

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, November 21, 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 21th DAY OF NOVEMBER 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

November 21, 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, November 21, 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. Excused Absences
4. Approve Board Agenda (*Chair French*)
5. Board Chair Report (*French*)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
 - A. CEO Recognition from Washington State Department of Transportation (*Mike Gribner*)
 - B. CEO Recognition from Washington State Transit Association (*Justin Leighton*)
8. Public Hearing: *25 minutes*
 - A. Proposed 2025 Budget (*Tammy Johnston*)
 - B. Draft Connect 2035 Strategic Plan (*Karl Otterstrom*)
9. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of October 17, 2024, STA Board Meeting– Corrections/Approval
 - B. Minutes of October 30, 2024, STA Board Workshop – Corrections/Approval
 - C. Approval of the October 2024 Vouchers (*Tammy Johnston/E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. I-90 / Valley High-Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Karl Otterstrom*)
 - F. Federal Transit Administration Section 5310 Funding Opportunity Approval (*Karl Otterstrom*)
 - G. Hazardous & Non-Hazardous Waste Disposal Services: Award of Contract (*Brandon Rapez-Betty*)
 - H. Spokane County Surplus Land Acquisition: Resolution (*Karl Otterstrom*)
 - I. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
 - J. Plaza LED Lighting Project: Final Acceptance (*Brandon Rapez-Betty*)
10. Board Action – Other: *5 minutes*
 - A. Recognition of Congresswoman Cathy McMorris Rodgers – Resolution (*E. Susan Meyer*)
 - B. Recognition of State Senator Andy Billig – Resolution (*E. Susan Meyer*)
11. Board Report: *10 minutes*
 - A. CEO Search Task Force Update (*Chair French*)
12. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al 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*)
15. CEO Report: *10 minutes*

- 16. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. October 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. September 2024 Financial Results Summary (*Tammy Johnston*)
 - D. September 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - E. STA Holiday Service & Office Hours (*Dana Infalt*)
 - F. Third Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
 - G. 2025 Service Revisions: Draft (*Karl Otterstrom*)
 - H. Draft 2025 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - I. Draft 2025 Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
- 17. New Business
- 18. Board Member Expressions
- 19. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): 15 minutes
 - A. Succession Planning

At this time, the Board will adjourn to Executive Session for the following purpose (RCW42.30.110(g)): *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee.*
- 20. Adjourn

Optional Virtual link:	Click here to join		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2486 967 5827

Cable 5 Broadcast Dates and Times of November 21, 2024, Board Meeting:

Saturday, November 23, 2024	4:00 p.m.
Monday, November 25, 2024	10:00 a.m.
Tuesday, November 26, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	December 4, 2024, 10:00 a.m.
Performance Monitoring & External Relations	December 4, 2024, 1:30 p.m.
Board Operations	December 11, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, December 19, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option is available for all Committee and Board meetings)

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 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, but it is not required. 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 members in person.

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

November 21, 2024

AGENDA ITEM 7A : CEO RECOGNITION FROM WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION (WSDOT)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Mike Gribner, Deputy Secretary of Transportation, WSDOT

SUMMARY: At this time, Mr. Gribner will present the retiring CEO, E. Susan Meyer, with an award from the Washington State Transit Association.

RECOMMENDATION TO BOARD: For Recognition.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 7B : CEO RECOGNITION FROM WASHINGTON STATE TRANSIT ASSOCIATION (WSTA)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Justin Leighton, Executive Director, WSTA

SUMMARY: At this time, Mr. Leighton will present retiring CEO, E. Susan Meyer, with an award from the Washington State Transit Association.

RECOMMENDATION TO BOARD: For Recognition.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 8A : PUBLIC HEARING:

A. PROPOSED 2025 BUDGET

REFERRAL COMMITTEE: N/A

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

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

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

RECOMMENDATION TO COMMITTEE: Conduct public hearing.

(Action at December 19, 2024, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer 

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

Staff Report – 8A – Public Hearing: Proposed 2025 Budget

Presented: STA Board Meeting – November 21, 2024

SUBJECT: PROPOSED 2025 BUDGET

SUMMARY: In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

The 2025 action plan and the operating and capital budget are combined into one comprehensive document; the 2025 Budget. It was reviewed at the October 2, 2024, Planning & Development Committee meeting, the October 17, 2024, STA Board meeting, and then again at the November 6, 2024, Planning & Development Committee meeting.

The Proposed 2025 Budget is attached for the Board’s review. It was reviewed at the November 6, 2024, Planning and Development Committee and is the subject of the public hearing to be held in conjunction with the regular meeting of the STA Board of Directors on November 21, 2024. Subject to input and further refinement, the 2025 Budget is proposed to be adopted in December 2024.

RECOMMENDATION TO BOARD: Receive report.

Proposed
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 475,470 people were living within the PTBA in 2024. 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 $\frac{3}{4}$ 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).

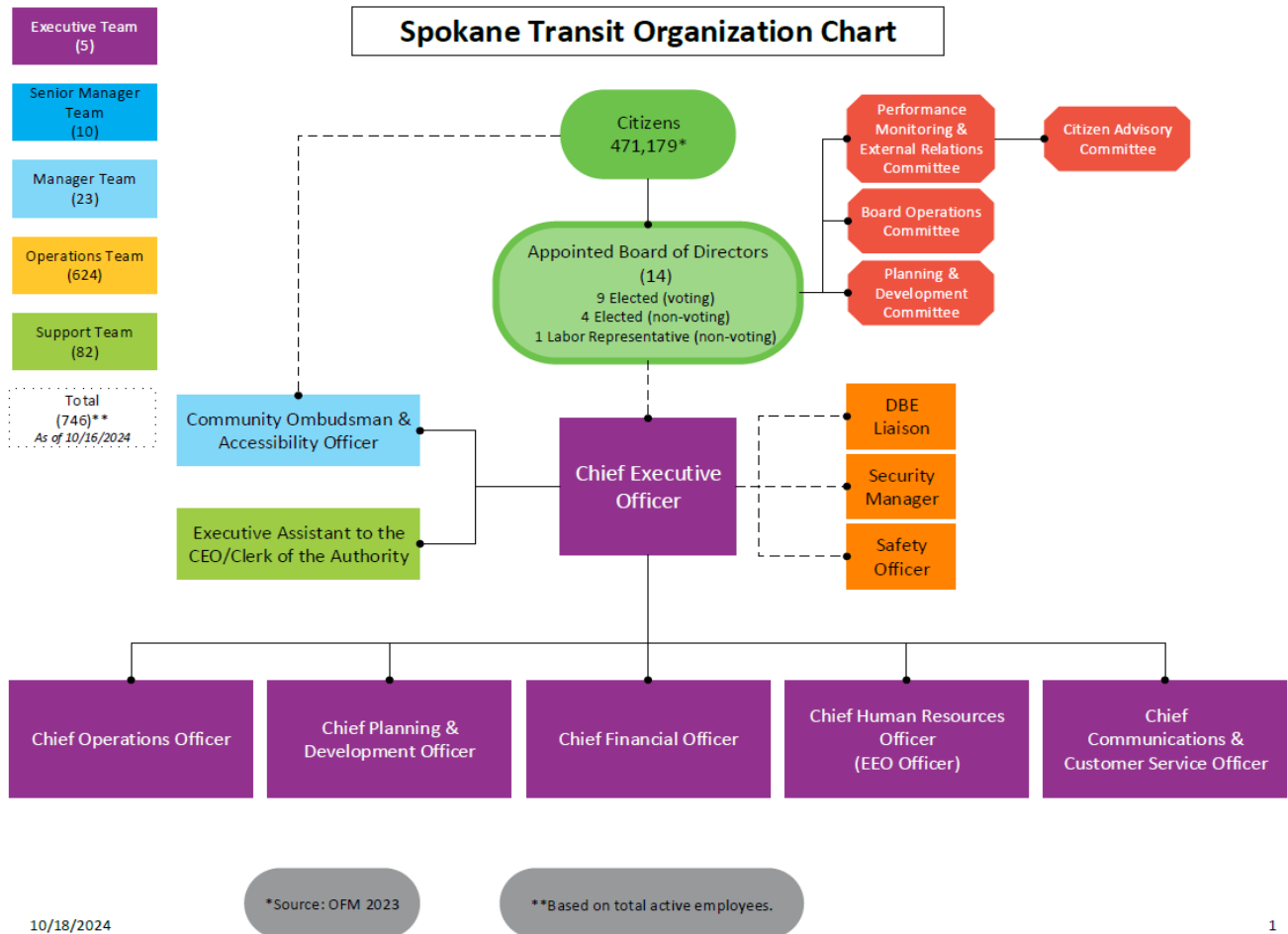
The STA Board is composed of nine voting members who are elected officials appointed by the jurisdictions in the PTBA. Jurisdictions include the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley as well as parts of the unincorporated County. Additionally, 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:



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 tenets in upholding its promise to its riders, employees and the broader community it serves.

Vision

Connecting everyone to opportunity

Mission

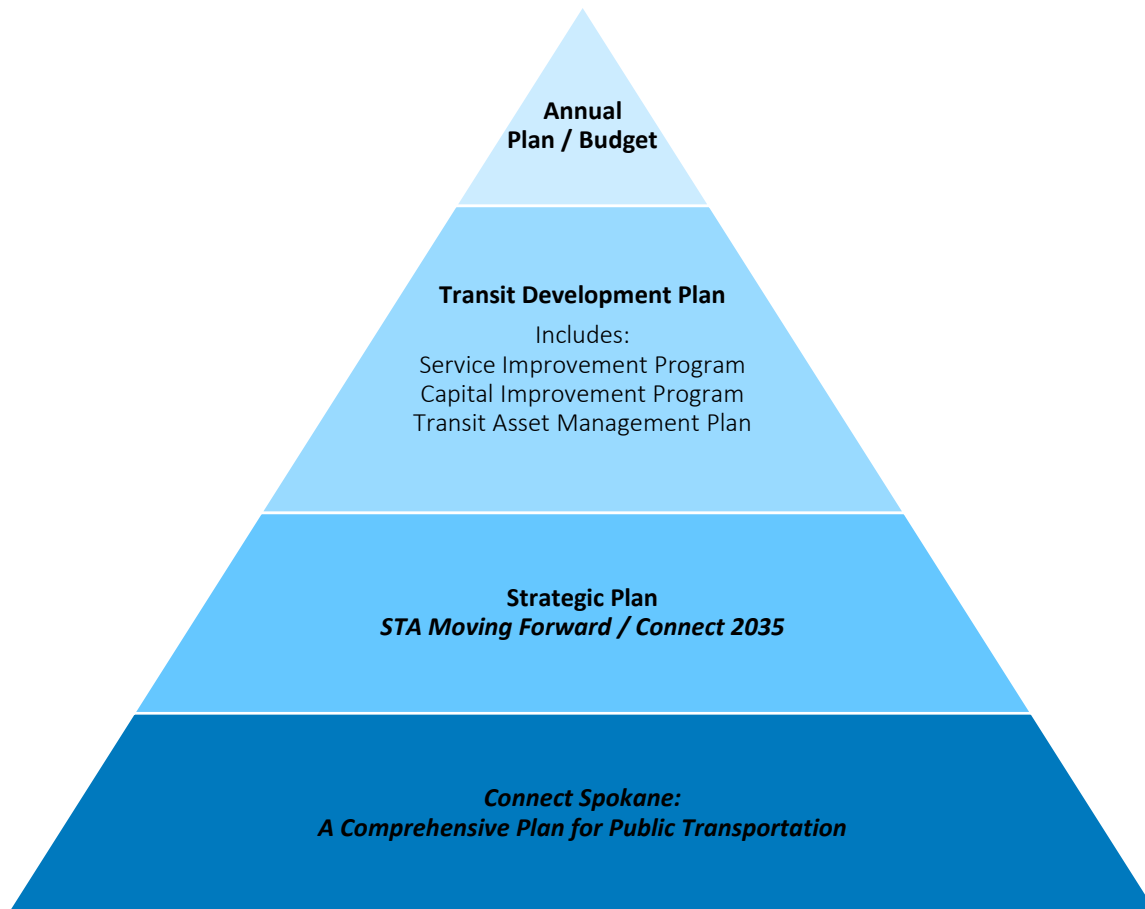
We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. We are leaders in transportation and a valued partner in the region's social fabric, economic infrastructure, and quality of life.

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

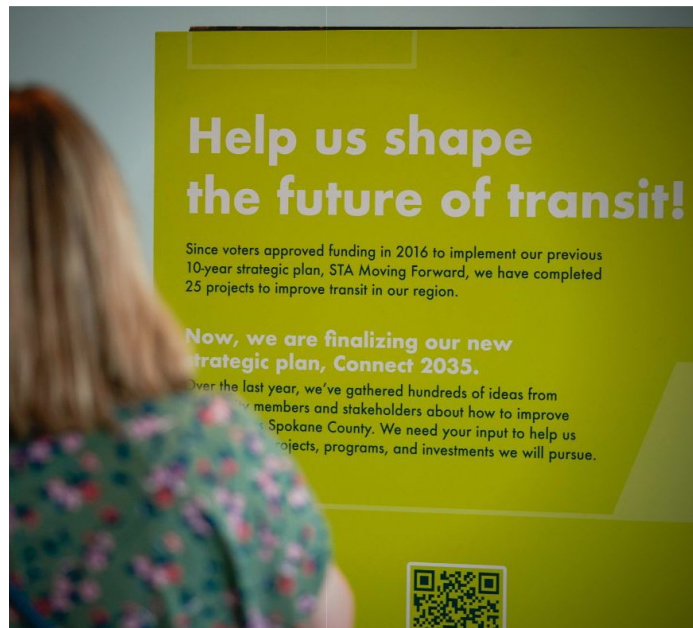
Executive Overview

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 its 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 Proposed Operating and Capital Budget is shown in the summary table below. Operating revenue of \$153.6M exceeds operating expenses of \$131.4M. The capital budget, net of capital grant revenue, is \$41.8M. Cash of \$34.7M 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.

	2024 Budget	Proposed 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	116,312,668	7,442,997	6.8%
State Grants	10,190,867	10,275,706	84,839	0.8%
Miscellaneous Revenue	5,398,945	6,327,004	928,059	17.2%
Federal Preventive Maintenance	11,189,185	12,837,846	1,648,661	14.7%
Subtotal: Operating Revenues	\$ 143,197,532	\$ 153,561,280	\$ 10,363,748	7.2%
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	175,807,614	12,327,316	7.5%
Decrease in Cash Balance*	53,358,544	34,654,258	(18,704,286)	-35.1%
Total Source of Funds	\$ 216,838,842	\$ 210,461,872	\$ (6,376,971)	-2.9%
Estimated Expenditures:				
Fixed Route	\$ 78,970,783	\$ 85,959,111	\$ 6,988,328	8.8%
Paratransit	20,026,632	21,875,233	1,848,601	9.2%
Rideshare	908,949	955,926	46,977	5.2%
Plaza	3,525,016	4,103,871	578,854	16.4%
Administration	18,758,667	18,545,588	(213,078)	-1.1%
Total Operating Expenses	\$ 122,190,047	\$ 131,439,729	\$ 9,249,681	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	\$ 210,461,872	\$ (6,376,971)	-2.9%

* Represents net decrease in cash from Cash & Reserves of \$26,424,389 and a reduction in the 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 Proposed 2025 Budget includes Operating revenues of \$153,561,280. 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	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Sales Tax Revenue	\$ 114,879,746	\$ 108,869,671	\$ 116,312,668	\$ 7,442,998	6.8%	
Fares & Other Transit Revenue	6,938,613	7,548,864	7,808,056	259,193	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	6,327,004	928,059	17.2%	
Federal Stimulus Grants	20,079,508	-	-	-	0.0%	
Total Revenues	\$ 167,955,985	\$ 143,197,532	\$ 153,561,280	\$ 10,363,749	7.2%	



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 75.7 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 3.9% for 2022, 2023, and 2024 (YTD through October), 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 one percent increase in sales tax over the latest twelve months of actual receipts. For 2025, this creates a growth of 6.8 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	Proposed 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, fares can play a role in the increase or decrease of ridership. The collection 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 8.4 percent of Operating Revenues.



State Grants - STA receives funding from the Washington State Department of Transportation for special needs transportation. In addition, STA started receiving funding in 2023 from the Move Ahead Washington legislation, the state transportation package that provides funding for public transportation over the next 16 years. It is funded by the Climate Commitment Act. The Transit Support Grant requires agencies to provide zero-fare for youth eighteen years of age and under. These operating grants represent 6.7 percent of 2025 Operating revenues.

Miscellaneous - This revenue consists primarily of investment earnings. Interest income has increased due to an increase in average cash balance and higher interest rates. The interest rate assumption for 2025 is 2.5 percent.

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 grants were received in 2024 and are not anticipated for 2025 and beyond.

Operating Expenses

The Proposed 2025 Operating Expense budget totals \$131,439,729 which represents the cost to maintain existing service levels 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	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Fixed Route	\$ 68,540,549	\$ 78,970,783	\$ 85,959,111	\$ 6,988,328	8.8%	
Paratransit	17,010,581	20,026,632	21,875,233	1,848,601	9.2%	
Rideshare	650,935	908,949	955,926	46,977	5.2%	
Plaza	2,537,238	3,525,016	4,103,871	578,855	16.4%	
Administration	15,601,317	18,758,667	18,545,588	(213,079)	-1.1%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,439,729	\$ 9,249,682	7.6%	

Expense Type by Natural Category						
Expense Type	2023 Actual	2024 Budget	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Salaries & Wages	\$ 47,671,659	\$ 50,065,161	\$ 54,259,573	\$ 4,194,413	8.4%	
Benefits	24,360,495	32,602,999	35,744,839	3,141,840	9.6%	
Services	5,752,423	7,485,105	7,877,877	392,772	5.2%	
Contract Transportation	6,889,444	8,135,235	8,218,048	82,813	1.0%	
Materials	14,496,716	17,069,581	17,451,770	382,189	2.2%	
Other	5,169,882	6,831,967	7,887,622	1,055,655	15.5%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,439,729	\$ 9,249,682	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 included 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 minor modifications to holiday service times occurring in 2025.

Paratransit (Demand Response) - Paratransit refers to the mode of service that provides a complementary service to fixed route 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 additional 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 Proposed 2025 Budget:

Revenue Hours by Mode

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change from 2024 Budget	% Change 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	Proposed 2025 Budget	Change from 2024 Budget	% Change 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, contracted increases for ATU 1015, ATU 1598, AFSCME 3939, and general wage increases for management and 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 3.9 percent and 6.88 percent, respectively, while the dental insurance premium remained the same as 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 15.5 percent over the 2024 budget. Property and liability insurance is one of the key drivers of this increase. For the Proposed 2025 Budget, STA expects insurance costs to increase by 13.4 percent based on the rates provided by the Washington State Transit Insurance Pool (WSTIP), reflective of challenging insurance markets as insurance providers reduce the limits available for purchase.

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 Van Operators, Transportation administration, Reservations, and Dispatch. Paratransit service is provided by a contractor at night and on weekends. Paratransit also includes 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. The Executive group also includes the Clerk of the Board who provides Board and CEO support, as well as the Ombudsman and Accessibility Officer.

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 assessment of accidents and incidents, 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 overseeing the Disadvantaged Business Enterprise program that ensures small businesses owned by socially and economically disadvantaged individuals have access to federally-assisted contracts.

Communications & Customer Service

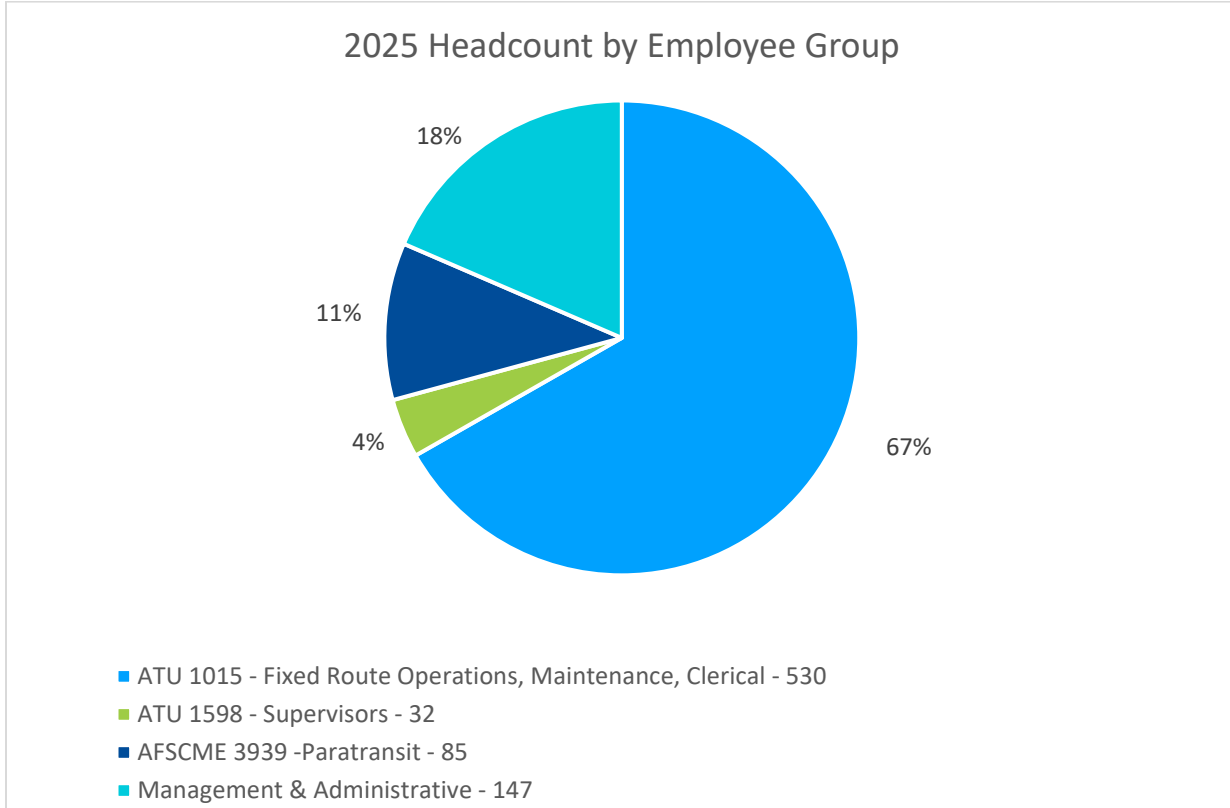
Communications staff is responsible for Agency marketing and communications, along with media relations. They produce informational and educational materials about the Agency and promote awareness about STA's transit services. The Department manages the website and real-time customer communications,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

Employees

STA's Proposed 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 or 82 percent of the workforce are represented by one of three labor unions, in addition to non-represented management and 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 replace 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 completing 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, updates to bus stops, operator comfort stations 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

	Proposed 2025 Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$ 153,561,280
Operating Expense	(131,439,729)
Revenue Over / (Under) Operating Expenses	\$ 22,121,551
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	\$ (26,424,389)
CASH (Projected beginning 2025)	\$ 224,880,724
CASH (Projected ending 2025)	\$ 198,456,335
BOARD DESIGNATED AND OTHER RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ (19,715,959)
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	\$ (55,522,959)
2025 Estimated End of Year Cash Balance After Reserves¹	\$ 142,933,376
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 was designated to provide catastrophic self-insurance coverage for underground storage tanks to protect the Agency from exposure beyond the financial resources available through the Agency's insurance coverage.

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 respond to 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 to make the acquisitions.

