

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, January 16, 2025, 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 16TH DAY OF JANUARY 2025.



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

Optional virtual joining links available on agenda

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

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
509-325-6000

BOARD MEETING

Thursday, January 16, 2025
1:30 – 3:00 p.m.

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

AGENDA

1. Call to Order and Roll Call (*Chair Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Board Chair Report (*Chair Haley*)
6. Public Expressions
7. Recognitions and Presentations: *15 minutes*
 - A. Carl Hansen, Paratransit Data Clerk – Retirement (*Brandon Rapez-Betty*)
 - B. Betty Stansbury, Maintenance Administrative Assistant – Retirement (*Brandon Rapez-Betty*)
 - C. Years of Service Awards – Recognition (*Nancy Williams*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of December 19, 2024, STA Board Meeting– Corrections/Approval
 - B. Approval of the December 2024 Vouchers (*Tammy Johnston*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Plaza AHU 3-4 Area Service: Final Acceptance (*Brandon Rapez-Betty*)
 - E. Jefferson Park & Ride Camera Update: Final Acceptance (*Kade Peterson*)
 - F. Board Member Travel to APTA 2025: Approval (*Karl Otterstrom/Brandon Rapez-Betty*)
9. Board Action – Other: *10 minutes*
 - A. Election of Chair Pro Tempore (*Chair Haley*)
Note: Item 9A requires a majority vote of 5
10. Board Action – Committee Recommendation: *15 minutes*

Board Operations Committee

 - A. Confirmation of Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2025 (*Chair Haley*)
Note: Item 10A requires a majority vote of 5
 - B. Confirmation of Appointment of Board Members to Board Operations Committee (*Chair Haley*)
11. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
12. Planning & Development Committee: *No January Meeting*
13. Performance Monitoring & External Relations Committee: *No January Meeting*
14. CEO Report: *15 minutes*

15. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. December 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. November 2024 Financial Results Summary (*Tammy Johnston*)
16. Executive Session (*Etter, McMahon*): 15 minutes
RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
17. New Business
18. Board Member Expressions: 5 minutes
19. Adjourn (*Chair*)

Optional Virtual link: [Click this link to join the January STA Board Meeting Virtually](#)
 Password: **Members:** 2025 | **Guests:** *Guest*
 Call-in Number: 1-408-418-9388 | Event #: 2483 670 8868

Cable 5 Broadcast Dates and Times of January 16, 2025, Board Meeting:

Saturday, January 18, 2025	4:00 p.m.
Monday, December 20, 2025	10:00 a.m.
Tuesday, December 21, 2025	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	February 5, 2025, 10:00 a.m.
Performance Monitoring & External Relations	February 5, 2025, 1:30 p.m.
Board Operations	February 12, 2025, 1:30 p.m.

Next Board Meeting:

Thursday, February 20, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all Committee and Board meetings)

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

6.

PUBLIC EXPRESSIONS

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

Anyone attending the meeting in person wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

Anyone attending virtually and wishing to comment at the meeting should follow the directions below to sign up for Oral Public Expressions or to submit Written Public Expressions to be distributed to the board. Any written public expressions to be distributed must be submitted to the Clerk no later than the day preceding the meeting. If requested, answers will be provided by staff at a later date.

To provide **Oral Public** via telephone or computer, please complete this [form](#) and/or email your intent to provide comment to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.

To provide **Written Public Expressions** to be distributed to the board, please complete this [form](#) and/or email your comments to clerk@spokanetransit.com.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 7A : CARL HANSEN, PARATRANSIT DATA CLERK – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Janet Stowe, Senior Paratransit & Vanpool Transportation Manager

SUMMARY: Carl Hansen is retiring after 31 years of dedicated service. His commitment and contributions have left an indelible mark on our organization and the community we serve.

Carl’s journey with us began as a Paratransit Van Operator, where he demonstrated unparalleled skill and professionalism. His victory in the local Rodeo competition and his representation of STA at the State and National levels are testaments to his expertise and dedication to excellence. These achievements reflect not only Carl’s technical skills but also his drive to represent our organization with pride and distinction.

Beyond Carl’s role as a Van Operator, he stepped up as a reliable back-up for our Data Clerk. When the opportunity arose, Carl transitioned seamlessly into the role of Data Clerk, where his precision and diligence became even more vital. Carl’s meticulous verification of daily operational data and commitment to accurate reporting have been integral to our compliance with State and Federal auditing standards.

Carl’s quiet humility, dedication to his friends and family, and passion for woodworking reflect the well-rounded and grounded individual he is. These qualities have earned Carl admiration not only as a professional but as a person who leads by example.

As we honor Carl’s 31 years of service, we express our deepest gratitude for his loyalty, hard work, and the positive impact he made on Spokane Transit. He set a standard of excellence that will continue to inspire us for years to come.

Congratulations on this well-deserved recognition and thank you for everything you have done for Spokane Transit and the community.

RECOMMENDATION TO BOARD: Recognize Carl Hansen for his 31 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head brb Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 7B : BETTY STANSBURY, MAINTENANCE ADMINISTRATIVE ASSISTANT – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Darin Hoffman, Senior Facilities Maintenance Manager

SUMMARY: We honor and celebrate Betty Stansbury as she retires after an incredible 33 years of dedicated service to Spokane Transit and the communities we serve.

Betty began her career at STA as a Telephone Operator in Bus Shop, later advancing to a Clerk Typist position, which eventually became the Maintenance Administrative Assistant role. Over the years, Betty distinguished herself as a valued team member, earning multiple Employee Recognition awards. In 2017 and 2018, she further demonstrated her commitment to her colleagues by serving as the ATU 1015 Union Representative.

Betty’s contributions extended far beyond her role. She took immense pride in her work and displayed a deep commitment to every Maintenance Mechanic and Facilities & Grounds worker on the team. Known as the go-to resource, Betty was always ready to assist with contracts, leave, vacation planning, and providing valuable historical insights.

As she embarks on her retirement, Betty looks forward to spending quality time with her grandchildren and enjoying road trips with her spouse. A true fan of Gonzaga basketball, she’ll undoubtedly continue cheering for her beloved Zags. Betty also treasures her pedicure days and her role as a proud grandma. For those who know her well, you might just find her at one of her favorite spots, The Elk.

We extend our heartfelt gratitude to Betty for her exceptional service, unwavering dedication, and the positive impact she’s had on Spokane Transit. We wish her all the best in this exciting new chapter of her life.

RECOMMENDATION TO BOARD: Recognize Betty Stansbury for her 33 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head brb Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 7C : YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

<p><u>30 Years</u></p> <p><u>Fixed Route Coach Operator</u> David Platts</p>	<p><u>15 Years</u></p> <p><u>Paratransit Van Operator</u> Jerred Gildehaus Robert Howard</p>	<p><u>5 Years</u></p> <p><u>Fixed Route Supervisor</u> Sarah Addington</p>
<p><u>20 Years</u></p> <p><u>Fixed Route Coach Operator</u> Loren Hunt Monti Kilborn</p>	<p><u>Servicer Cleaner</u> Jacek Skalski</p> <p><u>10 Years</u></p> <p><u>Operations Technology Specialist</u> Kyle Trotchie</p>	<p><u>Fixed Route Operator</u> Michael Cruz Charlene Gresham Donald McElfresh Aaron Smith Janelle Thompson</p> <p><u>Paratransit Eligibility Specialist</u> Kayla Pitts</p> <p><u>Associate Building Maintenance Specialist</u> Zachary Johnson Reese Rotsaert</p>

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head nw Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 8A : MINUTES OF THE DECEMBER 19, 2024, BOARD MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the December 19, 2024, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel mc

Attachment

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

STA BOARD MEETING

Minutes of the December 19, 2024, Meeting
STA Boardroom with 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
Chris Grover, Small Cities (Cheney) *Ex Officio (Virtual)*
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)

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, VanWert and Oreskovich, P.C.

GUESTS

Christian T. Kent, KL2 Connects
Celia Kupersmith, KL2 Connects
Debora Munguia, Capitol Consulting

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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 –Board Members, Staff and guests stood to recite the Pledge of Allegiance
 3. Excused Absences – there were none requested.
 4. Approve Board Agenda - Chair French noted a minor correction to the numbering on the agenda Item 18 under New Business. There were no further corrections.

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

5. Board Chair Report – Chair French had no report at this time.
6. Public Expressions

Public expressions were received from Mr. Eric Lowe, Ms. Sarah Rose, and Mr. Terry Hill who were all in attendance to speak. Written expressions from Mr. Lowe were distributed to Board members.

7. Recognitions and Presentations

- A. Mr. Rapez-Betty recognized Coach Operator Chris McCulloch on the occasion of his retirement, as he concludes a remarkable 29-year career with STA. The Board extended their appreciation and thanks.
- B. Mr. Rapez-Betty recognized Fixed Route Supervisor Mark Fischer on his retirement after 20 years of exemplary service to STA. The Board extended their appreciation and thanks.
- C. Mr. Otterstrom introduced Mr. Bob Hutchinson, Executive Director of Project ID. He highlighted Project ID's mission to support adults with intellectual and developmental disabilities through recreation, socialization, work, and personal development programs, serving over 600 individuals annually in Spokane County. Earlier this year, the Board awarded a Section 5310 grant to Project ID for the purchase of a 14-person ADA-accessible van. The van, which will feature an electric lift, foldaway seats, and wheelchair restraints, will enhance transportation options for individuals outside the Paratransit boundary. The Board's annual local match contribution since 2020 has supported nonprofits like Project ID in leveraging federal and local funds for such initiatives.

Mr. Hutchinson shared that Project ID began ten years ago to address the needs of individuals with intellectual and developmental disabilities who lose access to structured activities and community support after aging out of high school. The organization provides a safe space where participants can grow, connect, and thrive, reducing isolation and easing the burden on families. Programs include day and evening recreation, Special Olympics, and a faith-based initiative, Friendship Church.

Mr. Hutchinson emphasized the critical role of STA Paratransit, which serves 75% of participants, and noted the new van will enable the organization to reach individuals outside the Paratransit service area and expand activities. He concluded by sharing a powerful story of a father whose daughter, after joining Project ID, overcame feelings of isolation and depression, underscoring the program's transformative impact. Mr. Hutchinson expressed gratitude for the Board's support in making these efforts possible.

The Board congratulated Project ID and thanked Mr. Hutchison for coming today and sharing his story.

