

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

### **NOTICE OF BOARD MEETING**

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, January 18, 2024, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 18<sup>TH</sup> DAY OF JANUARY 2024.



Dana Infalt  
Executive Assistant to the CEO  
Clerk of the Authority

---

*Optional virtual joining links available on agenda*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 2** : APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, STA Board Chair

---

**SUMMARY:**

At this time, the STA Board will review and approve the meeting agenda with any revisions provided.

**RECOMMENDATION TO BOARD:** Approve Board agenda.

**FINAL REVIEW FOR BOARD BY:**

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

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

## BOARD MEETING

Thursday, January 18, 2024  
1:30 – 3:00 p.m.

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

Optional Virtual Link:	<a href="#">click here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0124
Call-in Number:	1-408-418-9388		Event #: 2484 523 1056

## AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda *(Al French)*
3. Public Expressions
4. Public Hearing: *10 minutes*
  - A. 2024 Service Revisions: Draft Recommendation  
Comments may be addressed to Chad Johnson at [cjohnson@spokanetransit.com](mailto:cjohnson@spokanetransit.com)  
*(Action at the February Board meeting)*
5. Recognitions and Presentations: *5 minutes*
  - A. 4<sup>th</sup> Quarter 2023 Years of Service *(Nancy Williams)*
6. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the December 21, 2023, Board Meeting – Corrections/Approval
  - B. Approval of the December 2023 Vouchers *(Monique Liard)*
  - C. Plaza Parking Garage Carbon Monoxide Sensors: Final Acceptance *(Brandon Rapez-Betty)*
  - D. Approval of Public Works Contracts Under \$35,000: Final Acceptance *(Monique Liard)*
  - E. Approval for Board Members to Travel to APTA 2024 *(E. Susan Meyer)*
  - F. Approval of 2024 Interlocal Agreement with City of Spokane for Spokane Police Department Services *(Williams)*
7. Board Action – Other – *10 minutes*
  - A. Election of Chair Pro Tempore *(Al French)*  
**Note: Item 7A requires a majority vote of 5**
  - B. Legislative Task Force Resolution: Approval *(Susan Meyer/Megan Clark)*
8. Board Action – Committee Recommendation: *15 minutes*  
Board Operations Committee
  - A. Confirmation of Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2024 *(Al French)*  
**Note: Item 8A requires a majority vote of 5**
  - B. Confirmation of Appointment of Board Members to Board Operations Committee *(Al French)*

9. Board Report: *5 minutes*
  - A. Connect 2035 Phase 2 Update (*Karl Otterstrom*)
10. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Al French*)
11. Planning & Development Committee: *No January Meeting*
12. Performance Monitoring & External Relations Committee: *No January Meeting*
13. CEO Report: *15 minutes*
14. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. December 2024 Sales Tax Revenue (*Monique Liard*)
  - C. November 2024 Financial Results Summary (*Monique Liard*)
15. New Business
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahon, Lamberson, VanWert & Oreskovich*): *15 minutes*  
*For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*
18. Adjourn

Cable 5 Broadcast Dates and Times of January 18, 2024, Board Meeting:

Saturday, January 20, 2024	4:00 p.m.
Monday, January 22, 2024	10:00 a.m.
Tuesday, January 23, 2024	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	January 31, 2024, 10:00 a.m. ( <i>1 week early</i> )
Performance Monitoring & External Relations	January 31, 2024, 1:30 p.m. ( <i>1 week early</i> )
Board Operations	February 7, 2024, 1:30 p.m. ( <i>1 week early</i> )

Next Board Meeting:

Thursday, February 15, 2024, 1:30 p.m. 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 attending the meeting in person wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

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

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

To provide **Written Public Expressions** to be distributed 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**

January 18, 2024

**AGENDA ITEM 4A :** PUBLIC HEARING:

A. 2024 Service Revisions: Draft Recommendation

**REFERRAL COMMITTEE:** N/A

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

---

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

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

**RECOMMENDATION TO COMMITTEE:** Conduct public hearing.  
*(Action at February 15, 2024, Board Meeting)*

**FINAL REVIEW FOR BOARD BY:**

Division Head     KO    

Chief Executive Officer     ASAN    

Legal Counsel     MC

## SPOKANE TRANSIT AUTHORITY

### Staff Report – 04A – Public Hearing: 2024 Service Revisions: Draft Recommendation

**Presented:** STA Board Meeting – January 18, 2024

**SUBJECT:** 2024 SERVICE REVISIONS: DRAFT RECOMMENDATION

---

**SUMMARY:** Staff will present the Draft Recommendation for service revisions that are scheduled to take effect in 2024. The Draft Recommendation includes new routes and improvements to existing routes in the areas of the West Plains/Airway Heights, downtown and the North Bank area stadium facilities, and Hillyard/Northeast Spokane.

**BACKGROUND:** Staff first presented the 2024 Service Preliminary Proposal in October 2023. Public input on this proposal was sought through an online survey, presentations at affected neighborhood council meetings, coordination with jurisdictional staff, posted notices on-board coaches and at bus stops/park & ride lots, and held a Zoom/Facebook Live event. Over 300 people participated in the online survey. Staff also conducted targeted field surveys to explore new bus stop locations and to test the running time of prospective route segments. The Draft Recommendation report is the culmination of these efforts to deliver on key commitments of *STA Moving Forward* and respond to ongoing community feedback, integrating that input into the Draft Recommendation. The report is available at the following link:

<https://www.spokanetransit.com/projects/2024-service-revisions/>

As a recap, the Preliminary Proposal included revisions to service in the following focus areas:

- Downtown Spokane and North Bank
- West Plains/Airway Heights
- Hillyard/Northeast Spokane

Notable changes from the Preliminary Proposal to the Draft Recommendation include the following:

- A new Route 13 is included in the Draft Recommendation to operate nights and weekends in lieu of extending the span of service (i.e. the hours of operation during the day) Route 11 Arena/Downtown Shuttle, with two route alternatives for the new route presented for public input.
- The report's recommendations for Northeast Spokane / Hillyard looks most like the Preliminary Proposal's Option B, except that new Route 31 is recommended to extend to Northpointe and serve Minnehaha. It also includes adjustments to span of service to better reflect expected ridership demand.

As noted previously, January 2024 service changes implementing 7.5-minute peak frequency on City Line do not require additional Board approval, as they aligned with planned improvements and do not increase revenue service hours of service by more than 1%.

The Draft Recommendation represents the mid-point for public dialogue which will be critical for a Final Recommendation. The timeline for receiving public input, refining, approving, and implementing the service revisions is provided below.

December 11, 2023 – January 18, 2024	Receive public comment on Draft Recommendation, including online survey and targeted outreach
January 18, 2024	Public hearing on Draft Recommendation by Board of Directors
January 31, 2024	Present Final Recommendation to Performance Monitoring and External Relations Committee
February 15, 2024	Board of Directors action
May 26, 2024, September 15, 2024	Service revisions go into effect based

**RECOMMENDATION TO COMMITTEE:** Receive report.





**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING of**

January 18, 2024

**AGENDA ITEM 5A :** YEARS OF SERVICE AWARDS – RECOGNITION

**REFERRAL COMMITTEE:** n/a

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

---

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

<b>25 Years</b>	<b>10 Years</b>	<b>5 Years</b>
<u>Fixed Route Lead-Maintenance</u> Robert Setterlund	<u>Fixed Route Lead</u> Wayne Hansen	<u>Benefits Specialist</u> Lisa Duffin
<b>15 Years</b>	<u>Fixed Route Coach Operator</u> Robert Gasper Jason Haight Gustavo Hernandez Juan Orozco	<u>Fixed Route Coach Operator</u> Chad Camandona Daniel Eakin Robert Hamilton Eugene Roberts
<u>Human Resources Manager</u> Diana Broach	<u>Journeyman Vehicle Technician</u> Joshua Sheldon	<u>General Repair Vehicle Technician</u> Tyler Wayne
<u>Fixed Route Supervisor</u> Jay Griffiths	<u>Paratransit Dispatch</u> David Smith	<u>Servicer/Cleaner</u> Lena Ballard
<u>Fixed Route Coach Operator</u> Jonathan Schauman	<u>Servicer/Cleaner</u> Keith Russell	
<u>Journeyman Vehicle Technician</u> Jacob Goss		

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head NW

Chief Executive Officer BSM

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 6A :** MINUTES OF THE DECEMBER 21, 2023, BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY:** The minutes of the December 21, 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 //

Chief Executive Officer DSM

Legal Counsel MC

Attachment

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

## BOARD OF DIRECTORS

DRAFT Minutes of the December 21, 2023, STA Board Meeting  
1230 W Boone Ave., Spokane  
*with a WebEx Video Conference Option*

### **MEMBERS PRESENT**

Karen Stratton, City of Spokane, Chair  
Al French, Spokane County, (*Chair Pro Tempore*)  
Josh Kerns, Spokane County  
Dan Dunne, Small Cities Representative (Liberty Lake)  
Pamela Haley, City of Spokane Valley  
Tim Hattenburg, City of Spokane Valley  
Paul Dillon, City of Spokane (Alternate) *Virtual*  
Betsy Wilkerson, City of Spokane  
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**

Michael Connelly, Etter, McMahan,  
Lamberson, Van Wert and Oreskovich, P.C.

### **MEMBERS ABSENT**

Lori Kinnear, City of Spokane

---

#### 1. Call To Order and Roll Call

Chair Pro Tempore, Al French called the meeting to order at 1:30 p.m. and the Clerk conducted Roll call.

Mr. French advised that the question had come up prior to the Board Operations committee meeting concerning the City of Spokane having the chairmanship until January 1<sup>st</sup>. Due to their interest in continuing to chair the STA Board in the absence of Ms. Kinnear, Mr. French advised he was open to a nomination for a City of Spokane representative to chair the December meeting.

**Mr. Kerns made a motion to nominate Ms. Karen Stratton to chair the remaining Board meeting. Ms. Haley seconded.**

Discussion ensued and there was a brief auditory technical issue which staff resolved.

**Mr. French called for a vote to have Ms. Stratton chair the meeting and the motion passed unanimously.**

#### 2. Approve Board Agenda

Chair Stratton asked for a motion to approve the agenda.

**Mr. Hattenburg moved to approve the December Board Agenda. Mr. Dunne seconded, and the motion passed unanimously.**

3. Public Expressions

Mr. Terry Hill, retired Paratransit operator, appeared in person to share his thoughts about fares and opinions regarding a recent article.

Mr. JT Ramsey submitted a written public expression form. After verifying JT Ramsey was not in attendance virtually, Chair Stratton advised the written expression received had been distributed to all board members and read into the official record.

4. Recognitions & Presentations

A. Mark Friemuth, Paratransit Operator - Retirement

Mr. Rapez-Betty presented Mark Friemuth with a plaque to commemorate his 33 years of service to the STA Paratransit department. Mr. Rapez-Betty celebrated Mark’s career and noted he had driven over 800,000 miles during his career and received awards for 30 years of safe driving. Mr. Friemuth accepted the plaque and thanked STA for providing a great career. Board members and staff congratulated Mr. Friemuth on his retirement and thanked him for his service to STA.

5. Board Action - Consent Agenda

**Mr. French moved to approve Consent Agenda Items 5A through 5F. Mr. Dunne seconded, and the motion passed unanimously.**

A. Minutes of the November 16, 2023, Board Meeting – Corrections/Approval

B. Approval of the following October 2023 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 624655 – 625105	\$ 4,944,312.60
Worker’s Comp Vouchers (November)	ACH – 2286	\$ 148,471.45
Payroll 11/03/2023	ACH – 11/03/2023	\$ 2,636,759.28
Payroll 11/17/2023	ACH – 11/17/2023	\$ 1,946,544.75
WA State – DOR (Excise Tax)	ACH – 1767	\$ 8,510.47
<b>NOVEMBER TOTAL</b>		<b>\$ 9,684,598.55</b>

C. Acceptance of the contracts listed as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

D. Accept of the contract with Halme Builders for Tire Shop Door Modifications as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

E. Accept the contract with Halme Construction, Inc. for the STA Fuel Facility contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

F. Approve, by motion, an increase to the overall project budget from \$1.5M to a revised total of \$2.9M and the award of contract for the Fleck Fuel Facility Replacement project to Granite Petroleum, Inc. for \$1,738,630.90 plus applicable Washington State sales tax, and authorize the CEO to apply contingency funds, as necessary.

6. Board Action – Committee Recommendation

Planning & Development Committee

A. Final Proposed 2024 Budget

Ms. Liard reviewed the final proposed 2024 Budget and noted the recommendation to the Board was to Adopt, by Resolution 815-23, the Final Proposed 2024 Budget.

Ms. Liard offered to answer questions. Discussion ensued about fuel costs.

Discussion ensued concerning allocating \$100,000 of the overall 2024 Communications budget to advertising Zero Fare for Youth ridership.

Ms. Meyer confirmed the Board was asking staff to dedicate, of the existing 2024 budget, \$100K to communicating Zero Fare for Youth and the ways to access it. Ms. Meyer said staff can do that without an amendment. Mr. Zappone requested a report back throughout the year and Ms. Meyer agreed.

Mr. Connelly advised the vote to adopt a motion with Mr. Zappone's amendment had not been moved, seconded, or voted on.

**Mr. Zappone moved to adopt, by Resolution 815-23, the Final Proposed 2024 Budget as presented. Mr. Dunne seconded, and the motion passed unanimously.**

7. Board Action – Other

A. 2024 Board & Committee Meeting Calendar

Ms. Infalt reviewed the current Committee and Board meeting for the 2024 calendar year. She noted exceptions for the February and July meetings and an expressed interest by Board members to adjust the April calendar schedule to hold Planning & Development and Performance Monitoring & External Relations meetings a week earlier than usual. There was agreement with the suggestion.

Ms. Meyer asked for confirmation that the Board's intention was to move the P&D and PMER Committee meetings to one week earlier in April and the Board Operations and Board meeting remain the same.

**Ms. Wilkerson moved to approve the 2024 Board & Committee meeting calendar as presented, including the change to the April P&D and PMER Committee meetings to occur one week earlier than shown. Mr. Hattenburg seconded, and the motion passed unanimously.**

B. Draft 2024 State Legislative Priorities

Ms. Cortright reviewed the draft 2024 State Legislative Focus & Priorities advising the Board the item was presented at the Performance Monitoring & External Relations Committee (PMER) meeting, where there were two tie votes. This item was forwarded to the Board Operations Committee, which was called to order and adjourned with no action. She said the 2024 State Legislative Focus & Priorities were being presented to the Board for a vote today.

Discussion ensued.

Chair Stratton explained there would be two motions. The first was to approve the draft 2024 State Legislative priorities as presented. The second would be to create a Legislative Task Force.

**Mr. Dunne moved to adopt the legislative priorities as presented and Mr. French seconded. The motion passed unanimously.**

Discussion ensued.