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	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$103,855,264	\$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	20.0%	19.0%	24.7%
Average Fare	\$0.64	\$0.68	\$0.64
Cost per Passenger	\$10.00	\$10.54	\$8.08
Operating Cost per Revenue Hour	\$191.73	\$182.19	\$146.33
Operating Cost per Revenue Mile	\$13.92	\$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	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$26,649,459	\$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	3.1%	3.5%	4.0%
Average Fare	\$1.23	\$1.33	\$1.35
Cost per Passenger	\$65.26	\$57.15	\$49.74
Operating Cost per Revenue Hour	\$157.94	\$147.67	\$109.99
Operating Cost per Revenue Mile	\$10.18	\$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	74	68
Vehicles Operated in Max Service-Contracted	49	49	40

Rideshare Key Operating Indicators	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$1,154,944	\$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	\$10.04	\$9.28	\$7.18
Operating Cost per Revenue Hour	\$35.28	\$36.88	\$24.07
Operating Cost per Revenue Mile	\$1.078	\$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	\$ 153,561,280	Operating Expenses	\$ 131,439,729
Capital Grants	\$ 22,246,334	Capital Projects	\$ 62,543,420
From Cash Balance	\$ 34,654,258	Fleet Replacement Allocation	\$ 16,478,723
Total Source of Funds	\$ 210,461,872	Total Use of Funds	\$ 210,461,872

BOARD DESIGNATED CASH RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ 19,715,959
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	\$ 55,165,959

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 Directors 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 Act– 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 current standard fare rate divided by the operating cost per passenger. The operating cost per passenger is the total cost of fixed route operations divided by the total number of passengers.

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 Equivalents (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 shared ride, ADA compliant service provided within $\frac{3}{4}$ of a mile of a fixed bus routes to those with a disability that prevents them from using the regular bus.

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 Directors.

Revenue – Income received by the Agency from all sources 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 commute group with a vehicle maintained by STA. A minimum of three people who live and work near each other commuting together in an STA Rideshare vehicle.

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 – Local, voter approved sales tax on certain forms of consumption levied by the State of Washington within the Public Transportation Benefit Area for the Agency in the amount of eight-tenths of one percent (0.8 percent).

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	

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-I	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-I	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-I	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-I	Funded-MF	707,516	657,109	50,407	-	50,407	-	-	50,407	-	-	-	-	-	-	-	50,407
		955	Argonne Station Park and Ride	Work in Progress-I	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-I	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-I	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-I	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-I	Funded-NT	400,000	-	400,000	-	160,000	-	-	160,000	-	-	-	-	-	-	-	160,000
		954	Broadway Supporting Amenities	Work in Progress-I	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	
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

November 21, 2024

AGENDA ITEM 8B :

PUBLIC HEARING:

A. DRAFT CONNECT 2035 STRATEGIC PLAN

REFERRAL COMMITTEE:

N/A

SUBMITTED BY:

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

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

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

RECOMMENDATION TO COMMITTEE: Conduct public hearing.

(Action at December 19, 2024, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report – 8B – Public Hearing: Connect 2035 Draft Strategic Plan

Presented: STA Board Meeting – November 21, 2024

SUBJECT: DRAFT CONNECT 2035 STRATEGIC PLAN

SUMMARY: 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 presented the draft plan to the November 6, 2024, Planning & Development Committee in preparation for the public hearing scheduled in conjunction with the November 21, 2024, Board meeting.

BACKGROUND: Spokane Transit's *Connect 2035 Strategic Plan* is envisioned to be the agency's roadmap for investments and initiatives to maintain and improve public transportation services for our region through 2035. The draft plan is available for review on the plan website:

<https://staconnect2035.com/>

The *Connect 2035* strategic planning process began in earnest in early 2022. Phase 1 of the planning effort culminated in the adoption of the *Connect 2035* Phase 1 Strategic Foundation in December 2022 (Resolution No. 803-22), which can be found here: [STA-Connect-2035-20221219.pdf](#). The strategic foundation articulated three strategic goals and accompanying performance measures, and documented general themes received from customers, employees, the board, and other community members and stakeholders.

Connect 2035 Phase 2 kick-off began in summer 2023. Its focus has been to align the strategic goals with available funding, key initiatives, the fixed route network, and the organization's capacity requirements. This phase identified and developed a list of core investments and key initiatives that advance the goals of *Connect 2035*. *These will* be incorporated into the strategic plan, with the aim of Board adoption of the plan in December 2024.

STA engaged the Board, customers, employees, community-based organizations (CBOs), partner jurisdictions, and other community members and stakeholders throughout this phase. Packaging guidance related to the initiatives was unanimously approved by Board motion on October 17, 2024, and is reflected in the draft plan. All input was carefully considered.

The draft *Connect 2035* strategic plan is available online at the web page link above. Staff presented highlights of the plan during the November 6, 2024, Planning & Development Committee meeting. Additionally, STA will be reaching out to customers, community, riders and CBOs to make them aware of the draft plan and seek comment, in addition to the public hearing scheduled for the November 21, 2024, Board meeting. A final draft plan will be prepared for Committee and Board action in December 2024.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9A : MINUTES OF THE OCTOBER 17, 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 October 17, 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

DRAFT Minutes of the October 17, 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*
Betsy Wilkerson, City of Spokane (*Virtual*)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Paul Dillon, City of Spokane
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

Dan Dunne, Small Cities (Liberty Lake)
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
Tammy Johnston, Sr. Financial Services Manager
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 1:30 pm and the Clerk conducted roll call.

2. Pledge of Allegiance

3. Excused Absences

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

4. Approve Board Agenda

Chair French advised that there would be an Executive Session added to the agenda item 19 and since the Board Operations Committee approved the Agenda but an item had been removed from the agenda since that time, as noted in red. There were no further corrections.

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

5. Chair Report

Chair French provided an update to the Board on the CEO Search and advised there would be additional discussion during the Executive Session.

6. Public Expressions

Mr. Erik Lowe provided public expressions in person and Ms. Sarah Rose offered public expressions virtually. Chair French called three times for additional public expressions. There were none.

7. Recognitions and Presentations

Mr. Rapez-Betty recognized Mr. Robert Pogue for his 30 years of dedicated service to STA in the Maintenance Department. Mr. Rapez-Betty, the CEO, Executive Team, and the Board extended their congratulations to Mr. Pogue and conveyed their best wishes for his retirement.

Ms. Williams presented the Employee Recognition awards and noted employees are nominated by their peers. Award winners included Todd Balles, Transit Officer, Kyle Montano, Coach Operator, and Raul Zaragoza, Coach Operator.

Ms. Williams acknowledged the celebration of service milestones for the second quarter of 2024, recognizing employees who have reached 5, 10, 15, 20, 25, and 30 years of service. Mr. Brian Conley was present and recognized for 25 years of service.

The Board commended the recipients of the employee recognition awards and acknowledged the celebrations honoring service milestones.

8. Board Action - Consent Agenda

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

- 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 claims listed on September 2024 Vouchers summarized below:

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

- D. Public Works Contracts under \$35,000: Final Acceptance - Acceptance of the 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
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

- E. Boone Northwest Garage Battery Electric Bus Charging Infrastructure: Final Acceptance - 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.

9. Board Action – Committee Recommendation

- A. Connect Spokane Comprehensive Plan: Final Adoption of Plan Update: Resolution

Mr. Otterstrom presented the Connect Spokane Comprehensive Plan, outlining the structured review and update process. He explained that, in accordance with STA's policy on major plan updates, a comprehensive review began in 2020. However, it was delayed slightly due to the pandemic and subsequently divided into two phases, with the second phase resuming in September 2023.

In summarizing the updates, Mr. Otterstrom highlighted key plan elements that underwent changes. Notably, while not all elements were revised, significant updates were made in areas including High Performance Transit, Paratransit, Transit Equity & Inclusion (added as a new element), Communications & Public Input, Regional Transportation & Land Use, and Economic Development (with the title extended to reflect the broader scope). The Sustainability element was also refined.

To facilitate review, a redline draft was shared with the Planning & Development Committee. Based on their feedback and public input, a revised version was reviewed at the Planning & Development Committee on September 4 and presented at a public hearing on September 19. On October 2, the Planning & Development Committee recommended adoption, suggesting slight adjustments for clarity, which are now available in the redline version published online.

Mr. Otterstrom concluded by reiterating the importance of today's resolution to adopt the updated plan, underscoring that these policies are foundational to STA's commitment to providing effective public transportation throughout the region.

Mr. Zappone moved to approve, by Resolution 826-24, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented. Mr. Hattenburg seconded and the motion passed unanimously.

10. Board Action – Other

- A. Connect 2035 Strategic Plan: Community Input Review and Packaging Guidance.

Mr. Otterstrom reviewed the Connect 2035 initiative development, recent workshops and meetings focused on identifying enhancements—one-time investments aimed at strengthening STA services and achieving the plan's goals. The core investments, including the Clean Energy Campus, Division Street BRT, and the transition to zero-emission vehicles, were broadly supported by the Board and the public. Public feedback was gathered through surveys and a tele-town hall meeting, where participants expressed enthusiasm for these initiatives, with Division Street BRT receiving particularly high interest. Among STA employees, infrastructure priorities—such as clean energy garages and facilities—ranked highly.

He explained the approach used to packaging these initiatives, using a screening process that evaluated various project lists over the summer. These packages include baseline projects recommended for inclusion across all scenarios, as well as specific packages that could be tailored or combined.

The Board Workshop in September confirmed broad support for core projects aligned with Connect 2035's three main goals: Customer Experience, Community Partnerships, and Capacity Building.

In addition to core projects, thematic packages were created to address the priorities. Mr. Otterstrom noted the guidance recommended a hybrid approach, selecting initiatives from across packages and he discussed the cost estimate before reviewing Next Steps for finalizing Connect 2035 Strategic Plan.

Ms. Klitzke requested adding to the motion to use existing funding available to include NE Spokane in the Mobility on Demand program. Staff agreed to make the addition. Discussion ensued.

Ms. Klitzke moved to approve the list of initiatives to be included in the draft for public input Connect 2035 strategic plan as amended. Mr. Zappone seconded and the motion passed unanimously.

11. Board Report

A. Draft 2025 Budget

Ms. Meyer noted the 2025 draft operating and capital budgets had been presented to the Planning and Development Committee and staff will return in November to the committee and Board, with any final updates integrated for approval at the December 19th Board meeting. She reviewed the STA Vision & Mission, Organizational Priorities and the 2025 Action Plan. The Action Plan included the planning framework, proposed core actions that aligned with Connect 2035 Strategic Plan goals. Ms. Meyer presented the Operating Revenue, Operating Expenses, and Capital budgets. She noted the comparison of the draft 2025 to 2024 budgets, and the 2025 cash and reserve analysis before reviewing the Next Steps. There will be a public Hearing for the Proposed 2025 Budget at the November 21st Board Meeting and the proposed Board adoption, by Resolution, of the final proposed 2025 Budget is set for the December 19, 2024, Board meeting.

Discussion ensued.

B. CEO Search Task Force Update

Chair French updated the Board on the CEO Search Task force progress in hiring an executive search firm. He noted the field had been narrowed down to two firms. The CEO Search Task Force will meet again before the next Board meeting.

12. Board Operations Committee

A. Chair Report (*Al French*)

Chair French provided an update of the meeting held October 9, 2024. He advised the committee is working on the framework for next year's Board Operations Committee Work Program and discussed the CEO evaluation process and development of performance benchmarks as part of an ongoing conversation.

13. Planning & Development Committee (P&D)

A. Chair Report (*Pam Haley*)

Ms. Haley provided an overview of items discussed at the Planning & Development Committee meeting.

14. Performance Monitoring & External Relations Committee (PMER)

A. Chair Report (*Josh Kerns*)

Mr. Kerns advised that an item was introduced for consideration of a potential bus wrap program. Staff provided a detailed breakdown of considerations for individual bus wraps, including legal analysis, viewpoint neutrality, costs, durability, replacement processes, and installation timelines. However, the committee could not reach a consensus on the specifics, as various ideas were proposed. The committee recommended bringing the topic back to the full Board for a more in-depth discussion, requesting that Mr. Rapez-Betty provide detailed benchmarks and considerations at a future meeting. The goal is to determine whether the Board wants to continue exploring the bus wrap program before investing further time. Given the packed agenda, the PMER committee suggested pushing the discussion to the next meeting, or December if needed. After receiving Board guidance, the topic will return to PMER for further deliberation, potentially leading to a draft proposal.

15. CEO Report

Ms. Meyer reported Ridership for Fixed Route was up 21.6% IN September 2024 vs. 2023 and 31.2% increase year-to-date. Paratransit ridership was up 13.9% in September and 26.7% year-to-date, while Rideshare increased 8.1% versus September 2023 and 7.6% year-to-date. She provided an update on monthly fare revenue by service type and voter approved sales tax. September voter-approved sales tax was \$10M compared to a budget of \$8.5M, or a 17.8% difference of \$1,518,440. Year-to-date, the sales tax revenue is 2.4% above budget.

Ms. Meyer said a report on the financial results summary for revenue and expenses was requested by a Board member but are already included in the packet. In the interest of time, she did not report on these items but offered to answer questions if they came up after board members reviewed.

She provided a brief update on the APTA TRANSform Conference in late September and offered to answer questions.

Ms. Meyer said that a memo responding to the question about the GIS Analysis of ridership and service levels by jurisdiction had been provided to all Board members at today's meeting. She was asked to email a copy and Ms. Meyer said staff will forward it to the board members. There were no further questions.

16. Board Information

The following items were included in the packet for informational purposes.

- A. Committee Minutes
- B. September 2024 Sales Tax Revenue
- C. August 2024 Financial Results Summary
- D. August 2024 Operating Indicators

17. New Business

There was no New Business.

18. Board Member Expressions

There were no member expressions.

19. Executive Session

The Board adjourned to Executive Session at 3:25 pm for ten minutes for the purpose of:

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

After ten minutes, legal counsel advised the Clerk that the Board was requesting an additional five minutes. The Clerk returned to open session and instructed the public that the Board would take an additional five minutes.

The Board returned from Executive Session at 3:40. The Chair reiterated that the Board had requested an additional five minutes and that there would be no action as a result of the Executive Session.

20. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:45 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9B : MINUTES OF THE OCTOBER 30, 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 October 30, 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 October 30, 2024

STA Board Workshop

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pam Haley, City of Spokane Valley (*alternate attended*)
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities (Liberty Lake)
Josh Kerns, Spokane County (*Virtual*)
Kitty Klitzke, City of Spokane
Paul Dillon, City of Spokane (*Virtual*)
Rod Higgins, *alternate for 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

Betsy Wilkerson, City of Spokane

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

VIRTUAL GUESTS

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

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

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. Welcome and Introductions

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.

3. Workshop Objectives

Ms. Meyer advised the objective of today's workshop to provide an overview of the outline for the draft *Connect 2035* Strategic Action Plan; to understand next steps in *Connect 2035* implementation, what might impact initiative programming, and when final sequencing discussions and decisions will occur; and to understand how STA proposes to track and report out on the progress of *Connect 2035* as a strategic action plan

4. Connect 2035 Strategic Plan Phase 2

A. Outline of Connect 2035 Plan

Mr. Otterstrom reviewed the outline of the Connect 2035 Plan. He reminded Board members that during Phase 1, three overarching goals were identified, supported by strategies, possible actions, and headline performance measures. He also provided a summary of the community engagement to date.

Mr. Hanson provided details of the draft plan outline.

B. Connect 2035 Implementation

Mr. Hanson discussed the funding and investment principles, the Core Investments + Enhancements, and reviewed the recommended initiatives for each goal. He noted that Northeast Spokane had been added to the MOD initiative as requested. Mr. Otterstrom paused and asked if there were any questions about the core investments or recommended initiatives approved by the Board. There were none.

Mr. Otterstrom continued to review programming: timeframe and sequencing. He discussed the programming impacts and upcoming funding decisions regarding Initiative 2117. He discussed the delivery timeframe and the initiative sequencing and provided an example of a dashboard of the initiative sequencing. He advised on the initiative dependencies and talked about agency capacity and provided a review of the timeline (tentative). He asked if there were any questions about the initiative delivery timeframe and/or the initiative sequencing and if the sequencing timeline presented seemed reasonable. Brief discussion ensued but there were no questions.

Regarding Implementation: Tracking and Reporting, Mr. Otterstrom shared performance measures: purpose and a sample dashboard for reporting. He discussed the timing of an annual board review of performance measures three times a year and noted the report would cover all headline measures, performance measures under one of the three goals, and status updates on Connect 2035 initiatives.

He shared the recommended initiatives for Goal 1 (noting the addition of Northeast Spokane to the Implement MOD pilot program), Goal 2, and Goal 3. He also discussed the performance measures attached to each goal – noting which would be new measures for STA. For discussion on this section, he asked if there are other examples of dashboard or reporting methods that resonate and also about other metrics that should be considered. Brief discussion ensued.

5. Next Steps

Mr. Otterstrom reviewed Next Steps and key 2024 dates, with final Connect 2035 Plan coming to the Board for action on December 18, 2024.

6. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 12:51 pm.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9C : OCTOBER 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 October 1 through 31, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

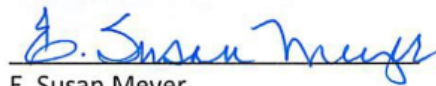
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 629400 – 629839	\$ 6,071,702.57
Worker’s Comp Vouchers (October)	ACH – 2286	\$ 151,695.33
Payroll 10/04/2024	ACH – 10/04/2024	\$ 2,816,600.68
Payroll 10/18/2024	ACH – 10/18/2024	\$ 2,114,871.48
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,151.25
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 3,101.72
OCTOBER TOTAL		\$ 11,163,123.03

Certified:



Tammy Johnston
Senior Financial Services Manager

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




E. Susan Meyer
Chief Executive Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer 

Legal Counsel mc

Spokane Transit Authority
Vouchers - October 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/04/2024	629400	ABLE CLEAN-UP TECHNOLOGIES INC.	2752	1,216.41
10/04/2024	629401	IRIS GROUP HOLDINGS	2462	3,143.18
10/04/2024	629402	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,426.52
10/04/2024	629403	AFSCME	1328	611.20
10/04/2024	629404	AFSCME	1328	116.00
10/04/2024	629405	AMAZON CAPITAL SERVICES INC	2098	1,867.78
10/04/2024	629406	NORTHWEST INDUSTRIAL SERVICES LLC	1058	111.35
10/04/2024	629407	AMPD ENTERTAINMENT LLC	2463	4,083.75
10/04/2024	629408	APS INC	1841	214.73
10/04/2024	629409	AMALG TRANSIT UNION #1015	1055	26,323.86
10/04/2024	629410	AMALG TRANSIT UNION #1598	1056	1,152.23
10/04/2024	629411	AVISTA CORPORATION	1081	12,762.17
10/04/2024	629412	CONTINENTAL BATTERY COMPANY	2915	4,783.94
10/04/2024	629413	BOSTON CONSULTING INC	2607	2,168.13
10/04/2024	629414	ZEAL ENDEAVORS LLC	2788	1,104.12
10/04/2024	629415	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,004.64
10/04/2024	629416	CANON FINANCIAL SERVICES INC	1154	1,500.51
10/04/2024	629417	CDW-GOVERNMENT	1132	3,663.22
10/04/2024	629418	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
10/04/2024	629419	CITY OF CHENEY - LIGHT DEPARTMENT	1158	4,900.69
10/04/2024	629420	CITY OF SPOKANE	1601	3,191.00
10/04/2024	629421	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	910.00
10/04/2024	629422	COLEMAN OIL COMPANY LLC.	2683	235,497.76
10/04/2024	629423	COMCAST	1170	1,196.30
10/04/2024	629424	COMPUNET INC	1166	43,039.26
10/04/2024	629425	COPIERS NORTHWEST INC	2429	104.93
10/04/2024	629426	CUMMINS INC	1027	23,936.07
10/04/2024	629427	D'AMATO CONVERSANO INC. P.C.	2718	562.50
10/04/2024	629428	DAKTRONICS INC.	2675	10,627.50
10/04/2024	629429	DELTA DENTAL OF WASHINGTON	1726	69,258.43
10/04/2024	629430	EMPLOYEE ADVISORY COUNCIL	1236	727.50
10/04/2024	629431	EL JAY OIL CO INC	1003	1,658.22
10/04/2024	629432	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	16,501.50
10/04/2024	629433	EV IQ LLC	2784	10,536.45
10/04/2024	629434	FASTENAL COMPANY	1249	1,681.64
10/04/2024	629435	FIRST TRANSIT INC	2430	608,112.50
10/04/2024	629436	FRANCOTYP-POSTALIA INC	1878	112.80
10/04/2024	629437	FP MAILING SOLUTIONS	1878	2,000.00
10/04/2024	629438	FEDEX	1808	71.96
10/04/2024	629439	GORDON TRUCK CENTERS INC	1018	19,774.34
10/04/2024	629440	GALLS LLC	1271	581.22
10/04/2024	629441	GALLS PARENT HOLDINGS LLC	1271	682.41
10/04/2024	629442	GILLIG LLC	1279	17,931.74
10/04/2024	629443	GRANITE PETROLEUM INC	2635	299,509.40
10/04/2024	629444	H & H BUSINESS SYSTEMS	1298	246.12
10/04/2024	629445	HOGAN MFG INC	1008	267.83
10/04/2024	629446	HUMANIX CORP	1329	186.25
10/04/2024	629447	IDAHO STATE TAX COMMISSION	2504	5,827.93
10/04/2024	629448	IL DCS AND FAMILY SERVICES	2768	276.53
10/04/2024	629449	INLAND FIRST AID AND SAFETY	2895	752.70
10/04/2024	629450	JOHNSON CONTROLS FIRE PROTECTION LP	1584	591.00
10/04/2024	629451	NORTHWEST BUSINESS PRESS INC	1366	1,060.00
10/04/2024	629452	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	88,017.57
10/04/2024	629453	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	411,935.24
10/04/2024	629454	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	5,886.80
10/04/2024	629455	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	49,914.44
10/04/2024	629456	KPFF INC	2510	102,127.10
10/04/2024	629457	LAIRD PLASTICS	1383	1,591.31
10/04/2024	629458	LITHOGRAPHIC REPRODUCTIONS INC	1403	455.62
10/04/2024	629459	LUMINATOR HOLDING LP	1009	1,035.50
10/04/2024	629460	MARLIN WINDOWS INC	2924	10,974.96
10/04/2024	629461	MOHAWK MANUFACTURING & SUPPLY CO	1011	317.50
10/04/2024	629462	NAPA AUTO PARTS INC	1014	1,868.34
10/04/2024	629463	NATIONWIDE	2592	1,097.13
10/04/2024	629464	THE AFTERMARKET PARTS COMPANY LLC	1015	12,271.65
10/04/2024	629465	OFFICE DEPOT INC	1483	481.13
10/04/2024	629466	Matthew Boyle	900	76.61
10/04/2024	629467	PREMERA BLUE CROSS	1521	388,991.65
10/04/2024	629468	PROVISIONAL SERVICES INC.	2697	862.75