8. Board Action - Consent Agenda –

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

- A. Minutes of November 21, 2024, STA Board Meeting–Corrections/Approval
- B. Approval of the November 2024 Vouchers- claims as listed.
- C. Public Works Contracts under \$35,000: Final Acceptance - Approve acceptance of the contracts listed as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. City Line Wall Street Title Replacement: Final Acceptance - Approve acceptance of the contract with Segmental Systems, Inc. for the City Line Wall Street Tile Replacement as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. Plaza Door Replacements: Final Acceptance - Approve acceptance of the contract with Marlin Windows, Inc. for the Plaza Door Replacements contract as complete and authorize release of

retainage security subject to the receipt of all affidavits of wages paid and such certificates and releases as are required by law.

- F. South Hill Park & Ride Improvements: Final Acceptance - Approve acceptance of the contract with Cameron-Reilly LLC for South Hill Park & Ride Improvements contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Approval of the 2025 Performance Measures.
- H. Approval of the STA Public Transportation Agency Safety Plan.
- I. City of Millwood Bus Stop Infrastructure: Preliminary Concurrence - Provide preliminary concurrence of planned transit improvements to the City of Millwood Argonne Road Project and approve, by motion, to authorize the CEO to communicate the Board's intent to reimburse the City of Millwood for bus stop infrastructure costs not to exceed \$200,000.
- J. City Line Bus Procurement - Funding Source Adjustment - Affirm prior approval to purchase an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, and acknowledge a) the purchase will be funded with local funds exclusively and b) the purchase price may be impacted by up to a 5% increase over earlier estimates.
- K. Approval of the 2025 Board and Committee Meeting Calendar as presented.

9. Board Action – Committee Recommendation

Board Operations Committee

A. Amendment to Board Operations Governing Committee Functions – Resolution

Ms. Meyer requested Ms. Clark explain the brief amendment to the Board Operations Committee Governing Functional Descriptions.

Ms. Clark noted this item was forwarded from Board Operations Committee and addresses a unique issue that has arisen with the January Board Operations Committee meeting and ensures equal representation from all jurisdictions. Ms. Clark outlined two changes to address representation on the Board Operations Committee. 1) Clarifying STA's intent that every legislative body be represented at the January meeting and throughout the year. In cases where a jurisdiction has dual representation, adjustments will ensure the jurisdiction is properly represented and 2) If a jurisdiction is unrepresented at the January meeting, the incoming Board Chair, in consultation with representatives from the unrepresented jurisdiction, will appoint a Board Member to serve for that specific meeting. Subsequent meetings will follow the new year's composition.

Mr. Zappone moved to Adopt, by Resolution 832-24, the Governing Committee Functions of the Board Operations Committee as outlined in Exhibit A. Ms. Wilkerson seconded, and the motion passed unanimously.

Planning & Development Committee

A. Final Proposed 2025 Budget – Resolution

Ms. Johnston reviewed the Final Proposed 2025 Budget. She provided an overview, background that included STA Vision & Mission, Organizational Priorities, and the 2025 Action Plan. She shared the Operating Revenue comparison 2025 vs 2024 operating revenue budget, the 2025 operating revenue changes, the 2025 operating budget assumptions as well as a breakdown of operating revenue by category. Operating expenses were covered in the same manner with a comparison of 2025 vs 2024 operating expense budget, 2025 operating expense changes, and 2025 operating expenses by division. Ms. Johnston clarified changes in the proposed budget since last presented in

November. The 2025 capital budget was reviewed, highlighting changes since November, budgeted fleet replacement contribution, 2025 capital budget by funding sources, and a budget comparison of 2024 to 2025. Ms. Johnston reviewed 2025 Cash and Reserve analysis and presented the budget review and approval process. Following her presentation, she offered to answer questions. None were forthcoming.

Ms. Wilkerson moved to adopt by Resolution 830-24, the final proposed 2025 budget. Mr. Hattenburg seconded, and the motion passed unanimously.

B. Connect 2035 Strategic Plan: Adoption – Resolution

Mr. Otterstrom presented the final Connect 2035 Strategic Plan for adoption by Resolution, which is the next ten-year roadmap for the agency. The plan aligns with STA’s funding strategy, Comprehensive Plan (*Connect Spokane*), and updated vision and goals. The agency’s updated vision, “Connecting Everyone to Opportunity,” and Mission, emphasizing safe, inclusive, and efficient transportation, reflect STA’s leadership in enhancing regional quality of life. The plan lists 39 initiatives under three overarching goals: elevating the customer experience, collaborating with community partners, and strengthening STA’s ability to meet regional demands. Extensive outreach during the planning process engaged over 13,000 interactions with stakeholders, including online surveys, open houses, rider forums, and community-based listening sessions.

The plan is organized into an executive summary, regional transit background, project frameworks, and progress tracking. It was unanimously recommended for adoption by the Planning & Development Committee. While one initiative, the Ambassadors Program, is included in the 2025 budget, final sequencing of the ten-year initiatives will be developed with the Board, starting with Committee review in February and a Board Workshop March 5th. Full sequencing is expected by April or May. The appendix details initiatives by goal, partner agencies, costs, and delivery timeframes, though specific start and end dates remain to be determined. Mr. Otterstrom offered to answer questions. There were none.

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

10. Board Action – Other

A. Draft 2025 State Legislative Focus and Priorities

Prior to presenting the Draft 2025 State Legislative Focus and Priorities, Ms. Meyer provided a brief background as she introduced STA’s new contract lobbyist for state government affairs, Ms. Debora Munguia. Ms. Munguia thanked her for the introduction and opportunity to work for STA. She thanked STA and the Board for the opportunity to be here today. Ms. Meyer noted that Ms. Munguia has been hired under a one-year contract and there may be an RFP issued next year. Ms. Meyer then introduced Ms. Cortright to present the Legislative Focus and Priorities.

Ms. Cortright explained the general focus was to monitor and provide information to Washington State Legislature on proposed legislation that may impact STA or jurisdictions in the Spokane region. She also listed the specific priorities to preserve public transit investments, maintain local authority for public transportation, transit-oriented development, transition to zero-emission transit fleets, and safety & security for transit employees and customers. Ms. Cortright listed the funding priorities and offered to answer questions. She advised a redlined version was provided noting an adjustment to the Wellesley High Performance item which had an error in the packet. No questions were forthcoming.

Mr. Dillon moved to approve the 2025 Legislative Priorities as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

11. Board Operations Committee

A. Chair Report

Chair French said the items presented to Board Operations had been discussed or approved here today and there would be additional discussion during Executive Session.

12. Planning & Development Committee

A. Chair Report

Ms. Haley advised the 2025 Strategic Plan and the 2025 Budget were both approved as presented from Planning & Development. She noted a few other items that came to the committee included in the packet today as information

13. Performance Monitoring & External Relations Committee -

A. Chair Report

Mr. Kerns talked about the discussions during the PMER committee meeting and the items approved by the Board today and included as information in the packet.

14. CEO Report

Ms. Meyer reported on Ridership for November, which had one less weekday in 2024 than 2023. Fixed Route ridership increased 6.7% in November 2024 vs 2023 and year-to-date increased 14% above 2023. Zero Fare Youth ridership saw a 0.8% decrease in November 2024 vs. 2023 and was up 21.6% year-to-date. Paratransit ridership increased 5.8% in November 2024 vs. 2023 and increased 8.3% year-to-date. Rideshare monthly ridership was down 0.5% in November 2024 over 2023 but has increased 7.3% year-to-date.

Monthly Fare Revenue by Service type was shared.

City Line project budget by funding source and expense status for December was reviewed. Ms. Meyer noted a 12th bus will be ordered as soon as possible based on Board action today. The bus will be funded from \$2.2M in funds committed by the Board toward the project in 2019.

The Fixed Route service jurisdictional attribution was shared showing a correction to the figures previously presented. The corrected misattribution related to routes 32 and 74 indicated Liberty Lake at 1.6%, Spokane Valley at 16.0%, and Spokane County at 6.8%. It was noted that attribution for remaining jurisdictions did not change from the July 2024 presentation.

Ms. Meyer provided an update on the CEO search as of December 17-18, 2024. She introduced the KL2 Connects recruiters who have been at STA conducting individual interviews with Board Members, Chiefs, and the Clerk of the Board. Union presidents are being schedule. In addition, an invitation to provide input on the STA CEO "ideal candidate profile" survey was emailed to approximately 4300 people from STA's distribution list as well as Board members. Survey results will go directly to KL2. The survey is open until January 6, 2025.

Ms. Meyer offered to answer questions. None were forthcoming.

15. Board Information

- A. Committee Minutes
- B. November 2024 Sales Tax Revenue
- C. October 2024 Financial Results Summary
- D. October 2024 Operating Indicators
- E. January 2025 Service Changes
- F. 2025 Service Revisions Outreach Update
- G. Division Street Bus Rapid Transit: Design & Public Outreach Update
- H. 2025 Performance Monitoring & External Relations Committee Work Program
- I. 2025 Planning & Development Committee Work Program
- J. 2024 Third Quarter Year-to-Date Performance Measures

16. Executive Session

Ms. Clark advised at this time, pursuant to RCW 42.30.110(b), the STA Board of Directors will adjourn to an executive session for the purpose of:

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

The STA Board of Directors will reconvene in open session at approximately 2:58 p.m. 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.

At 2:44, the Board members entered Executive Session in a separate room.

At 2:58, the Board rejoined the Board Meeting in open session and Chair French declared the meeting back in public session. There was no action taken as a result of the Executive Session

17. New Business

- A. Chair French read a Resolution into the record in recognition of retiring CEO, E. Susan Meyer. The Resolution outlined her leadership and achievements, milestones, vision, dedication, and integrity. Chair French also noted Ms. Meyer has impacted the region beyond this organization, leaving a legacy that will guide STA for years to come. On behalf of the Board, employees, and the entire Spokane region, he expressed his deepest gratitude to Susan for her outstanding service and leadership. He wished her joy and fulfillment in her well-served retirement.

Ms. Haley moved to approve, by Resolution, to express the Board's heartfelt gratitude to E. Susan Meyer for her unwavering leadership, dedication, and passion to the agency as she leaves behind an enduring legacy. Susan's impact on Spokane Transit will be felt for many years to come. Ms. Wilkerson seconded, and the motion passed unanimously.

Board members offered their individual thoughts and thanks to Ms. Meyer. Ms. Meyer responded to say it has been the adventure of a lifetime and she has enjoyed her time with STA and is looking forward to the adventures ahead.

