

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

### **NOTICE OF BOARD MEETING**

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, July 20, 2023, 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 20TH day of JULY 2023.



Dana Infalt  
Executive Assistant to the CEO  
Clerk of the Authority

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*Optional virtual joining links available on agenda*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 2 :** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lori Kinnear, STA Board Chair

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**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 //



11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. June 2023 Sales Tax Revenue (*Monique Liard*)
  - C. May 2023 Financial Results Summary (*Monique Liard*)
  - D. May 2023 Operating Indicators (*Brandon Rapez-Betty*)
  - E. Connect Spokane: Phase 2 Update (*Karl Otterstrom*)
  - F. Connect 2035: Phase 2 Overview (*Karl Otterstrom*)
  - G. July Service Change Outreach (*Karl Otterstrom*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*Etter McMahon*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of July 20, 2023, Board Meeting:

Saturday, July 22, 2023	4:00 p.m.
Monday, July 24, 2023	10:00 a.m.
Tuesday, July 25, 2023	8:00 p.m.

Next Committee Meetings - Wednesday:

Planning & Development	September 6, 2023, 10:00 a.m.
Performance Monitoring & External Relations	September 6, 2023, 1:30 p.m.
Board Operations	September 13, 2023, 1:30 p.m.

Next Board Meeting :

Thursday, September 21, 2023, 1:30 p.m. (*No Committee or Board meetings in August*)  
STA Boardroom, 1230 West Boone Avenue, Spokane, Washington  
(*a virtual joining option will be available*)

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://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](http://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.*

### 3.

#### PUBLIC EXPRESSIONS

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

Anyone 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 read at the meeting. Comments must be received by 9:00 a.m. the day of the meeting. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

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

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 4A :** NORM ANDERSON, FIXED ROUTE COACH OPERATOR - RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer  
Nancy Williams, Chief Human Resources Officer

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**SUMMARY:** Norm Anderson retired on June 30th, after 35 years of faithful service to Spokane Transit and the community we serve.

During his long career Norm was awarded excellence in customer service, recognized by his passengers with multiple customer compliments, received an outstanding attendance award, and demonstrated his commitment to safe driving over his three decades behind the wheel, including 31 years without an accident or traffic infraction!

All of us at STA, along with his customers, will miss Norm.

We wish him the very best in his retirement.

**RECOMMENDATION TO BOARD:** Recognize Norm for his 35 years of service and dedication to Spokane Transit.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB Chief Executive Officer BSAN Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 4B :** EMPLOYEE RECOGNITION AWARDS – 2<sup>nd</sup> QUARTER 2023 – RECOGNITION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Nancy Williams, Chief Human Resources Officer

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

**RECOMMENDATION TO BOARD:** Receive report.



## 2023 EMPLOYEE RECOGNITION WINNERS

<b>2023 EMPLOYEE RECOGNITION WINNERS</b>			
<b>April 2023</b>		Insufficient Nominations Received	
<b>May 2023</b>		Insufficient Nominations Received	
<b>June 2023</b>	<b>1<sup>st</sup></b>	<b>Mike Hill</b>	<b>Sr. Transportation Manager</b>
June 2023	2 <sup>nd</sup>	Adam Peterson	Coach Operator
June 2023	3 <sup>rd</sup>	Roxanne Byrd	Paratransit Reservationist



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING**

July 20, 2023

**AGENDA ITEM 4C :** YEARS OF SERVICE AWARDS – RECOGNITION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Nancy Williams, Director of Human Resources

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**SUMMARY:** At the conclusion of each quarter, Spokane Transit acknowledges and recognizes employees for their successive years of service with the organization and thanks them for their continued association with STA. 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:

<b>45 Years</b> <u>Fixed Route Coach Operator</u> Claudia Davis	<b>15 Years</b> <u>Technology Manager</u> Krishawna Ellis	<b>5 Years</b> <u>Sr. Network Engineer</u> Benjamin Liebhaber
<b>35 Years</b> <u>Fixed Route Coach Operator</u> Norman Anderson	<u>Fixed Route Coach Operator</u> Aaron Hanke	<u>Procurement Coordinator</u> Haley Wilson
<b>25 Years</b> <u>Fixed Route Coach Operator</u> Christopher Bullock Paul Damon Wendy Rankin	<u>Trainer – Vehicle Maintenance</u> Robert Vargas	<u>Paratransit Dispatcher</u> Walter Bullock
	<u>PM Vehicle Technician</u> Carl Foeller	<u>Journeyman Vehicle Technician</u> Brett Curtis
	<b>10 Years</b> <u>Fixed Route Supervisor</u> Raymond Trammell	<u>Facilities Laborer</u> Erin Benson

**RECOMMENDATION TO BOARD:** Receive Report.

**FINAL REVIEW FOR BOARD BY:**

Division Head NW

Chief Executive Officer JSAN

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 5A :** MINUTES OF THE JUNE 15, 2023, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The minutes of the June 15, 2023, 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 BRB Chief Executive Officer ASAM Legal Counsel MC

Attachment

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

## BOARD OF DIRECTORS

Minutes of the June 18, 2023, STA Board Meeting  
1230 W Boone Ave., Spokane  
*with a WebEx Video Conference Option*

### **MEMBERS PRESENT**

Al French, Spokane County, Acting Chair (*Chair Pro Tempore*)  
Lori Kinnear, City of Spokane, *Chair (Virtual)*  
Betsy Wilkerson, City of Spokane  
Dan Dunne, Small Cities Representative (Liberty Lake)  
Josh Kerns, Spokane County  
Karen Stratton, City of Spokane (*Virtual*)  
Pamela Haley, City of Spokane Valley  
Tim Hattenburg, City of Spokane Valley  
Zack Zappone, City of Spokane  
Chris Grover, Small Cities (Cheney) *Ex Officio*  
Don Kennedy, Small Cities (Medical Lake) *Ex Officio*  
Dan Sander, Small Cities (Millwood) *Ex Officio*  
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Brandon Rapez-Betty, Chief Operations Officer  
Carly Cortright, Chief Communications & Customer Service Officer  
Karl Otterstrom, Chief Planning & Development Officer  
Monique Liard, Chief Financial 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.

### **MEMBERS ABSENT**

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1. Call To Order and Roll Call  
Acting Chair French called the meeting to order at 1:30 p.m. and introductions were made.
  2. Approve Board Agenda  
**Ms. Haley moved to approve the June Board Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.**
  3. Public Expressions  
None
  4. Public Hearing:
    - A. 2024-2029 Transit Development Plan: Complete Draft  
Mr. Otterstrom presented the Transit Development Plan (TDP), reviewed the Hierarchy of STA Plans and the approach taken for 2024-2029 TDP ahead of *Connect 2035*. He detailed the TDP Organization and discussed each section of the TDP. In Section 3, Mid-Range Tactical Framework, he pointed out the STA Moving Forward and *Connect 2035* initiatives. He provided details on Section 4: Service Improvement Program, Section 5: Capital Improvement Program, Section 6: Operating and Financial Projections and the Appendices. He noted Sections 3, 5, and 6 build upon or reference *Connect 2035*.  
  
Next steps included receiving public testimony and revising the draft as necessary by June 15, 2023. On July 5, 2023, the P&D Committee is expected to make a recommendation to the STA Board for the July 20, 2023, meeting and anticipated STA Board action. In August, delivery to Spokane Regional Transportation Council and in September, delivery to Washington State Department of Transportation.

Acting Chair French asked if there were questions or comments from Board members. None were forthcoming. Acting Chair French opened Public Hearing to receive public testimony at 1:50. He called three times for comment. There was none. Acting Chair French closed the public hearing at 1:51.

Discussion ensued regarding the 2024-2029 TDP Financial Forecast. Ms. Liard and Mr. Otterstrom provided explanations to the Board Members on their comments and questions.

**Acting Chair French advised that the Public Hearing oral comments had been closed but discussed the fact that staff could continue to receive written comments until 5pm on June 30, 2023. He asked for a motion to allow written public comments continue to be accepted until 5pm on June 30, 2023. Ms. Wilkerson made a motion to approve and Ms. Haley seconded. The motion passed unanimously.**

5. Board Action - Consent Agenda

**Ms. Wilkerson moved to approve Consent Agenda Items 5A through 5H. Ms. Stratton seconded, and the motion passed unanimously.**

- A. Minutes of the May 18, 2023, Board Meeting – Corrections/Approval
- B. Approval of the May 2023 Vouchers (*Monique Liard*)
- C. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Karl Otterstrom*)
- D. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Karl Otterstrom*)
- E. Public Transportation Agency Safety Plan (*Nancy Williams*)
- F. Sprague Line Construction – Phase 1 Award of Contract (*Karl Otterstrom*)
- G. High Velocity Low Speed Fan Installation: Final Acceptance (*Brandon Rapez-Betty*)
- H. Interim Legal Counsel Services One Year Extension: Approval (*E. Susan Meyer*)

6. Board Action – Other - None

7. Board Report

A. City Line Implementation Update

Mr. Otterstrom provided a City Line progress update. He compared the April financial update to the May financial outlook and discussed the journey to the City Line launch. Mr. Otterstrom provided a historical lookback and shared many pictures of the stages undertaken to bring the City Line to completion. He noted there were only 30 days until launch and offered to answer questions. Brief discussion ensued. Ms. Bowers recognized all the employees who contributed to the success of the project.

8. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

STA Board Retreat Summary – Chair Kinnear thanked Ms. Clark and Mr. Connelly for their assistance in overseeing the success of the STA Board Retreat. She asked Ms. Clark to give a review of the retreat and remind members of the next steps and how they can continue to offer suggestions or comments.

Ms. Clark thanked everyone for their participation. She said she had forwarded copies of the Rules of Procedure in original, redlined, and final draft versions. She asked everyone to send additional comments directly to her in whatever format works best for board members. She said that comments would be kept anonymous and be included for consideration unless she is advised otherwise. She reported that comments would be incorporated for July 12<sup>th</sup> Board Operations meeting, and a final submission to the Board on July 20<sup>th</sup> for approval.

Acting Chair French asked if anyone had questions. Mr. Zappone asked not to rush the process. Chair Kinneer commented and agreed she did not want to rush the process. She had discussed with Acting Chair French who also agreed. She asked to allot time for additional discussion at the Board meeting and if the Board decides it needs additional time, that will be considered. Acting Chair French concurred and said there was no timetable for this and if we need to take more time, we will since there is no deadline.

9. Planning & Development Committee

A. Chair Report (*Al French*)

Acting Chair French provided a review of the Planning & Development Committee meeting and noted there was additional time set aside to discuss the Transit Development Plan covered during the Public Hearing if anyone had additional comments or questions. Mr. Otterstrom said this was added to the P&D Committee in case anyone had additional comments. There were none.

10. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley provided a review of the Performance Monitoring & External Relations Committee meeting. She noted the items that were included on the Consent Agenda and as information.

11. CEO Report

Ms. Meyer reported on Ridership, advising that Fixed Route increased 44.8% May 2023/May 2022, and was up 36.4% year to date. The Zero-Fare Youth ridership saw a 220.9% increase May 2023/May 2022 and was up 203.0% year to date. Paratransit realized a 17.6% increase May 2023/May 2022 and an increase of 22.3% year to date. Rideshare increased May 2023/May 2022 11.2% and year-to-date 18.2%.

Voter Approved Sales Tax Revenue for May (March Sales) was \$9,682,305 compared to a budget of \$9,741,227, coming in \$58,922 or 0.6% below budget. The year-to-date Sales Tax is 2.2% above budget.

Ms. Meyer reported on monthly fare revenue by service type presented to include a graph line showing ridership in addition to the fare revenue. Ridership has increased since January 2022 but fare revenue has decreased, which is not unexpected due to the Zero-Fare impact on fare revenue. She reviewed the impacts to Fare Revenue 2023 vs 2022.

Ms. Meyer shared some preliminary details of the City Line Launch advising the first day of service will be July 15<sup>th</sup> with the first bus leaving Browne's Addition from 2<sup>nd</sup> and Spruce at 11:15. There will be a shuttle from Park & Ride at Jefferson Park and Ride at 4<sup>th</sup> and Jefferson from 10:30 to 2:00 on the 15<sup>th</sup>. She talked about the five parties at Coeur d'Alene Park (Browne's Addition, Wall Street between Spokane Falls and Main (Riverside), WSU Spokane campus (U-District), Mission Park (Logan), and Chief Garry Park (Chief Garry Park).

She provided details of the official Ribbon Cutting Ceremony on July 18<sup>th</sup> at Gonzaga, starting with a private breakfast sponsored by New Flyer at 8am and then starting at 10:00 am, the speeches, City Line bus arriving to fanfare, and a ribbon cutting, with light refreshments to follow. Ms. Meyer discussed the official ceremony location and specifics of where it will take place, and the draft Ribbon Cutting Ceremony program with speakers and STA Board of Directors.

The advertising video created by the Communications department that is running now on social media was shared with the Board and she offered to answer any questions. None were forthcoming.

Mr. French mentioned the Board Information items included in the packet:

12. Board Information
  - A. Committee Minutes
  - B. May 2023 Sales Tax Revenue (*Monique Liard*)
  - C. April 2023 Financial Results Summary (*Monique Liard*)
  - D. April 2023 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2022 Fixed Route System Performance Report (*Karl Otterstrom*)
  - F. July 2023 Service Change (*Karl Otterstrom*)
13. New Business – Mr. French asked for any new business. None was offered.
14. Board Members' Expressions – Mr. French asked for Board Member expressions.

Mr. Zappone expressed his excitement for the City Line.

Ms. Wilkerson recognized Mr. Otterstrom for presenting at the City Hall today. She mentioned he did a good job and took some tough questions.

Mr. Hattenburg agreed that Mr. Otterstrom's presentations were good.

Mr. Grover and Ms. Haley expressed looking forward to the City Line launch.

Mr. French noted it's been a quite a journey with many ups and downs and offered his congratulations to the team on the success of the project.

There were no additional expressions.

15. Executive Session (*Etter McMahan*): (*none*)

16. Adjourned

With no further business to come before the Board, Acting Chair French adjourned the meeting at 2:44 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 20, 2023

AGENDA ITEM 5B : JUNE 2023 VOUCHERS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

**SUMMARY:** The following warrants and ACH transfers for the period of June 1 through 30, 2023, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 622481 – 622986	\$ 7,479,426.89
Worker's Comp Vouchers (June)	ACH – 2286	\$ 157,279.27
Payroll 06/02/2023	ACH – 06/02/2023	\$ 2,545,686.73
Payroll 06/09/2023	Retention	\$ 1,279,160.03
Payroll 06/16/2023	ACH – 06/16/2023	\$ 2,002,481.55
Payroll 06/30/2023	ACH – 06/30/2023	\$ 2,010,944.10
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,341.42
<b>JUNE TOTAL</b>		<b>\$ 15,480,319.99</b>

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

  
\_\_\_\_\_  
Monique Liard  
Chief Financial Officer  
(Auditing Officer)

**RECOMMENDATION TO BOARD:** Approve claims as listed above.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB Chief Executive Officer ESM Legal Counsel MC