**Mr. Zappone moved to create a Legislative Task Force with one member from each of the four jurisdictions and labor. Each jurisdiction can decide who they would like to designate for that task force. That task force's role would be to meet on an ad hoc basis to determine STA's interest on specific pieces of legislation and relay that to the CEO to relay to legislators and others and report back to the Board. Mr. Dunne seconded, and the motion passed unanimously.**

C. 2024 Performance Measures

Mr. Rapez-Betty reviewed the proposed 2024 Performance Measures. He advised this item was presented by staff to the Performance Monitoring & External Relations Committee (PMER) where it received two tie votes. The Board Operations Committee was called to order and adjourned with no action, and the 2024 Performance Measures are being presented to the Board for a vote today.

Discussion ensued.

**Mr. Zappone moved to approve the 2024 Performance Measures as presented. Mr. Hattenburg seconded, and the motion passed unanimously.**

8. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided a review of the Connect 2035 Goals, Phase 2 Desired Outcomes, Outreach, and progress in Phase 2 of the Connect 2035 Strategic Plan. He mentioned the first Board tour and noted Council Members Zappone and Dunne attended. He shared the Phase 2 Project Schedule and updated on next steps, reminding everyone of the February 15<sup>th</sup> Board Workshop before the Board meeting. Mr. Otterstrom offered to answer questions.

Brief discussion ensued.

B. Safety & Security Update

Ms. Williams provided the Board with an in-depth update of STA's Safety and Security program. Ms. Williams offered to answer questions. Ms. Wilkerson strongly encouraged partnering with mental health providers as well as SPD for de-escalation training of security officers.

Brief discussion ensued.

9. Board Operations Committee

A. Chair Report (*Al French*)

Mr. French advised the Board Operations Committee meeting was called to order and adjourned with no action pursuant to legal advice and there was no report this month.

10. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. French reviewed items discussed at the Planning & Development Committee meeting.



11. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley reviewed items discussed at the Performance Monitoring & External Relations Committee meeting.

12. CEO Report

Ms. Meyer reported on Ridership for October and November 2023. The November increase was 27.4% for Fixed Route (8,017,697 vs. 6,295,178); 16.5% increase for Paratransit (332,121 vs. 285,184); and 6.3% increase for Rideshare (88,382 vs. 83,149) year-to-date 2023 vs. 2022. She noted Zero Fare for Youth ridership year-to-date increased 130.4% (1,492,078 vs. 647,482) over 2022.

Ms. Meyer shared information from an article published by Axios on 12/14 showing where transit ridership in areas with populations of 500,000 or greater has recovered throughout the US. She noted Spokane Transit was one of nine transit systems in the US that met or exceeded 2019 ridership in September 2023.

Sales tax for October and November were reviewed. Year-to-date in November, sales tax is 6.3% above budget.

The Board Member tour took place November 29<sup>th</sup> and the next one will visit Fixed Route Dispatch operations on December 20<sup>th</sup> at 4:00 p.m.

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

11. Board Information

- A. Committee Minutes
- B. October 2023 Sales Tax Revenue (*Monique Liard*)
- C. September 2023 Financial Results Summary (*Monique Liard*)
- D. September 2023 Operating Indicators (*Brandon Rapez-Betty*)
- E. Draft 2024 Planning and Development Committee Work Program (*Karl Otterstrom*)
- F. Connect Spokane Comprehensive Plan: Equity and Inclusion (*Karl Otterstrom*)
- G. 2024 Service Revisions: Preliminary Proposal Outreach Update (*Karl Otterstrom*)
- H. Third Quarter Service Planning Input Report (*Karl Otterstrom*)
- I. STA's Holiday Services & Office Hours (*Dana Infalt*)

12. New Business

A. Election of the 2024 Board Chair

**Mr. Zappone moved to nominate Mr. Kerns as Chair for 2024.**

Mr. Kerns expressed gratitude for the nomination but respectfully declined due to prior commitments.

**Mr. Kerns moved to elect Mr. French as Chair for 2024, Ms. Haley seconded.**

Lengthy discussion ensued. Ms. Haley called for the question and Chair Stratton called for the vote to end discussion and vote on the motion on the table. There was unanimous consensus to end discussion and vote on the motion.

Chair Stratton called for the vote on the motion.

**Mr. Hattenburg, Mr. Dunne, Mr. Kerns, Ms. Haley, Mr. French voted yes. Mr. Zappone, Mr. Dillon, Ms. Wilkerson, and Ms. Stratton voted no. The motion passed 5 to 4.**

B. Presentation of Commendation to Karen Stratton – Retiring Board Member

Mr. French presented a plaque to Ms. Stratton to commemorate her years of service to STA from 2020 to present. He noted that Ms. Stratton had been a member of the Planning and Development Committee and, in addition to chairing today's Board meeting, had chaired multiple Planning and Development committee meetings. He thanked her for her leadership and dedication. Ms. Stratton thanked Mr. French and offered her thoughts.

13. Board Members' Expressions

None

14. Adjourned

With no further business to come before the Board, Chair Stratton adjourned the meeting at 3:47 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING**

January 18, 2024

**AGENDA ITEM 6B :** DECEMBER 2023 VOUCHERS

**REFERRAL COMMITTEE:** n/a

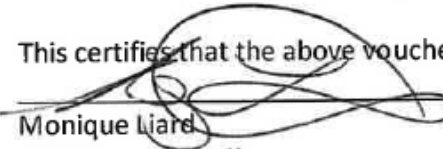
**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
Tammy Johnston, Senior Financial Services Manager

**SUMMARY:** The following warrants and ACH transfers for the period of December 1 through 31, 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 (December)	Nos. 625022 – 625481	\$ 13,937,976.21
Worker’s Comp Vouchers (December)	ACH – 2286	\$ 154,518.95
Payroll 12/01/2023	ACH – 12/01/2023	\$ 2,022,758.94
Payroll 12/15/2023	ACH – 12/15/2023	\$ 2,861,521.27
Retention 12/15/2023	ACH – 12/15/2023	\$ 1,024,383.65
Payroll 12/29/2023	ACH – 12/29/2023	\$ 2,192,805.54
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,690.53
<b>DECEMBER TOTAL</b>		<b>\$ 22,199,655.09</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 \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

Spokane Transit Authority  
Vouchers - December 2023

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/01/2023	625022	ASH & ROWAN HARDWARE LLC	2278	99.25
12/01/2023	625023	JANT GROUP II	2263	23.51
12/01/2023	625024	ADT COMMERCIAL LLC	2462	51,899.06
12/01/2023	625025	AFSCME	1328	676.39
12/01/2023	625026	AFSCME	1328	124.00
12/01/2023	625027	AMAZON CAPITAL SERVICES INC	2098	2,584.87
12/01/2023	625028	STEVEN W NILES JR	2276	321.55
12/01/2023	625029	APS INC	1841	80.66
12/01/2023	625030	AMALG TRANSIT UNION #1015	1055	24,150.27
12/01/2023	625031	AMALG TRANSIT UNION #1598	1056	1,128.24
12/01/2023	625032	BATTERY SYSTEMS INC	1089	161.71
12/01/2023	625033	BLACK PROINVEST SCHADE TOWER LLC	2767	6,808.30
12/01/2023	625034	BUDINGER & ASSOCIATES INC	2149	7,789.24
12/01/2023	625035	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	162.46
12/01/2023	625036	LITHIA MOTORS SUPPORT SERVICES	1024	2,638.19
12/01/2023	625037	CANON FINANCIAL SERVICES INC	1154	1,671.65
12/01/2023	625038	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
12/01/2023	625039	CHK AMERICA INC	1155	77,253.75
12/01/2023	625040	CINTAS CORPORATION NO 2	2383	284.83
12/01/2023	625041	COFFMAN ENGINEERS INC	1162	27,576.67
12/01/2023	625042	COMMERCIAL TIRE INC	2451	2,921.58
12/01/2023	625043	COPIERS NORTHWEST INC	2429	428.94
12/01/2023	625044	WASHINGTON STATE DEPT OF CORRECTIONS	1708	8,395.79
12/01/2023	625045	CUMMINS INC	1027	3,333.20
12/01/2023	625046	EMPLOYEE ADVISORY COUNCIL	1236	695.50
12/01/2023	625047	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
12/01/2023	625048	ELITE ENTRY SYSTEMS LLC	2632	1,983.90
12/01/2023	625049	FASTENAL COMPANY	1249	1,619.77
12/01/2023	625050	FIRST DATA MERCHANT SERVICES CORPORATION	1257	8,245.59
12/01/2023	625051	FEDEX	1808	68.44
12/01/2023	625052	GORDON TRUCK CENTERS INC	1018	5,938.02
12/01/2023	625053	GALLS PARENT HOLDINGS LLC	1271	7,393.37
12/01/2023	625054	GILLIG LLC	1279	15,550.95
12/01/2023	625055	W.W. GRAINGER INC	1285	188.84
12/01/2023	625056	SPOKANE AREA CHAMBER OF COMMERCE	1291	8,650.00
12/01/2023	625057	H W LOCHNER INC	1405	11,613.57
12/01/2023	625058	HUMANIX CORP	1329	4,543.76
12/01/2023	625059	IL DCS AND FAMILY SERVICES	2768	276.53
12/01/2023	625060	INIT INNOVATIONS IN TRANSPORTATION INC	2392	1,749.08
12/01/2023	625061	JANEK CORPORATION	1358	490.50
12/01/2023	625062	WILLIAM CORP	1363	1,059.98
12/01/2023	625063	MAINTENANCE SOLUTIONS	1418	545.00
12/01/2023	625064	CAR WASH PARTNERS INC	1436	9.80
12/01/2023	625065	Q49 SOLUTIONS LLC	2594	25.07
12/01/2023	625066	MOHAWK MANUFACTURING & SUPPLY CO	1011	376.36
12/01/2023	625067	MUNCIE RECLAMATION AND SUPPLY CO	1013	513.94
12/01/2023	625068	THE AFTERMARKET PARTS COMPANY LLC	1015	5,256.59
12/01/2023	625069	CSWW INC	1102	574.93
12/01/2023	625070	NORTH 40 OUTFITTERS	1102	880.57
12/01/2023	625071	CSWW INC	1102	618.53
12/01/2023	625072	OFFICE DEPOT INC	1483	678.01
12/01/2023	625073	KEN MANDLER	901	25.00
12/01/2023	625074	PARR LUMBER	2299	175.12
12/01/2023	625075	PERRENOUD ROUTING INC	2864	1,193.55
12/01/2023	625076	PROTERRA INC	2519	12,000.00
12/01/2023	625077	REBECCA VAN KEULEN	2735	4,192.11
12/01/2023	625078	REFRIGERATION SUPPLY DIST	1541	218.60
12/01/2023	625079	ROMAINE ELECTRIC CORPORATION	1548	213.54
12/01/2023	625080	S T A - WELL	1557	536.50
12/01/2023	625081	SECURITAS SECURITY SERVICES USA INC	1574	1,196.58
12/01/2023	625082	SIX ROBBLEES INC	1017	613.58
12/01/2023	625083	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	56,860.60
12/01/2023	625084	SUMMIT LAW GROUP PLLC	1637	2,160.00
12/01/2023	625085	SUN SUPPLY INC.	2710	2,675.87
12/01/2023	625086	SOLID WASTE SYSTEMS LLC	2514	354.38
12/01/2023	625087	SYMETRA LIFE INSURANCE COMPANY	1562	21,676.50
12/01/2023	625088	THE ENGRAVER INC	1242	101.37
12/01/2023	625089	THERMO KING NORTHWEST	1650	699.06
12/01/2023	625090	TRANSITNEWS.NET	1664	599.94

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/01/2023	625091	TRANSIT SOLUTIONS LLC	2440	45,498.78
12/01/2023	625092	TX CHILD SUPPORT SDU	2871	706.76
12/01/2023	625093	TYLER BUSINESS FORMS	1788	302.39
12/01/2023	625094	UNITED WAY OF SPOKANE COUNTY	1684	128.00
12/01/2023	625095	US BANK	1678	27,073.28
12/01/2023	625096	PETERSON ENTERPRISE INC	1688	1,385.21
12/01/2023	625097	CARACAL ENTERPRISES LLC	2419	39.80
12/01/2023	625098	VERITECH INC	2049	495.00
12/01/2023	625099	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,683.09
12/01/2023	625100	WASHINGTON STATE	1209	892.21
12/01/2023	625101	WALTER E NELSON CO	1721	1,376.02
12/01/2023	625102	WASHINGTON ASSOC OF PUBLIC RECORDS OFFICERS	1725	25.00
12/01/2023	625103	THE W.W. WILLIAMS COMPANY	2870	627.88
12/01/2023	625104	WASHINGTON STATE TRANSIT ASSOC	1715	75.00
12/08/2023	625106	ASH & ROWAN HARDWARE LLC	2278	110.57
12/08/2023	625107	FRANCIS AVENUE HARDWARE	2279	17.36
12/08/2023	625108	CBS REPORTING INC	1035	1,417.05
12/08/2023	625109	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,051.60
12/08/2023	625110	AMAZON CAPITAL SERVICES INC	2098	4,653.22
12/08/2023	625111	STEVEN W NILES JR	2276	43.49
12/08/2023	625112	NORTHWEST INDUSTRIAL SERVICES LLC	1058	668.88
12/08/2023	625113	ANDREA PARRISH	2687	6,000.00
12/08/2023	625114	AVISTA CORPORATION	1081	87,220.75
12/08/2023	625115	B & H FOTO & ELECTRONICS CORP	1082	122.61
12/08/2023	625116	BATTERY SYSTEMS INC	1089	1,645.63
12/08/2023	625117	BATTERY SYSTEMS INC	1089	85.50
12/08/2023	625118	BLANCHARD ELECTRIC & FLEET SUPPLY	2589	73.05
12/08/2023	625119	ROBERT J BERG	1099	179.85
12/08/2023	625120	BDI	1022	66.93
12/08/2023	625121	CAMERON-REILLY LLC	1137	326,533.60
12/08/2023	625122	LITHIA MOTORS SUPPORT SERVICES	1024	1,586.48
12/08/2023	625123	CANON FINANCIAL SERVICES INC	1154	1,785.54
12/08/2023	625124	CDW-GOVERNMENT	1132	13,504.66
12/08/2023	625125	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	189.77
12/08/2023	625126	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
12/08/2023	625127	QWEST CORPORATION	1148	139.15
12/08/2023	625128	CITY GLASS SPOKANE INC	2599	506.85
12/08/2023	625129	CITY OF CHENEY - UTILITY	1158	468.71
12/08/2023	625130	CITY OF SPOKANE	1601	10,461.55
12/08/2023	625131	CITY OF SPOKANE	1601	1,518.05
12/08/2023	625132	COFFMAN ENGINEERS INC	1162	14,180.03
12/08/2023	625133	COMCAST	1170	1,417.80
12/08/2023	625134	COMPLETE COACH WORKS	1879	58,283.31
12/08/2023	625135	COMPUNET INC	1166	69,923.50
12/08/2023	625136	CONSOLIDATED IRRIGATION	1177	22.00
12/08/2023	625137	CROWN CASTLE INTERNATIONAL CORP.	2733	2,033.82
12/08/2023	625138	CORPORATE TRANSLATION SERVICES INC	2158	25.52
12/08/2023	625139	CUMMINS INC	1027	33,783.05
12/08/2023	625140	D-MCP CONSTRUCTION LLC	2536	176,060.41
12/08/2023	625141	DELTA DENTAL OF WASHINGTON	1726	66,068.22
12/08/2023	625142	DELTA KITS INC.	2771	262.00
12/08/2023	625143	ELECTRICAL SERVICE PRODUCTS INC	1230	18.53
12/08/2023	625144	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	1246	6,698.37
12/08/2023	625145	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV	2737	12,968.80
12/08/2023	625146	EVELYN DOREEN HOPKINS	2874	2,920.00
12/08/2023	625147	FASTENAL COMPANY	1249	62.65
12/08/2023	625148	ASCENT MECHANICAL AND PLUMBING INC	2494	1,758.75
12/08/2023	625149	FLYNN BEC LP	2479	949.40
12/08/2023	625150	FRANCOTYP-POSTALIA INC	1878	147.15
12/08/2023	625151	FEDEX	1808	69.20
12/08/2023	625152	GORDON TRUCK CENTERS INC	1018	7,668.97
12/08/2023	625153	GALLS PARENT HOLDINGS LLC	1271	7,528.70
12/08/2023	625154	THE GENERAL STORE	1956	176.54
12/08/2023	625155	GILLIG LLC	1279	15,306.51
12/08/2023	625156	W.W. GRAINGER INC	1285	1,667.56
12/08/2023	625157	GRANICUS LLC	2769	12,332.86
12/08/2023	625158	GRAYBAR ELECTRIC CO INC	1287	126.06
12/08/2023	625159	H & H BUSINESS SYSTEMS	1298	289.32
12/08/2023	625160	HOGAN MFG INC	1008	511.82
12/08/2023	625161	HUMANIX CORP	1329	3,926.76
12/08/2023	625162	ARCADIS A CALIFORNIA PARTNERSHIP	1336	2,233.24
12/08/2023	625163	JACOBS ENGINEERING GROUP INC	2285	8,481.85