18. New Business

A. Election of 2025 Board Chair and Presentation of Gavel

Chair French said that following the STA rotation schedule, the City of Spokane Valley has the Chair seat in 2025. He recommended Ms. Haley to be Chair of the Board in 2025.

Mr. Hattenburg moved to approve Ms. Pam Haley as Board Chair in 2025. Mr. Kerns seconded and the motion passed unanimously.

Mr. French presented Ms. Haley with the 2025 gavel.

19. Board Member Expressions

Board members offered their appreciation to staff for all the hard work throughout the year and expressed their thanks and best wishes to Ms. Meyer, remarking on the positive experience it has been to have worked with her.

A. Presentation of Commendation to Outgoing Board Chair – Incoming 2025 Chair Haley recognized Commissioner French and presented him with a plaque commemorating his service to the STA Board. She noted the number of years he had chaired the Board, saying he is Spokane Transit's longest serving Board member. She also noted that he was the recipient of the 2008 APTA Board Member of the year award.

Mr. French offered his thoughts on the agency, the upcoming ballot measure, and hopes for the future. He noted how much Ms. Meyer will be missed.

20. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:15 pm.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM **8B** : DECEMBER 2024 VOUCHERS

REFERRAL COMMITTEE: n/a

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

SUMMARY: The following warrants and ACH transfers for the period of December 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 (December)	Nos. 630330 – 630656	\$ 9,739,620.75
Worker's Comp Vouchers (December)	ACH – 2286	\$ 123,562.79
Payroll 12/13/2024	ACH – 12/13/2024	\$ 3,267,966.05
Payroll 12/27/2024	ACH – 12/27/2024	\$ 2,102,341.61
WA State – DOR (Excise Tax)	ACH – 1767	\$ 19,060.10
DECEMBER TOTAL		\$ 15,252,551.30

Certified:



Kristi Rockwell
Accounting Manager

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



Tammy Johnston
Interim Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Interim Co-Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - December 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/06/2024	630330	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,486.30
12/06/2024	630331	AMAZON CAPITAL SERVICES INC	2098	4,633.61
12/06/2024	630332	NORTHWEST INDUSTRIAL SERVICES LLC	1058	243.97
12/06/2024	630333	AVISTA CORPORATION	1081	33,890.14
12/06/2024	630334	BUDINGER & ASSOCIATES INC	2149	13,790.34
12/06/2024	630335	CANON FINANCIAL SERVICES INC	1154	1,393.06
12/06/2024	630336	CDW-GOVERNMENT	1132	3,901.73
12/06/2024	630337	QWEST CORPORATION	1148	153.38
12/06/2024	630338	CITY GLASS SPOKANE INC	2599	79.24
12/06/2024	630339	CITY OF SPOKANE	1601	3,118.82
12/06/2024	630340	COFFMAN ENGINEERS INC	1162	28,235.23
12/06/2024	630341	COLEMAN OIL COMPANY LLC.	2683	1,281.34
12/06/2024	630342	COMCAST	1170	222.91
12/06/2024	630343	DEAN DAVIS PHOTOGRAPHY INC	1963	977.50
12/06/2024	630344	EV IQ LLC	2784	1,750.00
12/06/2024	630345	FASTENAL COMPANY	1249	59.14
12/06/2024	630346	PERFORMANCE BASED FIRE PROTECTION PLLC	2894	4,000.00
12/06/2024	630347	FEDEX	1808	668.55
12/06/2024	630348	GALLS PARENT HOLDINGS LLC	1271	3,023.56
12/06/2024	630349	GMCO CORPORATION	2623	7,708.94
12/06/2024	630350	H & H BUSINESS SYSTEMS	1298	276.61
12/06/2024	630351	HUMANIX CORP	1329	1,346.22
12/06/2024	630352	ARCADIS A CALIFORNIA PARTNERSHIP	1336	4,587.18
12/06/2024	630353	IDAHO STATE TAX COMMISSION	2504	10,074.77
12/06/2024	630354	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,521.96
12/06/2024	630355	JOHNSON CONTROLS FIRE PROTECTION LP	1584	6,096.00
12/06/2024	630356	KONECRANES INC	1367	1,799.82
12/06/2024	630357	KPFF INC	2510	128,815.07
12/06/2024	630358	LOOMIS ARMORED US LLC	1408	5,402.66
12/06/2024	630359	LOWE'S COMPANIES, INC	2913	245.68
12/06/2024	630360	MICHELIN NORTH AMERICA INC	2325	59,259.69
12/06/2024	630361	MILLER PAINT COMPANY	2657	380.46
12/06/2024	630362	Q49 SOLUTIONS LLC	2594	25.07
12/06/2024	630363	MOMAR INC	1441	1,824.06
12/06/2024	630364	NATIONAL COLOR GRAPHICS INC	1455	45,480.86
12/06/2024	630365	NATIONWIDE	2592	1,123.36
12/06/2024	630366	TAMMY LYNNE GLIDEWELL	1282	1,816.50
12/06/2024	630367	OFFICE DEPOT INC	1483	268.54
12/06/2024	630368	Steven Sample	900	20.00
12/06/2024	630369	PACIFIC OFFICE SOLUTIONS	2288	1,155.31
12/06/2024	630370	PROFESSIONAL SERVICE BUREAU INC	2883	100.00
12/06/2024	630371	NEWS RADIO 920	2318	5,000.00
12/06/2024	630372	SBA TOWERS II LLC	1569	2,569.62
12/06/2024	630373	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	16,678.95
12/06/2024	630374	SPOKANE ART SUPPLY INC	1599	487.89
12/06/2024	630375	SPOKANE OPTICAL COMPANY LLC	1607	250.00
12/06/2024	630376	SPOKANE RESTAURANT EQUIPMENT	2031	99.90
12/06/2024	630377	THE SPOKESMAN REVIEW	1616	463.81
12/06/2024	630378	SUMMIT LAW GROUP PLLC	1637	2,682.00
12/06/2024	630379	ULINE INC	2401	376.57
12/06/2024	630380	NATIONAL FINANCIAL INSTITUTION SUPPLY INC	2936	212.45
12/06/2024	630381	CARACAL ENTERPRISES LLC	2419	20.10
12/06/2024	630382	WALTER E NELSON CO	1721	918.64
12/06/2024	630383	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	264.63
12/06/2024	630384	WESCO GROUP LLC	2368	1,529.63
12/06/2024	630385	WEX BANK	2642	15,417.81
12/06/2024	630386	WASHINGTON STATE TRANSIT ASSOC	1715	85.00
12/10/2024	630387	CAMERON-REILLY LLC	1137	1,219,777.26
12/13/2024	630388	IRIS GROUP HOLDINGS	2462	37,626.05
12/13/2024	630389	AFSCME	1328	667.10
12/13/2024	630390	AFSCME	1328	118.00
12/13/2024	630391	AMAZON CAPITAL SERVICES INC	2098	1,621.72
12/13/2024	630392	AMALG TRANSIT UNION #1015	1055	26,290.21
12/13/2024	630393	AMALG TRANSIT UNION #1598	1056	1,152.23
12/13/2024	630394	AVISTA CORPORATION	1081	178.75
12/13/2024	630395	BADGER DAYLIGHTING CORP	2954	1,703.80
12/13/2024	630396	THE BRAUN CORPORATION	1117	127.02
12/13/2024	630397	BUDINGER & ASSOCIATES INC	2149	3,484.30
12/13/2024	630398	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/13/2024	630399	LITHIA MOTORS SUPPORT SERVICES	1024	407.25
12/13/2024	630400	CANON FINANCIAL SERVICES INC	1154	272.87
12/13/2024	630401	QWEST CORPORATION	1148	278.00
12/13/2024	630402	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
12/13/2024	630403	CITY OF SPOKANE	1601	827.12
12/13/2024	630404	CLEANCO CARPET WINDOW & AIR DUCT CLEANING LLC	2781	37,562.40
12/13/2024	630405	COFFMAN ENGINEERS INC	1162	14,396.22
12/13/2024	630406	COLEMAN OIL COMPANY LLC.	2683	176,453.80
12/13/2024	630407	KATHLEEN M COLLINS	1163	10,000.00
12/13/2024	630408	COMCAST	1170	449.81
12/13/2024	630409	COMPUNET INC	1166	414.20
12/13/2024	630410	CONTINENTAL DOOR COMPANY	1986	531.50
12/13/2024	630411	CORPORATE TRANSLATION SERVICES INC	2158	18.47
12/13/2024	630412	CUMMINS INC	1027	18,938.47
12/13/2024	630413	DOW JONES & COMPANY	2698	187.48
12/13/2024	630414	EMPLOYEE ADVISORY COUNCIL	1236	740.50
12/13/2024	630415	EARTHWORKS RECYCLING INC.	2816	187.50
12/13/2024	630416	PREMISE HEALTH SYSTEMS, INC	2943	1,379.21
12/13/2024	630417	EL JAY OIL CO INC	1003	8,809.98
12/13/2024	630418	FASTENAL COMPANY	1249	2,233.42
12/13/2024	630419	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,282.08
12/13/2024	630420	FIRST TRANSIT INC	2430	638,109.11
12/13/2024	630421	FRANCOTYP-POSTALIA INC	1878	158.92
12/13/2024	630422	FP MAILING SOLUTIONS	1878	1,000.00
12/13/2024	630423	FEDEX	1808	103.67
12/13/2024	630424	GORDON TRUCK CENTERS INC	1018	17,470.97
12/13/2024	630425	GALLS LLC	1271	1,439.71
12/13/2024	630426	GALLS PARENT HOLDINGS LLC	1271	1,439.71
12/13/2024	630427	GARD COMMUNICATIONS INC	1272	2,016.75
12/13/2024	630428	GENFARE LLC	1268	1,148.29
12/13/2024	630429	GILLIG LLC	1279	20,141.46
12/13/2024	630430	W.W. GRAINGER INC	1285	129.69
12/13/2024	630431	GRANITE PETROLEUM INC	2635	627,016.90
12/13/2024	630432	H & H BUSINESS SYSTEMS	1298	490.02
12/13/2024	630433	H & H BUSINESS SYSTEMS	1298	443.38
12/13/2024	630434	THE HILLER COMPANIES LLC	2888	2,841.30
12/13/2024	630435	IL DCS AND FAMILY SERVICES	2768	276.53
12/13/2024	630436	JPW INDUSTRIES INC.	2753	2,743.88
12/13/2024	630437	LOWE'S COMPANIES, INC	2913	1,273.69
12/13/2024	630438	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,020.94
12/13/2024	630439	JILL WORTMAN	2952	750.00
12/13/2024	630440	MUNCIE RECLAMATION AND SUPPLY CO	1013	513.93
12/13/2024	630441	NAPA AUTO PARTS INC	1014	414.55
12/13/2024	630442	THE AFTERMARKET PARTS COMPANY LLC	1015	23,533.29
12/13/2024	630443	NEW FLYER OF AMERICA INC	2528	2,830,915.52
12/13/2024	630444	NOVATION INC	2394	4,732.97
12/13/2024	630445	ONEBRIDGE FSA	2880	177.00
12/13/2024	630446	PACIFIC OFFICE SOLUTIONS	2288	1,364.54
12/13/2024	630447	PROVISIONAL SERVICES INC.	2697	776.47
12/13/2024	630448	ROMAINE ELECTRIC CORPORATION	1548	1,181.92
12/13/2024	630449	S T A - WELL	1557	560.50
12/13/2024	630450	SENSKE LAWN & TREE CARE INC	2194	107.91
12/13/2024	630451	SIX ROBBLEES INC	1017	238.44
12/13/2024	630452	SPOKANE HOUSE OF HOSE INC	1605	79.70
12/13/2024	630453	TENNESSEE CHILD SUPPORT	2944	39.22
12/13/2024	630454	THERMO KING NORTHWEST	1650	626.72
12/13/2024	630455	TRAPEZE SOFTWARE GROUP	1669	2,411.62
12/13/2024	630456	UNITED PARCEL SERVICE INC	1683	170.29
12/13/2024	630457	UNITED WAY OF SPOKANE COUNTY	1684	208.31
12/13/2024	630458	US DEPT OF THE TREASURY	2950	317.24
12/13/2024	630459	VERITECH INC	2049	734.00
12/13/2024	630460	VERIZON WIRELESS LLC	1686	16,523.69
12/13/2024	630461	EVA VIGOUROUX	2930	890.00
12/13/2024	630462	VOITH US INC	2460	864.16
12/13/2024	630463	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,710.82
12/13/2024	630464	WASHINGTON STATE	1209	130.19
12/13/2024	630465	WALTER E NELSON CO	1721	17,563.84
12/13/2024	630466	WESCO GROUP LLC	2368	8,596.15
12/13/2024	630467	THE W.W. WILLIAMS COMPANY	2870	2,671.21
12/13/2024	630468	WASHINGTON STATE TRANSIT ASSOC	1715	350.00
12/13/2024	630469	ZAYO GROUP LLC	2321	40,845.27
12/13/2024	630470	ZOHO CORPORATION	2961	45,213.20