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10/04/2024	629469	NEWS RADIO 920	2318	5,018.00
10/04/2024	629470	ROMAINE ELECTRIC CORPORATION	1548	3,262.99
10/04/2024	629471	S T A - WELL	1557	551.50
10/04/2024	629472	SAFETY-KLEEN SYSTEMS INC	1564	973.37
10/04/2024	629473	SOLARWINDS INC	1812	8,193.54
10/04/2024	629474	THE SPOKESMAN REVIEW	1616	537.96
10/04/2024	629475	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	160.00
10/04/2024	629476	SOLID WASTE SYSTEMS LLC	2514	4,639.88
10/04/2024	629477	TELEPHONE TOWN HALL MEETING INC	1646	28,600.00
10/04/2024	629478	TENNANT SALES & SERVICE COMPANY	1647	5,622.10
10/04/2024	629479	THE ENGRAVER INC	1242	43.60
10/04/2024	629480	TOLAR MANUFACTURING COMPANY INC.	2065	65,010.00
10/04/2024	629481	UNIFIRST CORPORATION	2868	12,230.33
10/04/2024	629482	UNITED PARCEL SERVICE INC	1683	115.52
10/04/2024	629483	UNITED WAY OF SPOKANE COUNTY	1684	208.31
10/04/2024	629484	USSC ACQUISITION CORP	1676	523.48
10/04/2024	629485	CARACAL ENTERPRISES LLC	2419	26.70
10/04/2024	629486	VERITECH INC	2049	1,015.00
10/04/2024	629487	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,706.94
10/04/2024	629488	WESCO GROUP LLC	2368	1,626.51
10/04/2024	629489	THE W.W. WILLIAMS COMPANY	2870	12,336.80
10/04/2024	629490	WM. WINKLER COMPANY	1752	311.08
10/11/2024	629491	A TO Z RENTALS	1033	748.48
10/11/2024	629492	INLAND WELDING SUPPLY INC	1032	1,443.16
10/11/2024	629493	ABB E-Mobility Inc.	2844	13,440.00
10/11/2024	629494	ASH & ROWAN HARDWARE LLC	2278	39.30
10/11/2024	629495	FRANCIS AVENUE HARDWARE	2279	76.28
10/11/2024	629496	SOUTH HILL ACE HARDWARE	2263	11.95
10/11/2024	629497	CBS REPORTING INC	1035	2,318.40
10/11/2024	629498	ALEXANDER DENNIS INC.	2759	757,235.70
10/11/2024	629499	AIR REPS LLC	1045	1,879.67
10/11/2024	629500	ALCOBRA METALS INC	2140	833.07
10/11/2024	629501	AMAZON CAPITAL SERVICES INC	2098	4,190.29
10/11/2024	629502	NORTHWEST INDUSTRIAL SERVICES LLC	1058	496.69
10/11/2024	629503	AMERIGAS 1790	1064	6.37
10/11/2024	629504	THE ARC OF SPOKANE	2361	7,671.37
10/11/2024	629505	NORTHWEST CENTER SERVICES	2271	54,460.70
10/11/2024	629506	ATS INLAND NW LLC	1916	18,453.70
10/11/2024	629507	AVISTA CORPORATION	1081	59,683.08
10/11/2024	629508	CONTINENTAL BATTERY COMPANY	2915	2,407.31
10/11/2024	629509	CHERYL BECKETT	1092	500.00
10/11/2024	629510	THE BRAUN CORPORATION	1117	856.42
10/11/2024	629511	BDI	1022	1,636.09
10/11/2024	629512	LITHIA MOTORS SUPPORT SERVICES	1024	4,568.64
10/11/2024	629513	CANON FINANCIAL SERVICES INC	1154	606.93
10/11/2024	629514	CDW-GOVERNMENT	1132	644.06
10/11/2024	629515	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	660.28
10/11/2024	629516	QWEST CORPORATION	1148	150.24
10/11/2024	629517	CITY GLASS SPOKANE INC	2599	735.75
10/11/2024	629518	CITY OF CHENEY - UTILITY	1158	612.76
10/11/2024	629519	CITY OF SPOKANE	1601	380.00
10/11/2024	629520	CITY OF SPOKANE	1601	14,147.14
10/11/2024	629521	CITY OF SPOKANE	1601	3,208.68
10/11/2024	629522	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	895.00
10/11/2024	629523	COFFMAN ENGINEERS INC	1162	14,709.15
10/11/2024	629524	COLEMAN OIL COMPANY LLC.	2683	99,173.28
10/11/2024	629525	COMCAST	1170	1,050.77
10/11/2024	629526	COMMERCIAL TIRE INC	2451	3,540.15
10/11/2024	629527	COMPUNET INC	1166	90,139.03
10/11/2024	629528	CONSOLIDATED IRRIGATION	1177	22.00
10/11/2024	629529	COSTAR REALTY INFORMATION INC.	2851	489.79
10/11/2024	629530	CUMMINS INC	1027	21,276.04
10/11/2024	629531	EARTHWORKS RECYCLING INC.	2816	157.50
10/11/2024	629532	EL JAY OIL CO INC	1003	3,943.84
10/11/2024	629533	FASTENAL COMPANY	1249	2,302.42
10/11/2024	629534	V02 COLLECTION INC.	2860	327.00
10/11/2024	629535	ASCENT MECHANICAL AND PLUMBING INC	2494	712.50
10/11/2024	629536	FREEDMAN SEATING COMPANY	1827	9,957.05
10/11/2024	629537	FEDEX	1808	500.45
10/11/2024	629538	GORDON TRUCK CENTERS INC	1018	20,496.22
10/11/2024	629539	GALLS LLC	1271	3,530.05
10/11/2024	629540	GALLS PARENT HOLDINGS LLC	1271	371.35

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10/11/2024	629541	GENFARE LLC	1268	6,716.59
10/11/2024	629542	GILLIG LLC	1279	20,284.89
10/11/2024	629543	H & H BUSINESS SYSTEMS	1298	1,313.38
10/11/2024	629544	H & H BUSINESS SYSTEMS	1298	2,536.51
10/11/2024	629545	JACOBS ENGINEERING GROUP INC	2285	2,700.73
10/11/2024	629546	JOHN A DASH & ASSOCIATES INC	1199	325.00
10/11/2024	629547	WILLIAM CORP	1363	722.07
10/11/2024	629548	LOOMIS ARMORED US LLC	1408	5,612.85
10/11/2024	629549	LPM SUPPLY INC	1382	148.46
10/11/2024	629550	MAGALDI & MAGALDI INC	1416	980.85
10/11/2024	629551	MARLIN WINDOWS INC	2924	61,353.85
10/11/2024	629552	MCMASTER-CARR SUPPLY CO	1423	196.32
10/11/2024	629553	MICHELIN NORTH AMERICA INC	2325	55,019.94
10/11/2024	629554	Q49 SOLUTIONS LLC	2594	25.07
10/11/2024	629555	MODERN ELECTRIC WATER CO INC	1439	2,233.01
10/11/2024	629556	MOHAWK MANUFACTURING & SUPPLY CO	1011	117.81
10/11/2024	629557	MOUSER ELECTRONICS INC	1449	55.03
10/11/2024	629558	NAPA AUTO PARTS INC	1014	7,044.76
10/11/2024	629559	THE AFTERMARKET PARTS COMPANY LLC	1015	13,329.11
10/11/2024	629560	NEW PIG CORPORATION	1462	2,225.40
10/11/2024	629561	CSWW INC	1102	129.71
10/11/2024	629562	NORTH 40 OUTFITTERS	1102	321.23
10/11/2024	629563	OFFICE DEPOT INC	1483	204.64
10/11/2024	629564	ONEBRIDGE FSA	2880	171.00
10/11/2024	629565	MARGRETT COWHERD	901	44.00
10/11/2024	629566	PROFESSIONAL SERVICE BUREAU INC	2883	75.00
10/11/2024	629567	PROVISIONAL SERVICES INC.	2697	3,799.00
10/11/2024	629568	REHN & ASSOCIATES	2395	211.00
10/11/2024	629569	RIGHT NOW LOANS	2863	2,270.02
10/11/2024	629570	ROMAINE ELECTRIC CORPORATION	1548	2,034.75
10/11/2024	629571	SAFELITE FULFILLMENT INC	2889	1,715.38
10/11/2024	629572	SAGEVIEW ADVISORY GROUP LLC	1955	9,000.00
10/11/2024	629573	SBA TOWERS II LLC	1569	2,569.62
10/11/2024	629574	SIMPLIFILE LC	2375	1,927.70
10/11/2024	629575	SPECIAL MOBILITY SERVICES	2122	50,777.26
10/11/2024	629576	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	316.13
10/11/2024	629577	SPOKANE HOUSE OF HOSE INC	1605	76.30
10/11/2024	629578	THE SPOKESMAN REVIEW	1616	1,135.78
10/11/2024	629579	SPORTWORKS GLOBAL LLC	1617	3,458.16
10/11/2024	629580	SUMMIT LAW GROUP PLLC	1637	21,965.26
10/11/2024	629581	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	180.00
10/11/2024	629582	SYMETRA LIFE INSURANCE COMPANY	1562	21,724.17
10/11/2024	629583	THERMO KING NORTHWEST	1650	1,503.90
10/11/2024	629584	TRANSMACHINE MTT INC	2899	344.00
10/11/2024	629585	TRAPEZE SOFTWARE GROUP	1669	7,462.14
10/11/2024	629586	URM STORES INC	1677	418.12
10/11/2024	629587	CARACAL ENTERPRISES LLC	2419	2,950.48
10/11/2024	629588	VERIZON WIRELESS LLC	1686	16,313.15
10/11/2024	629589	EVA VIGOUROUX	2930	1,780.00
10/11/2024	629590	VOITH US INC	2460	1,143.22
10/11/2024	629591	WASHINGTON STATE	1209	3,927.74
10/11/2024	629592	WALKER CONSTRUCTION INC	1913	1,842.08
10/11/2024	629593	WALTER E NELSON CO	1721	8,295.25
10/11/2024	629594	WASTE MANAGEMENT SPOKANE	1702	420.74
10/11/2024	629595	WEX BANK	2642	17,003.53
10/11/2024	629596	WHEELER INDUSTRIES INC	1743	1,671.62
10/11/2024	629597	WHITWORTH WATER DISTRICT	1746	343.90
10/11/2024	629598	THE W.W. WILLIAMS COMPANY	2870	2,167.97
10/11/2024	629599	WASHINGTON STATE TRANSIT ASSOC	1715	250.00
10/11/2024	629600	WASHINGTON STATE TRANSIT INSURANCE POOL	1703	2,000.00
10/11/2024	629601	ZAYO GROUP LLC	2321	72,612.43
10/11/2024	629602	ZIPLINE COMMUNICATIONS INC	2492	5,353.50
10/18/2024	629603	4IMPRINT INC	1263	2,352.19
10/18/2024	629604	INLAND WELDING SUPPLY INC	1032	96.54
10/18/2024	629605	ACCESS INFORMATION HOLDINGS	2340	600.03
10/18/2024	629606	ASH & ROWAN HARDWARE LLC	2278	26.90
10/18/2024	629607	FRANCIS AVENUE HARDWARE	2279	43.48
10/18/2024	629608	ALEXANDER DENNIS INC.	2759	252,411.90
10/18/2024	629609	IRIS GROUP HOLDINGS	2462	24,827.42
10/18/2024	629610	AFSCME	1328	611.20
10/18/2024	629611	AFSCME	1328	116.00
10/18/2024	629612	ALCOBRA METALS INC	2140	1,099.81

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10/18/2024	629613	AMAZON CAPITAL SERVICES INC	2098	2,008.65
10/18/2024	629614	STEVEN W NILES JR	2276	43.49
10/18/2024	629615	NORTHWEST INDUSTRIAL SERVICES LLC	1058	141.34
10/18/2024	629616	AMERIGAS 1790	1064	108.89
10/18/2024	629617	HURST & ESTATES LLC	2942	1,000.00
10/18/2024	629618	ARCTIC LIGHTING & ELECTRIC LLC	2100	45,060.30
10/18/2024	629619	AMALG TRANSIT UNION #1015	1055	26,244.17
10/18/2024	629620	AMALG TRANSIT UNION #1598	1056	1,152.23
10/18/2024	629621	AMALGAMATED TRANSIT UNION	1057	174.02
10/18/2024	629622	AUTOMATED ACCOUNTS INC	1079	2,856.63
10/18/2024	629623	AVISTA CORPORATION	1081	868.10
10/18/2024	629624	BIXBY MACHINE TOOL SUPPLY INC	1106	280.74
10/18/2024	629625	THE BRAUN CORPORATION	1117	382.72
10/18/2024	629626	BUD CLARY CHEVROLET	1125	345,883.79
10/18/2024	629627	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
10/18/2024	629628	LITHIA MOTORS SUPPORT SERVICES	1024	1,917.89
10/18/2024	629629	CAPTIVE-AIRE SYSTEMS INC	2539	5,283.19
10/18/2024	629630	CARLSON SHEET METAL WORKS INC	1139	601.68
10/18/2024	629631	COMMUNTY COLLEGES OF SPOKANE	1174	16,655.60
10/18/2024	629632	CDW-GOVERNMENT	1132	1,526.00
10/18/2024	629633	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	524.03
10/18/2024	629634	QWEST CORPORATION	1148	273.83
10/18/2024	629635	CHARGEPOINT INC	2717	14,832.72
10/18/2024	629636	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
10/18/2024	629637	CITY GLASS SPOKANE INC	2599	4,970.40
10/18/2024	629638	CITY OF MEDICAL LAKE	1424	117.48
10/18/2024	629639	CITY OF SPOKANE	1601	3,884.03
10/18/2024	629640	CLEAN CONCEPTS GROUP INC	1471	499.22
10/18/2024	629641	CLEAN HARBOR ENVIRONMENTAL SERVICES INC.	2741	333.87
10/18/2024	629642	COLEMAN OIL COMPANY LLC.	2683	86,048.35
10/18/2024	629643	COMCAST	1170	190.11
10/18/2024	629644	COMMERCIAL TIRE INC	2451	1,069.75
10/18/2024	629645	COMPUNET INC	1166	125.00
10/18/2024	629646	CONSEAL CONTAINERS LLC	1176	397.78
10/18/2024	629647	WASHINGTON STATE DEPT OF CORRECTIONS	1708	1,910.55
10/18/2024	629648	CUMMINS INC	1027	11,402.59
10/18/2024	629649	DAN DUNNE	2947	1,085.18
10/18/2024	629650	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	17.50
10/18/2024	629651	DOW JONES & COMPANY	2698	187.48
10/18/2024	629652	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	212.00
10/18/2024	629653	EMPLOYEE ADVISORY COUNCIL	1236	719.50
10/18/2024	629654	EL JAY OIL CO INC	1003	26,980.17
10/18/2024	629655	ELECTRICAL SERVICE PRODUCTS INC	1230	425.10
10/18/2024	629656	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV.	2737	15,361.50
10/18/2024	629657	FASTENAL COMPANY	1249	445.33
10/18/2024	629658	THE FIG TREE	2465	170.00
10/18/2024	629659	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,367.03
10/18/2024	629660	FP MAILING SOLUTIONS	1878	3,000.00
10/18/2024	629661	BUSINESS INTERIORS OF IDAHO	2715	497.00
10/18/2024	629662	FEDEX	1808	331.88
10/18/2024	629663	GORDON TRUCK CENTERS INC	1018	21,634.59
10/18/2024	629664	GALLS LLC	1271	6,635.88
10/18/2024	629665	GALLS PARENT HOLDINGS LLC	1271	376.29
10/18/2024	629666	GILLIG LLC	1279	35,979.70
10/18/2024	629667	W.W. GRAINGER INC	1285	1,434.59
10/18/2024	629668	GRAYBAR ELECTRIC CO INC	1287	114.95
10/18/2024	629669	GRIMCO INC	2696	591.98
10/18/2024	629670	H & H BUSINESS SYSTEMS	1298	610.58
10/18/2024	629671	HOGAN MFG INC	1008	2,244.74
10/18/2024	629672	HOTSY OF SPOKANE	2370	2,697.75
10/18/2024	629673	IL DCS AND FAMILY SERVICES	2768	276.53
10/18/2024	629674	JANEK CORPORATION	1358	349.50
10/18/2024	629675	JARMS HARDWARE INC	2548	54.43
10/18/2024	629676	WILLIAM CORP	1363	524.94
10/18/2024	629677	KERSHAW'S INC	1374	85.81
10/18/2024	629678	L&E PARK LLC	2391	4,347.28
10/18/2024	629679	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	1393	88.20
10/18/2024	629680	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	513.19
10/18/2024	629681	LOWE'S COMPANIES, INC	2913	210.31
10/18/2024	629682	LPM SUPPLY INC	1382	276.16
10/18/2024	629683	MAINTENANCE SOLUTIONS	1418	627.84
10/18/2024	629684	NEALTON INC	2896	2,477.11

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10/18/2024	629685	Q49 SOLUTIONS LLC	2594	225.63
10/18/2024	629686	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,149.49
10/18/2024	629687	MOTION AUTO SUPPLY INC	1012	65.18
10/18/2024	629688	MOUNTAIN DOG SIGN COMPANY INC	2663	231.91
10/18/2024	629689	NAPA AUTO PARTS INC	1014	14,432.85
10/18/2024	629690	THE AFTERMARKET PARTS COMPANY LLC	1015	7,287.66
10/18/2024	629691	NORTH 40 OUTFITTERS	1102	95.00
10/18/2024	629692	CSWW INC	1102	119.89
10/18/2024	629693	TAMMY LYNNE GLIDEWELL	1282	3,570.00
10/18/2024	629694	OFFICE DEPOT INC	1483	166.94
10/18/2024	629695	RUTH FERGUSON	901	34.00
10/18/2024	629696	PACIFIC OFFICE SOLUTIONS	2288	162.94
10/18/2024	629697	PROVISIONAL SERVICES INC.	2697	1,595.00
10/18/2024	629698	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	374.87
10/18/2024	629699	ROBERT A BONUCCELLI	2938	895.70
10/18/2024	629700	ROMAINE ELECTRIC CORPORATION	1548	568.39
10/18/2024	629701	ROSE L TORKAR	2939	2,859.42
10/18/2024	629702	WILPAT ENTERPRISES INC	1550	174.40
10/18/2024	629703	S T A - WELL	1557	549.50
10/18/2024	629704	SAFELITE FULFILLMENT INC	2889	411.18
10/18/2024	629705	SAFETY-KLEEN SYSTEMS INC	1564	5,402.04
10/18/2024	629706	SAM SCHWARTZ CONSULTING LLC	2369	70,407.79
10/18/2024	629707	SCHETKY NORTHWEST SALES INC	1570	358.99
10/18/2024	629708	SCHINDLER ELEVATOR CORPORATION	1930	8,399.97
10/18/2024	629709	SENSKE LAWN & TREE CARE INC	2194	358.61
10/18/2024	629710	SIMPLIFILE LC	2375	321.95
10/18/2024	629711	SITEONE LANDSCAPE SUPPLY LLC	2557	192.58
10/18/2024	629712	SIX ROBBLEES INC	1017	3,243.99
10/18/2024	629713	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,484.00
10/18/2024	629714	SPOKANE COUNTY TREASURER	1603	1,302.40
10/18/2024	629715	SPOKANE COUNTY SOLID WASTE	1603	32.02
10/18/2024	629716	SPOKANE HOUSE OF HOSE INC	1605	2,220.55
10/18/2024	629717	SPOKANE OPTICAL COMPANY LLC	1607	245.00
10/18/2024	629718	SPOKANE POWER TOOL	1608	926.31
10/18/2024	629719	THE SPOKESMAN REVIEW	1616	1,753.61
10/18/2024	629720	SPORTWORKS GLOBAL LLC	1617	4,112.60
10/18/2024	629721	STA OPERATIONS	1556	66.49
10/18/2024	629722	STAR RENTALS & SALES	1629	458.49
10/18/2024	629723	STONEWAY ELECTRIC SUPPLY CO	1633	150.66
10/18/2024	629724	SUN SUPPLY INC.	2710	1,601.56
10/18/2024	629725	TENNESSEE CHILD SUPPORT	2944	39.22
10/18/2024	629726	TERMINAL SUPPLY INC	1648	2,144.93
10/18/2024	629727	THERMO KING NORTHWEST	1650	2,871.93
10/18/2024	629728	UNITED WAY OF SPOKANE COUNTY	1684	208.31
10/18/2024	629729	US BANK	1678	5,415.08
10/18/2024	629730	NATIONAL FINANCIAL INSTITUTION SUPPLY INC	2936	404.25
10/18/2024	629731	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,703.57
10/18/2024	629732	WALTER E NELSON CO	1721	1,024.57
10/18/2024	629733	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.54
10/18/2024	629734	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIAT	2262	875.00
10/18/2024	629735	WENDLE MOTORS INCORPORATED	1021	1,012.40
10/18/2024	629736	WESCO GROUP LLC	2368	4,798.42
10/18/2024	629737	WHITES BOOTS INC	1744	270.32
10/18/2024	629738	WILBUR-ELLIS COMPANY	1747	434.51
10/18/2024	629739	THE W.W. WILLIAMS COMPANY	2870	12,332.36
10/18/2024	629740	VERIZON	2142	10,906.21
10/17/2024	629741	CITY OF AIRWAY HEIGHTS	2772	694.61
10/25/2024	629742	4IMPRINT INC	1263	157.81
10/25/2024	629743	INLAND WELDING SUPPLY INC	1032	667.20
10/25/2024	629744	ASH & ROWAN HARDWARE LLC	2278	60.91
10/25/2024	629745	FRANCIS AVENUE HARDWARE	2279	135.60
10/25/2024	629746	ALCOBRA METALS INC	2140	1,044.88
10/25/2024	629747	AMAZON CAPITAL SERVICES INC	2098	3,253.98
10/25/2024	629748	NORTHWEST INDUSTRIAL SERVICES LLC	1058	394.04
10/25/2024	629749	AUTO B CLEAN INC	1077	9,245.47
10/25/2024	629750	AVISTA CORPORATION	1081	844.86
10/25/2024	629751	CONTINENTAL BATTERY COMPANY	2915	334.58
10/25/2024	629752	ROBERT J BERG	1099	136.25
10/25/2024	629753	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
10/25/2024	629754	BROADWAY INDUSTRIAL SUPPLY CO LLC	1120	46.33
10/25/2024	629755	BUD CLARY CHEVROLET	1125	49,411.97
10/25/2024	629756	BUDINGER & ASSOCIATES INC	2149	27,066.22