Spokane Transit Authority  
Vouchers - June 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/02/2023	622481	Inland Welding Supply Inc	1032	8,433.26
06/02/2023	622482	Ash & Rowan Hardware LLC	2278	30.21
06/02/2023	622483	Francis Avenue Hardware	2279	186.35
06/02/2023	622484	Continental American Insurance Company	2682	1,724.14
06/02/2023	622485	AFSCME	1328	798.35
06/02/2023	622486	AFSCME	1328	128.00
06/02/2023	622487	Alcobra Metals Inc	2140	506.42
06/02/2023	622488	Alcobra Metals Inc	2140	32.71
06/02/2023	622489	Alsco Inc	2196	2,924.53
06/02/2023	622490	Amazon Capital Services Inc	2098	2,906.30
06/02/2023	622491	Amplified Wax	1065	1,809.40
06/02/2023	622492	Northwest Center Services	2271	34,780.62
06/02/2023	622493	Amalg Transit Union #1015	1055	22,944.04
06/02/2023	622494	Amalg Transit Union #1598	1056	1,053.74
06/02/2023	622495	Automated Accounts Inc	1079	2,007.06
06/02/2023	622496	Avista Corporation	1081	884.37
06/02/2023	622497	Battery Systems Inc	1089	2,746.80
06/02/2023	622498	Boston Consulting Inc	2607	1,097.47
06/02/2023	622499	Daniel H Brunner Trustee	1124	1,491.38
06/02/2023	622500	Budinger & Associates Inc	2149	9,737.84
06/02/2023	622501	California Department of Child Support Services	1130	475.84
06/02/2023	622502	Cameron-Reilly LLC	1137	44,885.61
06/02/2023	622503	Canon Financial Services Inc	1154	110.65
06/02/2023	622504	CDW-Government	1132	367,701.89
06/02/2023	622505	Center for Transportation and the Environment	2335	33,017.29
06/02/2023	622506	QWEST Corporation	1148	148.91
06/02/2023	622507	Child Support Enforcement Agency	1825	392.30
06/02/2023	622508	City Glass Spokane Inc	2599	157.68
06/02/2023	622509	City of Spokane	1601	350.87
06/02/2023	622510	Clean Concepts Group Inc	1471	100.28
06/02/2023	622511	Coleman Oil Company LLC.	2683	9,941.10
06/02/2023	622512	Comcast	1170	1,078.84
06/02/2023	622513	Commercial Tire Inc	2451	1,751.77
06/02/2023	622514	CompuNet Inc	1166	12,258.36
06/02/2023	622515	Consolidated Irrigation	1177	58.88
06/02/2023	622516	Cummins Inc	1027	7,570.88
06/02/2023	622517	Delta Dental of Washington	1726	63,495.47
06/02/2023	622518	DeVries Business Records Management Inc	1766	58.00
06/02/2023	622519	D2G Group LLC	2757	300.85
06/02/2023	622520	Downtown Spokane Development Association	1217	550.00
06/02/2023	622521	Employee Advisory Council	1236	658.50
06/02/2023	622522	Edge Construction Supply Inc	1224	167.68
06/02/2023	622523	Elite Entry Systems LLC	2632	2,134.35
06/02/2023	622524	EV IQ LLC	2784	7,978.21
06/02/2023	622525	Fastenal Company	1249	1,504.74
06/02/2023	622526	FedEx	1808	25.95
06/02/2023	622527	Gordon Truck Centers Inc	1018	8,037.56
06/02/2023	622528	Fulcrum Environmental Consulting, Inc	2793	4,320.00
06/02/2023	622529	General Parts Distribution, LLC	2690	92.67
06/02/2023	622530	Genfare LLC	1268	3,696.77
06/02/2023	622531	Gillig LLC	1279	324.13
06/02/2023	622532	W.W. Grainger Inc	1285	489.13
06/02/2023	622533	Idaho State Tax Commission	2504	5,700.52
06/02/2023	622534	IL DCS and Family Services	2768	276.53
06/02/2023	622535	Iowa Child Support Recovery Unit	2779	34.42
06/02/2023	622536	Johnson Controls Fire Protection LP	1584	3,641.68
06/02/2023	622537	Kaiser Foundation Health Plan of Washington	1296	378,021.38
06/02/2023	622538	Kaiser Foundation Health Plan of Washington	1296	63,193.13
06/02/2023	622539	Kaiser Foundation Health Plan of WA Options Inc	1295	31,072.74
06/02/2023	622540	Kaiser Foundation Health Plan of WA Options Inc	1295	6,796.80
06/02/2023	622541	Kenworth Sales Co Inc	1373	3,937.03
06/02/2023	622542	Lithographic Reproductions Inc	1403	440.36
06/02/2023	622543	LPM Supply Inc	1382	79.26
06/02/2023	622544	Maintenance Solutions	1418	606.04
06/02/2023	622545	McKinstry	2493	262.01
06/02/2023	622546	Modern Electric Water Co Inc	1439	1,209.66
06/02/2023	622547	Mohawk Manufacturing & Supply Co	1011	174.62
06/02/2023	622548	Motion Auto Supply Inc	1012	231.12
06/02/2023	622549	Mouser Electronics Inc	1449	404.05



<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/02/2023	622550	NAPA Auto Parts Inc	1014	9,663.99
06/02/2023	622551	NATIONWIDE	2592	589.24
06/02/2023	622552	The Aftermarket Parts Company LLC	1015	1,658.61
06/02/2023	622553	CSWW Inc	1102	248.00
06/02/2023	622554	CSWW Inc	1102	95.00
06/02/2023	622555	North Coast Electric Company	1469	82.07
06/02/2023	622556	Office Depot Inc	1483	333.13
06/02/2023	622557	Oxarc Inc	1002	610.97
06/02/2023	622558	Pacific Office Solutions	2288	2,276.42
06/02/2023	622559	Premera Blue Cross	1521	355,389.61
06/02/2023	622560	Proterra Inc	2519	37.54
06/02/2023	622561	Provisional Services, Inc.	2697	1,305.20
06/02/2023	622562	Rae-Cor Distributing LLC	1533	2,146.53
06/02/2023	622563	Refrigeration Supply Dist	1541	3,854.24
06/02/2023	622564	S T A - Well	1557	512.50
06/02/2023	622565	Securitas Security Services USA Inc	1574	28,676.20
06/02/2023	622566	Sherwin-Williams	1580	78.61
06/02/2023	622567	Spokane Hardware Supply Inc	1604	97.93
06/02/2023	622568	Spokane House of Hose Inc	1605	154.45
06/02/2023	622569	Spokane Pump Inc	1609	44.41
06/02/2023	622570	Sportworks Global LLC	1617	634.38
06/02/2023	622571	Summit Rehabilitation Associates PLLC	1638	930.00
06/02/2023	622572	Trane US Inc	2296	26,594.91
06/02/2023	622573	United Way of Spokane County	1684	118.00
06/02/2023	622574	US Bank	1678	27,976.07
06/02/2023	622575	Veritech Inc	2049	512.00
06/02/2023	622576	American Federation of State County 2 WA Council	1705	1,740.20
06/02/2023	622577	Walter E Nelson Co	1721	1,326.23
06/02/2023	622578	Wendle Motors Incorporated	1021	74.64
06/02/2023	622579	Wesco Group LLC	2368	4,520.27
06/02/2023	622580	Whites Boots Inc	1744	171.50
06/02/2023	622581	Wilbur Ellis Company	1747	1,412.87
06/09/2023	622582	A Cut Above Installations Inc.	2764	135.00
06/09/2023	622583	Inland Welding Supply Inc	1032	308.17
06/09/2023	622584	Ash & Rowan Hardware LLC	2278	56.65
06/09/2023	622585	Alcobra Metals Inc	2140	973.96
06/09/2023	622586	All Western Industrial Supply	2802	689.06
06/09/2023	622587	Allied Electronics Inc	1049	201.82
06/09/2023	622588	AlSCO Inc	2196	2,398.90
06/09/2023	622589	Amazon Capital Services Inc	2098	1,074.47
06/09/2023	622590	Steven W Niles Jr	2276	1,396.29
06/09/2023	622591	Amerigas 1790	1064	6.37
06/09/2023	622592	American Public Transportation Association	1060	43,000.00
06/09/2023	622593	Auto B Clean Inc	1077	3,875.39
06/09/2023	622594	Avista Corporation	1081	42,499.38
06/09/2023	622595	Big Fish NW Talent Representation LLC	2811	4,800.00
06/09/2023	622596	The Braun Corporation	1117	181.20
06/09/2023	622597	Lithia Motors Support Services	1024	285.81
06/09/2023	622598	CDW-Government	1132	10,330.15
06/09/2023	622599	Consolidated Electrical Distributors Inc	1133	275.12
06/09/2023	622600	QWEST Corporation	1148	267.68
06/09/2023	622601	Cintas Corporation No 2	2383	458.89
06/09/2023	622602	City of Cheney - Utility	1158	379.74
06/09/2023	622603	City of Spokane	1601	8,475.51
06/09/2023	622604	Coleman Oil Company LLC.	2683	242,806.52
06/09/2023	622605	Comcast	1170	323.30
06/09/2023	622606	CompuNet Inc	1166	4,360.00
06/09/2023	622607	Conseal Containers LLC	1176	397.78
06/09/2023	622608	Continental Door Company	1986	1,268.69
06/09/2023	622609	Cummins Inc	1027	9,100.70
06/09/2023	622610	Daktronics Inc.	2675	188,352.00
06/09/2023	622611	DeVries Business Records Management Inc	1766	585.00
06/09/2023	622612	D2G Group LLC	2757	364.48
06/09/2023	622613	Eden Advanced Pest Technologies	2428	190.75
06/09/2023	622614	El Jay Oil Co Inc	1003	29,974.50
06/09/2023	622615	Fastenal Company	1249	41.57
06/09/2023	622616	Gordon Truck Centers Inc	1018	2,395.64
06/09/2023	622617	Galls Parent Holdings LLC	1271	5,501.28
06/09/2023	622618	The General Store	1956	338.98
06/09/2023	622619	Gensco Inc	2540	215.60
06/09/2023	622620	Gillig LLC	1279	11,226.54
06/09/2023	622621	Diamond Auto Glass Inc	1308	626.18

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06/09/2023	622622	W W Grainger Inc	1285	184.09
06/09/2023	622623	W.W. Grainger Inc	1285	193.41
06/09/2023	622624	H & H Business Systems	1298	501.59
06/09/2023	622625	H W Lochner Inc	1405	633.18
06/09/2023	622626	Hogan Mfg Inc	1008	249.36
06/09/2023	622627	HRA Veba Trust	1415	26,196.62
06/09/2023	622628	Humanix Corp	1329	2,113.99
06/09/2023	622629	IBI Group	1336	76,326.22
06/09/2023	622630	Arcadis, a California Partnership	1336	2,684.28
06/09/2023	622631	Jacobs Engineering Group Inc	2285	16,048.35
06/09/2023	622632	William Corp	1363	393.58
06/09/2023	622633	Kershaw's Inc	1374	141.01
06/09/2023	622634	KHQ - Spokane	2575	5,025.00
06/09/2023	622635	Lithographic Reproductions Inc	1403	1,630.64
06/09/2023	622636	Long Business Forms	2301	430.56
06/09/2023	622637	Loomis Armored US LLC	1408	3,367.07
06/09/2023	622638	MaCon Supply Inc	2573	47.81
06/09/2023	622639	Q49 Solutions LLC	2594	75.21
06/09/2023	622640	Mohawk Manufacturing & Supply Co	1011	2,527.19
06/09/2023	622641	Moon Shadow Etchers, Inc.	2770	8,858.75
06/09/2023	622642	Mountain Dog Sign Company, Inc	2663	4,768.76
06/09/2023	622643	Muncie Reclamation and Supply Co	1013	1,501.75
06/09/2023	622644	Black Realty Management Inc	1658	25,831.69
06/09/2023	622645	Nanonation Inc	2554	1,385.10
06/09/2023	622646	NAPA Auto Parts Inc	1014	5,592.54
06/09/2023	622647	National Color Graphics Inc	1455	8,594.08
06/09/2023	622648	Nelson Nygaard Consulting Associates Inc	2185	8,705.00
06/09/2023	622649	The Aftermarket Parts Company LLC	1015	4,697.84
06/09/2023	622650	CSWW Inc	1102	670.18
06/09/2023	622651	CSWW Inc	1102	94.00
06/09/2023	622652	Tammy Lynne Glidewell	1282	3,277.50
06/09/2023	622653	Northwest Interpreters Inc.	2712	240.00
06/09/2023	622654	Oxarc Inc	1002	13.49
06/09/2023	622655	Pacific Office Solutions	2288	666.68
06/09/2023	622656	Parametrix Inc	2062	116,587.88
06/09/2023	622657	Provisional Services, Inc.	2697	1,305.20
06/09/2023	622658	News Radio 920	2318	10,037.00
06/09/2023	622659	Multi Service Technology Solutions Inc	2146	393.38
06/09/2023	622660	Romaine Electric Corporation	1548	96.23
06/09/2023	622661	Safety-Kleen Systems Inc	1564	1,970.03
06/09/2023	622662	SBA Towers II LLC	1569	2,488.98
06/09/2023	622663	Securitas Security Services USA Inc	1574	28,536.98
06/09/2023	622664	Senske Lawn & Tree Care Inc	2194	84.94
06/09/2023	622665	Six Robbles Inc	1017	581.07
06/09/2023	622666	Spokane Hardware Supply	1604	191.01
06/09/2023	622667	Spokane House of Hose Inc	1605	193.38
06/09/2023	622668	Spokane Power Tool	1608	465.22
06/09/2023	622669	The Spokesman Review	1616	424.29
06/09/2023	622670	Summit Rehabilitation Associates PLLC	1638	155.00
06/09/2023	622671	Sun Supply Inc.	2710	1,317.02
06/09/2023	622672	Symetra Life Insurance Company	1562	21,061.08
06/09/2023	622673	The Spyglass Group, LLC	2803	1,679.52
06/09/2023	622674	USSC Acquisition Corp	1676	218.73
06/09/2023	622675	Utilities Plus	2606	30.00
06/09/2023	622676	Verizon Wireless LLC	1686	23,201.30
06/09/2023	622677	Washington State Dept of Labor and Industries	1208	2,844.61
06/09/2023	622678	Walter E Nelson Co	1721	4,350.22
06/09/2023	622679	Waste Management Spokane	1702	397.02
06/09/2023	622680	West Central Community Development Association	2262	875.00
06/09/2023	622681	Wesco Group LLC	2368	1,879.66
06/09/2023	622682	Whitworth Water District	1746	114.93
06/09/2023	622683	Zayo Group LLC	2321	13,330.25
06/10/2023	622684	Washington State	1709	430,200.00
06/16/2023	622685	Brett R Sargent	2790	3,581.53
06/16/2023	622686	ABM Industry Groups LLC	1066	5,214.12
06/16/2023	622687	Access Information Holdings	2340	576.97
06/16/2023	622688	Ash & Rowan Hardware LLC	2278	119.38
06/16/2023	622689	Jant Group II	2263	11.75
06/16/2023	622690	AFSCME	1328	798.35
06/16/2023	622691	AFSCME	1328	132.00
06/16/2023	622692	Alcobra Metals Inc	2140	456.75
06/16/2023	622693	AlSCO Inc	2196	2,472.00