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/17/2024	630471	SPOKANE COUNTY PUBLIC WORKS	1603	492,615.01
12/20/2024	630472	ACCESS INFORMATION HOLDINGS	2340	1,002.19
12/20/2024	630473	CBS REPORTING INC	1035	579.00
12/20/2024	630474	IRIS GROUP HOLDINGS	2462	30,507.88
12/20/2024	630475	AMAZON CAPITAL SERVICES INC	2098	3,523.36
12/20/2024	630476	APS INC	1841	297.57
12/20/2024	630477	THE ARC OF SPOKANE	2361	13,338.29
12/20/2024	630478	ARCTIC LIGHTING & ELECTRIC LLC	2100	9,682.00
12/20/2024	630479	NORTHWEST CENTER SERVICES	2271	55,821.54
12/20/2024	630480	AVISTA CORPORATION	1081	75,239.02
12/20/2024	630481	CONTINENTAL BATTERY COMPANY	2915	239.74
12/20/2024	630482	BECKWITH & KUFFEL, INC	2919	225.63
12/20/2024	630483	THE BRAUN CORPORATION	1117	634.88
12/20/2024	630484	ZEAL ENDEAVORS LLC	2788	22,443.44
12/20/2024	630485	BUDINGER & ASSOCIATES INC	2149	9,403.93
12/20/2024	630486	BULLDOG ROOTER INC	1126	3,284.36
12/20/2024	630487	LITHIA MOTORS SUPPORT SERVICES	1024	648.45
12/20/2024	630488	CANON FINANCIAL SERVICES INC	1154	510.67
12/20/2024	630489	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
12/20/2024	630490	CDW-GOVERNMENT	1132	777.31
12/20/2024	630491	CITY OF SPOKANE	1601	327.93
12/20/2024	630492	CITY OF SPOKANE	1601	115.63
12/20/2024	630493	CITY OF SPOKANE	1601	85.99
12/20/2024	630494	COAST TRANSPORTATION	2040	10,127.52
12/20/2024	630495	COFFMAN ENGINEERS INC	1162	69,009.22
12/20/2024	630496	COLEMAN OIL COMPANY LLC.	2683	81,401.56
12/20/2024	630497	COMMERCIAL TIRE INC	2451	3,981.78
12/20/2024	630498	COMPUNET INC	1166	113,016.14
12/20/2024	630499	CONSEAL CONTAINERS LLC	1176	81.68
12/20/2024	630500	COSTAR REALTY INFORMATION INC.	2851	489.79
12/20/2024	630501	CUMMINS INC	1027	20,372.29
12/20/2024	630502	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	176.00
12/20/2024	630503	ECLIPSE TECHNICAL GRAPHICS LLC	2302	2,512.45
12/20/2024	630504	EL JAY OIL CO INC	1003	29,832.41
12/20/2024	630505	ELITE ENTRY SYSTEMS LLC	2632	12,019.00
12/20/2024	630506	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	13,650.00
12/20/2024	630507	FASTENAL COMPANY	1249	3,421.50
12/20/2024	630508	THE FIG TREE	2465	170.00
12/20/2024	630509	FIRST AMERICAN TITLE INSURANCE CO OF WA	1256	817.50
12/20/2024	630510	FISERV-FIRST DATA MERCHANT SERVICES CORPORATIO	1257	9,489.47
12/20/2024	630511	FREE PRESS PUBLISHING INC	1985	440.00
12/20/2024	630512	FEDEX	1808	35.55
12/20/2024	630513	GORDON TRUCK CENTERS INC	1018	47,430.29
12/20/2024	630514	GALLS LLC	1271	10,123.52
12/20/2024	630515	GALLS PARENT HOLDINGS LLC	1271	430.10
12/20/2024	630516	GILLIG LLC	1279	15,523.76
12/20/2024	630517	GLOBAL EQUIPMENT COMPANY INC	1280	1,053.49
12/20/2024	630518	H & H BUSINESS SYSTEMS	1298	2,516.93
12/20/2024	630519	INLAND FIRST AID AND SAFETY	2895	726.21
12/20/2024	630520	KENWORTH SALES CO INC	1373	3,477.07
12/20/2024	630521	KERSHAW'S INC	1374	128.11
12/20/2024	630522	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,421.04
12/20/2024	630523	KHQ - SPOKANE	2575	5,025.00
12/20/2024	630524	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	161.93
12/20/2024	630525	LITHOGRAPHIC REPRODUCTIONS INC	1403	522.11
12/20/2024	630526	LOWE'S COMPANIES, INC	2913	890.55
12/20/2024	630527	LUMINATOR TECHNOLOGY GROUP INC	1009	626.76
12/20/2024	630528	M & L SUPPLY CO INC	1413	190.11
12/20/2024	630529	MAGALDI & MAGALDI INC	1416	337.02
12/20/2024	630530	MILLER PAINT COMPANY	2657	224.34
12/20/2024	630531	MODERN ELECTRIC WATER CO INC	1439	515.56
12/20/2024	630532	MODERN ELECTRIC WATER CO INC	1439	1,284.53
12/20/2024	630533	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,376.22
12/20/2024	630534	MOON SHADOW ETCHERS INC.	2770	1,747.71
12/20/2024	630535	MOTOROLA SOLUTIONS INC	1448	1,034.63
12/20/2024	630536	MOUNTAIN DOG SIGN COMPANY INC	2663	147.02
12/20/2024	630537	NANONATION INC	2554	2,770.20
12/20/2024	630538	NAPA AUTO PARTS INC	1014	7,792.87
12/20/2024	630539	NATIONAL COLOR GRAPHICS INC	1455	194.02
12/20/2024	630540	THE AFTERMARKET PARTS COMPANY LLC	1015	15,795.40
12/20/2024	630541	NORTHWEST LIFT & EQUIPMENT LLC	1952	5,593.88
12/20/2024	630542	NOVATION INC	2394	2,650.68

