the region. In staff’s efforts to benchmark the draft element to equity framework, strategy documents, and policies consistent with other transit agencies, staff did not identify agencies using the concept of “belonging” in reference to external facing equity strategies. As such, its use in the context of public transportation is not yet developed. Regarding the recommendation to relocate discussion of environmental justice to another point in the plan, United States Department of Transportation (US DOT) guidance published since 2020 have integrated these terms without compromising the importance of either. This precedence is reflected in the draft plan.

Summary of Changes

The table below summarizes the changes to the various elements of the plan. The objective is to seek approval by the STA Board of Directors.

Element	Summary of Change
High Performance Transit	<ul style="list-style-type: none"> • Continued evolution of HPT map with new class/mode descriptions • Updated accompanying table to be consistent with class/modes and outputs from <i>Connect 2035</i> strategic plan network evaluation
Fixed Route Element	<ul style="list-style-type: none"> • No proposed changes. Service growth opportunities to be addressed in <i>Connect 2035</i>.
Paratransit	<ul style="list-style-type: none"> • Clarified that the paratransit boundary is bounded by the PTBA boundary • Clarified that if a geographic area is surrounded by Fixed Route service, but lies outside the ¼-mile buffer of Fixed Route service, that area will still receive paratransit service, consistent with federal regulation
Flexible Services	<ul style="list-style-type: none"> • Updated with new shared mobility language to create framework for defining service attributes • Added definitions for shared mobility, mobility hubs, mobility on demand • Added criteria for identification and design of mobility on demand projects

Element	Summary of Change
Communications and Public Input	<ul style="list-style-type: none"> • Added public participation spectrum • Updated outreach tools to reflect current best practices in public engagement, including consistent partner coordination • Updated "Public Input Categories" table
Revenues and Fares	<ul style="list-style-type: none"> • Minor language update throughout for consistency • Four new policies related to fares, addressing fare programs and rider contribution to the cost of service
Regional Transportation, Land Use, and Economic Development	<ul style="list-style-type: none"> • Updated element title to acknowledge economic development • Added economic development and transit-oriented development into element goal and policy language • Updated transit oriented development (TOD) and land acquisition policies to be more active and identify opportunities for STA to engage in TOD partnerships
Sustainability	<ul style="list-style-type: none"> • Minor updates to language • Minor reorganization
Transit Equity and Inclusion	<ul style="list-style-type: none"> • Created new Element with goal, principles, and policies • Moved Title VI policies from Annex 2 into main body of comprehensive plan

Planning & Development Committee Review

The Planning & Development Committee reviewed the final draft plan on October 2, 2024. In moving to adopt the revisions by resolution, the Committee included the striking of a sentence and associated phrasing that referenced the early days of mass transit and the fact that operating costs for transit were covered primarily, if not exclusively, by passenger fares. The motion passed unanimously.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by Resolution, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented.

COMMITTEE ACTION: Approved as revised by Committee and forwarded to the Board Action agenda.

RECOMMENDATION TO BOARD: Approve, by Resolution, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer BSM Legal Counsel MC

RESOLUTION NO. 826-24

A RESOLUTION FOR THE PURPOSE OF ADOPTING AMENDMENTS TO CONNECT SPOKANE: A COMPREHENSIVE PLAN FOR PUBLIC TRANSPORTATION

**SPOKANE TRANSIT AUTHORITY
Spokane County, Washington**

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future; and,

WHEREAS, by Resolution No. 665-10, the STA Board of Directors first adopted Connect Spokane: A Comprehensive Plan for Public Transportation (Comprehensive Plan) on July 21, 2010; and,

WHEREAS, subsequent updates to the Comprehensive Plan were adopted by the STA Board of Directors pursuant to Resolution No. 669-10, adopted September 15, 2010; a motion approved January 13, 2012; Resolution No. 711-13, adopted December 19, 2013; Resolution 717-14, adopted May 22, 2014; Resolution No. 732-15, adopted June 18, 2015; Resolution No. 760-17, adopted December 14, 2017; Resolution No. 769-19 adopted May 16, 2019; and Resolution No. 795-22, adopted May 19, 2022; and,

WHEREAS, the STA Board of Directors recognizes the need to update specific sections - High Performance Transit, Fixed Route Service, Paratransit Service, Flexible Services, Communications and Public Input, Revenues and Fares, Regional Transportation and Land Use, Sustainability - of the Comprehensive Plan to inform other ongoing planning efforts at the agency to ensure that recommendations are consistent with the most current policy, and,

WHEREAS, the STA Board of Directors recognizes the need to include a new element, Transit Equity and Inclusion, to consolidate existing Title VI policies and create new policies regarding an accessible and inclusive transit system that STA continually endeavors to provide to the residents and visitors of Spokane County; and,

WHEREAS, the STA Board of Directors recognizes the need to redefine the rider contribution to the cost of service for fixed-route transit service to more accurately reflect how STA pursues a pro-ridership philosophy while maintaining an affordable standard fare rate, and,

WHEREAS, the STA Board of Directors recognizes the need to identify existing eligibility-based reduced fare programs that were introduced with the Connect Card fare collection system while providing policy for the provision of additional eligibility-based reduced fare programs; and,

WHEREAS, the STA Board of Directors recognizes the need to provide a foundation for ongoing planning efforts to inform the future direction and vision of the agency, and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on September 19, 2024;

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

Section 1. The STA Board of Directors hereby adopts the amendments to the following existing and new elements of Connect Spokane: A Comprehensive Plan for Public Transportation as shown in Exhibit A:

- High Performance Transit
- Fixed Route Service
- Paratransit Service
- Flexible Services
- Communications and Public Input
- Revenues and Fares
- Regional Transportation, Land Use and Economic Development
- Sustainability
- Transit Equity and Inclusion

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Comprehensive Plan. The Chief Executive Officer or their designee is hereby authorized to take all action necessary and proper to effectuate the foregoing.

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

ADOPTED by STA at a regular meeting thereof held on the 17th day of October 2024.

Attest:

Dana Infalt
Clerk of the Authority

Al French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 10A: CONNECT 2035 STRATEGIC PLAN: COMMUNITY INPUT REVIEW & PACKAGING GUIDANCE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: Staff will review the various engagement activities and survey results that have occurred since the Board Workshop on September 4, 2024. Staff will also present a preliminary proposal for a single package of initiatives that could be incorporated into the draft plan, subject to Board guidance at the October 2, 2024, Planning & Development meeting.

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

<https://staconnect2035.com/>

Since the Board workshop on September 4, STA’s engagement activities have included:

Date	Activity
September 9 – September 30	Connect 2035 Community Survey
September 12	GSI Policy and Pints presentation
September 17	Tele Town Hall
September 21	Tabling at Valleyfest
September 24	Employee Meetings (four)
September 25	SRTC TTC/TAC presentations
September 25	Open House @ STA Plaza

Committee and Board engagement will continue to occur, with the following planned opportunities:

Date	Activity
October 17	Present results of community engagement and obtain guidance on initiative packaging for the draft plan
October 30	Overview of draft plan, implementation steps, and performance tracking
November 6	Draft Connect 2035 plan released
November 21	Public Hearing
December 4	Present Final Connect 2035 Plan to P&D Committee for recommendation
December 18	Adoption by STA Board

RECOMMENDATION TO BOARD: Approve, by motion, the list of initiatives to be included in the draft Connect 2035 strategic plan as presented.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 11A : DRAFT 2025 BUDGET

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: Staff will review with the Board the draft 2025 Budget, including the draft 2025 action plan and the draft 2025 operating and capital budgets (included in this packet).

The draft 2025 Budget is also available online for review:

<https://www.spokanetransit.com/financial-information/>

A public hearing before the Board will be scheduled for November 21, 2024, to receive input on the draft budget. The final proposed 2025 Budget is expected to be presented for Board approval on December 19, 2024.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ESM Legal Counsel MC

DRAFT

2025 BUDGET



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INTRODUCTION

Agency Overview

The Spokane Transit Authority (STA) is a Public Transportation Benefit Area (PTBA) organized and operating under the Revised Code of Washington (RCW) Chapter 36.57A, as a municipal corporation in the State of Washington. STA provides public transportation services within its boundaries which extend to roughly 248 square miles. The State of Washington Office of Financial Management estimates that 471,179 people were living within the PTBA in 2023. STA services include:

1. Local fixed route bus services in the City of Spokane, City of Spokane Valley, City of Liberty Lake, City of Millwood, City of Airway Heights, City of Medical Lake, City of Cheney and parts of the unincorporated County;
2. Paratransit services for those who live within ¼ mile of a bus route and who, because of their disability, are unable to use the regular bus service;
3. A public rideshare (formerly vanpool) and ride match program.

The organization currently employs nearly 735 people.

Governance and Organization

The Board of Directors provides the policy and legislative direction for STA and its administrators and approves its actions, budgets, and long-term plans. It also has the authority to levy taxes as authorized by state law (with voter approval).

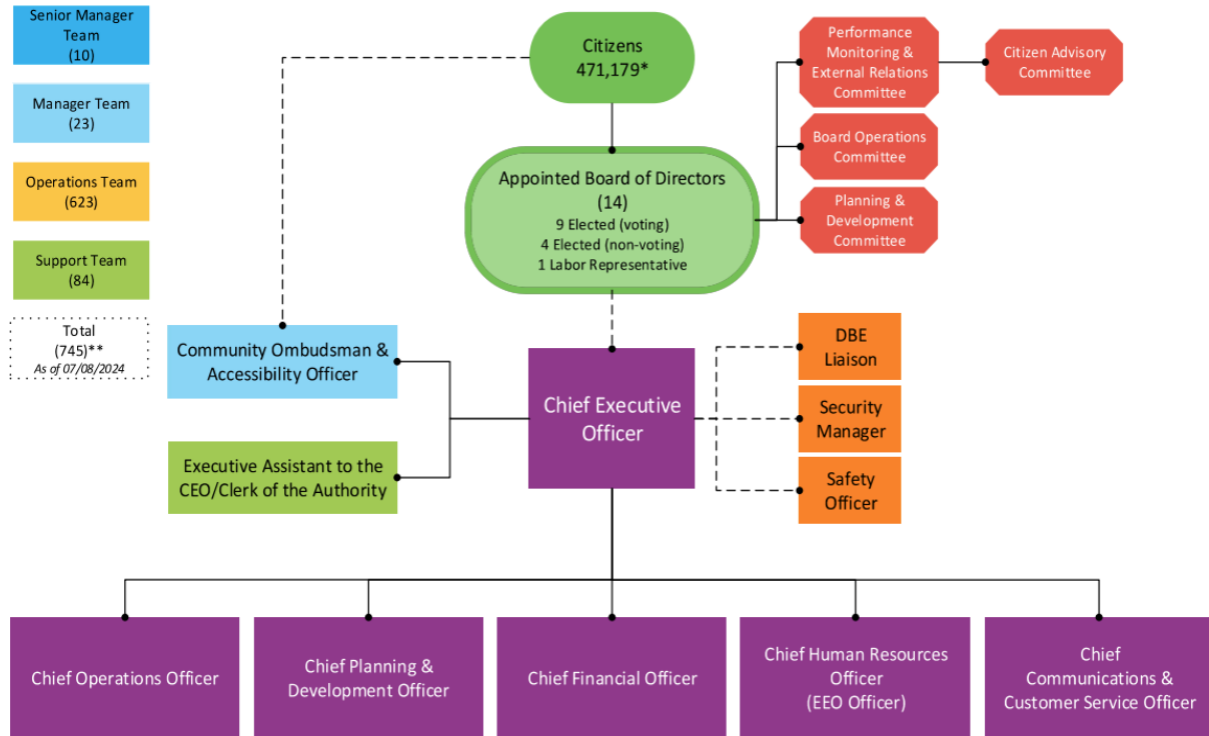
The STA Board is composed of nine voting members who are elected officials appointed by the jurisdictions in the PTBA. Jurisdictions include the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley as well as parts of the unincorporated County. Additionally, there are four non-voting elected officials from area small cities, and one non-voting representative of labor unions, for a total of 14 Board members. The current make-up of the Board is shown in the following table.

2024 Board of Directors

Name	Jurisdiction
Commissioner Al French, Chair	Spokane County
Mayor Pamela Haley, Chair <i>Pro Tem</i>	City of Spokane Valley
Commissioner Josh Kerns	Spokane County
Deputy Mayor Tim Hattenburg	City of Spokane Valley
Council President Betsy Wilkerson	City of Spokane
Council Member Zack Zappone	City of Spokane
Council Member Paul Dillon	City of Spokane
Council Member Kitty Klitzke	City of Spokane
Council Member Dan Dunne	City of Liberty Lake
Mayor Chris Grover	City of Cheney (Ex-Officio)
Council Member Lance Speirs	City of Medical Lake (Ex-Officio)
Council Member Dan Sander	City of Millwood (Ex-Officio)
Council Member Hank Bynaker	City of Airway Heights (Ex-Officio)
Ms. Rhonda Bowers	Labor Representative (non-voting)

Spokane Transit Organizational Chart

The Chief Executive Officer is appointed by the Board and oversees the administration of the agency directed by the policy guidance established by the Board of Directors. STA's Organization Chart is shown below:



7/9/2024

*Source: OFM 2023

**Based on total active employees.

1

Vision, Mission & Organizational Priorities

STA strives to encourage increased ridership while providing high quality, convenient and reasonably priced services by living by its Vision and embodying its Mission every day in everything it does. The Organizational Priorities convey STA's key tenant in upholding its promise to its riders, employees and the broader community it serves.

Vision

Connecting everyone to opportunity

Mission

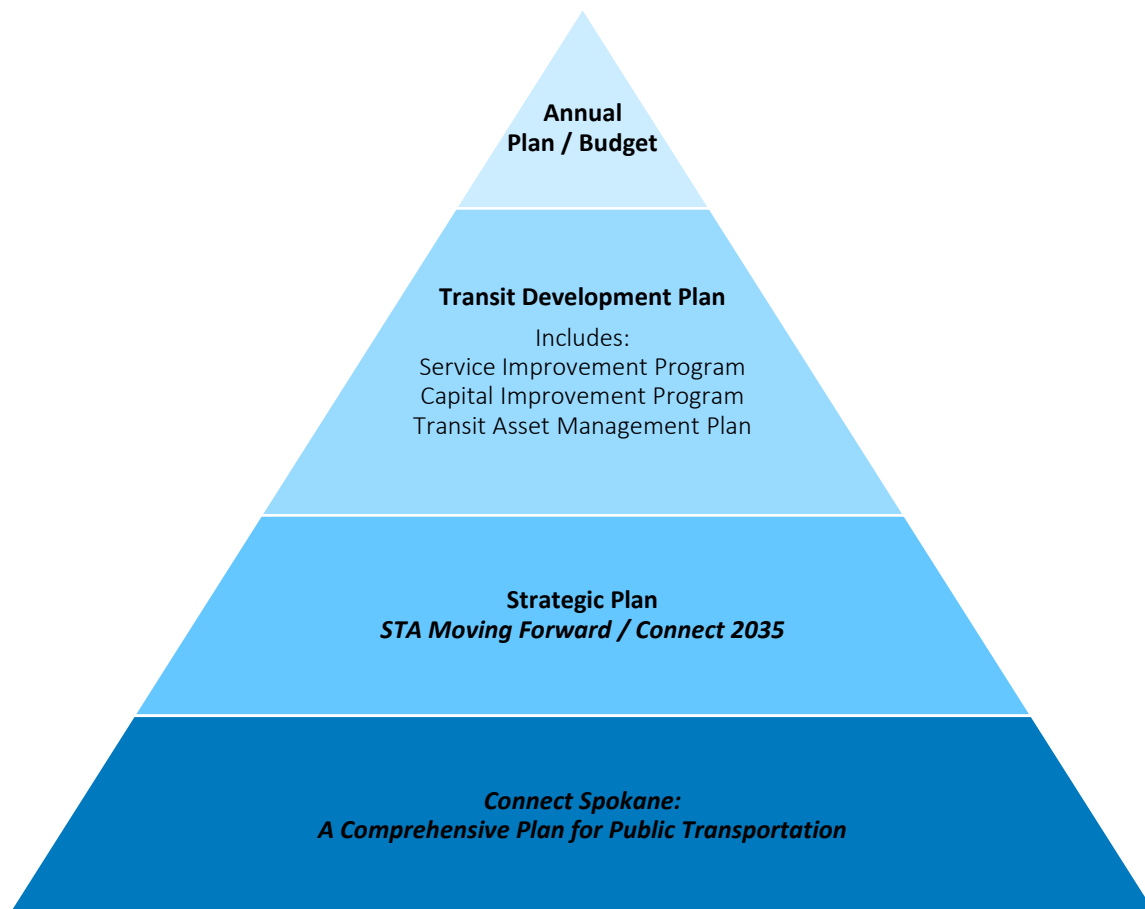
We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. We are leaders in transportation and a valued partner in the region's social fabric, economic infrastructure, and quality of life.

STA Organizational Priorities

1. Ensure Safety
2. Earn and Retain the Community's Trust
3. Provide Outstanding Customer Service
4. Enable Organizational Success
5. Exemplify Financial Stewardship

STA Planning Framework

STA's strategies, plans and actions are anchored in a framework which includes a series of documents which range in scope and time horizons beginning with its comprehensive plan, *Connect Spokane*, the core long-range planning and policy-setting document for the Agency. The next level in the framework is comprised of strategic planning, with STA in the late delivery stage of its current 10-year plan, *STA Moving Forward*, and in the development stage of its next 10-year plan, *Connect 2035*. The six-year Transit Development Plan (TDP), a state-required annual report, provides mid-range guidance, over a six-year period, about the deliverables for the Agency from a service and capital perspective. Lastly, the Annual Plan and Budget, the focus of this report, encapsulates the one-year efforts STA will undertake. Depicted in the following pyramid is the hierarchy of those plans to guide STA as it architects its future.



2025 Action Plan

The 2025 Action Plan links STA’s vision, mission and priorities to actions and activities which the Agency will undertake in 2025, bound together by a definition of organizational success. It reflects the ninth year of implementation of the *STA Moving Forward* plan, while launching implementation of STA’s new strategic plan, *Connect 2035*, envisioned to guide investments and strategic actions through 2035.

The actions and activities for 2025 are centered around the strategic goals defined and adopted in the foundation of the *Connect 2035* strategic plan to create alignment as the Agency begins the transition to its next future milestone in 2035.

Action 1: Elevate the customer experience.

STA provides safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. Fostering an easy-to-use, safe, and inviting experience promotes STA as a compelling transportation choice across the region. STA strives to improve the customer experience in every interaction they may have with the agency. From how to plan a trip, pay a fare, and provide feedback, STA wants every touch to reinforce the value it places on its riders. The following projects will be the agency’s key deliverables in supporting this first action along with the continued refinement of its existing service.

- **Pilot a safety ambassador program** – This initiative was identified in *Connect 2035* strategic planning and is included in the 2025 budget. Trained personnel are envisioned to regularly engage with customers throughout the Fixed Route bus system, providing information and a safe environment for riders and employees. This initiative is aimed at providing more “eyes on the streets” to deter undesirable behavior and enhance journeys for customers.
- **Sprague Line** – STA launched Route 9 Sprague in September 2024, refreshing the longstanding frequent service in the corridor as a High-Performance Transit corridor. Additional stop improvements will be made in 2025, subject to property easements and acquisitions to accommodate improvements.
- **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. In late 2025, STA will launch Route 7, the numbering of a High-Performance Transit route between Spokane Airport and Liberty Lake, serving downtown Spokane and the expanded Mirabeau Transit Center. Key stops along the corridor will see improvements. A future station along this corridor is Argonne Station Park and Ride. Design is expected to progress during 2025 to enable construction to begin the following year.
- **Division Street BRT** – Division Street Bus Rapid Transit is a crucial project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. STA has secured state, federal, and local funding to begin Project Development. STA expects to begin 60% design in 2025, while also submitting the project for a Small Starts project rating from the Federal Transit Administration, a key milestone in preparing for a future Capital Investment Grant (CIG) award.
- **Expand adoption of the Connect card and introduce enhancements** – STA will continue to create new partnerships with groups who will benefit from transit access and expand opportunities for youth to take advantage of the state-supported zero-fare program by expanding access through school districts, libraries, and other venues where youth interact. Enhancements, such as website customizations to improve useability and data collection for STA specific programs, will be developed as needed to provide the best possible experience for transit riders.
- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward the customer experience are likely to take place or begin in 2025.