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06/16/2023	622694	Amazon Capital Services Inc	2098	671.26
06/16/2023	622695	Steven W Niles Jr	2276	71.92
06/16/2023	622696	Northwest Industrial Services LLC	1058	560.75
06/16/2023	622697	Andrea Parrish	2687	1,000.00
06/16/2023	622698	Northwest Center Services	2271	4,021.77
06/16/2023	622699	Amalg Transit Union #1015	1055	23,038.90
06/16/2023	622700	Amalg Transit Union #1598	1056	1,053.74
06/16/2023	622701	Amalgamated Transit Union	1057	176.61
06/16/2023	622702	AUTOMATION COMPONENTS INC.	2805	637.26
06/16/2023	622703	Avista Corporation	1081	1,501.62
06/16/2023	622704	Daniel H Brunner Trustee	1124	1,491.38
06/16/2023	622705	California Department of Child Support Services	1130	475.84
06/16/2023	622706	Calvary Spokane	1136	27,801.51
06/16/2023	622707	Cameron-Reilly LLC	1137	65,500.00
06/16/2023	622708	Canon Financial Services Inc	1154	1,264.91
06/16/2023	622709	CDW-Government	1132	8,709.86
06/16/2023	622710	QWEST Corporation	1148	257.54
06/16/2023	622711	Child Support Enforcement Agency	1825	392.30
06/16/2023	622712	City of Medical Lake	1424	97.90
06/16/2023	622713	Occupational Health Centers of Washington PS	2313	226.00
06/16/2023	622714	Copiers Northwest Inc	2429	320.85
06/16/2023	622715	Cummins Inc	1027	5,290.74
06/16/2023	622716	Dardan Enterprises Inc	1782	37,423.16
06/16/2023	622717	Downtown Spokane Development Association	1217	382.00
06/16/2023	622718	Employee Advisory Council	1236	646.00
06/16/2023	622719	El Jay Oil Co Inc	1003	6,024.69
06/16/2023	622720	Encore Events, LLC	2801	9,437.50
06/16/2023	622721	Fastenal Company	1249	2,512.24
06/16/2023	622722	Federal Express Corporation	1808	339.53
06/16/2023	622723	The Fig Tree	2465	170.00
06/16/2023	622724	Francotyp-Postalia Inc	1878	147.15
06/16/2023	622725	FP Mailing Solutions	1878	1,173.31
06/16/2023	622726	Gordon Truck Centers Inc	1018	3,886.29
06/16/2023	622727	Galls LLC	1271	98.10
06/16/2023	622728	Galls Parent Holdings LLC	1271	1,606.40
06/16/2023	622729	Genfare LLC	1268	6,165.56
06/16/2023	622730	Gillig LLC	1279	48,041.30
06/16/2023	622731	H & H Business Systems	1298	1,619.61
06/16/2023	622732	H W Lochner Inc	1405	12,734.54
06/16/2023	622733	Humanix Corp	1329	569.86
06/16/2023	622734	IL DCS and Family Services	2768	276.53
06/16/2023	622735	Insight Public Sector	2490	890.39
06/16/2023	622736	Northwest Business Press Inc	1366	1,060.00
06/16/2023	622737	L&E Park LLC	2391	4,097.73
06/16/2023	622738	Liberty Lake Sewer and Water District	1396	190.40
06/16/2023	622739	Lithographic Reproductions Inc	1403	706.32
06/16/2023	622740	Loomis Armored US LLC	1408	809.54
06/16/2023	622741	Car Wash Partners Inc	1436	107.87
06/16/2023	622742	Q49 Solutions LLC	2594	50.14
06/16/2023	622743	Mohawk Manufacturing & Supply Co	1011	655.95
06/16/2023	622744	Mountain Dog Sign Company, Inc	2663	1,375.49
06/16/2023	622745	Muncie Reclamation and Supply Co	1013	512.47
06/16/2023	622746	Black Realty Management Inc	1658	2,250.00
06/16/2023	622747	Nanonation Inc	2554	6,069.94
06/16/2023	622748	NAPA Auto Parts Inc	1014	1,680.92
06/16/2023	622749	The Aftermarket Parts Company LLC	1015	3,196.08
06/16/2023	622750	CSWW Inc	1102	306.53
06/16/2023	622751	Office Depot Inc	1483	59.77
06/16/2023	622752	KATHRYN FELTS	903	14.00
06/16/2023	622753	Pacific Power Group LLC	1496	1,545.40
06/16/2023	622754	Provisional Services, Inc.	2697	1,305.20
06/16/2023	622755	Rebecca Van Keulen	2735	3,869.58
06/16/2023	622756	Rehn & Associates	2395	210.00
06/16/2023	622757	S T A - Well	1557	511.00
06/16/2023	622758	Six Robblees Inc	1017	2,605.00
06/16/2023	622759	Spokane Public Facilities District	1941	2,674.00
06/16/2023	622760	Spokane County Solid Waste	1603	38.30
06/16/2023	622761	Spokesman Review	1616	483.23
06/16/2023	622762	Staples Business Credit	1627	466.65
06/16/2023	622763	Solid Waste Systems Inc	2514	354.38
06/16/2023	622764	United Way of Spokane County	1684	118.00
06/16/2023	622765	American Federation of State County 2 WA Council	1705	1,838.77

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06/16/2023	622766	Walter E Nelson Co	1721	4,271.97
06/16/2023	622767	Wendle Motors Incorporated	1021	81.15
06/16/2023	622768	Wesco Group LLC	2368	1,199.00
06/16/2023	622769	Wex Bank	2642	18,781.19
06/16/2023	622770	Wilbur Ellis Company	1747	348.79
06/16/2023	622771	Verizon	2142	4,879.36
06/16/2023	622772	Zipline Communications Inc	2492	9,213.00
06/23/2023	622773	4Imprint Inc	1263	1,967.69
06/23/2023	622774	CBS Reporting Inc	1035	1,252.00
06/23/2023	622775	AlSCO Inc	2196	2,251.38
06/23/2023	622776	Amazon Capital Services Inc	2098	1,469.54
06/23/2023	622777	American Radiator Inc.	2809	845.40
06/23/2023	622778	APS Inc	1841	173.31
06/23/2023	622779	Northwest Center Services	2271	41,492.95
06/23/2023	622780	Amalg Transit Union #1015	1055	528.65
06/23/2023	622781	Avista Corporation	1081	418.98
06/23/2023	622782	Black Proinvest Schade Tower LLC	2767	6,808.30
06/23/2023	622783	The Braun Corporation	1117	85.38
06/23/2023	622784	Bud Clary Chevrolet	1125	211,818.00
06/23/2023	622785	Budinger & Associates Inc	2149	40,590.37
06/23/2023	622786	Lithia Motors Support Services	1024	260.75
06/23/2023	622787	QWEST Corporation	1148	36.52
06/23/2023	622788	City of Spokane	1601	1,231.70
06/23/2023	622789	City of Spokane	1601	702.71
06/23/2023	622790	Coleman Oil Company LLC.	2683	355,658.18
06/23/2023	622791	Kathleen M Collins	1163	5,000.00
06/23/2023	622792	Comcast	1170	182.22
06/23/2023	622793	Commercial Tire Inc	2451	478.63
06/23/2023	622794	Complete Office LLC	2202	174.18
06/23/2023	622795	CompuNet Inc	1166	155,206.92
06/23/2023	622796	Copiers Northwest Inc	2429	100.36
06/23/2023	622797	Crown Castle International Corp.	2733	2,033.82
06/23/2023	622798	Corporate Translation Services Inc	2158	50.69
06/23/2023	622799	Cummins Inc	1027	480.06
06/23/2023	622800	Delta Kits Inc.	2771	72.50
06/23/2023	622801	Disability Management & Consulting Inc	2130	10.19
06/23/2023	622802	Dow Jones \$ Company,	2698	166.77
06/23/2023	622803	Edge Construction Supply Inc	1224	154.86
06/23/2023	622804	El Jay Oil Co Inc	1003	3,754.45
06/23/2023	622805	Electrical Service Products Inc	1230	675.26
06/23/2023	622806	Etter McMahon Lamberson Van Wert & oreskovich P.C.	2737	14,081.70
06/23/2023	622807	Fastenal Company	1249	1,058.85
06/23/2023	622808	Federal Express Corporation	1808	113.71
06/23/2023	622809	Ferguson Enterprises Inc	1252	778.53
06/23/2023	622810	First Digital Communications, LLC	2730	1,208.89
06/23/2023	622811	Gordon Truck Centers Inc	1018	7,434.50
06/23/2023	622812	Future Systems US Inc	2320	218,932.23
06/23/2023	622813	Galls Parent Holdings LLC	1271	890.34
06/23/2023	622814	Gard Communications Inc	1272	1,296.25
06/23/2023	622815	Genfare LLC	1268	577.20
06/23/2023	622816	Gensco Inc	2540	53.58
06/23/2023	622817	Gillig LLC	1279	2,834.12
06/23/2023	622818	Global Equipment Company Inc	1280	2,524.10
06/23/2023	622819	W.W. Grainger Inc	1285	194.58
06/23/2023	622820	Grimco,Inc	2696	662.72
06/23/2023	622821	H & H Business Systems	1298	739.86
06/23/2023	622822	Hogan Mfg Inc	1008	3,564.06
06/23/2023	622823	Horizon Distributors Inc	1321	1,000.10
06/23/2023	622824	Humanix Corp	1329	1,400.12
06/23/2023	622825	Jarms Hardware Inc	2548	16.32
06/23/2023	622826	William Corp	1363	1,202.30
06/23/2023	622827	KPFF Inc	2510	4,422.38
06/23/2023	622828	Laird Plastics	1383	810.00
06/23/2023	622829	M & L Supply Co Inc	1413	466.01
06/23/2023	622830	Magaldi & Magaldi Inc	1416	308.39
06/23/2023	622831	Maintenance Solutions	1418	289.55
06/23/2023	622832	Mohawk Manufacturing & Supply Co	1011	261.41
06/23/2023	622833	Motion Auto Supply Inc	1012	542.68
06/23/2023	622834	Motorola Solutions Inc	1448	2,174.55
06/23/2023	622835	Muncie Reclamation and Supply Co	1013	417.47
06/23/2023	622836	Black Realty Management Inc	1658	23,049.54
06/23/2023	622837	NAPA Auto Parts Inc	1014	18,114.25

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06/23/2023	622838	Legend Investments Inc	1454	204.19
06/23/2023	622839	The Aftermarket Parts Company LLC	1015	11,897.49
06/23/2023	622840	Norlift Inc	1470	78.54
06/23/2023	622841	North 40 Outfitters	1102	212.34
06/23/2023	622842	Office Depot Inc	1483	466.92
06/23/2023	622843	Gerald Fricke	903	60.00
06/23/2023	622844	Oxarc Inc	1002	1,094.77
06/23/2023	622845	Pacific Office Solutions	2288	125.04
06/23/2023	622846	Pacific Office Solutions	2288	82.27
06/23/2023	622847	Proterra Inc	2519	108.21
06/23/2023	622848	Multi Service Technology Solutions Inc	2146	152.04
06/23/2023	622849	Refrigeration Supply Dist	1541	303.82
06/23/2023	622850	Romaine Electric Corporation	1548	6,165.26
06/23/2023	622851	Schetky Northwest Sales Inc	1570	74,178.25
06/23/2023	622852	Schindler Elevator Corporation	1930	215.06
06/23/2023	622853	John Latta Associates Inc	1936	536.37
06/23/2023	622854	Securitas Security Services USA Inc	1574	28,516.15
06/23/2023	622855	Senske Lawn & Tree Care Inc	2194	107.91
06/23/2023	622856	Spokane County Environmental Services	1603	345.88
06/23/2023	622857	Spokane Hardware Supply	1604	17.00
06/23/2023	622858	Spokane House of Hose Inc	1605	3,387.86
06/23/2023	622859	DGT Enterprises LLC	2670	11,625.00
06/23/2023	622860	Stoneway Electric Supply Co	1633	968.76
06/23/2023	622861	Summit Law Group PLLC	1637	1,584.00
06/23/2023	622862	Sun Supply Inc.	2710	1,064.79
06/23/2023	622863	Tacoma Screw Products, Inc.	2708	144.43
06/23/2023	622864	Talroo, Inc	2787	3,250.00
06/23/2023	622865	The Engraver Inc	1242	21.80
06/23/2023	622866	Thermo King Northwest	1650	119.79
06/23/2023	622867	Washington State	1704	13,330.11
06/23/2023	622868	Walter E Nelson Co	1721	1,814.35
06/23/2023	622869	Waste Management Recycle America	1702	489.06
06/23/2023	622870	Wendle Motors Incorporated	1021	138.35
06/23/2023	622871	Wesco Group LLC	2368	2,537.75
06/23/2023	622872	Verizon	2142	6,660.74
06/23/2023	622873	YRC Freight	2211	921.73
06/23/2023	622874	Zip's AW Direct	2485	991.88
06/30/2023	622875	Ash & Rowan Hardware LLC	2278	187.34
06/30/2023	622876	Continental American Insurance Company	2682	1,815.86
06/30/2023	622877	Alcobra Metals Inc	2140	1,292.68
06/30/2023	622878	AlSCO Inc	2196	2,345.61
06/30/2023	622879	Amazon Capital Services Inc	2098	1,523.75
06/30/2023	622880	Steven W Niles Jr	2276	30.51
06/30/2023	622881	American Radiator Inc.	2809	845.40
06/30/2023	622882	Amalg Transit Union #1015	1055	22,358.14
06/30/2023	622883	Autonation	1068	692.56
06/30/2023	622884	Avista Corporation	1081	718.27
06/30/2023	622885	Battery Systems Inc	1089	3,897.34
06/30/2023	622886	Continental Battery Systems	2589	113.26
06/30/2023	622887	Robert J Berg	1099	136.25
06/30/2023	622888	The Braun Corporation	1117	64.43
06/30/2023	622889	BDI	1022	774.99
06/30/2023	622890	Budinger & Associates Inc	2149	3,107.29
06/30/2023	622891	California Department of Child Support Services	1130	475.84
06/30/2023	622892	Lithia Motors Support Services	1024	100.11
06/30/2023	622893	Canon Financial Services Inc	1154	3,060.82
06/30/2023	622894	Cardinal Infrastructure LLC	2059	12,500.00
06/30/2023	622895	CDW-Government	1132	7,194.00
06/30/2023	622896	QWEST Corporation	1148	30.34
06/30/2023	622897	Child Support Enforcement Agency	1825	392.30
06/30/2023	622898	City of Spokane	1601	120.16
06/30/2023	622899	Clean Concepts Group Inc	1471	981.50
06/30/2023	622900	CleanCo Carpet, Window & Air Duct Cleaning, LLC	2781	8,714.55
06/30/2023	622901	Cleverbridge Inc.	2365	2,725.00
06/30/2023	622902	Coffman Engineers Inc	1162	91,317.60
06/30/2023	622903	Coleman Oil Company LLC.	2683	122,057.12
06/30/2023	622904	Comcast	1170	1,078.84
06/30/2023	622905	Commercial Tire Inc	2451	814.96
06/30/2023	622906	CompuNet Inc	1166	49,848.28
06/30/2023	622907	Washington State Dept of Corrections	1708	8,634.30
06/30/2023	622908	Cummins Inc	1027	5,934.04
06/30/2023	622909	Delta Dental of Washington	1726	65,039.12

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/30/2023	622910	Employee Advisory Council	1236	644.00
06/30/2023	622911	Eaton Corporation	1221	8,516.33
06/30/2023	622912	Electrical Service Products Inc	1230	281.66
06/30/2023	622913	Elite Entry Systems LLC	2632	2,668.15
06/30/2023	622914	Esco Institute Ltd	1881	160.00
06/30/2023	622915	EVCO SOUND & ELECTRONICS	2806	291.58
06/30/2023	622916	Fastenal Company	1249	1,679.49
06/30/2023	622917	FedEx	1808	277.90
06/30/2023	622918	Fire Protection Specialists LLC	1255	425.96
06/30/2023	622919	First Transit Inc	2430	526,533.90
06/30/2023	622920	Gordon Truck Centers Inc	1018	14,424.62
06/30/2023	622921	Galls Parent Holdings LLC	1271	13,005.62
06/30/2023	622922	General Parts Distribution, LLC	2690	53.13
06/30/2023	622923	The General Store	1956	407.65
06/30/2023	622924	Genfare LLC	1268	55.07
06/30/2023	622925	Gillig LLC	1279	40,246.17
06/30/2023	622926	Imagine GPS Inc	2568	426.63
06/30/2023	622927	H & H Business Systems	1298	333.52
06/30/2023	622928	Halme Construction Inc	2090	324,707.95
06/30/2023	622929	Humanix Corp	1329	1,066.19
06/30/2023	622930	IdentiSys Inc	2159	3,917.79
06/30/2023	622931	IL DCS and Family Services	2768	276.53
06/30/2023	622932	William Corp	1363	163.99
06/30/2023	622933	Kaiser Foundation Health Plan of Washington	1296	384,655.60
06/30/2023	622934	Kaiser Foundation Health Plan of Washington	1296	62,314.74
06/30/2023	622935	Kaiser Foundation Health Plan of WA Options Inc	1295	34,777.00
06/30/2023	622936	Kaiser Foundation Health Plan of WA Options Inc	1295	4,531.20
06/30/2023	622937	Kenworth Sales Co Inc	1373	7,874.06
06/30/2023	622938	Kershaw's Inc	1374	159.81
06/30/2023	622939	KPFF Inc	2510	62,448.55
06/30/2023	622940	Lithographic Reproductions Inc	1403	2,191.99
06/30/2023	622941	Long Business Forms	2301	681.26
06/30/2023	622942	Diversified Development LLC	2827	2,110.24
06/30/2023	622943	Michelin North America Inc	2325	53,095.72
06/30/2023	622944	NAPA Auto Parts Inc	1014	953.51
06/30/2023	622945	Legend Investments Inc	1454	196.02
06/30/2023	622946	NATIONWIDE	2592	634.48
06/30/2023	622947	Argosy Credit Partners Holdings LP	2006	212.56
06/30/2023	622948	The Aftermarket Parts Company LLC	1015	1,183.22
06/30/2023	622949	Northwest Business Stamp	1472	236.00
06/30/2023	622950	Office Depot Inc	1483	59.39
06/30/2023	622951	Oxarc Inc	1002	803.12
06/30/2023	622952	Pacific Office Solutions	2288	947.98
06/30/2023	622953	Pacific Power Group LLC	1496	52,014.12
06/30/2023	622954	Parametrix Inc	2062	31,491.04
06/30/2023	622955	Proterra Inc	2519	15,000.00
06/30/2023	622956	Provisional Services, Inc.	2697	612.88
06/30/2023	622957	Pure Filtration Products Inc	1531	329.09
06/30/2023	622958	Quality Lapel Pins, Inc.	2800	9,630.97
06/30/2023	622959	Refrigeration Supply Dist	1541	2,107.17
06/30/2023	622960	Romaine Electric Corporation	1548	149.54
06/30/2023	622961	S T A - Well	1557	507.00
06/30/2023	622962	Safety-Kleen Systems Inc	1564	1,419.92
06/30/2023	622963	SBA Towers II LLC	1569	2,488.98
06/30/2023	622964	Securitas Security Services USA Inc	1574	1,317.57
06/30/2023	622965	The Sherwin-Williams Co	1580	92.27
06/30/2023	622966	Six Robbles Inc	1017	177.07
06/30/2023	622967	Spokane House of Hose Inc	1605	721.54
06/30/2023	622968	Spokane Power Tool	1608	270.32
06/30/2023	622969	DGT Enterprises LLC	2670	11,055.00
06/30/2023	622970	The Spokesman Review	1616	664.26
06/30/2023	622971	Sportworks Global LLC	1617	98.10
06/30/2023	622972	Standard Digital Print Co Inc	1623	1,888.26
06/30/2023	622973	Summit Law Group PLLC	1637	2,700.00
06/30/2023	622974	Summit Rehabilitation Associates PLLC	1638	503.75
06/30/2023	622975	Symetra Life Insurance Company	1562	20,953.64
06/30/2023	622976	Thermo King Northwest	1650	10,081.46
06/30/2023	622977	Jamie Roberts	2818	6,300.00
06/30/2023	622978	U S Postal Service	1680	500.00
06/30/2023	622979	Uline Inc	2401	348.76
06/30/2023	622980	United Way of Spokane County	1684	118.00
06/30/2023	622981	Voith US Inc	2460	21,500.25