<u>Check Date</u>	<u>Check #</u>	<u>Pavce</u>	<u>Reference</u>	<u>Amount</u>
12/20/2024	630543	NORTHWEST INTERPRETERS INC.	2712	144.44
12/20/2024	630544	OFFICE DEPOT INC	1483	450.51
12/20/2024	630545	ONEBRIDGE FSA	2880	86,790.00
12/20/2024	630546	PROVISIONAL SERVICES INC.	2697	2,088.00
12/20/2024	630547	REHN & ASSOCIATES	2395	297.00
12/20/2024	630548	WILPAT ENTERPRISES INC	1550	8,418.35
12/20/2024	630549	SAFETY-KLEEN SYSTEMS INC	1564	412.02
12/20/2024	630550	SHELBY A ALLISON	2955	1,500.00
12/20/2024	630551	SIX ROBBLEES INC	1017	282.88
12/20/2024	630552	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	7,736.09
12/20/2024	630553	SPECIAL MOBILITY SERVICES	2122	10,440.18
12/20/2024	630554	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,232.00
12/20/2024	630555	SPOKANE HARDWARE SUPPLY	1604	14,905.55
12/20/2024	630556	SPOKANE OPTICAL COMPANY LLC	1607	250.00
12/20/2024	630557	SPORTWORKS GLOBAL LLC	1617	1,478.19
12/20/2024	630558	STA OPERATIONS	1556	180.41
12/20/2024	630559	FRONTLINE ROAD SAFETY OPERATIONS LLC	2923	13,300.20
12/20/2024	630560	THE ENGRAVER INC	1242	243.62
12/20/2024	630561	THERMO KING NORTHWEST	1650	3,766.80
12/20/2024	630562	TRANSMACHINE MTT INC	2899	255.00
12/20/2024	630563	TRAPEZE SOFTWARE GROUP	1669	112,373.55
12/20/2024	630564	WASHINGTON HIGHWAY USERS FEDERATION	1711	500.00
12/20/2024	630565	WALTER E NELSON CO	1721	130.69
12/20/2024	630566	WENDLE MOTORS INCORPORATED	1021	246.63
12/20/2024	630567	WESTERN STATES EQUIPMENT	1740	3,576.91
12/20/2024	630568	WASHINGTON STATE TRANSIT ASSOC	1715	150.00
12/27/2024	630569	AFSCME	1328	667.10
12/27/2024	630570	AFSCME	1328	120.00
12/27/2024	630571	AMAZON CAPITAL SERVICES INC	2098	3,541.16
12/27/2024	630572	NORTHWEST INDUSTRIAL SERVICES LLC	1058	127.68
12/27/2024	630573	AMALG TRANSIT UNION #1015	1055	27,249.54
12/27/2024	630574	AMALG TRANSIT UNION #1598	1056	1,152.23
12/27/2024	630575	AMALGAMATED TRANSIT UNION	1057	174.77
12/27/2024	630576	AVISTA CORPORATION	1081	291.09
12/27/2024	630577	AVISTA UTILITIES CONTRACT	1081	192.04
12/27/2024	630578	CONTINENTAL BATTERY COMPANY	2915	83.65
12/27/2024	630579	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
12/27/2024	630580	THE BRAUN CORPORATION	1117	37.98
12/27/2024	630581	BDI	1022	516.66
12/27/2024	630582	BUDINGER & ASSOCIATES INC	2149	1,319.82
12/27/2024	630583	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	1,449.22
12/27/2024	630584	CAMERON-REILLY LLC	1137	199,797.53
12/27/2024	630585	CANON FINANCIAL SERVICES INC	1154	1,268.92
12/27/2024	630586	CDW-GOVERNMENT	1132	22,077.73
12/27/2024	630587	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
12/27/2024	630588	CITY OF CHENEY - UTILITY	1158	697.72
12/27/2024	630589	CITY OF MEDICAL LAKE	1424	90.33
12/27/2024	630590	CITY OF SPOKANE	1601	33.12
12/27/2024	630591	CITY OF SPOKANE	1601	382.96
12/27/2024	630592	CITY OF SPOKANE	1601	1,562.20
12/27/2024	630593	CITY OF SPOKANE	1601	2,790.18
12/27/2024	630594	KELLY S SMITH JOHNSTON	2946	750.00
12/27/2024	630595	COFFMAN ENGINEERS INC	1162	10,959.23
12/27/2024	630596	COLEMAN OIL COMPANY LLC.	2683	142,996.74
12/27/2024	630597	COMMERCIAL TIRE INC	2451	2,555.02
12/27/2024	630598	COMPUNET INC	1166	104,679.74
12/27/2024	630599	CUMMINS INC	1027	6,760.54
12/27/2024	630600	EMPLOYEE ADVISORY COUNCIL	1236	745.50
12/27/2024	630601	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
12/27/2024	630602	EL JAY OIL CO INC	1003	9,197.94
12/27/2024	630603	EVERON, LLC	2951	2,554.27
12/27/2024	630604	FASTENAL COMPANY	1249	2,080.73
12/27/2024	630605	FREE PRESS PUBLISHING INC	1985	459.50
12/27/2024	630606	BUSINESS INTERIORS OF IDAHO	2715	173.92
12/27/2024	630607	FEDEX	1808	113.94
12/27/2024	630608	GORDON TRUCK CENTERS INC	1018	16,169.50
12/27/2024	630609	GALLS LLC	1271	2,970.22
12/27/2024	630610	GENFARE LLC	1268	5,635.95
12/27/2024	630611	GILLIG LLC	1279	6,434.25
12/27/2024	630612	H & H BUSINESS SYSTEMS	1298	484.88
12/27/2024	630613	HOGAN MFG INC	1008	1,553.16
12/27/2024	630614	IL DCS AND FAMILY SERVICES	2768	276.53

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/27/2024	630615	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,414.16
12/27/2024	630616	KENWORTH SALES CO INC	1373	8,316.66
12/27/2024	630617	KERSHAW'S INC	1374	114.95
12/27/2024	630618	KL2 CONNECTS LLC	2962	16,250.00
12/27/2024	630619	KPFF INC	2510	28,120.08
12/27/2024	630620	MACHINISTS INSTITUTE	2931	3,500.00
12/27/2024	630621	MAGALDI & MAGALDI INC	1416	446.17
12/27/2024	630622	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,426.60
12/27/2024	630623	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,932.71
12/27/2024	630624	BLACK REALTY MANAGEMENT INC	1658	850.00
12/27/2024	630625	NANONATION INC	2554	6,156.00
12/27/2024	630626	GENUINE PARTS COMPANY	1014	344.54
12/27/2024	630627	NAPA AUTO PARTS INC	1014	7,064.25
12/27/2024	630628	NATIONAL COLOR GRAPHICS INC	1455	523.20
12/27/2024	630629	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	212.56
12/27/2024	630630	THE AFTERMARKET PARTS COMPANY LLC	1015	11,877.58
12/27/2024	630631	NEW FLYER OF AMERICA INC	2528	707,728.88
12/27/2024	630632	PHOENIX MOTOR INC	2885	71.57
12/27/2024	630633	ROMAINE ELECTRIC CORPORATION	1548	770.88
12/27/2024	630634	S T A - WELL	1557	564.50
12/27/2024	630635	SIX ROBBLEES INC	1017	69.60
12/27/2024	630636	SPECIAL MOBILITY SERVICES	2122	840.22
12/27/2024	630637	SPOKANE SCHOOL DISTRICT 81	2926	345,003.95
12/27/2024	630638	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	197.84
12/27/2024	630639	SPOKANE HOUSE OF HOSE INC	1605	76.30
12/27/2024	630640	SUMMIT LAW GROUP PLLC	1637	690.00
12/27/2024	630641	TENNESSEE CHILD SUPPORT	2944	39.22
12/27/2024	630642	THERMO KING NORTHWEST	1650	980.44
12/27/2024	630643	TRANSITNEWS.NET	1664	799.94
12/27/2024	630644	TVEYES INC	1673	2,760.00
12/27/2024	630645	UNITED WAY OF SPOKANE COUNTY	1684	208.31
12/27/2024	630646	US DEPT OF THE TREASURY	2950	170.10
12/27/2024	630647	VOITH US INC	2460	930.78
12/27/2024	630648	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,747.22
12/27/2024	630649	WALKER CONSTRUCTION INC	1913	148,565.59
12/27/2024	630650	WALTER E NELSON CO	1721	944.29
12/27/2024	630651	WASTE MANAGEMENT SPOKANE	1702	420.74
12/27/2024	630652	WASTE MANAGEMENT RECYCLE AMERICA	1702	240.16
12/27/2024	630653	WHITWORTH WATER DISTRICT	1746	29.49
12/27/2024	630654	THE W.W. WILLIAMS COMPANY	2870	4,213.43
12/27/2024	630655	WASHINGTON STATE TRANSIT ASSOC	1715	1,150.00
12/27/2024	630656	ZIPLINE COMMUNICATIONS INC	2492	4,938.50
TOTAL DECEMBER ACCOUNTS PAYABLE				9,739,620.75
12/1/2024-12/31/2024	ACH	WORKER'S COMPENSATION	2286	123,562.79
TOTAL DECEMBER WORKER'S COMPENSATION DISBURSEMENTS				123,562.79
12/13/2024	730892-730914	PAYROLL AND TAXES PR 25, 2024	VARIES	3,267,966.05
12/27/2024	730915-730929	PAYROLL AND TAXES PR 26, 2024	VARIES	2,102,341.61
TOTAL DECEMBER PAYROLL AND TAXES				5,370,307.66
12/18/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	19,060.10
TOTAL DECEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				19,060.10
TOTAL DECEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				15,252,551.30
TOTAL DECEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL DECEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				15,252,551.30

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 8C : 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
20232767	Plaza Door Preventative Maintenance	Elite Entry Systems, LLC	\$25,281.00	12/1/2024
20242620	Plaza Office 222A – Blinds	Zeal Endeavors <i>dba</i> Budget Blinds	\$26,024.84	12/10/2024
20242472	Plaza Roof Repair	Flynn BEC LP	\$5,444.55	12/13/2024
20242228	Add Outlets in Plaza Call Center	Arctic Lighting & Electric, LLC	\$5,232.00	12/16/2024
20242043	Howard St. Badge Reader Install	Everon <i>fka</i> ADT Security Corp	\$9,379.81	12/16/2024
20242604	Add Outlets in Plaza Room 222B	Arctic Lighting & Electric, LLC	\$5,995.00	12/17/2024
20240076	Plaza Quarterly Drain Jetting	Bulldog Rooter, Inc	\$10,351.73	12/17/2024
20240133	Plaza General Electrical Repairs	Arctic Lighting & Electric, LLC	\$6,605.55	12/19/2024
20242611	Install Fans in Plaza Room 222B	Arctic Lighting & Electric, LLC	\$7,957.00	12/19/2024

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

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

FINAL REVIEW FOR BOARD BY:

Division Head jhh Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 8D : PLAZA AHU 3-4 AREA SERVICE: 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 AHUs 3-4 Service
Purchase Order Number:	20242145
Contractor:	CleanCo Carpet Window & Air Duct Cleaning, LLC
Project Start:	October 28, 2024
Substantial Completion:	November 5, 2024
Final Completion:	December 6, 2024
Scope of Work:	This project was part of the clean energy initiative to reduce energy usage by the Plaza's HVAC system. Over many years the building's heating and cooling duct work accumulated significant dust and debris buildup causing major system inefficiencies and excessive energy usage. The extent of the work to fully clean the ducts went beyond the original scope necessitating the \$43,556.40 change order. The vendor provided a 20% discount on the additional work to avoid the cost of remobilizing equipment and labor, as well as a 2025 rate increase. CleanCo adheres to NADCA (National Air Duct Cleaners Association) standards to guarantee high quality service.