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

STA operates in its region's ecosystem, delivering transportation options for community members. Creating strong partnerships will ensure that the Agency makes informed choices, through collaboration, that benefit everyone and contribute to the vibrancy and sustainability of this region now and in the future. The Agency will focus its efforts to support this second goal in 2025 through the following undertakings:

- **Partner in planning, developing, and implementing regional transportation and land use decisions** – STA's investments in High Performance Transit and Bus Rapid Transit (BRT) are shifting the land economics and investment decisions around these corridors. A broad group of stakeholders including elected officials, investors, developers, city staff, and riders are realizing the benefit of the high-quality, frequent, and predictable service that the Agency provides. STA strives to facilitate increased private and public investment in corridors served by High Performance Transit and around key transit stations and facilities. In 2025, STA will accomplish this through continued engagement with these stakeholders in updates to the Urban Growth Area (UGA) as well as in the development of the regional transportation plan, Horizon 2050, in addition to other local comprehensive planning efforts. In addition, STA will make the case for residential and employment- growth near its service by identifying and selecting a suitable location to begin a pilot Transit-Oriented Development project in 2025.
- **Implement Pilot of the Transit Oriented Development (TOD) Program** – STA will be launching a new TOD program in 2025, incentivizing partner jurisdictions to plan for increased densities and improved walkability surrounding HPT corridors and important transit nodes. The program is an initial pilot supported with funding identified by Board Resolution 790-21 adopted in December 2021, but may be continued as part of *Connect 2035*. Anticipated outcomes in 2025 include identifying areas of emphasis across the region to communicate relative priority for future TOD; releasing funding opportunities for selecting projects for technical assistance and station-area planning grants; and, evaluating STA-owned sites for potential TOD investments in the future.
- **Expand outreach to community partners, especially civic and community-based organizations, and local governments to collaborate with STA on key efforts including an update to its Title VI Program** – Throughout 2024, STA ramped up engagement within the region to gather feedback on various planning endeavors, such as the updates to *Connect Spokane* and the continued development of *Connect 2035* strategic plan. Continued progress in building relationships of trust is important for expanding the number of constructive conversations about transit along with other service improvements and projects being considered to ensure that underrepresented voices are being solicited, listened to, and reflected across these plans and efforts.
- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward community collaboration are likely to take place or begin in 2025.

Action 3: Strengthen STA's capacity to anticipate and respond to the demands of the region.

STA needs to grow and adapt to ever-changing conditions. Having a team who is well equipped and focused on the Agency's mission, along with strong supporting infrastructure, will provide the foundation required to deliver on the goals of this plan, balanced with providing reliable daily service. In support of this third goal, STA plans to do the following:



- **Advance the Facilities Master Plan toward preliminary siting and design** – The Facilities Master Plan will address future system-wide requirements for STA's maintenance, operations, and administration facilities. It is anticipated to identify requirements that are beyond STA's current capital program and will support strategic actions, such as zero-

emission fleets and growing service to the region. During the first half of 2025, the first phase of planning work will be completed, and is expected to detail the requirements and opportunity for a future "clean energy campus." A second phase of the Facilities Master Plan will commence by the second half of 2025, which will advance preliminary design of one or more facilities at specific sites, preparatory to completing environmental review and final design.

- **Implement STA's fleet replacement plan, including additional charging infrastructure, while preparing for the next steps in transitioning of the fleet toward zero emission vehicles in the future** – In 2025, STA will design additional on-route charging stations for construction and installation to support expanded daily use of the existing battery electric bus (BEB) fleet, for supporting BEB use primarily on routes 9 Sprague and 25 Division serving Spokane, Spokane Valley, and Spokane County.

- **Training and Development** – Adapting to the needs of the future will be critical. STA will invest in its team members by developing and delivering comprehensive programs which will impart the skills and training required to respond to and anticipate these evolving needs.



- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward strengthening the agency's capacity may begin in 2025.

2025 BUDGET

Executive Overview

The current year (2024) has been a year marked with key milestones for STA. Ridership is on track to meet or exceed targets for 2024 bringing STA back to pre-COVID ridership levels. Progress on key projects has continued, including fulfilling the commitment of 10-minute frequency mid-day, 7.5-minute frequency at peak times, as well as extended late-night service on STA's first Bus Rapid Transit (BRT) route, the City Line. STA Board of Directors and staff have continued work on the second phase of the new 10-year strategic plan, Connect 2035 with adoption expected in December. The next BRT project, Division, is in the Project Development phase with the Federal Transit Administration for a federally funded project, and STA launched Route 9 Sprague in September 2024, refreshing the longstanding frequent service in the corridor as a High Performance Transit corridor. STA is also finishing a major update to its comprehensive plan, *Connect Spokane*, which will update foundational guidance and policies for the Agency.

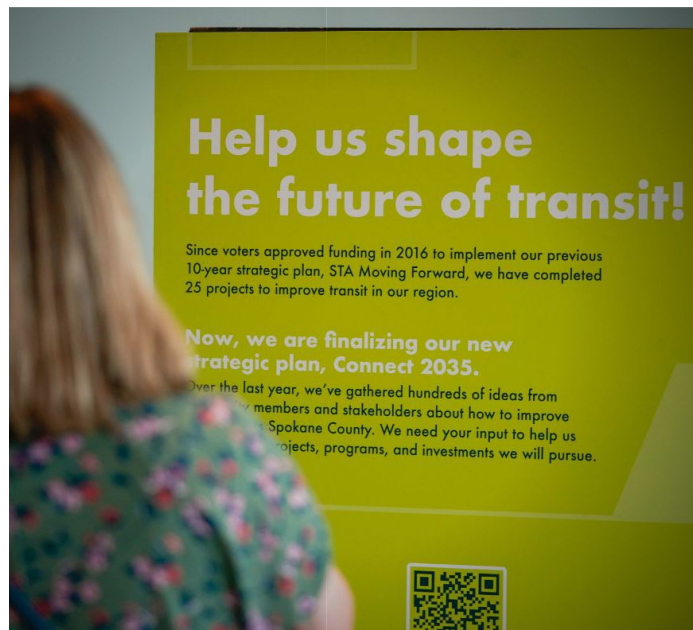
As STA looks to 2025 and beyond, the Agency will keep the goal of exemplifying financial stewardship it's primary focus. In addition, STA will keep in mind the economic and workforce uncertainties that surround it. The Spokane region continues to experience growth which comes with increasing traffic congestion, making STA's efforts to partner with the region to improve transportation essential. The 2025 actions and budget consider and provide as much anticipation to these elements which are outside of STA's control as possible and the Agency remains committed to planning and responding to changing expectations.

For STA in 2025, success will be defined by continued implementation of STA Moving Forward Plan, as well as starting implementation of the *Connect 2035* 10-year strategic plan which will provide the roadmap for impactful transportation investment in the region. The Agency's focus continues to be on making transit a convenient and easy option for travelers, which will support economic growth and address the associated traffic challenges of a strong region.

Building on a strong legacy and the support of those STA serves, the Agency is committed to the next phase of public transportation in the Spokane region by providing existing and new customers with more choices and tools to improve their experience with an Agency they can trust. STA is excited at the new opportunities which have come forward in the strategic planning work and the ability to translate those into reality for customers and across communities, as the Agency strives to realize its vision of connecting everyone to opportunities.

Budget Process

STA's budget process starts in late June each year. A Budget Calendar is published along with an Action Plan and Budget Guidance to aid staff in planning for any new Agency-wide initiatives which may impact the agency. In July, staffing levels are reviewed by the CEO and Executive Team to determine whether the positions requested are approved for addition to the budget. During July and August, department managers analyze and propose non-



personnel budgets and the salaries and benefits for all approved positions are calculated. The revenue budget is developed as well. The Draft Budget is presented to the Executive Team for review in late August with final draft documents completed in September.

The Budget is presented to the Board’s Planning & Development Committee and to the Board of Directors three times in October, November, and December each year. First, in October, the initial Draft Budget is presented to the Planning & Development Committee and the STA Board. The Proposed Budget is then presented at the Planning & Development Committee Meeting and at the Public Hearing held during the November Board meeting. A video summarizing key elements of the budget is published on the STA website for employee, citizen and public outreach in November. The Final Proposed Budget is presented to the Planning & Development Committee and to the Board for review and adoption at the December meeting.

Operating Budget

STA’s 2025 Draft Operating and Capital Budget is shown in the summary table below. Operating revenue of \$155.4M exceeds operating expenses of \$131.5M. The capital budget, net of capital grant revenue, is \$41.8M. Cash of \$34.4M is intentionally used to balance the budget in support of STA’s priority of exemplifying financial stewardship by remaining debt-free. Total Sources and Uses of Funds are \$210.5M.

Budget Comparison 2024 to 2025

	2024 Budget	Draft 2025 Budget	\$ Change from 2024 Budget	% Change from 2024 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	\$ 7,548,864	\$ 7,808,056	\$ 259,192	3.4%
Sales Tax	108,869,671	117,222,007	8,352,336	7.7%
State Grants	10,190,867	10,275,706	84,839	0.8%
Miscellaneous Revenue	5,398,945	7,209,004	1,810,059	33.5%
Federal Preventive Maintenance	11,189,185	12,837,846	1,648,661	14.7%
Subtotal: Operating Revenues	\$ 143,197,532	\$ 155,352,619	\$ 12,155,087	8.5%
Federal Capital Revenue	8,104,582	5,030,159	(3,074,423)	-37.9%
State Capital Revenue	12,178,184	17,216,175	5,037,991	41.4%
Subtotal: Capital Revenue	\$ 20,282,766	\$ 22,246,334	\$ 1,963,568	9.7%
Total Revenue	163,480,298	177,598,953	14,118,655	8.6%
Decrease in Cash Balance*	53,358,544	32,897,171	(20,461,373)	-38.3%
Total Source of Funds	\$ 216,838,842	\$ 210,496,124	\$ (6,342,718)	-2.9%
Estimated Expenditures:				
Fixed Route	\$ 78,970,783	\$ 86,199,499	\$ 7,228,716	9.2%
Paratransit	20,026,632	21,893,956	1,867,324	9.3%
Rideshare	908,949	951,453	42,504	4.7%
Plaza	3,525,016	4,144,634	619,618	17.6%
Administration	18,758,667	18,284,439	(474,228)	-2.5%
Total Operating Expenses	\$ 122,190,047	\$ 131,473,981	\$ 9,283,934	7.6%
Capital Expenditures - Includes FR & PT Fleet	75,281,079	62,543,420	(12,737,659)	-16.9%
FR & PT Fleet Replacement Allocation	19,367,716	16,478,723	(2,888,993)	100.0%
Total Use of Funds	\$ 216,838,842	\$ 210,496,124	\$ (6,342,718)	-2.9%

* Represents net decrease in cash from Cash & Reserves of \$24,667,302 plus reduction in Fleet Replacement Fund of \$8,229,869 for purchase of vehicles.

Operating Revenues

STA relies on three primary sources of revenue to fund its operations: 1) local, voter-approved sales tax, 2) fares, and 3) operating grant funding, both state and federal, along with interest and miscellaneous income. The Draft 2025 Budget includes Operating revenues of \$155,352,619. The following chart shows the major sources of revenue in tabular and graphical formats:

Operating Revenues by Category – 2023 Actual, 2024 Budget, Draft 2025 Budget

Revenue Type by Category						
Revenue Type	2023 Actual	2024 Budget	Draft 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Sales Tax Revenue	\$ 114,879,746	\$ 108,869,671	\$ 117,222,007	\$ 8,352,337	7.7%	
Fares & Other Transit Revenue	6,938,613	7,548,864	7,808,055	259,192	3.4%	
Federal Preventive Maintenance Grant	10,863,286	11,189,186	12,837,846	1,648,660	14.7%	
State Grants	9,247,716	10,190,867	10,275,706	84,839	0.8%	
Miscellaneous Revenue	5,947,117	5,398,945	7,209,004	1,810,059	33.5%	
Federal Stimulus Grants	20,079,508	-	-	-	0.0%	
Total Revenues	\$ 167,955,985	\$ 143,197,532	\$ 155,352,619	\$ 12,155,087	8.5%	



Sales Tax – Budgeted sales tax, provided by a local voter-approved sales tax rate of 0.8 percent levied within the PTBA, is the most significant source of operating revenue. Sales tax represents 75.5 percent of the 2025 Operating Revenue budget. STA has experienced favorable sales tax revenue growth over the last three years (actual versus budget), with increases of 6.3%, 7.0%, and 2.4% for 2022, 2023, and 2024 (YTD through September), respectively. 2025 Budget looks at both the current year trending growth rate and the broader state of the national and local economy where there continue to be mixed signals.

As such, STA budgeted a 2 percent increase in sales tax over the latest twelve months of actual receipts. For 2025, this creates a growth of 7.7 percent over the 2024 budget. STA continues to closely monitor collections of sales tax so it can take any necessary compensating actions should economic conditions deteriorate. Any excess revenue generated by favorable sales tax collection variances are reinvested in the Agency’s capital and operating program to support initiatives to be developed in the next 10-year strategic plan, *Connect 2035*.

Passenger Fares – Fare revenue is derived based on historical and forecasted ridership information, as shown below, combined with average fare per boarding.

Ridership Summary

	2023 Actual	2024 Budget	Draft 2025 Budget	Change from 2024 Budget	% Change from 2024 Budget
Fixed Route	8,947,157	9,159,766	10,390,000	1,230,234	13.4%
Paratransit	360,927	428,615	404,960	(23,655)	-5.5%
Rideshare	95,655	119,792	115,000	(4,792)	-4.0%
Total Ridership	9,403,739	9,708,173	10,909,960	1,201,787	12.4%

The average fare per fixed route boarding is expected to be \$0.64. Average fare per boarding varies due to the blend of fare types and overall ridership. There is no projected fare increase included in the 2025 Budget. The last standard fare increase was in 2019. The current Adult Fare is \$2.00 with a daily cap of \$4.00. The current Reduced Fare is \$1.00, with a daily cap of \$2.00. Youth who are 18 years of age and younger ride free.

STA’s fare philosophy is anchored in its comprehensive plan, *Connect Spokane*, which articulates that ridership increases are achieved by making public transportation cost effective and simple to use. Depending on the operating environment, type of transit service, and current demand, fare changes can play a role in the increase or decrease of ridership. The imposition of fares means there is opportunity to provide more service to more people with the additional revenues.

Federal Preventive Maintenance - STA is a recipient of Federal section 5307 formula grant funds for preventive maintenance. Use of these funds for maintenance is authorized by the Federal Transit Administration (FTA). An increase in 5307 funding came with the passage of the Infrastructure Investment and Jobs Act which apportioned additional funding to transit agencies across the United States beginning in 2022 and is expected to continue over the next 5 years. In 2025, this federal operating funding represents 8.3 percent of Operating Revenues.



State Grants - STA receives funding from the Washington State Department of Transportation for special needs related service. In addition, STA started receiving funding in 2023 from the Move Ahead Washington Transit Support Grant, the new state transportation package that will provide funding for public transportation over the next 16 years. The Transit Support Grant requires zero-fare for youth eighteen years of age and under. These operating grants represent 6.6 percent of 2025 Operating revenues.

Miscellaneous - This revenue consists primarily of investment earnings. Interest income has increased due to higher interest rates, but that is not expected to continue. The interest rate assumption for 2025 is 2.0%, on higher average cash balances.

Federal Stimulus Grants - One-time Federal contributions such as Coronavirus Aid, Relief, and Economic Security 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) and American Rescue Plan Act 2022 (ARPA) were included in Operating Revenues in 2022 and 2023. No one-time Federal contributions were received in 2024 and are not anticipated for 2025 and beyond.

Operating Expenses

The Draft 2025 Operating Expense budget totals \$131,473,981 which represents the cost to maintain existing operations in line with STA's Action Plan. Expenses are comprised of the following major functional and natural categories:

Expense Type by Function						
Expense Type	2023 Actual	2024 Budget	Draft 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Fixed Route	\$ 68,540,549	\$ 78,970,783	\$ 86,199,499	\$ 7,228,716	9.2%	
Paratransit	17,010,581	20,026,632	21,893,956	1,867,324	9.3%	
Rideshare	650,935	908,949	951,453	42,504	4.7%	
Plaza	2,537,238	3,525,016	4,144,634	619,618	17.6%	
Administration	15,601,317	18,758,667	18,284,439	(474,228)	-2.5%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,473,981	\$ 9,283,934	7.6%	

Expense Type by Natural Category						
Expense Type	2023 Actual	2024 Budget	Draft 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Salaries & Wages	\$ 47,671,659	\$ 50,065,161	\$ 54,053,684	\$ 3,988,524	8.0%	
Benefits	24,360,495	32,602,999	36,529,149	3,926,151	12.0%	
Services	5,752,423	7,485,105	7,917,671	432,566	5.8%	
Contract Transportation	6,889,444	8,135,235	8,219,544	84,309	1.0%	
Materials	14,496,716	17,069,581	17,461,114	391,533	2.3%	
Other	5,169,882	6,831,967	7,292,819	460,852	6.7%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,473,981	\$ 9,283,934	7.6%	

Operating expenses are most directly impacted by the number of revenue hours (a transit passenger vehicle in passenger carrying service for one hour) of service STA provides. Revenue miles are also a valuable indicator of the level of service activity. STA tracks each of these indicators by mode. The mode describes the type of service that STA provides:

Fixed Route (Motor Bus) - Fixed Route refers to regularly scheduled buses operating on established routes. This service is directly operated by STA. In 2023, STA introduced its first Bus Rapid Transit route, the City Line, which contributed to the budgeted increase in service hours with 15-minute service. The 2024 increase encapsulates full

deployment of the City Line to committed service frequency of 10-minutes mid-day and extended late night service, 7.5-minute peak frequency, along with other improvements. The 2025 increase is impacted by the September 2024 service change as well as changes to some minor holiday service changes occurring in 2025.

Paratransit (Demand Response) - Paratransit refers to the mode of service that provides a complementary service for those unable to use the regular bus because of the effects of their disability as provided under the Americans with Disabilities Act (ADA). Directly operated service is provided by STA personnel during the day on weekdays while purchased service is provided by a private contractor on nights and weekends, and when weekday support is needed.

Rideshare - Rideshare (formerly known as Vanpool) is a service for prearranged groups of riders who commute to a common destination in a van owned and maintained by STA. One of the passengers is designated as the driver. Employers participating in the program may provide a subsidy to their employees as a part of the state commute trip reduction (CTR) program.

The following charts shows the comparison of revenue hours and revenue miles by mode for 2023 Actual, 2024 Budget, and Draft 2025 Budget:

Revenue Hours by Mode

	2023 Actual	2024 Budget	Draft 2025 Budget	Change from 2024 Budget	% Increase from 2024 Budget
Fixed Route	494,282	530,131	541,671	11,540	2.2%
Paratransit	163,201	165,861	167,339	1,478	0.9%
Rideshare	28,536	30,142	32,734	2,592	8.6%
Total Revenue Hours	686,019	726,134	741,744	15,610	2.1%

Revenue Miles by Mode

	2023 Actual	2024 Budget	Draft 2025 Budget	Change from 2024 Budget	% Increase from 2024 Budget
Fixed Route	6,824,002	7,276,488	7,462,342	185,854	2.6%
Paratransit	2,316,653	2,642,377	2,595,919	(46,458)	-1.8%
Rideshare	1,016,131	1,070,516	1,070,516	-	0.0%
Total Revenue Miles	10,156,786	10,989,381	11,128,777	139,396	1.3%

Salaries & Wages – While directly influenced by the 2025 revenue hours assumptions and the associated labor required to provide the services, STA administers a competitive compensation program with wages inclusive of step increases for employees based on their tenure with the Agency, along with general wage increases. Staffing for 2025 includes 22 new positions, bringing the total budgeted count to 794 employees. Departmental employee detail can be found in the Employee section below. In 2025, the Agency will pilot a Safety Ambassador Program which accounts for 11 of the new positions. The estimated cost in 2025 is \$1 million. Overall, the increase in salaries & wages over 2024 reflects the new positions, general wage increases for ATU 1015, ATU 1598, AFSCME 3939, and management & administrative staff offset by the ending of the retention incentive program.

Benefits – The benefits budget includes assumptions for established cost increases, as well as known changes in required contribution rates. The two primary medical insurance programs offered by STA to its employees will increase by 10 percent and 6.85 percent, respectively, while the dental insurance premium will go down by 1.37% from 2024.

Services – The services budget consists of professional and technical services, contract and custodial maintenance, printing, security, and other services. The increase is reflective of the work that will be undertaken with STA’s information system consultants to complete a business continuity plan in 2025 as well as increased needs for custodial and facility engineering services at the Plaza.

Contract Transportation – As previously mentioned, STA engages a contractor to provide its Paratransit service on nights and weekends. In 2025, STA expects to request less service hours than it had budgeted for 2024. The overall contracted transportation budget for 2025 is only slightly more than 2024.

Materials –Fuel is the largest component of the materials budget. The 2025 budget assumes a cost per gallon of diesel fuel at \$4.05 compared to the 2024 budget assumption of \$4.45 per gallon. STA gets estimated fuel prices from the U.S. Energy Information Administration (EIA). In addition, the cost of vehicle repair parts is anticipated to increase slightly in 2025. The 2025 supplies budget anticipates a 2.3 percent increase from the 2024 budget. This increase is impacted by the budget assumption for the cost of fare media and software licenses and maintenance offset by lower fuel costs.

Other – Other expenses consist of utilities, insurance and miscellaneous items which are reflecting an increase of 6.8 percent over the 2024 budget. Property and liability insurance is one of the key drivers of this increase. For the Draft 2025 Budget, STA expects insurance costs to increase by approximately 15 percent based on the early estimates of rates provided by the Washington State Transit Insurance Pool (WSTIP), reflective of challenging insurance markets as insurance providers reduce the limits available for purchase. WSTIP determines the experience factor on an annual basis by comparing STA’s claim costs benchmarked against other WSTIP members with five (5) million or more miles driven over the course of a calendar year.

Departmental Overview

Operations

Fixed Route

Fixed Route is the core of the Agency service and consists of the administration and delivery of fixed route bus service to customers, 365 days a year. Agency-wide, Fixed Route coordinates service delivery with other Departments, and formulates and implements Agency goals consistent with the mission of STA. Fixed Route includes all Coach Operators, Supervisors, Dispatch and Transportation administrative functions.

Paratransit

Paratransit is a door to door, shared ride complementary service to Fixed Route for those whose disabilities prevent them from taking the bus. Paratransit includes Transportation administration, Reservations, Dispatch and Van Operators. Paratransit service is provided by a contractor at night and on weekends. Paratransit also oversees the Special Use Van and Surplus Van grant programs which provide transportation solutions to nonprofit organizations and community groups.