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/30/2023	622982	American Federation of State County 2 WA Council	1705	1,826.20
06/30/2023	622983	Washington State	1209	2,321.77
06/30/2023	622984	Wendle Motors Incorporated	1021	39.91
06/30/2023	622985	Wesco Group LLC	2368	2,272.61
06/30/2023	622986	Wesslen Construction Inc	2651	466,074.15
<b>TOTAL JUNE ACCOUNTS PAYABLE</b>				<b>7,479,426.89</b>
6/1/2023-6/30/2023	ACH	WORKER'S COMPENSATION	2286	157,279.27
<b>TOTAL JUNE WORKER'S COMPENSATION DISBURSEMENTS</b>				<b>157,279.27</b>
06/02/2023	729660-729684	PAYROLL AND TAXES PR 11, 2023	VARIES	2,545,686.73
06/09/2023	729685-729707	RETENTION	VARIES	1,279,160.03
06/16/2023	729708-729724	PAYROLL AND TAXES PR 12, 2023	VARIES	2,002,481.55
06/30/2023	729725-729746	PAYROLL AND TAXES PR 13, 2023	VARIES	2,010,944.10
<b>TOTAL JUNE PAYROLL AND TAXES</b>				<b>7,838,272.41</b>
06/12/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,341.42
<b>TOTAL JUNE EXCISE AND LEASEHOLD TAX DISBURSEMENT</b>				<b>5,341.42</b>
<b>TOTAL JUNE DISBURSEMENTS FROM TO1 ACCOUNTS</b>				<b>15,480,319.99</b>
<b>TOTAL JUNE DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT</b>				<b>0.00</b>
<b>TOTAL JUNE DISBURSEMENTS TO1 &amp; TO5 ACCOUNTS</b>				<b>15,480,319.99</b>

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 20, 2023

AGENDA ITEM **5C** : STA ELECTRICAL BAY FALL PROTECTION CONTRACT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer  
Dan Wells, Deputy Director for Capital Development

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

<b>Public Works Contract for:</b>	Electrical Bay Fall Protection
<b>Contract Number:</b>	2022-10754
<b>Capital Project Number:</b>	869
<b>Contractor:</b>	Halme Builders, Inc.
<b>Notice to Proceed:</b>	March 2, 2023
<b>Substantial Completion:</b>	March 30, 2023
<b>Final Completion:</b>	April 12, 2023
<b>Scope of Work:</b>	The Electrical Bay Fall Protection contract consisted of the following: <ul style="list-style-type: none"><li>• Support STA's BEB fleet by adding fall protection to the southernmost electrical bays in the maintenance garage</li><li>• Provide access for two-person crew, per bay, access to the top side of the bus for maintenance</li></ul>

<b>Contract Authority, Including Contingency</b>	<b>\$97,750</b>
<b>Awarded Construction Contract</b>	\$85,000.00
<b>Additive Change Orders (Applied Contingency)</b>	\$807.32
<b>Deductive Change Orders</b>	\$(1,321.00)
<b>Total Final Contract Value</b>	\$84,486.32
<b>Unspent</b>	<b>\$13,263.68</b>

**RECOMMENDATION TO BOARD:** Recommend the Board approve, by motion, to accept the contract with Halme Builders, Inc. for the Electrical Bay Fall Protection contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB Chief Executive Officer BSM Legal Counsel MC



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 5D :** PLAZA AND BOONE JANITORIAL SERVICES AWARD OF CONTRACT

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

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

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**SUMMARY:** The current five-year contract (2018-10140) with Northwest Center Services dba Argus Janitorial for Plaza and Boone Administrative Office Janitorial Services expires on September 30, 2023. On May 10, 2023, Request for Proposals (RFP) 2023-10799 for Plaza and Boone Administrative Office Janitorial Services was advertised on multiple State of Washington websites and the STA website. Two proposals from responsible firms, W Business Solutions and Northwest Center Services, were deemed responsive and evaluated. Based on the scoring and consideration of the proposals, the evaluation committee determined Northwest Center Services scored the highest points and is a qualified and cost-effective firm to provide Plaza and Boone Administrative Office Janitorial Services.

Janitorial services are dictated by prevailing wage laws and vary with the type of labor performed. Based upon estimated prevailing wage rates, which are expected to change August 1, 2023, and the current proposed staffing level, janitorial services are estimated to be \$54,460.70 per month.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by motion, to authorize a five-year contract with Northwest Center Services for janitorial services at the STA Plaza and Boone Administrative Offices, subject to approval of the STA Board of Directors.

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

**RECOMMENDATION TO BOARD:** Approve, by motion, to authorize a five-year contract with Northwest Center Services for janitorial services at the STA Plaza and Boone Administrative Offices.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB

Chief Executive Officer BSAN

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 5E :** DESIGNATION & APPOINTMENT OF STA PUBLIC RECORDS OFFICER -  
RESOLUTION

**REFERRAL COMMITTEE:** Board Operations (*Kinnear*)

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** Pursuant to Chapter 42.56 of the Revised Code of Washington (RCW) requiring all local governments to designate specified individuals as the public records officers, the CEO appoints Carrie Koudelka as the STA Public Records Officer for Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by Resolution, the appointment of Carrie Koudelka as Public Records Officer for all records of Spokane Transit Authority

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

**RECOMMENDATION TO BOARD:** Approve, by Resolution 814-23, the appointment of Carrie Koudelka as Public Records Officer for all records of Spokane Transit Authority.

**FINAL REVIEW FOR BOARD BY:**

Division Head *ESM* Chief Executive Officer *ESM* Legal Counsel *MC*

RESOLUTION NO. **814-23**

A RESOLUTION FOR THE PURPOSE OF APPOINTING AND DESIGNATING A PUBLIC RECORDS OFFICER FOR THE SPOKANE TRANSIT AUTHORITY AND OHER 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 Legislature has enacted legislation requiring all local governments to designate specified individuals as the public records officers for purposes of receiving and responding to citizen requests for disclosure of public records in accordance with Chapter 42.56 RCW; and,

WHEREAS, the Board of Directors for the Spokane Transit Authority believes it is in the best interests of the Spokane Transit Authority to assist its citizens in exercising their rights under the Public Records Act, Chapter 42.56 RCW;

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

Section 1. The Public Records Officers of the Spokane Transit Authority for all records shall be the Public Records Manager, Carrie Koudelka, or in her absence, an alternate designated by the Chief Executive Officer.

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to take such further action and make such additional appointments as may be necessary to effect the purpose of this Resolution.

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

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 20th day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
Board Chair

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 20, 2023

**AGENDA ITEM 6A :** 2024-2029 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

**REFERRAL COMMITTEE:** Planning & Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Monique Liard, Chief Financial Officer  
Mike Tresidder, Senior Transit Planner

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**SUMMARY:** Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Staff presented the draft TDP at the Planning and Development Committee Meeting on July 6, 2023, and is now seeking the Board's consideration of the Committee's recommendation to adopt the by plan by resolution.

**BACKGROUND:** The TDP is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane: A Comprehensive Plan for Public Transportation*. It provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements as well as formula grant outlays. It also provides a snapshot of STA's financial forecast for the six-year period.

The Planning and Development Committee has been engaged in developing the various elements of the draft 2024-2029 TDP since February of 2023. The Board of Directors held a public hearing on the draft TDP on June 15, 2023. There were no public comments provided at the public hearing. One comment was received from the Public Facilities District (PFD) regarding accelerating the addition of night and weekend service on Route 11 from September 2024 to May 2024. Based on staffing projections, this acceleration appears feasible. Consequently, staff have updated the TDP to reflect an earlier timeline for this route improvement in the Service Improvement Program and reflected in the operating and financial forecasts. Additionally, the fleet replacement fund contributions have been updated to better balance the annual ending fund balance in line with anticipated fleet needs. The final draft 2024-2029 TDP is available at: [https://www.spokanetransit.com/wp-content/uploads/2023/06/2024\\_2029-Draft-Transit-Development-Plan-Final.pdf](https://www.spokanetransit.com/wp-content/uploads/2023/06/2024_2029-Draft-Transit-Development-Plan-Final.pdf).

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

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors adopt, by Resolution, the 2024-2029 Transit Development Plan.

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

**RECOMMENDATION TO BOARD:** Adopt, by Resolution 810-23, the 2024-2029 Transit Development Plan.

**FINAL REVIEW FOR BOARD BY:**

Division Head     KO    

Chief Executive Officer     JSM    

Legal Counsel     MC

# Memo



## PLANNING AND DEVELOPMENT

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To: Planning and Development Committee  
From: Karl Otterstrom, Chief Planning and Development Officer;  
Mike Tresidder, Senior Transit Planner  
Date: June 26, 2023  
Subject: Transit Development Plan: 2024-2029 Revisions Matrix

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Section and Page	Text Edit
Section 4: Service Improvement Program, page 25, <i>May 2024 Service Change</i>	Moved Route 11 Arena/Downtown Shuttle service to run on nights on weekends from September 2024 to May 2024.
Section 6: Operating and Financial Projections, Table on page 57	Updated revenue vehicle hours, service vehicle hours, revenue vehicle miles, service vehicle miles, and passenger trips for Fixed Route Bus Service to reflect additional 755 service hours added in 2024.
Section 6: Operating and Financial Projections, table on page 58	Updated financial projections to reflect additional 755 revenue service hours added in 2024. Updated annual allocations toward fleet replacement fund.

RESOLUTION NO. **810-23**

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE TRANSIT DEVELOPMENT PLAN: 2024-2029; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

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

WHEREAS, STA has prepared the Transit Development Plan: 2024-2029, which includes the previously approved 2023 Annual Plan, the 2024-2029 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, Service Improvement Program 2024 -2026, and other sections and information included in the Plan for the aforementioned purposes; and,

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

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 15, 2023; and heard no opposition to the transit development plan; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 30, 2023; and,

WHEREAS, the Transit Development Plan: 2024-2029, is generally consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

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

Section 1. The STA Board of Directors hereby adopts the Transit Development Plan: 2024-2029: [Transit Development Plan - Spokane Transit Authority](#)

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Transit Development Plan: 2024-2029.

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

ADOPTED by STA at a regular meeting thereof held on the 20<sup>th</sup> day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
STA Board Chair

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 6B :** CITY LINE PROJECT SAVINGS (RESOLUTION)

**REFERRAL COMMITTEE:** Planning & Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Don Skillingstad, Senior Capital Projects Manager

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**SUMMARY:** The City Line Bus Rapid Transit (BRT) project is expected to be completed under budget thus realizing a project savings. A portion of this City Line project savings will be local funds. Staff presented the draft resolution at the Planning and Development Committee Meeting on July 6, 2023, and is now seeking the Board's consideration to apply the funds strategically to the Division Street Bus Rapid Transit's Construction and Implementation Phase as local match.

**BACKGROUND:** The City Line BRT project is nearing completion and will be open for service on July 15, 2023. While the exact final cost (and savings) of the project will not be known until all invoices and billings have been paid, and various contracts closed out, the project is anticipated to be completed significantly under budget. Funding for the project budget is comprised of federal, state, and local funds, each being a specific percentage of the total budget as established in grant agreements, particularly the Single-Year Grant Agreement (SYGA) between STA and the Federal Transit Administration (FTA). Based on current projections, final project expenditures are expected to be lower than budgeted by a figure between \$10 million and \$14 million, for a final total project cost between \$78.3 million to \$82.2 million compared to the \$92.2 million budgeted. Given that federal funding is provided on a reimbursement basis, the unspent federal funds are retained by FTA. State funds, derived from Connecting Washington and the Regional Mobility Grant program, totaled \$17,405,054 and have been completely expensed in the project's finances. Unspent local funds will comprise approximately 37% of the remaining budget, approximately \$3.7 million to \$5.2 million.

STA's federal funding and policy advisers, Cardinal Infrastructure, have pointed out the anticipated significant savings are unique and are to be commended. They have also pointed out the strategic opportunity represented in the savings, to continue the ongoing partnership with the FTA in investing in significant projects in the Spokane region. With the region and state looking forward to the investment in BRT in the Division Street corridor, staff recommend the Board resolve to retain the local share of the City Line BRT's final unspent budget for the future construction and implementation phase of Division Street BRT, adding to the non-federal match that will be required under the FTA Capital Investment Grant (CIG) program, or other similar grant opportunities, reducing the local share remaining to be secured.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by resolution, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase.

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

**RECOMMENDATION TO BOARD:** Approve, by resolution 811-23, the reallocation of any unspent local funds from the City Line BRT project budget, for future dedicated use in the Division Street BRT project Construction and Implementation Phase.

**FINAL REVIEW FOR BOARD BY:**

Division Head     KO    

Chief Executive Officer     ASAM    

Legal Counsel     MC



RESOLUTION NO. **811-23**

A RESOLUTION FOR THE PURPOSE OF REALLOCATING THE LOCAL SHARE OF CITY LINE BUS RAPID TRANSIT (BRT) PROJECT SAVINGS TO THE DIVISION STREET BUS RAPID TRANSIT (BRT) CONSTRUCTION AND IMPLEMENTATION PHASE

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, Spokane Transit Public Transportation Benefit Area Proposition 1 was approved by a majority vote of the electorate in the November 2016 general election, securing funding for the projects identified in STA Moving Forward including the Central City Line BRT; and

WHEREAS, on April 9, 2019, the FTA allocated \$53,425,000 in FY 2018 Section 5309 Capital Investment Grant (CIG) funds subject to satisfying all requirements to enable execution of a Small Starts Grant Agreement or Single Year Grant Agreement; and

WHEREAS, in 2021 the FTA established a cost estimate for the City Line BRT project of \$92,231,000; and

WHEREAS, the STA Board of Directors approved Resolution No. 774-19, authorizing the approval of the City Line BRT Funding plan and committing to the use of \$20,231,000 in STA local revenue to fully fund the City Line BRT, updated the STA Capital Improvement Program to reflect a project budget of \$92,231,000, and authorized the Chief Executive Officer (CEO) to execute all documents necessary and required to accept FTA's Single Year Grant Agreement for the City Line BRT; and

WHEREAS, the CEO executed, on behalf of STA, the Single Year Grant Agreement with FTA on January 21, 2020, fully funding the construction of the City Line BRT project; and

WHEREAS, the City Line BRT began revenue service on the 15<sup>th</sup> of July 2023, consistent with the FTA Single Year Grant Agreement for the City Line BRT as amended; and

WHEREAS, the City Line BRT project expenditures are projecting a total savings between \$10 million to \$14 million under the approved project budget, including savings in federal funds which are retained by FTA; and

WHEREAS, the local share of said City Line BRT project budget savings are estimated to range from \$3.7 million to \$5.2 million; and

WHEREAS, STA, in coordination with the Spokane Regional Transportation Council (SRTC), the City of Spokane, Spokane County, and Washington State Department of Transportation (WSDOT) have completed the *DivisionConnects* study which studied the future of transportation along Division Street, including the vision of bus rapid transit (BRT) in the corridor in conjunction with the opening of the North Spokane Corridor (NSC); and

WHEREAS, the STA Board, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway BRT on Division Street with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023; and

WHEREAS, STA is currently in the preliminary engineering and environmental scoping phase of the Division Street BRT project and intends to imminently submit a request for entry into the Project Development Phase of the FTA Capital Investment Grant (CIG) program, with the intent of securing a future Small Starts grant to aid in the Construction and Implementation Phase of the Division Street BRT project; and

WHEREAS, current projections incorporated into the 2024-2029 Capital Improvement Program project a cost of approximately \$154.5 million for the Construction and Implementation Phase of Division Street BRT, with \$32 million of the projected cost derived from future STA local revenue after accounting for anticipated state and federal sources; and

WHEREAS, the STA Board of Directors finds that committing and reallocating any remaining local share of City Line BRT project savings to the Division Street BRT project is a strategic action that demonstrates STA's commitment to implementation of Division Street BRT to its federal and state funding partners, reduces the outstanding local match required, and reinforces STA's commitment to being good stewards of public resources.