Contract Authority, Including Contingency	\$141,329.40
Awarded Contract	\$97,773.00
Additive Change Orders (Applied Contingency)	\$43,556.40
Deductive Amount	\$0
Total Final Contract Value	\$141,329.40
Unspent	\$0

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with CleanCo Carpet Window & Air Duct Cleaning, LLC for the Plaza AHUs 3-4 Service 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 Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 8E : JEFFERSON PARK & RIDE CAMERA UPDATE: FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kade Peterson, Chief Information Officer

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

Public Works Contract for:	Jefferson Park & Ride Camera Update
Purchase Order Number:	20240751
Contractor:	ADT/Everon
Project Start:	3/28/24
Substantial Completion:	11/1/24
Final Completion:	
Scope of Work:	Jefferson Park & Ride Security Camera/NVR replacement including, design, site plans, project management, licensing, installation of Open-Eye hardware (11 cameras & video recorder), programming, and final testing.

Contract Authority, Including Contingency	\$45,533.89
Awarded Contract	\$45,533.89
Additive Change Orders (Applied Contingency)	
Deductive Amount (Rebates)	(\$2,407.20)
Total Final Contract Value	\$43,126.69
Unspent	\$2,407.20

RECOMMENDATION TO BOARD: Approve, by motion, acceptance of the contract with ADT/EverOn, for the Jefferson Park & Ride Camera/NVR Replacement 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 kp Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 8F : BOARD MEMBER TRAVEL TO 2025 AMERICAN PUBLIC
TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: The STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association (APTA) has scheduled its 2025 Legislative Conference in Washington, D.C., May 18-20, 2025. In addition to the conference, there may be opportunities for staff and Board members to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board members are the Transit Board Member (TBM/TBA) Seminar in Kansas City, Missouri, July 19-22, 2025, and the APTA TRANSform Conference in Boston, Massachusetts, September 14-17, 2025.

STA has budgeted for Board members to attend APTA conferences in the year 2025, at an approximate cost of \$3,000 each.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, travel for Board members to attend APTA conferences in 2025.

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

RECOMMENDATION TO BOARD: Approve, by motion, travel for Board members to attend APTA conferences in 2025.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 9A : ELECTION OF 2025 CHAIR PRO TEMPORE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: In accordance with the existing STA Bylaws, a Chair Pro Tempore is elected to serve a one-year term beginning in January of each year.

The Bylaws also state that this selection requires a majority of five votes.

RECOMMENDATION TO BOARD: By motion, nominate and vote on the election of the Chair Pro Tempore for the 2025 calendar year.

FINAL REVIEW FOR BOARD BY:

Division Head brb Interim Co-CEO KO/BRB Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 10A : CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2025

REFERRAL COMMITTEE: Board Operations (*Haley*)

SUBMITTED BY: Pam Haley, 2025 STA Board Chair

SUMMARY: The STA Board Chair appoints the Board members and Chairs of STA's Planning & Development Committee and the Performance Monitoring & External Relations Committee for the coming year, subject to confirmation by the Board.

The Interim Chief Executive Officers are ex-officio member of all Board committees.

The proposed list of 2025 committee appointments was presented at Board Operations Committee on January 8, 2025, and is attached.

RECOMMENDATION TO COMMITTEE: Recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025.

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

RECOMMENDATION TO BOARD: Confirm the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel MC

2025 COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D) Committee

Committee meets 1st Wednesday at 10:00 a.m.

1. **Tim Hattenburg, City of Spokane Valley, Chair**
2. Kitty Klitzke, City of Spokane
3. Al French, Spokane County
4. Zack Zappone, City of Spokane
5. Chris Grover, Small Cities (Cheney) *(Ex-Officio)*
6. Dan Dunne*, Small Cities (Liberty Lake) *(Ex-Officio)*
7. Rhonda Bowers*, Labor Representative *(Non-Voting)*
8. Karl Otterstrom, Interim Co-CEO *(Ex-Officio) ***
9. Brandon Rapez-Betty, Interim Co-CEO *(Ex-Officio) ***

Performance Monitoring & External Relations (PMER) Committee

Committee meets 1st Wednesday of the month at 1:30

1. **Lance Speirs, Small Cities (Medical Lake), (Voting) (Chair Pro Tempore) Chair**
2. Josh Kerns, Spokane County
3. Michael Cathcart, City of Spokane
4. Lili Navarrette, City of Spokane
5. Hank Bynaker*, Small Cities (Airway Heights) *(Ex-Officio)*
6. Dan Sander*, Small Cities (Millwood) *(Ex-Officio)*
7. Karl Otterstrom, Interim Co-CEO *(Ex-Officio) ***
8. Brandon Rapez-Betty, Interim Co-CEO *(Ex-Officio) ***

** Appointments to be confirmed by jurisdictions*

***Approval not required for CEO / Interim Co-CEOs*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 10B : CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

REFERRAL COMMITTEE: Board Operations Committee (*Haley*)

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: Pursuant to Resolution No. 832-24, the Board Operations Committee is automatically composed of:

- Chair of STA Board (also chairs Board Operations Committee)
- Chair of Performance Monitoring & External Relations Committee
- Chair of Planning & Development Committee
- Chair Pro Tempore of the Board
- Chief Executive Officer(s) in an ex-officio capacity

In any calendar year in which the composition listed above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

The Board Chair's proposed 2025 committee appointments were presented at Board Operations Committee meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend, by motion, the Board confirm the appointments made by the Board Chair to the Board Operations Committee, as presented.

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

RECOMMENDATION TO BOARD: Confirm the appointments made by the Board Chair to the Board Operations Committee, as presented.

FINAL REVIEW FOR BOARD BY:

Division Head // Interim Co-CEO KO/BRB Legal Counsel mc

2025 COMMITTEE MEMBER APPOINTMENTS

Board Operations Committee

Meet 2nd Wednesday of the month at 1:30 p.m.

1. **Pam Haley, City of Spokane Valley, (Chair)**
2. Lance Speirs, Small Cities-Medical Lake *(PMER Chair) (Voting) (Chair Pro-Tempore)*
3. Kitty Klitzke, City of Spokane
4. Al French, Spokane County
5. Tim Hattenburg, City of Spokane Valley, *(P&D Chair) (Non-voting)*
6. Karl Otterstrom, Interim Co-CEO *(Ex-Officio) **
7. Brandon Rapez-Betty, Interim Co-CEO *(Ex-Officio) **

- *Approval not required for CEO / Interim Co-CEOs*

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 11A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 12 : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Committee Chair

SUMMARY: There was no Planning & Development Committee meeting scheduled in January.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 13 : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Committee Chair

SUMMARY: There was no Performance Monitoring & External Relations Committee meeting scheduled in January.

RECOMMENDATION TO BOARD: Receive Report

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 14 : INTERIM CO-CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

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

RECOMMENDATION TO BOARD: Receive Report

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 15A: COMMITTEE MINUTES – INFORMATION
- Board Operations Committee

REFERRAL COMMITTEE: N/A

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

SUMMARY: The attached Minutes of the December 11, 2024, Board Operations Committee meeting were approved at the January 8, 2025, Board Operations Committee meeting.

The Planning & Development (P&D) and Performance Monitoring & External Relations (PMER) Committees do not have meetings scheduled in January. The P&D and PMER approved December 2024 minutes will be submitted in February 2025.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 11, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:30 p.m., and he confirmed all members present.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French noted this is his last Board Operations Committee meeting serving as Committee Chair, next week's Board meeting will be his last meeting as Board Chair, and these meetings are Ms. Meyer's final meetings as STA's Chief Executive Officer. Mr. Dunne's service on STA's Board as a voting member representing the small cities is also ending in 2024. He expects to be appointed a non-voting member representing Liberty Lake in 2025.

4. COMMITTEE ACTION

A. November 13, 2024, Committee Minutes

Ms. Haley moved to approve the November 13, 2024, committee meeting minutes as submitted. Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. City Line Bus Procurement – Funding Source Adjustment

Mr. Otterstrom presented the City Line Bus Procurement item and confirmed the funding sources for the Committee.

Ms. Haley moved to affirm, by motion, its prior approval to purchase an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, and to acknowledge a) the purchase will be funded with local funds exclusively and b) the purchase price may be impacted by up to 5% increase over earlier estimates. Mr. Dunne seconded, and the motion passed unanimously.

ii. 2025 Board & Committee Meeting Calendar

Ms. Infalt presented the proposed 2025 Board & Committee Meeting Calendar to the Committee. The Committee discussed potential changes to the calendar to accommodate Spring Break in April. The Board Operations Committee agreed to place a discussion of the Board Operations Committee meeting schedule regarding Spring Break on the Board agenda for February 20, 2025. The standing meeting times of other committees, boards and commissions could be taken into consideration at that time.

Ms. Haley moved to recommend the Board approve, by motion, the 2025 Board and Committee Meeting calendar and forward to the Board Consent agenda. Mr. Dunne seconded, and the motion passed unanimously.

6. BOARD ATTENDANCE REVIEW

The Committee moved this item to the Board Operations Committee meeting on February 12, 2025.

7. AMENDMENT TO BOARD OPERATIONS GOVERNING COMMITTEE FUNCTIONAL DESCRIPTIONS – RESOLUTION

Ms. Clark presented this item to the Committee. The objective of the amendment was to ensure that each of the legislative bodies in the PTBA (small cities represented as a block) were represented at all meetings of Board Operations. Therefore, the Governing Committee Functional descriptions were amended to add verbiage to address representation of all jurisdictions at a January meeting of the Board Operations Committee.

Mr. Zappone moved to recommend the Board approve, by motion, the Board Operations Governing Committee Functional Descriptions Resolution. Ms. Haley seconded, and the motion passed unanimously.

8. COMMITTEE CHAIR REPORTS

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

Ms. Haley shared the items presented at the Planning & Development Committee meeting on December 4, 2024.

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

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on December 4, 2024.

9. BOARD OF DIRECTORS AGENDA DECEMBER 19, 2024

Ms. Meyer presented the Board agenda for December 19, 2024. The agenda will be adjusted as follows:

- *16. Executive Session*
- *17. CEO Recognition – Resolution*
- *18. New Business*
- *18A. Election of 2025 Board Chair and Presentation of Gavel*

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 8, 2025

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared the November 2024 voter-approved sales tax revenues representing September 2024 sales. Actual was \$10.3M, compared to the budget of \$8.7M, for a 17.4% difference, or \$1.5M. Year-to-date results are 5.1% above budget.

Ms. Meyer continued and shared an update on the CEO Search and associated Task Force. The CEO recruiters will be available in the STA CFO Office for meetings with the Board Members December 18-19.

12. NEW BUSINESS

Chair French discussed how the Board Members should address the Co-CEOs. Mr. Rapez-Betty explained that both he and Mr. Otterstrom intend to join as many meetings as possible together, and they will provide details to each other for meetings that may be missed. The Committee agreed to contact both Mr. Rapez-Betty and Mr. Otterstrom for CEO-related business.