Rideshare

STA's rideshare program provides rideshare vehicles for groups of commuters who have at least one end of their commute in Spokane County. Rideshare staff provide day-to-day support to Rideshare participants including vehicle maintenance, recruitment and retention of participants as well as training of volunteer coordinators, drivers, and bookkeepers.

Vehicle Maintenance

Vehicle Maintenance is responsible for providing safe and reliable vehicles and equipment for the delivery of transportation services to customers, and in support of all other Agency business. They are involved in the selection and procurement of vehicles and parts, supplies, tools, and equipment while looking for ways to improve vehicle performance and safety to provide a clean, safe, reliable, and efficient environment for customers. The Department prepares the annual Transit Asset Management Plan.

Facilities & Grounds Maintenance

Facilities & Grounds Maintenance is responsible for STA's buildings and grounds, building systems, furnishings, and park and ride lots and bus stops. This includes STA's Administrative, Operating, and Maintenance Facilities and all Park and Ride facilities throughout STA's service area.

Administrative

Executive

The Chief Executive Officer (CEO) sets the overall direction, while providing supervision and coordination of the activities of the Agency in support of the vision and mission and in accordance with policies established by the Board of Directors. This includes the development and administration of Agency plans, services, programs, and policies and procedures.

Planning & Development

Planning & Development oversees the service planning, capital project delivery and grant administration and reporting activities for STA. Departmental staff design, monitor, and optimize fixed route bus services and develop routes for operators to select. The group is responsible for preparing the National Transit Database (NTD) report and submittal of the annual Transit

Development Plan and STA's comprehensive plan to the Board for approval. Further, the department is responsible for the design and delivery of capital and operating projects approved by the Board of Directors.



Human Resources

Human Resources seeks to create a team of highly effective individuals to further STA's vision and mission. Department staff accomplish this through the hiring, training and retention of employees committed to delivering outstanding public transportation. Human Resources manages the safety and security functions for the Agency. Safety responsibilities include the risk assessments, root cause analysis of accidents and incidents, creation and review of all safety related documents, and Agency-wide safety trainings while Security covers oversight and patrolling of the Agency's facilities and vehicles to monitor and manage for security and safety-related conditions.

Finance

Finance is responsible for recording and maintaining the Agency's financial transactions and supporting documentation in conformance with all state and federal accounting regulations, generally accepted accounting

principles and the Agency’s own policies. In addition, reporting to the Chief Financial Officer are Information Services and Purchasing. Information Services (IS) is responsible for the support, maintenance, and governance of the Agency’s information technology needs, including the management of cybersecurity risks. Purchasing administers the procurement of goods and services including oversight and monitoring of vendors, consultants, and contractors as well as contract development. Purchasing is also responsible for managing inventory of facility and vehicle parts, fuel, and operating supplies.

Communications & Customer Service

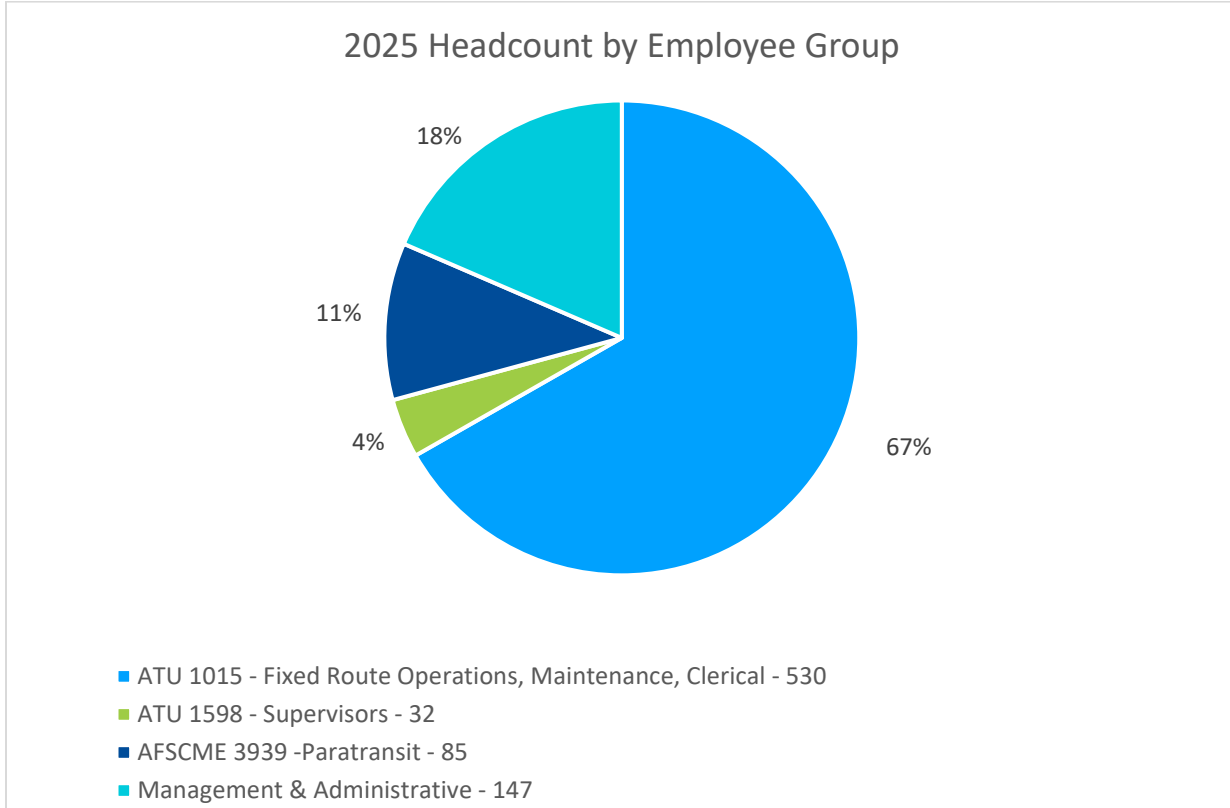
Communications staff is responsible for Agency marketing and communications, along with media relations. They produce informational and educational materials about the Agency and promote awareness about the use of STA’s services. The Department manages the website and real-time customer communications, and social media. The Customer Service team is responsible for pass/fare sales and assisting customers with schedules and trip planning.

Employees

STA’s Draft 2025 budgeted workforce consists of 768 full-time and 26 part-time employees, summarized across Departments as follows. A full detail of positions by functions is included in the Appendix section.

Department	Headcount		Total
	Full-Time	Part-Time	
Operations			
Fixed Route	369	25	394
Paratransit (directly operated)	93	0	93
Rideshare	2	0	2
Vehicle Maintenance	114	0	114
Facilities & Grounds Maintenance	35	0	35
Total Operations	613	25	638
Administrative			
Executive	5	0	5
Planning & Development	24	0	24
Human Resources including Security	59	0	59
Finance, Purchasing, and Information Services	41	1	42
Communications & Customer Service	26	0	26
Total Administrative	155	1	156
Total Agency Headcount	768	26	794

About 647 of STA employees are represented by one of three labor unions, in addition to non-represented management & administrative staff. The breakdown by employee group is as follows:



Staffing in 2025 includes an increase of 22 positions from the 2024 budget.

The new positions include, by function:

Fixed Route

- 1 Fixed Route Manager
- 1 Deputy Director of Operations
- 1 Operations Data & Research Analyst
- 1 Parts Clerk

Security

- 1 Lead Transit Officer
- 1 Security Specialist
- 10 Transit Safety Ambassadors

Maintenance

- 2 Servicers
- 1 General Repair Vehicle Technician
- 1 Journeyman Vehicle Repair Technician

Administration

- 1 Human Resources Manager
- 1 Safety Administrator

Capital Budget

The full Capital Improvement Plan by Projects is included in the Appendix section.

Spokane Transit Authority 2025 Capital Budget Summary							
Program Category	Program Name	2025 Capital Budget in TDP	Quantity	2025 Capital Budget Updated	State Funding	Federal Funding	Local Funding
Vehicles	Fixed Route Fleet Expansion	\$ 8,854,885	7	\$ 8,854,885	\$ 3,890,512	\$ 2,950,000	\$ 2,014,373
	Fixed Route Fleet Replacement	5,250,357	7	5,250,357	-	-	5,250,357
	Paratransit Van Replacement	965,139	6	965,139	-	-	965,139
	Rideshare Vehicle Replacement	605,000	11	605,000	-	-	605,000
	Non-Revenue Vehicles	170,000	4	170,000	-	-	170,000
Total Vehicles		\$ 15,845,381	35	\$ 15,845,381	\$ 3,890,512	\$ 2,950,000	\$ 9,004,869
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	\$ 5,169,895		\$ 4,019,895	\$ -	\$ -	\$ 4,019,895
	Fleck Center - Preservation and Improvements	62,000		62,000	49,495	-	12,505
	Miscellaneous Equipment and Fixtures	510,526		510,526	-	-	510,526
	Facility Master Plan Program (Connect 2035)	100,000		600,000	-	-	600,000
Total Facilities - Maintenance & Administration		\$ 5,842,421		\$ 5,192,421	\$ 49,495	\$ -	\$ 5,142,926
Facilities - Passenger & Operational	Park and Ride Upgrades	\$ 1,224,430		\$ 1,136,218	\$ -	\$ -	\$ 1,136,218
	Plaza Preservation and Improvements	1,225,098		2,025,098	-	-	2,025,098
	Route & Stop Facility Improvements	6,252,643		5,450,851	-	-	5,450,851
	Near Term Investments	289,601		1,823,566	-	-	1,823,566
	Transit Center Upgrades	5,700,000		1,230,000	-	-	1,230,000
Total Facilities - Passenger & Operational		\$ 14,691,772		\$ 11,665,733	\$ -	\$ -	\$ 11,665,733
Technology	Business Systems Replacement	\$ 1,240,000		\$ 1,240,000	\$ -	\$ -	\$ 1,240,000
	Capital Program Management Software	-		306,000	-	-	306,000
	Communications Technology Upgrades	80,000		80,000	-	-	80,000
	Fare Collection and Sales Technology Total	50,000		50,000	-	-	50,000
	IS Infrastructure and End User Equipment	871,300		971,300	-	-	971,300
	Operating & Customer Service Software	-		534,808	-	-	534,808
	Security and Access Technology	130,000		130,000	-	-	130,000
	Smart Bus Implementation	2,500,000		2,500,000	-	-	2,500,000
Total Technology		\$ 4,871,300		\$ 5,812,108	\$ -	\$ -	\$ 5,812,108
High Performance Transit Implementation	City Line	\$ -		\$ 500,000	\$ -	\$ 289,500	\$ 210,500
	Cheney Line	72,752		300,000	-	-	300,000
	I-90/Valley Line	12,754,867		12,872,591	6,261,761	1,790,659	4,820,171
	Monroe-Regal Line	727,371		1,040,373	-	-	1,040,373
	Sprague Line	1,000,000		2,985,813	1,290,407	-	1,695,406
	West Broadway Line	1,800,000		560,000	-	-	560,000
Total High Performance Transit Implementation		\$ 16,354,990		\$ 18,258,777	\$ 7,552,168	\$ 2,080,159	\$ 8,626,450
Connect 2035	Connect 2035 Future Initiatives	\$ 25,000,000		\$ -	\$ -	\$ -	\$ -
	Division Street BRT	4,500,000		5,544,000	5,544,000	-	-
	Wellesley Line	225,000		225,000	180,000	-	45,000
Total Connect 2035		\$ 29,725,000		\$ 5,769,000	\$ 5,724,000	\$ -	\$ 45,000
Total 2025 Capital Budget		\$ 87,330,864		\$ 62,543,420	\$ 17,216,175	\$ 5,030,159	\$ 40,297,086

Rolling Stock (Vehicles)

STA's Capital Budget includes \$15.9 million for procurement of 35 revenue and non-revenue vehicles.

Revenue Vehicles – The budget for revenue vehicles is \$15.7 million for procurement of 31 revenue vehicles. Revenue vehicles are those coaches and vans used to provide revenue service to passengers in the STA Public Transportation Benefit Area (PTBA). There are 7 fixed route forty-foot clean diesel coaches planned for replacement at a cost of \$5.3 million, 7 fixed route double decker signature coaches for expansion at a cost of \$8.8 million, 6 paratransit vans at about \$1.0 million, and 11 rideshare vehicles at about \$0.6 million. STA expects to receive \$6.8 million in federal and state funding to support the purchase of these vehicles.

Non-Revenue Vehicles – Non-revenue vehicles include vehicles needed for operations such as supervisor trucks, security vehicles, maintenance trucks, and road cars. STA plans to purchase 4 non-revenue vehicles at a cost of \$0.2 million in 2025.

Facilities – Maintenance & Administration

STA's Facilities Maintenance & Administration total budget for 2025 amounts to \$5.2 million. This includes \$4.0 million for preservation and enhancement of the STA maintenance and administration facilities at Boone which includes an electrical system upgrade for the Boone facilities, HVAC maintenance, a Clean Building audit, and the fire suppression upgrade. Fleck Center preservation and improvements of \$0.1 million for 2025 include the wrap up of the bus/van washer replacement. The capital budget for Facilities Maintenance and Administration also includes \$0.6 million for an update to the Facility Master Plan as well as \$0.5 million for other miscellaneous equipment and fixture needs of the Agency.

Facilities – Passenger & Operational

STA Facilities for Passenger and Operational needs for the 2025 budget is \$11.7 million. Included are upgrades to Park and Rides and Transit Centers, \$2.4 million of which includes West Plains Transit Center Operational Expansion and Enhancements and on-route charging infrastructure at Hastings Park and Ride and on HPT Route 9. STA plans to spend \$2.0 million for preservation and improvements to the STA Plaza focused on the Clean Building improvements as well as replacements of the fire panel, trash compactor, and design of Plaza Bay 1 for future construction. Route and Stop Facility Improvements and Near-Term Investments focus on those operational improvements for passengers and operations such as shelters, lighting, service changes, updates to bus stops, and other comfort and accessibility improvements. The 2025 budget for Route and Stop Facility Improvements and Near-Term Investments is \$7.3 million.



Technology

The total budget for Technology projects for 2025 is \$5.8 million. This includes Enterprise Asset Management System Implementation, Project Management Software, Communications Technology, Computer Equipment Preservation and Updates, Information Systems Infrastructure and End User Equipment, Operating and Customer Service applications, and Security and Access Technology.

High Performance Transit Implementation

STA's budget for 2025 High Performance Transit Implementation totals \$18.3 million. This includes continuing City Line obligations of \$0.5 million and the Cheney Line at \$0.3 million. In addition, STA has budgeted \$12.9 million for I-90/Valley Line projects such as Mirabeau Transit Center Improvements and the new Appleyway Station Park &

Ride. The Sprague Line will continue with a 2025 budget of \$3.0 million along with the Monroe-Regal Line and the West Broadway Line at \$1.0 million and \$0.6 million respectively.

Connect 2035

The Capital Budget for 2025 includes the Division Street Bus Rapid Transit (BRT) project and the Wellesley HPT Line Design as part of the Connect 2035 Strategic Plan. The 2025 budget for Division Street BRT is \$5.5 million with \$0.2 million for Wellesley HPT for a total of \$5.7 million.

Cash and Reserves

STA is a debt-free Agency and, as such, manages its resources to create a sustainable and balanced budget. The Cash balance represents the available cash resources of the Agency as of the end of the Budget period after 2025 budgeted operating and capital activities and Reserves, which are Board approved committed amounts.

Cash and Reserves Analysis

	Draft 2025 Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$ 155,352,619
Operating Expense	(131,473,981)
Revenue Over / (Under) Operating Expenses	\$ 23,878,638
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(32,067,217)
FR & PT Fleet Replacement Allocation	(16,478,723)
Total Local Cash Used for Capital Activities	\$ (48,545,940)
NET DECREASE IN CASH	\$ (24,667,302)
CASH (Projected beginning 2025)	\$ 212,624,465
CASH (Projected ending 2025)	\$ 187,957,163
BOARD DESIGNATED AND OTHER RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ (19,721,097)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Real Estate Acquisition Reserve	(25,000,000)
Claims Reserve - L&I required (other)	(357,000)
Total Board Designated & Other Reserves	\$ (55,528,097)
2025 Estimated End of Year Cash Balance After Reserves¹	\$ 132,429,066
2025 Estimated End of Year Fleet Replacement Fund Balance	\$ 29,538,385

¹ Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2025-2030 Capital Improvement Plan

Reserves

The Board of Directors adopted Board Resolution 630A-07 and 804-22 to establish selected designated cash reserve policies to include Self-Insurance, Operating Reserve and Real Estate related Reserves.

Self-Insurance Risk Reserve — A total of \$5.5 million dollars was designated to provide catastrophic self-insurance coverage for underground storage tanks to protect the Agency from exposures beyond the financial resources available through the Agency's insurance program.

Operating Reserve — A reserve equal to 15% of the annual adopted operating expense budget was established to protect the Agency from sudden and unforeseen financial challenges from fluctuating revenues or expenditures, by creating access to short-term liquidity when needed.

Right of Way Acquisition Reserve – In the normal course of its operations and capital development efforts, STA works in the right of way of others and must have a mechanism to quickly address issues that may impact delivery of service or capital projects. This reserve of \$4.95 million allows the Board to remedy right-of-way issues which cannot be planned.

Real Estate Reserve – STA's current and next strategic plans contain projects which call for significant investments in real estate to accomplish their desired capital and operational objectives. This reserve of \$25 million provides a mechanism for the Board of Directors for future acquisitions of real estate.

Fleet Replacement Fund

This fund was created as a mechanism to smooth the impact to cash of replacement and expansion of fixed route buses and paratransit vans. While not an officially designated reserve, it is used specifically for capital investments related to vehicles used in STA service. Annually, as part of the budget, STA funds and the Board of Directors approve the contribution to bring the fund to the appropriate level based on future vehicle purchases.

KEY PERFORMANCE INDICATORS

Fixed Route Key Operating Indicators	Draft 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$103,929,578	\$96,584,875	\$72,330,288
Revenue Hours	541,671	530,131	494,282
Passengers	10,390,000	9,159,766	8,947,157
Revenue Miles	7,462,342	7,276,488	6,824,002
Farebox Revenue	\$6,671,998	\$6,238,086	\$5,764,300
Farebox Recovery Ratio	6.4%	6.5%	8.0%
Average Fare	\$0.64	\$0.68	\$0.64
Cost per Passenger	\$10.00	\$10.54	\$8.08
Operating Cost per Revenue Hour	\$191.87	\$182.19	\$146.33
Operating Cost per Revenue Mile	\$13.93	\$13.27	\$10.60
Passengers per Revenue Hour	19.18	17.28	18.10
Passengers per Revenue Mile	1.39	1.26	1.31
Vehicles Operated in Maximum Service	160	164	165

Paratransit Key Operating Indicators	Draft 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$26,397,249	\$24,493,486	\$17,951,128
Revenue Hours	167,339	165,861	163,201
Passengers	404,960	428,615	360,927
Revenue Miles	2,595,919	2,642,377	2,316,653
Farebox Revenue	\$498,900	\$568,416	\$486,042
Farebox Recovery Ratio	1.9%	2.3%	2.7%
Average Fare	\$1.23	\$1.33	\$1.35
Cost per Passenger	\$65.18	\$57.15	\$49.74
Operating Cost per Revenue Hour	\$157.75	\$147.67	\$109.99
Operating Cost per Revenue Mile	\$10.17	\$9.27	\$7.75
Passengers per Revenue Hour	2.42	2.58	2.21
Passengers per Revenue Mile	0.16	0.16	0.16
Vehicles Operated in Max Service-Directly Operated	75	67	68
Vehicles Operated in Max Service-Contracted	49	49	40

Rideshare Key Operating Indicators	Draft 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$1,147,154	\$1,111,686	\$686,926
Revenue Hours	32,734	30,142	28,536
Passengers	115,000	119,792	95,655
Revenue Miles	1,070,516	1,070,516	1,016,131
Farebox Revenue	\$316,250	\$328,888	\$284,041
Farebox Recovery Ratio	27.6%	29.6%	41.3%
Average Fare	\$2.75	\$2.75	\$2.97
Cost per Passenger	\$9.98	\$9.28	\$7.18
Operating Cost per Revenue Hour	\$35.04	\$36.88	\$24.07
Operating Cost per Revenue Mile	\$1.07	\$1.04	\$.68
Passengers per Revenue Hour	3.51	3.97	3.35
Passengers per Revenue Mile	0.11	0.11	0.09
Vehicles Operated in Maximum Service	87	83	79

DRAFT BOARD RESOLUTION ADOPTING 2025 BUDGET

DRAFT RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2025 BUDGET AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, staff has prepared a proposed 2025 budget, provided public access to the budget and the STA Board of Directors has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2025 budget at its December 4, 2024 meeting and has recommended adoption by the STA Board of Directors at its December 19, 2024 meeting;

WHEREAS, pursuant to Resolution No. _____, the Board shall annually review and approve the level of cash reserves in conjunction with the budget adoption process.

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

Section 1. The STA Board of Directors hereby approves and adopts the 2025 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 155,352,619	Operating Expenses	\$ 131,473,981
Capital Grants	\$ 20,772,565	Capital Projects	\$ 62,543,420
From Cash Balance	\$ 34,370,940	Fleet Replacement Allocation	\$ 16,478,723
Total Source of Funds	\$ 210,496,124	Total Use of Funds	\$ 210,496,124

BOARD DESIGNATED CASH RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ 19,721,097
Risk Reserve	\$ 5,500,000
Right-of-Way Acquisition Reserve	\$ 4,950,000
Real Estate Acquisition Reserve	\$ 25,000,000
Total Board Designated Cash Reserves	\$ 55,171,097

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to carry out the purposes intended by the budget and to administer the provisions and appropriations as approved.