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

Section 1. The STA Board of Directors hereby declares its intent to commit and reallocate the local share of the City Line BRT project savings to the Division Street BRT project Construction and Implementation Phase, subject to final closeout and/or payment of all final City Line BRT project expenditures, contracts, and claims.

Section 2. Staff are hereby directed, upon full completion and closeout of all City Line BRT encumbrances, to report to the STA Board of Directors the final local share of said City Line BRT project savings, to be allocated to the Division Street BRT project as set forth herein, and to ensure the funding commitment remains a component of the Division Street BRT project henceforth.

Adopted by STA at a regular meeting thereof held on the 20<sup>th</sup> day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

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Dana Infalt  
Clerk of the Authority

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Lori Kinnear  
Board Chair

Approved as to form:

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Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 6C :** DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT PHASE AUTHORIZATION (RESOLUTION)

**REFERRAL COMMITTEE:** Planning & Development (*French*)

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Hamid Hajjafari, Senior Transit Planner

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**SUMMARY:** The next major milestone for Division Street Bus Rapid Transit (BRT) is entry into the Project Development phase for Small Starts projects in the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. To enable a request to FTA to enter this next phase, staff presented at the Planning and Development Committee Meeting on July 5, 2023. Staff seek the Board’s consideration and adoption of a resolution committing funding for the Project Development phase and authorization for the CEO to submit the request to the FTA.

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

Supported by Parametrix, Inc., STA is currently conducting preliminary engineering and environmental scoping work for this project along with specific planning activities. The project team completed the project configuration for Division Street BRT along with specific planning elements that progress conceptual design toward the key milestone of entry into the Project Development phase for Small Starts projects in the FTA CIG program. The FTA Section 5309 CIG program includes a provision for projects known as Small Starts that are less than \$400 million in total project cost and for which agencies are seeking CIG program funding of less than \$150 million. Division Street BRT is expected to be an eligible Small Starts project. The Capital Improvement Program (CIP) in the 2024-2029 Transit Development Plan currently projects the costs of the project as follows:

CIP #	Project Phase	Amount
895	Division Street BRT Project Development	\$15,000,000
956	Division Street BRT Construction and Implementation	\$154,476,082
1028	Division Street BRT Fleet	\$33,269,424
	<b>Total</b>	<b>\$202,745,506</b>

STA’s anticipated cost to complete Project Development, not including the cost of any work done prior to officially entering the Project Development phase, is \$15 million. Funding sources for Project Development are as follows:

Funding Type	Description	Funding Amount
Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1,000,000
State	Washington State 2023-2025 enacted transportation budget, Move Ahead WA	\$7,746,000
State	Washington State Transportation Program for 2025-2027 biennium	\$3,860,000
Local	STA sales tax revenue	\$2,394,000
<b>Total</b>		<b>\$15,000,000</b>

In December 2022, the STA Board approved the 2023 Capital Budget, which included \$1,800,000 in local funding for the Project Development phase, representing a component of the local share itemized in the table above. In addition, the Board is asked to commit future adopted capital funds to provide the total local share. This is essential to meet FTA’s requirement that all funding is confirmed to be secured and available.

A draft resolution is provided for the Board’s consideration. It outlines the following affirmations, commitments and authorization:

- 1) Affirms the project budget for the Project Development phase of Division Street BRT is in STA’s Capital Improvement Program, including the sources and amounts listed above.
- 2) Affirms that the 2023 Capital Budget includes funding, as described above, to begin work immediately upon approval by FTA.
- 3) Commits to fully funding the local share of the Project Development phase budget, including carryover of unspent dollars into future budgets.
- 4) In the unlikely and unprecedented event that the state legislature delays or defers appropriation of funds in the 2025-2027 biennium transportation budget, commits local funds in an equal amount (\$3,860,000).
- 5) Authorizes the CEO to submit the request to enter Project Development to FTA.

Subject to Board approval, the CEO intends to submit a written request to FTA in late July 2023 seeking entry into the Project Development phase of the Small Starts Capital Investment Grants (CIG) program. For Small Starts projects that have entered into the Project Development phase, all eligible expenditures can be attributed to the project cost and therefore act as match to a prospective CIG funding award in the future. STA anticipates entering Project Development no later than October 2023.

During the meeting, staff will review the general scope, schedule and preliminary cost estimates of Division Street BRT, details of funding, and the Entry into Project Development activities.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors approve, by Resolution, the funding sources, and commitments for the project development phase of Division Street Bus Rapid Transit and authorize the CEO to request approval to enter PD under FTA section 5309 CIG program.

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

**RECOMMENDATION TO BOARD:** Approve, by Resolution 812-23, the funding sources, and commitments for the project development phase of Division Street Bus Rapid Transit and authorize the CEO to request approval to enter PD under FTA section 5309 CIG program.

**FINAL REVIEW FOR BOARD BY:**

Division Head     KO     Chief Executive Officer     ASAM     Legal Counsel     MC

RESOLUTION NO. **812-23**

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING FUNDING SOURCES AND COMMITMENTS FOR THE PROJECT DEVELOPMENT PHASE BUDGET OF DIVISION STREET BUS RAPID TRANSIT AND AUTHORIZING A REQUEST TO ENTER INTO PROJECT DEVELOPMENT

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

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

WHEREAS, *Connect Spokane*, identifies the Division Street Corridor as a future High Performance Transit (HPT) corridor; and

WHEREAS, *STA Moving Forward* adopted by the STA Board of Directors pursuant to Resolution No. 727-14, adopted December 18, 2017; and

WHEREAS, subsequent updates to *STA Moving Forward* were adopted by the STA Board of Directors pursuant to Resolution No. 744-16, adopted June 16, 2016; Resolution No. 781-20, adopted November 19, 2020; and

WHEREAS, *STA Moving Forward* called for planning the future of High Performance Transit in the Division Street corridor; and

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and the Spokane Regional Transportation Council (SRTC) completed a transportation and land use study of the Division Street Corridor known as *DivisionConnects*; and

WHEREAS, the STA Board, by Resolution No. 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway Division Street BRT with the preliminary alignment and station locations in April 2021, as refined in Resolution No. 809-23 adopted May 18, 2023; and

WHEREAS, STA is currently in the preliminary engineering and environmental scoping phase of the Division Street BRT project and intends to submit a request to the Federal Transit Administration (FTA) for entry into the Project Development phase of the Section 5309 Capital Investment Grant (CIG) program, with the intent of securing a future Small Starts grant to aid in the construction and implementation of the Division Street BRT project; and

WHEREAS, the FTA’s CIG Policy Guidance dated January 2023 requires sponsors of proposed Small Starts grant projects to submit documentation identifying, among other things, sources of funding necessary to conduct project development work and demonstrated commitment of said funds;

WHEREAS, STA’s 2024-2029 Transit Development Plan (TDP) establishes the budget for the Division Street BRT Project Development Phase as \$15 million, including committed and programmed federal, state and local sources;

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

Section 1. The STA Board of Directors hereby affirms the Division Street BRT Project Development Phase budget is fully funded consistent with the STA 2024-2029 Capital Improvement Program, included in STA’s TDP for the same period adopted by Resolution No. 810-23 and as follows:

Line	Funding Type	Description	Funding Amount
A	Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1,000,000
B	State	Washington State 2023-2025 enacted transportation budget, Move Ahead WA	\$7,746,000
C	State	Washington State Transportation Program for 2025-2027 biennium	\$3,860,000
D	Local	STA sales tax revenue	\$2,394,000
E		<b>Total</b>	<b>\$15,000,000</b>

Section 2. The STA Board of Directors affirms that the STA 2023 Capital Budget, adopted by Resolution No. 805-22, includes \$1,800,000 in local funding, representing a portion of the total local funding provided in Section 1 Line D above, to enable the Project Development phase to commence immediately upon approval from the Federal Transit Administration.

Section 3. The STA Board of Directors hereby commits to providing in future adopted capital budgets the total local share identified in Section 1 Line D, to include any carryover from the 2023 fiscal year as identified in Section 2, such that the total local funding identified in Section 1 Line D is considered secured and corresponds with funds currently available.

Section 4. The STA Board of Directors acknowledges that state funding programmed under the Washington State Public Transportation Program (Program) for the 2025-2027 biennium (Section 1, Line C) is still pending legislative action in 2025, and as such, the Board hereby commits an additional \$3,860,000 in local funds from STA's cash balance in the unlikely event state funds in this Program are delayed or deferred.

Section 5. The STA Board of Directors authorizes the CEO to request approval from the Federal Transit Administration to enter into the Project Development Phase under the FTA Section 5309 CIG program.

ADOPTED by STA at a regular meeting thereof held on the 20<sup>th</sup> day of July 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
STA Board Chair

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 7A :** BOARD OPERATIONS COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Lori Kinnear, Committee & Board Chair

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

**RECOMMENDATION TO BOARD:** Receive report.



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 8A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Committee Chair

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 9A :** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE  
CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, Committee Chair

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11A** : 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

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**SUMMARY:** Approved Minutes of the May 31, 2023, (June) Planning and Development Committee, the May 31, 2023, (June) Performance Monitoring and External Relations Committee, and the June 7, 2023, Board Operations Committee meetings are attached.

**RECOMMENDATION TO BOARD:** Information only.

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the June 7, 2023, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Lori Kinnear, City of Spokane, *Chair*  
Al French, Spokane County, *Chair Pro Tem, Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley  
*Performance Monitoring & External Relations Committee Chair*  
Dan Dunne, City of Liberty Lake  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

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

### **STAFF ABSENT**

None

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

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

### **2. APPROVE COMMITTEE AGENDA**

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

### **3. CHAIR'S COMMENTS**

Chair Kinnear explained that the primary topic for discussion during the meeting will be the Rules of Procedure.

#### **4. COMMITTEE ACTION**

##### **A. May 10, 2023, Committee Minutes**

***Mr. Dunne moved to approve the May 10, 2023, Committee meeting minutes as submitted, Mr. French seconded, and the motion passed unanimously.***

Ms. Haley joined the meeting at 1:33 PM.

#### **5. COMMITTEE CHAIR REPORTS**

##### **A. Al French, Chair, Planning & Development (P&D)**

Mr. French and Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on May 31, 2023.

##### **B. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)**

Ms. Haley and Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on May 31, 2023.

#### **6. INTERIM LEGAL COUNSEL SERVICES ONE YEAR EXTENSION: APPROVAL**

Ms. Meyer shared the details regarding the contract extension proposal to extend legal counsel services with Etter McMahon for an additional year. Mr. French shared that he supports the extension and requested a breakdown of time spent by Board members utilizing Etter McMahon's legal services with a comparison to previous years. Ms. Meyer advised previous years' data is unavailable due to services being provided by a different firm. Ms. Clark with Etter McMahon provided an overview of her services to date with Board members. Mr. French and Ms. Clark clarified that the approximate 10 hours of time spent with Board members was not Board-directed. Mr. French explained the Board is the only entity allowed to provide direction to STA's legal counsel according to the contract terms and STA policies. Chair Kinnear inquired as to whether additional language regarding the Board approval for contractual services should be included within the revision of the Rules of Procedure. The Committee members discussed the management of legal counsel resources.

***Ms. Haley moved to approve, by motion, a one-year term extension to the interim legal services contract and a \$200,000 increase to the maximum compensation limit of the contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C., Mr. Dunne seconded, and the motion passed unanimously.***

#### **7. RULES OF PROCEDURE**

Ms. Clark shared the draft of the Rules of Procedure with the Committee. The Committee discussed the revisions being proposed.

#### **8. STA BOARD RETREAT**

Ms. Meyer requested guidance from and discussed with the Committee details regarding the progression of the Board Retreat next week. The Committee discussed the scheduling and agenda for the Board Retreat and agreed to invite a facilitator for the meeting.

**9. BOARD OF DIRECTORS AGENDA JUNE 15, 2023**

Ms. Meyer shared two additional items added to the agenda, 9Ai. TDP Discussion, and 8Ai. Retreat Summary.

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

**10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 12, 2023**

There were no questions or comments.

**11. CEO REPORT**

Ms. Meyer deferred until the Board meeting.

**12. NEW BUSINESS**

There was no new business.

**13. ADJOURN**

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 3:14 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 AND DEVELOPMENT COMMITTEE MEETING**

Minutes of the May 31, 2023, Meeting (June Meeting)  
Via Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County – *Chair*  
Karen Stratton, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
Chris Grover, Small Cities Representative  
(Cheney), *Ex-Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### **MEMBERS ABSENT**

Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

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

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#### 1. CALL TO ORDER AND ROLL CALL

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

#### 2. COMMITTEE CHAIR REPORT

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE May 3, 2023, COMMITTEE MEETING

**Mr. Tim Hattenburg moved to approve the May 3, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. CONNECT 2035 STRATEGIC PLAN: PHASE 2 AWARD OF CONTRACT

Mr. Karl Otterstrom highlighted the core objectives of Connect 2035 Phase 2 planning effort. Mr. Otterstrom reviewed the procurement process timeline, and the evaluation criteria and scoring method used for reviewing the submittal for the consulting firms. Sam Schwartz Consulting, LLC was the sole bid. They were the sub-consultant on Phase 1 and will lead the overall planning of Phase 2, they have resources on hand to support the comprehensive capacity analysis and fixed route network assessment and support effort in integrating with STA facilities master plan. Budget and Cost Estimates are in line with the bid with the Proposal from Sam Schwartz Consulting Coming in at \$907,003.35 and the STA independent Cost Estimate (ICE) was \$908,557. This reflects most phases of work expected to be

completed over the course of 18 months beginning in July through the end of 2024. Subject to the Board awarding contract in June there will be an internal Project Team kick off meeting in early June followed by a notice to proceed on or around July 1, and a Consultant Project Kick-off tentatively scheduled for the week of July 10.

**Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve, by motion, the award of contract for the Strategic Plan Phase 2 Consulting Services to Sam Schwartz Consulting, LLC for an amount not to exceed \$907,003.35. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

2. CITY LINE TITLE VI SERVICE AND FARE EQUITY (SAFE) ANALYSIS

Mr. Otterstrom presented. According to FTA requirements, transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project, must conduct a service and fare equity analysis (SAFE). Mr. Otterstrom reviewed the Service Change Disparate Impact Policy and the Service Change Disproportionate Burden Policy which are key to the analysis. STA conducted Title VI Service Equity Analysis of service levels pre- and post-City Line in March 2021 as part of the 2022 Service Change Proposal, in which no disparate impact or disproportionate burden was found.

STA did not implement the 2022 service change as originally anticipated: some work was deferred to 2023, including the City Line. Therefore, STA had to refresh and update the Title VI Analysis. The 2023 SAFE Analysis applies the same methodology, focusing on the launch of City Line and the routes that are modified by its implementation. Mr. Otterstrom reviewed the routes that will be changing with the upcoming 2023 Service Change and provided the thresholds for the Service Equity Analysis Classification. Mr. Otterstrom provided a map of the Census Tracts by Title VI Service Policy: Minority and Low-Income Classification, highlighting the areas of the PTBA that serve or are affected by the City Line. Mr. Otterstrom gave an overview of the Service Changes regarding the Service Equity Analysis as it relates to the City Line. Overall, there are no disparate impacts or disproportionate burdens found with the proposed service change.

Fare Equity Analysis: there are no fare changes proposed with City Line implementation. The City Line introductory period is a fare free promotion lasting less than six months and is therefore exempted from the requirement for a fare equity analysis.