13. EXECUTIVE SESSION

Chair French advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *“considering the selection of a site or the acquisition of real estate by lease or*

purchase when public knowledge regarding such consideration would cause a likelihood of increased price.”

The Committee entered Executive Session at 2:43 p.m., with a 15-minute projected timeframe. At 2:58 p.m., an additional 5 minutes was requested. At 3:03 p.m., an additional 5 minutes was requested. At 3:08 p.m., the Executive Session ended.

14. ADJOURN

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

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 16, 2025

AGENDA ITEM 15B : DECEMBER 2024 SALES TAX REVENUE

REFERRAL COMMITTEE: N/A

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

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

- 17.7% above 2024 budget
- 6.0% above year-to-date 2024 budget
- 2.1% above 2023 actual
- 0.8% above year-to-date 2023 actual

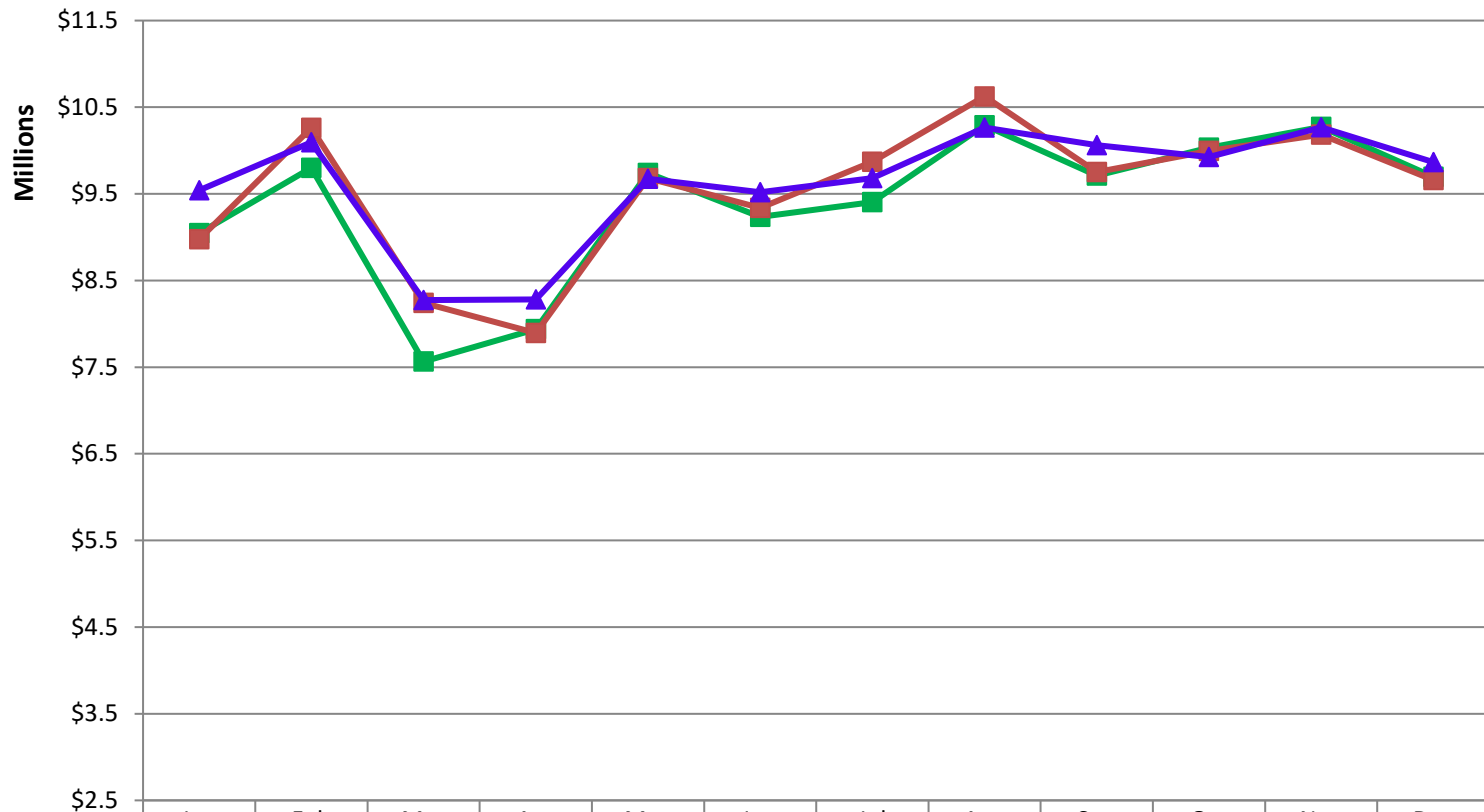
Total taxable sales for October were up 2.6% from October 2023. 2024 year-to-date sales are up 0.7% compared with October 2023 year-to-date. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade increased by 3.2% (\$17.2M) in October 2024 vs October 2023 and is down by 1.9% (\$-104.9M) October 2024 year-to-date vs 2023 year-to-date
 - Other Miscellaneous Retailers increased 4.9% or \$42.0M October 2024 year-to-date over October 2023 year-to-date
 - Grocery and Convenience Retailers increased 9.3% or \$27.6M October 2024 year-to-date over October 2023 year-to-date
 - Automotive Parts, Accessories, and Tire Retailers increased 9.2% or \$18.4M October 2024 year-to-date over October 2023 year-to-date
 - Electronics and Appliance Retailers increased 1.8% or \$5.6M October 2024 year-to-date over October 2023 year-to-date
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers decreased 1.3% or (\$-9.7M) October 2024 year-to-date over October 2023 year-to-date
 - Furniture and Home Furnishings Retailers decreased 9.0% or (\$-13.9M) October 2024 year-to-date over October 2023 year-to-date
 - Sporting Goods, Hobby, and Musical Instrument Retailers decreased 7.8% or (\$-16.4M) October 2024 year-to-date over October 2023 year-to-date
 - Other Motor Vehicle Dealers decreased 14.6% or (\$-25.9M) October 2024 year-to-date over October 2023 year-to-date
 - Automobile Dealers decreased 2.8% or (\$-27.8M) October 2024 year-to-date over October 2023 year-to-date

- Health and Personal Care Retailers decreased 17.8% or (\$-45.2M) October 2024 year-to-date over October 2023 year-to-date
- Building Material and Supplies Dealers decreased 8.3% or (\$-48.5M) October 2024 year-to-date over October 2023 year-to-date
- Construction increased by 5.7% (\$11.1M) in October 2024 vs October 2023 and is up by 0.6% (\$10.9M) October 2024 year-to-date vs 2023 year-to-date
- Accommodation and Food Services increased by 0.8% (\$0.9M) in October 2024 vs October 2023 and is up by 1.1% (\$13.5M) October 2024 year-to-date vs 2023 year-to-date

RECOMMENDATION TO BOARD: For information.

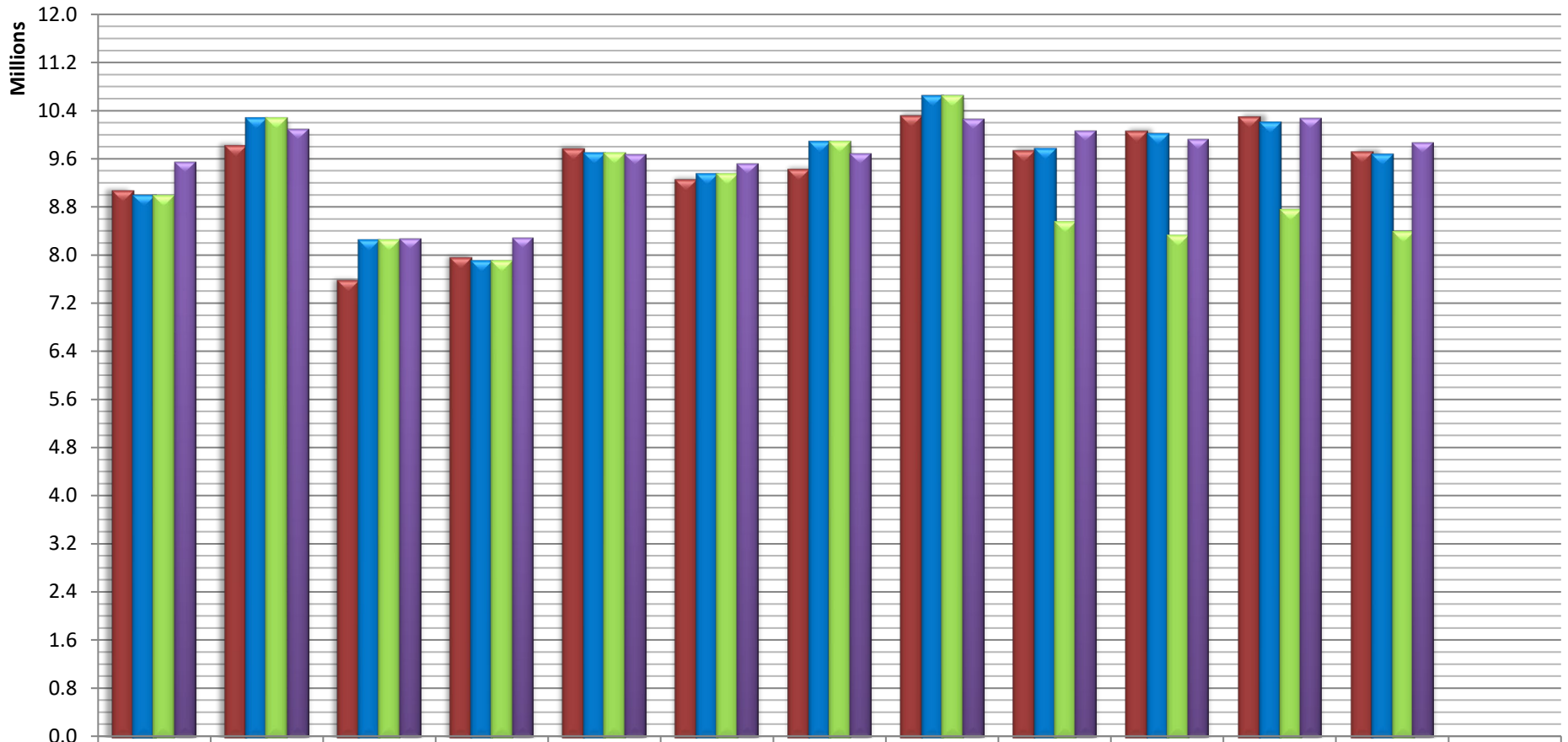
Sales Tax Revenue History-December 2024⁽¹⁾