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

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

APPENDIX

Glossary

Accrual Basis of Accounting – A method of accounting that matches revenues and expenditures with the period to which they relate rather than received or distributed.

Americans with Disabilities Act (ADA) – Federal legislation mandating specific requirements for vehicles and facilities to accommodate the disabled.

Agency – As a government agency, Spokane Transit is referred to as “the Agency” throughout this document.

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ARPA – The American Rescue Plan Act, which President Biden signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation’s public transportation system as they continue to respond to the COVID-19 pandemic and support the President’s call to vaccinate the U.S. population.

Beginning Balance – The cash balance as of January 1.

Benefits – Employer paid costs provided for employees such as retirement contributions, medical and dental insurance premiums, workers’ compensation, and paid time off.

Boardings – Passengers are counted each time they board revenue vehicles no matter how many vehicles they use to travel from their origin to their destination. The official name of this statistic in National Transit Database (NTD) terms is “unlinked passenger trip.”

Budget – A financial plan for revenues and expenditures, according to a set of strategic decisions made by Agency leadership, which is approved by the Board of Directors annually. The budget funds initiatives and controls expenditures within boundaries.

Budget Amendment – A budget amendment is a formal action of the Board of Commissioners to approve changes after the initial budget adoption.

Budget Revision – A budget revision is a record of change to the budget with no financial impact, such as reclassification of costs.

Bus Rapid Transit – Bus Rapid Transit systems are designed to carry larger numbers of riders with greater speed, reliability, and frequency than a standard fixed-route bus.

Capital – Purchase or construction project that has a cost of greater than \$5,000, or \$50,000 aggregate, and a useful life of greater than one year.

Capital Budget – A portion of the annual budget that appropriates funds for the purchase of capital items.

CARES – The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27th, 2020. The CARES Act, a \$2+ trillion economic relief package, provided direct economic assistance for American workers and families, for small businesses, and for state and local governments, as well as preserves jobs for American industries.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor that measures the change in the cost of goods purchased in comparative timeframes.

Cost per Passenger – The cost of carrying each passenger determined by dividing the total cost of carrying all passengers by the total number of passenger trips.

Cost per Vehicle Mile – The cost of traveling one mile determined by dividing the total cost of providing service by the total number of miles traveled.

CRRSAA – The Coronavirus Response and Relief Supplemental Appropriations Act was signed into law on December 27, 2020. This includes \$900 billion in supplemental appropriations for COVID-19 relief. Of that, \$14 billion was allocated to support the transit industry during the COVID-19 public health emergency.

Deadhead Time – The number of hours a bus is traveling while not in revenue service. Includes travel between the garage and the beginning/end of a route or travel between two routes when the vehicle is not actually in service.

Department – An organizational unit of the Agency responsible for carrying out Agency functions.

Encumbrances – A classification of expenditures committed for goods or services for which payments have not been made.

Ending Balance – The cash balance as of December 31.

Expenditure – The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or materials.

Expenses – Decreases in net total assets that represent the total cost of operations during a period regardless of the timing of related expenditures.

Farebox Recovery Ratio – The total fares collected divided by total costs to operate the service.

Fiscal Year – The fiscal year for Spokane Transit is the calendar year January 1 through December 31.

Fixed Route – Bus operations that adhere to a published schedule on specific routes.

Full-time Equivalent (FTEs) – Units used for measuring personnel according to the percentage of hours worked annually, based on a 40-hour workweek / 52 weeks / 2080 hours.

Grants – A contribution by a government or other organization to support a particular function.

Insurance Budget – A portion of the annual budget that appropriates funds for Property and Liability Insurance provided by WSTIP (defined below).

Insurance Reserve – Reserves set at a level to adequately protect the Agency from self-insurance risks that are evaluated annually.

Key Performance Indicators (KPI) – Measures by which Spokane Transit evaluates the effectiveness and efficiency of its operations.

Maintenance and Operation Expenditures (M&O) – This term refers to expenditures paid to obtain goods or services, including services, supplies, fuel, utilities, insurance, etc. This category does not include personnel or capital expenditures.

Operating Budget – A portion of the annual budget that appropriates funds for continued operations.

Paratransit – A program whereby transportation services are provided to those with a qualifying disability within ¼ of a mile of our fixed bus routes.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Agency's staff.

PTBA – Public Transportation Benefit Area is a special taxing district established by Washington State for the purpose of providing public transportation. The PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley, as well as portions of the unincorporated county of Spokane surrounding those municipalities where the Agency provides public transportation services within its boundaries which extend to roughly 248 square miles.

Reserve – Reserves maintained to provide sufficient working capital and balance to finance cash flow requirements, unanticipated downturns in revenues, and provide funds for emergency expenditures set by Board of Commissioners.

Revenue – Income received by the Agency in support of its program of services to the PTBA.

Revenue Hours – A calculation of service based on the number of hours a vehicle is in service providing passenger trips (and is potentially collecting fare revenue). Revenue hours do not include deadhead time but do include layover time between trips.

Revenue Miles – A calculation of service based on the number of miles in which a vehicle is in service providing passenger trips (and is potentially collecting fare revenue).

Revenue Vehicle – Any vehicle which provides service resulting in fare revenue for the Agency.

Ridership – The total number of passenger boardings on fixed route, paratransit, or rideshare in a year.

Rideshare – A group of 3 to 15 people sharing the ride in an 8, 12, or 15-passenger van.

Rolling Stock – A category of capital assets consisting of transit vehicles such as buses, vans, cars, as well as vehicles used for support services.

Sales Tax – Tax on certain forms of consumption levied by the State of Washington within the service district for the Agency in the amount of eight-tenths of one percent (0.8 percent) effective in April 2019.

Self-insurance – The items determined to be administered by the Agency rather than covered by an insurance policy.

Service Hours – A calculation of service based on the number of hours a vehicle is on the road, includes revenue, recovery, and deadhead hours.

WSTIP – The Washington State Transit Insurance Pool consists of twenty-five Washington State public transit agencies, who combine their resources in order to provide and purchase insurance coverage, manage claims and litigation, and receive risk management assistance and training.

2025 Staffing by Function

	FUNDED 2016	FUNDED 2017	FUNDED 2018	FUNDED 2019	FUNDED 2020	FUNDED 2021	FUNDED 2022	FUNDED 2023	FUNDED 2024	FUNDED 2024 Additions	FUNDED 2025	2025 Change Compared to 2024 Funded Additions
01 FIXED ROUTE DIVISION - FUNCTION												
ADMINISTRATION OF TRANSPORTATION (010)	24	24	25	25	25	27	32	32	32	33	34	1
SCHEDULING OF TRANSPORTATION (021)	2	3	3	3	3	3	4	4	4	4	4	0
REVENUE VEHICLE OPERATIONS (030)	226	238	245	266	277	290	296	313	327	327	327	FT 0
REVENUE VEHICLE OPERATIONS (030)	28	28	25	25	25	25	22	25	25	25	25	PT 0
ADMINISTRATION OF MAINTENANCE (041)	5	5	5	6	7	7	8	8	8	8	8	0
ADMINISTRATION OF FACILITIES & GROUNDS (042)	1	1	1	1	1	1	1	1	1	1	1	0
SERVICE REVENUE VEHICLES (051)	12	12	13	15	15	20	20	24	24	24	24	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	41	43	46	48	51	54	56	58	64	63	63	0
MAINTENANCE FACILITIES AND GROUNDS (124)	20	22	24	25	27	32	33	33	33	33	33	0
FARE COLLECTION (150)	2	2	2	2	2	2	2	1	1	1	1	0
SECURITY (161)	12	13	13	13	13	13	13	19	27	28	40	12
CUSTOMER SERVICE (162)	12	12	13	14	14	14	15	16	15	15	15	FT 0
CUSTOMER SERVICE (162)	2	2	0	0	0	0	0	0	0	0	0	PT 0
LOSS CONTROL (165)	2	2	2	2	2	2	2	2	2.5	2.5	3.5	1
SAFETY AND TRAINING (166)	4	4	4	4	4	4	4	7	7	7	7	0
PURCHASING AND STORES (172)	4	4	4	4	4	4	5	5	6	6	7	1
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	4	2
FIXED ROUTE STAFFING TOTALS:	399	417	427	455	472	500	515	550	578	579	596	17.0
% CHANGE YEAR TO DATE	0.5%	4.5%	2.4%	6.6%	3.7%	5.9%	3.0%	6.8%	5.1%	0.2%	2.9%	
TOTAL REVENUE HOURS (BUDGETED)	401,385	408,312	426,689	453,013	465,480	459,196	482,774	508,550	530,131	530,131	541,671	
% CHANGE YEAR TO DATE	-0.2%	1.7%	4.5%	6.2%	2.8%	-1.4%	5.1%	5.3%	4.2%	0.0%	2.2%	
02 PARATRANSIT DIVISION - FUNCTION												
ADMINISTRATION OF TRANSPORTATION (010)	14	15	15	15	19	19	19	20	20	20	20	0
SCHEDULING OF TRANSPORTATION (021)	7	7	8	8	8	8	8	8	8.00	8.00	8.00	0
REVENUE VEHICLE OPERATIONS (030)	51	57	57	61	61	52	56	62	62	65	65	FT 0
REVENUE VEHICLE OPERATIONS (030)	5	3	3	2	2	2	1	5	5	0	0	PT 0
SERVICE REVENUE VEHICLES (051)	4	4	4	5	5	5	5	5	5	5	7	2
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	9	9	9	9	9	9	10	10	10	10	12	2
PARATRANSIT STAFFING TOTALS:	90	95	96	100	104	95	99	110	110.00	108.00	112.00	4.0
% CHANGE YEAR TO DATE	-4.3%	5.6%	1.1%	4.2%	4.0%	-8.7%	4.2%	11.1%	0.0%	-1.8%	3.7%	
TOTAL REVENUE HOURS (BUDGETED)	161,888	157,821	160,583	164,038	160,084	107,634	121,188	142,441	165,861	165,861	167,339	
% CHANGE YEAR TO DATE	5.3%	-2.5%	1.8%	2.2%	-2.4%	-32.8%	12.6%	17.5%	16.4%	0.0%	0.9%	
03 ADMINISTRATIVE DIVISION - FUNCTION												
COMMUNITY DEVELOPMENT (145)							1	4	4	4	4	0
OMBUDSMAN (162)	1	1	1	1	1	1	1	1	1	1	1	0
COMMUNICATIONS (163)	5	6	7	8	8	8	8	10	11	11	11	0
HUMAN RESOURCES (167)	5	6	6	7	7	7	8	8	8	8	9	1
INFORMATION SYSTEMS (170)	7	8	9	10	10	11	11	11	13	13	13	0
FINANCE (171)	8	10	10	10	10.60	10.60	10.60	10.60	10.60	10.60	10.60	0
PURCHASING (172)	2	3	3	4	5	5	6	8	8	8	8	0
ENGINEERING (173)	1	5	5	6	8	8	9	11	11	11	11	0
RECORDS MANAGEMENT (175)	1	1	1	1	1	1	1	2	2	2	2	0
GENERAL ADMINISTRATION (176)	4	4	4	4	4	4	4	4	4	4	4	0
PLANNING (177)	7	7	7	7	7	8	9	9	9	9	9	0
DATA COLLECTION (190)	1	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE STAFFING TOTALS:	42.0	51.0	53.0	58.0	61.60	63.60	67.60	78.60	81.60	81.60	82.60	1.0
% CHANGE YEAR TO DATE	0.0%	21.4%	3.9%	9.4%	6.2%	3.2%	6.3%	16.3%	3.8%	0.0%	1.2%	
04 PLAZA DIVISION - FUNCTION												
GENERAL ADMINISTRATION (176)									1	1	1	0
PLAZA STAFFING TOTALS:									1	1	1	0
% CHANGE YEAR TO DATE									100.0%	0.0%	0.0%	
05 RIDESHARE DIVISION - FUNCTION												
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	1	2	2	2	0
RIDESHARE STAFFING TOTALS:	2	2	2	2	2	2	2	1	2	2	2	0
% CHANGE YEAR TO DATE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-50.0%	100.0%	0.0%	0.0%	
REVENUE HOURS (BUDGETED)	37,277	37,853	29,933	31,081	29,079	28,092	26,970	26,830	30,142	30,142	32,734	
% CHANGE YEAR TO DATE	7.9%	1.5%	-20.9%	3.8%	-6.4%	-3.4%	-4.0%	-0.5%	12.3%	0.0%	8.6%	
STAFFING GRAND TOTAL:	533.00	565.00	578.00	615.00	639.60	660.60	683.60	739.60	772.60	771.60	793.60	22.00

Capital Improvement Plan by Projects

Spokane Transit Authority
2025-2030 6 yr CIP with Quantities

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure		QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP		
							PTD as of 12/31/2023	Remaining Budget													
Vehicles	Fixed Route Fleet - Expansion	533	MF: Fixed Route Fleet Expansion-2025-Signature	Not Started-MF	Funded-MF	8,854,885	-	8,854,885	7	2,014,373	3,890,512	2,950,000	8,854,885	-	-	-	-	-	8,854,885		
		905	MF: Fixed Route Fleet Expansion-2026	Not Started-MF	Funded-MF	1,545,105	-	1,545,105	2	-	-	-	-	1,545,105	-	-	-	-	1,545,105		
	Fixed Route Fleet - Expansion Total					10,399,990	-	10,399,990	9	2,014,373	3,890,512	2,950,000	8,854,885	1,545,105	-	-	-	-	10,399,990		
	Fixed Route Fleet - Replacement	492	Fixed Route Fleet Replacement-2026	Not started	Funded	7,725,524	-	7,725,524	10	-	-	-	-	7,725,524	-	-	-	-	7,725,524		
		494	Fixed Route Fleet Replacement-2026	Not started	Funded	4,529,432	-	4,529,432	4	-	-	-	-	4,529,432	-	-	-	-	4,529,432		
		877	Fixed Route Fleet Replacement-2027	Not started	Funded	4,774,374	-	4,774,374	6	-	-	-	-	-	4,774,374	-	-	-	4,774,374		
		904	Fixed Route Fleet Replacement-2025	Not started	Funded	5,250,357	-	5,250,357	7	5,250,357	-	-	5,250,357	-	-	-	-	-	5,250,357		
		1029	Fixed Route Fleet Replacement-2029	Not started	Funded	4,370,316	-	4,370,316	3	-	-	-	-	-	-	-	4,370,316	-	4,370,316		
	Fixed Route Fleet - Replacement Total					26,650,003	-	26,650,003	30	5,250,357	-	-	5,250,357	12,254,956	4,774,374	-	-	4,370,316	-	26,650,003	
	Non-Revenue Vehicles	776	Security Vehicles	Not started	Funded	80,000	-	80,000	2	80,000	-	-	80,000	-	-	-	-	-	-	80,000	
		778	F/R Service Vehicles	Not started	Funded	90,000	-	90,000	2	90,000	-	-	90,000	-	-	-	-	-	-	90,000	
		818	Supervisor Support Vehicles	Not started	Funded	90,000	-	90,000	2	-	-	-	-	90,000	-	-	-	-	-	90,000	
		879	Security Patrol Vehicles	Not started	Funded	90,000	-	90,000	5	-	-	-	-	-	90,000	-	-	-	-	90,000	
		880	Supervisor Support Vehicles	Not started	Funded	300,000	-	300,000	5	-	-	-	-	-	-	300,000	-	-	-	300,000	
		932	Shelter Response Truck	Not started	Funded	52,000	-	52,000	1	-	-	-	-	-	52,000	-	-	-	-	52,000	
		944	Security Support Vehicle	Not started	Funded	50,000	-	50,000	1	-	-	-	-	-	-	-	50,000	-	-	50,000	
	Non-Revenue Vehicles Total					752,000	-	752,000	18	170,000	-	-	170,000	142,000	390,000	50,000	-	-	-	752,000	
	Paratransit Vans	491	Paratransit Fleet Replacement-2025	Not started	Funded	965,139	-	965,139	6	965,139	-	-	965,139	-	-	-	-	-	-	965,139	
		837	Paratransit Fleet Replacement-2026	Not started	Funded	1,857,892	-	1,857,892	11	-	-	-	-	1,857,892	-	-	-	-	-	1,857,892	
		961	Paratransit Fleet Replacement-2028	Not started	Funded	3,724,229	-	3,724,229	20	-	-	-	-	-	-	3,724,229	-	-	-	3,724,229	
		1031	Paratransit Fleet Replacement-2029	Not started	Funded	3,910,441	-	3,910,441	20	-	-	-	-	-	-	-	-	3,910,441	-	3,910,441	
	Paratransit Vans Total					10,457,701	-	10,457,701	57	965,139	-	-	965,139	1,857,892	-	3,724,229	3,910,441	-	-	10,457,701	
	Rideshare Vans	826	Rideshare Replacement 2025	Not started	Funded	605,000	-	605,000	11	605,000	-	-	605,000	-	-	-	-	-	-	605,000	
		827	Rideshare Replacement 2026	Not started	Funded	635,000	-	635,000	11	-	-	-	-	635,000	-	-	-	-	-	635,000	
	881	Rideshare Replacement 2027	Not started	Funded	665,000	-	665,000	11	-	-	-	-	-	665,000	-	-	-	-	665,000		
	947	Rideshare New/ Replacement 2028	Not started	Funded	700,000	-	700,000	11	-	-	-	-	-	-	700,000	-	-	-	700,000		
	1030	Rideshare Replacement 2029	Not started	Funded	714,000	-	714,000	11	-	-	-	-	-	-	-	714,000	-	-	714,000		
	1102	Rideshare Vehicle Replacement-2030	Not started	Funded	847,319	-	847,319	10	-	-	-	-	-	-	-	-	-	847,319	847,319		
Rideshare Vans Total					4,166,319	-	4,166,319	65	605,000	-	-	605,000	635,000	665,000	700,000	714,000	-	-	4,166,319		
Vehicles Total						52,426,013	-	52,426,013	179	9,004,869	3,890,512	2,950,000	15,845,381	16,434,953	5,829,374	4,474,229	8,994,757	847,319	52,426,013		
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	324	Boone Facility Fire Alarm Upgrade	Work in Progress	Funded	350,000	153	349,847	-	174,847	-	-	174,847	-	-	-	-	-	174,847		
		779	Capital Replacement of BEB Electric Charging-202	Work in Progress	Funded	530,914	-	530,914	-	106,090	-	-	106,090	109,273	112,551	-	-	-	-	327,914	
		876	Steam Pit Lift	Not started	Funded	150,500	-	150,500	-	-	-	-	-	150,500	-	-	-	-	-	150,500	
		918	Electrical System Upgrade N/S Boone 2026	Not started	Funded	2,890,000	-	2,890,000	-	1,500,000	-	-	1,500,000	1,390,000	-	-	-	-	-	2,890,000	
		920	HVAC, Capital Replacement M&A Facilities 2023-	Not started	Funded	177,350	-	177,350	-	40,000	-	-	40,000	42,000	44,100	-	-	-	-	126,100	
		921	HVAC, Capital Replacement M&A Facilities 2028-	Not started	Funded	365,520	-	365,520	-	-	-	-	-	-	-	66,150	69,458	72,930	-	208,538	
		926	Overhead Garage Door Replacement 2023-27	Work in Progress	Funded	350,943	96,800	253,963	-	68,958	-	-	68,958	71,027	73,158	-	-	-	-	213,143	
		927	Overhead Garage Door Replacement 2028 -32	Not started	Funded	400,058	-	400,058	-	-	-	-	-	-	-	75,353	77,613	79,942	-	232,908	
		963	Capital Replacement of BEB Electric Charging-202	Not started	Funded	615,474	-	615,474	-	-	-	-	-	-	-	115,928	119,405	122,987	-	358,320	
		971	Automated Load Management	Not started	Funded	300,000	-	300,000	-	40,000	-	-	40,000	40,000	40,000	40,000	-	-	-	200,000	
		1024	Boone Clean Buildings- Dept of Commerce Work	Work in Progress	Funded	1,350,000	-	1,350,000	-	490,000	-	-	490,000	250,000	200,000	200,000	200,000	200,000	-	1,340,000	
		1025	NW Boone Fire Suppression Upgrade	Not started	Funded	1,600,000	-	1,600,000	-	1,600,000	-	-	1,600,000	-	-	-	-	-	-	1,600,000	
	Boone - Preservation and Enhancements Total						9,080,759	97,133	8,983,626	-	4,019,895	-	-	4,019,895	1,902,300	620,309	497,431	506,476	275,859	7,822,270	
	Facility Master Plan Program	828	Facilities Master Plan Update	Work in Progress	Funded	600,000	23,051	576,949	-	80,000	-	-	80,000	-	-	-	-	-	-	80,000	
		1041	Tenant Improvements	Not started	Funded	800,000	-	800,000	-	20,000	-	-	20,000	300,000	480,000	-	-	-	-	800,000	
		1111	2035: Facilities Master Plan Update Phase II	Not Started-2035	Funded-2035	500,000	-	500,000	-	500,000	-	-	500,000	-	-	-	-	-	-	500,000	
	Facility Master Plan Program Total						1,900,000	23,051	1,876,949	-	600,000	-	-	600,000	300,000	480,000	-	-	-	1,380,000	
	Fleck Center - Preservation and Improvements	062	Fleck Bus/Van Wash Replacement	Work in Progress	Funded	957,000	461	956,539	-	12,505	49,495	-	62,000	-	-	-	-	-	-	62,000	
	Fleck Center - Preservation and Improvements Total						957,000	461	956,539	-	12,505	49,495	-	62,000	-	-	-	-	-	-	62,000
	Miscellaneous Equipment and Fixtures	867	Drill Press Replacements	Not started	Funded	30,000	-	30,000	-	-	-	-	-	30,000	-	-	-	-	-	30,000	
		915	Main Boone TI Projects 2023-2027	Work in Progress	Funded	530,914	17,881	513,033	-	106,090	-	-	106,090	109,273	112,551	-	-	-	-	327,914	
		916	Main Boone TI Projects 2028-2032	Not started	Funded	615,477	-	615,477	-	-	-	-	-	-	-	115,928	119,406	122,988	-	358,322	
		922	Lift, six post replacement	Not started	Funded	87,500	-	87,500	-	-	-	-	-	-	87,500	-	-	-	-	87,500	
		924	Miscellaneous Equipment and Fixtures 2023-2027	Work in Progress	Funded	214,980	19,345	195,635	-	42,436	-	-	42,436	44,558	46,786	-	-	-	-	133,780	
	925	Miscellaneous Equipment and Fixtures 2028-2031	Not started	Funded	255,844	-	255,844	-	-	-	-	-	-	-	48,189	49,635	51,124	-	148,948		
	930	Press	Not started	Funded	25,000	-	25,000	-	25,000	-	-	25,000	-	-	-	-	-	-	25,000		
	1042	Paratransit Shop Tire Changer	Not started	Funded	25,000	-	25,000	-	25,000	-	-	25,000	-	-	-	-	-	-	25,000		
	1043	Paratransit Shop Tire Balancer	Not started	Funded	12,000	-	12,000	-	12,000	-	-	12,000	-	-	-	-	-	-	12,000		
	1044	Ventrac 4520 Tractor	Not started	Funded	90,000	-	90,000	-	90,000	-	-	90,000	-	-	-	-	-	-	90,000		
	1045	Main Boone Shop Mobile Lift	Not started	Funded	110,000	-	110,000	-	110,000	-	-	110,000	-	-	-	-	-	-	110,000		