**Ms. Karen Stratton moved to recommend the Board accept, by motion, the City Line and Fare Equity Analysis as complete and prepared in accordance with Title IV regulations 49 CFR par 21 and the guidance and instructions provided in Circular FTA C 4702.1B, Chapter 4 Section 7. Mr. Dan Dunne seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom presented the completed draft of the 2024-2029 Transit Development Plan (TDP). This is a state-required plan that must be adopted by September 1<sup>st</sup> of each year. As a six-year plan, it serves as a framework for STA for implementing future improvements, and reflects the latest expectations regarding revenues and costs, service levels, and regional development. The draft TDP was distributed May 26, 2023. Mr. Otterstrom reviewed the approach for the 2024-



2029 TDP ahead of preparing Connect 2035. The Board’s engagement in Phase 2 of Connect 2035 commences in July 2023 when, over the next 14 months, detailed initiatives will be developed in support of the three overarching goals of the plan: elevate the customer experience, lead and collaborate with community partners to enhance the quality of life in our region, and strengthen our capacity to anticipate and respond to the demands of the region.

Mr. Otterstrom reviewed the Service Improvement Plan (SIP) section of the TDP, which is updated annually. This plan summarizes the recent requests for new service and identifies concepts for service improvements for a three-year period, which include projects that are core to, or in support of, *STA Moving forward* (STAMF), Near Term Investments (NTI) projects identified by the Board in December 2021, and other improvements developed in support of adopted plans and align with customer input. Mr. Otterstrom highlighted the key themes reflected in the Service Improvement Program.

Ms. Monique Liard presented the sections of the draft TDP to include Capital Improvement Program (CIP) and Operating and Financial Projections. The CIP covers programmed capital expenditures for a six-year period through 2029. Year one (2024) will be the basis for development of the draft 2024 capital project. The Capital Improvement Program includes capital projects and federally required programs of projects for formula fund grants. The most significant change is the addition of the Connect 2035 Future Initiatives placeholder (\$105m). Division Street Bus Rapid Transit (BRT) continues to be the largest project. Ms. Liard shared a chart showing the aggregation of the CIP over the six-year period totaling \$502,728,240. Connect 2035 is a large portion of this amount, followed by High Performance Transit Implementation, Facilities-Passenger Operational, Facilities Maintenance & Administration, and Technology. Ms. Liard reviewed the salient differences between the draft CIP for 2024-2029 and the adopted 2023-2028 CIP included in the 2023-2028 TDP.

Mr. Hattenburg asked when will STA be active in land acquisition for the Argonne Station Park and Ride at I-90. Mr. Otterstrom responded that this action is on the “to do” list that includes other efforts along the I-90/Valley High Performance Transit corridor.

Ms. Liard presented financial assumptions regarding the revenue for the draft 2024-2029 TDP that were developed earlier in the year.

Ms. Liard shared the 2024 to 2029 TDP Financial Forecast; STA’s cash balance is projected to be deployed to fund the Capital Improvement Program and the Service Improvement Program.

Ms. E. Susan Meyer highlighted the primary difference between the current TDP and the proposed TDP plan is the set aside of funding for Connect 2035. This positions the board to be able to make decisions with resources about what will happen next from 2025-2035. Discussion ensued. Ms. Liard shared next steps, including the public hearing scheduled on June 15, 2023, and anticipated board action on a final draft of the plan in July.

## 6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

City Line launch: Board Members have been invited to Gonzaga University on July 18 for breakfast with the speakers, followed by an open to the public ribbon cutting. The confirmed speakers are Governor Jay Inslee, Mayor Nadine Woodward, State Senator Andy Billig, Gonzaga President Dr. McCulloh, Spokane City Council Member Lori Kinnear and Spokane County Commissioner Al French. We are still waiting to hear back from the Federal Transit

Administration if they will travel to be with us. On Saturday, July 15, there will be community celebrations in five locations: Downtown Spokane, U-District, Mission Park, and Chief Gary Park. The first bus will commence from Browne's Addition at Coeur d' Alene Park and then travel to the celebrations being held by STA and its partners.

May 2023 Voter-Approved Sales Tax Revenue (March Sales) Update: Actual (\$9,682,305) compared to budget (\$9,741,227) for a -0.6% difference of \$58,922. Sales tax revenue is 2.2% YTD above budget (\$0.97M), 0.6% below May 2023 actual (\$-0.06M), and 2.2% YTD above 2023 actual (\$0.97M).

7. COMMITTEE INFORMATION - *None*
8. REVIEW JULY 5, 2023, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS - *None*

Mr. Hattenburg shared that there will be a ribbon cutting ceremony for the new Spokane Valley Library across from the City Hall on June 19, 2023, at 9:00 a.m.

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:08 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, July 5, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning and Development Department

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

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the May 31, 2023, (June) Meeting  
Via Virtual WebEx

### **COMMITTEE MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley\*  
Josh Kerns, Spokane County  
Hank Bynaker, City of Airway Heights (*Ex-Officio*)  
Rhonda Bowers, Non-Voting Labor Representative  
E. Susan Meyer, CEO (*Ex-Officio*)

### **COMMITTEE MEMBERS ABSENT**

Zack Zappone, City of Spokane  
Betsy Wilkerson, City of Spokane  
Don Kennedy, City of Medical Lake (*Ex-Officio*)

*\*Committee Chairwoman*

### **STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer  
Karl Otterstrom, Chief Planning and Development  
Officer  
Monique Liard, Chief Financial 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.

- 
1. **CALL TO ORDER AND ROLL CALL**  
Chair Haley called the meeting to order at 1:30 p.m. and roll call was conducted.
  2. **COMMITTEE CHAIR REPORT**  
Chair Haley had no report at this time.
  3. **COMMITTEE APPROVAL**
    - A. **Minutes of the May 3, 2023, Committee Meeting**  
**Mr. Kerns moved to approve the May 31, 2023, Committee meeting minutes. Ms. Haley seconded, and the motion passed unanimously.**
    - B. **Public Transportation Agency Safety Plan**  
Ms. Williams provided background on the Public Transportation Agency Safety Plan which documents STA's processes to identify and mitigate hazards posed to the public, employees, and property. She explained the key safety management components and the current plan updates.  
**Mr. Kerns moved to recommend the Board approve the updated STA Public Transportation Agency Safety Plan as presented. Ms. Haley seconded, and the motion passed unanimously.**
  4. **COMMITTEE ACTION**
    - A. **Board Consent Agenda**
      1. **Sprague Line Construction: Phase 1 Award of Contract**  
Mr. Otterstrom provided background on the Sprague Line Phase 1 Award of Contract and the procurement process timeline, which ends with Board of Directors authorization on June 15, 2023. He explained Cameron-Reilly, LLC was determined to be a responsive and responsible bidder. Staff interviewed several area contractors who did not bid due to sufficient workload. Mr. Otterstrom presented the project budget showing the bid amount from Cameron Reilly, LLC. was \$1,314,550, and also included a 15% Construction Contract Contingency. The anticipated construction timeline showed project substantial completion is expected to be fall 2023.

**Mr. Kerns moved to recommend the Board approve the award of contract for Sprague Line – Phase 1 construction to Cameron-Reilly, LLC for \$1,314,550 and allow the CEO to apply 15% contingency funds, as necessary. Ms. Haley seconded, and the motion passed unanimously.**

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

A. 2022 Fixed Route System Performance Report

Mr. Otterstrom provided background on the 2022 Fixed Route System Performance Report and explained the data is focused on Fixed-Route bus service and related passenger facilities. He shared results which included various ridership categories, bus stops and service availability, transit shelters, passenger facility improvements, bus stops without shelters, and park and ride locations. Mr. Otterstrom stated route profile sheets will be added to the report in early summer.

6. CEO REPORT

- Ms. Meyer reported the May 2023 voter-approved sales tax revenue, collected on March 2023 sales, against a budget of \$9,741,227. The actual receipts were \$9,682,305 which is 0.6% below budget with a variance totaling \$58,922. Year-to-date is 2.2% above budget and totaling approximately \$0.97M.
- Ms. Meyer discussed the City Line Launch events taking place. On Saturday, July 15<sup>th</sup> there will be community celebrations in five locations from 11am -2pm. Board members are invited to ride on the first City Line bus in service which will launch from Coeur d' Alene Park in Browne's Addition and will stop at celebrations taking place downtown, U District, Mission Park and Chief Gary Park. On Tuesday, July 18<sup>th</sup> there is breakfast and a ribbon cutting. All Board members were sent an invitation to these events.

7. JULY 5, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The July 5, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:45 p.m.

The next committee meeting will be held on Wednesday, July 5, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

*Molly Fricano*

Executive Assistant to the Chief Operations Officer

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11B :** JUNE 2023 SALES TAX REVENUE

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

**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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**SUMMARY:** Attached is the June 2023 voter-approved sales tax revenue information. June sales tax revenue, which represents sales for April 2023, was:

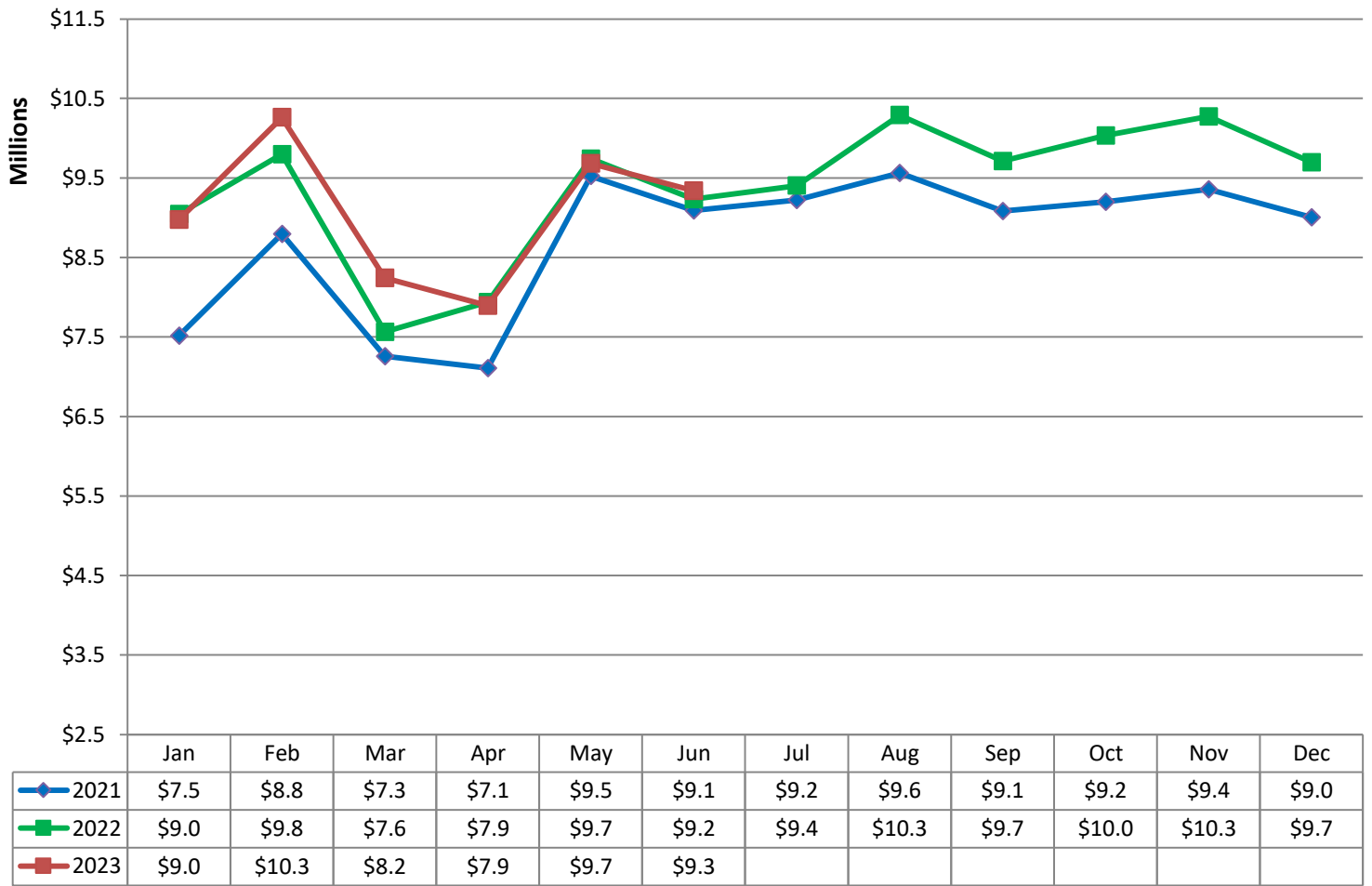
- 1.1% above 2023 budget
- 2.0% above YTD 2023 budget
- 1.1% above 2022 actual
- 2.0% above YTD 2022 actual

Total taxable sales for April were *up* 1.7% from April 2022. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 1.4% (\$-7.8M) in April 2023 vs April 2022 and is *down* by 1.0% (\$-20.2M) April 2023 YTD vs 2022 YTD
  - Other Misc. Store Retailers *increased* 23.5% or \$62.7M April 2023 YTD over April 2022 YTD
  - Grocery and Convenience Retailers *increased* 8.7% or \$9.2M April 2023 YTD over April 2022 YTD
  - Building Materials and Suppliers Dealers *decreased* 5.3% or (\$-11.6M) April 2023 YTD over April 2022 YTD
  - Other Motor Vehicle Dealers *decreased* 16.0% or (\$-13.3M) April 2023 YTD over April 2022 YTD
  - Electronics & Appliance Retailers *decreased* 16.7% or (\$-25.6M) April 2023 YTD over April 2022 YTD
  - Furniture and Home Furnishing Retailers *decreased* 46.2% or (\$-50.2M) April 2023 YTD over April 2022 YTD
- Construction *decreased* by 6.9% (\$-12.2M) in April 2023 vs April 2022 and is *up* by 2.5% (\$14.9M) April 2023 YTD vs 2022 YTD
- Accommodation and Food Services *increased* by 4.9% (\$5.6M) in April 2023 vs April 2022 and is *up* 5.5% (\$23.3M) April 2023 YTD vs 2022 YTD

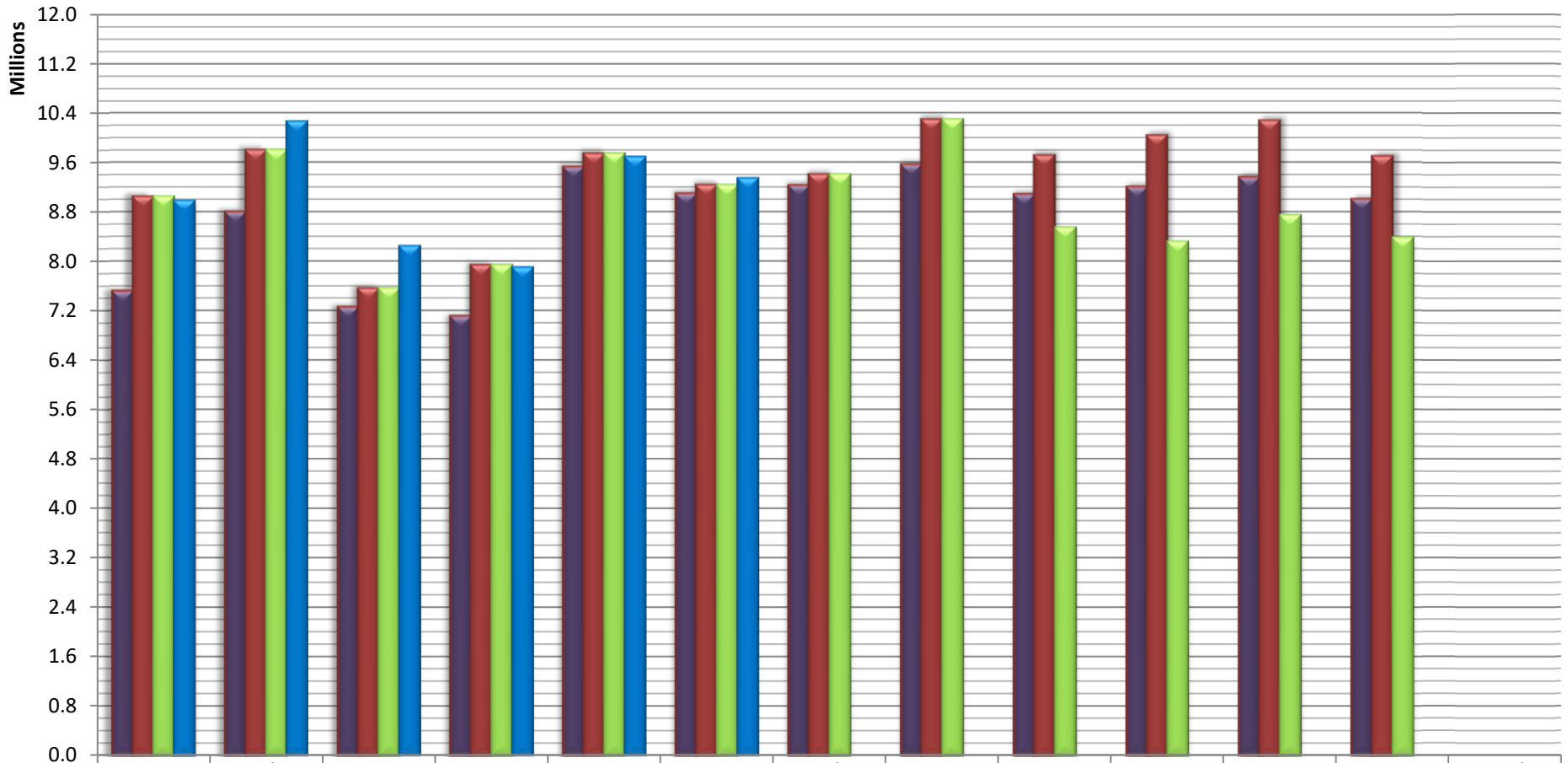
**RECOMMENDATION TO BOARD:** Information only.