	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	\$10.3	\$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	10,268,086	9,865,311	115,449,409
\$ Mo. Var.	565,161	(166,722)	32,195	386,502	(8,245)	181,276	(188,746)	(359,191)	307,734	(70,213)	82,711	205,641	
% Mo. Var.	6.3%	-1.6%	0.4%	4.9%	-0.1%	1.9%	-1.9%	-3.4%	3.2%	-0.7%	0.8%	2.1%	
\$ YTD Var.	565,161	398,439	430,634	817,136	808,891	990,167	801,421	442,230	749,964	679,751	762,462	968,103	
% YTD Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	0.9%	0.7%	0.7%	0.8%	
% YTD Bud. Var.	6.3%	2.1%	1.6%	2.3%	1.8%	1.8%	1.2%	0.6%	2.4%	3.9%	5.1%	6.0%	

⁽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

January 16, 2025

AGENDA ITEM 15C: NOVEMBER 2024 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

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

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

Revenue

Overall, November year-to-date revenue is 7.9% (\$10.4M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 1.4% higher than budget
- Sales Tax Revenue is 5.1% higher than budget
- Federal & State Grant Revenue is 12.9% higher than budget
- Miscellaneous Revenue is 53.8% higher than budget

Operating Expenses

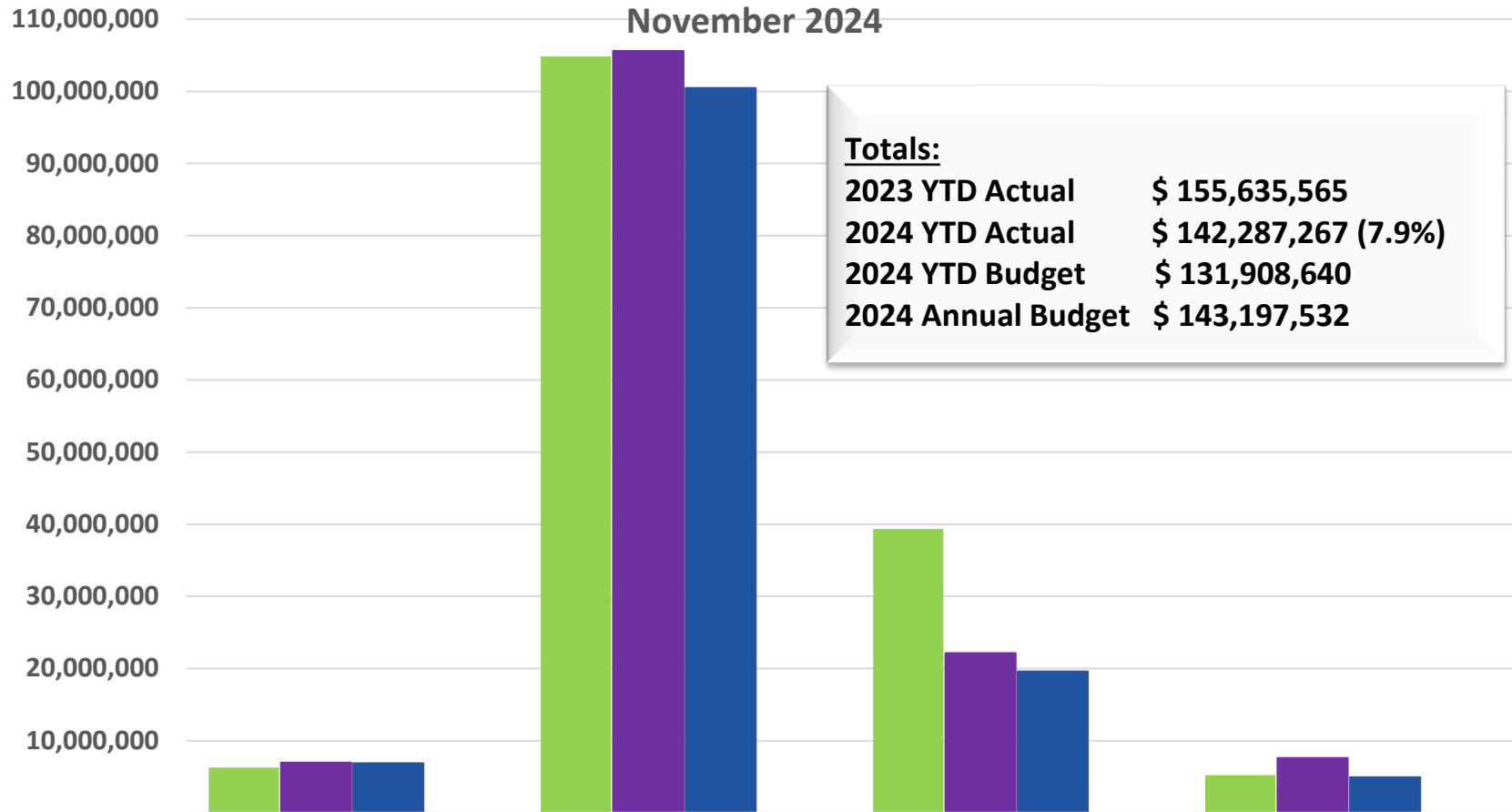
Overall, November year-to-date operating expenses are 3.3% (\$3.7M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 1.6% lower than budget
- Paratransit is 6.7% lower than budget
- Rideshare is 15.1% lower than budget
- Plaza is 5.6% lower than budget
- Administration is 5.9% lower than budget

RECOMMENDATION TO BOARD: For information.

Spokane Transit Revenues ⁽¹⁾

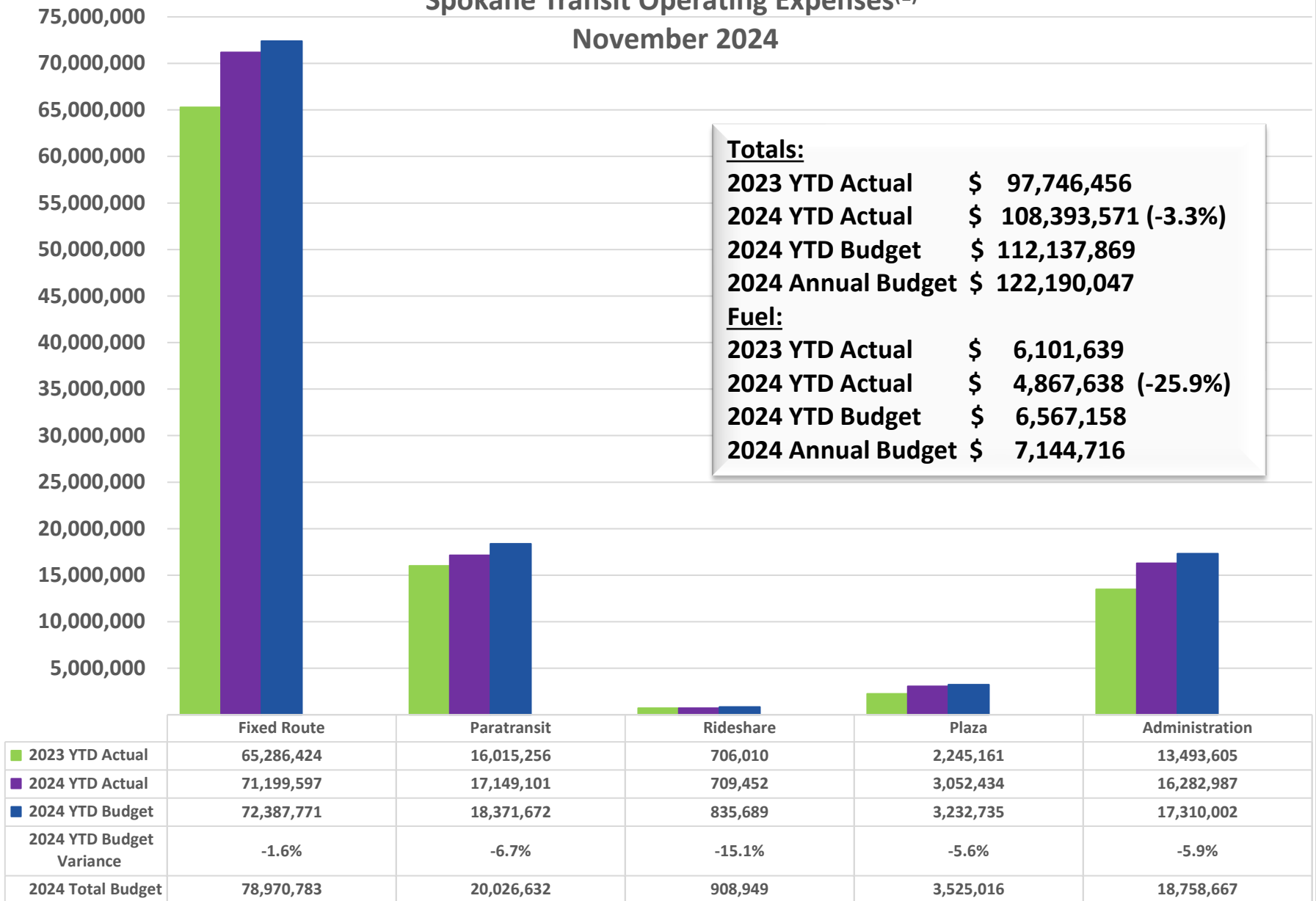
November 2024



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	6,259,604	104,821,637	39,318,486	5,235,838
■ 2024 YTD Actual	6,965,289	105,584,097	22,124,367	7,613,514
■ 2024 YTD Budget	6,871,557	100,489,670	19,598,380	4,949,033
2024 YTD Budget Variance	1.4%	5.1%	12.9%	53.8%
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 November state capital grant reimbursements total \$6,321,761 and federal capital grant reimbursements total \$1,206,942.

Spokane Transit Operating Expenses⁽¹⁾ November 2024



(1) Operating expenses exclude capital expenditures of \$18,965,393 and Street/Road cooperative projects of \$0 for year-to-date November 2024.

16.

EXECUTIVE SESSION

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

- *To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*

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 – 10 minutes

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