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/08/2023	625164	WILLIAM CORP	1363	87.26
12/08/2023	625165	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	70,784.97
12/08/2023	625166	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	376,784.15
12/08/2023	625167	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	32,902.21
12/08/2023	625168	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	4,531.20
12/08/2023	625169	LITHOGRAPHIC REPRODUCTIONS INC	1403	530.83
12/08/2023	625170	LOOMIS ARMORED US LLC	1408	2,534.88
12/08/2023	625171	M & L SUPPLY CO INC	1413	9.01
12/08/2023	625172	MAGALDI & MAGALDI INC	1416	405.68
12/08/2023	625173	MASCOTT EQUIPMENT COMPANY	2650	1,323.60
12/08/2023	625174	MICHELIN NORTH AMERICA INC	2325	54,050.48
12/08/2023	625175	Q49 SOLUTIONS LLC	2594	25.07
12/08/2023	625176	MODERN ELECTRIC WATER CO INC	1439	1,116.45
12/08/2023	625177	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,111.91
12/08/2023	625178	MOUSER ELECTRONICS INC	1449	524.14
12/08/2023	625179	BLACK REALTY MANAGEMENT INC	1658	29,621.95
12/08/2023	625180	NAPA AUTO PARTS INC	1014	7,207.94
12/08/2023	625181	NATIONWIDE	2592	635.04
12/08/2023	625182	THE AFTERMARKET PARTS COMPANY LLC	1015	18,273.80
12/08/2023	625183	NEW FLYER OF AMERICA INC	2528	1,043,762.92
12/08/2023	625184	CSWW INC	1102	156.73
12/08/2023	625185	CSWW INC	1102	207.08
12/08/2023	625186	TAMMY LYNNE GLIDEWELL	1282	1,190.00
12/08/2023	625187	OFFICE DEPOT INC	1483	394.77
12/08/2023	625188	BRIAN JENNINGS	901	25.00
12/08/2023	625189	JOE MEDINA	901	25.00
12/08/2023	625190	KAY RANDLEMAN	901	20.00
12/08/2023	625191	PREMERA BLUE CROSS	1521	367,014.87
12/08/2023	625192	PROTERRA INC	2519	10,933.43
12/08/2023	625193	PROVISIONAL SERVICES INC.	2697	986.61
12/08/2023	625194	RECYCLE BOISE INC	2877	405.60
12/08/2023	625195	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	240.66
12/08/2023	625196	ROMAINE ELECTRIC CORPORATION	1548	135.03
12/08/2023	625197	SAM SCHWARTZ CONSULTING LLC	2369	48,154.01
12/08/2023	625198	SAMSARA INC	2872	97,373.89
12/08/2023	625199	LOUIS SARDO UPHOLSTERY INC.	2825	3,812.48
12/08/2023	625200	SBA TOWERS II LLC	1569	2,488.98
12/08/2023	625201	SCHINDLER ELEVATOR CORPORATION	1930	430.11
12/08/2023	625202	SECURITAS SECURITY SERVICES USA INC	1574	35,931.98
12/08/2023	625203	SENSKE LAWN & TREE CARE INC	2194	107.91
12/08/2023	625204	SIX ROBBLEES INC	1017	696.52
12/08/2023	625205	SOLARWINDS INC	1812	1,110.72
12/08/2023	625206	SPOKANE HOUSE OF HOSE INC	1605	1,894.51
12/08/2023	625207	SPOKANE PUMP INC	1609	296.02
12/08/2023	625208	SPORTWORKS GLOBAL LLC	1617	3,460.63
12/08/2023	625209	STAPLES BUSINESS CREDIT	1627	357.71
12/08/2023	625210	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	155.00
12/08/2023	625211	TENNANT SALES & SERVICE COMPANY	1647	346.18
12/08/2023	625212	THE ENGRAVER INC	1242	43.60
12/08/2023	625213	TRAPEZE SOFTWARE GROUP	1669	49,926.36
12/08/2023	625214	UNITED PARCEL SERVICE INC	1683	234.84
12/08/2023	625215	CARACAL ENTERPRISES LLC	2419	249.22
12/08/2023	625216	VERIZON WIRELESS LLC	1686	10,111.17
12/08/2023	625217	WALTER E NELSON CO	1721	1,271.49
12/08/2023	625218	WASTE MANAGEMENT SPOKANE	1702	397.02
12/08/2023	625219	WASTE MANAGEMENT RECYCLE AMERICA	1702	489.92
12/08/2023	625220	WHITWORTH WATER DISTRICT	1746	28.08
12/08/2023	625221	THE W.W. WILLIAMS COMPANY	2870	469.94
12/08/2023	625222	WASHINGTON STATE TRANSIT ASSOC	1715	150.00
12/15/2023	625223	INLAND WELDING SUPPLY INC	1032	1,218.33
12/15/2023	625224	ACCESS INFORMATION HOLDINGS	2340	471.18
12/15/2023	625225	ASH & ROWAN HARDWARE LLC	2278	4.13
12/15/2023	625226	AFSCME	1328	602.45
12/15/2023	625227	AFSCME	1328	120.00
12/15/2023	625228	AMAZON CAPITAL SERVICES INC	2098	3,430.42
12/15/2023	625229	AMERIGAS 1790	1064	6.37
12/15/2023	625230	ARCTIC LIGHTING & ELECTRIC LLC	2100	53,975.00
12/15/2023	625231	NORTHWEST CENTER SERVICES	2271	54,460.70
12/15/2023	625232	ARNETT INDUSTRIES LLC	2331	116.85
12/15/2023	625233	AMALG TRANSIT UNION #1015	1055	24,010.63
12/15/2023	625234	AMALG TRANSIT UNION #1598	1056	1,128.24
12/15/2023	625235	AMALGAMATED TRANSIT UNION	1057	177.61

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/15/2023	625236	AVISTA CORPORATION	1081	2,684.64
12/15/2023	625237	CHERYL BECKETT	1092	500.00
12/15/2023	625238	ROBERT J BERG	1099	283.40
12/15/2023	625239	BIXBY MACHINE TOOL SUPPLY INC	1106	922.87
12/15/2023	625240	BULLDOG ROOTER INC	1126	1,127.06
12/15/2023	625241	STANLEY JAMES BURKE JR	2305	1,035.50
12/15/2023	625242	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	162.46
12/15/2023	625243	LITHIA MOTORS SUPPORT SERVICES	1024	1,649.36
12/15/2023	625244	COMMUNTY COLLEGES OF SPOKANE	1174	16,695.64
12/15/2023	625245	CEMENTEX PRODUCTS INC	2203	109.04
12/15/2023	625246	QWEST CORPORATION	1148	297.94
12/15/2023	625247	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
12/15/2023	625248	CITY OF MEDICAL LAKE	1424	79.88
12/15/2023	625249	CITY OF SPOKANE	1601	378.00
12/15/2023	625250	CITY OF SPOKANE	1601	8,999.00
12/15/2023	625251	CLEAN CONCEPTS GROUP INC	1471	27.91
12/15/2023	625252	COLEMAN OIL COMPANY LLC.	2683	462,635.42
12/15/2023	625253	KATHLEEN M COLLINS	1163	5,000.00
12/15/2023	625254	CONTINENTAL DOOR COMPANY	1986	27,285.00
12/15/2023	625255	COPIERS NORTHWEST INC	2429	64.92
12/15/2023	625256	WASHINGTON STATE DEPT OF CORRECTIONS	1708	759.73
12/15/2023	625257	COSTAR REALTY INFORMATION INC.	2851	468.70
12/15/2023	625258	CUMMINS INC	1027	9,516.55
12/15/2023	625259	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	420.00
12/15/2023	625260	DOW JONES & COMPANY	2698	176.58
12/15/2023	625261	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	280.00
12/15/2023	625262	EMPLOYEE ADVISORY COUNCIL	1236	694.50
12/15/2023	625263	EL JAY OIL CO INC	1003	39,888.93
12/15/2023	625264	ELITE ENTRY SYSTEMS LLC	2632	843.20
12/15/2023	625265	FEDEX FREIGHT	2346	228.48
12/15/2023	625266	THE FIG TREE	2465	170.00
12/15/2023	625267	FIRST DATA MERCHANT SERVICES CORPORATION	1257	7,802.12
12/15/2023	625268	ASCENT MECHANICAL AND PLUMBING INC	2494	17,200.20
12/15/2023	625269	AMGB INC	2011	379.80
12/15/2023	625270	FEDEX	1808	51.47
12/15/2023	625271	GORDON TRUCK CENTERS INC	1018	11,362.74
12/15/2023	625272	GALLS PARENT HOLDINGS LLC	1271	2,714.12
12/15/2023	625273	GARD COMMUNICATIONS INC	1272	533.75
12/15/2023	625274	GENERAL PARTS DISTRIBUTION LLC	2690	388.74
12/15/2023	625275	THE GENERAL STORE	1956	230.51
12/15/2023	625276	GENFARE LLC	1268	718.99
12/15/2023	625277	GILLIG LLC	1279	17,142.71
12/15/2023	625278	W.W. GRAINGER INC	1285	15.18
12/15/2023	625279	GRAYBAR ELECTRIC CO INC	1287	1,100.68
12/15/2023	625280	GRIMCO INC	2696	1,770.13
12/15/2023	625281	H & H BUSINESS SYSTEMS	1298	1,666.03
12/15/2023	625282	H W LOCHNER INC	1405	9,395.20
12/15/2023	625283	HOGAN MFG INC	1008	260.36
12/15/2023	625284	HOTSY OF SPOKANE LLC	2370	849.42
12/15/2023	625285	HUMANIX CORP	1329	1,470.60
12/15/2023	625286	IBI GROUP	1336	45,840.12
12/15/2023	625287	IDAHO STATE TAX COMMISSION	2504	6,117.17
12/15/2023	625288	IL DCS AND FAMILY SERVICES	2768	276.53
12/15/2023	625289	KERSHAW'S INC	1374	28.06
12/15/2023	625290	LAIRD PLASTICS	1383	1,358.80
12/15/2023	625291	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	155.85
12/15/2023	625292	MASCOTT EQUIPMENT COMPANY	2650	446.49
12/15/2023	625293	MCGUIRE BEARING COMPANY	1010	153.28
12/15/2023	625294	MODEL 1 COMMERCIAL VEHICLES INC.	1233	90.48
12/15/2023	625295	MOHAWK MANUFACTURING & SUPPLY CO	1011	534.02
12/15/2023	625296	MOTION AUTO SUPPLY INC	1012	99.93
12/15/2023	625297	NAPA AUTO PARTS INC	1014	6,915.70
12/15/2023	625298	NATIONAL COLOR GRAPHICS INC	1455	672.53
12/15/2023	625299	THE AFTERMARKET PARTS COMPANY LLC	1015	17,669.91
12/15/2023	625300	NORTH 40 OUTFITTERS	1102	207.09
12/15/2023	625301	NORTH COAST ELECTRIC COMPANY	1469	627.59
12/15/2023	625302	OFFICE DEPOT INC	1483	2.01
12/15/2023	625303	ONEBRIDGE FSA	2880	36,004.00
12/15/2023	625304	Akira Payton	903	250.00
12/15/2023	625305	Keven Wagner	903	316.70
12/15/2023	625306	OXARC INC	1002	13.73
12/15/2023	625307	THE PAPE GROUP INC	1860	328.88