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Expenditure		QTY	2025-2030							2025-2030 Total CIP			
						Budget Control	PTD as of 12/31/2023		Remaining Budget	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total		2028 Total	2029 Total	2030 Total
Administration	Miscellaneous Equipment and Fixtures	1046	Training Simulator	Not started	Funded	100,000	-	100,000	-	100,000	-	-	100,000	-	-	-	-	-	100,000
	Miscellaneous Equipment and Fixtures Total					2,096,715	37,226	2,059,489	-	510,526	-	-	510,526	183,831	246,837	164,117	169,041	174,112	1,448,464
Facilities - Maintenance & Administration Total						14,034,474	157,871	13,876,603	-	5,142,926	49,495	-	5,192,421	2,386,131	1,347,146	661,548	675,517	449,971	10,712,734
Facilities - Passenger & Operational	Near Term Investments	948	Bus Stops for Hayford & McFarlane (West Plains)	Work in Progress	Funded-NT	600,000	-	600,000	-	-	-	-	600,000	-	-	-	-	-	600,000
		949	New Bus Stops & Comfort Stn -Spokane Valley	Work in Progress	Funded-NT	794,000	7,117	786,883	-	651,886	-	-	651,886	-	-	-	-	-	651,886
		950	East Fifth Avenue Bus Stop Accessibility & Improv	Work in Progress	Funded-NT	348,000	630	347,370	-	171,680	-	-	171,680	-	-	-	-	-	171,680
		1011	Airway Heights Connector	Work in Progress	Funded-NT	2,000,000	-	2,000,000	-	1,000,000	-	-	1,000,000	-	-	-	-	-	1,000,000
Near Term Investments Total						3,742,000	7,747	3,734,253	-	1,823,566	-	-	1,823,566	600,000	-	-	-	-	2,423,566
	Park and Ride Upgrades	928	Park and Ride Major Preservation 2023-2027	Not started	Funded	106,182	-	106,182	-	21,218	-	-	21,218	21,854	22,510	-	-	-	65,582
		929	Park and Ride Major Preservation 2028-2032	Not started	Funded	123,091	-	123,091	-	-	-	-	-	-	-	23,185	23,880	24,597	71,662
		1065	On-route BEB charging infrastructure - Hastings P	Not started	Funded	3,615,000	-	3,615,000	-	415,000	-	-	415,000	3,200,000	-	-	-	-	3,615,000
		1066	On-route BEB charging infrastructure - Route 9 HI	Not started	Funded	4,900,000	-	4,900,000	-	700,000	-	-	700,000	4,200,000	-	-	-	-	4,900,000
Park and Ride Upgrades Total						8,744,273	-	8,744,273	-	1,136,218	-	-	1,136,218	7,421,854	22,510	23,185	23,880	24,597	8,652,244
	Plaza Preservation and Improvements	845	Plaza Preservation and Improvements 2023-2027	Work in Progress	Funded	273,420	42,842	230,578	-	54,636	-	-	54,636	56,275	57,964	-	-	-	168,875
		958	Plaza Preservation & Improvements 2028-2032	Not started	Funded	316,971	-	316,971	-	-	-	-	-	-	-	59,703	61,494	63,339	184,536
		1026	Plaza Clean Buildings- Dept of Commerce Work	Work in Progress	Funded	1,657,690	-	1,657,690	-	1,115,000	-	-	1,115,000	330,750	211,940	-	-	-	1,657,690
		1047	Plaza Compactor Replacement	Not started	Funded	78,000	-	78,000	-	78,000	-	-	78,000	-	-	-	-	-	78,000
		1048	Plaza Fire Panel Replacement	Not started	Funded	390,248	-	390,248	-	390,248	-	-	390,248	-	-	-	-	-	390,248
		1049	Plaza Ice/Water Machine	Not started	Funded	24,214	-	24,214	-	24,214	-	-	24,214	-	-	-	-	-	24,214
		1050	Plaza Sidewalk Scrubber	Not started	Funded	103,000	-	103,000	-	103,000	-	-	103,000	-	-	-	-	-	103,000
		1051	Plaza Miscellaneous Equipment	Not started	Funded	646,842	-	646,842	-	100,000	-	-	100,000	103,000	106,090	109,273	112,551	115,928	646,842
		1052	Plaza Roof Replacement	Not started	Funded	660,708	-	660,708	-	-	-	-	-	500,000	160,708	-	-	-	660,708
		1053	HVAC, Capital Replacement Plaza 2025-2030	Not started	Funded	375,000	-	375,000	-	50,000	-	-	50,000	55,000	60,000	65,000	70,000	75,000	375,000
		1067	Plaza Bay 1 Design and Construction	Not started	Funded	810,000	-	810,000	-	110,000	-	-	110,000	690,000	10,000	-	-	-	810,000
Plaza Preservation and Improvements Total						5,336,093	42,842	5,293,251	-	2,025,098	-	-	2,025,098	1,735,025	606,702	233,976	244,045	254,267	5,089,113
	Route & Stop Facility Improvements	464	MF: Rural Highway Stop Improvements 2022-202	Work in Progress	Funded-MF	700,000	6,708	693,292	-	422,000	-	-	422,000	-	-	-	-	-	422,000
		743	MF: Service Change Bus Stops 2021-2023	Work in Progress	Funded-MF	1,650,940	1,720,502	130,438	-	49,539	-	-	49,539	-	-	-	-	-	49,539
		753	Transit Shelter Lighting Retrofits 2020-2024	Work in Progress	Funded	175,000	-	175,000	-	175,000	-	-	175,000	-	-	-	-	-	175,000
		789	North Havana Street Sidewalk Improvement Proj	Work in Progress	Funded	270,000	7,387	262,613	-	235,000	-	-	235,000	-	-	-	-	-	235,000
		822	Bus Stop Improvements - 2026	Not started	Funded	100,000	-	100,000	-	-	-	-	-	100,000	-	-	-	-	100,000
		823	Operational Improvements - 2026	Not started	Funded	200,000	-	200,000	-	-	-	-	-	200,000	-	-	-	-	200,000
		824	Transit Shelter Replacement - 2022-2026	Work in Progress	Funded	207,500	54,947	152,553	-	103,895	-	-	103,895	-	-	-	-	-	103,895
		887	2023 Bus Stop Accessibility Improvement Project	Work in Progress	Funded	205,250	-	205,250	-	205,250	-	-	205,250	-	-	-	-	-	205,250
		888	Bus Stop Accessibility Improvement Project 2024	Work in Progress	Funded	1,116,250	-	1,116,250	-	455,000	-	-	455,000	224,000	230,000	177,000	30,250	-	1,116,250
		894	Cooperative Projects 2022-2027	Work in Progress	Funded	3,000,000	670,869	2,329,131	-	500,000	-	-	500,000	500,000	335,021	-	-	-	1,335,021
		896	Indian Trail Layover Improvement Project	Not started	Funded	225,000	-	225,000	-	-	-	-	-	225,000	-	-	-	-	225,000
		898	Route Segment Investment Projects	Work in Progress	Funded	1,767,500	5,555	1,761,945	-	417,000	-	-	417,000	-	-	-	-	-	417,000
		899	Shelters & Lighting Program	Work in Progress	Funded	991,200	45,464	945,736	-	249,800	-	-	249,800	207,077	71,500	-	-	-	528,377
		903	Whitworth University Comfort Station	Work in Progress	Funded	354,257	1,169	353,088	-	265,409	-	-	265,409	25,000	-	-	-	-	290,409
		965	Cheney Eagle Station Bay 1	Work in Progress	Funded	300,000	16,247	283,753	-	252,579	-	-	252,579	-	-	-	-	-	252,579
		1014	North Freya Corridor Bus Stops	Not started	Funded	400,000	-	400,000	-	50,000	-	-	50,000	350,000	-	-	-	-	400,000
		1015	North Spokane Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	-	85,000	515,000	515,000	465,000	-	1,580,000
		1016	South Spokane Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	-	85,000	515,000	515,000	465,000	-	1,580,000
		1017	Spokane Valley Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	-	85,000	515,000	515,000	465,000	-	1,580,000
		1018	West Plains Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	-	85,000	515,000	515,000	465,000	-	1,580,000
		1019	Sprague-Bernard to Division	Work in Progress	Funded	3,700,000	-	3,700,000	-	50,000	-	-	50,000	3,150,000	-	-	-	-	3,200,000
		1022	Veterans Administration -Bus Stop & Crosswalk	Work in Progress	Funded	500,000	-	500,000	-	-	-	-	-	25,000	475,000	-	-	-	500,000
		1039	Service Change Improvements - 2024	Work in Progress	Funded	1,500,000	-	1,500,000	-	989,379	-	-	989,379	-	-	-	-	-	989,379
		1054	Property Acquisition Due Diligence-7 Mile	Not started	Funded	300,000	-	300,000	-	-	-	-	-	300,000	-	-	-	-	300,000
		1055	Property Acquisition Due Diligence-Latah Valley	Not started	Funded	300,000	-	300,000	-	-	-	-	-	300,000	-	-	-	-	300,000
		1056	Annual Service Change-2025	Not started	Funded	725,000	-	725,000	-	725,000	-	-	725,000	-	-	-	-	-	725,000
		1057	Annual Service Change-2026	Not started	Funded	760,000	-	760,000	-	76,000	-	-	76,000	684,000	-	-	-	-	760,000
		1058	Annual Service Change-2027	Not started	Funded	1,100,000	-	1,100,000	-	-	-	-	-	-	1,100,000	-	-	-	1,100,000
		1059	Annual Service Change-2028	Not started	Funded	960,000	-	960,000	-	-	-	-	-	-	-	960,000	-	-	960,000
		1060	Annual Service Change-2029	Not started	Funded	1,000,000	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000	-	1,000,000
		1061	Annual Service Change-2030	Not started	Funded	1,000,000	-	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000	
		1062	Bus Stop Improvements-2030	Not started	Funded	980,000	-	980,000	-	-	-	-	-	-	-	-	-	980,000	
		1063	Comfort Station Program	Not started	Funded	3,220,000	-	3,220,000	-	180,000	-	-	180,000	1,000,000	1,100,000	930,000	10,000	-	3,220,000
		1064	Enhanced Customer Information Signage	Not started	Funded	241,000	-	241,000	-	50,000	-	-	50,000	35,000	36,000	38,000	40,000	42,000	241,000
Route & Stop Facility Improvements Total						34,468,897	2,528,848	31,940,049	-	5,450,851	-	-	5,450,851	7,665,077	5,407,521	4,165,000	2,940,250	2,022,000	27,650,699

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Expenditure		Remaining Budget	QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP	
						Budget Control	PTD as of 12/31/2023													
Operational	Transit Center Upgrades	1023	West Plains Transit Center- Operational Expansio	Work in Progress	Funded	7,000,000	-	7,000,000	-	1,230,000	-	-	1,230,000	4,570,000	-	-	-	-	-	5,800,000
	Transit Center Upgrades Total					7,000,000	-	7,000,000	-	1,230,000	-	-	1,230,000	4,570,000	-	-	-	-	-	5,800,000
Facilities - Passenger & Operational Total						59,291,263	2,579,437	56,711,826	-	11,665,733	-	-	11,665,733	21,991,956	6,036,733	4,422,161	3,208,175	2,300,864	-	49,625,622
Technology	Business Systems Replacement	841	Enterprise Asset Management System Implemen	Work in Progress	Funded	1,410,000	-	1,410,000	-	1,240,000	-	-	1,240,000	-	-	-	-	-	-	1,240,000
	Business Systems Replacement Total					1,410,000	-	1,410,000	-	1,240,000	-	-	1,240,000	-	-	-	-	-	-	1,240,000
	Capital Program Management Software	763	Project Management Software	Not started	Funded	306,000	-	306,000	-	306,000	-	-	306,000	-	-	-	-	-	-	306,000
	Capital Program Management Software Total					306,000	-	306,000	-	306,000	-	-	306,000	-	-	-	-	-	-	306,000
	Communications Technology Upgrades	1068	Small Real-Time Digital Signage Pilot	Not started	Funded	80,000	-	80,000	-	80,000	-	-	80,000	-	-	-	-	-	-	80,000
		1100	Digital Signage Replacement	Not started	Funded	2,000,000	-	2,000,000	-	-	-	-	-	1,000,000	1,000,000	-	-	-	-	2,000,000
		1101	Motorola Two Way Radio Replacement consultin	Not started	Funded	300,000	-	300,000	-	-	-	-	-	-	300,000	-	-	-	-	300,000
	Communications Technology Upgrades Total					2,380,000	-	2,380,000	-	80,000	-	-	80,000	1,000,000	1,300,000	-	-	-	-	2,380,000
	Computer Equipment Preservation and Updates	1007	Mobile Data Router Replacement 2028	Not started	Funded	500,000	-	500,000	-	-	-	-	-	-	-	500,000	-	-	-	500,000
		1008	Mobile Data Router Replacement 2029-All except	Not started	Funded	513,000	-	513,000	-	-	-	-	-	-	-	-	513,000	-	-	513,000
	Computer Equipment Preservation and Updates Total					1,013,000	-	1,013,000	-	-	-	-	-	-	-	500,000	513,000	-	-	1,013,000
	Fare Collection and Sales Technology	1070	Genfare Farebox Upgrade	Not started	Funded	500,000	-	500,000	-	50,000	-	-	50,000	450,000	-	-	-	-	-	500,000
	Fare Collection and Sales Technology Total					500,000	-	500,000	-	50,000	-	-	50,000	450,000	-	-	-	-	-	500,000
	IS End User Equipment	1067	PC Refresh	Not started	Funded	653,000	-	653,000	-	-	-	-	-	-	428,000	225,000	-	-	-	653,000
	IS End User Equipment Total					653,000	-	653,000	-	-	-	-	-	-	428,000	225,000	-	-	-	653,000
	IS Infrastructure and End User Equipment	336	Fiber Communications	Work in Progress	Funded	1,004,355	547,155	457,200	-	109,300	-	-	109,300	112,600	115,900	119,400	-	-	-	457,200
		934	Network Switch Replacement	Not started	Funded	720,000	-	720,000	-	-	-	-	-	720,000	-	-	-	-	-	720,000
		936	Cyber Security Technologies	Not started	Funded	290,000	-	290,000	-	75,000	-	-	75,000	-	-	-	-	-	-	75,000
		941	Desktop and Laptop Refresh	Not started	Funded	653,000	-	653,000	-	-	-	-	-	428,000	225,000	-	-	-	-	653,000
		1071	Archival Storage	Not started	Funded	175,000	-	175,000	-	-	-	-	-	-	-	-	175,000	-	-	175,000
		1072	Uninterruptable Power System-Boone Comm Roc	Not started	Funded	23,000	-	23,000	-	23,000	-	-	23,000	-	-	-	-	-	-	23,000
		1073	Uninterruptable Power System-Boone Datacente	Not started	Funded	55,000	-	55,000	-	55,000	-	-	55,000	-	-	-	-	-	-	55,000
		1074	Uninterruptable Power System-Fixed Route Disps	Not started	Funded	70,000	-	70,000	-	-	-	-	-	70,000	-	-	-	-	-	70,000
		1075	Uninterruptable Power System-various racks	Not started	Funded	45,000	-	45,000	-	-	-	-	-	-	-	-	45,000	-	-	45,000
		1076	Firewalls-Boone Edge	Not started	Funded	83,000	-	83,000	-	-	-	-	-	83,000	-	-	-	-	-	83,000
		1077	Firewalls-Plaza Edge	Not started	Funded	29,000	-	29,000	-	-	-	-	-	-	-	29,000	-	-	-	29,000
		1078	Storage-Flashblade	Not started	Funded	200,000	-	200,000	-	-	-	-	-	200,000	-	-	-	-	-	200,000
		1079	Network Switches	Not started	Funded	672,000	-	672,000	-	141,000	-	-	141,000	206,000	121,000	-	204,000	-	-	672,000
		1080	Primary Storage	Not started	Funded	184,000	-	184,000	-	86,000	-	-	86,000	-	-	98,000	-	-	-	184,000
		1081	Servers-Boone	Not started	Funded	405,000	-	405,000	-	180,000	-	-	180,000	-	-	-	225,000	-	-	405,000
		1082	Servers-Plaza	Not started	Funded	322,000	-	322,000	-	-	-	-	-	143,000	-	-	-	-	179,000	322,000
		1083	Voice Gateway and SIP Router	Not started	Funded	108,000	-	108,000	-	108,000	-	-	108,000	-	-	-	-	-	-	108,000
		1084	Wireless Controllers and AP's	Not started	Funded	153,000	-	153,000	-	56,000	-	-	56,000	-	-	31,000	-	-	66,000	153,000
		1086	Mobile Data Routers-non-revenue vehicles	Not started	Funded	134,000	-	134,000	-	-	-	-	-	134,000	-	-	-	-	-	134,000
		1109	Mobile Data Routers/Non-Revenue Vehicles	Not started	Funded	108,000	-	108,000	54	108,000	-	-	108,000	-	-	-	-	-	-	108,000
		1110	Laptops	Not started	Funded	30,000	-	30,000	10	30,000	-	-	30,000	-	-	-	-	-	-	30,000
	IS Infrastructure and End User Equipment Total					5,463,355	547,155	4,916,200	64	971,300	-	-	971,300	2,096,600	461,900	277,400	649,000	245,000	-	4,701,200
	Operating & Customer Service Software	1032	PASS Web Trip Booking and PASS App	Not started	Funded	334,808	-	334,808	-	334,808	-	-	334,808	-	-	-	-	-	-	334,808
		1038	Fare Collection System Upgrades - 2024-2028	Not started	Funded	1,000,000	-	1,000,000	-	200,000	-	-	200,000	200,000	200,000	200,000	200,000	-	-	1,000,000
	Operating & Customer Service Software Total					1,334,808	-	1,334,808	-	534,808	-	-	534,808	200,000	200,000	200,000	200,000	-	-	1,334,808
	Security and Access Technology	1088	Security Cameras/NVR-Boone	Not started	Funded	313,000	-	313,000	-	-	-	-	-	-	-	-	313,000	-	-	313,000
		1089	Security Cameras/NVR-City Line BRT	Not started	Funded	300,000	-	300,000	-	-	-	-	-	-	-	300,000	-	-	-	300,000
		1090	Security Cameras/NVR-Hastings P&R	Not started	Funded	90,000	-	90,000	-	-	-	-	-	-	-	-	90,000	-	-	90,000
		1091	Security Cameras/NVR-Jefferson P&R	Not started	Funded	69,000	-	69,000	-	-	-	-	-	-	-	-	69,000	-	-	69,000
		1092	Security Cameras/NVR-Liberty Lake P&R	Not started	Funded	108,000	-	108,000	-	-	-	-	-	-	-	-	-	108,000	-	108,000
		1093	Security Cameras/NVR-Mirabesu P&R	Not started	Funded	147,000	-	147,000	-	65,000	-	-	65,000	-	-	-	-	-	82,000	147,000
		1094	Security Cameras/NVR-Moran Prairie P&R	Not started	Funded	65,000	-	65,000	-	-	-	-	-	65,000	-	-	-	-	-	65,000
		1095	Security Cameras/NVR-Plaza	Not started	Funded	250,000	-	250,000	-	-	-	-	-	-	250,000	-	-	-	-	250,000
		1096	Security Cameras/NVR-South Hill P&R	Not started	Funded	94,000	-	94,000	-	-	-	-	-	-	-	-	94,000	-	-	94,000
		1097	Security Cameras/NVR-VTC	Not started	Funded	125,000	-	125,000	-	-	-	-	-	-	-	-	125,000	-	-	125,000
		1098	Security Cameras/NVR-West Plains TC	Not started	Funded	147,000	-	147,000	-	65,000	-	-	65,000	-	-	-	-	-	82,000	147,000
	Security and Access Technology Total					1,708,000	-	1,708,000	-	130,000	-	-	130,000	65,000	550,000	691,000	272,000	-	-	1,708,000
	Smart Bus Implementation	1099	Fleet Telematics	Not started	Funded	2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000	-	-	-	-	-	-	2,500,000
	Smart Bus Implementation Total					2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000	-	-	-	-	-	-	2,500,000
	Technology Total					17,268,163	547,155	16,721,008	64	5,812,108	-	-	5,812,108	3,811,600	2,389,900	1,752,400	2,053,000	517,000	-	16,336,008
High Performance	Transit Implementation	347	MF: Design and Construction	Work in Progress	Funded-MF	85,410,407	66,423,047	18,987,360	-	210,500	-	289,500	500,000	-	-	-	-	-	-	500,000
	Central City Line Total					85,410,407	66,423,047	18,987,360	-	210,500	-	289,500	500,000	-	-	-	-	-	-	500,000