## Sales Tax Revenue History-June 2023<sup>(1)</sup>



(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.

## 2021 - 2023 SALES TAX RECEIPTS <sup>(1)</sup>



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
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 Budget	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	8,541,727	8,317,585	8,743,306	8,380,001	107,001,541
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	-	-	-	-	-	-	54,392,242
\$ Mo. Var.	(70,543)	462,064	677,496	(44,554)	(58,922)	103,091	-	-	-	-	-	-	
% Mo. Var.	-0.8%	4.7%	9.0%	-0.6%	-0.6%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(70,543)	391,521	1,069,017	1,024,463	965,541	1,068,632	-	-	-	-	-	-	
% YTD Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

<sup>(1)</sup> Voter-approved sales tax distributions lag two months after collection. For example, collection of January's sales tax revenue is distributed in March.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11C:** MAY 2023 FINANCIAL RESULTS SUMMARY

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

**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

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**SUMMARY:** Attached are the May 2023 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, May year-to-date revenue is 15.9% (\$10.3M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 19.4% lower than budget
- Sales Tax Revenue is 2.2% higher than budget
- Federal & State Grant Revenue is 56.8% higher than budget
- Miscellaneous Revenue is 56.8% higher than budget

Operating Expenses

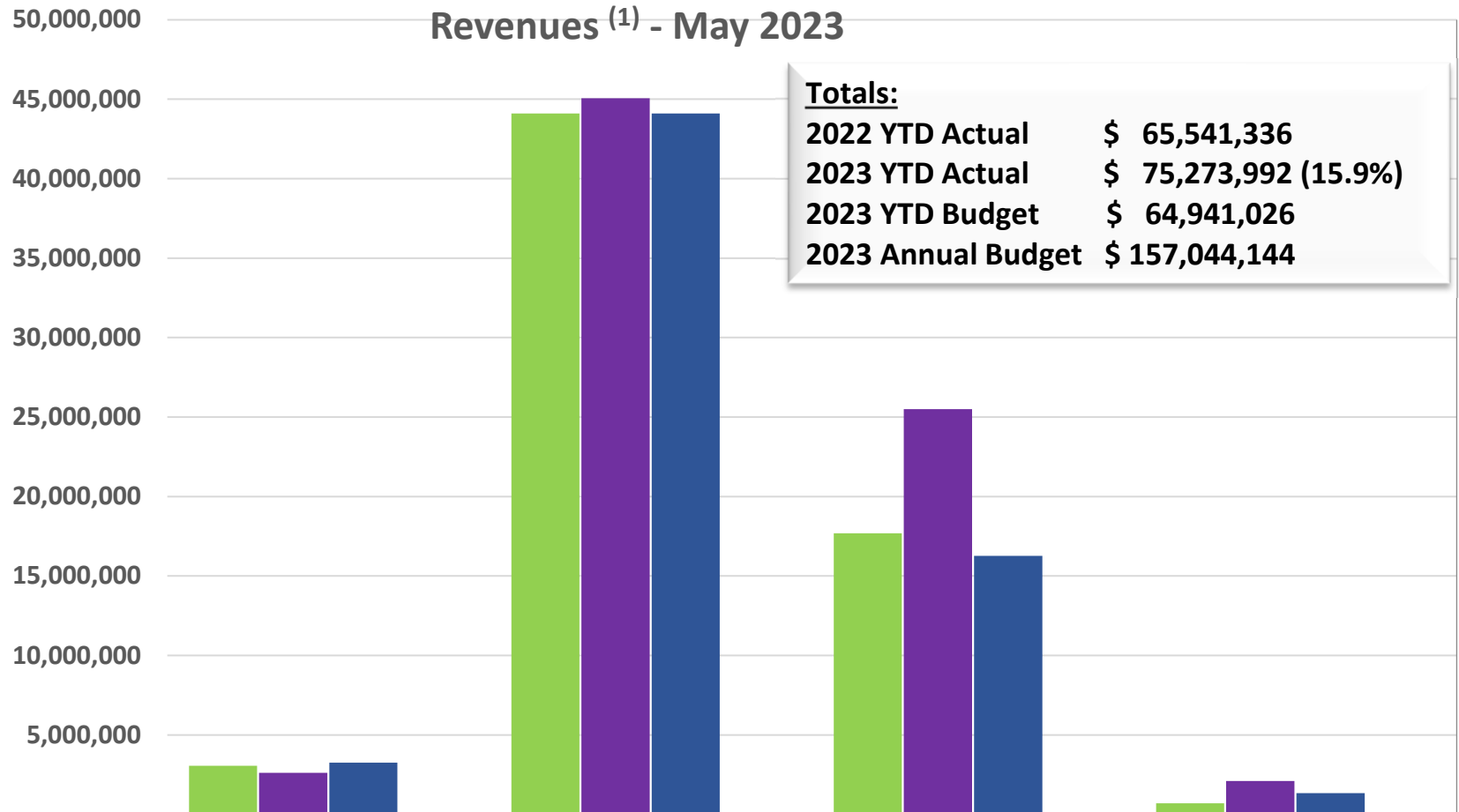
Overall, May year-to-date operating expenses are 8.9% (\$4.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 8.3% lower than budget
- Paratransit is 2.6% lower than budget
- Vanpool is 8.6% lower than budget
- Plaza is 19.0% lower than budget
- Administration is 17.0% lower than budget

**RECOMMENDATION TO BOARD:** Information only.



## Spokane Transit Revenues <sup>(1)</sup> - May 2023



**Totals:**  
**2022 YTD Actual**      \$ 65,541,336  
**2023 YTD Actual**      \$ 75,273,992 (15.9%)  
**2023 YTD Budget**     \$ 64,941,026  
**2023 Annual Budget** \$ 157,044,144

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2022 YTD Actual	3,062,003	44,089,940	17,682,774	706,619
2023 YTD Actual	2,620,621	45,055,482	25,499,203	2,098,686
2023 YTD Budget	3,252,140	44,089,941	16,260,507	1,338,438
2023 YTD Budget Variance	-19.4%	2.2%	56.8%	56.8%
2023 Budget	7,805,137	107,001,541	39,025,216	3,212,250

(1) Above amounts exclude grants used for capital projects. Year-to-date May state capital grant reimbursements total \$1,810,962 and federal capital grant reimbursements total \$7,876,758.

## Spokane Transit Operating Expenses<sup>(1)</sup> - May 2023

33,000,000  
30,000,000  
27,000,000  
24,000,000  
21,000,000  
18,000,000  
15,000,000  
12,000,000  
9,000,000  
6,000,000  
3,000,000

**Totals:**

<b>2022 YTD Actual</b>	<b>\$ 35,103,587</b>
<b>2023 YTD Actual</b>	<b>\$ 42,083,311 (-8.9%)</b>
<b>2023 YTD Budget</b>	<b>\$ 46,196,329</b>
<b>2023 Annual Budget</b>	<b>\$ 113,822,411</b>
<b>Fuel:</b>	
<b>2022 YTD Actual</b>	<b>\$ 2,138,485</b>
<b>2023 YTD Actual</b>	<b>\$ 2,593,588 (-25.9%)</b>
<b>2023 YTD Budget</b>	<b>\$ 3,502,075</b>
<b>2023 Annual Budget</b>	<b>\$ 8,063,242</b>

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
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■ 2022 YTD Actual	23,817,064	5,648,669	251,969	835,099	4,550,786
■ 2023 YTD Actual	28,442,616	6,971,873	275,062	951,990	5,441,770
■ 2023 YTD Budget	31,006,367	7,158,787	300,862	1,175,701	6,554,612
2023 YTD Budget Variance	-8.3%	-2.6%	-8.6%	-19.0%	-17.0%
2023 Total Budget (2)	74,964,941	17,089,137	728,852	2,846,699	18,192,782

(1) Operating expenses exclude capital expenditures of \$18,566,305 and Street/Road cooperative projects of \$672,480 for year-to-date May 2023.

(2) Total Budget for Fixed Route and Plaza reflect a reclassification of \$116,593 due to a staff reassignment between these divisions.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11D :** MAY 2023 OPERATING INDICATORS

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

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer

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**SUMMARY:** There was 1 more weekday in May 2023 compared to May 2022.

**FIXED ROUTE**

Total monthly ridership increased 44.8% (791,260 vs. 546,385) in May 2023 compared to May 2022 and was up 36.4% (3,480,427 vs. 2,550,761) YTD.

Average weekday ridership increased 40.4% (30,582 vs. 21,781) in May 2023 compared to May 2022 and was up 35.9% (28,041 vs. 20,631) YTD.

Adult Ridership increased 14.5% (379,077 vs. 330,973) in May 2023 compared to May 2022 and was up 12.1% (1,768,231 vs. 1,576,823) YTD.

Zero-Fare for Youth (formerly Youth) Ridership increased 220.9% (162,501 vs. 50,644) in May 2023 compared to May 2022 and was up 203.0% (654,740 vs. 216,079) YTD.

Reduced Fare / Paratransit Ridership increased 54.2% (114,151 vs. 74,026) in May 2023 compared to May 2022 and was up 39.2% (478,517 vs. 343,696) YTD.

CCS Pass Ridership increased 31.8% (27,893 vs. 21,163) in May 2023 compared to May 2022 and was up 26.1% (124,120 vs. 98,468) YTD.

Eagle Pass Ridership decreased 5.1% (35,043 vs. 36,916) in May 2023 compared to May 2022 and was down 3.1% (169,642 vs. 174,979) YTD.

58.6% of all passengers used Connect Passes last month.

**PARATRANSIT**

Total monthly ridership increased 17.6% (31,748 vs. 27,001) May 2023 compared to May 2022 and was up 22.3% (149,532 vs. 122,222) YTD.

**Detailed breakdown:**

Directly operated service increased 18.4% (17,355 vs. 14,658) in May 2023 compared to May 2022 and was up 15.3% (79,324 vs. 68,791) YTD.

- Contracted service increased 16.6% (14,393 vs. 12,343) in May 2023 compared to May 2022 and was up 31.4% (70,208 vs. 53,431) YTD.
- Special Use Van ridership decreased 10.9% (1,501 vs. 1,686) in May 2023 compared to May 2022 and was down 3.2% (6,000 vs. 6,196) YTD.

**RIDESHARE**

Total Rideshare ridership increased 11.2% (8,399 vs. 7,550) May 2023 compared to May 2022 and was up 18.2% (40,422 vs. 34,202) YTD. Rideshare vans in service increased 4.2% (74 vs. 71) in May 2023 compared to May 2022.

**CUSTOMER SERVICE/SALES**

**Total Value Added to Connect Cards:**

Value added increased 10.0% (\$226,303 vs. 205,666) in May 2023 compared to April 2023

- Autoload increased 2.2% (\$12,064 vs. \$11,805) in May 2023 compared to April 2023
- Call Centers decreased 2.2% (\$4,849 vs. \$4,958) in May 2023 compared to April 2023
- Customer Service Terminal increased 10.3% (\$63,144 vs. \$57,257) in May 2023 compared to April 2023
- Customer Website increased 15.3% (\$24,545 vs. \$21,286) in May 2023 compared to April 2023
- Mobile Ticketing increased 7.5% (\$102,412 vs. \$95,304) in May 2023 compared to April 2023
- May 2023 Institutional Website increased 26.2% (\$16,819 vs. \$13,327) in May 2023 compared to April 2023
- Retail Network increased 42.9% (\$2,470 vs. \$1,728) in May 2023 compared to April 2023

**Total Pass Sales:**

Total Pass Sales increased 54.5% (21,206 passes vs. 13,727) in May 2023 compared to April 2023

- 1-Ride Pass increased 125.5% (8,845 vs. 3,922) in May 2023 compared to April 2023
- 7-Day Rolling Pass increased 57.6% (301 vs. 191) in May 2023 compared to April 2023
- Day Pass increased 25.8% (10,773 vs. 8,562) in May 2023 compared to April 2023
- Honored Rider 31-Day Rolling Pass increased 24.5% (66 vs. 53) in May 2023 compared to April 2023
- Paratransit Monthly Pass increased 85.0% (37 vs. 20) in May 2023 compared to April 2023
- Shuttle Park Pass increased 4.9% (191 vs. 182) in May 2023 compared to April 2023
- Standard 31-Day Rolling Pass increased 24.7% (993 vs. 795) in May 2023 compared to April 2023

**Total Discounted Passes (Included in Pass Sales above):**

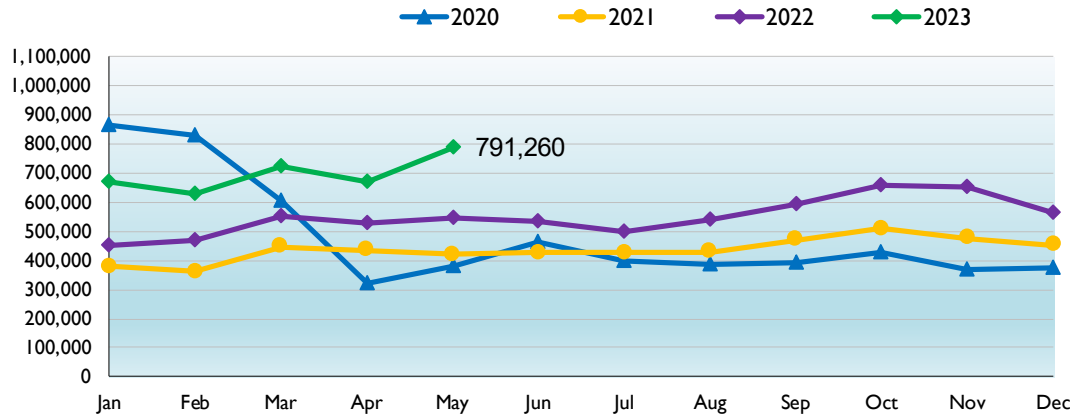
- 1-Ride CAP passes increased 54.6% (5,001 vs 3,235) in May 2023 compared to April 2023
- Day CAP Passes increased 264.5% (10,032 vs. 2,752) in May 2023 compared to April 2023
- Employer-Sponsored Bus Pass Program increased 13.1% (465 vs. 411) in May 2023 compared to April 2023