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/25/2024	629757	BULLDOG ROOTER INC	1126	293.21
10/25/2024	629758	LITHIA MOTORS SUPPORT SERVICES	1024	134.29
10/25/2024	629759	CANON FINANCIAL SERVICES INC	1154	627.48
10/25/2024	629760	CDW-GOVERNMENT	1132	3,793.89
10/25/2024	629761	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	84.79
10/25/2024	629762	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
10/25/2024	629763	CITY GLASS SPOKANE INC	2599	76.30
10/25/2024	629764	CITY OF SPOKANE	1601	705.49
10/25/2024	629765	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	2,699.25
10/25/2024	629766	COFFMAN ENGINEERS INC	1162	13,870.56
10/25/2024	629767	COLEMAN OIL COMPANY LLC.	2683	151,363.08
10/25/2024	629768	KATHLEEN M COLLINS	1163	5,000.00
10/25/2024	629769	COMMERCIAL TIRE INC	2451	1,680.74
10/25/2024	629770	COMPUNET INC	1166	35,140.54
10/25/2024	629771	CROWN CASTLE INTERNATIONAL CORP.	2733	2,115.99
10/25/2024	629772	CUMMINS INC	1027	14,089.22
10/25/2024	629773	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
10/25/2024	629774	EL JAY OIL CO INC	1003	14,552.85
10/25/2024	629775	ELITE ENTRY SYSTEMS LLC	2632	1,194.25
10/25/2024	629776	FASTENAL COMPANY	1249	1,804.64
10/25/2024	629777	V02 COLLECTION INC.	2860	321.26
10/25/2024	629778	FLYNN BEC LP	2479	1,034.00
10/25/2024	629779	FREE PRESS PUBLISHING INC	1985	459.50
10/25/2024	629780	FEDEX	1808	424.18
10/25/2024	629781	GORDON TRUCK CENTERS INC	1018	4,672.21
10/25/2024	629782	AL FRENCH	1266	319.46
10/25/2024	629783	GALLS LLC	1271	7,172.43
10/25/2024	629784	GARD COMMUNICATIONS INC	1272	935.25
10/25/2024	629785	GILLIG LLC	1279	24,134.29
10/25/2024	629786	WIRELESS SENSOR TECHNOLOGIES INC	2561	22.80
10/25/2024	629787	W.W. GRAINGER INC	1285	2,504.41
10/25/2024	629788	GUARDIAN SECURITY SYSTEMS INC	2199	1,046.19
10/25/2024	629789	H & H BUSINESS SYSTEMS	1298	397.01
10/25/2024	629790	PAMELA HALEY	2043	162.08
10/25/2024	629791	HOGAN MFG INC	1008	337.19
10/25/2024	629792	HUMANIX CORP	1329	279.38
10/25/2024	629793	ARCADIS A CALIFORNIA PARTNERSHIP	1336	10,377.31
10/25/2024	629794	INLAND FIRST AID AND SAFETY	2895	725.01
10/25/2024	629795	JOHNSON CONTROLS FIRE PROTECTION LP	1584	7,381.13
10/25/2024	629796	WILLIAM CORP	1363	1,069.62
10/25/2024	629797	KERSHAW'S INC	1374	86.20
10/25/2024	629798	L&M TRUCK SALES INC	2400	3,070.57
10/25/2024	629799	LONG BUSINESS FORMS	2301	1,018.06
10/25/2024	629800	MAGALDI & MAGALDI INC	1416	471.60
10/25/2024	629801	MICHELIN NORTH AMERICA INC	2325	53,674.26
10/25/2024	629802	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	493.63
10/25/2024	629803	NEALTON INC	2896	222.26
10/25/2024	629804	MOHAWK MANUFACTURING & SUPPLY CO	1011	286.08
10/25/2024	629805	MOTION AUTO SUPPLY INC	1012	65.18
10/25/2024	629806	MOTOROLA SOLUTIONS INC	1448	724.85
10/25/2024	629807	MUNCIE RECLAMATION AND SUPPLY CO	1013	4,918.93
10/25/2024	629808	GENUINE PARTS COMPANY	1014	381.63
10/25/2024	629809	NAPA AUTO PARTS INC	1014	7,743.19
10/25/2024	629810	THE AFTERMARKET PARTS COMPANY LLC	1015	17,913.36
10/25/2024	629811	NORTH 40 OUTFITTERS	1102	194.93
10/25/2024	629812	OFFICE DEPOT INC	1483	1,135.52
10/25/2024	629813	CLEDA WEATHERS-ARNOLD	901	40.00
10/25/2024	629814	ELISABETH JOHNSON	901	44.00
10/25/2024	629815	GLENNA AWBREY	901	73.00
10/25/2024	629816	RILEY BRENT	901	200.00
10/25/2024	629817	CARRIE HAIGHT	903	35.36
10/25/2024	629818	Charlene Gresham	903	96.10
10/25/2024	629819	Darin Branting	900	88.36
10/25/2024	629820	PROVISIONAL SERVICES INC.	2697	1,102.00
10/25/2024	629821	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	152.72
10/25/2024	629822	SAFELITE FULFILLMENT INC	2889	2,539.93
10/25/2024	629823	SIMPLIFILE LC	2375	319.95
10/25/2024	629824	LANCE SPEIRS	2911	202.10
10/25/2024	629825	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	400.00
10/25/2024	629826	SOLID WASTE SYSTEMS LLC	2514	328.65
10/25/2024	629827	THE ENGRAVER INC	1242	50.69
10/25/2024	629828	THERMO KING NORTHWEST	1650	223.76

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/25/2024	629829	TIM HATTENBURG	2763	261.33
10/25/2024	629830	UNITED PARCEL SERVICE INC	1683	48.34
10/25/2024	629831	USSC ACQUISITION CORP	1676	1,118.26
10/25/2024	629832	UTILITIES PLUS	2606	12.00
10/25/2024	629833	WA STATE DEPT OF ECOLOGY	1706	780.00
10/25/2024	629834	WALTER E NELSON CO	1721	4,381.94
10/25/2024	629835	WENDLE MOTORS INCORPORATED	1021	74.69
10/25/2024	629836	WESCO GROUP LLC	2368	375.31
10/25/2024	629837	WESTERN STATES EQUIPMENT	1740	111.40
10/25/2024	629838	THE W.W. WILLIAMS COMPANY	2870	4,336.77
10/25/2024	629839	WASHINGTON STATE TRANSIT ASSOC	1715	400.00
TOTAL OCTOBER ACCOUNTS PAYABLE				6,071,702.57
10/1/2024-10/31/2024	ACH	WORKER'S COMPENSATION	2286	151,695.33
TOTAL OCTOBER WORKER'S COMPENSATION DISBURSEMENTS				151,695.33
10/04/2024	730753-730795	PAYROLL AND TAXES PR 20, 2024	VARIES	2,816,600.68
10/18/2024	730796-730817	PAYROLL AND TAXES PR 21, 2024	VARIES	2,114,871.48
TOTAL OCTOBER PAYROLL AND TAXES				4,931,472.16
10/22/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,151.25
10/22/2024	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	3,101.72
TOTAL OCTOBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,252.97
TOTAL OCTOBER DISBURSEMENTS FROM TO1 ACCOUNTS				11,163,123.03
TOTAL OCTOBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL OCTOBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				11,163,123.03

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9D : 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
20240152	Semi-Annual Plaza Roof Inspections	Flynn BEC LP	\$2,398.00	10/11/2024
20242004	Plaza Ceiling Fan Installation	Arctic Lighting & Electric, LL	\$9,047.00	10/23/2024
20240441	Plaza Window Cleaning	ABM Industry Groups, LLC	\$11,366.78	10/24/2024
20242236	Plaza Suite 200 – Blinds	Zeal Endeavors <i>dba</i> Budget Blinds of North Spokane	\$6,802.69	10/30/2024
20241317	South Hill P & R Camera Update	ADT Commercial, LLC	\$26,375.14	11/1/2024
20241824	Albany Shop Door -Guide Repair	Continental Door Company	\$5,315.00	11/1/2024
20242403	Plaza Office 222B – Blinds	Zeal Endeavors <i>dba</i> Budget Blinds of North Spokane	\$5,637.26	11/7/2024

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

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

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer *ASAN* Legal Counsel //

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9E : I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: The I-90/Valley High Performance Transit (HPT) Route 7 is planned to supersede Routes 60 and 74 as one singular route that extends from Spokane International Airport to the City of Liberty Lake. Staff presented to the Planning & Development Committee on planning efforts associated with this investment and a supplemental draft plan to the I-90/Valley HPT Corridor Development Plan (CDP) and are now seeking the Board's approval for the Route 7 Supplemental report.

BACKGROUND: As part of *STA Moving Forward*, Spokane Transit is delivering new services and infrastructure to provide residents with expanded regional mobility choices. In October 2022, the STA Board of Directors approved the I-90/Valley HPT Corridor Development Plan as the culmination of a planning effort to further define the investments to support regional mobility along Interstate 90. Investments such as Mirabeau Transit Center and Argonne Station Park and Ride were identified investments in the CDP. The CDP also identified Route 7 as the primary investment in all-day, two-way service as part of delivering *STA Moving Forward*.

STA staff prepared a draft supplemental report to accompany the CDP that addresses the routing and investment plan for future Route 7 and provided to the Planning & Development Committee for review in June 2024. Route 7 is planned to replace Routes 60 Airport and 74 Liberty Lake via Mirabeau Park and Ride in September 2025. This includes the following elements:

- Making Spokane International Airport, rather than West Plains Transit Center, the western terminal of Route 7
- Adjusting the Route 7's path, traveling on Flint Road and US Highway 2 between Airport Drive and Sunset Boulevard, to be consistent with changes that went into effect on Route 60 Airport in September 2024
- New bay assignments at the Mirabeau Transit Center
- Identifying stop locations that will receive enhanced HPT investments, including HPT markers with digital signage, and shelters, as well as stops to be closed, relocated or consolidated
- Plans for future integration with Argonne Station Park and Ride

Public engagement in the planning has included five open houses held in March, April, and September 2024 in connection with *Connect 2035* and other transportation projects. The draft Supplemental Report was last reviewed with the Planning & Development Committee on June 5, 2024.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the Route 7 CDP Supplemental Report for the I-90/Valley High Performance Transit Corridor Development Plan.

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

RECOMMENDATION TO BOARD: Approve, by motion, the Route 7 CDP Supplemental Report for the I-90/Valley High Performance Transit Corridor Development

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer ASAC Legal Counsel mc

I-90/Valley High Performance Transit Corridor



Corridor Development Plan: Route 7 Supplemental Report

November 1, 2024

DRAFT

A supplement to the I-90/Valley High Performance Transit (HPT) Corridor
Development Plan, approved October 22, 2022

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Executive Summary

The I-90/Valley Corridor Development Plan (CDP), approved by the STA Board of Directors in October 2022, documents the analyses and outreach conducted as part of the planning processes that were fundamental to developing the plan and itemizes key next steps for the implementation process. The CDP, along with appendices and project planning information, can be found here: <https://www.spokanetransit.com/projects/i-90-valley-high-performance-transit-hpt-project/>

This CDP Route 7 Supplemental Report (Report) is a companion document to the CDP and defines the future Route 7 and the desired improvements, alignment, operational requirements, and actions proposed for each stop along the corridor. The Report proposes stop locations that will receive High-Performance Transit (HPT) investments, including HPT markers with digital signage, and shelters, as well as stops proposed to be closed, relocated, or consolidated. This Report also suggests and outlines the following:

- Making Spokane International Airport, rather than West Plains Transit Center, the western terminus of Route 7
- Maintaining the same routing Route 60 Airport began using in September 2024, to include Flint Road and Sunset Boulevard
- Plans for future integration with Argonne Station Park and Ride

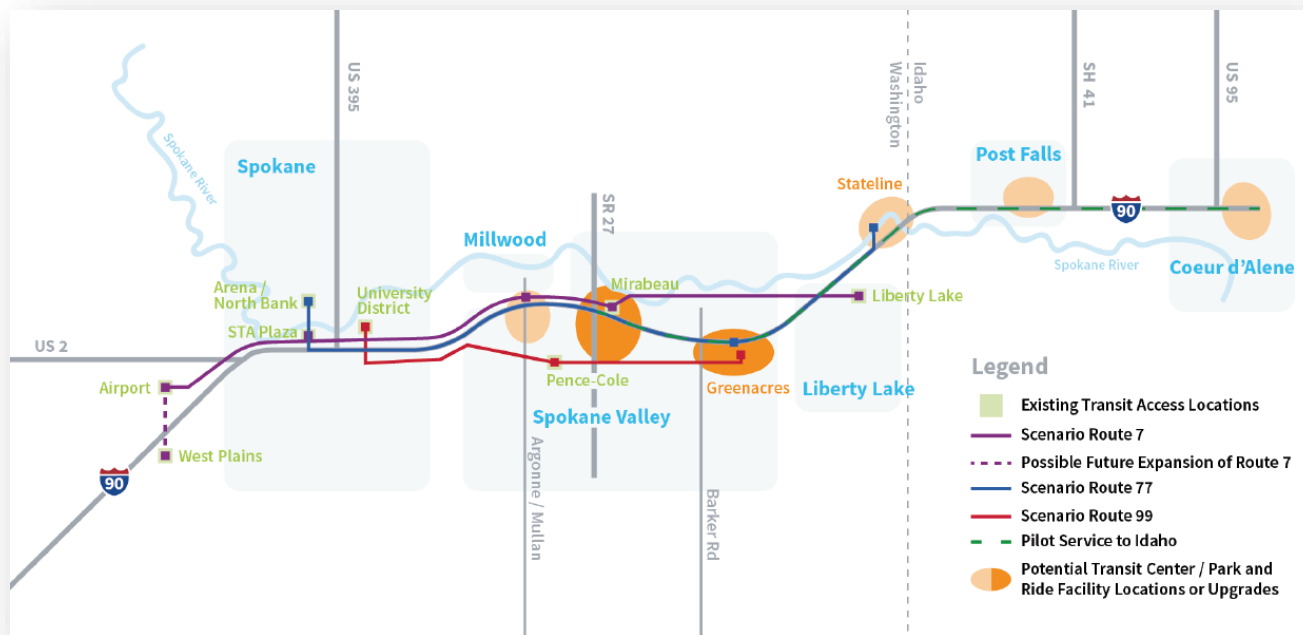
Background

The *STA Moving Forward* (STAMF) strategic plan, initially adopted in 2014 and for which voters approved funding in 2016, Spokane Transit Authority (STA) envisioned a network of HPT corridors providing all-day, two-way frequent service which offers competitive speeds to the private automobile, features improved amenities for passengers, and is even more attractive and effective than regular fixed-route service. One of these corridors is referred to as the I-90/Valley corridor, extending between the Spokane International Airport and Coeur d'Alene and connecting Downtown Spokane, Spokane Valley, Liberty Lake and Post Falls. STAMF calls for core program infrastructure and service improvements between Spokane and Liberty Lake, including a new transit center, additional park-and-ride capacity and improved peak hour and off-peak hour service. The I-90/Valley CDP was heavily informed by STAMF and includes these improvements.

Additionally, The I-90/Valley corridor is one of the six HPT corridors identified in *Connect Spokane*, STA's Comprehensive Plan with major investments in service and/or infrastructure within STA's ten-year strategic plan. HPT service allows for spontaneous travel thanks to a relatively higher frequency, and HPT corridors are STA's highest ridership corridors where investments in speed and reliability, frequency, hours of service, and passenger amenities are made. The CDP classifies Route 7 as the mainline and primary HPT route in the corridor.

There are three routes outlined as part of the I-90/Valley HPT: Routes 7, 77, and 99. They are shown below in Figure 1 as a simplified diagram. Note Route 7 is the focus of this Report, and Route's 77 and 99 are shown to provide further information and context only.

Figure 1: I-90/Valley CDP Preferred Alternative



Purpose and Objectives

The I-90/Valley HPT Route 7 spans jurisdictional boundaries, including the City of Spokane, City of Spokane Valley, and City of Liberty Lake. Additionally, the western terminal of Route 7 is planned to be adjacent to Spokane International Airport's (SIA) passenger terminal.

This report describes any updates or revisions from the original CDP with a focus on the implementation of Route 7. Proposed stop actions and routing decisions are based on ridership data, community input, coordination with the jurisdictions having authority, and internal feedback through the planning process, and reflect conditions along the corridor. This Report outlines the route, proposed stop actions, and HPT improvements for Route 7.

Route 7 Outline

Route 7 is an evolution of the existing Route 74 Mirabeau/Liberty Lake, which currently operates between Liberty Lake and Downtown Spokane via I-90, and Route 60 Airport, which currently operates between the Spokane International Airport and Downtown Spokane. Route 7 will revise Route 74 to go beyond downtown Spokane to Spokane International Airport by effectively combining its operations with Route 60. Route 7 will also serve the future Argonne Station Park & Ride once complete, adding service and connections to Spokane Valley and Millwood. Route 7 will introduce an increased span of service at night on weekdays and Saturdays and introduce a new service on Sundays.

While the approved showed future Route 7 connecting with the West Plains Transit Center (WPTC), this amendment proposes classifying the segment between the airport and WPTC as a possible future extension and will not be included at launch of revenue service in September 2025. Under the current scheduling assumptions, the WPTC would be served as an interlined service, that is, most trips will continue to or from Route 63 Geiger. Terminating Route 7 at SIA provides more operational flexibility and improved legibility of service for customers, including first-time passengers visiting Spokane by way of the airport.

Figure 2: Route 7 Station Locations



ROUTING AND ALIGNMENT

As mentioned above, Route 7 effectively combines Routes 60 and 74 into a single route and follows much of their established alignments. The Route operates on W. Airport Dr., Flint Rd., Sunset Hwy./Sunset Blvd., the 3rd Ave. and 2nd Ave. couplet, the Monroe St. and Lincoln St. Couplet, Riverside Ave. (eastbound) and Sprague Ave. (westbound), Browne St. (southbound) and Division St. (northbound), I-90 to Pines Rd., E. Indiana Ave., N. Liberty Lake Rd., E. Appleway Ave., N. Molter Rd., and E. Mission Ave.

STOP IMPROVEMENTS OVERVIEW

HPT routes include enhanced amenities at selected locations that convey a sense of permanence and reliability to the customer. While the full set of characteristics of HPT stops and stations are described in greater detail in Section 3 of the I-90 Valley CDP, the sections below provide an overview of the infrastructure improvements that could potentially be implemented along the future Route 7.

ADA LOADING PAD

According to STA’s design standards, ADA-compliant passenger loading pads in the STA system are a minimum of eight feet by eight feet concrete and facilitate the deployment of the access ramp at the front door

of a bus. It is our goal to improve stops to meet these standards for new and improved stops, consistent with standard stop designs.

ENHANCED STOP

Enhanced stops may consist of wayfinding signage, and a waste bin, as well as ADA accessibility. They are typically designed to accommodate future amenities such as seating and passenger shelter. Locations in excess of an average of 15 daily boardings are eligible for enhanced amenities.

ENHANCED STOP WITH SHELTER

An enhanced stop with a shelter includes all the amenities of an enhanced stop with the addition of a shelter. Locations with an average of 25 daily boardings or are candidates for passenger shelters.

TRANSIT CENTER AND STATIONS:

A full HPT Station includes an HPT marker, shelter, bench, leaning rail, lighting, wayfinding, real-time information monitors, and waste/recycle bins.

The reconfiguration and expansion of Mirabeau Park and Ride to Mirabeau Transit Center will include in-lane HPT stops on E. Indiana Avenue. This will provide passengers access to board and alight westbound buses without the bus needing to pull into the Transit Center, resulting in travel time savings for Route 7 and existing Route 771.

It should be noted that while Argonne Station does not yet exist, once completed it will become a station utilized by the future Route 7.



Figure 3: HPT Station Example Rendering

PROPOSED STOP ACTIONS

The table below summarizes the proposed stop actions for Route 7. Each action is the result of analyzing ridership, if it is adjacent to a neighborhood center (community center, hospital, etc.), associated with a transit center or facility, and if it is spaced according to our guidelines in a balanced distribution.

Table 1 – Proposed Stop Actions: Route 7

Location	Stop ID	Direction	Proposed Stop Action
SIA Concourse A (Terminal)	2539	Northbound	ENHANCED
SIA Concourse C (Alaska)	2831	Westbound	STATION
Airport Dr @ Flint	4171	Westbound	ADA PAD
Flint @ Granite	4628	Eastbound	NONE
Flint @ Granite	4730	Northbound	NONE
Flint @ Granite	4629	Southbound	NONE
Flint @ Hilton	4347	Northbound	NONE
Flint @ Hilton	2364	Southbound	NONE
Sunset @ Grove	2638	Eastbound	ADA PAD
Sunset @ Grove	4079	Westbound	ADA PAD
Sunset @ Windsor	2536	Westbound	ADA PAD
Sunset @ Windsor	4080	Eastbound	ADA PAD
Sunset @ Lewis	2535	Westbound	ADA PAD
Sunset @ Lewis	2640	Eastbound	ADA PAD
Sunset @ Rustle	2531	Westbound	ENHANCED
Sunset @ Rustle	2643	Eastbound	STATION
Sunset @ Government Way	3198	Westbound	ADA PAD
Sunset @ Government Way	4081	Eastbound	ENHANCED
Sunset @ Lindeke	2154	Westbound	NONE
Sunset @ Lindeke	2644	Eastbound	ADA PAD
Sunset @Cannon	2153	Westbound	STATION
Sunset @Cannon	4637	Eastbound	ENHANCED
3rd @ Maple	2189	Eastbound	NONE
3rd @ Cedar	2190	Eastbound	ADA PAD
3rd @ Jefferson	3791	Eastbound	ADA PAD
Lincoln @ 2nd	3792	Northbound	ADA PAD
Lincoln @ Sprague	1051	Northbound	BUS BULB
2nd @ Maple	4636	Westbound	NONE
2nd @ Jefferson	1152	Westbound	BUS BULB
2nd @ Monroe	4635	Westbound	NONE
Monroe @ 1st	1150	Southbound	NONE
Riverside @ Post	4581	Eastbound	NONE
Sprague @ Post	4577	Westbound	NONE

Riverside @ Washington	1505	Eastbound	NONE
Sprague @ Stevens	1954	Westbound	NONE
Sprague @ Bernard	1953	Westbound	NONE
Sprague @ Browne	1952	Westbound	NONE
Argonne Station	TBD	Westbound	TRANSIT CENTER*
Argonne Station	TBD	Eastbound	TRANSIT CENTER*
Indiana @ Pines	2793	Eastbound	ADA PAD
Indiana @ Pines	4009	Westbound	STATION
Indiana @ 12718 E (Olympic Boat)	4003	Eastbound	PROPOSED CLOSE
Indiana @ E. 12718 Olympic Boat	4008	Westbound	PROPOSED CLOSE
Mirabeau Transit Center Bay 4	4442	Westbound	TRANSIT CENTER*
Mirabeau Transit Center (internal platform)	4439	Eastbound	TRANSIT CENTER*
Indiana @ Mirabeau Parkway	3755	Eastbound	PROPOSED CLOSE
Indiana @ Mirabeau Parkway	3870	Westbound	PROPOSED CLOSE
Indiana @ 13518 E	4006	Eastbound	PROPOSED CLOSE
Indiana @ 13518 E	4007	Westbound	PROPOSED CLOSE
Indiana @ Evergreen	4187	Westbound	NONE
Indiana @ Evergreen	3757	Eastbound	NONE
Indiana @ Valley Mall (IHOP)	2795	Eastbound	PROPOSED CLOSE
Indiana @ Valley Mall (Black Angus)	3400	Westbound	STATION
Indiana @ Valley Mall	2796	Eastbound	ADA PAD
Indiana @ Valley Mall (Olive Garden)	2797	Eastbound	ADA PAD
Indiana @ Valley Mall (Best Buy)	2800	Westbound	ADA PAD
Indiana @ Hanson Center Eastbound	2798	Eastbound	ENHANCED
Indiana @ Hanson Center Signal Light	3398	Westbound	ENHANCED
Indiana @ 15915 E Indiana	4296	Westbound	ENHANCED
Indiana @ 15812 E Indiana	4297	Eastbound	ENHANCED
Indiana @ 16114 E Indiana	4298	Eastbound	PROPOSED CLOSE
Indiana @ River View Center	4295	Westbound	PROPOSED CLOSE
Indiana @ Desmet Ct	4294	Westbound	NONE
Indiana @ Desmet Ct	4299	Eastbound	NONE
Indiana @ Bella Tess	4300	Eastbound	NONE
Mission @ Riverhouse	4293	Westbound	NONE
Mission @ Arc	4545	Westbound	ADA PAD
Mission @ Arc	2926	Eastbound	ADA PAD
Mission @ Long	4544	Westbound	ADA PAD
Mission @ Long	2927	Eastbound	ADA PAD
Mission @ Barker	4659	Eastbound	ENHANCED
Mission @ Barker	4661	Westbound	ENHANCED
Mission @ Harmony	4143	Westbound	CLOSED
Mission @ Harmony	4148	Westbound	CLOSED

Mission @ Grady	4144	Eastbound	ADA PAD
Mission @ Grady	4147	Westbound	ADA PAD
Mission @ Holl	4145	Eastbound	ADA PAD
Mission @ Holl	4146	Westbound	ADA PAD
Mission @ Harvest	4570	Westbound	NONE
Mission @ Harvest	4571	Eastbound	NONE
E Mission Ave	4569	Westbound	NONE
E Mission Ave	4668	Eastbound	NONE
E Mission Ave	4152	Eastbound	ADA PAD
E Mission Ave	4153	Westbound	ADA PAD
E Appleway Ave	2806	Eastbound	ADA PAD
E Appleway Ave	2807	Eastbound	ADA PAD
Signal @ Mission	2808	Southbound	ADA PAD
N Liberty Lake Rd	4088	Northbound	NONE
N Liberty Lake Rd	2805	Southbound	NONE
E County Vista Dr	3225	Westbound	ADA PAD
Liberty Lake P&R	4394	Terminus	STATION

**Note: As Mirabeau Park & Ride is reconfigured as Mirabeau Transit Center, and Argonne Station is developed, these stops may be changed.*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9F : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: FUNDING OPPORTUNITY APPROVAL

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emilio Bustos, Assistant Transit Planner

SUMMARY: Staff will review the funding recommendations for the Federal Transit Administration (FTA) Section 5310 2024 Call for Projects that was issued on August 5, 2024. This includes the applications, evaluation process and results, the general approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing funding recommendations were reviewed at the November 6, 2024, Planning & Development Committee meeting, and are recommended for Board approval.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meet these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the July 10, 2024, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On August 5, 2024, STA issued a Section 5310 Call for Projects notice with a total of \$909,340 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$236,000 were approved by the STA Board of Directors on July 24, 2024, to reduce local match requirements for applicants to 15% (“Traditional” projects require a 15-20% local match and “Other” projects require a 50% local match).