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
12/15/2023	625308	PARAMETRIX INC	2062	61,050.25
12/15/2023	625309	PROTERRA INC	2519	356.73
12/15/2023	625310	PURE FILTRATION PRODUCTS INC	1531	619.47
12/15/2023	625311	REHN & ASSOCIATES	2395	93.00
12/15/2023	625312	ROMAINE ELECTRIC CORPORATION	1548	3,487.77
12/15/2023	625313	S T A - WELL	1557	531.50
12/15/2023	625314	SECURITAS SECURITY SERVICES USA INC	1574	31,664.82
12/15/2023	625315	THE SHERWIN-WILLIAMS CO	1580	54.35
12/15/2023	625316	THE SHERWIN-WILLIAMS CO	1580	1,029.97
12/15/2023	625317	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	202.32
12/15/2023	625318	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,960.00
12/15/2023	625319	SPOKANE COUNTY SOLID WASTE	1603	159.00
12/15/2023	625320	SPOKANE HARDWARE SUPPLY	1604	515.55
12/15/2023	625321	DGT ENTERPRISES LLC	2670	12,237.00
12/15/2023	625322	SPRAY CENTER ELECTRONICS INC	1619	915.44
12/15/2023	625323	STONEWAY ELECTRIC SUPPLY CO	1633	1,508.09
12/15/2023	625324	TEAM TORQUE INC	1644	495.00
12/15/2023	625325	TERMINAL SUPPLY INC	1648	533.46
12/15/2023	625326	THERMO KING NORTHWEST	1650	976.99
12/15/2023	625327	TITAN TRUCK EQUIPMENT INC	1655	22.37
12/15/2023	625328	TRAPEZE SOFTWARE GROUP	1669	15,941.25
12/15/2023	625329	TX CHILD SUPPORT SDU	2871	711.72
12/15/2023	625330	ULINE INC	2401	4,526.08
12/15/2023	625331	UNITED WAY OF SPOKANE COUNTY	1684	128.00
12/15/2023	625332	UTILITIES PLUS	2606	85.00
12/15/2023	625333	JEFFREY OIEN	2155	1,564.15
12/15/2023	625334	VEHICLE MAINTENANCE PROGRAM	2867	2,466.02
12/15/2023	625335	VERIZON WIRELESS LLC	1686	16,952.49
12/15/2023	625336	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,659.29
12/15/2023	625337	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	29,027.25
12/15/2023	625338	WALTER E NELSON CO	1721	3,252.38
12/15/2023	625339	WENDLE MOTORS INCORPORATED	1021	190.07
12/15/2023	625340	WEX BANK	2642	19,544.19
12/15/2023	625341	THE W.W. WILLIAMS COMPANY	2870	302.87
12/15/2023	625342	VERIZON	2142	4,040.55
12/15/2023	625343	ZAYO GROUP LLC	2321	34,446.35
12/22/2023	625344	ABCORP NA INC	2814	2,563.22
12/22/2023	625345	ADT COMMERCIAL LLC	2462	5,182.95
12/22/2023	625346	ALCOBRA METALS INC	2140	3,890.25
12/22/2023	625347	AMAZON CAPITAL SERVICES INC	2098	7,162.80
12/22/2023	625348	ANDREA PARRISH	2687	6,000.00
12/22/2023	625349	ARCTIC LIGHTING & ELECTRIC LLC	2100	981.00
12/22/2023	625350	NORTHWEST CENTER SERVICES	2271	256.48
12/22/2023	625351	B & H FOTO & ELECTRONICS CORP	1082	265.21
12/22/2023	625352	BLANCHARD ELECTRIC & FLEET SUPPLY	2589	171.14
12/22/2023	625353	BONDED ADJUSTMENT	1112	1,233.62
12/22/2023	625354	BUDINGER & ASSOCIATES INC	2149	1,694.75
12/22/2023	625355	CANON FINANCIAL SERVICES INC	1154	186.62
12/22/2023	625356	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
12/22/2023	625357	NCH CORPORATION	2853	1,349.28
12/22/2023	625358	CINTAS CORPORATION NO 2	2383	394.51
12/22/2023	625359	CITY OF SPOKANE	1601	162,854.56
12/22/2023	625360	COFFMAN ENGINEERS INC	1162	9,912.59
12/22/2023	625361	COLEMAN OIL COMPANY LLC.	2683	312.45
12/22/2023	625362	COMMERCIAL TIRE INC	2451	5,528.54
12/22/2023	625363	COMPUNET INC	1166	437.50
12/22/2023	625364	CONTINENTAL DOOR COMPANY	1986	2,384.91
12/22/2023	625365	COPIERS NORTHWEST INC	2429	484.41
12/22/2023	625366	CUMMINS INC	1027	3,691.66
12/22/2023	625367	EL JAY OIL CO INC	1003	19,714.86
12/22/2023	625368	EV IQ LLC	2784	7,197.62
12/22/2023	625369	FASTENAL COMPANY	1249	3,207.36
12/22/2023	625370	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,252.77
12/22/2023	625371	FIRST TRANSIT INC	2430	1,059,462.06
12/22/2023	625372	FOSTER GARVEY PC	2881	983.00
12/22/2023	625373	BUSINESS INTERIORS OF IDAHO	2715	4,330.45
12/22/2023	625374	FEDEX	1808	146.10
12/22/2023	625375	GORDON TRUCK CENTERS INC	1018	15,678.17
12/22/2023	625376	GALLS PARENT HOLDINGS LLC	1271	6,506.26
12/22/2023	625377	GILLIG LLC	1279	30,510.24
12/22/2023	625378	GMCO CORPORATION	2623	5,798.74
12/22/2023	625379	GOODSON MANUFACTURING COMPANY	1284	302.91



<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/22/2023	625380	W.W. GRAINGER INC	1285	78.61
12/22/2023	625381	H & H BUSINESS SYSTEMS	1298	838.41
12/22/2023	625382	HUMANIX CORP	1329	388.89
12/22/2023	625383	INIT INNOVATIONS IN TRANSPORTATION INC	2392	7,506.30
12/22/2023	625384	KENWORTH SALES CO INC	1373	584.29
12/22/2023	625385	KERSHAW'S INC	1374	254.30
12/22/2023	625386	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,365.65
12/22/2023	625387	KIRK'S AUTOMOTIVE INC	1007	199.50
12/22/2023	625388	KPFF INC	2510	2,927.00
12/22/2023	625389	L&E PARK LLC	2391	4,220.66
12/22/2023	625390	LITHOGRAPHIC REPRODUCTIONS INC	1403	1,524.91
12/22/2023	625391	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	910.50
12/22/2023	625392	Q49 SOLUTIONS LLC	2594	147.15
12/22/2023	625393	MODEL 1 COMMERCIAL VEHICLES INC.	1233	21.11
12/22/2023	625394	MOHAWK MANUFACTURING & SUPPLY CO	1011	869.23
12/22/2023	625395	MOON SHADOW ETCHERS INC.	2770	6,214.25
12/22/2023	625396	MUNCIE RECLAMATION AND SUPPLY CO	1013	566.71
12/22/2023	625397	NAPA AUTO PARTS INC	1014	9,237.38
12/22/2023	625398	THE AFTERMARKET PARTS COMPANY LLC	1015	7,346.28
12/22/2023	625399	NEW PIG CORPORATION	1462	1,482.40
12/22/2023	625400	NORTHWEST LIFT & EQUIPMENT LLC	1952	2,498.96
12/22/2023	625401	OFFICE DEPOT INC	1483	3,252.88
12/22/2023	625402	ONEBRIDGE FSA	2880	250.00
12/22/2023	625403	PACIFIC OFFICE SOLUTIONS	2288	8,566.97
12/22/2023	625404	POWER CITY ELECTRIC INC	2530	2,626.95
12/22/2023	625405	PROTERRA INC	2519	928.50
12/22/2023	625406	PROVISIONAL SERVICES INC.	2697	775.96
12/22/2023	625407	RAE-COR DISTRIBUTING LLC	1533	2,269.61
12/22/2023	625408	ROMAINE ELECTRIC CORPORATION	1548	314.32
12/22/2023	625409	SAFETY-KLEEN SYSTEMS INC	1564	1,657.20
12/22/2023	625410	SECURITAS SECURITY SERVICES USA INC	1574	850.00
12/22/2023	625411	SIX ROBBLEES INC	1017	770.85
12/22/2023	625412	SPOKANE HOUSE OF HOSE INC	1605	1,846.28
12/22/2023	625413	STA OPERATIONS	1556	175.54
12/22/2023	625414	SUN SUPPLY INC.	2710	6,702.47
12/22/2023	625415	THERMAL SUPPLY CO INC	1651	12,389.01
12/22/2023	625416	THERMO KING NORTHWEST	1650	110.33
12/22/2023	625417	TITAN TRUCK EQUIPMENT INC	1655	5,827.98
12/22/2023	625418	TRANSIT SOLUTIONS LLC	2440	44,363.00
12/22/2023	625419	URBAN TRANSPORTATION ASSOCIATES INC	2812	103,575.00
12/22/2023	625420	WA STATE SCHOOL FOR THE BLIND	2847	27.25
12/22/2023	625421	WASHINGTON STATE	1704	128.10
12/22/2023	625422	WALTER E NELSON CO	1721	6,043.48
12/22/2023	625423	WESCO GROUP LLC	2368	23,288.79
12/22/2023	625424	THE W.W. WILLIAMS COMPANY	2870	1,173.35
12/29/2023	625425	ADT COMMERCIAL LLC	2462	5,087.92
12/29/2023	625426	AMAZON CAPITAL SERVICES INC	2098	1,409.57
12/29/2023	625427	AMALG TRANSIT UNION #1015	1055	23,904.57
12/29/2023	625428	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
12/29/2023	625429	THE BRAUN CORPORATION	1117	88.71
12/29/2023	625430	BUDINGER & ASSOCIATES INC	2149	6,609.27
12/29/2023	625431	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	162.46
12/29/2023	625432	LITHIA MOTORS SUPPORT SERVICES	1024	170.25
12/29/2023	625433	CANON FINANCIAL SERVICES INC	1154	655.93
12/29/2023	625434	CARLSON SHEET METAL WORKS INC	1139	480.69
12/29/2023	625435	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	5,694.08
12/29/2023	625436	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
12/29/2023	625437	COFFMAN ENGINEERS INC	1162	22,902.46
12/29/2023	625438	COLEMAN OIL COMPANY LLC.	2683	269,553.60
12/29/2023	625439	COMCAST	1170	173.36
12/29/2023	625440	CONSEAL CONTAINERS LLC	1176	397.78
12/29/2023	625441	CUMMINS INC	1027	1,777.26
12/29/2023	625442	LESLIE ENTERPRISES INC	1891	46,461.25
12/29/2023	625443	EMPLOYEE ADVISORY COUNCIL	1236	691.50
12/29/2023	625444	EDM TECHNOLOGY INC.	2667	132,435.00
12/29/2023	625445	FIRST TRANSIT INC	2430	6,990.00
12/29/2023	625446	FEDEX	1808	16.35
12/29/2023	625447	GORDON TRUCK CENTERS INC	1018	2,651.03
12/29/2023	625448	GALLS PARENT HOLDINGS LLC	1271	3.04
12/29/2023	625449	GENERAL PARTS DISTRIBUTION LLC	2690	148.00
12/29/2023	625450	GENFARE LLC	1268	3,954.53
12/29/2023	625451	GILLIG LLC	1279	11,830.89

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
12/29/2023	625452	H & H BUSINESS SYSTEMS	1298	320.26
12/29/2023	625453	HUMANIX CORP	1329	3,453.40
12/29/2023	625454	IL DCS AND FAMILY SERVICES	2768	276.53
12/29/2023	625455	IR SPECIALTY FOAM LLC	1345	363.62
12/29/2023	625456	JANEK CORPORATION	1358	654.00
12/29/2023	625457	KENWORTH SALES CO INC	1373	3,309.96
12/29/2023	625458	M & L SUPPLY CO INC	1413	7,151.30
12/29/2023	625459	MOHAWK MANUFACTURING & SUPPLY CO	1011	252.45
12/29/2023	625460	MUNCIE RECLAMATION AND SUPPLY CO	1013	2,017.13
12/29/2023	625461	BLACK REALTY MANAGEMENT INC	1658	3,060.98
12/29/2023	625462	NAPA AUTO PARTS INC	1014	2,755.86
12/29/2023	625463	THE AFTERMARKET PARTS COMPANY LLC	1015	11,394.93
12/29/2023	625464	NEW FLYER OF AMERICA INC	2528	6,736,711.43
12/29/2023	625465	CSWW INC	1102	108.09
12/29/2023	625466	PROFESSIONAL SERVICE BUREAU INC	2883	74.65
12/29/2023	625467	PROFESSIONAL SERVICE BUREAU INC	2883	294.94
12/29/2023	625468	PROVISIONAL SERVICES INC.	2697	2,826.80
12/29/2023	625469	S T A - WELL	1557	526.76
12/29/2023	625470	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	303.43
12/29/2023	625471	SPOKANE HARDWARE SUPPLY	1604	1,901.31
12/29/2023	625472	SPORTWORKS GLOBAL LLC	1617	921.30
12/29/2023	625473	STA OPERATIONS	1556	48.63
12/29/2023	625474	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	1,201.25
12/29/2023	625475	SYMETRA LIFE INSURANCE COMPANY	1562	21,813.40
12/29/2023	625476	TX CHILD SUPPORT SDU	2871	711.72
12/29/2023	625477	ULINE INC	2401	244.26
12/29/2023	625478	UNITED WAY OF SPOKANE COUNTY	1684	128.00
12/29/2023	625479	VERITECH INC	2049	766.00
12/29/2023	625480	WASHINGTON HIGHWAY USERS FEDERATION	1711	500.00
12/29/2023	625481	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,598.30
<b>TOTAL DECEMBER ACCOUNTS PAYABLE</b>				<b>13,937,976.21</b>
12/1/2023-12/31/2023	ACH	WORKER'S COMPENSATION	2286	154,518.95
<b>TOTAL DECEMBER WORKER'S COMPENSATION DISBURSEMENTS</b>				<b>154,518.95</b>
12/01/2023	730100-730129	PAYROLL AND TAXES PR 24, 2023	VARIES	2,022,758.94
12/15/2023	730130-730151	PAYROLL AND TAXES PR 25, 2023	VARIES	2,861,521.27
12/15/2023	730152-730173	RETENTION	VARIES	1,024,383.65
12/29/2023	730174-730201	PAYROLL AND TAXES PR 26, 2023	VARIES	2,192,805.54
<b>TOTAL DECEMBER PAYROLL AND TAXES</b>				<b>8,101,469.40</b>
12/20/2023	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,690.53
<b>TOTAL DECEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT</b>				<b>5,690.53</b>
<b>TOTAL DECEMBER DISBURSEMENTS FROM TO1 ACCOUNTS</b>				<b>22,199,655.09</b>
<b>TOTAL DECEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT</b>				<b>0.00</b>
<b>TOTAL DECEMBER DISBURSEMENTS TO1 &amp; TO5 ACCOUNTS</b>				<b>22,199,655.09</b>

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 18, 2024

AGENDA ITEM **6C**: Plaza Parking Garage Carbon Monoxide Sensors: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

<b>Public Works Contract for:</b>	Plaza Parking Garage Carbon Monoxide Sensors
<b>P.O. Contract Number:</b>	20230927
<b>Contractor:</b>	ATS
<b>Project Start:</b>	4/21/2023
<b>Substantial Completion:</b>	7/14/2023
<b>Final Completion:</b>	7/14/2023
<b>Scope of Work:</b>	ATS extended the existing Alerton Building Automation System to include monitoring of an additional four (4) CO and four (4) NO2 sensors. Sensors to display locally as well as being integrated into the existing Compass graphics for alarming and trending. Sensors are also incorporated into the current analytics software overlay for ease of reporting. Sensors are the same models that are currently being used at Boone. To accommodate the additional inputs, one (1) new VLC controller was installed adjacent to the existing Alerton VLCs located in the basement mechanical room.