**Specialty Pass Programs:**

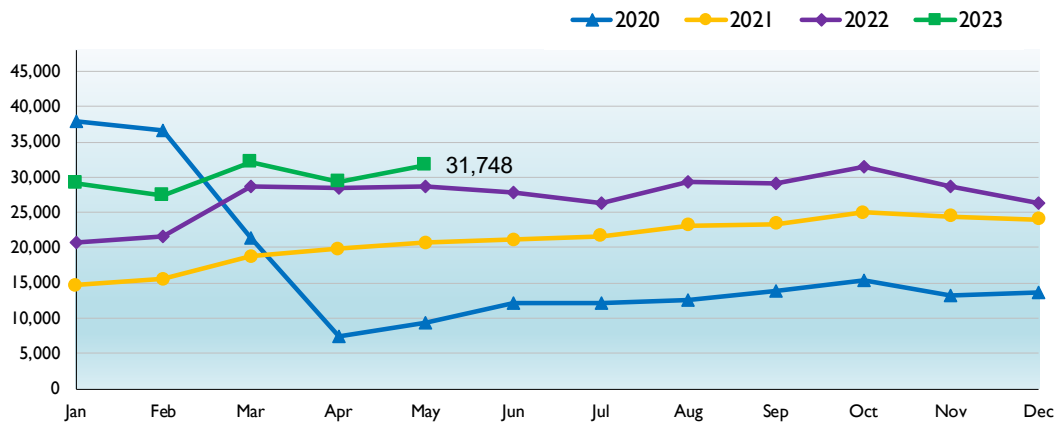
Monthly Data	YTD Data
<b>Shuttle Park monthly sales</b> Decreased 23.9% (191 vs. 251 in 2022)	<b>YTD sales</b> Decreased 9.9% (922 vs. 1,023 in 2022)
<b>ESBP monthly sales</b> Increased 62.6% (465 vs. 286 in 2022)	<b>YTD sales</b> Increased 20.4% (1,961 vs. 1,629 in 2022)
<b>UTAP monthly rides</b> Increased 19.0% (82,998 vs. 69,757 in 2022)	<b>YTD rides</b> Increased 18.2% (391,981 vs. 331,617 in 2022)
<b>Community Access Program</b> Increased 220.5% (15,033 vs 4,690 in 2022)	<b>YTD CAP Sales</b> Increased 46.6% (44,725 vs 30,503 in 2022)

**RECOMMENDATION TO BOARD:** Information only.

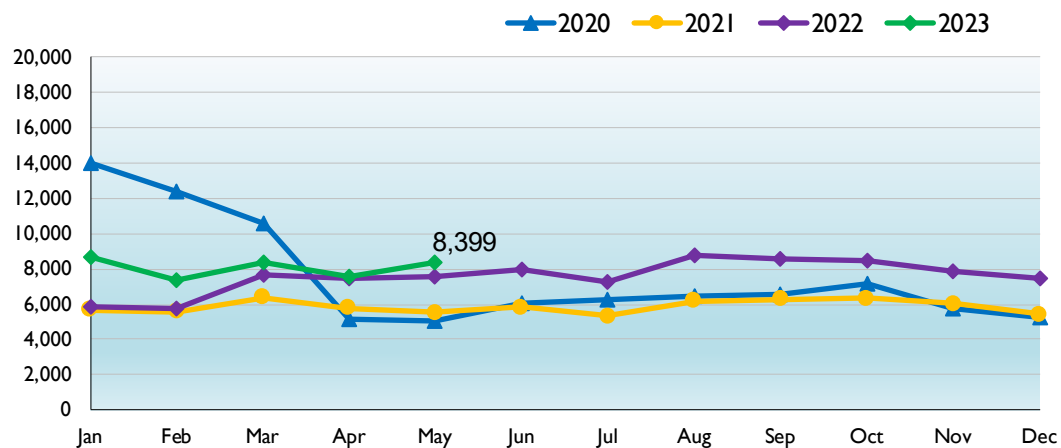
## FIXED ROUTE RIDERSHIP



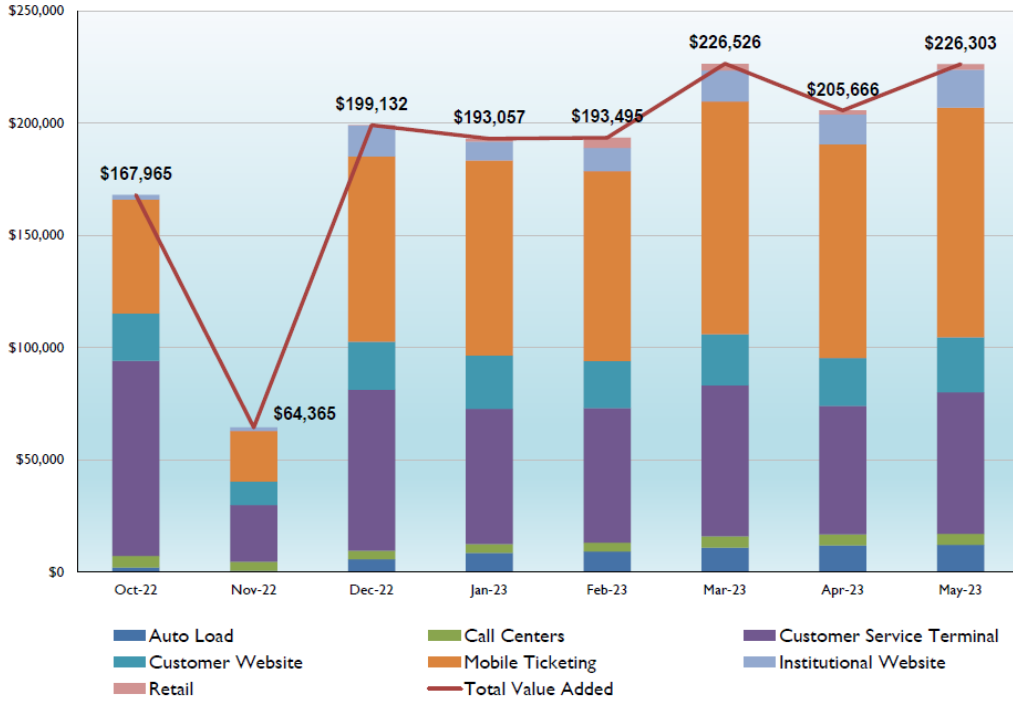
## PARATRANSIT RIDERSHIP



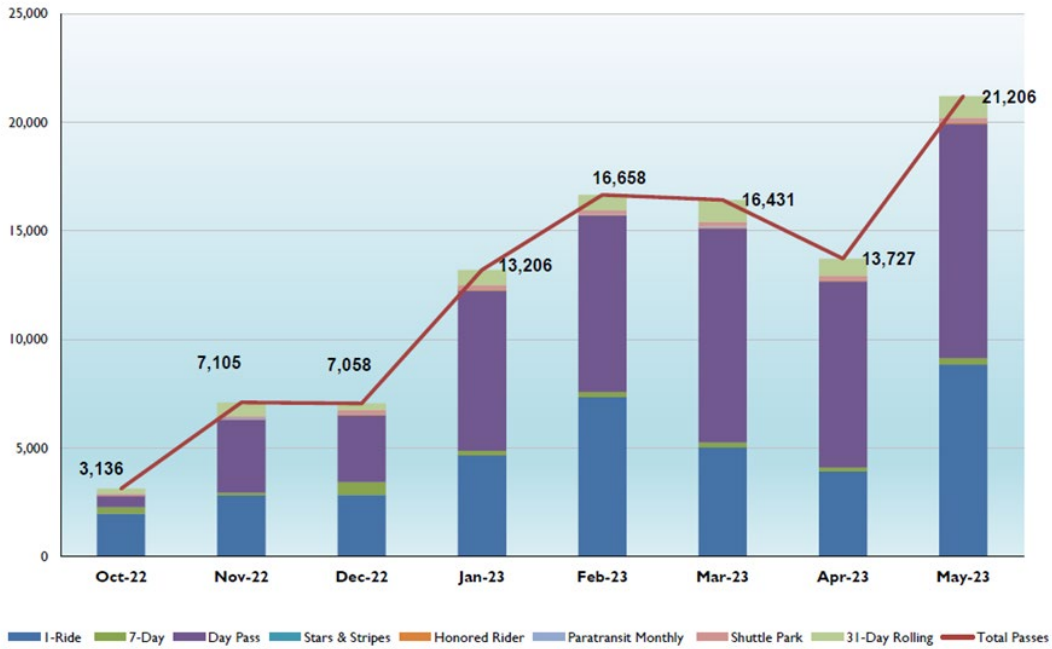
## RIDESHARE RIDERSHIP



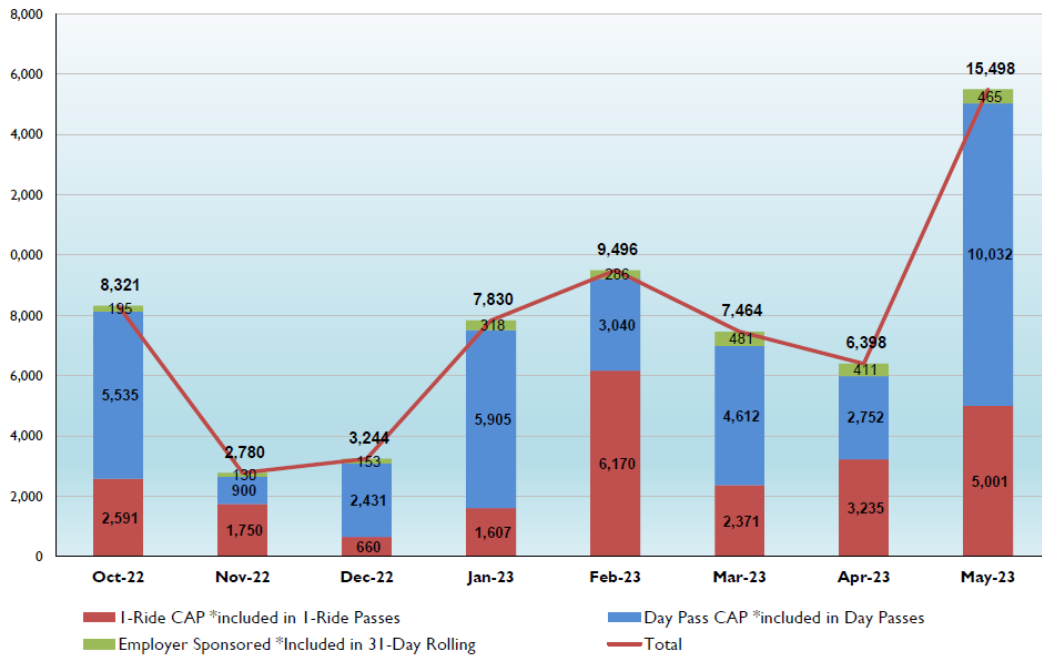
## TOTAL VALUE ADDED TO CONNECT CARDS



## TOTAL PASS SALES



# TOTAL DISCOUNT PASSES



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11E :** CONNECT SPOKANE: PHASE 2 UPDATE

**REFERRAL COMMITTEE:** Planning & Development (*French*)

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

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**SUMMARY:** *Connect Spokane* is STA's Comprehensive Plan that sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. To kick-off the second phase of a major update to the plan, staff presented a proposed scope of the Phase II update, along with a tentative schedule. Furthermore, staff engaged Planning and Development committee members at the committee's July 5, 2023, meeting, in validating the scope so that staff may develop a more detailed project schedule and outreach plan.

**BACKGROUND:** The *Connect Spokane* Update initially began in 2020 but was paused for a time due to the pandemic. The effort was restarted February 2022, at which time staff presented to the Planning and Development Committee an approach to split the plan update into two distinct phases: Phase I, elements that will inform the Strategic Planning efforts, and Phase II, elements that will be informed by the Strategic Plan.

Staff worked with the Board, Committee and community to complete Phase I of the *Connect Spokane*, update culminating in the adoption of revisions that were adopted by Resolution No. 795-22 on May 19, 2022. *Connect Spokane* elements updated during Phase I, along the reasoning for those updates are as follows:

**PHASE 1:**

<b>Element</b>	<b>What was Updated</b>	<b>Why</b>
<b>Fixed Route</b>	Streamlined classification system for clarity, updated service span, headway policies	Inform and ensure that Strategic Plan recommendations are consistent with most current policy regarding span and service
<b>High Performance Transit</b>	Revised corridor configurations, formalized corridor development plan process, new corridor characteristics policies, new HPT implementation policies, updated vision map	Provide foundation for Strategic Plan to inform future vision
<b>System Infrastructure</b>	Expanded facility types and hierarchy, new technology policies, new maintenance and administrative section	Provide policy basis for new infrastructure development
<b>Fares &amp; Revenue</b>	Payment methods, new discounts	Incorporate revisions to support new fare collection system
<b>Monitoring &amp; Improvement</b>	Updated hierarchy of plans	Introduce Strategic Plan into hierarchy of plans



The *Connect Spokane* Phase II Update was included in the 2023 Work Program that was approved at the December Planning & Development Committee meeting. Staff anticipated beginning the effort in July. Based on past plans and recent input from board members, including during the July 5, 2023, Planning and Development Committee meeting, staff propose to include the following elements or policies into the Phase 2 Update:

**PHASE 2:**

<b>Element</b>	<b>Proposed Scope</b>	<b>Why</b>
<b>Fixed Route</b>	Evaluate policy benchmark for geographic extent, considering needs for service beyond the current limits of the transit network	Expressed interest by STA Board members
<b>Fares and Revenues</b>	Exploration of low-income fare policy. Evaluate farebox recovery policy. Programmatic elements and evaluation of policy to be explored in <i>Connect 2035</i>	Expressed interest by STA Board members
<b>HPT</b>	Table and map of HPT routes. May be informed by <i>Connect 2035</i> Network evaluation	Was not updated in Phase 1
<b>Sustainability</b>	Minor updates to chapter language, minor re-organization	Organize to provide greater clarity to reader, make more relevant to grant applications
<b>Communications and Public Input</b>	Recognize public participation spectrum, update outreach tools to reflect current best practices. Potentially add policies related to better/consistent partner coordination	Provide policy clarity for activities. Opportunity to identify missing policies related to coordinating with community-based organizations (CBOs), which is of interest to STA Board members
<b>Flexible Services</b>	Update with new shared mobility language, and distinction STA has between Shared Mobility/Mobility Hubs/Mobility on Demand	Provide policy basis for broader flexible services
<b>Paratransit</b>	Service Area definition (no change to boundary)	Provide consistency in definitions of Paratransit service area
<b>Regional Transportation &amp; Land Use</b>	TOD and land acquisition policies	Opportunity to expand efforts, given new STA Community Development department. Potentially identify strategies for <i>Connect 2035</i>
<b>Annex 2: Title VI</b>	Create new Title VI element, instead of Annex, possibly expand to larger DEI element, explore updating policies within element	Time to revisit, have not been updated since adoption. Expressed interest from STA Board Members

Feedback will be requested from the committee members on the goals and additional elements that should be considered or reconsidered for the Phase 2 Update.

**RECOMMENDATION TO BOARD:** For information.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11F :** CONNECT 2035: PHASE 2 OVERVIEW

**REFERRAL COMMITTEE:** Planning & Development (*French*)

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

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**SUMMARY:** At the July 5, 2023 meeting of the Planning and Development Committee, staff provided a review of *Connect 2035 Phase 1*, and an overview of the major tasks and schedule for *Connect 2035 Phase 2*, including near-term activities anticipated this Fall.

**BACKGROUND:** In December 2022, STA adopted Phase 1 of its next 10-year strategic plan, Connect 2035. During that time, a series of workshops were held in May, July, September, and October, followed by a public hearing held in November. On December 15, 2022, the Board adopted the *Connect 2035 Phase 1 Strategic Foundation* document and the accompanying technical report by resolution.

On June 15, 2023, the STA Board of Directors awarded the consultant services contract for Phase II of the Strategic Plan with Sam Schwartz Consulting, LLC. As of this writing, the contract with the consulting firm is anticipated to be executed by or before July 7.

Staff have been establishing project management activities and are setting the stage for project kick-off. An initiation meeting with the consultants is scheduled for July 11 followed by two days of meetings for the kick-off with staff and the Sam Schwartz project team on July 26 and July 27. A board workshop with the consultant team has been tentatively scheduled for September 6 to review and discuss engagement strategies. Staff will present on anticipated next steps and seek to finalize the timing of the first workshop. The project is expected to be substantially complete by the end of 2024, with adoption of a complete strategic plan scheduled for November 2024.

**RECOMMENDATION TO BOARD:** For information.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

July 20, 2023

**AGENDA ITEM 11G :** JULY SERVICE CHANGE OUTREACH

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

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Carly Cortright, Chief Communications and Customer Service Officer

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**SUMMARY:** As part of the July 2023 Service Change, outreach will be conducted by STA staff and volunteers during the week leading up to, and after, the July 2023 Service Change on July 16. This outreach will include informing riders of the upcoming launch of City Line as well as routes that will be revised or introduced. Staff will present an overview of activities and key communication materials currently being distributed through various channels to ensure awareness of imminent changes.

**RECOMMENDATION TO BOARD:** Receive report.