Table 1: 2024 FTA Section 5310 Funding Breakdown	
Funding Source	Amount Available
FY24 Apportionment (Federal Match)	\$673,340
STA Local Match Contribution	\$236,000
Total Funding Available	\$909,340

Notice of the Section 5310 Call for Projects was published in the *Spokesman-Review* and posted on the STA and SRTC websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. This informational meeting was held by STA staff on August 12, 2024 (via Microsoft Teams), for interested agencies to provide program information, review application requirements, and to answer questions. A total of four interested agencies participated in the Microsoft Teams meeting.

The application process includes a preliminary proposal and a final project application to allow applicants more time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of September 23, 2024, STA received five applications from four different agencies, requesting a total sum of \$810,704. Federal Funds requested for qualified “Traditional” projects totaled \$211,130, well below the minimum requirement of 55%, or \$370,337. Additionally, all “Other” projects requested two years of operating support. Table 2 below summarizes the funding requests received:

Table 2: 2024 FTA Section 5310 Call for Projects Application Summary					
Applicant	Project Name	Funding Category	Funding Requested*	Applicant Local Match	Total Project Cost
Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$296,040	\$84,649	\$380,689
COAST	Purchase of an Accessible Minivan in Support of the COAST Transportation Program	Traditional	\$71,730	\$12,658	\$84,388
COAST	Demand Response Transportation for Regional Communities South of Spokane	Other	\$125,442	\$22,137	\$147,579
Riverview Retirement Center	Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)	Traditional	\$139,400	\$24,600	\$164,000
The Arc of Spokane	The Arc of Spokane Community Center Transportation Coordinator and Driver	Other	\$178,092	\$31,428	\$209,520
Total			\$810,704	\$175,472	\$986,176

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the Spokane Regional Transportation Council (SRTC), and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

Table 3: Project Evaluation Criteria	
Evaluation Criteria	Possible Points
Risk Assessment	10
Application Completeness	10
Regional Transportation Needs	10
Proposed Service Improvements	10
Performance Measures	20
Management	10
Financials	10
Total Maximum Points	80

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 54 points and a high of 67 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

As noted earlier, the total funding requests for “Traditional” projects did not fully satisfy FTA’s 55% minimum requirements. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. Consequently, STA proposes to award sufficient federal funds \$159,207 in total, to STA for purposes of contracting human services transportation, an allowable “Traditional” project under FTA regulations, thereby reaching FTA’s 55% requirement. To award the federal funds that were requested both COAST’s and Riverview Retirement Community’s ADA vehicle purchases would need to be allocated 100% of their federal request, despite Riverview Retirement Community receiving the lowest evaluation score among all projects. Given this, staff sought to maximize equity between “Traditional” and “Other” projects by allocating federal funding to all proposed projects. All three operating projects indicated some level of scalability which STA used to allocate the remaining federal and STA local funds on a sliding scale. This guaranteed all operating projects would receive no less than 67% of the amount requested. STA allocated funding based on project type, individual rank, and self-reported project scalability, which resulted in unallocated federal and STA local match. It is important to note that projects will be eligible for the 2025 FTA Section 5310 Call for Projects expected next year, following the funds being appropriated and apportioned by the US Congress and FTA, respectively.

The STA local match reduces the burden on the awardee that would otherwise be the match requirement of the respective non-profit organizations. The STA local match was distributed across all operating projects in-line with the adjusted scalability each applicant submitted. All five projects would receive sufficient funding to reduce the applicant's local match burden to 15% of the total project cost.

The funding recommendations for the 2024 FTA Section 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make minor administrative modifications to the award amounts based on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the staff recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A "Funding Recommendations 2024 FTA Section 5310 Call for Projects," and authorize staff to make minor administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

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

RECOMMENDATION TO BOARD: Approve, by motion, the staff recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A "Funding Recommendations 2024 FTA Section 5310 Call for Projects," and authorize staff to make minor administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer BSAN Legal Counsel mc

Exhibit A: Funding Recommendations
2024 FTA Section 5310 Call for Projects

Rank	Eval. Score (80max)	Applicant	Project Name	Funding Category	Funding Request*	Federal Award	STA Local Match	Total Recommended Funding Award	Applicant's Local Match	Total Adjusted Project Cost
1	67	Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$296,040	\$165,434	\$115,804	\$281,238	\$84,649 ¹	\$365,887
2	64	COAST Transportation	Purchase of an Accessible Minivan in Support of the COAST Transportation Program	Traditional	\$71,730	\$71,730	\$0	\$71,730	\$12,658	\$84,388
3	63	COAST Transportation	Demand Response transportation for Regional Communities South of Spokane	Other	\$125,442	\$67,148	\$47,004	\$114,152	\$20,144	\$134,296
4	60	The Arc of Spokane	The Arc of Spokane Community Center transportation Coordinator and Driver	Other	\$178,092	\$70,421	\$49,295	\$119,716	\$21,126	\$140,842
5	54	Riverview Retirement Center	Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)	Traditional	\$139,400	\$139,400	\$0	\$139,400	\$24,600	\$164,000
Spokane Transit			Contracted Humans Services Transportation Contracted Services	Traditional	TBD ²	\$159,207	TBD ²	TBD²	TBD ²	TBD ²
Totals					\$810,704	\$673,340	\$212,103	\$726,236	\$163,177	\$889,413

*funding requested includes federal funds and STA local funds.

1 The applicant's local match includes a deliberate overmatch.

2 Local match will be defined as part of scoping and procurement of contracted services at a future date.

Exhibit B: Project Descriptions
2024 FTA Section 5310 Call for Projects

Project: Transportation Support Program for Cancer Patients			Rank No. 1
Applicant: Cancer Can't	Project Type: Other	Federal Match: 50/50	Eval Score: 67
Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.			
Planned Award Sources - Total project cost: \$365,887. Total award consists of \$165,434 from FY24 federal funds (50% match) and \$115,804 from STA local match (35%), with \$84,649 in match, including \$54,883 in required match (15%) and \$29,766 in overmatch. Adjusted award is equivalent to 23 months of 24 requested.			

Project: Purchase of an Accessible Minivan in Support of the COAST Transportation Program			Rank No. 2
Applicant: COAST Transportation	Project Type: Traditional	Federal Match: 85/15	Eval Score: 64
Description: The ADA Vehicle will provide transportation services for seniors and individuals with disabilities who live generally south of Spokane with transportation into-or-from the Spokane area, and supports the operating project also funded with Section 5310.			
Planned Award Sources - Total project cost: \$84,388. Total award consists of \$71,730 from FY24 federal funds (85% match) and \$0 from STA local match (0%), with \$12,658 from subrecipient match (15%).			

Project: Demand Response Transportation for Regional Communities South of Spokane			Rank No. 3
Applicant: COAST Transportation	Project Type: Other	Federal Match: 50/50	Eval Score: 63
Description: The project serves seniors and individuals with disabilities who live generally south of Spokane with transportation into-or-from the Spokane area.			
Planned Award Sources - Total project cost: \$134,296. Total award consists of \$67,148 from FY24 federal funds (50% match); \$47,004 from STA local match (35%), with \$20,144 from subrecipient match (15%). Adjusted award is equivalent to 22 months of 24 requested.			

Project: The Arc of Spokane Community Center Transportation Coordinator and Driver			Rank No. 4
Applicant: Arc of Spokane	Project Type: Other	Federal Match: 50/50	Eval Score: 60
Description: The project will serve individuals with intellectual and developmental disabilities, who are members of the Arc of Spokane Community Center, and provide access to outings to take part in the larger community.			
Planned Award Sources - Total project cost: \$140,842. Total award consists of \$70,421 from FY24 funds (50% match); \$49,295 from STA local match (35%), with \$21,126 from subrecipient match (15%). Adjusted award is equivalent to 16 months of 24 requested.			

Project: Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)			Rank No. 5
Applicant: Riverview Retirement Center	Project Type: Traditional	Federal Match: 85/15	Eval Score: 54
Description: The ADA Vehicle will provide transportation services for seniors living at Riverview Retirement Community.			
Planned Award Sources - Total project cost: \$164,000. Total award consists of \$139,400 from FY24 federal funds (85% federal match); \$0 from STA local match (0%), with \$24,600 from subrecipient match (15%).			

Project: Contracted Human Services Transportation Services			Rank NA
Recipient: Spokane Transit	Project Type: Traditional	Federal Match: 80/20	Eval Score: NA
Description: Contracted Human Services Transportation includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals have different needs and may require a set of different services depending on their abilities, their environment, and the options available in their community. Examples may include transportation service to areas that do not have an adequate bus service or no service at all. This service would help people travel to medical appointments, childcare centers, grocery stores, and education centers. STA will consult the current SRTC/STA Coordinated Public Transit-Human Services Plan adopted for Spokane County to ensure services address needs identified in the plan.			
Planned Award Sources - Total project cost: TBD. Total award consists of \$159,207 from FY2024 federal funds (80% federal match); STA will be required to provide 20% match.			

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9G : HAZARDOUS AND NON-HAZARDOUS WASTE DISPOSAL SERVICES:
AWARD OF CONTRACT

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: On December 31, 2024, STA's Agreement 2019-10356 with Safety-Kleen Systems, Inc., for Sump Pumping Services will expire.

The Washington State Department of Enterprise Services (DES) has a master contract available for all hazardous and non-hazardous waste disposal services which STA intends to utilize via its Cooperative Purchasing Agreement with DES. Utilizing the DES contract satisfies all STA procurement requirements. Clean Harbors Environmental Services, Inc., is the local provider for these services and staff recommend executing a five-year agreement, commencing January 1, 2025, and expiring December 31, 2029.

The funding source for this agreement is the Facilities and Grounds operational budget (01124-503908). The estimated cost of the five-year contract for hazardous and non-hazardous waste disposal services is \$559,080.


RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize, by motion, the CEO to execute a five-year contract with Clean Harbors Environmental Services, Inc., using DES Contract 03614 for a total estimated value of \$559,080.

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

RECOMMENDATION TO BOARD: Approve, by motion, to authorize the CEO to execute a five-year contract with Clean Harbors Environmental Services, Inc., using DES Contract 03614 for a total estimated value of \$559,080.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer 

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9H : SPOKANE COUNTY SURPLUS LAND ACQUISITION (RESOLUTION)

REFERRAL COMMITTEE: Board Operations Committee (*French*)

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

SUMMARY: Spokane County has offered to sell two vacant and surplus parcels of land to Spokane Transit Authority (STA) adjacent to the Pence-Cole Valley Transit Center. Staff are seeking Board authorization to finalize the acquisition of the property for transit purposes.

BACKGROUND: In 2023, STA contacted Spokane County staff regarding two County parcels that were available for sale. The parcels were surplus from the original construction of the Sprague-Appleway Couplet. Spokane County has made the parcels available to STA offering us right-of-first refusal for acquisition. STA has completed Phase I and a limited Phase II Environmental site assessment. STA has completed a third-party appraisal and a review appraisal to determine fair market value. A written offer and summary statement were drafted and delivered to Spokane County on June 27, 2024. The offer was accepted by the Board of County Commissioners on October 29, 2024.

Funding for the acquisition is proposed to come from STA local funds.


RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by resolution, the CEO to take such actions and execute all documents necessary to acquire parcels 45201.0831 and 45201.0832 situated at 202 S. University Road in Spokane Valley, for \$492,000.

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

RECOMMENDATION TO BOARD: Approve, by Resolution #827-24, to authorize the CEO to take such actions and execute all documents necessary to acquire parcels 45201.0831 and 45201.0832 situated at 202 S. University Road in Spokane Valley, for \$492,000.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer 

Legal Counsel mc

RESOLUTION NO. 827-24

A RESOLUTION AUTHORIZING THE ACQUISITION OF REAL PROPERTY AS DESCRIBED HEREIN AND OTHER MATTERS PROPERLY RELATING THERE.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA is authorized under RCW 36.57A.080 and its Bylaws to acquire property to improve the use of its transportation facilities;

WHEREAS, STA desires to purchase and acquire certain real property, as set forth herein, from Spokane County for the purpose of improving its public transportation system;

WHEREAS, Spokane County is the owner of approximately 0.98 (42,815 square feet) of real property, Spokane County Parcel Numbers 45201.0831 and 45201.0832 (“the Property”), located at 202 S. University Road, in the City of Spokane Valley, County of Spokane, State of Washington, which Spokane County has designated as surplus property;

WHEREAS, the Property is adjacent to STA’s existing Pence-Cole Valley Transit Center and is intended to be used for transit purposes by STA;

WHEREAS, STA has completed a Phase I and a limited Phase II Environmental site assessment, and a third-party appraisal and appraisal review to determine the fair market value of the Property, consistent with STA’s policies and procedures;

WHEREAS, on October 29, 2024, Spokane County’s Board of County Commissioners accepted an offer of \$492,000 from STA for the purchase of the Property, which shall be funded using STA local funds;

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

Section 1. The STA Board of Directors hereby authorizes the acquisition of certain real property described as:

Approximately 0.98 (42,815 square feet) assigned Spokane County Assessor’s parcel numbers 45201.0831 and 45201.0832, situated at 202 S. University Road, in Spokane Valley, Washington,

for a purchase price of \$492,000.

Section 2. The Chief Executive Officer is authorized to take such actions and execute all documents necessary to acquire the real property described herein.

Section 3. Any actions of the Chief Executive Officer, Board of Directors, or staff of STA prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 21st day of November 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

November 21, 2024

AGENDA ITEM 91 : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: Board Operations Committee (*French*)

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

SUMMARY: The Sprague Line (Route 9 Sprague) project requires acquisition of property interests for the implementation of planned transit platforms. Staff are seeking approval for property acquisition, to include temporary construction easements, at a single location, as described below. Additional acquisitions are expected in the coming months.

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

The current acquisition proposed for action will enable construction of a proposed eastbound HPT station stop on Sprague Avenue just east of Havana St. The adjacent parcel # 35232.9107 is owned by McDonalds Corporation and the current use is a fast-food restaurant. The acquisition area is currently a landscape area immediately adjacent to the city sidewalk. To construct the station, acquisition of real property and a temporary construction easement is necessary. Fair market compensation is required for STA to have a property interest to enable HPT improvements.

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	338.97 SF	\$4,406.61 @ \$13.00/SF	\$7,118.37 @ \$21.00/SF	\$2,711.76 @ \$8.00/SF
Temporary Construction Easement	966.00 SF	\$2,511.60	\$4,057.20	\$1,545.60
Totals	-	\$6,918.21	\$11,175.57	\$4,257.36

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


RECOMMENDATION TO COMMITTEE: Recommend Board approve, by motion, the real property acquisition and associated temporary construction easement between McDonalds Corporation and Spokane Transit for a portion of Spokane County Parcel # 35232.9107 for a total \$11,175.57 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

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

RECOMMENDATION TO BOARD: Approve, by motion, the real property acquisition and associated temporary construction easement between McDonalds Corporation and Spokane Transit for a portion of Spokane County Parcel # 35232.9107 for a total \$11,175.57 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer 

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 9J : PLAZA LED LIGHTING PROJECT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jenni Knoll, Plaza Operations Manager

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

Public Works Contract for:	Plaza LED Lighting Project
Purchase Order Number:	20241825
Contractor:	Arctic Lighting & Electric, LLC
Project Start:	September 2, 2024
Substantial Completion:	October 8, 2024
Final Completion:	October 8, 2024
Scope of Work:	Upgraded all Plaza non-LED lights & installed occupancy light sensors/switches: 1) 2 nd Floor Offices and Areas; 2) Lower Level Parking Garage, Mechanical Rooms, Offices, and Subway Electrical Room; 3) Subway Tenant Space; 4) Joe's Mini-Market Tenant Space; 5) Stairwells; and 6) Skywalks. Contractor applied for and received applicable Avista rebates (\$31,192.00) which were deducted from the total project cost.

Contract Authority, Including Contingency	\$95,069.00
Awarded Contract	\$95,069.00
Additive Change Orders (Applied Contingency)	\$0
Deductive Amount (Rebates)	(\$31,192.00)
Total Final Contract Value	\$76,525.00
Unspent	\$18,544.00

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with Arctic Lighting & Electric, LLC, for the Plaza LED Lighting Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head brb

Chief Executive Officer BSAN

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM: 10A RECOGNITION OF CONGRESSWOMAN CATHY MCMORRIS RODGERS -
RESOLUTION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Cathy McMorris Rodgers has served in the House of Representatives for the 5th Congressional District for the State of Washington since being elected in 2004 and is retiring after 20 years of service to Eastern Washington and the Spokane region. During her tenure, she served as the Chair of the House Energy and Commerce Committee as well as the Chair of the House Republican Conference. She has been a supporter of Spokane Transit grant applications, including funding for the region's first Bus Rapid Transit line, City Line, by way of the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. This resolution recognizes her many years of service to the Spokane region.

RECOMMENDATION TO BOARD: By Resolution, express the Board's deep gratitude and appreciation to Ms. McMorris Rodgers for her long-standing exemplary service to public transit and the entire Spokane Transit community.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel mc

DRAFT RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF RECOGNIZING THE SERVICE OF CONGRESSWOMAN CATHY MCMORRIS RODGERS OF THE 5TH CONGRESSIONAL DISTRICT FOR WASHINGTON STATE

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 57A, Public Transportation Benefit Area; and

WHEREAS, the STA Board of Directors is the legislative body of the Spokane County Public Transportation Benefit Area; and

WHEREAS, Cathy McMorris Rodgers has served in the House of Representatives for the 5th Congressional District for the State of Washington since being elected in 2004, including roles as the Chair of the House Energy and Commerce Committee and as the Chair of the House Republican Conference; and

WHEREAS, her leadership has played a pivotal role in advancing critical initiatives that have positively impacted Spokane's residents and improved public transit services; and

WHEREAS, as a champion for transportation and infrastructure, McMorris Rodgers worked to secure funding by way of the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program for the region's first Bus Rapid Transit line, City Line; and

WHEREAS, McMorris Rodgers retires from Congress after 20 years of exemplary service to the Spokane region, demonstrating unwavering commitment to the community and its development.

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

That the STA Board of Directors does hereby recognize and honor Congresswoman Cathy McMorris Rodgers for her outstanding service to the Spokane region and particularly to the mission of Spokane Transit. We commend her for her contributions and wish her continued success in her future endeavors.

Adopted by STA at a regular meeting thereof held on the 21st day of November 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM: **10B:** RESOLUTION IN RECOGNITION OF STATE SENATOR ANDY BILLIG

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Senator Andy Billig has served in the Washington State Legislature for the Third Legislative District since 2010, first in the House of Representatives, and as State Senator since 2012. He is retiring from the Legislature after 14 years of service to the Spokane region. During his tenure, Billig served as Vice Chair of the House Transportation Committee and as Senate Majority Leader since 2018. He has been a key supporter of Spokane Transit, including securing funding for the City Line, the region's first Bus Rapid Transit (BRT) line, through the 2015 Connecting Washington transportation funding package. He also played a key role in advancing and securing funding through the 2022 Move Ahead Washington transportation funding package for the Division Street BRT project. This resolution recognizes his many years of service to the Spokane region and Spokane Transit.

RECOMMENDATION TO BOARD: By Resolution, express the Board's deep gratitude and appreciation to Mr. Billig for his long-standing service to public transit and the entire Spokane Transit community.

FINAL REVIEW FOR BOARD BY:

Division Head //

Chief Executive Officer ESM

Legal Counsel mc

DRAFT RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF RECOGNIZING THE SERVICE OF WASHINGTON STATE SENATOR ANDY BILLIG OF THE THIRD LEGISLATIVE DISTRICT

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 57A, Public Transportation Benefit Area; and

WHEREAS, the STA Board of Directors is the legislative body of the Spokane County Public Transportation Benefit Area; and

WHEREAS, Andy Billig has served in the Washington State Legislature for the Third Legislative District since 2010, first in the House of Representatives and as Senator since 2012, including as Senate Majority Leader since 2018; and

WHEREAS, his leadership has been essential in driving key transportation initiatives that have benefited the Spokane region's residents and enhanced public transit services; and

WHEREAS, as during his time in the Legislature, Billig was instrumental in securing funding for City Line, Spokane Transit's first Bus Rapid Transit line through the 2015 Connecting Washington transportation funding package and he also played a key role in advancing the 2022 Move Ahead Washington transportation package which secured funding for the Division Street Bus Rapid Transit project; and

WHEREAS, Billig retires from the Washington State Legislature after 14 years of laudable service as a champion of the Spokane region, demonstrating dedication to the development of transportation options for its citizens.

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

That the STA Board of Directors does hereby recognize and honor State Senator Andy Billig for his outstanding service to the Spokane region and particularly to the mission of Spokane Transit. We commend him for his contributions and wish him continued success in his future endeavors.

Adopted by STA at a regular meeting thereof held on the 21st day of November 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 11A: CEO SEARCH TASK FORCE UPDATE

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

November 21, 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

November 21, 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

November 21, 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

November 21, 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 October 2, 2024, Planning & Development and Performance Monitoring & External Relations Committee meetings, along with the October 9, 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

Approved Minutes of the October 9, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:32 p.m. The Clerk conducted roll call.

2. APPROVE COMMITTEE AGENDA

The Committee added "Succession Planning" to item 11. New Business.

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

3. CHAIR'S COMMENTS

Chair French commented that the APTA event the prior week went well, and that STA continues to be recognized for its great work in the industry. Mr. Dunne and Ms. Haley echoed Chair French's sentiments about STA's recognition and accomplishments.

4. COMMITTEE ACTION

A. September 11, 2024, Committee Minutes

Ms. Haley moved to approve the September 11, 2024, committee meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.

5. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

A. Future Framework: CEO Performance Objectives & Evaluation Schedule

The Committee reviewed the performance measures from the most recent performance evaluation which are primarily a subset of STA's operating indicators, local and federal leadership, Board support, and community perceptions. The Committee discussed the performance measures and whether changes are needed for 2025. The Committee decided to suspend this discussion until at such a time a job description for the next CEO is established on which the performance measures can be based.

6. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

A. Developing Future Framework: Board/CEO Relationship

The Committee discussed developing the future framework for Board/CEO relationship for 2025. The Committee decided to suspend this discussion until at such a time a job description for the CEO is established, and a new CEO is hired. The contract for the new CEO may also provide guidance for this framework.

7. COMMITTEE CHAIR REPORTS

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

Ms. Haley shared the items presented at the Planning & Development Committee meeting on October 2, 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 October 2, 2024. The Board Operations Committee discussed the item regarding bus wrapping presented at PMER.

8. BOARD OF DIRECTORS AGENDA OCTOBER 17, 2024

This item was discussed after item 11. New Business due to the Chair's discussion regarding STA's CEO succession. Changes to the agenda are as follows:

- Item 9B. Connect 2035 Strategic Plan: Community Input Review & Packaging Guidance will be changed from a Board Report to Board Action.
- Succession Planning Update will be added to the agenda under the Board Operations Committee Chair Report.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 13, 2024

This item was discussed after item 11. New Business and item 8. Board of Directors Agenda October 17, 2024, due to the Chair's discussion regarding STA's CEO succession.

- Succession Planning will be added to the agenda.
- If an update regarding the performance metrics is available, it will be included in the Chair's Comments.