<b>Contract Authority, Including Contingency</b>	<b>\$36,209.80</b>
<b>Awarded Contract</b>	\$36,209.80
<b>Additive Change Orders (Applied Contingency)</b>	\$0
<b>Deductive Change Orders</b>	\$0
<b>Total Final Contract Value</b>	<b>\$36,209.80</b>
<b>Unspent</b>	\$0

**RECOMMENDATION TO BOARD:** Approve. by motion, acceptance of the contract with ATS for the Plaza Parking Garage Carbon Monoxide Sensors as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB

Chief Executive Officer BSAN

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 6D :** PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Monique Liard, Chief Financial Officer  
 Jordan Hayes-Horton, Senior Procurement Manager

---

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

<b>Purchase Order/ Contract Number</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Purchase Order/ Contract Value</b>	<b>Substantial Completion Date of the Work</b>
10370-0012	W Sunset & S Cannon - New Electrical Service	Avista Utilities	\$2,450.00	6/12/2023
20231554	Plaza Chiller – Annual Oil Change	Sno Valley Process Solutions, INC	\$3,651.50	10/23/2023
10370-0012	E Mission & Barker – New Electrical Service	Avista Utilities	\$12,266.37	10/31/2023
20230325	Tire Shop Door Replacement	Continental Door Co., LLC	\$32,100.00	11/6/2023
20232258	Plaza Loudspeaker Repair	EVCO Sound & Electronics, Inc	\$3,464.54	11/16/2023
20230599	Roof Maintenance	Flynn BEC LP	\$2,234.50	11/22/2023
20232001	Fan Installation - 2nd Floor Plaza	Arctic Lighting & Electric, LLC	\$14,500.00	11/29/2023
20231682	Fan Installation - Fire Connection	Johnson Controls	\$7,264.81	11/29/2023
20230660	Plumbing Repairs	Bulldog Rooter, Inc.	\$9,810.00	12/4/2023
20232710	Plaza - Clean Ventilation Systems	CleanCo Carpet & Air Duct Cleaning	\$8,714.55	12/7/2023
20232709	Oil Water Separator - Garage Pump	Big Sky Industrial Services	\$4,803.63	12/14/2023
20230308	Garage Door Preventative Maint.	Continental Door Co., LLC	\$6,835.83	12/19/2023
20230169	Electrical Maintenance & Repairs	Arctic Lighting & Electric, LLC	\$5,450.00	12/31/2023
20230410	Compactor Service	Solid Waste Systems, Inc.	\$1,811.66	12/31/2023

Public Works Contracts Under \$35,000: Final Acceptance  
January 18, 2024  
Page Two

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

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

**FINAL REVIEW FOR BOARD BY:**

Division Head ML

Chief Executive Officer ASAM

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 6E :** BOARD MEMBER TRAVEL TO 2024 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION CONFERENCES

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

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

---

**SUMMARY:** The American Public Transportation Association (APTA) has scheduled its 2023 Legislative Conference in Washington, D.C., April 7-9, 2024. In addition to the conference, there may be opportunities for staff and Board members to meet with legislators and Federal Transit Administration (FTA) staff.

Of additional interest to Board members is the APTA TRANSform Conference in Anaheim, California, which is being held September 29-October 2, 2024.

STA has budgeted for up to eight Board members to attend APTA conferences in the 2024 year at an approximate cost of \$3,000 each.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2024.

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

**RECOMMENDATION TO BOARD:** By motion, approve travel for up to eight Board members to attend APTA conferences in 2024.

**FINAL REVIEW FOR BOARD BY:**

Division Head     //    

Chief Executive Officer     ESM    

Legal Counsel     MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 6F :** APPROVAL OF 2024 INTERLOCAL AGREEMENT WITH CITY OF SPOKANE FOR SPOKANE POLICE DEPARTMENT SERVICES

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

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

---

**SUMMARY:** Since 2005, Spokane Transit Authority (STA) and Spokane Police Department (SPD) have utilized Interlocal Agreements to provide additional police presence in and around the STA Plaza.

The 2021-2023 Amended Interlocal Agreement was approved at the November 2022 Board Meeting. The agreement currently expires on December 31, 2023.

The proposed contract, which would be effective January 1, 2024, through December 31, 2024, maintains the provisions of the previous contract but increases the overall not-to-exceed amount. The proposed not-to-exceed amount is \$140,000, or \$67.14 per hour, an increase from \$117,800 per year, or \$56.63 per hour. This is paid per hour worked with a maximum of 2,080 hours.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the Interlocal Agreement with the City of Spokane for Spokane Police Department services as presented.

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

**RECOMMENDATION TO BOARD:** Approve, by motion, the interlocal agreement with the City of Spokane for Spokane Police Department services as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head     NW    

Chief Executive Officer     ASW    

Legal Counsel     MC

## INTERLOCAL AGREEMENT

### FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES

This Interlocal Agreement (“Agreement”) is between the City of Spokane (“City”), a Washington State municipal corporation, and the Spokane Transit Authority (“STA”), a Washington State municipal corporation and public benefit transportation area; individually referred to as “Party” and jointly referred to as the "Parties".

WHEREAS, STA and the Spokane Police Department (“SPD”) have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to increase the availability and visibility of SPD officers at STA’s downtown transit center, located at 701 W. Riverside Avenue, Spokane, WA (“The Plaza”); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Transit Officers (“STA Officers”) located in and around The Plaza helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided at The Plaza and to assist in furthering law enforcement efforts in the areas immediately surrounding The Plaza; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

NOW, THEREFORE, the Parties agree as follows:

#### 1. PURPOSE, TERMS & CONDITIONS.

The purpose of this Agreement is to enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to support law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza, under the following terms and conditions:

1. SPD Officer. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1(F), herein. A SPD officer will be assigned to and based out of The Plaza for up to eight (8) hours each day during The Plaza hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer’s shift will be mutually agreed upon by the SPD Downtown Precinct Captain and the STA Security Manager, or their designee, and may vary with the staffing needs of the Spokane Police Department or by agreement of the parties.



2. Service Logs. In order to properly account for the hours SPD officer(s) are providing services under this Agreement, SPD officers shall utilize the Service Log located at the Plaza Customer Service Desk (1<sup>st</sup> Floor) to track all hours worked. SPD officers shall sign in and out of the Service Log upon commencement and completion, respectively, of performing services under this Agreement. STA shall maintain and control the Service Log, and reserves the right to confirm any and all invoices received from the City for services performed under this Agreement, in accordance with Section 3, herein.
  3. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD officer.
  4. Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer and a total of four (4) parking spaces for marked SPD vehicles in The Plaza garage. Provision of the parking spaces is contingent upon the continued operation of the SPD Downtown Precinct at 710 W. Riverside Ave., Spokane, WA.
  5. Plaza Service Area. The Plaza Service Area is defined as: The Plaza, the STA boarding bays surrounding The Plaza, including boarding/alighting bays located in the 600, 700 and 800 blocks of West Riverside and West Sprague Avenues, including both North and South sides of West Riverside Avenue, and on the East side of Post Street and on both sides of Wall Street, between Riverside and Sprague Avenues, or at other locations as mutually agreed upon in writing by both Parties.
  6. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
  7. Duty to City. The SPD officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The Parties acknowledge that SPD Officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.
  8. Communication. STA Transit Officers shall have direct communication with the SPD's Downtown Precinct. SPD shall respond to such calls in accordance with precinct priorities.
2. TERM. This Agreement shall commence January 1, 2024, and continue through December 31, 2024, unless terminated earlier in accordance with Section 9 herein.
  3. COMPENSATION. As full compensation for everything furnished and performed under this Agreement, STA shall pay the City an hourly rate of \$67.14 (sixty-seven dollars and fourteen cents) for each hour worked, or portion thereof, in one-quarter (1/4) hour increments, not to exceed a total of 2,080 hours or a maximum of \$140,000.00 (one hundred forty thousand dollars and zero cents) per calendar year for which SPD officers provide services under this Agreement.
  4. PAYMENT. The City shall submit monthly applications for payment addressed to the address specified in Section 6 herein. In its monthly applications, the City shall certify the hours for services performed under this Agreement. Payment to the City will be made by check within thirty (30) days of receipt of the City's monthly application and certification of hours, to the remittance address specified in Section 6 herein.

5. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

<b>City of Spokane</b>	<b>Spokane Transit Authority</b>
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:cmeidl@spokanepolice.org">cmeidl@spokanepolice.org</a> P: (509) 625-4115	Nancy Williams Chief Human Resources Officer Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:nwilliams@spokanetransit.com">nwilliams@spokanetransit.com</a> P: (509) 325-6081

6. NOTICES. All notices, requests, claims, demands and related communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by regular mail, postage prepaid; (3) by registered or certified mail, postage prepaid, return receipt requested; or (4) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) three (3) business days after the date of mailing by regular mail, postage prepaid; (3) upon receipt after dispatch by registered or certified mail, postage prepaid; or (4) upon confirmation of a read receipt when transmitted by email.

<b>City of Spokane</b>	<b>Spokane Transit Authority</b>
Justin Lundgren Acting Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:jlundgren@spokanepolice.org">jlundgren@spokanepolice.org</a> P: (509) 625-4115	Contracts Compliance Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:contracts@spokanetransit.com">contracts@spokanetransit.com</a> P: (509) 325-6062
Remittance Address:  Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable:  Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

7. INSURANCE. During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):

- A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.
- B. STA shall maintain:
  - 1. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
  - 2. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
  - 3. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.
- C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

8. INDEMNIFICATION.

- A. The City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

9. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 6 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.

10. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.
11. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
12. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
14. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
15. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.
16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
17. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
19. RCW 39.34 REQUIRED CLAUSES.
  - A. Purpose. See Section 1 above.
  - B. Duration. See Section 2 above.
  - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
  - D. Responsibilities of the Parties. See provisions above.

- E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
- F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
- G. Termination. See Section 9 above.
- H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

20. **SIGNATURES.** The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

**City of Spokane**

**Spokane Transit Authority**

\_\_\_\_\_  
By: Lisa Brown  
Title: Mayor

\_\_\_\_\_  
By: E. Susan Meyer  
Title: Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
By: Justin Lundgren  
Title: Acting Chief of Police

Date: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
By: Terri Pfister  
Title: City Clerk

\_\_\_\_\_  
By: Dana Infalt  
Title: Clerk of the Authority

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
By: Mike Piccolo  
Title: City Attorney

\_\_\_\_\_  
By: Megan Clark  
Title: STA Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

INTERLOCAL AGREEMENT  
FOR SPOKANE POLICE DEPARTMENT PLAZA POLICE SERVICES

This Interlocal Agreement (“Agreement”) is between the City of Spokane (“City”), a Washington State municipal corporation, and the Spokane Transit Authority (“STA”), a Washington State municipal corporation and public benefit transportation area; individually referred to as “Party” and jointly referred to as the “Parties”.

WHEREAS, STA and the Spokane Police Department (“SPD”) have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to increase the availability and visibility of SPD officers at STA’s downtown transit center, located at 701 W. Riverside Avenue, Spokane, WA (“The Plaza”); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Transit Officers (“STA Officers”) located in and around The Plaza helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided at The Plaza and to assist in furthering law enforcement efforts in the areas immediately surrounding The Plaza; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE, TERMS & CONDITIONS.

The purpose of this Agreement is to enable the City and STA to establish a dedicated, full-time SPD police officer presence at The Plaza and to support law enforcement efforts for the benefit of the public in and around the immediate vicinity of The Plaza, under the following terms and conditions:

1. SPD Officer. SPD shall assign an officer to The Plaza to perform general patrol functions in and around the Plaza Service Area described in 1(F), herein. A SPD officer will be assigned to and based out of The Plaza for up to eight (8) hours each day during The Plaza hours of operation, Monday through Friday, for the term of this Agreement. Hours of the officer’s shift will be mutually agreed upon by the SPD Downtown Precinct Captain and the STA Security Manager, or their designee, and may vary with the staffing needs of the Spokane Police Department or by agreement of the parties.

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt

2. Service Logs. In order to properly account for the hours SPD officer(s) are providing services under this Agreement, SPD officers shall utilize the Service Log located at the Plaza Customer Service Desk (1<sup>st</sup> Floor) to track all hours worked. SPD officers shall sign in and out of the Service Log upon commencement and completion, respectively, of performing services under this Agreement. STA shall maintain and control the Service Log, and reserves the right to confirm any and all invoices received from the City for services performed under this Agreement, in accordance with Section 3, herein.

3. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD officer.

~~4. Office and Supportive Facilities. STA shall provide SPD with administrative workspace in the STA Plaza Security Office for the assigned officer and a- total of four (4) parking spaces for two (2) marked SPD vehicles in The Plaza garage. Provision of the parking spaces is contingent upon the continued operation of the SPD Downtown Precinct at 710 W. Riverside Ave., Spokane, WA.~~

~~5.4. Additional Parking Spaces. STA shall provide two (2) parking spaces for SPD patrol vehicles, in addition to those designated in Section 1(d), herein. Provision of the parking spaces is contingent upon the continued operation of the SPD Downtown Precinct at 710 W. Riverside Ave., Spokane, WA.~~

~~6.5. Plaza Service Area. The Plaza Service Area is defined as: The Plaza, the STA boarding bays surrounding The Plaza, including boarding/alighting bays located in the 600, 700 and 800 blocks of West Riverside and West Sprague Avenues, including both North and South sides of West Riverside Avenue, and on the East side of Post Street and on both sides of Wall Street, between Riverside and Sprague Avenues, or at other locations as mutually agreed upon in writing by both Parties.~~

~~7.6. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the SPD Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.~~

~~8.7. Duty to City. The SPD officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations. The Parties acknowledge that SPD Officers based at The Plaza may sometimes need to be dispatched to calls outside of the assigned Plaza Service Area based on SPD's call prioritization system and/or emergency law enforcement needs.~~

~~9.8. Communication. STA Transit Officers shall have direct communication with the SPD's Downtown Precinct. SPD shall respond to such calls in accordance with precinct priorities.~~

2. TERM. This Agreement shall commence January 1, 2024, and continue through December 31, 2024, unless terminated earlier in accordance with Section 9 herein.

3. COMPENSATION. As full compensation for everything furnished and performed under this Agreement, STA shall pay the City an hourly rate of \$67.14 (~~sixty-sixty~~-seven dollars and fourteen cents) for each hour worked, or portion thereof, in one-quarter (1/4) hour increments, not to exceed a total of 2,080 hours or a maximum of \$140,000.00 (one hundred forty thousand dollars and zero cents) per calendar year for which SPD officers provide services under this Agreement.

Formatted: Font: (Default) Times New Roman, Font color: Custom Color(17,17,19)

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt



4. **PAYMENT.** The City shall submit monthly applications for payment addressed to the address specified in Section 6 herein. In its monthly applications, the City shall certify the hours for services performed under this Agreement. Payment to the City will be made by check within thirty (30) days of receipt of the City’s monthly application and certification of hours, to the remittance address specified in Section 6 herein.
5. **ADMINISTRATORS.** This Agreement shall be administered by the Parties’ designated representatives below:

City of Spokane	Spokane Transit Authority
<p><a href="#">Craig Meidl</a>            Chief of Police            Spokane Police Department            Administration Office            1100 W Mallon Ave            Spokane, WA 99260-0001</p> <p>E: <a href="mailto:emeidl@spokanepolice.org">emeidl@spokanepolice.org</a>            P: (509) 625-4115</p>	<p>Nancy Williams            Chief Human Resources Officer            Spokane Transit Authority            1230 W Boone Ave            Spokane, WA 99201</p> <p>E: <a href="mailto:nwilliams@spokanetransit.com">nwilliams@spokanetransit.com</a>            P: (509) 325-6081</p>

Field Code Changed

6. **NOTICES.** All notices, requests, claims, demands and related communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by regular mail, postage prepaid; (3) by registered or certified mail, postage prepaid, return receipt requested; or (4) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) three (3) business days after the date of mailing by regular mail, postage prepaid; (3) upon receipt after dispatch by registered or certified mail, postage prepaid; or (4) upon confirmation of a read receipt when transmitted by email.