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure		QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP	
							PTD as of 12/31/2023	Remaining Budget												
Implementation	Cheney Line	764	MF: Cheney Corridor Improvements	Work in Progress-F	Funded-MF	4,490,000	3,639,248	850,752	-	300,000	-	-	300,000	-	-	-	-	-	300,000	
	Cheney Line Total					4,490,000	3,639,248	850,752	-	300,000	-	-	300,000	-	-	-	-	-	300,000	
	I-90/Valley Line	469	MF: Mirabeau Transit Center Improvements	Work in Progress-F	Funded-MF	6,360,000	551,297	5,808,703	-	719,231	824,183	-	1,543,414	-	-	-	-	-	1,543,414	
		477	MF: Appleway Station Park and Ride	Work in Progress-F	Funded-MF	10,388,000	38,954	10,349,046	-	1,126,988	3,343,399	1,790,659	6,261,046	2,888,000	-	-	-	-	-	9,149,046
		545	MF: Preliminary Engineering I-90 HPT Corridor Fa	Work in Progress-F	Funded-MF	707,516	657,109	50,407	-	50,407	-	-	50,407	-	-	-	-	-	-	50,407
		955	Argonne Station Park and Ride	Work in Progress-F	Funded-MF	13,000,000	-	13,000,000	-	523,545	2,094,179	-	2,617,724	6,250,000	3,750,000	-	-	-	-	12,617,724
		1020	I-90/Valley HPT, Route 7	Work in Progress	Funded	3,100,000	-	3,100,000	-	2,400,000	-	-	2,400,000	-	-	-	-	-	-	2,400,000
	I-90/Valley Line Total					33,555,516	1,247,360	32,308,156	-	4,820,171	6,261,761	1,790,659	12,872,591	9,138,000	3,750,000	-	-	-	-	25,760,591
	Monroe-Regal Line	479	MF: Monroe-Regal Shelter and Stop Enhancemen	Work in Progress-F	Funded-MF	5,810,798	4,616,089	1,194,709	-	950,373	-	-	950,373	-	-	-	-	-	-	950,373
		897	Monroe-Regal Line HPT Branding	Work in Progress	Funded	688,937	62,985	625,952	-	90,000	-	-	90,000	35,952	-	-	-	-	-	125,952
	Monroe-Regal Line Total					6,499,735	4,679,074	1,820,661	-	1,040,373	-	-	1,040,373	35,952	-	-	-	-	-	1,076,325
	Sprague Line	540	MF: Sprague HPT Improvements	Work in Progress-F	Funded-MF	6,556,000	2,475,087	4,080,913	-	1,290,406	1,290,407	-	2,580,813	-	-	-	-	-	-	2,580,813
		901	Sprague Line HPT Branding	Work in Progress	Funded	1,207,607	7,676	1,199,931	-	405,000	-	-	405,000	794,931	-	-	-	-	-	1,199,931
	Sprague Line Total					7,763,607	2,482,763	5,280,844	-	1,695,406	1,290,407	-	2,985,813	794,931	-	-	-	-	-	3,780,744
	West Broadway Line	952	West Broadway Line Improvements	Work in Progress-F	Funded-NT	1,880,000	-	1,880,000	-	300,000	-	-	300,000	1,240,000	-	-	-	-	-	1,540,000
		953	Broadway Cooperative Reconstruction Infrastruc	Work in Progress-F	Funded-NT	400,000	-	400,000	-	160,000	-	-	160,000	-	-	-	-	-	-	160,000
		954	Broadway Supporting Amenities	Work in Progress-F	Funded-NT	200,000	-	200,000	-	100,000	-	-	100,000	40,000	-	-	-	-	-	140,000
	West Broadway Line Total					2,480,000	-	2,480,000	-	560,000	-	-	560,000	1,280,000	-	-	-	-	-	1,840,000
	High Performance Transit Implementation Total					140,199,265	78,471,492	61,727,773	-	8,626,450	7,552,168	2,080,159	18,258,777	11,248,883	3,750,000	-	-	-	-	33,257,660
	Connect 2035	BRT Fleet	1028	2035: BRT Fleet -2029	Not started	Funded-2035	37,313,472	-	37,313,472	16	-	-	-	-	-	-	-	37,313,472	-	37,313,472
BRT Fleet Total						37,313,472	-	37,313,472	16	-	-	-	-	-	-	-	-	37,313,472	-	37,313,472
Connect 2035 Future Initiatives		1033	2035: Future Projects, including Facilities	Not started	Funded-2035	160,000,000	-	160,000,000	-	-	-	-	-	50,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	90,000,000
Connect 2035 Future Initiatives Total						160,000,000	-	160,000,000	-	-	-	-	-	50,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	90,000,000
Division Street BRT		895	2035: Division Line BRT: Project Development	Work in Progress	Funded-2035	15,000,000	94,234	14,905,766	-	-	5,544,000	-	5,544,000	3,706,000	894,000	-	-	-	-	10,144,000
		956	2035: Division BRT Construction and Implementa	Not started	Funded-2035	154,476,082	-	154,476,082	-	-	-	-	-	54,000,000	90,000,000	10,476,082	-	-	-	154,476,082
Division Street BRT Total						169,476,082	94,234	169,381,848	-	-	5,544,000	-	5,544,000	3,706,000	54,894,000	90,000,000	10,476,082	-	-	164,620,082
Wellesley Line		1069	2035: Wellesley HPT Line Design and Constructio	Not Started-2035	Funded-2035	9,325,000	-	9,325,000	-	45,000	180,000	-	225,000	810,000	740,000	7,550,000	-	-	-	9,325,000
Wellesley Line Total					9,325,000	-	9,325,000	-	45,000	180,000	-	225,000	810,000	740,000	7,550,000	-	-	-	9,325,000	
Connect 2035 Total					376,114,554	94,234	376,020,320	16	45,000	5,724,000	-	5,769,000	54,516,000	65,634,000	107,550,000	57,789,554	10,000,000	-	301,258,554	
Grand Total					659,333,732	81,850,189	577,483,543	259	40,297,086	17,216,175	5,030,159	62,543,420	110,389,523	84,987,153	118,860,338	72,721,003	14,115,154	-	463,616,591	

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 11B : CEO SEARCH TASK FORCE UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chair Al French

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

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer BSM Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 12A : 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

October 17, 2024

AGENDA ITEM 12Ai: SUCCESSION PLANNING UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chair Al French

SUMMARY: At this time, the chair will provide an update on succession planning.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 13A : 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

October 17, 2024

AGENDA ITEM 14A : 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

October 17, 2024

AGENDA ITEM 14Ai: Potential STA Bus Wrap Policy and Operational Considerations

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Kerns)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: Staff presented policy and operational considerations for the potential development of an agency bus wrap policy program at the October 2, 2024, Performance Monitoring & External Relations Committee meeting.

After a lengthy discussion, the committee agreed the best course of action would be to request input on a potential program from the full Board.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Potential Policy Development for Implementing Public Transit Bus Wraps

Introduction

This white paper outlines the operational, financial, labor resources, communication, and legal considerations for a transit agency exploring the implementation of public transit bus wraps. The document provides a detailed overview of the labor required for the design, production, and installation of wraps, examines the First Amendment implications, discusses the impact on brand identity and potential message confusion, and recommends a policy development process to ensure the agency retains control over bus wrap themes and content if the Board directs the CEO to implement a new bus wrap program.

An important consideration in review of this document is the potential impact on higher-priority body-shop work to repair damaged vehicles, as well as other priority maintenance work to ensure daily pullout. The maintenance department continues to have lasting pandemic era challenges including the need to maintain vehicles older than 15 years due to the manufacturing backlogs, buses down longer due to supply chain shortages, and limited staffing resources.

Operational Elements

Design, Production, and Installation of Bus Wraps

The implementation of bus wraps on public transit buses involves a multi-step process that requires careful coordination among design, production, and installation teams. The operational workflow includes:

1. Design:

- **Team Composition:** Graphic designers, communication specialists, maintenance personnel, and the Executive Team.
- **Time Commitment:** The design phase per bus may take 1-2 weeks, depending on the complexity of the wrap and the number of design iterations required.
- **Responsibilities:** Ensuring the design aligns with the agency's branding guidelines and the specific messaging goals of the campaign.

2. Production:

- **Team Composition:** Print production specialists, installation by maintenance personnel, and quality control inspections by communication specialists.
- **Time Commitment:** Material preparation and printing of the vinyl wraps typically takes 2-3 days per bus, depending on the size and complexity of the design. It is important to note this process consumes the entirety of the Printing Specialists work for the duration of the task and has the potential to impact other print needs.
- **Responsibilities:** Printing the design on high-quality vinyl material, ensuring color accuracy, and preparing the material for installation.

3. **Installation:**

- **Team Composition:** Print production specialist, maintenance personnel, communication specialists.
- **Time Commitment:** Each bus wrap installation requires three employees to work 8-hour shifts over a three-day period for a total labor commitment of approximately 72 hours. If a wrap program were to be implemented, installation must be deprioritized when risk to service delivery is imminent. With existing resources and conditions, as well as other high-level maintenance priorities, staff estimates having the capacity to produce one bus wrap every 2-3 at most. months.
- **Responsibilities:** Cleaning the bus surface, applying the vinyl wrap, and ensuring proper alignment and adhesion. Post-installation inspections are also necessary to identify and correct any imperfections.
- **Total Cost:** All together, including time, labor, materials, and ongoing maintenance, each wrap is estimated to cost \$10,000. As an example, a jurisdictional wrap program for the 7 cities and county (8 buses) would cost approximately \$80k.

4. **Wrap Duration & Maintenance:**

- Considering the total cost described above, it is optimal for wraps to remain installed for at least 12 months.
- Wraps also require maintenance over time as they become damaged or faded by the sun. These costs are not included in the estimated \$10K cost per bus.

Legal Considerations: First Amendment and Viewpoint Neutrality

As a public agency, the transit authority must navigate the complexities of First Amendment law when implementing bus wraps. The key considerations include:

1. **First Amendment Protections:**

- **Forum Analysis & Viewpoint Neutrality:** Public agencies must respect the First Amendment rights of individuals and organizations by maintaining viewpoint neutrality. However, transit agencies may develop thoughtfully crafted policies to guide the selection and scope of public and non-public forums. Bus wrap theme and content is not intended to constitute a public forum.
- **Operational Function:** Policies should be clear and specific about the operational control of bus wrap theme and content within the decision-making authority of agency staff. Doing so will aid in avoiding potential legal challenges.
- **Risk Mitigation:** Further policy mitigation of First Amendment violation risks can be achieved by definitively excluding third-party paid advertising and differentiating that practice from agency communication via bus wraps.

Potential Policy Development Recommendations

To ensure that the transit agency maintains control over bus wraps content and mitigates potential legal and brand-related risks, the following steps are recommended for policy development:

1. **Internal Review:**
 - Conduct an internal review involving key stakeholders, including the Board of Directors, legal counsel, branding experts, and operational staff, to draft a policy framework.
2. **Drafting the Policy:**
 - Develop a clear and detailed policy outlining the types of content permitted on bus wraps, the approval process, and the roles and responsibilities of agency staff.
 - The policy should specify that only the transit agency has the authority to decide on bus wrap themes and content, excluding external parties from this decision-making process.
3. **Legal Review:**
 - Ensure the policy is reviewed by legal counsel to confirm that it complies with First Amendment requirements, other agency policies, as well as other applicable regulations.
4. **Public Comment Period:**
 - The agency may consider a public comment period where stakeholders and community members can provide feedback on the proposed policy. This step may increase transparency, establish expectations, and community buy-in. It may also alleviate community misperceptions about third-party advertising and the exclusion of external messaging requests.
5. **Finalization and Implementation:**
 - After incorporating feedback, finalize the policy and establish a clear process for its implementation, including training for relevant staff and ongoing monitoring of compliance.

Conclusion

The implementation of bus wraps on public transit buses presents both opportunities and challenges. There are risks to service delivery to consider as service disruptions may outweigh community perception benefits from wrap design and content. If the Board were to move forward, it is important that a well-considered policy address operational, legal, and brand-related concerns. Additionally, maintaining control over the content and ensuring viewpoint neutrality will be crucial for maintaining public trust and protecting the agency's brand identity.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 16A : 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 are attached from the September 4, 2024, Planning and Development and Performance Monitoring and External Relations Committee meetings, along with the September 11, 2024, Board Operations Committee meeting.

RECOMMENDATION TO BOARD: Information only.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 11, 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

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.

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

None

4. COMMITTEE ACTION

A. July 17, 2024, Committee Minutes

Ms. Haley moved to approve the July 17, 2024, committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. **Sprague Line Right of Way Acquisition**

Mr. Otterstrom presented this item to the Committee.

Ms. Haley moved to recommend the Board approve the real property acquisition and associated temporary construction easement between Dave 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. Mr. Dunne seconded, and the motion passed unanimously.

ii. **Spokane Public Facilities District Easements for Transit Operations**

Mr. Otterstrom presented this item to the Committee.

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

iii. **Whitworth University Easement for Transit Operations**

Mr. Otterstrom presented this item to the Committee.

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

iv. **General Counsel Legal Services Award of Contract**

Ms. Meyer presented this item to the Committee.

Ms. Haley moved to recommend the Board approve the Evaluation Committee's recommendation to award a five-year contract from October 1, 2024, to September 30, 2029, for General Counsel Legal Services to Etter, McMahon, Lamberson, Van Wert & Oreskovich. Mr. Dunne seconded, and the motion passed unanimously.

6. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

A. Develop Future Framework: Board Policy Review Cycle

The Committee discussed and determined the STA Mission, Rules of Procedure, Committee Functions/Guidelines, Procurement Policy, and Rules of Conduct should be reviewed by the Committee on a five-year rotation during the Board Operations Committee meeting each December, to decide the necessity of reviewing any of those policies in the upcoming year. The Bylaws will be reviewed by the Committee on a four-year rotation during the Board Operations Committee meeting to determine the need in the upcoming year. The Procurement Policy may be presented for review throughout the five-year cycle as this policy may require more periodic changes. Changes can be made to the policy(ies) at the time of review, but changes are not required. The list of reviewed policies will be updated annually to indicate the last date of review. Recommendations from the Committee during the time of the review will be sent to the new Committee for review during their meeting in February of the following year.

B. Develop Future Framework: Annual Board Performance Measures

The Committee discussed the history of Committee member attendance and determined no changes were needed to the bi-annual reviews. No other changes were made to the Board Member Performance Measures or Capacity Building at this time.

C. Chief Executive Officer Performance Measures / Objectives

The Committee will review the list of current STA CEO Performance Measures and those gathered from other agencies and discuss at the Board Operations Committee in October.

7. COMMITTEE CHAIR REPORTS

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

Mr. Dunne Chaired the meeting in Ms. Haley's absence. He shared the items presented at the Planning & Development Committee meeting on September 4, 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 September 4, 2024.

8. BOARD OF DIRECTORS AGENDA SEPTEMBER 19, 2024

There were no changes to the agenda.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 9, 2024

The Committee decided to consolidate the following items on the agenda:

- 9. Review CEO 2025 Performance Objectives
- 10. Review CEO 2025 Evaluation Schedule

10. CEO REPORT

Ms. Meyer shared the August 2024 voter-approved sales tax revenues representing June 2024 sales. Ms. Meyer provided an update regarding the completion of the Plaza first floor restrooms' construction and the success of the STA Shuttle for the Spokane County Fair with increased ridership in comparison to previous years.

11. NEW BUSINESS

None

12. ADJOURN

Chair French adjourned the meeting at 2:43 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the September 4, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

MEMBERS ABSENT

Pam Haley, City of Spokane Valley – *Chair*

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

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

2. **COMMITTEE CHAIR REPORT**

Mr. Dan Dunne, Acting Chair, had no updates for the Planning & Development Committee.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE JULY 10, 2024, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the June 5, 2024, Planning & Development Committee meeting minutes. Mr. Rod Higgins seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. CITY LINE BUS PROCUREMENT

Mr. Brandon Rapez-Betty presented. 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 maintain reliable service delivery. Mr. Brandon Rapez-Betty reviewed background leading to this decision point.

Council Member Zappone joined the meeting.

Mr. Rapez-Betty presented the considerations for an additional City Line vehicle:

- Provides the opportunity to deploy an extra bus when needed, such as during extreme winter conditions, buses delayed due to emergency medical situations, buses in the shop for maintenance, etc.
- Eligible purchase within existing federal grant – FTA is encouraging STA to utilize grant funding for City Line expenses where appropriate.

Even with this additional bus purchase, the project is still expected to be \$10-\$14M under budget. STA Board Resolution 238-11 allocated a local share of savings to the Division Bus Rapid Transit (BRT) construction project.

Ms. Bowers inquired as to whether it would be beneficial to acquire two additional buses, and not just one, considering various factors, including the long lead time for delivery and the price increase. Mr. Rapez-Betty pointed out that having three spare buses with the proposed order, as opposed to the current two, puts STA in a comfortable position going forward. The maintenance team is very responsive to getting City Line vehicles back on the road. Council Member Klitzke opined that a second bus would aid in preempting further inflation. Mr. Rapez-Betty reiterated that from an operating and maintenance perspective, three spare buses is a robust number. There are operational technologies strategies at staff's disposal in the extraordinary scenario in which the sub-fleet, with a twelfth bus, would otherwise not be sufficient.

Ms. Kitty Klitzke moved to recommend the Board of Directors approves, by motion, the purchase of an additional City Line bus, for an approximate amount of \$2,070,000, including after-market configurable components, plus applicable sales tax. Mr. Zack Zappone seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN: REVISED DRAFT

Mr. Otterstrom presented proposed revisions to the Connect Spokane update that was distributed at the July 10, 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 a public hearing on September 19, 2024. Staff developed a matrix itemizing the feedback from all engagement sources, and the methods considered in the policy refinement:

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

Next steps include a public hearing set for the next Board meeting on September 19, 2024; the final draft and recommendation will be proposed on October 2, 2024, and the Board will vote on the final draft October 17, 2024. Mr. Zappone inquired as to the populations which were surveyed both in person and through the circulated survey, noting that about 90% of respondents who voluntarily disclosed their race were white. Mr. Otterstrom noted the outreach to a variety of community-based organizations that work with minority populations, including listening sessions in August. Many expressed satisfaction with the level of outreach and also the proposed drafts that have been prepared.

B. FACILITIES MASTER PLAN UPDATE

Mr. Rapez-Betty provided an update on Phase 1 of the Facilities Master Plan (FMP) project. STA's 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 needed for additional facilities over time. The plan will outline near-term and future needs through 2050. Initial conceptual facility needs/considerations include: clean energy campus, training center, Boone South Garage maintenance bays renovation, Board meeting space, administrative space, and warehouse storage. Mr. Rapez-Betty described the guiding principles of the plan. Multiple strategies are being considered to meet upcoming needs, recognizing a single central campus will not provide sufficient capacity for the operational needs of the agency into the future. The plan will be in alignment with Connect 2035 and the Zero Emission Transition Plan recently approved by the Board. Next steps include finishing site analysis, performing preliminary site due diligence, finalization of the Phase I report, and obtaining guidance from the Board for Phase 2. The Phase 1 program schedule was reviewed. Mr. Dunne offered concluding remarks, noting the agency is poised to grow, and addressing current and future needs will require additional physical space.

C. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is currently in the project development phase, which is a formal step in the process under the Capital Investment Grant Program with the Federal Transit Administration (FTA.) Staff are working towards 30% design completion by spring 2025. A project of this scale takes both internal effort, which is significant, as well as an effort with STA's partners, which includes City of Spokane, Spokane County, Spokane Regional Transportation Council (SRTC), Washington State Department of Transportation (WSDOT), and a variety of local utility companies and agencies. Mr. Otterstrom described the process of planning, designing, and engineering behind the project and recent and upcoming milestones related to these processes. Outreach includes a second round of letters sent out to station-adjacent landowners/business owners and taxpayers. More outreach activities are planned for the fall, and outreach materials (print and digital) are continuing to be developed. One goal of the outreach is to develop active transportation (i.e., bicycle and pedestrian) improvements on Ruby Street. Such improvements are eligible for FTA funding, but Mr. Otterstrom noted the benefits of such an improvement inure mostly to the broader community, including the City of Spokane. It will be key for the City of Spokane to weigh in on, and support the design for, active transportation improvements. Mr. Dunne commented that this is an opportunity to collaborate between the agency and the City of Spokane. Mr. Otterstrom reviewed the project schedule, which targets 2030 for revenue service launch, in coordination with the completion of the North Spokane Corridor.