10. CEO REPORT

Ms. Meyer shared the September 2024 voter-approved sales tax revenues representing July 2024 sales. Actual budget was \$10M, compared to the budget of \$8.5M, for a 17.8% difference, or \$1.5M. Year-to-date results are 2.4% above budget. Ms. Meyer provided updates regarding APTA, WSTA, the Northwest Transit Exchange, preparation for the CEO Search Task Force meeting on October 16, and the Citizen Advisory Committee. Chair French said that the five STA Board members who attended APTA should email their experiences about the conference.

11. NEW BUSINESS

Chair French discussed STA's CEO succession and offered four options for an interim CEO as the time for hiring a new CEO is too short to complete prior to the end of the year when CEO Meyer is retiring. Discussion ensued.

12. ADJOURN

Chair French adjourned the meeting at 2:53 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the October 2, 2024, Meeting

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley – *Chair*
Dan Dunne, Small Cities Representative (Liberty Lake)
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*
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

MEMBERS ABSENT

Rhonda Bowers, Labor Representative
(*Non-voting*)

PROVIDING LEGAL COUNSEL

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

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

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

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 4, 2024, COMMITTEE MEETING**

Mr. Dan Dunne moved to approve the September 4, 2024, Planning & Development Committee meeting minutes. Ms. Kitty Klitzke seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** - none

B. **BOARD DISCUSSION AGENDA**

1. **CONNECT SPOKANE COMPREHENSIVE PLAN: FINAL ADOPTION OF PLAN UPDATE (RESOLUTION)**

Mr. Karl Otterstrom presented. Connect Spokane is STA's Comprehensive Plan, required by law, that sets forth a vision and policy framework to help guide decisions 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. Mr. Otterstrom summarized the prepared updates to elements of the plan and the timeline of public review of the changes, including last month's public hearing. Once adopted, the updated plan will be published to the STA website.

10:06 am - Mayor Chris Grover and Councilmember Zack Zappone joined the meeting.

Ms. Klitzke made an editorial suggestion regarding the historical context within the Revenues and Fares element of the plan, recommending a phrase referring to operating revenue of early transit operators be deleted from the section. Mr. Otterstrom agreed to reflect the change in the draft plan. Mr. Dunne appreciates the efforts of the committee and staff to provide an overview of this update, as well as the comprehensive outreach. Mr. Zappone commended the work the staff put into the new policies surrounding fares and equity.

Mr. Zack Zappone moved to recommend the Board approve, by resolution, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented. Ms. Kitty Klitzke seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DRAFT 2025 BUDGET

Ms. Tammy Johnston and Mr. Karl Otterstrom presented. Ms. Johnston reviewed STA's vision and mission, and organizational priorities. Mr. Otterstrom then presented on the draft action plan, its placement in STA's planning framework, and the key actions and major deliverables for 2025. The actions align with the three strategic goals identified in *Connect 2035*, and the major deliverables include *STA Moving Forward* improvements, near term investments, and other improvement initiatives. Mr. Otterstrom noted that "Pilot a safety ambassador program" is an outgrowth of the *Connect 2035 initiatives evaluation process, and is proposed to begin in 2025, to include hiring and training ambassadors to help riders throughout the system.* In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets. For 2025, staff reviewed the draft 2025 Budget at the Committee meeting, including the draft 2035 Action Plan and the draft 2025 operating and capital budgets.

Ms. Johnston presented the draft operating and capital budgets.

Operating Budget – The draft 2025 budget assumes \$155,352,619 in operating revenues, an increase of \$12,155,087 (8.5%) compared to the 2024 adopted budget of \$143,197,532. For 2025, staff is using the most recent 12 months of actuals as detailed: 2023 Actual (Sept-Dec) -- \$39,594,254; and 2024 Actual (Jan-Aug) -- \$75,329,282; for a total of \$114,923,536 plus an assumed growth rate of 2%. 2025 Sales Tax revenue is proposed to be \$117,222,007.

The draft budget proposes \$131,473,981 in operating expenses, an increase of \$9,283,934 (+7.6%) compared to the 2024 adopted budget. The increase reflects the full year of service instituted in 2024, and is driven by increases in labor/benefits (higher staffing/medical/dental/retirement), services (contracted security/Plaza contracted maintenance and janitorial/consulting/etc.), contracted transportation, materials (vehicle repair/software-licensing maintenance/fuel/fare media/etc.), and insurance/utilities/other (property and liability insurance/meetings/travel/training/registration/discounts and promotions).

Ms. Johnston reviewed the operating expense changes in 2025, and the operating budget assumptions.

Mr. Dunne inquired with regard to total tax revenues whether this considers the uncertainty as to what the sales tax will be? Discussion ensued. Mr. Dunne also inquired as to what contingency the agency has in place should Initiative 2117 pass, should the funds suddenly be removed from the revenue projections. Discussion ensued. Mayor Grover shared that several small cities are using a lower sales tax projections; perhaps monitor the projection closely and consider a more conservative projection. Discussion ensued.

Capital Budget –The 2025 capital budget is forecasted to be \$62,543,420 plus a fleet replacement contribution of \$16,478,723, for a total of \$79,022,143. Funding sources include federal (\$5,030,159—8.1% of the total), state (\$17,216,174—27.5% of the total), and local (\$40,297,086—64.4%). It was noted that the 2025 Capital budget was decreased by \$24,787,444 when compared to the programmed capital expenses for 2025 in the 2025-2030 CIP which was included in the Transit Development Plan (TDP), to account for timing of projects and updates to costs – 2025 capital in CIP was \$87,330,864.

Ms. Johnston reviewed the budget comparison for 2024 to 2025, and the 2025 cash and reserve analysis. The estimated 2024 end of year cash balance will be \$132,429,066, exclusive of the Board-designated reserves which total approximately \$55,528,097, and the Fleet Replacement Fund which is at \$29,538,385.

Staff will review the draft budget with the Board later this month. Staff will return in November with an updated proposed budget, followed by a public hearing on November 21. The final proposed budget is scheduled to be adopted by the Board at their December 19 meeting, and is available online at the following link:

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

B. CONNECT 2035 STRATEGIC PLAN: COMMUNITY INPUT REVIEW & PACKAGING GUIDANCE

The Planning & Development Committee has a key role in navigating the development of STA's next ten-year strategic plan, known as *Connect 2035*. Mr. Otterstrom reviewed the various engagement activities, including survey results for proposed packages, that have occurred since the Board Workshop on September 4, 2024. Mr. Otterstrom also presented a preliminary proposal for a single package of initiatives that could be incorporated into the draft plan, subject to Board approval. Mr. Otterstrom noted that core investments of zero emission vehicles, Division Street Bus Rapid Transit (BRT) are already in the financial forecast, the clean energy campus is new. Staff are recommending that \$55M of what is available for Connect 2035 investments be allocated to the Facilities Master Program, for the clean energy campus. This will leave \$30M of the forecasted \$85M available for enhancements.

Mr. Otterstrom reviewed input from the public, the Board, and employees. This included feedback on the initiatives that were proposed to be included in the draft plan, as well as initiatives that were presented in three optional packages. The initiatives proposed to be included in the plan will require approximately \$20M to implement. That leaves \$10M for the optional packages. Mr. Otterstrom reviewed the key differences between Board, employee and community priorities, as well as where those priorities overlapped. For instance, employees had a stronger interest in the optional package that invested in High Performance Transit (HPT), while the Board had a higher interest in the package of initiatives associated with mobility on demand. While no group listed it

as the highest priority, the package associated with introducing a reduced fare program for low-income individuals received interest from multiple groups, though both

Board member and employees did not agree with survey questions that suggested such a fare program become permanent, preferring either a pilot or an initiative that would be undertaken subject to additional funding. Mr. Otterstrom presented further information on various aspects of a potential reduced fare program that would affect its cost.

Mr. Otterstrom then presented a concept of a final packaging of initiatives that is expected to be presented to the Board later this month. In addition to initiatives proposed in the plan, comprising \$20M of the available funding, Mr. Otterstrom proposed the following initiatives be included in the draft plan:

- Develop a Pilot eligibility-based reduced fare program for riders experiencing low incomes (pending Connect Spokane fare policy update)
- Conduct planning and design for future HPT corridors (Route 61 - Highway 2/Fairchild, Extend Route 9 Sprague to the Appleway Station Park-n-Ride, extending Division BRT to Mead, planning for future high-capacity transit corridors)
- Fund station area Transit-Oriented Development (TOD) planning efforts in partnership with municipalities
- Implement Mobility On Demand (MOD) pilots in Latah Valley, Liberty Lake, and unincorporated portions of the West Plains
- Launch an inclusive MOD pilot geared towards older adults and people with disabilities

Mr. Otterstrom noted the overall composition of the package reflects a hybrid, integrating the diversity of feedback received during September outreach efforts. Mr. Sander appreciated the breakdown of outreach by group, and having employee input on the initiatives. Mr. Otterstrom commented that there was a lot of positive feedback from the exercise. Mr. Dunne appreciates the different stakeholder perspectives as well as the process that was taken to gather input.

The Board will be asked to finalize the packaging guidance later this month at its regular Board meeting. The next strategic planning workshop is scheduled for October 30, 2024, and will focus on how to program the plan and track performance and success. Final adoption of the plan is expected at the December 19, 2024, Board meeting.

6. CEO REPORT

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

7. COMMITTEE INFORMATION - none

8. REVIEW NOVEMBER 6, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:48 a.m.

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the October 2, 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*)

COMMITTEE MEMBERS ABSENT

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF MEMBERS ABSENT

**Committee Chairman*

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Kerns called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Kerns had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the July 10, 2024, Committee Meeting**
Mr. Hattenburg moved to approve the September 4, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda (*none*)
 - B. Board Discussion Agenda (*none*)
 5. **REPORTS TO COMMITTEE**
 - A. **Potential STA Bus Wrap Policy and Operational Considerations**
Mr. Rapez-Betty presented operational, communication, and legal considerations for a potential STA Bus Wrap Policy. 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. The PMER committee advanced this discussion to the full board for direction on a potential STA Bus Wrap Policy.

6. CEO REPORT

Ms. Meyer reported the September 2024 voter-approved sales tax revenue collected on July 2024 sales against a budget of \$8,541,727. The actual receipts were \$10,060,167 which is 17.8% above budget with a variance totaling \$1,518,440. Year-to-date is 2.4% above budget and totals approximately \$2.0M.

7. NOVEMBER 6, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS

Committee members appreciated the information presented and discussion about a potential STA Bus Wrap Program.

Council President Wilkerson stated she recently met Greg Garrett, Rideshare Manager, at a conference and thanked him for doing a great job and making her feel welcome.

10. ADJOURN

The next committee meeting will be held on Wednesday, November 6, 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

November 21, 2024

AGENDA ITEM 16B: OCTOBER 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 October 2024 voter-approved sales tax revenue information. October sales tax revenue, which represents sales for August 2024, was:

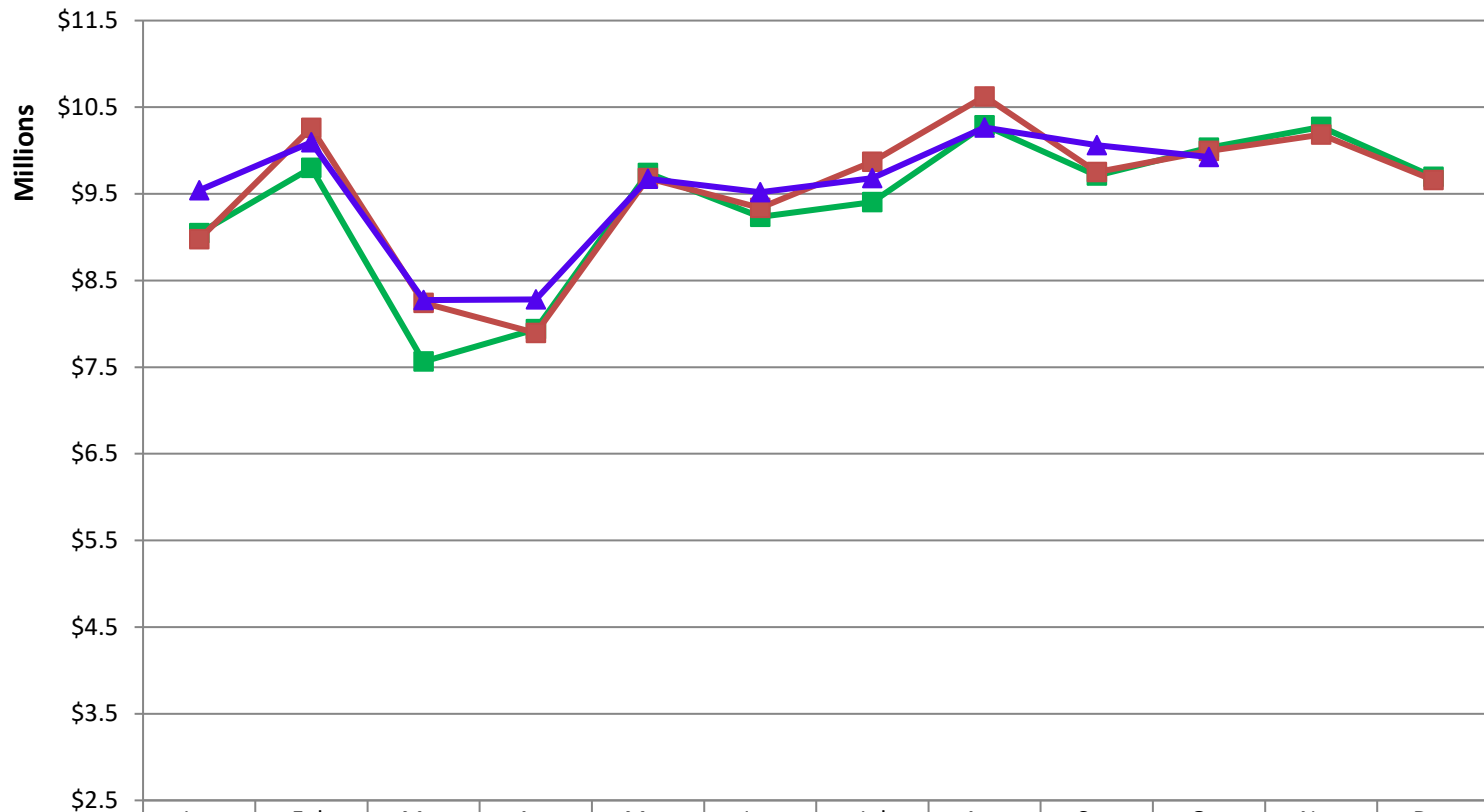
- 19.3% above 2024 budget
- 3.9% above YTD 2024 budget
- 0.7% below 2023 actual
- 0.7% above YTD 2023 actual

Total taxable sales for August were *up* 0.4% from August 2023. 2024 YTD sales are *up* 0.4% compared with August 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *decreased* by 1.8% (\$-10.5M) in August 2024 vs August 2023 and is *down* by 2.8% (\$-123.4M) August 2024 YTD vs 2023 YTD
 - Other Miscellaneous Retailers *increased* 4.8% or \$32.9M August 2024 YTD over August 2023 YTD
 - Grocery and Convenience Retailers *increased* 6.0% or \$14.7M August 2024 YTD over August 2023 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 8.7% or \$13.6M August 2024 YTD over August 2023 YTD
 - Lawn and Garden Equipment and Supplies Retailers *decreased* 15.6% or (\$-5.3M) August 2024 YTD over August 2023 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 1.3% or (\$-8.1M) August 2024 YTD over August 2023 YTD
 - Furniture and Home Furnishings Retailers *decreased* 9.6% or (\$-11.8M) August 2024 YTD over August 2023 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 7.2% or (\$-12.3M) August 2024 YTD over August 2023 YTD
 - Other Motor Vehicle Dealers *decreased* 17.2% or (\$-26.3M) August 2024 YTD over August 2023 YTD
 - Health and Personal Care Retailers *decreased* 17.9% or (\$-36.6M) August 2024 YTD over August 2023 YTD
 - Automobile Dealers *decreased* 5.2% or (\$-42.3M) August 2024 YTD over August 2023 YTD
 - Building Material and Supplies Dealers *decreased* 9.3% or (\$-43.7M) August 2024 YTD over August 2023 YTD

- Construction decreased by 4.0% (\$-8.1M) in August 2024 vs August 2023 and is down by 0.1% (\$-2.0M) August 2024 YTD vs 2023 YTD
- Accommodation and Food Services increased by 5.1% (\$6.4M) in August 2024 vs August 2023 and is up by 1.7% (\$16.1M) August 2024 YTD vs 2023 YTD

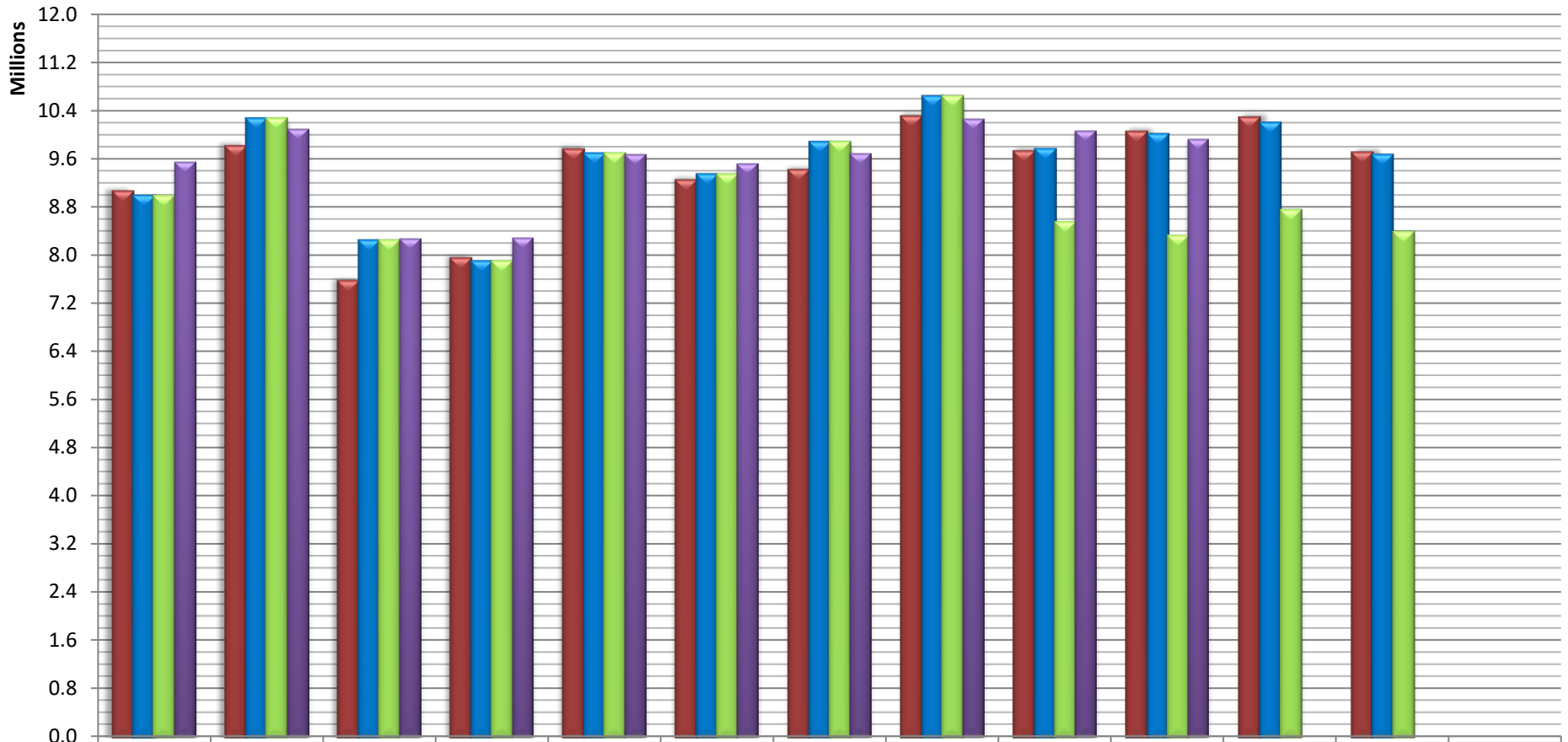
Sales Tax Revenue History-October 2024⁽¹⁾



	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	\$9.9		

(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	9,926,563	-	-	95,316,012
\$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	181,276	(188,746)	(359,191)	307,734	(70,213)	-	-	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	1.9%	-1.9%	-3.4%	3.2%	-0.7%	0.0%	0.0%	
\$ YTD Var.	565,161	398,439	430,634	817,136	808,891	990,167	801,421	442,230	749,964	679,751	-	-	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	0.9%	0.7%	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%	3.9%	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

November 21, 2024

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

Revenue

Overall, September year-to-date revenue is 7.2% (\$7.9M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 3.0% lower than budget
- Sales Tax Revenue is 2.4% higher than budget
- Federal & State Grant Revenue is 24.9% higher than budget
- Miscellaneous Revenue is 51.3% higher than budget

Operating Expenses

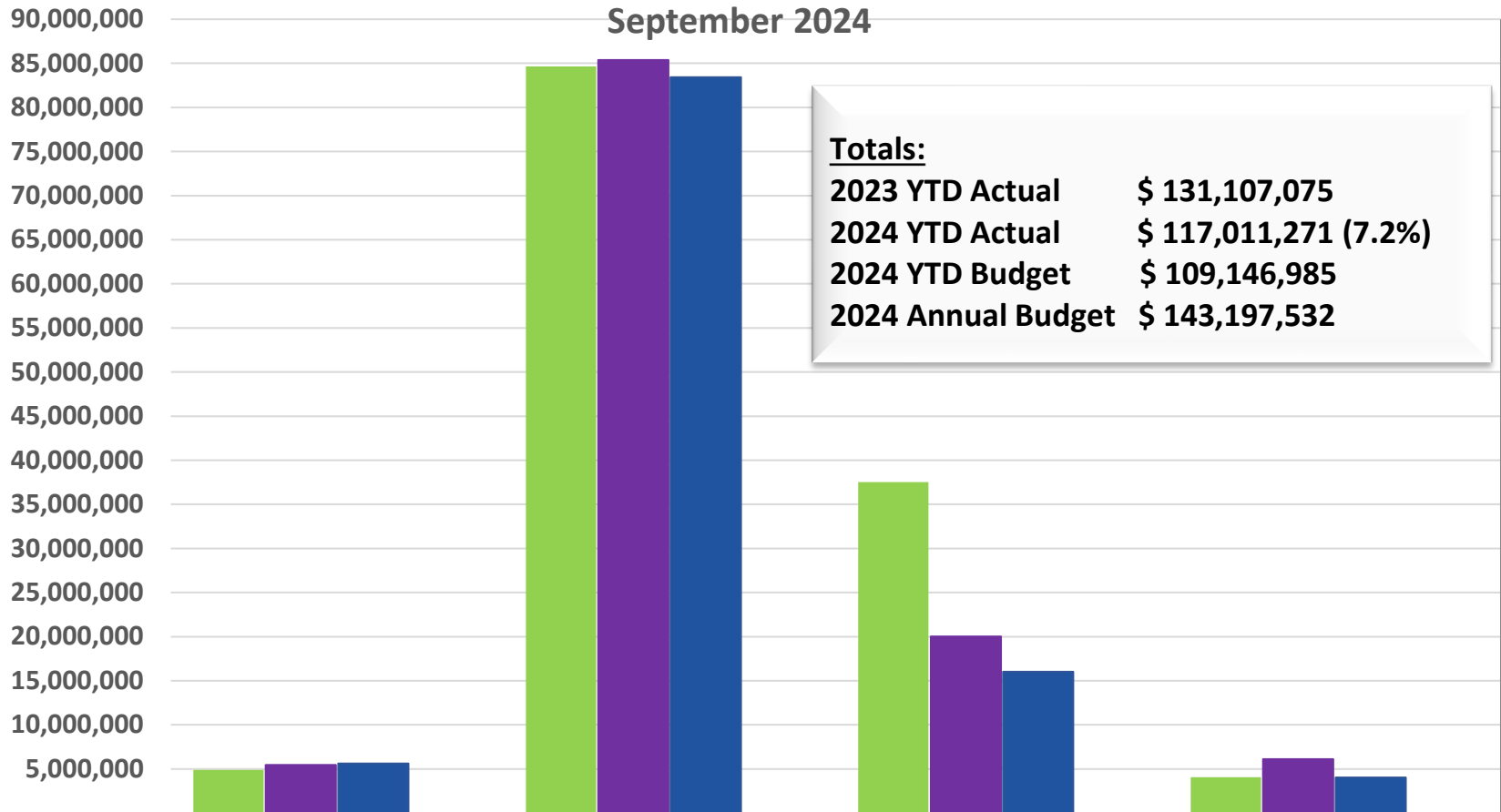
Overall, September year-to-date operating expenses are 4.1% (\$3.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 2.9% lower than budget
- Paratransit is 8.4% lower than budget
- Rideshare is 17.0% lower than budget
- Plaza is 10.2% lower than budget
- Administration is 2.7% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾

September 2024



Totals:

2023 YTD Actual \$ 131,107,075

2024 YTD Actual \$ 117,011,271 (7.2%)

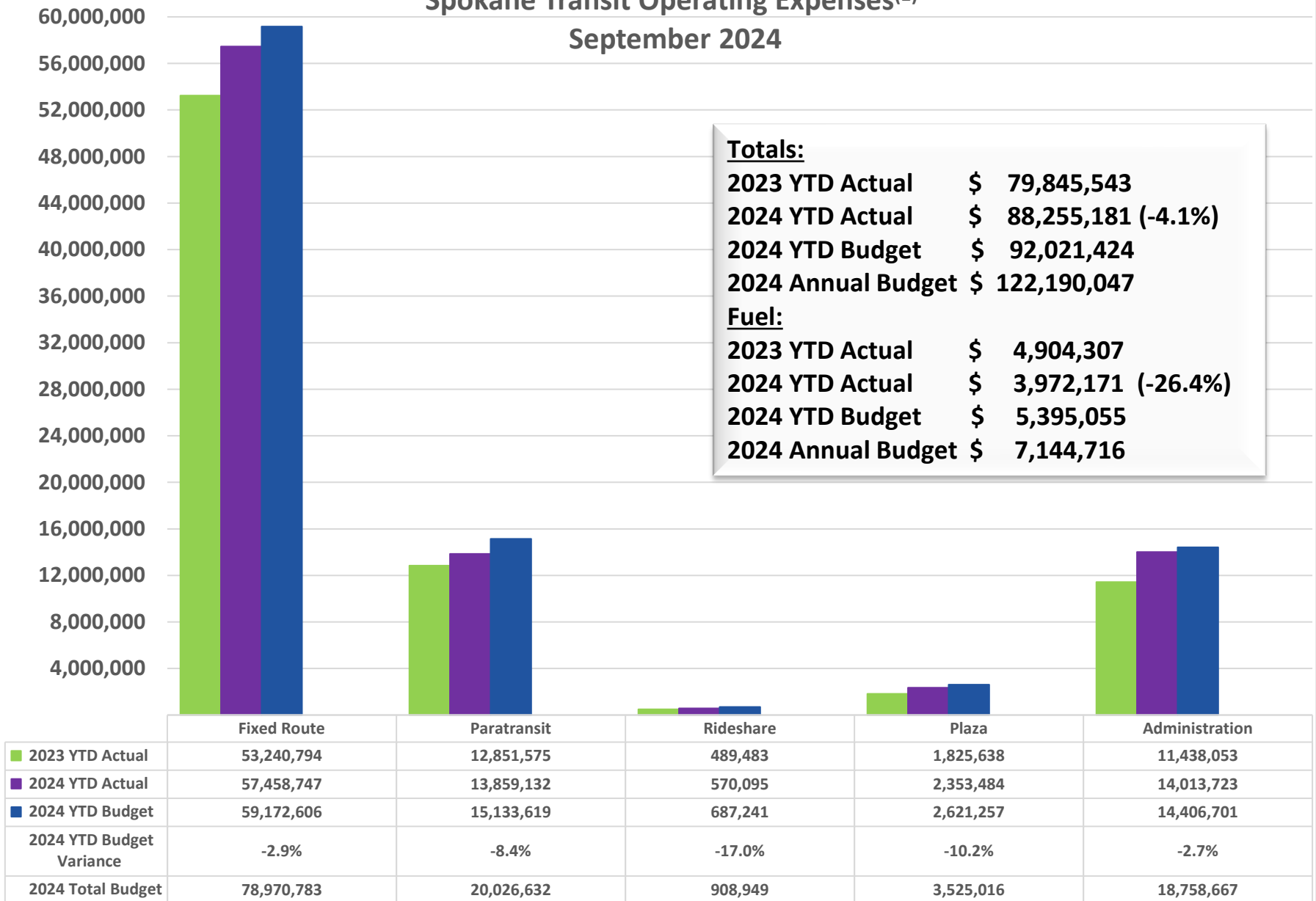
2024 YTD Budget \$ 109,146,985

2024 Annual Budget \$ 143,197,532

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	4,885,935	84,639,485	37,518,162	4,063,493
■ 2024 YTD Actual	5,465,566	85,389,448	20,030,039	6,126,218
■ 2024 YTD Budget	5,633,959	83,428,779	16,035,038	4,049,209
2024 YTD Budget Variance	-3.0%	2.4%	24.9%	51.3%
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 September state capital grant reimbursements total \$3,096,748 and federal capital grant reimbursements total \$420,945.

Spokane Transit Operating Expenses⁽¹⁾ September 2024



(1) Operating expenses exclude capital expenditures of \$12,568,769 and Street/Road cooperative projects of \$0 for year-to-date September 2024.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16D: SEPTEMBER 2024 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There were the same number of weekdays in September 2024 compared to September 2023 (20 vs. 20).

FIXED ROUTE

On time performance for September 2024 was 88% compared to the goal of 93%.

Total Monthly Ridership increased 21.6% (864,031 vs. 710,516) in September 2024 compared to September 2023 and was up 31.2% (7,526,246 vs. 5,738,495) YTD.

- Average Weekday Ridership increased 33.4% (35,069 vs. 26,298) in September 2024 compared to September 2023 and was up 15% (32,634 vs. 28,381) YTD.
- Adult Ridership increased 3.3% (336,701 vs. 326,059) in September 2024 compared to September 2023 and was up 1.6% (3,003,844 vs. 2,956,531) YTD.
- Zero-fare for youth ridership increased 13.9% (190,950 vs. 167,581) in September 2024 compared to September 2023 and was up 26.7% (1,434,235 vs. 1,132,234) YTD.
- Reduced Fare / Paratransit Ridership increased 5.9% (107,776 vs. 101,753) in September 2024 compared to September 2023 and was up 4.8% (910,214 vs. 868,766) YTD.
- CCS Pass Ridership increased 68.5% (26,808 vs. 15,909) in September 2024 compared to September 2023 and was up 43.8% (257,079 vs. 178,786) YTD.
- Eagle Pass Ridership decreased 28.4% (12,830 vs. 17,917) in September 2024 compared to September 2023 and was down 9.3% (194,000 vs. 213,815) YTD.

59% of all passengers used Connect Passes.

PARATRANSIT

On Time Performance for September 2024 was 91.7%.

Total monthly ridership increased 5.8% (31,591 vs. 29,849) September 2024 compared to September 2023 and was up 8.4% (289,872 vs 267,410) YTD.

Detailed breakdown:

Directly operated service decreased 4.5% (15,496 vs. 16,233) in September 2024 compared to September 2023 and was up 5.7% (153,718 vs. 145,481) YTD.

- Contracted service increased 18.1% (16,095 vs. 13,626) in September 2024 compared to September 2023 and was up 11.7% (136,154 vs. 121,930) YTD.
- Special Use Van ridership increased 35.2% (1,870 vs. 1,383) in September 2024 compared to September 2023 and was down 2.7% (11,128 vs. 11,437) YTD.

RIDESHARE

Total monthly ridership increased 8.1% (8,313 vs. 7,693) in September 2024 compared to September

2023 and was up 7.6% (77,050 vs. 71,627) YTD.

Active Rideshare groups increased 7.6% in September 2024 vs. September 2023 (85 vs. 79).

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 7.6% (\$263,199 vs. \$244,62) in September 2024 compared to September 2023. YTD total Value Added increased 17.7% (\$2,329,065 vs. \$1,979,071).

- Autoload increased 26.6% (\$16,181 vs. \$12,786) in September 2024 compared to September 2023. YTD Autoload increased 28.1% (\$132,320 vs. \$103,315).
- Call Centers increased 8.0% (\$8,377 vs. \$7,753) in September 2024 compared to September 2023. YTD Call Centers increased 40.5% (\$68,144 vs. \$48,501).
- Customer Service Terminal decreased 11.8% (\$58,434 vs. \$66,282) in September 2024 compared to September 2023. YTD Customer Service Terminal decreased 1.1% (\$564,095 vs. \$570,632).
- Customer Website decreased 8.3% (\$20,033 vs. \$21,841) in September 2024 compared to September 2023. YTD Customer Website decreased by 8.6% (\$187,758 vs. \$205,318).
- Mobile Ticketing increased 2.7% (\$111,854 vs. \$108,863) in September 2024 compared to September 2023. YTD Mobile Ticketing increased 11.7% (\$996,817 vs. \$892,091).
- Institutional Website increased 10.0% (\$20,228 vs. \$18,398) in September 2024 compared to September 2023. YTD Institutional Website increased 50.6% (\$184,185 vs. \$122,308).
- Open Payments increased 318.6% (\$24,882 vs. \$5,944) in September 2024 compared to September 2023. YTD Open Payments increased 1,265.8% (\$160,532 vs. \$11,754) Note: open payments started in July 2023.
- Retail Network increased 16.6% (\$3,210 vs. \$2,754) in September 2024 compared to September 2023. YTD Retail Network increased 40.0% (\$35,215 vs. \$25,152).

Total Pass Sales:

Total Pass Sales decreased 37.4% (11,221 passes vs. 17,914 passes) in September 2024 compared to September 2023. YTD Total Pass Sales increased 10.1% (179,716 passes vs. 163,249 passes).

- 1-Ride Pass decreased 59.1% (2,731 passes vs. 6,678 passes) in September 2024 compared to September 2023. YTD 1-Ride Pass decreased 9.1% (61,101 passes vs. 67,247 passes).
- 7-Day Rolling Pass increased 22.4% (268 passes vs. 219 passes) in September 2024 compared to September 2023. YTD 7-Day Rolling Pass increased 23.1% (3,275 passes vs. 2,660 passes).
- Day Pass decreased 28.8% (6,881 passes vs. 9,658 passes) in September 2024 compared to September 2023. YTD Day Pass increased 25.6% (103,481 passes vs. 82,382 passes).
- Honored Rider 31-Day Rolling Pass decreased 9.3% (49 passes vs. 54 passes) in September 2024 compared to September 2023. YTD Honored Rider 31- Day Pass decreased 14.7% (428 passes vs. 502 passes).
- Paratransit Monthly Pass increased 90.9% (42 passes vs. 22 passes) in September 2024 compared to September 2023. YTD Paratransit Monthly Pass increased 21.3% (347 passes vs. 286 passes).
- Shuttle Park Pass decreased 33.8% (106 passes vs. 160 passes) in September 2024 compared to September 2023. YTD Shuttle Park Pass decreased 35.0% (1,047 passes vs. 1,610 passes).
- Standard 31-Day Rolling Pass increased 1.2% (1,137 passes vs. 1,123 passes) in September 2024 compared to September 2023. YTD Standard 31-Day Pass increased 17.1% (10,020 passes vs. 8,556 passes).

Total Discounted Passes (Included in Pass Sales above):

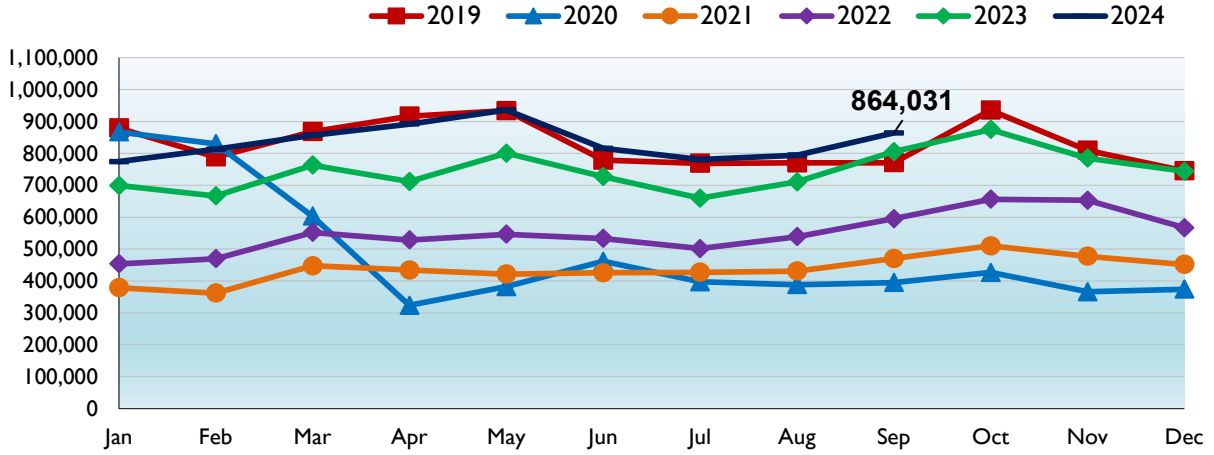
- 1-Ride CAP passes decreased 68.8% (1,231 passes vs. 3,950 passes) in September 2024 compared to September 2023. YTD 1-Ride CAP passes decreased 13.2% (31,778 passes vs. 36,595 passes).
- Day CAP Passes increased 19.9% (5,081 passes vs. 4,236 passes) in September 2024 compared to September 2023. YTD Day CAP Passes increased 37.2% (62,039 passes vs. 45,230 passes).
- Employer-Sponsored Bus Pass Program decreased 12.3% (434 passes vs. 495 passes) in September 2024 compared to September 2023. YTD Employer-Sponsored Passes increased 0.5% (3,921 passes vs. 3,900 passes).

Specialty Pass Programs:

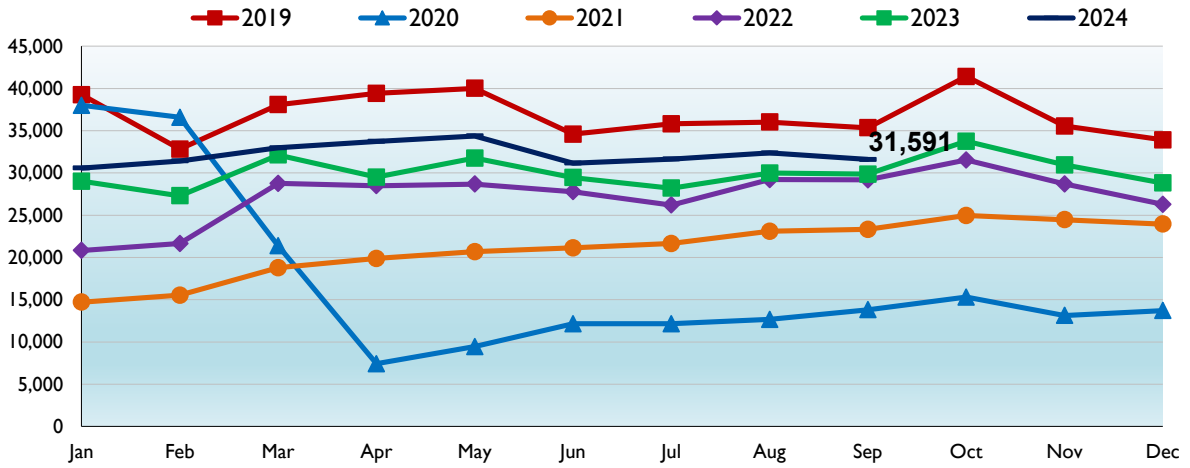
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 33.8% (106 vs. 160 in 2023)	YTD sales Decreased 35.0% (1,047 vs. 1,610 in 2023)
ESBP monthly sales Decreased 12.3 (434 vs. 495 in 2023)	YTD sales Increased 0.5% (3,921 vs. 3,900 in 2023)
UTAP monthly rides Increased 14.8% (65,328 vs. 56,885 in 2023)	YTD rides Increased 19.7% (656,664 vs. 548,553 in 2023)
Community Access Program Decreased 22.9% (6,312 vs. 8,186 in 2023)	YTD CAP Sales Increased 14.7% (93,817 vs. 81,825 in 2023)

RECOMMENDATION TO BOARD: Information only.

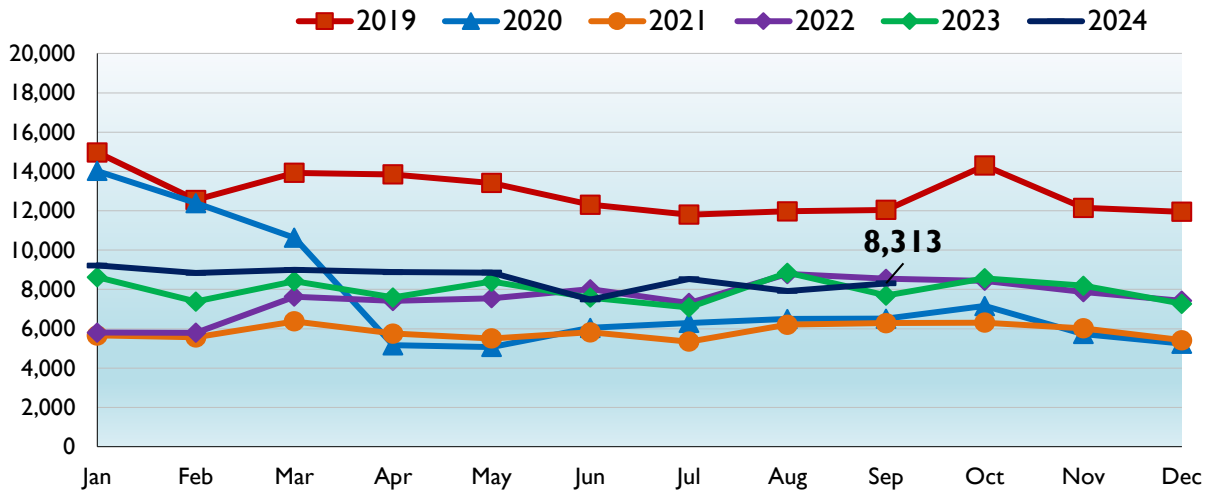
FIXED ROUTE RIDERSHIP



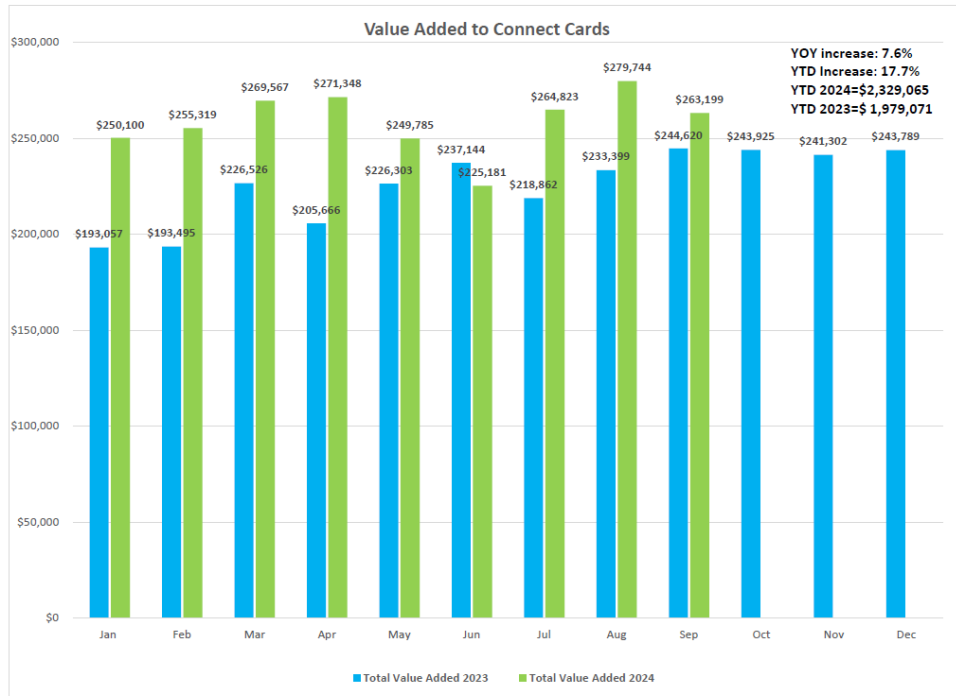
PARATRANSIT RIDERSHIP



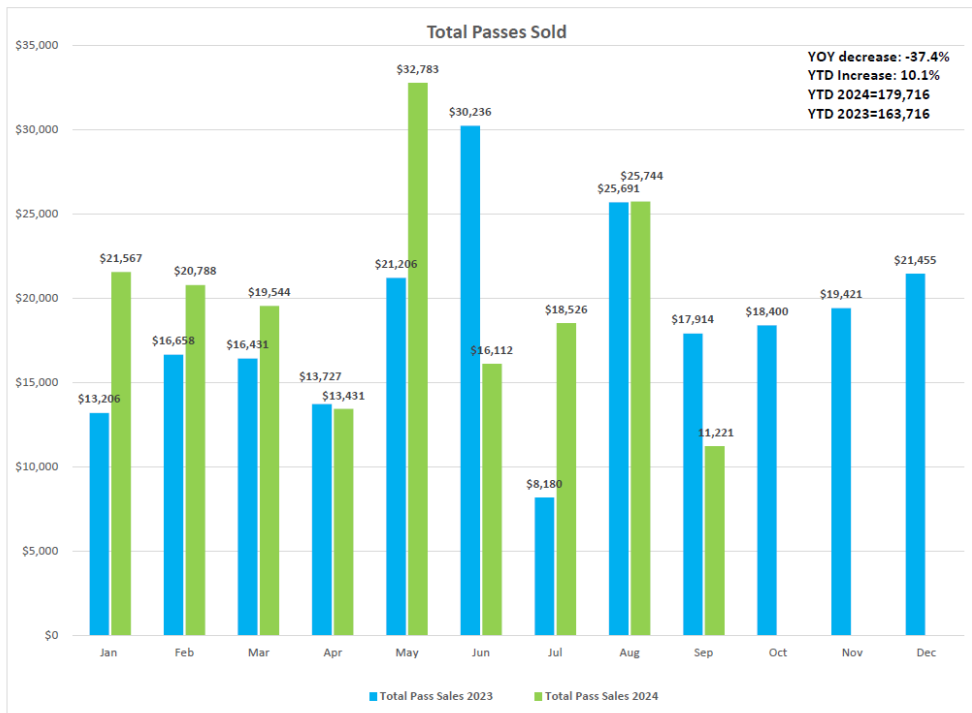
RIDESHARE RIDERSHIP



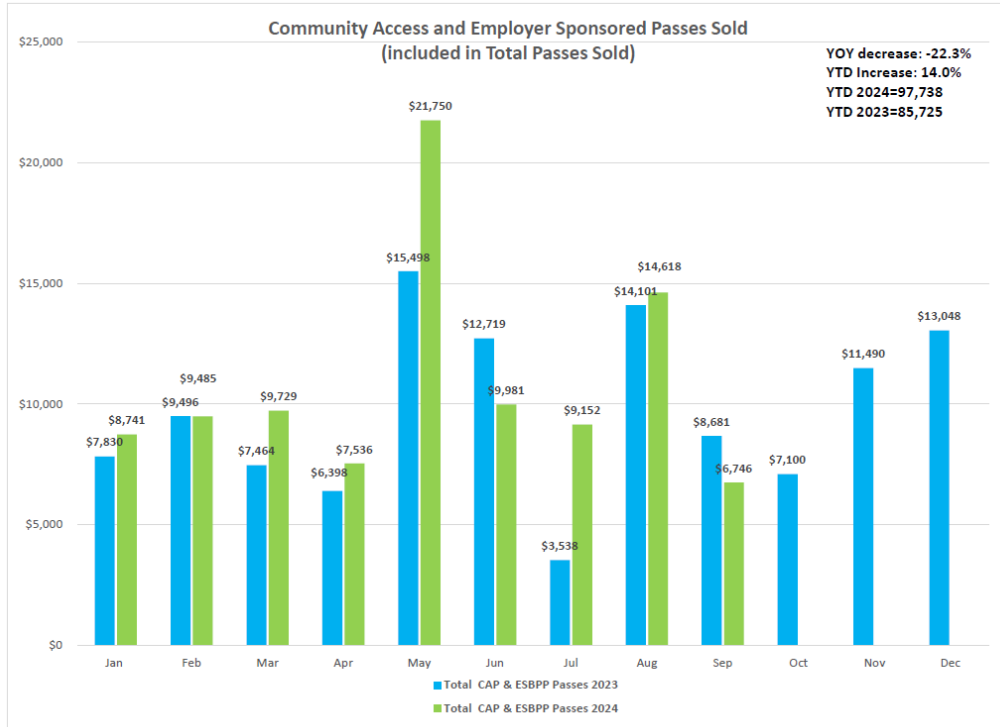
PASS SALES – VALUE ADDED TO CONNECT CARDS



PASS SALES – TOTAL PASSES SOLD



PASS SALES – TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16E : STA HOLIDAY SERVICES AND OFFICE HOURS

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

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The Administrative office at 1230 Boone Avenue will be closed Thursday, November 28, 2024, to observe the Thanksgiving holiday; Wednesday, December 25, 2024, to observe the Christmas holiday; and Wednesday, January 1, 2025, to observe the New Year’s holiday. Fixed Route and Paratransit Holiday service will be provided on these days.