- Formatted: Font: (Default) Times New Roman, 9 pt
- Formatted: Font: 9 pt
- Formatted: Font: 9 pt
- Formatted: Font: 9 pt
- Formatted: Font: 9 pt
- Formatted: Font: (Default) Times New Roman, 9 pt

City of Spokane	Spokane Transit Authority
<a href="#">Craig Meidl</a> Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001  E: <a href="mailto:emeidl@spokanepolice.org">emeidl@spokanepolice.org</a> P: (509) 625-4115	Contracts Compliance <del>Specialist</del> Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201  E: <a href="mailto:contracts@spokanetransit.com">contracts@spokanetransit.com</a> P: (509) 325-6062
Remittance Address:  Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable:  Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

Field Code Changed

7. INSURANCE. During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):

A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.

B. STA shall maintain:

1. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
2. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
3. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.

C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

8. INDEMNIFICATION.

A. The City shall defend, indemnify and hold harmless STA, its officers, employees and agents from

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt

any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.

- B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
- C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

- 9. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 6 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.
- 10. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.
- 11. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
- 12. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
- 13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
- 14. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- 15. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.
- 16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agree to comply with, and to require that all

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt

subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

- 17. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
- 18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
- 19. RCW 39.34 REQUIRED CLAUSES.
  - A. Purpose. See Section 1 above.
  - B. Duration. See Section 2 above.
  - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
  - D. Responsibilities of the Parties. See provisions above.
  - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
  - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
  - G. Termination. See Section 9 above.
  - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt

20. SIGNATURES. The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

**City of Spokane**

**Spokane Transit Authority**

\_\_\_\_\_  
By:  
Title: Mayor  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: E. Susan Meyer  
Title: Chief Executive Officer  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: [Craig Meidl](#)  
Title: Chief of Police  
  
Date: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
By: Terri Pfister  
Title: City Clerk  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Dana Infalt  
Title: Clerk of the Authority  
  
Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
By:  
Title: City Attorney  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
By:  
Title: STA Attorney  
  
Date: \_\_\_\_\_

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: 9 pt

Formatted: Font: (Default) Times New Roman, 9 pt

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 7A :** ELECTION OF 2024 CHAIR PRO TEMPORE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, STA Board Chair

---

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

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

**RECOMMENDATION TO BOARD:** By motion, nominate and vote on the election of the Chair Pro Tempore for the 2024 calendar year.

**FINAL REVIEW FOR BOARD BY:**

Division Head //

Chief Executive Officer BSM

Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING**

January 18, 2024

**AGENDA ITEM 7B :** LEGISLATIVE TASK FORCE – DISCUSSION

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

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Megan Clark, Legal Counsel

---

**SUMMARY:** At this time, the Board will review the Resolution and discuss the formation of a legislative task force as approved by motion at the December 21, 2023, Board meeting.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**COMMITTEE ACTION:** Recommend legal counsel reformat the approved Legislative Task Force outline into a Resolution and forward to the Board for approval.

**RECOMMENDATION TO BOARD:** Approve, by Resolution 817-24, the Legislative Task Force as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head     //    

Chief Executive Officer     ESM    

Legal Counsel     MC

RESOLUTION NO. 817-24

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING A LEGISLATIVE TASK FORCE FOR THE 2024 LEGISLATIVE SESSION AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to Ch. 36.57A RCW, Public Transportation Benefit Area, and is governed by a Board of Directors (Board), which is permitted by STA's governing documents and applicable law to create a task force to act on behalf of the Board; and

WHEREAS, in its December 2023 regular Board meeting the Board created, by motion, a Legislative Task Force for the 2024 Legislative Session (the "Session") for the purpose of meeting on an ad hoc basis to discuss and determine STA's interests on specific pieces of legislation introduced during the Session; and

WHEREAS, legal counsel has recommended the adoption of a Resolution to establish the Legislative Task Force's purpose, scope, delegation of authority, membership, and meeting requirements for the Session.

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

- Section 1. The Legislative Task Force for the 2024 Legislative Session is created and will be governed by the attached Exhibit "A" which is expressly adopted and incorporated herein in its entirety.
- Section 2. This Resolution shall take effect and be in full force immediately upon its passage.
- Section 3. The Board of Directors hereby authorizes and directs the CEO and STA staff to take all action necessary and proper to effectuate the foregoing; any actions of the CEO and STA staff prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Adopted by STA at a regular meeting thereof held on the 18th day of January 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

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

\_\_\_\_\_  
Al French  
Board Chair

Approved as to form:

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



## Exhibit A

### 2024 Legislative Task Force

#### I. Purpose

Traditionally, Spokane Transit Authority (“STA”) has maintained a neutral position regarding legislation that relates to STA and focused on providing legislators with the potential impacts of legislation. In December 2023, the STA Board of Directors (“Board”), created a task force for the purpose of allowing one member from each of the four jurisdictions represented on the STA Board (Spokane County, the City of Spokane Valley, the City of Spokane, the collective “Small Cities” of the City of Liberty Lake, the City of Medical Lake, the City of Millwood, the City of Cheney, and the City of Airway Heights) plus STA’s seated non-voting labor representative to meet on an ad hoc basis to discuss new or pending legislation, and determine STA’s interests on specific pieces of legislation. The task for is entitled the “2024 Legislative Task Force” and herein referred to as the “Task Force”.

#### II. Scope & Delegation of Authority

- A. The Task Force is intended to meet on an ad hoc basis with the CEO to discuss legislation at issue in the 2024 Legislative Session (the “Session”) that relates to STA. The Task Force may, only by unanimous consensus, decide to take a favorable or opposing position to such legislation.
- B. If there is not a unanimous consensus of the Task Force to take a position on a specific piece of legislation in the Session, STA’s position will remain neutral. This does not affect the CEO’s existing ability to speak on STA’s behalf in an informational manner, and provide feedback, education, or information to legislators and others on such legislation and/or its impact.
- C. If there is a unanimous consensus of the Task Force to take a position on a specific piece of legislation in the Session that is not neutral, but is in favor or opposed to a specific piece of legislation, such position will be relayed to the full Board, and the CEO is further authorized to express such position to legislators and others, and report back to the Board.
- D. If any member of the Task Force, or the Task Force as a whole, desires to give testimony, or otherwise speak on STA’s behalf on any piece of legislation during the Session, such member must request such authority from the full Board or the Chairperson.
- E. For legislation that relates to the composition of the STA Board or its governance, or changes to RCW 36.57A, the Task Force shall not take a favorable or opposed position to such legislation, and must request input and authorization from the full Board, unless such legislation has already been identified as a Legislative Priority by the Board.
- F. The creation of this Task Force and any delegation of authority herein is not intended to reduce or alter the CEO’s existing authority to act as a spokesperson on behalf of STA with respect to legislation.

### III. Members

- A. Each jurisdiction shall select an existing STA Board Member from that jurisdiction to be a member of the Legislative Task Force.
- B. The Small Cities shall cooperate to select one representative to serve as a member of the Task Force. This representative must be an existing STA Board member, but may be an ex-officio Board member.
- C. The designated Task Force member from each jurisdiction must be identified to the STA Board and CEO, but does not require further confirmation by the Board.
- D. The non-voting labor representative is automatically a member of the Task Force.
- E. If the designated Task Force Member is unable to attend any meeting of the Task Force, they may send an alternate in their place. For Spokane County, the City of Spokane Valley, and the City of Spokane, the alternate must be a current STA Board Member from the same jurisdiction. For the Small Cities representative, the alternate must be a current STA Board Member from the remaining jurisdictions.

### IV. Term

This Task Force is only for the 2024 Legislative Session, and will expire at the close of the 2024 Legislative Session.

### V. Meetings

The Task Force will endeavor to meet on an ad hoc basis as legislation is introduced. The CEO will monitor new or existing legislation for the 2024 Legislative Session, and request meetings of the Task Force as necessary to comply with this Resolution. A quorum for a meeting of the Legislative Task Force is 4 voting members of the STA Board.

All meetings of the Task Force shall be subject to the Open Public Meetings Act.

Exhibit A  
2024 Legislative Task Force

I. Purpose

Traditionally, Spokane Transit Authority (“STA”) has maintained a neutral position regarding legislation that relates to STA and focused on providing legislators with the potential impacts of legislation. In December 2023, the STA Board of Directors (“Board”), created a task force for the purpose of allowing one member from each of the four jurisdictions represented on the STA Board (Spokane County, the City of Spokane Valley, the City of Spokane, the collective “Small Cities” of the City of Liberty Lake, the City of Medical Lake, the City of Millwood, the City of Cheney, and the City of Airway Heights) plus STA’s seated non-voting labor representative to meet on an ad hoc basis to discuss new or pending legislation, and determine STA’s interests on specific pieces of legislation. The task for is entitled the “2024 Legislative Task Force” and herein referred to as the “Task Force”.

~~To allow one member from each of the four jurisdictions (County, Valley, City, Small Cities) plus the non-voting labor representative to meet to determine STA’s interests on specific pieces of legislation, relay that to the CEO and authorize the CEO to relay STA’s interests to legislators and others, and report back to the Board.~~

II. Scope & Delegation of Authority

- A. The Task Force is intended to meet on an ad hoc basis, with the CEO, to discuss legislation at issue in the 2024 Legislative Session: (the “Session”) that relates to STA. The Task Force may, only by unanimous consensus, decide to take a favorable or opposing position to such legislation.
- B. If there is not a unanimous consensus ~~on~~of the Task Force to take a position on a specific piece of legislation in the ~~2024 Legislative~~ Session, STA’s position will remain neutral. ~~The CEO still may~~This does not affect the CEO’s existing ability to speak on STA’s behalf in an informational manner, and provide feedback, education, or information to legislators and others on such legislation ~~an/do and/or its impact, but will remain neutral.~~
- C. If there is a unanimous consensus ~~from~~of the Task Force to take a position on a specific piece of legislation in the Session that is not neutral, but is in favor or opposed to a specific piece of legislation, such position will be relayed to the full Board, and the CEO is further authorized to express such position to legislators and others, and report back to the Board.
- D. If any member of the Task Force, or the Task Force as a whole, desires to give testimony, or otherwise speak on STA’s behalf on any piece of legislation during the Session, such member must request such authority from the full Board or the Chairperson.
- E. For legislation that relates to the composition of the STA Board or its governance, or changes to RCW 36.57A, the Task Force shall not take a favorable or opposed position to such

legislation, and must request input and authorization from the full Board, unless such legislation has already been identified as a Legislative Priority by the Board.

- F. ~~Not~~The creation of this Task Force and any delegation of authority herein is not intended to reduce or alter the CEO's existing authority to act as a spokesperson on behalf of STA with respect to legislation.

### III. Members

- A. Each jurisdiction ~~may~~shall select an existing STA Board Member from that jurisdiction to be a member of the Legislative Task Force.
- B. The ~~small cities~~Small Cities shall cooperate to select one representative to serve as a member of the Task Force. This representative must be an existing STA Board member, but may be an ex-officio ~~STA~~ Board member.
- C. The ~~selection~~designated Task Force member from each jurisdiction must be identified to the STA Board and CEO, but does not require further confirmation by the ~~remaining~~ Board members.

~~D.~~—The non-voting labor representative is automatically a member of the Task Force.

~~E.~~—A quorum for a meeting of the Legislative Task Force is 4 voting members of the STA Board.

~~F.~~D.

~~G.~~E. If the designated ~~Board~~Task Force Member is unable to attend any meeting of the Task Force, they may send an alternate in their place. For Spokane County, the City of Spokane Valley, and the City of Spokane, the alternate must be a current STA Board Member from the same jurisdiction. For the ~~small cities~~Small Cities representative, the alternate must be a current STA Board Member from the remaining jurisdictions.

### IV. Term

This Task Force is only for the 2024 Legislative Session, and will expire at the close of the 2024 Legislative Session.

### V. Meetings

The Task Force will endeavor to meet on an ad hoc basis, as legislation is introduced. The CEO will monitor new or existing legislation for the 2024 Legislative Session, and request meetings of the Task Force as necessary to comply with this Resolution. A quorum for a meeting of the Legislative Task Force is 4 voting members of the STA Board.

All meetings of the Task Force shall be subject to the Open Public Meetings Act.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 8A :** CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS & CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

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

**SUBMITTED BY:** Al French, STA Board Chair

---

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

The Chief Executive Officer is an ex-officio member of all Board committees.

The proposed list of 2024 committee appointments were presented at the Board Operations meeting and are attached.

**RECOMMENDATION TO COMMITTEE:** Recommend confirmation of the Board Chair's 2024 appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm TBD, as Chair of the Planning & Development Committee and TBD, as Chair of the Performance Monitoring & External Relations Committee.

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

**RECOMMENDATION TO BOARD:** Approve, by motion, confirmation of the Board Chair's 2024 appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Pam Haley, Spokane Valley, as Chair of the Planning & Development Committee and Josh Kerns, Spokane County, as Chair of the Performance Monitoring & External Relations Committee.

**FINAL REVIEW FOR BOARD BY:**

Division Head     //    

Chief Executive Officer     ASAM    

Legal Counsel     MC

## **2024 DRAFT BOARD CHAIR APPOINTMENTS TO COMMITTEES**

### **Planning & Development (P&D) Committee**

*Committee meets 1<sup>st</sup> Wednesday at 10:00 a.m.*

1. **Pam Haley, City of Spokane Valley, Chair**
2. TBD - Betsy Wilkerson, City of Spokane \*
3. TBD - Kitty Klitzke, City of Spokane \*
4. Dan Dunne, Small Cities (Liberty Lake)
5. Dan Sander, Small Cities (Millwood) (*Ex-Officio*)
6. Chris Grover, Small Cities (Cheney) (*Ex-Officio*)
7. E. Susan Meyer, CEO (*Ex-Officio*)

### **Performance Monitoring & External Relations (PMER) Committee**

*Committee meets 1<sup>st</sup> Wednesday of the month at 1:30*

1. **Josh Kerns, Spokane County, Chair**
2. TBD - Paul Dillon, City of Spokane \*
3. TBD - Zack Zappone, City of Spokane \*
4. Tim Hattenburg, City of Spokane Valley
5. Hank Bynaker, Small Cities (Airway Heights) (*Ex-Officio*) \*
6. Lance Speirs, Small Cities (Medical Lake) (*Ex-Officio*)
7. Rhonda Bowers, (*non-voting labor representative*)
8. E. Susan Meyer, CEO (*Ex-Officio*)

*\* Appointment to 2024 STA Board not yet received from jurisdiction*

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2023

**AGENDA ITEM 8B :** CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

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

**SUBMITTED BY:** Al French, STA Board Chair

**SUMMARY:** Pursuant to Resolution No. 767-19, the Board Operations Committee is automatically composed of:

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

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

In the event that more than four Directors must be appointed to any Governing Committee in order to satisfy representation requirements set forth in the Bylaws or a Board resolution, the Board, by majority vote of those voting on the motion, shall specify which Director will serve on such committee in an ex-officio non-voting role.

The following list represents the Board Chair's proposed 2024 committee appointments:

1. **Al French, Spokane County, (*Chair*)**
2. Pam Haley, City of Spokane Valley, (P&D Chair)
3. Josh Kerns, Spokane County, (*PMER Chair*)
4. Dan Dunne, Small Cities (*Liberty Lake*)
5. Kitty Klitzke, City of Spokane, *non-voting* \*
6. E. Susan Meyer, CEO (*Ex-Officio*)

\* *Appointment to STA Board not yet received from jurisdiction*

**RECOMMENDATION TO COMMITTEE:** By motion, recommend the Board confirm the Board Chair's appointments of Directors needed to ensure the required representation to the Board Operations Committee and which Director will serve in an ex-officio, non-voting role.

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

**RECOMMENDATION TO BOARD:** By motion, confirm the Board Chair's appointments of Directors needed to ensure the required representation to the Board Operations Committee and which Director will serve in an ex-officio, non-voting role.

**FINAL REVIEW FOR BOARD BY:**

Division Head     //    

Chief Executive Officer     ASAM    

Legal Counsel     MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 9A :** CONNECT 2035 UPDATE

**REFERRAL COMMITTEE:** n/a

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

---

**SUMMARY:** Staff will review activities completed in the past month and activities planned through the end of February 2024, including the upcoming Board workshop on February 15, 2024. The February 2024 Board workshop has three objectives: presenting on fixed-route service network concepts, gathering Board input on guiding principles that will be used to evaluate and prioritize initiatives, and providing Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

**RECOMMENDATION TO BOARD:** Receive report.



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2023

**AGENDA ITEM 10A :** BOARD OPERATIONS COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

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

---

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 11A:** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Committee Chair

---

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 12A :** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE  
CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Committee Chair

---

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

January 18, 2024

**AGENDA ITEM 14A:** COMMITTEE MINUTES – INFORMATION  
- Board Operations Committee

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY:** Approved Minutes of the November 8, 2023, and the December 13, 2023, Board Operations Committee meetings are attached.

There were no Planning & Development (P&D) or Performance Monitoring & External Relations (PMER) Committee meetings scheduled in January. The P&D and PMER approved December 2023 minutes will be submitted in February, 2024.

**RECOMMENDATION TO BOARD:** For information.

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

### **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the November 8, 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, Small Cities Representative (Liberty Lake)  
E. Susan Meyer, Chief Executive Officer, *Ex Officio*

#### **MEMBERS ABSENT**

None

#### **STAFF PRESENT**

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**

Brandon Rapez-Betty, Chief Operations Officer

---

#### **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**

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

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

Chair Kinnear congratulated Mr. Dunne on his winning election. She also apologized to Ms. Meyer for having had to postpone their meeting due to protests at City Hall. Chair Kinnear stated she is looking forward to chairing her final STA committee meeting.

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

##### **A. October 11, 2023, Committee Minutes**

*Ms. Haley moved to approve the October 11, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.*

**B. Returning to In-Person Meetings**

Ms. Meyer addressed the Committee regarding whether to return the committee meetings back to being conducted in-person with a virtual option, and the Committee discussed. No action was taken.

**5. COMMITTEE CHAIR REPORTS**

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on November 1, 2023.

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

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee meeting on November 1, 2023.

**6. DRAFT RULES OF PROCEDURE**

Ms. Clark shared the draft Rules of Procedure with the Committee. The Committee discussed the revisions being proposed. Ms. Clark will provide a red-lined version containing changes accepted up to, and changes made since the September 2023 Board meeting, including those made during the current Board Operations Committee meeting, to the Board for the vote at the November 16, 2023, Board meeting.

***Mr. Dunne moved to add the Draft Rules of Procedure item to the Board meeting agenda for November 16, 2023, for the Board to vote on adoption, Mr. French seconded, and the motion passed unanimously.***

**7. BOARD OF DIRECTORS AGENDA NOVEMBER 16, 2023**

Mr. French recommended adding an Executive Session to the Board meeting agenda to provide the Board the reason(s) for the extensive discussion regarding the Rules of Procedure, prior to the vote on the Draft Rules of Procedure. It will be informational only, and it will not be a discussion about the Draft Rules of Procedure. The Executive Session would be eligible to be called during the meeting under RCW 42.30.110.1 (i) (iii), "Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency." Ms. Meyer explained the logistics for the Executive Session. The Committee further discussed the addition of the Executive Session to the Board meeting agenda, and it was determined that WA State law enables a Board Member to call an Executive Session at any time.

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

**8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 13, 2023**

The Committee discussed the transition of the STA Board Chair and the logistics surrounding chairing the Board and committee meetings.

***Mr. Dunne moved to allow the Chair Pro Tem to chair the Board Operations Committee for the December 13, 2023, Board Operations Committee meeting, Ms. Haley seconded, and the motion passed unanimously.***

**9. CEO REPORT**

Ms. Meyer shared details regarding the October 2023 voter-approved Sales Tax revenues. The Committee discussed the minimum temperature at which STA allows Operators to make a fare exception for riders who tell them they are going to a warming center and can't afford the fare. Ms. Meyer explained that Dr. Velazquez with the Spokane Regional Health District provided a recommendation to the City for STA to increase the threshold from zero degrees Fahrenheit to thirty-two degrees Fahrenheit. Ms. Meyer further explained that STA is deferring to the City of Spokane's activation criteria for inclement weather centers regarding the temperature threshold to ensure consistency between STA and the City of Spokane. The Committee discussed "destinationless riders." Ms. Meyer asked the Committee to provide lists of warming shelter locations with operating hours, and any additional helpful information, for their respective jurisdictions. Ms. Meyer reported that Providence Community Clinics expressed an interest in opening a clinic at the STA Plaza to provide services to low income and houseless community members. Ms. Meyer advised the Committee that she explained that STA has space available for lease at the Plaza and does not provide free space to any organization. The Committee discussed and determined this would not be a good fit for the STA Plaza. However, Board Members may choose to bring this idea to the Board directly at a future Board meeting.

**10. NEW BUSINESS**

There was no new business.

**11. ADJOURN**

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 3:00 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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the December 13, 2023, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

None

### **GUESTS**

Zack Zappone, City of Spokane

### **STAFF PRESENT**

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**

Mike Connelly, Etter, McMahon, Lamberson,  
Van Wert & Oreskovich, P.C.

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer

---

Prior to Chair Pro Tempore French calling the meeting to order, Mr. Zappone explained his attendance at the Committee meeting. He stated that with STA Board Chair Lori Kinnear's departure, the City of Spokane felt they should have a seat at the Board Operations meeting. Mr. French advised the appointment of the seat comes from the Board and not a committee.

Mr. Connelly said he had recently spoken with Council Member Wilkerson, Council Member Zappone, Mr. French, and Ms. Meyer and advised the language of the Bylaws say committees are created by resolution and appointments, are the result of nomination by Chairperson and approval of the Board.. The Bylaws are silent on the Chair allowing any appointments without approval of the Board. He indicated they need to be read together and if read together, the Chair, pursuant to Rules and Bylaws, appoints and approval is by the Board. Discussion ensued concerning bylaws, past practice, and the committee guidelines for appointment of members to Committees.

To ensure compliance with the rules, and to avoid the potential for any action taken by the committee today being overturned, Mr. Connelly recommended canceling today's Board Operations Committee meeting. He said the Board Operations Committee does not have the authority to appoint in his interpretation. Discussion ensued.

Mr. Zappone said the City of Spokane's understanding of the Chair for the December meeting should remain with the City of Spokane in Ms. Kinnear's absence. Mr. Connelly advised he would review the



Bylaws, Rules of Procedures, and the Committee Guidelines / Functions in more depth prior to offering an opinion.

Mr. French noted that Ms. Kinnear, as STA Board Chair, in the November Board Operations meeting, voted in the affirmative to have Mr. French Chair the December meeting since he was the Chair Pro Tempore and the Board Operations Committee unanimously agreed. Discussion ensued.

1. CALL TO ORDER AND ROLL CALL

Chair Pro Tempore French called the meeting to order at 1:45 p.m. and the Clerk conducted roll call.

2. ADJOURN

On the advice of legal counsel, Chair Pro Tempore French adjourned the meeting at 1:46 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING**

January 18, 2024

**AGENDA ITEM 14B :** DECEMBER 2023 SALES TAX REVENUE

**REFERRAL COMMITTEE:** n/a

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

---

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

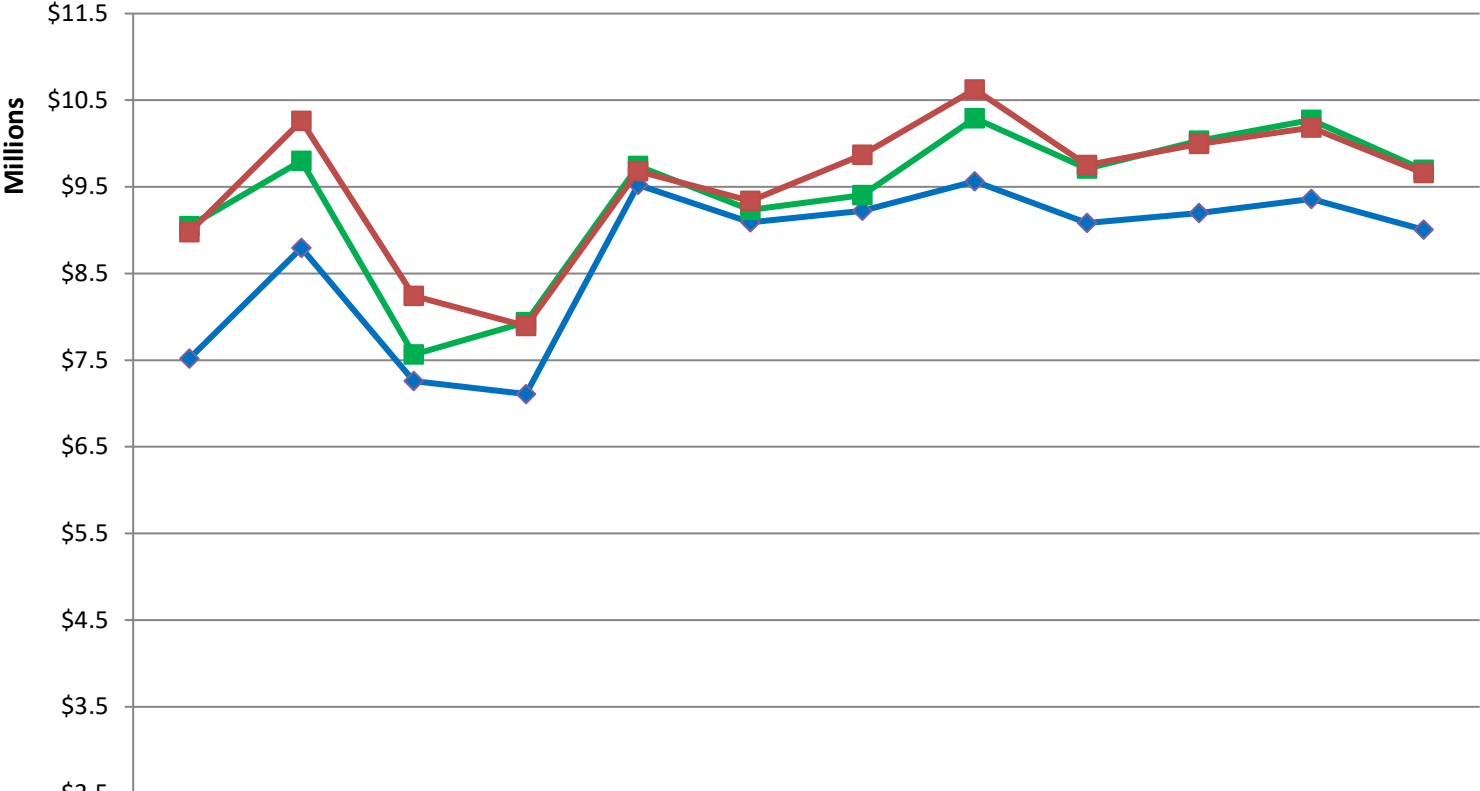
- 15.3% above 2023 budget
- 7.0% above YTD 2023 budget
- 0.4% below 2022 actual
- 1.6% above YTD 2022 actual

Total taxable sales for October were *down* 0.8% from October 2022. 2023 YTD sales are *up* 1.4% from October 2022 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 5.9% (\$-33.9M) in October 2023 vs October 2022 and is *down* by 1.3% (\$-71.2M) October 2023 YTD vs 2022 YTD. Detailed October YTD year-over-over comparisons across Retail Trade categories are as follows:
  - Other Miscellaneous Retailers *increased* 11.0% or \$85.5M
  - Grocery and Convenience Retailers *increased* 4.3% or \$12.1M
  - Automotive Parts, Accessories, and Tire Retailers *increased* 5.9% or \$11.3M
  - Building Material and Supplies Dealers *decreased* 4.3% or (\$-25.9M)
  - Electronics & Appliance Retailers *decreased* 8.2% or (\$-28.3M)
  - Other Motor Vehicle Dealers *decreased* 16.1% or (\$-34.0M)
  - Automobile Dealers *decreased* 3.3% or (\$-34.4M)
  - Furniture and Home Furnishings Retailers *decreased* 28.7% or (\$-61.8M)
- Construction *decreased* by 2.3% (\$-4.4M) in October 2023 vs October 2022 and is *up* by 0.8% (\$13.9M) October 2023 YTD vs 2022 YTD
- Accommodation and Food Services *decreased* by 1.3% (\$-1.6M) in October 2023 vs October 2022 and is *up* by 3.6% (\$42.3M) October 2023 YTD vs 2022 YTD