D. 2024 RECONNECTING COMMUNITIES GRANT APPLICATION OPPORTUNITY

Mr. Otterstrom presented. This is a grant opportunity which could benefit the Division Bus Rapid Transit project. Mr. Otterstrom provided a brief background for the Reconnecting Communities Grant (RCP); the application is due September 30, 2024. The project submitted last year under the

Reconnecting Communities Program (RCP) was Liberty Edgecliff Improvements Accessibility, which was not ultimately selected for federal funding. The call last year offered a 100% match, this year's call did not. Due to local dollars not being provided by the city, the match was limited this year therefore STA will be going forward not with last year's submission, but with Division BRT as STA has both state and local matches. The current RCP grant opportunity will support STA's efforts to overcome existing transportation barriers, seeking to improve accessibility and mobility, and support the economic and social vitality of the Division Street corridor. STA will request up to \$50M in this grant program. The project is in the Board approved Capital Improvement Program (CIP), so the grant does not require further authorization from the Board to submit the application. If successful, this will reduce how much FTA funding STA will request in the future, helping STA's requests to be more competitive and keep the project momentum moving in the right direction.

E. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW – INITIATIVE PACKAGING

Mr. Otterstrom presented. The Planning & Development Committee has a key role in navigating the development of STA's next ten-year strategic plan, known as *Connect 2035*. Staff and the Board are in the process of evaluating and packaging initiatives for the final plan. Mr. Otterstrom provided the agenda and objectives for the Board Workshop to be held immediately following the Committee meeting. Next steps for the strategic plan include an October 30, 2024, workshop; a public hearing at the November 21, 2024, Board meeting; and Board adoption on December 2019, 2024. Next steps for the strategic plan include an October 30, 2024, workshop; a public hearing at the November 21, 2024, Board meeting; and Board adoption on December 2019, 2024.

6. CEO REPORT

In the interest of time Ms. E. Susan Meyer deferred her report.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

No presentation. Information item.

8. REVIEW OCTOBER 2, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Dunne is expressed support for the Facility Master Plan, the growth of the agency, the need to consider physical property and a support network; he looks forward to hearing more in the future.

11. ADJOURN

With no further business to come before the Committee, Acting Chair Dunne adjourned the meeting at 11:27 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, October 2, 2024, at 10:00 a.m. in person at STA Northside Conference Room.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the September 4, 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
Tim Hattenburg, City of Spokane Valley
Paul Dillon, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Lance Speirs, City of Medical Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

STAFF PRESENT

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

COMMITTEE MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

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

**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 July 10, 2024, Committee Meeting

Mr. Hattenburg moved to approve the July 10, 2024, committee meeting minutes. Ms. Wilkerson seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Disadvantaged Business Enterprise (DBE) Program Approval

Mr. Otterstrom provided background on the Disadvantaged Business Enterprise (DBE) Program and stated the program is required to be updated every 3 years. STA's DBE program is routinely reviewed by the FTA and this proposed action is the result of FTA's triennial review of STA earlier this year. Mr. Otterstrom presented the revisions which will allow STA to be in full compliance.

Mr. Hattenburg moved to recommend the Board of Directors approve, by resolution, the Disadvantaged Business Enterprise Program as presented. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. New STA Bus Wrap Program Considerations

Ms. Meyer provided background on the board-approved motion that the PMER committee discuss a community celebration bus wrap program. Further discussion included wrap content ideas having to do with community events, recognition of various minority population focused celebrations, holidays, and wraps representing the jurisdictions in the PTBA.

5. REPORTS TO COMMITTEE

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

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

B. September 2024 Service Change

Mr. Otterstrom provided a summary of the September 2024 Service Changes and changes to holiday service. He presented STA's outreach efforts and the Street Team concept which will include twenty-five STA employees from four departments.

6. CEO REPORT

Due to a time constraint, Ms. Meyer did not present the CEO report.

7. OCTOBER 2, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

The next committee meeting will be held on Wednesday, October 2, 2024, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 16B: SEPTEMBER 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 September 2024 voter-approved sales tax revenue information. September sales tax revenue, which represents sales for July 2024, was:

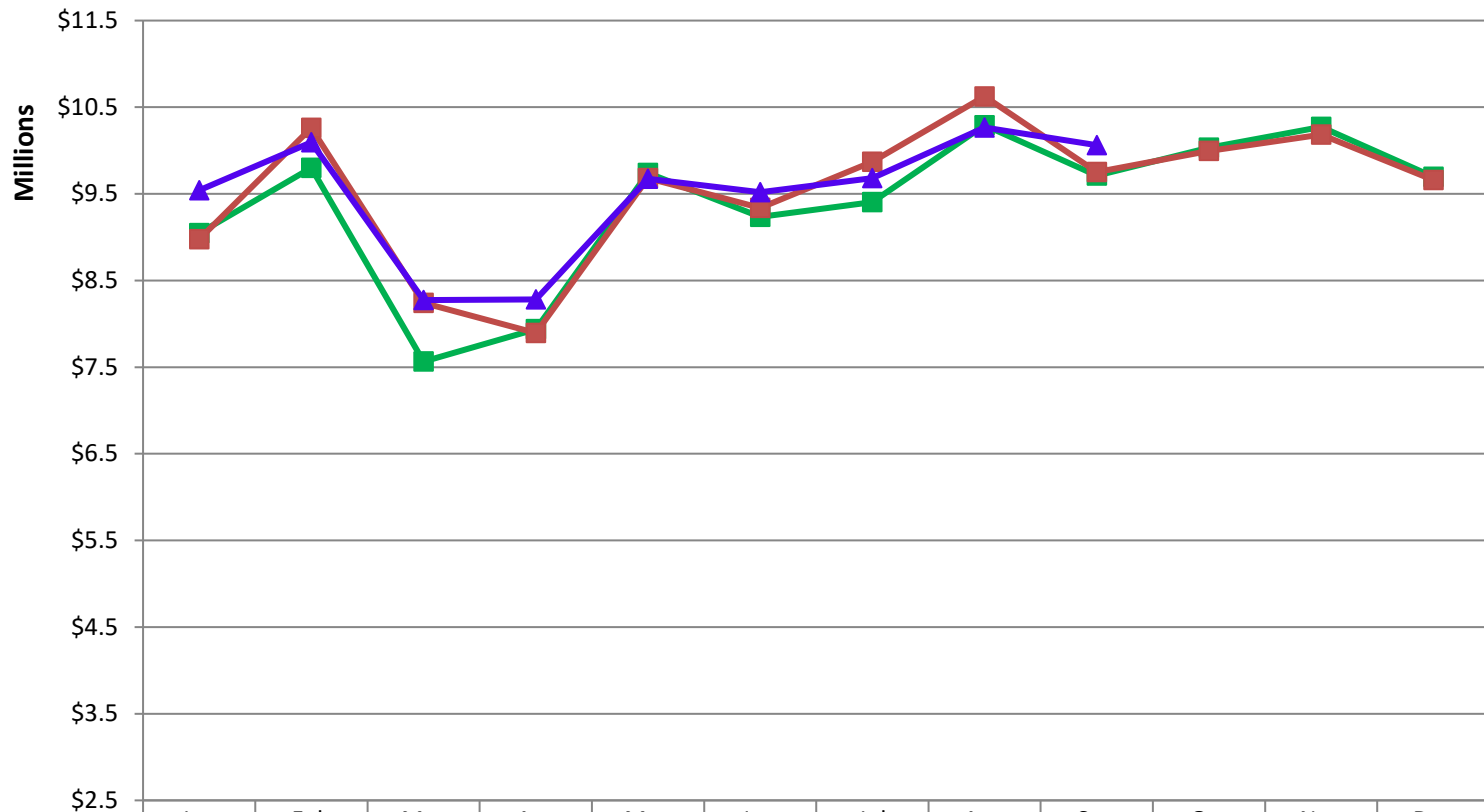
- 17.8% above 2024 budget
- 2.4% above YTD 2024 budget
- 3.2% above 2023 actual
- 0.9% above YTD 2023 actual

Total taxable sales for July were *up* 3.0% from July 2023. 2024 YTD sales are *up* 0.5% compared with July 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 1.5% (\$-8.9M) in July 2024 vs July 2023 and is *down* by 2.9% (\$-112.9M) July 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 5.2% or \$30.7M July 2024 YTD over July 2023 YTD
 - Grocery and Convenience Retailers *increased* 6.7% or \$14.2M July 2024 YTD over July 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 8.2% or \$11.0M July 2024 YTD over July 2023 YTD
 - Lawn and Garden Equipment and Supplies Retailers *decreased* 16.8% or (\$-5.2M) July 2024 YTD over July 2023 YTD
 - Furniture and Home Furnishings Retailers *decreased* 8.0% or (\$-8.4M) July 2024 YTD over July 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 7.7% or (\$-11.3M) July 2024 YTD over July 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 18.0% or (\$-23.9M) July 2024 YTD over July 2023 YTD
 - Health and Personal Care Retailers *decreased* 16.7% or (\$-29.4M) July 2024 YTD over July 2023 YTD
 - Building Material and Supplies Dealers *decreased* 9.4% or (\$-38.7M) July 2024 YTD over July 2023 YTD
 - Automobile Dealers *decreased* 5.9% or (\$-41.4M) July 2024 YTD over July 2023 YTD
- Construction *increased* by 9.8% (\$17.9M) in July 2024 vs July 2023 and is *up* by 0.5% (\$6.1M) July 2024 YTD vs 2023 YTD
- Accommodation and Food Services *increased* by 4.0% (\$4.9M) in July 2024 vs July 2023 and is *up* by 1.2% (\$9.7M) July 2024 YTD vs 2023 YTD

RECOMMENDATION TO BOARD: Information only.

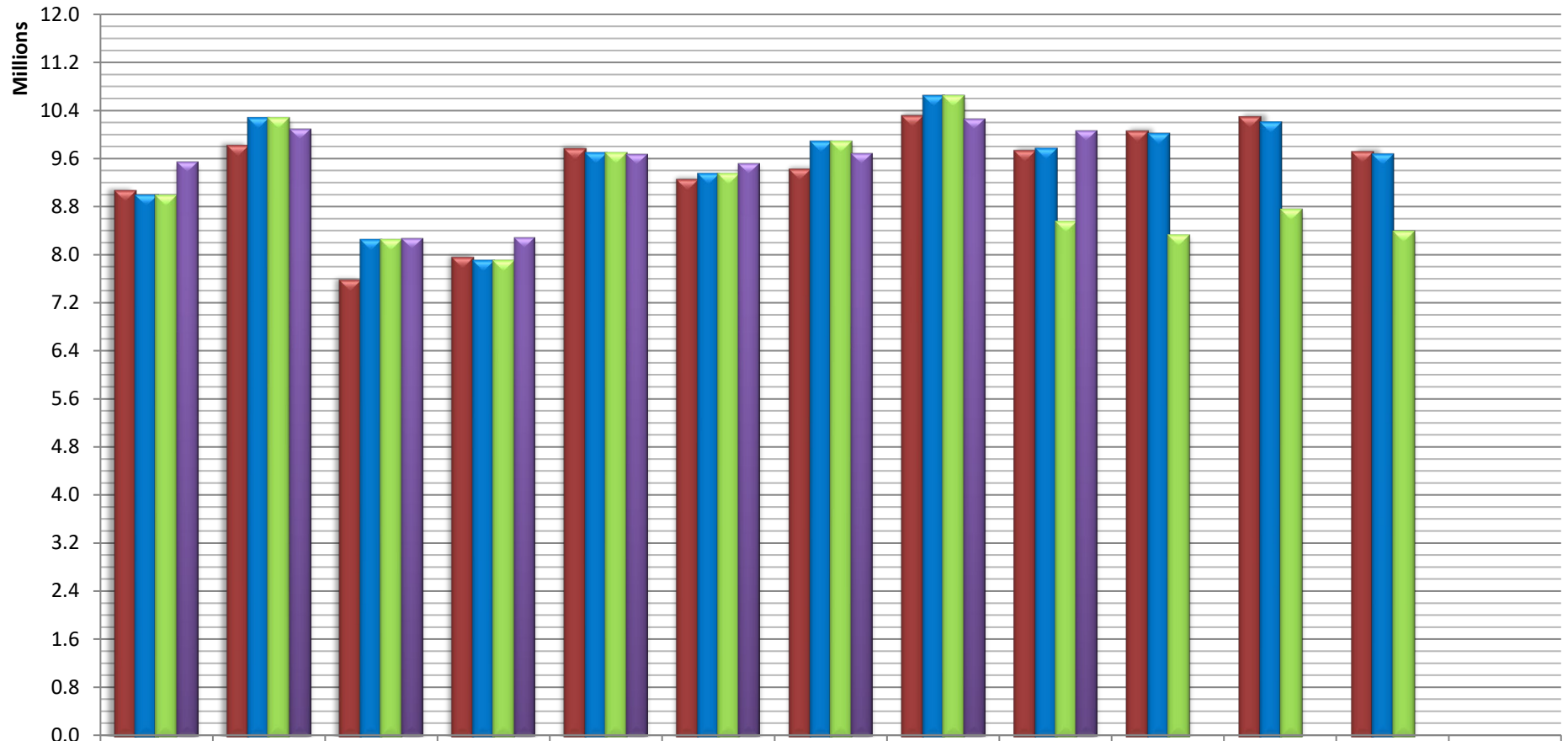
Sales Tax Revenue History-September 2024⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	\$9.0	\$9.8	\$7.6	\$7.9	\$9.7	\$9.2	\$9.4	\$10.3	\$9.7	\$10.0	\$10.3	\$9.7
2023	\$9.0	\$10.3	\$8.2	\$7.9	\$9.7	\$9.3	\$9.9	\$10.6	\$9.8	\$10.0	\$10.2	\$9.7
2024	\$9.5	\$10.1	\$8.3	\$8.3	\$9.7	\$9.5	\$9.7	\$10.3	\$10.1			

(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	10,060,167	-	-	-	85,389,449
\$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	181,276	(188,746)	(359,191)	307,734	-	-	-	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	1.9%	-1.9%	-3.4%	3.2%	0.0%	0.0%	0.0%	
\$ YTD Var.	565,161	398,439	430,634	817,136	808,891	990,167	801,421	442,230	749,964	-	-	-	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	0.9%	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%	2.4%	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

October 17, 2024

AGENDA ITEM 16C : AUGUST 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 August 2024 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, August year-to-date revenue is 5.5% (\$5.4M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 3.8% lower than budget
- Sales Tax Revenue is 0.6% higher than budget
- Federal & State Grant Revenue is 23.8% higher than budget
- Miscellaneous Revenue is 49.7% higher than budget

Operating Expenses

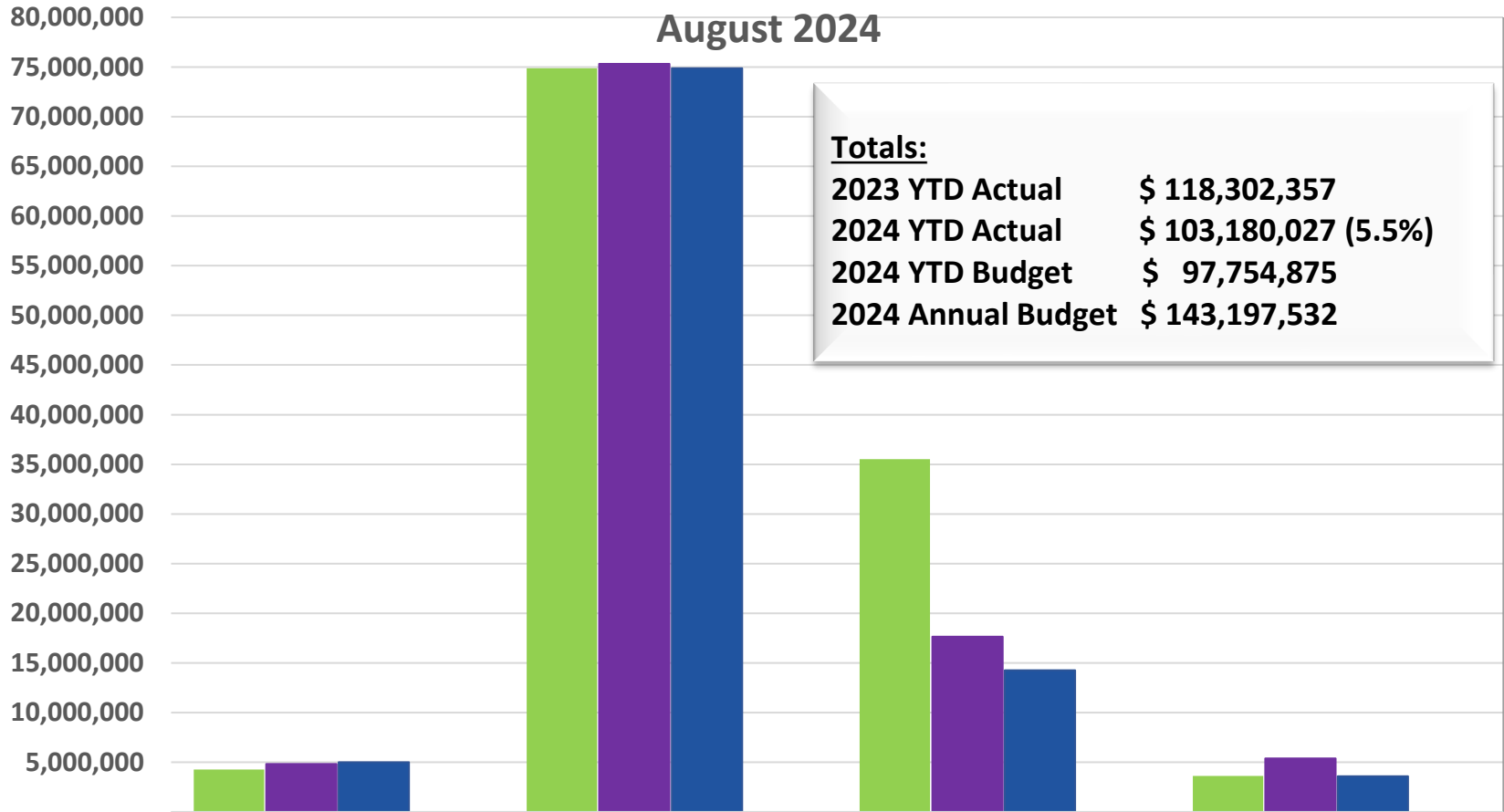
Overall, August year-to-date operating expenses are 4.7% (\$3.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 3.6% lower than budget
- Paratransit is 9.0% lower than budget
- Rideshare is 16.7% lower than budget
- Plaza is 10.8% lower than budget
- Administration is 2.8% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾

August 2024



Totals:

2023 YTD Actual \$ 118,302,357

2024 YTD Actual \$ 103,180,027 (5.5%)

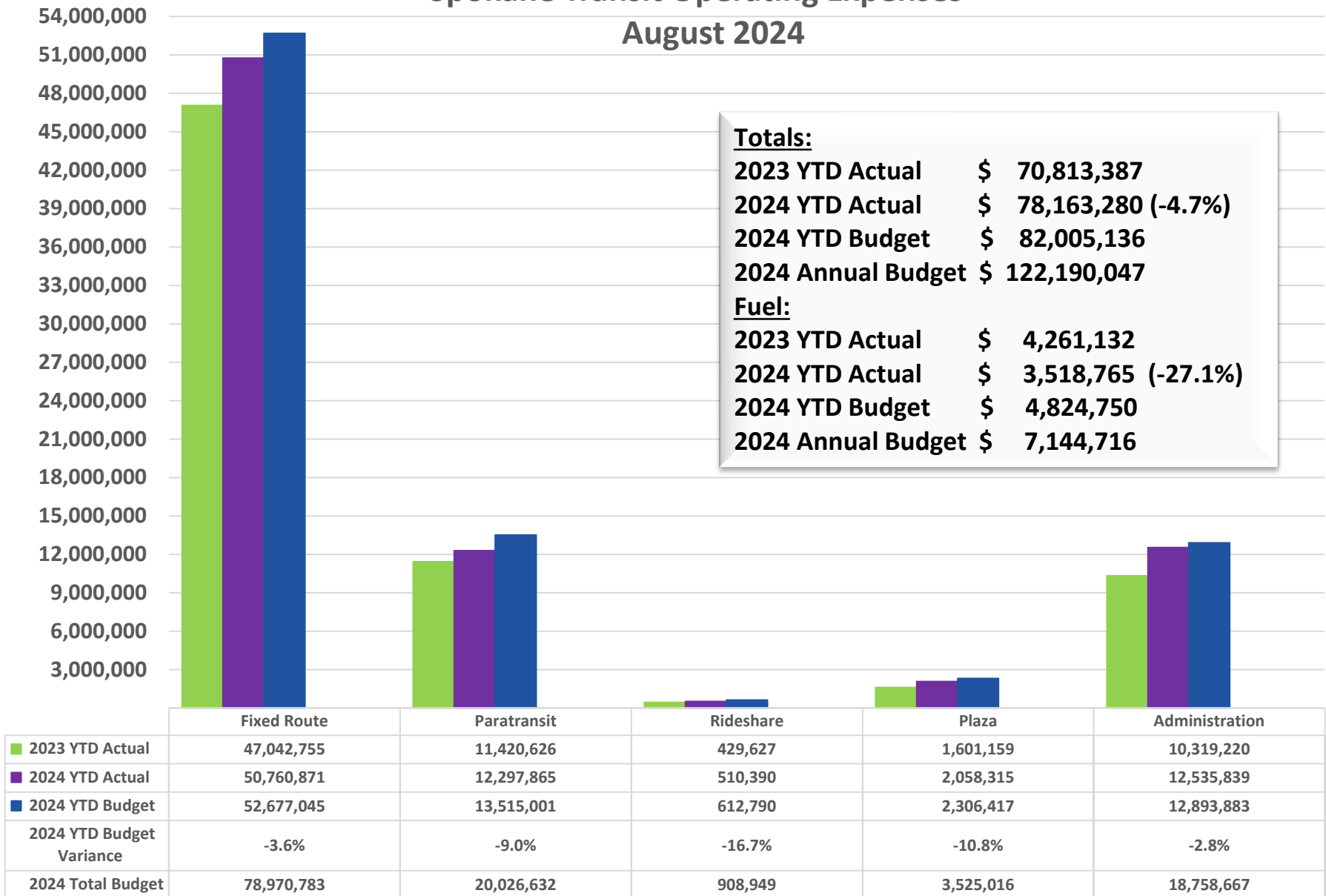
2024 YTD Budget \$ 97,754,875

2024 Annual Budget \$ 143,197,532

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	4,267,479	74,887,052	35,525,761	3,622,065
■ 2024 YTD Actual	4,823,321	75,329,281	17,638,842	5,388,583
■ 2024 YTD Budget	5,015,159	74,887,052	14,253,367	3,599,297
2024 YTD Budget Variance	-3.8%	0.6%	23.8%	49.7%
2024 Budget	7,548,864	108,869,671	21,380,052	5,398,945

(1) Above amounts exclude grants used for capital projects. Year-to-date August state capital grant reimbursements total \$2,024,058 and federal capital grant reimbursements total \$39,561.