The following schedule outlines STA’s holiday services:

Date:	Paratransit Service and Reservations	Fixed Route Service	Customer Service (at the Plaza)
November 28 (Thursday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am - 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm
December 25 (Wednesday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm
January 1 (Wednesday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Front Counter Closed Call Center open 8:00 am - 6:00 pm

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16F: 3RD QUARTER 2024 SERVICE PLANNING INPUT REPORT

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

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

SUMMARY: A total of 65 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the third quarter of 2024. Of the comments received, 18 were requests for new service, 22 were related to existing service, and 25 were related to bus stops. The comments are summarized below.

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

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

ADDITIONAL SERVICE REQUESTS

One request for service at the Northeast Community Center.

Staff notified the customer of multiple routes serving the Northeast Community Center within a few blocks and offered to assist with trip planning.

One request for service for employees, including those with limited English proficiency, at a business on East Euclid Avenue in Spokane Valley.

Staff provided information about service changes providing stops within one-half mile of the place of employment. Rideshare program information was also provided. Instructions were given on how to change languages on the STA website.

ADDITIONAL SERVICE REQUESTS

One request for fixed route and paratransit services on Five-Mile Prairie.

Staff informed the customer of the paratransit boundary and provided contact information for other mobility resources. The customer was also informed their request would be logged for future consideration.

Three requests for service for Latah Valley.

1. One request was for bus service to Mullen Hill Terrace Mobile Home Park.
2. One request for service to the Vinegar Flats area.
3. One request for service South of I-90 and West of Highway 195, especially for Spokane Public School (SPS) students.

The customers were informed their requests would be logged for future consideration and that service to this area is not planned at this time. As appropriate, customers were also referred to Paratransit, Rideshare or made aware of continued SPS service. Staff also noted the need for road and pedestrian improvements to enable effective fixed route service in the area.

One request for bus service to the Airway Heights Recreation Center on West Deno Road.

The customer was informed that service to the Airway Heights Recreation Center is not planned at this time and were informed their requests would be logged for future consideration.

One request for fixed route service to extend paratransit service to an assisted-living facility in the Ponderosa neighborhood of Spokane Valley.

The customer was also informed their requests would be logged for future consideration and provided contact information for other mobility resources.

One request to serve Riverside State Park, particularly the Bowl and Pitcher Campground due to parking congestion during peak season.

Staff responded with information regarding routing considerations and that service to this area is not planned at this time. The customer was also informed their requests would be logged for future consideration.

One request for service to Chattaroy, Washington.

Staff referred the customer to routing and contact information for Special Mobility Services, which stops at the Chattaroy Post Office. The customer was also informed their requests would be logged for future consideration.

ADDITIONAL SERVICE REQUESTS

One request for two-way service and extended times for Route 247 Lincoln Park/Ferris to align with Franklin Elementary school late starts and earlier departures to avoid crowding from high school students.

Staff informed the customer of other options on Route 34 and route planning offered by customer service, noting that Route 247 operates independently from the Spokane Public Schools service contract.

Two requests for regular service on Route 124 North Express, emphasizing growth in the area, including immigrant/refugee housing, and difficulty accessing the next closest service on North Division Street.

Staff informed the customer that there are no plans to increase service on Route 124 at this time and provided information about Paratransit, Rideshare, and Federal Transit Administration (FTA) Section 5310 grants. The customers were also informed their requests would be logged for future consideration.

One request for service to access a work site near West Thorpe Road and South Grove Road.

Staff recommended Rideshare services to meet immediate needs and requested additional information regarding potential employee demand and trip origins to be considered for future service.

One request for service to East Mirabeau Parkway and North Pines Road during peak commute hours to and from the Mirabeau Transit Center.

Staff informed the customer that the area is tentatively planned for new service starting in 2027, subject to completion of the Pines Road grade separation project.

One request for seasonal service to Green Bluff during weekends in October and to Silverwood Theme Park in the summer, via the Spokane Community College (SCC) Transit Center.

Staff informed the customer that the areas requested are currently outside of the Public Benefit Transportation Area and that their requests would be logged for future consideration.

One request for service for residents living near South Spotted Road and Highway 2.

Staff informed the customer that there are no current plans to provide service to this area due to budget constraints and the need to construct pullouts on the highway for safe boarding. Rideshare services were recommended in lieu of fixed route service.

EXISTING SERVICE COMMENTS

One comment regarding route confusion with a City Line detour. The passenger felt that STA was compelling boarding at SCC.

The customer was informed that construction projects were impacting City Line operations and directed to check the alerts webpage for up-to-date information on detours and temporary stop closures.

EXISTING SERVICE COMMENTS

One comment regarding route confusion with Route 11 North Bank/Downtown Shuttle's routing through downtown.

The customer was informed that Route 11 was on detour due to construction and that occasional route deviations may occur due to an accident or event.

One comment regarding early morning late arrivals for Route 74 Mirabeau/Liberty Lake at Mirabeau Park and Ride.

The customer was informed that two trips were cancelled in one week due to staffing shortages, and that late arrivals would continue to be monitored.

One comment regarding the late arrival of Route 63 Geiger/Airport at Amazon resulting in missed connections with Route 6 Cheney to Spokane.

The customer was informed that delays were due to construction in Airway Heights, and starting in September, Route 63 would not be serving Airway Heights and would be interlined on most trips with Route 60 for a one-seat ride to Spokane.

One comment concerning missed morning transfers from Route 61 Highway 2/Fairchild to Route 74 Mirabeau/Liberty Lake at the Plaza.

The customer was informed that congestion delays at Fairchild AFB were impacting the connection to Route 74. On-time performance for Route 61 will continue to be monitored.

One comment regarding missed transfers at the Plaza and recommended extending the transfer window.

Staff attempted to follow up with the customer to determine specific routes and times, with no response.

One comment requesting a longer span of Sunday service to Amazon Fulfillment Center (GEG1) to coincide with work shifts.

Staff informed the customer that budget constraints limit expanding Sunday service and that their requests would be logged for future consideration.

One customer asked if the September service change could extend the alignment for Route 34 Freya to be closer to Freya Street and 35th Avenue.

Staff informed the customer that their request would be considered for future service changes and that the existing routing would remain the same for the September service change. Staff recommended a transfer from Route 43 to Route 34 for their commute home.

EXISTING SERVICE COMMENTS

One customer requested schedule adjustments to reduce waiting time transferring from Route 23 Maple/Ash to Route 35 Francis/Market at the stop on W Francis Ave at N Alberta St.

Staff adjusted Route 35 to arrive earlier at this stop.

One customer comment regarding Route 61 Highway 2/Fairchild routing on Fairchild Air Force Base post-construction and buses leaving timepoints too early.

Staff are monitoring Route 61 for on-time performance.

One customer commented about crowding, on-time performance, and rude passenger behavior on outbound Route 61 Highway 2/Fairchild. The customer desired the route to bypass the casinos.

Staff informed the customer of September service changes that may reduce crowding, as well as improvements to Route 61 in 2025. Staff explained that construction and interlining impacts were affecting performance, and continued monitoring will inform future schedule changes.

Two customers expressed concerns with the September service changes impacts on Route 63 Geiger/Airport, discontinuing direct service from Airway Heights to the Amazon Fulfillment Center (GEG1).

Staff explained that Routes 63 and 633 will provide more frequent service to Amazon, targeting service to support employee shifts. Staff also informed the customer of transfer opportunities at the West Plains Transit Center connecting to Airway Heights and Spokane.

Two customers expressed concerns with the removal of Route 26 Lidgerwood.

1. One customer requested to retain a one-seat ride to their destination and felt unsafe having to transfer
2. One customer felt that not enough outreach was done and was concerned with the seating capacity of Route 28 with the added demand

Staff followed up with one customer to determine their destinations, highlighting one-seat ride options. Staff emphasized demand to serve Northeast Spokane and explained outreach efforts, explaining connection opportunities from Route 31 to Routes 27, 28, 32 and City Line. Customers were assured that feedback would be reviewed regularly.

One customer commented about delays to City Line and reliability of Route 4 Monroe-Regal leaving on time from Moran Station Park and Ride. The customer asked if real-time text updates were available.

Staff followed up with the customer asking for specific dates and times of delays and informed of the real-time text option at each stop.

EXISTING SERVICE COMMENTS

One customer commented about early departures on Route 223 Shadle/Indian Trail did not accommodate North Central High School student release times.

Staff responded to the customer by assuring continued monitoring with later departures being considered if warranted. Staff reviewed on-time performance, which indicated schedule adherence supporting student release times.

One customer requested staggered schedules for Route 45 Perry District and Route 94 East Central/Millwood, indicating that Route 94 East Central/Millwood bypassed their stop due to a Route 45 Perry District bus occupying the stop.

Staff followed up with the customer asking for specific dates and times of the incident, with no response.

One customer commented on the September service changes, stating the schedule will result in longer wait times for transferring from Route 74 Mirabeau/Liberty Lake to Route 97 Greenacres/Liberty Lake. They requested more frequent Route 74 Mirabeau/Liberty Lake service at night and more cross-valley service in general.

Staff responded that the customer's feedback will be documented for future consideration of planning efforts.

One customer requested more frequent service on Route 63 Geiger/Airport.

Staff indicated to the customer that service was recently increased during weekdays, but that the customer's request will be reviewed for future consideration.

One customer requested better transfers between Route 63 Geiger/Airport and Route 65 Hayford at the West Plains Transit Center.

Staff requested more information regarding dates and times of travel to evaluate options and consider schedule changes.

One customer commented about inaccurate City Line arrival and departure times using Google.

Staff informed the customer of the real-time text option at each bus stop.

BUS STOP COMMENTS

One customer reported an unsafe bench (not owned by STA) in front of the inbound stop on East Sprague Avenue at South Pines Street.

Staff contacted the advertising bench owner, Creative Outdoor Advertising for repair/replacement.

BUS STOP COMMENTS

One customer reported the inbound bus stop was toppled on North Nevada Street at East Empire Avenue.

The pole and sign were replaced. The customer was informed.

One property owner commented about buses blocking their driveway. The bus stop is adjacent to the inbound bus stop on North Crestline Street and East Wellesley Avenue.

Staff contacted the owner and advised them to call customer service for immediate resolutions if buses block their driveway. Staff reviewed stop placement with no obvious driveway conflicts.

One request to install a trash can at the bus stop on Highway 2 at Flint Road.

There are 19 average weekday boardings at the stop. A trash receptacle has been directed to be placed at this stop.

One customer commented on the removal of the shelter on West Sunset Boulevard and South Rustle Street.

Staff informed the customer that the removal was temporary and will be re-evaluated for replacement in the fall of 2024.

One customer informed staff of overgrown vegetation obscuring the outbound stop on North Wall Street at West Westview Avenue.

Staff contacted the City of Spokane to provide notice to the adjacent property owner responsible for maintenance of the vegetation.

One adjacent property owner commented on the outbound stop on East Broadway Avenue and North Moore Road.

Staff contacted the owner to explain the rationale of far-side stops, ADA accessibility, and potential lighting options to improve safety.

A resident informed staff of a damaged trash can and bench (not owned by STA) in front of the stop on North Ash Street at West Longfellow Avenue serviced by inbound Routes 23 Maple/Ash and 223 Shadle/Indian Trail.

Staff contacted the advertising bench owner, Creative Outdoor Advertising for repair/replacement. The citizen was informed.

Two customers reported the outbound bus stop was toppled at 13518 East Indiana Avenue (adjacent to Great Floors).

The pole and sign were replaced. The customers were informed.

BUS STOP COMMENTS

One customer asked to consider alternate shelter materials other than glass due to excessive heat intensity during the summer.

Staff contacted the customer to explain the rationale of using glass in shelters to balance visibility, security, and durability as well as consideration of the suggestion when selecting a shelter vendor

One customer commented about the removal of the shelter and bench at the stop on East Sprague Avenue and South Farr Road.

Staff contacted the customer explaining that the bench and shelter were temporarily removed to make improvements to the loading platform and will be reinstalled.

One customer asked about the lack of temporary stops during construction at the inbound stop on Government Way at South G Street.

Staff placed a temporary stop near the location and the customer was informed.

One customer recommended continued use of the existing inbound stop on State Route 902 at North Stanley Street during construction of the improved stop, being relocated far-side of the intersection. The customer was concerned with the safety and usability of a temporary far-side stop before construction of the new stop can be completed.

Staff concurred with the customer recommendation and the existing stop is being used.

A property owner adjacent to the outbound stop on East Empire Avenue at North Perry Street expressed concerns regarding the stop placement.

Staff attempted to contact the property owner to address their concerns, with no response.

A property owner adjacent to the outbound stop on North Crestline Street and East Rowan Avenue expressed concerns about the bus stop location, littering, and passenger behavior.

Staff contacted the property owner to inform them that a trash can was requested for installation and that stop removal or relocation would be considered. There are 3 average weekday boardings and 9 average weekday alightings at this stop.

One customer commented regarding the unimproved inbound stop on Barker Road and Hall Street.

Staff responded to the customer, sharing that improvements are planned to make the stop more accessible with a level loading area. An alternate level boarding location nearby was also identified.

A resident expressed concerns with the inbound stop on Barker Road and East Mission Avenue.

Staff contacted the resident, explaining the rationale behind the stop placement, including neighborhood requests for more service on Barker Road.

BUS STOP COMMENTS

One citizen expressed concerns regarding the placement of stops on East Sprague Avenue and Helena Street.

Staff contacted the citizen, explaining the rationale behind the stop placement. The stop location has been in place since 2017.

A property owner adjacent to the inbound stop on East North Foothills Drive at North Perry Street requested a trash can.

There are 22 average weekday boardings at the stop. A trash receptacle has been directed to be placed at this stop.

A property owner adjacent to the inbound stop on North Crestline Street and East Francis Avenue requested a trash can.

There are 18 average weekday boardings at the stop. A trash receptacle has been directed to be placed at this stop.

A property owner adjacent to the inbound stop on East Garland Avenue at North Regal Street expressed concerns with the stop placement and dwelling buses.

Staff reached out to the property owner and explained that buses were incorrectly dwelling at the stop, which has been corrected. Staff are continuing to work with the property owner on stop placement concerns.

A property owner adjacent to the stops on 508 North and 211 North Government Way expressed concerns with the stop placements, citing alleged transit passenger littering and trespassing.

Staff contacted the owner to explain the process for removing bus stops. There is one average weekday boarding at these stops. Staff requested the owner provide verification of littering before a trash can is placed at the stop.

A resident reported that the outbound transit stop sign is blocking a street stop sign on East 16th Avenue and South Adams Road.

Staff verified that visual obstructions of traffic control devices were not present.

A customer requested a public restroom at the West Plains Transit Center.

Staff responded that public restrooms are not provided outside the Plaza and SCC Transit Center.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16G: 2025 SERVICE REVISIONS: DRAFT FOR PUBLIC INPUT

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

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

SUMMARY: In advance of planned public outreach, staff will present the draft 2025 Service Revisions report which identifies a variety of proposed changes to the fixed route network aimed at implementing planned improvements and response to customer and employee input. Staff will also outline the anticipated schedule for finalizing the service revisions.

BACKGROUND: Spokane Transit continues to invest in more and better bus service as part of implementation of its Board-adopted plans, including the *STA Moving Forward* plan, 2021 Near Term Investments, and as articulated in the 2025-2030 Transit Development Plan (TDP), adopted by the STA Board of Directors on July 25, 2024. The proposed 2025 revisions to STA’s Fixed Route network would provide 541,500 annualized revenue hours of service, a 0.95% increase compared to existing conditions.

The scale and scope of the programmed service changes meet the definition of “Category I – Minor” according to STA’s Communications and Input Policy 1.1 found in *Connect Spokane*, STA’s comprehensive plan for public transportation. This policy requires “Category I – Minor” changes to undergo documented customer input and culminates in a staff report submission to the Board prior to changes going into effect.

The 2025 Service Revision report for public input presents new service and service adjustments that could be implemented September 2025. These include revisions identified in 2025-2027 Service Improvement Program (SIP), as well as potential adjustments identified through ongoing public input and service evaluation. Highlights of the draft 2025 Service Revisions include the following:

- Introduce high-capacity double-decker coaches on the Cheney HPT corridor.
- Implement Route 7, extending between Liberty Lake and Spokane International Airport, a key element of the I-90/Valley HPT Corridor Development Plan.
- Increase frequency on Route 45 Perry District to 30-minute service on weeknights and Saturdays.
- Adjust route and schedules on the West Plains, including route adjustments in Airway Heights, Medical Lake, and Cheney. This includes extending service in new areas of Airway Heights in conjunction with STA’s funding partnership with the City of Airway Heights for the 6th Avenue extension and West Plains Connection Project.

The 2025 Service Revisions Report will be available online beginning November 6, 2024 at the following link:

<https://www.spokanetransit.com/projects/2025-service-revisions/>

Staff will engage the community and STA customers to gather input on the draft 2025 Service Revisions, including through presentations, notices at relevant bus stops, social media and an online survey. Review and engagement activities for the 2025 Service Revisions are outlined below.

Service Revisions Activity	Estimated Date
Publish and review with PMER Committee the 2025 Service Revisions: Draft for Public Input	November 6, 2024
Public input on Service Revisions Report	November – December 2024
Service Revisions outreach update	December 4, 2024
Report to Committee on Final 2025 Service Revisions	March 2025

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16H: DRAFT 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: Near the conclusion of each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff will review the first draft of the proposed 2025 work program for committee discussion.

BACKGROUND: According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar. The annual planning calendar is embodied within the Committee work program as presented below.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA’s strategic goals adopted as part of Phase 1 of *Connect 2035*.

The draft work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress next year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Transit Oriented Development (TOD) Pilot Project.

DRAFT 2025 Planning & Development Committee Work Program

Month	Committee Activities
January 2025	<i>No Committee Meetings in January</i>
February 2025	Review Committee Work Program Transit Development Plan (TDP) 2026-2031: Overview Connect 2035 Strategic Plan: Initiative sequencing discussion
March 2025	TDP 2026-2031: Develop mid-range planning guidance Facilities Master Plan: Approve Phase 1 findings and recommendations

April 2025	<p>Connect 2035: Update Initiatives Appendix with sequencing schedule TDP 2026-2031</p> <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities <p>Division Street BRT: Draft FTA Capital Investment Grant (CIG) request for project ratings</p>
May 2025	<p>Facilities Master Plan: Phase 2 scope of work TDP 2026-2031</p> <ul style="list-style-type: none"> • Proposed 2026-2028 Service Improvements • Review Preliminary Capital Improvement Program (2026-2031) • Review Financial Forecasts <p>Transit Oriented Development (TOD) Pilot Project: Identify Emphasis Areas</p>
June 2025	<p>Division Street BRT: Design and Public Outreach Update TDP 2026-2031: complete draft plan Public hearing conducted on draft TDP TOD Pilot Project: Request for Proposal</p>
July 2025	<p>TDP 2026-2031: Finalize and approve FTA Section 5310: Notice of Funding Opportunity</p>
August 2025	<i>No Board/Committee Meetings in August</i>
September 2025	<p>TOD Pilot Project: Selection of Studies and Projects</p>
October 2025	<p>Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update</p>
November 2025	<p>Prepare 2026 Committee Work Program Public hearing on draft proposed 2026 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards</p>
December 2025	<p>Approve final proposed 2026 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program</p>

In addition to Committee activities that have already been slotted into specific months of 2025, there are other upcoming planning projects that are expected to come before the Planning & Development Committee next year. They include:

- Five Mile Mobility Hub Study
- Grant application approvals, as necessary

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 21, 2024

AGENDA ITEM 16I : DRAFT 2025 PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE WORK PROGRAM

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: As a roadmap for the Performance Monitoring & External Relations Committee members, staff have prepared a work program to outline activities expected to be undertaken in 2025. Staff will review the first draft of the 2025 Work Program for committee discussion.

Items and dates in the work plan are subject to change. New items will be added as needed.

Draft 2025 Performance Monitoring & External Relations (PMER) Committee Work Program

Month	Committee Activities
January 2025	<i>No PMER Meeting in January</i>
February 2025	Fleet replacement 2-year purchase proposal 2024 Fixed Route Rider Survey Results
March 2025	Contracted Paratransit Transportation - Scope of Work Approval Third-Party Workers Compensation Claims Administration - Award of Contract Uniforms & Accessories - Award of Contract 2024 Year-End Performance Measures 2025 State Audit Timeline 2024 Unaudited Year-End Financial Report
April 2025	2024 State of Good Repair Update
May 2025	Appointment of Member to Citizen Advisory Committee
June 2025	2025 First Quarter Year-to-Date Performance Measures 2024 Fixed Route System Performance Report 2024 National Transit Database Ridership Adjustments 2025 Community Perception Survey Results Summary
July 2025	Contracted Paratransit Transportation - Award of Contract Public Transportation Agency Safety Plan 2025 Paratransit Survey Results 2025 State Audit Report
August 2025	<i>No Board/Committee Meetings in August</i>

Month	Committee Activities
September 2025	2025 Second Quarter Year-to-Date Performance Measures
October 2025	No items at this time
November 2025	Draft 2026 PMER Committee Work Program
December 2025	Draft 2026 PMER Committee Work program - Finalize and Approve 2026 Performance Measures Draft 2026 State Legislative Focus and Priorities 2025 Third Quarter Year-to-Date Performance Measures

RECOMMENDATION TO BOARD: Information only.

19.

EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of (RCW42.30.110(g)):

- *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee.*

The STA Board of Directors will reconvene in open session approximately 15 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time – 15 minutes

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