**RECOMMENDATION TO BOARD:** Information only.

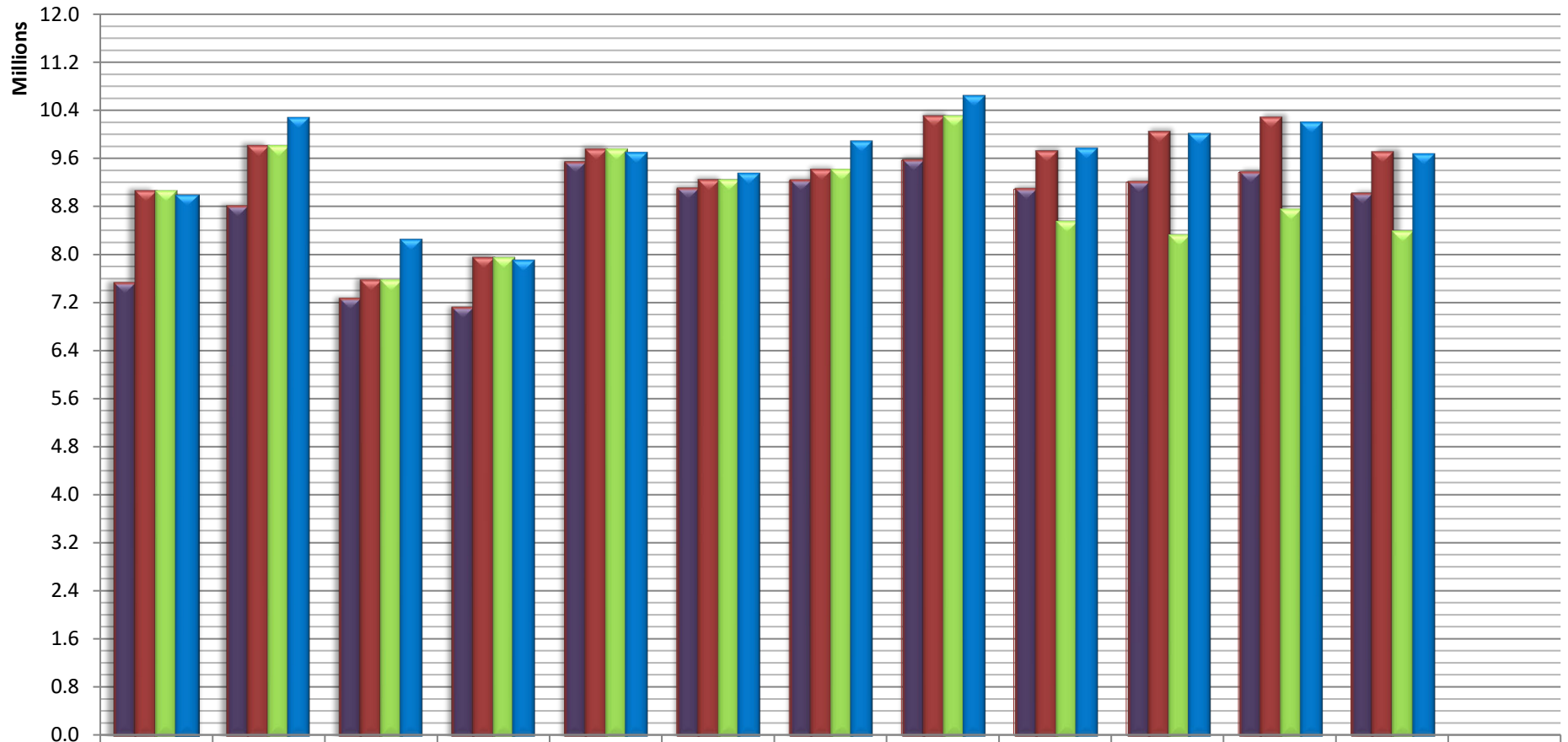
### Sales Tax Revenue History-December 2023<sup>(1)</sup>



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	\$7.5	\$8.8	\$7.3	\$7.1	\$9.5	\$9.1	\$9.2	\$9.6	\$9.1	\$9.2	\$9.4	\$9.0
2022	\$9.0	\$9.8	\$7.6	\$7.9	\$9.7	\$9.2	\$9.4	\$10.3	\$9.7	\$10.0	\$10.3	\$9.7
2023	\$9.0	\$10.3	\$8.2	\$7.9	\$9.7	\$9.3	\$9.9	\$10.6	\$9.8	\$10.0	\$10.2	\$9.7

(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	9,869,962	10,624,847	9,752,433	9,996,776	10,185,375	9,659,670	114,481,305
\$ Mo. Var.	(70,543)	462,064	677,496	(44,554)	(58,922)	103,091	466,487	333,010	41,022	(36,576)	(87,871)	(35,966)	
% Mo. Var.	-0.8%	4.7%	9.0%	-0.6%	-0.6%	1.1%	5.0%	3.2%	0.4%	-0.4%	-0.9%	-0.4%	
\$ YTD Var.	(70,543)	391,521	1,069,017	1,024,463	965,541	1,068,632	1,535,119	1,868,129	1,909,151	1,872,575	1,784,704	1,748,738	
% YTD Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	2.3%	2.0%	1.7%	1.6%	
% YTD Bud. Var.	-0.8%	2.1%	4.0%	3.0%	2.2%	2.0%	2.4%	2.6%	3.8%	5.3%	6.3%	7.0%	

<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**

January 18, 2024

**AGENDA ITEM 14C :** NOVEMBER 2023 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** n/a

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

---

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

Revenue

Overall, November year-to-date revenue is 7.7% (\$11.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 12.5% lower than budget
- Sales Tax Revenue is 6.3% higher than budget
- Federal & State Grant Revenue is 9.9% higher than budget
- Miscellaneous Revenue is 77.8% higher than budget

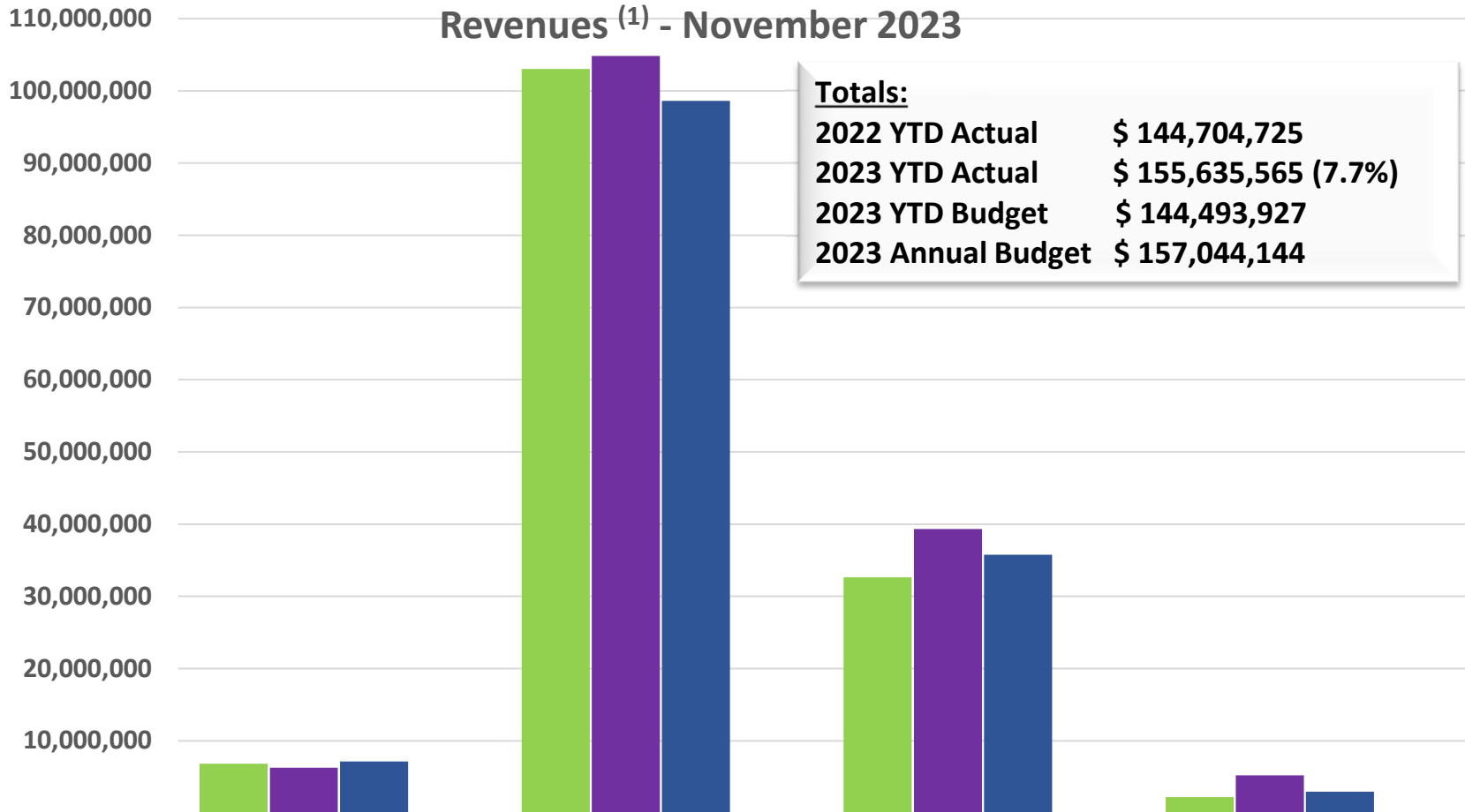
Operating Expenses

Overall, November year-to-date operating expenses are 5.2% (\$5.3M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.0% lower than budget
- Paratransit is 2.2% higher than budget
- Rideshare is 6.6% higher than budget
- Plaza is 13.8% lower than budget
- Administration is 12.6% lower than budget

**RECOMMENDATION TO BOARD:** Information only.

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



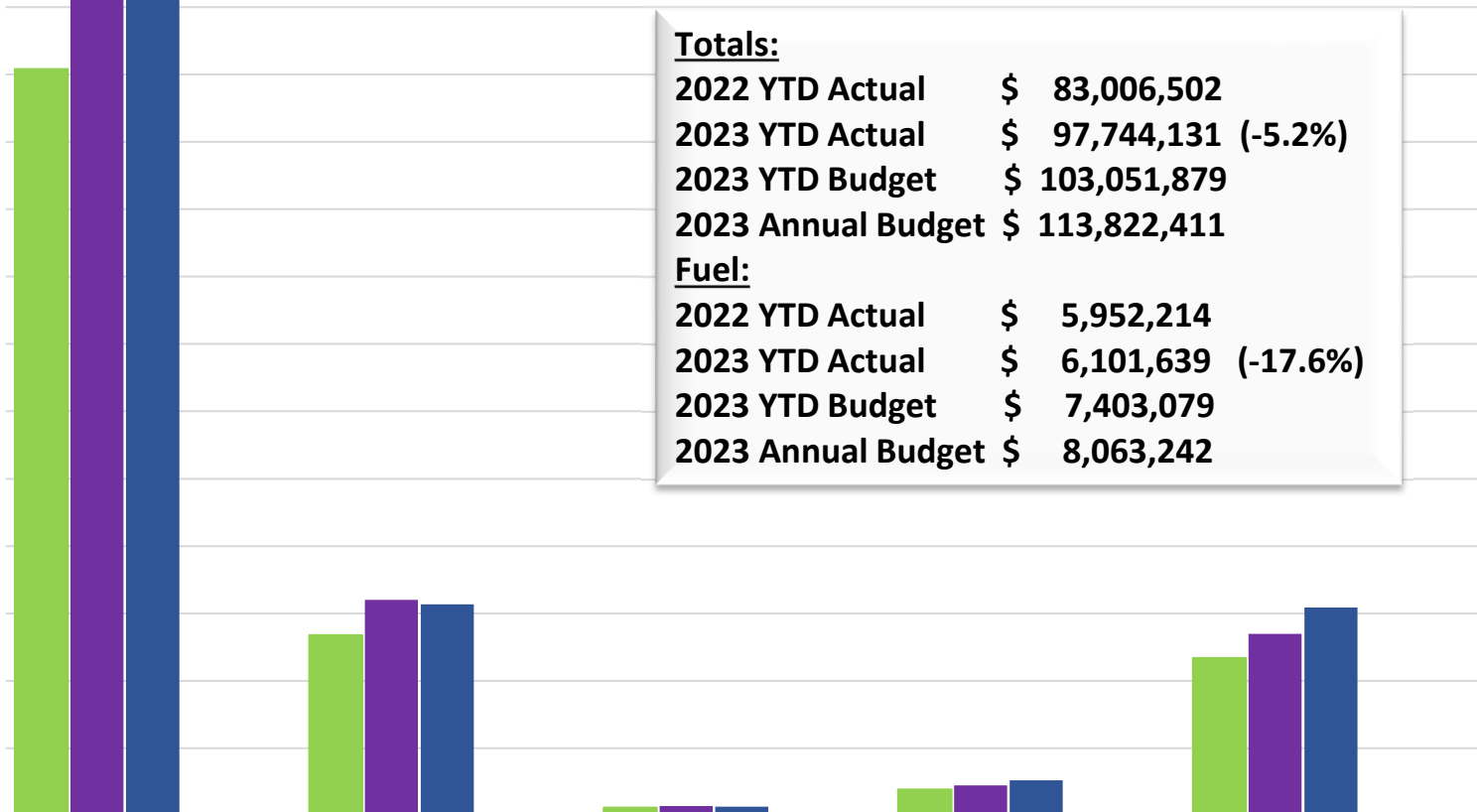
**Totals:**  
**2022 YTD Actual**      \$ 144,704,725  
**2023 YTD Actual**      \$ 155,635,565 (7.7%)  
**2023 YTD Budget**     \$ 144,493,927  
**2023 Annual Budget** \$ 157,044,144

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2022 YTD Actual	6,831,263	103,036,931	32,643,095	2,193,436
■ 2023 YTD Actual	6,259,604	104,821,637	39,318,486	5,235,838
■ 2023 YTD Budget	7,154,709	98,621,540	35,773,115	2,944,563
2023 YTD Budget Variance	-12.5%	6.3%	9.9%	77.8%
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 November state capital grant reimbursements total \$3,528,140 and federal capital grant reimbursements total \$14,394,756.

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

70,000,000  
65,000,000  
60,000,000  
55,000,000  
50,000,000  
45,000,000  
40,000,000  
35,000,000  
30,000,000  
25,000,000  
20,000,000  
15,000,000  
10,000,000  
5,000,000



### Totals:

2022 YTD Actual \$ 83,006,502  
 2023 YTD Actual \$ 97,744,131 (-5.2%)  
 2023 YTD Budget \$ 103,051,879  
 2023 Annual Budget \$ 113,822,411

### Fuel:

2022 YTD Actual \$ 5,952,214  
 2023 YTD Actual \$ 6,101,639 (-17.6%)  
 2023 YTD Budget \$ 7,403,079  
 2023 Annual Budget \$ 8,063,242

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2022 YTD Actual	55,396,349	13,389,269	592,788	1,941,363	11,686,733
2023 YTD Actual	65,284,151	16,015,204	706,010	2,245,161	13,493,605
2023 YTD Budget	68,687,533	15,667,111	662,412	2,603,577	15,431,246
2023 YTD Budget Variance	-5.0%	2.2%	6.6%	-13.8%	-12.6%
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 \$41,487,238 and Street/Road cooperative projects of \$850,859 for year-to-date November 2023.

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

# 17.

## EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

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

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

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

Estimated time - 15 minutes

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