Spokane Transit Operating Expenses⁽¹⁾ August 2024



(1) Operating expenses exclude capital expenditures of \$9,852,333 and Street/Road cooperative projects of \$0 for year-to-date August 2024.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

October 17, 2024

AGENDA ITEM 16D: AUGUST 2024 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Kerns)

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was 1 less weekday in August 2024 compared to August 2023 (22 vs. 23).

FIXED ROUTE

Total monthly ridership increased 11.8% (794,192 vs. 710,516) in August 2024 compared to August 2023 and was up 16.1% (6,662,215 vs. 5,738,495) YTD.

Average Weekday Ridership increased 12.3% (29,541 vs. 26,298) in August 2024 compared to August 2023 and was up 14.0% (32,349 vs. 28,381) YTD.

Adult Ridership increased 8.7% (309,887 vs. 285,182) in August 2024 compared to August 2023 and was up 1.4% (2,667,143 vs. 2,630,472) YTD.

Zero-Fare Youth Ridership increased 25.1% (119,980 vs. 95,889) in August 2024 compared to August 2023 and was up 28.9% (1,243,285 vs. 964,653) YTD.

Reduced Fare / Paratransit Ridership increased 9.3% (106,739 vs. 97,674) in August 2024 compared to August 2023 and was up 4.6% (802,438 vs. 767,013) YTD.

CCS Pass Ridership increased 122.1% (18,797 vs. 8,465) in August 2024 compared to August 2023 and was up 41.4% (230,271 vs. 162,877) YTD.

Eagle Pass Ridership increased 3.7% (4,778 vs. 4,606) in August 2024 compared to August 2023 and was down 7.5% (181,170 vs. 195,898) YTD.

58% of all passengers used Connect Passes.

PARATRANSIT

Total monthly ridership increased 6.1% (32,371 vs. 29,978) in August 2024 compared to August 2023 and was up 8.72% (258,281 vs. 237,562) YTD.

Detailed breakdown:

Directly operated service increased 10.7% (16,480 vs. 15,550) in August 2024 compared to August 2023 and was up 6.9% (138,122 vs. 129,258) YTD.

- Contracted service increased 27.9% (15,891 vs. 12,428) in August 2024 compared to August 2023 and was up 10.9% (120,059 vs. 108,304) YTD.
- Special Use Van ridership increased 13.8% (1,699 vs. 1,467) in August 2024 compared to August 2023 and was down 7.9% (9,258 vs. 10,054) YTD.

RIDESHARE

Total monthly ridership decreased 10.4% (7,922 vs. 8,846) in August 2024 compared to August 2023 and was up 7.5% (68,737 vs. 63,934) YTD. Active Rideshare groups increased 4.8% (82 vs. 79) in August 2024 compared to August 2023.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 19.9% (\$279,744 vs. \$233,399) in August 2024 compared to August 2023. YTD total Value Added increased 19.1% (\$2,065,866 vs \$1,734,451).

- Autoload increased 26.3% (\$16,734 vs. \$13,249) in August 2024 compared to August 2023. YTD Autoload increased 28.3% (\$116,139 vs. \$90,529).
- Call Centers increased 60.8% (\$9,692 vs. \$6,028) in August 2024 compared to August 2023. YTD Call Centers increased 46.7% (\$59,767 vs. \$40,748).
- Customer Service Terminal increased 3.4% (\$67,856 vs. \$65,642) in August 2024 compared to August 2023. YTD Customer Service Terminal increased 0.3% (\$505,661 vs. \$504,350).
- Customer Website decreased 17.2% (\$20,011 vs. \$24,161) in August 2024 compared to August 2023. YTD Customer Website decreased by 8.6% (\$167,725 vs. \$183,477).
- Mobile Ticketing increased 13.3% (\$116,845 vs. \$103,172) in August 2024 compared to August 2023. YTD Mobile Ticketing increased 13.0% (\$884,963 vs. \$783,228).
- Institutional Website increased 50.6% (\$20,933 vs. \$13,903) in August 2024 compared to August 2023. YTD Institutional Website increased 57.8% (\$163,957 vs. \$103,911).
- Open Payments increased 479.1% (\$23,200 vs. \$4,006) in August 2024 compared to August 2023 (open payments started in July 2023).
- Retail Network increased 38.1% (\$4,473 vs. \$3,238) in August 2024 compared to August 2023. YTD Retail Network increased 42.9% (\$32,005 vs. \$22,398).

Total Pass Sales:

Total Pass Sales increased 0.2% (25,744 passes vs. 25,691 passes) in August 2024 compared to August 2023. YTD Total Pass Sales increased 15.9% (168,495 passes vs. 145,335 passes).

- 1-Ride Pass decreased 21.0% (9,035 passes vs. 11,443 passes) in August 2024 compared to August 2023. YTD 1-Ride Pass decreased 3.6% (58,370 passes vs. 60,569 passes).
- 7-Day Rolling Pass decreased 27.2% (267 passes vs. 367 passes) in August 2024 compared to August 2023. YTD 7-Day Rolling Pass increased 23.2% (3,007 passes vs. 2,441 passes).
- Day Pass increased 20.5% (15,130 passes vs. 12,556 passes) in August 2024 compared to August 2023. YTD Day Pass increased 32.8% (96,600 passes vs. 72,724 passes).
- Honored Rider 31-Day Rolling Pass decreased 37.7% (48 passes vs. 77 passes) in August 2024 compared to August 2023. YTD Honored Rider 31- Day Pass decreased 15.4% (379 passes vs. 448 passes).
- Paratransit Monthly Pass decreased 5.3% (36 passes vs. 38 passes) in August 2024 compared to August 2023. YTD Paratransit Monthly Pass increased 15.5% (305 passes vs. 264 passes).
- Shuttle Park Pass decreased 39.6% (102 passes vs. 169 passes) in August 2024 compared to August 2023. YTD Shuttle Park Pass decreased 35.1% (941 passes vs. 1,450 passes).
- Standard 31-Day Rolling Pass increased 7.8% (1,120 passes vs. 1,039 passes) in August 2024 compared to August 2023. YTD Standard 31-Day Pass increased 19.5% (8,883 passes vs. 7,433 passes).

Total Discounted Passes (Included in Pass Sales above):

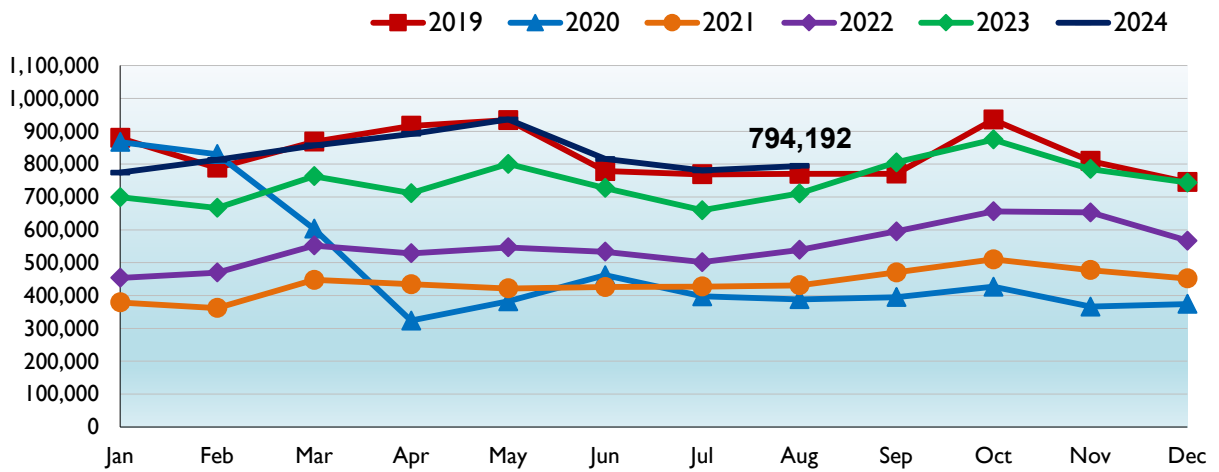
- 1-Ride CAP passes decreased 26.9% (5,945 passes vs. 8,130 passes) in August 2024 compared to August 2023. YTD 1-Ride CAP passes decreased 6.4% (30,547 passes vs. 32,645 passes).
- Day CAP Passes increased 48.4% (8,215 passes vs. 5,534 passes) in August 2024 compared to August 2023. YTD Day CAP Passes increased 38.9% (56,958 passes vs. 40,994 passes).
- Employer-Sponsored Bus Pass Program increased 4.8% (458 passes vs. 437 passes) in August 2024 compared to August 2023. YTD Employer-Sponsored Passes increased 2.4% (3,487 passes vs. 3,405 passes).

Specialty Pass Programs:

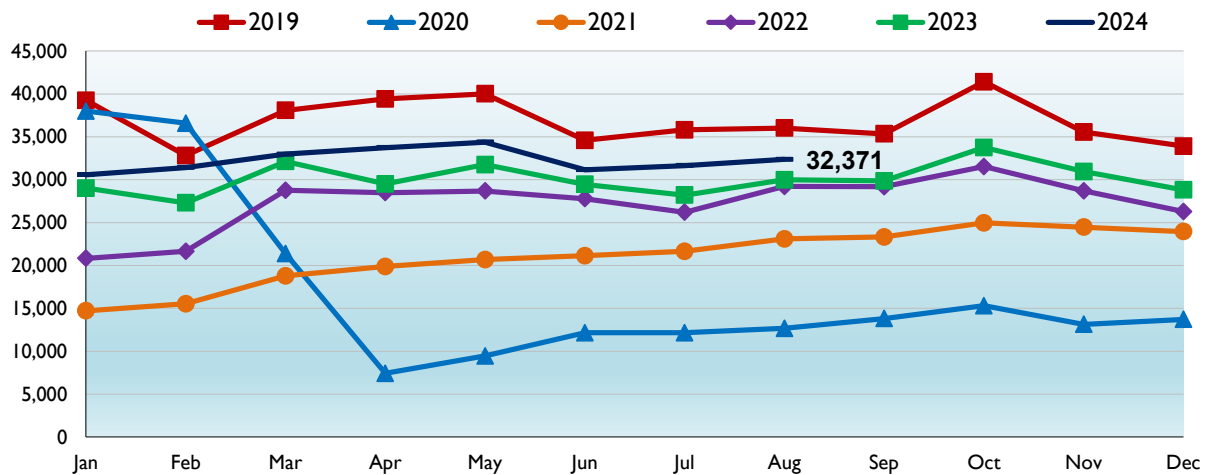
Monthly Data	YTD Data
<p>Shuttle Park monthly sales Decreased 39.6% (102 vs. 169 in 2023)</p>	<p>YTD sales Decreased 35.1% (941 vs. 1,450 in 2023)</p>
<p>ESBP monthly sales Increased 4.8% (458 vs. 437 in 2023)</p>	<p>YTD sales Increased 2.4% (3,487 vs. 3,405 in 2023)</p>
<p>UTAP monthly rides Increased 53.4% (42,048 vs. 27,411 in 2023)</p>	<p>YTD rides Increased 20.1% (591,336 vs. 492,332 in 2023)</p>
<p>Community Access Program Increased 3.6% (14,160 vs 13,664 in 2023)</p>	<p>YTD CAP Sales Increased 18.8% (87,505 vs 73,639 in 2023)</p>

RECOMMENDATION TO BOARD: Information only.

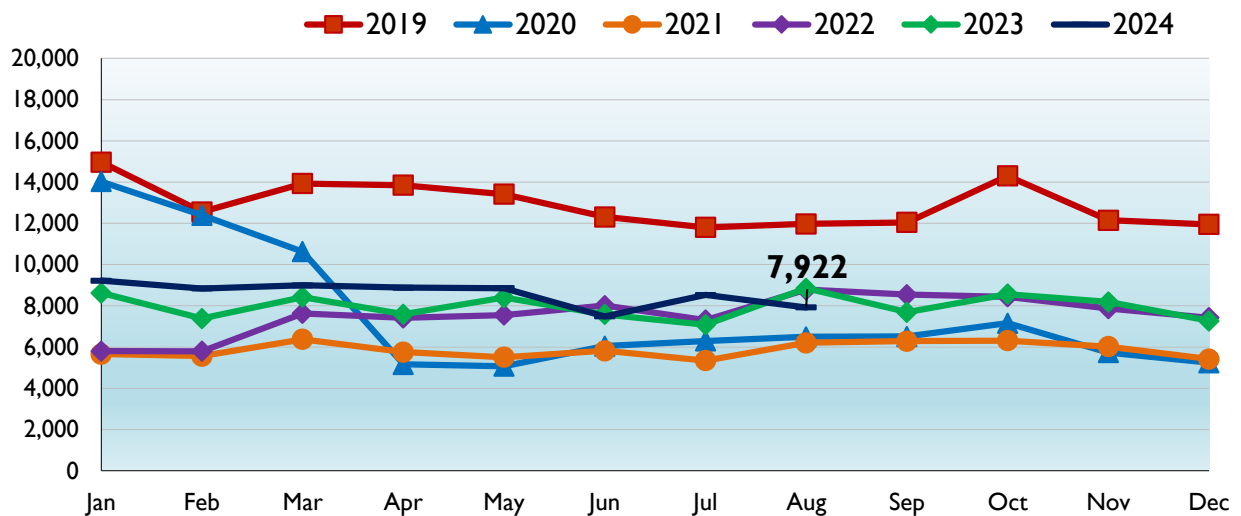
FIXED ROUTE RIDERSHIP



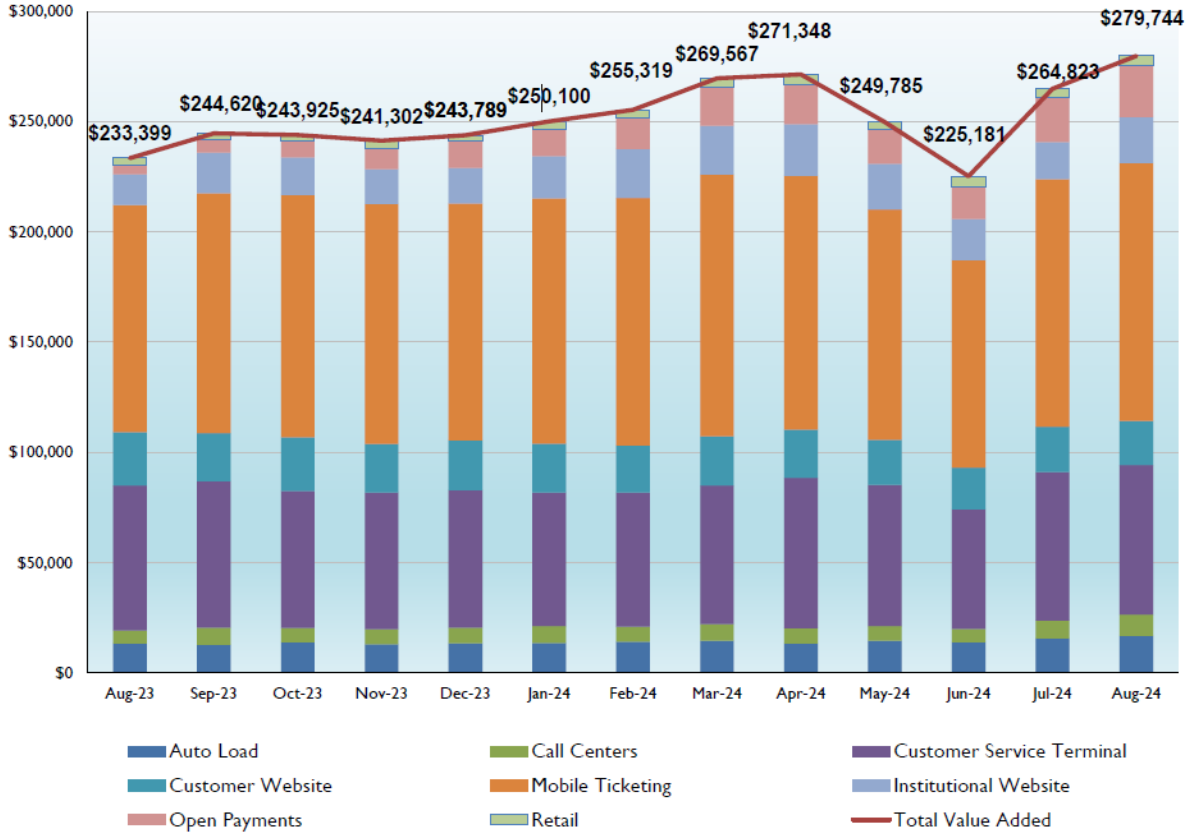
PARATRANSIT RIDERSHIP



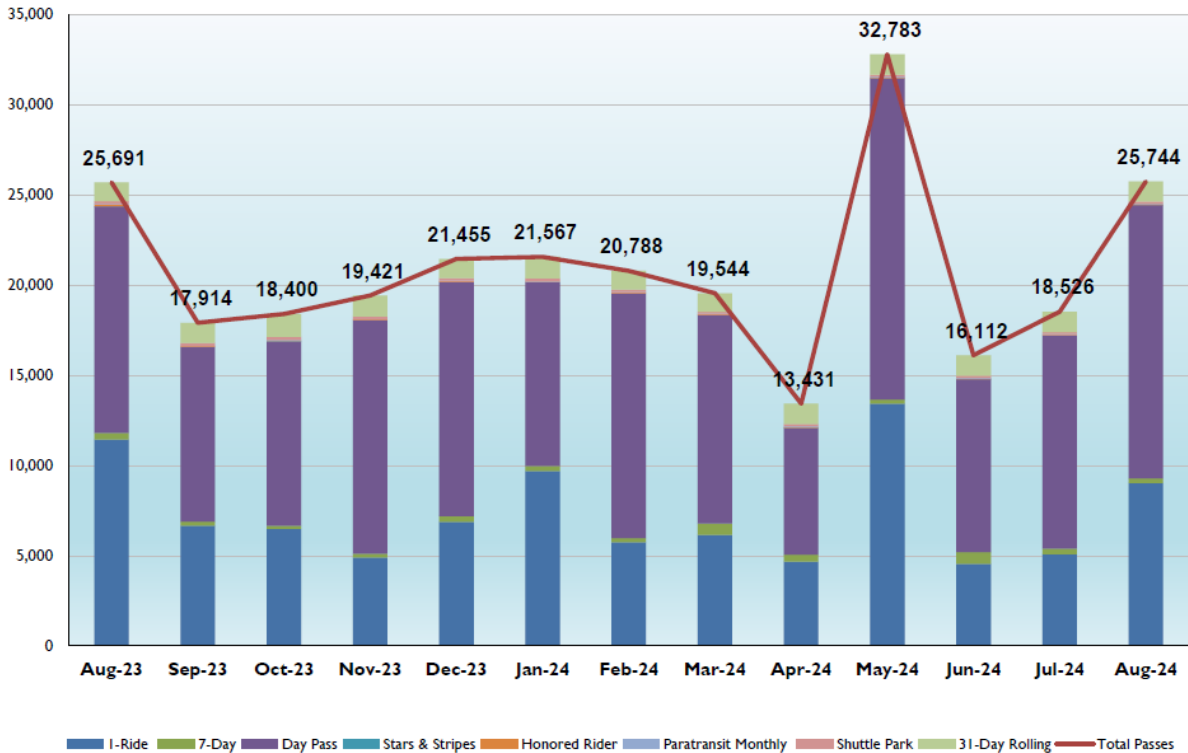
RIDESHARE RIDERSHIP



TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES

